



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

General Meeting Packet

January 14, 2019



GUSTAVUS CITY COUNCIL

GENERAL MEETING

JANUARY 14, 2019

7:00PM AT CITY HALL

Gustavus City Council:

Mayor (Seat C):

Calvin Casipit
calvin.casipit@gustavus-ak.gov
Term Expires 2020

Vice Mayor (Seat G):

Susan Warner
susan.warner@gustavus-ak.gov
Term Expires 2021

Council Member (Seat A):

Cheryl Cook
cheryl.cook@gustavus-ak.gov
Term Expires 2019

Council Member (Seat B):

Jake Ohlson
jake.ohlson@gustavus-ak.gov
Term Expires 2019

Council Member (Seat D):

Mike Taylor
mike.taylor@gustavus-ak.gov
Term Expires 2020

Council Member (Seat E):

Erin Ohlson
erin.ohlson@gustavus-ak.gov
Term Expires 2021

Council Member (Seat F):

Brittney Cannamore
brittney.cannamore@gustavus-ak.gov
Term Expires 2021

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. 12-10-2018 General Meeting
 - B. 12-18-2018 Special Meeting
 - C. 01-08-2019 Special Meeting
4. Mayor's Request for Agenda Changes
5. Committee/Staff Reports
 - A. Gustavus Public Library
 - B. Gustavus Volunteer Fire Dept.
 - C. Financial
 - D. City Administrator
6. Public Comment on Non-Agenda Items
7. Consent Agenda
 - A. Certificate of Records Destruction
 - B. NCO FY19-13 Amendment of Department Budgets
 - C. FY19-14 Title 4.13.060 and 4.13.070 Amendment
8. Ordinance for Public Hearing
 - A. FY19-11NCO for AMLIP Capital Improv Current transfer (Introduced 12-10-2018)
 - B. FY19-12NCO for new AMLIP account (Introduced 12-10-2018)
9. Unfinished Business:
 - A. CY19-01 Award Remainder of the Endowment Fund Earnings for 2019
 - B. Federal Lands Access Program Plan and Design Grant (FLAP)
10. New Business
 - A. CY19-02 Submission of Capital Improvement Funding Request to the Alaska Legislature
 - B. CY19-03 Pertaining to the Authorized Investments of, the Investment Allocations of, and Establishing Appropriate Benchmarks to Measure Performance of the City's Endowment Funds
 - C. Gustavus Community Center Request for 60-Day Extension to their 3-Year Endowment Fund Grant
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
December 10, 2018**

1. CALL TO ORDER:

A General Meeting of the Gustavus City Council is called to order on December 10, 2018, at 7:00pm by Mayor Casipit. There are nine (9) 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 Casipit
Vice Mayor Warner
Council Member Cook
Council Member Jake Ohlson
Council Member Brittney Cannamore
Council Member Erin Ohlson
Council Member Taylor

There are 7 members present, and a quorum exists

3. APPROVAL OF MINUTES:

A. Special Meeting Minutes 11-19-18

B. General Meeting Minutes 11-19-2018

C. Special Meeting Minutes 11-28-2018

D. Special Meeting Minutes 12-03-2018

MOTION: Mayor Casipit moves to approve the Special Meeting Minutes from 11-19-2018, General Meeting Minutes from 11-19-2018, Special Meeting Minutes from 11-28-2018 and Special Meeting Minutes from 12-03-2018

SECONDED BY: Council Member Warner

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Cook, Taylor, Cannamore, Casipit, Warner, J. Ohlson, E. Ohlson

NO:

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

4. MAYOR'S REQUEST FOR AGENDA CHANGES:

Hearing no objections, Mayor Casipit announced the agenda as set

5. COMMITTEE REPORTS/STAFF REPORTS:

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

B. City Administrator, Tom Williams provided a written and oral report

C. Financial-Treasurer Phoebe Vanselow provided a written report

6. PUBLIC COMMENT ON NON-AGENDA ITEMS:

1) Tim Sunday-PFAS

2) Thomas Imboden-Household trash in the Good River Neighborhood

7. CONSENT AGENDA:

A. Snug Harbor Renewal Liquor License Application

B. Certificate of Destruction

C. Introduce FY19-11NCO for AMLIP Capital Improv Current transfer

D. Introduce FY19-12NCO for AMLIP Reserve

MOTION: Council Member Cannamore moves to approve the Consent Agenda

SECONDED BY: Council Member E. Ohlson

PUBLIC COMMENT:

1) Lori Trummer

COUNCIL COMMENT:

1) Warner

Hearing no objections, the Consent Agenda is passed by unanimous consent

8. ORDINANCE FOR PUBLIC HEARING:

A. Approve FY19-09NCO Endowment Fund Grant Transfer (Introduced 11-19-2018)

MOTION: Council Member Cook moves to approve FY19-09NCO Endowment Fund Grant Transfer (Introduced 11-19-2018)

SECONDED BY: Vice Mayor Warner

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: Cannamore, E Ohlson, Warner, J. Ohlson, Cook, Taylor, Casipit

NO: 0

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

B. Approve FY19-10NCO CP17-02 DRC Closeout (Introduced 11-19-2018)

MOTION: Council Member E. Ohlson moves to approve FY19-10NCO CP17-02 DRC Closeout (Introduced 11-19-2018)

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: E. Ohlson, J. Ohlson, Taylor, Casipit, Cannamore, Warner, Cook

NO: 0

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

9. UNFINISHED BUSINESS:

10. NEW BUSINESS:

A. Approve expenditure of \$10,500 to Altman, Rogers and Co. for Review Services of FY18 per their Engagement Letter

MOTION: Council Member J. Ohlson moves to approve expenditure of \$10,500 to Altman, Rogers and Co. for Review Services of FY18 per their Engagement Letter

SECONDED BY: Council Member Cook

PUBLIC COMMENT:

1) Thomas Imboden

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: Casipit, E. Ohlson, J. Ohlson, Taylor, Warner, Cook, Cannamore

NO: 0

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

B. CY18-33 Resolution to Award Endowment Fund Earnings For 2019

MOTION: Vice Mayor Warner moves to approve B. CY18-33 Resolution to Award Endowment Fund Earnings For 2019

SECONDED BY: Council Member J. Ohlson

PUBLIC COMMENT:

1) Megan Bishop-Rookery

2) Janet Neilson-Rookery

- 3) Annie Mackovjak-Rookery
- 4) Tim Sunday
- 5) Lori Trummer-Keep Bears Wild
- 6) Annie Mackovjak-Gustavus Helping Hands

COUNCIL COMMENT:

- 1) Warner
- 2) J. Ohlson
- 3) Taylor
- 4) Cook

ROLL CALL VOTE ON MOTION AS AMENDED:

YES: Cook, Cannamore, Warner, Taylor, J. Ohlson, Casipit,

NO: 0

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

C. CY18-32 A Resolution Adopting an Alternative Allocation Method for the FY19 Shared Fisheries Business Tax Program and Certifying that this Allocation Method Fairly Represents the Distribution of Significant Effects of Fisheries Business Activity in FMA 17: Northern Southeast Area

MOTION: Council Member Taylor Moves to approve CY18-32 A Resolution Adopting an Alternative Allocation Method for the FY19 Shared Fisheries Business Tax Program and Certifying that this Allocation Method Fairly Represents the Distribution of Significant Effects of Fisheries Business Activity in FMA 17: Northern Southeast Area

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: Taylor, Casipit, J. Ohlson, Warner, Cannamore, E. Ohlson, Cook

NO: 0

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

11. CITY COUNCIL REPORTS:

A. Mayor-Mayor Casipit submitted a written and oral report

12. CITY COUNCIL QUESTIONS AND COMMENTS:

- 1) Erin Ohlson-Social Media
- 2) Cook-Endowment Fund Process

13. PUBLIC COMMENT ON NON-AGENDA ITEMS:

- 1) Annie Mackovjak-Cooperative Beach Management Plan
- 2) Lori Trummer-Social Media, Endowment Fund Grant
- 3) Annie Mackovjak-Endowment Fund Grant

14. EXECUTIVE SESSION:

15. ADJOURNMENT:

Hearing no objections, Mayor Casipit adjourns the meeting at 8:42pm.

**GUSTAVUS CITY COUNCIL
SPECIAL MEETING MINUTES
December 18, 2018**

1. CALL TO ORDER:

A Special Meeting of the Gustavus City Council is called to order on December 18, 2018, at 5:00 pm by Mayor Casipit. There are one (1) 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 Casipit
Vice Mayor Warner-Conference Call
Council Member Cook
Council Member J. Ohlson
Council Member Taylor-Absent
Council Member E. Ohlson
Council Member Cannamore-Absent

There are 5 members present, and a quorum exists

3. APPROVAL OF MINUTES:

4. MAYOR'S REQUEST FOR AGENDA CHANGES:

Hearing no objections, Mayor Casipit 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:

A. CY18-34 A Resolution of The City of Gustavus, Alaska Requesting Immediate Action for The Removal of Aqueous Film Forming Foam (AFFF), Replacement with ~~Florine-Free Firefighting Foam (F3)~~ with an environmentally safe alternative, And Complete Containment and Proper Disposal of all AFFF

MOTION AS AMENDED: Council Member Cook moved to approve CY18-34 A Resolution of The City of Gustavus, Alaska Requesting Immediate Action for The Removal of Aqueous Film Forming Foam (AFFF), Replacement with ~~Florine-Free Firefighting Foam (F3)~~ with an Environmentally Safe Alternative, And Complete Containment and Proper Disposal of ALL AFFF as amended

SECONDED: Council Member Casipit

PUBLIC COMMENT:

a) Kelly McLaughlin

COUNCIL COMMENT:

a) Warner
b) Casipit
c) Cook
d) E. Ohlson
e) J. Ohlson

ROLL CALL VOTE:

YES: E. Ohlson, Casipit, Cook, J. Ohlson

NO:

MOTION **PASSES** / FAILS 4/0

Mayor Casipit called a short recess at 5:25pm due to the loss of the phone connection. Vice Mayor Warner was disconnected from the conference call. Meeting reconvened at 5:32pm with Vice Mayor Warner connected to Council Member Cook's personal phone via the internet.

11. CITY COUNCIL REPORTS:

12. CITY COUNCIL QUESTIONS AND COMMENTS: Non

13. PUBLIC COMMENT ON NON-AGENDA ITEMS: None

14. EXECUTIVE SESSION:

A. Attorney client privileged discussion concerning financial and legal issues of the city

MOTION: Council Member Cook moved to enter Executive Session for the purpose of attorney client privileged discussion concerning financial and legal issues of the city

SECONDED: Council Member J. Ohlson.

Hearing no objections, motion passes by unanimous consent.

Mayor Casipit closed the Special Meeting and opened the Executive Session at 5:49pm.

MOTION: Council Member Cook moved to close the Executive Session and reopen the Special Meeting.

SECONDED: Council Member E. Ohlson

Hearing no objections motion passes by unanimous consent.

Mayor Casipit closed the Executive Session and opened the Special Meeting at 7:00 pm.

Mayor Casipit gave direction for Council Member J Ohlson to contact former City of Gustavus employee to suggest that person perform community service duties related to fiscal and legal matters addressed in executive session.

15. ADJOURNMENT:

Hearing no objections, Mayor Casipit adjourns the meeting at 7:02pm.

Calvin Casipit, Mayor

Date

Attest: Karen Platt, City Clerk

Date

**GUSTAVUS CITY COUNCIL
SPECIAL MEETING MINUTES
January 8, 2019**

1. CALL TO ORDER:

A Special Meeting of the Gustavus City Council is called to order on January 8, 2019, at 5:30 pm by Mayor Casipit. There are one (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 Casipit
Vice Mayor Warner
Council Member Cook
Council Member J. Ohlson-Absent
Council Member Taylor
Council Member E. Ohlson
Council Member Cannamore

There are 6 members present, and a quorum exists

3. APPROVAL OF MINUTES:

4. MAYOR'S REQUEST FOR AGENDA CHANGES:

Hearing no objections, Mayor Casipit 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: None

13. PUBLIC COMMENT ON NON-AGENDA ITEMS: None

14. EXECUTIVE SESSION:

A. Attorney client privileged discussion concerning financial and legal issues of the city

MOTION: Council Member E. Ohlson moved to enter Executive Session for the purpose of attorney client privileged discussion concerning financial and legal issues of the city regarding water contamination.

SECONDED: Council Member Cook

Hearing no objections, motion passes by unanimous consent.

Mayor Casipit closed the Special Meeting and opened the Executive Session at 5:32pm.

MOTION: Council Member E. Ohlson moved to close the Executive Session and reopen the Special Meeting.

SECONDED: Council Member Cannamore

Hearing no objections motion passes by unanimous consent.

Mayor Casipit closed the Executive Session and opened the Special Meeting at 6:57 pm.

MOTION: Council Member Cook moved to direct City Administrator Tom Williams to proceed with letter to ADEC as discussed in Executive Session

SECONDED: Council Member Cannamore

Hearing no objections motion passes by unanimous consent.

15. ADJOURNMENT:

Hearing no objections, Mayor Casipit adjourns the meeting at 7:00pm.

Calvin Casipit, 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 – JANUARY 2019

Gustavus Public Library

1. General Library Statistics October - December 2018:

	Oct.	Nov.	Dec.
Library Visitors:	1,355	1,243	1,106
Books Checked out:	495	581	587
Movies Checked out:	529	623	597
Events Hosted at the Library:	43	60	54



Fall 2018 Activities/Programs:

Yoga	Committee Meetings	Public Assistance
Class Visits	Homeschool	Book Group
Music Lessons	Knitting Group	Holiday Movie Nights
Library Band	Quilting Group	Holiday Crafting
Test Proctoring	Tutoring Sessions	Winter Reading
GVA Meetings	Story Time	Local Author Presentation
GCC Meetings	Creative Writing Workshop	Legos with Annie



In December, we initiated a trial Winter Reading Program with the intention of encouraging community members (especially students) to stay engaged and interested in learning over the winter break. During this pilot program, we hoped to assess community interest in a Winter Reading Program, especially events geared toward children and teenagers over the winter break. The statistics from the program are shown below, and based on the level of participation and enthusiasm we received, we plan to make this program a recurring one each winter.

For our Winter Reading Program, we created a Winter Bookmark Challenge for all ages, in which participants recorded their library book checkouts and time spent reading on a bookmark. Completed

bookmarks entered participants into a raffle, and we were able to provide prizes to 12 raffle winners thanks to the

generous donations of community members. Other Winter Reading Programming included holiday craft making, winter story hour, weekly programs for elementary and middle school students over the break, movie nights, winter break legos, and a writers' retreat.

Winter Reading Statistics

Total Bookmarks Completed	34
Total Winter Reading Events Hosted	10
Total Winter Reading Event Attendees	102

In addition to the Winter Reading Program, we hosted several special events including a book club, a creative writing workshop, a film discussion, several events for Halloween, and presentations by community members. We continue to see regular requests for groups to meet in the library space after hours, and are doing our best to accommodate these requests.

Due to continued challenges with limited space for materials, we have been working to heavily weed out materials that are no longer being used by the community. This quarter alone, we decommisioned 421 materials from the library, but due to the steady influx and demand for new materials, space continues to be a challenge, especially in our DVD section.



Upcoming Programming:

The library will continue to offer regular story hours, class visits, movie nights, and book clubs in the coming quarter. We will also continue to support weekly groups and classes, such as band and yoga, special events and presentations, and accommodate group requests for after-hours use as we are able to.

2. Status of Active or Upcoming Grants:

We would like to thank the Council for approving one of two Endowment Proposals. We are excited to have the opportunity to pursue this project, and aim to have the 1000 Books Before Kindergarten Program up and running in time for the start of the 2019 school year.

58% of the FY19 PLA has been spent, right on track. We order roughly 50 books per 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.

This year's AkLA conference will be in Juneau, so we expect a full refund through the State of Alaska Continuing Education Grant for travel and lodging.

3. Status of Active or Upcoming Contracts:

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.

4. Existing projects:

- Library cards have all been mailed out to our patrons! We are down to 479 active library patrons, which is a much more realistic number than what it had been; 782. Our policy states that patron accounts will be removed from the library system after 3 years of inactivity, unless a patron requests otherwise.
- Reorganizing the audio cd section with an alternate, visually appealing storage solution.
- Determine a solution for shelf lighting in the nonfiction, an issue brought up by some of our patrons. Currently patrons can use flashlights to read the lower shelves.
- The YA section of our library is still waiting on the corner unit. Butch was unable to finish this bit of remaining project before he left for the holidays, however, we hope to have this project completed in the next quarter.
- Talking with volunteers regarding painting behind the whale skeleton.

5. Past, Current & Upcoming Trainings:

Jen will be attending the AEYC (Association for the Education of Young Children) symposium in Juneau again this year, supported by both the Gustavus Community Preschool and by the Gustavus Public Library. Because the conference fees, travel, and lodging are all paid for through the preschool, this will be a way for Jen to continue developing skills for working with children at the library at very low cost to the City.



We are both attending the annual Alaska Library Association Conference again this year. This consists of four days of 4 – 6 sessions on varying topics. This is a wonderful time for your local librarians to learn valuable lessons and strategies from other librarians from all over the state. This year's theme is focusing on how libraries are pertinent around the clock. Jen has been asked to speak on a panel representing a rural Alaska library during the Summer Reading Session at this year's AkLA conference.

We both have been invited to attend the second tier of leadership of our SLIM training; Small Library Institute of Continuing Education (SLICE), May 6-9 also in Juneau at the Alaska State Library, a four-68day workshop designed to empower library directors and provide them with the skills to be leaders of change and innovation in their library and community. Workshop topics include:

- Leading with emotional intelligence
- Leading with social intelligence
- Communicating the positive impact and value of the library
- Developing library programs and partnerships that align with community goals
- Anticipating and leading change within the library

6. Budget:

We will meet with Phoebe and Tom soon to talk about budget. A few things on our list:

- Septic Pump out
- Annual Movie License for movie events
- An increase in shipping allotted for ILL returns
- Program and event materials
- Piano tuning
- Music and DVD storage options
- Bike shelter and shed, and other capital improvement projects

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



Gustavus Volunteer Fire Department

Quarter 4 Highlights

46 Total Calls to date (37 EMS, 6 Fire, 1 SAR, 2 Other)

October

- Calls: 2 EMS
- An 80-hour ETT to EMT1 bridge class completed with great success. 9 people attended and passed the class.
- The NWS came through town, we sat down and discussed how to advise us about wildfire related weather better for our area.
- Engine 27 (old Airport engine), is no longer responding to emergency calls.
- The K/1 class visited the fire station and learned a bit about wildland fire safety.
- I applied and received the SEREMS mini grant. \$1,000
- The Hazard Mitigation Plan information has been turned in the AECOM. They are going start building the plan for the planning team and council review.

November

- Calls: None
- I started working on the game plan of moving drinking water to the Same Old Road property.
- I traveled and worked out to Sitka for a week. (travel report turned in on 12/3)
- I've been working on the developing a SOA Fire Accreditation Program. Allowing us to teach up to the FF1 level in house. Updating and creating department SOG's as needed to complete this.
- I've been working with SOA Homeland Security & Emergency Management about obtaining another tsunami warning siren. HSEM is attempting to get it into the NOAA FY20 budget.
- GVFD received \$25,450 in SEREMS Code Blue Grant monies to go towards a new gurney, full size training manikin, ResqCPR device, and portable pagers.
- New SCBA's were ordered. On 12/26 the company has confirmed they were in Seattle.

December

- Calls: 2 EMS
- I've been working with an NWS hydrologist on updating the Salmon River flood warning height.
- I finished creating a mentor taught recruit firefighter training program for new volunteer firefighters.
- I began the process working on a new driver / operator program. We are adopting the SOA Fire Standards Council and NFPA 1002, Objectives and Skills for the training and local certifications.
- Elm and I delivered 4000 gallons of drinking water to the Same Old Road Property.
- The volunteers held their annual Christmas party.
- I have been working on gearing up for the beginning of the Emergency Planning Meetings. I've started updating the Small Community Emergency Response Plan (SCERP) to help guide us.

Future Items & Other Projects

- Wildland Fire Behavior and Fire Weather Class after the wildland fire season is over taught by the National Weather Service.
- Hazard Mitigation Plan is delayed due to the recent earthquake.
- Rural Firefighter class or a Firefighter 1 class upcoming
- Emergency Planning Meeting will be scheduled for January.
- Working on some public relation and education projects. (Firewise, youth bike safety)
- Fire Engine Operator Class - Petersburg Fire Department might teach it.
- I'm working on ideas for an offsite firefighting training complex. This will help real-life training tremendously.
- Researching on adding a Youth Cadet Program if the interest is there.
- I'll be looking into recommendations on updating our communications for emergency services and emergency management.
- I've got a few plans for building beautification and making the building a more usable space for our current operations.
- I'm also researching some tools and appliances that the volunteers need to safely complete the emergency task, while being minimally staffed and reducing the risks of being in hazardous positions. (thermal imaging camera, gas meters, hi-vis coats, gurney)
- Looking into how to replace the loss of Engine 27.

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

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Returned Check Charges	30.00			
Business License Fees	725.00	3,500.00	-2,775.00	20.7%
Donations	838.00	1,000.00	-162.00	83.8%
DRC Income	65,726.18	89,480.00	-23,753.82	73.5%
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	94.00	700.00	-606.00	13.4%
GVFD Income	3,023.13	8,000.00	-4,976.87	37.8%
Interest Income	7,365.37	14,500.00	-7,134.63	50.8%
Lands Income	9,736.00	8,000.00	1,736.00	121.7%
Lease Income	6,157.00	12,541.42	-6,384.42	49.1%
Library Income	402.65	1,500.00	-1,097.35	26.8%
Marine Facilities Income	1,895.00	16,250.00	-14,355.00	11.7%
State Revenue				
Community Assistance Program	85,461.43	85,461.43	0.00	100.0%
Shared Fisheries Business Tax	328.76	1,500.00	-1,171.24	21.9%
Total State Revenue	85,790.19	86,961.43	-1,171.24	98.7%
Tax Income				
Retail Tax Income	243,341.45	339,000.00	-95,658.55	71.8%
Room Tax Income	49,592.58	65,000.00	-15,407.42	76.3%
Fish Box Tax	12,330.00	15,000.00	-2,670.00	82.2%
Penalties & Interest	1,754.37	0.00	1,754.37	100.0%
Tax Exempt Cards	10.00	150.00	-140.00	6.7%
Total Tax Income	307,028.40	419,150.00	-112,121.60	73.3%
Total Income	595,978.35	768,582.85	-172,604.50	77.5%
Gross Profit	595,978.35	768,582.85	-172,604.50	77.5%
Expense				
Administrative Costs	1,581.47	14,300.00	-12,718.53	11.1%
Advertising	503.57	500.00	3.57	100.7%
Ambulance Billing Expense	1,085.50	1,000.00	85.50	108.6%
Bank Service Charges	1,526.74	2,250.00	-723.26	67.9%
Building	11,068.54	14,380.06	-3,311.52	77.0%
Contractual Services	20,952.27	55,500.00	-34,547.73	37.8%
Dues/Fees	2,128.99	6,950.00	-4,821.01	30.6%
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	276.70	250.00	26.70	110.7%
Equipment	8,255.07	14,896.00	-6,640.93	55.4%
Freight/Shipping	12,154.14	19,050.00	-6,895.86	63.8%
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	2,995.00	3,000.00	-5.00	99.8%
Library Materials	-42.07	600.00	-642.07	-7.0%
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 December 2018

	<u>Jul - Dec 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Payroll Expenses	208,847.64	438,148.05	-229,300.41	47.7%
Professional Services	21,440.57	20,000.00	1,440.57	107.2%
Public Relations	668.08	500.00	168.08	133.6%
Repair & Replacement Fund	16,067.76	20,095.76	-4,028.00	80.0%
Road Maintenance	44,548.00	85,000.00	-40,452.00	52.4%
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	7,869.02	18,500.00	-10,630.98	42.5%
Telecommunications	10,589.99	20,500.00	-9,910.01	51.7%
Training	9,402.97	21,100.00	-11,697.03	44.6%
Travel	11,334.22	19,850.00	-8,515.78	57.1%
Utilities	11,065.94	17,200.00	-6,134.06	64.3%
Vehicle	5,802.32	10,336.95	-4,534.63	56.1%
Total Expense	449,001.03	847,597.66	-398,596.63	53.0%
Net Ordinary Income	146,977.32	-79,014.81	225,992.13	-186.0%
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>231,977.32</u>	<u>6,085.19</u>	<u>225,892.13</u>	<u>3,812.2%</u>

City of Gustavus
Balance Sheet
As of December 31, 2018

	Dec 31, 18
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	15,278.93
AMLIP Capital Improv Long-Term (0630598.2)	710,116.28
AMLIP Repair & Replacement (0630598.3)	318,968.58
AMLIP Road Maint - Unencumbered (0630598.4)	252,441.94
AMLIP Road Maint - Encumbered (0630598.8)	51,574.35
APCM.Endowment Fund	1,385,162.65
FNBA - Checking	645,316.84
FNBA Endowment Fund - Checking	65,272.67
FNBA First Investment Account	751,275.02
Petty Cash	119.31
Total Checking/Savings	4,195,526.57
Accounts Receivable	
Accounts Receivable	7,067.41
Total Accounts Receivable	7,067.41
Total Current Assets	4,202,593.98
TOTAL ASSETS	4,202,593.98
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of America Alaska Air Visa	2,643.05
Total Credit Cards	2,643.05
Other Current Liabilities	
Payroll Liabilities	
State Unemployment	2.01
Total Payroll Liabilities	2.01
Total Other Current Liabilities	2.01
Total Current Liabilities	2,645.06
Total Liabilities	2,645.06
Equity	
Fund Balance	3,028,996.21
Opening Bal Equity	1,084,743.57
Net Income	86,209.14
Total Equity	4,199,948.92
TOTAL LIABILITIES & EQUITY	4,202,593.98

Accounts Receivable Detail

As of 12/31/18

\$5,192.16	Delinquent Sales Tax
\$1,558.98	Ambulance Transport Billing - In Progress
\$200.00	Landing Fees Billing
\$250.00	Penalty for Fish-Box Tax Non-Compliance
(\$133.73)	Net of Other Minor Customer Account Balances
<hr/>	
\$7,067.41	Total

FNBA Checking Account - Unrestricted Funds Balance

As of 12/31/18

FDIC: The standard deposit insurance coverage limit is \$250,000 per depositor, per FDIC-insured bank, per ownership category.

FNBA Checking Account Balance: \$645,316.84

Obligated Funds Currently in Checking Account:

MF	CP18-01 Salmon River Harbor	(\$26,137.43)
Roads	CP18-02 Wilson Rd Drainage	(\$40,000.00)
	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)
GVFD	CP18-08 SCBA funding NCO FY19-08	(\$73,532.40)
Roads	Encumbered Road Maint. Funds	(\$40,452.00)
Library	FY19 PLA Grant	(\$3,399.63)
Library	SoA OWL Internet Subsidy	(\$1,039.20)
Roads	USFWS Chase Drvwy	(\$251.02)

Unrestricted Funds: \$328,255.16

Pending Transfers:

GVFD	CP18-08 SCBA	\$73,532.40	pd 1/4/19
Roads	CP18-02 Roads to AMLIP for now - NCO FY19-11	\$40,000.00	
DRC	CP18-05 DRC to AMLIP for now - NCO FY19-11	\$26,400.00	
DRC	CP18-06 DRC to AMLIP for now - NCO FY19-11	\$18,000.00	
DRC	CP18-07 DRC to AMLIP for now - NCO FY19-11	\$59,450.00	

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

FY19 budgeted operating expenses: \$844,713.23

25% = \$211,178.31

17% = \$143,601.25

35% = \$295,649.63

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	\$3,219.61	\$3,780.39	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	\$866.00	\$1,212.40	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	\$7,312.50	\$0.00	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
	City Clerk Training	12/16/2018	\$500.00	--	\$500.00	\$0.00	AAMC scholarship for Nov. 2018 annual conference
	Council Member Training 10/29-1	11/10/2018	\$863.09	--	\$863.09	\$0.00	State of AK/DCRA grant for travel/lodging reimbursement
			\$22,774.99				

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	\$0.00	
CY17-14	GCEP	12/12/2017	\$4,727.21	2018 EFG - GCEP	\$4,727.21	\$0.00	
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	
CY18-33	GCEP	12/11/2018	\$4,363.95	2019 EFG - GCEP	\$782.12	\$3,581.83	
CY18-33	GHAA	12/11/2018	\$3,424.00	2019 EFG - GHAA	\$0.00	\$3,424.00	
CY18-33	Gustavus Helping Hands	12/11/2018	\$4,540.00	2019 EFG - GHH	\$0.00	\$4,540.00	
CY18-33	Gustavus Public Library	12/11/2018	\$2,902.60	2019 EFG - GPL	\$0.00	\$2,902.60	
CY18-33	Gustavus School	12/11/2018	\$9,606.75	2019 EFG - GST School	\$0.00	\$9,606.75	

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	\$ 14,740.00	CP17-02 DRC	DRC	N/A	9/16/2016	9/16/2016	3/13/2017	6/11/18 amended scoping document	done	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		in progress	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	proposed CIP
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		2019	proposed CIP
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	2019	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		2019	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		done	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
SCBA sets x 10	\$52,000-\$72,000	\$ 73,532.40	CP18-08 SCBA	GVFD	2/15/2018	n/a	finite purchase	11/8/2018	grant unsuccessful in 2018	done	AMLIP
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
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	\$20,000	\$ -		DRC	N/A	1/2/2018			Phase 2	Mid-range: 2019?	proposed CIP
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	2019?	
Utility Pick-up Truck		\$ -		GVFD	2/15/2018					Mid-range	
Roof/Building Expansion - Architectural & Engineering	\$30,000			GVFD	N/A	2/9/2018	2/12/2018			Mid-range	proposed CIP
Roof/Building Expansion	\$700,000			GVFD	N/A	2/9/2018	2/12/2018			2018 or long-range	CIP - state, federal grant
Library Expansion - Architectural & Engineering	\$30,000	\$ -		Library	3/1/2018					Mid-range	proposed CIP
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	\$1,139,454.85	\$ 337,122.40							Other Possible Projects/Major Purchases in the Future:		
									CH copier		
CAPGIS 2018 submission									GVFD telehealth		
CAPGIS 2019 proposed submission											

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	5,273.56	0.00	5,273.56	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	450,198.01	401,150.00	49,048.01	112.2%
Total Income	858,365.53	787,381.36	70,984.17	109.0%
Gross Profit	858,365.53	787,381.36	70,984.17	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	48,044.94	57,700.00	-9,655.06	83.3%
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	694,713.31	798,552.26	-103,838.95	87.0%
Net Ordinary Income	163,652.22	-11,170.90	174,823.12	-1,465.0%
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>212,574.67</u>	<u>39,915.91</u>	<u>172,658.76</u>	<u>532.6%</u>

CITY ADMINISTRATOR'S REPORT – WORK SESSION



FLAP

The NPS stated it would fund half the match. The match portion for the City is approximately \$23,000. Does the City want to fund the match portion for the planning and design of the bike path?

FERRY DOCK CONFERENCE CALL

The Council should have received an e-mail with a link to the project PDF's from ADOT. Also, there is a conference call on January 11 from 8:30-12. The call will cover many technical topics in addition to our ferry dock. I intend to provide a summary of the applicable topics for those that don't wish to participate. Please let the Clerk know if you wish to attend.

INTERTIE

There has been no response from AP&T or the NPS to my update inquiries.



SMALL BOAT HARBOR RESTROOMS

Does the Council wish to have the restrooms at the dock and Salmon River Park kept open for the winter season? This question was presented at the December GM but clear direction was not received. The Harbormaster position ended for the season on December 31.



77 SOR WELL/SAMPLING

Attached are two quotes for the sampling of the well and the testing of the house interior pipes. I anticipate the APEI will cover these costs but in case there are any objections by APEI I am asking the Council to direct me to submit a PO to fund the work. The low bid is from Ahtna at \$3,263.



FUEL OIL CONTRACT

Gustavus now has two fuel oil providers. In an effort to ensure opportunity to both vendors, I would like to request an annual bid for #1 fuel oil price per gallon from both vendors for the period 1 October through 30 September.

TITLE 2/3/4 AMENDMENTS WORK SESSION

Reminder - A work session to review changes to Title 2-4 has been set for January 22, 2019 at 5:30. Attached are staff's suggested edits.



GUSTAVUS CHILDREN ENHANCEMENT PROGRAM (GCEP) PROPOSAL

Attached is a brief paper w/backup on a concept for incorporating the GCEP into the City's program delivery network. The paper proposes to ensure the delivery of social and educational services to age-specific youth either by creating a child care program that is operated by City staff, or by creating a public/private partnership to provide the services for the City.

I understand this has been discussed by previous Councils. However, given the public demand and GCEP's unresolved concerns for a long-term facility and financial security, the issue is ripe for discussion. **Options could be:**

- Discuss this topic at an upcoming Council meeting
- Discuss this topic at an upcoming work session
- Do not discuss this topic



WATER ACTION COMMITTEE

There has been only one application to be on the Water Action Committee. **Does the Council want to continue recruiting for members?**



WATER UTILITY

It was unclear to me what direction the Council wanted me to take in terms of funding the study for a City water utility. **The options are:**

- City funding the study – that allows us to apply for a RUBA grant for construction after the study determines feasibility, design, and cost. The study would cost approximately \$50-60,000.
- Submit a grant for the study through RUBA – the application would be submitted for FY20 based on the timing - in essence delays the project by 1 year.
- Discontinue pursuing funding for a water utility.

The timeline would most likely see construction sometime in 2023.

Similar projects have cost around \$500,000. Grants are possible and usually require a 20% match if the funds are sourced from a Federal agency.

What direction does the Council want me to pursue?



SURFACE USE AGREEMENT

Attached is a copy requesting renewal of a surface use agreement (mining). The lease rate is \$750 per year. There doesn't appear to be any documentation indicating that there has been any activity at this site (gravel pit area). I asked the City Attorney to review the lease for any concerns. The City Attorney recommends that our lease

CITY ADMINISTRATOR'S REPORT – WORK SESSION

document be rewritten for the protection of the City; he has concerns about potential liability as discussed with the Council last year. **There are a couple of options:**

- Does the Council wish to renew the agreement at the existing rate?
Does the Council wish to renew the agreement at a new rate?
- Does the Council wish to terminate the agreement?
- Does the Council wish to have the City Attorney amend the existing agreement template?



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

Public Comment on Non-Agenda Items



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

Consent Agenda

CERTIFICATE OF RECORDS DESTRUCTION

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

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

6. Records to Be Destroyed

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
A-2	Accounting-budget work papers/3yrs	FY2015, 2016	City Hall	11 file folders	recycle
A-5	Accounting-Banking Records CFY+8	FY2008-2010 Gaming account	City Hall	2 file folders	shred
AD-1	General Admin Until Need is met	Correspondence Copies 2013-2014 Beach Restrooms & Trash Cans	City Hall	1 file folder	recycle
C-3	Council Non-Permanent Records- C+1	2012-2013 Noel Farevaag	City Hall	1 Binder	Recycle
F-2	EMS Incident Reports	2008, 2009	City Hall	3 file folders	Shred
C-10	Harbor Commercial Vessel Use Plan	2008	City Hall	1 file folder	recycle
C-18	Construction Project Files	2007 Tank Farm Correspondence	City Hall	3 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** _____

CERTIFICATE OF RECORDS DESTRUCTION

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

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

6. Records to Be Destroyed

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
A-5	Banking Records CFY+7	2008, 2009, 2011, 2012	City Hall	3 file folders	Shred
A-4	Vessel Registration CFY+3	2013, 2014, 2015	City Hall	1 file folder	Recycle
F-2	EMS Incidents Reports 10yrs	2005	City Hall	1 file folder	shred
A-5	Accounting Banking Records CFY+7	2007-2010	City Hall	1 file folder	shred
A-4	Accounting – Receivable/Payable CFY+3	2006, 2007, 2008, 2011, 2012, 2014, 2015	City Hall	1 File Folder	Recycle/shred
A-15	Accounting Sales Tax C+3	2011	City Hall	1 paper	Shred
PW-1	Procurement Files CFY+3	RFQ, RFS 2012-2015	City Hall	11 File Folders	Shred

DESTRUCTION APPROVALS

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

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

7. MAYOR _____ **DATE** _____

8. CITY CLERK/TREASURER _____ **DATE** _____

9. RECORDS DESTRUCTION
AFFIRMED BY: _____ **DATE** _____

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY19-13NCO
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 EXPENSE	Amounts		
	Original Budget	Amended Budget	Change
Admin:Building Maintenance & Repair	\$ 1,900.00	\$ 900.00	<\$ 1,000.00>
Admin:General Liability	\$ 5,001.38	\$ 3,827.10	<\$ 1,174.28>
<i>The return premium credit for FY18 was larger than anticipated, reducing the FY19 cost.</i>			
Admin:Supplies	\$ 3,000.00	\$ 1,500.00	<\$ 1,500.00>
Admin:Contractual Services	\$ 5,000.00	\$ 6,200.00	\$ 1,200.00
<i>Municipal Code updates were published. Satellite internet was installed for City Hall and the firehall. Additional work was done to improve Salmon River Park. Water testing was performed.</i>			
Admin:Election Expense	\$ 250.00	\$ 276.70	\$ 26.70
Admin:Equipment Purchase	\$ 3,700.00	\$ 4,100.00	\$ 400.00
<i>Back-up hard drives for the new server will be purchased as part of the IT overhaul of City Hall.</i>			
Admin:Professional Services	\$ 20,000.00	\$ 23,752.77	\$ 3,752.77
<i>Attorney fees were higher than budgeted due to preparation for and attendance at the electrical intertie stakeholder meeting.</i>			
Admin:Public Relations	\$ 500.00	\$ 730.00	\$ 230.00
Admin:Travel	\$ 6,500.00	\$ 10,500.00	\$ 4,000.00
<i>More Council Members than anticipated were able to attend the Alaska Municipal League meetings and trainings. An employee attended an AHFC grant pre-application training. The City Clerk is continuing training to become a Certified Municipal Clerk and is continuing to apply for and receive scholarships.</i>			
Admin:Vehicle:Mileage Reimbursement	\$ 100.00	\$ 250.00	\$ 150.00
GVFD:Occupational Health	\$ 10,000.00	\$ 9,500.00	<\$ 500.00>
GVFD:Ambulance Billing Expense	\$ 1,000.00	\$ 1,500.00	\$ 500.00
<i>Ambulance transport billing resumed in July, with additional expense for billing services for transports from the previous fiscal year.</i>			
MF:MF Maintenance & Repairs	\$ 3,000.00	\$ 2,460.00	<\$ 540.00>

MF:Supplies	\$ 1,500.00	\$ 1,800.00	\$ 300.00
MF:Telecommunications	\$ 0.00	\$ 240.00	\$ 240.00

The Marine Facilities Coordinator had an email account and computer set-up for the first time, which requires an annual fee.

Total Change in Expense	\$ 6,085.19
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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: *January 14, 2019*

DATE OF PUBLIC HEARING: *February 11, 2019*

PASSED and **APPROVED** by the Gustavus City Council this ____th day of _____, 2019.

Calvin Casipit, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS
Ordinance FY19-14**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE
AMENDMENT OF CITY ORDINANCE TITLE 4 CHAPTERS 4.13.060 AND 4.13.070**

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 4, Chapters 4.13.060 and 4.13.070 be amended as follows:

Section 04.13-060 Asset Allocation and Performance Benchmarks

- a. No more than fifteen (15) percent of the fund portfolio that is managed by an investment manager may be held in the form of cash equivalents for a period longer than thirty (30) days unless extenuating circumstances exist. Such circumstances should be documented in writing by the investment manager.
- b. The portion of the fund managed by an investment manager shall be compared to appropriate benchmarks. Asset allocation of the investment portfolio shall hold securities similar to those held in the appropriate benchmarks.
- c. The council shall annually review and approve an asset allocation plan for investment of the city's fund, as well as evaluating performance measuring benchmarks for managing investment of the fund. The yearly evaluation shall be conducted at the beginning of the fiscal year and shall be amended as necessary by resolution.

Section 04.13-070 Permissible Investments

- a. The City of Gustavus Endowment Fund may be invested in:
- (1) U.S. government treasury, agency, and instrumentality securities;
 - (2) Notes or bonds issued by the State of Alaska or its political subdivisions, or other states of the United States, maturing within two (2) years, with a credit rating of A-/A3 or better from two (2) national rating agencies;
 - (3) Federally insured or fully collateralized certificates of deposit of banks and credit unions, maturing within two (2) years;
 - (4) Repurchase agreements collateralized by U.S. Treasury securities and marked-to-market. If purchase agreements are overnight investments or if securities are collateralized in excess of one hundred two (102) percent, marked-to-market is not necessary;
 - (5) A state investment pool formed within the State of Alaska and comprised of agencies of the state and/or its political subdivisions;

- (6) Money market mutual funds whose portfolios consist entirely of U.S. government securities; or
- (7) Any of the following:
 - (A) Mortgage-backed and asset-backed obligations denominated in U.S. dollars with a credit rating of A-/A3 or better from two (2) national ratings agencies;
 - (B) Corporate debt obligations of U.S. domiciled corporations denominated in U.S. dollars with a rating of A-/A3 or better from at least two (2) national ratings agencies;
 - (C) Convertible debt obligations of U.S. domiciled corporations denominated in U.S. dollars with a credit rating of A-/A3 or better from two (2) national ratings agencies; or
 - (D) Domestic equities, which taken as a whole, attempt to mirror the characteristics or replicate the Standard and Poor's 500 Index or another index of similar characteristics, including both mutual funds and exchange traded funds (ETFs).

Domestic equities, which taken as a whole, attempt to replicate the Standard and Poor's 400 Mid-Cap Index or another index of similar characteristics, including both mutual funds and exchange traded funds (ETFs).

Domestic equities, which taken as a whole, attempt to replicate the Standard and Poor's 600 Small-Cap Index or another index of similar characteristics, including both mutual funds and exchange traded funds (ETFs).

International equities, which taken as a whole, attempt to replicate the Financial Times Stock Exchange Developed ex-North America Index or another index of similar characteristics including both mutual funds and exchange traded funds (ETFs).

Equities, which taken as a whole, attempt to replicate the universe of domestic real estate investment trusts as represented by the Standard and Poor's REIT composite index or another index of similar characteristics, including both mutual funds and exchange traded funds (ETFs).

Emerging market equities, which taken as a whole, attempt to replicate the Financial Times Stock Exchange Emerging Index or another index of similar characteristics including both mutual funds and exchange traded funds (ETFs).

[Global infrastructure equities, which taken as a whole, attempt to replicate the STOXX Global Broad Infrastructure Index, or a substantially similar index, including both mutual funds and exchange traded funds \(ETFs\).](#)

(E) Bond funds which taken as a whole, attempt to replicate the Barclays Aggregate Index or another index of similar characteristics, including both mutual funds and exchange traded funds (ETFs).

Bond funds, which taken as a whole, attempt to replicate the Barclays US Treasury Inflation Securities Index or another index of similar characteristics, including both mutual funds and exchange traded funds (ETFs).

Bond funds, which taken as whole, attempt to replicate the Barclays Capital Global Treasury ex-US Capped Bond Index or another index of similar characteristics, including both mutual funds and exchange traded funds (ETFs).

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

Date Introduced: January 14, 2019

Date of Public Hearing: February 11, 2019

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

Calvin Casipit, Mayor

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 FY19-11NCO**

**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 budget and City held accounts are amended to reflect the changes as follows:

	Amounts		
CITY HELD ACCOUNTS	Account Balance	Amended Balance	Change
CP-18-02 Wilson Rd. Drainage	\$ 40,000.00	\$ 0.00	<\$ 40,000.00>
CP-18-05 Pre-Processing Storage	\$ 26,400.00	\$ 0.00	<\$ 26,400.00>
CP-18-06 Storage Bins, Pallet Jack	\$ 18,000.00	\$ 0.00	<\$ 18,000.00>
CP-18-07 Household Haz. Waste Fac.	\$ 59,450.00	\$ 0.00	<\$ 59,450.00>
AMLIP Capital Improv Current*	\$ 13,020.28	\$ 156,870.28	\$ 143,850.00

These capital projects were funded through FY18-22NCO, per the Capital Improvement Plan approved by the City Council at the May 14, 2018 general meeting. The funds are being returned to the AMLIP account for better earnings until the projects are initiated.

**Approximate, this is a dynamic value.*

Total Change in City Held Account Balances	\$ 0.00
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Section 4. The City held accounts are hereby amended as indicated.

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

DATE INTRODUCED: December 10, 2018

DATE OF PUBLIC HEARING: January 14, 2019

PASSED and **APPROVED** by the Gustavus City Council this 1^h day of _____, 2019.

Calvin Casipit, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY19-12NCO**

**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 budget and City held accounts are amended to reflect the changes as follows:

	Amounts		
CITY HELD ACCOUNTS	Account Balance*	Amended Balance	Change
FNBA First Investment Account	\$ 751,211.22	\$ 0.00	<\$ 751,211.22 >
AMLIP Reserve	\$ 0.00	\$ 751,211.22	\$ 751,211.22

The funds are being moved to a new AMLIP account for better earnings. The FNBA First Investment Account will be closed after the transfer.

**Approximate, this is a dynamic value.*

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

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

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

DATE INTRODUCED: *December 10, 2018*

DATE OF PUBLIC HEARING: *January 14, 2019*

PASSED and **APPROVED** by the Gustavus City Council this 1__^h day of _____, 2019.

Calvin Casipit, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk



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

Unfinished Business

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY19-01**

**RESOLUTION TO AWARD REMAINDER OF THE ENDOWMENT FUND EARNINGS FOR
2019**

WHEREAS, the City of Gustavus granted \$24,837.30 in 2019 Endowment Fund Grants on December 10, 2018, with Resolution CY18-33; and,

WHEREAS, the total amount available for disbursement in 2019 is \$42,352, leaving \$17,514.70 still to be awarded; and,

WHEREAS, eight applications for funding under this program were received for a total of \$69,430.95 requested; and,

WHEREAS, the Gustavus Community Center provided additional information, as requested, to support their request for \$25,000; and,

WHEREAS, the Gustavus Community Center's request for funds will be partially funded at \$17,514.70 for the purchase and install of plumbing lines and fixtures in the kitchen and associated restrooms;

NOW, THEREFORE, BE IT RESOLVED, that the City of Gustavus grants \$17,514.70 to the Gustavus Community Center.

PASSED and **APPROVED** by a duly constituted quorum of the Gustavus City Council, this ___th day of _____, 2019, and effective upon adoption.

Calvin Casipit, Mayor

Attest: Karen Platt, City Clerk



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

Federal Lands Access Program Plan and Design Grant (FLAP)

January 14, 2019



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

New Business

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY19-02**

**A RESOLUTION APPROVING THE SUBMISSION OF CAPITAL IMPROVEMENT FUNDING
REQUESTS**

WHEREAS, the City of Gustavus Disposal and Recycling Center (DRC) serves Gustavus as a model Integrated Resource Recovery and Waste Disposal Facility but lacks a dedicated pre-processing storage area for recyclable materials (scrap metal, aluminum cans, etc.), resulting in workflow inefficiencies and public safety concerns; and,

WHEREAS, the current DRC facility lacks a proper facility for the receiving, collection, processing, and shipping of household hazardous wastes and has been unable to accept these wastes. U.S.-manufactured, portable modules specifically designed for these purposes are available; and,

WHEREAS, to continue to support its successful composting program, the DRC needs to replace the failing, twelve-year-old Quonset structure currently used as the composting facility with a more robust building engineered for food waste composting, with individual bays, concrete floors and back walls, and an integrated static pile piping system; and,

WHEREAS, the Gustavus Public Library was built by volunteers, grants, and donations with blueprints for the building designed for an expansion at some future date. As the population of Gustavus has grown, more space is needed to better serve the public. Architectural and engineering plans are needed to inform construction; and,

WHEREAS, the Gustavus Volunteer Fire Department's volunteer roster and equipment have grown beyond the capacity of the Firehall that was constructed in 1981 and expanded and repaired over time. Equipment is stored outside, either permanently or temporarily, the roof requires repair, and expansion of the upstairs would allow for more classroom space and on-site volunteer quarters for faster emergency response. Architectural and engineering plans are needed to inform construction;

NOW, THEREFORE, BE IT RESOLVED, that the Gustavus City Council approves and prioritizes the following FY19 Capital Improvement Project (CIP) funding requests to the Alaska Legislature in the amounts indicated below and urges the Legislature and Governor to consider them favorably.

- | | |
|--|----------|
| 1. Disposal & Recycling Center Pre-Processing and Storage Area | \$27,000 |
| 2. Container Designed as a Household Hazardous Waste Facility | \$60,000 |
| 3. Disposal & Recycling Center Composting Facility | \$20,000 |
| 4. Gustavus Public Library Architectural & Engineering Plans for Expansion | \$30,000 |
| 5. Gustavus Firehall Architectural & Engineering Plans for Expansion | \$30,000 |

PASSED and **APPROVED** by a duly constituted quorum of the Gustavus City Council, this __th day of _____, 2019, and effective upon adoption.

Calvin Casipit, Mayor

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY19-03**

**A RESOLUTION BY THE CITY OF GUSTAVUS PERTAINING TO THE AUTHORIZED
INVESTMENTS OF, THE INVESTMENT ALLOCATIONS OF, AND ESTABLISHING
APPROPRIATE BENCHMARKS TO MEASURE PERFORMANCE OF THE CITY'S
ENDOWMENT FUNDS**

WHEREAS, pursuant to City of Gustavus Ordinance 04.13.050 (c) the Gustavus City Council shall annually approve an Asset Allocation Plan for investment of the City's Endowment Funds; and,

WHEREAS, pursuant to City of Gustavus Ordinance 04.13.060 (c) permits investment of the Endowment Funds in various asset classes and the Council believes that establishing asset allocation criteria for those various asset classes is in the best interest of the City of Gustavus; and,

WHEREAS, the annually approved Asset Allocation Plan will provide benchmarks to measure investment performance; and,

WHEREAS, the investment manager has recommended no changes to the asset allocation; and,

WHEREAS, the investment manager has recommended updates to the International Equity and Emerging Markets Equity performance benchmarks.

NOW THEREFORE BE IT RESOLVED that the Gustavus City Council adopts the Asset Allocation Plan for the remainder of FY19 and upcoming FY20 as follows;

**ENDOWMENT FUND ASSET ALLOCATION PLAN AND PERFORMANCE MEASUREMENT
TARGETS**

Section 1. The Asset Allocation Plan and Target weighting with range restrictions are as follows:

<u>ASSET CLASS</u>	<u>TARGET WEIGHTING</u>	<u>RANGE</u>
Cash	10%	0-15%
International Fixed Income	5%	0-10%
U.S. TIPS	10%	0-15%
U.S. Fixed Income	35%	20-50%
Real Estate Investment Trust	2%	0-5%
Infrastructure	3%	0-6%
Emerging Market Equity	2%	0-5%
International Equity	8%	0-15%
U.S. Small Cap Equity	1%	0-5%
U.S. Mid Cap Equity	2%	0-5%
U.S. Large Cap Equity	22%	15-50%

SECTION 2. The performance of the Fund and investment managers will be measured as follows:

Performance Measurement of the **Cash** allocation will be measured against the Target weighting, using the Citi Group 90 Day T-Bill Index.

Performance measurement of the **International Fixed Income** allocation will be measured against the Target weighting, using the Barclays Global Aggregate ex-USD Float Adjusted RIC Capped Index.

Performance measurement of the **U.S. Treasury Inflation Protected Securities (TIPS)** allocation will be measured against the Target weighting, using the Barclays US TIPS 0-5 Year Index.

Performance measurement of the **Fixed Income** allocation will be measured against the Target Weighting, using the Barclay's Capital Aggregate Bond Index for the Benchmark.

Performance measurement of the **Real-Estate Equities** allocation will be measured against the Target weighting, using the Standard & Poor's US REIT Index as the benchmark.

Performance measurement of the **Infrastructure Equities** allocation will be measured against the Target weighting, using the STOXX Global Broad Infrastructure Index as the benchmark.

Performance measurement of the **Emerging Markets** allocation will be measured against the Target weighting, using the MSCI Emerging Markets as the benchmark.

Performance measurement of the **International Equity** allocations will be measured against the Target weighting, using the MSCI EAFE as the benchmark.

Performance measurement of the **Small-Cap Equity** allocations will be measured against the Target Weighting, using the Standard & Poor's 600 Small-Cap Index as the benchmark.

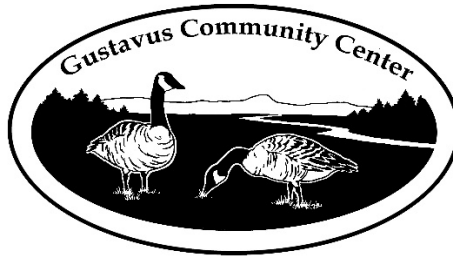
Performance measurement of the **Mid-Cap Equity** allocation will be measured against the Target Weighting, using the Standard & Poor's 400 Mid-Cap Index as the benchmark.

Performance measurement of the **Large-Cap Domestic Equity** allocation will be measured against the Target Weighting, using Standard & Poor's 500 Index for the benchmark.

PASSED and **APPROVED** by a duly constituted quorum of the Gustavus City Council this __th day of _____, 2019, and effective upon adoption.

Calvin Casipit, Mayor

Attest: Karen Platt, City Clerk



December 24, 2018

Phoebe Vanselow, Treasurer
City of Gustavus
PO Box 1
Gustavus, AK 99826

RE: FY16 Gustavus Community Center Endowment Grant

Dear Phoebe:

As you know from our progress reports, the Gustavus Community Center broke ground on the center building in October, shortly after we met our fund-raising goal and got the go-ahead from major funder, the Rasmuson Foundation. We were on schedule to continue with site preparation and expend grant funds by this spring. However, according to Glacier Bay Construction and Fairweather Construction, the Gustavus gravel pits are flooded because of an abnormally wet fall and early winter, making it unlikely that gravel baling and hauling will be feasible during the grant period (end date March 19th). If contractors cannot haul gravel to the Community Center building site, it creates a domino effect in the sequence of activities (such as installing the septic system, electric power, and well; building the forms and pouring the concrete for the foundation; getting inspections and permits, crew mobilization and material staging). Therefore, we are notifying you of potential delays, and request a 60-day time extension of our FY16 Endowment Fund grant.

These are delays that are of no fault of the Community Center or contractor. Most projects in Alaska will experience a weather event of some sort, and accommodations should be made. There will be no cost change as a result of the additional time requested. Even though we are requesting a 60-day extension of time, we will be doing all we can to complete site work activities within the grant period if at all possible.

Thank you for your consideration of this request. If further information is needed, please contact Kathy Streveler at 907-723-9662 (voice/text).

Sincerely,

Susan (Meadow) Brook
Director, Gustavus Community Center

Gustavus Community Center FY16 Endowment Grant

Follow-Up Report for 2018

Progress of Award Expenditures

In its FY16 Endowment grant application, approved by the City, the Community Center listed a series of design and site work tasks it intended to accomplish within three years with the help of Endowment grant funds, in-kind donations and cash contributions. Below is the list of work tasks and progress to date.

Geotechnical Site Investigation	Completed	State Fire Marshall Approval	Application sent 2018
Earthwork	Begun 2018	Copying and Distribution of Approved Drawings	2019
Building Foundation Design	Completed 2018	Prepare Estimate of Building Cost	Completed 2018
Water System Design	Completed	Construction Surveying	2018-spring 2019
Septic System Design	Completed	Test Pitting for Site Work	Completed
Electrical System Design	Completed 2018	Clear and Grub	Completed 2018
Mechanical System Design	Completed 2018	Construct Driveway	completed
Building Detailing (typical sections)	Completed 2018	Supply Gravel (2000 yards)	Some supplied
Material Specifications	Completed 2018	Deliver Gravel	Partially completed
Kitchen Design	Phase 1 design completed 2018	Supply Structural Foundation Rock	completed
Exercise Room Design	Completed 2018	Deliver Rock	completed
Grounds and Landscaping Design	2019	Supply C-1 Topping	2019
Driveway Permit	completed	Supply Landscape Materials	2019
Grade Driveway and Parking Area	completed	Landscape Disturbed Areas	2019
Install Septic System	Spring 2019	Engineer Inspection of Foundation	Spring 2019
Supply Temporary Power Materials	completed	Form, Pour and Finish Sidewalks	2019
Install Electrical Supply and Temporary Power	Spring 2019	Form and Pour Foundation	Spring 2019

Evaluation of Results

The Center has worked tirelessly to raise money for the building fund and we are proud to say that in 2018 we reached our goal of securing all the necessary funds to begin construction. The Endowment fund will have contributed roughly 5.5% of the \$1.4 million total project cost, a comparatively small investment, to create a facility that will benefit Gustavus residents, visitors, and businesses for decades to come. We deeply appreciate the City's support. Substantial cash and in-kind donations from Gustavus residents and businesses, the Rasmuson Foundation, the Juneau Community Foundation, and the City of Gustavus comprise the main sources of donations so far.

Site preparation began in October 2018. Over the winter, contractors and sub-contractors will order materials so that construction can begin as soon as weather permits in spring 2019. During 2018, the architect, electrical engineer and mechanical engineer drew up detailed, to-scale drawings showing elevations, floor plan, the type and location of fixtures, foundation specifications, and mechanical and electric schematics. The attractive, efficient and affordable building will enhance the quality of life in Gustavus in good weather and bad.

On top of running a capital campaign, GCC also provided programming which included music performances ranging from jazz to bluegrass, a workshop and garden walk by international food writer Sandor Katz, the annual bike tuneup clinic and oil change weekend, bonfires, and of course, pie potlucks. GCC has provided information at City Council work sessions and general meetings, written newspaper articles and participated on social media platforms.



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

City Council Reports



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

City Council Questions and Comments



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

Public Comment on Non-Agenda Items



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

Executive Session



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

Adjournment