



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

General Meeting Packet

April 8, 2019



**GUSTAVUS CITY COUNCIL
GENERAL MEETING
APRIL 8, 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. 03-11-2019 General Meeting
 - B. 03-13-2019 Special Meeting
4. Mayor's Request for Agenda Changes
5. Committee/Staff Reports
 - A. Gustavus Public Library
 - B. Gustavus Volunteer Fire Dept.
 - C. City Treasurer
 - D. Gustavus Water Action Committee
 - E. City Administrator
6. Public Comment on Non-Agenda Items
 - A. Sara Doyle, Outdoor Recreational Planner-GLBA Front Country Plan
7. Consent Agenda
 - A. Approval of Certificate of Records Destruction
 - B. Scoping Document-Gustavus Public Library Roof Repair
 - C. **FY19-22NCO** Capital Project Funding Introduction-DRC Inflow Storage & Household Hazardous Waste, Composting Facility (Public Hearing 05-13-2019)
 - D. **FY19-24NCO** AMLIP FY19 R&R from Library Introduction-Repair & Maintenance (Public Hearing 05-13-2019)
8. Ordinance for Public Hearing
 - A. **FY19-18** Ordinance Providing for the Replacement of City Ordinance Title 6 Chapter 6.06-Social Services, Sections 6.06.010, 6.06.020, 6.06.030, 6.06.040, 6.06.50 and 6.06.060 (Introduced 03-11-2019)
 - B. **FY19-19NCO** Ordinance Providing for the Amendment of City Held Accounts in FY19 Capital Project Funding (Introduced 03-11-2019)
 - C. **FY19-20** Ordinance Providing for the Revisions of City Ordinance Title 10 Property Acquisition, Disposal, Management, and Use, Sections 10.01.010, 10.07.010, 10.08.020 (Introduced 03-11-2019)
 - D. **FY19-21** Ordinance Providing for the Revisions of City Ordinance Title 6 Environmental Services Chapter 6.08, Sections 6.08.010, 6.08.020, 6.08.030, 6.08.050, 6.08.060 (Introduced 03-11-2019)
9. Unfinished Business:
10. New Business
 - A. GVA Marketing Plan and Budget Request Review
 - B. GCEP Marketing Plan and Budget Request Review
 - C. **CY19-08** Resolution Establishing Policy and Procedure for Operations of the Early Childhood Development Department (ECDD)
 - D. **CY19-09** A Resolution Certifying the Annual Certified Financial Statement for FY18
 - E. **FY19-23NCO** FY20-Budget Introduction (Public Hearing 06-13-2019)
 - F. **FY19-25** Introduction to City Ordinance Title 1 General Provisions Providing for the addition of Chapter 1.05 City Code Enforcement, Fines and Fees, Sections 1.05.010, 020, 030, 040, 050, 060, 070, 080, 090, 100, 110, 120, 130, 140 (Public Hearing 05-13-2019)
 - G. Approve Revised Marine Facilities Coordinator Position Description
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
March 11, 2019**

1. CALL TO ORDER:

A General Meeting of the Gustavus City Council is called to order on March 11, 2019, at 7:00pm by Mayor Casipit. There are fourteen (14) 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. General Meeting Minutes 02-11-2019

MOTION: Vice Mayor Warner moves to approve the General Meeting Minutes from 02-11-2019

SECONDED BY: Council Member Cannamore

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

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

NO: 0

MOTION **PASSES**/FAILS 7/0

4. MAYOR'S REQUEST FOR AGENDA CHANGES:

- 1) Mayor suggests changes to Agenda by moving Consent Agenda Item 7. C. FY19-19NCO to 10. New Business H and 10. New Business M. be part of 5. Committee Reports A. Gustavus Water Action Committee

Hearing no objections, Mayor Casipit announced the agenda as set

5. COMMITTEE REPORTS/STAFF REPORTS:

A. Gustavus Water Action Committee-Committee Chair, Warner provided a written and oral report.

MOTION: Mayor Casipit moved to suspend the committee until a conflict of interest is resolved through the City Attorney

SECONDED BY: Council Member J. Ohlson

PUBLIC COMMENT:

- 1) Sally McLaughlin

COUNCIL COMMENT:

- 1) Warner
- 2) Casipit
- 3) E. Ohlson

ROLL CALL VOTE ON MOTION:

YES: Warner, J. Ohlson, Casipit

NO: Cannamore, E. Ohlson, Cook, Taylor
MOTION PASSES/**FAILS** 3/4

- B. Financial**-Treasurer, Phoebe Vanselow submitted written reports
- C. City Administrator**-City Administrator, Tom Williams submitted a written report

6. PUBLIC COMMENT ON NON-AGENDA ITEMS: None

7. CONSENT AGENDA:

A. Approval of Certificate of Records Destruction

B. City of Gustavus waives the right to file a protest of the Glacier Bay Lodge Liquor License Renewal

~~C. FY19-19NCO Ordinance Providing for the Amendment of City Held Accounts in FY19 Capital Project Funding (Public Hearing 4-8-2019)~~ Moved to 10. H.

MOTION: Council Member Cook moves to approve the Consent Agenda with Mayor Casipit changes addressed in Agenda Item 4. Mayors Request for Agenda Changes

SECONDED BY: Council Member E. Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT: None

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

8. ORDINANCE FOR PUBLIC HEARING:

A. FY19-15NCO Amendment of Lands Department Budget (Introduced 02-11-2019)

MOTION: Council Member Cook moves to approve FY19-15NCO Amendment of Lands Department Budget (Introduced 02-11-2019)

SECONDED BY: Council Member Cannamore

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. FY19-16NCO Amendment of City Held Accounts in Fiscal Year 2019 (Introduced 02-11-2019)

MOTION: Council Member J. Ohlson moves to approve A. FY19-16NCO Amendment of City Held Accounts in Fiscal Year 2019 (Introduced 02-11-2019)

SECONDED BY: Council Member E. Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT:

1) J. Ohlson

ROLL CALL VOTE ON MOTION:

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

NO: 0

MOTION **PASSES**/FAILS 7/0

C. FY19-17 Title 6 Section 6.04.060-Civil Work Permit Required for Work in City-Maintained Road Easements and Rights-of-Way (Introduced 02-11-2018)

MOTION: Council Member Taylor moves to approve FY19-17 Title 6 Section 6.04.060-Civil Work Permit Required for Work in City-Maintained Road Easements and Rights-of-Way (Introduced 02-11-2018)

SECONDED BY: Council Member Cook

PUBLIC COMMENT:

- 1) Janet Neilson
- 2) Ken Levine

COUNCIL COMMENT:

- 1) Taylor
- 2) Casipit

ROLL CALL VOTE ON MOTION

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

NO:

MOTION **PASSES**/FAILS 7/0

9. UNFINISHED BUSINESS

10. NEW BUSINESS:

A. FY19-18 Introducing an Ordinance Providing for the Replacement of City Ordinance Title 6 Chapter 6.06-Social Services, Sections 6.06.010, 6.06.020, 6.06.030, 6.06.040, 6.06.050 and 6.06.060 (Public Hearing 4-8-2019)

MOTION: Council Member Cannamore moves to approve FY19-18 Introducing an Ordinance Providing for the Replacement of City Ordinance Title 6 Chapter 6.06-Social Services, Sections 6.06.010, 6.06.020, 6.06.030, 6.06.040, 6.06.50 and 6.06.060 (Public Hearing 4-8-2019)

SECONDED BY: Council Member J. Ohlson

PUBLIC COMMENT:

- 1) Janene Driscoll
- 2) Ellie Sharman
- 3) Kate Boesser
- 4) Ken Levine
- 5) Greg Streveler
- 6) Paul Berry
- 7) Janet Neilson
- 8) Carly Casipit
- 9) Megan Bishop
- 10) Deja Jarvis
- 11) Jen Gardner
- 12) Karen Sargent
- 13) Rosemary Williams

COUNCIL COMMENT:

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

ROLL CALL VOTE ON MOTION AS AMENDED:

MOTION: Council Member Cook moves to approve FY19-18 Introducing an Ordinance Providing for the Replacement of City Ordinance Title 6 Chapter 6.06-Social Services, Sections 6.06.010, 6.06.020, 6.06.030, 6.06.040, 6.06.50 and 6.06.060 (Public Hearing 4-8-2019) with the following amendment

- (c) The ECDD will be guided by the Rookery Advisory Committee (RAC), a volunteer body that will work with the ECDD Manager to provide quarterly reports to the city council that provides updates and information to the program's overall operations.

SECONDED BY: Council Member Warner

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

NO: 0

RECUSED: E. Ohlson

MOTION **PASSES**/FAILS 6/0

B. Scoping Document-Beach Improvement Phase 1

MOTION: Council Member E. Ohlson moves to approve Scoping Document-Beach Improvement Phase 1

SECONDED BY: Council Member Cannamore

PUBLIC COMMENT:

1) Ken Levine

COUNCIL COMMENT:

1) E. Ohlson

2) Taylor

ROLL CALL VOTE ON MOTION:

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

NO: 0

RECUSED: J. Ohlson

MOTION **PASSES**/FAILS 6/0

Mayor Casipit called for a 10-minute recess at 8:41pm. Meeting reconvened at 8:49pm

C. Scoping Document Short Form-Community Chest Maintenance Project

MOTION: Vice Mayor Warner Moves to approve Scoping Document Short Form-Community Chest Maintenance Project

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

D. Scoping Document Short Form-Gustavus Volunteer Fire Dept. Stryker Power Cot & Power Load

MOTION: Council Member Cook Moves to Approve Scoping Document Short Form-Gustavus Volunteer Fire Dept. Stryker Power Cot & Power Load

SECONDED BY: Council Member Taylor

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

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

NO: 0

MOTION **PASSES**/FAILS 7/0

E. Scoping Document-Composting Yard Improvement Project

MOTION: Council Member Jake Ohlson Moves to Approve Scoping Document-Composting Yard Improvement Project

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT:

1) Warner

ROLL CALL VOTE ON MOTION:

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

NO: 0

MOTION **PASSES**/FAILS 7/0

F. Scoping Document-Inflow Storage & Household Hazardous Waste Facility Storage Area Project

MOTION: Council Member J. Ohlson Moves to Approve Scoping Document-Inflow Storage & Household Hazardous Waste Facility Storage Area Project

SECONDED BY: Council Member Cannamore

PUBLIC COMMENT:

- 1) Greg Streveler
- 2) Ken Lavine
- 3) Sally McLaughlin

COUNCIL COMMENT:

- 1) Casipit
- 2) Taylor
- 3) J. Ohlson

ROLL CALL VOTE ON MOTION:

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

NO: 0

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

G. City of Gustavus Capital Improvement Plan: 2019-2024

MOTION: Council Member E. Ohlson Moves to Approve City of Gustavus Capital Improvement Plan: 2019-2024

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT:

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

ROLL CALL VOTE ON MOTION:

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

NO: Warner

MOTION **PASSES**/FAILS **6/1**

H. FY19-19NCO Introducing Ordinance Providing for the Amendment of City Held Accounts in FY19 Capital Project Funding (Public Hearing 4-8-2019)

MOTION: Council Member Cannamore Moves to Approve FY19-19NCO Introducing Ordinance Providing for the Amendment of City Held Accounts in FY19 Capital Project Funding (Public Hearing 4-8-2019)

SECONDED BY: Council Member E. Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 1) Taylor
- 2) Casipit

ROLL CALL VOTE ON MOTION:

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

NO: 0

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

I. FY19-20 Introducing an Ordinance Providing for the Revisions of City Ordinance Title 10 Property Acquisition, Disposal, Management, and Use, Sections 10.01.010, 10.07.010, 10.08.020 (Public Hearing 4-8-2019)

MOTION: Council Member Taylor Moves to Approve FY19-20 Introducing an Ordinance Providing for the Revisions of City Ordinance Title 10 Property Acquisition, Disposal, Management, and Use, Sections 10.01.010, 10.07.010, 10.08.020 (Public Hearing 4-8-2019)

SECONDED BY: Council Member Cannamore

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 1) Taylor
- 2) E. Ohlson
- 3) Cook

ROLL CALL VOTE ON MOTION:

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

NO: E. Ohlson

MOTION **PASSES**/FAILS **6/1**

J. FY19-21 Introducing an Ordinance Providing for the Revisions of City Ordinance Title 6 Environmental Services Chapter 6.08, Sections 6.08.010, 6.08.020, 6.08.030, 6.08.050, 6.08.060 (Public Hearing 4-8-2019)

MOTION: Council Member Taylor Moves to Approve FY19-20 Introducing an Ordinance Providing for the Revisions of City Ordinance Title 10 Property Acquisition, Disposal, Management, and Use, Sections 10.01.010, 10.07.010, 10.08.020 (Public Hearing 4-8-2019)

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 1) J. Ohlson
- 2) E. Ohlson
- 3) Taylor

ROLL CALL VOTE ON MOTION:

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

NO: 0

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

K. CY19-05 A Resolution Establishing Civil Works Permit for City Road Rights of Way and Easements Policy and Procedure

MOTION: Council Member Taylor Moves to Approve CY19-05 A Resolution Establishing Civil Works Permit for City Road Rights of Way and Easements Policy and Procedure

SECONDED BY: Council Member Cannamore

PUBLIC COMMENT:

- 1) Greg Streveler

COUNCIL COMMENT:

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

ROLL CALL VOTE ON MOTION:

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

NO: 0

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

L. CY19-06 A Resolution Affirming the City of Gustavus Support of, and Partnership with, the 2020 Census

MOTION: Council Member E. Ohlson Moves to Approve CY19-06 A Resolution Affirming the City of Gustavus Support of, and Partnership with, the 2020 Census

SECONDED BY: Council Member Cannamore

PUBLIC COMMENT:

1) Ken Levine

COUNCIL COMMENT:

1) J. Ohlson

2) Taylor

ROLL CALL VOTE ON MOTION:

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

NO: 0

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

MOTION: Mayor Casipit Moves to nominate Council Member Brittany Cannamore as Chair and E. Ohlson Committee Member

SECONDED BY: Vice Mayor Warner

PUBLIC COMMENT: None

COUNCIL COMMENT:

1) Taylor

2) Casipit

3) E. Ohlson

4) J. Ohlson

5) Cannamore

Hearing no objections, motion passes by unanimous consent

M. CY19-07 A Resolution in Support of Alaska Marine Highway System Service

MOTION: Council Member Cannamore Moves to CY19-07 A Resolution in Support of Alaska Marine Highway System Service

SECONDED BY: Council Member Warner

PUBLIC COMMENT: None

COUNCIL COMMENT:

1) Casipit

ROLL CALL VOTE ON MOTION:

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

NO: 0

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

N. Moved to 5. Committee Reports/Staff Reports A. Gustavus Water Action Committee Moved to 5. Committee/Staff Reports A. Gustavus Water Action Committee

11. CITY COUNCIL REPORTS:

1) E. Ohlson-Social Media

2) Warner-Internet Provider

3) Jake Ohlson-Hoonah Borough Formation

12. CITY COUNCIL QUESTIONS AND COMMENTS:

13. PUBLIC COMMENT ON NON-AGENDA ITEMS:

1) Greg Streveler-Intertie

14. EXECUTIVE SESSION

15. ADJOURNMENT:

Hearing no objections, Mayor Casipit adjourns the meeting at 10:00pm.

Calvin Casipit, Mayor

Date

Attest: Karen Platt, City Clerk

Date

**GUSTAVUS CITY COUNCIL
SPECIAL MEETING MINUTES
March 13, 2019**

1. CALL TO ORDER:

A Special Meeting of the Gustavus City Council is called to order on March 13, 2019, at 4:00 pm by Mayor Casipit. 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 Casipit
Council Member Cook
Council Member J. Ohlson
Council Member Taylor
Council Member Cannamore

The following members are absent:

Vice Mayor Warner
Council Member E. Ohlson

There are 5 members present, and a quorum exists

3. APPROVAL OF MINUTES:

4. MAYOR'S REQUEST FOR AGENDA CHANGES: None

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 Cook moved to enter Executive Session for the purpose of an attorney client privileged discussion concerning actions relating to the Gustavus Water Action Committee that has confidential and legal implications.

SECONDED: Council Member Cannamore

Hearing no objections, motion passes by unanimous consent.

Mayor Casipit closed the Special Meeting and opened the Executive Session at 4:02pm.

MOTION: Council Member Cook 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 re-opened the Special Meeting at 4:45pm.

15. ADJOURNMENT:

Hearing no objections, Mayor Casipit adjourns the meeting at 4:46pm.

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 – APRIL 2019

Gustavus Public Library

1. General Library Statistics January – March 2019:

	Jan.	Feb.	March
Library Visitors:	1201	953	930
Books Checked out:	703	849	629
Movies Checked out:	488	700	446
Events/Meetings Hosted at the Library:	60	57	50



Winter 2019 Activities/Programs:

Yoga Classes	Photography Workshop	Formline Class
Class Visits	Knitting Group	Passport to the World
Music Lessons	Tutoring Sessions	Movie Showings
Library Band	Story Time	Little League Signups
Test Proctoring	Writers' Space	Community Coloring
Board Meetings	Public Assistance	Art Workshop
Committee Meetings	Support Groups	Game Day
Public Meetings	Interviews	Robotics
Homeschool/Study Sessions	Book Club	Dance Practice

In January, we concluded our Winter Reading Program, hosting the second of two events for children and teens over the winter break.

Through January, February, and March, the library continued to host regular and special events such as class visits, group classes, and group meetings (see above for full list). During this quarter, the library hosted 4 movie showings, 3 of which had a suggested donation to support the library as a fundraiser, and one of which was geared toward children and was free of charge. A total of 88 people attended these film showings. We additionally hosted 3 Book Club discussions at the library, with a total of 19 participants.

Special events this quarter included a photography workshop with Sean Nielson, an art workshop for children and teens with Kathy Hocker, a Robotics retreat for children and teens, and Iditarod Day for elementary students. Additionally, we provided space for the Gustavus Community Center to host an Introduction to

Formline Class taught by Gordon Greenwald, which brought in revenue for the library through the rental of the meeting room. During Spring Break, we also hosted 7 special events at the library, with a total of 68 attendees.

In March, the library developed 3 patron-directed programs, which are programs that patrons can participate in independently at their leisure rather than programs that happen at a set time and date. These programs were inspired by an AkLA session that Jen attended titled "Patron-Directed Programming." First, we partnered with three local businesses to create a *Passport to the World Challenge*, a literacy incentive program for all ages to encourage readership during Spring Break. This self-paced program had 15 participants. We also set up a Book Re-titling contest, which had 10 participants, and a Women's Appreciation Wall for Women's History Month, which had 6 participants, for a total of 31 participants.

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. The Summer Reading Program will begin in the latter part of the next quarter, and we will begin to host special and weekly events for this program as well.

2. Status of Active or Upcoming Grants:

Our new library logo is in the design phase and, when finished, will complete the first step for our Endowment Grant *1000 Books Before Kindergarten Program*, which will be up and running in time for the start of the 2019 school year. Jen received permission to utilize a *1000 Books Before Kindergarten* reading chart template from another library, which includes Alaskan art.

78% 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.

Jen received a \$500 travel reimbursement grant from the Alaska State Library to attend a NASA STEM workshop in Anchorage in mid-April.

The grant application has been submitted for the PLA FY20 year and we will hear back soon on the amount that will be funded.

The library submitted two applications for the Alaska Interlibrary Cooperation Grant. The first grant application is for funding to support a year-long adult literacy incentive program for adults. The second application is funding for a series of after school art events geared toward teens and tweens.

3. Status of Active or Upcoming Contracts:

Our roof contract is still making progress. We are working towards getting bids from local contractors and allocating funds for that.

We are working with local artist Kathy Hocker to design the library logo, as outlined in the *1000 Books Before Kindergarten* endowment grant.

4. Existing projects:

- Minor improvements have been made to the front “shoe room”, though we hope to continue to turn this space into a more functional and aesthetically pleasing space for patrons. Currently, we are working with a volunteer to keep moving discarded books out of that room as they become too many for the space to hold. Additionally, we have rearranged furniture to try to make the space more usable. We hope to continue to reconfigure and redecorate this space so that we can maximize its functionality, make it more attractive to visitors as they come in, and improve storage for visitors’ shoes and possessions.
- Jen is developing new relationships with community partners to request donations for Summer Reading raffle prizes, and develop new innovative programing for Summer Reading, such as off-site story hours.
- We have passed the young adult corner shelf unit construction to Ben Sadler, who said he would happily complete the project.

5. Past, Current & Upcoming Trainings:

Jen attended the AEYC annual symposium for early childhood development in Juneau in February. Bre and Jen attended the AkLA conference in Juneau in February. Both of these trainings are detailed in the training summary which was submitted to Tom for the Council to review.

Jen received a travel reimbursement grant to attend a NASA STEM workshop in April. This training is designed to teach library staff how to facilitate space themed STEM (science, technology, engineering, and math) activities to children, teens, and their families at the library. As this year’s Summer Reading theme is *A Universe of Stories*, this training comes at an opportune time for Jen to gain some skills in leading space-themed activities. The training is two days, and takes place in Anchorage.

Jen will be attending the second tier of leadership of our SLIM training; Small Library Institute of Continuing Education (SLICE), May 6-9 in Juneau at the Alaska State Library. This is a four-day 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

Bre will begin a month long online course in April, *Graphic Design for Librarians* through the University of Wisconsin.

6. Budget:

Changes submitted for FY20:

- Septic Pump out
- Annual Movie License for movie events
- An increase in shipping allotted for ILL returns
- An increase in program and event materials to support year-round events
- Increase in fundraising expenses in preparation for t-shirt and tote bag order
- Added a small Public Relations budget to support a volunteer appreciation consistent with other city departments
- Piano tuning
- Music and DVD storage options
- Bike shelter and shed, roof repair and heating control upgrade are upcoming capital improvement projects

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



Gustavus Volunteer Fire Department

Quarter 1 Highlights

7 Total Calls to date (5 EMS, 2 Fire)

January

- Calls: 1 EMS, 1 Fire
- Volunteer Hours: 62
- New SCBA's arrived and placed in service. We also have started training with them.
- The old SCBA we donated to the DRC.
- Submitted the Volunteer Firefighter Assistance grant application. Applied for \$7500 dollars to be used to purchase portable pumps, wildland protective gear and wildland tools.
- Submitted the Code Blue EMS grant application. Applied for just over \$40,000 to be used to purchase a vacuum mattress set, Sked rescue system, bariatric sked, for the LifePak15.

February

- Calls: None
- Volunteer Hours: 42
- Scheduled another water delivery from NPS.
- Worked with the State Fire Marshals office on compiling all the past fire reports. We were able to recover all the call since 1999 that were reported to the Fire Marshals office and that been entered in the NFIRS.
- Capital Project paperwork for the Power cot and the LifePak15.

March

- Calls: 4 EMS, 1 Fire
- Volunteer Hours: 63
- Spring Cleaning around the department has started.
- Working on updating our SOG for fire response on the east side of the Salmon River, due to PFAS.

- Researching ways to effectively store and be able to access large quantities of water in multiple spots for fire response year round. Starting on the east side of the Salmon River.

Future Items & Other Projects

- Wildland Firefighter Refresher in April taught by USDAFS
- Wildland Fire Behavior and Fire Weather Class after the wildland fire season is over taught by the National Weather Service.
- Hazard Mitigation Plan waiting for an update from AECOM. (3/27 last email)
- Rural Firefighter class or a Firefighter 1 class
- Emergency Planning Meeting will be someday, after completion of the SCERP plan.
- 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'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, extrication equipment)
- Still looking into how to replace the loss of Engine 27.

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2018 through March 2019

	<u>Jul '18 - Mar 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Returned Check Charges	30.00			
Business License Fees	2,925.00	3,500.00	-575.00	83.6%
Donations	887.50	1,000.00	-112.50	88.8%
DRC Income	78,367.10	89,480.00	-11,112.90	87.6%
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	314.00	700.00	-386.00	44.9%
GVFD Income	4,167.93	8,000.00	-3,832.07	52.1%
Interest Income	26,330.84	14,500.00	11,830.84	181.6%
Lands Income	11,080.00	12,000.00	-920.00	92.3%
Lease Income	6,457.00	12,720.35	-6,263.35	50.8%
Library Income	786.65	1,500.00	-713.35	52.4%
Marine Facilities Income	3,841.00	16,250.00	-12,409.00	23.6%
State Revenue				
Community Assistance Program	85,461.43	85,461.43	0.00	100.0%
Shared Fisheries Business Tax	1,884.12	1,500.00	384.12	125.6%
Total State Revenue	87,345.55	86,961.43	384.12	100.4%
Tax Income				
Retail Tax Income	339,803.16	344,821.07	-5,017.91	98.5%
Room Tax Income	67,943.71	65,000.00	2,943.71	104.5%
Fish Box Tax	12,330.00	15,000.00	-2,670.00	82.2%
Penalties & Interest	23,637.03	0.00	23,637.03	100.0%
Tax Exempt Cards	140.00	150.00	-10.00	93.3%
Total Tax Income	443,853.90	424,971.07	18,882.83	104.4%
Total Income	773,553.90	778,582.85	-5,028.95	99.4%
Gross Profit	773,553.90	778,582.85	-5,028.95	99.4%
Expense				
Administrative Costs	22,440.48	24,300.00	-1,859.52	92.3%
Advertising	503.57	500.00	3.57	100.7%
Bank Service Charges	1,960.88	2,250.00	-289.12	87.2%
Building	14,983.07	13,380.06	1,603.01	112.0%
Contractual Services	30,957.27	58,200.00	-27,242.73	53.2%
Dues/Fees	3,186.94	6,950.00	-3,763.06	45.9%
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	276.70	0.00	100.0%
Equipment	11,878.34	15,296.00	-3,417.66	77.7%
Freight/Shipping	12,470.48	19,050.00	-6,579.52	65.5%
Fundraising Expenses	0.00	600.00	-600.00	0.0%
General Liability	3,827.10	3,827.10	0.00	100.0%
Holiday gift	2,995.00	3,000.00	-5.00	99.8%
Library Materials	-125.69	600.00	-725.69	-20.9%
Marine Facilities	2,087.50	4,085.46	-1,997.96	51.1%
Payroll Expenses	304,155.99	438,148.05	-133,992.06	69.4%

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2018 through March 2019

	<u>Jul '18 - Mar 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Professional Services	22,960.57	23,752.77	-792.20	96.7%
Public Relations	703.62	730.00	-26.38	96.4%
Repair & Replacement Fund	16,067.76	20,095.76	-4,028.00	80.0%
Road Maintenance	59,286.98	85,000.00	-25,713.02	69.7%
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	8,673.65	17,300.00	-8,626.35	50.1%
Telecommunications	13,944.86	20,740.00	-6,795.14	67.2%
Training	11,615.97	21,100.00	-9,484.03	55.1%
Travel	14,796.60	23,850.00	-9,053.40	62.0%
Utilities	16,845.87	17,200.00	-354.13	97.9%
Vehicle	6,156.21	10,486.95	-4,330.74	58.7%
Total Expense	615,613.72	863,682.85	-248,069.13	71.3%
Net Ordinary Income	157,940.18	-85,100.00	243,040.18	-185.6%
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>242,940.18</u>	<u>0.00</u>	<u>242,940.18</u>	<u>100.0%</u>

City of Gustavus
Balance Sheet
As of March 31, 2019

	Mar 31, 19
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	154,241.31
AMLIP Capital Improv Long-Term (0630598.2)	714,165.06
AMLIP Repair & Replacement (0630598.3)	320,787.20
AMLIP Road Maint - Unencumbered (0630598.4)	253,881.32
AMLIP Road Maint - Encumbered (0630598.8)	51,868.41
AMLIP Reserve (0630598.12)	752,900.29
APCM.Endowment Fund	1,412,801.13
FNBA - Checking	417,083.90
FNBA Endowment Fund - Checking	57,020.33
Petty Cash	223.51
Total Checking/Savings	4,134,972.46
Accounts Receivable	
Accounts Receivable	6,954.17
Total Accounts Receivable	6,954.17
Total Current Assets	4,141,926.63
TOTAL ASSETS	4,141,926.63
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of America Alaska Air Visa	2,592.08
Total Credit Cards	2,592.08
Other Current Liabilities	
Payroll Liabilities	
State Unemployment	2.01
Total Payroll Liabilities	2.01
Total Other Current Liabilities	2.01
Total Current Liabilities	2,594.09
Total Liabilities	2,594.09
Equity	
Fund Balance	3,028,996.21
Opening Bal Equity	1,084,743.57
Net Income	25,592.76
Total Equity	4,139,332.54
TOTAL LIABILITIES & EQUITY	4,141,926.63

Accounts Receivable Detail

As of 3/31/19

\$5,192.16	Delinquent Sales Tax
\$1,569.60	Ambulance Transport Billing - In Progress
\$250.00	Penalty for Fish-Box Tax Non-Compliance
(\$57.59)	Net of Other Customer Account Balances

\$6,954.17	Total
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FNBA Checking Account - Unrestricted Funds Balance

As of 3/31/19

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

City of Gustavus has a tri-party agreement in place that collateralizes our account, providing protection for the full value of our account balances.

FNBA Checking Account Balance:	\$417,083.90
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Obligated Funds Currently in Checking Account:

MF	CP18-01 Salmon River Harbor	(\$26,124.44)
	CP18-04 LIDAR of Gustavus	(\$28,400.00)
DRC	CP18-06 DRC Storage Bins - Jack	\$1,248.91
Roads	Encumbered Road Maint. Funds	(\$25,713.02)
Library	FY19 PLA Grant	(\$2,471.47)
Library	SoA OWL Internet Subsidy	(\$519.60)
Roads	USFWS Chase Drvwy	(\$251.02)

Unrestricted Funds:	\$334,853.26
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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:	\$853,682.85
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25% =	\$213,420.71
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17% =	\$145,126.08
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35% =	\$298,789.00
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Capital Projects 2019-2024

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	done	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	NCO pending 4/8/19		in progress	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	NCO pending 5/13/19		2019	CIP, or 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	done	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		in progress	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
Community Chest facility maintenance	\$ 10,000.00	\$ 10,000.00	CP19-02 Community Chest Maint.	DRC	3/11/2019	N/A	3/11/2019	NCO pending 4/8/19		2019	AMLIP
Funded for 2019:											
Council Chambers Upgrade	\$ 5,250.00	\$ 5,250.00	CP19-01 Council Chambers	Admin	finite	finite	3/11/2019	3/11/2019		2019	AMLIP
Library Bike Shelter/Shed	\$ 15,000.00	\$ -		Library	N/A	10/31/2017 bike shelter only - needs revision				2019	AMLIP
Library Roof Repair	\$ 50,000.00			Library	N/A					2019	AMLIP R&R
Library Heating Control Upgrade	\$ 6,500.00		NCO introduced 3/11/19; hearing 4/8/19 w/ scoping	Library	pending approval 4/8/19	N/A	pending 4/8/19	NCO pending 4/8/19		2019	AMLIP R&R
Gustavus Beach Improvements: Phase 1	\$ 65,800.00	\$53,150.00	CP19-03 Gustavus Beach Improv.	Admin	N/A	3/11/2019	3/11/2019	4/8/19	Phase 1	2019	
Compost Yard Improvement	\$ 111,585.00	\$ -		DRC	N/A	1/2/2018, revised 3/11/19	1/15/2018, revised 3/11/19	NCO pending 5/13/19	Phase 2	2019	CIP, or AMLIP CP and R&R
GVFD Stryker Power Cot and Power Load	\$ 35,000.00		CP19-04 GVFD Stryker Power Cot	GVFD	3/11/2019	N/A	3/11/2019	4/8/19	Total cost = \$42,000. Code Blue grant = \$7000	2019	AMLIP
Inflow Storage & HHW Facility Storage Area	\$ 50,000.00	\$ 26,400.00	CP18-05 DRC Pre-Processing	DRC	N/A	9/16/2016, revised 3/11/19	9/16/2016, revised 3/11/19	NCO pending 5/13/19	6/11/18 amended scoping document; 3/11/19 amended	2019	CIP, or AMLIP
Library Expansion - Architectural & Engineering	\$ 30,000.00	\$ -		Library	3/1/2018		2/11/2019			Mid-range	CIP
Roof/Building Expansion - Architectural & Engineering	\$ 30,000.00			GVFD	N/A	2/9/2018	2/12/2018			Mid-range	CIP
Lifepak15 Cardiac AED/Monitor	\$ 38,000.00			GVFD	2/1/2019					Mid-range	Code Blue & ?
Gravel Pit Expansion/New Location				Lands						Mid-range	
Gustavus Beach Improvements: Parking Area	\$ 40,000.00			Admin	N/A	3/11/2019	3/11/2019		Phase 2	Mid-range	
Refurbish/Repurpose Composting Quonset	\$ 15,000.00	\$ -		DRC					Phase 3	Mid-range: 2020?	
Landscape Design consulting		\$ -		-split-	2/20/2018				Phase 1	Mid-range	
Utility Pick-up Truck		\$ -		GVFD	2/15/2018					Mid-range	
City Hall & Fire Hall Energy Audit Repairs				GVFD & Admin	3/1/2018	Res. CY18-12				Mid-range	
Roof/Building Expansion	\$700,000			GVFD	N/A	2/9/2018	2/12/2018, revised 2/11/2019			Long-range	CIP - state, federal grant
Driveway Relocation or River Bank Stabilization		\$ -		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	
Water Tender / Road Water Truck		\$ -		GVFD	2/15/2018					Long-range	
Edraulic Extrication Equipment	\$35,000			GVFD	2/15/2018					Long-range	AFG
911 System Upgrade		\$ -		GVFD						Long-range	
Library Expansion		\$ -		Library	3/1/2018					Long-range	
Grandpa's Farm Road Bridge & Culvert				Roads						Long-range	USFWS and/or AKSSF
Main Building Replacement	before landfill closes	\$ -		DRC	N/A	will be part of plan to be submitted in 2019				Long-range	
Landfill Closure 4-8 years	long-term	\$ -		DRC	N/A	will be part of plan to be submitted in 2019				Long-range	
Baler Purchase	long-term	\$ -		DRC	N/A	will be part of plan to be submitted in 2019				Long-range	
City Vehicle		\$ -		-split-	2/20/2018					Long-range	
Salmon River Harbor Waterless Restrooms				MF						Long-range	
Salmon River Harbor Public Floats				MF						Long-range	
Total Capital Projects	\$1,467,085.00	\$ 405,522.40									
CAPGIS 2018 submission											
CAPGIS 2019 submission											

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	\$4,528.53	\$2,471.47	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	\$1,558.80	\$519.60	Alaska OWL monthly internet subsidy
	Library Training & Travel	4/2/2019	\$1,937.76	--	\$1,937.76	\$0.00	State of AK grant for AkLA conference reimbursement
	Library Training	spring 2019	\$500.00	--	\$0.00	\$500.00	State of AK library NASA STEM travel grant
GVFD	GVFD Equipment	Spring 2018	\$25,450.00	funds can be spent over 2 years	\$1,165.50	\$24,284.50	SEREMS Code Blue Grant - GVFD pays 10% match
	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.
	Carbon Monoxide Detectors for Community Members	1/16/2019	\$945.00	approx. value of 27 sets of detectors	\$945.00	\$0.00	First Alert grant
	GVFD Supplies	3/25/2019	\$3,735.00	2019 VFA Grant	\$0.00	\$3,735.00	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis.
	GVFD Training	4/3/2019	\$750.00	conference registration fee covered for 2 attendees			SEREMS MiniGrant for Southeast Regional Symposium
Admin	City Clerk Training	2/12/2019	\$400.00		\$400.00	\$0.00	IIMC Foundation scholarship for IIMC institute Jun. 2018
	City Clerk Training	12/16/2018	\$500.00	--	\$500.00	\$0.00	AAMC scholarship for Nov. 2018 annual conference
	Council Member Training 10/29-	11/10/2018	\$863.09	--	\$863.09	\$0.00	State of AK/DCRA grant for travel/lodging reimbursement
	City Hall Equipment	2/20/2019	\$1,000.00	--	\$1,000.00	\$0.00	APEI Safety Grant used to purchase AED
	City Clerk Training	summer 2019	\$1,550.00	--	\$0.00	\$1,550.00	AAMC scholarship for NW Clerks Institute June 2019

\$54,592.75

Current 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	\$10,579.36	\$22,868.09	3-year grant, extended to May 14, 2019
CY18-33	GCEP	12/11/2018	\$4,363.95	2019 EFG - GCEP	\$1,772.62	\$2,591.33	
CY18-33	GHAA	12/11/2018	\$3,424.00	2019 EFG - GHAA	\$3,424.00	\$0.00	
CY18-33	Gustavus Helping Hands	12/11/2018	\$4,540.00	2019 EFG - GHH	\$1,216.00	\$3,324.00	
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	\$1,839.72	\$7,767.03	
CY19-01	Gustavus Community Center	1/14/2019	\$17,514.70	2019 EFG - GCC	\$0.00	\$17,514.70	

Gustavus Water Action Committee
Meeting Minutes
Date: 3/26/2019 @3:30

Members Present: Cheryl Cook (City Council), Wayne Howell (community member), Sally McLaughlin (GPAC), Tom Williams (City Administration)

Members Absent: Rachel Parks (GVA)

Number of Public Present: 1 (Artemis BonaDea)

General: Susan Warner has stepped down from the committee as the council representative and chair. She will continue working with Tom on the water utility aspects of the resolution that created the committee. Cheryl Cook, previously her alternate, has taken her place on the committee.

By consensus, Cheryl will be chair and Wayne will be co-chair.

Member reports:

Wayne- has been actively contacting Federal delegation representatives and committee members to promote action on the PFAS Act legislation. Dana in Juneau office of Senators has been responsive. He recommends sending people to Washington DC for in-person meetings.

Noted that the history timeline he is working on is still in planning stages. He is developing a questionnaire for interviewing volunteer firemen and getting it to the committee for review. Sally agreed to attend interviews with Wayne when the time comes.

**Motion: propose to the council to send a community delegation, including the Mayor,
to Washington, DC to meet with Legislators**

Seconded by Sally and Passed with no objection.

Cheryl will bring to Council at next general meeting

Discussions followed regarding asking other communities if they would like to join on a trip.

Tom will contact Dana to ask about timing of a possible visit.

Sally- reported that GPAC met recently and worked on letters to Federal delegation re: PFAS Act legislation.

Tom- reported on City's receipt of letter from FAA pointing out that the State could have been using PFAS-free foam all along. RUBA grant application is moving along -answers to preliminary questions are being submitted.

Cheryl- No report

Public Comment: Artemis -When the time comes, the City might consider offering low interest loans to help folks with poor water quality get cisterns.

Next Meeting: May 2, 2019 @ a time to be determined

BEACH IMPROVEMENTS

Members of the beach committee and Council member Taylor met with me to discuss the improvements for Gustavus Beach. The following is a list of improvement projects.

- Barriers (wood posts such as log poles 3-4ft high with rope attached that sags between poles to a height of 2ft off the ground) spaced 4ft apart on both sides. The east side barriers set back to a specific area to be recommended by the group. There will be a 3ft gap in the barrier to allow entrance by pedestrians, wheelchairs, strollers, etc. Barrier also at beach boundary limit at both east and west end to be 2-3 poles with sign posted. A clip should be installed to allow for emergency vehicles to access the beach. The clasp could be a lock to prevent unauthorized access.



- Signs constructed of metal, brown with white lettering. Signs will be as small as practicable to be effective. I estimate size for the entrance to the beach on east/west side and the boundaries 2X3ft.
- A sign for “no motorized vehicles allowed with a fine of \$500 for violation” location undetermined at this time (if suggested to be placed on Dock Road we will need DOT permission).
- Parking will be allowed on the east side. The rope barrier will encompass the dirt area with parking bumps on the upland side 10ftX10ft – as many that will fit. The parking will start at an appropriate point upon entering and continue halfway through the east end. Small signs will mark each parking spot with time limits of 8 hours, no overnight parking. A one-way sign will be posted or included with the other sign(s) showing traffic circulation.
- No motorized vehicles allowed posted at beach boundaries. Types of vehicle access for those with difficulties walking could include something like the chair below.

CITY ADMINISTRATOR'S REPORT APRIL GM



- One bear-proof trash can on each side of the entrance to the beach
- One doggy station on opposite side of trash cans at entrance
- A Call to Artists for two Gustavus Beach Park signs that are low profile. The notice will read:

CALL TO GUSTAVUS ARTISTS

The City of Gustavus is calling for all local artists to design two signs for the Gustavus Beach Park. The signs will be placed at the entrance to the beach, one on the east side and one on the west at the turn-around of Dock Road.

A description of the suggested improvements are as follows:

The entrance to the beach on the west side will be blocked with a barrier constructed with 3ft log poles with hawser rope attached connecting with the other poles 2ft above the ground. There will be a 3ft opening in the barrier for the entrance. On the east side the barrier will encompass the dirt parking area that currently exists. Parking will be allowed but limited.

Instructions –

- **Create a low-profile sign that captures the natural wonder of Gustavus Beach.**
 - **Provide the media to be used.**
 - **Provide an illustration of how the signs will look and a description of the installation requirements.**

The signs will be exposed to the weather so ensure the construction is durable and easy to repair/replace. The City has a maximum amount of \$2,500 for the total project.



There has been no decision on camping, fire pits, parking time limits, parking layout, security (i.e. camera's, enforcement), or fines/penalties except the \$500 for motorized vehicle on the beach.

ADOT TO PROVIDE STEEL PILES

The ADOT has 9 12.75" X ½" X65-90ft steel piles coming out of the harbor during the ferry dock renovation project and offered them to the City. After conferring with the Mayor and Council member Taylor I informed ADOT that we would accept the steel piles.

PFAS LETTER CAMPAIGN

Several letters have been sent to federal and state legislators, agency heads, the Governor, and others concerning the issues surrounding PFAS. Letters requesting language changes to the PFAS Action Act have been sent to address the language in both the House and Senate legislation, and to address the PFAS Action Act at committee (held March 28, 2019).

The Mayor also received a letter from the FAA in response to his letter concerning the use of Aqueous Film Forming Foam (AFFF) stating that the state has been authorized to use other agents in accordance with Title 14, Code of Federal Regulations, Part 139.

AMHS LETTER RESPONSE BY SENATOR MURKOWSKI

I received a call from Senator Murkowski's Chief of Staff in Washington D.C., Michael Powlowski, to thank the Mayor for the letter and Resolution concerning continuation of the ferries. Mr. Powlowski's comments emphasized the division between State and Federal governments but informed me that Senator Murkowski is working on funding for sustainability and operations for the ferries; current Federal funding only provides for construction of new ferries.

Copies of the letters are available on the Reading Board.

PARK MEETING

The GBNP will hold a public meeting on Friday, April 19 at 10:00 at City hall in support of a Glacier Bay National Park Front Country Management Plan that the National Park Service is intending to release for a 30-day public and agency review on or near April 4, 2019 on its Planning, Environment, and Public Comment website: <https://go.nps.gov/BartlettCove>. The plan addresses visitor experiences, services, and general operations in a planning area that encompasses 7,120 acres of scenic rainforest and coastal waters in Southeast Alaska, including Bartlett Cove.

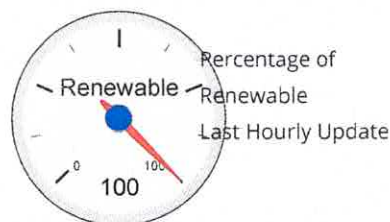
AP&T ENERGY REPORT

Attached you will find a new service from AP&T, an energy profile page for Gustavus. The link is: <https://www.aptalaska.com/gustavus-energy-profile/>.

Gustavus Energy Profile

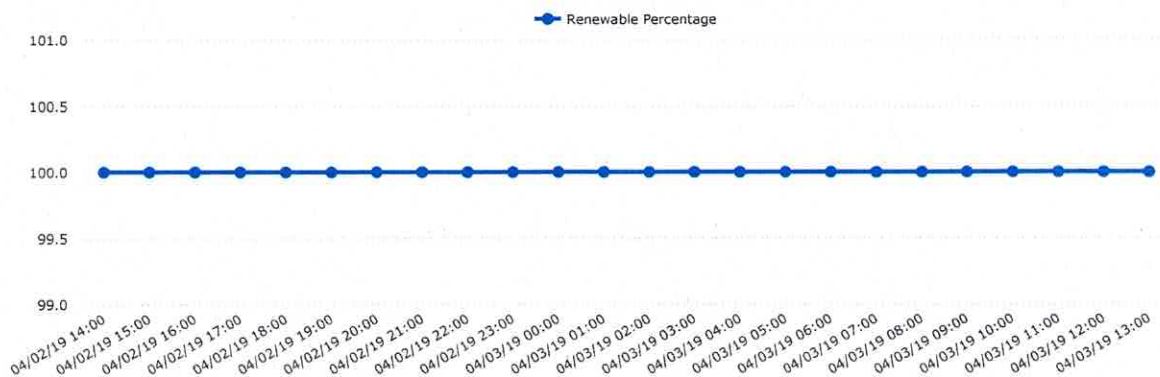
The gauge (right) and graph (below) represent the percentage of renewable hydroelectric energy generated from Falls Creek Hydro in Gustavus. AP&T automatically updates the data on an hourly basis so please be sure to refresh your web browser in order to view the most recent generation data.

The energy generation options in Gustavus are limited to hydroelectric or fossil fuels, therefore if we aren't generating energy from hydro we must burn fossil fuels.



Percentage of Renewable

Follow the Timestamps (AKST) for Update Times in the Last 24 Hours





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-25, C+3yrs	Business Permit/Liquor License App	2008, 10', 11', 12', 14', 15'	City Hall	5 file folder	Shred
C-19, 6yrs	Liquor License Renewal	2012	City Hall	1 file folder	Shred
A-5, CFY+7	Accounting-Banking Records		City Hall	1 file folder	Shred
F-3, Until Building is no longer in use	Fire Inspection/Compliance files	86', 05', 07', 11'	City Hall	4 file folder	recycle
AD-1, Until need is met	General Administration		City Hall	1 file folder	recycle
F-4, 5yrs	Permits/Licenses issued	93', 98', 13', 18',	City Hall	4 file folder	shred
HR-4 C+5	Grievance Case Files	01', 03', 05	City Hall	3 file folder	shred
A-4, CFY+3	GVFD Accounts receivable/Payable	09', 14', 15	City Hall	3 file folder	Shred/recycle
C-21, 6 yrs			City Hall	1 file folder	recycle
A-2, 3 yrs	Accounting Budget Work Papers	08', 09', 14', 15'	City Hall	1 file folder	recycle
AD-3, 30 days	Transitory Information	14'	City Hall	1 file folder	recycle
A-15, 4yrs	Accounting-Sales Tax	15'	City Hall	1 file folder	shred
C-20, 5yrs	Committee Files: Applications	10' 11' 12' 14'	City Hall	4 file folders	recycle
A-13, 15 yrs	Accounting-Payroll	03'	City Hall	1 file folder	shred
A-6, 3yrs	Travel	15'	City Hall	1 file folder	recycle
LAW-3, 6yrs	General	07'	City Hall	1 file folder	Shred
C-6, 6yrs	Elections General	07' 08' 09'	City Hall	6 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 Capital Improvement Plan Project Nomination Short Form

Project eligibility

Does the proposed project represent a major, nonrecurring expense? YES ☒ NO ☐

Will the proposed project result in a fixed asset (e.g., land, major equipment, building or other structure, road or trail) with an anticipated life of at least two years? YES ☒ NO ☐

Will the project provide broad community benefit? YES ☒ NO ☐

If you were able to answer YES to all three questions, please provide the following additional information:

1. Project title (Suggested heading in CIP):

Heating Control Update for Gustavus Public Library Boiler System

2. Project description and benefit. Describe the project in half a page or less, including specific features, stages of construction, etc. Explain how the project will benefit the Gustavus community.

Over the years there has been concern with staff and volunteers at the library and members of the community regarding the seemingly huge energy expense our boiler systems uses and the temperature swings of roughly 20 to 25 degree fluctuations that makes it uncomfortable for patrons and staff. Libraries and book rooms are to remain at a steady 70 degrees with 50% humidity. After discussing the situation over the last three years with the local boiler expert, we have concluded that upgrading the thermostat control gauge with one with the latest technology will help regulate the overall temperature of the library and improve a few other aspect of the system. This library was built 23 years ago on an extremely limited budget. Considering the price of fuel and the comfort of patrons and staff, not to mention the storage of books, it is time to address this issue.

3. Plans and progress. Describe in one or two paragraphs what has been accomplished so far (if anything). This may include feasibility study, conceptual design, final design/engineering/permitting, fundraising activity, and total funds raised to date.

We have met with the local boiler expert and have determined this to be the best course of action.

4. Project cost:

A. TOTAL COST (including funds already secured) = \$ 6445.70

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

Preconstruction costs = \$ N/A Construction costs = \$ N/A

5. Timeline: Indicate when you hope to complete each phase of the project.
Please keep in mind that the CIP will not be published until the end of September. Legislative funding (if any) would not be available until July of next year (or later) for state funding and October of next year (or later) for federal funding.
- A. For projects that consist of land or equipment purchase only, state when the purchase would be made:
- Purchase of the necessary hardware would be done as soon as the money is approved.
- For construction projects:
- B. Preconstruction phase to be completed by N/A .
- C. Construction phase to be completed by N/A .
6. Provide a quality digitized photo, drawing, map, or other graphic image of your project if possible.
7. Date and name of person submitting form.

Bre Ohlson

Administrative Librarian

 3/26/19

Date

Berry's Specialty Contracting
P.O Box 105
Gustavus, AK 99826
(907) 209-6737 cell

Estimate

Date
02/21/19
Estimate No.
494

Name/Address
Gustavus Library Bree/Jen P.O. Box 279 Gustavus, AK 99826

Project
Library

Description	Quantity	Cost	Total
Library Heating Upgrade;			
Tekmar 360 Universal Reset Control (no DHW)	1	594.00	594.00
1" 4-Way Mixing Valve Body - SWT w/Unions	1	175.80	175.80
ESBS Mix Valve Actuator (10NM)	1	197.55	197.55
Tekmar 518 Thermostat	1	106.25	106.25
Tekmar 076 Indoor Sensor	1	52.50	52.50
Axiom MF300 17 Gal Glycol Mini-Feeder*	1	815.00	815.00
Taco 007 Cartidge Pump	2	148.50	297.00
Amitrol 60 Hydronic Expansion Tank	1	137.50	137.50
1" Honeywell Powervent w/ 1/2" bottom tapping - SWEAT	1	208.60	208.60
2-1/2" Round Temperature / Pressure Gauge	1	60.20	60.20
30 lb Pressure Relief Valve - 3/4" MIP	1	44.05	44.05
Copper Piping, Fittings and Valves	1	732.50	732.50
Labor - Remove old piping and install new mix valves and controls	1	2,250.00	2,250.00
Notes;			
- This would elimanate the current system of using the boiler to set the heating curve (as the boiler heats the water the water is circulated with a varying temperature - cooler then hotter) and replacing it with a constant temperature (dictated by outdoor and indoor temperature sensors) ensuring less temperature swings (overheat and underheat).			
- *Heating system would now be isolated from the domestic water. We can no longer use the current 9DS backflow device installed (currently non-funtioning as a safety device as its capped off) and would install a seperate tank for automaticly refilling the heating system. This is less expensive then the mandated RPP backflow device that require testing by a certified backflow technician annually (I am not certified).			
Thanks for the inquiry!	Total		

Berry's Specialty Contracting
P.O Box 105
Gustavus, AK 99826
(907) 209-6737 cell

Estimate

Date
02/21/19
Estimate No.
494

Name/Address
Gustavus Library Bree/Jen P.O. Box 279 Gustavus, AK 99826

Project
Library

Description	Quantity	Cost	Total
- There is some 120v electrical work nessesary and is not included above. Aprox \$300 to \$500. - All work invoiced at T&M incurred. -----Subtotal Heating Control Upgrade-----			5,670.95
Glycol Heating System; No-Burst Glycol (100% Concentrate Polypropylene)	15	27.65	414.75
Labor - Add Polyproylene Glycol to the system -----Subtotal Glycol System-----	4	90.00	360.00
			774.75
Notes; - The buildings heating system was orginally glycoled but is no longer protected as system was automaticly refilled with water from leaks and seeps over the years. With the system being removed from the domestic water system we can do so now w/o further dilution of heating water.			
Thanks for the inquiry!	Total		\$6,445.70

Bre Ohlson

From: Mark Berry <bscgustavus@yahoo.com>
Sent: Thursday, February 21, 2019 4:08 PM
To: Bre Ohlson
Subject: BSC Est 494 - Heating Control Upgrade
Attachments: Berry's Specialty Contracting - Estimate 494.pdf

Hi Bre,

Here is my estimate for upgrading the library heating control at the library. This would help the temperature swings the building seems to go through when the outside temperature change a bunch and improves a few other aspects of the system. This would also help enable the heating system to better "upgrade" with the future building plans also whether it be an additional floor space balcony above, a separate add-on or just a new roof.

Feel free to query me further with any questions or to clarify any aspect.

Cheers,

Mark

Berry's Specialty Contracting -- Sales & Service HVAC, Plumbing & Propane
P.O. Box 105 Gustavus,
AK 99826
Cell: 907.209.6737

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY19-22NCO**

**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:

CITY HELD ACCOUNTS	Amounts		Amended Balance	Change
	Account Balance*			
	*Approximate, this is a dynamic value			
CP-18-05 DRC Pre-Processing	\$ 0.00	\$ 62,000.00	\$ 62,000.00	
The full name of this project is now DRC Inflow Storage and Household Hazardous Waste Facility Storage Area Project. Initially \$26,400 funded through FY18-22NCO, then funds returned to AMLIP with FY19-11NCO until project initiation/ expansion.				
CP-18-07 Household Haz Waste Fac.	\$ 0.00	\$ 59,450.00	\$ 59,450.00	
Initially funded through FY18-22NCO, then funds returned to AMLIP with FY19-11NCO until project initiation.				
CP-19-05 DRC Composting Facility	\$ 0.00	\$ 111,585.00	\$ 111,585.00	
AMLIP Capital Improv Current	\$ 338,426.31	\$ 105,391.31	<\$ 233,035.00>	
Funds transfer for some 2019 capital projects, per the Capital Improvement Plan approved by the City Council at the March 11, 2019 general meeting.				
AMLIP Capital Improv Current balance reflects transfers that are planned through FY19-19NCO.				
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: April 8, 2019

DATE OF PUBLIC HEARING: May 13, 2019

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

Cal Casipit, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY19-24NCO**

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. For the Fiscal Year of 2019, the following City held account balance transfers are to be made for the reasons stated.

Section 3. For the Fiscal Year of 2019, the City held accounts are amended to reflect the changes as follows:

Amounts

CITY HELD ACCOUNTS	Account Balance*	Amended Balance	Change
<i>*Approximate, this is a dynamic value.</i>			
FBNA Checking account	\$427,359.28	\$423,331.28	<\$ 4,028.00>
AMLIP – Repair & Replacement	\$252,187.20	\$256,215.20	\$ 4,028.00
<i>FY19 budgeted expenses for contributions to the Repair and Replacement Fund for the Gustavus Public Library per the FY19 budget (FY18-15NCO). All other departments' contributions for FY19 were done with FY19-05NCO. AMLIP Repair & Replacement balance reflects transfers that are planned through FY19-19NCO.</i>			

Total Change in Account Balances	\$ 0.00
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Section 4. The FY19 City held accounts are hereby amended as indicated, and any portion of the approved budget inconsistent with this amendment is repealed.

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

DATE INTRODUCED: April 8, 2019

DATE OF PUBLIC HEARING: May 13, 2019

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

Cal 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

Ordinance for Public Hearing

**CITY OF GUSTAVUS
ORDINANCE FY19-18**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE
REPLACEMENT OF CITY ORDINANCE TITLE 6 SECTIONS 6.06.010, 6.06.020,
6.06.030, 6.06.040, 6.06.050, and 6.06.060**

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 6, Sections 6.06.010, 6.06.020, 6.06.030, 6.06.040, 6.06.050, and 6.06.060 be replaced as follows:

**Section 06.06.010 - Early Childhood Development Department (ECDD)
established.**

There shall be an early childhood development department in and for the City of Gustavus, Alaska. The department will include a preschool and a child care program, both of which shall comply with all rules and regulations pertaining to the Alaska Department of Health and Social Services (DHSS) Child Care Program Office (CCPO) including but not limited to: AS 47.32.010, AS47.32.900 Centralized Licensing and Related Administrative Procedures; 7 AAC57.010 – 7 AAC 57.990 Child Care Facilities Licensing; and 7 AAC 10.010 - 7 AAC10.9990 Licensing, Certification and Approvals.

Section 06.06.020 - Service area.

All children, including visitors within the City of Gustavus, are eligible to enroll in ECDD programs, providing they are within the stated age range of the program for which they are enrolling in, and their parent or guardian complies with all enrollment requirements set forth in the Rookery Parent Handbook.

Section 06.06.030 - Mode of operation

- (a) Operating funds shall be generated from tuition, fundraising, donations, grants, which will be deposited in the City's general fund for the ECDD program.
- (b) Capital and special project funds may be raised through grants, donations from public and private entities, and from the City's Capital Improvement Projects funds.

- (c) The ECDD will be guided by the Rookery Advisory Committee (RAC), a volunteer body that will work with the ECDD Manager to provide quarterly reports to the city council that provides updates and information to the program's overall operations.

Section 6.06.040 - Services provided.

The ECDD shall provide early childhood education programs to children in Gustavus through both its preschool and child care programs.

Section 6.06.050 – Staff.

The department shall consist of a manager, supervised by the city administrator, and as many other program staff as are deemed appropriate for effective operation and continuous compliance of the department as determined by the city administrator.

The number of staff will change depending on the number of children enrolled in ECDD programs, licensing requirements and individual staff qualifications. Members of the ECDD may include both paid and unpaid individuals. Individual staff's roles are defined in Policy and Procedure.

Section 6.06.060 – Fees, prices, and standards, and hours of operation.

- (a) The ECDD Manager shall set user fees and product prices for all ECDD programs with approval of the city council by resolution. Temporary price changes may be permitted by the ECDD Manager with the approval of the City Administrator.
- (b) The ECDD Manager shall set hours and days of operation to reflect seasonal demand and budget constraints as approved by the city council. Temporary changes or closures are subject to approval by the mayor or city administrator and permanent changes are subject to approval by the city council.

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

Date Introduced: March 11, 2019

Date of Public Hearing: April 8, 2019

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

Calvin Casipit, Mayor

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY19-19NCO**

**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:

CITY HELD ACCOUNTS	Amounts		Amended Balance	Change		
	Account Balance*					
	*Approximate, this is a dynamic value					
CP-18-06 Storage Bins, Pallet Jack	\$	0.00	\$	18,000.00	\$	18,000.00
CP-19-02 Community Chest Maint.	\$	0.00	\$	10,000.00	\$	10,000.00
AMLIP Capital Improv Current	\$	153,953.60	\$	125,953.60	<\$	28,000.00>
Funds transfer for capital projects approved by the City Council at the May 14, 2018 general meeting. AMLIP Capital Improv Current balance listed here includes debit of \$5250 from pending withdrawal for FY19-16NCO.						
CP-19-03 Gustavus Beach Improv.	\$	0.00	\$	53,150.00	\$	53,150.00
CP-19-04 GVFD Stryker Power Cot	\$	0.00	\$	35,000.00	\$	35,000.00
AMLIP Capital Improv Long-Term	\$	712,876.66	\$	624,726.66	<\$	88,150.00>
CP-19-05 Library Heating Upgrade	\$	0.00	\$	6,500.00	\$	6,500.00
AMLIP Repair & Replacement	\$	320,208.49	\$	313,708.49	<\$	6,500.00>
Funds transfer for some 2019 capital projects, per the Capital Improvement Plan approved by the City Council at the March 11, 2019 general meeting. These projects are ready to commence.						
AMLIP Repair & Replacement	\$	313,708.49	\$	251,608.49	<\$	62,100.00>
Funds for the Gustavus Public Library Roof Repair (\$50,000) and Compost Quonset Replacement (\$12,100 had been saved).						
AMLIP Capital Improv Long-Term	\$	624,726.66	\$	474,641.66	<\$	150,085.00>
Funds for the Gustavus Public Library Bike Shelter/ Shed, DRC Compost Yard Improvement (less \$12,100 from R&R), and Inflow Storage and Household Hazardous Waste Facility Storage Area Projects.						
AMLIP Capital Improv Current	\$	125,953.60	\$	338,138.60	\$	212,185.00
Funds transfer to Capital Improv Current for the remaining approved 2019 capital projects, per the Capital Improvement Plan approved by the City Council at the March 11, 2019 general meeting. These projects are not quite ready to commence, so the funds will remain with AMLIP for the time being for better earnings.						
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: *March 11, 2019*

DATE OF PUBLIC HEARING: *April 8, 2019*

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

Cal Casipit, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY19-20**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE REVISION OF CITY
ORDINANCE TITLE 10 PROPERTY ACQUISITIONS AND DISPOSAL, SECTIONS 10.01.010,
10.07.010 AND 10.08.010**

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 10 Property Acquisition, Disposal, Management, And Use, Sections 10.01.010, 10.07.010 AND 10.08.010 be revised as follows:

Title 10 - Property Acquisition, Disposal, Management, and Use

Section 10.01.010 - Definitions

Motor vehicle: Any ground-travelling conveyance powered by an electric motor or internal-combustion engine, including but not limited to, cars, trucks, motorcycles, powered bicycles, all-terrain vehicles, snow machines, heavy construction equipment, hovercrafts, and golf carts. Motor vehicles do not include, for the purposes of this title, powered wheelchairs conveying disabled persons.

Section 10.07.010 - Casual Use of City Lands

- (d) The City may prohibit specific casual uses of City lands by posting such prohibitions on site.

Chapter 10.08 - Management of City Lands

Section 10.08.010 - Management functions for City Lands

- (a) The City of Gustavus shall manage lands owned by the City of Gustavus or under management agreement with State, Federal, or other agencies, in the public interest.
- (b) The City Council shall authorize and execute projects and allocate public funds as it deems required for the management, restoration, maintenance, and protection of City-owned or City-managed lands.
- (c) The City Council shall establish regulations governing activities of City personnel and the public to assure that management goals for the property are met and that the public interest in the lands is conserved. Such regulations shall be enforceable with fines set for prohibited activities or actions as Class C Misdemeanors scheduled either in ordinance or by resolution.

Section 10.08.020 - Gustavus Beach Lands Management, Conservation, and Public Use

- (a) The lands on the east and west sides of Dock Road designated as ALS 2009-15 Tracts A and B2, under Cooperative Resource Management Agreement 108940 (CRMA) with the State of Alaska, and the portion of City-owned Tract B1 not occupied by the City Bulk Fuel Facility and shall be managed for the conservation and enhancement of natural ecological and scenic values and for compatible public use.
- (b) Such management shall be in accordance with terms of the CRMA and the associated management plan as may be amended, and consistent with the covenants enumerated in the United States District Court Judgment Quieting Title No J-76-9 CIVIL.
- (c) In accordance with terms of the CRMA, the City shall identify and clearly post areas on the lands in paragraph (a) designated for motor vehicle parking as well as areas where the operation or parking of a motor vehicle is prohibited. It is a violation to operate a motor vehicle on these lands—except within the State of Alaska Dock Road right-of-way and in parking areas designated and posted by the City—punishable by a \$500 fine.
- (d) The City shall designate parking areas on lands in paragraph (a) with time limits. It is a violation to exceed parking limit times within any designated parking area punishable by a fine of \$50 per calendar day.
- (e) Overnight camping is prohibited on lands designated in paragraph (a) of this section unless specifically posted for camping. Camping in a posted prohibited area is a violation punishable by a \$100 fine per day.
- (f) The City Mayor may issue a specific, time-limited waiver to any of the provisions of this section for specific City- or State of Alaska-managed construction, maintenance, or emergency-response activities.

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

Date Introduced: March 11, 2019

Date of Public Hearing: April 8, 2019

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

Calvin Casipit, Mayor

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY19-21**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE ADOPTION OF CITY
ORDINANCE TITLE 6 ENVIRONMENTAL SERVICES CHAPTER 6.08, SECTIONS 6.08.010,
6.08.020, 6.08.030, 6.08.050, 6.08.060**

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 6 Environmental Services Chapter 6.08, Sections 6.08.010, 6.08.020, 6.08.030, 6.08.050, 6.08.060 be adopted as follows:

Chapter 6.08 – ENVIRONMENTAL SERVICES

Section 6.08.010 - Environmental Services Powers Adopted

The City of Gustavus hereby adopts environmental services powers for the benefit of the residents of the City.

Section 6.08.020 – Scope of Services

The City of Gustavus shall work to assess, maintain, and ~~assure~~ support community environmental resource quality to sustain for present and future generations the community's distinctive and healthy lifestyles, economic opportunities, and ecosystem services, as available funding may allow as determined by the City Council. Environmental resources may include, but not be limited to, air, water, soil, biodiversity, climate, ~~nighttime sky, and quiet and aesthetic neighborhoods important to residents and visitors to Gustavus. The~~ and dark sky (e.g. light pollution). The City shall participate cooperatively and actively in regional, State, and Federal policy discussions in support of environmental quality assurance issues for Gustavus residents to the extent funding may be available to the City to so participate.

Section 6.08.030 – Definitions

Section 6.08.040 – Environmental Advisory Committees

The City of Gustavus may establish an Environmental Services Advisory Committee or subject-specific environmental advisory committees to advise the Mayor and the Council on general or specific environmental issues that generally impact the ~~entire~~ community. If the Council establishes any committee or committees under this section, the Council shall establish the number of persons on the committee, the scope of the committee's authorized work, the length of the term of the committee, and appoint

persons to the committee. The Council may, in its discretion, terminate any committee created under this section at any time.

Section 6.08.050 – Contracted Services

The City of Gustavus may approve, fund, and implement environmental projects and is authorized to contract for the assessment and remediation of environmental problems, or for the enhancement of environmental quality, ~~as identified by the Council, staff or public.~~

Section 6.08.060 – Regulatory Enforcement

The City of Gustavus may establish and enforce local regulations for the protection of community environmental resources, where not precluded or superseded by State or Federal law.

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

Date Introduced: March 11, 2019

Date of Public Hearing: April 8, 2019

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

Calvin Casipit, Mayor

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

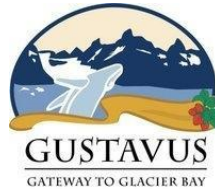
New Business

Gustavus Visitors Association

FY20 Marketing Plan

Fiscal Year: July 1, 2019 – June 30, 2020

Jim Kearns, President
P.O. Box 167, Gustavus, AK 99826
www.gustavusak.com info@gustavusak.com



GOALS

The Gustavus Visitors Association is a group of businesses and individuals with the sole purpose of advancing tourism and the economic health in our community. We accomplish this by striving to:

GVA Organization Mission:

The Gustavus Visitors Association (GVA) is a Destination Marketing Organization (DMO) working to enhance the local economy by promoting and marketing Gustavus and Glacier Bay as a visitor destination.

OBJECTIVES

- Implement a plan to update our website that will capture data that the City of Gustavus wants to see, and that the GVA needs to see.
- To implement marketing research tools that provide quantifiable results. This will provide the GVA information that can be utilized year to year, as the position of the Admin/Marketing Director is ever changing hands.
- Build confidence with the CoG City Council that our projects are productive and provide a profitable investment of City funds.

MEMBERSHIP AND BOARD MAKEUP

GVA Board	
Jim Kearns	President
Deb Woodruff	Vice President
Leah Okin Magowen	Secretary
Robynn Jones	Treasurer
Trisha Dawson	Member-at-large

GVA Active Membership:
1. Aimee's Guest House
2. Alaska Airlines
3. Alaska Coastal Energy/Sea Level Transport
4. Alaska Discovery/Mtn Travel Sobek
5. Alaska Geographic
6. Alaska Mountain Guides & Climbing School
7. AP&T
8. Alaska Seaplanes
9. Annie Mae Lodge
10. Aramark
11. Blue Bucket Bed & Breakfast
12. Blue Heron Bed & Breakfast
13. Bud's Rent a Car
14. Budget Cabin Rentals
15. Clove Hitch Café
16. Cottonwood Lodge & Cabin Rentals
17. Cross Sound Express/Taz
18. Fairweather Adventures at Glacier Bay
19. Fireweed Gallery
20. Glacier Bay's Bear Track Inn
21. Glacier Bay Construction
22. Glacier Bay Country Inn
23. Glacier Bay Natural Foods
24. Glacier Bay Photo Tours
25. Glacier Bay Sea Kayaks
26. Glacier Bay Sportfishing
27. Gustavus Inn
28. Harris Air
29. Inner Sea Discoveries

30. Salmon River Electric
31. Salmon River Business Center
32. Sentinel Coffee
33. Snug Harbor
34. Spirit Walker Expeditions
35. Stellar Botanical Health
36. Strawberry Point Taxi & Tours
37. TLC Taxi
38. Wild Alaska Inn at Glacier Bay
39. Woodwind Adventures

Complimentary Listings:

1. Church of Jesus Christ of Latter-Day Saints
2. Gustavus Chapel
3. Gustavus Community Clinic
4. Gustavus Dray
5. Glacier Bay National Park and Preserve
6. Gustavus Public Library
7. Holy Family Catholic Church
8. St. Jacob of Alaska Orthodox Christian Chapel
9. The Rookery at Gustavus

TOURISM STATISTICS

Estimates of residents

The State of Alaska and US Census bureau estimate the 2017 population of Gustavus to be 544. Source: ALASKA POPULATION OVERVIEW 2017 live.laborstats.alaska.gov/pop/estimates/pub/chap4.pdf

Southeast is the most visited region in Alaska, capturing 67 percent of the overall market www.alaskatourism.org/marketing/AVSP%20VII/Full%20AVSP%20VII%20Report.pdf

The GVA does not have accurate numbers for the requested impact which includes average stay, average spending, and Tourism impact. We could surmise the impact One of the biggest challenges is the changing marketing director year to year, coupled with no effective plan to measure the impact. The Marketing Director/Admin position has limited hours and is forced to gain statistics from visitors Statewide. In order to capture data, we are devising a strategy for measurable and accurate results. This strategy will be our base for reporting the required statistics to the City of Gustavus.

In order to focus the information on Gustavus only, we are looking into the following options.

- Creating a more interactive, user friendly and website
- Surveys. We have begun the process of finding an online survey platform, so that we may capture, analyze and act on insights.
 - As of this report, I have had a conference with one online analytics software developer; Qhaltrics. The company offers a wide variety of options for capturing data, and its baseline pricing for non-profit and municipal organizations is \$1500/year.

Since the Marketing Director position started in January, I have been seeking avenues to create a broader presence online. To date, I have sought information from the following:

- Srprs.me is a travel agent that organizes surprise holidays for travelers. Prospective travelers visit the company's website and select their holiday criteria. Once complete, they are shown a price tariff of what their trip will cost per day. After uploading personal and payment details, they are booked. To a 'destination unknown!' This isn't a marketing strategy to attract low budget buyers. It is for Millennials with a mid to high income who want to visit a new location.
- Utilizing TripAdvisor to fullest extent possible. Not only by maintaining a presence with timely posts and photos, but by asking our visitors to post reviews of their visit.

Travelers are opting to purchase experiences over things. Skift Research's 2018 U.S. Affluent traveler Survey 'found that 67% of affluent travelers would rather spend their money on activities than on a nicer hotel, up 8% from last year.' Choosing experiences is a travel trend that is shown across all generations and demographics.

Source: Treksoft Travel Trends report 2019

This year, the board and the marketing director will be devising a strategy for measurable and accurate results. This strategy will be out base for reporting the required statistics to the City of Gustavus.

OTHER MARKETING PLANS:

- GVA advertises on Facebook (Gus the Bear) and Instagram (Gustavus Visitors Association).
- GVA will join or retain memberships with the following publications: ATIA, JCVB/Juneau Guide and SE AK Tourism Council.
- GVA will produce and print a current brochure.
- GVA will update and maintain the GVA website
- GVA will provide a person (Marketing Director) to accept, receive and respond to inquiries and requests for information resulting from the website, the associations, and the publications listed above.
- GVA will provide an administrator to keep track of memberships, provide administrative support to the members and provide administrative support to the GVA board.
- GVA will maintain signage at the beach kiosk and will install a visitor Kiosk at the Airport. We are

seeking approval from Alaska Seaplanes, Harris Air and Alaska Airlines and are considering a kiosk at the CBJ airport, although the logistics of maintaining a presence there are problematic.

Commented [NF1]: I know we haven't spoken of this, but I have been thinking about it. I can delete, edit or keep. Let me know what you all think.

FY 19 BUDGET

- Current Budget vs. Actual - Attached as APPENDIX A

BUDGET REQUEST OF CITY

- Attached as APPENDIX B

Gustavus Visitors Association
FY20 Budget Proposal to City of Gustavus
July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget
Income			
CityTax Revenue	0.00	30,000.00	-30,000.00
Membership Dues	0.00	4,375.00	-4,375.00
Total Income	0.00	34,375.00	-34,375.00
Gross Profit	0.00	34,375.00	-34,375.00
Expense			
Administration			
Equipment	0.00	200.00	-200.00
Postage	0.00	50.00	-50.00
Supplies	0.00	150.00	-150.00
Teleconference	0.00	210.00	-210.00
Total Administration	0.00	610.00	-610.00
Contractor Work			
Administrative	0.00	7,800.00	-7,800.00
Marketing Director	0.00	13,000.00	-13,000.00
Total Contractor Work	0.00	20,800.00	-20,800.00
Fees/Licenses			
Banking	0.00	180.00	-180.00
Fees/Licenses - Other	0.00	200.00	-200.00
Total Fees/Licenses	0.00	380.00	-380.00
Marketing			
Advertising-General			
Alaska Grafix	0.00	450.00	-450.00
Graphic Design	0.00	300.00	-300.00
Total Advertising-General	0.00	750.00	-750.00
Memberships			
ATIA/Travel Alaska	0.00	400.00	-400.00
JCVB/Juneau Guide	0.00	400.00	-400.00
SE AK Tourism Council (SATC)	0.00	600.00	-600.00
Total Memberships	0.00	1,400.00	-1,400.00
Online Advertising			
GVA Website	0.00	4,055.00	-4,055.00
Total Online Advertising	0.00	4,055.00	-4,055.00
Print Media			
Alaska Airlines Magazine	0.00	700.00	-700.00
Brochure	0.00	1,000.00	-1,000.00
Capital City Weekly	0.00	740.00	-740.00
Total Print Media	0.00	2,440.00	-2,440.00
Radio Advertising			
KTOO Radio	0.00	400.00	-400.00
Total Radio Advertising	0.00	400.00	-400.00
Supplies			
Travel Show	0.00	100.00	-100.00
	0.00	2,000.00	-2,000.00
Total Marketing	0.00	11,145.00	-11,145.00

7:09 AM
02/01/19
Cash Basis

Gustavus Visitors Association
FY20 Budget Proposal to City of Gustavus
July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget
Utilities			
cell phone	0.00	1,440.00	-1,440.00
Total Utilities	0.00	1,440.00	-1,440.00
Total Expense	0.00	34,375.00	-34,375.00
Net Income	0.00	0.00	0.00



Gustavus Children's Enhancement Program

The Rookery at Gustavus

Preschool & Child Care Programs

Business Plan and Budget Request
FY 19-20 (July 1st, 2019 – June 30th, 2020)

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Introduction/ Background

Gustavus City Code says the City Council shall annually consider the needs of preschool and/or child care programs and may obligate funds to supplement the provider's operating budget. The amount obligated shall not exceed 20% of the service provider's operating budget.

City of Gustavus References:

- Gustavus City Code: Title 6, Chapter 6.06 Social Services
- Gustavus City Policy and Procedure for Funding Limited Social Services
- Gustavus City Resolution CY17-11: A Resolution of the COG Establishing a Partnership Between the City and the GCEP.

GCEP Mission Statement

The Gustavus Children's Enhancement Program (GCEP) is a parent-governed, child-focused cooperative that offers early childhood education programs to all young children in Gustavus, Alaska at The Rookery at Gustavus. Our core value of being a parent cooperative is based on the belief that our children thrive in a dynamic environment driven by involved parents, creative staff, and a supportive community.

Current programs include a preschool program for ages 3-5 and a child care program for ages 0-9. Both programs include a focus on learning outdoors to inspire children with a connection to the natural world. The underlying goal of the Preschool Program is for each and every preschool-aged child to have access to an early childhood education regardless of their family's socioeconomic status. This is achieved through parent-volunteerism, scholarship program(s), donations, fundraisers, and collaboration with each family and/or child's representative. The underlying goal of the Child Care Program is to provide a safe, reliable, age-appropriate, educationally-stimulating environment for children to learn and grow.

Early childhood research shows that young children learn primarily through developmentally appropriate practices (DAPs) which we define as exploration through play, facilitated by an adult. This offers children the freedom they need to try out new ideas, practice developing skills, and imitate adult roles. Children are given the opportunity to socialize, problem solve, develop self-help skills, use their imagination, work toward independence, and learn about numbers, letters, science, math, art, etc. These experiences build on one another, and help children to develop skills for more formal learning elsewhere.

Goals & Objectives for FY2019-20

Goal #1: Work towards our long term goal of establishing a larger, permanent facility for The Rookery at Gustavus that meets the needs of both Preschool and Child Care and which allows both programs to operate simultaneously.

- Work with potential partners (Chatham, City, NPS, GCC) to develop a plan
- Ascertain who would own and maintain the new facility as GCEP does not have sufficient funding to do so themselves
- Apply for grant funding

Goal #2: Improve employee satisfaction and retention.

- Facilitate transparent communication throughout the organization to ensure staff is both aware and involved in decision making
- Work towards providing employee benefits such as health insurance, paid leave, etc.
- Ensure a sufficient number of qualified substitutes are on staff
- Provide bonuses or pay increases when staff reach educational benchmarks
- Work toward overall organizational stability to guarantee long-term employment

Goal #3: Provide a dependable, high-quality Preschool Program for children ages 3-5 for the 2019-20 school year (nine hours per week for approximately 34 weeks.)

Objectives:

- Employ a qualified administrator
- Employ additional qualified caregiver or aide due to higher number of children
- Ensure sufficient, qualified staff available for uninterrupted program

Goal #4: Provide a dependable, high-quality Child Care Program to operate for all children ages 0-9 for the entire year (full time minus the Preschool Program hours of operation.)

- Employ a qualified administrator
- Ensure sufficient, qualified staff available for uninterrupted program

Goal #5: Further develop a strong outdoor component for all GCEP Programs.

- Send Megan to Outdoor Training in CA
- Utilize that education to incorporate a strong outdoor component in curriculum of all GCEP Programs
- Provide outdoor training to all GCEP staff based on the education Megan received and curriculum developed as a result

Goal #6: Create and implement a new Summer Forest School Program for children ages 5-12. This is expected to happen in the spring of 2019 before the 2019-20 FY begins.

- Develop a curriculum approved by State licensor
- Employ a qualified administrator
- Employ additional qualified caregiver or aide due to higher number of children
- Ensure sufficient, qualified staff available for uninterrupted program

Goal #7: Remain compliant as a 501(c)(3), as a licensed child care facility, and as a business.

- Follow all state statutes and regulations governing a licensed child care center

Goal #8: Seek as many funding opportunities as possible.

- Provide support to parent volunteers in their fundraising efforts
- Seek and apply for grants
- Advertise and market GCEP brand to spread awareness
- Continue working toward Chatham partnership/ potential grant opportunities
- Maintain relationships with State support agencies & other child care centers
- Focus efforts on thanking GCEP donors to ensure sufficient gratitude shown

Goal #9: Encourage and support the professional development of all GCEP staff beyond the minimum State requirements. *This goal goes with providing high quality programs.

- Offer guidance and assistance researching what's available
- Help brainstorm and find funding for specific opportunities

Goal #10: Offer more learning opportunities for the families and the community of Gustavus.

- Provide informational handouts and special training sessions for all parents of young children – not just those enrolled in GCEP programs
- Inform local businesses and employers of our services and how they can help

Membership and Board makeup

GCEP is a private nonprofit 501(c)(3) and shall be governed by a Board of Directors consisting of at least 5, but not more than 7 members. To fulfill the non-profit status requirements, two of the board members must not be parents of children enrolled in GCEP Programs. The offices of President, Vice President/ Fundraising Coordinator, Secretary, and Treasurer shall be elected by the membership. Each family member with a child enrolled in a GCEP program shall be considered to have a GCEP membership. Each family shall have one vote.

Current Parent Members

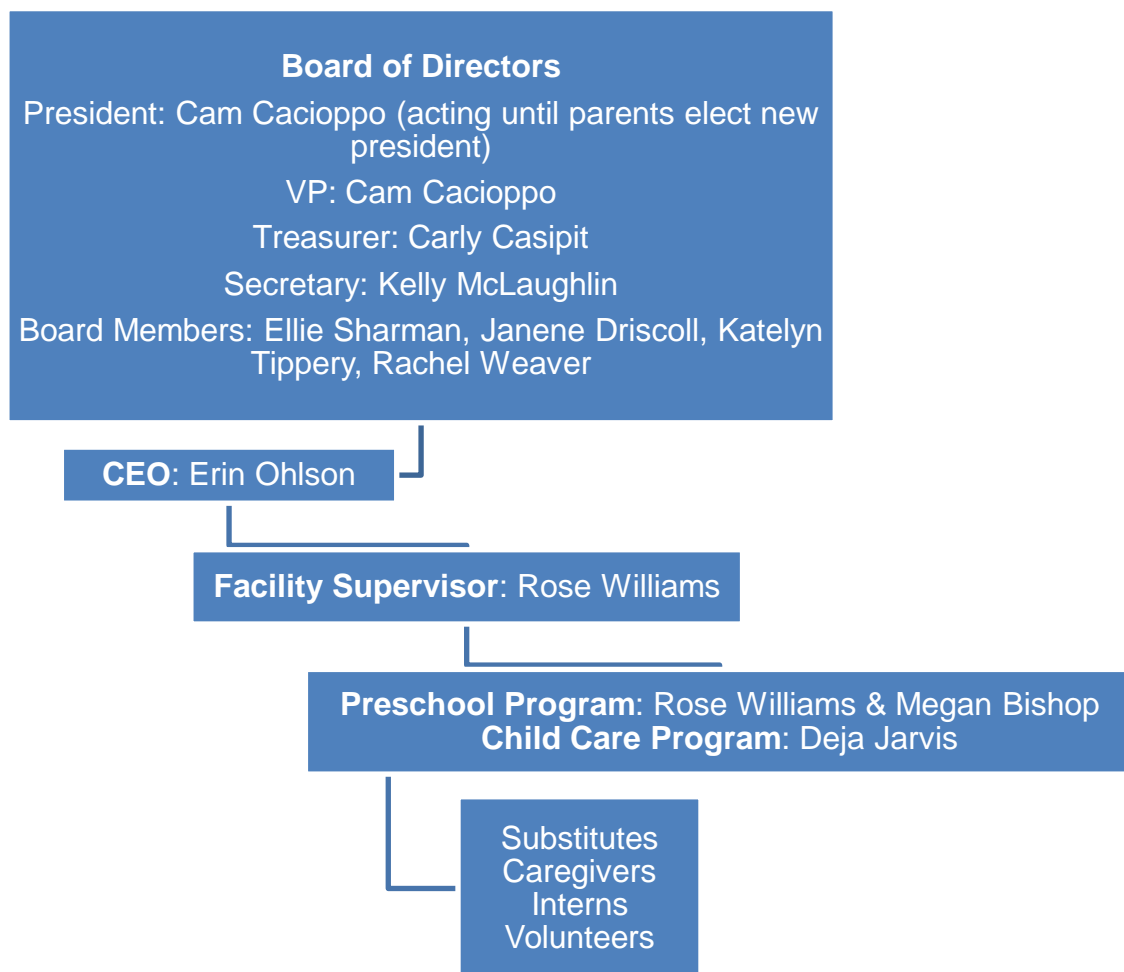
- 23 families – *up from 15 families at this time last year!

Staffing

Total FTEs: about 2.5

- One employee who works an average of 30 hours per week.
- Three employees who work an average of 40 hours per month.
- Four other on-call/ substitute employees.

Organizational Chart (as of 1/30/19):

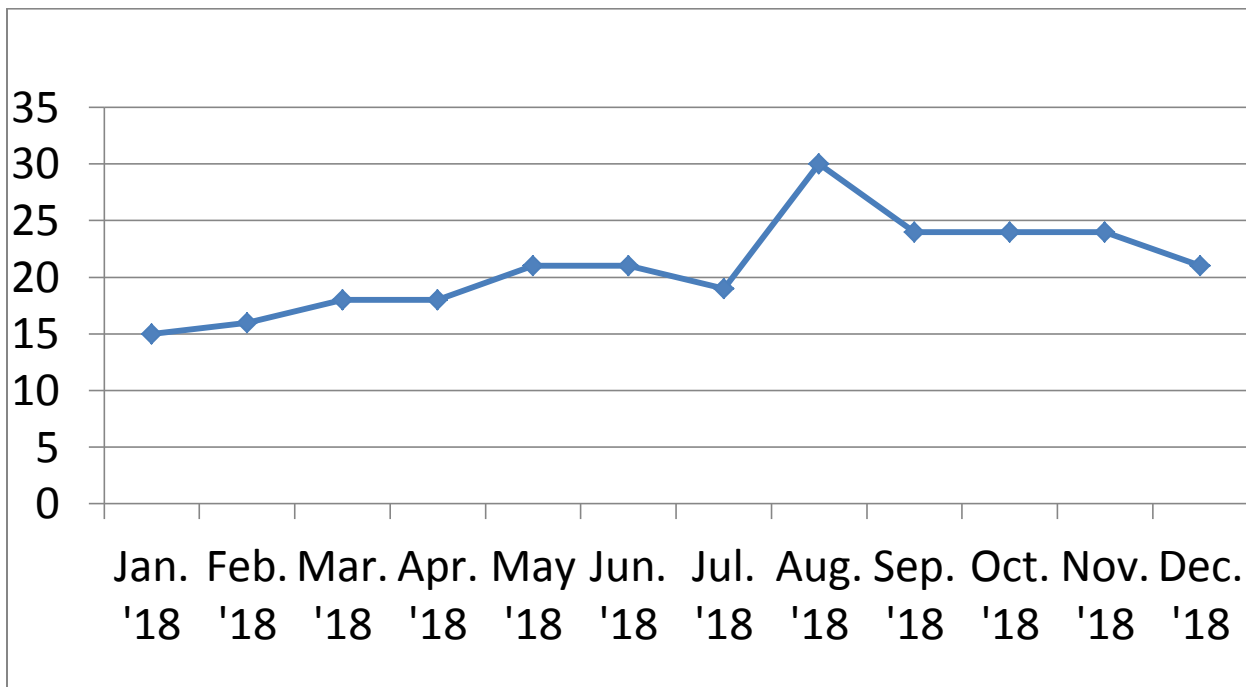
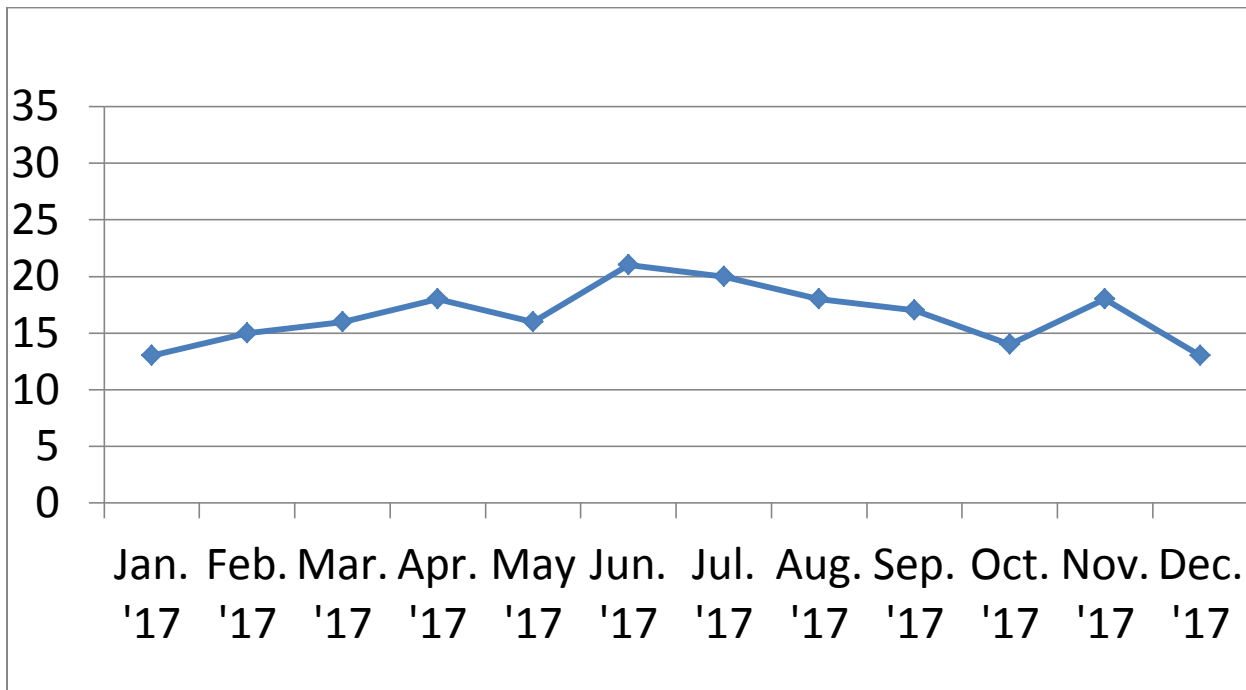


Number of Preschoolers: Historic and projected amount of preschool-aged children per school year

2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
10	12	13	5	5	7-10	10	6	6

Enrollment Statistics:

Amount of children who attended The Rookery (Preschool and Child Care combined) each month for the last 24 months. Each child is only counted once regardless of whether they attended both programs.



Program Revenue: Actual vs. Fair Market Value

The chart below shows the difference between what we charged for our services (represented in blue) vs. what the fair market value (FMV) of those services is (represented by the total of blue plus red.) FMV was determined by comparing similar services throughout the state of Alaska. We feel that we charge as much as we can for our services without losing significant attendance.

Total billed in 2018: \$27,337.71

Total if billed at FMV: \$60,663.58

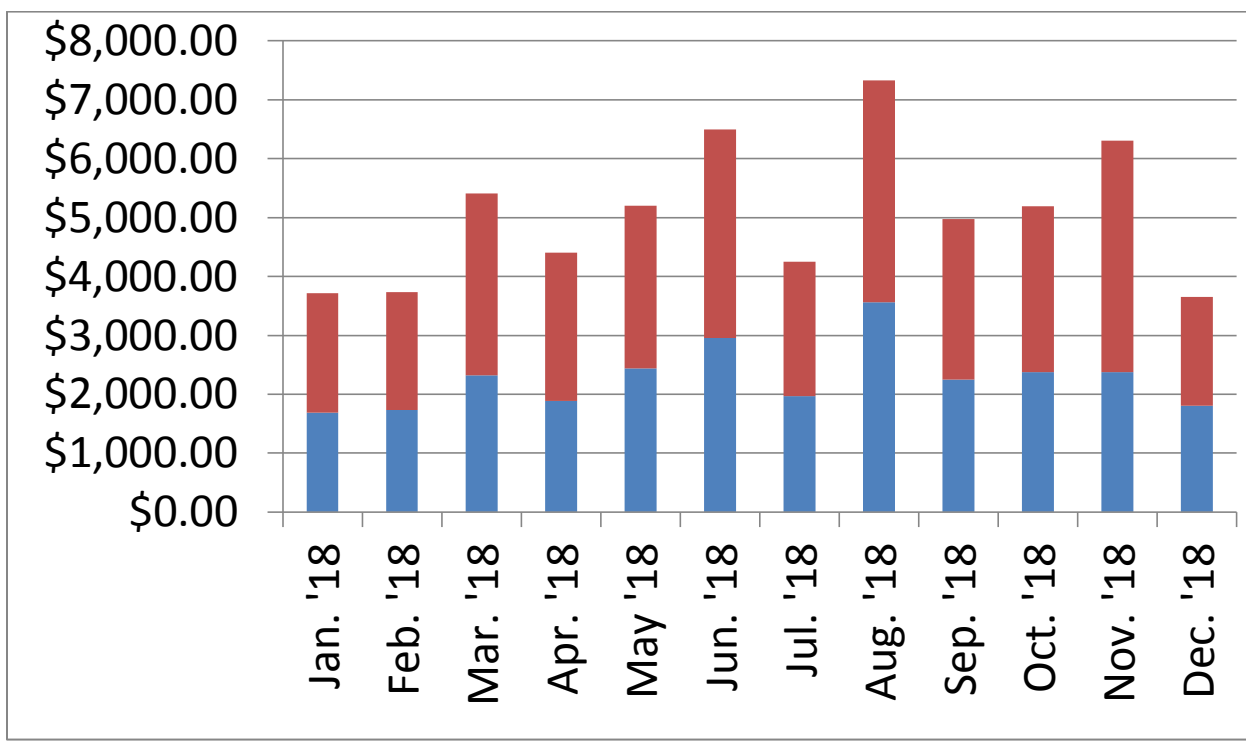
Difference **\$33,325.87** – Our business model allows us to make up a lot of this difference meaning our ask of the City is much less than this difference.



Total actually billed for both Preschool and Child Care combined



Additional amount *if we could bill at fair market value of \$9 per hour



Tuition Cost Sheet

It costs about \$50,000 - \$70,000 per year to offer our services in Gustavus (fluctuation due to varying number of young children from year to year.) Whereas the FMV of these services is \$9 per hour, Gustavus families are unable to afford such a high rate. In order to guarantee that young children in Gustavus have access to quality, reliable, age-appropriate educational programming, we have come up with the following rate system:

1. A child enrolls in Preschool and/or Child Care

2. Family decides one of the following:

Simply Pay	Child Care Assistance	Volunteer Contract
Family simply pays the applicable rate from the table below	State assistance based on financial need and proof the parents are working or in school during time of care.	eight volunteer hrs/ month = \$2/ hour discount off rate from table below

	0-39 hours/ month	40-79 hours/ month	80 + hours/ month
0-18 months	\$9/ hour	\$8/ hour	\$7/ hour
19-36 months	\$8/ hour	\$7/ hour	\$6/ hour
37 months - 6 yrs	\$7/ hour	\$6/ hour	\$5/ hour
7-12 years	\$6/ hour	\$5/ hour	\$4/ hour

3. Discounts Offered: Finally, GCEP offers in-house scholarships, business partner discounts, volunteer discounts, staff discounts to ensure all preschool-aged children have access to a preschool education

Actual Data from 2018-19 fiscal year:

- 10 children in Preschool; 30 children enrolled in Child Care
- Total children currently receiving Child Care Assistance from the State: 0
- Total children receiving discounts through volunteering: 6
- Total children on Preschool scholarships: 5

12:30 PM

01/30/19

Accrual Basis

Gustavus Children's Enhancement Program

Balance Sheet

As of January 30, 2019

	Jan 30, 19
ASSETS	
Current Assets	
Checking/Savings	
Certificate	4,030.14
Denali FCU Checking	13,515.57
Denali FCU Gaming	117.50
Denali FCU Savings	32.21
Total Checking/Savings	17,695.42
Accounts Receivable	
Accounts Receivable	1,612.09
Total Accounts Receivable	1,612.09
Other Current Assets	
Petty Cash	1,000.00
Total Other Current Assets	1,000.00
Total Current Assets	20,307.51
TOTAL ASSETS	20,307.51
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Chase Ink Credit Card	434.00
Total Credit Cards	434.00
Other Current Liabilities	
Direct Deposit Liabilities	442.05
Payroll Liabilities	-930.07
Total Other Current Liabilities	-488.02
Total Current Liabilities	-54.02
Total Liabilities	-54.02
Equity	
Opening Balance Equity	7,378.02
Unrestricted Net Assets	14,008.66
Net Income	-1,025.15
Total Equity	20,361.53
TOTAL LIABILITIES & EQUITY	20,307.51

Profit & Loss Budget vs. Actual

First column = what has actually happened so far this FY (July 1, 2018 – January 30, 2019)

Second column = what we budgeted for the whole FY (July 1, 2018 – June 30, 2019).

*This budget was created with very few subcategories which is why you'll see many zeros in the budget and a larger sum for each category.

	Jul 1, '18 - Jan 30, '19	Budget	% of Budget	
Income				
Banking	546.35	0.00	100.0%	interest earned, fees received from customers
City Social Services Contract	12,964.00	12,964.00	100.0%	Total received for July 1, 2018 - June 30, 2019
Fundraiser Income	11,263.43	13,000.00	86.64%	expected closer to \$18,000 by end of year
Grant Income	2,133.84	2,700.00	79.03%	AK Air, Endowment Grant, Child Care Grant
Professional Dev. Reimbursement	177.00	2,500.00	7.08%	Additional \$4,688 expected once education is completed and processed by the State
Program Income				
Child Care Program				
Child Care Enrollment	60.00	0.00	100.0%	FY18-19 rather than categorize income for each individual program, we budgeted for total program income of \$27,587 (seen in the budget column under "program income - other")
Child Care Tuition	17,513.84	0.00	100.0%	
Total Child Care Program	17,573.84	0.00	100.0%	
Preschool Program				
Preschool Enrollment	500.00	0.00	100.0%	
Preschool Tuition	5,949.75	0.00	100.0%	
Total Preschool Program	6,449.75	0.00	100.0%	
Tuition Discounts				
Business Partner Discount	-84.55	0.00	100.0%	discounts rather than expenses, so shown as a negative number under our "income" staff's children attend for free while parent works
Employee Benefit	-3,356.51	0.00	100.0%	
Scholarship	-2,023.50	0.00	100.0%	for Preschool Program families who apply
Volunteer Discounts	-1,500.50	0.00	100.0%	volunteers receive a discount on tuition
Total Tuition Discounts	-6,965.06	0.00	100.0%	
Program Income - Other	0.00	27,587.00	0.0%	
Total Program Income	17,058.53	27,587.00	61.84%	Right on track at 61% at end of January Smile.Amazon.com, donations, AK Air Volunteers
Public Support	2,354.93	5,000.00	47.1%	
Total Income	46,498.08	63,751.00	72.94%	Better than expected at 72% at end of January
Gross Profit	46,498.08	63,751.00	72.94%	

* Corresponding Expense breakdown found on next page

Continuation of Profit & Loss Budget vs. Actual for this FY (July 1, 2018 – June 30, 2019)

	Jul 1, '18 - Jan 30, 19	Budget	% of Budget	
Expense				
Employee Appreciation	218.51	0.00	100.0%	
Fundraiser Expenses	2,389.49	2,000.00	119.48%	
Grant Expenditures	2,908.83	0.00	100.0%	
Operations				
Background Checks/ Fingerprints	0.00	50.00	0.0%	
Banking	146.32	0.00	100.0%	
Bookkeeping/Treasurer Software	464.00	0.00	100.0%	
Business	164.88	0.00	100.0%	
Facility Rent and Utilities	867.61	1,200.00	72.3%	
Insurance	1,704.00	2,100.00	81.14%	
Postage/Freight	65.47	0.00	100.0%	
Supplies	723.13	0.00	100.0%	
Operations - Other	0.00	3,240.00	0.0%	
Total Operations	4,135.41	6,590.00	62.75%	
Payroll				
Payroll for CEO	6,417.00	8,640.00	74.27%	larger projects this fall than expected , this should even out by year end
Payroll for Child Care Program	14,509.73	19,997.00	72.56%	Corresponds with higher children's attendance
Payroll for Facility Administra Payroll for Facility Deep Clean	1,114.32 0.00	0.00 1,248.00	100.0% 0.0%	program staff's admin hours was budgeted for but not categorized as such last year
Payroll for Preschool Program	6,989.22	15,558.00	44.92%	deep cleaning currently done by volunteers
Payroll Taxes	3,974.82	7,787.00	51.04%	
Total Payroll	33,005.09	53,230.00	62.01%	Right on track overall at 62% at end of January
Professional Development Expens	4,865.89	3,000.00	162.2%	we expect to be reimbursed for all of this
Reconciliation Discrepancies	0.01	0.00	100.0%	
Total Expense	47,523.23	64,820.00	73.32%	
	-1,025.15	-1,069.00	95.9%	
	-1,025.15	-1,069.00	95.9%	Overall "loss" of \$1,025.15, but we expect an additional \$5,200 of income in reimbursements which would put us at an overall "profit" of \$4,174.85, which is right on track considering we received \$12,964 received from City for the whole FY

Current Budget vs. Proposed Budget		FY18-19	FY19-20	
Ordinary Income/Expense				
Income				
Banking	0.00	1,000.00		FY18-19 budget was quite basic with very few subcategories - this is why you see a lot of zeros
City Social Services Contract	12,964.00	13,890.00		interest earned, fees received from customers
Fundraiser Income	13,000.00	18,000.00		\$13,890 is our ask of the City for next FY
Grant Income	2,700.00	0.00		expected to make closer to \$18,000
Professional Dev. Reimbursement	2,500.00	3,000.00		didn't list this so as to not pad the budget
Program Income				up to \$1,500 reimbursement per employee from State after education is completed and processed
Child Care Program	0.00	30,000.00		
Preschool Program	0.00	10,000.00		
Tuition Discounts	0.00	-6,400.00		
Program Income - Other	27,587.00			
Total Program Income	27,587.00	33,600.00		more informed estimate than FY18-19
Public Support	5,000.00	2,250.00		not expecting a change, just better categorization
Total Income	63,751.00	71,740.00		
Gross Profit	63,751.00	71,740.00		
Expense				
Employee Appreciation	0.00	250.00		Christmas gifts, coffee for staff
Fundraiser Expenses	2,000.00	2,500.00		participating in more expensive fundraisers
Operations				
Background Checks/ Fingerprints	50.00	50.00		required for new employees (\$25/ person)
Banking	0.00	200.00		includes our cost for customers to use credit/ debit
Bookeeping/Treasurer Software	0.00	460.00		
Business	0.00	100.00		business licenses/ memberships
Facility, Rent, and Utilities	1,200.00	2,150.00		includes only rent, phone, trash, maintenance
Insurance	2,100.00	1,900.00		
Postage/Freight	0.00	100.00		
Supplies	0.00	2,500.00		office, cleaning and children's
Operations - Other	3,240.00	0.00		FY18-19 lots of things were just lumped into "other"
Total Operations	6,590.00	7,460.00		added \$1,000 budget for food to provide snack during Preschool Program
Payroll				
Payroll for CEO	8,640.00	13,320.00		\$0.50/ hour raise and increased hours/ month
Payroll for Child Care Program	19,997.00	22,000.00		
Payroll for Facility Administra	0.00	1,200.00		not a new cost, just wasn't categorized before
Payroll for Facility Deep Clean	1,248.00	1,248.00		deep cleaning currently done by volunteers
Payroll for Preschool Program	15,558.00	12,000.00		more informed estimate than FY18-19
Payroll Taxes	7,787.00	5,972.16		more informed estimate than FY18-19
Total Payroll	53,230.00	55,740.16		
Professional Development Expens	3,000.00	3,500.00		correlated with professional development income
Total Expense	64,820.00	69,450.16		
Net Ordinary Income	-1,069.00	2,289.84		20% of \$69,450 is \$13,890 - our ask of the City for FY19-20. With that 20% (calculated above), we expect an overall profit of \$2,289.84 for FY19-20.
	-1,069.00	2,289.84		

Conclusion

Page number 13, above, shows our proposed budget for FY19-20: July 1, 2019 – June 30, 2020. As described above, our total ask of the City is \$13,890 for FY19-20.

We will plan to have a GCEP representative attend the City's Regular Work Session on March 4th, 2019. Please let us know if you have any questions or requests before then by emailing us at GustavusRookery@gmail.com.

Thank you for your continued support and for the opportunity to make this presentation in an effort to continue offering these services to the community of Gustavus.



Sincerely,

Gustavus Children's Enhancement Program Board of Directors

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY19-08**

**A RESOLUTION ESTABLISHING POLICY AND PROCEDURE FOR OPERATIONS OF THE
EARLY CHILDHOOD DEVELOPMENT DEPARTMENT (ECDD)**

WHEREAS, with adoption of Title 6 the Gustavus City Council authorized the creation of the Early Childhood Development Department (ECDD) to provide preschool and child care programs and services;

WHEREAS, the Policy and Procedure provides for the organizational structure as a Department for the City of Gustavus, and;

WHEREAS, the Policy and Procedure establishes the tuition schedule that, from time to time, will need to be amended to reflect current financial requirements to keep the programs of the Department solvent and to comply with state and federal licensing and other applicable regulations.

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council accepts the revisions to the document entitled “POLICY AND PROCEDURE FOR FUNDING LIMITED SOCIAL SERVICES”, as presented by this Resolution.

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

Calvin Casipit, Mayor

Attest: Karen Platt

CITY OF GUSTAVUS, ALASKA

POLICY AND PROCEDURE

TITLE: POLICY AND PROCEDURE FOR OPERATIONS OF THE EARLY CHILDHOOD DEVELOPMENT DEPARTMENT (ECDD)

BACKGROUND:

Affordable, accessible, quality preschool and child care services are critical components of the economic and social well-being of this community and the ongoing improvement of a sustainable city. Allowing families to stay employed by providing quality, professional, safe and reliable care creates self-sustainability for Gustavus residents and businesses, the local economy in general, and is an attractive element to potential new residents and businesses. Society benefits from a well-educated and diverse citizenry, and research demonstrates that children who participate in high-quality early education programs have better overall literacy, better executive functions, require fewer remedial or special education services, and have a higher likelihood of economic productivity and social stability in adulthood.

POLICY:

In compliance with its social services responsibility as established in State Statute and City code, and in accordance with established departmental processes, the City of Gustavus adopts a policy to provide operational guidance and establish tuition schedule.

PROCEDURE:

I. State License

A. About

The Early Childhood Development Department houses the facility which is known as *The Rookery at Gustavus*. The Rookery at Gustavus holds the state child care license for The Rookery at Gustavus' Preschool and Child Care Programs.

B. Licenser

The state child care license is issued by Alaska Department of Health and Social Services (DHSS) Child Care Program Office (CCPO.)

Phone: 907-465-4756 or 888-268-4632

Fax: 907-465-6982

Email: CCPO@alaska.gov

C. License Statutes and Regulations

State of Alaska Licensing Info and Statutes and Regulations can be found online at <http://dhss.alaska.gov/dpa/Pages/ccare/regs.aspx>

Policy and Procedure for Operations of the ECDD

City of Gustavus, Alaska
Resolution CY19-08
Page 2 of 12

***Failure to maintain compliance may result in a verbal warning, written warning, monetary citation, or license revocation and facility closure. ***

II. Facility: Gustavus Annex

- The Gustavus Annex is owned by the Chatham School District and rented by the City of Gustavus.
- The Gustavus Annex is located on Gustavus School property.
- Maximum capacity: 15 people (due to size of facility and single bathroom)
- Maximum number of children: 13 (due to State license)
- Additional people who are not part of the ratio (visitor/ parent/ volunteer/ etc.) can be present as long as there is a separate bathroom available on the property (school, gym, etc.)

III. Enrollment

A. Eligibility

All children in Gustavus, both residents and visitors, are eligible to enroll in an ECDD program, provided they:

- are within the stated age range of that program; and
- agree to the policies and procedures set forth in the Rookery Parent Handbook; and
- maintain compliance with all enrollment requirements.

1. Child Care Program Eligibility

Children of school age are ineligible to attend an ECDD program during hours when the Gustavus School is in session.

2. Preschool Program Eligibility

The Rookery's Preschool Program is for children who are at least three years old by September 1st. Children whose birthdays fall within the month of September may be considered by the ECDD Manager on a case by case basis and may be approved for a one-month trial before being accepted into the program for the year. The ECDD reserves the right to make exceptions to this policy but will only do so in a way that is fair to all students in any one school year. While an exception may change the enrollment age from year to year, such a change must apply to all children in Gustavus for that year.

Reasons for age extension may include:

1. ECDD staff agrees with the change;
2. During years of low enrollment, it may strengthen the program altogether to include a wider age range in order to increase numbers.

Reasons for this policy:

- The developmental differences between a three-year-old and a five-year-old are significant especially when considering the range of normal development. To extend this range of normal development to include two-year-old participants would dramatically change the format of the program. Although an advanced two-year-old may resemble a three-year-old, a change in policy would apply to all two-year-old participants for that school year which could significantly affect the program altogether.
- Although it may seem reasonable to allow children to start attending later in the school year when they turn three years old, it is important to think of how that would affect the class dynamics. Each preschool year includes a focus on helping children to learn the rules, expectations and routines of the program. Adding a young student later in the year would make it difficult for the class to continue building on what they have been learning. Additionally, it is important to remember the developmental difference between a young three-year-old and a five-and-a-half-year-old who is still in preschool because they did not make the kindergarten age cutoff at the beginning of the school year.
- This enrollment policy mirrors that of Chatham School District: children must be five years old by September 1st to enroll in kindergarten and exceptions may be made on a trial basis for children born in the month of September only. This means that if the ECDD makes an exception, children who start preschool at age two will attend for three consecutive years. It may be best to wait until a child is three to enroll to avoid the boredom which can occur in a child after three years of preschool.

B. Enrollment Requirements

For any child to attend on any given day, their file must contain all of the following items:

- Up-to-date Immunization Records or Current Notarized Religious Exemption;
- Signed acknowledgement of having received the Rookery Parent Handbook and Parents' Guide to Licensed Care;
- Up-to-date, completed double-sided Emergency Contact Form;
- Completed Permission to Publish Form;
- Completed, current Credit Card Authorization Form or approved payment plan;
- For children who have an Individualized Education Plan (IEP), there must be a copy of that plan in their file as well as a completed Plan of Care Form.

IV. Tuition & Billing

In order to enroll, families must first pay the enrollment fee which is nonrefundable.

- Preschool Program enrollment fee is \$50 per child each school year.
- Child Care Program enrollment is a one-time fee of \$50 per child, \$40 of which is applied as credit to that family's account.

In addition to the annual enrollment fee, families must pay an hourly fee (recorded to the nearest 15-minute increment) for time spent in child care or preschool.

Hourly Rate Sheet:

Age	0-39 hours/ month	40-79 hours/ month	80 + hours/ month
0-18 months	\$9/ hour	\$8/ hour	\$7/ hour
19-36 months	\$8/ hour	\$7/ hour	\$6/ hour
37 months - 6 years	\$7/ hour	\$6/ hour	\$5/ hour
7-12 years	\$6/ hour	\$5/ hour	\$4/ hour

Tuition Assistance & Discounts

- **Child Care Assistance** - State assistance is available based on financial need and proof the parents are working or in school during the time child attends.
- **Volunteer Discount** – Eight logged hours of volunteer work may be submitted for a one month \$2/hour discount off the rate from the table above, applied in the next monthly billing cycle.
- **Scholarships for Preschool** – Families may apply for our in-house scholarships by working directly with the ECDD Manager. Scholarships are based on demonstrated need.
- **Sliding Scale for Child Care** – Families may work with the ECDD Manager to qualify for a sliding scale tuition rate based on that family's demonstrated financial need.
- **Staff Discounts** – See Personnel Policy #4: Staff's Children's Attendance.

V. Billing

Parents are invoiced for each calendar month by the 10th day of the following month. Payment is due within 30 days of invoice date. ECDD reserves the right to charge all balances over 60 days overdue to the family's credit card on file. Families are encouraged to work directly with the ECDD Manager to make a payment plan if one is needed. Families who do not comply with this policy may be asked to discontinue utilizing ECDD programs until compliance is reached.

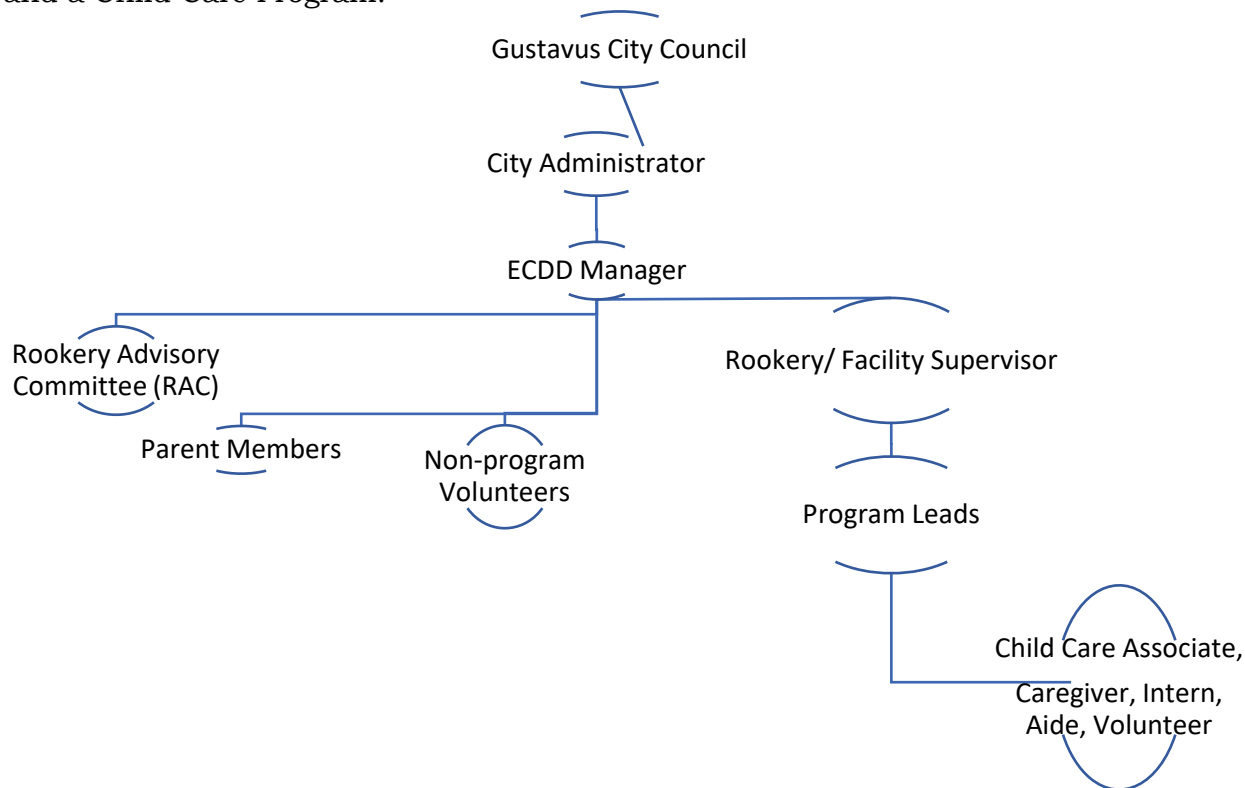
VI. Hours of Operation

The Rookery at Gustavus' hours of operation will be reflected in the current version of The Rookery Parent Handbook. The facility may open late, close early, or not open at all on any day when there is no enrollment.

VII. Personnel

A. Organizational Chart

The organizational chart below shows chain of command throughout the ECDD. It is important to note that The Rookery at Gustavus is the name of the facility, under which fall any and all ECDD programs. As of 2019, ECDD programming includes a Preschool Program and a Child Care Program.



B. Paid Position Descriptions

The ECDD paid staff may include the following titles. Individual staff members may hold more than one title. Each staff member's employment contract shall dictate which title(s) they hold, depending on their qualifications and the department's needs which vary depending on the number of children enrolled, licensing requirements, and overall staff makeup.

- (1.) ECDD Manager, serves as the department head and is responsible for administration; staff training, professional development and continuing education; planning; budgeting; marketing; public relations; licensing; regulatory compliance; and supervision (directly

or indirectly) of ECDD employees, volunteers and general operation of ECDD facilities. The ECDD Manager shall be supervised by the city administrator.

- (2.) Rookery Supervisor: supervises all program staff and volunteers at the facility on a day-to-day basis; ensures the facility has sufficient supplies on-hand; and answers questions of staff, parents, and visitors on site, directing questions to the manager as necessary. The rookery supervisor must be approved as a child care associate by the licenser. The facility supervisor shall be supervised by the ECDD manager.
- (3.) License Administrator: serves as the designated contact with the DHSS CCPO licenser. Our licenser requires this person be a staff member with regular contact with the children at the facility. The administrator must be approved as a child care associate by the licenser. The administrator shall be supervised by the ECDD manager.
- (4.) Program Lead: plans, implements, and leads an ECDD program. While the program lead does not supervise other staff, they shall provide directions to other staff and volunteers concerning the program for which they are the lead. The program lead must be approved as a child care associate by the licenser. The program lead shall be supervised by the rookery supervisor or the ECDD manager.
- (5.) Child Care Associate: serves as program staff and is responsible for the day to day health, safety, and educational stimulation of the children on site. The child care associate must be approved as such by the licenser. The child care associate shall be supervised by the rookery supervisor or the ECDD manager.
- (6.) Caregiver: serves as program staff and is responsible for the day to day health, safety, and educational stimulation of the children on site. The caregiver may never be on site with children unless a qualified child care associate is also on site. The caregiver shall be supervised by the rookery supervisor or the ECDD manager.
- (7.) Aide: serves as program staff and is responsible to assist with the day to day activities. The aide may not be responsible for the health, supervision or safety of any child at any time. Additionally, the aide may not be alone with any child at any time. Finally, the aide may not be considered as part of the child to caregiver ratio. The aide shall be supervised by the rookery supervisor or the ECDD manager.

C. Volunteer Position Descriptions

ECDD volunteers shall consist of:

- (1.) Rookery Advisory Committee (RAC): provides recommendations to the ECDD manager and to the Gustavus City Council. The RAC shall be comprised of seven volunteers who are elected by the parents whose children are enrolled in an ECDD program.

ECDD volunteers may also consist of:

- (1.) Interns, student or trainee who assists with the day to day activities and learns about early childhood education and care. The intern may not be responsible for the health, supervision or safety of any child at any time. Additionally, the aide may not be alone with any child at any time. Finally, the aide may not be considered as part of the child

to caregiver ratio. The aide shall be supervised by the rookery supervisor or the ECDD manager.

- (2.) Other Volunteers: serve a variety of functions both inside and outside the programs. Volunteers may not be responsible for the health, supervision or safety of any child at any time, or be alone with any child at any time, unless they are also approved as a child care associate or caregiver. Additionally, the aide may not be considered as part of the child to caregiver ratio. The aide shall be supervised by the rookery supervisor or the ECDD manager.

D. Personnel File Requirements (in addition to City Hall Requirements)

1. Background Check

Each ECDD staff member that requires a background check, as outlined below, must have in their employee file:

- Signed Release of Information Form for Background Check from the State of Alaska (found on my.alaska.gov)
- Printed Background Check Approval page (from my.alaska.gov)

In accordance with 7 AAC 10.900 – 990, each of the following individuals who is to be associated with the child care license must have a valid background check:

- An administrator or operator;
- An employee, independent contractor, intern, unsupervised volunteer, or council member if that individual has:
 - Regular contact with children;
 - Access to personal or financial records maintained by the facility regarding recipients of services including access to:
 - Personal identifying information, financial information, treatment information, or medical records; and
 - Recipient's money or other property in any manner that could result in misappropriation of that money or property
 - Control over or impact on the financial well-being of service recipients.

2. References

All caregivers must provide three references on the applicable forms provided by the CCPO. All child care associates and administrators must provide four references on the applicable forms provided by the CCPO.

3. Orientation

All ECDD staff with the child care associate qualification must complete a 2-3hour licensing orientation with the licenser as soon as possible after receiving the qualification. In addition, all staff must complete a facility orientation by using the applicable form within six weeks of their hire date.

4. System for Early Education Development (SEED) Registration

All ECDD staff must join the Alaska System for Early Education Development (SEED) in order to qualify for thread's (Alaska's Child Care Resource and Referral Network) Professional Development Reimbursement, Child Development Associate Application/Renewal Award, or Travel Reimbursements.

5. Education/ Training Record Tracking Form

CPR/First Aid

All caregivers and child care associates must have current CPR/First Aid certification, to include infant CPR.

Prerequisites for child care associate/administrator

SEED determines child care associate/ administrator qualification using 7 AAC 57.350. The qualification requires a minimum of either a Child Development Associate (CDA) credential or 12 applicable college credits. The CCPO may approve a variance for a specific amount of time while a staff member work towards completing the education required for this qualification.

Continuing Education

Infant Care/SIDS/Shaken Baby – 7 AAC 57.350(d)

All staff with the caregiver or child care associate qualification must complete at least one hour of training during their first year of employment and one more hour every two years thereafter.

Annual Training – 7 AAC 57.350(f)

All part-time staff with the caregiver or child care associate qualification must complete 12 hours of education determined to be relevant by SEED. All full-time staff with the caregiver or child care associate qualification must complete 24 hours of education determined to be relevant by SEED.

Biannual Training – 7 AAC 57.300(e)

All staff with the child care associate qualification must complete at least three relevant college credits every two years, based on their hire date. College credit simultaneously fulfils the annual training requirement above.

6. Annual Evaluations

All paid staff members will receive annual performance evaluations in accordance with the City of Gustavus' evaluation policy and procedure.

VIII. Personnel Policies

1. Drug, Tobacco, and Alcohol Use

The following behavior is grounds for employment termination:

- Use of drugs, tobacco, or alcohol on site at any time
- Arriving at work while intoxicated or smelling of drugs and/or alcohol

2. Caregiver-to-Child Ratios (caregiver = anyone who's part of the ratio)

If the youngest child on site is:

0-18 months old, there must be 1 caregiver for every 5 children or **1:5**

19-36 months old, there must be 1 caregiver for every 6 children or **1:6**

3-4 years old, 1 caregiver: 10 children or **1:10**. The Rookery at Gustavus has chosen a stricter ratio for this age group of **1:8**

5-6 years old, there must be 1 caregiver for every 14 children or **1:14**

7-12 years old, there must be 1 caregiver for every 18 children or **1:18**

ADDITIONAL STATE REQUIREMENT: If a group of children contains a combination of age groups, the maximum group size may never exceed twice the maximum number of children allowed under the applicable ratios (i.e. Four children age 30 months-8 years old are present). Youngest dictates a 1:6 ratio which means the most TOTAL children present is capped at 12 (six times two) with two caregivers on site.

ADDITIONAL ROOKERY REQUIREMENTS:

- Only two children in the 0-18 month age group may be present when only one caregiver is on site
- Only three children in the 0-18 month age group may be present when only two caregivers are present

3. Shift-Length/Breaks

Staff will not be allowed to work more than twelve hours in one day. Staff will not be required to work over eight hours in one day. Breaks will not be regularly provided to staff. If ratios and staffing allow, the highest-ranking staff member on site may approve breaks as long as a child care associate remains on the property.

4. Staff's Children's Attendance

ECDD staff's children may attend Rookery programs at no cost with the following exceptions:

- Attendance is free only when the staff/parent is on site or has been given specific approval when doing ECDD business off-site.
- One staff member may only have two of their children attend for free at any one time. Any additional children will be charged at the regular posted rate.
- Children ages 0-18 months will not receive this benefit due to the additional amount of supervision and care required of this age group. Staff with children in this age group who might qualify for State Child Care Assistance will be asked to apply. If they do not qualify, they will be billed at a reduced rate of \$3/hour for all attendance.
- Preschool Program staff may have their school-aged (kindergarten and above) children present during prep time, but not their preschool-aged children or younger. This includes the prep time between 0800 and 0900 on preschool days.

5. Attendance at Other Events/Programs

Rookery staff shall make every effort to prioritize attendance at outside events or programs to which they are invited to (such as Summer Reading, Track and Field, Gustavus School plays, etc.) so long as extenuating circumstances do not prohibit such attendance, and the age group present has been invited to the event. The administrator on duty shall plan the day to best prepare the children for attendance (e.g. they have eaten, they have rested, they are either ready for a quiet reading program or ready for an active sports environment - depending on the event). When multiple age groups are present, and the event/program is geared toward only a portion of that age group, staff on site shall do their best to ensure a second staff member is present in order to split the age groups to accommodate attendance.

6. Gustavus School Playground

The Gustavus School requests Rookery programs refrain from using their main playground during times when the Gustavus School is in session and Gustavus School children are actively using that playground.

7. Thread (Alaska's Child Care Resource and Referral Network) Reimbursement

If the city/ECDD pays for the cost of education, training, or travel of a worker, and reimbursement is denied due to any of the below reasons, then the individual will be billed for the entire cost.

1. The individual does not complete the education.
2. The individual does not submit the form on time.
3. The individual does not submit adequate information in the form.
4. The individual does not receive an adequate grade, as determined by the form requirements.
5. The individual no longer works for the City of Gustavus for any reason except:
 - a. The City of Gustavus lays them off due to a lack of work available.
 - b. Extenuating circumstances at the discretion of the Gustavus City Council.

8. Special Education Interagency Cooperative Agreement

An interagency cooperative agreement exists between Chatham School District (CSD) and the ECDD with regards to the special education needs of young children and their families in Gustavus. Two major systems in Alaska serve children who experience disabilities or developmental delays: the Alaska DHSS administers the Early Intervention/ Infant Learning Program (EI/ILP) for children from birth through age two, and The Department of Education & Early Development (DEED) administers special education programs for children from three to twenty-one years old through CSD in Gustavus. The purpose of this agreement is to strengthen the relationship among and between CSD and the ECDD. ECDD's role is to facilitate the availability of CSD's services for the families enrolled in an ECDD program

9. Parent Handbook

The ECDD Manager shall ensure a Parent Handbook containing all applicable policies and procedures required by the licensor is maintained and provided to all families enrolled in ECDD programs.

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY19-09**

**A RESOLUTION CERTIFYING THE ANNUAL CERTIFIED FINANCIAL STATEMENT OF
REVENUES AND AUTHORIZED EXPENDITURES FOR THE YEAR ENDING JUNE 30, 2018**

WHEREAS, the City of Gustavus is a recognized second class city; and

WHEREAS, second class cities are required by AS 29.20.640 (a)(2) to submit a Certified Financial Statement of Income and Expenditures or Audit for the year ending June 30, 2018, to the Department of Commerce, Community, and Economic Development; and

NOW THEREFORE, BE IT RESOLVED that the attached Certified Financial Statement of Gustavus, Alaska for the fiscal year ending June 30, 2018, is true and complete to the best of our knowledge.

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
FY18 Certified Financial Statement
 July 2017 through June 2018

Accrual Basis

Jul '17 - Jun 18

Ordinary Income/Expense

Business License Fees	3,900.20
Capital Project Income	386,342.23
Donations	1,467.00
DRC Income	95,837.39
Federal Revenue	
Natl Forest Receipts-Encumbered	5,005.34
Payment In Lieu of Taxes	107,545.26
Total Federal Revenue	112,550.60
Fundraising	1,155.00
Grant Income	15,908.50
GVFD Income	7,102.10
Interest Income	50,645.43
Lands Income	9,906.00
Lease Income	13,470.35
Library Income	4,875.69
Marine Facilities Income	20,638.23
State Revenue	
Community Assistance Program	88,824.00
Shared Fisheries Business Tax	1,921.08
Total State Revenue	90,745.08
Tax Income	450,198.01
Unrealized Gain/Losses	34,211.01
Total Income	1,298,952.82
Gross Profit	1,298,952.82
Expense	
Administrative Costs	3,300.02
Advertising	75.00
Bad Debt	620.61
Bank Service Charges	2,223.32
Building	23,583.56
Capital Projects Funding	386,342.23
Contractual Services	96,254.34
Dues/Fees	6,575.98
Election Expense	212.17
Endowment Management Fees	14,473.62
Equipment	142,554.92
Freight/Shipping	20,718.66
Fundraising Expenses	1,437.64
General Liability	4,424.75
Holiday gift	2,500.00
Library Materials	7,295.59
Marine Facilities	6,728.31
Payroll Expenses	340,114.58
Professional Services	25,506.70
Public Relations	1,006.65
Road Maintenance	103,200.24

City of Gustavus
FY18 Certified Financial Statement
July 2017 through June 2018

Accrual Basis

	Jul '17 - Jun 18
Social Services	
GCEP dba The Rookery	10,540.00
Total Social Services	10,540.00
Supplies	25,421.04
Telecommunications	24,720.17
Training	8,887.29
Travel	16,151.66
Utilities	12,696.07
Vehicle	5,567.59
Total Expense	1,293,132.71
Net Ordinary Income	5,820.11
Other Income/Expense	
Other Income	
Encumbered Funds	48,922.45
Total Other Income	48,922.45
Net Other Income	48,922.45
Net Income	54,742.56

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY19-23NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE ESTABLISHMENT
AND ADOPTION OF THE BUDGET FOR FISCAL YEAR 2020**

BE IT ENACTED BY THE CITY OF GUSTAVUS AS FOLLOWS:

- Section 1.** Classification. This is a **Non-Code Ordinance**.
- Section 2.** General Provisions. The attached document is the authorized budget of revenues and expenditures for the period July 1, 2019 through June 30, 2020 and is made a matter of public record.
- Section 3.** Effective Date. This ordinance becomes effective upon its adoption by the City Council.

DATE INTRODUCED: *April 8, 2019*

DATE OF PUBLIC HEARING: *June 10, 2019*

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

Cal Casipit, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk



City of Gustavus

PO Box 1

Gustavus, Alaska 99826

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City of Gustavus Budget Fiscal Year 2020

FY19-23NCO Attachment

Approved by the Gustavus City Council , 2019

FY 2020 City of Gustavus Operating Budget

This document contains the City of Gustavus operating budget for fiscal year 2020 (FY20: July 1, 2019 through June 30, 2020). A summary of notable items in the budget is provided below. Capital improvement projects not funded through the operating budget are not discussed in this document; please see the separate Capital Improvement Plan. The city's only Enterprise Fund, the Gustavus Community Network, was discontinued in FY16 by Resolution CY15-31. All other departments are in the General Fund.

A. Revenues

1. Sales Tax

Sales tax makes up the bulk of locally generated revenue. The current sales tax rate is 3% (Ordinance FY11-02 amending municipal code section 04.15.030). Trends in sales tax revenue are difficult to discern over the past five years due to a large repayment of past due sales tax skewing the revenue in FY16 and underestimating revenue in years before that. Regardless of that, FY15 appears to have been a low year for sales, room, and fish box taxes, with an increase in the years since then. Revenues for FY17 and FY18 appear steady. Sales tax revenue for FY20 was budgeted based on FY19 receipts to date and incorporating anticipated lower revenue due to the closure of a sizeable Gustavus business at the end of the 2017 tourist season and closure of a grocery market at the end of 2018. The FY20 budget also incorporates an anticipation of increased sales tax revenue from internet sales. Online sales tax has been collected by companies beginning January 1, 2019. The State of Alaska and the Alaska Municipal League are currently working out the mechanism for transferring these monies to the respective municipalities. This is a nationwide issue that is still in development at the time of this writing.

Beginning in FY19, the 2% seller's discount was assigned to room or retail tax income as appropriate instead of being its own line-item. In the past, 2% seller's discount counted against retail tax income regardless, or showed up separately as Seller's Discount line-item (but did not include all discounts).

2. Room Tax

Room tax revenue has increased over the past four fiscal years. The current room tax is 4% (municipal code section 04.14.030). Room tax revenue for FY20 was budgeted based on FY19 receipts to date and incorporating anticipated lower revenue due to the continued closure of a business. It will be interesting to see if final FY19 room tax revenue holds steady with guests using other available lodging.

3. Fish Box Tax

The fish box tax revenue has slightly decreased over the past two fiscal years. The current fish box tax is \$10/box packaged and transported out of town (municipal code section 04.16.030). Fish box tax revenue projected for FY20 has been budgeted similar to FY19 receipts-to-date.

Beginning in the summer of 2019, fish box stickers will not be year specific. This transition was to reduce the waste of having surplus stickers on hand at the end of each year. It is possible, but unlikely, that a company could purchase fish box tax stickers for more than one year at a time, altering the annual revenue.

4. Other City-Generated Revenue Sources

The **Disposal and Recycling Center (DRC) and Community Chest** combined revenues have varied from \$82,000 to \$95,000 over the past five fiscal years. The current fee schedule for the DRC was adopted May 8, 2017 with Resolution CY17-06. The DRC and Community Chest revenue for FY20 has been budgeted slightly higher than FY19.

The **Gustavus Volunteer Fire Department** has once again started billing for ambulance transport, beginning at the end of FY18. As a result, citizen enrollment in the ambulance subscription program (ASP) has also increased. The same company that performed insurance billing for the City of Gustavus several years ago is again partnering with the city. With active ambulance billing occurring, this revenue source has been budgeted the same as FY19. Ambulance transports are entered as invoices with discounts for ASP Enrollment and Medicare write-offs. Accounts Receivable amounts have increased. GVFD income includes all invoiced charges (but not necessarily collected) due to the accrual method.

Gravel pit material sales have slowly increased over the past four fiscal years. The FY20 budgeted revenue is more than double the FY19 budget due to an increase in the price of pit run material from \$2.00/cubic yard to \$4.00/cubic yard, effective February 12, 2019. Budgeted lease income remains unchanged with ongoing negotiation of a pit mining lease renewal.

Business license fees collected have remained steady over the past five fiscal years. As a result, the FY20 budgeted revenue has been slightly increased as compared to FY19.

Marine Facility fees have been tracked in various ways over the years, making trends difficult to discern. Private vessel registration and commercial vessel registration remain steady. The marine facilities income budget is slightly lower than FY19 due to fewer long-term storage users.

The **Gustavus Public Library** budgeted revenue has been adjusted downward to more accurately reflect anticipated donations, fundraising revenue, and other income for FY20.

5. Federal Revenue

i. Payment in Lieu of Taxes (PILT)

The amount of PILT revenue is unpredictable until late in the budgeting process. PILT was fully funded for FY20 on February 15, 2019, with the Consolidated Appropriations Act, 2019 (P.L. 116-6). The FY20 city budget is slightly lower than the FY19 actual amount received due to uncertainties at the national level. The FY20 PILT application will be mailed April 2019, and the FY20 PILT revenue amount is still unknown at the time of this writing.

ii. National Forest Receipts (NFR)

NFR revenue had dwindled to virtually nothing in FY17 and was assumed to be zero for FY18 until the city unexpectedly received FY18 funds of \$53,927.79 in the final week of the fiscal year. NFR revenue will continue to be low for the foreseeable future. In the past, the City of Gustavus was able to retain unused NFR funds from year to year in a dedicated savings account as encumbered funds used only for road maintenance. The road maintenance budget for FY20 will continue to be funded through this encumbered fund savings unless NFR funds are disbursed again. Given the unpredictability, the budget line for this revenue source is set at zero for FY20 as was done in FY19. The FY19 application was submitted 7/27/18.

In spring of 2019, extensive work with State of Alaska DOT Information Systems and Services Division was completed to calculate mileage of the roads maintained by the City of Gustavus as part of a larger project to help verify mileage communities were submitting to the State of Alaska Department of Department of Commerce, Community, and Economic Development (DCCED) under the National Forest Receipts program. Total mileage for City of Gustavus changed from 31.21 to 24.61 miles, which will likely lead to reduced NFR receipts.

6. State Revenue

i. Community Assistance Program

The State of Alaska budget outlook remains grim, although there are indications the state is coming out of its recession. The Community Assistance Program (CAP), formerly known as Community Revenue Sharing, has seen decreased funding over the past two fiscal years but continues to be fought for by Alaska municipalities. The City of Gustavus's estimated FY20 funding is \$82,598.89 as of 1/14/19.

ii. Shared Fisheries Business Tax

The Shared Fisheries Business Tax is variable. The FY20 budgeted revenue remains the same as FY19. The FY19 application was supported by Resolution CY18-32, adopted 12/10/18, with FY19 funds announced as \$1555.36 in March 2019 and distributed later that month.

7. Interest

In past years, interest from the City of Gustavus reserve funds that are in Alaska Municipal League Investment Pool (AMLIP) accounts was not included as a revenue source on the operating budget. AMLIP accounts are being accessed for encumbered road maintenance funds (discussed above) and will be deposited into through the budget line-item for Repair and Replacement funds (discussed below). In FY19, it was decided that interest accrued on these accounts would be included as a revenue source in the operating budget for the city, along with interest received on the checking account and First Investment account at First National Bank Alaska. The FY19 budget included the AMLIP interest, resulting in a remarkably higher budgeted revenue than FY18. Interest on the city's endowment fund account with Alaska Permanent Capital Management/Charles Schwab is not included as a revenue source, as the endowment fund is only accessed during the annual Endowment Fund Grant cycle.

For FY20, the decision to include the AMLIP interest has been reversed, as these funds are not available for use by the general operating budget except by specific action by the City Council. The FY19 budget will be amended to remove the AMLIP interest, and the FY20 budget simply includes the interest received on the checking account at First National Bank Alaska. The First Investment account was closed in FY19.

8. Grants and Scholarships

Incoming grants and scholarships are tracked in various ways in the city's accounting software. For grant funds that are deposited and then used over time, a separate class or fund is created in the accounting software, and this revenue and the expenses paid by it are not included in the operating budget. For scholarships or grants that are reimbursements for costs already incurred, the funds are included in the operating budget and are deposited as a credit toward that expense budget line-item. A summary of grants and scholarships this fiscal year to date is included in this document.

9. Prior-Year Cash Balance

In past years, surplus funds from the prior fiscal year were not incorporated into the next fiscal year's budget. These funds simply remained in the checking account or were eventually transferred to one of the city's savings or investment accounts. In the FY20 budget, prior-year funds are included up to the amount necessary to balance the current budget. At the end of FY19, if the surplus funds are less than what is included in this budget, the City Council can choose to reduce expenses or fund the difference from a reserve fund. At the end of FY19, if the surplus funds are more than needed for the FY20 budget, the City Council can choose to transfer the additional funds to one of the AMLIP accounts or can use the funds to offset other assumptions in the budget, should it be necessary (e.g. Community Assistance Program funds or retail tax revenue from internet sales).

B. Expenditures

1. Payroll

In FY20, expanded hours were budgeted for the Marine Facilities Coordinator due to a likely increased workload for the fall of 2019 with Salmon River Harbor improvements. This position also became a Regular position (permanent) with full benefits after the probationary period. With the City Treasurer reducing hours in FY19, the City Administrator increased hours. This department remains at 2.2 FTE (full-time equivalent) between the three positions there.

2. Cost-of-Living Adjustment

The City of Gustavus annually reviews the consumer price index change for Anchorage and determines if a cost-of-living pay adjustment will be adopted for the coming year. On 2/11/19, Resolution CY19-04 adopted a 3.0% increase for all regular position employees effective July 1, 2019.

3. Group Health Plan & Health Insurance Stipend

A group health plan option was explored in late FY18. Premiera Blue Cross/Blue Shield offered a range of plans through our current insurance agent. Their 2019 plan Silver 2500 with the lowest deductible of \$2500 costs the city \$593.50/month for the employee only for the policy year 6/1/19-5/31/20. Employees can opt out with proof of insurance. For those opting out, a taxable health insurance stipend of \$200/month is offered to offset the expense of being added to their spouse's health insurance. This amount is based on analyzing the federal employee group health coverage costs for employee only vs. employee and spouse, which is an extra \$212/month. The latest benefits policy and procedure was adopted November 19, 2018 (Resolution CY18-29). Per this P&P, as a new hire in a regular position, the Marine Facilities Coordinator position will come in at the 80% company/20% employee contribution ratio for the monthly insurance premium.

4. Increased 457(b) Enrollment

FY18 saw a change to full participation by eligible employees in the 457(b) retirement benefit the City of Gustavus offers. The addition of a new Regular employee further increases this budget line-item for FY20.

5. Managed IT Services

In April 2018, the City of Gustavus entered into a contract for managed information technology (IT) services. An IT contractor had not been used since the end of 2016. The professionalization of this vital city infrastructure was a welcome step and resulted in a new line-item in the FY19 budget. IT equipment purchases were made in FY19 to get the city caught up, through the Administrative Department's equipment purchase budget line-item. FY20's budget remains the same, with less initial visits and work-up being performed but more equipment online, resulting in slightly higher monthly maintenance fees.

6. Social Service: Gustavus Children's Enhancement Program

In FY18, the City of Gustavus updated municipal code Title 6 (Ordinance FY18-09, adopted 2/12/18) to include the option to fund limited social services. With this step and the resulting policy and procedure (Resolution CY18-17, adopted May 14, 2018), the Gustavus Children's Enhancement Program (a.k.a The Rookery at Gustavus) has requested up to 20% of their operating budget from the City of Gustavus to keep their services available and affordable. This was a new category in the city's budget.

7. Economic Development Service: Gustavus Visitors Association

In FY18, the City of Gustavus updated municipal code Title 6 (Ordinance FY18-09, adopted 2/12/18) to formalize the option to fund economic development services. With this step and

the resulting policy and procedure (Resolution CY18-16, adopted May 14, 2018), the Gustavus Visitors Association (GVA) may request up to 50% of the previous fiscal year's City of Gustavus room tax revenue to supplement their operating budget. Municipal code Title 4 was also updated (Ordinance FY18-11, adopted 3/12/18) to reflect GVA's change in fiscal year dates to match the City of Gustavus's fiscal year.

8. Repair and Replacement Annual Contributions

As part of a more comprehensive capital improvement plan initiative that took place during FY18, repair and replacement budget line-items were created for all of the departments to funnel some funds each year toward long-term asset replacement and other capital projects. This was a new line-item in the FY19 budget and will be included in each year's budget. These funds are deposited in a dedicated Alaska Municipal League Investment Pool (AMLIP) account [AMLIP Repair & Replacement (R&R)]. FY20 budget is increased due to the purchase of ten Air-Pak self-contained breathing equipment sets, along with increased property appraisals for the Gustavus Public Library, the firehall, and the bulk fuel facility.

9. Review Services in lieu of Audit

The City of Gustavus has not received enough state or federal funds to trigger a mandatory audit since FY15. The City Council and Treasurer agreed in January 2018 it was in the best interest of the city to have some sort of outside accounting review after the completion of FY18. Review services were conducted January 2019 by the same accounting firm that has completed the city's audits in the past. The City Council may want to consider budgeting for a full audit in FY21 after the completion of FY20, as that will mark five years since the last audit.

10. Insurance Premium Increases:

The city's insurance costs increased over the course of FY19 due to the higher calculated appraisals of the Gustavus Public Library, the firehall, and the bulk fuel facility.

11. Vehicle Mileage

Beginning in FY19, the Marine Facilities Coordinator was included with other departments for vehicle mileage reimbursement. This position requires extensive driving, visiting the dock 1-2 times per day, retrieving supplies, and purchasing construction materials for work in the Salmon River Boat Harbor. This line-item has increased for FY20.

12. Contractual Services

The FY20 budget includes \$16,600 for a Household Hazardous Waste event in spring 2020. It also includes \$3120 for cleaning services at the Gustavus Public Library and \$15,000 for a land survey of the gravel pit parcel. Ambulance Billing Expense has also been moved under this category instead of being a separate line-item.

13. Professional Services

The FY20 budget increases the line-item for Professional Services (city attorney) due to a planned revision of multiple ordinances, requiring city attorney review, along with the ongoing issues of the electrical intertie, PFAS (per- and polyfluoroalkyl substances) water contamination in the community, and possible borough formation in Icy Strait.

14. Equipment

The FY20 budget includes \$6,000 for a new point-of-sale system at the Disposal and Recycling Center, including equipment and software, that will integrate with the City Treasurer's bookkeeping at City Hall. The budget also includes \$10,000 under the Administrative Department's equipment purchase budget line-item that is earmarked for an information technology (IT) refresh schedule for library computers and council member laptops.

C. Proposed Rate Changes

None at this time.

D. Long-Term Finances

1. Reserve Funds

In late FY18, the persistent high carryover of funds from one fiscal year to the next was addressed along with a reapportioning of the reserve accounts held by the city to establish designated accounts for capital improvements, asset repair and replacement, and unencumbered funds for road maintenance. Along with this redistribution of funds between accounts, an Unrestricted Fund Balance Policy and Procedure was created to guide the use of future carryover funds. See FY18-16NCO for the account designations and Resolution CY18-18 for adoption of the Unrestricted Fund Balance Policy and Procedure. As part of this policy, the unrestricted fund balance will be maintained around 25% of the fiscal year's operating expenses. At this time, the unrestricted fund balance resides in the city's First National Bank Alaska checking account. See the policy document for details.

2. Long-Term Debt

The City of Gustavus currently has no debt obligation.

E. Fiscal Year 2021

1. Road Maintenance Budget

Continued uncertainty with National Forest Receipts (NFR) funding means the City Council must continue to plan to use encumbered funds for Road Maintenance, until that AMLIP account is depleted. The operating budget will have to be adjusted to fund this expense or other reserve funds will have to be tapped. A separate "AMLIP Road Maint – Unencumbered" account was created with FY18-16NCO to ensure this vital expense can be covered.

2. Marine Facilities Budget

Beginning in FY21, additional contractual services expenses will be incurred for spring and fall transfer of the repaired steel mooring float that overwinters on the north side of Pleasant Island.

3. Disposal & Recycling Budget

Additional freight costs could be incurred as the market for mixed plastics and mixed paper recyclables changes or disappears due to changes in the world economy. At this time, it is unclear what the ramifications will be. The Solid Waste Management Plan revision to be presented in 2019 may provide more insight into this.

4. Lands Budget

At the time of this writing, the future of the gravel pits is uncertain. Regardless of the decisions that are made, it is expected that there will be increased expenditures for this department for the foreseeable future.

F. Discussion of Possible New Revenues

None at this time beyond sales tax on internet sales, discussed under the Sales Tax section above.

G. Summary

To combat the excess funds generated in past year's budgets, the FY19 budgeting process sought to tighten up the figures for income and expenditures to more realistic levels based on past years' data as opposed to preparing the budget to be able to absorb a wide-range of unexpected expenses. The FY20 budget continues in this vein, with a line item for Prior-Year Cash Balance created to bring surplus funds from the previous fiscal year into the next year.



City of Gustavus

PO Box 1

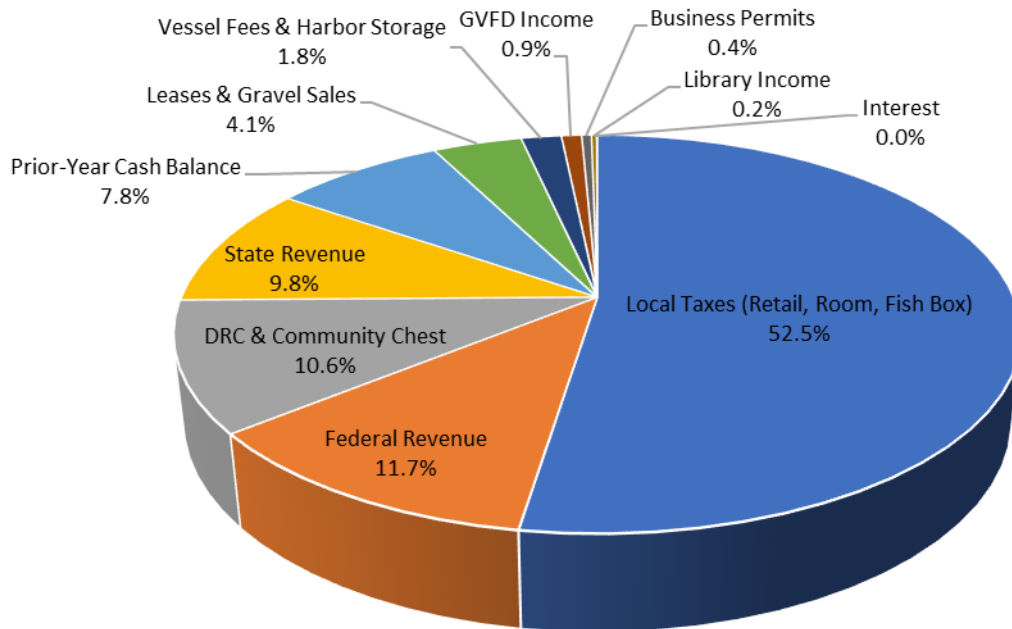
Gustavus, Alaska 99826

Phone: (907) 697-2451

City of Gustavus Financial Summary Fiscal Year 2020

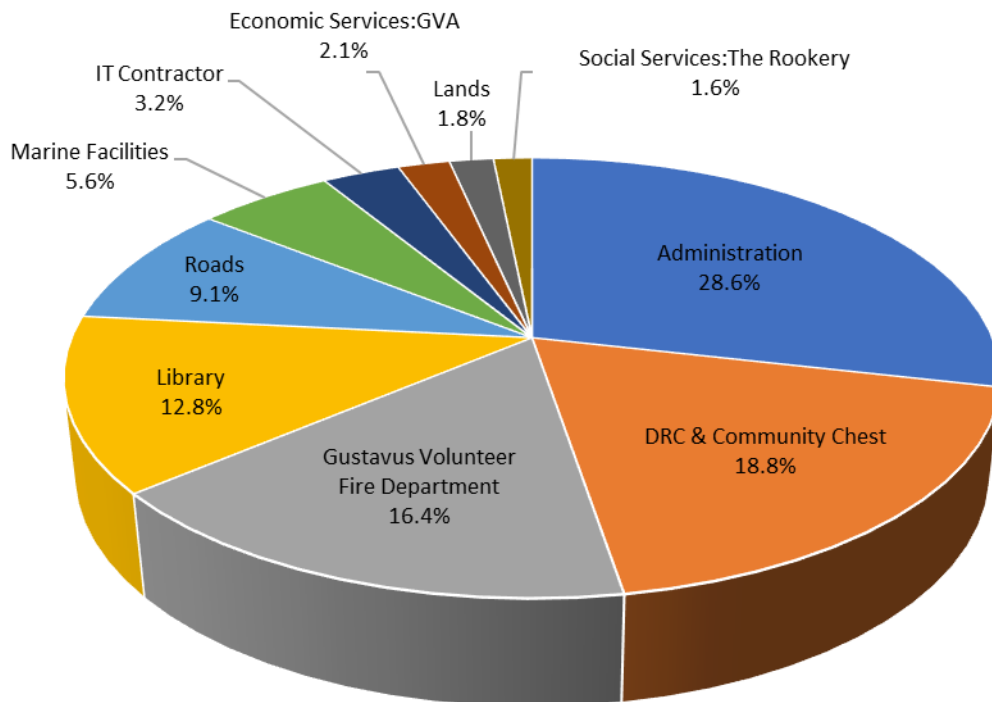
April 2019

FY20 Budgeted General Fund Revenue



Note: \$85,100 of encumbered funds from savings for road maintenance are not included here.
DRC is the Disposal and Recycling Center. GVFD is the Gustavus Volunteer Fire Department.

FY20 Budgeted General Fund Expenses

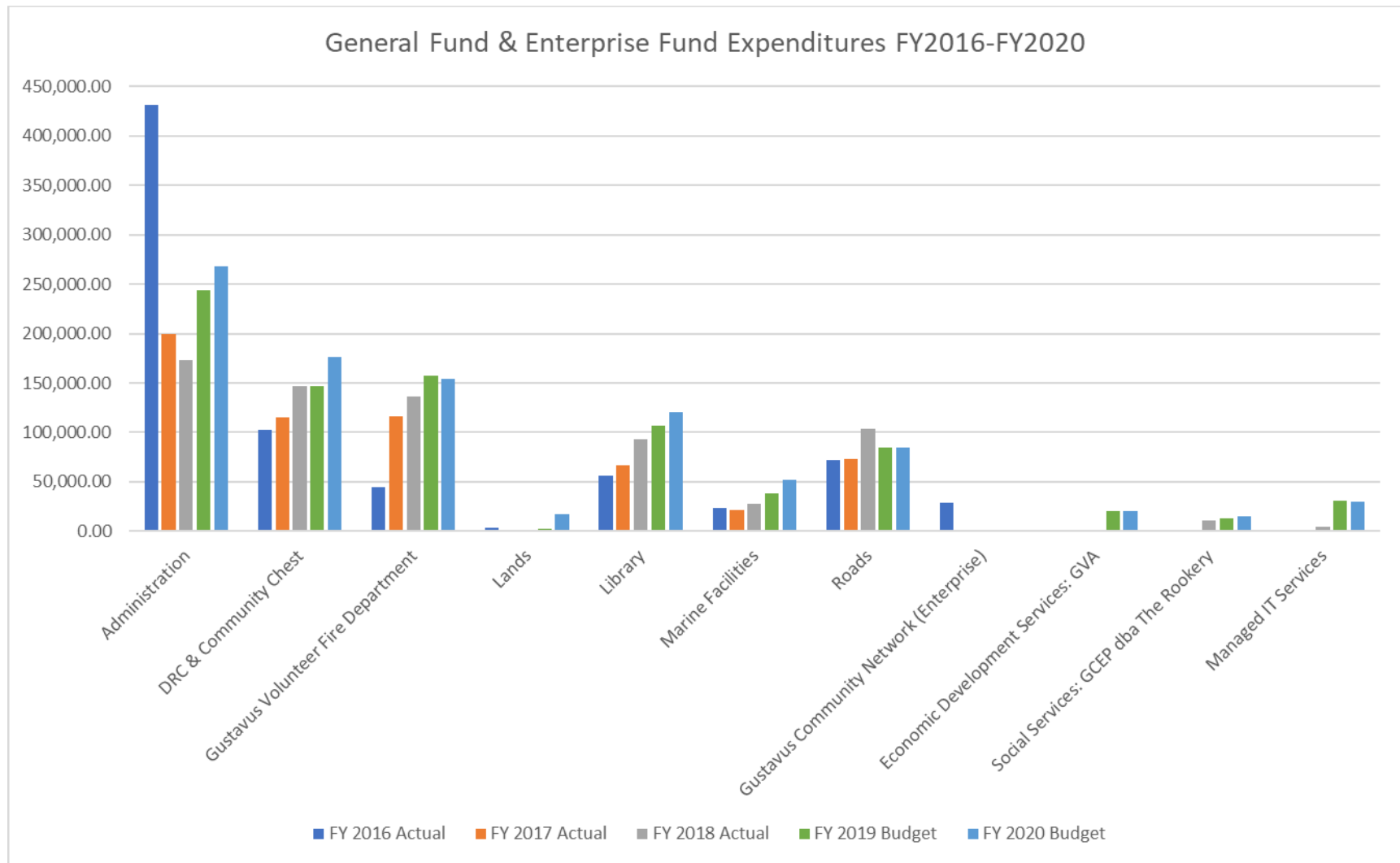


City of Gustavus General & Enterprise Funds Revenue & Expenditure Recap FY16-FY20

	Actual	Actual	Actual	Budget	Budget
	Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
Ordinary Income/Expense					
Income					
Prior-Year Cash Balance					67,000.00
Admin Fees	10.00	5.00	0.00		
Business License Fees	3,600.00	3,800.00	3,900.20	3,500.00	3,800.00
Donation - Inter-library Loans	36.00	119.80			
Donations	2,107.07	2,470.22	1,467.00	1,000.00	1,000.00
DRC Income					
Community Chest Sales	12,852.62	14,457.35	15,277.00	14,000.00	15,000.00
Landfill Fees paid @ City Hall	29,021.03	24,288.62	28,483.47		
Landfill Fees/Sales	38,644.67	39,469.87	45,722.65	70,880.00	70,880.00
Recyclable Material Sales	4,451.31	3,827.52	6,354.27	4,600.00	4,600.00
DRC Income - Other	0.00	0.00	0.00	0.00	0.00
Total DRC Income	84,969.63	82,043.36	95,837.39	89,480.00	90,480.00
Federal Revenue					
Natl Forest Receipts-Encumbered	64,107.22	5,537.40	53,927.79		
Payment In Lieu of Taxes	98,017.66	97,777.98	107,545.26	107,000.00	100,000.00
Total Federal Revenue	162,124.88	103,315.38	161,473.05	107,000.00	100,000.00
Fundraising	4,409.75	5,146.30	1,155.00	700.00	500.00
GCN Income	23,956.21	534.48			
GVFD Income					
Ambulance Billing	757.40	0.00	5,742.10	6,500.00	6,500.00
ASP	710.00	1,330.00	1,360.00	1,500.00	1,400.00
Training	0.00	250.00			
GVFD Income - Other	200.00	0.00			
Total GVFD Income	1,667.40	1,580.00	7,102.10	8,000.00	7,900.00
In-Kind Income	0.00	0.00			
Interest Income	70.67	234.64	875.84	14,500.00	300.00
Lands Income					
Gravel Pit Gravel Sales	7,038.00	8,084.00	9,906.00	8,000.00	22,000.00
Total Lands Income	7,038.00	8,084.00	9,906.00	8,000.00	22,000.00
Lease Income	15,294.29	15,344.35	13,470.35	12,541.42	12,720.35
Library Income	2,197.79	2,203.93	1,597.28	1,500.00	500.00
Marine Facilities Income					
Facilities Usage Fees	0.00	0.00	4,965.00	1,000.00	1,000.00
Commercial Vessel Registration	7,800.00	9,600.00	9,000.00	9,000.00	9,000.00
Kayak Registration	30.00	10.00	10.00		
Private Vessel Registration	5,450.00	4,699.00	5,440.00	4,000.00	4,000.00
Storage Area Fee	0.00	0.00	1,210.00	2,250.00	1,700.00
Marine Facilities Income - Other	1,825.25	918.75	13.23		
Total Marine Facilities Income	15,105.25	15,227.75	20,638.23	16,250.00	15,700.00
NSF Checks Paid	0.00	0.00			
NSF Fees	5.00	0.00			
Other Income	0.00	0.00			
State Revenue					
Community Assistance Program	115,220.00	77,202.00	88,824.00	82,577.00	82,598.89
Shared Fisheries Business Tax	1,780.86	2,196.31	1,921.08	1,500.00	1,500.00
Total State Revenue	117,000.86	79,398.31	90,745.08	84,077.00	84,098.89
Tax Income					
Retail Tax Income	435,968.42	342,815.50	356,826.45	339,000.00	370,000.00
Room Tax Income	67,397.29	70,344.45	75,150.61	65,000.00	65,000.00
Fish Box Tax	15,970.00	15,140.00	13,535.69	15,000.00	13,000.00
Penalties & Interest	3,602.26	4,199.99	5,273.56		
Tax Exempt Cards	220.00	210.00	200.00	150.00	200.00
Seller's Compensation Discount	-4,837.31	-3,362.23	-788.30		
Sales Tax Income - Other	1,691.55	0.00			
Total Sales Tax Income	520,012.21	429,347.71	450,198.01	419,150.00	448,200.00
Total Income	959,605.01	748,855.23	858,365.53	765,698.42	854,199.24
Gross Profit	959,605.01	748,855.23	858,365.53	765,698.42	854,199.24

		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
Expense						
	Administrative Costs	22,792.52	2,048.56	3,300.02	14,300.00	4,000.00
	Advertising	414.72	0.00	75.00	500.00	100.00
	Bad Debt	0.00	0.00	620.61		
	Bank Service Charges	3,848.47	3,487.97	2,223.32	2,250.00	2,275.00
	Building					
	Insurance	3,548.97	2,785.99	5,326.35	6,795.63	6,915.00
	Maintenance & Repair	2,649.25	2,603.57	16,462.30	6,800.00	8,565.00
	Building - Other	0.00	0.00			
	Total Building	6,198.22	5,389.56	21,788.65	13,595.63	15,480.00
	Capital Expense					
	Capital Projects Funding	250,132.30	0.00			
	Cash Short/Over	0.00	489.59			
	Contractual Services					
	Ambulance Billing Expense	15.94	0.00	400.00	1,000.00	1,600.00
	Gravel Pit Survey					15,000.00
	Managed IT Services	0.00	0.00	4,930.00	31,000.00	30,000.00
	Contractual Services - Other	26,758.79	40,134.32	43,114.94	24,500.00	51,860.00
	Total Contractual Services	26,774.73	40,134.32	48,444.94	56,500.00	98,460.00
	Dues/Fees	5,621.88	5,320.80	5,950.98	6,950.00	7,450.00
	Economic Development Services					
	GVA	1,500.00	0.00	0.00	20,000.00	20,000.00
	Total Economic Development Services	1,500.00	0.00	0.00	20,000.00	20,000.00
	Election Expense	129.96	111.16	212.17	250.00	250.00
	Encumbered Funds transfer	0.00	0.00			
	Equipment					
	Equipment Fuel	901.55	958.54	1,240.30	1,170.00	1,500.00
	Equipment Purchase	7,521.57	2,480.49	15,165.12	9,200.00	15,400.00
	Insurance	67.51	75.75	185.42	226.00	226.00
	Maintenance & Repair	4,077.61	5,657.44	2,477.50	3,100.00	4,000.00
	Equipment - Other	569.36	502.00	0.00		6,000.00
	Total Equipment	13,137.60	9,674.22	19,068.34	13,696.00	27,126.00
	Events & Celebrations (inc. holiday gift)	0.00	2,285.70	2,500.00	3,000.00	4,350.00
	Freight/Shipping	15,635.54	15,540.83	17,871.54	19,050.00	24,030.00
	Fundraising Expenses	1,688.64	1,872.71	1,437.64	600.00	500.00
	General Liability	-2,578.60	1,865.68	4,424.75	5,001.38	5,000.00
	Grant Expense	0.00	0.00			
	Library Materials	0.00	266.73	295.59	600.00	600.00
	Marine Facilities					
	Insurance	1,510.07	1,504.77	1,654.51	1,625.46	1,625.00
	Maintenance & Repairs	6,944.90	3,291.27	5,073.80	3,000.00	3,000.00
	Total Marine Facilities	8,454.97	4,796.04	6,728.31	4,625.46	4,625.00
	Occupational Health	0.00	0.00	0.00	500.00	500.00
	Other Expense	0.00	0.00			
	Payroll Expenses					
	Wages	183,286.98	280,507.54	257,967.85	340,172.93	368,595.15
	Payroll Taxes	18,719.81	26,939.04	24,880.21	31,835.46	32,913.71
	Paid Time off	6,986.29	19,889.00	12,427.32		
	Health Insurance (company paid)	0.00	0.00	3,679.98	30,319.92	18,517.20
	Health Insurance Stipend	0.00	7,773.69	17,683.22	7,200.00	12,000.00
	457(b) Employer Contribution	2,349.46	0.00	10,300.95	20,667.00	22,884.83
	Health Insurance Reimbursement	8,415.42	3,900.00			
	Relocation Expense	0.00	0.00			
	Workers Comp Insurance	10,214.88	1,961.03	13,059.33	7,772.74	7,772.74
	Payroll Spot Awards - all depts	0.00	200.00			
	Payroll Expenses - Other	14,850.17	6,795.86	115.72	180.00	170.00
	Total Payroll Expenses	244,823.01	347,966.16	340,114.58	438,148.05	462,853.63
	Per Diem	28.39	0.00			
	Postage & Shipping	1,652.36	0.00			
	Professional Services	7,126.78	16,078.81	25,506.70	20,000.00	30,000.00
	Public Relations	1,586.74	575.00	1,006.65	500.00	500.00

		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
	Relocation	0.00	913.70			
	Repair & Replacement Fund	0.00	0.00		20,095.76	25,354.66
	Road Maintenance					
	Grading	44,050.50	23,800.00	42,605.75		
	Snow Plowing	9,900.95	20,526.60	23,592.50		
	Road Maintenance - Other	15,460.00	28,783.00	37,001.99	85,000.00	85,000.00
	Total Road Maintenance	69,411.45	73,109.60	103,200.24	85,000.00	85,000.00
	Social Services					
	GCEP dba The Rookery	0.00	0.00	10,540.00	12,964.00	14,890.00
	Total Social Services	0.00	0.00	10,540.00	12,964.00	14,890.00
	Supplies	12,516.59	15,976.55	17,062.52	18,500.00	19,010.00
	Telecommunications	32,703.32	17,967.85	21,430.16	20,500.00	20,790.00
	Training	4,987.10	4,394.46	8,887.29	21,100.00	10,400.00
	Travel	16,361.15	5,831.17	13,759.65	19,850.00	29,365.00
	Utilities					
	Electricity	5,680.68	6,188.76	8,579.05	9,300.00	9,300.00
	Fuel Oil	8,822.90	6,470.03	4,117.02	7,900.00	7,400.00
	Utilities - Other	72.60	0.00			
	Total Utilities	14,576.18	12,658.79	12,696.07	17,200.00	16,700.00
	Vehicle					
	Fuel	1,075.18	461.42	840.80	1,000.00	1,000.00
	Insurance	2,975.77	2,356.01	3,488.84	3,736.95	3,740.00
	Maintenance & Repair	609.46	-28.39	971.92	4,000.00	2,000.00
	Mileage Reimbursement	0.00	124.20	266.03	700.00	2,000.00
	Vehicle - Other	0.00	0.00			
	Total Vehicle	4,660.41	2,913.24	5,567.59	9,436.95	8,740.00
	Total Expense	764,184.43	591,669.20	694,713.31	844,713.23	938,349.29
	Net Ordinary Income	195,420.58	157,186.03	163,652.22	-79,014.81	-84,150.05
	Other Income/Expense					
	Other Income					
	Encumbered Funds for Road Maintenance	70,000.00	67,572.20	48,922.45	85,100.00	85,100.00
	Total Other Income	70,000.00	67,572.20	48,922.45	85,100.00	85,100.00
	Net Other Income	70,000.00	67,572.20	48,922.45	85,100.00	85,100.00
	Net Income	265,420.58	224,758.23	212,574.67	6,085.19	949.95

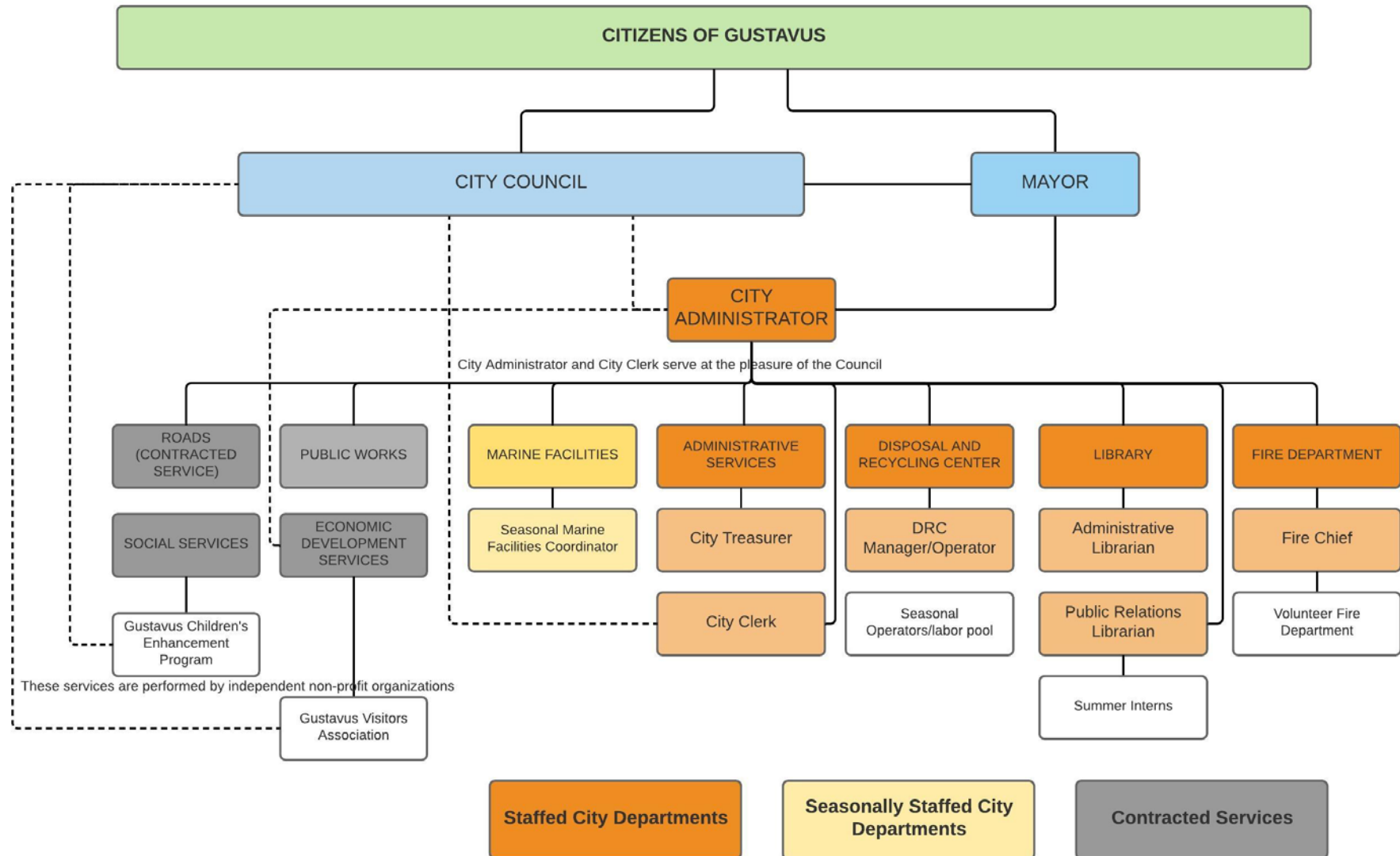


Note: the FY 2016 Administration expenditures included \$250,132 in Capital Projects Funding.

City of Gustavus Payroll Summary FY19-FY20

FY20:	FTE	Hourly Wage (with 3% COLA)	Hrs/year	Wage Total	OT Total	LFG Contrib.	Health Ins. Stipend (\$200/mo stipend)	Payroll Taxes (6.2% SS, 1.45% Med., 1% AK unemp. up to \$199.50)	Payroll Total	Group Health Plan (\$593.5/mo; new emp. pay 20%)	Workers' Comp. Insurance	Direct Deposit Fees	Dept. Total	FY19 Budget
Admin. Dept.														
Administrator	0.925	\$36.05	1924	\$69,360.20		\$4,855.21	\$2,400.00	\$6,060.58	\$82,675.99		\$378.58	\$170.00	\$170,414.67	\$170,414.67
Clerk	0.75	\$23.69	1560	\$36,956.40		\$2,586.95	\$2,400.00	\$3,408.17	\$45,351.51					
Treasurer	0.525	\$31.05	1092	\$33,906.60		\$2,373.46	\$2,400.00	\$3,158.52	\$41,838.59					
DRC														
Manager	1	\$27.15	1683	\$45,693.45		\$3,198.54	\$2,400.00	\$4,123.34	\$55,415.33		\$2,418.13		\$101,353.22	\$101,353.22
Assistants		\$19.00	1370	\$26,030.00				\$2,251.60	\$28,281.60					
Assistants		\$18.75	600	\$11,250.00				\$973.13	\$12,223.13					
Assistants		\$18.50	150	\$2,775.00				\$240.04	\$3,015.04					
Fire Chief	salared	\$65,174.70	---	\$65,174.70		\$4,562.23		\$5,534.38	\$75,271.30	\$7,122.00	\$4,285.37		\$86,678.67	\$86,678.67
Library														
Admin. Lib.	0.625	\$20.89	1300	\$27,157.00		\$1,900.99	\$2,400.00	\$2,606.04	\$34,064.03		\$163.50		\$74,149.31	\$74,149.31
PR Lib.	0.625	\$20.60	1300	\$26,780.00		\$1,874.60		\$2,391.58	\$31,046.18	\$7,122.00				
Summer Asst.		\$13.45	120	\$1,614.00				\$139.61	\$1,753.61					
Marine Facilities														
MF Coord.		\$20.60	1063	\$21,897.80		\$1,532.85		\$2,026.75	\$25,457.40	\$4,273.20	\$527.16		\$30,257.76	\$30,257.76
Totals:				\$368,595.15		\$22,884.83	\$12,000.00	\$32,913.71	\$436,393.70	\$18,517.20	\$7,772.74	\$170.00	\$462,853.64	\$462,853.64
DRC FY20 notes: Labor added for hazardous waste collection event: Three 9 hour days for Manager and three 8 hours days for three assistants (72 hours).														
MF FY20 Notes: Marine Facilities Coordinator converted to a Regular position. Hours estimated at 10 hrs/wk Apr. 14-May 11, then 36 hrs/wk, then 25 hrs/wk Sept. 15-Dec. 31.														
Benefits are budgeted for the entire year but will only begin at the end of the probationary period.														
Admin FY20 Notes: The total administrative payroll will not exceed the amount budgeted for FY20 or the hourly equivalent of 2.2 full-time positions (FTE), unless an amended budget is approved by the City Council.														
FY19	FTE	Hourly Wage (with 0.5% COLA added)	Hrs/year	Wage Total	OT Total	LFG Contrib.	Health Ins. Stipend (\$200/mo stipend)	Payroll Taxes (6.2% SS, 1.45% Med., 1% AK unemp.)	Payroll Total	Group Health Plan (2018 = \$613.33/mo; 2019 = \$650/mo est.)	Workers' Comp. Insurance	Direct Deposit Fees	Dept. Total	FY19 Budget
Admin. Dept.														
Administrator	0.5	\$35.00	1040	\$36,400.00		\$2,548.00		\$3,369.00	\$42,317.00	\$7,579.98	\$378.58	\$180.00	\$163,627.61	\$163,627.61
Clerk	0.75	\$21.61	1560	\$33,711.60		\$2,359.81	\$2,400.00	\$3,327.78	\$41,799.19					
Treasurer	0.875	\$30.15	1820	\$54,873.00		\$3,841.11		\$5,078.77	\$63,792.88	\$7,579.98				
DRC														
Manager	1	\$26.36	2072	\$54,617.92		\$3,823.25	\$2,400.00	\$5,262.76	\$66,103.94		\$2,418.13		\$97,375.16	\$97,375.16
Assistants		\$18.50	1104	\$20,424.00				\$1,766.68	\$22,190.68					
Assistants		\$18.25	336	\$6,132.00				\$530.42	\$6,662.42					
Fire Chief	salared	\$63,276.41	---	\$63,276.41		\$4,429.35		\$5,856.55	\$73,562.31	\$7,579.98	\$4,285.37		\$85,427.66	\$85,427.66
Library														
Admin. Lib.	0.625	\$20.28	1300	\$26,364.00		\$1,845.48	\$2,400.00	\$2,647.72	\$33,257.20		\$163.50		\$73,120.56	\$73,120.56
PR Lib.	0.625	\$20.00	1300	\$26,000.00		\$1,820.00		\$2,406.43	\$30,226.43	\$7,579.98				
Summer Asst.		\$13.45	120	\$1,614.00				\$139.61	\$1,753.61					
Marine Facilities														
MF Coord.		\$20.00	838	\$16,760.00				\$1,449.74	\$18,209.74		\$527.16		\$18,736.90	\$18,736.90
Totals:				\$340,172.93		\$20,667.01	\$7,200.00	\$31,835.45	\$399,875.39	\$30,319.92	\$7,772.74	\$180.00	\$438,287.89	\$438,287.89

City of Gustavus Organizational Chart



Summary of Incoming and Outgoing Grants/Scholarships

Incoming Grants/Scholarships to City of Gustavus FY19 to Date							
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	\$4,528.53	\$2,471.47	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	\$1,558.80	\$519.60	Alaska OWL monthly internet subsidy
	Library Training & Travel	4/2/2019	\$1,937.76	--	\$1,937.76	\$0.00	State of AK grant for AkLA conference reimbursement
	Library Training	spring 2019	\$500.00	--	\$0.00	\$500.00	State of AK library NASA STEM travel grant
GVFD	GVFD Equipment	Spring 2018	\$25,450.00	funds can be spent over 2 years	\$1,165.50	\$24,284.50	SEREMS Code Blue Grant - GVFD pays 10% match
	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.
	Carbon Monoxide Detectors for Community Members	1/16/2019	\$945.00	approx. value of 27 sets of detectors	\$945.00	\$0.00	First Alert grant
	GVFD Supplies	3/25/2019	\$3,735.00	2019 VFA Grant	\$0.00	\$3,735.00	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis.
	GVFD Training	4/3/2019	\$750.00	conference registration fee covered for 2 attendees			SEREMS MiniGrant for Southeast Regional Symposium
Admin	City Clerk Training	2/12/2019	\$400.00		\$400.00	\$0.00	IIMC Foundation scholarship for IIMC institute Jun. 2018
	City Clerk Training	12/16/2018	\$500.00	--	\$500.00	\$0.00	AAMC scholarship for Nov. 2018 annual conference
	Council Member Training 10/2	11/10/2018	\$863.09	--	\$863.09	\$0.00	State of AK/DCRA grant for travel/lodging reimbursement
	City Hall Equipment	2/20/2019	\$1,000.00	--	\$1,000.00	\$0.00	APEI Safety Grant used to purchase AED
	City Clerk Training	summer 2019	\$1,550.00	--	\$0.00	\$1,550.00	AAMC scholarship for NW Clerks Institute June 2019
			\$54,592.75				
Current 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	\$10,579.36	\$22,868.09	3-year grant, extended to May 14, 2019
CY18-33	GCEP	12/11/2018	\$4,363.95	2019 EFG - GCEP	\$1,772.62	\$2,591.33	
CY18-33	GHAA	12/11/2018	\$3,424.00	2019 EFG - GHAA	\$3,424.00	\$0.00	
CY18-33	Gustavus Helping Hands	12/11/2018	\$4,540.00	2019 EFG - GHH	\$1,216.00	\$3,324.00	
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	\$1,839.72	\$7,767.03	
CY19-01	Gustavus Community Center	1/14/2019	\$17,514.70	2019 EFG - GCC	\$0.00	\$17,514.70	

Gustavus Endowment Fund

Within the finances of the City of Gustavus, there is established a separate fund known as the Gustavus Endowment Fund. The Endowment Fund is regulated by City of Gustavus Municipal Code Chapter 4.13. The purpose for establishment of the fund is to preserve in trust, for the benefit of present and future generations of Gustavus residents, monies dedicated to the community of Gustavus in compensation for the loss of commercial fishing in Glacier Bay. The first deposit to the fund was \$963,000.00 that the city received from the Gustavus Community Association (GCA) who had received the money from the National Park Service. The Gustavus City Council may make deposits to the principal of this fund in the same manner as it makes other appropriations. Any funds received by the city from any non-city-tax source may be deposited into the fund. Funds once dedicated are intended to be held in the fund for perpetuity.

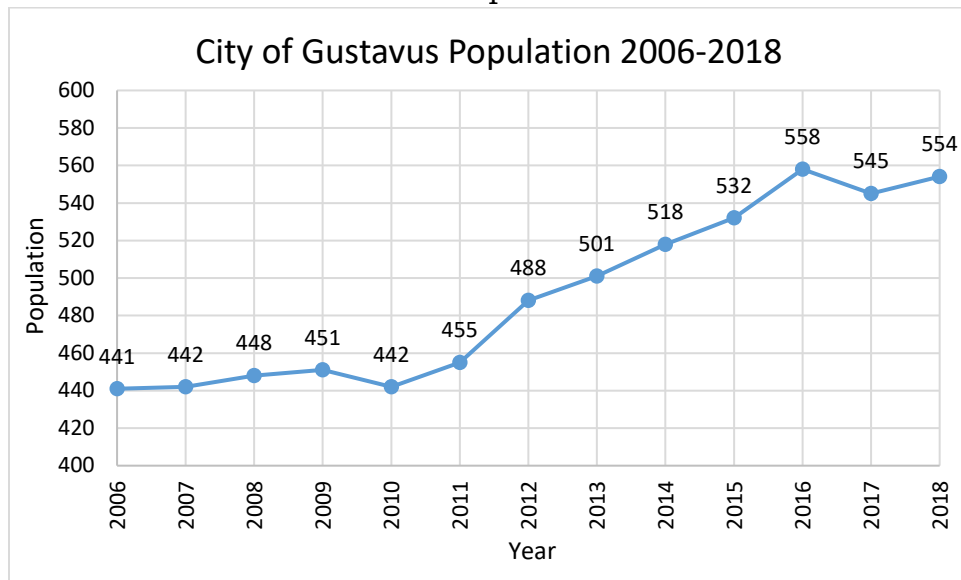
The long-term goals of the fund are 1) to maintain the inflation-adjusted value of the original principal, as added to per section 4.13.030 (b) and (c); and 2) to generate at least a three (3) percent total return after inflation on investments of the fund.

If endowment fund earnings allow and the Gustavus City Council determines it to be fiscally responsible, an annual grant cycle makes funding available for community projects. See the Policy and Procedure (P&P) for Awarding Grants from the Endowment Fund Earnings (most recently revised version at the time of this writing is Resolution CY17-12).

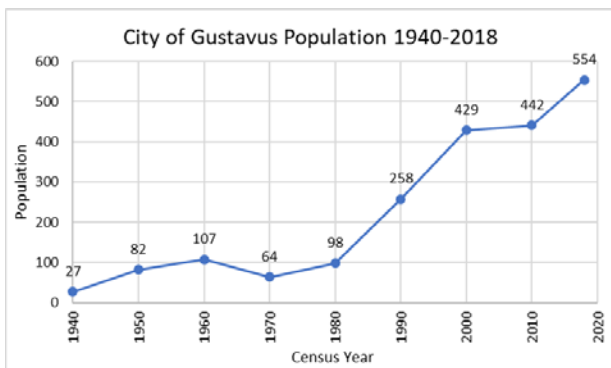
The following table includes the calculations used by the P&P to determine the annual grant cycle fund amount. The 3% of Average amount listed, if it is less than the Excess Earnings Determination, is the amount made available through the Endowment Fund Grant process, along with any unused endowment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

Original Value of the Endowment Fund			Anchorage Consumer Price Index (CPI) for first half of 2004		
\$963,000			165.6		
End of Fiscal Year Date	Endowment Fund Market Value	Anchorage CPI for first half of year (http://live.laborstats.alaska.gov/cpi/index.cfm)	Multiplier Value (Anchorage CPI for current year div. by CPI for 2004 = 165.6, rounded to 3 decimals)	Inflation-Adjusted Value of Original Principal = Original Value \$963,000 x Multiplier Value	Excess Earnings Determination = Actual Market Value - Inflation-Adjusted Principal
June 30, 2010	\$985,038.74	194.834	1.177	\$1,133,451.00	(\$148,412.26)
June 30, 2011	\$1,161,681.00	200.278	1.209	\$1,164,267.00	(\$2,586.00)
June 30, 2012	\$1,188,171.67	205.215	1.239	\$1,193,157.00	(\$4,985.33)
June 30, 2013	\$1,265,224.55	210.853	1.273	\$1,225,899.00	\$39,325.55
June 30, 2014	\$1,391,960.13	214.777	1.297	\$1,249,011.00	\$142,949.13
June 30, 2015	\$1,400,089.55	217.111	1.311	\$1,262,493.00	\$137,596.55
June 30, 2016	\$1,398,474.52	216.999	1.310	\$1,261,530.00	\$136,944.52
June 30, 2017	\$1,429,287.74	218.616	1.320	\$1,271,160.00	\$158,127.74
June 30, 2018	\$1,438,854.93	223.099	1.347	\$1,297,161.00	\$141,693.93
	5-Year Average	3% of Average			
FY10-FY14	\$1,198,415.22	\$35,952.46			
FY11-FY15	\$1,281,425.38	\$38,442.76			
FY12-FY16	\$1,328,784.08	\$39,863.52			
FY13-FY17	\$1,377,007.30	\$41,310.22			
FY14-FY18	\$1,411,733.37	\$42,352.00			

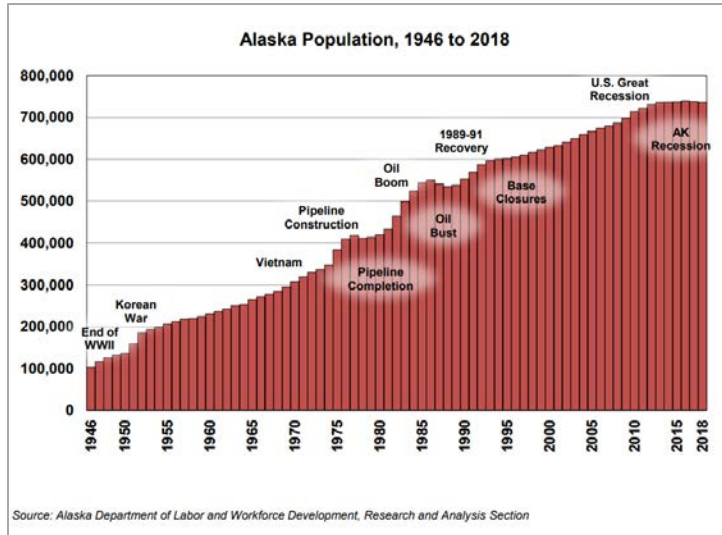
City of Gustavus and State of Alaska Population Trends



Population data for 2010 are from the U.S. Census Bureau. Population data from all other years are the annually certified population from the State of Alaska Department of Commerce, Community, and Economic Development (DCCED) based on estimates prepared by the State of Alaska Demographer at the Department of Labor and Workforce Development. The Alaska Marine Highway System initiated car ferry service to Gustavus at the end of 2010 after the completion of the Gustavus Causeway.



U.S. Census Bureau data for Gustavus, Alaska, 1940-2010. 2018 data point is from the same source as explained for the graph above.



Graph copied from the State of Alaska Department of Labor and Workforce Development Research and Analysis Section's website on March 28, 2019 (<http://live.laborstats.alaska.gov/pop/estimates/data/TotalPopGraph.pdf>).



City of Gustavus

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Gustavus, Alaska 99826

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City of Gustavus General Fund Fiscal Year 2020

April 2019

City of Gustavus General Fund FY20 Budget

		Admin	DRC	GVFD	Lands	Library	Marine Fac.	Road Maint.	Other	General Fund	
		(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	Total	TOTAL
		Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20
Ordinary Income/Expense											
Income											
	Prior-Year Cash Balance								67,000.00	67,000.00	67,000.00
	Business License Fees								3,800.00	3,800.00	3,800.00
	Donations					1,000.00				1,000.00	1,000.00
	DRC Income										
	Community Chest Sales		15,000.00							15,000.00	15,000.00
	Landfill Fees/Sales		70,880.00							70,880.00	70,880.00
	Recyclable Material Sales		4,600.00							4,600.00	4,600.00
	Total DRC Income		90,480.00							90,480.00	90,480.00
	Federal Revenue										
	Payment In Lieu of Taxes								100,000.00	100,000.00	100,000.00
	Total Federal Revenue								100,000.00	100,000.00	100,000.00
	Fundraising					500.00				500.00	500.00
	GVFD Income										
	Ambulance Billing			6,500.00						6,500.00	6,500.00
	ASP			1,400.00						1,400.00	1,400.00
	Total GVFD Income			7,900.00						7,900.00	7,900.00
	Interest Income								300.00	300.00	300.00
	Lands Income										
	Gravel Pit Gravel Sales				22,000.00					22,000.00	22,000.00
	Total Lands Income				22,000.00					22,000.00	22,000.00
	Lease Income				12,720.35					12,720.35	12,720.35
	Library Income					500.00				500.00	500.00
	Marine Facilities Income										
	Storage Area Fee						1,700.00			1,700.00	1,700.00
	Marine Facilities Income - Other						14,000.00			14,000.00	14,000.00
	Total Marine Facilities Income						15,700.00			15,700.00	15,700.00
	State Revenue										
	Community Assistance Program								82,598.89	82,598.89	82,598.89
	Shared Fisheries Business Tax								1,500.00	1,500.00	1,500.00
	Total State Revenue								84,098.89	84,098.89	84,098.89
	Tax Income										
	Retail Tax Income								370,000.00	370,000.00	370,000.00
	Room Tax Income								65,000.00	65,000.00	65,000.00
	Fish Box Tax								13,000.00	13,000.00	13,000.00
	Tax Exempt Cards								200.00	200.00	200.00
	Total Tax Income								448,200.00	448,200.00	448,200.00
	Total Income		90,480.00	7,900.00	34,720.35	2,000.00	15,700.00		703,398.89	854,199.24	854,199.24
	Gross Profit		90,480.00	7,900.00	34,720.35	2,000.00	15,700.00		703,398.89	854,199.24	854,199.24

		Admin	DRC	GVFD	Lands	Library	Marine Fac.	Road Maint.	Other	General Fund	
		(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	Total	TOTAL
		Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20
Expense											
	Administrative Costs	2,000.00			2,000.00					4,000.00	4,000.00
	Advertising	100.00								100.00	100.00
	Bank Service Charges	1,200.00	1,025.00	25.00		25.00				2,275.00	2,275.00
	Building										
	Insurance	450.00	665.00	1,450.00		1,950.00	2,400.00			6,915.00	6,915.00
	Maintenance & Repair	3,100.00	1,200.00	500.00		3,015.00	750.00			8,565.00	8,565.00
	Total Building	3,550.00	1,865.00	1,950.00		4,965.00	3,150.00			15,480.00	15,480.00
	Contractual Services										
	Ambulance Billing Expense			1,600.00						1,600.00	1,600.00
	Managed IT Services								30,000.00	30,000.00	30,000.00
	Contractual Services - Other	10,000.00	23,240.00	10,000.00	15,000.00	5,120.00	3,500.00			66,860.00	66,860.00
	Total Contractual Services	10,000.00	23,240.00	11,600.00	15,000.00	5,120.00	3,500.00		30,000.00	98,460.00	98,460.00
	Dues/Fees	2,000.00	800.00	250.00		4,400.00				7,450.00	7,450.00
	Economic Development Services										
	GVA								20,000.00	20,000.00	20,000.00
	Total Economic Development Services								20,000.00	20,000.00	20,000.00
	Election Expense	250.00								250.00	250.00
	Equipment										
	Equipment Fuel		1,500.00							1,500.00	1,500.00
	Equipment Purchase	11,500.00	1,300.00	2,000.00		500.00	100.00	0.00		15,400.00	15,400.00
	Insurance		226.00							226.00	226.00
	Maintenance & Repair		4,000.00							4,000.00	4,000.00
	Equipment - Other		6,000.00							6,000.00	6,000.00
	Total Equipment	11,500.00	13,026.00	2,000.00		500.00	100.00	0.00		27,126.00	27,126.00
	Events & Celebrations	3,900.00	275.00			175.00				4,350.00	4,350.00
	Freight/Shipping	600.00	22,430.00	250.00		550.00	200.00			24,030.00	24,030.00
	Fundraising Expenses					500.00				500.00	500.00
	General Liability	5,000.00								5,000.00	5,000.00
	Holiday gift	0.00								0.00	0.00
	Library Materials										
	Non-Fiction Add/Replacement					600.00				600.00	600.00
	Total Library Materials					600.00				600.00	600.00
	Marine Facilities										
	Insurance						1,625.00			1,625.00	1,625.00
	Maintenance & Repairs						3,000.00			3,000.00	3,000.00
	Total Marine Facilities						4,625.00			4,625.00	4,625.00
	Occupational Health			500.00						500.00	500.00
	Payroll Expenses										
	Wages	140,223.20	85,748.45	65,174.70		55,551.00	21,897.80			368,595.15	368,595.15
	Payroll Taxes	12,627.27	7,588.09	5,534.38		5,137.22	2,026.75			32,913.71	32,913.71
	Health Insurance (company paid)			7,122.00		7,122.00	4,273.20			18,517.20	18,517.20
	Health Insurance Stipend	7,200.00	2,400.00			2,400.00				12,000.00	12,000.00
	457(b) Employer Contribution	9,815.62	3,198.54	4,562.23		3,775.59	1,532.85			22,884.83	22,884.83
	Workers Comp Insurance	378.58	2,418.13	4,285.37		163.50	527.16			7,772.74	7,772.74
	Payroll Expenses - Other	170.00								170.00	170.00
	Total Payroll Expenses	170,414.67	101,353.21	86,678.68		74,149.31	30,257.76			462,853.63	462,853.63
	Professional Services	30,000.00								30,000.00	30,000.00
	Public Relations	500.00								500.00	500.00
	Repair & Replacement Fund	1,000.00	2,150.79	4,454.47		10,267.13	7,482.27			25,354.66	25,354.66
	Road Maintenance							85,000.00		85,000.00	85,000.00
	Social Services										
	GCEP dba The Rookery								13,890.00	13,890.00	13,890.00
	GCEP add'l. as City Dept.								1,000.00	1,000.00	1,000.00
	Total Social Services								14,890.00	14,890.00	14,890.00
	Supplies										
	Program					1,010.00				1,010.00	1,010.00
	Supplies - Other	2,000.00	4,100.00	7,500.00		2,900.00	1,500.00			18,000.00	18,000.00
	Total Supplies	2,000.00	4,100.00	7,500.00		3,910.00	1,500.00			19,010.00	19,010.00
	Telecommunications	6,500.00	2,150.00	6,000.00		5,900.00	240.00			20,790.00	20,790.00
	Training	4,000.00	400.00	5,500.00		500.00				10,400.00	10,400.00
	Travel	10,500.00	500.00	16,865.00		1,500.00				29,365.00	29,365.00
	Utilities										
	Electricity	2,000.00	1,900.00	2,000.00		3,400.00				9,300.00	9,300.00
	Fuel Oil	900.00	1,000.00	1,500.00		4,000.00				7,400.00	7,400.00
	Total Utilities	2,900.00	2,900.00	3,500.00		7,400.00				16,700.00	16,700.00

				Admin	DRC	GVFD	Lands	Library	Marine Fac.	Road Maint.	Other	General Fund	
				(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	Total	TOTAL
				Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20
			Vehicle										
			Fuel			1,000.00						1,000.00	1,000.00
			Insurance			3,740.00						3,740.00	3,740.00
			Maintenance & Repair			2,000.00						2,000.00	2,000.00
			Mileage Reimbursement	250.00	200.00	250.00			1,200.00	100.00		2,000.00	2,000.00
			Total Vehicle	250.00	200.00	6,990.00			1,200.00	100.00		8,740.00	8,740.00
			Total Expense	268,164.67	176,415.00	154,063.15	17,000.00	120,461.44	52,255.03	85,100.00	64,890.00	938,349.29	938,349.29
			Net Ordinary Income	-268,164.67	-85,935.00	-146,163.15	17,720.35	-118,461.44	-36,555.03	-85,100.00	638,508.89	-84,150.05	-84,150.05
			Other Income/Expense										
			Other Income										
			Encumbered Funds							85,100.00		85,100.00	85,100.00
			Total Other Income							85,100.00		85,100.00	85,100.00
			Net Other Income							85,100.00		85,100.00	85,100.00
			Net Income	-268,164.67	-85,935.00	-146,163.15	17,720.35	-118,461.44	-36,555.03	0.00	638,508.89	949.95	949.95

Administration Department:

The City Council hired a City Administrator that works under the direction of the volunteer Mayor. Together, they are responsible for the overall management, administration, and direction of the city operations; the hiring, disciplining, and termination of city employees; the negotiation of city contracts within budget appropriations; policy advice to the City Council; and open communication with the community. The City Administrator generates the annual operating and capital improvement budgets in conjunction with the City Treasurer and presents them to the Mayor for approval.

The City Clerk is responsible for recording and maintaining the official records of the City and preparing agendas for and transcribing minutes of the City Council meetings. The clerk is the elections official for all local elections and absentee voting for state and federal elections. The clerk coordinates volunteers working at City Hall. The clerk is a parliamentarian, administers the city records retention schedule, and conducts daily business transactions with the public. The clerk is a notary public.

The City Treasurer is responsible for all accounting, budgeting, and financial information services for the City of Gustavus. These services include procurement, accounts payable, retail, room, and fish box tax collection, collection of city leases and other fees such as transient moorage, gravel pit material sales, and ambulance fees. The treasurer is responsible for the advertisement, execution, and administration of City contracts within budget appropriations. The treasurer generates the annual operating and capital improvement budgets in conjunction with the Mayor and department leads. The treasurer is a notary public.

Personnel:

Volunteer Mayor
Six Volunteer City Council Members
City Administrator (0.925 FTE)
City Clerk (0.75 FTE)
City Treasurer (0.525 FTE)
3-5 other regular City Hall volunteers for projects

Mission:

To serve and collect.

FY18 Statistics:

- Issued 156 business permits.

FY19 Accomplishments:

- Facilitated the Electric Intertie Summit, producing strategies and procedures for moving forward
- Working with the Mayor/Vice Mayor and City Attorney, implemented a strategy to protect the City while representing the community in the many facets of the PFAS (per- and polyfluoroalkyl substances) issue
- Proposed the incorporation of the Gustavus Children's Enhancement Program into a City Department, continuing to provide daycare and preschool
- With the Council's direction, resolved the Alaska Airlines Mileage issue
- Investigating the potential and feasibility of a City Water Facility

- Developed approach and implemented actions for the “Beach Agreement” improvements
- Introduced scoping document and began dialogue for Fire Hall/Library expansion
- Concluded the Federal Lands Access Program (FLAP) project proposal
- Resolved Surface Use Agreement for mining operation at gravel pits
- Multiple letters and Resolutions in support of enhancement and continuation of Alaska Marine Highway Service (AMHS)
- Created a Strategic Plan format and process. Current status is the writing of the plans elements which should be concluded by 7/1/19 and introduced to the public through multiple public meetings during the 2019 summer.
- Provided edits and worked with Council members’ edits to multiple City Ordinance Titles (2,3,4,8, and 10) and Policies and Procedures
- Multiple meetings with Gustavus Visitors Association (GVA) to provide alternatives to data collection
- Development of the Marine Facilities Master Plan
- Solid Waste Management Plan drafts
- FY2020 budget and CY2019 Capital Improvement Plan (CIP) updates
- Facilitated presentation by the Local Government Expert to the Council
- Procurement of new dais for Council chambers
- Initial stages of procuring LIDAR (Light Detection and Ranging) survey
- Resolved the Bill’s Drive controversy
- The City Clerk continues to attend training and classes toward becoming a Certified Municipal Clerk. The City Clerk became a certified Parliamentarian. Training also was attended by the treasurer, mayor, and two council members.
- Hundreds of volunteer hours at City Hall: creation of the first ever Business Directory; documenting and destroying boxes of old records, per the records retention policy; and helping with specific projects.
- Worked with contractor for city-wide Managed Information Technology (IT) Services to complete an IT overhaul of city devices and protocols.
- Worked with an accountant to complete Review Services of FY18. A review engagement is conducted to provide limited assurance that there are no material modifications that should be made to the financial statements for them to be in conformity with the financial reporting framework. A review differs significantly from an audit, which was last performed for FY15.
- In conjunction with the Endowment Fund Grant installing a new playground at Salmon River Park (SRP), completed other SRP improvements including: ground leveling and grass seed, electric power to the park shelter, tree limbing, and purchase and installation of a new swing set.

FY20 Goals:

- Continuous improvement of administrative policies and procedures
- Completion of Strategic Plan
- Resolving gravel pit supply
- Continued work on and continuation of ongoing City projects such as Code updates, PFAS resolution, 1st Class City consideration, sales tax increase, etc.
- City Clerk continuing work toward becoming a Certified Municipal Clerk
- Standard operating procedures created for clerk and treasurer positions
- Cross-training by all administrative staff

FY16-FY20 General Fund: Administration Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
Administrative Costs	22,792.52	1,763.05	3,023.52	12,000.00	2,000.00
Advertising	414.72	0.00	75.00	500.00	100.00
Bad Debt	0.00	0.00	620.61	0.00	0.00
Bank Service Charges	1,301.62	1,572.55	1,251.31	1,200.00	1,200.00
Building	2,554.22	286.68	1,209.94	3,545.17	3,550.00
Capital Projects Funding	250,132.30	0.00	0.00	0.00	0.00
Contractual Services	6,512.65	22,975.33	6,070.40	5,000.00	10,000.00
Dues/Fees	1,698.20	1,345.00	1,686.00	2,000.00	2,000.00
Election Expense	129.96	111.16	212.17	250.00	250.00
Equipment	3,793.42	613.85	5,253.84	2,500.00	11,500.00
Events & Celebrations	0.00	2,285.70	2,500.00	3,000.00	3,900.00
Freight/Shipping	197.55	362.02	595.80	600.00	600.00
General Liability	-2,578.60	1,865.68	4,424.75	5,001.38	5,000.00
Marine Facilities	17.00	0.00	0.00	0.00	0.00
Payroll Expenses	113,530.50	133,306.30	96,180.13	163,627.61	170,414.67
Postage & Shipping	482.82	0.00	0.00	0.00	0.00
Professional Services	7,126.78	16,078.81	25,506.70	20,000.00	30,000.00
Public Relations	1,586.74	575.00	1,006.65	500.00	500.00
Repair & Replacement Annual Contribution	0.00	0.00	0.00	1,000.00	1,000.00
Supplies	4,392.99	4,240.87	2,177.79	3,000.00	2,000.00
Telecommunications	4,611.59	8,204.74	6,792.56	6,500.00	6,500.00
Training	2,871.95	894.00	2,231.00	4,000.00	4,000.00
Travel	6,656.71	410.00	10,585.88	6,500.00	10,500.00
Utilities	3,054.86	2,232.82	1,384.41	2,900.00	2,900.00
Vehicle	352.95	0.00	81.12	100.00	250.00
Total Expense	431,633.45	199,123.56	172,869.58	243,724.16	268,164.67

Disposal and Recycling Center

General Fund

Disposal and Recycling Center:

The Manager/Operator is responsible for the overall management of the Disposal and Recycling Center (DRC), the hiring of temporary labor pool employees, project scoping and management for DRC capital improvement projects, creating purchase orders, ordering supplies, long-term planning for the DRC facility and management of the Community Chest, the community's thrift store. The Manager/Operator generates the annual departmental operating budget in conjunction with the City Treasurer. The Manager/Operator also performs the duties listed below for the temporary labor pool employees.

The DRC temporary labor pool employees assist in the day-to-day operations of the DRC, including receiving and processing solid waste and recyclables from customers, collecting customer payments, and performing equipment and building maintenance.

Personnel:

Manager/Operator (1 FTE)

Up to five Temporary Labor Pool Employees (0.625 FTE)

DRC - Occasional volunteers

Community Chest – three to five active volunteers and approximately a dozen additional supporting volunteers

Mission:

The mission of the Gustavus Disposal & Recycling Center and Community Chest is to reuse locally or to recycle as much material from the community's waste stream as possible. What cannot be reused or recycled is disposed of in a safe and environmentally responsible manner.

FY18 Statistics:

- 56% of waste was diverted from landfilling
- 12,020 pounds of household hazardous waste collected and exported during first collection event
- 5,164 Customer transactions
- 1,051 hours volunteer labor and revenue of \$15,277 from the Community Chest

FY19 Accomplishments:

- Completion of Driveway and [Recycling] Outflow Storage Area Project
- Installation of back-up camera in A770 Loader
- 40-hour Compost Facility Operator Training with certification
- Completion of Composting Quonset Replacement – design phase
- Purchase of storage bins and pallet jack

FY20 Goals:

- Completion of Compost Yard Improvement project, per the Capital Improvement Plan
- Purchase of a new Point of Sale system for the DRC to include an integrated and secure billing system for the City Treasurer
- Installation of a new digital scale
- Purchase of 20' Household Hazardous Waste (HHW) Facility, per the Capital Improvement Plan

- Completion of Inflow Storage and HHW Facility Storage Area project, per the Capital Improvement Plan

FY16-FY20 General Fund: Disposal & Recycling Center Expenditures

	Actual	Actual	Actual	Budget	Budget
	Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
Expense					
Administrative Costs	0.00	285.51	300.00	300.00	0.00
Bank Service Charges	1,024.20	1,220.91	1,130.00	1,000.00	1,025.00
Building	954.94	1,005.08	1,830.00	1,863.08	1,865.00
Contractual Services	2,480.50	722.75	4,000.00	4,000.00	23,240.00
Dues/Fees	362.00	552.00	700.00	700.00	800.00
Equipment	4,577.10	6,019.11	4,270.00	8,596.00	13,026.00
Events & Celebrations	0.00	0.00	0.00	0.00	275.00
Freight/Shipping	15,069.42	14,005.46	17,260.00	17,550.00	22,430.00
Fundraising Expenses	0.00	0.00	250.00	250.00	0.00
Payroll Expenses	71,314.34	82,997.60	91,500.00	97,375.16	101,353.21
Postage & Shipping	289.60	0.00	0.00	0.00	0.00
Repair & Replacement Annual Contribution	0.00	0.00	0.00	3,350.26	2,150.79
Supplies	2,971.21	3,495.84	3,900.00	3,900.00	4,100.00
Telecommunications	1,494.13	1,751.74	1,710.00	1,700.00	2,150.00
Training	100.00	130.00	1,100.00	1,100.00	400.00
Travel	92.32	953.93	2,350.00	2,350.00	500.00
Utilities	2,271.08	1,992.19	2,540.00	2,900.00	2,900.00
Vehicle	45.14	124.20	150.00	200.00	200.00
Total Expense	103,045.98	115,256.32	132,990.00	147,134.50	176,415.00

Gustavus Public Library:

The Gustavus Public Library provides to the public a wide selection of nonfiction, fiction, children's, and young adult books. The library's collection highlights what the public has requested to see in their library along with the most recent books released. The library also has audio books, magazines, videos, and computers for internet access. The collection is available for check out by members of the public who have been issued a library card. The library offers diverse presentations, a summer reading program, and is the library for the adjacent Gustavus School. The library is open Monday through Saturday with limited evening hours. The library has a strong volunteer presence and an advisory board.

The Administrative Librarian is responsible for the overall management of the Gustavus Public Library, project scoping and management for library capital improvement projects, creating purchase orders, ordering supplies, and long-term planning for the library. This librarian assists the Public Relations Librarian with training and coordinating 12-plus volunteers. The administrative librarian generates the annual departmental operating budget in conjunction with the City Treasurer. The librarian also performs the duties listed below for the volunteer desk sitters.

The Public Relations Librarian oversees operations, services, and creation and maintenance of the daily programs that get patrons in the door. The PR Librarian focuses on developing these programs for diverse age groups. The PR Librarian is responsible for training and supervising volunteers and writing news articles and monthly newsletters. This librarian collaborates with the Administrative Librarian on matters of general library operations and administration and cooperates with other organizations, such as the Gustavus School, to develop library programs that contribute to the needs of the community.

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

Personnel:

Administrative Librarian (0.625 FTE)

Public Relations Librarian (0.625 FTE)

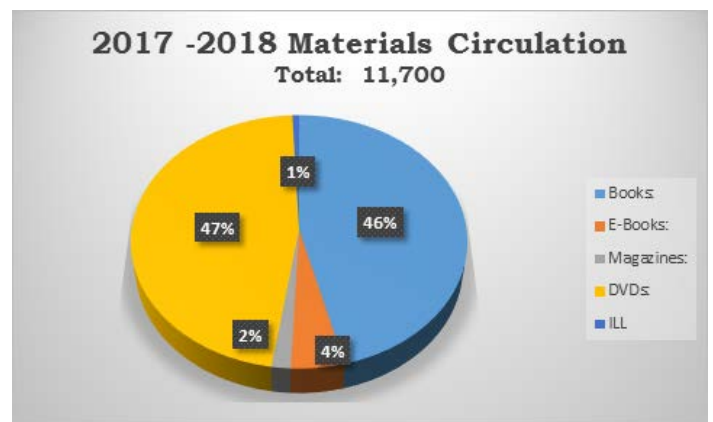
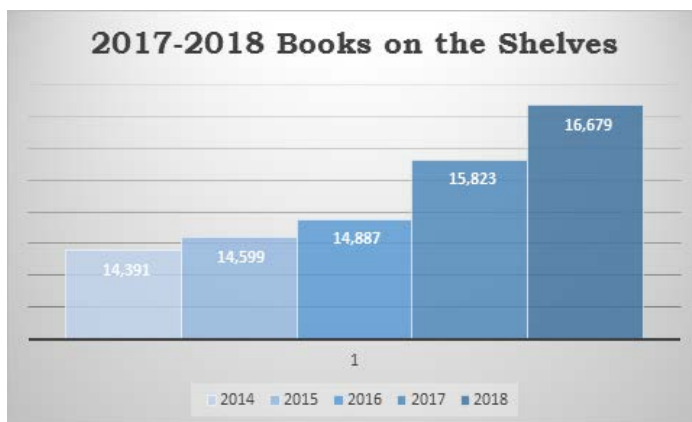
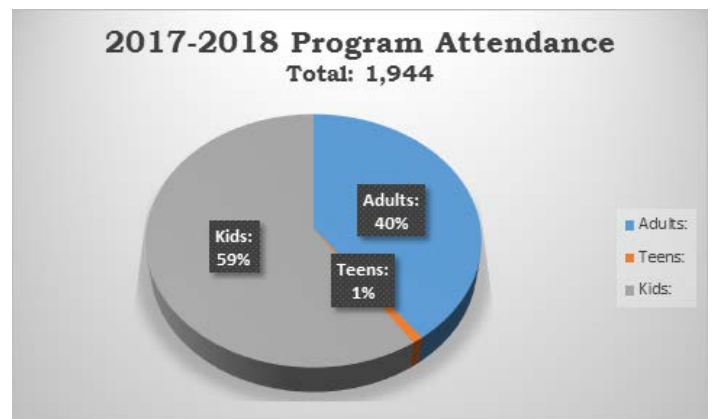
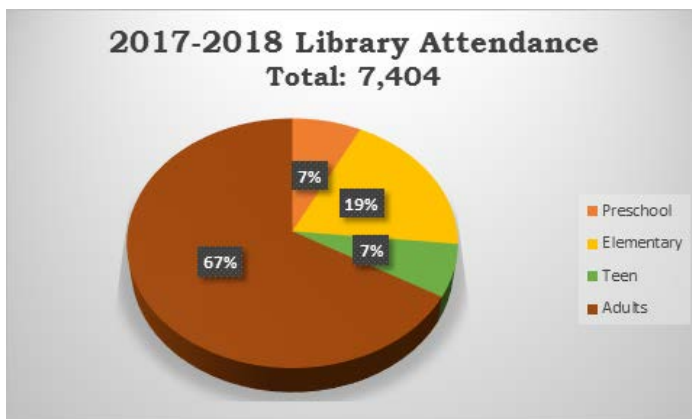
12+ Volunteers

Summer Reading Intern: 120 hours

Mission:

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

FY18 Statistics:



FY 19 Accomplishments to Date:

- Expanded programming for teens and adults, including reviving the book club.
- Refreshed the materials in various non-fiction sections.
- FY19 to date, hosted 399 programs, meetings and events for children, teens and adults.

FY20 Goals:

- Roof repair and replacement to be completed.
- Refreshing materials in the non-fiction sections, adult and juvenile.
- Working towards an expansion to include an Alaska Room/Quiet Study Room.
- Continue bringing the database of library statistics up to date to ensure it is being as useful as possible.
- Implement the new program funded by our Endowment Fund Grant, *1000 Books Before Kindergarten*.
- Increase teen participation at library events.

FY16-FY20 General Fund: Gustavus Public Library Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
Expense						
	Bank Service Charges	0.00	0.00	25.00	25.00	25.00
	Building	1,546.90	2,520.35	16,862.78	3,951.84	4,965.00
	Contractual Services	2,748.00	1,925.00	3,328.47	2,000.00	5,120.00
	Dues/Fees	3,386.68	3,324.80	3,724.98	4,000.00	4,400.00
	Equipment	155.70	459.56	1,683.00	500.00	500.00
	Events & Celebrations	0.00	0.00	0.00	0.00	175.00
	Freight/Shipping	0.00	513.56	444.14	450.00	550.00
	Fundraising Expenses	111.25	252.00	150.02	350.00	500.00
	Library Materials	0.00	266.73	295.59	600.00	600.00
	Payroll Expenses	38,566.22	46,491.36	52,412.60	72,980.72	74,149.31
	Postage & Shipping	247.76	0.00	0.00	0.00	0.00
	Repair & Replacement Annual Contribution	0.00	0.00	0.00	4,028.00	10,267.13
	Supplies	1,490.86	1,369.82	2,673.64	2,100.00	2,900.00
	Supplies - Summer Reading	55.76	0.00	0.00	500.00	1,010.00
	Telecommunications	3,394.87	3,994.26	5,768.39	5,000.00	5,900.00
	Training	0.00	148.50	112.50	1,000.00	500.00
	Travel	0.00	637.45	98.37	1,000.00	1,500.00
	Utilities	4,223.48	4,357.71	5,634.27	7,900.00	7,400.00
Total Expense		55,927.48	66,261.10	93,213.75	106,385.56	120,461.44

Gustavus Volunteer Fire Department:

The Gustavus Volunteer Fire Department (GVFD) provides Emergency Medical Services (EMS) and responds to fire calls within the City of Gustavus and has a memorandum of agreement to respond within Glacier Bay National Park upon request. Emergency services are provided by the city with an equipped ambulance, fire engine along with two water tenders are stocked with proper equipment to tackle most emergencies.

GVFD is composed of a full-time Fire Chief and currently overseeing 24 volunteers that bring a variety of skills to our department. The GVFD volunteers are organized into three categories: Dispatchers, EMS, and Fire. The volunteers started the Gustavus Volunteer Fire Department Association, a non-profit social organization that was formed in 2016 to coordinate volunteer fundraisers and to help support the GVFD volunteers.

The Fire Chief is responsible for the overall management of the GVFD, project scoping and management for GVFD capital improvement projects, creating purchase orders, ordering supplies, and long-term planning for the GVFD. The fire chief generates the annual departmental operating budget in conjunction with the City Treasurer. The fire chief develops and conducts weekly evening trainings for the volunteers, alternating between EMS and fire.

Personnel:

Fire Chief (1 FTE)

Fire Captain (Volunteer)

EMS Captain (Volunteer)

24 volunteers within the 3 divisions

Mission:

To serve our community before, during, and after an emergency.

Calendar Year 2018 Statistics:

- 49 incidents. 39 EMS calls, 6 fire calls, 4 other responses.

FY19 Accomplishments:

- Replacement of self-contained breathing apparatus (SCBA) sets
- New Department Standard Operating Guidelines (SOGs)
- New EMS Protocols
- 9 new Emergency Medical Technicians (EMTs) roaming the streets

FY20 Goals:

- Continue to build wildland firefighting team and resources
- Create a local emergency planning group
- Recruit and retain volunteers
- Bring in the best training possible for the volunteers

FY16-FY20 General Fund: Gustavus Volunteer Fire Department Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
Expense						
	Administrative Costs	0.00	0.00	25.00	0.00	0.00
	Bank Service Charges	0.00	0.00	0.00	25.00	25.00
	Building	1,142.16	1,577.45	1,953.17	1,925.83	1,950.00
	Cash Short/Over	0.00	489.59	0.00	0.00	0.00
	Contractual Services	2,543.89	10,961.24	8,162.52	10,000.00	10,000.00
	Ambulance Billing Expense	15.94	0.00	400.00	1,000.00	1,600.00
	Dues/Fees	175.00	99.00	138.00	250.00	250.00
	Equipment	4,611.38	2,581.70	8,242.26	2,000.00	2,000.00
	Freight/Shipping	354.55	600.35	155.04	250.00	250.00
	Fundraising Expenses	1,577.39	1,620.71	1,287.62	0.00	0.00
	Occupational Health	0.00	0.00	0.00	500.00	500.00
	Payroll Expenses	7,209.64	73,307.50	83,972.32	85,427.66	86,678.68
	Per Diem	28.39	0.00	0.00	0.00	0.00
	Postage & Shipping	632.18	0.00	0.00	0.00	0.00
	Relocation	0.00	913.70	0.00	0.00	0.00
	Repair & Replacement Annual Contribution	0.00	0.00	0.00	4,235.23	4,454.47
	Supplies	2,603.01	5,607.17	6,231.28	7,500.00	7,500.00
	Telecommunications	3,264.41	4,124.37	7,050.87	7,300.00	6,000.00
	Training	2,015.15	3,221.96	6,168.79	15,000.00	5,500.00
	Travel	9,612.12	3,829.79	3,075.40	10,000.00	16,865.00
	Utilities	5,026.76	4,076.07	3,873.10	3,500.00	3,500.00
	Vehicle	4,119.19	2,789.04	5,301.56	8,936.95	6,990.00
Total Expense		44,931.16	115,799.64	136,036.93	157,850.67	154,063.15

Marine Facilities Department:

The City of Gustavus oversees and maintains the float on the Gustavus public dock, the small boat harbor on the Salmon River, and the boat launch and small adjacent float in the small boat harbor. The public dock float is used extensively during the summer months by the local charter fishing fleet, a local whale-watching vessel, commercial fishing boats, and private citizens' personal vessels. The small boat harbor is tidally-influenced and offers a boat launch also used by landing craft deliveries, a barge landing area, long-term storage areas for monthly or yearly lease, short-term parking, and a selection of privately owned small floats in various stages of usability/disrepair. Waterless restrooms were constructed at the beach in 2014 and at the Salmon River Park in 2016.

The City of Gustavus has established fees for commercial vessel annual registration (\$300), private vessel annual registration (\$50), long-term storage lease (\$20/month or \$150/year), and transient moorage/daily use fee for unregistered vessels (fee varies based on vessel size).

The Marine Facilities Coordinator (MFC) monitors the dock float and harbor six days per week in the summer months with additional intermittent duties on the shoulder seasons. The MFC collects transient moorage fees, encourages vessel user to obtain vessel registration stickers and follow City of Gustavus policies, assists with fall storage and spring installment of the public dock float, and cleans up trash at the dock, adjacent beach, and boat harbor. The MFC collects the trash from the receptacles located near the waterless restrooms at the dock and cleans both waterless restrooms, at the beach and at Salmon River Park.

The City Treasurer and City Council Marine Facilities liaison are responsible for the project scoping and management for capital improvement projects, creating purchase orders, ordering supplies, and long-term planning for the Marine Facilities. The City Treasurer generates the annual departmental operating budget in conjunction with the Mayor and the council liaison.

The Marine Facilities Advisory Committee has been designated as the Mayor, City Administrator, and the Marine Facilities Coordinator. A Marine Facilities Master Plan has been created and will be linked to amendments to Title 8.

Additional planning for the Small Boat Harbor includes coordinating a fish recycling program with the DRC in an effort to reduce bear interactions and enhance the DRC's composting program. Other improvements under development include kiosks providing information and subjects of interest such as the flora and fauna of the area.

Personnel:

Marine Facilities Coordinator/Harbormaster (0.5 FTE)

Mission:

- To provide for the safe and efficient use, and orderly management and control of all harbor facilities owned, managed or operated by the City of Gustavus, including but not limited to the Small Vessel Float System and its interface with the State of Alaska-owned Gustavus Multi-Modal Marine Facility, and the City of Gustavus-owned Salmon River Small Boat Harbor Facility.
- To protect and preserve the lives, health, safety, and well-being of persons who use, work or maintain property at the city-owned and maintained harbor facilities.

- To protect public property.
- To prevent fire or health hazards and abate nuisances.
- To prevent the use of the harbor facilities for derelict vessels and property.
- To ensure adequate financial resources are available to acquire, plan, design, construct, equip, operate, maintain, or replace harbor facilities through the assessment of user fees or through other means.
- To maintain a user-friendly facility.

FY18 Statistics:

- Registered 30 commercial vessels, 108 private vessels, and 2 motorless vessels.

FY19 Accomplishments:

- Minor float repairs
- Adoption of the Marine Facilities Master Plan
- Clean-up of the Small Boat Harbor uplands and installed information kiosk and kayak rack

FY20 Goals:

- Continued Salmon River Harbor clean-up, per Capital Improvement Plan
- State of Alaska DOT/PF repair and reinstallation of damaged steel mooring float that is currently anchored off the north end of Pleasant Island. Expected completion Spring 2020.

FY16-FY20 General Fund: Marine Facilities Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
Expense						
	Building	0.00	0.00	744.87	2,309.71	3,150.00
	Contractual Services	0.00	3,550.00	3,000.00	3,500.00	3,500.00
	Dues/Fees	0.00	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	100.00	100.00	100.00
	Freight/Shipping	14.02	59.44	182.63	200.00	200.00
	Marine Facilities	8,437.97	4,796.04	6,728.31	4,625.46	4,625.00
	Payroll Expenses	14,202.31	11,863.40	15,190.77	18,736.90	30,257.76
	Repair & Replacement Annual Contribution	0.00	0.00	0.00	7,482.27	7,482.27
	Supplies	1,002.76	1,262.85	1,307.25	1,500.00	1,500.00
	Telecommunications	0.00	0.00	0.00	0.00	240.00
	Vehicle	143.13	0.00	0.00	100.00	1,200.00
Total Expense		23,800.19	21,531.73	27,253.83	38,554.34	52,255.03

Roads Department

General Fund

Roads Department:

The City of Gustavus provides road maintenance and snow plowing services for 24 miles of dirt/gravel roads within the city limits through annual contracts to local businesses. The City Council Roads liaison is responsible for the project scoping and management for capital improvement projects, creating purchase orders, issuing orders for snow plowing, and long-term planning for the Roads Department. The City Treasurer generates the annual departmental operating budget in conjunction with the Mayor and the council liaison.

The State of Alaska DOT/PF is responsible for maintenance and plowing of all paved roads within the City limits, the public dock, and the Gustavus Airport. Glacier Bay National Park plows and maintains the road to Bartlett Cove beginning at the Park boundary.

Road maintenance was heavily subsidized by National Forest Receipts (NFR) in the past. The annual distribution of these encumbered funds has dwindled to almost nothing in recent years. The City of Gustavus continues to spend encumbered funds in reserve from past years' NFR towards road maintenance. When these funds are used up, this department will need to be fully funded within the operating budget or by using other reserve funds.

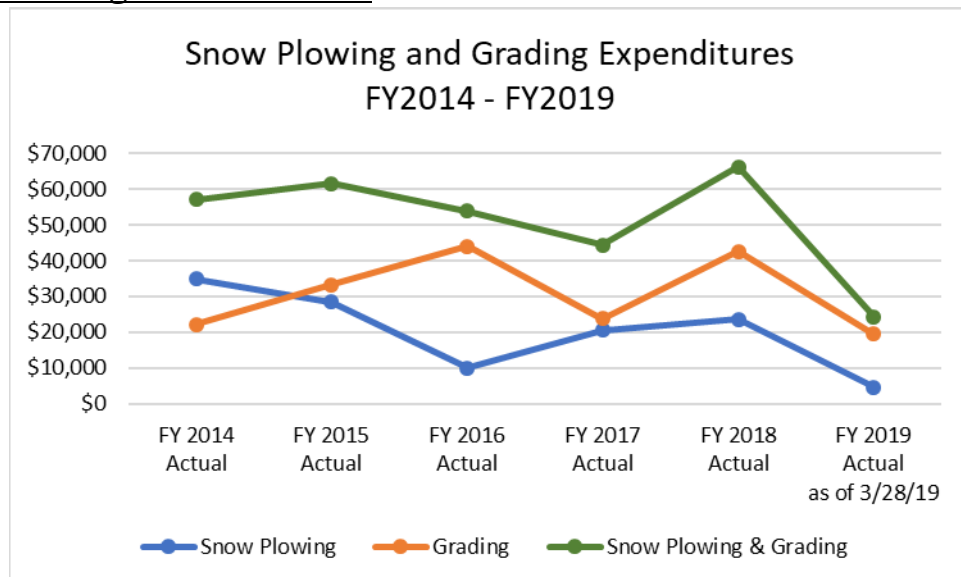
Personnel:

Volunteer City Council Member

Mission:

To provide maintenance services within the city limits for all constructed, publicly dedicated roadways except those maintained by the State of Alaska Department of Transportation and Public Facilities or by the U.S. Department of the Interior, National Park Service.

Statistics through FY19-to-date:



FY19 Accomplishments:

- Road name signs installed
- Halibut Drive culvert lowering

- Ditch reconditioning on Rink Creek Road
- In spring of 2019, the City Treasurer did extensive work with State of Alaska DOT Information Systems and Services Division to calculate mileage of the roads maintained by the City of Gustavus as part of a larger project to help verify mileage communities were submitting to ADCCED under the National Forest Receipts program. Total mileage for City of Gustavus changed from 31.21 to 24.61 miles, which will lead to reduced NFR receipts presumably. A more accurate road length data set and mapping file are now available for future RFQs, etc.
- Good River bridge repairs – end of FY19 or beginning of FY20

FY20 Goals:

- Repair of Rink Creek bridge
- Wilson Road Drainage Improvement, per Capital Improvement Plan

FY16-FY20 General Fund: Roads Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
Expense						
	Contractual Services	2,200.00	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00	0.00
	Freight/Shipping	0.00	0.00	0.00	0.00	0.00
	Road Maintenance					
	Snow Plowing	9,900.95	20,526.60	23,592.50		
	Grading	44,050.50	23,800.00	42,605.75		
	Hauling Pit Run Material	15,260.00	23,418.00	21,732.00		
	Brushing	0.00	2,365.00	12,449.99		
	Other	200.00	3,000.00	2,820.00	85,000.00	85,000.00
	Total Road Maintenance	69,411.45	73,109.60	103,200.24	85,000.00	85,000.00
	Vehicle:Mileage	0.00	0.00	0.00	100.00	100.00
Total Expense		71,611.45	73,109.60	103,200.24	85,100.00	85,100.00

Lands Department

General Fund

Lands Department:

The City of Gustavus owns several parcels of land within the City of Gustavus, apart from the land that the City departmental facilities are located on. Only lands generating revenue for the Lands Department are discussed here. The city owns a parcel of land near the school gym that includes the old Post Office/Preschool building (currently used for City and preschool free storage) and equipment used by AT&T and ACS that pay a lease annually (\$6157 and \$3658.20, respectively). GCI has an annual lease of \$2905.15 for a Rural Earth Station.

The city also owns the “gravel pits”, a parcel of land at the conjunction of Wilson Road and Rink Creek Road. Pit run gravel material extraction contracts are awarded each year to contractors extracting and selling material. The City also retains one of the gravel pit ponds for the road maintenance contractor to extract material for the City roads. A pit mining lease is in its fifth and final year this year, with the final annual payment of \$750 received in Feb. 2018.

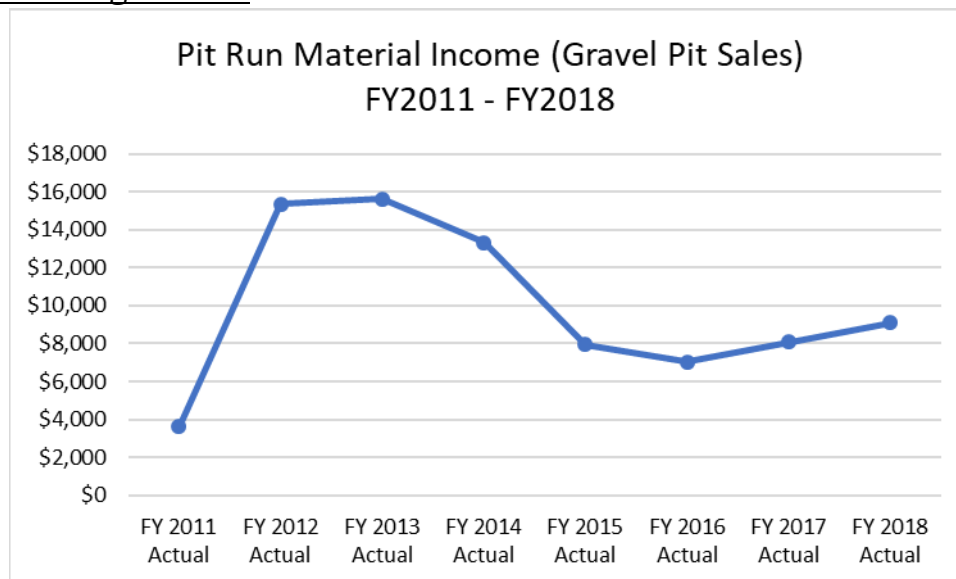
Various City Council members are responsible for the project scoping and management for capital improvement projects and long-term planning for the Lands Department. The treasurer is responsible for the advertisement, execution, and administration of City contracts and for collection of gravel pit and lease income. The treasurer generates the annual operating and capital improvement budgets in conjunction with the Mayor.

Platting authority in Gustavus is done by the State of Alaska for the unorganized borough.

Personnel:

None

Statistics through FY18:



FY19 Accomplishments:

- Increased pit run material sale amount to \$4.00/cubic yard.
- Land survey of the Salmon River Park/City Hall/firehall parcel and adjoining parcel to the north

FY20 Goals:

- Formal acquisition of the Salmon River Park/City Hall/firehall parcel and adjoining parcel to the north
- Land survey of the gravel pits parcel
- LIDAR (Light Detection and Ranging) mapping, per Capital Improvement Plan
- Formulation of a plan for the future of pit run material in Gustavus

FY16-FY20 General Fund: Lands Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
Expense						
	Administrative Costs	0.00	0.00	0.00	2,000.00	2,000.00
	Capital Expense	0.00	0.00	0.00	0.00	0.00
	Contractual Services	3,200.00	0.00	0.00	0.00	15,000.00
	Marine Facilities	0.00	0.00	0.00	0.00	0.00
	Professional Services	0.00	0.00	0.00	0.00	0.00
Total Expense		3,200.00	0.00	0.00	2,000.00	17,000.00

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR CITY ORDINANCE
TITLE 1 ADDITION OF CHAPTER 1.05 CITY CODE ENFORCEMENT, FINES
AND FEES, SECTIONS 1.05.010, 1.05.020, 1.05.030, 1.05.040, 1.05.050,
1.05.060, 1.05.070, 1.05.080, 1.05.090, 1.05.100, 1.05.110, 1.05.120,
1.05.130 AND 1.05.140**

- 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 1, Chapter 1.05 City Code Enforcement, Fines And Fees, Sections 1.05.010, 1.05.020, 1.05.030, 1.05.040, 1.05.050, 1.05.060, 1.05.070, 1.05.080, 1.05.090, 1.05.100, 1.05.110, 1.05.120, 1.05.130 AND 1.05.140 be added as follows:

Chapter 1.05 City Code Enforcement, Fines and Fees

Sections:

- | | |
|----------|---------------------------------------|
| 1.05.010 | Scope. |
| 1.05.020 | Purpose. |
| 1.05.030 | Code enforcement officer designation. |
| 1.05.040 | Application of fine schedule. |
| 1.05.050 | Appeal. |
| 1.05.060 | Definitions and interpretations. |
| 1.05.070 | Parties to prohibited acts. |
| 1.05.080 | General penalty. |
| 1.05.090 | Headings. |
| 1.05.100 | Computation of time. |
| 1.05.110 | Severability. |
| 1.05.120 | Repeal. |
| 1.05.130 | Revisor of ordinances. |
| 1.05.140 | Fees and charges. |

Section 1.05.010 - Scope.

This chapter addresses the authority to issue citations for city code offenses and sets out a fine schedule for certain city code violations for use in accordance with Alaska Court System’s Rules of Minor Offense Procedure.

Section 1.05.020 - Purpose.

- (a) The purpose of this chapter is to:

(1) Provide a procedure for designating city officials with authority to enforce portions of the city code; and

(2) Provide a standardized fine schedule for certain violations of the city code.

(b) These minor offense fine provisions are intended to provide a set penalty for certain listed violations of the city code which are infractions.

Section 1.05.030 - Code enforcement officer designation.

The mayor or city administrator may designate in writing as code enforcement officers those persons authorized to enforce any part of this code. Any officer so designated to enforce some or all provisions of the city code shall be authorized to issue citations, or notices of violation where permitted, for any violation of this code which the officer is authorized to enforce in the manner provided by AS 12.25.180 through 12.25.230. Code enforcement officers appointed under the authority of this section shall not have the general authority of police officers.

Section 1.05.040 - Application of minor offense fine schedule.

(a) A fine schedule will be established by resolution and attached to this Section as Appendix A. The fine schedule will be updated as needed by resolution. In accordance with AS 29.25.070(a), citations or complaints for violations for which a particular amount is provided as the fine under Appendix A, plus the state surcharge required by AS 12.55.039 and 29.25.074, shall be submitted to the city treasurer prior to the application for entry of a default judgment.

(b) For voluntary disposition after either court appearance or application for entry of a default judgment, the alleged violator may submit the amount set forth in the minor offense fine schedule, along with the required state surcharge, to the court.

(c) In the event any penalties or fines are not paid within 30 days after the date they are due pursuant to the court's order, such penalties or fines shall be delinquent.

(d) Notwithstanding other provisions of this section, delinquent penalties and fines may be collected through any lawful means. The cost of collection of such accounts, as defined in city code 1.10.020, shall be added to the amount owed.

Section 1.05.050 - Administrative appeal.

(a) Right to appeal notice of violation. Any person to whom a notice of violation has been issued may appeal the notice of violation in the manner set forth below:

(b) Time for appeal. Within twenty (20) days of the date the notice of violation was issued any person appealing a notice of violation shall file with the vice mayor a written appeal. A written appeal may also be filed with the vice mayor within ten days of the date the notice was mailed or provided, however, that the appeal will be considered untimely unless the appellant proves to the vice mayor by satisfactory evidence that the person did not receive the notice of violation and that the failure to receive the notice was not the result of any act or omission of the person, of any other registered owner or of any other person who operated the vehicle with the consent of any registered owner. If the person appealing provides such satisfactory evidence, the person shall not be charged a late payment fee for the period prior to the date of the vice mayor's decision. Failure to file a written appeal within the time limits set forth above shall

waive any right to appeal or contest the notice of violation or the penalties, fees and costs imposed for the violation.

(c) Contents of written appeal. The written appeal shall state:

- (1) The name and mailing address of the appellant;
- (2) The number or other sufficient identification of the notice of violation;
- (3) Any facts, documents, photographs, witness statements or other evidence supporting the appeal;
- (4) A statement of the reasons for the appeal;
- (5) The signature of the appellant and the date of signing; and

(d) Procedure. The appeal shall be heard by the vice mayor. The hearing shall be conducted informally and may be governed by such rules and procedures as appear applicable and reasonable to the vice mayor. The Alaska Rules of Civil Procedure and Rules of Evidence specifically do not apply to this informal hearing. All proceedings shall be open to the public. Failure of an appellant to appear at a hearing when such hearing has been requested by appellant shall waive all right to a hearing and shall render the amount of the fines, penalties and costs due and owing.

(e) Scope of review. The vice mayor's decisions shall be based solely upon the law and the facts applicable to the case. If a violation is legally and factually determined to have occurred, the vice mayor shall not substitute his/her judgment for that of the enforcement officer or parking enforcement officer as to whether a notice of violation should have been issued. If a violation is legally and factually determined to have occurred, the vice mayor shall furthermore not substitute his/her judgment for the council or administrator which enacted the regulation or ordinance and shall not reduce the penalty below that provided for under Section 01.05.050.

(f) Decision. No later than fifteen days following the hearing the vice mayor shall issue a written decision. Such findings must be in writing. The decision of the vice mayor is final.

(g) Payment. If the vice mayor upholds the notice of violation the appellant shall pay the penalty, any applicable late fees and costs of collection.

Section 1.05.060 - Definitions and interpretation.

In the construction of the city code, and of all ordinances and resolutions, the following rules shall be observed, unless such construction would be inconsistent with the manifest intent of the council or repugnant to the context of the provisions hereof, or to the law.

"AS" means and refers to the latest edition or supplement of the Alaska Statutes.

"Council" means the council of the City of Gustavus.

"City" means the City of Gustavus.

"City attorney" means the attorney duly appointed by the council. (AS 29.20.370)

"City clerk" means the clerk duly appointed by the council. (AS 29.20.380)

“City administrator” means the administrator duly appointed by the council. (AS 29.20.490)

“Collection agency(ies)” means a person, firm or other entity with a municipal contract to provide third party collection services.

Corporate Limits, Corporation Limits. Whenever the words “corporate limits” or “corporation limits” are used, they mean the legal boundary of the city.

“Cost(s) of collection” means the actual costs incurred or expended by the city in its efforts to collect a debt, including the fee or commission described in a municipal contract as allowed to be earned by a collection agency for collecting municipal debt.

Delegation of Authority. Whenever a provision appears requiring or authorizing the head of a department or office of the city to do some act or make certain inspections, it shall be construed as authorizing the head of the department or office to designate, delegate and authorize subordinates to perform the act or make the inspection unless the terms of the provision or section designate otherwise.

Gender. A word importing the masculine gender only shall also extend and be applied to females and to firms, partnerships and corporations.

Interpretation. In the interpretation and application of any provision of the city code, it shall be held to be the minimum requirements adopted for the promotion of the public health, safety, comfort, convenience and general welfare.

Joint authority. All words giving a joint authority to three or more persons or officers shall be construed as giving such authority to a majority of such persons or officers.

Keeper, Proprietor. Whenever the word “keeper” or “proprietor” is used, it means persons, firms, associations, corporations, clubs and partnerships, whether acting by themselves or through a servant, agent or employee.

“Mayor” means the elected mayor of the city. (AS 29.20.220)

“Minor offense” and “offense” mean any violation of city code for which a conviction cannot result in incarceration or the loss of a valuable license and for which a fine schedule has been established under AS 29.25.070(a); and, if the violation is not listed in the fine schedule, the violation cannot result in incarceration, loss of a valuable license, or a fine greater than \$1,000.

Month. Whenever the word “month” is used, it means a calendar month.

Name of Officer. Whenever the name of an officer is given, it shall be construed as though the words “of the City of Gustavus” followed it.

Number. Words used in the singular number only, either as descriptive of persons or things, extend to and embrace the plural number; and words used in the plural number extend to and embrace the singular number.

Oath. The word “oath” includes the word “affirmation” in all cases where by law an affirmation may be substituted for an oath.

Or, And. “Or” may be read “and” and “and” may be read “or” if the context requires it.

Owner. Whenever the word “owner” is applied to a building or land, it includes the owner of record, part owner, joint owner, tenant in common, tenant in partnership, joint tenant or tenant by the entirety, of the whole or of a part of such building or land.

Person. Whenever the word “person” is used it shall include, mean and be applied to any natural individual, firm, partnership, association, joint stock company, joint venture, public or private corporation, or to a receiver, executor, trustee, conservator or other representative appointed by order of any court or in any other manner.

Personal Property. The term “personal property” means and includes goods, chattels, effects, evidences of rights of action, and all written instruments by which any pecuniary obligation or any right, title or interest in any real or personal estate shall be created, acknowledged, transferred, incurred, defeated, discharged or diminished.

Preceding, Following. Whenever the words “preceding” and “following” are used, they mean next before and next after, respectively.

“Premises” means place or places.

“Presiding officer” means the city mayor. (AS 29.20.160)

“Property” means and includes personal property as defined herein and also every estate, interest or right in lands, tenements and hereditaments.

Published. Unless otherwise stated, “published” means appearing at least once in at least one of the following formats: posted and remaining on the Internet on a designated city public notice website for the time period specified, and if no time is specified, for a period of at least 24 hours; in a newspaper of general circulation distributed in the City of Gustavus; or by other broadcast media. Notices for public meetings shall be published in accordance with AS 44.62.310.

“Real property” means land and improvements, all possessory rights and privileges appurtenant to the property, and includes personal property affixed to the land or improvements.

“Residence” means the place adopted by a person as his place of habitation, and to which, whenever he is absent, he has the intention of returning.

“School board” means those persons elected to the City of Gustavus school board.

“Seal” means the corporate seal of the city.

“Sidewalk” means any portion of a street between the curb line, or the lateral lines of a roadway, and the adjacent property line, intended for the use of pedestrians, excluding parkways.

Signature, Subscription. The “signature” or “subscription” of a person means and includes a mark when the person cannot write.

“State,” “the State” or “this State” means the State of Alaska.

“Street” means any street, avenue, boulevard, road, alley, lane, viaduct or other public highway in the city.

“Sworn” means and includes the word “affirmed” in all cases where by law an affirmation may be substituted for an oath.

Tenant, Occupant. Whenever the word “tenant” or “occupant” is applied to a building or land, it means and includes any person holding a written or oral lease of, or who otherwise occupies the whole or a part of, such building or land, either alone or with others.

Tense. Words used in the past or present tense include the future as well as the past and present.

“Vice mayor” means the member of the council appointed by the mayor, subject to council approval, to act as mayor during the mayor’s temporary absence or disability. (AS 29.20.260)

“Week” means seven days.

Written, in Writing. The term “written” or “in writing” may include printing, engraving, lithographing or any other representation of words, letters or figures; except that in all cases where the signature of any person is required, it shall always be the proper handwriting or mark of such person.

“Year” means a calendar year.

Section 1.05.070 - Parties to prohibited acts.

The prohibition of an act in the city code, and in any ordinance whether such ordinance shall be an addition to or an amendment of the City code, also includes the causing, securing, aiding or abetting of another person to do said act; and such causing, securing, aiding or abetting of a prohibited act is itself a prohibited act.

State Law Reference – Accessories and accomplices, AS 11.16.

Section 1.05.080 - General penalty.

(a) Every act prohibited by the city code, or the omission or failure to perform any act required by the city code, is a violation and, unless another penalty is elsewhere expressly provided for such act, omission or failure, every person convicted of a violation of any provision of this city code shall be punished by a fine of not more than \$1,000. Conviction of a violation of city code cannot result in incarceration or loss of a valuable license. Each act of violation and every day upon which any such violation shall occur shall constitute a separate offense. A person charged with a violation is not entitled to a jury trial or to court-appointed counsel at public expense.

(b) In addition to any fines or other penalties imposed under the City code, any person violating any of the provisions of the city code shall pay any surcharges required by law. Such surcharges shall be collected in the same manner as fines.

State Law Reference – Penalties, AS 29.25.070.

Section 1.05.090 - Headings.

The catchlines of the several sections of the city code printed in boldface type, titles, headings, chapter heads, section and subsection heads or titles, editor's notes, cross references and State law references, unless set out in the body of the section itself, contained in the City code, do not constitute any part of the law, and are intended merely to indicate, explain, supplement or clarify the contents of a section.

Section 1.05.100 - Computation of time.

(a) The time in which an act provided by law is required to be done is computed by excluding the first day and including the last, unless the last day is a holiday, and then it is also excluded. If the last day falls on a Saturday or a Sunday, the last day shall be considered to be the next succeeding Monday.

(b) Unless otherwise specifically provided, computation of time shall be based on calendar days including weekends.

State Law Reference – Similar provisions, AS 1.10.080.

Section 1.05.110 - Severability.

Any ordinance heretofore or hereafter adopted by the council which lacks a severability clause shall be construed as though it contained the clause in the following language: "If any provision of this ordinance, or the application thereof to any person or circumstances is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby."

Section 1.05.120 - Repeal.

The repeal or amendment of any ordinance does not release or extinguish any penalty, forfeiture or liability incurred or right accruing or accrued under such ordinance, unless the repealing or amending ordinance expressly so provides. The ordinance shall be treated as remaining in force for the purpose of sustaining any proper action or prosecution for the enforcement of the right, penalty, forfeiture or liability.

When any ordinance repealing a former ordinance, section or provision is itself repealed, such repeal does not revive the former ordinance, section or provision unless it is expressly so provided.

Section 1.05.130 - Revisor of ordinances.

(a) The city attorney is designated as revisor of ordinances. The revisor of ordinances shall, when directed by the Council, revise for consolidation in the City code all ordinances of a temporary or special nature enacted by the council.

(b) The revisor shall edit and revise the ordinance for consolidation without changing the meaning of any ordinance in the following manner:

- (1) Renumber sections, parts of sections, articles, chapters and titles;
- (2) Change the wording of section or subsection titles, and change or provide new titles for articles, chapters and titles;

- (3) Change capitalization for the purpose of uniformity;
- (4) Substitute the proper designation for the terms “the preceding section,” “this ordinance” and like terms;
- (5) Correct manifest errors which are clerical, typographical or errors in spelling, or errors by way of additions or omissions;
- (6) Substitute gender neutral references where appropriate unless the context dictates otherwise; and
- (7) Correct manifest errors in references to laws, ordinances, or other sections of the City code.

Section 1.05.140 - Fees and charges.

(a) Unless a specific fee is expressly provided elsewhere, the city council may, by resolution, establish fees for city services and programs. In establishing such fees, the city council may take into account, among other things, the costs of programs such as maintenance, operations, administration and other expenses. Such fees shall be paid, filed and deposited as provided in such resolution or as otherwise provided by ordinance or resolution. Fees shall be refunded only as provided in the resolution establishing such fees. Copies of any resolution setting fees shall be available for public inspection and copying.

(b) Unless provided otherwise, in the event any fees or charges are not paid within 30 days after the date of billing such fees and charges shall be delinquent. Upon such fees or charges becoming delinquent, interest at the rate of one percent per month shall accrue and be charged on the whole of the unpaid principal amount of such fees and charges, from the date of delinquency until paid in full.

(c) Notwithstanding other provisions of this section, delinquent accounts may be collected through any lawful means. The cost of collection, as defined in city code 1.10.020, of such accounts shall be added to the amount owed.

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

Date Introduced: April 8, 2019

Date of Public Hearing: May 13, 2019

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

Calvin Casipit, Mayor

Attest: Karen Platt, City Clerk

City of Gustavus

Temporary Position Announcement

Seasonal Harbormaster

Dates: May 18 to September 18, 2015

Hours: 40 hours per week, spread over six days per week, as scheduled by supervisor

Wage: \$18.00 per hour

Duties: See attached job description for full details.

Qualifications: See attached job description for full details.

Physical Requirements: See attached job description for full details.

Work Locations: Gustavus Dock and float system, beach restroom facility, Salmon River Boat Harbor

Supervised by: Gustavus Mayor

Application Period: April 15 through May 1, 2015

Employment application forms are available at City Hall, Monday through Thursday, 9:00 am to 4:00 pm. This job announcement and the applicable job description containing qualifications and duties will be attached to the application. Applications must be returned to City Hall by 4:00 pm on May 1, 2015. If no qualified candidate is found by May 1, the City may hold the position open until filled.

Notice

CoG 3.04.02 (d) (2) Employees shall conduct City work only within the City of Gustavus, unless an employee is on an authorized business trip.

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

More Information? Please call City Hall at 907-697-2451.

The City of Gustavus is an Equal Opportunity Employer

City of Gustavus

Gustavus Harbormaster Temporary Position Description

Title: Seasonal Harbormaster

Nonexempt Temporary Full-time Position

The Harbormaster position is a nonexempt, temporary full-time position filled from mid-May to mid-September.

Supervisor: Mayor

Summary: The Seasonal Harbormaster is expected to work 40 hours per week, but with flexible hours to oversee harbor activities at least six days per week as scheduled by supervisor. Generally there will be early morning and mid-afternoon work periods. The work locations are at the Gustavus dock on Icy Strait and at the Boat Harbor on the Salmon River. The Harbormaster work also includes servicing the beach restroom near the dock.

Essential Duties and Responsibilities

1. Provides boat operators at the Small Vessel Float System with information pertinent to the use of the facility and monitors float usage.
2. Enforces all applicable ordinances and policies related to the operation and use of all City of Gustavus marine facilities, including issuing notices of violation to non-compliant users of marine and upland parking and staging facilities.
4. Collects day-use fees.
3. Observes vessels and notifies vessel owners regarding dangerous conditions affecting the safety of their vessel or causing a hazard to other facility users. Informs owners/operators of defective mooring lines and whether the vessel could pose a danger to other nearby vessels or property.
4. Performs minor maintenance activities.
5. Assists in relocating floats to and from the Salmon River as needed for winter storage.
6. Cleans and maintains the City's beach restroom facility near the dock with cleaning tools and supplies provided by the City.
7. Hauls bagged trash and recyclables from beach restroom facility to the Disposal and Recycling Center adjacent to the Boat Harbor.

Qualifications: Education and Experience

1. Graduation from high school or GED equivalent.
2. Experience working with boats and harbor operations (desired).
3. Alaska Driver License.

Knowledge, Skills and Abilities

1. Using basic tools and equipment needed for minor maintenance.
2. Performing work requiring good physical condition.
3. Exercising sound judgment in evaluating situations and in making decisions.
4. Knowledge of boat operation.
5. Ability to deal with facility users diplomatically and cordially.

Other Requirements:

1. Eighteen years of age or older at time of hire
2. Provide personal vehicle for transportation between work locations and for weekly hauling of trash and recyclables to the DRC.
3. Provide personal cell phone for contacting supervisor or notifying of an emergency or incident.

Physical Demands

1. The ability to tolerate weather extremes when necessary to carry out duties of the position.
2. The ability to perform moderately demanding physical work involving climbing, kneeling, crawling and balancing.
3. The ability to lift and/or move up to 50 pounds.
4. The ability to assist with the seasonal removal or replacement of the wood or steel floats, seasonally located at the City's Small Vessel Float Facility.
6. The ability to assist with minor repair of the wooden floats.

Work Environment Conditions

1. The work environment includes the City's Small Vessel Float Facility, consisting of a series of wooden floats that are situated in a semi-protected area of the State dock. The floats can be slick when wet and footing can be unstable and the City's Salmon River Small Boat Harbor (boat launch facility and upland long- and short-term parking and vessel staging areas).
2. The Harbormaster will be exposed to cold, wet, and windy conditions, with rough seas.
3. The Harbormaster will work near moving vehicles and moving mechanical parts.
4. The Harbormaster may be exposed to engine exhaust products.

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This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position. The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the City and requirements of the position change.



City of Gustavus
P.O. Box 1
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City Council Reports



City of Gustavus
P.O. Box 1
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City Council Questions and Comments



City of Gustavus
P.O. Box 1
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Public Comment on Non-Agenda Items



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Executive Session



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Adjournment