



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

# General Meeting Packet

May 13, 2019



## GUSTAVUS CITY COUNCIL

### GENERAL MEETING

MAY 13, 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. 04-08-2019 General Meeting
4. Mayor's Request for Agenda Changes
5. Committee/Staff Reports
  - A. Gustavus Visitor Association
  - B. The Rookery at Gustavus: Preschool and Child Care Programs
  - C. Disposal and Recycling Center
  - D. City Clerk
  - E. Gustavus Water Action Committee
  - F. Financial
  - G. City Administrator
6. Public Comment on Non-Agenda Items
7. Consent Agenda
  - A. Approval of Certificate of Records Destruction
  - B. **FY19-27NCO** Introduction Providing for the Amendment of Department Budgets for FY19 (Public Hearing 06-10-19)
  - C. **FY19-28NCO** Introduction Providing for the Roadside Brusher Sale (Public Hearing 06-10-19)
  - D. **FY19-29NCO** Introduction Providing for the Amendment of Road Maintenance Budget for FY19 (Public Hearing 06-10-19)
8. Ordinance for Public Hearing
  - A. **FY19-22NCO** Capital Project Funding (Introduced 04-08-2019)
  - B. **FY19-24NCO** AMLIP FY19 R&R from Library (Introduced 04-08-2019)
  - C. **FY19-25** Ordinance Introduction Providing for the Addition of City Ordinance Title 1 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 (Introduced 04-08-2019)
9. Unfinished Business:
  - A. **FY19-23NCO** FY20-Budget Introduction (Introduced 04-08-2019, Public Hearing 06-13-2019)
  - B. **CY19-10** A Resolution Establishing an Advisory Committee to Address the Long-Term Sustainability of the Gustavus Preschool and Child Care Services
10. New Business
  - A. **CY19-11** A Resolution Updating the Benefits Policy & Procedure for Eligible Regular Position Employees
  - B. **CY19-12** A Resolution Updating the Policy and Procedure for General Internal Financial Controls
  - C. **FY19-26** Introduction of Amendments to Title 3 – Personnel (Public Hearing June 10)
  - D. Scoping Document-Gustavus Gravel Extraction Improvement Project
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  
April 8, 2019**

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**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 twenty-three (23) 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. 03-11-2019 General Meeting**

**B. 03-13-2019 Special Meeting**

MOTION: Council Member Cook moves to approve the General Meeting Minutes from General Meeting 03-11-2019 and Special Meeting 03-13-2019

SECONDED BY: Council Member Taylor

PUBLIC COMMENT:

COUNCIL COMMENT:

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:**

Hearing no objections, Mayor Casipit announced the agenda as set

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

**A. Gustavus Public Library**-Public Relations Librarian, Jen Gardner and Administrative Librarian Bre Ohlson provided and written and oral report

**B. Gustavus Volunteer Fire Dept.**-Fire Chief, Travis Miller provided a written and oral report

**C. City Treasurer**-Treasurer Phoebe Vanselow provided a written and oral report

**D. Gustavus Water Action Committee**-Committee Chair, Cheryl Cook provided a written and oral report

**E. City Administrator**-City Administrator, Tom Williams provided a written and oral report

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

1) 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)**

MOTION: Council Member J. Ohlson moves to approve by unanimous consent the Consent Agenda

SECONDED BY: Council Member Cook

PUBLIC COMMENT:

COUNCIL COMMENT:

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

**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)

MOTION: Council Member Taylor moves to adopt 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)

SECONDED BY: Council Member Cannimore

Council Member E. Ohlson stepped down as a council member due to a declared conflict of interest to provide public testimony as a member of the public.

PUBLIC COMMENT:

- 1) Jon Howell
- 2) Karen Taylor
- 3) Janene Driscoll
- 4) Thomas Imboden
- 5) Kate Boesser
- 6) Aimee Youmans
- 7) Ellie Sharman
- 8) Stacey Proctor
- 9) Megan Bishop
- 10) Caroline Casipit
- 11) Erin Ohlson

COUNCIL COMMENT:

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

SUBSIDIARY MOTION: Vice Mayor Warner moved to refer FY19-18 replacement of City Ordinance Title 6 to a Special Committee the that would create a new Early Childhood Development Education Department, for a period of seven months, in order to review and address Citizen concerns regarding:

- 1) Establishing a reliable source of ongoing revenue to help fund a successful new department
- 2) Considering some basic cost control strategies for constraining potentially escalating expenses over time
- 3) Identifying and resolving any conflict of interest issues that may arise from converting the preschool from a City subsidized service to a City funded department

The special committee would be created by Resolution at the May 13<sup>th</sup> General meeting and return a recommendation to the Council to reconsider Title 6 replacement, with possible amendments, no later than December 9<sup>th</sup>, 2019.

SECONDED BY: Taylor

COUNCIL COMMENT:

- 1) Taylor
- 2) Cook

- 3) J. Ohlson
- 4) Warner
- 5) Casipit

SUBSIDIARY MOTION AMENDMENT: Council Member J. Ohlson moved to amend subsidiary motion by striking the word “regarding” in the first paragraph and striking the 3 bullet points.

SECONDED BY: Vice Mayor Warner

COUNCIL COMMENT:

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

SUBSIDIARY MOTION AMENDMENT: Council Member Cook moved to amend subsidiary motion further by inserting the words “not more than” in the first paragraph before the words “a period seven months

SECONDED BY: Mayor Casipit

COUNCIL COMMENT: None

ROLL CALL VOTE ON SUBSIDIARY MOTION AS AMENDED:

YES: Warner, J. Ohlson, Cook, Taylor

NO: Casipit, Cannamore

RECUSED: E. Ohlson

MOTION **PASSES**/FAILS      **4/2**

*Mayor Casipit called for break at 8:43pm. Meeting was called back to order 8:52pm*

**B. FY19-19NCO Ordinance Providing for the Amendment of City Held Accounts in FY19 Capital Project Funding** (Introduced 03-11-2019)

MOTION: Council Member E. Ohlson moves to approve FY19-19NCO Ordinance Providing for the Amendment of City Held Accounts in FY19 Capital Project Funding (Introduced 03-11-2019)

SECONDED BY: Council Member Cannamore

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

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

NO: 0

MOTION **PASSES**/FAILS      **7/0**

**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)

MOTION: Council Member Cannamore moves to approve 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)

SECONDED BY: Council Member E. Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 1) Taylor

MOTION TO AMEND MAIN MOTION:

Council Member Taylor moved to amend main motion Section 10.08.010 (c) by striking the words “Class C Misdemeanors” and substitute with “minor offences”

SECONDED BY: Cook

COUNCIL COMMENT: None

ROLL CALL VOTE ON AMENDMENT TO THE MAIN MOTION:

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

NO: 0

MOTION **PASSES**/FAILS 7/0

MOTION TO AMEND MAIN MOTION:

Council Member Cook moved to amend the main motion by inserting all the chapters and sections listed in Ordinance.

SECONDED BY: J. Ohlson

COUNCIL COMMENT: None

ROLL CALL VOTE ON AMENDMENT TO THE MAIN MOTION:

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

NO: 0

MOTION **PASSES**/FAILS 7/0

MOTION TO AMEND MAIN MOTION:

Vice Mayor Warner moved to amend main motion Section 10.08.020 (c) last line by inserting the words “up to” following the word “by”

SECONDED BY: Cannamore

COUNCIL COMMENT:

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

ROLL CALL VOTE ON AMENDMENT TO THE MAIN MOTION:

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

NO: 0

MOTION **PASSES**/FAILS 7/0

MOTION TO AMEND MAIN MOTION:

Council Member Ohlson moved to amend main motion Section 10.08.020 (d) by adding the words “with a maximum amount of \$200” at the end of the last sentence.

SECONDED BY: Taylor

COUNCIL COMMENT:

- 4) Taylor
- 5) Cook
- 6) Casipit

ROLL CALL VOTE ON AMENDMENT TO THE MAIN MOTION:

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

NO: 0

MOTION **PASSES**/FAILS 7/0

ROLL CALL VOTE ON MAIN MOTION AS AMENDED:

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

NO: Cook

MOTION **PASSES**/FAILS 6/1

**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)

MOTION: Vice Mayor Warner moves to approve 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)

SECONDED BY: Council Member Cannamore

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

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

NO: 0

MOTION **PASSES**/FAILS 7/0

**9. UNFINISHED BUSINESS**

**10. NEW BUSINESS:**

**A. Gustavus Visitors Association (GVA) Marketing Plan and Budget Request Review**

*Council review took place regarding the marketing plan and budget request of the GVA. Mayor Casipit and or City Administrator along with the City Treasurer will determine how much to include in the FY20 budget to be approved at the June 10, 2019 General Meeting. GVA President, Jim Kearns provided a summary and was available for questions via conference call.*

**B. Gustavus Community Enhancement Program (GCEP) Marketing Plan and Budget Request Review**

*Council review took place regarding the marketing plan and budget request of the GCEP. Mayor Casipit and or City Administrator along with the City Treasurer will determine how much to include in the FY20 budget to be approved at the June 10, 2019 General Meeting. GCEP Facility Supervisor, Rose Williams provided a summary and was available for questions.*

MOTION: Council Member Cook moved to extend the time for adjournment.

SECONDED BY: Council Member J. Ohlson

Hearing no objections, motion passed by unanimous consent

**C. CY19-08 Resolution Establishing Policy and Procedure for Operations of the Early Childhood Development Department (ECDD)**

*Mayor Casipit stated that CY19-08 will go to the Special Committee that will be created at the May 13, 2019 General Meeting with Agenda Item 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)*

**D. CY19-09 A Resolution Certifying the Annual Certified Financial Statement for FY18**

MOTION: Council Member J. Ohlson moves to approve D. CY19-09 A Resolution Certifying the Annual Certified Financial Statement for FY18

SECONDED BY: Council Member Cannamore

PUBLIC COMMENT: None

COUNCIL COMMENT:

1) E. Ohlson

ROLL CALL VOTE ON MOTION:

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

NO: 0

MOTION **PASSES**/FAILS 7/0

**E. FY19-23NCO FY20-Budget Introduction (Public Hearing 06-13-2019)**

MOTION: Council Member Taylor moves to approve FY19-23NCO FY20-Budget Introduction (Public Hearing 06-13-2019)

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

**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)**



MOTION: Council Member E. Ohlson moves to approve 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)

SECONDED BY: Council Member Cannamore

PUBLIC COMMENT: None

COUNCIL COMMENT:

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

ROLL CALL VOTE ON MOTION:

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

NO: E. Ohlson

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

**G. Approve Revised Marine Facilities Coordinator Position Description**

MOTION: Council Member Cannamore moves to approve Revised Marine Facilities Coordinator Position Description

SECONDED BY: Council Member J. Ohlson

PUBLIC COMMENT:

- 1) Karen Taylor

COUNCIL COMMENT:

- 1) E. Ohlson
- 2) Taylor

ROLL CALL VOTE ON MOTION:

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

NO: Warner

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

**11. CITY COUNCIL REPORTS:**

- 1) Cannamore-2020 Census
- 2) Cook-Library Roof Repair
- 3) Warner-Internet Service
- 4) Taylor-Road Maintenance

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

- 1) J. Ohlson-Thank you to Council and Staff

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

**14. EXECUTIVE SESSION**

**15. ADJOURNMENT:**

Hearing no objections, Mayor Casipit adjourns the meeting at 10:28 pm.



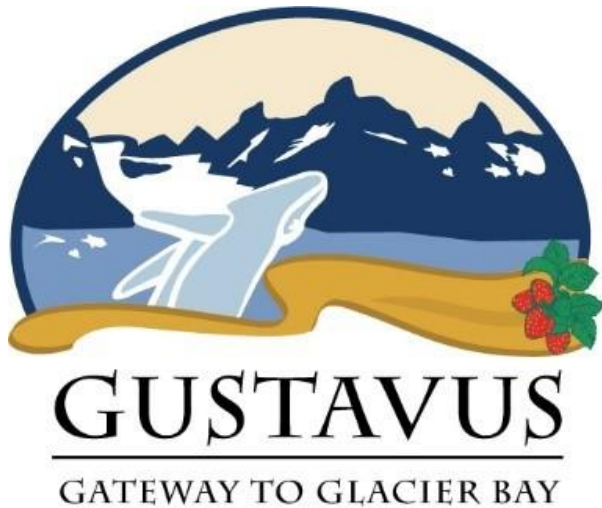
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# Mayor's Request for Agenda Changes



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# Committee/Staff Reports



# GUSTAVUS VISITORS ASSOCIATION

## 2019 Q1 REPORT

### **Membership**

The GVA has 35 active members and has begun our yearly membership drive. We have eight complimentary listings. We have received \$5,400 in member dues, with \$1,650 in outstanding dues.

### **Board:**

Jim Kearns, President  
Deb Woodruff, Vice President  
Leah Okin, Secretary  
Robynn Jones, Treasurer  
Trisha Dawson, member-at-large

### **FY18-19 GVA Budget Cuts**

As noted in the 3<sup>rd</sup> and 4<sup>th</sup> Quarter report, due to a \$5000 reduction in the proposed budget, the GVA board has cut expenses in our marketing.

Jim Kearns requested that the Council reconsider this and approve the additional \$5000 for the current fiscal year. To date the GVA has not received a response from the City.

### **FY20 Approved Budget**

To date the GVA board has not been advised as to the status of the FY 20 budget request.

### **Approved for Non-Profit Status with the IRS**

The GVA was approved for reinstatement of our 501(c)(6) status in a letter dated April 4, 2019. We are hopeful that continuity in the administrative position will enable compliance so that this does not happen in the future. To ensure longevity in the administrative and marketing director positions, the board has voted to a trail split between the positions.

## Administrative and Marketing Director Position

The GVA board approved the admin's request to split the position of administrative and marketing director. The motion approved a temporary split for a three-month trial period. If the board and admin are satisfied the position will be advertised and a Marketing Director appointed by board vote. For the time being we have offered the position to an interested party and await their response.

## Visitor Contacts by Phone, Email, and Social Media

For the 1st Quarter the Administrator/Marketing Director fielded 49 visitor calls, 32 visitor emails, and mailed out 19 GVA brochure packets to potential visitors.

Questions received from visitor contacts in the 4th Quarter:	
Accommodations	Local Photographers
Area Information	Maps and brochures
Trip planning	Moving to Gustavus
Local Electric Rates	Glacier Bay National Park
Fishing	Transportation around Gustavus
Shore tour from Cruise Ship	Truck Camping
Getting to Gustavus	
Responses from visitor contacts when asked, "How did you hear about GVA?"	
Google Search	3
Internet search "Gustavus"	2
Milepost	2
Booking website (expedia/booking.com)	1
Unknown (no answer was received)	24
<b>Total</b>	<b>32</b>

## The fate of the Gustavus Visitors Center:

As mentioned in the Q4 report, the use of the old Alaska Seaplanes building was terminated by the State of Alaska. The board has opened communication with the Gustavus Community Center as a possibility.

# The Rookery at Gustavus



FY 2018-19 Q3 Report:  
January 1<sup>st</sup>, 2019 – March 31<sup>st</sup>, 2019

Submitted April, 2019 by Erin Ohlson & Rose Williams

[GustavusRookery@gmail.com](mailto:GustavusRookery@gmail.com) ; (907) 697-3010





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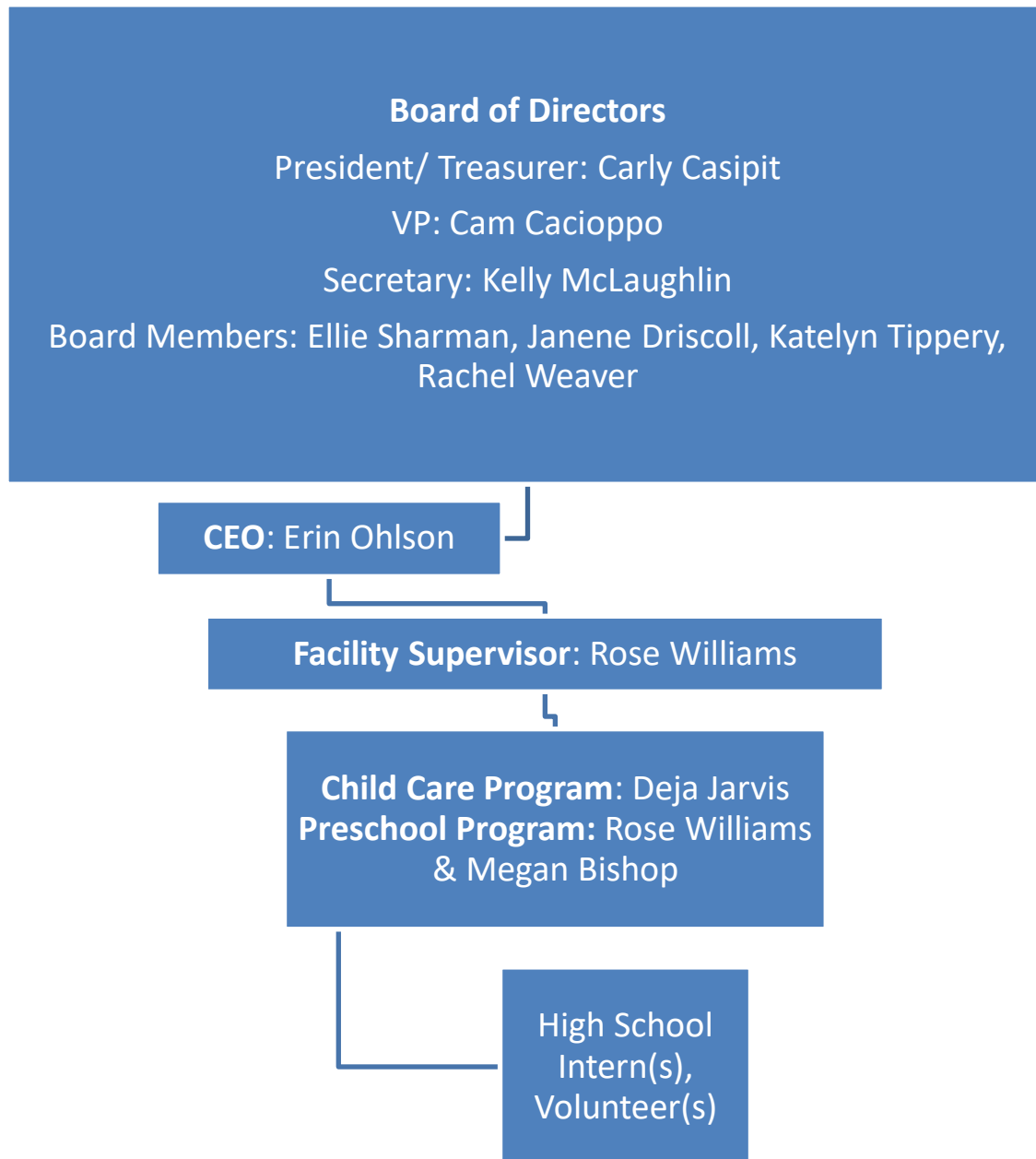
## **Mission Statement**

*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. 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 grow.*

*Early childhood research shows that young children learn primarily through developmentally appropriate practices (DAPs) which we define as exploration through guided 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.*

## Organizational Chart





## Updates

- **Pretty slow quarter** – much like the rest of Gustavus, Q3 is slow and unprofitable.
- **Megan visited outdoor program in Anchorage** – Megan learned a lot, made a great connection with them, and got a lot of advice for how she can move forward with developing our program. Thank you for the grant for this!
- **Preschool Program has been focusing more on outdoor activities and field trips** – very exciting to see the outdoor component of our programming develop!
- **Annual Two-Day Early Childhood Symposium in Juneau** – Rose, Deja, Jen, and Kate attended “Hands On, Minds On! Art in Early Education” at Centennial Hall.
- **New Annual Education Meeting** – In March, we had our first annual all employee and board education pow-wow where each person who has attended any training, conference, education, etc. presented a summary of their experience, how they have (or will) apply it to our programs, and how it relates to our mission statement.

Twelve people attended and we heard eight unique presentations. The whole room engaged in discussions about each presentation and the excitement about what we do and why we do it was truly inspiring.

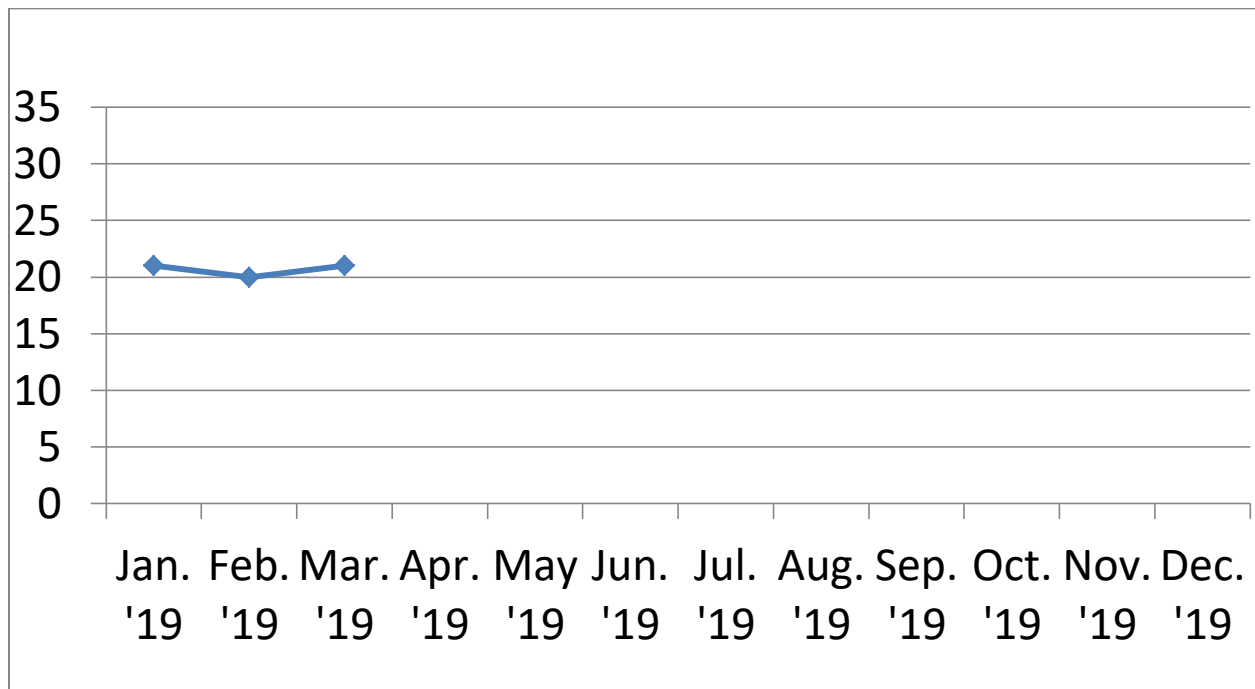


- **Volunteerism**

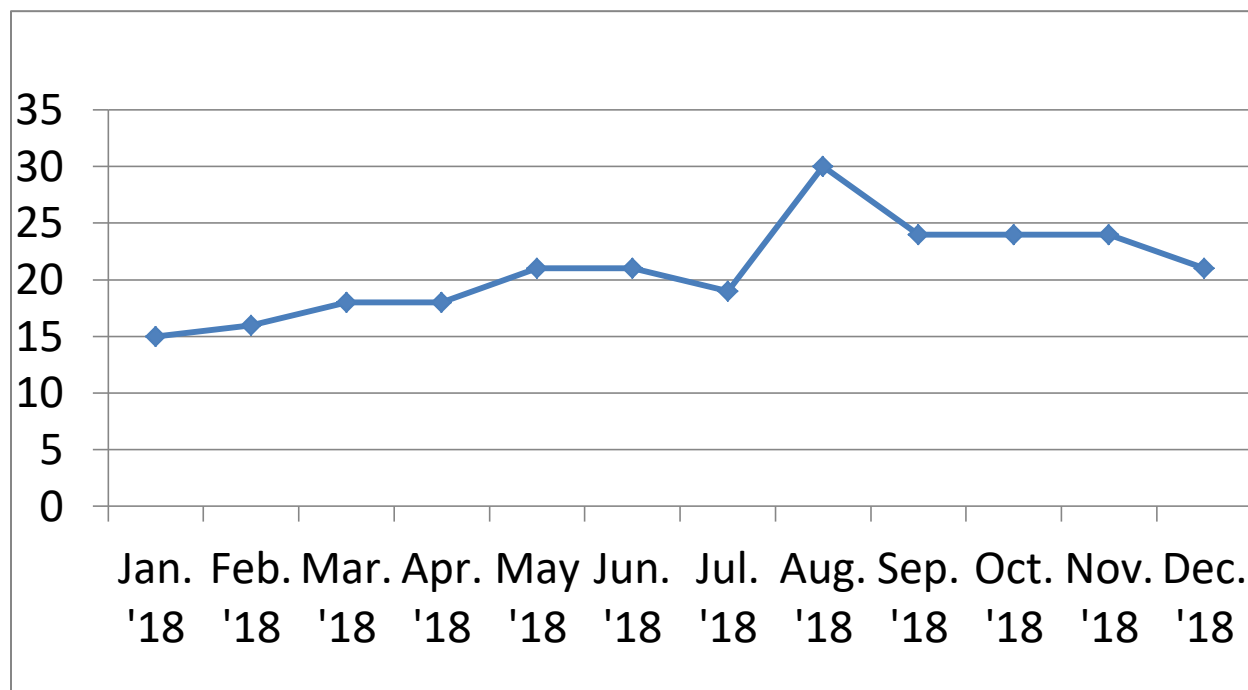
- Seven Volunteer Board Members
- 107.25 parent volunteer hours logged

**Enrollment Statistics** - \*note “enrollment” is just the number of kids who attended for some amount of time each month whereas actual attendance hours is quite a different statistic.

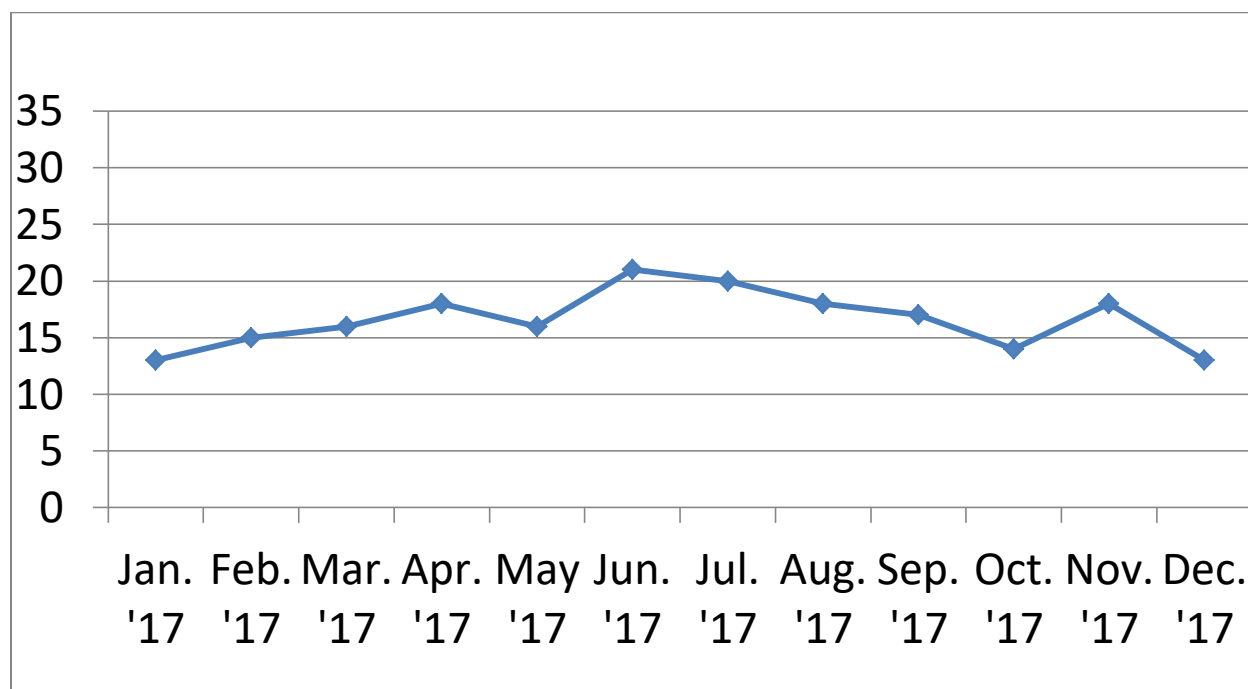
Graphs below show total children who attended our facility for some amount of time each month. These numbers include children who attended Preschool, Child Care, or both.



Previous years for comparison:



Below shows enrollment from last calendar year for comparison



**Gustavus Children's Enhancement Program**  
**Profit & Loss Budget vs. Actual**  
July 2018 through March 2019

	Jul '18 - Mar 19	Budget	% of Budget	
Ordinary Income/Expense				
Income				
Banking				
CD Interest	45.62			
Credit Card Cash Back	455.42			
Customer Fees Received	120.78	0.00	100.0%	100%
Total Banking	621.82	0.00	100.0%	
City Social Services Contract	12,964.00	12,964.00	100.0%	
Fundraiser Income				
4th of July Auction	1,473.00	0.00	100.0%	
4th of July Dinner	2,438.60	0.00	100.0%	
Bear Track Wine Tasting	1,850.00	0.00	100.0%	
Calendar	2,915.00	0.00	100.0%	
Craft Fair	267.23			
Gaming Permit	1,505.60	0.00	100.0%	
Hats	484.00	0.00	100.0%	
Fundraiser Income - Other	0.00	13,000.00	0.0%	
Total Fundraiser Income	10,933.43	13,000.00	84.1%	we expect to well surpass budget
Grant Income				
Alaska Airlines Grant	500.00	0.00	100.0%	
Child Care Grant	361.23	0.00	100.0%	
Endowment Grant	3,493.27	0.00	100.0%	
Grant Income - Other	0.00	2,700.00	0.0%	
Total Grant Income	4,354.50	2,700.00	161.28%	expecting much more as staff
Professional Dev. Reimbursement	1,193.15	2,500.00	47.73%	finishes education
Program Income				
Child Care Program				
Child Care Enrollment	80.00	0.00	100.0%	we budgeted all program income
Child Care Tuition	22,601.34			together instead of
Total Child Care Program	22,681.34	0.00	100.0%	subcategorization
Preschool Program				
Preschool Enrollment	500.00			
Preschool Tuition	8,590.50			
Total Preschool Program	9,090.50	0.00	100.0%	
Tuition Discounts				
Business Partner Discou	-98.05	0.00	100.0%	
Employee Benefit	-4,368.51			new to track this
Scholarship	-3,454.25	0.00	100.0%	
Volunteer Discounts	-2,307.50	0.00	100.0%	
Total Tuition Discounts	-10,228.31	0.00	100.0%	
Program Income - Other	0.00	27,587.00	0.0%	
Total Program Income	21,543.53	27,587.00	78.09%	
Public Support				
AlaskaAir Employee Volunteer	1,354.40	0.00	100.0%	



**Gustavus Children's Enhancement Program**  
**Profit & Loss Budget vs. Actual**  
July 2018 through March 2019

	Jul '18 - Mar 19	Budget	% of Budget	
Amazon Smile	220.49	0.00	100.0%	
Business Contributions	785.00	0.00	100.0%	
General Donation	220.00	0.00	100.0%	
Public Support - Other	0.00	5,000.00	0.0%	
<b>Total Public Support</b>	<b>2,579.89</b>	<b>5,000.00</b>	<b>51.6%</b>	public support is not down, just recategorized
<b>Total Income</b>	<b>54,190.32</b>	<b>63,751.00</b>	<b>85.0%</b>	
<b>Gross Profit</b>	<b>54,190.32</b>	<b>63,751.00</b>	<b>85.0%</b>	
<b>Expense</b>				
Employee Appreciation	490.84	0.00	100.0%	
<b>Fundraiser Expenses</b>				
4th July Dinner	240.57	0.00	100.0%	
Calendars	818.69	0.00	100.0%	
Combined Federal Campaign	400.00	0.00	100.0%	
Craft Fair	49.48			
Fundraising Help	58.25			
Gaming Permit	822.50	0.00	100.0%	
Fundraiser Expenses - Other	0.00	2,000.00	0.0%	increased fundraiser expenses for higher quality fundraisers
<b>Total Fundraiser Expenses</b>	<b>2,389.49</b>	<b>2,000.00</b>	<b>119.48%</b>	
<b>Grant Expenditures</b>				
Alaska Airlines Grant	454.77			
Endowment Fund Grant	2,587.97	0.00	100.0%	
<b>Total Grant Expenditures</b>	<b>3,042.74</b>	<b>0.00</b>	<b>100.0%</b>	
<b>Operations</b>				
Background Checks/ Fingerp	0.00	50.00	0.0%	
<b>Banking</b>				
Credit card transaction fe	128.72	0.00	100.0%	
Banking - Other	52.48	0.00	100.0%	
<b>Total Banking</b>	<b>181.20</b>	<b>0.00</b>	<b>100.0%</b>	
<b>Business</b>				
Business Registration Fe	50.00	0.00	100.0%	
Dues/Subscriptions	104.88			
Business - Other	50.00	0.00	100.0%	
<b>Total Business</b>	<b>204.88</b>	<b>0.00</b>	<b>100.0%</b>	
<b>Facility, Rent, and Utilities</b>				
Rent	600.00	1,200.00	50.0%	
Telephone	314.71	0.00	100.0%	
Trash/ Disposal	61.47	0.00	100.0%	
<b>Total Facility, Rent, and Utiliti</b>	<b>976.18</b>	<b>1,200.00</b>	<b>81.35%</b>	
<b>Insurance</b>				
Liability Insurance	703.00	0.00	100.0%	
Workers' Compensation	1,054.00	0.00	100.0%	
Insurance - Other	0.00	2,100.00	0.0%	
<b>Total Insurance</b>	<b>1,757.00</b>	<b>2,100.00</b>	<b>83.67%</b>	
Postage/Freight	154.97	0.00	100.0%	

**Gustavus Children's Enhancement Program  
Profit & Loss Budget vs. Actual  
July 2018 through March 2019**

	Jul '18 - Mar 19	Budget	% of Budget	
<b>QuickBooks</b>				
Payroll Subscription	504.00			
<b>Total QuickBooks</b>	504.00	0.00	100.0%	
<b>Supplies</b>				
Children's Supplies	552.71	0.00	100.0%	
Cleaning Supplies	234.06	0.00	100.0%	
Office Supplies	431.44	0.00	100.0%	
Supplies - Other	400.48	0.00	100.0%	
<b>Total Supplies</b>	1,618.69	0.00	100.0%	
Operations - Other	0.00	3,240.00	0.0%	
<b>Total Operations</b>	5,396.92	6,590.00	81.9%	
<b>Payroll</b>				
Payroll for CEO	7,614.00	8,640.00	88.13%	
Payroll for Child Care Program	19,185.12	19,997.00	95.94%	
Payroll for Facility Administration	1,404.57	0.00	100.0%	
Payroll for Facility Deep Cleaning	0.00	1,248.00	0.0%	
Payroll for Preschool Program	10,186.66	15,558.00	65.48%	
Payroll Taxes	4,927.20	7,787.00	63.28%	total payroll at 81% is comparable
<b>Total Payroll</b>	43,317.55	53,230.00	81.38%	to total program income being 78%
Professional Development Expenses	7,310.32	3,000.00	243.68%	
<b>Total Expense</b>	61,947.86	64,820.00	95.57%	we expect reimbursements by June
<b>Net Ordinary Income</b>	-7,757.54	-1,069.00	725.68%	
<b>Net Income</b>	-7,757.54	-1,069.00	725.68%	

Whereas total expense is at 92% and total income is 84%, we expect a balanced budget by year's end because quarter four is more profitable.

We expect to end the year with a balanced budget because of the following reimbursements and fundraisers:

- \$2,500 from CFC fundraiser (Park Service Auction) - received in April
- \$796 from education reimbursement - received in April
- \$400 from health fair burrito fundraiser in April
- \$3,590 education reimbursement expected by June
- \$1,500 from dance fundraiser in May
- \$1,000 from plant sale in May

**\$9,786 Total expected income in addition to Q4 being a generally more profitable quarter as far as program income**

Although quarters one and four make up for the fact that we lose money during quarters two and three, you'll see that at the end of quarter three we're at a total loss of almost \$8,000. While we expect to end the year with a balanced budget, this is an important norm to be aware of when it comes to our financial stability. At the end of this quarter, we only had \$6,000 in our checking account which is a dangerous margin considering we spend about \$4,000 per month in payroll.



**Gustavus Children's Enhancement Program**  
**Balance Sheet**  
As of March 31, 2019

	Mar 31, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Certificate	4,045.62
Denali FCU Checking	6,120.06
Denali FCU Gaming	117.50
Denali FCU Savings	32.21
Total Checking/Savings	10,315.39
Accounts Receivable	
Accounts Receivable	3,776.82
Total Accounts Receivable	3,776.82
Other Current Assets	
Petty Cash	960.00
Undeposited Funds	218.42
Total Other Current Assets	1,178.42
Total Current Assets	15,270.63
<b>TOTAL ASSETS</b>	<b>15,270.63</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
Chase Ink Credit Card	315.43
Total Credit Cards	315.43
Other Current Liabilities	
Direct Deposit Liabilities	442.05
Payroll Liabilities	884.01
Total Other Current Liabilities	1,326.06
Total Current Liabilities	1,641.49
Total Liabilities	1,641.49
Equity	
Opening Balance Equity	7,378.02
Unrestricted Net Assets	14,008.66
Net Income	-7,757.54
Total Equity	13,629.14
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>15,270.63</b>



**Thank you for your support!**

A handwritten signature in black ink, appearing to read "Erin Ohlson".

**Erin Ohlson, GCEP CEO**



**Gustavus Disposal & Recycling Center (DRC) Quarterly Staff Report**  
**Paul Berry, DRC Manager/ Operator**  
**Monday, May 13<sup>th</sup>, 2019**

My last quarterly report was at the February 11<sup>th</sup> General Meeting. I was not present for that meeting but I submitted the DRC's FY18 Annual Report. My next quarterly report is scheduled for the August 12<sup>th</sup> General Meeting.

**General Operations and Management**

Labor

In December of last year I interviewed the six applicants for the five slot DRC Temporary Labor Pool (Pool). The 2019 Pool consists of returning members: David Cannamore, Nat Drumheller, Paul Dzubay, Jeff Irwin and new member Kenneth Magowan. The DRC is very fortunate to have such an experienced and committed work force. Nat and Paul D provided staffing through March. Staffing in April was David and Paul D. In May David transitions to his summer gig and I train Kenn. When the school season is over we should have our summer crew of Jeff, Paul D and Kenn up and running.

I have been very pleased that the DRC's budget and the Pool has allowed me to be more of a manager and less of an operator (think of the \$ savings). I have been able to work more on improvement projects and filling in the gaps in the operation while the Pool staff is taking care of most of the over all operations. This arrangement also insures that we can better keep up with the processing of all the recyclables that accumulate in a recycling-centric operation such as ours.

Landfill and balefill: the "mound"

The DRC has budgeted (FY20) the purchase of a laser level and this summer I hope to start taking height measurements of the mound. The final height of the mound has not been determined at this point in time. Such a determination is part of a "closure plan" that has not yet been performed for the mound. I hope to put forward a proposal for a closure plan in our next budget cycle. Although the DRC is a very small operation when compared to larger landfills it is still utilizing an area fill mound and because of that we need to go through the same planning and management exercises that a larger facility would – so that we know how much waste the mound holds and how much it can hold.

The compost scene

The first day of compost sales was Tuesday April 9<sup>th</sup>, one week earlier than last year. This years batch looked good, a few earthworms and a number of little, non-compostable fruit labels. As I write now the pile is pretty much gone. About 18 cubic yards was sold (about 117 trash cans) generating over \$2,300 in sales.

Alaska Solid Waste Summit and Technology Showcase, the "Summit"

This January I was invited to speak at the Summit in Anchorage which was held March 19 - 21. Presentations like this are good exposure for our communities unique facility. The Summit was also a chance to check-in with my peer group, meet new people, meet interesting vendors and regain some enthusiasm for recycling, composting and the management of solid waste in Alaska. I met Adam Smith who works for the Municipality of Skagway in the Public Works Department. Adam, with one other person, operates Skagway's solid waste facilities from operating the trash collection truck on a weekly basis to operating the incinerator. Skagway is an incinerator based operation and during the peak season they are burning three days, 24 tons, a week. Each burn is 350 – 400 gallons of diesel and over the course of the year that is 48,000 gallons of diesel. Adam has a busy job

and I was amazed to learn that just two people can manage 936 tons of waste per year. By comparison Gustavus process 172 tons of waste per year or 18% of what Skagway does. Skagway also ships ~100 tons of C/D waste to Haines for disposal each year because Skagway has a monofill/ ashfill but no landfill. Skagway recycles cardboard (I think there was an issue with the ash as far as why they didn't incinerate it) and they also recycle aluminum cans and scrap metal. This summer the municipality is building a new 25,600 square foot recycling facility and is going to operate a 27 cubic yard in-vessel food waste composting unit to process all the food waste that is currently incinerated (30% of Skagway's waste stream is estimated to be food waste). I look forward to following this effort.

#### The Dumpmaster takes a second job

What? A second job? I thought I was always talking about retiring? As you have heard (and much of this section is a repeat of my April 29<sup>th</sup> written statement to the Council). I have been offered and I have accepted a second job. This is a part-time position with the Zender Environmental Health and Research Group (Zender) as a Landfill Operation Specialist/ Solid Waste Trainer. Basically, I would be a staff trainer for Zender and would travel to either Anchorage or a couple other locations three or four times a year when they hold training events. Additionally, on a case by case basis I would travel to villages who are trying to improve their solid waste and recycling capabilities. I am very excited about this opportunity. I have worked with Zender (but not as a Zender employee) in solid waste trainings over many years. In fact, the first workshop I did with Zender was in May of 2001 when they, in conjunction with the Central Council of Tlingit and Haida Indian Tribes, came to Gustavus and the Gustavus Landfill hosted a two day training workshop on "Solid Waste Management in the Field". In 2012 I began to travel to Anchorage each fall to teach a unit in Zender's sustainable solid waste training workshops.

As I wrote in my earlier document I want to keep my DRC Manager/ Operator job for as long as you'll have me and one of my fundamental concerns I have in taking the Zender job was that it not overly interfere with my current one with the City of Gustavus. While Zender is located in Anchorage Alaska, they are allowing me to do most of the "office" component of my work at my home in Gustavus. Further, we are starting with a full time equivalent of 0.2. This new job is a once-in-a-career opportunity to gain a much broader role and perspective of how solid waste is managed in rural Alaska.

One of the things that this change offers the City and myself, is the opportunity to actively implement succession planning for my managerial position at the DRC. This is something I have touched on the edges over the years but now it is front and center. And like I mentioned earlier in this report I have the desire to participate less with DRC operations and more with management and the development of the Solid Waste Management Plan. I have recently made such changes as decreasing my hours and increasing the hours of the DRC Temporary Labor Pool. These changes are reflected in the FY20 operating budget.

#### **Community Chest**

Since my last report our front desk volunteers have been - Saturdays: Betsy Lesh, Judy Brakel, Annie Mackovjak, Vickie Bender & Janet (not sure of her last name). Wednesdays: Catherine Anderson, Mary Williams & Becky King. There have been gaps in staffing the front desk and the Chest is looking for new volunteers to help with sales.

On Wednesdays, and on other days as well, there is sorting, purging and stocking. Since February our volunteers have been: Betsy, Ben Sadler, Carolyn Warren, Becky, Denita Price, Cathy Martineau, Laura Ross, Heleen Buttram, Kim Ney, Joan Williams & Meadow Brook (hopefully I didn't miss anybody).

There have also been issues dealing with large volume donations that occur when people are moving and/or hosting yard sales and then donating what does not sell to the Community Chest. Basically situations where someone is selling the good stuff and donating the

remainder to the Chest – not really the best arrangement for us as a good portion of that material should just go straight to the DRC and not have to be processed by the volunteers at the Chest. This is a perpetual challenge and we hope to develop a new sign that we post on the gate and a flier posted on bulletin boards or sent out to boxholders. We are looking at various solutions like limiting deliveries to two or three boxes – any more material than that then you need someone from the Chest to help you determine what goes to the DRC and what is good for re-sale at the Chest. When it gets bad, we lock the gate.

As always I am very grateful to Betsy Lesh for the many hours she puts in at the Chest: keeping it clean, managing the sorting events, organizing the shelves and filling in when we have gaps at the front desk.

### **Solid Waste Management and Facility Planning Process (“SWMP”)**

In summary the SWMP is a plan that describes Gustavus’s solid waste scene as it currently stands and then presents a series of options or goals for the facility that will improve sustainability, public and operator safety as well as operational efficiency. An important purpose of the plan is to provide this Council and future Councils with the information they need so they can make informed choices when allocating resources to this important City service. The SWMP is also a very important planning document for when the City seeks funding for all of the improvements the plan describes. Two of my primary objectives for having such a plan are 1) a larger main building with better equipment, and 2) making it so our facility ships out its non-recyclable solid waste rather than continuing to place it in an un-lined mound that has little room to grow. I have been preparing information on this process for over four years but I have been challenged to get it in the form of a coherent report. Tom Williams has agreed to work with me this summer to help in the drafting of a document for this coming fall.

### **Capital Project Summaries**

#### DRC Storage Bins and pallet jack

Thirty four black, collapsible bins that the DRC uses for the storage of recyclables have been ordered and are due to arrive in Gustavus shortly. The all-terrain pallet jack was purchased in January. These bins will help us keep more recyclables in easy to move and stack storage bins.

#### Community Chest Maintenance

This project is to provide necessary maintenance at the Community Chest facility. Most of the funds in this project will be used for replacing and upgrading the seriously rusted heating oil tank. It will be replaced with a double wall UL-142 compliant tank similar to City Hall, the Library and the Fire Hall.

Additionally there will be minor repairs in the main building such as: repairing and painting the floor and repairing and painting the exterior walls. The work will be performed by the Pool, local contractors or volunteers.

#### Composting System/ Quonset replacement

The objective of this project is to build a custom designed facility that is a 40’ wide x 8’ deep, ~12’ high, shed roofed building constructed with a concrete lower portion and a wood framed upper portion. Each of the five 8’ x 8’ concrete bins that make up this building will have 4” PVC pipes embedded in the concrete that will feed air to two plenums in the floor. This will provide positive aeration to the bin. Air is supplied by central electric blower controlled by a timer and a temperature probe. Active air flow is not always necessary for our composting operation, however when we are processing a lot of material or material

such as fish waste positive aeration is essential to avoid serious odor events. Each bin will have a set of double doors to provide access to the bin and provide for bird control when all the doors are closed. This building will be very durable and as I mentioned it will be bird proof. It will have the capacity to compost more material than we currently do and in a fashion that is more efficient for the Operator than the system we currently have. As I mentioned it will also allow the DRC to take on the composting of fish waste – provided we can keep a steady supply of wood chips and sawdust coming ...

The new composting facility is to go where the Quonset currently is so prior to the construction of the Compost System the Quonset building will need to be disassembled with the intent of re-using the metal framing material as covered storage building for our out-flow material (baled and boxed recyclables). Disassembly of the Quonset will be included in the RFQ.

The plans for the new composting facility are complete and I am currently working on the RFQ for the construction of the facility. My plan is for the RFQ for the Composting System to be published in the June General Meeting.

#### Inflow Storage and Household Waste Facility Storage Area Project

This is the area between the Small Boat Harbor Road and the Landfill fence that will be turned into a storage area for recyclables prior to their being baled or otherwise processed. Items that are currently being stored in a number of different areas far from the building that house the processing equipment.

At this time a draft RFQ for construction is being prepared. I plan on putting out this RFQ this summer or fall.

#### Household Hazardous Waste Facility

This project is the purchase of a 20' long x 8' wide & 8' high container designed for household hazardous waste storage. The unit includes spill containment, ventilation, shelving, and signage. The proposed container will be fully-constructed at a facility in the lower 48 and is ready to use upon arrival in Gustavus. At this time I am going over the specifications and have been working on developing a list of at least three vendors that I will solicit quotes from. Shipping costs have changed since I last went over the costs for this project and I will need to insure that we can get the new facility here and set up within the project's budget.

The end, thank you.

*Report compiled by [paul.berry@gustavus-ak.gov](mailto:paul.berry@gustavus-ak.gov)*

05/08/19

**CLERK'S REPORT**  
**MAY 13, 2019**  
**Submitted by Karen Platt**

**Council ATTENDANCE SHEET is attached**

**Training/Conference**

- ✓ I will be attending the International Institute of Municipal Clerks (IIMC) in Birmingham, AL May 19-22. I did not receive the scholarship that I had applied for and received last year. I will still be attending and grateful for the support of the council and city hall staff who have made attendance possible. I found last year's conference to be very beneficial. I had the opportunity to meet with so many other clerks who welcomed me into the clerk world and were ready to share their wealth of knowledge, trials and errors and many laughs. I will earn a significant number of credit points towards my Municipal Clerk Certification through sessions and volunteering.
- ✓ I will also be attending the NW Clerk Institute for Professional Development II in Seattle, WA June 10-14. This is the 2<sup>nd</sup> of a 3-part professional development course. I did receive the two grants for this course totaling \$1900. This is my 2<sup>nd</sup> year receiving this grant.
- ✓ To become a Certified Municipal Clerk, the process typically takes at a minimum of 3 years but for most, I understand it takes much longer. Because of the support I have received from the staff and council, I believe I will have accomplished this goal well under the 3-year minimum.

**Around the Office**

- ✓ **Records Management**  
I have come to recognize that Records Management has a permanent place in my quarterly reports. Volunteer, Karen Sargent plans to continue volunteering running the projection machine during meetings however, will be taking the summer off from records and enjoying her time with family and the garden. Shelley Owens continues to work with me slogging through the records files.
- ✓ **Business Directory**  
As our local business's get set up for the summer season, I am updating the City of Gustavus Community Business Directory. I hope to have this posted by the end of May on our website, library and P.O. I will also be sharing a copy of the directory with the Gustavus Visitors Association.
- ✓ **Volunteer hours**  
February-May 13<sup>th</sup> we logged 42.5 volunteer hours bring our total hours for 2019 to 76 hours. Volunteers, Karen Sargent and Shelley Owens continue to help with records and meetings. I am struck by the number of hours these ladies put in and how much time it takes to perform the tasks at hand. I appreciate their thoughtfulness and thoroughness as we make our way through the records.

**Council Chambers**

- ✓ Our new council table arrived in time for our March General Meeting. I am now able to sit at the dais with the council as volunteer, Karen Sargent continues to run the projector. This has been an immense help in keeping up with the meeting flow and parliamentary procedure. We all continue to make progress in these areas, and I appreciate the willingness on the council's part to improve as we all continue to learn.
- ✓ We have a wireless projector on order to replace the old hand me down projector we have been using. The wireless projector will allow us to connect to more than one computer as needed and get rid of the ugly wires hanging from the ceiling.
- ✓ Tom and I were able to give the walls in the council chambers a face lift with a fresh coat of paint.
- ✓ We have added an AED for the chamber room that will be conveniently located by the front door, providing easy access for City Hall and the Salmon River Park.

**Permits etc.**

- ✓ Day to day business has picked up with residents getting their vessel permits, ambulance renewals, Salmon River Park special event permits, and business members have been renewing their business licenses. We've enjoyed seeing everyone!

	Special Meeting/Work Session Present
	General Meeting Present
	Not a council member at time of meeting
	Absent (unexcused)
	Absent (excused)

**Gustavus Water Action Committee**  
**Meeting Minutes**  
**Date: 5/2/2019 @5:30**

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)

**Member reports:**

**Tom:**

- Village Safe Water Utility Grant application for water utility study has been submitted. Should know if we will receive funds by October.
- State House Congressional Action Committee on PFAS is meeting on May 10<sup>th</sup>, from 1-3pm. The Mayor and Kelly M. will attend from City Hall. They will give a 10 minute presentation re: Gustavus issues, and will be sending supporting documents ahead so committee can reference.
- Stantech (private company) is holding a skype conference on May 7, 11:30-1pm on what they know and can offer re:PFAS remediation
- The city requested and received some public records from DEC. Tom was able to access Shannon and Wilson's initial PFAS testing result reports for review.
- Letters and conversations initiated by the City and its Attorney with the Governor's office appears to have resulted in DEC backing off on unrealistic demands of the City for PFAS remediation at 77 Same Old Road. Communications with DEC are improving and on-going.
- He has asked the Washington delegation offices about best timing to send a delegation from Gustavus to talk in-person about relevant issues. In the interim, a video conference was suggested and would take place from the delegates offices in Juneau. Timing is still in discussions, but this option would provide an economical way to keep our issues at the forefront of the Senators minds.

**Wayne** – submitted a draft of the questionnaire for interviewing volunteer firemen and asked the committee for comments.

**Sally-** reported that GPAC will be hosting the PFAS Community Action Summit put on by the Alaska Community Action on Toxics. The meeting will be at the Gustavus in May 18-19. Reps from other affected cities in AK will attend to share information.

**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's agenda will include summaries from various conferences happening between now and then and possible action items that result.

**Next Meeting: June 6, 2019 @ 5pm.**

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

	<u>Jul '18 - Apr 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Returned Check Charges	30.00			
Business License Fees	3,300.00	3,500.00	-200.00	94.3%
Donations	887.50	1,000.00	-112.50	88.8%
DRC Income	86,515.11	89,480.00	-2,964.89	96.7%
<b>Federal Revenue</b>				
Natl Forest Receipts-Encumbered	42,673.33	0.00	42,673.33	100.0%
Payment In Lieu of Taxes	107,167.43	107,000.00	167.43	100.2%
<b>Total Federal Revenue</b>	149,840.76	107,000.00	42,840.76	140.0%
Fundraising	314.00	700.00	-386.00	44.9%
GVFD Income	4,287.93	8,000.00	-3,712.07	53.6%
Interest Income	641.62	14,500.00	-13,858.38	4.4%
Lands Income	11,200.00	12,000.00	-800.00	93.3%
Lease Income	6,157.00	12,720.35	-6,563.35	48.4%
Library Income	786.65	1,500.00	-713.35	52.4%
Marine Facilities Income	5,821.00	16,250.00	-10,429.00	35.8%
<b>State Revenue</b>				
Community Assistance Program	85,461.43	85,461.43	0.00	100.0%
Liquor Share Tax	3,350.00			
Shared Fisheries Business Tax	1,884.12	1,500.00	384.12	125.6%
<b>Total State Revenue</b>	90,695.55	86,961.43	3,734.12	104.3%
<b>Tax Income</b>				
Retail Tax Income	377,948.36	344,821.07	33,127.29	109.6%
Room Tax Income	68,463.56	65,000.00	3,463.56	105.3%
Fish Box Tax	12,330.00	15,000.00	-2,670.00	82.2%
Penalties & Interest	24,676.04	0.00	24,676.04	100.0%
Tax Exempt Cards	200.00	150.00	50.00	133.3%
<b>Total Tax Income</b>	483,617.96	424,971.07	58,646.89	113.8%
<b>Total Income</b>	844,095.08	778,582.85	65,512.23	108.4%
<b>Gross Profit</b>	844,095.08	778,582.85	65,512.23	108.4%
<b>Expense</b>				
Administrative Costs	28,320.93	24,300.00	4,020.93	116.5%
Advertising	503.57	500.00	3.57	100.7%
Bank Service Charges	2,045.01	2,250.00	-204.99	90.9%
Building	15,267.49	13,380.06	1,887.43	114.1%
Contractual Services	33,763.22	58,200.00	-24,436.78	58.0%
Dues/Fees	6,327.94	6,950.00	-622.06	91.0%
<b>Economic Development Services</b>				
GVA	20,000.00	20,000.00	0.00	100.0%
<b>Total Economic Development Services</b>	20,000.00	20,000.00	0.00	100.0%
Election Expense	276.70	276.70	0.00	100.0%
Equipment	12,620.56	15,296.00	-2,675.44	82.5%
Freight/Shipping	17,486.72	19,050.00	-1,563.28	91.8%
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	-113.30	600.00	-713.30	-18.9%
Marine Facilities	3,375.41	4,085.46	-710.05	82.6%



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

	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
<b>Payroll Expenses</b>	341,795.81	438,148.05	-96,352.24	78.0%
<b>Professional Services</b>	26,178.07	23,752.77	2,425.30	110.2%
<b>Public Relations</b>	703.62	730.00	-26.38	96.4%
<b>Repair &amp; Replacement Fund</b>	16,067.76	20,095.76	-4,028.00	80.0%
<b>Road Maintenance</b>	69,103.48	85,000.00	-15,896.52	81.3%
<b>Social Services</b>				
<b>GCEP dba The Rookery</b>	12,964.00	12,964.00	0.00	100.0%
<b>Total Social Services</b>	12,964.00	12,964.00	0.00	100.0%
<b>Supplies</b>	9,907.48	17,300.00	-7,392.52	57.3%
<b>Telecommunications</b>	15,120.16	20,740.00	-5,619.84	72.9%
<b>Training</b>	11,985.65	21,100.00	-9,114.35	56.8%
<b>Travel</b>	13,895.20	23,850.00	-9,954.80	58.3%
<b>Utilities</b>	18,115.80	17,200.00	915.80	105.3%
<b>Vehicle</b>	6,156.21	10,486.95	-4,330.74	58.7%
<b>Total Expense</b>	688,689.59	863,682.85	-174,993.26	79.7%
<b>Net Ordinary Income</b>	155,405.49	-85,100.00	240,505.49	-182.6%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Encumbered Funds</b>	85,000.00	85,100.00	-100.00	99.9%
<b>Total Other Income</b>	85,000.00	85,100.00	-100.00	99.9%
<b>Net Other Income</b>	85,000.00	85,100.00	-100.00	99.9%
<b>Net Income</b>	<b>240,405.49</b>	<b>0.00</b>	<b>240,405.49</b>	<b>100.0%</b>

City of Gustavus  
**Balance Sheet**  
As of April 30, 2019

	Apr 30, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	338,743.15
AMLIP Capital Improv Long-Term (0630598.2)	477,353.42
AMLIP Repair & Replacement (0630598.3)	252,826.51
AMLIP Road Maint - Unencumbered (0630598.4)	254,387.32
AMLIP Road Maint - Encumbered (0630598.8)	51,971.76
AMLIP Reserve (0630598.12)	754,400.84
APCM.Endowment Fund	1,431,130.08
FNBA - Checking	559,768.12
FNBA Endowment Fund - Checking	56,876.41
Petty Cash	201.71
Total Checking/Savings	4,177,659.32
Accounts Receivable	
Accounts Receivable	10,665.76
Total Accounts Receivable	10,665.76
Other Current Assets	
Undeposited Funds	1,673.66
Total Other Current Assets	1,673.66
Total Current Assets	4,189,998.74
<b>TOTAL ASSETS</b>	<b>4,189,998.74</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	287.91
Total Accounts Payable	287.91
Credit Cards	
Bank of America Alaska Air Visa	3,332.50
Total Credit Cards	3,332.50
Other Current Liabilities	
Payroll Liabilities	
State Unemployment	421.43
Total Payroll Liabilities	421.43
Total Other Current Liabilities	421.43
Total Current Liabilities	4,041.84
Total Liabilities	4,041.84
Equity	
Fund Balance	3,028,996.21
Opening Bal Equity	1,084,743.57
Net Income	72,217.12
Total Equity	4,185,956.90
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,189,998.74</b>

## Accounts Receivable Detail

### As of 4/30/19

\$3,768.05	Past Due Sales Tax paid in May 2019
\$5,192.16	Delinquent Sales Tax
\$1,569.60	Ambulance Transport Billing - In Progress
\$250.00	Penalty for Fish-Box Tax Non-Compliance
(\$114.05)	Net of Other Customer Account Balances

---

\$10,665.76 Total

## FNBA Checking Account - Unrestricted Funds Balance

### As of 4/30/19

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: \$559,768.12

#### Obligated Funds Currently in Checking Account:

MF	CP18-01 Salmon River Harbor	(\$26,124.44)
Admin	CP18-04 LIDAR of Gustavus	(\$28,400.00)
DRC	CP18-06 DRC Storage Bins - Jack	(\$16,751.09)
DRC	CP19-02 Community Chest Maint.	(\$10,000.00)
Admin	CP19-03 Gustavus Beach Improv.	(\$51,436.06)
GVFD	CP19-04 GVFD Stryker Power Cot	(\$35,000.00)
Library	CP19-05 Library Heating Upgrade	(\$6,500.00)
Roads	Encumbered Road Maint. Funds	(\$55,224.85)
GVFD	2019 VFA Grant	(\$3,735.00)
Library	FY19 PLA Grant	(\$1,162.77)
Library	SoA OWL Internet Subsidy	(\$346.40)
Roads	USFWS Chase Drvwy	(\$251.02)

Unrestricted Funds: \$324,836.49

#### Pending Transfers:

DRC	FY19-22NCO CP18-05 DRC Pre-Processing	\$62,000.00
DRC	FY19-22NCO CP18-07 Household Haz Waste Fac.	\$59,450.00
DRC	FY19-22NCO CP19-05 DRC Composting Facility	\$111,585.00
Library	FY19-24NCO AMLIP R&R	(\$4,028.00)
Roads	FY19-29NCO FY19 NFR	(\$42,673.33)

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
25% =	\$213,420.71
17% =	\$145,126.08
35% =	\$298,789.00

## 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
<b>Funded for 2018 (most by FY18-22NCO):</b>											
Preprocessing Storage & Driveway:											
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	4/8/2019		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
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
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
Community Chest facility maintenance	\$ 10,000.00	\$ 10,000.00	CP19-02 Community Chest Maint.	DRC	3/11/2019	N/A	3/11/2019	4/8/2019		in progress	AMLIP
<b>Funded for 2019:</b>											
Council Chambers Upgrade	\$ 5,250.00	\$ 5,250.00	CP19-01 Council Chambers	Admin	finite	finite	3/11/2019	3/11/2019		done	AMLIP
						10/31/2017 bike shelter only - needs revision					
Library Bike Shelter/Shed	\$ 15,000.00	\$ -		Library	N/A					2019	AMLIP
Library Roof Repair	\$ 50,000.00			Library	N/A					2019	AMLIP R&R
Library Heating Control Upgrade	\$ 6,500.00	\$ 6,500.00	CP 19-05 Library Heating Upgrade	Library	4/8/2019	N/A	4/8/2019	4/8/2019		in progress	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	4/8/2019	Phase 1	in progress	AMLIP
						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
Compost Yard Improvement	\$ 111,585.00	\$ -		DRC	N/A						
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	4/8/2019	Total cost = \$42,000. Code Blue grant = \$7000	in progress	AMLIP
Gravel Pit Improvements	\$ 500,000.00			Lands	N/A	4/25/2019	pending 5/13/19			2019	AMLIP
						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
Inflow Storage & HHW Facility Storage Area	\$ 50,000.00	\$ 26,400.00	CP18-05 DRC Pre-Processing	DRC	N/A						
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 & ?
Gustavus Beach Improvements: Parking Area	\$ 40,000.00			Admin	N/A	3/11/2019	3/11/2019		Phase 2	Mid-range	
										Mid-range:	
Refurbish/Repurpose Composting Quonset	\$ 15,000.00	\$ -		DRC					Phase 3	Mid-range:	
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	\$1,909,985.00	\$ 274,150.00									
CAPGIS 2018 submission											
CAPGIS 2019 submission											

### 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	\$1,732.00	\$346.40	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
	Library Training & Travel	spring 2019		--			State of AK grant for SLICE training reimbursement
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	\$1,000.00	registration fee for 2 attendees (\$750) + partial hotel reimbursement (\$250)			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 for City Hall
	City Clerk Training	summer 2019	\$1,550.00	--	\$0.00	\$1,550.00	AAMC scholarship for NW Clerks Institute June 2019
	City Clerk Training	summer 2019	\$400.00		\$0.00	\$400.00	IIMC Foundation scholarship for IIMC institute Jun. 2019

\$55,242.75

### 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	\$1,873.08	\$2,490.87	
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	\$43.46	\$2,859.14	
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	

### BEACH IMPROVEMENTS

Materials for the Gustavus Beach Park improvements are underway.

- Rack Cards – purchased
- Bear-proof Trash Cans - Ordered
- Dogi Pots and bags - purchased
- Rope – negotiating with vendor
- Regulatory Signs – waiting on resolution of Title 1
- Call to Artists for the Gustavus Beach Park sign – sent to local artists

The intent is to place barriers as follows:

- from the entrance to the beach from Dock Road east side: along the trail access points and around the entrance.
- from the entrance to the beach from Dock Road west side: along the trail to the bench. The second trail will have a barrier to prevent access. Also, there will be access by vehicles transporting users with limited mobility only beyond the designated point. Barriers will also be placed along the grass areas to prevent any further damage.
- property boundaries (these will be 3 posts with a sign as a representation of the managed area boundary) placed at each boundary between the Park and the adjoining private lands.





## CITY ADMINISTRATOR'S REPORT MAY WS

### CITY HALL BANK EROSION

Recently, two citizens moved the logs along the riverbank to prevent them from falling into the river. Erosion is continuing and with concurrence by the Council a RFP will be prepared with the intent to determine action options.



### VSW GRANT SUBMITTED

Working with a Village Safe Water engineer the grant for the safe water study has been submitted. The tentative timeline would give the City a decision around October.

### GUSTAVUS SMALL BOAT HARBOR

Observations, comments from citizens and users of the facility, and review of Title 8 suggests that changes to operations at the Gustavus Salmon River Boat Harbor (SRBH) be considered. The following are topics I intend to bring to the Marine Facilities Committee (MFC).

**Barge Use** – the SRBH barge mooring is currently occupied by a non-commercial vessel. In an effort to provide flexibility in unusual circumstances the City has allowed the non-commercial vessel to moor in this location. There has been some controversy over this use, and it is the intent of a proposed change to better define use of the space. Discussion topics will include duration of use and rates.

**Private Floats** – currently there are several private floats moored or anchored at the SRBH, a public facility. As I understand it the floats are available to the public with the permission and at the discretion of the float owner. The ability to moor the float in the public facility is based on “grandfathered rights” or some pre-existing approval.

Grandfathered rights are not a real entitlement. In some instances, pre-existing conditions such as a commercial building on a parcel that was designated a different use after construction can continue with the use until at some point the use stops. Although the use of the float may have begun before the City and the SRBH was established it does not give the owner the right ability to use the float for solely personal use unless established in Title 8.

## CITY ADMINISTRATOR'S REPORT MAY WS

Space at the SRBH is limited. The ability to dock for short periods is limited, resulting in many boaters having to pull the vessel and be dictated by the tides. It will be proposed to the MFC that private floats be address as follows:

- Removed from the SRBH
- Space leased for the private float with conditions that the float is available to the public without restrictions if compliant with established float rules (to be created)
- Private float replaced with public floats by the City

**Rate Change** – With the potential of larger vessels mooring at the SRBH it may be appropriate to consider a different mooring rate scale. Many facilities use a rate based on the length of the vessel, representative of the impact. The following example is for illustrative purpose only.

### PRIVATE VESSEL ANNUAL PERMITS

Length	Rate
10ft or less	\$25
11ft to 24ft	\$50
24ft to 40ft	\$100
Greater than 40ft	\$200

### INVITATION FROM SENATOR MURKOWSKI'S OFFICE

Senator Murkowski's Juneau Representative, Dana Herndon, has invited us to provide information with Senator Murkowski in her weekly report. This could be a good opportunity to share concerns, provide project/issue updates, or ask for assistance. If you would like to participate in the weekly report, a draft the submission could be prepared and reviewed by the Mayor and/or the Council.



# **Gustavus Volunteer Fire Department Travel / Training Report**

**Travis Miller; Fire Chief & Hayley Zink, GVFD EMT1**

**4/23/19 – 4/28/19**

Hayley and I traveled to Sitka to attend the annual Southeast Regional EMS Symposium. The symposium was 5 days and included lots of lecturing and some very interesting hands on training. Classes included talks on rural dental emergencies, glucose, rural cardiac arrest care, influenza and other pandemics, sepsis, heat emergencies, pelvic fracture management and lots more. Hayley was able to attend the procedural cadaver lab. She was able to do all types of hands on stuff like, chest decompression with needles, putting tubes in airways, putting needles into bone marrow, and she even gave the cadaver a tracheotomy.

We were able to check out the vendor show and I was able talk the Styker company. The new power cot is being made as we speak, and the power load system is ready for shipment.

This turned out to be one of the better SEREMS Symposiums in a long while. Next year the symposium is in Craig, Alaska.



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

# Public Comment on Non-Agenda Items



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

# Consent Agenda

## CERTIFICATE OF RECORDS DESTRUCTION

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

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

### 6. Records to Be Destroyed

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
C-3, 3yrs	Council Non-Permanent Records	2007, 11, 12, 13, 14, 16	City Hall	7 file folder	Recycle
A-27, 6yrs	Accounting-General	2012	City Hall	file folder	Recycle
F-4, 5yrs	Permits/Licenses Issued	2015	City Hall	file folder	Recycle
F-3, Until no longer in use	Fire Inspection/Compliance files	2014	City Hall	file folder	Recycle
AD-3, 30 days	Transitory info	2013	City Hall	file folder	Recycle
A-18, 1yr	Accounting Grants not awarded	2014	City Hall	file folder	Recycle
A-2, 3yrs	Accounting Budget Work Papers	2014	City Hall	file folder	Recycle
C-20, 5yrs	Committee Files	2007	City Hall	file folder	Recycle
L-3, 6yrs	Law General	2012	City Hall	file folder	Shred
PW-4, L+6yrs	Contracts	2008	City Hall	file folder	Shred
PW-1, C+3yrs	Procurement	2008, 09, 12	City Hall	3 file folder	Shred
A-4, 4yrs	Accounting-Rec/Pay	2008, 09, 10, 11	City Hall	4 file folder	Recycle
C-18, L+6yrs	Contract admin, construction, project files	2007, 09, 10	City Hall	3 file folders	
AD-1, Until need is met	General Admin	2018	City Hall	1 file folder	Recycle

### DESTRUCTION APPROVALS

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

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

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

**DATE** \_\_\_\_\_

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

**DATE** \_\_\_\_\_

### 9. RECORDS DESTRUCTION

**AFFIRMED BY:** \_\_\_\_\_

**DATE** \_\_\_\_\_

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY19-27NCO  
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
DEPARTMENT BUDGETS FOR FISCAL YEAR 2019**

**BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:**

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

**Section 2.** For the Fiscal Year of 2019 estimated expenditures have changed from the estimates in the approved budget.

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

<b>Budget Category</b>	<b>Amounts</b>		
	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Change</b>
<b>INCOME</b>			
Interest	\$ 14,500.00	\$ 685.00	<\$ 13,815.00>
<i>The FY19 budget included earnings on the AMLIP accounts in the Interest line-item. These earnings are not readily available to the operating budget and thus this line-item is being revised to not include them, as had been done in prior fiscal years.</i>			
State Revenue: Liquor Share Tax	\$ 0.00	\$ 3,350.00	\$ 3,350.00
Tax Income:Retail Tax Income	\$ 344,821.07	\$ 358,636.07	\$ 13,815.00

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Total Change in Income			<b>\$ 3,350.00</b>
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<b>EXPENSE</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Change</b>
Admin:Administrative Costs	\$ 12,000.00	\$ 14,650.00	\$ 2,650.00
Admin:Building Maintenance & Repair	\$ 900.00	\$ 1,700.00	\$ 800.00
Admin:Contractual Services	\$ 6,200.00	\$ 7,000.00	\$ 800.00
Admin:Dues/Fees	\$ 2,000.00	\$ 2,300.00	\$ 300.00
Admin:Equipment Purchase	\$ 4,100.00	\$ 4,600.00	\$ 500.00
Admin:Freight/Shipping	\$ 600.00	\$ 900.00	\$ 300.00
Admin:Professional Services	\$ 23,752.77	\$ 28,752.77	\$ 5,000.00
Admin:Supplies	\$ 1,500.00	\$ 1,700.00	\$ 200.00
Admin:Telecommunications	\$ 6,500.00	\$ 6,100.00	<\$ 400.00>
Admin:Utilities:Fuel Oil	\$ 900.00	\$ 1,100.00	\$ 200.00
DRC:Freight/Shipping	\$ 17,550.00	\$ 17,950.00	\$ 400.00
DRC:Fundraising Expenses	\$ 250.00	\$ 0.00	<\$ 250.00>

DRC:Supplies	\$ 3,900.00	\$ 4,150.00	\$ 250.00
DRC:Telecommunications	\$ 1,700.00	\$ 2,000.00	\$ 300.00
DRC:Travel	\$ 2,350.00	\$ 1,650.00	<\$ 700.00>
GVFD:Building Maintenance & Repair	\$ 500.00	\$ 2,200.00	\$ 1,700.00
GVFD:Supplies	\$ 7,500.00	\$ 7,150.00	<\$ 350.00>
GVFD:Training	\$ 15,000.00	\$ 8,500.00	<\$ 6,500.00>
GVFD:Travel	\$ 10,000.00	\$ 5,000.00	<\$ 5,000.00>
GVFD:Utilities:Fuel Oil	\$ 1,500.00	\$ 3,000.00	\$ 1,500.00
GVFD:Vehicle:Maintenance & Repair	\$ 4,000.00	\$ 1,100.00	<\$ 2,900.00>
Lands:Administrative Costs	\$ 12,000.00	\$ 13,850.00	\$ 1,850.00
Lands:Professional Services	\$ 0.00	\$ 1,550.00	\$ 1,550.00
Library:Building Maintenance & Repair	\$ 3,984.43	\$ 4,384.43	\$ 400.00
Library:Dues/Fees	\$ 4,000.00	\$ 4,750.00	\$ 750.00
Library:Supplies	\$ 2,100.00	\$ 2,600.00	\$ 500.00
Library:Training	\$ 1,000.00	\$ 150.00	<\$ 850.00>
Library:Travel	\$ 1,000.00	\$ 200.00	<\$ 800.00>
MF:Contractual Services	\$ 3,500.00	\$ 4,000.00	\$ 500.00
MF:Payroll Exp:Health Insurance Stipend	\$ 0.00	\$ 300.00	\$ 300.00
MF:Payroll Exp:457(b) Employer Contribut	\$ 0.00	\$ 350.00	\$ 350.00

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Total Change in Expense **\$ 3,350.00**

**Section 4.** The budget is hereby amended as indicated and any portion of the approved budget inconsistent with this amendment is repealed.

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

**DATE INTRODUCED:** *May 13, 2019*

**DATE OF PUBLIC HEARING:** *June 10, 2019*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_th day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Calvin Casipit, Mayor

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

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

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY19-28NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR  
THE SALE OF A ROADSIDE BRUSHER**

**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 City of Gustavus is disposing of the real property of a roadside brusher by sealed bid auction.

**Section 3.** Per ordinance 10.06.020, the real property disposal is explained as follows:

1. This brusher has reduced utility for municipal purposes due to the availability of similar equipment owned by contractors and the cost of maintaining the equipment with minimal use.
2. This brusher is a 1991 Ford Tiger brusher, VIN # BC48915.
3. This vehicle is owned by the City of Gustavus.
4. The purpose of the disposal is disposal of real property that is no longer needed by the City of Gustavus.
5. The method of disposal as defined in 10.06.03 is competitive disposal - sealed bid auction.
6. An estimated value of the interest in property is \$3000.
7. The procedure for conducting the disposal and the time, place, and manner in which the proposed disposal shall occur are attached as a Brusher Sale Notice.

**Section 4.** The City of Gustavus fixed asset accounts will be amended following a successful sealed bid auction and property disposal.

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

**DATE INTRODUCED:** *May 13, 2019*

**DATE OF PUBLIC HEARING:** *June 10, 2019*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Calvin Casipit, Mayor

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

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



## City of Gustavus Brusher Sale Notice

**Notice Date:** June 11, 2019

**Bids Due Date:** July 11, 2019, 1:00 PM AST, at City Hall

The City of Gustavus offers for sale the following equipment that has been removed from service. This equipment is being disposed of in accordance with City of Gustavus (CoG) ordinance 10.06.020 and non-code ordinance FY19-28. The equipment is available for inspection at any time at the Gustavus City Gravel Pits throughout the bid period.

**Vehicle: Brusher VIN:** BC48915 See photos attached.

Location: City of Gustavus, City Gravel Pits Property

Date, time and place of sale: July 11, 2019, 1:00 PM, Gustavus City Hall

Fees, interest and costs assessed: \$0.00

Minimum Bid: \$3,000.

Bid Terms: See below

**Bid terms:** Bidders are encouraged to inspect the equipment at the Gustavus City Gravel Pits prior to submitting bids. Bids may be made on the attached form (available from the City Treasurer ([treasurer@gustavus-ak.gov](mailto:treasurer@gustavus-ak.gov)) or at City Hall) or may be made on a reasonable facsimile with the same information. Sealed bids may be mailed to City Treasurer, City of Gustavus, PO Box 1, Gustavus, Alaska, 99826, or may be hand delivered to the Gustavus City Hall. Bids must be received at the City PO Box or at City Hall by the bid due date and time at the top of this notice. Bids received after this time will not be considered. Bids must be signed and sealed in an envelope clearly marked on the outside as "Brusher Sale Bid". Bid modifications are allowed if received before the bid due date and time. Bid modifications must be in a sealed envelope clearly marked "Brusher Sale Bid Modification". In the case of modified bids, only the latest bid modification submitted will be considered. Bids will not be opened before the bid due date and time.

**Sale Terms:** The brusher will be sold to the highest bidder. This equipment is sold "as-is, where-is" and without warranty. Payment by postal money order, cash, or credit card is due and must be received by the City Treasurer within 14 days of sale. Upon receipt of payment, the City of Gustavus will issue a bill of sale to the successful bidder, and the purchaser may take possession of the equipment. Within 30 days of the sale date, Purchasers are responsible for removing the brusher from the City of Gustavus City Gravel Pits property. If payment is not made within 14 days of sale, or it is not removed within the 30-day time limit, the sale will be voided by the City and payment not refunded unless other prior arrangements have been made with the City. The City may then offer the brusher to the next highest bidder, or re-post it for sale.

**Additional Bidding Information:** Please contact the City of Gustavus Treasurer, Phoebe Vanselow, at 907-697-2451, or by email to [Treasurer@gustavus-ak.gov](mailto:Treasurer@gustavus-ak.gov), or visit City Hall in person during normal business hours Monday through Thursday, 9:00am-4:00pm.

Signed,

Calvin Casipit  
Mayor, City of Gustavus







**City of Gustavus**

PO Box 1

Gustavus, Alaska 99826

Phone: (907) 697-2451

**Brusher Sale Bid Form**

Vehicle Identification Number: BC48915

Date of Bid: \_\_\_\_\_

Bid Amount: \$\_\_\_\_\_

This is (circle one):    an original bid        a bid modification

Bidder Identification:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email (if available): \_\_\_\_\_

Statement: I have read and agree to the terms of the sale offer notice for this equipment. I understand the brusher is sold “as-is, where-is” and without warranty. If my bid is accepted, I agree to make payment of the bid amount to the City of Gustavus by mail or in person at City Hall within 14 days of the sale date. I understand the City of Gustavus will issue a bill of sale upon receipt of payment. I agree to remove the equipment from the City Gravel Pits property within 30 days.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY19-29NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE ROAD MAINTENANCE BUDGET AND 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, income and expenditures have changed from the estimates in the approved budget. 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 budget and City held accounts are amended to reflect the changes as follows:

<b>Budget Category</b>	<b>Amounts</b>		
<b>INCOME</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Change</b>
Natl Forest Receipts – Encumbered \$	0.00	\$ 42,673.33	\$ 42,673.33
<i>National Forest Receipts were received April 25, 2019 for FY19.</i>			
Encumbered Funds	\$ 85,100.00	\$ 42,426.67	<\$ 42,673.33>
<i>The income source for this is the AMLIP – Road Maint Encumbered account.</i>			
<hr/>			
Total Change in Income			\$ 0.00

	<b>Amounts</b>		
<b>CITY HELD ACCOUNTS</b>	<b>Account Balance*</b>	<b>Amended Balance</b>	<b>Change</b>
<i>*Approximate, this is a dynamic value. Balances do not include transfers for FY18-16NCO.</i>			
FNBA checking account	\$ 559,768.12	\$ 517,094.79	<\$ 42,673.33>
AMLIP – Road Maint Encumbered \$	51,971.76	\$ 94,645.09	\$ 42,673.33
<i>AMLIP – Road Maint Encumbered funds transferred for FY19 = \$85,000.00. Returning \$42,673.33 to savings due to National Forest Receipts payment.</i>			
<hr/>			
Total Change in Account Balances			\$ 0.00

**Section 4.** The FY19 budget and 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:** *May 13, 2019*

**DATE OF PUBLIC HEARING:** *June 10, 2019*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_th day of \_\_\_\_, 2019.

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Calvin Casipit, Mayor

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Attest: Phoebe Vanselow, City Treasurer

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Attest: Karen Platt, City Clerk



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

# Ordinance for Public Hearing

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

**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 \_\_<sup>th</sup> 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**

<b>CITY HELD ACCOUNTS</b>	<b>Account Balance*</b>	<b>Amended Balance</b>	<b>Change</b>
<i>*Approximate, this is a dynamic value.</i>			
FBNA Checking account	\$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 &amp; Replacement balance reflects transfers that are planned through FY19-19NCO.</i>			

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

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

**DATE INTRODUCED:** 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

**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 catch-lines 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 as an Appendix to this Section. 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 \_\_<sup>th</sup> day of \_\_\_\_\_, 2019

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Calvin Casipit, Mayor

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Attest: Karen Platt, City Clerk



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

# Unfinished Business

**CITY OF GUSTAVUS, ALASKA  
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

Phone: (907) 697-2451

# 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 was~~ mailed 3/30/19April 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-unpredictable~~ 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, and FY19 NFR funds of \$42,673.33 were received 4/25/19.

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.

### iii. Liquor Share Tax

On 4/1/19, the City of Gustavus received its first Liquor Share Tax distribution.

## 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

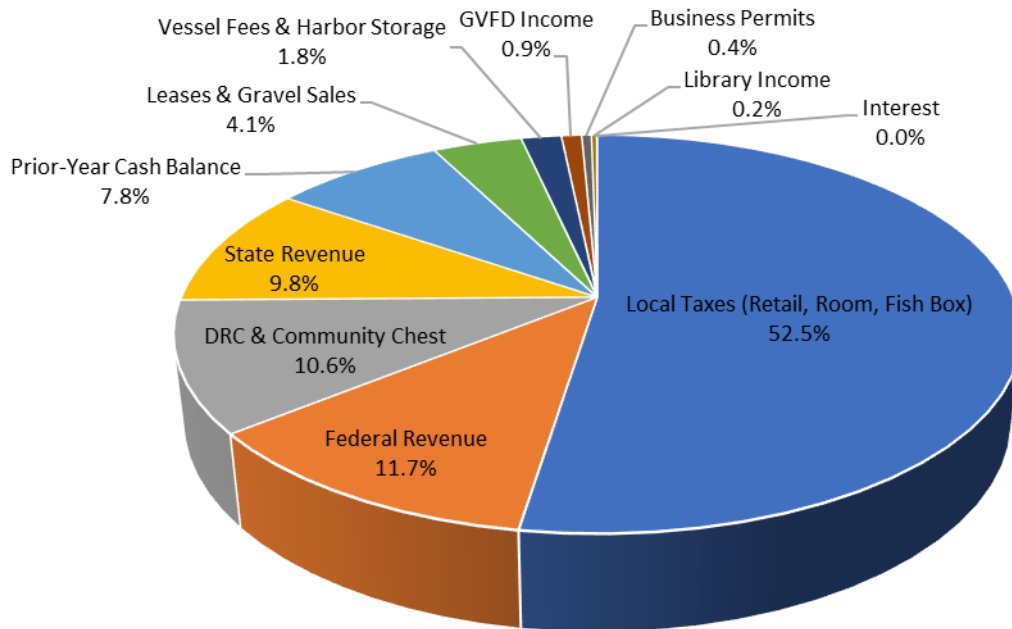
Phone: (907) 697-2451

# City of Gustavus Financial Summary Fiscal Year 2020

## May 2019

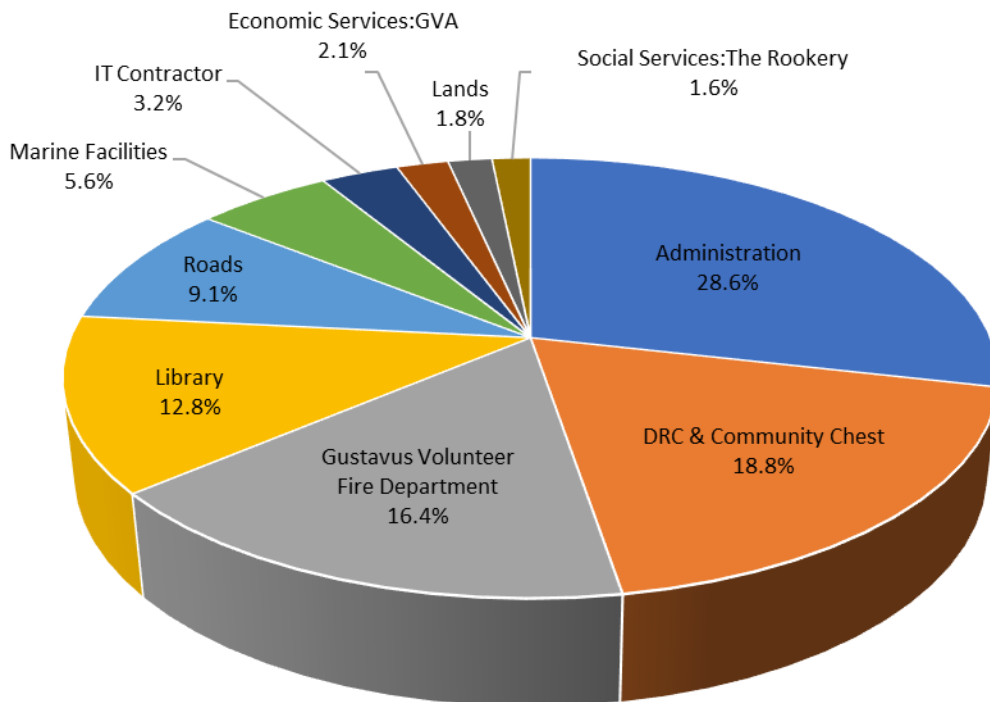


### FY20 Budgeted General Fund Revenue



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

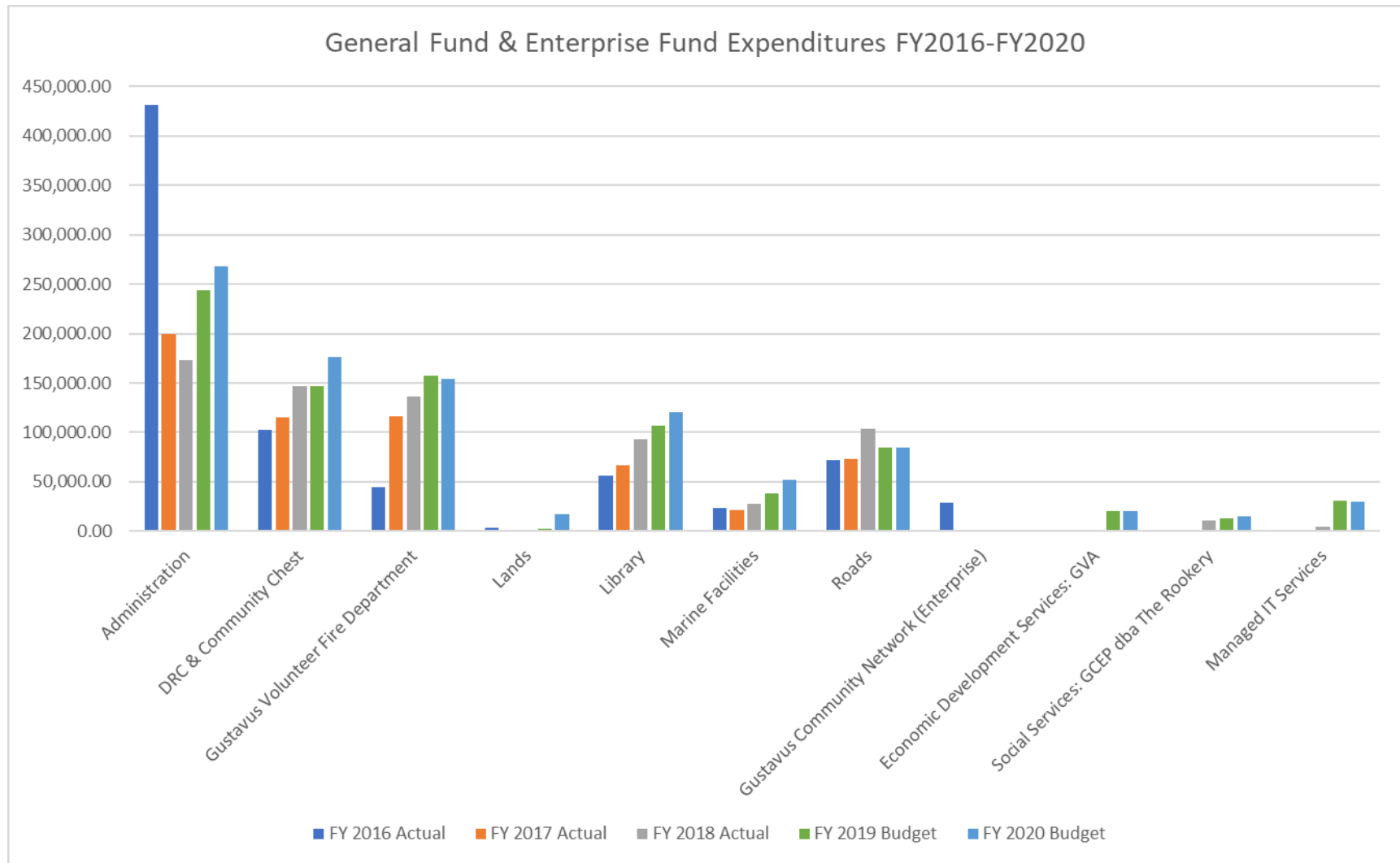


# City of Gustavus General & Enterprise Funds Revenue & Expenditure Recap FY16-FY20

		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
<b>Expense</b>						
	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

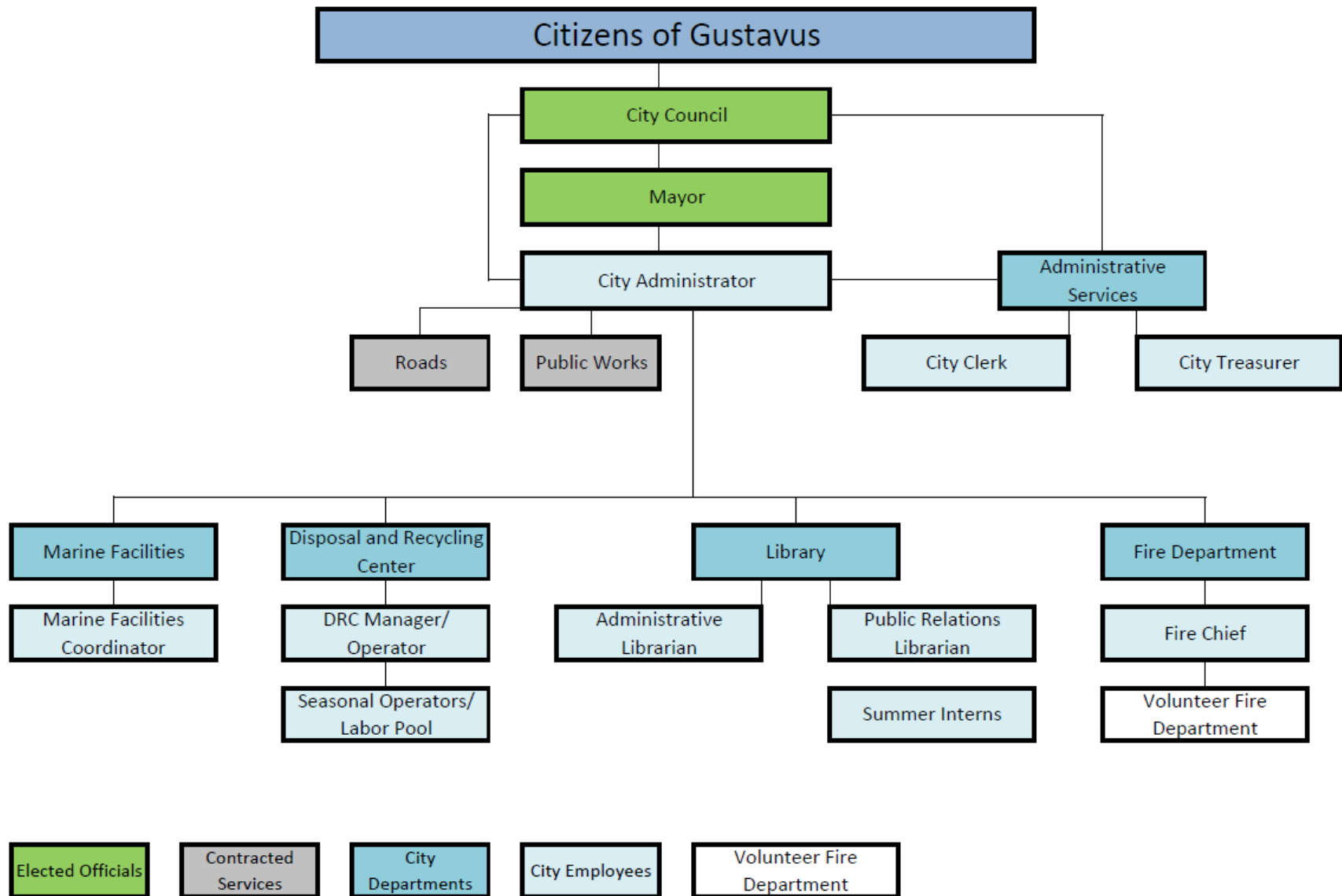


Note: the FY 2016 Administration expenditures included \$250,132 in Capital Projects Funding.

# City of Gustavus Payroll Summary FY19-FY20

<b>FY20:</b>							<b>Health Ins.</b>	<b>Payroll Taxes</b>		<b>Group Health</b>	<b>Workers'</b>	<b>Direct</b>		
	<b>FTE</b>	<b>Hourly Wage</b> (with 3% COLA)	<b>Hrs/year</b>	<b>Wage Total</b>	<b>OT Total</b>	<b>LFG Contrib.</b>	<b>Stipend</b> (\$200/mo stipend)	<b>(6.2% SS, 1.45% Med., 1% AK unemp. up to \$199.50)</b>	<b>Payroll Total</b>	<b>Plan</b> (\$593.5/mo; new emp. pay 20%)	<b>Comp.</b> <b>Insurance</b>	<b>Fees</b>	<b>Dept. Total</b>	<b>FY19 Budget</b>
<b>Admin. Dept.</b>														
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	\$163,627.61
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					
<b>DRC</b>														
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	\$97,375.16
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					
<b>Fire Chief</b>	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	\$85,427.66
<b>Library</b>														
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	\$73,120.56
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					
<b>Marine Facilities</b>											\$527.16		\$30,257.76	\$18,736.90
MF Coord.	0.5	\$20.60	1063	\$21,897.80		\$1,532.85		\$2,026.75	\$25,457.40	\$4,273.20				
<b>Totals:</b>				<b>\$368,595.15</b>		<b>\$22,884.83</b>	<b>\$12,000.00</b>	<b>\$32,913.71</b>	<b>\$436,393.70</b>	<b>\$18,517.20</b>	<b>\$7,772.74</b>	<b>\$170.00</b>	<b>\$462,853.64</b>	<b>\$438,287.89</b>
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.													
Admin FY20 Notes:	Benefits are budgeted for the entire year but will only begin at the end of the probationary period.													
	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.													
<b>FY19</b>														
	<b>FTE</b>	<b>Hourly Wage</b> (with 0.5% COLA added)	<b>Hrs/year</b>	<b>Wage Total</b>	<b>OT Total</b>	<b>LFG Contrib.</b>	<b>Health Ins.</b> <b>Stipend</b> (\$200/mo stipend)	<b>Payroll Taxes</b> (6.2% SS, 1.45% Med., 1% AK unemp.)	<b>Payroll Total</b>	<b>Group Health</b> <b>Plan (2018 =</b> \$613.33/mo; 2019 = \$650/mo est.)	<b>Workers'</b> <b>Comp.</b> <b>Insurance</b>	<b>Direct</b> <b>Deposit</b> <b>Fees</b>	<b>Dept. Total</b>	<b>FY19 Budget</b>
<b>Admin. Dept.</b>														
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				
<b>DRC</b>														
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					
<b>Fire Chief</b>	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
<b>Library</b>														
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					
<b>Marine Facilities</b>											\$527.16		\$18,736.90	\$18,736.90
MF Coord.		\$20.00	838	\$16,760.00				\$1,449.74	\$18,209.74					
<b>Totals:</b>				<b>\$340,172.93</b>		<b>\$20,667.01</b>	<b>\$7,200.00</b>	<b>\$31,835.45</b>	<b>\$399,875.39</b>	<b>\$30,319.92</b>	<b>\$7,772.74</b>	<b>\$180.00</b>	<b>\$438,287.89</b>	<b>\$438,287.89</b>

# 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	\$1,732.00	\$346.40	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
	Library Training & Travel	spring 2019		--			State of AK grant for SLICE training reimbursement
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	\$1,000.00	registration fee for 2 attendees (\$750) + partial hotel reimbursement (\$250)			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 for City Hall
	City Clerk Training	summer 2019	\$1,550.00	--	\$0.00	\$1,550.00	AAMC scholarship for NW Clerks Institute June 2019
	City Clerk Training	summer 2019	\$400.00		\$0.00	\$400.00	IIMC Foundation scholarship for IIMC institute Jun. 2019
			\$55,242.75				
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	\$1,873.08	\$2,490.87	
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	\$43.46	\$2,859.14	
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.

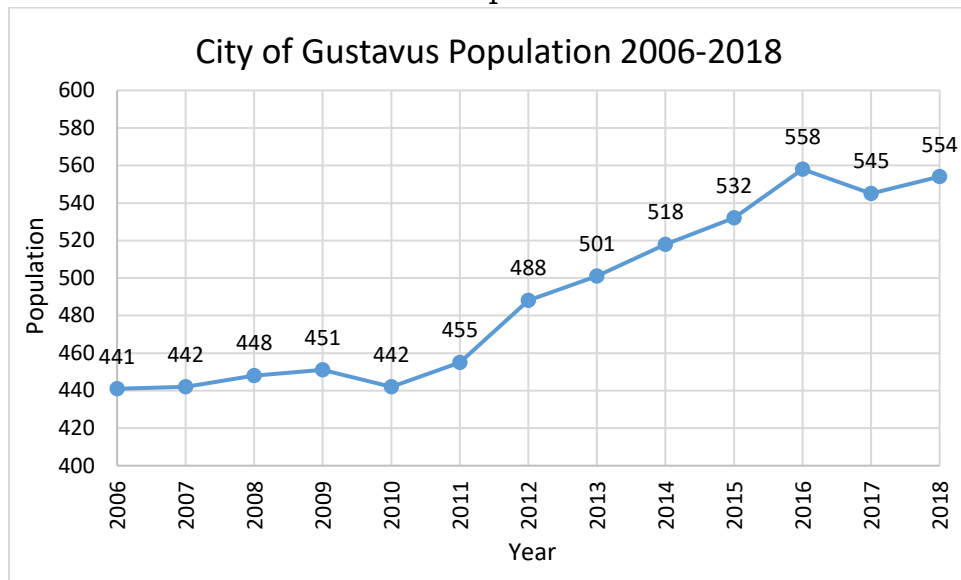
The long-term goals of the fund are 1) to maintain the inflation-adjusted value of the original principal, as added to per section 4.13.030 (b) and (c); and 2) to generate at least a three (3) percent total return after inflation on investments of the fund.

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).

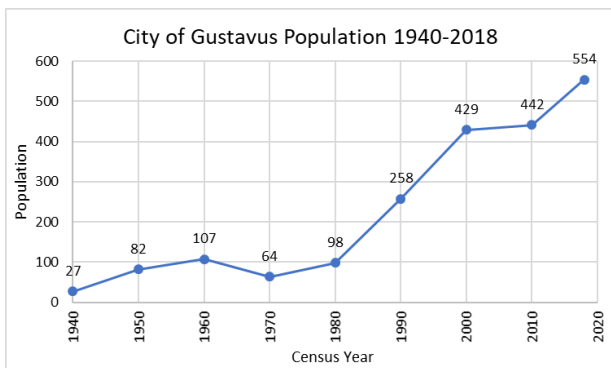
The following table includes the calculations used by the P&P to determine the annual grant cycle fund amount. The 3% of Average amount listed, if it is less than the Excess Earnings Determination, is the amount made available through the Endowment Fund Grant process, along with any unused endowment 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 ( <a href="http://live.laborstats.alaska.gov/cpi/index.cfm">http://live.laborstats.alaska.gov/cpi/index.cfm</a> )	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			

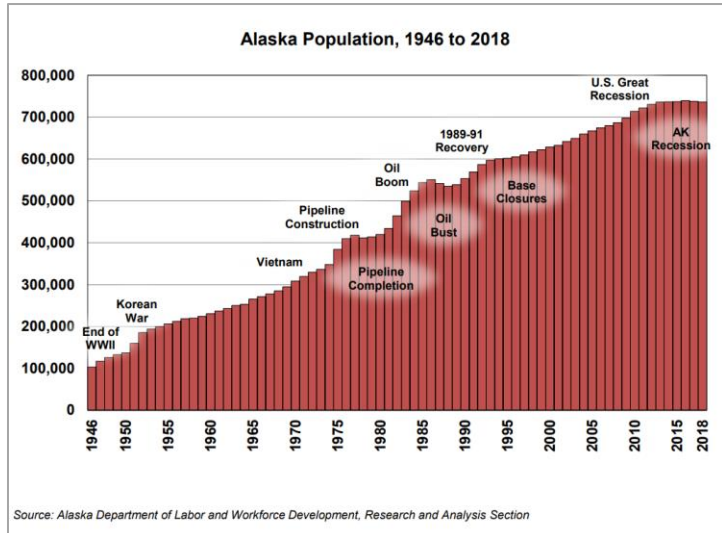
## City of Gustavus and State of Alaska Population Trends



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**

PO Box 1

Gustavus, Alaska 99826

Phone: (907) 697-2451

# City of Gustavus General Fund Fiscal Year 2020

## May 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
<b>Expense</b>											
	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
	<b>Building</b>										
	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
	<b>Total Building</b>	3,550.00	1,865.00	1,950.00		4,965.00	3,150.00			15,480.00	15,480.00
	<b>Contractual Services</b>										
	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
	<b>Total Contractual Services</b>	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
	<b>Economic Development Services</b>										
	GVA								20,000.00	20,000.00	20,000.00
	<b>Total Economic Development Services</b>								20,000.00	20,000.00	20,000.00
	Election Expense	250.00								250.00	250.00
	<b>Equipment</b>										
	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
	<b>Total Equipment</b>	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
	<b>Library Materials</b>										
	Non-Fiction Add/Replacement					600.00				600.00	600.00
	<b>Total Library Materials</b>					600.00				600.00	600.00
	<b>Marine Facilities</b>										
	Insurance						1,625.00			1,625.00	1,625.00
	Maintenance & Repairs						3,000.00			3,000.00	3,000.00
	<b>Total Marine Facilities</b>						4,625.00			4,625.00	4,625.00
	Occupational Health			500.00						500.00	500.00
	<b>Payroll Expenses</b>										
	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
	<b>Total Payroll Expenses</b>	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
	<b>Social Services</b>										
	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
	<b>Total Social Services</b>								14,890.00	14,890.00	14,890.00
	<b>Supplies</b>										
	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
	<b>Total Supplies</b>	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
	<b>Utilities</b>										
	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
	<b>Total Utilities</b>	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

# General Fund

## 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, 1<sup>st</sup> 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
<b>Total Expense</b>	<b>431,633.45</b>	<b>199,123.56</b>	<b>172,869.58</b>	<b>243,724.16</b>	<b>268,164.67</b>

# 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
<b>Total Expense</b>	<b>103,045.98</b>	<b>115,256.32</b>	<b>132,990.00</b>	<b>147,134.50</b>	<b>176,415.00</b>

## 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)

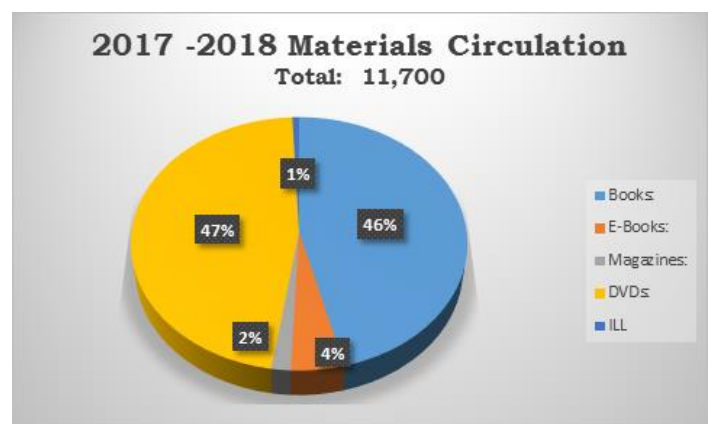
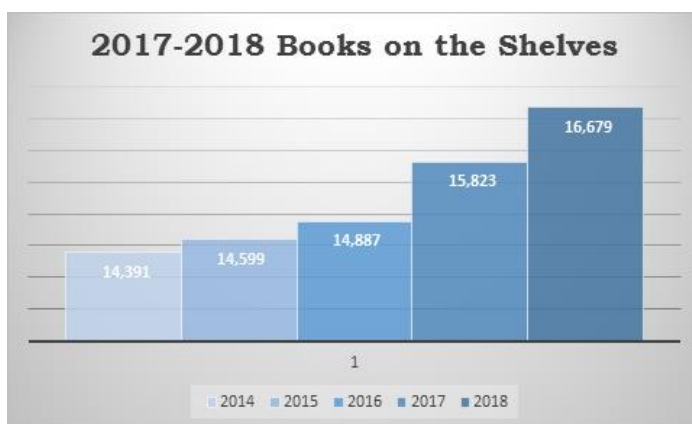
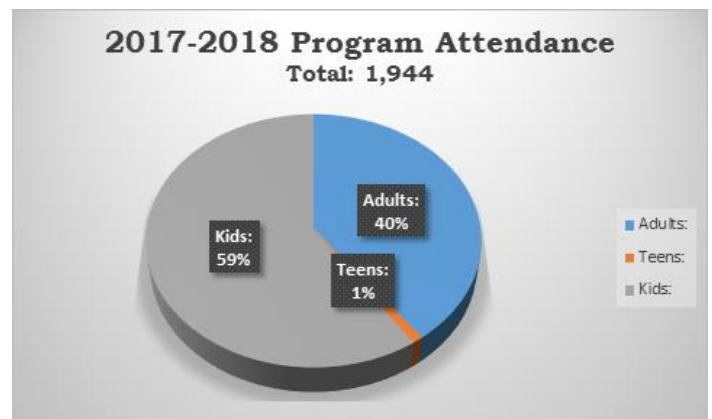
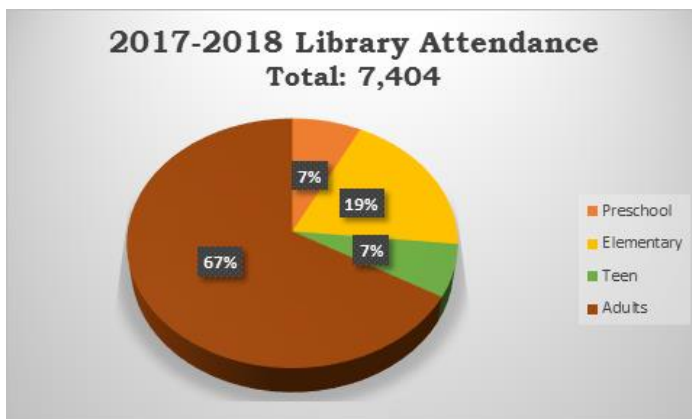
12+ Volunteers

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
<b>Expense</b>						
	<b>Bank Service Charges</b>	0.00	0.00	25.00	25.00	25.00
	<b>Building</b>	1,546.90	2,520.35	16,862.78	3,951.84	4,965.00
	<b>Contractual Services</b>	2,748.00	1,925.00	3,328.47	2,000.00	5,120.00
	<b>Dues/Fees</b>	3,386.68	3,324.80	3,724.98	4,000.00	4,400.00
	<b>Equipment</b>	155.70	459.56	1,683.00	500.00	500.00
	<b>Events &amp; Celebrations</b>	0.00	0.00	0.00	0.00	175.00
	<b>Freight/Shipping</b>	0.00	513.56	444.14	450.00	550.00
	<b>Fundraising Expenses</b>	111.25	252.00	150.02	350.00	500.00
	<b>Library Materials</b>	0.00	266.73	295.59	600.00	600.00
	<b>Payroll Expenses</b>	38,566.22	46,491.36	52,412.60	72,980.72	74,149.31
	<b>Postage &amp; Shipping</b>	247.76	0.00	0.00	0.00	0.00
	<b>Repair &amp; Replacement Annual Contribution</b>	0.00	0.00	0.00	4,028.00	10,267.13
	<b>Supplies</b>	1,490.86	1,369.82	2,673.64	2,100.00	2,900.00
	<b>Supplies - Summer Reading</b>	55.76	0.00	0.00	500.00	1,010.00
	<b>Telecommunications</b>	3,394.87	3,994.26	5,768.39	5,000.00	5,900.00
	<b>Training</b>	0.00	148.50	112.50	1,000.00	500.00
	<b>Travel</b>	0.00	637.45	98.37	1,000.00	1,500.00
	<b>Utilities</b>	4,223.48	4,357.71	5,634.27	7,900.00	7,400.00
<b>Total Expense</b>		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
<b>Total Expense</b>		<b>44,931.16</b>	<b>115,799.64</b>	<b>136,036.93</b>	<b>157,850.67</b>	<b>154,063.15</b>

## 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
<b>Expense</b>						
	<b>Building</b>	0.00	0.00	744.87	2,309.71	3,150.00
	<b>Contractual Services</b>	0.00	3,550.00	3,000.00	3,500.00	3,500.00
	<b>Dues/Fees</b>	0.00	0.00	0.00	0.00	0.00
	<b>Equipment</b>	0.00	0.00	100.00	100.00	100.00
	<b>Freight/Shipping</b>	14.02	59.44	182.63	200.00	200.00
	<b>Marine Facilities</b>	8,437.97	4,796.04	6,728.31	4,625.46	4,625.00
	<b>Payroll Expenses</b>	14,202.31	11,863.40	15,190.77	18,736.90	30,257.76
	<b>Repair &amp; Replacement Annual Contribution</b>	0.00	0.00	0.00	7,482.27	7,482.27
	<b>Supplies</b>	1,002.76	1,262.85	1,307.25	1,500.00	1,500.00
	<b>Telecommunications</b>	0.00	0.00	0.00	0.00	240.00
	<b>Vehicle</b>	143.13	0.00	0.00	100.00	1,200.00
<b>Total Expense</b>		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.

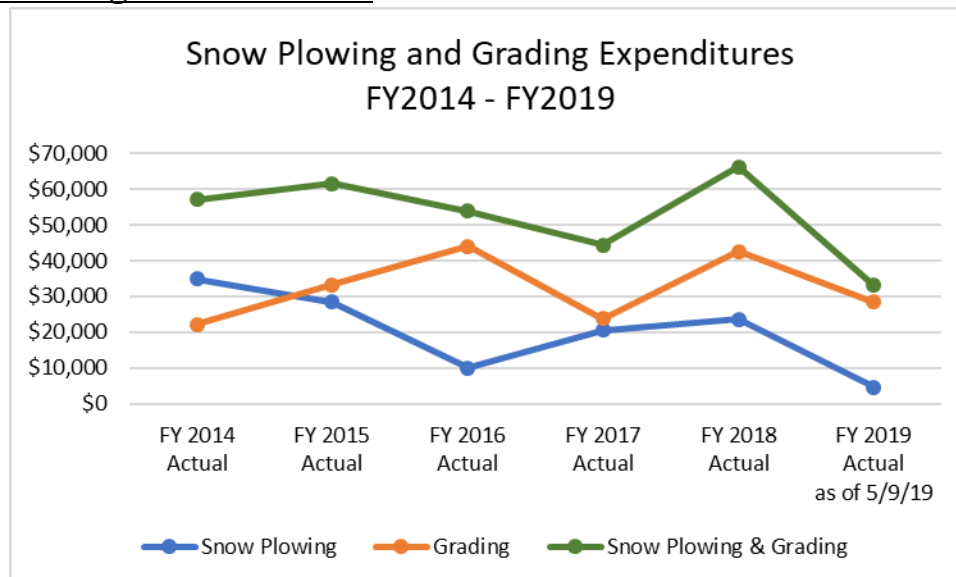
### Personnel:

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
<b>Expense</b>						
	<b>Contractual Services</b>	2,200.00	0.00	0.00	0.00	0.00
	<b>Equipment</b>	0.00	0.00	0.00	0.00	0.00
	<b>Freight/Shipping</b>	0.00	0.00	0.00	0.00	0.00
	<b>Road Maintenance</b>					
	<b>Snow Plowing</b>	9,900.95	20,526.60	23,592.50		
	<b>Grading</b>	44,050.50	23,800.00	42,605.75		
	<b>Hauling Pit Run Material</b>	15,260.00	23,418.00	21,732.00		
	<b>Brushing</b>	0.00	2,365.00	12,449.99		
	<b>Other</b>	200.00	3,000.00	2,820.00	85,000.00	85,000.00
	<b>Total Road Maintenance</b>	69,411.45	73,109.60	103,200.24	85,000.00	85,000.00
	<b>Vehicle:Mileage</b>	0.00	0.00	0.00	100.00	100.00
<b>Total Expense</b>		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.

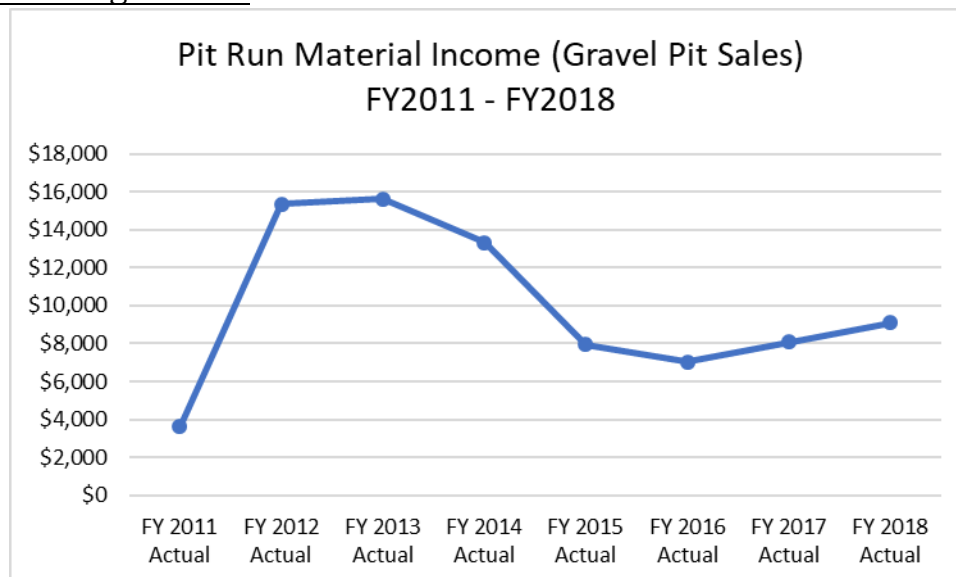
Various City Council members are responsible for the project scoping and management for capital improvement projects and long-term planning for the Lands Department. The treasurer is responsible for the advertisement, execution, and administration of City contracts and for collection of gravel pit and 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

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY19-10**

**A RESOLUTION ESTABLISHING AN ADVISORY COMMITTEE TO ADDRESS THE LONG-TERM SUSTAINABILITY OF THE GUSTAVUS PRESCHOOL AND CHILDCARE PROGRAMS FOR GUSTAVUS**

**WHEREAS**, research regarding the societal benefits of early childhood education is well established and demonstrates that children who participate in high-quality early education programs have better overall literacy, better decision-making and social skills, require fewer remedial or special education services, and have a higher likelihood of economic productivity and social stability in adulthood; and

**WHEREAS**, a quality preschool and child care facility enable parents to seek and retain employment by providing quality, professional, safe, and reliable care, which can support self-sustainability, aids our businesses and the local economy in general, and can be an attractive element to potential new residents and businesses; and

**WHEREAS**, without viable preschool and child care services, working parents in Gustavus could have to choose between putting their children at risk in substandard or unreliable child care or foregoing employment altogether; and

**WHEREAS**, the community of Gustavus recognizes the availability of preschool and child care services is a vital and necessary component of the quality of life and social well-being of the community; and

**WHEREAS**, the City of Gustavus has the opportunity and responsibility to assume a unique role in providing foundational support in meeting the need for these services.

**NOW THEREFORE, BE IT RESOLVED** that: the City authorizes the formation of a Preschool and Child Care Committee (PAC) to recommend actions to the City Council which may contribute to long-term sustainability for the delivery of preschool and child care services in Gustavus. The committee should research and identify 3-4 alternatives for the Council to consider. Each scenario should include:

- a) information on the costs associated with the provision of services and how those costs might be optimized;
- b) options for capital improvements with associated costs;
- c) a forecast model that analyzes operational demand and costs over a five (5) year period;
- d) a discussion of any legal, ethical, or conflict of interest issue(s) that might be expected to arise with any given scenario

In addition, the committee should recommend to the Council the best means to query and record public opinion (beyond attendance at a meeting) on the level of City Government financial support for childcare and preschool services that Gustavus citizens would choose. This could be accomplished through a survey, a ballot measure, a referendum, or some other mechanism.

The PAC may consist of one City Council member, 4 members of the general public, and the Gustavus City Administrator. **PASSED** and **APPROVED** by the Gustavus City Council Gustavus City Council this 13<sup>th</sup> day of May 2019, and effective upon adoption.

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Calvin Casipit, Mayor

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Attest: Karen Platt



**City of Gustavus, Alaska**

PO Box 1

Gustavus, Alaska 99826

Phone: 907.697.2451

Fax: 907.697.2631

**GUSTAVUS PRESCHOOL AND CHILD CARE COMMITTEE MEMBERS NEEDED**

The City of Gustavus is forming an advisory committee to provide input for determining how best the City can assist in supporting the long-term sustainability and success of a preschool and daycare for Gustavus residents.

A good candidate will:

- Be civic-minded with a desire to understand all perspectives of the discussion
- Have demonstrated ability to work with others to reach consensus
- Have at least some familiarity with the functions of preschool and daycare operations
- Not have children or grandchildren attending within the next two years, or be/have a family member employed by the Gustavus Childhood Enhancement Program (GCEP)
- Not have been a member of the GCEP Board of Directors

The committee is authorized until December 9, 2019. However, if the objectives are met prior to this date, the committee may be dissolved upon direction of the City Council.

Meetings are scheduled to occur once a month with the day/time and duration to be determined by the committee at the first meeting, will be posted, and will be open to the public. The committee members may choose to meet more frequently but only if it does not disqualify participation by one or more members.

Applications are available at City Hall or on our website at <https://cms.gustavus-ak.gov/bc/page/application-appointment-committee>

Thank you for considering participating in this important community topic. If you have any questions, contact City Hall.



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

# New Business

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY19-11**

**A RESOLUTION BY THE CITY OF GUSTAVUS UPDATING THE BENEFITS POLICY AND  
PROCEDURE FOR ELIGIBLE REGULAR POSITION EMPLOYEES**

**WHEREAS**, the City of Gustavus last updated its employee benefits policy and procedure effective November 19, 2018; and

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

**WHEREAS**, the City of Gustavus wishes to provide adequate health insurance for its qualifying employees for their health and financial security; and

**WHEREAS**, formal action is needed to further clarify procedures under Health Insurance.

**NOW THEREFORE, BE IT RESOLVED** that effective \_\_\_\_\_, 2019, the City of Gustavus updates its Employee Benefits Policy and Procedure for Eligible Regular Position Employees as attached to:

Clarify group health plan coverage and health insurance stipends during employee furloughs.

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Calvin Casipit, Mayor

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

## **CITY OF GUSTAVUS**

### **POLICIES AND PROCEDURES**

#### **TITLE: CITY OF GUSTAVUS BENEFITS POLICY AND PROCEDURE FOR ELIGIBLE REGULAR POSITION EMPLOYEES EFFECTIVE NOVEMBER 20, 2018**

##### **BACKGROUND:**

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

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

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

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

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

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

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

##### **POLICY:**

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

##### **PROCEDURE:**



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

On a monthly basis, the City Treasurer will add the health insurance stipend to the employee's paycheck in an amount of \$200 gross wages for all Regular Exempt and non-Exempt employees. All stipend amounts are subject to tax reporting and withholding, and the employee will be paid a net amount. If an employee is on unpaid leave during the month and drops below an average of 20 hours worked per week for the month, the stipend will be prorated based on the percentage of the actual hours worked divided by 20 hours per week for the month.

Employees declining enrollment because of other health care coverage may in the future enroll if they have involuntarily lost their other coverage and an enrollment application is received by the insurance company within 60 days after their other coverage ends. See the group insurance documentation for details.

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

Initial enrollment occurred by May 15, 2018 for coverage beginning June 1, 2018. Thereafter, employees may enroll during the group health plan renewal period each spring with coverage beginning June 1. For new employees, enrollment is effective the first of the month following 60 days after the hire date or after the probationary period ends, subject to the insurance company policies. Prior to June 1 each year, the employee may enroll in the city insurance program, or decline enrollment with proof of other coverage, for the following 12 months. Employees may not cancel insurance or sign up for insurance except during this open enrollment period unless they meet the exceptions provided by the insurance company. See the group insurance documentation for details.

If an employee is on unpaid leave during the month and drops below an average of 20 hours worked per week, the city-paid portion of the premium will be prorated based on the percentage of the actual hours worked divided by 20 hours per week for the month with the employee responsible for paying the city for the remainder of the premium before their next paycheck is issued. For employees with an unpaid furlough, the employee may either pay the full premium cost in advance to the city each month for the months not working or may cancel their enrollment and re-enroll once they begin working again. For employees with an assigned work schedule of less than 20 hours per week for the month (e.g. no unpaid leave is being taken), the city-paid portion will remain at 80%.

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

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

### III. Paid Holidays [CoG 3.05.02]

The City of Gustavus observes the following nine holidays:

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

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

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

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

### IV. Paid Time Off (PTO)

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

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

- An employee's annual PTO benefit accrues in accordance with employment longevity as shown in the table below. Accrual rates for a new longevity category begin on the first day of the month of the employment anniversary.

- Annual PTO benefit accruals begin July 1 of each year and end June 30 of each year.
- A maximum of 120 hours of PTO may be carried over into the next fiscal year.
- Accrued PTO hours beyond 120 at the end of the fiscal year will be forfeited.
- For new hires, PTO will accrue retroactive to the date of hire if and when the employee satisfactorily completes the probationary period.
- An employee must receive approval from his/her supervisor for planned PTO. Approval of PTO is contingent upon the needs of the department/facility. In cases of emergency or illness, an employee must let his/her supervisor know about the absence as soon as possible.
- Upon termination an employee shall be paid the value at the time of cash-out of remaining PTO.
- PTO must be used in full before an employee may request unpaid leave.

### **Longevity Categories**

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

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

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

### **Formula**

- The same accrual rate works for any employee in a given Longevity Category. Accrual rate = annual PTO accrual allotment divided by 2080, then rounded to what the QuickBooks payroll software allows.

- Accrued PTO hours on a monthly (or any) pay check for hourly employees = (number of hours paid) x (accrual rate)
- Accrued PTO hours on a monthly pay check for salaried employees = (annual hours of PTO accrual from the table above)/12 months (prorated if unpaid leave is used that month)

## **Jury Duty / Jury Leave**

In order that city employees may fulfill their civic responsibility as jurors or subpoenaed witnesses, all regular employees are granted leave of absence with pay for these purposes. It is the responsibility of the employee to keep her/his supervisor or department head informed of the anticipated time to be spent away from the job for this purpose. Employees will be compensated for jury duty that occurs on their regularly scheduled work day in the amount listed in their base hours agreement.

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

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

## **V. Compensatory Time Off**

The City of Gustavus does not offer Compensatory Time Off.

## **VI. Flexible Work Schedule**

The City of Gustavus recognizes that alternative work schedules can foster a positive work/life balance. To this end, regular position employees may be allowed by their supervisor to have a flexible work schedule. Hours worked by each regular position employee may be flexed during the work month as approved by their supervisor, provided core business hours are covered and job duties are being completed. The Mayor and/or City Administrator may designate core hours for each employee. For non-exempt employees, hours worked per week may not exceed 40 hours without prior approval for overtime (Municipal Code 3.06.020).

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Signed

Mayor of the City of Gustavus

Date

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY19-12**

**A RESOLUTION ESTABLISHING POLICY AND PROCEDURE  
FOR GENERAL INTERNAL FINANCIAL CONTROLS**

**WHEREAS**, the City of Gustavus wishes to maintain an adequate system of internal control;  
and

**WHEREAS**, Title 2.50 requires further guidance on internal controls for the City  
administration and the City departments and committees; and

**WHEREAS**, fiscal control, consistency, transparency, accuracy and economy are essential to  
the sustainability and reputation of the City of Gustavus; and

**WHEREAS**, the City of Gustavus last updated its general internal financial controls policy and  
procedure effective December 8, 2014; and

**WHEREAS**, formal action is needed to update procedures for incoming mail and payments  
received.

**NOW THEREFORE, BE IT RESOLVED**, the Gustavus City Council adopts this current Policy  
and Procedure for general internal financial controls.

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_<sup>th</sup> day of \_\_\_\_\_, 2019,  
and effective upon adoption.

\_\_\_\_\_  
Calvin Casipit, Mayor

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Attest: Phoebe Vanselow, City Treasurer

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Attest: Karen Platt, City Clerk

# **CITY OF GUSTAVUS**

## **Policies and Procedures**

Title: Internal controls

### **POLICY:**

It is the policy of the City of Gustavus to establish and implement internal financial controls in accordance with accepted accounting practices to achieve the following goals:

- Safeguard City of Gustavus assets – well-designed internal controls protect assets from accidental loss or loss from fraud.
- Ensure the reliability and integrity of financial information - Internal controls ensure that the City Treasurer and City Council have accurate, timely and complete information, including accounting records, in order to plan, monitor and report business operations.
- Ensure compliance - Internal controls help to ensure the City of Gustavus is in compliance with the many Federal, State of Alaska, and local laws and regulations affecting the operations of our municipality.
- Promote efficient and effective operations - Internal controls provide an environment in which department managers and City Treasurer can maximize the efficiency and effectiveness of their operations.
- Accomplishment of goals and objectives - Internal controls provide a mechanism for the City Council to monitor the achievement of operational goals and objectives.
- Effective internal controls assure public confidence in how their City government is being run and how their tax money is being spent and support a strong positive reputation for our City government and community with vendors, outside agencies, and other important stakeholders.

Management Responsibility: The City Treasurer is responsible for recommending internal control policy and procedures to the Mayor and City Council, for maintaining an adequate system of internal control, and for implementing the internal controls set forth by the City Council.

Note: This procedure addresses general financial controls. Internal controls specific to grant administration are addressed in a separate policy and procedure document.

### **PROCEDURE:**

#### Internal controls over cash disbursements

1. The City Clerk or City Treasurer opens mail arriving at City Hall, including hand-delivered items, then date stamps as received and routes items to the appropriate person. In absence of the City Clerk or City Treasurer, the Mayor shall assume or delegate the responsibility for receiving, date-stamping, logging and distribution of mail.
2. Invoices are directed to the City Treasurer.
3. The City Treasurer matches invoices to the appropriate Purchase Order.
4. The City Treasurer records invoices into QuickBooks as an Accounts Payable and appropriate Expense.

5. The City Treasurer cuts daily or weekly checks for invoices that are due (coding & account will be indicated on the check stub).
6. All supporting documentation (e.g. invoices, leases, contracts, purchase orders, etc.) must be attached to the unsigned check waiting for approval.
7. Checks require two City Council Member signatures and supporting documentation must be reviewed when checks are signed.
8. An approval signature or initials is documented on the check stub showing review and approval for invoice and the coding into QuickBooks.
9. Check stubs (showing approval) and all supporting documentation are filed into vendor files for the appropriate fiscal year.
10. Bank statements are reconciled monthly and reviewed by the Mayor, a City Council member or City Administrator.
11. In the absence of the City Treasurer, the Mayor may assume or delegate these duties, or postpone them for the return of the City Treasurer.

#### Internal controls over payroll

1. All employees have their own individual personnel files with required payroll documentation (e.g. approved wage rate, approved payroll allocation to grants, payroll deduction authorizations, etc.).
  - a. W4 and I9 files are in separate files due to confidentiality requirements.
2. The City Treasurer spot checks employee files annually to ensure all required documents are up to date.
3. Employees complete timesheets every day that show hours worked and allocation of hours worked (if allocated to a grant or a second department).
4. Employees ensure timesheets are complete and sign their own timesheets.
5. Employees turn monthly timesheets into their supervisor for review. Supervisor signs timesheet showing that the review was completed, and timesheet is accurate. All timesheets will be given to the City Treasurer on a monthly basis to complete Payroll.
6. The City Treasurer enters timesheets into QuickBooks.
7. The City Treasurer enters payroll into the applicable bank account and the City Administrator or Mayor reviews.
8. Paychecks and supporting timesheets are filed into payroll files for the appropriate fiscal year.
9. The City Treasurer submits monthly payments to the Lincoln Financial Group of employee and employer 457(b) plan contributions.
10. The City Treasurer completes 941s and State of Alaska Employment Security Tax contribution reports, and the Mayor or a City Administrator reviews them quarterly.
11. In the absence of the City Treasurer, the Mayor may assume or delegate these duties, or postpone them for the return of the City Treasurer.

#### Internal controls over cash receipts

1. The City Clerk or City Treasurer receives, and date stamps as received checks and cash by both incoming mail and in person.
2. Incoming cash receipts are recorded on a cash receipt form, then submitted to the City Treasurer who then puts the cash into the safe until deposited.
3. The City Treasurer takes the incoming cash and prepares a money order when cash on hand exceeds \$300.00. The City Treasurer takes the incoming checks and prepares a deposit at least weekly.
4. The City Treasurer enters the deposit into QuickBooks.

5. The City Treasurer verifies the deposit before it is mailed to the bank and a copy of the deposit slip is filed. When receipt of deposit is received, the City Treasurer matches the receipt to the original cash receipts, deposit slips and QuickBooks detail report to ensure accuracy.
6. The deposit receipt is attached to the copies of deposit slip receipts and filed into monthly bank files for the applicable fiscal year.
7. Bank statements are reconciled monthly and reviewed by the Mayor or City Administrator. Petty cash is reconciled monthly with copies from the cash receipts log attached showing all incoming cash is accounted for. This reconciliation is also reviewed by the Mayor or City Administrator.

Internal controls over journal entries

1. Journal entries entered by the City Treasurer are printed and attached to supporting documentation, when applicable.
2. Journal entries and support are reviewed and signed or initialed by the Mayor. Journal entries and support are filed into a journal entry file for the applicable fiscal year.

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Signed

City of Gustavus Mayor

Date



**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY19-26**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE  
AMENDMENT OF CITY ORDINANCE TITLE 3-PERSONNEL**

**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 3-Personnel be amended as follows:

~~Strikethrough~~ words indicate deleted and underlined words are additions.

Chapter 3.01 - GENERAL PROVISIONS AND DEFINITIONS

**Section 3.01.010 - Statement of purpose.**

- (a) It is the purpose of this title to establish a system of personnel administration based on merit and professional methods of recruitment, selection, employment, promotion, transfer, removal, and discipline of ~~employees~~ personnel, both employed and voluntary, and to establish other conditions of employment with the City of Gustavus. Toward that end, the city intends:
- (1) To recruit, select, advance and compensate employees on the basis of merit and relative qualifications, ability, knowledge and skills, including open consideration of qualified applicants for appointment;
  - (2) To assure fair treatment ~~of applicants and employees~~ in all aspects of personnel administration without regard to political affiliation, race, color, national origin, age, sex, sexual orientation, gender identity, religion, marital or veteran status, ancestry, disability or other legally-protected status;
  - (3) To provide employment subject to the city's need to accomplish work, availability of funds, and continued effective performance and acceptable conduct of the employees;
  - (4) To enable efficient work by all city employees through personnel administration, with systems for assigning employee duties, responsibilities and authority, job-related training, supervision and performance appraisal, appropriate compensation including pay and benefits, and recognition for exceptional service; and
  - (5) To inform employees of their rights, benefits and responsibilities.

**Section 3.01.020 - Definitions.**

- (a) *Department*: An administrative or functional division of the municipality established by ordinance.
- (b) *Discharge*: The involuntary employment termination initiated by the city.

- (c) *Employee*: A person working for the city for wages or salary in a regular or temporary position.
- (d) *Exempt position*: Exempt positions are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act.
- (e) *Grievance*: Any dispute initiated by an employee or a group of employees involving the interpretation, application or alleged violation of any section of this title, except for disputes that are expressly excluded from the grievance procedure.
- (f) *Layoff*: The involuntary employment termination initiated by the city council for non-disciplinary reasons.
- (g) *Nonexempt position*: Nonexempt positions are not exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act and similar State of Alaska law.
- (h) *Overtime*: Any time worked by a nonexempt employee in excess of forty (40) hours per week.
- (i) *Position*: A group of duties and responsibilities that require the services of an employee on a part-time or full-time basis.
- (j) *Position description*: A position description (PD) is a structured document assigning work to a given position as it is expected to be performed after customary orientation and training. It identifies the typical duties and responsibilities of the position, including the typical education, training and skills required to perform the typical duties and responsibilities of the position. It also describes how the position relates to other positions within and outside the department. The PD will describe the permanent duties and responsibilities that are assigned to and performed by the position; however, PDs are not intended to cover every kind of work assignment a position may have. Rather, PDs cover those work assignments which that are predominant, permanent and recurring. Position descriptions will be the basis for employee performance evaluations.
- (k) *Regular position*: A regular position is a full-time (forty (40) hours per week, or two thousand eighty (2,080) hours per year) or a part-time (less than forty (40) hours per week, or less than two thousand eighty (2,080) hours per year) year-around position ~~in which the employee generally works the same schedule every week.~~ Actual work hours each week may vary with season or with work load. Employees holding regular positions may qualify for or access City of Gustavus benefit programs.
- (l) *Resignation*: The voluntary separation from city employment initiated by an employee.
- (m) *Supervisor*: The mayor, city administrator, or an employee in a regular position whose position description includes specific supervisory duties or who has been assigned supervision of temporary employees for a specific project or function ~~by the mayor~~.
- (n) *Temporary position*: A temporary position is one in which an employee is hired as an interim replacement, or to supplement temporarily the work force on a seasonal or other basis, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employees in temporary positions are not eligible for City of Gustavus benefits programs.
- (o) *Termination*: An involuntary separation by the city of an employee from city employment due to reductions in force due to budgetary considerations; or, an involuntary disciplinary separation by the city of an employee from city employment.
- (p) *Volunteers*: Volunteers are individuals providing services or labor to the city for no compensation and who are not entitled to any pay or benefits. Gustavus Volunteer Fire Department firefighters and emergency medical responders on a current roster are volunteers; however, they may be entitled to workers' compensation insurance coverage.
- (q) *Workplace*: Any premises owned, leased, or otherwise controlled/managed by the City of Gustavus, including, but not limited to, real property, rights of way, easements, facilities, buildings, rooms, vehicles and equipment, used for the performance of city work by city employees.

### **Section 3.01.030 - Severability.**

If any section or subsection of this title shall at any time be illegal or unenforceable, the remaining provisions shall not be affected thereby and shall remain valid and enforceable to the extent permitted by law.

## **Chapter 3.02 - BASIC EMPLOYMENT PROVISIONS**

### **Section 3.02.010 - At-will employment.**

The City of Gustavus is an "at-will" employer. ~~Accordingly, the city is free to discharge employees with or without cause at any time, and employees are equally free to quit, or otherwise cease work, provided such city or employee action does not violate federal or state law~~

### **Section 3.02.020 - Equal employment opportunity.**

- (a) In order to provide equal employment and advancement opportunities to all individuals, employment decisions of the City of Gustavus will typically be based on merit, qualifications, and abilities. The City of Gustavus shall not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or on any other basis that is prohibited by federal, state, or local law.
- (b) This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination, and access to benefits and training.
- € An employee may not be discharged, threatened or otherwise discriminated against regarding the employee's compensation, terms, conditions, location, or privileges of employment for reporting suspected or actual discrimination governed by (a) and (b) of this section.
- (d) An employee may not be discharged, threatened or otherwise discriminated against regarding the employee's compensation, terms, conditions, location, or privileges of employment for any reason outlined in AS 39.90.100 regarding protection for whistleblowers.
- (e) Although employment decisions ~~are typically~~may be based on merit, qualifications, and abilities, employment with the City of Gustavus remains at all times at-will employment.

### **Section 3.02.030 - Hiring of relatives.**

- (a) No persons may be employed in a position supervised by a relative. If an employee and the employee's supervisor should marry or enter a relationship similar to marriage, they shall elect which employee may continue with the department and which employee shall terminate or transfer.
- (b) For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

### **Section 3.02.040 - Immigration law compliance.**

- (a) The City of Gustavus is committed to employing only United States citizens and aliens who are authorized to work in the United States.
- (b) In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

## Chapter 3.03 - RECRUITMENT PROCEDURES

### Section 3.03.010 – Position vacancies and publicity.

- (a) In order to attract an adequate number of candidates for present or anticipated vacancies and to ensure that present employees are informed of opportunities to apply for vacant positions, the mayor, or the mayor's designee, will publish or post notice of position vacancies as follows:
  - (1) Position vacancy announcements shall be posted in at least three (3) public places within the City of Gustavus, to include the council chambers, for a minimum of ten (10) days.
  - (2) At the mayor's discretion, positions may also be advertised by using any, or any combination of, state or other employment services, or by using any print or electronic media including but not limited to newspapers and relevant professional or trade publications.
  - (3) All position vacancy notices shall include at least the following:
    - (A) The position title, employment category, essential responsibilities, job qualifications and requirements, the time, place and manner of completing applications, the application deadline, pay rate or salary range, employment category, and other pertinent information.
    - (B) Notice that all positions are located within the City of Gustavus and all work will be conducted in the City of Gustavus, unless the employee is on an authorized business or training trip or is authorized to conduct business while on approved absence.
    - (C) An equal opportunity statement.
    - (D) A statement that reasonable accommodation to facilitate the submission of an application is available on request.
- (b) Publicity for all position vacancies shall be conducted for a sufficient period of time to ~~insure~~ensure reasonable opportunity for persons to apply and to be considered for employment. Position vacancies shall be formally announced for at least ten (10) working days prior to the closing date for filing applications. The position may remain open until a qualified candidate is found.

( [Ord. No. FY15-04, § 3, 8-11-2014](#) )

### Section 3.03.020 - Employment application form.

- (a) To ensure consistency and completeness in the application process, all applicants for employment in regular positions with the City of Gustavus will fill out the City of Gustavus Employment Application Form, adopted and amended by motion by the city council.
- (b) ~~When posting or otherwise advertising a~~All advertisements and postings of vacant position, positions shall contain a position description ~~will be attached to the application form or provide directions for obtaining a position description.~~
- (c) Application forms shall not elicit any information concerning race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other information that is prohibited by federal, state, or local law.
- (d) Persons who for reasons of physical or mental disability are unable to complete the application in its regular form, may request reasonable accommodation in the application process.

### Section 3.03.030 - Certification statement.

To be considered for employment, an applicant must include, as part of the applicant's application for employment, a signed and dated certification that states as follows:

I certify that the information I have entered on this form is true and complete to the best of my knowledge. I have read and understand the position description for this job, a copy of which is attached to and made a part of this application. I believe that I am qualified to assume and perform the duties and responsibilities of this position. I understand that if I deliberately conceal or enter false information on this form, that I may be removed from my job; that nothing contained in this employment application or in the granting of an interview is intended to create a contract between me and the City of Gustavus for either employment or the provision of any benefits; that information in this application will become part of the public record; and that for the purpose of this certification, a photocopy of my original signature shall have the same force and effect as my original signature. I hereby authorize the City of Gustavus, or its agents, to contact the references I provided as part of this application ~~in order~~ to obtain additional information relevant to my position-related background, education, skills and abilities. I understand that, prior to making any offer of employment, the City of Gustavus may request my authorization to conduct a confidential background check to obtain additional information relevant to this employment application.

## Chapter 3.04 - EMPLOYMENT STATUS AND RECORDS

### Section 3.04.010 - Employment categories.

The City of Gustavus recognizes the following categories of employment:

- (a) *Nonexempt or exempt.* Each position is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt positions are not exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. Exempt positions are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act and any similar State of Alaska law. A position's exempt or nonexempt classification may be changed only upon written notification by the Mayor of the City of Gustavus and after first confirming compliance with federal and state law.
- (b) *Regular or temporary.* In addition to the above categories, each employee will belong to one (1) of the following employment categories:
  - (1) *Regular position.* A regular position is a full-time or a part-time year-around position ~~in which the employee generally works the same schedule every week~~. Actual work hours each week may vary with season or with work load. Employees holding regular positions may qualify for or access City of Gustavus benefit programs. An employee entering a regular position for the first time with the city must complete a probationary period, after which the employee may be eligible for the City of Gustavus benefit programs as set forth in the City of Gustavus Benefits Policy, as amended. Completing a probationary period only impacts an employee's eligibility for benefits and does not alter his or her status as an employee at-will.
    - (A) *Regular full-time.* A regular full-time position is one in which the work required is expected to constitute forty (40) hours per week, or two thousand eighty (2,080) hours per year.
    - (B) *Regular part-time.* A regular part-time position is one in which the work required is expected to constitute fewer than forty (40) hours per week, or fewer than two thousand eighty (2,080) hours per year.



- (2) *Temporary position.* Employment assignments in this category are of limited duration. A temporary position is one in which an employee is hired as an interim replacement, or to supplement temporarily the work force on a seasonal or other basis, or to assist in the completion of a specific project.

Employment beyond the initially stated period, which first must be approved in writing by the mayor, does not in any way imply a change in employment status. While temporary employees receive all legally-mandated benefits (such as workers' compensation insurance and social security), they are ineligible for all ~~of~~ the other benefit programs offered by the City of Gustavus.

- (c) The employment categories set forth in this section do not guarantee employment for any specified period of time. No employee shall have any right to continued employment in any particular position. The city council may, in its sole and exclusive discretion, eliminate any position for any reason including, but not limited to, lack of work, lack of funds, departmental reorganization, or reassignment of duties.

### **Section 3.04.020 - Position descriptions.**

- (a) The City of Gustavus will prepare and maintain current position descriptions for all regular full-time and regular part-time positions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing appropriate compensation levels and hiring criteria, and setting standards for employee performance evaluations.
- (b) The mayor and/or city administrator will prepare, subject to council approval by motion, position descriptions for all regular full-time and regular part-time positions.
- (c) The mayor and/or the city administrator will review all position descriptions at least annually to determine whether they are current and reflect the existing needs of the city. Further, the mayor will review the position description of any vacant position to determine whether it is current and reflects the existing needs of the city prior to recruiting to fill that vacancy. The mayor and/or city administrator will prepare, subject to council approval by motion, any revisions to position descriptions.
- (d) A position description will include the following:
- (1.) Elements of the position description:
- Position title;
  - Exempt or nonexempt under Fair Labor Standards Act;
  - Based at (city department or functional unit);
  - Position reports to;
  - Position purpose summary (ideally one (1) sentence);
  - Essential duties and responsibilities;
  - Supervisory responsibilities (if any);
  - Hours of work;
  - Required or desired minimum qualifications (education, training, experience, specific abilities or skills, etc.);
  - Special requirements (licenses, certificates, endorsements, etc.);
  - Physical demands (including tools used);
- (2.) Work environment:
- (A) Description of typical work environment for the position.
- (B) The typical location(s) in the City of Gustavus where the work will take place.
- ~~(2) — Notice. 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. 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.

### **Section 3.04.030 - Probationary period for regular positions.**

- (a) The probationary period provides new and newly-transferred or promoted employees with an on-the-job orientation and training period. During the probationary period, the mayor/~~and/or city administrator and the~~ supervisor will review, guide, direct, provide necessary on-the-job orientation and training, examine, evaluate and monitor the conduct, capacity, efficiency, skill, responsibility, integrity, and effectiveness of the probationary employee to determine whether the employee is fully qualified for employment in the position to which the employee has been appointed.
- (b) Length of probationary period.
  - (1) The probationary period for a regular position is typically six (6) calendar months; however, the actual length of the probationary period shall be set by the mayor/city administrator with the supervisor in writing at the time of employment and shall be based upon an assessment of the employee's qualifications for and readiness to assume the full duties and responsibilities of the position. Probationary period may be shortened if, in the opinion of the Supervisor, City Administrator, and Mayor the employee has satisfied the purpose of probation.
  - (2) If the mayor/supervisor determines that the designated probationary period does not allow sufficient time to evaluate thoroughly the employee's performance, the mayor/supervisor, in his/her sole discretion, may extend the probationary period once, in writing, for a specified period not to exceed three (3) months.
- (c) At the conclusion of the initial or the extended probationary period, the mayor/supervisor will prepare a written evaluation of the employee's performance in the position.
  - (1) If at any time during the probationary period the mayor/supervisor determines that the employee does not satisfactorily meet the requirements of the job for any reason, the city may terminate the probationary employee from that position.
  - (2) If the employee satisfactorily meets the requirements of the job, the mayor will provide written notice to the employee that the employee has successfully completed the probationary period.
- (d) Although the City of Gustavus imposes a probationary period for purposes of training and evaluation, the city remains at all times an "at-will" employer. ~~Accordingly, the city is free to discharge employees with or without cause at any time, during or after the probationary period, and employees are equally free to quit, or otherwise cease work, provided such city or employee action does not violate federal or state law.~~

### **Section 3.04.040 - Personnel files.**

- (a) The City of Gustavus will maintain a personnel file on each employee. The personnel file will include such information as the employee's job application form, position description(s), records of training, documentation of performance appraisals and wage adjustments, timesheets and payroll records, and other employment records.
- (b) Personnel files are the property of the City of Gustavus and are considered confidential to the extent allowable by law. Accordingly, the city shall restrict access to an employee's

personnel file to the mayor, the employee's direct supervisor, the employee accessing his or her own personnel file, the city's legal counsel, and the city ~~clerk~~treasurer. The restriction on access to personnel files does not apply to a proper public information request for the pay rate of employees. The city will comply with court orders, subpoenas, and releases that compel the release of information from an employee's personnel file.

- (c) With reasonable advance notice, an employee may review and make copies of their own personnel file within city hall in the presence of the mayor or the city clerk.

#### **Section 3.04.050 - Employment reference ~~checks~~inquiries.**

~~The~~Only the mayor ~~will~~or city administrator may respond ~~only~~ to those reference ~~check~~ inquiries ~~that are~~ submitted in writing. ~~The mayor's;~~ the city's response will also be in writing. Unless a written waiver form allowing the release of personnel file information is received from a former employee, responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

#### **Section 3.04.060 - Personnel data changes.**

It is the responsibility of the employee, including those on leave without pay status, to promptly notify the city of any changes in personal data, such as: Personal mailing addresses, telephone numbers, individuals to be contacted in the event of emergency, educational accomplishments, training certificates, and similar information.

#### **Section 3.04.070 - Performance evaluation of regular position employees.**

(a) The city council shall establish and amend, from time to time, by resolution, a written policy and procedure for performance evaluations of regular position employees.

~~(a)~~ (ab) The city will utilize an employee performance evaluation program to assist the City of Gustavus in maintaining the highest quality employees and highest quality performance. The city's employee performance evaluation program will provide for regular and routine evaluation by the mayor or employee's direct supervisors if other than the mayor, of employee performance of position duties and responsibilities and to provide a vehicle for communication between employees and their supervisors regarding job performance, including discussion of needs and means for improving work performance. Performance evaluations shall also be considered in decisions affecting merit-based salary or wage increases, promotions, demotions, dismissals, order of layoff, order of reemployment, placement and training needs.

~~(b)~~ (bc) Employees in regular positions shall be evaluated by the mayor, or the employee's immediate supervisor if other than the mayor. Any recommendations for bonuses or merit-based salary or wage raises or change of status will be brought before the city council for consideration in the next budget cycle.

~~(c)~~ (ed) All performance evaluations shall be in writing in a format approved by the city council, with one (1) copy given to the employee when the supervisor schedules an appointment to discuss the evaluation, and one (1) copy to be placed in the employee's personnel file. Each employee's performance shall be evaluated at the following periods:

- (1) Prior to end of probationary period. Each employee appointed to a regular full-time or regular part-time position will be evaluated at least once during the probationary period. The employee must have an overall evaluation of at least "satisfactory" at the conclusion of the probationary period in order to continue employment in a regular position with the City of Gustavus.



(2) Annual. Each employee in a regular full-time or regular part-time position shall receive an annual performance evaluation on or close to their anniversary date of hire or promotion.

(de) The conduct of performance evaluations by the City of Gustavus does not restrict, limit, or otherwise change the at-will employment status of each City of Gustavus employee. Evaluations do not guarantee a cost-of-living adjustment, wage increase, step increase, or bonus of any kind.

(ef) Employees who receive an overall rating of "unsatisfactory" on any aspect of their annual or special evaluations may be subject to measures that the city deems necessary or appropriate to ensure that employees meet or exceed standards required for that position. Such measures may include demotion or termination based on an inability to satisfactorily perform the necessary and essential functions of the position.

~~(g)f) Performance evaluations shall not be subject to the grievance procedure. However an~~ An employee may submit written comments responding to that employee's performance evaluation. Such comments shall be submitted to the evaluating supervisor within five (5) city business days from the date of ~~discussion of the performance~~ employee's evaluation ~~report with the employee review.~~ Such comments shall be attached to, and included with, the performance evaluation in the employee's personnel file.

~~(g)~~ (h) An employee may file a grievance if he/she believe the evaluation procedure has not been followed in accordance with the Policy and Procedure for a Regular Position Employee Performance Evaluation. In addition, an employee may file a grievance if he/she believes an issue exists which is provided in Section 3.08.100 – Grievance Procedure.

(i) Special. In addition to an employee's annual performance evaluation, the mayor or the employee's direct supervisor, if other than the mayor, may complete a special performance evaluation whenever there is significant change in the employee's performance, or at any other time for any other reason deemed sufficient by the mayor or the employee's direct supervisor. Special evaluations are subject to the provisions of Sections 3.04.070(a) through (f).

## Chapter 3.05 - EMPLOYEE BENEFITS

### Section 3.05.010 - City of Gustavus benefits policy.

(a) The city council shall establish and amend, from time to time, by resolution, a written benefits policy, which shall describe various non-wage compensations that the city provides to employees in addition to normal wages or salaries.

(b) Any change, amendment, or alteration to benefits shall apply to all regular position employees upon the effective date of the change, amendment, or alteration, even if an employee was hired before the effective date of the change, amendment or alteration to the benefits.

(c) Written notice will be given to regular position employees one (1) month in advance of any change, amendment, or alteration to benefits or to eligibility for benefits.

~~(d) Hours worked beyond forty (40) hours per week for overtime eligible employees will not be used to determine benefit status.~~

### Section 3.05.020 - Holidays.

(a) City of Gustavus workplaces will be closed on the holidays listed below:

New Year's Day	January 1
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Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
<u>Veterans Day</u>	<u>November 11 (or as observed)</u>
Thanksgiving	Fourth Thursday in November
Day after Thanksgiving	
Christmas	December 25

- (b) The City of Gustavus will grant paid holiday time off to all eligible employees. Holiday pay will be calculated based on the employee's straight-time pay rate as of the date of the holiday. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime. Regular position employees will not receive compensation for a holiday that occurs on a day that the employee is on an unpaid leave of absence.
- (c) For city employees whose normal work week is Monday through Friday, if a city-observed holiday falls on a Saturday, the holiday will be observed on the previous Friday, and if a city-observed holiday falls on Sunday, the holiday will be observed the following Monday. For city employees working on Saturday, if the city-observed holiday falls on Saturday, it will be observed on that day. All city workplaces will be closed on Sunday.

( [Ord. of 2-2-2015](#) )

#### Chapter 3.06 - TIMEKEEPING/PAYROLL

##### **Section 3.06.010 - Timekeeping.**

- (a) Nonexempt employees shall accurately record the time they ~~begin and end their work, as well as the beginning and ending time of work~~ each meal period. ~~Employees shall also record the beginning and ending time of any split shift or departure from work for personal reasons day.~~
- (b) Altering, falsifying, or tampering with time records may be cause for disciplinary action up to and including termination of employment.
- (c) Employees will sign their time records at the end of each pay period to certify the accuracy of all time recorded. Time sheets also may be sent electronically. The supervisor will review and initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

##### **Section 3.06.020 - Overtime (nonexempt positions).**

- (a) The mayor or an employee's supervisor may require regular position nonexempt full-time employees to work overtime hours if needs cannot be met during regular working hours.
- (b) All overtime work must receive the supervisor's prior authorization. The mayor or immediate supervisor will place a note with the employee's time record documenting the reason for requesting or authorizing overtime work.

- (c) Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour requirements. Overtime pay is calculated at one and one-half (1½) times the employee's regular pay rate. Overtime pay is based on actual hours worked over forty (40) hours per week.
- (d) Paid time off will not be considered hours worked when calculating overtime. ~~Hours worked in excess of forty (40) hours per week for overtime eligible employees will not be used to determine or calculate employee benefits.~~

### **Section 3.06.030 - Pay days and paychecks.**

- (a) All employees will be paid monthly by the fourth (4th) business day of the following month. Each paycheck will include earnings for all work performed through the end of the monthly pay period.
- (b) As, and to the extent required by law, the city will make certain deductions, including but not limited to federal income tax withholding, social security and Medicare taxes, and state unemployment tax, from employee's paychecks.

### **Section 3.06.040 - Employment termination.**

Termination of employment may be by resignation, discharge or layoff.

## **Chapter 3.07 - WORK CONDITIONS AND HOURS**

### **Section 3.07.010 - Workplaces and work schedules.**

City employees shall report to the workplace assigned by the mayor, city administrator or their supervisors at the times and on the schedules determined and designated by the mayor or their supervisors.

### **Section 3.07.020 - Rest and meal periods.**

- (a) Each workday, employees will be provided with two (2) each fifteen-minute rest periods per eight-hour work shift. To the extent practical rest periods will be in the middle of work periods. Rest periods are counted and paid as time worked, and employees must not be absent from their workstations beyond the allotted rest period time.
- (b) Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for the time.

### **Section 3.07.030 - Training.**

- (a) The City of Gustavus may require an employee to attend a training or other educational program to acquire, refresh, or upgrade skills relevant to their job.
- (b) Employees may request ~~time off or~~ city financial support ~~or both~~ to attend conferences or training workshops sponsored by institutions or professional organizations. The subject matter to be presented must relate directly to the employee's position and must provide a benefit to departmental operations. The above will not preclude an employee from requesting vacation time or leave of absence without pay to attend any conference or training of his/her choice; provided that the city reserves full and absolute discretion to grant or deny such request.
- (c) Each employee attending an approved training or other educational program shall submit a written statement stating the benefit of the training to the city and shall provide an itemized

estimate of reimbursable out-of-pocket expenses that the employee anticipates incurring to attend the training. In most cases these expenses will be anticipated in the annual work plan and included in the department budget.

- (d) The employee's application will be reviewed by the mayor or city administrator, who will grant or deny permission for the employee's participation in the conference or training workshop that is paid for by the city or for which the city will approve use of vacation or leave of absence without pay.

#### **Section 3.07.040 - Travel expenses for authorized business or training.**

- (a) The City of Gustavus will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the ~~treasurer or mayor~~ mayor designee or city administrator.
- ~~(b) Arrangements for approved travel will be made by the city clerk.~~
- ~~(e) (b)~~ When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the city. Employees are expected to limit expenses to reasonable amounts pursuant to the small procurement under \$10,000 policy and procedure.
- ~~(d) Expenses that generally will be reimbursed include the following:~~
  - ~~(1) Fares for air, ferry or train travel in coach or economy class or the lowest available fare;~~
  - ~~(2) Car rental fees, only for compact or mid-sized cars;~~
  - ~~(3) Fares for shuttle or airport bus service, where available, costs of public transportation for other ground travel;~~
  - ~~(4) Taxi fares, only when there is no less expensive alternative;~~
  - ~~(5) Mileage cost for use of personal cars, only when less expensive transportation is not available;~~
  - ~~(6) Cost of standard accommodations in mid-priced hotels, motels, or similar lodgings;~~
  - ~~(7) The city will reimburse eligible expenses not to exceed the federal per diem rates applicable at the time of travel.~~

#### **Section 3.07.050 - Unpaid leave.**

- (a) Unpaid leaves of absence may be granted to regular position employees on a case-by-case basis at the discretion of the mayor. The duration and reason for the absence will be documented in writing and signed by both the mayor and the employee.
- (b) Failure of an employee to return from any leave without pay on or before the designated date without prior notice by the employee and approval by the mayor may be considered cause for termination and the denial of reemployment with the city.
- (c) An employee on an unpaid leave of absence is not eligible for holiday pay and will not accrue paid-time-off during the period of unpaid leave.

#### **Section 3.07.060 - Smoking, drug and alcohol use.**

- (a) In keeping with the intent of the City of Gustavus to provide a safe and healthy work environment, smoking is prohibited throughout the workplace. This policy applies equally to all employees, elected officials, volunteers, customers, visitors, and others at city workplaces.
- ~~(b) While in or on any city workplace, on city premises and while conducting business-related activities off of city premises, no~~ No employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs, while conducting city business. The legal use of

prescribed drugs is permitted on the job only if the medical prescription is current, the use of the prescribed drugs is consistent with the medical prescription, and if such use does not impair an employee's ability to perform the functions of the job efficiently, safely and effectively.

- (c) Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment.

## Chapter 3.08 - EMPLOYEE CONDUCT AND WORK RULES

### Section 3.08.010 - Standards of conduct.

- (a) City employees shall abide by the law.
- (b) Employees are responsible for proper conduct in the maintenance of production and service standards, use of work time; cooperation with supervisors and other employees; use of city equipment and materials, respect for other employees and their property, conformance with lawful dress codes and appearance standards, and the protection of confidential information.
- (c) Any person holding a city position as an employee or as a volunteer, shall ~~at all times~~ employ a respectful, business-like professional manner ~~in communications with the public.~~
- (d) Employee behavior that may result in disciplinary action, up to and including termination of employment, may include, but not be limited to:
  - (1) Theft or inappropriate removal or possession of city property;
  - (2) Falsification of timekeeping records;
  - (3) Working under the influence of alcohol or illegal drugs;
  - (4) Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace while on duty or while operating employer-owned vehicles or equipment;
  - (5) Fighting or threatening violence in the workplace;
  - (6) Boisterous or disruptive activity in the workplace;
  - (7) Negligence or improper conduct leading to damage of employer or customer property;
  - (8) Sexual or other unlawful or unwelcome harassment;
  - (9) Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace;
  - (10) Excessive absenteeism or any absence without notice;
  - (11) Unsatisfactory performance or conduct;
  - (12) Breach of confidentiality;
  - (13) Violations of conflict of interest policies as set forth in Title 2, as amended.

### Section 3.08.020 - Attendance and punctuality.

- (a) To maintain a safe and productive work environment, the city requires employees to be reliable and to be punctual in reporting for scheduled work. The city requires employees to notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.
- (b) Failure to provide notification in advance of anticipated tardiness or absence may subject an employee to disciplinary action up to and including termination of employment.

### Section 3.08.030 - Return of property.

Employees are responsible for all city property, including but not limited to tools, equipment, vehicles, machinery, books, papers, documents including digital documents, materials, or other

written information issued to them or in their possession or control. All such city property must be returned by employees to their supervisor, the mayor or the city clerk on or before an employee's last day of work.

#### **Section 3.08.040 - Solicitation.**

Employees may not solicit or distribute literature relating to non-city organizations, activities, or events in, on, or at any workplace during working time unless approved by the mayor, city administrator, or department supervisor.

#### **Section 3.08.050 - Computer, e-mail, Internet, social media, and telephone usage.**

All use of the city's computers and related software, including use for composing, sending, receiving and reviewing e-mail messages or accessing the Internet, shall be limited to city business only. Likewise, the use of telephones, facsimile machines or any similar devices or services shall be limited to city business only. ~~Violations of this policy shall be a cause for disciplinary action, up to and including termination.~~

The City has an overriding interest and expectation in deciding what is "spoken" on its behalf on social media sites. To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, social media use by city representatives shall be conducted according to the Social Media Policy and Procedure.

Violations of this section ~~policy~~ shall be a cause for disciplinary action, up to and including termination.

#### **Section 3.08.060 - Sexual harassment.**

The City of Gustavus does not and will not tolerate sexual harassment involving city employees. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Sexual harassment shall be a cause for disciplinary action, up to and including termination.

#### **Section 3.08.070 - Workplace violence policy.**

The City of Gustavus does not and will not tolerate workplace violence. Workplace violence includes acts or threats of physical violence, including intimidation, harassment or coercion, which involve city employees. Workplace violence includes, but is not limited to:

- Threat or actual physical or aggressive contact.
- Threat or actual destruction of city or an individual's property, including acts of sabotage.
- Harassing or threatening telephone calls, e-mails or faxes.
- Possession, use, threat of use, or brandishing of a gun, knife or other weapon of any kind.
- Stalking.
- Veiled threats of physical harm or similar intimidation.

Workplace violence shall be a cause for disciplinary action, up to and including termination.

#### **Section 3.08.080 - Non-retaliation policy.**



It is the policy of the city to prohibit the taking of any adverse employment action in retaliation against those who in good faith report or participate in investigations into complaints of alleged violations of local, state or federal law for that reporting or participation.

Any violation of the city's non-retaliation policy involving city employees may be a cause for disciplinary action, up to and including termination.

### **Section 3.08.090 - Progressive discipline.**

- (a) The city council may establish and amend, from time to time, by resolution, a written progressive discipline policy, which shall describe the steps to be taken to address disciplinary problems. To ensure that the city administers employee discipline in an equitable and consistent manner, the city council hereby establishes the following progressive employee discipline policy.
- (b) Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may lead to termination of employment. The city, in its sole discretion, may bypass one (1) or more steps in the progressive disciplinary procedure. Nothing herein is intended to, or shall, change the city's right to terminate any employee at will, any time, with or without cause, regardless of which, if any, lesser discipline steps have been used or not used or that might otherwise be applicable.
- (c) Certain types of employee problems are serious enough to justify immediate suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.
- (d) Each disciplinary action shall be documented in a memorandum signed by the employee and supervisor and placed in the employee's personnel file.

### **Section 3.08.100 - Grievance procedure.**

- (a) The City of Gustavus desires to resolve fairly and promptly employee complaints arising in or relating to the workplace. Accordingly, employees who have a complaint relating to wages, hours or working conditions are required to follow this three-step grievance procedure.
  - (1) *Step 1. Informal discussion.* The aggrieved employee or group of employees shall orally present the grievance to the immediate supervisor within three (3) working days of its occurrence, not including the day of the occurrence. The supervisor shall give his/her oral reply within five (5) working days of the date of presentation of the grievance, not including the date of presentation.
  - (2) *Step 2. File written grievance.* If the grievance is not resolved in step 1, the employee or group of employees shall reduce the grievance to writing. The grievance shall be dated and signed by the aggrieved employee or group of employees and shall be presented to the mayor within five (5) working days after the supervisor's oral reply is given, not including the day the answer is given. If the employee, or group of employees, does not file the grievance in writing within five (5) working days after the supervisor's oral reply as provided in step 1 of the grievance procedure, the city will deem the grievance resolved. The mayor shall reply in writing to the grievance within ~~five (5)~~ten (10) working days of the date of the presentation of the written grievance, not including the day of the presentation.
  - (3) *Step 3. Appeal to the city council.* If the grievance is not resolved in step 2, the employee or group of employees shall present the written grievance along with all pertinent

correspondence, records and information accumulated to date to the city council, which will review and consider the grievance, meeting in executive session when appropriate. If the employee, or group of employees, does not present the grievance to the city council within ten (10) working days after the mayor's written response as provided in step 2 of the grievance procedure, the city will deem the grievance resolved or waived. The city council shall inform the employee of its decision within fifteen (15) working days of receipt of the written grievance and related materials and forward a copy of its written response to the mayor for placement in the employee's personnel file. The city council's decision will be final.

(b) The employee or group of employees may discontinue the grievance procedure at any step.

**Section 3.08.110 - Volunteers.**

- (a) No employee-employer relationship is created through service on an advisory committee or board.
- (b) Advisory committees and boards shall not have supervisory oversight of city employees.

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

**Date Introduced:** *May 13, 2019*

**Date of Public Hearing:** *June 10, 2019*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2019

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Calvin Casipit, Mayor

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Attest: Karen Platt, City Clerk



## PROJECT SCOPING and DEVELOPMENT FORM

This form is to be used to document project planning and approval in order to assure that: project options are well-considered; the best option is put forward; initial and continuing costs and funding are addressed; and that Council approval has been given for implementation. Use this project scoping form with the Project Planning and Approval Process Flow Chart.

Answer the questions that pertain to your proposed project. Attach additional narrative pages if necessary. Type in the electronic form using as much space as you feel is necessary.

### Part 1. Project Identification

Name of project: [Gustavus Gravel Extraction Improvement Project](#)

Department: [Lands](#)

Contact: [Tom Williams](#)

E-mail: [tom.williams@gustavus-ak.gov](mailto:tom.williams@gustavus-ak.gov) Phone [907-697-2257](tel:907-697-2257)

**Part 2. Project Scope** refers to a project's size, goals, and requirements. It identifies what the project is supposed to accomplish and the estimated budget (of time and money) necessary to achieve these goals. Changes in scope will need Council approval.

1. What is the project? [Extending the life of the Gustavus gravel pit operation by implementing an alternative system, such as a drag-line or dredge.](#)  
Specifically:
  - [clear land around existing pits to create extractable gravel for the next 12 months,](#)
  - [purchase an alternative extraction method,](#)
  - [purchase a portable scale to weigh gravel for sale or use,](#)
  - [acquire training/staff/operator for the first year of operation](#)
  - [purchase any consumables for the first year](#)
- What are its goals and objectives?  
[Goal: provide a system for gravel extraction that will extend the usefulness of the existing gravel ponds for approximately 20 years.](#)
- Who/what will be aided by this project? Who are the targeted stakeholders/customers?  
[The primary beneficiaries of this project will be the City gravel needs \(i.e. roads, construction, etc.\), residents and visitors of Gustavus.](#)
- Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey?  
[No.](#)
- What is NOT covered by this project? What are its boundaries?

Land survey of the gravel pits parcel. The annual operation and maintenance of the drag-line or dredge.

2. Why is the project needed?

The project is needed to continue providing gravel for the multiple uses and users of Gustavus.

- What community problem, need, or opportunity will it address?  
The problem this project addresses is the pending loss of gravel from the City's gravel pits. Given the current rate of extraction, using the current method, the City will soon run out of gravel.
- The project will provide a method to extract gravel for approximately 20 years. Currently, it is estimated that the City's gravel pit will be exhausted within 12 months. This project will ensure that gravel will be available for development, road construction and maintenance, and other miscellaneous uses necessary for the City.
- Opportunity: The project provides the opportunity to continue providing gravel for the community and for the operation of City responsibilities such as roads.
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?  
The project addresses infrastructure concerns as gravel is frequently necessary for construction. Also, gravel is needed to comply with City requirements for road maintenance and repair. In addition, without adequate and affordable gravel, the businesses and residents will experience economic difficulties caused from a lack of supply and increased demand for gravel.

3. Where did the idea for this project originate? (Public comments, Council direction, committee work?)

The project originated through discussions with community businesses and contractors notifying the City that the gravel was running out.

4. Is this project part of a larger plan? (For example, the Gustavus Community Strategic Plan, or committee Annual Work Plan?)

Not at this time.

5. What is your timeline for project planning?

- By when do you hope to implement the project?  
The project should be implemented for Spring/Summer of 2020.
- Will the planning or final project occur in phases or stages?  
The project will be final upon the receipt, site planning, staffing, training, and operation of the equipment.

6. What is your budget for the planning process? Will you be using a consultant?

The budget for the project is \$500,000 to cover purchase of the drag-line or dredge, site preparation, and identifying an operation plan. The operation plan

includes staffing, training, storage of gravel, selling of gravel, and other project related components.

7. What is your rough estimate of the total cost of the planning and final product? At the least, please list cost categories. See Part 4. (Ques. 4-8) and Part 5 (Budget) for guidance.

\$500,000

### **Parts 3., 4., 5., 6. Project Investigation and Development**

Parts 3.—6. refer to social, environmental, and financial impacts of various options. These questions will help you document your consideration of alternatives and your choice of the option providing the best value for the community. Your goal is to generate alternatives and make a recommendation from among them. Return to Part 3., “Summary” after applying Parts 4.—6.

#### **Summary:**

1. What alternative approaches or solutions were considered? Make a business case for your top two or three options by discussing how effectively each would fulfill the project goals, and by comparing the economic, social, and environmental costs vs. benefits of each one.

The alternatives include:

- not to do the project
- purchase land adjoining the hydro facility, procure a lease with DNR, submit a scoping document for the procurement of equipment (i.e. trucks, rock crusher, etc.) or a lease/rent alternative, to acquire rock and gravel.
- Lease land from DNR for new gravel pits.
- Purchase gravel from other sources.

2. What solution was chosen as the best and why is it the best?

First, clear existing land between ponds for additional gravel which should provide for gravel until the new system is in place.

The most cost-effective method for extending the gravel extraction and supply will be determined, drag-line or dredge. The equipment purchased should last through the life of the gravel pits.

3. Identify your funding source(s).

- How will the project be funded initially, and for its operating life?
- Is there a matching fund requirement? Please provide details.

This is envisioned as a City-funded project.

## Part 4. Environmental, Social, Financial Impacts

### 1. Project Impacts Checklist

Will this project affect:	No	Yes (+/-)	Maybe
<b>Environmental quality?</b> (+ = impact is beneficial; - = harmful)			
• Climate change	X		
• Streams/groundwater quality	X		
• Air quality	X		
• Soils/land quality		x	
• Fish/wildlife habitat, populations		x	
• Plant Resources (timber, firewood, berries, etc)		x	
• Invasive or pest species		x	
• Natural beauty of landscape or neighborhoods		x	
• Neighborhood character		x	
• Noise or other environmental impacts			
• Environmental sustainability		x	
• Hazardous substances use	X		
• Community waste stream	X		
• Light pollution at night	X		
<b>Recreational opportunities?</b>			
• Public land use and access	x		
• Trails/waterways	X		
• Parks	X		
• Public assembly/activities	X		
<b>Education/training/knowledge &amp; skill development?</b>	X		
<b>Public safety?</b>		X	
<b>Public health?</b>	X		
<b>Medical services?</b>	X		
<b>Emergency response?</b>		X	
<b>Economic performance &amp; sustainability?</b>		X	
• Employment of residents		X	
o Short-term (i.e. construction)		X	
o Long-term (operating and maintenance)		X	
• Cost of living reduction		X	
• Return on investment		X	
• Visitor opportunities/impressions/stays/purchases	x		
• Competitive business environment		X	
• Support for existing businesses		X	
• New business opportunities		X	
• Economic sustainability		X	
• Attractiveness of City to new residents/businesses		X	

<b>City government performance?</b>			
• Infrastructure quality/effectiveness/reach (more people)		X	
• Existing services		X	
• New services		X	
• Cost of City services		X	
• Tax income to City		x	
<b>Transportation?</b>			
• Air	X		
• Water	X		
• Roads		X	
<b>Communications?</b>			
• Internet	X		
• Phone	X		
• TV/radio	X		
<b>Other? (type in)</b>			

2. How does this project provide benefits or add value in multiple areas? (E.g., benefits both to the environment and to business performance.)

- This project has multiple benefits:
  - The City can build and maintain roads
  - Contractors will have a local source of gravel for projects
  - Gravel will generate funds for the City through gravel sales
  - Safe roads, through proper maintenance, will provide for transportation safety
  - The gravel operations will employ several residents and assist businesses in generating funds
  - Continued use of the existing gravel pits will limit the need to expand to other areas to begin new gravel extraction operations
  - Using a local source for gravel will reduce the carbon footprint of the City by not needing to ship gravel in from other locations

3. Are other projects related to or dependent on this project? **Yes, as explained above.**

- Is this project dependent on other activities or actions? **No**
- If yes, describe projects, action or activities specifying phases where appropriate. **N/A**

4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity? (E.g., will the construction of a new facility require additional roads or road maintenance or more internal City staffing?)

Possibly. If the City operates the gravel operations, which is expected to be 2 weeks per year, then it will need to train an existing staff member or use a temporary hire seasonally. As an alternative, the Could hire an operator from another business.

5. What regulatory permits will be required and how will they be obtained?

**None**

6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project?

\$500,000 for the purchase of the project items. Costs of operations are not yet identified but are expected to be paid for by the profits of the gravel sales.

7. Is an engineering design or construction estimate necessary? No.

8. Will operation of the project generate any revenue for the City such as sales, user fees, or new taxes? If so, how will the new revenue be collected?

Yes, through the sale of gravel.

## Part 5. Project Budget

### Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$	Training	\$
Engineering work	\$	Travel	\$
Permitting, inspection		Equipment: drag line, portable scale, miscellaneous	\$450,000
Site work	\$10,000	Contractual	\$
Construction	\$	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$40,000	Other (list)	\$
Other (list)	\$	Other (list)	\$
Other (list)		Total direct costs	\$
		Indirect costs	\$
		Income (fees, taxes)	\$
		Balance: costs- income	\$

Updated Latest Estimate Budget Line Items if Changed Date:   N/A  

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$	Training	\$
Engineering work	\$	Travel	\$
Permitting; inspection		Equipment	\$
Site work	\$	Contractual	\$
Demolition and construction	\$	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$	Other (list)	\$
Other (list)	\$	Total direct costs	
		Indirect costs	
		Income (fees, taxes))	\$
		Balance: costs-income	\$

#### **Part 6. Jobs and Training (required by some granting agencies)**

1. What service jobs will be needed for operation and maintenance?  
There will need to be an operator.
2. How many full-time, permanent jobs will this project create or retain? None  
\_\_\_\_\_ Create/retain in 1-3 years  
\_\_\_\_\_ Create/retain in 3-5 years
3. What training is necessary to prepare local residents for jobs on this project? N/A
4. How many local businesses will be affected by this project and how? There are 3 gravel pit leases. However, many businesses will be affected to the availability of local gravel.

#### **Part 7. Business Plan (Upon Council request)**

Upon Council request, please prepare a business plan for the operating phase of your leading option(s). Plans will differ according to the nature of the project.

There are a number of good Internet sites that will assist you in developing a business plan. One example (12/2010): is [http://www.va-interactive.com/inbusiness/editorial/bizdev/ibt/business\\_plan.html](http://www.va-interactive.com/inbusiness/editorial/bizdev/ibt/business_plan.html)

Basic components of a business plan:

- The Product/Service
- The Market
- The Marketing Plan
- The Competition
- Operations
- The Management Team
- Personnel

## **Part 8. Record of Project Planning and Development Meetings**

1. Please document the manner in which public input was received.
  - Public comment on agenda item at committee or Council meeting
  - Special public hearing
  - Dates and attendance for the above.
  - Written comment from the public (please attach)

The Mayor, Council member Taylor, City Administrator, and current gravel pit contractors have discussed the issue and alternatives on multiple occasions.

2. Please use the following chart to document committee meetings, Council reports, and so on. Did the committee make recommendations or requests? Did the Council make requests of the committee? N/A

### **Meeting Record**

Event (Meeting of committee, Council report, public hearing, etc.	Date	Agenda Posted (date)	Minutes or record Attached? (yes/no)	Outcome Rec to Council, requested action of Council, etc.	No. of attendees
May GM work session	May 6, 2019		No	Moved to GM	





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# City Council Reports



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# City Council Questions and Comments



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# Public Comment on Non-Agenda Items



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# Executive Session



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# Adjournment