



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

# General Meeting Packet

September 16, 2019



# GUSTAVUS CITY COUNCIL GENERAL MEETING SEPTEMBER 16, 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):**

Shelley Owens  
shelley.owens@gustavus-ak.gov  
Temporary Appointment Expires 2019  
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. 08-12-2019 General Meeting
4. Mayor's Request for Agenda Changes
5. Committee/Staff Reports
  - A. Marine Facilities Coordinator
  - B. Gustavus Water Action Committee
  - C. Financial
  - D. City Administrator
6. Public Comment on Non-Agenda Items
7. Consent Agenda
  - A. **FY20-07NCO** for departmental budgets FY20 (Public Hearing 10-14-2019)
  - B. **FY20-08NCO** to closeout capital project and return unused funds (Public Hearing 10-14-2019)
8. Ordinance for Public Hearing
  - A. **FY20-06NCO** FY20 Repair & Replacement Contribution to AMLIP Acct. (Introduced 08-12-2019)
9. Unfinished Business:
  - A. **CY19-16** To Assure the Sustainable Practice of Matching the Expansion of City Services to The Growth of The Population and Subsequent Increase in Economic Activity as Reflected in Local Tax and Fee Revenues as amended at the 08-12, 2019 General Meeting.
  - B. Gustavus Preschool & Childcare Programs Advisory Committee Formation
10. New Business
  - A. **CY19-18** A Resolution Amending Ambulance Transportation Fees
  - B. **CY19-19** A Resolution by The City of Gustavus Opposing the Formation of A Borough That Changes The Southeast Alaska Borough Boundaries Within The Geographic Area of Glacier Bay National Park
  - C. Motion to Write-Off Ambulance Transport Fee for Out-of-State Medicaid Enrollee
11. City Council Reports
  - A. Mayor
12. City Council Questions and Comments
13. Public Comment on Non-Agenda Items
14. Executive Session
15. Adjournment



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# Approval of Minutes

**GUSTAVUS CITY COUNCIL  
GENERAL MEETING MINUTES  
August 12, 2019**

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**1. CALL TO ORDER:**

A General Meeting of the Gustavus City Council is called to order on August 12, 2019, at 7:00pm by Mayor Casipit. There are forty-six (46) 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 Taylor  
Council Member Owens

There are 6 members present, and a quorum exists

**3. APPROVAL OF MINUTES:**

**A. 07-08-2019 General Meeting**

**B. 07-22-2019 Special Meeting**

MOTION: Council Member Ohlson moved to approve by unanimous consent the General Meeting Minutes from 07-08-2019 and Special Meeting Minutes from 07-22-2019

SECONDED BY: Vice Mayor Warner

PUBLIC COMMENT: None

COUNCIL COMMENT: None

*Hearing no objections, Mayor Casipit announced the General Meeting Minutes from 07-08-2019 and Special Meeting Minutes from 07-22-2019 approved by unanimous consent*

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

*Hearing no objections, Mayor Casipit announced the agenda as set*

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

**A. The Rookery at Gustavus: Preschool and Child Care Programs-**CEO, Erin Ohlson provided and written report

**B. Disposal and Recycling Center-**DRC Manager, Paul Berry provided a written report and an oral summary

**C. City Clerk-City Clerk,** Karen Platt provided a written report and an oral summary

**D. Financial-City Treasurer,** Phoebe Vanselow provided a written report

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

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

- 1) Linda Parker
- 2) Karen Milligan
- 3) Wayne Howell
- 4) Harvey Wheaton
- 5) Karen Sargent
- 6) Lesli Sirstad
- 7) Elizabeth Kunat

**7. CONSENT AGENDA:**

**A. Certificate of Records Destruction**

**B. FY20-06NCO FY20 Repair & Replacement Contribution to AMLIP Acct. (Public Hearing 9-16-2019)**

MOTION: Council Member Cook moves to approve by unanimous consent the Consent Agenda

SECONDED BY: Vice Mayor Warner

PUBLIC COMMENT: Lesli Sirstad

COUNCIL COMMENT: None

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

*Mayor Casipit called for a recess at 8:18 pm, the meeting reconvened at 8:28 pm*

**8. ORDINANCE FOR PUBLIC HEARING:**

**A. FY20-01NCO for Road Maintenance Funds FY19 (Introduced 07-08-2019)**

PUBLIC HEARING:

1) Joe Lassiter

MOTION: Council Member Taylor moved to approve FY20-01NCO for Road Maintenance Funds FY19 (Introduced 07-08-2019)

SECONDED BY: Council Member Ohlson

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

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

NO: 0

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

**B. FY20-02NCO for Road Maintenance Funds FY20 (Introduced 07-08-2019)**

PUBLIC HEARING: None

MOTION: Council Member Ohlson moved to approve FY20-02NCO for Road Maintenance Funds FY20 (Introduced 07-08-2019)

SECONDED BY: Vice Mayor Warner

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

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

NO: 0

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

**C. FY20-04NCO – CP19-08 Gustavus Public Library Roof Repair (Introduced 07-22-2019)**

PUBLIC HEARING: None

MOTION: Council Member Cook moved to approve FY20-04NCO – CP19-08 Gustavus Public Library Roof Repair (Introduced 07-22-2019)

SECONDED BY: Vice Mayor Warner

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

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

NO: 0

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

**D. FY20-05NCO – Providing for the Amendment of Department Budgets for FY20**

(Introduced 07-22-2019)

PUBLIC HEARING: None

MOTION: Vice Mayor Warner moved to approve FY20-05NCO – Providing for the Amendment of Department Budgets for FY20 (Introduced 07-22-2019)

SECONDED BY: Council Member Cook

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

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

NO:

MOTION **PASSES**/FAILS 6/0

9. UNFINISHED BUSINESS

10. **NEW BUSINESS:**

**A. CY19 16 To Assure the Sustainable Practice of Matching the Expansion of City Services to The Growth of The Population and Subsequent Increase in Economic Activity as Reflected in Local Tax and Fee Revenues**

MOTION: Council Member Cook moved to approve CY19 16 To Assure the Sustainable Practice of Matching the Expansion of City Services to The Growth of The Population and Subsequent Increase in Economic Activity as Reflected in Local Tax and Fee Revenues

SECONDED BY: Council Member Ohlson

PUBLIC COMMENT:

- 1) Stephanie Chandler
- 2) Lesli Sirstad
- 3) Rhio Harper
- 4) Wayne Howell
- 5) Wayne Fleek

COUNCIL COMMENT:

- 1) Taylor
- 2) Warner
- 3) Owens
- 4) Ohlson

MOTION TO AMEND MAIN MOTION: Council Member Ohlson moved to amend CY19 16 To Assure the Sustainable Practice of Matching the Expansion of City Services to The Growth of The Population and Subsequent Increase in Economic Activity as Reflected in Local Tax and Fee Revenues by striking the word "THE" after "MATCHING" in the first line of the title paragraph and replacing with the word "ANY" and inserting the word "ANY" after the word "AND" in the second line of the title paragraph

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 1) Taylor
- 2) Cook

ROLL CALL VOTE ON MOTION TO AMEND MAIN MOTION:

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

NO:

MOTION **PASSES**/FAILS 6/0

MOTION TO POSTPONE AS AMENDED TO A CERTAIN TIME: Vice Mayor Warner moved to postpone CY19-16 as amended to the 09-16-2019 General Meeting

SECONDED BY: Council Member Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION TO POSTPOTNE AS AMENDED TO A CETAIN TIME:

YES: Warner, Ohlson, Casipit, Cook, Taylor

NO: Owens

MOTION **PASSES**/FAILS 5/1

**B. CY19-17 Improve the Practice of Active Outreach by City Council Members**

MOTION: Council Member Ohlson moved to approve CY19-17 Improve the Practice of Active Outreach by City Council Members

SECONDED BY: Council Member Owens

PUBLIC COMMENT: None

COUNCIL COMMENT:

1) Warner, Ohlson, Taylor

ROLL CALL VOTE ON MOTION:

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

NO:

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

**C. Award RFP FY20-COG01 Beach Parking Lot Site Plan**

MOTION: Council Member Taylor moved to award RFP FY20-COG01 Beach Parking Lot Site Plan

SECONDED BY: Vice Mayor Warner

PUBLIC COMMENT:

1) Joe Vanderzanden

2) Stephanie Chandler

3) Ken Lavine

COUNCIL COMMENT:

1) Cook

2) Taylor

3) Owens

4) Ohlson

MOTION TO POSTPONE TO A CERTAIN TIME: Council Member Taylor moved to postpone awarding of RFP FY20-COG01 Beach Parking Lot Site Plan to 11-18-2019 General Meeting

SECONDED BY: Vice Mayor Warner

ROLL CALL VOTE ON MOTION TO POSTPONE TO A CERTAIN TIME:

YES: Owens, Casipit, Taylor, Warner

NO: Cook

RECUSED: Ohlson

MOTION **PASSES**/FAILS **4/1**

**D. Award RFP FY20-COG02 City Gravel Pits Survey**

MOTION: Mayor Casipit moved to award RFP FY20-COG02 City Gravel Pits Survey

SECONDED BY: Vice Mayor Warner

MOTION TO TABLE: Mayor Casipit moved to table Award of RFP FY20-COG02 until the documents can distributed to council members

SECONDED BY: Council Member Owens

PUBLIC COMMENT: None

**E. Approve Calculation of Endowment Fund Grant Amount for 2020 Award Cycle**

MOTION: Mayor Casipit moved approve Calculation of Endowment Fund Grant Amount for 2020 Award Cycle

SECONDED BY: Council Member Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

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

NO:

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

ROLL CALL VOTE ON MOTION:

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

NO: 0  
MOTION **PASSES**/FAILS 6/0

MOTION TO PICK UP FROM THE TABLE: Mayor Casipit moved to pick up from the Item 10. D. table the award RFP FY20-COG02 City Gravel Pits Survey

*Mayor Casipit called for a recess at 9:41 pm, the meeting reconvened at 9:45 pm*

**D. Award RFP FY20-COG02 City Gravel Pits Survey**

COUNCIL COMMENT:

- 1) Warner
- 2) Casipit
- 3) Owens
- 4) Taylor

ROLL CALL VOTE ON MOTION:

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

NO: 0

MOTION **PASSES**/FAILS 6/0

**11. CITY COUNCIL REPORTS:** None

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

- 1) Mayor Casipit - Draft Marine Facilities Plan is out for public comment and Draft Road Plan is going to be out soon
- 2) Vice Mayor Warner – Town Hall Meeting Series reminder

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

- 1) Kathy Hocker

**14. EXECUTIVE SESSION**

**15. ADJOURNMENT:**

Hearing no objections, Mayor Casipit adjourns the meeting at 9:55 pm.



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# Mayor's Request for Agenda Changes



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# Committee/Staff Reports

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

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

**Monday, September 16th, 2019**

My last quarterly report was at the June 10th General Meeting, and my next quarterly report is scheduled for the December 9th General Meeting.

### **General Day to Day**

#### Harbormaster

In my role as Harbormaster, I have been monitoring activities at both the Dock facility and the Salmon River Boat Harbor. I have not been able to walk the beach as often as I was able to last year but have found the firepit over the summer to be relatively trash free, except for one occasion. I have been able to maintain the waterless restrooms located at the Beach and the Salmon River Park with little effort again this year thanks to the kindness of the users. So far this season I have removed approximately 342 #'s of recyclable material and 662 #'s of trash from the Beach receptacles. I have also been able to remove a few hundred pounds of detritus from the Boat Harbor so far this season.

I have continued to make repairs to the City owned floats both in the small boat harbor as well as at the State-owned dock. For the most part this has been minor replacements of rotten boards on the skiff floats and replacing bumper boards that have been damaged by normal use.

The replacement transition ramp that was installed after moving the floats out front that I was concerned about in my last report still sits awkwardly and poses the same tripping hazard as before but has not caused any accidents that I am aware of. The first four bolts (that were sent by the manufacturer) did pull free as I expected, but I was able to secure that corner of the hinge using longer "lock tight" screws that have continued to hold since I installed them.

We had 102 private boats registered last year and 102 again this year. We increased our commercial fleet by 2 registered boats from 27 to 29. We also

added 6 private non-motorized vessels and 51 commercial non-motorized vessels (due to the new fees added last Fall for non-motorized commercial vessels).

### Marine Facilities Coordinator

In my role as Marine Facilities Coordinator, I have had a much busier summer this year than last year.

On June 13<sup>th</sup> the “Ocean Raider” sank in the mooring field off the southeast end of the dock. There was an initial cleanup effort by Clayton Hammonds, members of DOT, and myself to remove debris that floated off or out of the vessel as it sank. DEC and the Coast Guard came out the next day to investigate and the following day Global Diving removed 40 gallons (of an approximated 300 gallons) of diesel from the wreck and left a marker buoy so that the owner would have a reference for removing it. To my knowledge, the vessel has been breaking apart at 87 feet below the surface and was never recovered by the owner.

On July 17<sup>th</sup> the “Cyrus” which had been tied up to the State dock was reported as emanating a sheen. These reports continued to come in for the 29 days that the vessel stayed in our waters. On August 12<sup>th</sup> the vessel was beached, and barnacles were removed at low tide. DEC, DNR, and the Coast Guard were all made aware of the sheening and attempts were made to contact the owner. On August 14<sup>th</sup> the vessel left for Sitka.

The creation of a “Fish Waste Disposal Station” in the Salmon River Boat Harbor has been put on hold until the DRC’s plan to build a new food waste composting operation can be completed next year, a requirement for being able to handle the estimated additional waste that will be collected.

In my role as Marine Facilities Coordinator, I have also continued to work on projects at the Library, City Hall, and Fire Department.

### Salmon River Boat Harbor Clean-up Project

On August 8<sup>th</sup> and 9<sup>th</sup> Fairweather Construction and I were able to remove all the derelict wooden boats from the Boat Harbor (with the exception of the “Kitten”

which was removed by Bob Chase the following week). We also removed three fiberglass boats which were sent to Juneau to be landfilled with Frontier Freight. We were also able to remove hundreds of pounds of engines, old batteries, random metal, Styrofoam and fiberglass insulation. The concrete sailboat hull is still posing a problem. We (the City) do not have the means of moving a boat this size, and I have not been able to find anyone who is willing to use their equipment to help with this project. The only remaining derelict fiberglass boat that remains in the Harbor is Donnie Chase's former vessel, which the City impounded and sold to Mark Bjerstadt, who left and now has abandoned it where it had been sitting. The Marine Facilities Committee is deciding what the next step is regarding this vessel. I also have one aluminum boat that the City has tried to sell that I plan to cut up and recycle once the season slows down unless someone bids on it prior to me having time to do it.

The last two phases of the Cleanup project listed in the scoping document are removing derelict floats and replacing them with City owned and maintained floats and adding picnic tables and barbeque pits.

We are currently waiting for the State Dock project to be completed before we move forward on removing and replacing floats. At that time, we will see which of our floats that are currently located at the dock we will be able to relocate and will be better able to see what our options are.

A spot has not yet been identified for a picnic area.

Thank you.

Report compiled by BPS on 09/04/19

GWAC

Quarterly Meeting Report

9/10/2019

Attendees: Tom Williams, Wayne Howell, Cheryl Cook (outgoing council liaison) and Shelley Owens as incoming council liaison

Absent: Sally MacLaughlin

One member of the public is present.

Wayne was the only one with a report for this quarter.

He took on the task with trying to document the history of use of AFFF around Gustavus. Designed form and started calling folks using it. Found that the form was mildly useful, but talking to folks got a lot more information. Human memory is pretty much the only data source. Emails and phone calls. Has contacted 10 or 12 folks so far. 1983 AFFF training began. Working on it and putting it together a timeline and report. Expects to be completed by the end of the year at the latest.

The committee would like to continue at least until the completion of Wayne's project.

09/04/19

# City of Gustavus

## Profit & Loss Budget vs. Actual COG Accrual

Accrual Basis

FY20: July 2019 through August 2019

	Jul - Aug 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Prior-Year Cash Balance	0.00	106,638.93	-106,638.93	0.0%
Business License Fees	125.00	3,800.00	-3,675.00	3.3%
Donations	181.00	1,000.00	-819.00	18.1%
DRC Income	24,295.62	90,480.00	-66,184.38	26.9%
<b>Federal Revenue</b>				
Payment In Lieu of Taxes	67,848.46	67,848.46	0.00	100.0%
<b>Total Federal Revenue</b>	67,848.46	67,848.46	0.00	100.0%
<b>Fundraising</b>	82.00	500.00	-418.00	16.4%
<b>GVFD Income</b>	2,209.79	7,900.00	-5,690.21	28.0%
<b>Interest Income</b>	66.05	300.00	-233.95	22.0%
<b>Lands Income</b>	8,464.00	22,000.00	-13,536.00	38.5%
<b>Lease Income</b>	6,562.32	12,720.35	-6,158.03	51.6%
<b>Library Income</b>	218.75	500.00	-281.25	43.8%
<b>Marine Facilities Income</b>	1,880.00	15,700.00	-13,820.00	12.0%
<b>Other Income</b>	3,777.00	3,777.00	0.00	100.0%
<b>State Revenue</b>				
Community Assistance Program	82,845.41	82,845.41	0.00	100.0%
Shared Fisheries Business Tax	0.00	1,500.00	-1,500.00	0.0%
<b>Total State Revenue</b>	82,845.41	84,345.41	-1,500.00	98.2%
<b>Tax Income</b>				
Retail Tax Income	104,616.48	378,700.00	-274,083.52	27.6%
Room Tax Income	19,039.81	65,000.00	-45,960.19	29.3%
Fish Box Tax	3,020.00	13,000.00	-9,980.00	23.2%
Penalties & Interest	537.50			
Tax Exempt Cards	20.00	200.00	-180.00	10.0%
<b>Total Tax Income</b>	127,233.79	456,900.00	-329,666.21	27.8%
<b>Total Income</b>	325,789.19	874,410.15	-548,620.96	37.3%
<b>Gross Profit</b>	325,789.19	874,410.15	-548,620.96	37.3%
<b>Expense</b>				
Administrative Costs	1,696.00	4,000.00	-2,304.00	42.4%
Advertising	0.00	100.00	-100.00	0.0%
Bank Service Charges	565.47	2,275.00	-1,709.53	24.9%
Building	21,143.15	16,657.42	4,485.73	126.9%
Contractual Services	4,859.40	98,460.00	-93,600.60	4.9%
Dues/Fees	480.00	7,450.00	-6,970.00	6.4%
<b>Economic Development Services</b>				
GVA	32,000.00	32,000.00	0.00	100.0%
<b>Total Economic Development Services</b>	32,000.00	32,000.00	0.00	100.0%
<b>Election Expense</b>	0.00	250.00	-250.00	0.0%
Equipment	1,117.19	27,126.00	-26,008.81	4.1%
<b>Events &amp; Celebrations</b>	235.29	4,350.00	-4,114.71	5.4%
Freight/Shipping	7,147.85	24,030.00	-16,882.15	29.7%
<b>Fundraising Expenses</b>	611.93	500.00	111.93	122.4%
<b>General Liability</b>	10,717.80	10,717.80	0.00	100.0%
Library Materials	-220.00	600.00	-820.00	-36.7%
<b>Marine Facilities</b>	1,858.77	4,851.36	-2,992.59	38.3%

09/04/19

# City of Gustavus

## Profit & Loss Budget vs. Actual COG Accrual

Accrual Basis

FY20: July 2019 through August 2019

	Jul - Aug 19	Budget	\$ Over Budget	% of Budget
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses	86,155.50	462,853.63	-376,698.13	18.6%
Professional Services	657.50	30,000.00	-29,342.50	2.2%
Public Relations	4.12	500.00	-495.88	0.8%
Repair & Replacement Fund	0.00	25,354.66	-25,354.66	0.0%
Road Maintenance	12,971.25	85,000.00	-72,028.75	15.3%
Social Services				
GCEP dba The Rookery	13,890.00	13,890.00	0.00	100.0%
Total Social Services	13,890.00	13,890.00	0.00	100.0%
Supplies	4,145.53	19,315.00	-15,169.47	21.5%
Telecommunications	2,720.08	22,868.40	-20,148.32	11.9%
Training	1,397.00	10,400.00	-9,003.00	13.4%
Travel	831.43	29,365.00	-28,533.57	2.8%
Utilities	6,160.63	16,700.00	-10,539.37	36.9%
Vehicle	3,993.11	8,445.93	-4,452.82	47.3%
Total Expense	215,139.00	958,560.20	-743,421.20	22.4%
Net Ordinary Income	110,650.19	-84,150.05	194,800.24	-131.5%
Other Income/Expense				
Other Income				
Encumbered Funds	85,000.00	85,100.00	-100.00	99.9%
Total Other Income	85,000.00	85,100.00	-100.00	99.9%
Net Other Income	85,000.00	85,100.00	-100.00	99.9%
Net Income	<b>195,650.19</b>	<b>949.95</b>	<b>194,700.24</b>	<b>20,595.8%</b>

09/04/19

# City of Gustavus

## Profit & Loss Budget vs. Actual COG Accrual

Accrual Basis

FY19: July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Returned Check Charges	30.00			
Business License Fees	4,150.00	3,500.00	650.00	118.6%
Donations	1,117.50	1,000.00	117.50	111.8%
DRC Income	102,248.06	89,480.00	12,768.06	114.3%
<b>Federal Revenue</b>				
Natl Forest Receipts-Encumbered	45,494.92	42,673.33	2,821.59	106.6%
Payment In Lieu of Taxes	107,167.43	107,000.00	167.43	100.2%
<b>Total Federal Revenue</b>	152,662.35	149,673.33	2,989.02	102.0%
Fundraising	556.00	700.00	-144.00	79.4%
GVFD Income	10,704.71	8,000.00	2,704.71	133.8%
Interest Income	698.82	685.00	13.82	102.0%
Lands Income	11,360.00	12,000.00	-640.00	94.7%
Lease Income	12,720.35	12,720.35	0.00	100.0%
Library Income	1,174.70	1,500.00	-325.30	78.3%
Marine Facilities Income	17,111.00	16,250.00	861.00	105.3%
<b>State Revenue</b>				
Community Assistance Program	85,461.43	85,461.43	0.00	100.0%
Liquor Share Tax	3,350.00	3,350.00	0.00	100.0%
Shared Fisheries Business Tax	1,884.12	1,500.00	384.12	125.6%
<b>Total State Revenue</b>	90,695.55	90,311.43	384.12	100.4%
<b>Tax Income</b>				
Retail Tax Income	392,606.20	358,636.07	33,970.13	109.5%
Room Tax Income	70,505.72	65,000.00	5,505.72	108.5%
Fish Box Tax	12,350.00	15,000.00	-2,650.00	82.3%
Penalties & Interest	25,160.35	0.00	25,160.35	100.0%
Tax Exempt Cards	320.00	150.00	170.00	213.3%
<b>Total Tax Income</b>	500,942.27	438,786.07	62,156.20	114.2%
<b>Total Income</b>	906,171.31	824,606.18	81,565.13	109.9%
<b>Gross Profit</b>	906,171.31	824,606.18	81,565.13	109.9%
<b>Expense</b>				
Administrative Costs	28,578.93	28,800.00	-221.07	99.2%
Advertising	503.57	500.00	3.57	100.7%
Bank Service Charges	2,719.62	2,250.00	469.62	120.9%
Building	16,494.71	16,280.06	214.65	101.3%
Contractual Services	51,517.67	59,500.00	-7,982.33	86.6%
Dues/Fees	7,477.94	8,000.00	-522.06	93.5%
<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	14,389.20	15,946.00	-1,556.80	90.2%
Freight/Shipping	19,762.81	19,900.00	-137.19	99.3%
Fundraising Expenses	0.00	50.00	-50.00	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	317.81	600.00	-282.19	53.0%
Marine Facilities	4,164.15	4,085.46	78.69	101.9%

09/04/19

Accrual Basis

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**FY19: July 2018 through June 2019**

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
<b>Payroll Expenses</b>	425,580.93	438,798.05	-13,217.12	97.0%
<b>Professional Services</b>	26,707.42	30,302.77	-3,595.35	88.1%
<b>Public Relations</b>	728.34	730.00	-1.66	99.8%
<b>Repair &amp; Replacement Fund</b>	20,095.76	20,095.76	0.00	100.0%
<b>Road Maintenance</b>	84,996.98	85,000.00	-3.02	100.0%
<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>	17,404.31	17,900.00	-495.69	97.2%
<b>Telecommunications</b>	19,194.90	20,640.00	-1,445.10	93.0%
<b>Training</b>	10,634.69	13,750.00	-3,115.31	77.3%
<b>Travel</b>	15,913.45	17,350.00	-1,436.55	91.7%
<b>Utilities</b>	16,354.11	18,900.00	-2,545.89	86.5%
<b>Vehicle</b>	6,390.35	7,586.95	-1,196.60	84.2%
<b>Total Expense</b>	829,990.45	867,032.85	-37,042.40	95.7%
<b>Net Ordinary Income</b>	76,180.86	-42,426.67	118,607.53	-179.6%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Encumbered Funds</b>	39,502.06	42,426.67	-2,924.61	93.1%
<b>Total Other Income</b>	39,502.06	42,426.67	-2,924.61	93.1%
<b>Net Other Income</b>	39,502.06	42,426.67	-2,924.61	93.1%
<b>Net Income</b>	<b>115,682.92</b>	<b>0.00</b>	<b>115,682.92</b>	<b>100.0%</b>

City of Gustavus  
**Balance Sheet**  
As of August 31, 2019

	Aug 31, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
AMLIP Capital Improv Current (0630598.1)	47,073.17
AMLIP Capital Improv Long-Term (0630598.2)	481,125.30
AMLIP Repair & Replacement (0630598.3)	258,832.34
AMLIP Road Maint - Unencumbered (0630598.4)	256,315.96
AMLIP Road Maint - Encumbered (0630598.8)	12,970.11
AMLIP Reserve (0630598.12)	760,120.32
APCM.Endowment Fund	1,469,436.26
FNBA - Checking	878,840.90
FNBA Endowment Fund - Checking	25,389.60
Petty Cash	214.09
<b>Total Checking/Savings</b>	<b>4,190,318.05</b>
<b>Accounts Receivable</b>	
Accounts Receivable	25,270.21
<b>Total Accounts Receivable</b>	<b>25,270.21</b>
<b>Total Current Assets</b>	<b>4,215,588.26</b>
<b>TOTAL ASSETS</b>	<b>4,215,588.26</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
Bank of America Alaska Air Visa	4,527.61
<b>Total Credit Cards</b>	<b>4,527.61</b>
<b>Other Current Liabilities</b>	
Deferred Income	13,410.00
Payroll Liabilities	
State Unemployment	1,020.27
<b>Total Payroll Liabilities</b>	<b>1,020.27</b>
<b>Total Other Current Liabilities</b>	<b>14,430.27</b>
<b>Total Current Liabilities</b>	<b>18,957.88</b>
<b>Total Liabilities</b>	<b>18,957.88</b>
<b>Equity</b>	
Fund Balance	3,022,644.70
Opening Bal Equity	1,084,743.57
Net Income	89,242.11
<b>Total Equity</b>	<b>4,196,630.38</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,215,588.26</b>

**Accounts Receivable Detail****As of 8/31/19**

\$5,044.75	Delinquent Sales Tax
\$6,879.55	Ambulance Transport Billing - In Progress
\$13,410.00	Fish-Box Tax Deferred Income
<b>(\$64.09)</b>	<b>Net of Other Customer Account Balances</b>
<hr/>	
\$25,270.21	Total

**FNBA Checking Account - Unrestricted Funds Balance****As of 8/31/19**

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

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

FNBA Checking Account Balance: \$878,840.90

**Obligated Funds Currently in Checking Account:**

MF	CP18-01 Salmon River Harbor	<b>(\$19,856.96)</b>
	CP18-04 LIDAR of Gustavus	<b>(\$28,400.00)</b>
DRC	CP18-05 DRC Pre-Processing	<b>(\$62,000.00)</b>
DRC	CP18-06 DRC Storage Bins - Jack	<b>(\$1,339.16)</b>
DRC	CP18-07 Household Haz Waste Fac.	<b>(\$59,450.00)</b>
DRC	CP19-02 Community Chest Maint.	<b>(\$741.84)</b>
Admin	CP19-03 Gustavus Beach Improv.	<b>(\$37,372.81)</b>
GVFD	CP19-04 GVFD Stryker Power Cot	<b>(\$35,000.00)</b>
DRC	CP19-06 DRC Composting Facility	<b>(\$111,585.00)</b>
Library	CP19-08 Library Roof/Awning/Shed	<b>(\$60,000.00)</b>
GVFD	2019 VFA Grant	<b>(\$2,700.00)</b>
Library	FY20 PLA Grant - not yet deposited	<b>(\$7,000.00)</b>
Library	SoA OWL Internet Subsidy - \$2078.40 not yet rec'd	\$0.00
Roads	FY20-02NCO FY20 NFR	<b>(\$72,028.75)</b>
Roads	USFWS Chase Drvwy	<b>(\$251.02)</b>

Unrestricted Funds: \$381,115.36

**Pending Transfers:**

DRC	FY20-08NCO closeout CP18-06 DRC Storage Bins - Jack	<b>(\$1,339.16)</b>
	additional PILT payment forthcoming	\$44,887.02

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%.

FY20 budgeted operating expenses:	\$958,560.20
25% =	<span style="background-color: #d4edda;">\$239,640.05</span>
17% =	\$162,955.23
35% =	\$335,496.07

# Capital Projects 2019-2024

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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		done	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	5/13/2019		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
Library Bike Shelter/Shed	\$ 15,000.00	\$ 15,000.00	CP19-08 Library Roof/Shed/Awning	Library	N/A	7/22/2019; revised 8/5/19	7/22/2019; revised 8/5/19	8/12/2019	only \$10,000 moved 8/12/19; \$5000 still to transfer	2019	AMLIP
Library Roof Repair	\$ 50,000.00	\$ 50,000.00	CP19-08 Library Roof/Shed/Awning	Library	N/A	7/22/2019; revised 8/5/19	7/22/2019; revised 8/5/19	8/12/2019		in progress	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		done	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
Compost Yard Improvement	\$ 111,585.00	\$ 111,585.00	CP19-06 DRC Composting Facility	DRC	N/A	1/2/2018, revised 3/11/19	1/15/2018, revised 3/11/19	5/13/2019	Phase 2	in progress	CIP, or AMLIP CP and R&R
GVFD Stryker Power Cot and Power Load	\$ 35,000.00	\$ 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	done except payment	AMLIP
Gravel Pit Improvements	\$ 500,000.00		CP19-07 Gravel Extraction Improv.	Lands	N/A	4/25/2019	5/13/2019	postponed		in progress	AMLIP
Inflow Storage & HHW Facility Storage Area	\$26,400, then \$62,000	\$ 62,000.00	CP18-05 DRC Pre-Processing	DRC	N/A	9/16/2016, revised 3/11/19	9/16/2016, revised 3/11/19	5/13/2019	6/11/18 amended scoping document; 3/11/19 amended	2019	CIP, or AMLIP
Library Expansion - Architectural & Engineering	\$ 30,000.00	\$ -		Library	3/1/2018		2/11/2019			Mid-range	CIP
Roof/Building Expansion - Architectural & Engineering	\$ 30,000.00			GVFD	N/A	2/9/2018	2/12/2018			Mid-range	CIP
Lifepak15 Cardiac AED/Monitor	\$ 38,000.00			GVFD	2/1/2019					Mid-range	Code Blue & ?
Gustavus Beach Improvements: Parking Area	\$ 40,000.00			Admin	N/A	3/11/2019	3/11/2019		Phase 2	Mid-range	
Refurbish/Repurpose Composting Quonset	\$ 15,000.00	\$ -		DRC					Phase 3	Mid-range: 2020?	
Landscape Design consulting	\$ -	\$ -		-split-	2/20/2018				Phase 1	Mid-range	
Utility Pick-up Truck		\$ -		GVFD	2/15/2018					Mid-range	
City Hall & Fire Hall Energy Audit Repairs				GVFD & Admin	3/1/2018	Res. CY18-12				Mid-range	
Roof/Building Expansion	\$700,000			GVFD	N/A	2/9/2018	2/12/2018, revised 2/11/2019			Long-range	CIP - state, federal grant
Driveway Relocation or River Bank Stabilization		\$ -		Admin	N/A				Phase 2	Long-range	AMLIP
City Hall front room - carpeting, painting, windows		\$ -		Admin	2/14/2018					Long-range	
Old P.O./Preschool building refurbish		\$ -		Admin	2/20/2018					Long-range	
Water Tender / Road Water Truck		\$ -		GVFD	2/15/2018					Long-range	
Edraulic Extrication Equipment	\$35,000			GVFD	2/15/2018					Long-range	AFG
911 System Upgrade		\$ -		GVFD						Long-range	
Library Expansion		\$ -		Library	3/1/2018					Long-range	
Grandpa's Farm Road Bridge & Culvert				Roads						Long-range	USFWS and/or AKSSF
Main Building Replacement	before landfill closes	\$ -		DRC	N/A	will be part of plan to be submitted in 2019				Long-range	
Landfill Closure 4-8 years	long-term	\$ -		DRC	N/A	will be part of plan to be submitted in 2019				Long-range	
Baler Purchase	long-term	\$ -		DRC	N/A	will be part of plan to be submitted in 2019				Long-range	
City Vehicle		\$ -		-split-	2/20/2018					Long-range	
Salmon River Harbor Waterless Restrooms				MF						Long-range	
Salmon River Harbor Public Floats				MF						Long-range	
Total Capital Projects	\$1,859,985.00	\$ 521,335.00									
CAPGIS 2018 submission											
CAPGIS 2019 submission											

**Incoming Grants/Scholarships to City of Gustavus FY20**

Dept.	Purpose	Date Received	Amount Awarded	QB Class Name	Amount Spent to Date	Remaining Funds	Notes
Library	Library Supplies	8/15/2019	\$7,000.00	FY20 PLA Grant	\$0.00	\$7,000.00	State of AK Public Library Assistance (PLA) grant for library materials
	Reading with Rachel	7/9/2019	\$554.00	Reading with Rachel	\$554.00	\$0.00	Grant from Jon & Julie Howell
	Library Internet	summer 2019	\$2,078.40	SoA OWL Internet Subsidy	\$0.00	\$2,078.40	Alaska OWL monthly internet subsidy
GVFD	GVFD Equipment	Spring 2018	\$25,450.00	funds can be spent over 2 years	\$13,765.50	\$11,684.50	SEREMS Code Blue Grant 2018 - GVFD pays 10% match (Code Blue will pay \$7000 for PowerCot)
	GVFD Supplies	3/25/2019	\$3,735.00	2019 VFA Grant	\$1,035.00	\$2,700.00	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis.
Admin	City Clerk Training	8/10/2019	\$1,550.00	(applied to FY19 expense)	\$1,550.00	\$0.00	AAMC scholarship for NW Clerks Institute June 2019
	City Clerk Training	8/6/2019	\$400.00	(applied to FY19 expense)	\$400.00	\$0.00	IIMC Foundation scholarship for IIMC institute Jun. 2019

\$40,767.40

**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
CY18-33	GCEP	12/11/2018	\$4,363.95	2019 EFG - GCEP	\$3,970.26	\$393.69	
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	\$2,218.35	\$684.25	
CY18-33	Gustavus School	12/11/2018	\$9,606.75	2019 EFG - GST School	\$6,180.25	\$3,426.50	
CY19-01	Gustavus Community Center	1/14/2019	\$17,514.70	2019 EFG - GCC	\$0.00	\$17,514.70	

## **BEACH IMPROVEMENTS**

A new solicitation for beach improvement installation was sent out on August 22 with a response date no later than September 5. No responses were received.

## **TOWN HALL SERIES**

The Town Hall Series for 2019 has been completed. The purpose of the meetings was to provide information and generate conversation with the Council via the Panel. Each meeting had rich, informative discourse.

Some attendees felt that recording the meetings and making them available via the City's Web Page would be helpful in getting the information out for those who could not attend. The City Clerk has already been working on this and we should be able to record and post any meeting or event.

I will prepare a summary of the meetings for the October General meeting.



## **ANNUAL WORK PLAN P&P FOR CITY COMMITTEES**

The current Annual Work Plan Policy and Procedure for City Committees (attached) seems to be outdated. **Would the Council like to repeal this P&P, amend it, or keep it as is?**

## **FY20 SNOW PLOW RFQ**

The FY20 snow plow RFQ will be issued mid-September, closing before the October work session to be ready for introduction at the October General meeting.

## **AMLIP RESERVE ACCOUNT**

Remember when the AMLIP Reserve account was only making \$60 per month? Since we moved the money from First national Bank, we are seeing good revenue. We established the Reserve account in January with a balance of \$751,25 and now it is at \$760,000!

## **ENDOWMENT GRANT FUND OPENS**

The Endowment Fund Grant application period has opened. Thanks to Council member Cook we have a new application, scoring sheet, and a cheat-sheet for use by the Council once the application period closes October 31.

## **GRAVEL PIT OPERATIONS**

The survey of the Gravel Pit's should be completed in the next couple of weeks. The preliminary plat will be sent to DNR and the City for review and a final plat will be sent to the City to sign, then to DNR for signature and finally to the Recorder's office.

The flagging is complete, and the City will release a RFQ for the clearing of vegetation so that the ponds can be expanded within the next couple of weeks.

## **MARINE FACILITIES COMMITTEE**

The City will post a solicitation for the Marine Facilities Committee in accordance with Section 8.02.040 Marine facilities advisory committee. There will be 3 members appointed. Appointments are for 3 years that are staggered terms of 2 and 3 years. Candidates must be a qualified voter residing in the City and should have marine, engineering, financial, and other skills relevant to harbor facility affairs. Candidates must also be current on boat registration with the City if applicable. Solicitation closes at 4pm on October 10.

**Resolution of the City of Gustavus, Alaska  
Resolution No. 2011-07**

**A Resolution to Adopt "Policy on Annual Work Plan for City  
Committees"**

**WHEREAS** the City of Gustavus has the need to develop a body of policy and procedure documents pertaining to annual planning; and

**WHEREAS** procedures and forms are needed to provide guidelines for the development of annual work plans that will prioritize goals; guide activities and purchases consistent with these goals; provide a framework for budget planning; and provide justification for special funding requests; and

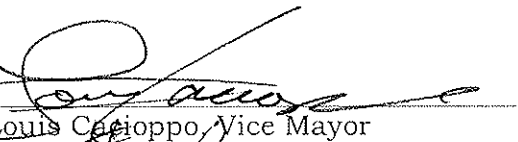
**WHEREAS** this policy and procedure document benefits from but updates and replaces all related draft policy and procedure documents and forms, as well as any adopted or implemented by the City prior to the passage of the December 2007 Policy on Policy document; and

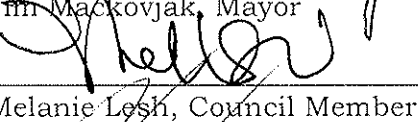
**WHEREAS** this policy has been under discussion by the Council since November 4, 2010 and has been published since December 17, 2010;

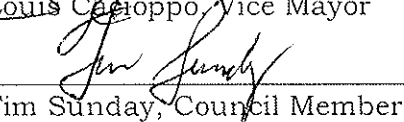
**AND NOW THEREFORE BE IT RESOLVED** that the Gustavus City Council adopts Resolution 2011-07, which includes Exhibit A "Policy on Annual Work Plan for City Committees."

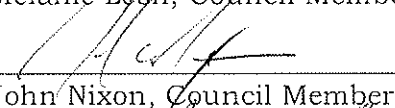
PASSED and APPROVED by the Gustavus City Council this 13<sup>th</sup> day of January, 2011.

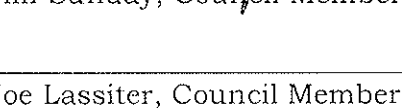
  
Jim Mackovjak, Mayor

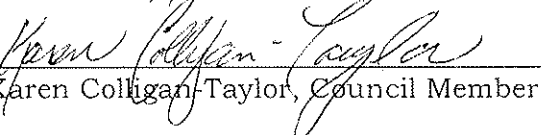
  
Louis Cacioppo, Vice Mayor

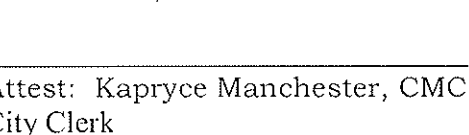
  
Melanie Lesh, Council Member

  
Tim Sunday, Council Member

  
John Nixon, Council Member

  
Joe Lassiter, Council Member

  
Karen Colligan-Taylor, Council Member

  
Attest: Kapryce Manchester, CMC  
City Clerk

**Exhibit A**

**City of Gustavus  
Policy and Procedure**

**Policy on Annual Work Plan for City Committees**

**POLICY**

It is the policy of the City of Gustavus that all committees will submit to the City Clerk by the Friday of the second week of January a committee-approved annual work plan for the following fiscal year. The work plan will be submitted both in electronic form and as a hard copy. This policy and procedure are intended to help committees of the City of Gustavus to identify, organize, and manage their work throughout the year. The City Council will—and an outside funding agency may—require a work plan before considering the release of funds. The City Council may request that a committee revise their work plan before budget planning begins.

Each city committee will develop an annual work plan for the next fiscal year that will: (1) establish priorities; (2) guide activities and purchases that will support these goals; (3) provide a framework for budget planning; (4) provide justification for special funding requests for the next fiscal year (grant proposals, capital requests); and (5) serve as a means of communicating priorities to citizens and to the City Council. (It may take two meetings to develop a work plan.)

In the case of committees working with a City employee, the work plan will be developed and implemented as a collaborative effort. Staff for the DRC, GVFD, and Library, as well as committee members of GCN and the Road Committee may wish to keep an on-going operations task list that further details methods of achieving the goals of their business operations.

**PROCEDURE****I. Definitions**

**Work Plan.** A document developed by each committee annually that

- Reviews the committee mission or mandate,
- Identifies key problems or opportunities to be addressed by the committee within its mandate,
- Identifies committee goals,
- Identifies tasks to be completed that are intended to support achieving the goals,
- Schedules tasks throughout the year,
- Assigns responsibilities for completing tasks,
- Tracks completion of tasks, and
- Assures that routine administrative requirements of the city committee are met in a timely manner.

**Goal.** A broad statement, often general in nature, of what the committee wishes to achieve.

**Key Task.** An objective activity (clearly defined and measurable) intended to support attainment of a goal or administrative requirement, or operating requirement. A key task is essential to the committee's mission and is important enough to track so that it can be completed in a timely manner.

**Priority.** The ordering of goals or tasks according to their perceived relative importance, so as to indicate which should occur before others or which should be worked first in case not all can be accomplished.

**Implementation schedule.** A working (updatable) chart of committee tasks that is organized by categories, and/or specific goals, that indicates for each task the priority, the due date, the responsible party, the current status, the completion date, and other

information as needed for purposes of tracking each item to completion. This schedule may be submitted with Council reports to illustrate committee or staff activity.

## **II. Develop an Annual Work Plan: Procedural Steps**

### **Step 1. Mission Statement**

The Annual Work Plan will begin with the committee's mission statement. Everything the committee does shall be consistent with that mission statement, which, in turn, must reflect the community Values and Vision Statement and/or the committee mandate from the Council.

Review the committee mission statement. If there is not one, refer to the enabling ordinance or resolution that formed the committee for an indication of the mandate given the committee by the Council. The committee may also find guidance in the Gustavus Strategic Plan. Develop a mission statement that committee members agree represents what the committee exists to do.

Enter the mission statement on the Committee Annual Work Plan Form.

### **Step 2. Key problems or opportunities**

Develop a list of key problems, needs, or opportunities to address in the committee's service to the community, which fall within the committee's mission or mandate from the Council.

List the problems, needs and/or opportunities on the Work Plan Form.

### **Step 3. Annual Goals**

Develop a list of one to five goals the committee intends, through its work, to attain or work toward achieving, during the year. The goals should reflect the committee mission or mandate and one or more problems, needs, or opportunities listed in Step 2. Some goals or tasks may be assigned by the Council.

### **Step 4. Prioritize Goals**

Determine priorities for the goals listed from most important to least important. List goals on the Work Plan Form in order of priority.

### **Step 5. Identify Key Tasks**

Determine key tasks to be completed during the year. Tasks will outline how you will attain a goal or complete administrative or operational work. One of your goals may be to plan a project. Many of your tasks will consist of following the procedures in the *Policy on Project Planning*.

### **Step 6. Implementation Plan**

Transfer tasks to the Implementation Plan Form. This form is an Excel spreadsheet, but is really only a simple table. It is available as a separate electronic file or as a paper document. The Excel format makes it easy to add lines, type in cells, sort items in the plan, and update the plan as needed. The Implementation Plan form has some suggested categories.

For each task line, indicate a brief description of the task in the first column, then fill in the succeeding columns indicating priority, responsible person, due date, completion date, status, and comments as needed. Consider which tasks must precede others when setting due dates.

The committee may post its implementation plan on the committee website if it chooses to share it with the public.

### **Step 7. Implementation Plan Updates**

Each time the committee meets, for example monthly, the implementation plan should be reviewed and updated to reflect work toward completing tasks. Note that this form is intended to be a working document that is changed and updated throughout the year. Issues, problems, or opportunities may arise during the year that were not considered at the start. It is all right to add goals or tasks or to cancel a planned item if it no longer seems appropriate or workable. If the implementation plan has been posted on the committee website, be sure to update it there, as well. If you do revise your goals, please submit an updated work plan to the City Clerk indicating reasons for your changes.

The implementation plan will be useful when the committee chair makes periodic reports to the Council on committee activities. The tri-annual report to the Council should refer to the

committee's annual plan, charting progress and reminding the Council of upcoming activities in the plan that may require Council or City Clerk assistance.

### III. Forms

1. Committee Annual Work Plan Form
2. Implementation Schedule Form

#### Committee Annual Work Plan Form

Annual Work Plan for FY \_\_\_\_\_

Name of Committee: \_\_\_\_\_

Committee Chair:

Committee Members:

Date of committee approval of work plan \_\_\_\_\_ Vote: \_\_\_\_yes/ \_\_\_\_no.

Committee Mission Statement:

Key Problems, Needs, and/or Opportunities:

**Goals** (list up to 5 in order of priority; some committees may have only one goal)

1. Goal:

Tasks  
1.1  
1.2  
1.3  
Etc.

2. Goal:

Tasks  
2.1  
2.2  
2.3  
Etc.

3.

4.

5.

**Key Tasks:** List important tasks to complete in support of goals, administrative requirements, or routine operations. Key tasks should also appear on your **Implementation Schedule Form**.

[illegible]

[illegible]





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



**City of Gustavus**  
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Gustavus, AK 99826  
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# Consent Agenda

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY20-07NCO  
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
DEPARTMENT BUDGETS FOR FISCAL YEAR 2020**

**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 2020 estimated income and 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>		
	Original Budget	Amended Budget	Change
<b>INCOME</b>			
Federal Revenue: Payment in Lieu of Taxes	\$ 67,848.46	\$ 112,735.48	\$ 44,887.02
<i>An error was made in the initial calculation of the FY20 payment and additional funds are forthcoming, per letter from the State of Alaska dated August 22, 2019.</i>			
Prior-Year Cash Balance	\$ 106,638.93	\$ 73,223.51	<\$ 33,415.42>

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Total Change in Income			<b>\$ 11,471.60</b>
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<b>EXPENSE</b>			
	Original Budget	Amended Budget	Change
Library:Telecommunications	\$ 7,978.40	\$ 5,900.00	<\$ 2,078.40>
<i>The State of Alaska FY20 budget restored the previously vetoed Online with Libraries (OWL) funding August 19, 2019. This grant provides for partial financial support for the Gustavus Public Library's internet service.</i>			
Library:Building:Maintenance & Repairs	\$ 3,015.00	\$ 13,915.00	\$ 10,900.00
<i>These funds are for an emergency septic system repair and for additional costs for CP19-05 Library Heating Upgrade.</i>			
Marine Facilities:Building:Maint & Repairs	\$ 750.00	\$ 900.00	\$ 150.00
<i>The cost of pumping the beach waterless restrooms was higher than budgeted.</i>			
Lands:Contractual Services	\$ 15,000.00	\$ 17,500.00	\$ 2,500.00
<i>The cost of the survey of the gravel pits parcel was higher than budgeted.</i>			

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Total Change in Expense			<b>\$ 11,471.60</b>
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**Section 4.** The budget is hereby amended as indicated and any portion of the approved budget inconsistent with this amendment is repealed.

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

**DATE INTRODUCED:** September 16, 2019

**DATE OF PUBLIC HEARING:** *October 14, 2019*

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

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

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

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

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY20-08NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2020**

**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 2020, 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:

<b>CITY HELD ACCOUNTS</b>	<b>Amounts</b>			<b>Change</b>
	<b>Account Balance</b>	<b>Amended Balance</b>		
CP-18-06 Storage Bins, Pallet Jack <i>Project is complete. Returning unused funds.</i>	\$ 1,339.16	\$ 0.00	<\$	<b>1,339.16&gt;</b>
AMLIP Capital Improv Current* <i>*Approximate, this is a dynamic value.</i>	\$ 47,073.17	\$ 48,412.33	\$	1,339.16
<hr/>				
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:** *September 16, 2019*

**DATE OF PUBLIC HEARING:** *October 14, 2019*

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

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

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

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



**City of Gustavus**  
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# Ordinance for Public Hearing

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY20-06NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2020**

**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 2020, the following City held account balance transfers are to be made for the reasons stated.

**Section 3.** For the Fiscal Year of 2020, 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	\$716,556.32	\$691,201.66	<\$ 25,354.66>
AMLIP – Repair & Replacement	\$258,346.93	\$283,701.59	\$ 25,354.66
<i>FY20 budgeted expenses for contributions to a Repair and Replacement Fund for every department.</i>			

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Total Change in Account Balances	\$ 0.00
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**Section 4.** The FY20 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:** August 12, 2019

**DATE OF PUBLIC HEARING:** September 16, 2019

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

\_\_\_\_\_  
Cal Casipit, Mayor

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

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



**City of Gustavus**  
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# Unfinished Business

Attest: Karen Platt, City Clerk

## Proposed Amendment Form

Meeting Date: Sept 16, 2019   Agenda Item: Resolution CY19-16 - updated 9/11/19

Council Member: Susan Warner

### Proposed Amendment

Please replace the second Be it Resolved statement of CY19-16 with the following text:

NOW THEREFORE, BE IT FURTHER RESOLVED, the City Council shall prepare and manage a conservatively balanced operating budget annually, in accordance with State law and best municipal practices which, to the greatest degree practicable, will allocate no more than 50% of total budgeted gross revenue to total budgeted payroll expenses for the fiscal year.

FOR CLERK' S OFFICE USE ONLY:

Seconded By: \_\_\_\_\_

PASSED/FAILED \_\_\_\_\_

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

**A RESOLUTION ESTABLISHING AN ADVISORY COMMITTEE TO ADDRESS THE LONG-TERM SUSTAINABILITY OF THE GUSTAVUS PRESCHOOL AND CHILD CARE 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**, many citizens of Gustavus recognize the availability of preschool and child care services as 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 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 shall advise the Council on the following:

- a) Forecasted operational plan(s) with costs
- b) Capital Improvement plan with associated costs
- c) Long term (5 and 10 year) funding strategies to support operational and capital improvement costs
- d) Proposed ordinance/code revisions
- e) Means of outreach to gauge public support of funding strategies
- f) Alternative business models for the preschool and child care program

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 child care 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 10<sup>th</sup> day of June 2019, and effective upon adoption.



Calvin Casipit, Mayor



Attest: Karen Platt



**City of Gustavus**  
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# New Business

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY19-18**

**A RESOLUTION OF THE CITY OF GUSTAVUS TO AMEND THE AMBULANCE  
TRANSPORTATION FEES ORIGINALLY ESTABLISHED IN RESOLUTION 2014-11**

**WHEREAS**, the City of Gustavus provides ambulance and EMS service, and

**WHEREAS**, it is necessary to establish ambulance fees to cover the cost of service, and now therefore be it

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Gustavus adopts the following ambulance fee schedule:

Ambulance Fees:

1. That a flat fee for Acuity Level I, Basic Life Support (BLSI) shall be set at \$500.00 plus mileage;
2. That a flat fee for Acuity Level II, Basic Life Support, Basic Life Support (BLSIIE), Emergency, shall be set at \$600.00 plus mileage;
3. That a flat fee for Acuity Level III Advanced Life Support (ALSIII) shall be set at \$700.00 plus mileage;
4. That a flat fee for Acuity Level IV, Advanced Life Support (ALSIVE), Emergency, shall be set at \$800.00 plus mileage;
5. That a flat fee for Acuity V, Critical Care (AVCC) shall be set at \$1,000.00 plus mileage;
6. That a flat fee for Treat and No Transport, shall be set at \$500.00;
7. That each fee listed above includes all supplies;
8. That the transportation fee shall be set at \$11.00 per mile.
9. That a charge of \$3.00 per minute shall be made when medevac transportation is delayed by more than one (1) hour by the patient, the discharging facility, the receiving facility or by other transportation facilities;
10. That if a medevac escort is needed, it shall be billed accordingly to recover the entire cost of the EMT's travel for patients transported by air, road or water to patient care facilities outside of Gustavus;
11. That charges for transportation by private carrier will be billed directly to the patient by the carrier.

Ambulance Subscriptions:

1. Any person may subscribe for ambulance service for a fee of \$10.00 per person per fiscal year or \$25.00 per family per fiscal year. The fiscal year will run from July 1 through June 30 of the following year. A family is defined as immediate family living in one household for purposes of the subscription fee.
  2. The basic charges as defined in Title 6.02.070 Charges, are waived for subscribers; however, charges for supplies and medevac escort are not waived.
- Effective Date: Fees shall become effective immediately upon passage of this Resolution.

**PASSED** and **APPROVED** by the Gustavus City Council this XXth day of \_\_\_\_\_, 20XX.

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Calvin Casipit, Mayor

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Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY19-19**

**A RESOLUTION BY THE CITY OF GUSTAVUS OPPOSING THE FORMATION OF A  
BOROUGH THAT CHANGES THE SOUTHEAST ALASKA BOROUGH BOUNDARIES WITHIN  
THE GEOGRAPHIC AREA OF GLACIER BAY NATIONAL PARK**

**WHEREAS**, the City of Hoonah is a first-class city and the City of Gustavus is a second-class city located on Icy Strait in Southeast Alaska; and

**WHEREAS**, Gustavus is within a geographic area which includes Glacier Bay National Park and Icy Strait, and

**WHEREAS**, the community of Gustavus relies on the independence from other governments control to maintain its economic sustainability and quality of life, and

**WHEREAS**, the City of Gustavus opposes the formation of a borough by the City of Hoonah that puts at risk the economic viability of the City of Gustavus and the community businesses and residents that rely on independence and self-governance, and

**WHEREAS**, the City of Gustavus opposes inclusion into a borough that relies on the taxation or instituting of fees to fund services, and

**WHEREAS**, any disruption of Gustavus' economy would devastate the quality of life and sustainability of many residents of the community.

**NOW THEREFORE BE IT RESOLVED**, to protect the economic viability, quality of life, and community character of Gustavus, the Gustavus City Council opposes any attempt by the City of Hoonah to form borough boundaries that include the City of Gustavus and the adjoining areas, including Glacier Bay National Park.

**PASSED** and **APPROVED** by the Gustavus City Council on this \_\_<sup>th</sup> day of \_\_\_\_\_, 20XX, and effective upon adoption.

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Calvin Casipit, Mayor

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Attest: Karen Platt, City Clerk



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# City Council Reports



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

# City Council Questions and Comments



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# Public Comment on Non-Agenda Items



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# Executive Session



**City of Gustavus**  
P.O. Box 1  
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# Adjournment