



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

General Meeting Packet

February 10, 2020



GUSTAVUS CITY COUNCIL

GENERAL MEETING

FEBRUARY 10, 2020

7:00 PM AT CITY HALL

Gustavus City Council:

Mayor (Seat C):

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

Vice Mayor (Seat F):

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

Council Member (Seat G):

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

Council Member (Seat A):

Joe Clark
joe.clark@gustavus-ak.gov
Term Expires 2022

Council Member (Seat B):

Joe Vanderzanden
joe.vanderzanden@gustavus-ak.gov
Term Expires 2022

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
Term Expires 2021

Gustavus City Hall:

City Administrator-Tom Williams
administrator@gustavus-ak.gov

City Clerk, CMC-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. **01-13-2019 General Meeting**
4. **Mayor's Request for Agenda Changes:**
5. **Committee/Staff Reports:**
 - A. **Gustavus Visitor Association-Mid Year Expense/Progress Report, Marketing Plan and Budget Request**
 - B. **Rookery at Gustavus-Mid Year Expense/Progress Report and Budget Request**
 - C. **Disposal and Recycling Center**
 - D. **Treasurer- Quarterly Report and Monthly Financial**
 - E. **City Administrator**
6. **Public Comment on Non-Agenda Items:**
7. **Consent Agenda:**
 - A. **Certificate of Records Destruction**
 - B. **CY20-06 Tideland Conveyance**
 - C. **CY20-03 Certifying the Annual Certified Financial Statement of FY19**
 - D. **CY20-04 Providing for the Cost of Living Pay Adjustment for City of Gustavus Employees in Regular Positions in FY21**
8. **Ordinance for Public Hearing:**
9. **Unfinished Business:**
 - A. **FY20-12 Introduction of Title 8 Providing for the Revisions to City Ordinance Title 8 (Public Hearing 03-10-2020)**
10. **New Business:**
 - A. **CY20-07 A or B Implementing the Beach Lands CRMA**
 - B. **CY20-01 Benefits Policy and Procedure Sick Leave**
 - C. **Award Pit Run Gravel Contracts**
 - D. **Scoping Document for GVFD AED/Monitor Replacement**
 - E. **Scoping Document for GVFD Quick Attack/Wildland Firefighting Truck (Engine 27 Replacement)**
 - F. **Scoping Document for DRC Main Building Replacement**
 - G. **CY20-02 Submission of Capital Improvement Funding Request to Alaska Legislature**
 - H. **CY20-08 Marine Facilities Fee Structure**
 - I. **CY20-05 Establishing a Roads Advisory Committee**
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
January 13, 2020**

1. CALL TO ORDER:

A General Meeting of the Gustavus City Council is called to order on January 13, 2020 at 7:00 pm by Mayor Casipit. There are five (5) members of the public in attendance at Gustavus City Hall.

2. ROLL CALL:

Comprising a quorum of the City Council the following are present:

Mayor Casipit
Vice Mayor Cannamore
Council Member Clark
Council Member Vanderzanden
Council Member Warner
Council Member Taylor
Council Member Owens

There are 7 members present, and a quorum exists

3. APPROVAL OF MINUTES:

A. 12-09-2019 General Meeting

MOTION: Council Member Clark moved to approve by unanimous consent the General Meeting Minutes from 12-09-2019.

SECONDED BY: Council Member Cannamore

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Hearing no objections, Mayor Casipit announced the General Meeting Minutes from 12-09-2019 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. Gustavus Public Library-Administrative Librarian, Bre Ohlson provided a written report and oral summary.

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

C. Financial-City Treasurer, Phoebe Vanselow provided monthly financials

D. City Administrator-City Administrator, Tom Williams provided a written and oral summary

MOTION: Mayor Casipit moved that the council replace himself with Council Member Vanderzanden and remove City Administrator, Tom Williams from the Marine Facilities Advisory Committee.

SECONDED BY: Council Member Owens

PUBLIC COMMENT:

1) Karen Taylor
COUNCIL COMMENT:

- 1) Clark
- 2) Taylor

ROLL CALL VOTE ON MOTION:

YES: Cannamore, Clark, Vanderzanden, Owens, Warner, Taylor, Casipit

NO: 0

MOTION **PASSES**/FAILS 7/0

6. PUBLIC COMMENT ON NON-AGENDA ITEMS:

7. CONSENT AGENDA:

A. Certificate of Records Destruction

MOTION: Council Member Warner moved to adopt the consent agenda as presented

SECONDED BY: Vice Mayor Cannamore

PUBLIC COMMENT:

- 1) Justin Marchbanks

COUNCIL COMMENT:

- 1) Casipit
- 2) Taylor

Mayor Casipit removed Item 7. A. Certificate of Records Destruction from the Consent Agenda and place it as Item 10. B. Certificate of Records Destruction

8. ORDINANCE FOR PUBLIC HEARING:

9. UNFINISHED BUSINESS:

10. NEW BUSINESS:

A. Introduction of FY20-12 Title 8 Providing for the Revisions to City Ordinance Title 8 (Public Hearing 02-10-2020)

MOTION: Vice Mayor Cannamore moved to approve introduction of FY20-12 Title 8 Providing for the Revisions to City Ordinance Title 8 (Public Hearing 02-10-2020)

SECONDED BY: Council Member Vanderzanden

PUBLIC COMMENT:

- 1) Karen Taylor

COUNCIL COMMENT:

- 1) Vanderzanden
- 2) Owens

SUBSIDIARY MOTION: Council Member Owens moved to postpone Introduction of FY20-12 Title 8 Revisions until the next General Meeting on February 10, 2020.

SECONDED BY: Council Member Taylor

COUNCIL COMMENT:

- 1) Taylor
- 2) Warner

ROLL CALL VOTE ON SUBSIDIARY MOTION:

YES: Taylor, Owens, Vanderzanden, Clark, Warner, Cannamore

NO: Casipit

MOTION **PASSES**/FAILS 6/1

B. Certificate of Records Destruction

MOTION: Council Member Warner moved to adopt the Certificate of Records Destruction

SECONDED BY: Council Member Taylor

PUBLIC COMMENT:

1) Karen Taylor

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: Cannamore, Clark, Vanderzanden, Owens, Warner, Taylor, Casipit

NO: 0

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

MOTION TO AMEND MAIN MOTION: Council Member Warner moved to amend by removing the GVFD Septic System document from destruction and preserve it.

SECONDED BY: Council Member Vanderzanden

PUBLIC COMMENT:

1) Leslie Sirstad

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION TO AMEND MAIN MOTION:

YES: Vanderzanden, Owens, Taylor, Clark, Warner, Casipit, Cannamore

NO: 0

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

ROLL CALL VOTE ON MAIN MOTION AS AMENDED:

YES: Casipit, Cannamore, Warner, Clark, Vanderzanden, Owens, Taylor

NO: 0

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

11. CITY COUNCIL REPORTS: None

12. CITY COUNCIL QUESTIONS AND COMMENTS:

1) Vanderzanden

2) Taylor

3) Warren

4) Owens

13. PUBLIC COMMENT ON NON-AGENDA ITEMS:

1) Karen Taylor

2) Artemis BonaDea

14. EXECUTIVE SESSION

15. ADJOURNMENT:

Hearing no objections, Mayor Casipit adjourns the meeting at 8:32 pm.



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Mayor's Request for Agenda Changes



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Committee/Staff Reports



** New logo designed by Kathy Hocker!*

Gustavus Children's Enhancement Program
The Rookery at Gustavus
Preschool & Child Care Programs

FY 19-20 Q2 Report
July 1st – December 31st, 2019



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THANK YOU for believing in our organization and providing us with the social service funding we needed for this fiscal year.

DEED Grant

Of the \$150,000.00 grant we received for this fiscal year through Chatham for our Preschool Program, about \$115,000.00 of it will never touch our books but will instead affect our organization in the form of capital improvements, supplies, and support from Chatham. We're about 40% done with the grant, and we've received about \$16,000.00 of the \$36,000.00 we expect to receive in the form of reimbursements for our payroll costs. To implement the things we set out to do in this grant, we had to hire a third staff member for our Preschool Program, increase staff hours for all three preschool staff members, and significantly increase administration hours.

Volunteer Tracking

- Estimated 246.5 volunteer hours (fundraisers, cleaning, board members, etc.)
- Additional volunteer time spent by staff traveling and completing continuing education/ training.
 - Rose completed a UAF course on HR in an early childhood environment
 -

Notes Regarding Financial Statements (on following pages)

- **Tuition Preschool** at 41.8% - this actually reflects that we're right on track; we've billed 40% of what we expect to bill.
- **Preschool Scholarships** – these are distributed each month, so we expect to give more than the amount we've raised in the Scholarship Fund.
- **Tuition Child Care** at 45.5% – we lost a full-time child to a private babysitter when we discontinued child care at the library and were unable to offer care during preschool hours.
- **Tuition Child Care Discounts** at 62.1% – we expect to be right on target because we started charging staff for their children's attendance in September after two months of that attendance being reflected as "discounts"
- **Payroll Taxes** in the 66-72% range – this actually accounts for 75% of our payroll taxes for the year

THANK YOU!!



Erin Ohlson, Executive Director

The Rookery at Gustavus: Budget to Actual 7/1/19 - 12/31/19

		Budget Amount	Actual Amount	% of Budget
Revenue				
Program Rev.	Tuition Preschool	15,000.00	6,264.60	41.8 %
	Preschool Scholarships		-2,767.57	
	Preschool Employee Benefit		-202.40	
	Preschool Other Discounts	-6,700.00	-157.66	46.70%
	Tuition Child Care	60,000.00	27,288.68	45.5 %
	Child Care Employee Benefit		-1,816.60	
	Child Care Other Discounts	-11,000.00	-5,010.16	62.1 %
	Payment Processing Fees	600.00	304.73	50.8 %
		57,900.00	23,903.62	41.3 %
Other Revenue	City Social Services	13,890.00	13,890.00	100.0 %
	Scholarship Fund	3,000.00	3,550.00	118.3 %
	Reimbursement for Professional Deve	3,000.00	1,595.89	53.2 %
	Alaska Airlines Dollars for Doers	1,500.00	1,130.00	75.3 %
	Interest Revenue	0.00	76.52	N/A
	Amazon Smile	250.00	160.68	64.3 %
	Donations	3,000.00	991.30	33.0 %
		24,640.00	21,394.39	86.80%
Fundraisers		19000.00	12,828.22	67.50%
Grant Revenue		35,517.50	18,951.11	53.40%
Total Revenue		137,057.50	77,077.34	56.20%
Expense				
Operational		5,760.00	5,059.01	87.80%
Personnel	Payroll Executive Director	18,000.00	9,726.75	27.0 %
	Payroll Program Administration	5,000.00	843.08	8.4 %
	Payroll Preschool	28,822.50	7,890.98	4.5 %
	Payroll Child Care	50,000.00	28,041.34	56.00%
	Payroll Deep Cleaning	1,248.00	0.00	0.0 %
	Workers' Compensation Insurance	2,000.00	1,026.00	51.3 %
	Employee Appreciation	500.00	557.60	5.0 %
	Professional Development Expenses	3,500.00	1,701.28	1.4 %
	Payroll Taxes	5,750.00	4,053.82	N/A
		114,820.50	53,840.85	44.40%
Fundraising Expenses		5,000.00	1,520.27	30.40%
Grants		0.00	1,040.28	N/A
Total Expenses		125,580.50	61,460.41	49%
Total Profit/ Loss		11,477.00	15,616.93	

The Rookery at Gustavus: Balance Sheet 12/31/19

Assets

Current Assets

900.00	Undeposited Payments	14,888.72
1000	Denali FCU Checking	10,215.41
1005	Chase Credit Card	-2,376.98
1001	Denali FCU Savings	5.17
1002	Denali FCU CD	4,122.38
1003	Denali FCU Gaming	0.00
1110	Accounts Receivable	-4,045.24
1130	Petty Cash	825.00
		23,634.46

Total of Assets: 23,634.46

Liabilities

Current Liabilities

2010.00	Federal Tax Liability	-3348.58
2015.00	FICA (Social Security)	-33.4
2020.00	FICA (Medicare)	-0.01
2025.00	State Tax Liability	113.21
		-3268.78

Total of Liabilities: -3268.78

Equity

Equity Accounts

3010.00	Profit & Loss	12466.04
		12466.04

Total of Equity: 12466.04

Current Earnings (as part of Equity)

Current Earnings: 14437.20

Equity: 12466.04

Grand Total Equity: 26903.24

Report Summary

Total of Assets:	23634.46
Total of Liabilities	23634.46
+ Grand Total	
Equity:	



Gustavus Children's Enhancement Program
The Rookery at Gustavus
Preschool & Child Care Programs

Business Plan & Budget Request

FY 20-21 (July 1st, 2020 – June 30th, 2021)



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Background/ History

From 2007 – 2014 we operated as a parent cooperative preschool, run primarily by volunteerism. In 2014, the State of Alaska started requiring significantly increased administration of our organization - to the point where we could no longer rely on volunteers for that administration. We added our Child Care Program in 2016 to retain staff by offering more payroll hours. The State of Alaska requires our staff have an early childhood education to begin with, and that they take continuing education throughout their employment. Our small preschool operation isn't enough for us to guarantee the staff consistency we require.

When we first approached the City of Gustavus in 2017 we were struggling to make payroll. While we remain reliant on City funds for now, we have continued to work tirelessly to lessen that reliance. In the last few years we have made many organizational improvements, we've increased the quality of our services, and we've made progress toward securing a permanent space for our programs. These improvements have paved the way for us to become eligible for other opportunities such as the large DEED grant we received this year. Our board is spending more time than ever ensuring we're making intentional steps that meet our mission because the momentum we have and the demand we continue to see from our customers tells us it's not time to take a break.

Info about us as a City Social Service

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

City of Gustavus References:

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

2020-21 Budget Request

For the FY 2020-21, we are requesting \$23,626.60 (20% of our operating budget).

While this is more than it has been in the past (see amounts for the last three years under Revenue – Other Revenue – City Social Services), our ask remains right at 20% of our operating budget. From FY17-18 to FY18-19, our operating budget grew by 121%. The growth between FY18-19 and FY19-20 is skewed by the DEED grant we received, but if we continued on a trajectory of 121% each year then we would be at a total operating budget of \$126,999.25 for FY 20-21 – instead our budget is below that at \$118,133.00 for FY20-21.

We see this growth in our operating budget over the years as representative of the many necessary improvements we've made throughout our organization. Please see the next page to understand where this growth has come from, where City money has been spent, and why we believe our organization is an even better investment of City funds than when we first started.

Organizational Improvements

Administration

- FY2017-18 was the first year we started paying for any administration of our organization. This shift from volunteers over to paid staff means better consistency, follow-through, and bookkeeping – things we were struggling with beforehand (great volunteers, but too much work to keep it all together.)
- FY2018-19 we created our first ever Administrative Handbook as well as our first ever Rookery Strategic Plan – both improve our ability to provide a continuous, quality level of services.
- FY2019-20 we were approved for our first big grant. This couldn't have happened without the work we'd done in the previous two years, and it sets us up for continuing to reach for similar opportunities.

Staff Retention

- Between 2014 and 2019 work hours shifted from heavy volunteerism, to a little more than minimum wage, to now in 2020 we finally feel all our staff is making fair market wages as compared to the rest of the State. We do not see the need for any of our staff to receive anything more than reasonable, minimal raises throughout time to keep us comparable to the rest of the market.
- The State's minimum education level and continuous education requirements make staff retention a high priority for our organization, especially here in rural Gustavus where it's uncommon to have a pool of qualified applicants. Paying our staff a fair market wage is therefore very important.

Program Quality

- Because of our commitment to staff retention, our four regular staff members now have a combined experience of 25 years in the early childhood education industry. This experience paired with the energy and passion for early childhood these staff members have means increased quality in the form of program and facility improvements.
- In 2020, we'll finally meet Learn & Grow Level 2 of AK's Quality Recognition & Improvement System
- We successfully pass two in-person State inspections each year. Inspections include our files (employee and children), facility (indoor and out), policies and procedures, health and safety, and more.

Reliability for Gustavus Families

- The longer we're here and can show families we can be relied upon, the more families can choose to work if and when they want to.

Outside Funding

Throughout these years, we have not stopped working hard to find ways to fund our operation other than from the City of Gustavus. This market failure we're in is not unique to us here in Gustavus; it's an issue rising to the top of many political agendas throughout the entire United States, throughout the State of Alaska, and in the City & Borough of Juneau. The scientific community will now tell you that children's brains learn the most between the ages of zero and five and that quality early childhood programming is where education starts. The economic community will now tell you that investing in quality early childhood programming is a sound investment with a return on investment of over \$13.00 for every \$1.00 spent. We believe we are on the cusp of big change as far as State and Federal investments on early childhood learning. In the meantime, here's what we've been working on:

- **Local Partnerships** – now (since 2017) that we have formal partnerships with both the City of Gustavus and with Chatham School District/ Gustavus School, we have a better chance of receiving outside funding.
- **Head Start** – we remain ineligible for Head Start funding due to our demographics
- **Grants** – we continue to apply for small (\$100 - \$5,000) grants, but we are rarely an attractive applicant since our services do not reach beyond our small community. We often do not qualify for larger grants, but we do apply for them occasionally. Now that we've received the large DEED grant, and we've got more formal partnerships with the City and with the school, we believe we will have better luck with future grants. We do want to be very careful and intentional about our grant-writing to ensure we don't over-extend the scope of what we do.
- **Learn & Grow** – our voluntary participation with the State's Quality Improvement & Rating System Learn & Grow allows us to be compared with other entities throughout the State when it comes to various funding opportunities.
- **Networking** – Our staff is very connected with the larger early childhood network – primarily in Southeast Alaska, but also throughout the State. Multiple Rookery staff members attend the annual early childhood conference in Juneau each year (this year there may be eight of us there!), and Erin has attended the biannual economic summit in Anchorage the last two times it was held. Our unique voices are represented in statewide surveys and reports which help to inform future legislation in this field.

- **Fee Schedule Changes**

We spent the last two months working on making changes to our fee schedule. We administered a parent survey to all past, current, and future Rookery customers to get a better idea of our market. Twenty three families responded to the survey, and one of the things we found was that up to eleven of the responders would be considered living at poverty level or below, while only five families reported an annual household income of more than \$70,000. Knowing this, we feel our services are correctly categorized as City of Gustavus Social Services. Our programs are in high demand, we believe we are improving the lives of our customers, yet they cannot afford more than we are charging.

In January, we made the following changes to our fee schedule and hope to bring in over \$5,000 (9%) more in program revenue than we would with our previous schedule this year. We believe these changes increase our revenue without turning families away from using our programs.

- Removed the Business Partner Discount
- \$50 Child Care enrollment fee now all goes to us instead of \$40 going to account credit
- We'll now process billing every week instead of every month
- No more discounts for children who attend more hours
- Volunteers must now volunteer at least eight hours per child instead of per family
- Minimized the range of rates for each age (the range still includes cheaper rates for volunteers and for those who pre-schedule care vs. dropping in.)
- The Board is still considering adding a requirement for families to prove financial need in order to qualify for Rookery Preschool Scholarships.

Proposed Budget

Below, the first column is the proposed budget for the fiscal year 2020-21 and the next columns compare that budget with the previous three years.

Revenue		2020-21	2019-20	2018-19	2017-18
	Program Revenue	Budget	Budget	Actual	Actual
	Tuition Preschool	10,000.00	8,300.00	12,799.50	7,963.25
	Tuition Preschool Scholarships	(5,000.00)			
	Tuition Child Care	59,000.00	49,000.00	35,619.72	24,295.39
	Payment Processing Fees	600.00	600.00		
		64,600.00	57,900.00	32,077.41	26,835.51
	Other Revenue				
	City Social Services	23,626.60	13,890.00	12,964.00	10,540.00
	Scholarship Fund	5,000.00	3,000.00		
	Professional Development	3,000.00	3,000.00	6,255.20	6,094.59
	Alaska Airlines Dollars for Doers	200.00	1,500.00		
	Interest and Cash Back	1,000.00		786.14	107.66
	Amazon Smile	1,000.00	250.00		
	Donations	2,000.00	3,000.00	4,165.53	2,510.37
		35,826.60	24,640.00	24,170.87	19,252.62
	Fundraisers				
		19,000.00	19,000.00	18,767.13	17,969.63
	Grants				
			35,517.50	8,129.98	4,321.14
	Total Revenue	119,426.60	137,057.50	83,145.39	68,378.90
Expense					
	Operations				
		8,850.00	5,760.00	6,107.11	5,846.09
	Personnel				
	Payroll			63,869.87	48,308.30
	Executive Director	18,000.00	18,000.00		
	Program Administration	1,000.00	5,000.00		
	Preschool	16,000.00	28,822.50		
	Child Care	60,000.00	50,000.00		
	Deep Cleaning	1,248.00	1,248.00		
	Workers' Compensation Insurance	2,000.00	2,000.00	1,054.00	1,518.12
	Employee Appreciation	750.00	500.00	440.84	
	Professional Development	3,500.00	3,500.00	7,500.32	10,370.38
	Payroll Taxes	2,785.00	5,750.00		
		105,283.00	114,820.50	72,865.03	60,196.80
	Fundraisers				
		4,000.00	5,000.00	4,747.54	2,972.34
	Total Expense	118,133.00	125,580.50	87,465.05	72,202.79
	Total Profit/ (Loss)	1,293.60			

Current Organizational Info

Rookery 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.

Rookery Vision Statement

We want all young children in Gustavus to have access to a cost-effective, nurturing and quality educational environment where play, exploration, community, and the natural world are stepping stones to learning.

Rookery Tagline

Learn to play - play to learn.

Membership and Board makeup

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

Goals for 2020-21

Goal #1: Permanent Facility

Continue to work towards our long term goal of establishing a larger, permanent facility for The Rookery at Gustavus which meets the needs of both Preschool and Child Care, allows both programs to operate simultaneously, provides a separate office space for administrative staff, and provides a private breastfeeding space for staff and families.

Goal #2: Employee Retention

Improve employee benefits, satisfaction, retention, qualifications.

Goal #3: Preschool Program

Provide affordable, dependable, high-quality Preschool Program for children ages 3-5.

Goal #4: Child Care Program

Provide affordable, dependable, high-quality Child Care Program to operate full-time for all children ages 0-9 for the entire year.

Goal #5: Outdoor Focus

Continue to develop a strong outdoor component for all Rookery Programs.

Goal #6: Professionalize Fundraising Efforts

Improve our fundraising efforts by making events more efficient and streamlined, providing better support and appreciation to our volunteers, and being deliberate about the way we fundraise.

Goal #7: Intentionally Seek Funding Opportunities

Continue to seek out creative ways to fund the operation beyond the City of Gustavus.

Goal #8: Strengthen Community Connections

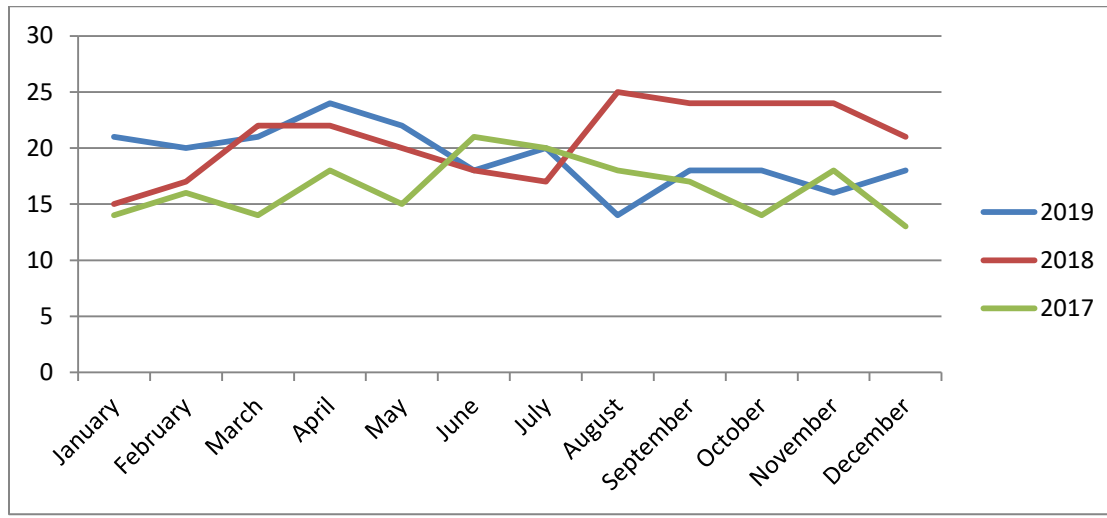
Maintain and strengthen connections with local businesses, government entities, and the community at large.

Goal #9: Early Childhood Education Opportunities for Adults

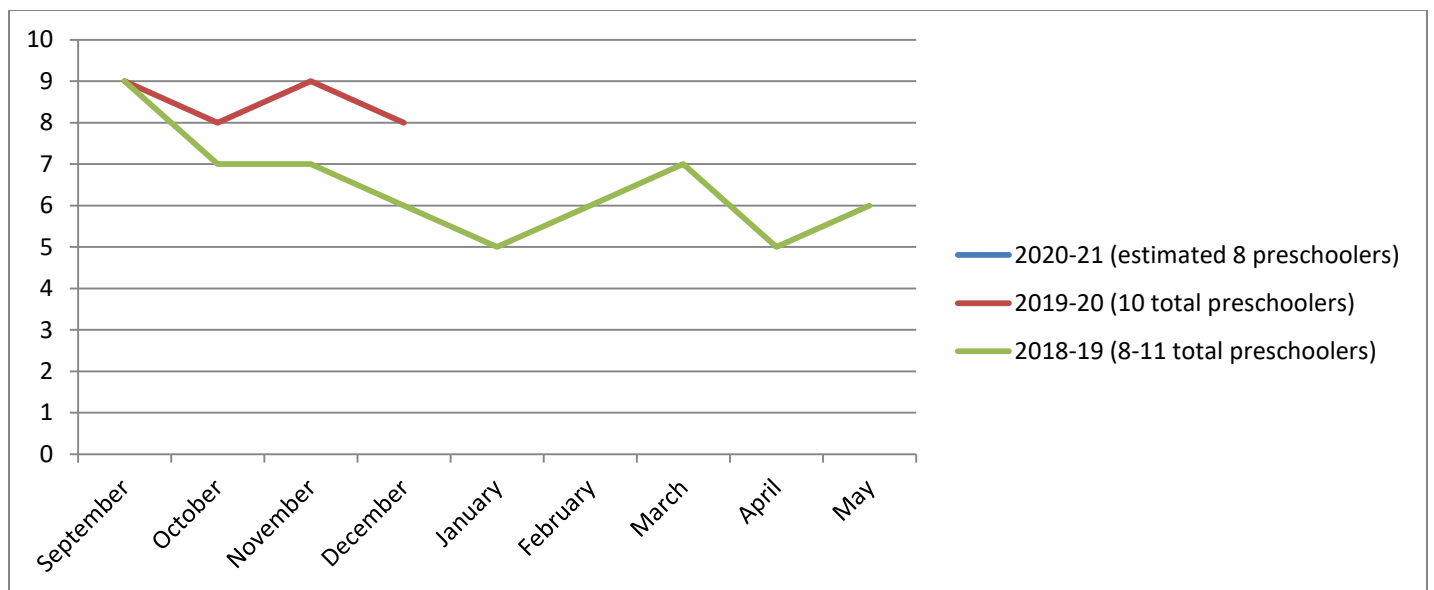
Offer more early childhood learning opportunities for the families and the community of Gustavus.

Attendance Data

Total number of children who attended The Rookery by month



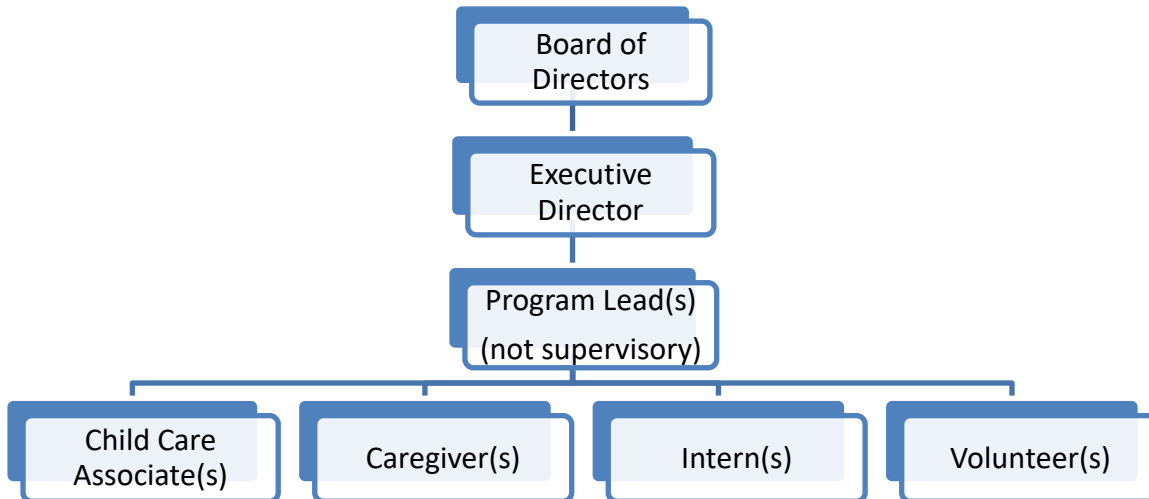
Average number of preschoolers who attend each month



Historic and projected number of preschool-aged children per school year

2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
10	12	13	5	5	8-11	10	8-9	9	4

Organization Chart (starting 7/1/20)



Board of Directors (as of 1/28/20)

Caroline Casipit – President/ Treasurer

Camlyn Cacioppo – VP

Kelly McLaughlin – Secretary

Ellie Sharman

Janene Driscoll

Rachel Patrick

Wes Bacon-Schulte



THANK YOU!!

Erin Ohlson, Executive Director



January 30, 2020

Caveat to January 30, 2020 Quarterly Report including budget

Positions on the Gustavus Visitor Association (GVA) board or directors and administrators.

President - Leah Okin – new position.

Treasurer – Robynn Jones

Marketing Coordinator- Katy Dighton – new position

Administrator – open

Note: Let it be known to the City of Gustavus Council, that the GVA currently does not have an administrator and nothing has been done since December 31.

The GVA is working hard to fill this position as soon as possible.

Board of Directors include:

Deb Woodruff

Leah Okin

Trisha Dawson

Robynn Jones

One board position is open.

Completed to task 2019

- The most amount of energy this past year went into Web design and upgrades, successfully working with James Alborough (Web design, development and Computer Services) at Bearstar, we have vastly improved our website and in doing so we have seen an increase of website visitation and 'hits' on the search engines.
- Keeping up to date on our 'Print Media' which includes the brochures and the large maps posted at the airport and the ferry terminal.
- Advertising: Alaska Airlines Magazine, Capitol City Weekly & KTOO
- Memberships : Alaska Travel Industry Association (ATIA), Juneau Convention & Visitor Bureau (JCVB), Southeast Alaska Tourism Council (SE AK Tourism Council)
- Our website posts a calendar of events that is updated regularly
- GVA purchased a sound system for social events -for example – The 4th of July

Plans for 2020.

With a new president and a new marketing coordinator, while continuing with the previously listed maintenance of GVA, in 2020 we are excited to focus on three aspects:

- Increase our social media outreach and website presence
- Increase our memberships

- Take our travel shows out of state.

8:35 AM

01/30/20

Accrual Basis

Gustavus Visitors Association

Profit & Loss Budget vs. Actual

July 2019 through June 2020

	Jul '19 - Jun 20	Budget
Ordinary Income/Expense		
Income		
CityTax Revenue	32,000.00	32,000.00
Membership Dues	4,150.00	4,375.00
Total Income	36,150.00	36,375.00
Gross Profit	36,150.00	36,375.00
Expense		
Administration		
Equipment	1,334.59	1,440.00
Postage	7.35	50.00
Software	99.99	0.00
Supplies	295.10	150.00
Teleconference	79.26	210.00
Total Administration	1,860.65	1,850.00
Contractor Work		
Administrative	1,893.75	7,300.00
Marketing Director	1,118.75	13,000.00
Total Contractor Work	3,012.50	20,300.00
Fees/Licenses		
Banking	15.00	180.00
Fees/Licenses - Other	50.00	200.00
Total Fees/Licenses	65.00	380.00
Marketing		
Design		
Alaska Grafix	0.00	450.00
Graphic Design	0.00	300.00
Total Design	0.00	750.00
Equipment	2,105.96	0.00
Memberships		
ATIA/Travel Alaska	540.00	400.00
JCVB/Juneau Guide	0.00	400.00
SE AK Tourism Council (SATC)	0.00	600.00
Total Memberships	540.00	1,400.00
Online		
GVA Website	750.81	4,055.00
Total Online	750.81	4,055.00
Print Media		
Alaska Airlines Magazine	25.00	700.00
Alaska Magazine ads	-500.00	0.00
Brochure	0.00	1,000.00
Milepost	1,116.00	0.00
Total Print Media	766.37	1,700.00
Radio		
KTOO Radio	0.00	400.00
Total Radio	0.00	400.00
Supplies	167.22	100.00
Travel Shows	0.00	2,000.00
Total Marketing	4,330.36	10,405.00

8:35 AM

01/30/20

Accrual Basis

Gustavus Visitors Association
Profit & Loss Budget vs. Actual
July 2019 through June 2020

	Jul '19 - Jun 20	Budget
Utilities		
cell phone	1,753.28	1,440.00
Total Utilities	1,753.28	1,440.00
Total Expense	11,021.79	34,375.00
Net Ordinary Income	25,128.21	2,000.00
Other Income/Expense	-824.20	
Net Income	24,304.01	2,000.00

8:35 AM

01/30/20

Accrual Basis

Gustavus Visitors Association
Profit & Loss Budget vs. Actual
 July 2019 through June 2020

	<u>\$ Over Budget</u>
Ordinary Income/Expense	
Income	
CityTax Revenue	0.00
Membership Dues	-225.00
Total Income	-225.00
Gross Profit	-225.00
Expense	
Administration	
Equipment	-105.41
Postage	-42.65
Software	99.99
Supplies	145.10
Teleconference	-130.74
Total Administration	10.65
Contractor Work	
Administrative	-5,406.25
Marketing Director	-11,881.25
Total Contractor Work	-17,287.50
Fees/Licenses	
Banking	-165.00
Fees/Licenses - Other	-150.00
Total Fees/Licenses	-315.00
Marketing	
Design	
Alaska Grafix	-450.00
Graphic Design	-300.00
Total Design	-750.00
Equipment	2,105.96
Memberships	
ATIA/Travel Alaska	140.00
JCVB/Juneau Guide	-400.00
SE AK Tourism Council (SATC)	-600.00
Total Memberships	-860.00
Online	
GVA Website	-3,304.19
Total Online	-3,304.19
Print Media	
Alaska Airlines Magazine	-675.00
Alaska Magazine ads	-500.00
Brochure	-1,000.00
Milepost	1,116.00
Total Print Media	-933.63
Radio	
KTOO Radio	-400.00
Total Radio	-400.00
Supplies	67.22
Travel Shows	-2,000.00
Total Marketing	-6,074.64

8:35 AM

01/30/20

Accrual Basis

Gustavus Visitors Association
Profit & Loss Budget vs. Actual
July 2019 through June 2020

	<u>\$ Over Budget</u>
Utilities	
cell phone	<u>313.28</u>
Total Utilities	<u>313.28</u>
Total Expense	<u>-23,353.21</u>
Net Ordinary Income	<u>23,128.21</u>
Other Income/Expense	
Net Income	<u><u>22,304.01</u></u>

8:35 AM

01/30/20

Accrual Basis

Gustavus Visitors Association

Balance Sheet

As of January 30, 2020

	Jan 30, 20
ASSETS	
Current Assets	
Checking/Savings	
Denali Alaskan-Checking -	5.00
FNBA	24,786.13
FNBA Savings	1,000.00
Total Checking/Savings	25,791.13
Accounts Receivable	
Accounts Receivable	-25.00
Total Accounts Receivable	-25.00
Total Current Assets	25,766.13
Fixed Assets	
Laptop	1,199.98
Total Fixed Assets	1,199.98
TOTAL ASSETS	26,966.11
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	67.82
Total Accounts Payable	67.82
Total Current Liabilities	67.82
Total Liabilities	67.82
Equity	
Opening Bal Equity	5,076.16
Retained Earnings	-2,486.88
Net Income	24,309.01
Total Equity	26,898.29
TOTAL LIABILITIES & EQUITY	26,966.11

Gustavus Visitors Association
Profit & Loss Budget vs. Actual
 July 2020 through June 2021

	Jul '20 - Jun 21	Budget
Ordinary Income/Expense		
Income		
CityTax Revenue	0.00	32,000.00
Membership Dues	0.00	4,375.00
Total Income	0.00	36,375.00
Gross Profit	0.00	36,375.00
Expense		
Administration		
Equipment	0.00	1,440.00
Postage	0.00	50.00
Software	0.00	100.00
Supplies	0.00	150.00
Teleconference	0.00	210.00
Total Administration	0.00	1,950.00
Contractor Work		
Administrative	0.00	7,300.00
Marketing Director	0.00	13,000.00
Total Contractor Work	0.00	20,300.00
Fees/Licenses		
Banking	0.00	180.00
Fees/Licenses - Other	0.00	200.00
Total Fees/Licenses	0.00	380.00
Marketing		
Design		
Alaska Grafix	0.00	450.00
Graphic Design	0.00	300.00
Total Design	0.00	750.00
Memberships		
ATIA/Travel Alaska	0.00	790.00
JCVB/Juneau Guide	0.00	400.00
SE AK Tourism Council (SATC)	0.00	600.00
Total Memberships	0.00	1,790.00
Online		
GVA Website	0.00	4,055.00
Total Online	0.00	4,055.00
Print Media		
Alaska Airlines Magazine	0.00	700.00
Brochure	0.00	1,000.00
Large Map	0.00	400.00
Milepost	0.00	1,116.00
Print Media - Other	0.00	917.00
Total Print Media	0.00	4,133.00
Radio		
KTOO Radio	0.00	400.00
Total Radio	0.00	400.00

12:14 PM

01/30/20

Cash Basis

Gustavus Visitors Association
Profit & Loss Budget vs. Actual
July 2020 through June 2021

	Jul '20 - Jun 21	Budget
Supplies	0.00	100.00
Travel Shows	0.00	2,517.00
Total Marketing	0.00	13,745.00
Total Expense	0.00	36,375.00
Net Ordinary Income	0.00	0.00
Net Income	0.00	0.00

Gustavus Visitors Association
Profit & Loss Budget vs. Actual
 July 2020 through June 2021

	<u>\$ Over Budget</u>
Ordinary Income/Expense	
Income	
CityTax Revenue	-32,000.00
Membership Dues	-4,375.00
Total Income	-36,375.00
Gross Profit	-36,375.00
Expense	
Administration	
Equipment	-1,440.00
Postage	-50.00
Software	-100.00
Supplies	-150.00
Teleconference	-210.00
Total Administration	-1,950.00
Contractor Work	
Administrative	-7,300.00
Marketing Director	-13,000.00
Total Contractor Work	-20,300.00
Fees/Licenses	
Banking	-180.00
Fees/Licenses - Other	-200.00
Total Fees/Licenses	-380.00
Marketing	
Design	
Alaska Grafix	-450.00
Graphic Design	-300.00
Total Design	-750.00
Memberships	
ATIA/Travel Alaska	-790.00
JCVB/Juneau Guide	-400.00
SE AK Tourism Council (SATC)	-600.00
Total Memberships	-1,790.00
Online	
GVA Website	-4,055.00
Total Online	-4,055.00
Print Media	
Alaska Airlines Magazine	-700.00
Brochure	-1,000.00
Large Map	-400.00
Milepost	-1,116.00
Print Media - Other	-917.00
Total Print Media	-4,133.00
Radio	
KTOO Radio	-400.00
Total Radio	-400.00

12:14 PM

01/30/20

Cash Basis

Gustavus Visitors Association
Profit & Loss Budget vs. Actual
July 2020 through June 2021

	<u>\$ Over Budget</u>
Supplies	-100.00
Travel Shows	-2,517.00
Total Marketing	-13,745.00
Total Expense	-36,375.00
Net Ordinary Income	0.00
Net Income	<u><u>0.00</u></u>

City of Gustavus, Alaska
Disposal & Recycling Center (DRC)
Fiscal Year 2019 (July 1, 2018 - June 30, 2019)
Annual Report of Waste Processing, Income & Expenses

What the DRC Received from the Community

- 197,497 pounds of recyclable waste¹, (*exported or re-used*) 57% of total.
- 146,101 pounds of non-recyclable waste, (*placed in the mound*) 43%.

Total of 343,598 pounds of waste (172 tons). Our diversion rate is 57%.

- Ash, Construction/ Demolition (C/D) waste & Sheetrock - 102 cubic yards
Ash, Sheetrock and C/D waste does not pass over the scale and is therefore not included in the above totals or in the diversion rate. The cubic yard total is uncompressed material.
- The DRC was open to the public on 153 days². Total number of days receiving waste was 241. The daily average, including appointment days, was 1,426 pounds of waste.
Max 5,494 lbs. on Tu July 31, 2018; Min 252 lbs. on Th Jan 17, 2019
- 5,498 customer transactions, an average of 31 customers per day not including appointment only days.
Max 72 customers on Sa July 7, 2018; Min 5 customers on Tu Jan 15, 2019

What the DRC Recycled

Exported Recyclables

	Net weight shipped LBS	Value
Aluminum Beverage Cans	4,660	\$1,836.40
Tin Cans	4,750	\$285.00
Scrap Metal	39,710	\$2,633.70
Irony Aluminum	2,720	\$516.80
Misc Non-Ferrous	3,740	\$2,240.60
Cardboard	10,180	\$381.75
Books	1,135	\$22.70
White Sheet Paper	0	0
Type 1 – PETE Plastic	1,965	-\$63.86
Type 2 – HDPE Plastic	1,360	\$13.60
Lead Acid Batteries	0	0
Dry Cell Batteries	0	0
CRT TV/ Monitor	2,360	-\$1,062.00
E-waste	518	-\$155.40
Fluorescent Lamps	500	-\$1,322.80
Totals	73,598	\$5,326.49

Number of shipping events	5
GST – JNU shipping charges	\$2,412.00
JNU – SEA shipping charges	\$2,884.14
GST – SEA shipping charges	\$10,661.48
Seattle trucking	\$400.00
Total shipping charges	\$16,357.62
Total return	-\$11,031.13

Note: Due to the frequency of how often certain recyclables are shipped, some materials such as batteries or non-ferrous metals are stockpiled and are shipped less frequently. What was received in a year does not equal what was shipped in a year.

Locally Recycled Materials

66,677 pounds of food waste was composted (composted food waste cures for 6 to 9 months)

- Approximately 20 cubic yards of marketable compost from the previous year was sold (none remaining) generating a return of \$2,509.19

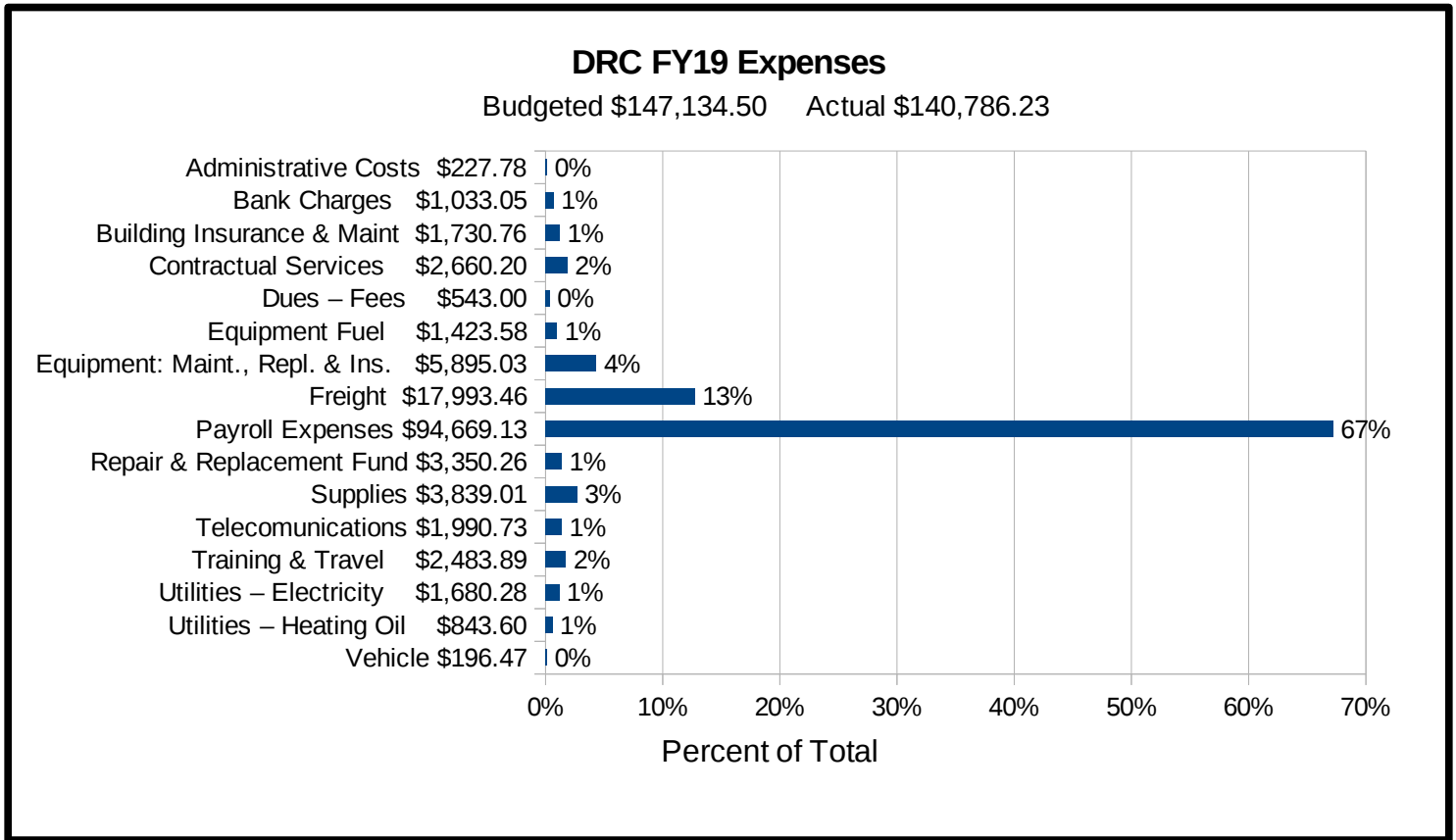
43,260 pounds of glass bottles and jars were pulverized and land-spread

1 2,330 pounds of aluminum cans; 500 pounds (conservative) of brass, copper & misc. aluminum was added to the scale weight (less than 5% increase of scale weight). These items were accepted for free so there is no record of their weight. However, all exported weights of recyclables are recorded.

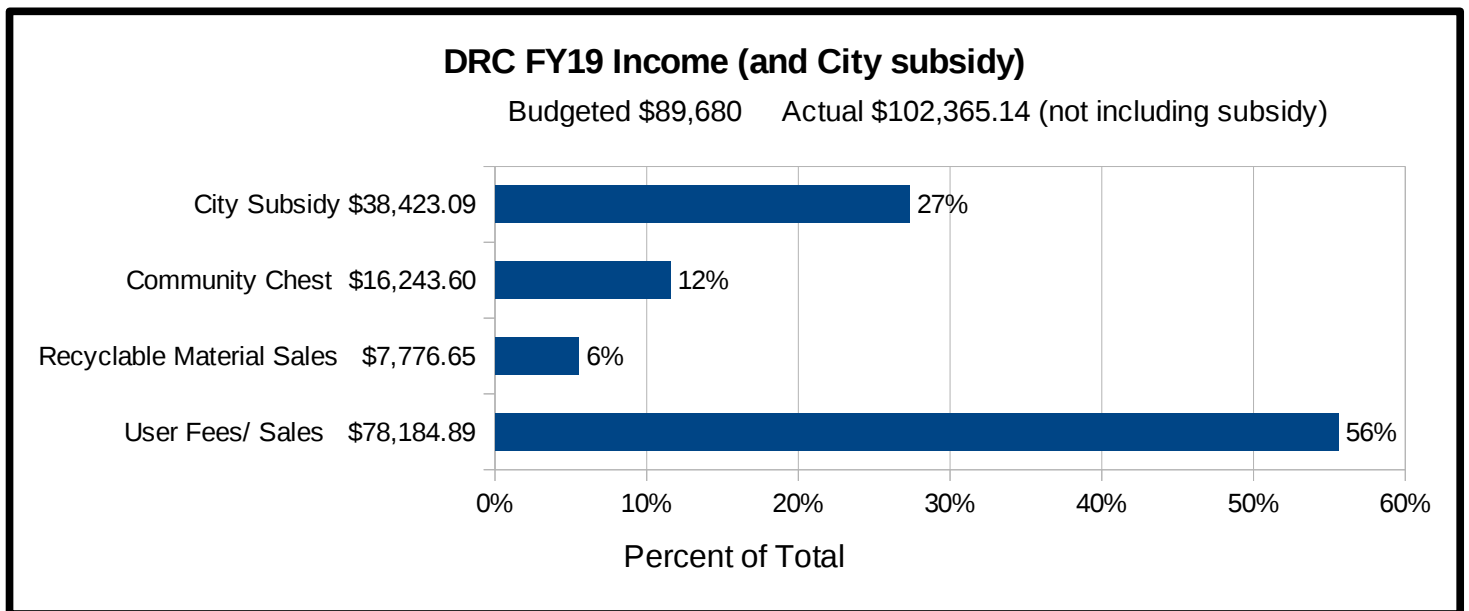
2 Excludes days that are only open by appointment.

Where the Money to Operate the DRC is Spent

The averaged cost for processing each pound of waste received by the facility is \$0.41 per pound (rounded). This average does not include waste that does not flow across the scale: Sheetrock, Ash and C/D waste, estimated at 102 cubic yards (uncompressed).



Where the Money to Operate the DRC Comes From



Financial and Miscellaneous Notes

The DRC completed the fiscal year within budget. Income was \$12,685.14 greater than budgeted and expenses were \$6,346.27 less than budgeted resulting in an actual City subsidy of \$38,423.09 for the DRC.

Compost sales (\$2,509.19), thrift sales at the DRC (\$124.00) and donations of change received at the point-of-sale terminal at the DRC (\$133.38) are included in “User Fees/Sales” income.

There was a total of 3,598 hours of paid labor at the DRC: 1,770 hours by the Manager/Operator (includes PTO) and 1,828 hours by the DRC Temporary Labor Pool (the “Pool”).

The Pool is organized by calendar year. The CAL2018 & CAL2019 Pools each had five members all of which were active.

There was an estimated 23 hours of volunteer labor at the DRC.

Non-revenue waste streams (recyclable and non-recyclable) picked up by or delivered to the DRC include:

Account	Total Pounds
Anonymous	746
Beach Receptacles	1,300
City of Gustavus – SR Park	1,271
Community Chest	12,959
Gustavus Library	1,994
GVFD - Fire Department	1,334
Litter	1,672
Total	21,276

Community Chest statistics for the fiscal year

The Community Chest does not record the volume (or weight) of the merchandise that is sold and reused by the community (and consequently kept out of the landfill), so there is no direct measure of this very important benefit.

- Open to the public 115 days
- Peak sales of \$352.75 on Saturday, July 7th
- Total income: \$16,243.60
- 1,120 hours of volunteer labor was recorded
- 12,959 pounds (6.5 tons) waste hauled to DRC, ranked 5th highest user of the DRC.
 - Made up of 5,197 pounds of recyclable waste and 7,762 pounds of non-recyclable waste
- Total sales minus major expenses (electricity \$390, heating oil \$680 & waste \$4,335) equals an approximate net income of \$10,838
- There were several shipments of goods to the Hoonah Thrift store and one shipment of winter clothing to the Glory Hole in Juneau

Quick Books Budget vs Actual Statement for FY2019

	<u>Jul '18 - Jun 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Donations	\$40.00	\$0.00	\$40.00	100.0%
DRC Income				
Community Chest Sales	\$16,243.60	\$14,000.00	\$2,243.60	116.03%
Landfill Fees/Sales	\$78,184.89	\$70,880.00	\$7,304.89	110.31%
Recyclable Material Sales	<u>\$7,776.65</u>	<u>\$4,600.00</u>	<u>\$3,176.65</u>	<u>169.06%</u>
Total DRC Income	<u>\$102,205.14</u>	<u>\$89,480.00</u>	<u>\$12,725.14</u>	<u>114.22%</u>
Fundraising	<u>\$120.00</u>	<u>\$200.00</u>	<u>-\$80.00</u>	<u>60.0%</u>
Total Income	<u>\$102,365.14</u>	<u>\$89,680.00</u>	<u>\$12,685.14</u>	<u>114.15%</u>
Gross Profit	<u>\$102,365.14</u>	<u>\$89,680.00</u>	<u>\$12,685.14</u>	<u>114.15%</u>
Expense				
Administrative Costs	\$227.78	\$300.00	-\$72.22	75.93%
Bank Service Charges	\$1,033.05	\$1,000.00	\$33.05	103.31%
Building				
Insurance	\$663.08	\$663.08	\$0.00	100.0%
Maintenance & Repair	<u>\$1,067.68</u>	<u>\$1,200.00</u>	<u>-\$132.32</u>	<u>88.97%</u>
Total Building	<u>\$1,730.76</u>	<u>\$1,863.08</u>	<u>-\$132.32</u>	<u>92.9%</u>
Contractual Services	\$2,660.20	\$4,000.00	-\$1,339.80	66.51%
Dues/Fees	\$543.00	\$700.00	-\$157.00	77.57%
Equipment				
Equipment Fuel	\$1,423.58	\$1,170.00	\$253.58	121.67%
Equipment Purchase	\$3,035.00	\$4,100.00	-\$1,065.00	74.02%
Insurance	\$226.00	\$226.00	\$0.00	100.0%
Maintenance & Repair	<u>\$2,860.03</u>	<u>\$3,100.00</u>	<u>-\$239.97</u>	<u>92.26%</u>
Total Equipment	<u>\$7,544.61</u>	<u>\$8,596.00</u>	<u>-\$1,051.39</u>	<u>87.77%</u>
Freight/Shipping	\$17,993.46	\$17,950.00	\$43.46	100.24%
Total Payroll Expenses	<u>\$94,669.13</u>	<u>\$97,375.16</u>	<u>-\$2,706.03</u>	<u>97.22%</u>
Repair & Replacement Fund	\$3,350.26	\$3,350.26	\$0.00	100.0%
Supplies	\$3,839.01	\$4,150.00	-\$310.99	92.51%
Telecommunications	\$1,990.73	\$2,000.00	-\$9.27	99.54%
Training	\$1,100.00	\$1,100.00	\$0.00	100.0%
Travel	\$1,383.89	\$1,650.00	-\$266.11	83.87%
Utilities				
Electricity	\$1,680.28	\$1,900.00	-\$219.72	88.44%
Fuel Oil	<u>\$843.60</u>	<u>\$1,000.00</u>	<u>-\$156.40</u>	<u>84.36%</u>
Total Utilities	<u>\$2,523.88</u>	<u>\$2,900.00</u>	<u>-\$376.12</u>	<u>87.03%</u>
Vehicle				
Mileage Reimbursement	<u>\$196.47</u>	<u>\$200.00</u>	<u>-\$3.53</u>	<u>98.24%</u>
Total Vehicle	<u>\$196.47</u>	<u>\$200.00</u>	<u>-\$3.53</u>	<u>98.24%</u>
Total Expense	<u>\$140,786.23</u>	<u>\$147,134.50</u>	<u>-\$6,348.27</u>	<u>95.69%</u>
Net Ordinary Income	<u>-\$38,421.09</u>	<u>-\$57,454.50</u>	<u>\$19,033.41</u>	<u>66.87%</u>
Net Income	<u>-\$38,421.09</u>	<u>-\$57,454.50</u>	<u>\$19,033.41</u>	<u>66.87%</u>

Report compiled by paul.berry@gustavus-ak.gov Version 1.0

01/28/2020

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2019 through January 2020

	Jul '19 - Jan 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Prior-Year Cash Balance	0.00	73,223.51	-73,223.51	0.0%
Business License Fees	2,475.00	3,800.00	-1,325.00	65.1%
Donations	1,368.00	1,000.00	368.00	136.8%
DRC Income	69,091.86	90,480.00	-21,388.14	76.4%
Federal Revenue				
Payment In Lieu of Taxes	115,419.89	112,735.48	2,684.41	102.4%
Total Federal Revenue	115,419.89	112,735.48	2,684.41	102.4%
Fundraising	1,271.00	500.00	771.00	254.2%
GVFD Income	8,801.81	7,900.00	901.81	111.4%
Interest Income	248.77	300.00	-51.23	82.9%
Lands Income	14,192.00	22,000.00	-7,808.00	64.5%
Lease Income	6,562.32	12,720.35	-6,158.03	51.6%
Library Income	527.85	500.00	27.85	105.6%
Marine Facilities Income	3,865.00	15,700.00	-11,835.00	24.6%
Other Income	16,312.60	3,777.00	12,535.60	431.9%
State Revenue				
Community Assistance Program	82,845.41	82,845.41	0.00	100.0%
Shared Fisheries Business Tax	204.98	1,500.00	-1,295.02	13.7%
Total State Revenue	83,050.39	84,345.41	-1,295.02	98.5%
Tax Income				
Retail Tax Income	321,772.56	378,700.00	-56,927.44	85.0%
Room Tax Income	77,846.70	65,000.00	12,846.70	119.8%
Fish Box Tax	10,090.00	13,000.00	-2,910.00	77.6%
Penalties & Interest	1,920.76	0.00	1,920.76	100.0%
Tax Exempt Cards	190.00	200.00	-10.00	95.0%
Total Tax Income	411,820.02	456,900.00	-45,079.98	90.1%
Total Income	735,006.51	885,881.75	-150,875.24	83.0%
Gross Profit	735,006.51	885,881.75	-150,875.24	83.0%
Expense				
Administrative Costs	1,743.97	4,000.00	-2,256.03	43.6%
Advertising	75.00	100.00	-25.00	75.0%
Bank Service Charges	1,673.00	2,275.00	-602.00	73.5%
Building	22,021.87	27,707.42	-5,685.55	79.5%
Contractual Services	48,546.61	100,960.00	-52,413.39	48.1%
Dues/Fees	2,882.99	7,450.00	-4,567.01	38.7%
Economic Development Services				
GVA	32,000.00	32,000.00	0.00	100.0%
Total Economic Development Services	32,000.00	32,000.00	0.00	100.0%
Election Expense	202.16	250.00	-47.84	80.9%
Equipment	15,607.15	27,126.00	-11,518.85	57.5%
Events & Celebrations	3,808.46	4,350.00	-541.54	87.6%
Freight/Shipping	17,301.64	24,030.00	-6,728.36	72.0%
Fundraising Expenses	936.27	500.00	436.27	187.3%
General Liability	10,890.44	10,717.80	172.64	101.6%
Library Materials	-484.83	600.00	-1,084.83	-80.8%
Marine Facilities	1,878.76	4,851.36	-2,972.60	38.7%

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2019 through January 2020

	<u>Jul '19 - Jan 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses	263,716.89	462,853.63	-199,136.74	57.0%
Professional Services	12,215.00	30,000.00	-17,785.00	40.7%
Public Relations	211.74	500.00	-288.26	42.3%
Repair & Replacement Fund	25,354.66	25,354.66	0.00	100.0%
Road Maintenance	70,001.53	85,000.00	-14,998.47	82.4%
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	8,083.44	19,315.00	-11,231.56	41.9%
Telecommunications	11,822.73	20,790.00	-8,967.27	56.9%
Training	7,223.73	10,400.00	-3,176.27	69.5%
Travel	8,112.49	29,365.00	-21,252.51	27.6%
Utilities	12,946.65	16,700.00	-3,753.35	77.5%
Vehicle	4,887.05	8,445.93	-3,558.88	57.9%
Total Expense	597,549.40	970,031.80	-372,482.40	61.6%
Net Ordinary Income	137,457.11	-84,150.05	221,607.16	-163.3%
Other Income/Expense				
Other Income				
Encumbered Funds	85,000.00	85,100.00	-100.00	99.9%
Total Other Income	85,000.00	85,100.00	-100.00	99.9%
Net Other Income	85,000.00	85,100.00	-100.00	99.9%
Net Income	<u>222,457.11</u>	<u>949.95</u>	<u>221,507.16</u>	<u>23,417.8%</u>

City of Gustavus
Balance Sheet
As of January 31, 2020

	Jan 31, 20
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	49,158.38
AMLIP Capital Improv Long-Term (0630598.2)	484,709.62
AMLIP Repair & Replacement (0630598.3)	286,218.65
AMLIP Road Maint - Unencumbered (0630598.4)	258,225.44
AMLIP Road Maint - Encumbered (0630598.8)	13,130.79
AMLIP Reserve (0630598.12)	880,840.55
APCM.Endowment Fund	1,484,808.38
FNBA - Checking	712,472.09
FNBA Endowment Fund - Checking	42,923.08
Petty Cash	114.43
Total Checking/Savings	4,212,601.41
Accounts Receivable	
Accounts Receivable	11,812.80
Total Accounts Receivable	11,812.80
Total Current Assets	4,224,414.21
TOTAL ASSETS	4,224,414.21
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of America Alaska Air Visa	4,423.13
Total Credit Cards	4,423.13
Other Current Liabilities	
Deferred Income	2,320.00
Payroll Liabilities	
State Unemployment	404.55
Total Payroll Liabilities	404.55
Total Other Current Liabilities	2,724.55
Total Current Liabilities	7,147.68
Total Liabilities	7,147.68
Equity	
Fund Balance	3,022,644.70
Opening Bal Equity	1,084,743.57
Net Income	109,878.26
Total Equity	4,217,266.53
TOTAL LIABILITIES & EQUITY	4,224,414.21

Accounts Receivable Detail

As of 1/31/20

\$3,794.75	Delinquent Sales Tax
\$5,644.22	Ambulance Transport Billing - In Progress
\$2,320.00	Fish-Box Tax Deferred Income
\$53.83	Net of Other Customer Account Balances

\$11,812.80 Total

FNBA Checking Account - Unrestricted Funds Balance

As of 1/31/20

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: \$712,472.09

Obligated Funds Currently in Checking Account:

MF	CP18-01 Salmon River Harbor	(\$19,856.96)
	CP18-04 LIDAR of Gustavus	(\$12,342.59)
DRC	CP18-05 DRC Pre-Processing	(\$40,868.00)
DRC	CP18-07 Household Haz Waste Fac.	(\$59,450.00)
DRC	CP19-02 Community Chest Maint.	(\$741.84)
Admin	CP19-03 Gustavus Beach Improv.	(\$34,692.93)
DRC	CP19-06 DRC Composting Facility	(\$111,585.00)
Library	CP19-08 Library Roof/Awning/Shed	(\$60,000.00)
Library	FY20 PLA Grant	(\$3,200.41)
Library	SoA OWL Internet Subsidy	(\$2,886.00)
Roads	FY20-02NCO FY20 encumbered road money	(\$14,998.47)
Roads	USFWS Chase Drvwy	(\$251.02)

Unrestricted Funds: \$351,598.87

Pending Transfers:

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

FY20 budgeted operating expenses: \$958,560.20

25% = \$239,640.05

17% = \$162,955.23

35% = \$335,496.07

Capital Projects 2020-2025 DRAFT

Capital Projects	Budget Requested	Amount Funded	Funded Project QuickBooks Class Name	Dept.	Short Form Complete	Full Scoping Document Submitted	Council Approval	Funded Date	Notes	Proposed Completion Date	Proposed Funding Source
Ongoing, funded for 2018:											
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		2020	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. drainage improvement	\$ 40,000.00	\$ 40,000.00	CP18-02 Wilson Rd Drainage	Roads	N/A	1/26/2018	5/14/2018	6/11/2018	pending LIDAR analysis	on hold	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
Ongoing, funded for 2019:											
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
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		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		in progress	CIP, or AMLIP CP and R&R
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	2020	CIP, or AMLIP
Lifepak15 Cardiac AED/Monitor	\$ 38,000.00			GVFD	1/28/2020	N/A	pending 2/10/20				Code Blue & CIP
Quick Attack/Wildland Firefighting Truck	\$ 80,000.00			GVFD	1/28/2020	N/A	pending 2/10/20				CIP, or AMLIP
Main Building Replacement	\$ 287,500.00			DRC	N/A	2/3/2020	pending 2/10/20				CIP
Fire Hall Rain Cistern System	up to \$25,000			GVFD							
Refurbish/Repurpose Composting Quonset	\$ 15,000.00			DRC							
City Hall Copier/Printer/Scanner/Fax	\$ 5,500.00			Admin							
City Hall Front Door Replacement	\$ 1,000.00			Admin							
Good River Bridge Repairs	\$ 57,000.00			Roads							
City Road Improvements	\$ 150,000.00			Roads							
Library Bike Shelter/Shed	\$ 35,000.00	\$ 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		AMLIP
Gustavus Beach Improvements: Phase 2	pending			Admin							
Roof/Building Exp. - Architectural & Engineering	\$ 30,000.00			GVFD	N/A	2/9/2018	2/12/2018				CIP
Library Expansion - Architectural & Engineering	\$ 30,000.00			Library	3/1/2018		2/11/2019				CIP
Baler Purchase	\$ 166,630.00			DRC	N/A	will be part of plan to be submitted in 2019					
Three Phase Power Installation				DRC							
Gravel Pit Improvements	\$ 500,000.00		CP19-07 Gravel Extraction Improv.	Lands	N/A	4/25/2019	5/13/2019	postponed			AMLIP
Structural Firefighting Gear	\$ 82,500.00			GVFD							
Salmon River Boat Harbor Fish Waste Disposal Bin				MF/DRC							
City Hall front room - carpeting, painting, windows	\$ 15,000.00			Admin	2/14/2018						
Landscape Design consulting				-split-	2/20/2018						
Utility Pick-up Truck	\$15-60,000.00			GVFD	2/15/2018						
Water Tender / Road Water Truck				GVFD	2/15/2018						
Grandpa's Farm Road Bridge & Culvert	\$ 250,000.00			Roads							USFWS and/or AKSSF
DRC Groundwater Monitoring Well Replacements	\$ 12,000.00			DRC							
DRC Glass Pulverizer - refurbish or replace	\$ 50,000.00			DRC							
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					Long-range	AMLIP
Old P.O./Preschool building refurbish				Admin	2/20/2018					Long-range	
City Hall & Fire Hall Energy Audit Repairs				GVFD & Admin	3/1/2018	Res. CY18-12				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	
Landfill Closure 4-8 years	long-term			DRC	N/A	will be part of plan to be submitted in 2020				Long-range	
City Vehicle				-split-	2/20/2018					Long-range	
Salmon River Harbor Waterless Restrooms	\$70-90,000.00			MF						Long-range	
Salmon River Harbor Public Floats				MF						Long-range	
CAPGIS 2018 submission											
CAPGIS 2019 submission											
CAPGIS 2020 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	\$3,799.59	\$3,200.41	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	fall 2019	\$2,020.00	SoA OWL Internet Subsidy	\$0.00	\$2,020.00	Alaska Online with Libraries (OWL) internet re-installation subsidy
	Library Internet	fall 2019	\$2,078.40	SoA OWL Internet Subsidy	\$1,212.40	\$866.00	Alaska OWL monthly internet subsidy
	Library Equipment	11/21/2019	\$1,000.00	--	\$1,000.00	\$0.00	APEI Safety Grant used toward purchase of AED
GVFD	GVFD Equipment	2018-2019	\$22,283.78	--	\$22,283.78	\$0.00	SEREMS Code Blue Grant 2018 - GVFD paid 10% match
	GVFD Supplies	3/25/2019	\$3,735.00	2019 VFA Grant	\$3,735.00	\$0.00	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis.
	GVFD Equipment	FY20	\$36,000.00	Tsunami Siren Grant FY20	\$0.00	\$36,000.00	State of AK Div. of Homeland Sec. & Emergency Mgmt.
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
	City Council Training	1/20/2020	\$500.00	--	\$500.00	\$0.00	AML scholarship for Shelley Owens for Nov. 2019 Conf.
	City Council Training	1/20/2020	\$500.00	--	\$500.00	\$0.00	AML scholarship for Brittney Cannamore for Nov. 2019 Conf.
	City Clerk Training	winter 2019	\$500.00		\$0.00	\$500.00	AAMC scholarship for Nov. 2019 annual conference

\$78,121.18

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	12/10/2018	\$4,363.95	2019 EFG - GCEP	\$4,363.95	\$0.00	
CY18-33	GHAA	12/10/2018	\$3,424.00	2019 EFG - GHAA	\$3,424.00	\$0.00	
CY18-33	Gustavus Helping Hands	12/10/2018	\$4,540.00	2019 EFG - GHH	\$4,527.47	\$12.53	unused funds will be available for 2021 grant cycle
CY18-33	Gustavus Public Library	12/10/2018	\$2,902.60	2019 EFG - GPL	\$2,902.60	\$0.00	
CY18-33	Gustavus School	12/10/2018	\$9,606.75	2019 EFG - GST School	\$9,606.75	\$0.00	
CY19-01	Gustavus Community Center	1/14/2019	\$17,514.70	2019 EFG - GCC	\$17,514.70	\$0.00	
CY19-21	Gustavus Community Center	12/9/2019	\$21,547.52	2020 EFG - GCC	\$0.00	\$21,547.52	grant ends 12/10/20
CY19-21	Gustavus PFAS Action Coalition	12/9/2019	\$21,250.00	2020 EFG - GPAC	\$0.00	\$21,250.00	grant ends 12/10/20

CITY ADMINISTRATOR'S REPORT FEBRUARY GENERAL MEETING



LIBRARIAN POSITION DESCRIPTION

Attached is a new Position Description for each of the Librarians. The changes include using the title "Director" for each position. The purpose of adding "Director" to the title is to provide additional opportunities for training and funding for training. Some training opportunities that the Librarians would like to participate in require Director level positions. In addition, some funding opportunities for training also are for Director level positions.

The other changes are highlighted and include a Continuing Education section and an amendment to Required Minimum Qualifications that includes "college degree desired." These additions come from the City of Craig's Library Director position description.

Pursuant to CY14-24, Recruitment, Selection, and Hiring of Regular Position Employees, I am asking for a motion to approve the new Position Descriptions.



INCREASE IN THE PRICE OF GRAVEL FROM \$4.00CY to \$6.00CY

At the February 10, 2019 General Meeting, the Council discussed increasing the price of gravel at the City's pits from \$2.00cy to \$7.00cy. After public comment, and discussion by the Council, the price was set at \$4.00cy. The price change was an attempt to address current and future operations of the gravel pits, primarily to better serve the community with increased road maintenance.

However, additional road maintenance beyond the current funding availability suggests consideration of increasing the gravel costs. For the FY21 budget the City is forecasting 5,500cy of gravel being sold. At \$4.00cy the City would receive \$22,000; at \$6.00cy the City would receive \$33,000.

The additional revenue could be used for the following purposes:

- operations of the gravel pits if a new extraction process is established
- increased road improvements
- offsetting existing road maintenance costs
- replenishing the roads AMLIP account

STRATEGIC PLAN

The next Strategic Plan work session is scheduled for February 11 (Tue) at 7:00 work. The topic will likely be the next steps in the plan development process.

BUDGET WORK SESSION

Staff met with those Council members interested in a one-on-one review of the rough draft. A work session to discuss the budget is set for February 12 at 5:30.

FERRY TERMINAL CLOSURE

REMINDER: The ferry terminal will be closed from March 3 – May 31, 2020 for work to improve the facility. **Note:** If the ferry is late coming out of the mandatory layup and misses the March 3 closure date there will not be another opportunity until the terminal work is complete.

City of Gustavus Library Administrative Director Position Description

Title: Library Administrative Director

Nonexempt Regular Part-time Position

This is on average a half-time position, shared with the Library Services Director to equal one FTE.

Supervisor: City Administrator

Summary: Under the direction of the City Administrator, the Library Administrative Director is responsible for all aspects of the library's operations focusing on developing programs for diverse age groups, training/supervising volunteers, and writing press releases. This is a shared position with the Library Services Director to oversee Gustavus Public Library operations, including services, programs, and collection development, and to manage the facilities and volunteers. The Library Administrative Director focuses on general library administration.

Essential Duties and Responsibilities:

- Supports and promotes the concept of Intellectual Freedom, specifically including the freedom of members of the public to access information and express ideas, even if the ideas might be considered unpopular or unorthodox.
- Strives to protect each patron's right to privacy, per AS 40.25.140. Confidentiality of library records.
- Supervises, recruits, trains, and schedules Library volunteers for the circulation desk, work parties, and other functions.
- Selecting and ordering Library materials in response to community needs and interests, including books for both children and adults, audio-visual materials, subscriptions, on-line data bases, government documents and other reference materials.
- Selecting, providing for maintenance of, and assisting patrons with the use of computer, teleconferencing, and audio-visual equipment.
- Maintaining catalog database.
- Maintaining inventory of Library equipment.
- Providing access to interlibrary loan services.
- Weeding the collection and evaluating donated materials.
- Proctoring tests (driver license; certifications; distance-delivery classes).
- Preparing, in consultation with the City Administrator, Treasurer and Mayor, the draft Library annual budget, including operational and capital requirements.
- Administering the Library annual budget as approved by the City Council.
- Acting as purchasing officer for the Library. Controlling departmental expenditures within Council-approved budget appropriations, in accordance with City purchasing policies and procedures.
- Preparing and submitting an annual report of Library activities to the City Council. Preparing and submitting other reports as requested by the Council, Mayor, or City Administrator.
- Filing an annual report of Library operations with the Alaska State Library.
- Managing technology support contracts.

Assists Library Services Director with the following:

- Cooperates with other organizations, locally and regionally, to develop Library programs that contribute to the needs of the community.
- Coordinates programs with the Gustavus School and develops programs for pre-school through teen groups.
- Works with the City Administrator to write and administer grants for special programs.
- Organizes and administers the Summer Reading Program for children, including the hire and supervision of part-time assistants, recruitment and training of Reading Buddies and other volunteers.
- Writes and issues public notices, news stories, and the like regarding Library functions and programs.
- Coordinates meeting room reservations.
- Collaborates with Library Services Director to write grants and submit reports for grants and gifts
- Budgets time according to payroll budget approved by the City Council and work schedule approved by the City Administrator.
- Collaborates with Library Services Director and City Administrator to develop and implement fair and equitable circulation and service policies and assists with fund-raising projects.
- Participates in training workshops and conferences related to public library operations, as approved by the Mayor or City Administrator.
- Other duties as assigned.

Continuing Education

- As a requirement of the Alaska State Library Grant, the Director is compelled to complete no fewer than five (5) hours of continuing education each year. This CE may take the form of attendance at the Alaska Library Association Pacific-Northwest Library Association meetings, or attendance at online webinars and/or courses offered through Tech Soup and other similar educational clearing houses.
- Ensure continued education with digital platforms and trends in support of increased technology at the library including public use computers, video conferencing equipment, ListenAlaska eBook Distribution, Overdrive, and other programs.

Required Minimum Qualifications**Education and Experience**

- Graduation from high school or GED equivalent (college degree desired).
- One year of experience working with the public.
- General work experience involving leading, managing, training, and supervising workers or volunteers.
- Background in library operations (desired).

Knowledge, Skills and Abilities

Position requires knowledge, skills, and abilities in:

- Communicating effectively orally and in writing.
- Establishing and maintaining effective working relationships with library volunteers,

other employees, supervisors and the public.

- Basic computer skills using Microsoft software for word-processing and spread sheets.
- Familiarity with budget preparation and purchasing procedures.
- Grant-writing (desired)

Work Conditions

Tools and Equipment Used

- Equipment commonly used includes computers, printers, copy machines, projectors; DVD players; telephones and fax machines; video-conferencing equipment
- Tools include stepladders for high-shelf access; carpentry tools for light repairs; housekeeping equipment; snow shovel during winter months.

Physical Demands

The following are representative physical demands the Librarian is expected to encounter:

- Work includes prolonged sitting, as well as moderate lifting, carrying, reaching, stooping, pulling and pushing, manual dexterity, clear speech and visual and hearing acuity.
- The Librarian must frequently lift and move boxes and other objects weighing up to 20 pounds, and occasionally up to 40 pounds.
- Light snow-shoveling in front of entry- and exit-doors
- Light maintenance and housekeeping

Work Environment

The Librarian may be exposed to the following work conditions:

- Multiple simultaneous requests; groups of active children;
- Slippery conditions during periods of rain, snow, and ice in library parking lot and walkways

Notice

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.

City of Gustavus

Library Services Director Position Description

Title: Library Services Director (Nonexempt Regular Part-time Position)

The Library Services Director position is one half of a Full Time Employee (FTE) position working at the City of Gustavus Library. The remaining one-half of the FTE is held by the Director, Library Administrative Services. Together the total weekly hours of both positions may not exceed one FTE

Supervisor: City Administrator/Mayor

SUMMARY: The Library Services Director works in conjunction with the Administrative Librarian to oversee the smooth operation of the Gustavus Public Library, including services, programs, collection development and managing the volunteers and the facility upkeep.

The Library Services Director and the Director, Library Administrative Services collaborate on matters of general library operations and administration.

The Library Services Director focuses on developing programs for diverse age groups, training/supervising library volunteers, and writing news articles and a monthly newsletter.

Due to the specific public nature of the Library Services Director position, the successful candidate must be prepared to work a flexible schedule when called for, while keeping her/his co-workers at the Library and City Hall apprised of any schedule changes in a timely manner via telephone or email. Schedule changes may be due to a missing volunteer or the need to support a patron activity outside of a normal work schedule (specifically evenings or weekends).

ESSENTIAL DUTIES AND RESPONSIBILITIES

INTELLECTUAL FREEDOM AND PATRON PRIVACY

- Supports and promotes the concept of Intellectual Freedom, specifically including the freedom of members of the public to access information and express ideas, even if the ideas might be considered unpopular or unorthodox.
- Strives to protect each patron's right to privacy, per AS 40.25.140. Confidentiality of library records.

CIRCULATION POLICIES AND WORK SCHEDULE

- Collaborates with Director, Library Administrative Services and other Library professionals to develop and implement fair and equitable circulation and service policies.
- Budgets time according to payroll budget approved by the City Council and a flexible work schedule approved by the Mayor.

VOLUNTEER PROGRAM/PUBLIC USE OF THE LIBRARY

- Recruits, trains, and schedules Library volunteers for the circulation desk, work parties, special projects and other functions.
- Coordinates reservations for specific use of the Library Meeting Room or other Library spaces for patron use.

OUTREACH TO GUSTAVUS RESIDENTS, STUDENTS AND THE SUMMER READING PROGRAM

- Coordinates with Gustavus Pre-School, Gustavus Public School and home-school parents to purchase supportive library materials and develop appropriate programs for students (pre-school through teen).
- Cooperates with Gustavus residents and other organizations, locally and regionally, to develop Library programs that contribute to the needs and desires of the community.
- Organizes and administers the Summer Reading Program for children, including the hire and supervision of part-time assistants, recruitment and training of Reading Buddies and other volunteers.

GRANTS, PRESS RELEASES, NEWSLETTERS,

- Researches and writes grants for Library services or special programs. Administers successful grants and reports outcomes to the granting organization and to the Mayor and/or City Treasurer.
- Writes and issues news notices, new stories, a monthly digital/print Library Newsletter, public posters regarding Library functions, programs and information using existing and new social media.

TRAINING AND OTHER DUTIES

- Participates in training workshops and conferences related to public library operations, as approved by the Mayor.
- Other appropriate duties as assigned.

WORK IN CONJUNCTION WITH THE ADMINISTRATIVE LIBRARIAN TO ACCOMPLISH THE FOLLOWING TASKS:

PATRON SUPPORT

- Proctoring tests (driver license; certifications; distance-delivery classes).

TECHNOLOGY

- Selecting, providing for maintenance of, and assisting patrons with the use of computer, teleconferencing, and audio-visual equipment.
- Maintaining Library online catalog database.
- Maintaining inventory of Library equipment.
- Providing access to interlibrary loan services.

COLLECTION DEVELOPMENT

- Selecting and ordering Library materials in response to community needs and interests, including books for both children and adults, audio-visual materials, subscriptions, on-line data bases, government documents and other reference materials.
- Weeding the collection and evaluating donated materials for inclusion in the collection.

BUDGET

- Working within the Library Annual Budget as approved by the City Council.
- Acting as purchasing officer for the Library. Controlling departmental expenditures within Council-approved budget appropriations, in accordance with City purchasing policies and procedures.

REPORTS

- Preparing and submitting a monthly report of Library activities to the City Council.
- Preparing and submitting other reports as requested by the Council.
- Filing an annual report of Library operations with the Alaska State Library.

Continuing Education

- As a requirement of the Alaska State Library Grant, the Director is compelled to complete no fewer than five (5) hours of continuing education each year. This CE may take the form of attendance at the Alaska Library Association Pacific-Northwest Library Association meetings, or attendance at online webinars and/or courses offered through Tech Soup and other similar educational clearing houses.
- Ensure continued education with digital platforms and trends in support of increased technology at the library including public use computers, video conferencing equipment, ListenAlaska eBook Distribution, Overdrive, and other programs.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from high school or GED equivalent (college degree desired).
- One year of experience working with the general public.
- General work experience involving leading, managing, training, and supervising employees or volunteers.
- General experience working with pre-school and school age children, focusing on reading, art, music and/or creative learning activities.
- Background in library operations (desired).

KNOWLEDGE, SKILLS AND ABILITIES THAT ARE DESIRED AND MAY BE ACQUIRED THROUGH PAST EMPLOYMENT, FAMILY EXPERIENCES OR COMMUNITY ACTIVITIES.

- Communicating and working effectively (orally and in writing) with the general public, co-workers, employees, supervisors, volunteers, members of committees, etc.
- Basic computer skills using Microsoft software for word-processing, spread sheets, and newsletters.
- Familiarity with basic budget preparation and purchasing procedures.
- Handling money for patron transactions.
- Grant-writing experience (desired).

WORK CONDITIONS

Tools and Equipment Used

- Equipment includes computers, printers, copy machines, projectors; DVD players; telephones and fax machines; video-conferencing equipment
- Tools include step-ladders for high-shelf access; carpentry tools for light repairs; housekeeping equipment; snow shovel during winter months.

Physical Demands:

The following are representative physical demands the Librarian should expect to encounter:

- Prolonged sitting, as well as moderate lifting, carrying, reaching, stooping, pulling and pushing
- Ability to frequently lift and move boxes and other objects weighing up to 20 pounds, and occasionally up to 40 pounds.
- Light snow-shoveling in front of entry- and exit-doors
- Light maintenance and housekeeping

City of Gustavus Library Services Director Position Description

Page 3 of 4

Work Environment

The Librarian may be exposed to the following work conditions:

- Multiple simultaneous requests from library patrons
- Groups of active, sometimes noisy children
- Questions regarding operation of patron computers, printers, fax machines
- Slippery conditions during periods of rain, snow, and ice in library parking lot and walkways

Notice

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.



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

Public Comment on Non-Agenda Items



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

Consent Agenda

CERTIFICATE OF RECORDS DESTRUCTION

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

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

6. Records to Be Destroyed

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
A-4, 4 yrs	Accounts receivable/payable	2014, 17	City Hall	2 File folders	Shred/recycle
A-14, 1yr	Payroll	2018	City Hall	1 File Folder	Shred
1-1 (State), 3yrs	General Correspondence	2016	City Hall	1 File Folder	Recycle
A-2, 3yrs	Budget	2011	City Hall	1 File	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
RESOLUTION CY20-06**

**A RESOLUTION BY THE CITY OF GUSTYAVUS, ALASKA SUPPORTING THE TIDELAND
CONVEYANCE UNDER AS 38.05.05.825 (MUNICIPALITY APPLYING FOR ELIGIBLE
TIDELANDS, OR TIDELANDS REQUIRQED FOR PRIVATE DEVELOPMENT)**

WHEREAS, the City of Gustavus submitted an application to the Division of Mining, Land and Water for on October 14, 2019 for the conveyance of approximately 1 acre of submerged lands described as Section NE1/4 Township, 40S, Range 59E, Copper River Meridian located approximately .25 miles north of Pleasant Island; and,

WHEREAS, the purpose of the conveyance is to seasonally, on or about October 1 through April 30 each year, moor with anchors an 18' X 200' steel float owned by the City of Gustavus; and,

WHEREAS, the City of Gustavus requested the conveyance for eligible tidelands that are within the boundaries of the City of Gustavus, use of land would not reasonably interfere with navigation or public access, the land is not subject to shore fisheries lease, the land is designated General Use per the Northern Southeast Area Plan and the land is required for the accomplishment of a public development approved by the City of Gustavus, to wit, the repair of the City Float; and,

WHEREAS, the City Float is part of the Gustavus Ferry Terminal located within ADL 58649; and,

WHEREAS, the Alaska Department of Natural Resources, Division of Mining, Land and Water issued the land use permit, LAS 32902, on December 30, 2019;

NOW, THEREFORE, BE IT RESOLVED, that the Gustavus City Council supports the conveyance of a portion of ADL 58649 as described above, from the Alaska Department of Natural Resources to the City of Gustavus, Alaska.

PASSED and **APPROVED** by the Gustavus City Council this XXthth day of _____, 2020, and effective upon adoption.

Calvin Casipit, Mayor

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY20-03**

**A RESOLUTION CERTIFYING THE ANNUAL CERTIFIED FINANCIAL STATEMENT OF
REVENUES AND AUTHORIZED EXPENDITURES FOR THE YEAR ENDING JUNE 30, 2019**

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

WHEREAS, second class cities are required by AS 29.20.640 (a)(2) to submit a Certified Financial Statement of Income and Expenditures or Audit for the year ending June 30, 2019, to the Department of Commerce, Community, and Economic Development; and

NOW THEREFORE, BE IT RESOLVED that the attached Certified Financial Statement of Gustavus, Alaska for the fiscal year ending June 30, 2019, is true and complete to the best of our knowledge.

PASSED and **APPROVED** by the Gustavus City Council, this __th day of _____, 2020.

Calvin Casipit, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt CMC, City Clerk

City of Gustavus
FY19 Certified Financial Statement
 July 2018 through June 2019

Accrual Basis

	Jul '18 - Jun 19
Ordinary Income/Expense	
Income	
Returned Check Charges	30.00
Business License Fees	4,150.00
Capital Project Income	332,969.40
Donations	1,117.50
DRC Income	102,205.14
Federal Revenue	
Nat'l Forest Receipts-Encumbered	5,992.86
Payment In Lieu of Taxes	107,167.43
Total Federal Revenue	113,160.29
Fundraising	556.00
Grant Income	12,813.40
GVFD Income	10,704.71
Interest Income	71,499.93
Lands Income	11,360.00
Lease Income	12,720.35
Library Income	1,174.70
Marine Facilities Income	17,111.00
State Revenue	
Community Assistance Program	85,461.43
Liquor Share Tax	3,350.00
Shared Fisheries Business Tax	1,884.12
Total State Revenue	90,695.55
Tax Income	500,985.19
Unrealized Gain/Losses	49,245.61
Total Income	1,332,498.77
Gross Profit	1,332,498.77
Expense	
Administrative Costs	28,578.93
Advertising	503.57
Bank Service Charges	2,719.62
Building	17,725.39
Capital Projects Funding	332,969.40
Contractual Services	101,578.76
Dues/Fees	7,477.94
Economic Development Services	
GVA	20,000.00
Total Economic Development Services	20,000.00
Election Expense	276.70
Endowment Management Fees	14,283.49
Equipment	116,495.25
Freight/Shipping	32,177.72
General Liability	3,827.10
Holiday gift	2,995.00
Library Materials	7,325.79
Marine Facilities	4,164.15
Payroll Expenses	425,789.75

City of Gustavus
FY19 Certified Financial Statement
July 2018 through June 2019

Accrual Basis

	Jul '18 - Jun 19
Professional Services	26,707.42
Public Relations	728.34
Repair & Replacement Fund	0.00
Road Maintenance	84,996.98
Social Services	
GCEP dba The Rookery	12,964.00
Total Social Services	12,964.00
Supplies	62,135.60
Telecommunications	21,273.30
Training	12,176.39
Travel	15,913.45
Utilities	16,354.11
Vehicle	6,390.35
Total Expense	1,378,528.50
Net Ordinary Income	-46,029.73
Other Income/Expense	
Other Income	
Encumbered Funds	39,502.06
Total Other Income	39,502.06
Net Other Income	39,502.06
Net Income	-6,527.67

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY20-04**

**A RESOLUTION PROVIDING FOR A COST-OF-LIVING PAY ADJUSTMENT FOR CITY OF
GUSTAVUS EMPLOYEES IN REGULAR POSITIONS**

WHEREAS, the Gustavus City Council adopted an “Employee Payment and Earnings Policy” on June 8, 2006; and

WHEREAS, the Gustavus City Council adopted Resolution 2011-23 on December 8, 2011, which updates the Section of the “Employment Payment and Earnings Policy” entitled “Pay Raises”; and

WHEREAS, the adopted Policy of “Pay Raises” states that the Gustavus City Council may grant, from time to time, by Resolution, periodic adjustments to the City’s pay schedule. The City Council will consider the cumulative change in the Consumer Price Index (Anchorage) since the last such pay adjustment in formulating such adjustments. Such periodic pay adjustments, if any, will apply to all Regular Position employees of the City of Gustavus. A Regular Position is a full-time or part-time year-round position in which the employee generally works the same schedule every week, although actual hours each week may vary with season or with work load; and

WHEREAS, in adopting this policy, the Gustavus City Council has determined that adjusting the pay of its Regular Position employees in an amount equal to the change in the consumer price index (CPI) for Anchorage, the standard measure of CPI for Alaska, is appropriate; and

WHEREAS, the logical time to approve the Cost-of-Living Pay Adjustment is before the Gustavus City Council has adopted the next fiscal year budget; and

WHEREAS, the consumer price index (CPI) for Anchorage rose 1.4% for the calendar year 2019;

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council grants a 1.4% Cost-of-Living Pay Adjustment to current hourly rates (nonexempt) and base salary (exempt) for all Regular Position Employees effective July 1, 2020.

PASSED and APPROVED by the Gustavus City Council this ____th day of _____, 2020, and effective upon adoption.

Calvin Casipit, Mayor

Attest: Karen Platt CMC, City Clerk



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

Ordinance for Public Hearing



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

Unfinished Business

**CITY OF GUSTAVUS
ORDINANCE FY20-12**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE
AMENDMENT OF CITY ORDINANCE TITLE 8 MARINE FACILITIES
CHAPTER 8.01, SECTIONS 8.01.030, 8.01.040 f) and z), CHAPTER 8.02,
SECTIONS 8.02.020 (b) 6., 8.02.040 (a), (c), CHAPTER 8.04, Sections
8.04.010 a. through e., CHAPTER 8.05, SECTION 8.05.010 (f) and
CHAPTER 8.07, SECTION 8.07.030 (c)**

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 8 Marine Facilities Chapter 8.01, Sections 8.01.030, 8.01.040 f) and z), Chapter 8.02, Sections 8.02.020 (b) 6., 8.02.040 (a), (c), Chapter 8.04, Sections 8.04.010 a. through e., Chapter 8.05, Section 8.05.010 (f) and Chapter 8.07, Section 8.07.030 (c) be amended as follows:

Bold and Underlined items are additions. ~~Strikeout~~-items are deletions.

Chapter 8.01 MARINE FACILITIES

Section 8.01.030 – Implied agreement for use of facilities; city liability denied

The use of city-owned and maintained harbor facilities constitutes an agreement by the owner, operator, master and/or managing agent of a vessel comply with this title and any regulation adopted by the City of Gustavus, and to pay all fees and charges provided by this title. The City of Gustavus shall not be liable for loss of or damage to property, or injury to persons within or upon its harbor facilities. **The owner, operator, master and/or managing agent of a vessel agrees to comply with all Federal, State of Alaska, and City of Gustavus laws, regulations, and policies. The agreement does not apply to State and Federal agency vessels, vessels conducting official business**

with the City of Gustavus, educational or scientific research purposes with prior approval by the City of Gustavus.

The owner, operator, master and/or managing agent of a vessel agrees to the following:

- a. **Vessels moored within the harbor facilities shall be capable of meeting the provisions of Section 8.07.090, Underway requirements, at all times, unless specifically authorized by the harbormaster.**
- b. **Vessels, when unattended, shall be securely moored with lines, adequate in size and number for the boat, and suitable for weather and other conditions. Lines shall be easily removed by hand.**
- c. **Vessels moored within the harbor facilities shall, at all times, be seaworthy and ready for immediate or emergency departure into local waters. At no time may a vessel be chained or locked to any float or other component or structure of the harbor facilities.**
- d. **All moorage of vessels in the harbor facilities shall be in accordance with posted signs or as otherwise directed by the Harbormaster or the City of Gustavus.**
- e. **All vessels and vehicles in, at or on the harbor facilities shall be parked, moored and maneuvered in a safe and orderly manner.**

Section 8.01.040 - Definitions

- a) **Commercial Fishing Vessel. A vessel engaged in any trade, business, or commercial activity**
- z) **Private Vessel. Any motor vessel that is not engaged in business (business includes, but is not limited to, transportation of passengers for hire or commercial fishing)**

Chapter 8.02 - ADMINISTRATIONS

Section 8.02.020 – Powers and duties.

(b)

6. **To report any suspected violation of Federal, State, or City of Gustavus laws, regulations, or policies to the Mayor or City Administrator.**

Section 8.02.040 – Marine Facilities Advisory Committee

- (a) There is established the marine facilities advisory committee, which shall consist of at least ~~three (3)~~ **four (4)** members appointed by the Gustavus City Council. To the extent possible, appointments to the marine facilities

advisory committee shall include persons having marine, engineering, financial, and other skills relevant to harbor facility affairs. Appointments shall be for three (3) years, after which a former member is required to wait at least one (1) year before applying for re-appointment. Initial appointments shall be for staggered terms of two (2) and three (3) years.

~~(2) Marine Facilities advisory committee members(s) physically absent from Gustavus may participate by teleconference for no more than four (4) meetings per year, beginning the date of their appointment.~~

Chapter 8.04 – RULES FOR USE OF THE GUSTAVUS HARBOR FACILITIES

Section 8.04.010 – Conduct in harbor facilities-General Rules.

- ~~(a) Vessels moored within the harbor facilities shall be capable of meeting the provisions of [Section 8.07.090](#), Underway requirements, at all times, unless specifically authorized by the harbormaster.~~
- ~~(b) Vessels, when unattended, shall be securely moored with lines, adequate in size and number for the boat, and suitable for weather and other conditions. Lines shall be easily removed by hand.~~
- ~~(c) Vessels moored within the harbor facilities shall, at all times, be seaworthy and ready for immediate or emergency departure into local waters. At no time may a vessel be chained or locked to any float or other component or structure of the harbor facilities.~~
- ~~(d) All moorage of vessels in the harbor facilities shall be in accordance with posted signs or as otherwise directed by the Harbormaster or the City of Gustavus.~~
- ~~(e) All vessels and vehicles in, at or on the harbor facilities shall be parked, moored and maneuvered in a safe and orderly manner.~~

- a. Use of the floats is for purposes as posted.**
- b. Conduct of Captain and Crew, passengers, guests, and provisioners are the responsibility of the vessel owner and signatory. Interaction with other users of the City of Gustavus Marine Facilities must be friendly, accepting of the rights of other patrons to use the facilities. Any disagreements, confrontations, or combative instigation by other patrons should be documented and submitted to City Hall.**

- c. Cleaning of fish on the float is prohibited. Discarding of fish carcasses or by-product must be done in accordance with Federal, State, and City of Gustavus laws and regulations. Including, feeding of marine mammals and birds for any purpose.
- d. Discarding of animal carcasses (e.g. fish, deer, etc.) is prohibited from the City's Marine Facilities. All dumping of animal carcasses must be beyond mid-channel.
- e. Storing of equipment or provisions or leaving trash for more than thirty (30) minutes without the vessel moored to the float, is prohibited.

Violation of any of these standards may result in the loss of use for a set period, a fine of \$1,000 per violation.

Chapter 8.05 – PROHIBITED ACTS

Section 8.05.010 – Prohibited acts

- (f) *Improper waste disposal.* It is unlawful for any person to dispose of trash, garbage, refuse, human waste, animal carcasses or parts, fish waste or parts, or any similar substance in or on the water or the land of the harbor facilities. Discarding of animal carcasses (e.g. fish, deer, etc.) is prohibited from the Cities Marine Facilities. All dumping of animal carcasses must be beyond mid-channel.

Chapter 8.07 – SALMON RIVER SMALL BOAT HARBOR

Section 8.07.030 – Long-term storage zone.

- (c) Vessels and boat trailers. Boat trailers may be stored in the designated storage zone. ~~Untrailerred Vessels~~ **Vessels not on a trailer** may be stored in the storage zone, but shall be blocked and supported by means and in a manner that does not create a hazard to persons or property and does not impede relocation if required by the harbormaster.

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

Date Introduced: January 13, 2020

Date of Public Hearing: February 10, 2020

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

Calvin Casipit, Mayor

Attest: Karen Platt CMC, City Clerk



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

New Business

**CITY OF GUSTAVUS
RESOLUTION CY20-07 [A](#)**

A RESOLUTION IMPLEMENTING THE BEACH LANDS CRMA

WHEREAS, the City of Gustavus has entered into a Cooperative Resource Management Agreement (CRMA) with the State of Alaska providing for the City to manage the Beach Lands Tracts A and B-2, and

WHEREAS, the City has held numerous public meetings over the last two years, including a Beach town hall in December 2019, and

WHEREAS, the City administration has taken limited administrative steps, including the installation of barrier logs on beach lands on both the east and west sides of Dock Road, provisionally to set boundaries for vehicle traffic while awaiting final determination by the Council, and

WHEREAS, the City administration has not had clear Council guidance regarding implementation of the CRMA to develop the Gustavus Beach Park, and

WHEREAS, some technical defects have been identified in the existing CRMA, and may be subject to revision in an updated CRMA, but those defects need not preclude implementation of the original CRMA,

NOW THEREFORE BE IT RESOLVED:

The City Administrator is directed to implement the CRMA as follows:

1. Purchase manufactured wood posts from Icy Strait Lumber, sufficient in number and size and suitable for setting post and rope barriers to limit vehicle travel onto beach lands as described in the CRMA [for the east side](#).
2. As soon as weather and ground conditions allow, contract and direct services to relocate the logs placed provisionally in December on the west side lands to as close to the paved turnaround as practicable and as permitted by Alaska Department of Transportation (ADOT), so as to block all motorized vehicle traffic from entry onto Tract A. Provide a gap approximately 3 feet wide for pedestrian access between log ends.
3. Relocate posts and signs provisionally placed on Tract A identifying areas as closed to motorized vehicle traffic to new locations directly behind the repositioned log barriers.
4. Rake out remaining vehicle tracks and ruts on the west side Tract A for a more natural appearance.
5. When materials are available, and ground conditions are suitable, contract and direct services to install the wooden posts and ropes to limit motor vehicle traffic on the east side, Tract B2, approximately as indicated by the provisional log barriers implementing the CRMA vehicle limits intentions for that side. Install post and rope barriers on the west side, Tract A, as close as practicable to the turnaround edge and as agreed with ADOT, to prevent vehicle traffic onto Tract A from the turnaround. Leave a gap approximately 3 feet wide for pedestrian access.
6. Reuse provisionally placed logs as vehicle stops in front of post/rope barriers where parking is allowed on Tract B2 and in front of rope barrier on Tract A.
7. Install Beach Park wooden identification sign at a prominent location as directed by the Mayor.
8. Install a sign or signs as needed indicating parking time limit of 3 hours for the east

Attachment: Alternative Gustavus Beach Site Development Plan

City of Gustavus, Alaska
Resolution CY20-07B
Page 1 of 2

Commented [KP1]: I think you should use east of west instead of tract A, B and B2. Or use east and west in parenthesis with tracts. Either way, be consistent. People that aren't familiar with tracts will be confused.

side parking area on Tract B2.

9. Contract for development and installation of a beach interpretive sign or display on the west side, Tract A within 50 feet of the turnaround, as directed by the Mayor.
10. Purchase and install picnic tables, viewing benches as suggested by the CRMA
11. Work with the *ad hoc* beach advocate group to develop and implement an ecological monitoring plan as called for in the CRMA. The monitoring work shall be a volunteer effort, not a contracted service.
12. Request permission of ADOT to construct a gravel parking area between the western edge of the Bulk Fuel Facility, Tract B1, and Dock Road accessed directly from Dock Road. With approval contract for construction of the parking area. Post parking area limit of 30 days.
13. Forward recommendations for a technical update of the CRMA, as reviewed and approved by the Council, to Alaska Department of Natural Resources. Negotiate for an updated CRMA to be approved jointly by ADNR and the Gustavus City Council.
14. The implementation steps herein are intended to be completed by May 15, 2020.

Commented [TW2]: Given the conversation with DOT do we still want this in here?

AND, THEREFORE BE IT FURTHER RESOLVED that changes to update the CRMA, once agreed and signed by both ADNR and the City of Gustavus, may be implemented as needed in the future. Such changes may include minor changes to motorized vehicle parking areas or other facilities.

PASSED and **APPROVED** by the Gustavus City Council this XXth day of _____ 2020.

Calvin Casipit, Mayor

Karen Platt CMC, City Clerk

Proposed Changes to Beach CRMA and Beach Development Plan
Drafted by Mike Taylor for discussion purposes and ultimately for Council consideration.

Commented [KP1]:

I have only a PDF of the CRMA portion, so will summarize the suggested changes highlighted in yellow as follows:

Commented [TW2]: Waiting for Word document from DNR to make this amendment in the DNR portion of the Agreement.

- 1. III LEGAL DESCRIPTION, Tract B. Change to Tract B-2 so as to eliminate the Bulk Fuel Facility Tract B-1 from inclusion in the Park property. Change the acreage of B-2 to 14.471 acres. (Do we need to note that with isostatic rebound, the park will always extend down to the mean high tide line on Icy Passage and the Salmon River?)**
- 2. IV MANAGEMENT INTENT “Provide for the management of Tracts A and B-2...”**
- 3. VIII GENERAL PROVISIONS, b) “...water adjacent to Tracts A and B-2...”**

Development Plan
Gustavus Beach Tracts

The Gustavus Beach is very important to the citizens of Gustavus. It is where residents and visitors take walks, picnic, pick berries and enjoy the views of the Fairweather Range and of Icy Strait. The Alaska Marine Highway dock is located at the Gustavus Beach, and it is therefore the first view and impression visitors have of Gustavus. The public beachlands in question comprise approximately 31 acres on either side of Dock Road (see Figure 1). These lands, known as Tracts A and B-2, are owned and managed by Alaska Department of Natural Resources. The public beachlands in question do not include Tract B-1, the City of Gustavus Bulk Fuel Facility.

Commented [TW3]: This change reflects removal of Tract B1, the Bulk Fuel Facility which is not part of this Agreement

Deleted: 32

Commented [TW4]: Tract B1 is the City's Bulk Fuel Facility and is not part of the Agreement

Commented [KP5]: Map should show which tract is A and B

These lands are priceless for the beauty and recreation opportunities they provide to the residents of and visitors to Gustavus. As Gustavus continues to grow, it becomes even more critical that these lands are

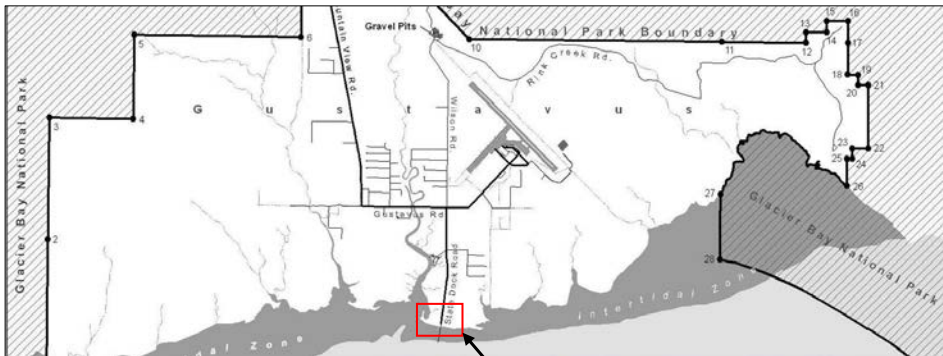


Figure 1. City of Gustavus

Location of Gustavus Beach Tracts A and B

protected for future generations. This development plan will result in the following outcomes:

- Beach lands will be protected and remain accessible to all citizens and visitors to Gustavus for the purposes of recreation compatible with protection of the beach natural resources.
- Infrastructure (trails, roads, picnicking, benches, etc.), parking area on the east side, appropriate to the collective desires of the citizens of Gustavus, may be developed and will be appropriately managed.
- Except for designated and demarked parking areas on the east side and the DOT Dock Road Right-of-Way, motorized vehicle traffic will be prohibited on both uplands and the beach strand.
- Beach areas that are currently degraded will be restored or hardened to accommodate appropriate use.
- Gustavus citizens will take pride in their beach and care for it.
- Adjacent private landowners will be satisfied with appropriate and respectful recreational use of their lands.
- The City will coordinate with DOT regarding any developments such as parking areas within the DOT Right-of-Way that bisects the beach tracts.

Deleted: will

Commented [TW6]: delete

Deleted:

These outcomes are in alignment with the legal judgment settling title of the two 16-acre tracts A and B with the State and recognize the rights of the adjacent landowners. The two tracts of land in question were acquired by the state in 1985 because of a lawsuit that was ultimately settled in the 9th Federal Circuit Court of Appeals in San Francisco. This judgment (No. J-76-9 CIVIL) recognized the rights of the upland landowner (the DeBoer Family) and awarded them accreted acreage down to mean high tide line. But the judgment also set aside 32 acres for the public in recognition of historic recreational use and created a covenant that stressed the intention that the recreational use on these tracts should be “low intensity” in its nature. The covenant states:

Deleted: judgement

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“(We) agree that the state shall use the above-described property for the purpose of continuing the historic recreational uses of the land without interference or disruption and that the land vested in the state will be used for recreational purposes, including walking, jogging, horseback riding, picnicking, camping, sun-bathing, hunting fishing, recreational boating, beach-combing, berry picking, cross-country skiing and other similar recreation uses. It is intended that the recreational use shall be consistent with the natural state of the land and be of a low-intensity nature.”

Documentation exists within the file system of the City of Gustavus that the community residents became concerned about an increase in recreational use in this area as early as 1981, when the land in question was included in a bill to create a State Game Refuge (city files). The first mention of public concern regarding motorized vehicle use is recorded in 1994 (city files). A letter dated October 26, 1994 to the Department of Natural Resources from the Gustavus Community Association (this was prior to the City becoming incorporated) requested assistance in defining acceptable access and uses for the areas in question, in “accordance with the [DeBoer] court judgment and existing [state] regulations.” The letter and public postings detail some of the impacts being observed including defined roadways through the

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dunes, increased size of parking areas, and ~~crisscrossed~~ dunes. No response from DNR is located within the files from this time period (City files).

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~~Currently~~ the Gustavus Beach is unmanaged, and there is visible and growing evidence of disturbed vegetation and soil. Parking areas within the dunes have grown in size and new motorized tracks have developed over the years. Community members have also claimed that ground nesting birds and a short-eared owl nest have been disturbed by motorized use. ~~In~~ spring (2018) the first-ever Arctic tern nest was discovered at the beach. Additionally, the DeBoer family has continued to allow non-motorized recreational access to their adjacent private lands, but repeated efforts to halt motorized traffic on their lands have failed. ~~The Nature Conservancy also allows only non-motorized traffic on its lands to the east of the DeBoer property with the intent to prevent damage to natural beach and upland resources there.~~ The ability of the City to manage the motorized use on the state-owned tracts will aid the private landowners in enforcing their desire for no motorized access on their property.

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These statistics demonstrate community support of a cooperative management agreement and development plan for the beach parcels on each side of the Dock Road, Tracts A and B-2, currently managed by the Alaska State Department of Natural Resources. The role of the City of Gustavus under a Cooperative Management Agreement with the state will be a stewardship role assisting the Department of Natural Resources with the management of the tracts. ~~The City may enforce provisions through its Code of Ordinances.~~

Development Plan Elements

Legal description:

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Provide a legal description of the parcel, i.e. a metes and bounds description, survey, lot and block, part, or other legal description.

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Tract B has been subdivided into B-1, which comprises the City of Gustavus-owned Bulk Fuel Facility property (1.433 acre), and B-2 (14.471 acres), which comprises the remainder of the original Tract B. Tract B-1 is not subject to the terms of this Agreement.

As isostatic rebound continues, the mean high tide line is expected to move southward into Icy Strait and westward into the Salmon River estuary adding dry land to the beach Tracts A and B-2. These accreted lands will be managed as part of the beach park under the Agreement.

Terrain/ground cover:

Describe the existing terrain/ground cover, and proposed changes to the terrain/ground cover.

The shoreline between Salmon River and Glen's Ditch is fronted by a series of sandy rises and swales built by Salmon River sediments moving eastward by prevailing currents. These features are built atop former beach flats and sloughs that now form the backshore to the north. The landscape is rising about an inch a year due to glacial rebound. Facilities anchoring the former and present docks have tended to interrupt the pattern of deposition.

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- Beach sedge/saltgrass/beach asparagus sod below the ryegrass in some sheltered slough margins
- Strawberry/small herb meadow above the ryegrass on the outer shore
- Grass/tall herb/small spruce meadow above the strawberries on the swales and higher parts of the backshore
- Young spruce groves on the highest swales

As uplift has moved the landscape into the upper intertidal and above-tide zones, the communities have matured and tended to shift seaward. Zones seem to have various near-term futures. Ryegrass is being eliminated by traffic just east of the dock. Erosion west of the dock is tending to pinch the strawberry/small herb meadow between ryegrass and tall meadow; it is being erased in widening roadways but perhaps retained by more moderate foot disturbance elsewhere. Tall meadows are being increasingly dominated by grasses and young spruces in some places. Spruce groves are aggressively spreading on the rises and backshore.

Proposed Changes to the terrain/ground cover:

The overarching goal of any vegetation management shall be to maintain the historic viewshed which can be characterized as open with sweeping views of Icy Strait and the Fairweather. To this end the City ~~may~~ designate and retain some spruce groves and take active measures to reduce or eliminate spruce succession onto meadows.

Access:

Describe existing and planned access, and mode of transportation. If public access is to be restricted, define possible alternative public access routes.

Existing access to both parcels is from Dock Road. Many residents and visitors park on or near the road and walk the length of the beach. Others use bicycles, and others drive vehicles both along the top of the dune and behind the main dune. Planned access will remain the same in terms of origination point at Dock Road; proposed changes are intended to restore natural vegetation, prevent erosion, and to protect the beach and dune vegetation from further damage from uncontrolled motorized vehicle use while still providing for public access. Under all alternatives, vehicle access to the beach to allow for kayak and small boat drop-off will be retained at the existing location on the east side of the dock. The City ~~will prohibit~~ motorized vehicle use on uplands outside the posted parking areas and on the non-vegetated beach portion of the tracts below the vegetated dunes. ~~Non-motorized access will be allowed to all the beach lands managed under this Agreement.~~

~~Parking and Access:~~ The parking area in the sand on the east side of the dock ~~may~~ be hardened and delineated and will be able to accommodate a vehicle turnaround for kayak and passenger drop-off ~~with pedestrian~~ access to the beach ~~and water's edge~~. ~~Limited parking may be allowed on the west side of the dock to provide access by vehicle to picnic tables and viewing benches. The bounds of that motorized vehicle access will be determined by the City.~~ Additional parking will be created ~~within the DOT Right-of-Way in front of the Bulk Fuel Facility. The City will negotiate arrangements to construct this parking area with the DOT Right-of-Way.~~ No motorized traffic will be allowed beyond the established parking areas. Adjacent private landowners will retain the right to access their property through these tracts, however temporary barriers will restrict access until they request their removal for such access.

~~Trails:~~ A hardened, wheelchair-accessible walking trail ~~may~~ be developed to the current viewing bench, and eventually ~~may continue on~~ to create a loop trail along the river, through the meadow, and back to Dock Road, ending approximately across from the Tank Farm.

~~Future Access:~~ The City requests authorization to develop additional trails and/or boardwalks as well as handicap parking if and when deemed necessary or desirable.

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Buildings and other structures:

Describe each building or structure, whether permanent or temporary, including a description of the foundation as well as the building and floor construction; the date when the structure is to be constructed or placed on the parcel; the duration of use; and what activities are to occur within each structure.

Attractive fencing, bollards, barriers, curbed sidewalks and signage will create an overall visual identity for the public use beach area. Simple yet effective fencing, planter boxes, and barriers will surround the parking area and identify boundaries for vehicles, while only minimally impacting views to Icy Straits. The existing concrete barriers at the entrance to the dock will be replaced with the same materials and design utilized elsewhere.

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An existing fire pit on the west side would be further developed/hardened and/or moved to minimize haphazard use and habitat destruction. Another public fire pit area may be developed on the eastern side of the dock near the new parking lot by the public bathrooms.

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No buildings or structures beyond the current benches and picnic tables are planned at this time, but the City requests authorization to build structures in the future which could include covered picnic areas, benches and/or wheelchair accessible trails.

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Power source:

No power source is necessary.

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Waste types, waste sources, and disposal methods:

Trash undoubtedly will continue to be generated by users of the beach and the City already provides bear proof trash containers for disposal (co-located with the current City-owned bathroom facility). These bear proof garbage disposal containers are currently available seasonally from May-September and are checked daily during that time period. The City of Gustavus has already added beach cleanup to the Marine Facility Coordinator position job duties and shall continue to participate in and promote volunteer cleanup duties.

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Hazardous substances:

NA

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Water supply:

There is no water supply currently provided or planned.

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Parking areas and storage areas:

Describe long-term and short-term parking and storage areas, and any measures that will be taken to minimize drips or spills from leaking vehicles or equipment. Describe the items to be stored in the storage areas.

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Currently, residents and visitors park on both sides of the road near the beach and on the "island" located midway to the terminus of the Gustavus dock (except on the days when the ferry is scheduled to land in Gustavus, currently Monday's and Wednesday's). On ferry days, many of those who normally park on the island will park on the sand areas to the east and west of the ferry dock. Ferry travelers often leave their

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cars for several days at a time, in designated spaces and off the paved road; those coming to the beach for short-term recreation park on and off the paved road as well.

Long-term and short-term parking will be retained on the paved road. Expanded long-term ferry parking could be provided in front of the Bulk Fuel Facility. Alternatives for continued parking options are described thoroughly in the Access section, above. The City will work with DOT representatives to identify specific locations of long and short-term parking with posted time limits.

Number of people using the site:

State the number of people employed and working on the parcel and describe the supervisor/staff ratio. Estimate the number of clients that will be using the site.

The beach is utilized by practically all Gustavus citizens and visitors. No visitation estimates are available.

Closure/reclamation plan:

Provide a closure/reclamation plan, if required for the type of authorization being applied for (e.g. material sale).

NA

Maintenance and operations:

Describe the long-term requirements, how they will occur and who will perform the work. Specify if any subcontractors will be involved and explain the tasks they will perform.

Maintenance of the public use beach area will primarily consist of regular trash pick-up and removal, added as responsibilities of the City of Gustavus Marine Facilities Coordinator position. Additional maintenance chores on an irregular basis will include repair of built structures authorized under the Cooperative Management Agreement. This type of task could be potentially taken on by citizen volunteers.

A simple monitoring plan will be developed to document effects on minimizing impacts to dune and beach vegetation and erosion. Developing a monitoring plan adds rigor to the local knowledge already amassed regarding the recreation impacts at the Gustavus Beach.

A baseline set of data will be collected to document the current extent of motorized vehicle impacts on Tracts A and B-2. The type of data collected will at a minimum include photo-documentation of existing conditions and could also possibly include site attributes such as: trail depth and width measurements, soil surface conditions (rutting/erosion, exposed sand etc.), estimated percentage of vegetation loss on road/trail surface as compared to vegetative cover adjacent to area, types of trail use, and the observed presence/absence of: noxious weeds, trail hazards, campfires, localized tree/shrub damage, unsanitary waste, and litter.

Data collection will be conducted by citizen volunteers in collaboration with the City of Gustavus. The overall goal of the simplified monitoring program is to establish the current status of motor vehicle and other recreation impacts and assess whether implementation of this cooperative management agreement has an effect on reducing those impacts.

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Camping:

While not required in the Environmental Development Plan, the City desires the authority to address camping in the future if conditions necessitate. Currently the camping limit of 14 days allowed under the states Generally Acceptable Uses applies. Under this development plan, camping will be prohibited by the City within the beach park initially. The City reserves the option to develop camping facilities at a later date if demand and conditions suggest the need. Actions the City may take include designating campsites, instituting shorter camping limits, and/or providing minimal campsite infrastructure.

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**CITY OF GUSTAVUS
RESOLUTION CY20-07B**

A RESOLUTION IMPLEMENTING THE BEACH LANDS CRMA

WHEREAS, the City of Gustavus has entered into a Cooperative Resource Management Agreement (CRMA) with the State of Alaska providing for the City to manage the Beach Lands Tracts A and B-2, and

WHEREAS, the City has held numerous public meetings over the last two years, including a Beach town hall in December 2019, and

WHEREAS, the City administration has taken limited administrative steps, including the installation of barrier logs on beach lands on both the east and west sides of Dock Road, provisionally to set boundaries for vehicle traffic while awaiting final determination by the Council, and

WHEREAS, the City administration has not had clear Council guidance regarding implementation of the CRMA to develop the Gustavus Beach Park, and

WHEREAS, safety concerns have been raised about pedestrian traffic across the busy turnaround area at the end of Dock Road if no parking is allowed on the west side, Tract A, near the turnaround, and

WHEREAS, some technical defects have been identified in the existing CRMA, and may be subject to revision in an updated CRMA, but those defects need not preclude implementation of the original CRMA,

NOW THEREFORE BE IT RESOLVED:

The City Administrator is directed to implement the CRMA as follows:

1. Purchase manufactured wood posts from Icy Strait Lumber, sufficient in number and size and suitable for setting post and rope barriers to limit vehicle travel onto beach lands as described in the CRMA.
2. As soon as weather and ground conditions allow, contract and direct services to relocate the logs placed provisionally in December on the west side lands to a line parallel to Dock Road and approximately 75 feet from the paved turnaround, so as to provide a small parking area for handicapped users and for families using the west side beach, but that will block all motorized vehicle traffic beyond that line onto Tract A. Provide a gap approximately 3 feet wide for pedestrian access between log ends.
3. Relocate posts and signs provisionally placed on Tract A identifying areas as closed to motorized vehicle traffic to new locations directly behind the repositioned log barriers.
4. Rake out remaining vehicle tracks and ruts on the west side Tract A beyond the log barriers for a more natural appearance.
5. When materials are available, and ground conditions are suitable, contract and direct services to install the wooden posts and ropes to limit motor vehicle traffic on the east side, Tract B2, approximately as indicated by the provisional log barriers implementing the CRMA vehicle limits intentions for that side. Notwithstanding the mapped intended vehicle limit for Tract A as indicated in the CRMA, install post and rope barriers on the west side, Tract A, approximately 75 feet from the turnaround, as the western limit of

- the west parking area. Leave a gap approximately 3 feet wide for pedestrian access.
6. Reuse provisionally placed logs as vehicle stops in front of post/rope barriers where parking is allowed on Tracts B2 and A. In both cases vehicle stops shall be placed to prevent vehicle encroachment on the vegetated foredune between the parking area and the beach strand. Purchase and install additional logs as required.
 7. Install Beach Park wooden identification sign at a prominent location as directed by the Mayor.
 8. Install a sign or signs as needed indicating parking time limit of 3 hours for the east side parking area on Tract B2.
 9. Contract for development and installation of a beach interpretive sign or display on the west side, Tract A within 50 feet of the turnaround, as directed by the Mayor.
 10. Purchase and install picnic tables, viewing benches as suggested by the CRMA
 11. Work with the *ad hoc* beach advocate group to develop and implement an ecological monitoring plan as called for in the CRMA. The monitoring work shall be a volunteer effort, not a contracted service.
 12. Request permission of ADOT to construct a gravel parking area between the western edge of the Bulk Fuel Facility, Tract B1, and Dock Road accessed directly from Dock Road. With approval contract for construction of the parking area. Post parking area limit of 30 days.
 13. Forward recommendations for a technical update of the CRMA, as reviewed and approved by the Council, to Alaska Department of Natural Resources. Negotiate for an updated CRMA to be approved jointly by ADNRR and the Gustavus City Council.
 14. The implementation steps herein are intended to be completed by May 15, 2020.

AND, THEREFORE BE IT FURTHER RESOLVED that changes to update the CRMA, once agreed and signed by both ADNRR and the City of Gustavus, may be implemented as needed in the future. Such changes may include minor changes to motorized vehicle parking areas or other facilities.

PASSED and **APPROVED** by the Gustavus City Council this XXth day of _____, 2020.

Calvin Casipit, Mayor

Karen Platt CMC, City Clerk

Proposed Changes to Beach CRMA and Beach Development Plan
Drafted by Mike Taylor for discussion purposes and ultimately for Council consideration.

I have only a PDF of the CRMA portion, so will summarize the suggested changes highlighted in yellow as follows:

- 1. III LEGAL DESCRIPTION, Tract B. Change to Tract B-2 so as to eliminate the Bulk Fuel Facility Tract B-1 from inclusion in the Park property. Change the acreage of B-2 to 14.471 acres. (Do we need to note that with isostatic rebound, the park will always extend down to the mean high tide line on Icy Passage and the Salmon River?)**
- 2. IV MANAGEMENT INTENT “Provide for the management of Tracts A and B-2...”**
- 3. VIII GENERAL PROVISIONS, b) “...water adjacent to Tracts A and B-2...”**

Development Plan

Gustavus Beach Tracts

The Gustavus Beach is very important to the citizens of Gustavus. It is where residents and visitors take walks, picnic, pick berries and enjoy the views of the Fairweather Range and of Icy Strait. The Alaska Marine Highway dock is located at the Gustavus Beach, and it is therefore the first view and impression visitors have of Gustavus. The public beachlands in question comprise approximately 31 acres on either side of Dock Road (see Figure 1). These lands, known as Tracts A and B-2, are owned and managed by Alaska Department of Natural Resources. The public beachlands in question do not include Tract B-1, the City of Gustavus Bulk Fuel Facility.

These lands are priceless for the beauty and recreation opportunities they provide to the residents of and visitors to Gustavus. As Gustavus continues to grow, it becomes even more critical that these lands are



Figure 1. City of Gustavus

Location of Gustavus Beach Tracts A and B

protected for future generations. This development plan will result in the following outcomes:

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Commented [TW2]: This change reflects removal of Tract B1, the Bulk Fuel Facility which is not part of this Agreement

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Commented [TW3]: Tract B1 is the City's Bulk Fuel Facility and is not part of the Agreement

- Beach lands will be protected and remain accessible to all citizens and visitors to Gustavus for the purposes of recreation compatible with protection of the beach natural resources.
- Infrastructure (trails, roads, picnicking, benches, etc.), parking areas, appropriate to the collective desires of the citizens of Gustavus, may be developed and will be appropriately managed.
- Except for designated and demarked parking areas and the DOT Dock Road Right-of-Way, motorized vehicle traffic will be prohibited on both uplands and the beach strand.
- Beach areas that are currently degraded will be restored or hardened to accommodate appropriate use.
- Gustavus citizens will take pride in their beach and care for it.
- Adjacent private landowners will be satisfied with appropriate and respectful recreational use of their lands.
- The City will coordinate with DOT regarding any developments such as parking areas within the DOT Right-of-Way that bisects the beach tracts.

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These outcomes are in alignment with the legal judgment settling title of the two 16-acre tracts A and B with the State and recognize the rights of the adjacent landowners. The two tracts of land in question were acquired by the state in 1985 because of a lawsuit that was ultimately settled in the 9th Federal Circuit Court of Appeals in San Francisco. This judgment (No. J-76-9 CIVIL) recognized the rights of the upland landowner (the DeBoer Family) and awarded them accreted acreage down to mean high tide line. But the judgment also set aside 32 acres for the public in recognition of historic recreational use and created a covenant that stressed the intention that the recreational use on these tracts should be “low intensity” in its nature. The covenant states:

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- Beach sedge/saltgrass/beach asparagus sod below the ryegrass in some sheltered slough margins
- Strawberry/small herb meadow above the ryegrass on the outer shore
- Grass/tall herb/small spruce meadow above the strawberries on the swales and higher parts of the backshore
- Young spruce groves on the highest swales

As uplift has moved the landscape into the upper intertidal and above-tide zones, the communities have matured and tended to shift seaward. Zones seem to have various near-term futures. Ryegrass is being eliminated by traffic just east of the dock. Erosion west of the dock is tending to pinch the strawberry/small herb meadow between ryegrass and tall meadow; it is being erased in widening roadways but perhaps retained by more moderate foot disturbance elsewhere. Tall meadows are being increasingly dominated by grasses and young spruces in some places. Spruce groves are aggressively spreading on the rises and backshore.

Proposed Changes to the terrain/ground cover:

The overarching goal of any vegetation management shall be to maintain the historic viewshed which can be characterized as open with sweeping views of Icy Strait and the Fairweather. To this end the City ~~may~~ designate and retain some spruce groves and take active measures to reduce or eliminate spruce succession onto meadows.

Access:

Describe existing and planned access, and mode of transportation. If public access is to be restricted, define possible alternative public access routes.

Existing access to both parcels is from Dock Road. Many residents and visitors park on or near the road and walk the length of the beach. Others use bicycles, and others drive vehicles both along the top of the dune and behind the main dune. Planned access will remain the same in terms of origination point at Dock Road; proposed changes are intended to restore natural vegetation, prevent erosion, and to protect the beach and dune vegetation from further damage from uncontrolled motorized vehicle use while still providing for public access. Under all alternatives, vehicle access to the beach to allow for kayak and small boat drop-off will be retained at the existing location on the east side of the dock. The City ~~will prohibit~~ motorized vehicle use on ~~uplands outside the posted parking areas and on the non-vegetated beach portion of the tracts below the vegetated dunes.~~ Non-motorized access will be allowed to all the beach lands managed under this Agreement.

Parking and Access: The parking area in the sand on the east side of the dock ~~may~~ be hardened and delineated and will be able to accommodate a vehicle turnaround for kayak and passenger drop-off ~~with pedestrian~~ access to the beach ~~and water's edge.~~ ~~Limited parking may be allowed on the west side of the dock to provide access by vehicle to picnic tables and viewing benches. The bounds of that motorized vehicle access will be determined by the City.~~ Additional parking will be created ~~within the DOT Right-of-Way in front of the Bulk Fuel Facility. The City will negotiate arrangements to construct this parking area with the DOT Right-of-Way.~~ No motorized traffic will be allowed beyond the established parking areas. Adjacent private landowners will retain the right to access their property through these tracts, however temporary barriers will restrict access until they request their removal for such access.

Trails: A hardened, wheelchair-accessible walking trail ~~may~~ be developed to the current viewing bench, and eventually ~~may continue on~~ to create a loop trail along the river, through the meadow, and back to Dock Road, ending approximately across from the Tank Farm.

Future Access: The City requests authorization to develop additional trails and/or boardwalks as well as handicap parking if and when deemed necessary or desirable.

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Buildings and other structures:

Describe each building or structure, whether permanent or temporary, including a description of the foundation as well as the building and floor construction; the date when the structure is to be constructed or placed on the parcel; the duration of use; and what activities are to occur within each structure.

Attractive fencing, bollards, barriers, curbed sidewalks and signage will create an overall visual identity for the public use beach area. Simple yet effective fencing, planter boxes, and barriers will surround the parking area and identify boundaries for vehicles, while only minimally impacting views to Icy Straits. The existing concrete barriers at the entrance to the dock will be replaced with the same materials and design utilized elsewhere.

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An existing fire pit on the west side would be further developed/hardened and/or moved to minimize haphazard use and habitat destruction. Another public fire pit area may be developed on the eastern side of the dock near the new parking lot by the public bathrooms.

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No buildings or structures beyond the current benches and picnic tables are planned at this time, but the City requests authorization to build structures in the future which could include covered picnic areas, benches and/or wheelchair accessible trails.

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Power source:

No power source is necessary.

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Waste types, waste sources, and disposal methods:

Trash undoubtedly will continue to be generated by users of the beach and the City already provides bear proof trash containers for disposal (co-located with the current City-owned bathroom facility). These bear proof garbage disposal containers are currently available seasonally from May-September and are checked daily during that time period. The City of Gustavus has already added beach cleanup to the Marine Facility Coordinator position job duties and shall continue to participate in and promote volunteer cleanup duties.

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Hazardous substances:

NA

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Water supply:

There is no water supply currently provided or planned.

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Parking areas and storage areas:

Describe long-term and short-term parking and storage areas, and any measures that will be taken to minimize drips or spills from leaking vehicles or equipment. Describe the items to be stored in the storage areas.

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Currently, residents and visitors park on both sides of the road near the beach and on the "island" located midway to the terminus of the Gustavus dock (except on the days when the ferry is scheduled to land in Gustavus, currently Monday's and Wednesday's). On ferry days, many of those who normally park on the island will park on the sand areas to the east and west of the ferry dock. Ferry travelers often leave their

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cars for several days at a time, in designated spaces and off the paved road; those coming to the beach for short-term recreation park on and off the paved road as well.

Long-term and short-term parking will be retained on the paved road. Expanded long-term ferry parking could be provided in front of the Bulk Fuel Facility. Alternatives for continued parking options are described thoroughly in the Access section, above. The City will work with DOT representatives to identify specific locations of long and short-term parking with posted time limits.

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Number of people using the site:

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State the number of people employed and working on the parcel, and describe the supervisor/staff ratio. Estimate the number of clients that will be using the site.

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The beach is utilized by practically all Gustavus citizens and visitors. No visitation estimates are available.

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Closure/reclamation plan:

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Provide a closure/reclamation plan, if required for the type of authorization being applied for (e.g. material sale).

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NA

Maintenance and operations:

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Describe the long-term requirements, how they will occur and who will perform the work. Specify if any subcontractors will be involved, and explain the tasks they will perform.

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Maintenance of the public use beach area will primarily consist of regular trash pick-up and removal, added as responsibilities of the City of Gustavus Marine Facilities Coordinator position. Additional maintenance chores on an irregular basis will include repair of built structures authorized under the Cooperative Management Agreement. This type of task could be potentially taken on by citizen volunteers.

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A simple monitoring plan will be developed to document effects on minimizing impacts to dune and beach vegetation and erosion. Developing a monitoring plan adds rigor to the local knowledge already amassed regarding the recreation impacts at the Gustavus Beach.

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A baseline set of data will be collected to document the current extent of motorized vehicle impacts on Tracts A and B-2. The type of data collected will at a minimum include photo-documentation of existing conditions and could also possibly include site attributes such as: trail depth and width measurements, soil surface conditions (rutting/erosion, exposed sand etc.), estimated percentage of vegetation loss on road/trail surface as compared to vegetative cover adjacent to area, types of trail use, and the observed presence/absence of: noxious weeds, trail hazards, campfires, localized tree/shrub damage, unsanitary waste, and litter.

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Data collection will be conducted by citizen volunteers in collaboration with the City of Gustavus. The overall goal of the simplified monitoring program is to establish the current status of motor vehicle and other recreation impacts and assess whether implementation of this cooperative management agreement has an effect on reducing those impacts.

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Camping:

While not required in the Environmental Development Plan, the City desires the authority to address camping in the future if conditions necessitate. Currently the camping limit of 14 days allowed under the states Generally Acceptable Uses applies. Under this development plan, camping will be prohibited by the City within the beach park initially. The City reserves the option to develop camping facilities at a later date if demand and conditions suggest the need. Actions the City may take include designating campsites, instituting shorter camping limits, and/or providing minimal campsite infrastructure.

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**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY20-01**

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

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 sick leave for its qualifying employees for their health and financial security; and

WHEREAS, formal action is needed to further clarify procedures under Sick Leave.

WHEREAS, other municipalities, similar to Gustavus, provide a sick leave benefit to its employees and the City of Gustavus desires to be competitive in attracting and maintaining a qualified workforce. As an example, the following Table illustrates sick leave benefit among similar employers:

Municipality	Population	Who Is Eligible	Sick Leave
Gustavus	554	Regular Position	None
*Thorne Bay	487		104 hrs/yr
*Kake	630		11 days/yr
Glacier Bay National Park			104 hrs/yr
Chatham School District			15.6 days/yr

*Source: FY2020 AML Local Government Salary & Benefit Survey

NOW THEREFORE, BE IT RESOLVED that effective July 1, 2020, the City of Gustavus updates its Employee Benefits Policy and Procedure for Eligible Regular Position Employees as attached:

Provide a Sick Leave benefit commensurate with other municipalities similar to Gustavus in the region.

PASSED and **APPROVED** by the Gustavus City Council this ____th day of _____, 2020.

Calvin Casipit, Mayor

Attest: Karen Platt, CMC
City Clerk

CITY OF GUSTAVUS

POLICIES AND PROCEDURES

TITLE: CITY OF GUSTAVUS BENEFITS POLICY AND PROCEDURE FOR ELIGIBLE REGULAR POSITION EMPLOYEES EFFECTIVE JULY 1, 2020

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 into 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 into 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. The Table below is an example of calculating holidays.

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. Sick Leave and Paid Time Off (PTO)

Sick Leave

The City of Gustavus is aware that from time to time employees need to take care of sick family members or need to take time to address an illness. This benefit will be granted to all Regular Position employees in a pro-rated amount based on the employee's approved base hours. The City will grant 24 hours of paid sick leave per fiscal year. The Table below is an example of calculating the benefit.

Hours of Sick Leave	Work Schedule
24	full-time employee
21	87.5% (35 hours/week)
18	75% (30 hours/week)
12	50% (20 hours/week)

This benefit can be used for personal sick time, sick time to care for a family member within the employee's household, and travel to doctor's appointments or care facility. Absence for periods that exceed three (3) working-days may require a doctor's note or other documentation of the requirement for the absence from a professionally recognized care provider.

The following provisions apply to the Sick Leave benefit:

- Sick Leave does not have a cash monetary value and cannot be sold back to the City.
- Sick leave may accrue without restriction.
- Annual sick leave accruals begin July 1 of each year and end June 30 of each year.
- For new hires, sick leave 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 Sick Leave. In cases of emergency illness, an employee must let his/her supervisor know about the absence as soon as possible.

PTO

The City of Gustavus recognizes that employees have diverse needs for time off from work. PTO will cover all forms of personal time off and vacation. 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. The Table below is an example of calculating jury duty/jury leave.

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).

Signed

Mayor of the City of Gustavus

Date



City of Gustavus Capital Improvement Plan Project Nomination Short Form

Project eligibility

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

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

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

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

1. Project title (Suggested heading in CIP): Replacement AED / Monitor

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

The Gustavus Volunteer Fire Department (GVFD) would like to replace its Phillips MRx cardiac AED/monitor with a new Physio Lifepak15. Phillips discontinued the MRx in May of 2017. They are only supporting its MRx customers through December 31, 2022 with service parts, accessories and consumables. Phillips has discontinued building the MRx partially due to a class 1 recall that was issued in October 2017. Our serial number was in the recalled group and fixed by a technician that came out to Gustavus in 2018.

This piece of equipment is one of the most valuable pieces of equipment that is carried on the ambulance. It shocks the heart when it is in cardiac arrest and monitors patient's vitals throughout the emergency. This is a device that all Advanced Life Support (ALS) ambulances have in them. This device used in conjunction with chest compressions can save lives.

As far as performance and functionality goes, the Physio Lifepak15 is essentially the same thing as the Phillips MRx. The Lifepak15 is used and trusted by most Emergency Medical Service (EMS) providers in Southeast Alaska along with Airlift Northwest medevac teams. This device gets used on every EMS call that the GVFD responds to.

The Lifepak15 is an Automatic External Defibrillator (AED) with built-in patient monitoring capabilities. Every ten minutes, it is programmed to monitor and read: blood pressure, oxygen levels in the blood, and the pulse. If the patient is having cardiac problems, during the early phase of the attack, we can wire them to the monitor and take a picture of their heart. With that picture the hospital can locate a STEMI (ST-elevation myocardial infarction) and send them to the most appropriate hospital for the patient's needs. It also stores all the vitals it gathers and prints off a nice timeline to help track trends or aid in report writing. It also has the capabilities to transmit data to the receiving hospital before patient arrival and into our report writing program.

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

The fire chief applied for the Southeast Region EMS (SEREMS) Code Blue Phase 2019 grant and likely would have received \$15,000 to put towards the Lifepak15, but the Code Blue grant program was vetoed in the governor's budget cuts. If the grant was funded, it would have two years to spend the money. The fire chief will apply to Code Blue Phase 2020 and is also searching for other funding sources to help offset any cost to the city.

4. Project cost:

A. TOTAL COST (including funds already secured) = \$38,000

5. Timeline: Indicate when you hope to complete each phase of the project.

Please keep in mind that the CIP will not be published until the end of September. Legislative funding (if any) would not be available until July of next year (or later) for state funding and October of next year (or later) for federal funding.

A. For projects that consist of land or equipment purchase only, state when the purchase would be made:

Before 2022

6. Provide a quality digitized photo, drawing, map, or other graphic image of your project if possible.



7. Date and name of person submitting form.

Travis Miller, 5/9/18

Updated by Phoebe Vanselow, 1/28/20



City of Gustavus Capital Improvement Plan Project Nomination Short Form

Project eligibility

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

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

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

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

1. Project title (Suggested heading in CIP): **Engine 27 replacement**

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

This project replaces Engine 27, which is contaminated with PFAS and is no longer useable. The loss of Engine 27 has changed operations in the fire department. Engine 27 was used in two ways. One as a portable fire hydrant staging at the water source to fill water tenders more quickly. The other was to gain access with a pump down tight driveways that Engine 1 cannot maneuver. Replacing Engine 27 will be done with a smaller 4x4 quick attack or wildland fire apparatus. There are multiple different used trucks available through the year from various dealers.

This benefits the community by adding another vehicle to respond to fires. It will be smaller making it able to maneuver the roads better and quicker when then are wash boarded. It should be emphasized that the addition of this vehicle significantly increases the GVFD's ability to respond, especially to fires outside the reach of the Engine 1. Rough roads, limited access, fast response – wouldn't you want this capability if your house was in the path of a fire, or worse yet – on fire?

Most of this style truck range up to a 1,000 gpm pump, 30-gallon foam cell, up to a 1,000-gallon water tank, and storage for SCBAs, lighting, and other fire operation appliances.

Once funding is approved and an apparatus is located that fits the GVFD needs, the vehicle will need to be physically inspected by a staff member. The vehicle likely would be shipped to Washington to reduce miles driven and then ferried from Bellingham.

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

4. Project cost:

A. TOTAL COST (including funds already secured) = **vehicles can have a wide range of costs. The maximum budget for this project is \$80,000.**

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

Preconstruction costs = \$ _____ Construction costs = \$ _____

5. Timeline: Indicate when you hope to complete each phase of the project.
Please keep in mind that the CIP will not be published until the end of September. Legislative funding (if any) would not be available until July of next year (or later) for state funding and October of next year (or later) for federal funding. It would take just a couple months to get a truck purchased and here in town.
- A. For projects that consist of land or equipment purchase only, state when the purchase would be made:

- For construction projects:
- B. Preconstruction phase to be completed by _____.
- C. Construction phase to be completed by _____.
6. Provide a quality digitized photo, drawing, map, or other graphic image of your project if possible.

This is an example of the type of truck:



7. Date and name of person submitting form.

Travis Miller 12/17/2019

Updated by Phoebe Vanselow 1/28/2020

**CITY OF GUSTAVUS, ALASKA
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: [New Main Building](#)

City Department: [Disposal & Recycling Center](#) Contact: [Paul Berry](#)

E-mail: dumpmaster@gustavus-ak.gov Phone [907-697-2118](tel:907-697-2118)

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.

What is the project? To construct a new main building of 6,000SF with at least 2 bays and 1 man-door and put it in operation.

- What are its goals and objectives?
Goal: The existing main building is too small to safely operate the functions of the DRC. The goal of the project is to construct the new building providing adequate, safe space for customers and staff.

The objectives will be as follows:

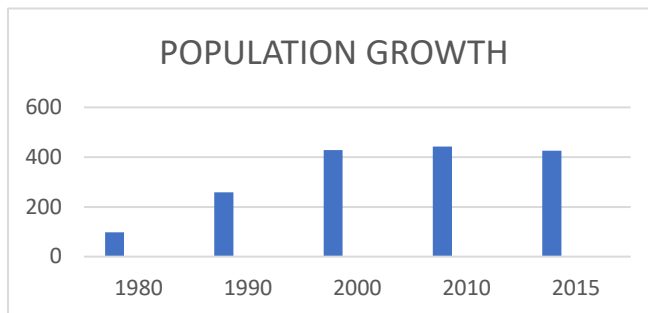
1. Purchase the building kit (metal building)
 2. Perform site development to provide the pad for the building
 3. Install necessary infrastructure such as 3-phase power and other electrical work, foundation
- Who/what will be aided by this project? Who are the targeted stakeholders/customers? The community of Gustavus, the customer, will see the most benefit. As demand for access to the inflow area of the DRC increases, operating space is reduced. In addition, the existing building does not provide space for equipment necessary to maintain the growth in volume of material. Operators will also benefit because they will be able to do their job without the anxiety created by a crowded space.
 - 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?
The building is only part of the project. The next steps will be to equip the DRC with the necessary machines to safely and productively conduct the business of the DRC (sort, process, dispose). Beyond the routine operations of the DRC, plans need to be made for changing the priority of disposal of landfill material which is currently happening in the local mound to shipment to a larger, regional landfill. This is a process similar to other communities in Southeast Alaska such as Petersburg, Wrangel, Sitka, Thorne Bay and Ketchikan. Utilizing best practices will extend the life of the DRC's existing mound and plans for the exporting of solid waste should begin soon. This will be the final phase of the Solid Waste Management Plan.

2. Why is the project needed?

- What community problem, need, or opportunity will it address?
Recycling is the cornerstone of the City's Disposal & Recycling Center and the DRC has need for improving public safety, operator safety and operator efficiency by separating the public and DRC Operator work areas. The Operator should not have to pass through public work areas to store or retrieve recyclable materials and situations where the Operator has to drive equipment through the public work areas to retrieve or store bins of recyclables should be avoided.

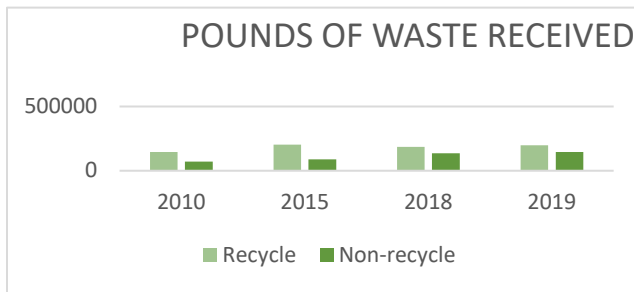
Volume of material has increased and the forecast for growth indicates significant demand on the DRC services. As population increases (full-time, seasonal, business, and visitors), so will the material, and therefore the services of the DRC.



Growth of full-time residents have been steady, sitting between 442-425 until 2015. However, between 2015 and 2018 there has been a spike in growth to 554¹. Explanation of the recent growth does not appear to be attributed to any single trend; it is likely that the growth is the

result of multiple factors. Using traditional methods of forecasting population growth is difficult given the economic climate of the national, state, and local inconsistencies of the economy. In addition, there are variables of growth that will likely determine the growth curve in the next few years. For example, the Frontcountry Plan of the Glacier Bay National Park and Preserve (Park) could have a significant impact to both population growth and solid waste demand.

¹ DCCED Certified Population Counts <https://dcra-cdo-dcced.opendata.arcgis.com/datasets/dcced-certified-population-counts-all-locations/data?geometry=-135.78%2C58.409%2C-135.698%2C58.417&orderBy=Population&selectedAttribute=Population>



Solid waste in Gustavus has been steady since 2010. From 2008 to 2015 there was a small increase in the amount of material delivered to the DRC. However, in 2018 and 2019 there was a significant proportional increase in non-recyclable material. Although there are several possible explanations, there has not been

an event or development trend that would clearly identify the growth.

Forecasting difficulty is similar for solid waste. Possible explanations for the trend may include the growth in population. It is not clear if the AMHS has played a role in the trend but the arrival of the ferry in 2010 does show a correlation between its service to Gustavus and an increase in both population and pounds of waste received.

Forecasting difficulty is similar for solid waste. Possible explanations for the trend may include the growth in population. It is not clear if the AMHS has played a role in the trend but the arrival of the ferry in 2010 does show a correlation between its service to Gustavus and an increase in both population and pounds of waste received by the DRC.

Forecasting Increase of Solid Waste: A typical practice of forecasting would be to take the average of yearly growth and apply it to each of the forecasted years. The Pounds of Waste Received graph above uses dates significant to recent growth in waste volume. For example, the Alaska Marine Highway System started in Gustavus in late 2010 so that date was selected for a baseline. 2015 was selected as a 5-yr period that provided a period of data with consistent population growth. 2018 and 2019 were selected because they provide recent data. Using this data, the average increase in the pounds of waste increases approximately 6% for non-recycled waste and 1.5% per year for recycled waste. Below is a calculation for growth over the next 10-years. However, given the inconsistency with variables that could impact results, the forecast is provided given some uncertainty.

Although the forecast may have a low degree of confidence, the realization that sold waste – both recycle and non-recycle material will continue to increase. It may not be at the volume identified by the forecast but the fact that it will increase substantially over the 10-year window requires that actions be taken to assure viability.

NON-RECYCLE										
2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
154,692	163,788	173,419	183,616	194,413	205,845	217,949	230,765	244,335	258,702	273,914
RECYCLE										
2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
197,197	200,020	202,884	205,789	208,735	211,723	214,755	217,829	220,948	224,111	227,320

The City recognizes that expansion of the DRC is inevitable to keep pace with growth of the expansion. There continues to be a small percentage of residents that don't utilize the DRC and it is likely that refuse is either burned or buried on-site. Avoiding illegal dumping

and undesirable impacts to adjacent properties are factors to be addressed when considering expansion.

Additionally, the DRC can look to income-producing uses of landfill items. For example, investing in machinery, such as a shredder and briquette maker would provide for the processing of cardboard and other select materials into a form of fuel that could be used in local wood stoves for heat and lowering heating oil costs. The investments would also assist in disposing materials that cannot be recycled or reused. For example, the shredder would densify wastes that are otherwise landfilled such as rigid plastics or treated lumber.

The DRC inflow storage is an example of inadequate space. Inflow storage (formerly called pre-processing storage) is the term used to describe both the physical area and the methodology used to hold recyclable materials (scrap metal, aluminum cans etc.) prior to their processing. Our current material holding methods include large plastic bags inside a 20' shipping container, dozens of 48"x45"x36" collapsible bulk storage containers or "bins" and a variety of old totes, an open skiff, a plywood box, an old stock tank and disposable, short-life "super-sacks".

The DRC's current inflow storage area is scattered throughout the facility - some bins are stored beside the main building while other bins are inside the fenced area. This presents several problems: as the fenced landfill area continues to be used for waste burial these holding areas will have to move elsewhere and having the bins stored away from the main building means the operator has to pass through public-use areas to retrieve or store bins during the day which as mentioned previously presents a safety concern. It is also desirable to have inflow storage as close as possible to the facility where the material will be processed.

- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?
The public safety considerations of the operations within the main building were illustrated above. It is very important to separate public use areas and operator use areas.

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

DRC Manager/ Operator Paul Berry.

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

This project is part of the ongoing Solid Waste Management Plan being conducted by the DRC Manager/Operator.

5. What is your timeline for project planning?

- By when do you hope to implement the project?
To ensure that high-season operations are interrupted as little as possible, the project will be constructed when the best opportunities are available. Variables such as receipt of the building package, when the construction team can erect the building, when the ground would allow the site development to coincide with the building construction, etc. will drive specific timing. However, it is expected to be operational by September 2021.

- Will the planning or final project occur in phases or stages? Addressed above.
6. What is your budget for the planning process? Will you be using a consultant?
 The building comes with an Alaska engineer stamp so no design review will be necessary. However, there is need to work with individuals familiar to a general layout of landfill buildings. There will be the need for contractors.
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.

Building from Future/Toro (Michigan) delivered	\$80,000
Assembly/Construction of building	\$30,000
Site development & Infrastructure	\$100,000
Demolition of existing building	\$20,000
Overrun @25% contingency	\$57,500
Total	\$287,500.

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 chosen are as follows:

Do nothing – this is not sustainable and could lead to accidents and injury, failure to execute the purpose of the DRC, operational inefficiency ultimately costing more money to operate.

Execute the proposal – execute planning for future use and current sustainability.

Extend the existing building – extending the existing building would mean the purchase of smaller building. This approach only reduces the cost of the building, the existing build would need repair and may not resolve operating space issue. This “band-aid” approach does not address the long-term need, nor would it provide for an effective and efficient processing of solid waste.

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

The proposal provides for a long-term solution to the necessary space for the next 20-years. The DRC is a regional and state example of recycling and solid waste disposal for rural communities because of the years of developing environmental best practices. The cost of steel is currently affordable, the timing is optimal for attaining the necessary space.

Perhaps more importantly, with the Frontcountry plan going into action in 2020 and the project growth as discussed above, the DRC needs significant improvement to address the demand. Safety of patrons and operators should not be ignored as increase in materials will result in more people in conflict with operations.

3. Identify your funding source(s).

- How will the project be funded initially, and for its operating life?
The funding source is the CIP funds traditionally used. However, grant opportunities will continue to be sought.

During the upcoming FY21 budgeting process the DRC will propose to include a funding mechanism to account for the large users. The large users drive the requirement for additional staffing, load on equipment, space in the landfill, shipping of recyclables, etc. The impact of seasonal customers is felt by the residents and smaller businesses that require “routine” processing. That is, processing that can be accomplished within normal operations, without additional staff or operating hours, or cost.

- Is there a matching fund requirement? Please provide details. No.

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

Will this project affect:	No	Yes (+/-)	Maybe
Environmental quality? (+ = impact is beneficial; - = harmful)			
• Climate change			+
• Streams/groundwater quality			+
• Air quality			+
• Soils/land quality			+
• Fish/wildlife habitat, populations			+
• Plant Resources (timber, firewood, berries, etc)			+
• Invasive or pest species			+
• Natural beauty of landscape or neighborhoods			+
• Neighborhood character			+
• Noise or other environmental impacts			+
• Environmental sustainability			+
• Hazardous substances use	+		
• Community waste stream		+	
• Light pollution at night	+		
Recreational opportunities?			
• Public land use and access			+
• Trails/waterways			+
• Parks	+		
• Public assembly/activities	+		
Education/training/knowledge & skill development?	+		

Public safety?			+
Public health?		+	
Medical services?			+
Emergency response?			+
Economic performance & sustainability?			+
• Employment of residents		+	
o Short-term (i.e. construction)		+	
o Long-term (operating and maintenance)	+		
• Cost of living reduction	+		
• Return on investment		+	
• Visitor opportunities/impressions/stays/purchases		+	
• Competitive business environment	+		
• Support for existing businesses		+	
• New business opportunities	+		
• Economic sustainability			+
• Attractiveness of City to new residents/businesses		+	
City government performance?			
• Infrastructure quality/effectiveness/reach (more people)		+	
• Existing services		+	
• New services	+		
• Cost of City services	+		
• Tax income to City	+		
Transportation?			
• Air	+		
• Water	+		
• Roads	+		
Communications?			
• Internet	+		
• Phone	+		
• TV/radio	+		
Other? (type in)			

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

The “Maybe” indicators of the above Table reflect the benefits of the project. If the DRC operating model doesn’t change to accommodate the increased demand, community members may choose to dispose of solid waste in a non-environmentally sustainable way such as discarding waste in the woods or along trails (currently happening); burying materials on-site of their homes/businesses (currently happening); burning trash in pits or barrels (currently happening). These alternative methods do not reflect well on Gustavus and likely have negative environmental impacts.

4. Are other projects related to or dependent on this project? No.
- Is this project dependent on other activities or actions?

- If yes, describe projects, action or activities specifying phases where appropriate.
5. 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?) No.
 6. What regulatory permits will be required and how will they be obtained? None.
 7. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project? To complete the DRC site there will be the need for new equipment to replace failing, undersized and ineffective machines such as the baler (belongs to the Park), new Hazardous Waste storage, complete ongoing and/or additional projects like the Quonset building, composting building, and storage area.
 8. Is an engineering design or construction estimate necessary? **Not for the building but may be necessary for site improvements.**
 9. 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? **As discussed in #3 above.**

Part 5. Project Budget

See budget above in Part 2, 7

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$20,000	Training	\$
Engineering work	\$	Travel	\$
Permitting, inspection		Equipment	\$
Site work	\$100,000	Contractual	\$
Construction	\$30,000	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$57,500	Other (list)	\$
Other (list) Building	\$80,000	Other (list)	\$
Other (list)		Total direct costs	\$
		Indirect costs	\$
		Income (fees, taxes)	\$
		Balance: costs-income	\$

Updated Latest Estimate Budget Line Items if Changed Date: _____

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? DRC staff.
2. How many full-time, permanent jobs will this project create or retain? DRC staff.
 _____ 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? None
4. How many local businesses will be affected by this project and how? Most of them.

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): 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)
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?

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
City Council General Meeting					
City Council General Meeting					

Part 9. Feedback to the Council

With the understanding that this form must be adapted to a variety of projects, please provide feedback on how the form worked for your committee. Thank you for your suggestions.

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY20-02**

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

WHEREAS, the Gustavus Volunteer Fire Department (GVFD)'s Automatic External Defibrillator (AED) with built-in patient monitoring capabilities is one of its most valuable pieces of equipment and is used in every response to Emergency Medical Service (EMS) calls. This is a device that all Advanced Life Support (ALS) ambulances have in them and when used in conjunction with chest compressions can save lives. The current AED/Monitor has been discontinued and service parts, accessories, and consumables will no longer be available after 2022, mandating replacement. A Physio Lifepak15 will be purchased, which is used and trusted by most EMS providers in southeast Alaska; and,

WHEREAS, the GVFD has lost use of its smaller fire truck Engine 27, which is contaminated with PFAS foam. Replacing Engine 27 will be done with a smaller 4x4 quick attack or wildland fire apparatus. This benefits the community by adding another vehicle to respond to fires that can reach areas Engine 1 cannot. It will be smaller, making it more maneuverable than the full-sized Engine 1 (the only other firefighting truck in Gustavus), allowing access down tight driveways; and,

WHEREAS, the City of Gustavus Disposal and Recycling Center (DRC) serves Gustavus as a model Integrated Resource Recovery and Waste Disposal Facility but currently lacks a proper facility for the receiving, collection, processing, and shipping of household hazardous wastes and has been unable to accept these wastes. U.S.-manufactured, portable modules specifically designed for these purposes are available; and,

WHEREAS, the current main DRC building has outgrown its current operating capacity and a new building is necessary to provide adequate space for normal operations that is safe for both the customer and staff. This facility serves as the customer interface for sorting recyclables and dropping off refuse and also houses two balers and a glass pulverizer. With increased use and projected growth, a new building to house upgraded equipment in the future is necessary. This project would construct a new main building of 6,000 square feet with at least 2 bays and 1 man-door. There will be a concrete floor as well as areas of the building that have concrete push walls; and,

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Gustavus City Council approves and prioritizes the following FY21 Capital Improvement Project (CIP) funding requests to the Alaska Legislature in the amounts indicated below and urges the Legislature and Governor to consider them favorably.

- | | |
|--|-----------|
| 1. Gustavus Volunteer Fire Department Replacement AED/Monitor | \$38,000 |
| 2. GVFD Quick Attack/Wildland Firefighting Truck | \$80,000 |
| 3. Container Designed as a Household Hazardous Waste Facility | \$60,000 |
| 4. Disposal & Recycling Center Main Building Replacement | \$287,500 |
| 5. Gustavus Firehall Architectural & Engineering Plans for Expansion | \$30,000 |
| 6. Gustavus Public Library Architectural & Engineering Plans for Expansion | \$30,000 |

PASSED and **APPROVED** by a duly constituted quorum of the Gustavus City Council, this __th day of _____, 2020, and effective upon adoption.

Calvin Casipit, Mayor

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY20-08**

A RESOLUTION TO UPDATE AND ESTABLISH MARINE FACILITIES USER FEES

WHEREAS, the City of Gustavus Title 8 provides for the assessment of fees for use of the City of Gustavus Marine Facilities as a means of offsetting the costs of managing and maintaining the Marine Facilities; and,

WHEREAS, the City of Gustavus Ordinance Title 8, Section 8.03.010(a) states: "The owner or operator of each vessel using the Gustavus harbor facilities shall register each vessel with the harbormaster or the city clerk. The vessel registration form shall require all information deemed pertinent by the harbormaster or city clerk."; and,

WHEREAS, a schedule of fees has been in effect for several years; and,

WHEREAS, the Gustavus City Council believes the fee schedule should be reviewed and updated as deemed appropriate; and,

WHEREAS, the Gustavus City Council has reviewed the Schedule of Fees and found that it is in need of amendment to increase the registration fee for Commercial and Private motorized vessels to assist in minimizing the costs of moving the mooring float (AKA the steel float) twice a year. Fee increase will be to \$500 for Commercial motorized vessels and \$60 for Private motorized vessels,

NOW, THEREFORE, BE IT RESOLVED, that the Gustavus City Council adopts the attached schedule of use fees for the City of Gustavus Marine Facilities effective February 10, 2020.

PASSED and **APPROVED** by the Gustavus City Council this XXth day of _____ 2020, and effective upon adoption.

Calvin Casipit, Mayor

Attest: Karen Platt, CMC
City Clerk

**CITY OF GUSTAVUS, ALASKA
MARINE FACILITIES**

**Schedule of Fees
Effective February 10, 2020**

Registration Stickers (Strawberry Sticker)

Private motorized vessel	\$60/year for first vessel \$25/year for each additional vessel
*Commercial motorized vessel	\$500/year
Private non-motorized kayak or rowing skiff	\$10 for vessel lifetime
Commercial non-motorized kayak or rowing skiff	\$10/year
Tender (up to 10') used with stickered vessel	No charge
Trailer used with stickered vessel	No charge

Place stickers on starboard/right front side of vessel and right side of trailer tongue

Day Use at float system or Salmon River Harbor (2-hour limit at floats)

Skiffs	\$5/day
Vessels up to 30 feet	\$10/day
Vessels 31 feet to 50 feet	\$15/day
Vessels 51 feet and above	\$25/day
Government vessels on official business	No charge

Long-Term Storage (see City Hall)	\$150/calendar year \$20/month prorated for portions of year
--	---

Landings at Salmon River Harbor (not at State dock or island)

(FEES SUSPENDED FROM OCTOBER 1, 2019 THROUGH JULY 1, 2020 AS AUTHORIZED BY RESOLUTION CY19-XX)

Landing craft	\$100/landing
Barge	\$500/landing

*Commercial and Private motorized vessels using City of Gustavus Marine Facilities fees are increased to minimize the impact from moving the steel mooring float to and from the City Floats to its mooring location near Pleasant Island.

Note: Fees are due immediately when a vessel is present at any City of Gustavus marine facility including docks, floats, and all areas of the Salmon River Harbor. Payments may be made, and stickers are issued, at City Hall. Transient payments may be made either at City Hall or via the transient payment box at the float system.

**CITY OF GUSTAVUS
RESOLUTION CY 20-05**

A RESOLUTION ESTABLISHING A ROADS ADVISORY COMMITTEE

WHEREAS, The City of Gustavus has taken road maintenance powers under COG Chapter 6.04, and a Roads Advisory Committee is authorized in COG 6.04.030 as amended, and;

WHEREAS, City-maintained roads include all gravel roads serving subdivisions within the City, except for those maintained by the State of Alaska or the National Park Service, and;

WHEREAS, the City has previously benefitted from the advice and operating oversight of a Road Maintenance Committee, which was established under Resolution 2004-04, and;

WHEREAS, the recommendations of an advisory committee are highly valued, but final policy adopted by the Council or implemented by the City Administrator may vary, and;

WHEREAS, the most recent Road Maintenance Committee disbanded in 2016, and;

WHEREAS, changes in City administrative organization have aligned responsibility for road maintenance and projects under the City Administrator, and;

WHEREAS, road maintenance and improvement project services are best informed by input from citizens using roads throughout the City, and;

WHEREAS, City gravel pit operations are closely related to City road maintenance,

NOW THEREFORE BE IT RESOLVED:

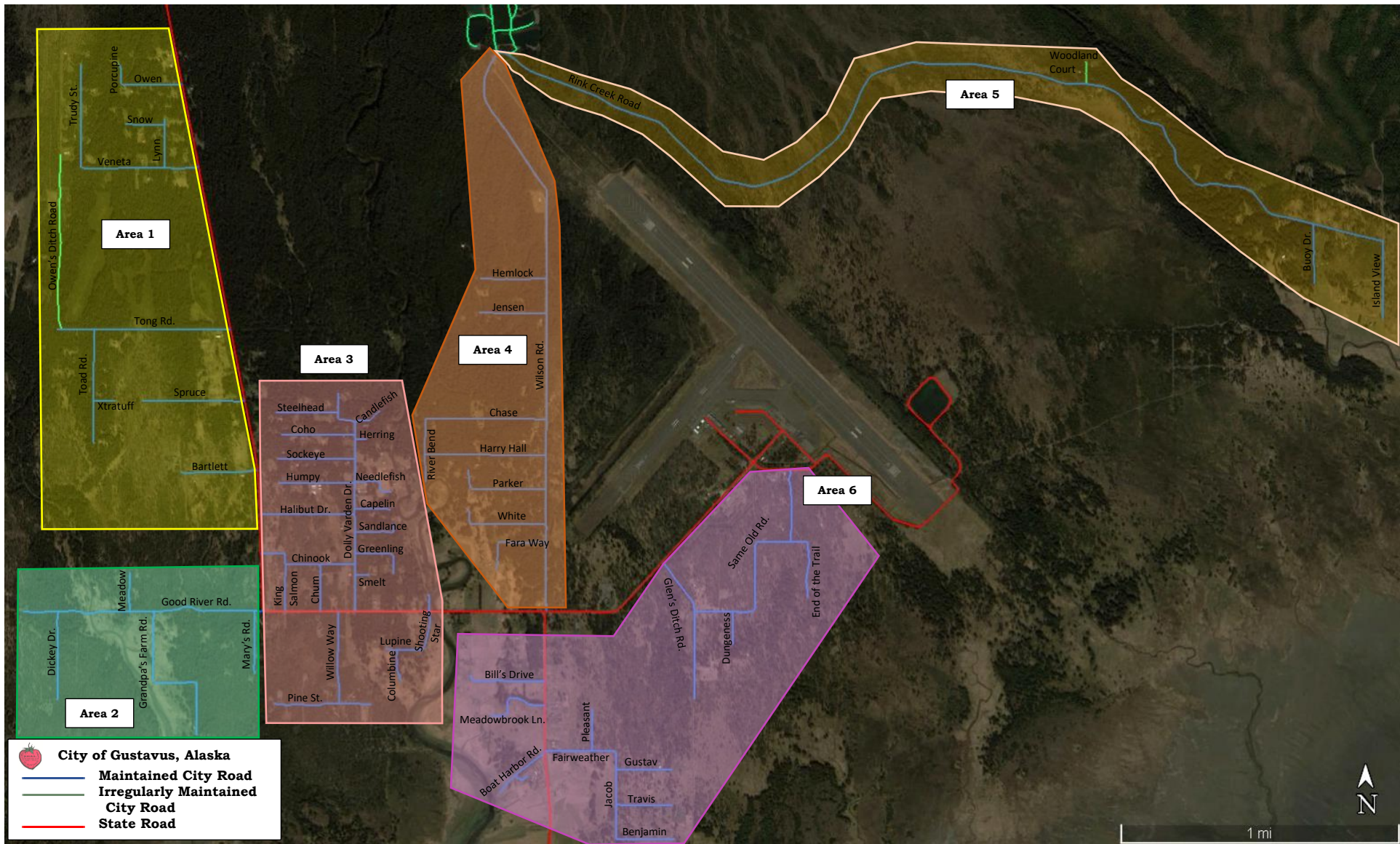
The City of Gustavus establishes a Roads Advisory Committee as a standing committee with the following make-up and scope of responsibilities:

- The Committee shall comprise up to 6 Gustavus residents appointed by the Mayor, ratified by the Council, representing to the extent possible each of the six road maintenance areas indicated on the City road maintenance map.
- The Committee may include a Council member.
- The Committee shall nominate a Chair to the Mayor. The Mayor will appoint a Chair, to be ratified by the Council.
- The Committee shall schedule meetings at least quarterly at City Hall in accordance with the State of Alaska Open Meetings Act.
- The Committee shall report quarterly to the City Council as scheduled by the Mayor.
- The Committee's scope of responsibilities shall include advising the City Mayor, Council, and Administrator regarding road maintenance needs, special road projects, and the operation and development of the City gravel pit.
- Outside of scheduled meetings, committee members may communicate immediate road maintenance needs to the City Administrator directly or through the Committee Chair.
- The City Administrator shall be the City's primary point-of-contact for directing contractors, but the Administrator may delegate point-of-contact responsibilities to a member of the Committee for specific periods or for specific projects.
- The City Administrator shall be responsible for contracting and purchasing functions.

PASSED and **APPROVED** by the Gustavus City Council this XXth day of February 2020.

Calvin Casipit, Mayor

Attest: Karen Platt CMC, City Clerk





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

City Council Reports



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

City Council Questions and Comments



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

Public Comment on Non-Agenda Items



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

Executive Session



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

Adjournment