



CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

Monday, June 19, 2023 at 7:00 PM
In Person at Gustavus City Hall and Via Zoom

COUNCIL MEMBERS

Mayor Mike Taylor
Vice Mayor Kyle Bishop
Council Members: Janene Driscoll, Jim Mackovjak
Tania Lewis, Shelley Owens, Brian Taylor

CITY HALL

City Administrator – Kathy Leary
City Clerk - Vacant
City Treasurer – Ben Sadler
Phone: 907-697-2451 | clerk@gustavus-ak.gov

AGENDA

VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/87697839944?pwd=NVI2QnUxWVBqRmQvSDd4cUs5MjFBUT09>

ID: 876 9783 9944

PASSCODE: 738586

TEL: 253-215-8782

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

1. 05-08-2023 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

2. Gustavus Public Library Quarterly Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

ORDINANCE FOR PUBLIC HEARING

3. FY23-21NCO Providing for the Amendment of Department Budgets for Fiscal Year 2023
4. FY23-22NCO Providing for the Amendment of The Administrative Budgets for Fiscal Year 2023
5. FY23-23NCO Providing for the Amendment of the City Held Accounts in Fiscal Year 2023

UNFINISHED BUSINESS

NEW BUSINESS

6. CY23-XX Resolution Amendment for AMLIP Policy
7. CY23-XX Endowment Fund Asset Allocation Plan
8. CY23-XX Resolution General Banking
9. Capital Improvement Plan_Beach Wheelchair and Mobility items

CITY COUNCIL REPORTS

10. Mayor Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED ON: June 7, 2023 at P.O, Library, City Hall & <https://www.gustavus-ak.gov/citycouncil/page/city-council-general-meeting-137>

ADA NOTICE

Any person with a disability who requires accommodations in order to participate in this meeting should telephone the City Clerk's office at (907) 697-2451, at least 48 hours prior to the meeting in order to make a request for a disability related modification or accommodation.

VISION STATEMENT

We envision a distinctive community:

- That prospers while and by protecting its natural resources;*
- With a sustainable economy and infrastructure that assures public health and safety while promoting personal development and initiative; and*
- Where all members take social responsibility and actively participate in decision making affecting growth, development, regulation and enforcement; and*
- In which people retain a closeness with and caring for each other individually and collectively while working together to accomplish community goals and preserve community traditions.*

CITY OF GUSTAVUS
CITY COUNCIL GENERAL MEETING
MAY 08, 2023

Item #1.

MINUTES-PENDING

ROLL CALL

PRESENT

Mayor Mike Taylor
Vice Mayor Kyle Bishop
Council Member Tania Lewis
Council Member Jim Mackovjak
Council Member Brian Taylor
Council Member Janene Driscoll
Council Member Shelley Owens

Reading of the City of Gustavus Vision Statement

Janene Driscoll read the City of Gustavus Vision Statement.

APPROVAL OF MINUTES

1. 04-10-2023 General Meeting Minutes

Council Member Owens moves to approve minutes by unanimous consent the 04/10/2023 General Meeting Minutes.

Seconded by council member Mackovjak.

Hearing no objections, the 04/10/2023 General Meeting Minutes were adopted by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no agenda changes.

Hearing no objections, Mayor Taylor announced the agenda set as presented by unanimous consent.

COMMITTEE / STAFF REPORTS

2. Gustavus Visitor Association Quarterly Report
The GVA submitted a written report and Leah Okin provided an oral summary.
Mayor Taylor commented.
3. Disposal and Recycling Quarterly Report
DRC Manager Paul Berry submitted a written report and provided an oral summary. (his final report before retirement)

Council member Owens commented.
Council member Taylor commented.
Council member Lewis commented.
Council member Driscoll commented.
Mayor Taylor commented.
Council member Mackovjak commented.
Council member Bishop commented.

4. City Treasurer Monthly Financials and Quarterly Report
City Treasurer, Ben Sadler, submitted monthly financial reports, a quarterly report, and provided an oral summary.
Mayor Taylor commented.
5. City Administrator Report
City Administrator, Kathy Leary, submitted a written report and provided an oral summary.
Council member Driscoll commented.
Mayor Taylor commented.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Susan Warner commented on king salmon fishery closure.

CONSENT AGENDA

Council member Owens asked to move items 7 & 9 moved from consent agenda.
Moved items to new business.

Motion made by Council member Brian Taylor to adopt the consent agenda without items 7 & 9 on the agenda by unanimous consent as presented.

Seconded by Kyle Bishop.

Mayor Taylor asked if there was any objection to the motion. No objections. Motion passes.

6. 05-08-2023 Certificate of Records Destruction
7. FY23-21NCO Introduction of Amendment to Departmental Budgets (Public Hearing 06-12-2023)
8. FY23-22NCO Introduction of Departmental Budget - Brian Waverly Memorial Project (Public Hearing 06-12-2023)
9. FY23-23NCO Capital Project Funding 2023 - SRP Playground Equipment Expansion Project

ORDINANCE FOR PUBLIC HEARING

10. FY23-16NCO Septage Storage Facility (Introduced 4-10-2023)

Mayor Taylor opened the public hearing at 7:54.

Mayor Taylor closed the public hearing at 7:54.

Motion made by Council member Kyle Bishop to approve FY23-16NCO Septage Storage Facility.

Seconded by Council Member Lewis.

Mayor Taylor commented.

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

11. FY23-17NCO AMLIP FY23 R&R (Introduced 4-10-2023)

Mayor Taylor opened the public hearing at 8:00.

Mayor Taylor closed the public hearing at 8:00.

Motion made by Council member Driscoll to approve FY23-17NCO AMLIP FY23 R&R fund Appropriation.

Council member Taylor seconded.

Council member Taylor commented.

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

12. FY23-18NCO Surplus to AMLIP Accounts (Introduced 4-10-2023)

Mayor Taylor opened public hearing at 8:03.

Mayor Taylor closed public hearing at 8:04.

Motion made by Jim Mackovjak to adopt FY23-18NCO Amendment of City held accounts.

Amendment offered by Council member Shelley Owens To amend Item #12 CITY OF GUSTAVUS ORDINANCE FY23-18NCO, in accordance with the Treasurer's suggested Amendment on page 49 of the May 08 General Meeting packet.

Vice Mayor Bishop seconded.

Mayor Taylor commented.

Amendment to Main Motion:

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

Amendment passes with all in favor.

Main Motion:

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

Motion passes with all in favor.

13. FY23-19NCO Cul-de-Sac Improvements Project (Introduced 4-10-2023)

Mayor Taylor opened public hearing at 8:13

Mayor Taylor closed public hearing at 8:13

Motion made by Council member Tania Lewis to approve FY23-19NCO Cul de sac improvement project.

Seconded by Vice Mayor Bishop

Council member Lewis commented on account name.

Treasurer Ben Sadler clarified the correct account name

Mayor Taylor moved to amend item to change name of source account from Capital Improvement long term to AMLIP Road Maintenance.

Seconded by Council member Taylor.

Amendment to the Motion passes with all in favor.

Main Motion:

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

14. FY23-20NCO Budget for Fiscal Year 2024 (Introduced 4-10-2023)

Mayor Taylor opened public hearing at 8:20.

LeAnn Weikle and Jessie Soder commented.

Council member Lewis commented.

City Administrator Kathy Leary commented.

Council member Driscoll commented.

Bonnie Harris commented.

Mayor Taylor closed public hearing at 8:33.

Mayor Taylor made motion to approve FY24 budget.

Council member Taylor seconded motion.

Much discussion was had by all council members and Kathy Leary.

Mayor Taylor provided a treasurer's amendment to FY24 budget.

Seconded by Brian Taylor.

Council member Taylor commented.

Treasurer Ben Sadler explained the AMLIP account process/interest versus operating budget process.

Mayor Taylor commented.

Treasurer's Amendment:

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

Motion passes with all in favor.

Main Motion:

Council member Driscoll had a question

Council member Lewis commented

Council member Taylor commented.

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

Motion passes with all in favor.

UNFINISHED BUSINESS

None

NEW BUSINESS

Items 7 & 9 were moved from the consent agenda.

Treasurer Ben Sadler explained what item 7 is about.

Mayor Taylor moved to introduce Fy23-21NCO Amendment of departmental budgets as presented by the Treasurer.

Council member Taylor seconded the motion

No public comment.

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

Motion passes with all in favor.

Motion by Mayor Taylor to introduce FY23-23NCO SRP Playground Equipment Expansion project for \$38,000.

Seconded by Council member Taylor.

No public comment.

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

Motion passes with all in favor.

15. QUASI-JUDICIAL MATTER The City of Gustavus Waives the Right to File a Protest of the Liquor License Renewal Application for the Snug Harbor Liquor

Mayor Taylor asked if any council member had any ex parte communications with the applicant to declare. None stated.

Colleen Stansbury commented.

Public hearing started at 9:39.

Public hearing closed at 9:42.

Motion made by Shelley Owens to approve the liquor license renewal of Snug Harbor

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

CITY COUNCIL REPORTS

Council member Driscoll commented on Handicap access equipment and storage at the beach per Mayor Taylor's request.

Council Member Lewis commented on Health and Safety in Gustavus and some actions moving forward.

16. Mayor's Report

Mayor Taylor submitted a written report and provided an oral summary.

Motion to suspend the rules to continue beyond 10pm by Council member Lewis, seconded by Vice mayor Bishop, passed by unanimous consent.

CITY COUNCIL QUESTIONS AND COMMENTS

Council member Mackovjak commented.

Council member Lewis commented on MLK holiday for staff moving forward and would like staff to come up with the ordinance change draft.

PUBLIC COMMENT ON NON-AGENDA ITEMS

No public comment.

EXECUTIVE SESSION**ADJOURNMENT**

Adjourned at 10:07pm.

Mike Taylor, Mayor

Date

Attested by: Acting Clerk

Date

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY23-21NCO
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
DEPARTMENT BUDGETS FOR FISCAL YEAR 2023**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. For the Fiscal Year of 2023 estimated expenditures have changed from the estimates in the approved budget.

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

Budget Category	Amounts		
	Original Budget	Amended Budget	Change
INCOME			
Tax Income:Retail Tax Income	\$ 400,000.00	\$ 425,000.00	\$ 25,000.00
Tax Income:Remote Sales Tax	\$ 35,000.00	\$ 60,000.00	\$ 25,000.00
Tax Income:Room Sales Tax	\$ 90,000.00	\$ 100,000.00	\$ 10,000.00
<hr/>			
Total Change in Income			\$ 60,000.00

EXPENSE	Original Budget	Amended Budget	Change
Admin:Bank Service Charges	\$ 3,100.00	\$ 4,100.00	\$ 1,000.00
Admin:Contractual	\$ 10,000.00	\$ 15,000.00	\$ 5,000.00
Admin:Dues & Fees	\$ 2,400.00	\$ 4,000.00	\$ 1,600.00
Admin:Events & Celebrations	\$ 3,500.00	\$ 3,858.50	\$ 358.50
Admin:Payroll	\$ 222,641.50	\$ 226,641.50	\$ 4,000.00
Admin:Supplies	\$ 2,000.00	\$ 6,500.00	\$ 4,500.00
Admin:Telecommunications	\$ 7,500.00	\$ 8,500.00	\$ 1,000.00
Admin:Training	\$ 2,750.00	\$ 3,100.00	\$ 350.00
Admin:Utilities:Electricity	\$ 900.00	\$ 1,100.00	\$ 200.00
DRC:Bank Service Charge	\$ 1,600.00	\$ 2,200.00	\$ 600.00
DRC:Equipment Fuel	\$ 2,200.00	\$ 3,000.00	\$ 800.00
DRC:Equipment Insurance	\$ 242.49	\$ 317.77	\$ 75.28
DRC:Telecommunications	\$ 2,300.00	\$ 2,600.00	\$ 300.00

DRC:Utilities	\$ 2,900.00	\$ 3,900.00	\$ 1000.00
GVFD:Building Insurance	\$ 2,222.55	\$ 2,562.63	\$ 340.08
GVFD:Maintenance	\$ 0.00	\$ 300.00	\$ 300.00
GVFD:Utilities:Fuel Oil	\$ 2,000.00	\$ 5,433.60	\$ 3,433.60
MF:Building Insurance	\$ 3851.75	\$ 4,507.10	\$ 655.35
MF:Contractual Services	\$ 53,180.00	\$ 13,180.00	<\$ 40,000.00>
MF:Equipment Purchase	\$ 100.00	\$ 4,000.00	\$ 3,900.00
MF:Maintenance & Repair	\$ 18,000.00	\$ 0.00	<\$ 18,000.00>
MF:Telecommunication	\$ 240.00	\$ 350.00	\$ 110.00
MF:Utilities	\$ 0.00	\$ 264.00	\$ 264.00
RM:Road Maintenance:General	\$ 85,000.00	\$ 110,000.00	\$ 25,000.00

Total Change in Expense **<\$3,213.19>**

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

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

DATE INTRODUCED: May 8, 2023

DATE OF PUBLIC HEARING: June 12, 2023

PASSED and **APPROVED** by the Gustavus City Council this ____th day of _____, 2023.

Mike Taylor, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Kathy Leary, City Administrator

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY23-22NCO
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE ADMINISTRATIVE BUDGETS FOR FISCAL YEAR 2023**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. For the Fiscal Year of 2023 estimated expenditures have changed from the estimates in the approved budget.

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

Budget Category EXPENSE	Amounts		
	Original Budget	Amended Budget	Change
Brian Waverly Memorial Fund Project	\$ 0.00	\$ 1,755.00	\$ 1,755.00
<i>Donated funds specifically for an art project at the Library have been set aside as the "Brian Waverly Fund" and are now being requested for use for this purpose..</i>			

Total Change in Expense	\$ 1,755.00
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Section 4. The budget is hereby amended as indicated and any portion of the approved budget inconsistent with this amendment is repealed.

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

DATE INTRODUCED: *May 8, 2023*

DATE OF PUBLIC HEARING: *June 12, 2023*

PASSED and **APPROVED** by the Gustavus City Council this ____th day of _____, 2023.

Mike Taylor, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Kathy Leary, City Administrator

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY23-23NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2023**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. For the Fiscal Year of 2023, the following City held account balance transfers are to be made for the reasons stated.

Section 3. For the current fiscal year, City held accounts are amended to reflect the changes as follows:

CITY HELD ACCOUNTS	Amounts		Amended Balance	Change
	Account Balance*			
	*Approximate, this is a dynamic value			
SRP Playground Equipment Expan.	\$	0	\$ 38,000.00	\$ 38,000.00
AMLIP Capital Improv Long-Term	\$	762,544.43	\$ 724,544.43	<\$ 38,000.00>
*Approximate, this is a dynamic value.				
Total Change in City Held Account Balances				\$ 0.00

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

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

DATE INTRODUCED: May 8, 2023

DATE OF PUBLIC HEARING: June 12, 2023

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2023.

Mike Taylor, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Kathy Leary, City Administrator

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY23-XX**

**A RESOLUTION ESTABLISHING A POLICY AND PROCEDURE FOR
RESTRICTED FUNDS AND AMLIP ACCOUNT MANAGEMENT**

WHEREAS, the City of Gustavus's annual operating budget continues to yield a surplus each year, and

WHEREAS, the City of Gustavus's current policy of moving funds from its investment accounts into the City's non-interest bearing checking account prior to the start of each capital project, costs the City interest income in excess of thousands of dollars each year, and

WHEREAS, the Gustavus City Council has instructed the City Treasurer to create a Policy & Procedure that outlines the correct steps for allocating funds from one account to another in a manner that produces the highest yields from its current monetary assets, and

WHEREAS, formal action is needed to adopt Policy and Procedure in order to manage restricted funds in the future,

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council adopts the document entitled "Policy and Procedure for Restricted Fund Balance and AMLIP Account Management", as presented by this Resolution.

PASSED and APPROVED by the Gustavus City Council this 12th day of June, 2023, and effective upon adoption.

Mike Taylor, Mayor

Attest: Ben Sadler, City Treasurer

CITY OF GUSTAVUS POLICIES AND PROCEDURES

Restricted Funds and AMLIP Account Management

POLICY

The City of Gustavus has determined it to be a sound, financial practice to maintain restricted funds in AMLIP account "Capital Project - Current" until a time as it is deemed necessary to move the funds into its checking account to pay bills received for the projects in which the funds were previously allocated through the NCO process from any other AMLIP account or other source account.

PROCEDURE

Restricted funds

Upon approval of a Capital Project an NCO will be created by the City treasurer to move funds from the source account into AMLIP account Capital Improvement - Current and from Capital Improvement - Current into the City's checking account. Once the NCO has been approved by the City Council, the treasurer will have the funds moved from the source account into AMLIP account Capital Improvement - Current. The second step of moving the funds into the City's checking account to pay for the projects the funds were allocated for, will be delayed until the project is underway and the funds are needed to pay the project's expenses.

The treasurer will create a document tracking these funds and will return any unused funds to a source account upon the completion of each project in which funds were allocated.

AMLIP Capital Projects – Current

The AMLIP account Capital Projects – Current is an interest-bearing holding account for all funds appropriated for Capital Projects by the City Council and approved through the NCO process. Funds placed in this account will be withdrawn and put in a checking account when needed to pay for the expenses incurred for the projects in which they were allocated. The treasurer will be responsible for tracking these funds and will return any unused funds to a source account upon the completion of each project.

AMLIP Capital Projects – Long-term

The AMLIP account Capital Projects – Long-term is an interest-bearing holding account for surplus funds or other funds the City Council deems appropriate for use for future Capital Projects. The City Council can at any time instruct the treasurer to move funds to or from Capital Projects – Long-term through the NCO process for

Capital project funding or other project funding as the City Council deems appropriate.

AMLIP Repair and Replace

The AMLIP Repair and Replace is an interest-bearing holding account for the City's Repair and Replace funds. Each year the treasurer will recommend that an expenditure of funds, based on the 10% or 10 year philosophy (see appendix 1), be inserted into the budget. This amount will be included in the operating budget and approved through the budget process. The City Council will instruct the treasurer to move the funds from an appropriate source account, e.g., checking, through the NCO process. These funds will be held until a time the City Council deems it necessary to expend these funds for repairing or replacing the City's assets for which they are being held.

AMLIP Road Maintenance – Unencumbered

The AMLIP Road Maintenance – Unencumbered is an interest-bearing holding account for surplus funds or other funds the City Council sets aside for future road maintenance projects or general road maintenance. **The AMLIP Road Maintenance – Unencumbered account will have a minimum balance of the current fiscal year's Road Maintenance budgeted expenses.** The City treasurer will inform the City Council when funds are required to meet this expectation. The City Council will instruct the treasurer to move the funds from an appropriate source account through the NCO process. The City Council can instruct the treasurer at any time to add to or remove funds from this account for these purposes as long as the minimum threshold is met.

AMLIP Gravel Pit Fund

The AMLIP Gravel Pit Fund is an interest-bearing holding account for funds set aside to be used for future gravel pit expenses. Each budget cycle, the mayor and treasurer will insert an expenditure of funds to be decided by the City Council to add funds to this account into the operating budget. Upon adoption of the budget the treasurer will prepare an NCO to transfer these funds from an appropriate source account into this account.

AMLIP Reserve

The AMLIP Reserve is an interest-bearing holding account for surplus funds the City has not allocated or appropriated to any other account. The City Council may direct the treasurer to move any portion of surplus funds from checking or other AMLIP accounts into AMLIP account Reserve. **This account will have a maximum balance of the current fiscal year's budget.** Any amount over the current fiscal year's budget will be moved immediately to another account through the NCO process. These funds will be held in perpetuity unless the City Council deems it necessary to use them for another purpose.

Appendix 1.

For replacement of items with a life expectancy of more than one year but not more than ten years, the city should set aside 100% of the replacement value in order to purchase the item when needed. To calculate the amount to set aside each year, divide the replacement cost by its life expectancy.

For replacement of items with a life expectancy of more than ten years, the city should set aside 10% of the replacement value of each item. To determine the amount to set aside each year, multiply the estimated replacement cost by 10%, then divide that by the life expectancy of the asset. These are typically larger assets that the city would be looking for outside replacement funding for, and the R&R savings could be used as a down payment for a loan, a match for a grant, etc.

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY23-XX**

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

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

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

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

WHEREAS, the investment manager has recommended adding asset classes U.S. 1-5 Year Gov/Credit, U.S. Corporate High Yield, and Alternative Beta.

NOW THEREFORE BE IT RESOLVED that the Gustavus City Council adopts the Asset Allocation Plan for the upcoming FY24 as follows:

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

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

<u>ASSET CLASS</u>	<u>TARGET WEIGHTING</u>	<u>RANGE</u>
Cash	3%	0-10%
International Fixed Income	5%	0-10%
U.S. TIPS	4%	0-10%
U.S. Fixed Income	18%	10-30%
U.S. 1-5 Year Gov/Credit	14%	8-20%
U.S. Corporate High Yield	6%	0-12%
Real Estate Investment Trust	2%	0-5%
Infrastructure	5%	0-6%
Alternative Beta	10%	0-15%
Emerging Markets Equity	2%	0-5%
International Equity	4%	0-8%
U.S. Small Cap Equity	2%	0-5%
U.S. Mid Cap Equity	5%	0-10%
U.S. Large Cap Equity	20%	10-30%

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

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

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

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

Performance measurement of the **Fixed Income** allocation will be measured against the Target Weighting, using the Barclay's Capital Aggregate Bond Index, or substantially similar index, as the benchmark.

Performance measurement of the **1-5 Year Gov/Credit** allocation will be measured against the Target Weighting, using the Bloomberg Barclays US Gov/Credit Float Adjusted 1-5 Year Index, or substantially similar index, as the benchmark.

Performance measurement of the **Corporate High Yield** allocation will be measured against the Target Weighting, using the Bloomberg Barclays US High Yield Very Liquid Index, or substantially similar index, as the benchmark.

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

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

Performance measurement of the **Alternative Beta** allocation will be measured against the Target Weighting, using the Wilshire Liquid Alternatives Index, or substantially similar index, as the benchmark.

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

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

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

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

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

PASSED and **APPROVED** by a duly constituted quorum of the Gustavus City Council this 12th day of June, 2023, and effective upon adoption.

Mike Taylor, Mayor

Attest: Ben Sadler, City Treasurer

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY23-XX**

**A RESOLUTION UPDATING POLICY AND PROCEDURE
FOR CITY BANKING POLICY**

WHEREAS, the City of Gustavus wishes to maintain a consistent banking policy; and

WHEREAS, Title 2.50 requires the treasurer to prescribe and control such procedures as are necessary to protect City funds; and

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

WHEREAS, the City of Gustavus last updated its City Banking Policy and Procedure effective August 10, 2006; and

WHEREAS, formal action is needed to update policy and procedures,

NOW THEREFORE, BE IT RESOLVED, the Gustavus City Council adopts this current Policy and Procedure for City Banking Policy.

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2023, and effective upon adoption.

Mike Taylor, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Kathy Leary, City Administrator

CITY OF GUSTAVUS

Policies and Procedures

Title: City Banking Policy

POLICY:

It is the policy of the City of Gustavus to update City Banking Policy in accordance with accepted practices to achieve the following goals:

- Maintain an appropriate balance in the City's checking account to ensure the ability of the City to engage in business and pay obligations in a timely manner, while striving to maintain an unrestricted fund balance of 35%.
- Ensure that all restricted and unrestricted funds are placed in the appropriate accounts to achieve the best financial results for the City of Gustavus.
- Ensure that deposits are made in a timely manner.
- Ensure that all authorized signers on accounts are updated after each election or turnover of employees with signing authority.
- Ensure that the Endowment fund account investments are being maintained as prescribed in section 4.13 of the City of Gustavus code of ordinances.
- Ensure the City's ability to optimize interest from savings.

Management Responsibility: The City Treasurer is responsible for maintaining all City accounts and for recommending any changes to or practices for the better utilization of the City's funds.

PROCEDURE:

General Banking Procedures

1. The City Treasurer will make deposits as is needed.
2. The City Treasurer will routinely access all accounts to ensure that balances do not conflict with any other policy or ordinance.
3. The City Treasurer will ensure that all accounts have adequate funding to achieve the purposes of the City Council.
4. The City Treasurer will create NCOs for the City Council's approval to move any funds needed to update account balances to comply with any other City policy or Ordinance.
5. The City Treasurer will ensure that all bills are paid in a timely manner.
6. The City Treasurer will ensure that all credit cards issued to employees are used appropriately and that all card holders are in compliance with the City's credit card policy.
7. The City Treasurer will ensure that accounts are reconciled each month and that the City's financial reports accurately reflect the statements received from the City's financial institutions.
8. The City Treasurer will strive to keep funds in interest bearing accounts.

9. In the absence of the City Treasurer, the Mayor may assume or delegate these duties, or postpone them for the return of the City Treasurer.

Signed

City of Gustavus Mayor

Date



City of Gustavus Capital Improvement Plan

Project Nomination Short Form

Project eligibility

Does the proposed project represent a major, nonrecurring expense? YES

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

Will the project provide broad community benefit? YES

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

1. Project title (Suggested heading in CIP):

Experiencing the City Beach Park: Providing non-motorized access to the Gustavus Beach Park for persons with limited mobility and physical disabilities.

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.

Motorized vehicles are prohibited in the Gustavus Beach Park and the adjacent meadowlands. This limits accessibility to the park by people with mobility challenges, physical disabilities, and families with infants or toddlers. It also makes it difficult to transport firewood and other picnic items to the community fire pit. This project will allow a more inclusive segment of our community and visitors to enjoy the hardened trail, the beach and the adjacent meadows by providing a Beach Wheelchair, Walker, Baby Jogger, utility cart, and storage shed.

Increased access to the beach will improve the health and well being of people with disabilities or limited mobility. The devices would benefit community members and visitors confined to wheelchairs, those who use walkers for mobility assistance or to help navigate uneven ground. It would also benefit the elderly and individuals who have recently had knee or hip surgery. The Gustavus has recently lost 2 community members due to cancer who were confined to a wheel chair during the final months of their lives. Just imagine how a beach wheel chair could have given them joy and resiliency if they could have been wheeled to the beach to spend time there with loved ones.

The advantages of these implements over personal wheelchairs or walkers is that the tires are considerably larger and allow the user to navigate obstacles such as snow, sand, gravel and the bumpy terrain of the meadow trails. This project will expand accessibility beyond the limits of the pavement and the hardened beach trail and will allow families and multi-generational groups to get "off the beaten path" and take full advantage of the positive

emotional and mental health benefits of Gustavus' natural environment. It will make great strides towards making the Gustavus Beach Park ADA compliant and accessible for all to enjoy.

The equipment will need to be stored in an 8' x 12' shed that is easily accessible to the handicap parking area near the dock. A potential location for the shed is near the bulk fuel tanks. This location is also conveniently located for light maintenance and oversight by the Marine Facilities employee.

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 progress made so far has been to research brands of all-terrain chairs and walkers and to talk with community members about the idea. It is common for all-terrain wheelchairs and walkers to be available to the public at various National, State and Local parks. DeBug beach chairs (<https://www.beachwheelchair.com>) are highly recommended and are used at National Parks in Alaska, including Lake Clark National Park.

A community member suggested that in addition to a beach wheelchair, a walker be added to the plan because she felt that her father, who uses a walker, would more likely use a walker than a wheelchair. A baby jogger was added at the suggestion of a family with a young child who would love to be able to get off the pavement and explore the meadow and beach as a family. The sturdy utility wagon was added to provide a way for anyone to haul heavy items (such as picnic items, chairs, firewood etc.) down the beach or to the community fire pit.

4. Project cost:

A. TOTAL COST (including funds already secured)

\$8,500.00

\$5,128; Total quote from DeBug for the chair, walker, and baby jogger including shipping:

- Standard Stainless Steel DeBug Fixed Leg Rest Beach Chair: \$2,475
- Aluminum Walker: \$1,160
- Baby Beach Jogger: \$ 943
- Shipping to Gustavus: \$550

\$200; for 4 cu. Foot Steel Garden Utility Cart:

\$3000, Estimate for Shed 8 x 12',

- \$2000 for the Kit
- \$1000 for extra materials for the flooring

\$200 Materials/artwork for a sign

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.

There is a 3-month production time for the DeBug products. The sales representative put our order in the queue in March, when the initial inquiry was made, so the delivery time could be much shorter than that.

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.



Two views of the beach chair





Steel Utility Cart available in Juneau at Home Depot and other sources

Item #9.

Possible shed concepts that would be re-designed to fit the items and built by Marine Facilities Coordinator



Shed options; pre cut kit Available at Home Depot: \$2000
<https://www.homedepot.com/p/Handy-Home-Products-Majestic-Do-It-Yourself-8-ft-x-12-ft-Outdoor-Wood-Storage-Shed-with-transom-windows-and-wrap-around-loft-96-sq-ft-18631-8/202205311>

The Marine Facilities employee could assemble/construct this option. It does not include a floor or foundation.

