



# 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  
Interim City Clerk - Charity Smith  
City Treasurer – Ben Sadler  
Phone: 907-697-2451 | [clerk@gustavus-ak.gov](mailto: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
- [3.](#) City Treasurer Monthly Reports
4. City Administrator Report

### PUBLIC COMMENT ON NON-AGENDA ITEMS

### CONSENT AGENDA

- [5.](#) 06-19-2023 Certificate of Records Destruction

### ORDINANCE FOR PUBLIC HEARING

- [6.](#) FY23-21NCO Providing for the Amendment of Department Budgets for Fiscal Year 2023 (Introduced 05-08-2023)
- [7.](#) FY23-22NCO Providing for the Amendment of The Administrative Budgets for Fiscal Year 2023
- [8.](#) FY23-23NCO Capital Project Funding 2023-SRP Playground Equipment Expansion Project (Introduced 05-08-2023)

### UNFINISHED BUSINESS

### NEW BUSINESS

- [9.](#) CY23-07 Pertaining to the Authorized Investments of and Establishing Appropriate Benchmarks to Measure Performance of the City's Endowment Funds
- [10.](#) CY23-08 Updating Policy and Procedure for City Banking Policy
- [11.](#) Capital Improvement Plan Project Nomination\_Beach Mobility Items

- [12.](#) Award 2023 Annual Road Maintenance Contract RFQ FY24-01RM
- [13.](#) FY24-01NCO Introduction of Gustavus Visitors Association FY24 Budget Amendment (Public Hearing 07-10-2023)

## **CITY COUNCIL REPORTS**

- [14.](#) Mayor Report

## **CITY COUNCIL QUESTIONS AND COMMENTS**

## **PUBLIC COMMENT ON NON-AGENDA ITEMS**

## **EXECUTIVE SESSION**

## **ADJOURNMENT**

**POSTED ON:** June 14, 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



## Quarterly Staff Report — June 2023

Gustavus Public Library #907.697.2350

LeAnn Weikle ~ Library Services Director

[leann.weikle@gustavus.lib.ak.us](mailto:leann.weikle@gustavus.lib.ak.us)

Jessie Soder ~ Library Administrative Director

[jessie.soder@gustavus.lib.ak.us](mailto:jessie.soder@gustavus.lib.ak.us)



*Libro, the library dog, enjoying a book!*

### 1. General Library Statistics March 2023-May 2023

	March	April	May
<b>Library Visitors</b>	379	392	358
<b>Books Checked Out</b>	423	442	478
<b>Movies Checked Out</b>	169	194	209
<b>Interlibrary Loans Checked Out</b>	24	26	34
<b>Digital Materials Checked Out</b>	124	104	127
<b>Other Materials Checked Out</b>	21	30	29
<b>Events Hosted at/by Library</b>	11	11	7

## Upcoming, Current, and Past Programming for Spring/Summer 2023

- End of Summer Reading Celebration, August 19<sup>th</sup>
- Fish Camp, August 15-18, 9-3pm (ages: rising 1<sup>st</sup>-rising 6<sup>th</sup> graders)
- Chickaloonies Story Workshop, August 12<sup>th</sup>
- Book Arts Camp, July 18-21, 9-3pm (ages: rising 1<sup>st</sup>-rising 6<sup>th</sup> graders)
- Arlene Blum author visit, July 8<sup>th</sup>, 6pm
- Reader's Theater and Book Character Camp, June 13-16, 9-3pm (ages: rising 1<sup>st</sup>-rising 6<sup>th</sup> graders)
- Library Volunteer/Friends Work Party, June 10, 4-7
- Summer Reading Story-Time, every Wednesday, 10-11:30am, starting June 7
- Summer Reading Kick-Off, Saturday June 3<sup>rd</sup>, 1-3pm
- REACH Learning Program/Story Time, May 26<sup>th</sup>, 9-11am
- Kim Heacox author visit, May 25<sup>th</sup>, 6pm
- Dog Vaccine Clinic/Grand Opening of the Dog Library, May 13<sup>th</sup>, 1-4pm
- April 21, Canote Brothers program with Gustavus students
- April 20, Canote Brothers joined Everybody Welcome Library Band
- March 19, Garden Form/Seed Library Grand Opening (in collaboration with Gustavus Community Garden)
- Art Club Art Show for grades 2-4, April 14<sup>th</sup>
- Gustavus Virtual Adult Book Club (new books chosen monthly) OPEN TO EVERYONE!
- Everybody Welcome Band
- Gustavus Preschool Class Weekly Visits
- Homeschool Story Time
- Books for Babes and 1000 Books Before K
- Test Proctoring (driver's license, EMT, AK STAR)
- Curbside Services 5 days/week
- Custom-made book boxes on request
- Library Friends and Volunteers Meetings





**Let's Stick Together Gustavus! Stop by the library to help us build this picture one sticker at a time. Add one sticker or an entire sheet!**



**Kayson Eller and his grandpa designed and created a sign for our new Dog Library! Thanks Kayson!**



**Over 30 people attended Kim Heacox's Author Talk on May 26<sup>th</sup>.**



**We've had several visitors, including the Girl Scouts, to our new Seed Library!**

## 2. Status of Active or Upcoming Grants

In April 2022, our library was awarded a \$10,000 Alaska Community Foundations Grant. This grant will allow us to host several literacy camps during the next year. These camps will have a literacy, E.S.T.E.A.M., and outdoor education focus and will be available for youth in our community. (E.S.T.E.A.M. = Environment, Science, Technology, Engineering, Art, and Math) Our first camp, held August 15-18, 2022, was a huge success. We have three Library Literacy Camps planned for this summer—a Reader’s Theater camp, a Book Arts camp, and a Fish and Fishing-themed camp.

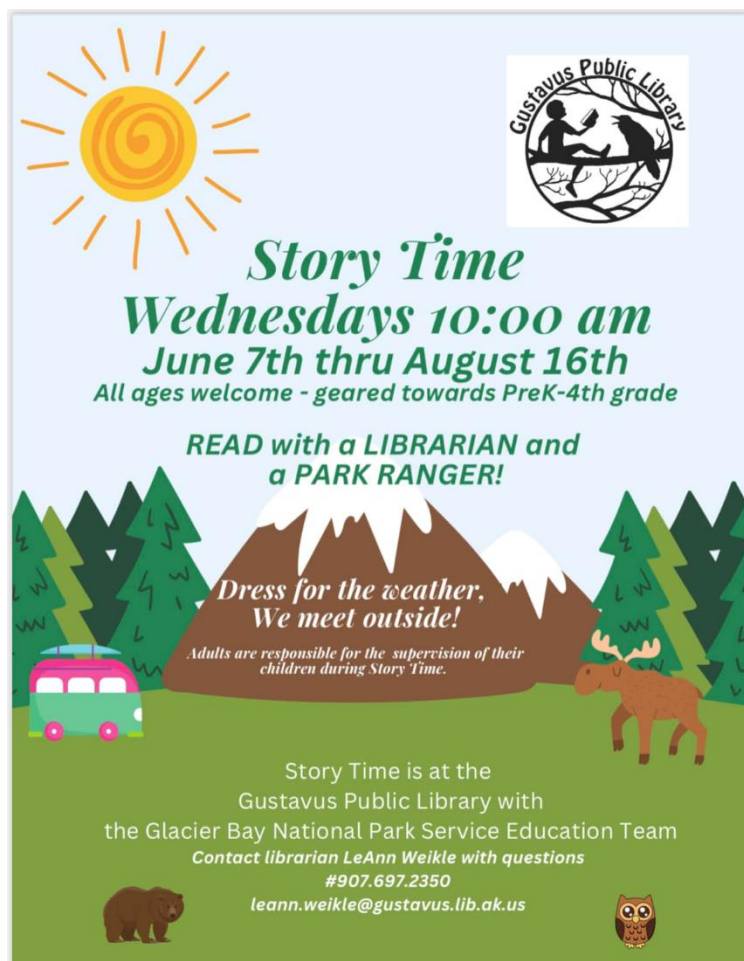
Each year we apply for the PLA (Public Library Assistance) Grant. We were awarded the grant for FY23, which was \$7,000 which we budgeted for materials (books, DVDs, etc.) We were able to purchase approximately 50 books/DVDs per month using funds from this grant. We have submitted the grant application for FY24 and will hear at the end of June/beginning of July if we will receive it.

We applied for the ILC (Interlibrary Cooperation) Grant which was due April 1. Our proposal was to pay for the replacement of our patron computers. The current patron computers are over ten years old, and we have a lot of problems with them. Like the PLA grant, we will hear at the end of June/beginning of July if we will receive it.



### 3. Existing Projects and Programming

"Find Your Voice" is the theme for 2023 Summer Reading and on Saturday, June 3<sup>rd</sup>, we kicked off this program with root beer floats, activities, and prizes. **Summer Reading** is for all ages! When you register, you'll receive a reading log and bingo sheet. Completion of each reading log or a reading bingo earns you a ticket to enter in a drawing at the end of the summer. Also, just for YA readers—vote for your favorite YA book! **Story-Time** with a librarian and a Glacier Bay National Park Ranger started Wednesday, June 7<sup>th</sup>. This event is every Wednesday from 10-11:30 until August 16<sup>th</sup>. It's open to all ages, but ideal for Pre-K-4<sup>th</sup> grade.



We have three **Summer Literacy Camps** planned:

June 13-16: Reader's Theater and Book Character Camp

July 18-21: Nature and Book Arts Camp

August 15-18: Books and Fishing Camp

We are using funds from the Alaska Community Foundation Grant to offset the cost of these camps. The camps are open to children 1<sup>st</sup>-6<sup>th</sup> grade (in the Fall of 23).



**SUMMER 2023**  
**LIBRARY LITERACY E.S.T.E.A.M.**  
**DAY CAMPS ~ 9:00 AM TO 3:00 PM**  
 E.S.T.E.A.M. = Environment, Science, Technology, Engineering, Art, Math

**June 13-16**  
**Reader's Theater and Book Character Camp!**  
 We will...  
 • find favorite book characters/read  
 • do plays  
 • be outside  
 • be active!

**July 18-21**  
**Nature and Book Arts Camp!**  
 We will...  
 • make books  
 • do art  
 • read  
 • be outside  
 • be active!

**August 15-18**  
**Books and Fish(ing) Camp!**  
 We will...  
 • learn about fish  
 • do fishing activities  
 • read  
 • be outside  
 • be active!

**The Details:**  
Ages: rising 1st graders to rising 6th graders  
To register:  
 #907.697.2350  
 leann.weikle@gustavus.lib.ak.us  
 jessie.soder@gustavus.lib.ak.us

**The Cost:**  
 • \$45.00 a week per camper  
 Scholarships available  
 • Registration deadline is noon the Sunday before each camp

**The Staff:**  
 Librarians LeAnn Weikle and Jessie Soder are both experienced educators in literacy, science, nature, and children! A camp intern will also be assisting.

**Campers need to bring:**  
 • a backpack  
 • water bottle  
 • snack and a lunch  
 • outdoor clothing

Melisa continues to work on recataloging the Alaska non-fiction section. She is collecting data on which books circulate the most from our Alaska section so we can make decisions on how to best serve the community with new additions to the collection.

We have new stories planned for the **Story-Walk Trail** for June, July, August, and September. Stop by and walk the trail and enjoy this month's book, *Say Something* by Peter Reynolds.





Our **Hammock Reading Forest** is open! Patrons can check out a hammock during open hours and read and relax outside the library.



**We appreciate our volunteers!** Many of them have projects they are working on while they work their shifts at the library. Our library wouldn't be the same without all of them.

#### 4. Past, Current, or Upcoming Trainings

Jessie and LeAnn are both enrolled in the “Alaska Keys to Beginning Reading” course. This is a course that is required for Alaska teachers through the Alaska Reads Act. It will end on June 28 and 29<sup>th</sup>. The course focuses on foundational reading skills for teachers K-3 but is applicable for other professionals that work with children to develop their reading skills.

LeAnn and Jessie attended the Alaska Library Association Conference in Fairbanks March 23-25. The theme of this year’s conference is “Rising to Challenges.”

Jessie finished a graduate level online class, “Library Materials for Young Adults” through the University of Wisconsin Milwaukee.

**Thank you to our City Council!**

**We appreciate all your efforts on behalf of Gustavus.**



**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
 July 2022 through May 2023

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Business License Fees	3,175.00	3,700.00	-525.00	85.8%
Donations	1,668.18	1,800.00	-131.82	92.7%
<b>DRC Income</b>				
Community Chest Sales	10,579.55	11,500.00	-920.45	92.0%
Landfill Fees paid @ City Hall	29,974.98	0.00	29,974.98	100.0%
Landfill Fees/Sales	53,124.73	90,450.00	-37,325.27	58.7%
Recyclable Material Sales	8,505.48	3,600.00	4,905.48	236.3%
<b>Total DRC Income</b>	<b>102,184.74</b>	<b>105,550.00</b>	<b>-3,365.26</b>	<b>96.8%</b>
<b>Federal Revenue</b>				
American Rescue Plan Act	65,189.08	65,043.96	145.12	100.2%
ARPA - 22-LGLR	161,525.64	161,525.64	0.00	100.0%
Disaster Assistance (FEMA funds)	0.00	95,000.00	-95,000.00	0.0%
Natl Forest Receipts-Encumbered	48,254.84	50,000.00	-1,745.16	96.5%
Payment In Lieu of Taxes	130,512.17	130,512.17	0.00	100.0%
<b>Total Federal Revenue</b>	<b>405,481.73</b>	<b>502,081.77</b>	<b>-96,600.04</b>	<b>80.8%</b>
<b>Fundraising</b>	<b>39.00</b>	<b>600.00</b>	<b>-561.00</b>	<b>6.5%</b>
<b>Grant Income</b>	<b>0.00</b>	<b>500.00</b>	<b>-500.00</b>	<b>0.0%</b>
<b>GVFD Income</b>				
Ambulance Billing	10,898.50	9,000.00	1,898.50	121.1%
ASP	1,605.00	600.00	1,005.00	267.5%
Training	350.00	150.00	200.00	233.3%
<b>Total GVFD Income</b>	<b>12,853.50</b>	<b>9,750.00</b>	<b>3,103.50</b>	<b>131.8%</b>
<b>Interest Income</b>	<b>667.80</b>	<b>350.00</b>	<b>317.80</b>	<b>190.8%</b>
<b>Lands Income</b>				
Gravel Pit Gravel Sales	44,640.00	27,000.00	17,640.00	165.3%
Gravel Pit Bond (Bond - Gravel Pit Contractor)	-1,800.00			
<b>Total Lands Income</b>	<b>42,840.00</b>	<b>27,000.00</b>	<b>15,840.00</b>	<b>158.7%</b>
<b>Lease Income</b>	<b>10,610.27</b>	<b>13,753.67</b>	<b>-3,143.40</b>	<b>77.1%</b>
<b>Library Income</b>	<b>351.00</b>	<b>0.00</b>	<b>351.00</b>	<b>100.0%</b>
<b>Marine Facilities Income</b>				
Facilities Usage Fees				
Landing Craft Use Fee	2,900.00	0.00	2,900.00	100.0%
Single Use Fee	5.00	0.00	5.00	100.0%
Facilities Usage Fees - Other	15.00	0.00	15.00	100.0%
<b>Total Facilities Usage Fees</b>	<b>2,920.00</b>	<b>0.00</b>	<b>2,920.00</b>	<b>100.0%</b>
Commercial Vessel Registration				
Kayak Registration	300.00			
Commercial Vessel Registration - Other	6,000.00	0.00	6,000.00	100.0%
<b>Total Commercial Vessel Registration</b>	<b>6,300.00</b>	<b>0.00</b>	<b>6,300.00</b>	<b>100.0%</b>
Private Vessel Registration				
Kayak Registration	60.00			
Private Vessel Registration - Other	4,540.00	0.00	4,540.00	100.0%
<b>Total Private Vessel Registration</b>	<b>4,600.00</b>	<b>0.00</b>	<b>4,600.00</b>	<b>100.0%</b>
Storage Area Fee	2,750.00	1,700.00	1,050.00	161.8%
Marine Facilities Income - Other	0.00	17,500.00	-17,500.00	0.0%
<b>Total Marine Facilities Income</b>	<b>16,570.00</b>	<b>19,200.00</b>	<b>-2,630.00</b>	<b>86.3%</b>
<b>State Revenue</b>				
Community Assistance Program	90,577.16	90,577.16	0.00	100.0%
Shared Fisheries Business Tax	484.52	896.00	-411.48	54.1%

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
 July 2022 through May 2023

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
<b>Total State Revenue</b>	91,061.68	91,473.16	-411.48	99.6%
<b>Tax Income</b>				
Retail Tax Income	445,872.07	400,000.00	45,872.07	111.5%
Remote Sellers Retail Tax	56,839.54	35,000.00	21,839.54	162.4%
Room Tax Income	109,353.57	90,000.00	19,353.57	121.5%
Fish Box Tax	8,520.00	7,500.00	1,020.00	113.6%
Penalties & Interest	3,271.61	4,000.00	-728.39	81.8%
Tax Exempt Cards	320.00	300.00	20.00	106.7%
<b>Total Tax Income</b>	624,176.79	536,800.00	87,376.79	116.3%
<b>Total Income</b>	1,311,679.69	1,312,558.60	-878.91	99.9%
<b>Gross Profit</b>	1,311,679.69	1,312,558.60	-878.91	99.9%
<b>Expense</b>				
Administrative Costs	9,248.41	35,000.00	-25,751.59	26.4%
Advertising	0.00	100.00	-100.00	0.0%
Bank Service Charges	5,237.77	4,750.00	487.77	110.3%
<b>Building</b>				
Insurance	12,789.74	10,650.90	2,138.84	120.1%
Maintenance & Repair	3,053.95	14,900.00	-11,846.05	20.5%
<b>Total Building</b>	15,843.69	25,550.90	-9,707.21	62.0%
<b>Contractual Services</b>				
Ambulance Billing Expense	1,027.27	1,300.00	-272.73	79.0%
Managed IT Services	26,245.00	27,450.00	-1,205.00	95.6%
Contractual Services - Other	25,934.07	79,600.00	-53,665.93	32.6%
<b>Total Contractual Services</b>	53,206.34	108,350.00	-55,143.66	49.1%
<b>Dues/Fees</b>	12,211.29	10,050.00	2,161.29	121.5%
<b>Economic Development Services</b>				
GVA	35,600.00	35,600.00	0.00	100.0%
<b>Total Economic Development Services</b>	35,600.00	35,600.00	0.00	100.0%
<b>Election Expense</b>	150.99	250.00	-99.01	60.4%
<b>Emergency &amp; Disaster</b>	0.00	50,000.00	-50,000.00	0.0%
<b>Equipment</b>				
Equipment Fuel	2,806.44	2,200.00	606.44	127.6%
Equipment Purchase	5,956.02	9,500.00	-3,543.98	62.7%
Insurance	317.77	242.49	75.28	131.0%
Maintenance & Repair	3,879.22	4,000.00	-120.78	97.0%
<b>Total Equipment</b>	12,959.45	15,942.49	-2,983.04	81.3%
<b>Events &amp; Celebrations</b>	4,003.18	4,100.00	-96.82	97.6%
<b>Freight/Shipping</b>	18,725.17	30,000.00	-11,274.83	62.4%
<b>Fundraising Expenses</b>	0.00	500.00	-500.00	0.0%
<b>General Liability</b>				
Public Entity Crime Coverage	75.54			
Cyber Liability	3,940.00			
General Liability - Other	13,760.99	19,963.00	-6,202.01	68.9%
<b>Total General Liability</b>	17,776.53	19,963.00	-2,186.47	89.0%
<b>Gravel Pit Fund</b>	6,000.00	6,000.00	0.00	100.0%
<b>Library Materials</b>				
Donated/Fundraised	0.00	700.00	-700.00	0.0%
Non-Fiction Add/Replacement	1,705.24	1,000.00	705.24	170.5%
Library Materials - Other	300.03	1,000.00	-699.97	30.0%
<b>Total Library Materials</b>	2,005.27	2,700.00	-694.73	74.3%
<b>Marine Facilities</b>				

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**July 2022 through May 2023**

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
Insurance	2,578.53	2,368.37	210.16	108.9%
Maintenance & Repairs	0.00	18,000.00	-18,000.00	0.0%
<b>Total Marine Facilities</b>	<b>2,578.53</b>	<b>20,368.37</b>	<b>-17,789.84</b>	<b>12.7%</b>
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses				
Wages	350,255.84	479,065.96	-128,810.12	73.1%
Payroll Taxes	33,969.31	42,340.35	-8,371.04	80.2%
Paid Time off	14,577.90	0.00	14,577.90	100.0%
Sick Leave	5,227.06			
Health Insurance (company paid)	19,237.20	26,803.20	-7,566.00	71.8%
Health Insurance Stipend	9,609.09	11,100.00	-1,490.91	86.6%
457(b) Employer Contribution	12,217.63	29,132.60	-16,914.97	41.9%
Workers Comp Insurance	6,165.44	8,551.51	-2,386.07	72.1%
Payroll Expenses - Other	-6,393.53	230.00	-6,623.53	-2,779.8%
<b>Total Payroll Expenses</b>	<b>444,865.94</b>	<b>597,223.62</b>	<b>-152,357.68</b>	<b>74.5%</b>
Professional Services	7,127.50	25,000.00	-17,872.50	28.5%
Public Relations	899.00	1,000.00	-101.00	89.9%
Repair & Replacement Fund	0.00	16,545.71	-16,545.71	0.0%
Road Maintenance				
ARPA & FEMA Projects	8,600.00			
Grading	93,347.60	0.00	93,347.60	100.0%
Snow Plowing	65,000.00	0.00	65,000.00	100.0%
Road Maintenance - Other	7,141.70	150,000.00	-142,858.30	4.8%
<b>Total Road Maintenance</b>	<b>174,089.30</b>	<b>150,000.00</b>	<b>24,089.30</b>	<b>116.1%</b>
Stipend	2,250.13	10,000.00	-7,749.87	22.5%
Supplies				
Donated/Fundraised	1,000.00	700.00	300.00	142.9%
Program	2,327.81	3,050.00	-722.19	76.3%
Supplies - Other	16,561.66	18,500.00	-1,938.34	89.5%
<b>Total Supplies</b>	<b>19,889.47</b>	<b>22,250.00</b>	<b>-2,360.53</b>	<b>89.4%</b>
Telecommunications	20,028.59	21,540.00	-1,511.41	93.0%
Training	6,888.26	8,950.00	-2,061.74	77.0%
Travel	12,663.37	16,000.00	-3,336.63	79.1%
Utilities				
Electricity	9,648.74	5,900.00	3,748.74	163.5%
Fuel Oil	15,497.95	14,000.00	1,497.95	110.7%
Utilities - Other	0.00	3,400.00	-3,400.00	0.0%
<b>Total Utilities</b>	<b>25,146.69</b>	<b>23,300.00</b>	<b>1,846.69</b>	<b>107.9%</b>
Vehicle				
Fuel	921.41	1,200.00	-278.59	76.8%
Insurance	3,438.58	3,635.67	-197.09	94.6%
Maintenance & Repair	642.69	2,000.00	-1,357.31	32.1%
Mileage Reimbursement	847.42	1,950.00	-1,102.58	43.5%
<b>Total Vehicle</b>	<b>5,850.10</b>	<b>8,785.67</b>	<b>-2,935.57</b>	<b>66.6%</b>
<b>Total Expense</b>	<b>915,244.97</b>	<b>1,270,319.76</b>	<b>-355,074.79</b>	<b>72.0%</b>
<b>Net Ordinary Income</b>	<b>396,434.72</b>	<b>42,238.84</b>	<b>354,195.88</b>	<b>938.6%</b>
Other Income/Expense				
Other Income				
Prior-Year Cash Balance	0.00	300,000.00	-300,000.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>300,000.00</b>	<b>-300,000.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>300,000.00</b>	<b>-300,000.00</b>	<b>0.0%</b>

City of Gustavus  
Profit & Loss Budget vs. Actual COG Accrual  
July 2022 through May 2023

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
Net Income	396,434.72	342,238.84	54,195.88	115.8%

**City of Gustavus**  
**Balance Sheet**  
 As of May 31, 2023

	<u>May 31, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	30.54
AMLIP Capital Improv Long-Term (0630598.2)	823,580.22
AMLIP Repair & Replacement (0630598.3)	352,375.38
AMLIP Road Maint - Unencumbered (0630598.4)	249,674.45
AMLIP Gravel Pit Fund (0630598.8)	18,399.30
AMLIP Reserve (0630598.12)	478,341.69
APCM.Endowment Fund	1,458,935.66
FNBA - Checking	685,848.31
FNBA Endowment Fund - Checking	63,467.12
Petty Cash	682.09
Total Checking/Savings	4,131,334.76
Accounts Receivable	
Accounts Receivable	26,367.41
Total Accounts Receivable	26,367.41
Total Current Assets	4,157,702.17
<b>TOTAL ASSETS</b>	<b><u>4,157,702.17</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	47.75
Credit Cards	1,604.25
Other Current Liabilities	27,497.34
Total Current Liabilities	29,149.34
Total Liabilities	29,149.34
Equity	
Fund Balance	2,800,558.46
Opening Bal Equity	1,084,743.57
Net Income	243,250.80
Total Equity	4,128,552.83
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>4,157,702.17</u></b>

**Accounts Receivable Detail****As of 05/31/2023**

\$3,612.00	Delinquent Sales Tax
\$11,962.40	Ambulance Transport Billing - In Progress
\$6,973.33	Fish-Box Tax Deferred Income
\$374.73	Net of Other Customer Account Balances
<b>\$22,922.46</b>	<b>Total</b>

**FNBA Checking Account - Unrestricted Funds Balance****As of 05/31/2023**

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: **\$629,643.86**

Obligated Funds Currently in Checking Account:

MF	CP18-01 Salmon River Harbor	<b>(\$9,856.96)</b>
Roads	CP18-02 Wilson Rd Drainage	<b>\$0.00</b>
Admin	CP19-03 Gustavus Beach Improv.	<b>(\$9,529.89)</b>
DRC	CP19-06 DRC Composting Facility	<b>(\$79,443.50)</b>
Library	CP19-08 Library Roof/Awning/Shed	<b>(\$40,065.00)</b>
Admin	CP21-02 Refurbish Old P.O.	<b>(\$6,730.67)</b>
Roads	CP21-03 Good River Bridge Repairs	<b>(\$3,665.54)</b>
MFC	CP21-04 MFC Building at SRBH	<b>(\$1,323.29)</b>
DRC	CP21-05 DRC Main Bldg Replacement: Design	<b>(\$1,786.60)</b>
MF	CP21-06 Fish Waste Disposal	<b>(\$3,034.00)</b>
GVFD	CP22-01 Structural Fire Gear	<b>\$0.00</b>
MFC	CP22-02 Marine Facility Vessel	<b>(\$30,000.00)</b>
Beach	CP22-03 Beach Hardened Trail	<b>(\$13,240.00)</b>
Admin	CP22-04 Septage Storage Facility	<b>(\$22,558.08)</b>
GVFD	CP23-01 Radio Tower	<b>(\$39,538.00)</b>
Library	FY23 PLA Grant	<b>(\$1,715.12)</b>
Library	SoA OWL Internet Subsidy	<b>(\$2,460.00)</b>
Roads	USFWS Chase Drvwy	<b>(\$251.02)</b>

Unrestricted Funds: **\$364,446.19**

Pending Transfers:

FY23-22NCO	Salmon river Park Playground Equipment	\$38,000.00	Introduction	5/8/2023
------------	--	-------------	--------------	----------

Per the Unrestricted Fund Balance Policy (Res. CY18-18), the unrestricted fund balance should be 17-35% of the

FY23 budgeted operating expenses:	<b>\$1,270,319.76</b>
25% =	<b>\$317,579.94</b>
17% =	<b>\$215,954.36</b>
35% =	<b>\$444,611.92</b>

## CERTIFICATE OF RECORDS DESTRUCTION

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

<b>1. Agency/Localty</b> City of Gustavus	<b>2. Division/Department</b> Disposal & recycling Center	<b>3. Person Completing Form</b> Paul Berry DRC Manager/ Operator
<b>4. Address, City, State &amp; Zip</b> P.O. Box 1, Gustavus, AK 99826	<b>5a. Telephone Number</b> 907-697-2451	<b>5b. E-mail Address</b> clerk@gustavus-ak.gov

### 6. Records to Be Destroyed

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
D-3 (3 years)	DRC Daily Log forms	07/2004 - 06/2019	Disposal & Recycling Center	2 file folder boxes	Recycle
C-18 (6 years)	GBNP Disposal Services Contracts	5/2004 - 6/2012 -	Disposal & Recycling Center	1 file FY2005 – 2007 1 file FY2009 1 file FY2010 1 file FY2011 1 file FY2012	Recycle
C-18 (6 years)	Glacier Bay Lodge & Tours 2006 Waste & Recycling Agreement	2005 - 2006 season	Disposal & Recycling Center	1 file 2005, 2006	Recycle
C-18 (6 years)	Denali Solid Waste Equipment Purchase Grant 263-07	12/2006 – 12/2007	Disposal & Recycling Center	1 file, FY2007 263-07	Recycle
C-18 (6 years)	Denali Solid Waste Equipment Purchase Grant 213-16	4/2006 – 12/2006	Disposal & Recycling Center	2 files RFP 2005 Award 213-16	Recycle
HR-2 (15 years)	Employee records – applications, hours submission, job descriptions, resumes	4/2004 – 12/2008	Disposal & Recycling Center	1 file	Recycle
AD-1	Septage - General	4/2004 – 3/2010	Disposal & Recycling Center	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  
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:

<b>Budget Category</b>	<b>Amounts</b>		
	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Change</b>
<b>INCOME</b>			
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			<b>\$ 60,000.00</b>

<b>EXPENSE</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Change</b>
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	\$ 135,000.00	\$ 50,000.00

---

Total Change in Expense **\$21,786.81**

**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:

<b>Budget Category</b>	<b>Amounts</b>		
<b>EXPENSE</b>	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	<b>\$ 1,755.00</b>
-------------------------	--------------------

**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 19, 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 19, 2023*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_<sup>th</sup> day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mike Taylor, Mayor

\_\_\_\_\_  
Attest: Ben Sadler, City Treasurer

\_\_\_\_\_  
Attest: Kathy Leary, City Administrator

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY23-07**

**A RESOLUTION BY THE CITY OF GUSTAVUS PERTAINING TO THE AUTHORIZED  
INVESTMENTS 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 \_\_\_\_ day of \_\_\_\_\_, 2023, and effective upon adoption.

\_\_\_\_\_  
Mike Taylor, Mayor

\_\_\_\_\_  
Attest: Charity Smith, Interim City Clerk

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY23-08**

**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 19th day of June, 2023, and effective upon adoption.

---

Mike Taylor, Mayor

---

Attest: Ben Sadler, City Treasurer

---

Attest: Charity Smith, Interim City Clerk

## 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 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 told us 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 #11.

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.





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

**NOTICE OF AWARD**  
**Annual Road Maintenance Contract**  
**RFQ FY24-01RM**

June 20, 2023

**Action:** Pursuant to the Request for Quotation, issued May 9th, 2023, and with the receipt of all required pre-award submittal materials, and furthermore with approval of the Gustavus City Council, the City of Gustavus awards the FY24 contract for Road Maintenance to Glacier Bay Construction for \$137,453.00.

This is a Notice of Award only. Please arrange a time to sign the contract paperwork. A Purchase Order will then follow.

Sincerely,

Ben Sadler

City Treasurer

Bid Opening for RFQ FY24-01RM

Date of opening: 05/31/2023 Place: Gustavus City Hall Time: 1PM

1. Bid Envelope received on 05/31/23  
Glacier Bay Construction

Total bid: \$ 137,453.00

- ☒ Bid Form
- ☒ Bid schedule
- ☐ Bid modification (if applicable) \*
- ☐ Contractor Registration
- ☐ Business License

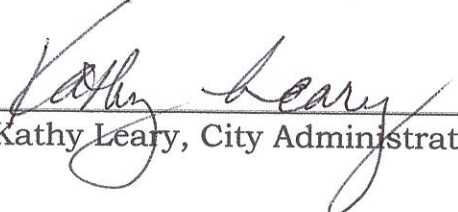
2. Bid Envelope received on \_\_\_/\_\_\_/\_\_\_

Total bid: \$ \_\_\_\_\_

- ☐ Bid Form
- ☐ Bid schedule
- ☐ Bid modification (if applicable) \*
- ☐ Contractor Registration
- ☐ Business License

City Administrator, Kathy Leary, and City Treasurer, Ben Sadler, verified the lowest responsible bidder to be

GLACIER BAY CONSTRUCTION

  
 Kathy Leary, City Administrator

  
 Ben Sadler, City Treasurer

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY24-01NCO  
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
DEPARTMENT BUDGETS FOR FISCAL YEAR 2024**

**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 2024 estimated expenditures have changed from the estimates in the approved budget.

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

<b>Budget Category</b>	<b>Amounts</b>		
	Original Budget	Amended Budget	Change
<b>INCOME</b>			
Room Tax Income	\$ 100,000.00	\$ 105,400.00	\$ 5,400.00
Total Change in Income			<b>\$ 5,400.00</b>

<b>EXPENSE</b>			
	Original Budget	Amended Budget	Change
GVA	\$ 36,000.00	\$ 41,400.00	\$ 5,400.00
<i>Additional funding requested to move GVA Kiosk</i>			
Total Change in Expense			<b>\$ 5,400.00</b>

**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:** *June 19, 2023*

**DATE OF PUBLIC HEARING:** *July 10, 2023*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_th day of July, 2023.

\_\_\_\_\_  
Mike Taylor, Mayor

\_\_\_\_\_  
Attest: Ben Sadler, City Treasurer

\_\_\_\_\_  
Attest: Kathy Leary, City Administrator



**Mayor's Report  
For General Meeting June 19, 2023  
Mike Taylor, Mayor**

May and the first half of June have seen several key projects completed and others underway:

**Septage storage tanks.** Glacier Bay Construction completed the installation of the two 10,000-gallon septage storage tanks behind the DRC including an access road and truck platform for pumping into and out of the tanks. The City's part of the project is now done. Juneau Septage still needs to install their fabricated tank lids and will then be able to pump septic tanks in Gustavus and store material in the new facility until it can be transferred to the Juneau wastewater plant. City Administrator Kathy Leary is working with Juneau Septic to expedite the service many Gustavus residents have requested. Thanks to both Glacier Bay Construction and project manager John Barry for getting this project done.

**Beach Park hardened trail, campfire, and parking areas.** Glacier Bay Construction, also with oversight by project manager John Barry, completed the new Beach Park hardened trail and campfire site improvements. The new compacted gravel trail is very firm and will allow much easier access for wheelchairs or walkers to reach the old viewing bench and the campfire area. The campfire area also has a compacted gravel pad to support wheelchairs. We thank Shane Patrick for donating a large diameter culvert coupling for the fire surround. I've been pleased that the new fire pit has been used several times already. The City provides a wheelbarrow to carry firewood and other items out to the campfire site.

As finishing touches, Glacier Bay Construction also graded the east side parking area and installed additional logs to outline the pull-out parking area opposite the Bulk Fuel Facility. Marine Facilities Coordinator Larry Platt has installed new signs reminding park users that the Beach Park areas off the road and beyond the logs that outline parking areas are closed to motor vehicles to enable revegetation of the previously worn-out areas and to maintain an attractive natural environment. Bikes, e-bikes, and motorized wheelchairs are OK, however. We hope Gustavus residents will respect those vehicle limitations and enjoy getting away from the road and out into our beautiful community park.

We will soon be posting an area on the east side, not far from the restroom, in front of the trees in the direction of the volleyball net, as the designated walk-in camping area. We expect very light camping use and don't intend to make improvements or to regulate it unless significant impacts or conflicts arise.

**Further improvements at the Beach.** The Council this week also will consider approval of a scoping document for a fat-tired, beach-ready, wheelchair, walker, and jogger-stroller for use at the Beach Park. These three equipment items will be stored, ready for public use, in a small shed on the Bulk Fuel Facility convenient to the Park and adjoining meadow trails. Council member Janene Driscoll is championing this project in memory of her late Aunt Isabel who was wheelchair bound but enjoyed the outdoors.

The Gustavus Visitor Association plans to contract with Gustavus Construction Company to relocate the Beach/Dock Road visitor welcome kiosk to the asphalt pull out area on the west side of Dock Road across from the Bulk Fuel Facility. This location has the advantage of a more-photographic background, especially when the Fairweathers are in view. The installation will be improved with a concrete pad for a cleaner and more attractive appearance. The GVA plans visitor information content upgrades, with materials from local artists. This month we have added to the Council agenda the introduction of a non-

code ordinance increasing the GVA FY24 funding by \$5400 to cover the kiosk relocation. The source of funding is bed tax receipts.

**Library Bike Shelter.** We look forward to construction of the Library Bike Shelter by Matt Davis of Terra Construction Co. Glacier Bay Construction Co completed the extension of the existing parking pad to the shelter site readying it for Terra to begin.

**City Hall Heat Pump.** Thanks to John Nixon of Salmon River Electric Co for wiring the power to our new City Hall heat pump system. Thanks to Dean Weikle for helping me get the unit installed. We now have the oil heater off and we are heating City Hall with clean hydro power. We very much appreciate the donation of this system by the manufacturer MRCOOL. We found the do-it-yourself installation relatively uncomplicated and are pleased with the result and performance of the system. We encourage any interested residents or businesses to stop by City Hall and check out the installed system. We will be planning projects soon to install more heat pumps for other City facilities.

**Playground equipment for Salmon River Park.** As reported last month, with help from the Karen McSpadden's classes at the Gustavus School, we selected equipment from the manufacturer Exerplay to expand playground equipment at the Salmon River Park. Approval of the NCO to fund the purchase is on the agenda this month. On approval, we will order the equipment and will put out an RFQ by month's end for installation.

**GVFD radio tower.** Fire Chief Sol Martinez and project manager John Barry are preparing the GVFD tower equipment for installation by Glacier Bay Construction this summer. Because the tower set was originally bought for installation at the Falls Creek overlook area in 2011, it has been stored for over a decade. John and Sol are assuring that all the parts and hardware were still present. We hope to see it erected this summer and equipped with the new radio antenna to serve responses more effectively across Gustavus.

**Road cul-de-sac turnarounds.** Glacier Bay Construction has the go-ahead to begin work on the cul-de-sac turnarounds for Porcupine St, Extratuff Rd, Mary's Rd, and Meadow Ln, plus an improvement of Glen's Ditch Rd from Same Old Road intersection to the Nagoonberry Trail parking area.

**City flowers.** Thanks to Jen Landry of Steller Botanicals for growing flowers and preparing hanging baskets to brighten City facilities this summer. Thanks to Meadow Brook and Ann Wildman for planting the flowerbed boxes at the Salmon River Park and for hanging baskets at City Hall, the Park shelter, the Library kiosk, the Beach kiosk, and the Airport welcome sign. Fire Chief Sol Martinez hung baskets at the Fire Hall. Jen also grew the plants that Librarians Leann Weikle and Jessie Soder will plant in the Library flower beds with the reading kids. Hooray for a more beautiful Gustavus this summer!

**FEMA Reimbursements for Dec 2020 flood repairs.** Another big hooray: City Administrator Kathy Leary's work with the Alaska Department of Homeland Security's Jenny Ballenger paid off big this month when we received a bank transfer of \$164201.94 as a second partial reimbursement for road repairs and drainage improvements, the City made following the December 2020 flood. Kathy and Jenny have agreed on the documentation for a final payment of something over \$72,000 for other aspects of the work. *Thanks so much Kathy for securing in this much needed cash.* We will recycle it over time in more capital improvement drainage and flood control improvements. This effort will likely continue for several years as the City builds resilience for heavier storms driven by our changing climate.

**Water sampling results for City facilities.** In May, Shannon & Wilson technicians completed sampling for PFAS contamination of City raw well water and treated tap water at City Hall, the Fire Hall, the Library and at the Community Garden. In June, we received the analytical report for the samples showing PFAS concentrations were undetectable at the Community Garden and at the Library. For City Hall and the Fire Hall, sample results were barely detectable, and far below both the current and the more-stringent *proposed* EPA standards, for drinking water. We plan follow-up sampling in July and October to capture expected seasonal variation in ground water for better assurance that our city water taps provide safe drinking water.

**Engine 27 sale.** The City has sold its surplus Fire Engine 27 to Glacier Bay Construction Company for \$8,199. We are glad to have the old apparatus out of the Fire Hall back yard and on to a more productive future with a local contractor.

**Hydro Road Access.** The City has received complaints from recreational users of the Hydro Road about an adjacent property owner attempting to restrict public access along the road. The road is the route to the State of Alaska land on which the Falls Creek Hydro project was developed. The easements purchased from adjacent property owners by Gustavus Electric Company (whose successor is now AP&T) for the project were to the power company and the State of Alaska and to their grantees and assigns. The project license from the Federal Energy Regulatory Commission (FERC) requires the power company to assure (i.e., grant) public recreational access to the project lands. That access is assured to the public in the FERC-approved AP&T Falls Creek Recreational Plan and Road Management Plan. I have reached out to AP&T and the State of Alaska Department of Natural Resources (ADNR) Division of Mining, Land, and Water to clarify and assert the public right to unhindered recreational access to the project area using their easements along the Hydro Road. I encourage all Gustavus residents and visitors to enjoy the healthy recreational benefits of the Falls Creek Hydro Road, but to do so respectfully, remaining on the gravel road up to the facility entry gate and absolutely avoiding any impact to neighboring properties along the road.

Best wishes for a sunny Gustavus summer!

Mike Taylor  
Mayor, City of Gustavus