



# CITY OF GUSTAVUS

## CITY COUNCIL GENERAL MEETING

Monday, May 08, 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](mailto:clerk@gustavus-ak.gov)

## AGENDA

### VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/84924697020?pwd=aWFJQ0ZkU29MSXozNkRHL1VyYXJYQT09>

### DRAFT GENERAL MEETING AGENDA AND PACKET

**ID:** 849 2469 7020      **PASSCODE:** 073552      **TEL:** 253-215-8782

### ROLL CALL

Reading of the City of Gustavus Vision Statement

### APPROVAL OF MINUTES

1. 04-10-2023 General Meeting Minutes

### MAYOR'S REQUEST FOR AGENDA CHANGES

### COMMITTEE / STAFF REPORTS

2. Gustavus Visitor Association Quarterly Report
3. Disposal and Recycling Quarterly Report
4. City Treasurer Monthly Financials and Quarterly Report
5. City Administrator Report

### PUBLIC COMMENT ON NON-AGENDA ITEMS

### CONSENT AGENDA

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)
11. FY23-17NCO AMLIP FY23 R&R (Introduced 4-10-2023)
12. FY23-18NCO Surplus to AMLIP Accounts (Introduced 4-10-2023)
13. FY23-19NCO Cul-de-Sac Improvements Project (Introduced 4-10-2023)
14. FY23-20NCO Budget for Fiscal Year 2024 (Introduced 4-10-2023)

## UNFINISHED BUSINESS

## NEW BUSINESS

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

## CITY COUNCIL REPORTS

16. Mayor's Report

## CITY COUNCIL QUESTIONS AND COMMENTS

## PUBLIC COMMENT ON NON-AGENDA ITEMS

## EXECUTIVE SESSION

## ADJOURNMENT

**POSTED ON:** May 3, 2023 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

### 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  
APRIL 10, 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**

The City of Gustavus Vision Statement was read by Vice Mayor Bishop

**APPROVAL OF MINUTES**

1. 03-13-2023 General Meeting Minutes

Motion made by Council Member Lewis to approve by unanimous consent the 04-10-2023 General Meeting Minutes.

Seconded by Mayor Taylor.

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 Volunteer Fire Department Quarterly Report  
Gustavus Volunteer Fire Chief, Sol Martinez submitted a written report and provided an oral summary.
3. City Clerk Quarterly Report  
City Clerk, Karen Platt submitted a written report and provided an oral summary.
4. City Treasurer Monthly Financials  
City Treasurer, Ben Sadler submitted written monthly financials.
5. City Administrator Report  
City Administrator, Kathy Leary submitted a written report and provided an oral summary.

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

**CONSENT AGENDA**

6. 04-10-2023 Certificate of Records Destruction
7. Approve Update of all City Department Position Descriptions
8. Approve Project Scoping Document Cul-de-Sac Improvements
9. Approve Scoping Document 301 Community Chest Door Replacement
10. FY23-16NCO Introduction Septage Storage Facility (Public Hearing 05-08-2023)
11. FY23-17NCO Introduction AMLIP FY23 R&R (Public Hearing 05-08-2023)
12. FY23-18NCO Introduction Surplus to AMLIP Accounts (Public Hearing 05-08-2023)
13. FY23-19NCO Introduction Cul-de-Sac Improvements Project (Public Hearing 05-08-2023)

Motion made by Council Member Owens to adopt the Consent Agenda by unanimous consent as presented.

Seconded by Council Member Taylor.

Hearing no objections, the Consent Agenda is adopted by unanimous consent.

**ORDINANCE FOR PUBLIC HEARING**

14. FY23-15NCO Capital Project Funding GVFD Radio Repeater Tower Installation (Introduced 03-13-2023)

Mayor Taylor opened the Public Hearing at 7:40 pm.

Public Comment: None

Mayor Taylor closed Public Hearing at 7:40pm.

Motion made by Council Member Taylor to adopt FY23-15NCO Capital Project Funding GVFD Radio Repeater Tower Installation (Introduced 03-13-2023).

Seconded by Mayor Taylor

Council Comment: None

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

**UNFINISHED BUSINESS**

None



**NEW BUSINESS**

## 15. Award RFQ FY23-04 GVFD Radio Repeater Tower Installation

Motion made by Council Member Driscoll to award the contract for the GVFD Radio Repeater Tower Installation as described in RFQ FY23-04 to Glacier Bay Construction Inc. in accordance with their quotation dated 03-16-2023 in the amount of \$55,900.00.

Seconded by Council Member Mackovjak

Public comment: None

Council Comment: None

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

## 16. Award RFQ FY23-05 Septage Holding Tank Facility

Motion made by Mayor Taylor to award the contract for the Septage Holding Tank Facility as described in RFQ FY23-05 to Glacier Bay Construction in accordance with their quotation dated 04-07-2023 in the amount of \$22,030.00.

Seconded by Council Member Taylor

Public comment: Lewis Sharman

Council Comment: None

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

## 17. FY23-20NCO Introduction of the FY24 Budget (Public Hearing 05-08-2023)

Motion made by Mayor Taylor to introduce FY23-20NCO for the FY24 Budget with the Public Hearing being on 05-08-2023.

Seconded by Vice Mayor Bishop

Public Comment: None

Council Comment: None

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

18. Approve the City of Gustavus Capital Improvement Plan for 2023-2027

Motion made by Vice Mayor Bishop to approve the City of Gustavus Capital Improvement Plan for the years 2023 - 2027

Seconded by Council Member Owens

Public Comment: None

Council Comment: None

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

19. CY23-04 Resolution Approving the Certified Financial Statement

Motion made by Council Member Lewis approve Resolution CY23-04 certifying the annual Certified Statement of revenues and authorized expenditures for the year ending June 30, 2022

Seconded by Council Member Taylor

Public Comment: None

Council Comment: Council Member Mackovjak

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

20. CY23-05 Resolution Establishing P&P for Annual Review and Wage Adjustment

Motion made by Council Member Owens to approve Resolution CY23-05 Establishing Policy and Procedures for Annual Review and Adjustment of Salaries and Wages in the Operating Budget

Seconded by Council Member Lewis

Public Comment: None

Council Comment:  
Council Member Owens  
Council Member Mackovjak  
Mayor Taylor  
Council Member Lewis  
Council Member Taylor  
Council Member Driscoll

Main motion passes with Resolution CY23-05 amended as follows:  
second line of the final "Whereas" statement, strike "the policy of".

And

Policy and Procedure for Annual Review and Adjustment of Salaries and Wages in the Operating Budget amended as follows:

Strike the second list item and replace it with “The relative cost of living in communities which are being used as a point reference for pay rates. This may be influenced by the community’s tax burden, rural location, and other factors.”

Rearrange the second and third list items, making the amended second list item #3 and the current third list item #2.

In the sixth list item. Replace the word “tax” with “ongoing”.

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

21. CY23-06 Updating the Policy and Procedures for Public Records Maintenance - Records Retention Schedule

Motion made by Council Member Taylor to approve Resolution CY23-06 updating the Policy and Procedures for Public Records Maintenance - Records Retention Schedule.

Seconded by Mayor Taylor

Public Comment: None

Council Comment: None

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**

Janene Driscoll. Non-motorized beach access

22. Mayor's Report

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

### **CITY COUNCIL QUESTIONS AND COMMENTS**

Janene Driscoll -Question about available resources for a new clerk.

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

None

### **EXECUTIVE SESSION**

None

**ADJOURNMENT**

With no further business and hearing no objections, the meeting was adjourned at 9:42pm

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



# **Gustavus Visitors Association May 1, 2023 Quarterly Report**

## **City of Gustavus Quarterly reports due:**

February- first quarter (Mid Year) , May - second quarter, August- (End of Year) third quarter & November - fourth quarter

This report reflects activities within the GVA from February 2023 through April 2023 and projected goals and objectives for May through August 2023.

## **Packet Includes:**

- Progress Report
- Profit & Loss vs Actual
- Balance Sheet

## **Gustavus Visitors Association Board of Directors:**

President: Leah Okin

Vice President: Robynn Jones

Secretary: Cam Cacioppo

Treasurer: Hillery Lesh

Director: Curtis Linblom

Director: Natalie Vaz

## **Employed Positions:**

Administrator: Noel Farevaag

Marketing Coordinator: Leah Okin

Marketing Technician: Brian Taylor

Marketing Social Media: Trisha Dawson

**Mission Statement**

The mission of GVA is to enhance the economies of the City of Gustavus (CoG) through marketing tourism that increases business revenue, tax revenue and creates jobs. Our primary goal is to increase overnight stays of leisure and business travelers, who in turn, support local businesses through spending money – a boost to our economy.

GVA is committed to promoting and elevating Gustavus' position as a world-class destination for leisure travel. GVA further serves to ensure tourism continues to contribute locally on a large scale, thereby enhancing the quality of life for all who live, work and play here.

**Organizational Structure: Non-profit Corporation**

The Gustavus Visitors Association was incorporated as a 501c(3) non-profit corporation in January of 2005. According to GVA By-laws, every fall the Board reviews and adopts a fiscal year budget for the period: July 1 to June 30 of the following year to coincide with the City of Gustavus fiscal year. The GVA Board submits its request for use of a portion of bed tax revenues to the City, along with the Marketing Plan which must by Ordinance be approved by the City Council.

**Funding Source**

The Gustavus Visitors Association is funded both by a city bed tax of 4%, of which GVA can receive up to half, and GVA annual membership dues. The visitor industry supports up to 50% of the City's tax revenue in most years.

## Completed to task this quarter

- ❖ Maintaining the Gustavus Calendar of events on the GVA website as a one stop location where all Gustavus events may be viewed by visitors and the community
- ❖ Maintained marketing and memberships.
  - Southeast Alaska Tourism Council (SATC)
  - Travel Alaska
  - Alaska Travel Industry Association (ATIA)
  - Travel Juneau
- ❖ Updated content on website listing to reflect 2023 operations.
- ❖ Maintained marketing listings in the Mile Post and the Alaska Magazine
- ❖ Continued discussions on the update of the content to the Beach kiosk. Contacted Wayne Howell and Kathy Hocker to discuss the content and placement of a poster with information of cultural significance, Sean Neilson is working on a poster photo image of the Fairweather Mountains, names, heights and distance from the view point, Contacted Jim Mackovjak about including a poster with the information about the name Gustavus and the name Strawberry Point, contacted Linda Parker about a poster with homesteader information and possible images.
- ❖ Continued the position of Featured listing on [Travel Juneau's nearby communities](#)
- ❖ Sent out a survey via email and Social media to the community and business to gather content, voices, opinions, footage to contribute to Frostline studio's upcoming film. We had 46 people complete the survey, which is a great response and we identified the 6 top picks from the community of categories that should be made into short films. We also have identified 16 people to be interviewed for the film all with very different interests, lives and points of view. This will greatly enhance the story of Gustavus to hear words from so many sides which will connect to a varied audience.
- ❖ Gather more new content for the kiosk that is Gustavus based: History, the Name of Gustavus, the name Strawberry Point, QR codes to more information and websites, a land dedication.
  - Begin development of the individualized member reports to showcase the value GVA brings to our business members.
  - Add a blog area to the website and begin publishing posts and content there.
- ❖ Continue to generate the GVA Community News Bulletin.
- ❖ The GVA is in the process of becoming a partner with

<https://juneaucarbonoffset.org/become-a-supporting-partner/>

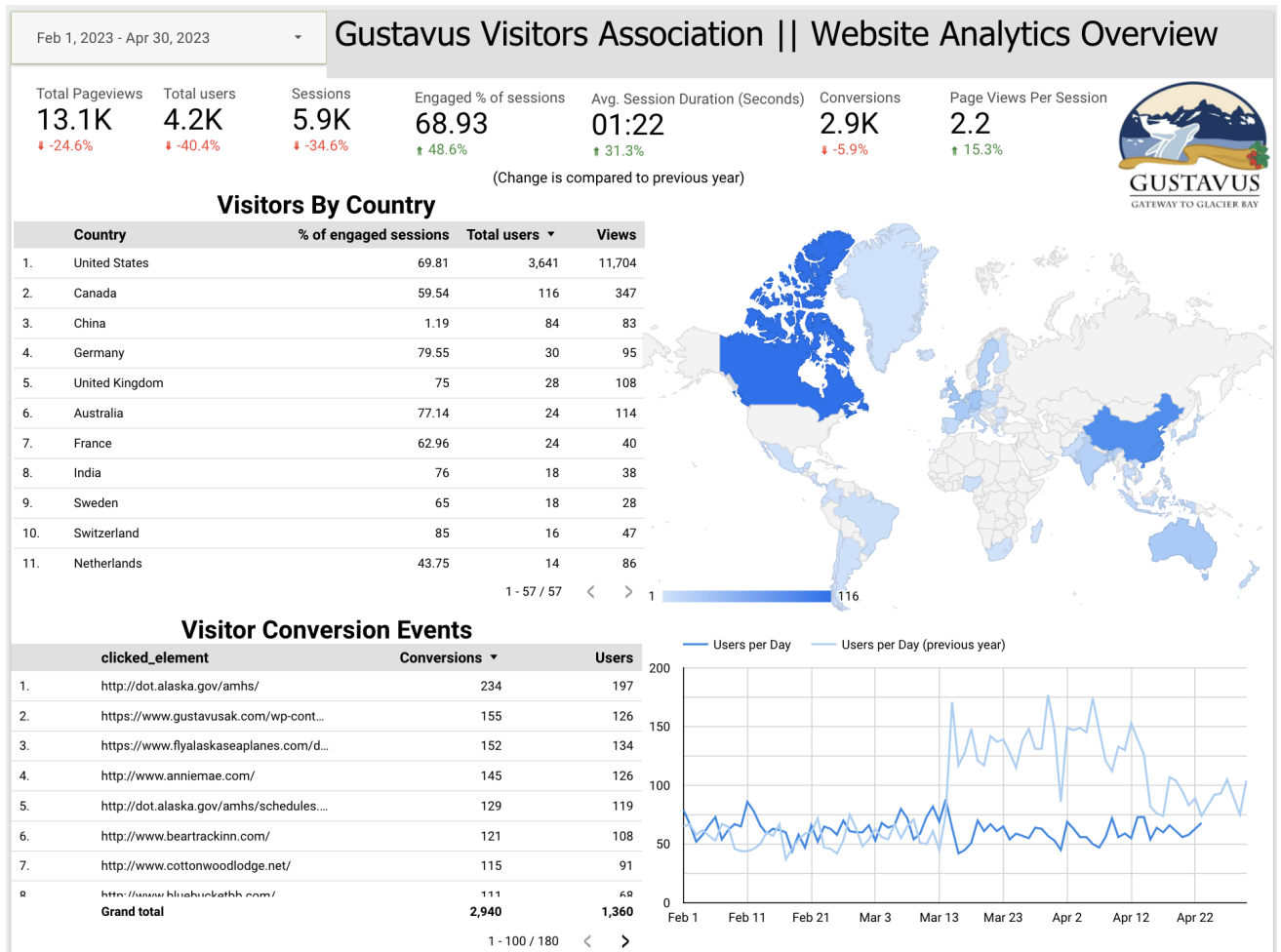
- ❖ Sent out an email to gather updates and changes for the city map. Asking everyone's opinions on the map is extremely time consuming and sometimes difficult to achieve everyone's wishes; however, the GVA feels that everyone should be included in the discussion and as much as possible, their comments should be addressed. There were 50 responses of updates to the map. Which is great, I'm glad we asked!
- ❖ Completed layouts for Blog posts & Blog page
- ❖ Organizing and Strategy for Blog Content
- ❖ Back-end developments for custom member reports, improved granularity in event tracking.
- ❖ Site updates, fixes, and maintenance
- ❖ Moved to using a password manager for GVA account passwords, a significant security improvement.
- ❖ 36 Social media posts and 15 "Stories"
- ❖ 8384 Total social media users reached
- ❖ Slow and steady growth of Social Media Followers



# Analytics of GVA Website

Quarter – February through April 2023

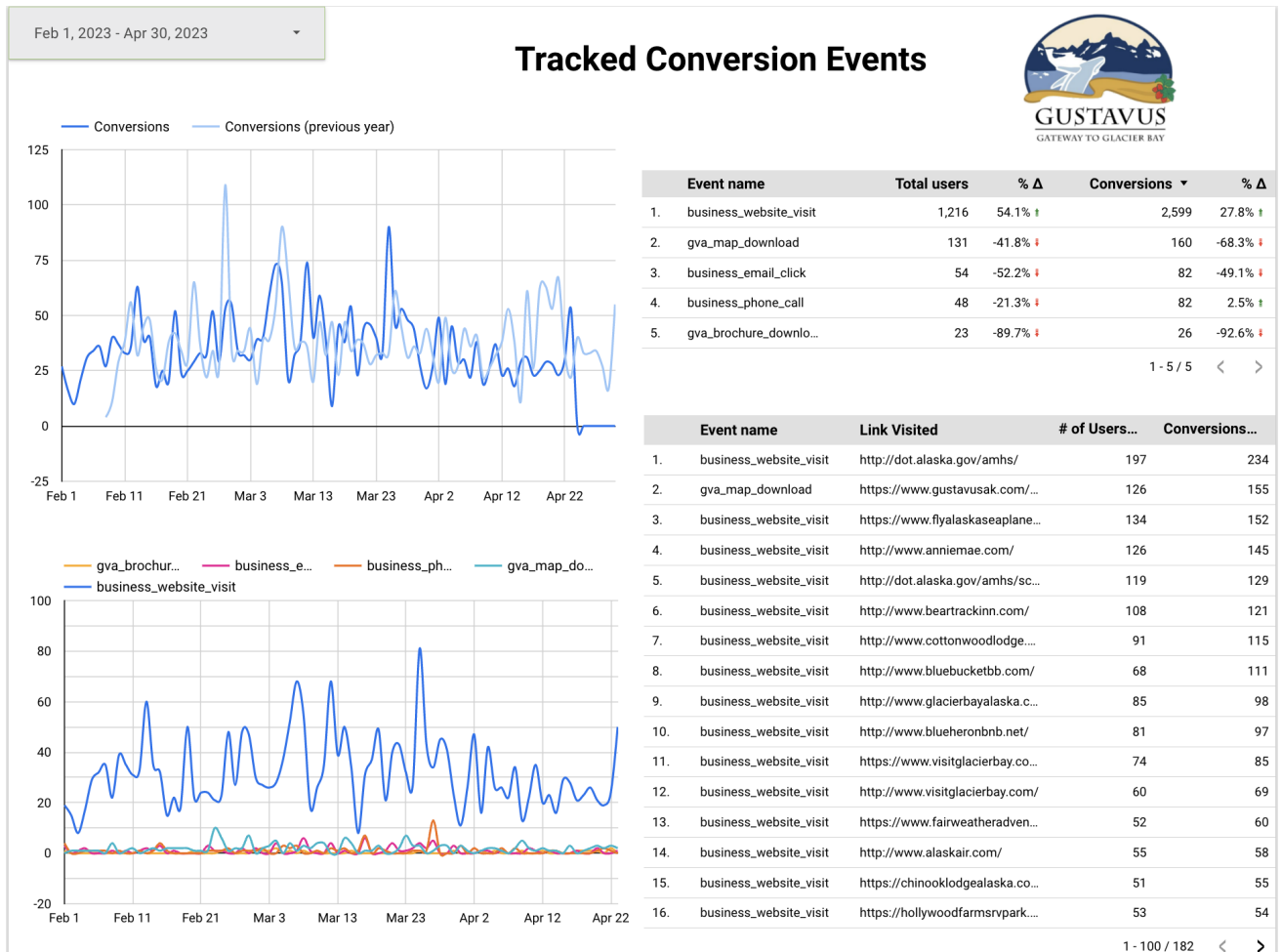
[View the live and interactive report here](#)



Compared to the previous year we saw a decline in overall traffic on the site this quarter, largely due to a spike in traffic we had for a month in Mar-April of **2022** as a result of a popular Instagram post of a Humpback whale that drew lots of traffic to the site.

It's worth noting that the traffic we did have this year has been higher quality, with more engaged sessions and page views per session. And despite the drop in overall traffic our organic reach via search still grew compared to the prior year

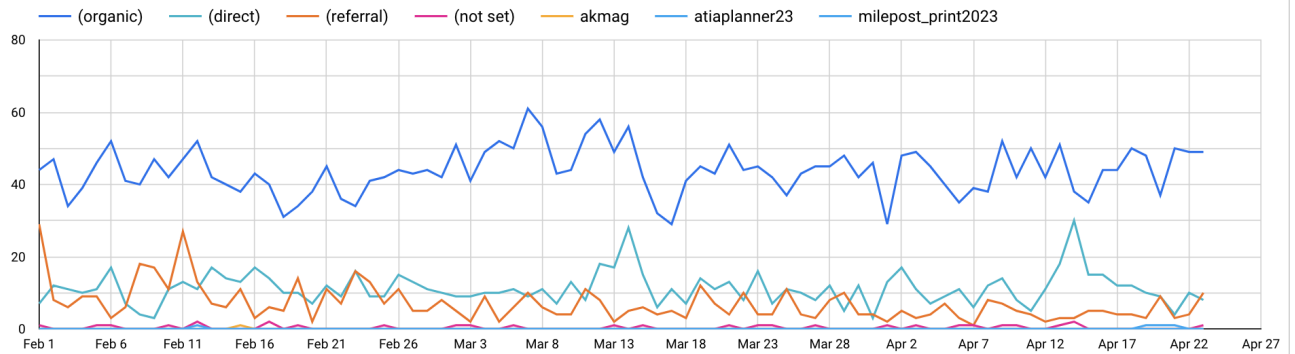
Gustavus Visitors Association May 2023 Quarterly Report



Compared to the previous year we've seen an increase in the number of business website visits from our directory. More users, making more clicks to Gustavus businesses' websites. However we've seen a decrease in the number of emails sent to businesses directly from our directory pages, and how many times our brochure/map was downloaded.

Feb 1, 2023 - Apr 30, 2023

## Traffic by Campaign and Medium



	Session medium	Session campaign	Session source	Views...	Total users	Sessions	% of engaged sessi...	Conversions
1.	organic	(organic)	google	7,619	2,654	3,769	71.66	1,832
2.	(none)	(direct)	(direct)	2,472	787	1,043	53.6	484
3.	referral	(referral)	nps.gov	581	155	188	84.04	152
4.	organic	(organic)	bing	521	166	210	70.95	92
5.	organic	(organic)	yahoo	291	58	92	83.7	84
6.	organic	(organic)	duckduckgo	252	64	102	72.55	46
7.	referral	(referral)	travelalaska.com	233	54	80	72.5	55
8.	referral	(referral)	l.facebook.com	222	21	45	68.89	23
9.	referral	(referral)	visitglacierbay.com	180	43	59	74.58	36
10.	referral	(referral)	tagassistant.google.c...	149	2	13	92.31	15
11.	referral	(referral)	m.facebook.com	125	81	87	59.77	25
			<b>Grand total</b>	<b>13,136</b>	<b>4,155</b>	<b>5,906</b>	<b>68.93</b>	<b>2,949</b>

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As usual our strongest traffic source is organic search, followed by visitors arriving from NPS.gov, then travelalaska.com (ATIA) and visitglacierbay.com (The Glacier Bay Lodge's website)

Feb 1, 2023 - Apr 30, 2023



## Page Views

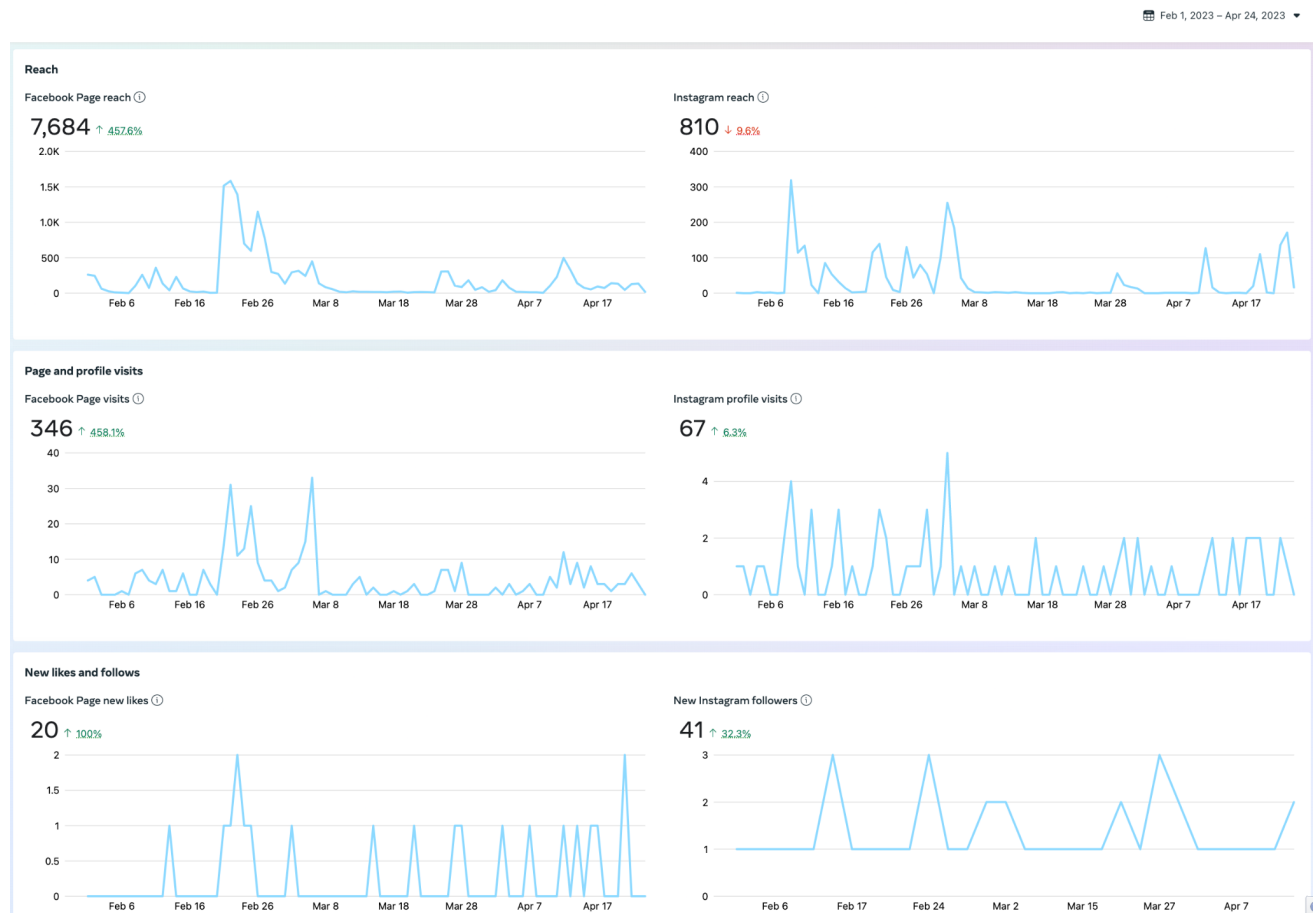
(Change is compared to previous year)

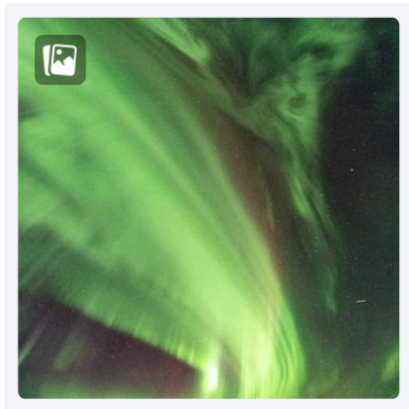
	Page URL	Views ▼	% Δ
1.	/	2,061	-13.8% ↓
2.	/getting-to-gustavus/ferry-service	1,084	17.1% ↑
3.	/places-to-stay/	994	-23.3% ↓
4.	/plan-your-trip/getting-to-gustavus/	729	-2.7% ↓
5.	/plan-your-trip/brochure-and-map/	460	-
6.	/transportation	350	-
7.	/accommodations	329	-25.2% ↓
8.	/plan-your-trip/suggested-itineraries/	263	2.3% ↑
9.	/getting-around-gustavus/buds-rent-a-car-sales	257	57.7% ↑
10.	/glacier-bay-national-park/glacier-bay-day-boat	241	21.1% ↑
11.	/accommodations/annie-mae-lodge	197	3.1% ↑
12.	/getting-around-gustavus/alaska-seaplanes	196	-7.1% ↓
13.	/things-to-do/fishing-and-whale-watching/	187	-27.5% ↓
14.	/things-to-do/dining/	182	2.2% ↑
15.	/local-community/gustavus-photo-galleries/	155	-41.5% ↓
16.	/accommodations/bear-track-inn	153	-2.5% ↓
17.	/about-gustavus/glacier-bay-national-park-and-preserve/	141	-28.1% ↓
18.	/plan-your-trip/	141	-12.4% ↓
19.	/about-gustavus/the-city-of-gustavus/	137	-27.1% ↓
20.	/things-to-do/kayaking/	136	-2.2% ↓
21.	/accommodations/cottonwood-lodge-cabin-rentals	130	-30.9% ↓
22.	/things-to-do/glacier-bay-national-park	127	-
23.	/getting-around-gustavus/tlc-taxi	119	1.7% ↑
24.	/things-to-do	119	-
	<b>Grand total</b>	<b>13,136</b>	<b>-24.6% ↓</b>
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# Social Media Report

This quarter saw an overdue revitalization of our social media pages which were given a big boost from strong auroral activity in late February and the photography talents of Gustavus locals including Sean Tevebaugh, who manages Glacier Bay National Park's social media accounts. We're very pleased with Trisha Dawson's work in her first full Quarter running our social media accounts.

## Social Media Reach and Engagement





## Our most popular post of the period

**The Auroras were out in their full glory last night at Glacier Bay National Park ...**

February 21, 2023 at 12:21 PM

ID: 575605527928589

### Interactions

👍 484 reactions

💬 72 comments

➦ 33 shares

## Performance

### Reach

Total

**4,532**

Worst



Best

This post reached more Accounts Center accounts than **100%** of your 50 most recent Facebook posts and stories.

Reach

4,532

### Reactions, comments and sh...

Total

**589**

Worst



Best

This post received more reactions, comments and shares than **100%** of your 50 most recent Facebook posts and stories.

Reactions  
Comments  
Shares

484  
72  
33

### Results

Total

--

Link clicks

--

## Goals and Objectives for May through July 2023

- ❖ Move the Kiosk to its new location opposite the fuel tanks to the other side of the road.
- ❖ Print map and brochure
- ❖ Continue working on Gustavus Postcards
- ❖ Morgan & Jess along with a group of kids to paint murals under the Salmon River Bridge to combat graffiti and provide a fun art show for the visitors that travel under the bridge during the summer fishing and boating.
- ❖ Add 'nearby communities' to the website and link itineraries with neighbor towns on the Alaska Marine Highway.
- ❖ Connect with the library and the DRC to look at green initiatives for Gustavus
- ❖ Continued website updates for user experience, analytics, and tracking:
- ❖ Continue marketing relationship / partner bridges between neighbor communities.
- ❖ Collaborate on beautification efforts of Gustavus. Possibly add to the Airport welcome to Gustavus Sign to spruce that up and make more of that welcome sign.
- ❖ Continue to generate the GVA Community News Bulletin.
- ❖ Contact the members of the community who will be interviewed for the film and talk through the construction of their interview.
- ❖ Gather images and videos that businesses and community members are willing to contribute to the film. Possibly have an image competition to make the gathering of images more fun and incentive driven with a prize.
- ❖ Welcome Frost Line Film crew in July, who will stay for 5 days and conduct interviews, collect images and footage for the Gustavus Film.

## Conclusion

This quarter our principal focus has been on both the Survey for the film and re-engaging our social media following, Trisha has done an excellent job in the social media realm and a string of incredible aurora activity gave our social media pages a big boost in February, this led to a modest increase in our follower counts and the continued slow steady growth of our organic reach.

We've been organizing and working out the technical details behind the scenes of launching our GVA blog, page layouts are completed and functionality to link directly to profiles of businesses that

have been mentioned in the posts has been built and integrated, all that remains now is developing more content and getting on a consistent schedule post-launch.



# Gustavus Visitors Association Profit & Loss Budget vs. Actual

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
City/Tax Revenue	35,600.00	35,600.00	0.00	100.0%
Membership	4,426.83	4,320.00	106.83	102.5%
<b>Total Income</b>	<b>40,026.83</b>	<b>39,920.00</b>	<b>106.83</b>	<b>100.3%</b>
<b>Gross Profit</b>	<b>40,026.83</b>	<b>39,920.00</b>	<b>106.83</b>	<b>100.3%</b>
<b>Expense</b>				
Administration				
Equipment	0.00	0.00	0.00	0.0%
Postage	293.59	100.00	193.59	293.6%
Sales Tax	0.00	0.00	0.00	0.0%
Software	99.99	200.00	-100.01	50.0%
Supplies	116.63	200.00	-83.37	58.3%
Teleconference	0.00	180.00	-180.00	0.0%
Administration - Other	0.00	0.00	0.00	0.0%
<b>Total Administration</b>	<b>510.21</b>	<b>680.00</b>	<b>-169.79</b>	<b>75.0%</b>
Contractor Work				
Administrative	2,000.00	6,000.00	-4,000.00	33.3%
Marketing Coordinator	7,944.45	14,400.00	-6,455.55	55.2%
Contractor Work - Other	0.00	0.00	0.00	0.0%
<b>Total Contractor Work</b>	<b>9,944.45</b>	<b>20,400.00</b>	<b>-10,455.55</b>	<b>48.7%</b>
Fees/Licenses				
Banking	0.00	0.00	0.00	0.0%
Fees/Licenses - Other	689.00	800.00	-111.00	86.1%
<b>Total Fees/Licenses</b>	<b>689.00</b>	<b>800.00</b>	<b>-111.00</b>	<b>86.1%</b>
Marketing				
Community Outreach	0.00	0.00	0.00	0.0%
Equipment	0.00	100.00	-100.00	0.0%
Memberships				
ATIA/Travel Alaska	140.00	140.00	0.00	100.0%
DTN Travel Juneau	0.00	400.00	-400.00	0.0%
JCVB/Juneau Guide	400.00	0.00	400.00	100.0%
SE AK Tourism Council (SATC)	0.00	1,000.00	-1,000.00	0.0%
Memberships - Other	40.30	0.00	40.30	100.0%
<b>Total Memberships</b>	<b>580.30</b>	<b>1,540.00</b>	<b>-959.70</b>	<b>37.7%</b>
Online				
DTN Travel Juneau	0.00	400.00	-400.00	0.0%
Gustavus.com	0.00	0.00	0.00	0.0%
GVA Website	111.55	1,000.00	-888.45	11.2%
Promotional Video	12,000.00	12,000.00	0.00	100.0%
Social Media	472.06	500.00	-27.94	94.4%
<b>Total Online</b>	<b>12,583.61</b>	<b>13,900.00</b>	<b>-1,316.39</b>	<b>90.5%</b>
Print / Digital Media				
Alaska Airlines Magazine	0.00	0.00	0.00	0.0%
Alaska Magazine ads	1,116.00	1,000.00	116.00	111.6%
Brochure	1,005.00	0.00	1,005.00	100.0%
International outreach	0.00	0.00	0.00	0.0%
JCVB Travel Planner	0.00	0.00	0.00	0.0%
Juneau Empire	0.00	0.00	0.00	0.0%
Milepost	0.00	1,000.00	-1,000.00	0.0%
Travel Alaska	0.00	500.00	-500.00	0.0%
Print / Digital Media - Other	1,004.96			
<b>Total Print / Digital Media</b>	<b>3,125.96</b>	<b>2,500.00</b>	<b>625.96</b>	<b>125.0%</b>
Radio				
KTOO Radio	0.00	0.00	0.00	0.0%
<b>Total Radio</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
Supplies	0.00	0.00	0.00	0.0%
Travel Shows	0.00	0.00	0.00	0.0%
Marketing - Other	627.09	0.00	627.09	100.0%
<b>Total Marketing</b>	<b>16,916.96</b>	<b>18,040.00</b>	<b>-1,123.04</b>	<b>93.8%</b>
Misellaneous	0.00	0.00	0.00	0.0%
Special Projects				
Community Projects	0.00	0.00	0.00	0.0%
Special Projects - Other	0.00	0.00	0.00	0.0%
<b>Total Special Projects</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

**Gustavus Visitors Association**  
**Profit & Loss Budget vs. Actual**

Item #2.

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Utilities				
cell phone	0.00	0.00	0.00	0.0%
<b>Total Utilities</b>	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	28,060.62	39,920.00	-11,859.38	70.3%
Net Ordinary Income	11,966.21	0.00	11,966.21	100.0%
Other Income/Expense				
Other Expense				
Fixed Asset Depreciation	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	<b>11,966.21</b>	<b>0.00</b>	<b>11,966.21</b>	<b>100.0%</b>

**Gustavus Visitors Association  
Profit & Loss Budget vs. Actual**

July 2022 through June 2023

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Item #2.

1. Encumbered for FY24 project costs

**Gustavus Disposal & Recycling Center (DRC) Quarterly Staff Report**  
**Paul Berry, DRC Manager/ Operator**  
**Monday May 8<sup>th</sup>, 2023**

My last quarterly report was at the February 13<sup>th</sup> General Meeting. The next quarterly report for the DRC is scheduled for the August 14<sup>th</sup>, General Meeting.

### **General Operations and Management**

#### Labor

This is my last report to the Council as the DRC Manager/ Operator (yay!). I have given my resignation date as the end of current fiscal year which is June 30<sup>th</sup>. Interestingly, I started working as the Landfill Attendant in the beginning of July 1994, just about 29 years ago.

A little Bit of History: Way back in 1994 there was no City of Gustavus and services like the landfill or the library were managed by committees within the Gustavus Community Association (GCA. Formed around 1980. It had no formal powers like a municipality but it was able to accept grant money, open checking accounts and employ people). In May of 1994 the Landfill Committee advertised for the Landfill Attendant position. Ten hours a week at \$12.00 an hour. I was one of about five people who applied. I was not selected. Deb Froberg was the first landfill attendant. She filled the position for a couple months and then got a job with the Park so the Committee offered me the job starting in July and I accepted.

At that time I never thought of the Gustavus Landfill or solid waste as my career but around the summer of 2000 I jokingly declared that the Gustavus Landfill was my career, and really by that time it was my career.

Improvements at the landfill were gradual. Aluminum can recycling and glass bottle crushing had already been established before I started. We stopped open burning and started baling waste in May of 1995 (yes, all the waste of the community was burned in an open pit prior to that). Food waste composting was added in 1996. Periodic lead-acid battery collection, steel can recycling and plastic recycling were added.

In December of 1998 the Landfill got our first skid-steer loader which allowed me to do a lot more of the work needed to run the operation. In 2001 another big leap occurred when the Gustavus Landfill took over Glacier Bay Lodge's waste stream from the Park. This was controversial at the time (surprise, surprise) but with that change we received the Park's large baler which made it much easier for our operation to recycle the community's materials as well as the Lodge's and the Park's material. Plus, the revenue from the Lodge helped fund the rest of our operation.

Incorporation of the City of Gustavus in 2004 was a major boost for the operation in that DNR happily gave the new City full ownership of the 12-acre landfill parcel which made site control much easier (meaning we didn't need to lease the property and owning a facility is helpful with grants). We changed the name from Gustavus Landfill to the Gustavus Disposal & Recycling Center. Incorporation substantially added to the capability of the DRC primarily through funding as more money was available for training, employee benefits, new equipment and infrastructure improvements. Incorporation forced greater accountability for our operation with the requirement of creating and maintaining an annual budget, more detailed project planning and a more formal process for hiring and managing employees.

While there were certainly days in my career that I could have done without the responsibility and repercussions of managing the DRC, overall I am thankful for the opportunity the job has presented me with and I am very grateful for the support and appreciation I have received from the community over the past 29 years. But I am getting old and worn, and operating a landfill and recycling facility for a growing community is something better handled by the young.

We should all feel very fortunate that Ian Barrier likes working at the DRC, is good at his job and is willing to become the manager of the facility when I retire. I hope and expect that the community will support him as he does his best to manage our waste. Because there are a couple major improvement projects in the works for the DRC, like the ones listed later in this report, I have offered the City my consulting services as a temporary employee of the City should my help be needed in getting any of these projects going or if Ian needs more help than a simple phone call.

In case you are curious, after retirement from the City, I will be continuing consulting work for the Zender Environmental Health and Research Group whom I have been working part-time with since May of 2019. With the Zender Group I mostly teach landfill operations either virtually over the Internet or in person in a classroom setting. The job is interesting as it involves statewide travel and I have been able to see small communities in Southeast and other areas in Alaska that I would not have had an opportunity to see otherwise. Plus, people listen to me and seem to think that I know something about food waste composting, using balers and what is involved in managing small landfill and recycling operations.

Now, back to the on-going DRC labor scene. The DRC labor Pool is looking for applicants for the summer season. Sven Hoosen was able to work with us through most of April but had to leave for other work commitments which leaves us with Paul Dzubay, who is a great worker but he has other work obligations as well. We need one or two individuals who will be able to work with Ian in the coming summer. Our operation really needs two people when it gets busy – one to make sure the customers are flowing and another to make sure the waste they have left with us is out of the way and going to the right place.

#### FY2021 and FY2022 Annual Reports

When we changed our point-of-sale (POS) system in July of 2020 I no longer knew where to look for the raw data in the POS's database. While I am still waiting for assistance from TrashFlow for getting information on how to extract max/min/avg information from our days of operation, I am releasing drafts (version 0.9) of these two reports on the DRC's web site:

[https://www.gustavus-ak.gov/sites/default/files/fileattachments/disposal/\\_recycling\\_center/page/20071/drc\\_fy21\\_annual\\_report\\_0\\_9.pdf](https://www.gustavus-ak.gov/sites/default/files/fileattachments/disposal/_recycling_center/page/20071/drc_fy21_annual_report_0_9.pdf)

[https://www.gustavus-ak.gov/sites/default/files/fileattachments/disposal/\\_recycling\\_center/page/20071/drc\\_fy22\\_annual\\_report\\_0\\_9.pdf](https://www.gustavus-ak.gov/sites/default/files/fileattachments/disposal/_recycling_center/page/20071/drc_fy22_annual_report_0_9.pdf)

#### The Mound

The topmost layer of our waste mound was started in December of 2021. In December of 2022 I measured the volume of this new layer so that I could determine how much waste has been placed on the mound in one year. This measurement is our rate of airspace consumption (my measurements do not include waste that is added to our Construction/ Demolition waste area). I came up with 7,908 square feet or 293 cubic yards. In 2015 the annual growth of the mound was calculated at 250 cubic yards a year and in my May report last year I reported 6,895 square feet or 255 cubic yards (and that was a year effected by the pandemic). We can see our rate of use is increasing. While the exact capacity of the existing mound is not exactly set or precisely known, each layer of the mound is smaller than the previous layer so what area is available is consumed in an exponential fashion.

The overall area or footprint of the mound will need to expand within the next couple years. For a diagram of the specific idea I am writing about please refer to area B in Vista GeoEnvironmental's 2021 Landfill Development Plan. This plan is available on-line on the

DRC's webpage. This expansion project is part of the City's 2023-2027 Capital Improvement Plan, under Mid-Range Projects. It is titled the Disposal & Recycling Center Landfill Mound Expansion Project.

To be developed in a timely fashion, funding and effort for the expansion project should begin in the summer of 2024.

### Compost Sales

The DRC's annual compost sale seems to have become an important part of the unfolding of spring in our community. It is nice to think that a resource which starts as a smelly, fly attracting pile of food waste, that when composted over six to nine months, can become a desirable product for growing plants. Maybe there is metaphor here we can take to heart when we look at the greater picture of our world.

Like the previous three years, a sample of our compost was sent to Soiltest Farm Consultants Inc. in Washington State for analysis. Our sample consists of a full one-gallon zip lock bag of material collected from five different locations within the pile. The testing reports: pH, electrical conductivity, % organic material, % ash, total agronomic minerals, total nitrogen, bioassay germination, CO2 evolution, sieve analysis, inerts, and testing for Salmonella. The report also contains a good interpretation guide of what all this means on the final page. The report is available at:

[https://www.gustavus-ak.gov/sites/default/files/fileattachments/disposal\\_recycling\\_center/page/20691/c23-476\\_city\\_of\\_gustavus\\_c2\\_compost\\_sample\\_results.pdf](https://www.gustavus-ak.gov/sites/default/files/fileattachments/disposal_recycling_center/page/20691/c23-476_city_of_gustavus_c2_compost_sample_results.pdf)

April 26<sup>th</sup> was the 2023 compost sales event. A line of cars started forming about an hour and a half before we opened at 1PM and the line didn't stop until about a half hour before closing at 5PM. 59 vehicles were served. People reported waits of over two hours but I am pleased to report that everyone who waited was served. As in the past, several people were purchasing for another household as well as themselves. Roughly 20 cubic yards of material was sold, resulting in over \$3,900 in income in support of our operation. Again, I am very glad that something which comes from our waste stream, when properly composted, becomes a highly regarded resource for the community.

### Electronics Product Stewardship in Alaska

I wanted to follow up on the Extended Producer Responsibility (EPR) legislation that I mentioned in my last report. This is for the collection of waste electronics or e-waste in Alaska. From what I understand, we may not see anything coming out of the legislature on this, this year. Hopefully next year. The idea has a lot of support but the legislation has not yet been drafted and sponsored.

### **Community Chest**

The Chest has been very active in the past three months with the resumption of Wednesday sales and setting up the tent in the yard for additional sorting and sales area. Some of the shelving in the yard has rotted and is in the process of being rebuilt by DRC staff and Chest volunteers. We are also looking at replacing the doors of "301" the smaller unheated building.

Since my last report our sales desk volunteers have been: Becky King, Meggie O'Brien, Vicki Bender, Connie Darnell, Judy Hardy and Annie Mackovjak.

Sorting, purging, stocking and other site work has been performed by some of the sales crew and Trisha, Caroline, Carolyn, Norah, Ellie, Mary, Kim and Kamille.

Many thanks to all the individuals who keep the Chest alive and thriving – we are all the beneficiaries of their efforts.

## Capital Project Summaries

### Ground Water Monitoring Well Replacement Project

This project has been placed in the mid-range project category in the City's 2023-2027 Capital Improvement Plan. I have contacted VistaGeoenvironmental, the engineering firm that has supported our operation in the past, for help with determining well design and the exact placement.

The next step with this project is to complete the scoping process.

### The Big Three Capital Projects

As mentioned in recent reports there are three ongoing main projects at the DRC

1. New Composting Facility and Compost Yard Improvements
2. New Main Building
3. Purchase of a Horizontal Baler

In this report I will only list the summary heading for each project unless there has been new information since my last report. To get a more complete picture the reader should review the more recent reports located on City's DRC website: <https://www.gustavus-ak.gov/drc>

<b>Title: New Composting Facility/ Quonset replacement</b>
<p><b>Summary:</b> the goals of this project are:</p> <ol style="list-style-type: none"> <li>1. Replace the failing Quonset structure with a much more robust and usable composting facility. The new facility would be capable of processing greater amounts of material in a more temperature controlled manner by using ASP (aerated static piles). The new facility would have five bays for composting, would be constructed of concrete, and housed in a well built wood and metal structure</li> <li>2. Pave most of the remaining unpaved area of the composting yard with concrete. Additionally, concrete push walls would be installed behind the piles of stored wood chips, sawdust, overs and curing compost. These improvements will make using the yard much easier for operator to use, allow for better recovery of stored materials and will reduce the spreading of invasive plant species by keeping invasive plants well away from the compost to be distributed.</li> <li>3. Purchase of a Bandit 250XP wood chipper and a Ford F-350 truck to move the chipper, wood chips and other work related duties.</li> </ol> <p><b>Status:</b> A grant application for EPA's SWIFR program was submitted on February 14<sup>th</sup>. I have not heard any status reports as of yet.</p> <p><b>Scoping Document:</b> Revised and adopted December 12, 2022</p> <p><b>Anticipated cost:</b> \$589,093 including a \$25,000 City match</p>

**Title: New main building**

**Summary:** The new building will be designed to replace the functionality of the current landfill building. The current landfill building has two critical shortcomings:

- 1 It is too small to be able to properly accommodate the amount of waste throughput on a daily or weekly basis. It is also too small to house the proper equipment needed to process effectively the community's waste stream.
- 2 It was not constructed to allow the full use of powered equipment, such as a small loader or forklift, within the building. Evidence for this is a lack of concrete push walls or metal clad barrier posts beside drive through openings.

The new building will provide sufficient covered area for the public to deliver and sort their waste and provide adequate room for the equipment used to process that waste. An adequately sized building means our facility can continue to recycle over 50% of the communities waste stream well into the future. Recycling requires equipment such as a baler, shredder and glass pulverizer and we would like to be able to load the processing equipment with a loader when incoming volumes are high. All of this requires push-walls, ventilation and adequate space.

The existing landfill building will remain in place during the construction of the new building and will be converted to a storage area and maintenance shop

**Status:** PND Engineering has completed an initial conceptual drawing packet and estimated construction costs. The city is currently exploring funding possibilities.

**Scoping document** Revised and adopted December 12, 2022

**Anticipated cost:** For the 60' x 100' size is \$4,055,360. This price includes the purchase of a horizontal baler



**Title: New horizontal baler**

**Summary:** The baler is one of the cornerstone pieces of processing equipment in our facility. It turns a pile of loose garbage or several bins of aluminum cans into a single, compact bale. Baling densifies material which then makes it possible to efficiently move that material – either 150 feet to the mound or a thousand miles to the recycling facility. Shipping is expensive in a small, rural, end-of-the-spoke community like Gustavus and we need a baler that can produce as dense and compact bales as possible. The more weight you can get in a shipping container the lower your overall shipping costs per pound will be. Also, the more dense our bales of non-recyclable waste are the more material we will be able to get into our waste mound and the longer we will be able to use our finite disposal area.

Horizontal balers, while typically more expensive than vertical balers, are much stronger as they can use more steel in the baling chamber without making the device top heavy. Horizontal balers have the additional advantage of using the force of the large hydraulic ram used for compaction to push finished bales out of the baling chamber. Vertical balers rely on a dump tray mechanism for bale removal that is simply not as robust and bales can get stuck in the baling chamber requiring powered equipment such as a loader with forks to remove the bale.

**Status:** This project, along with the new building project, were submitted to Senator Murkowski's office as a Congressionally Directed Spending (CDR) project. To quote a recent e-mail "Senator Murkowski has put forward your request to the Appropriations Committee for consideration. Although encouraging, this is just one step in a long process, and we do not anticipate the Committee will be able to fully fund all of the Senator's requests."

**Scoping document:** Adopted December 12, 2022

**Anticipated cost:** \$222,800

The end, thank you.

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

05/01/23

## **City of Gustavus Treasurer's report**

**Ben Sadler, Treasurer**

**Monday 04/24/2023**

We are now in the fourth quarter of FY23. With two months to go we have currently received 96.8% of our budgeted tax revenue, 99.6% of our budgeted State Revenue (Community Assistance Program, Shared Fisheries), and 71.1% of our budgeted Federal Revenue (ARPA, PILT, National Forest Receipts, etc.). Along with the City's other forms of income (DRC, Ambulance Subscriptions, Vessel Registrations, etc.) we are currently sitting at 90.4% of our budgeted income for FY23. In contrast to this we have spent 64.5% of our budgeted expenditures. Looking back over previous years this seems to be exactly where we would hope to be at this point.

### **FY24 Budget Process**

Although we are still finding little things to change in some of the department's budgets, the overall budget has changed very little since we first introduced it on February 27<sup>th</sup>. We are still planning to roll over some funds from FY23 to FY24 but not as much as have been rolled over in the last few years. It is our plan to move the excess rollover funds into different AMLIP accounts to cover future Capital Projects and Road Maintenance.

### **Certified Financial Statement**

The FY22 Certified Financial Statement was completed and approved by the City Council at the April General Meeting.

### **Capital Improvement Plan**

The updated Capital Improvement Plan was approved at the April General Meeting. It is available online or at City Hall for anyone who would like more information on ongoing and future Capital Projects.

### **General Day to Day**

In addition to paying the bills and depositing the City's income, I have been helping draft resolutions, drafting NCO's, working with Karen Platt and Kathy Leary on HR issues and policy changes, and maintaining one restroom (along with Karen Platt) at the beach.

I have also been tidying up the City's accounts to start getting ready for the upcoming audit in FY24. I have sent off our preliminary information to an

accounting firm the city has worked with before. At this time, it looks like the audit will be scheduled for October.

I was also able to assist Bryan Todd and Elm Robichaud (Fairweather Construction), along with new Marine Facilities Coordinator Larry Platt, in moving the steel float from the Salmon River to its summer location at the Gustavus Dock. We were also able to get one set of skiff floats moved. Elm and I will be moving the additional skiff floats and the wooden float out of the harbor to the dock as soon as tides and weather allow.

10:10 AM

05/02/23

Accrual Basis

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

Item #4.

	Jul '22 - Apr 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Business License Fees	2,950.00	3,700.00	-750.00	79.7%
Donations	1,755.00	1,800.00	-45.00	97.5%
<b>DRC Income</b>				
Community Chest Sales	9,542.70	11,500.00	-1,957.30	83.0%
Landfill Fees paid @ City Hall	28,074.67	0.00	28,074.67	100.0%
Landfill Fees/Sales	42,060.56	90,450.00	-48,389.44	46.5%
Recyclable Material Sales	8,505.48	3,600.00	4,905.48	236.3%
<b>Total DRC Income</b>	<b>88,183.41</b>	<b>105,550.00</b>	<b>-17,366.59</b>	<b>83.5%</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	0.00	50,000.00	-50,000.00	0.0%
Payment In Lieu of Taxes	130,512.17	130,512.17	0.00	100.0%
<b>Total Federal Revenue</b>	<b>357,226.89</b>	<b>502,081.77</b>	<b>-144,854.88</b>	<b>71.1%</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	11,283.71	9,000.00	2,283.71	125.4%
ASP	1,530.00	600.00	930.00	255.0%
Training	350.00	150.00	200.00	233.3%
<b>Total GVFD Income</b>	<b>13,163.71</b>	<b>9,750.00</b>	<b>3,413.71</b>	<b>135.0%</b>
<b>Interest Income</b>	<b>485.62</b>	<b>350.00</b>	<b>135.62</b>	<b>138.7%</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>7,190.32</b>	<b>13,753.67</b>	<b>-6,563.35</b>	<b>52.3%</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	2,600.00	0.00	2,600.00	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>2,620.00</b>	<b>0.00</b>	<b>2,620.00</b>	<b>100.0%</b>
<b>Commercial Vessel Registration</b>	<b>1,500.00</b>	<b>0.00</b>	<b>1,500.00</b>	<b>100.0%</b>
<b>Private Vessel Registration</b>				
Kayak Registration	60.00			
Private Vessel Registration - Other	3,265.00	0.00	3,265.00	100.0%
<b>Total Private Vessel Registration</b>	<b>3,325.00</b>	<b>0.00</b>	<b>3,325.00</b>	<b>100.0%</b>
<b>Storage Area Fee</b>	<b>2,750.00</b>	<b>1,700.00</b>	<b>1,050.00</b>	<b>161.8%</b>
<b>Marine Facilities Income - Other</b>	<b>0.00</b>	<b>17,500.00</b>	<b>-17,500.00</b>	<b>0.0%</b>
<b>Total Marine Facilities Income</b>	<b>10,195.00</b>	<b>19,200.00</b>	<b>-9,005.00</b>	<b>53.1%</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%
<b>Total State Revenue</b>	<b>91,061.68</b>	<b>91,473.16</b>	<b>-411.48</b>	<b>99.6%</b>
<b>Tax Income</b>				
Retail Tax Income	411,839.36	400,000.00	11,839.36	103.0%

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

	Jul '22 - Apr 23	Budget	\$ Over Budget	% of Budget
Remote Sellers Retail Tax	52,932.50	35,000.00	17,932.50	151.2%
Room Tax Income	108,940.40	90,000.00	18,940.40	121.0%
Fish Box Tax	8,520.00	7,500.00	1,020.00	113.6%
Penalties & Interest	3,142.18	4,000.00	-857.82	78.6%
Tax Exempt Cards	290.00	300.00	-10.00	96.7%
<b>Total Tax Income</b>	<b>585,664.44</b>	<b>536,800.00</b>	<b>48,864.44</b>	<b>109.1%</b>
<b>Total Income</b>	<b>1,201,106.07</b>	<b>1,312,558.60</b>	<b>-111,452.53</b>	<b>91.5%</b>
<b>Gross Profit</b>	<b>1,201,106.07</b>	<b>1,312,558.60</b>	<b>-111,452.53</b>	<b>91.5%</b>
<b>Expense</b>				
Administrative Costs	9,196.96	35,000.00	-25,803.04	26.3%
Advertising	0.00	100.00	-100.00	0.0%
Bank Service Charges	4,837.93	4,750.00	87.93	101.9%
<b>Building</b>				
Insurance	12,789.74	10,650.90	2,138.84	120.1%
Maintenance & Repair	2,690.92	14,900.00	-12,209.08	18.1%
<b>Total Building</b>	<b>15,480.66</b>	<b>25,550.90</b>	<b>-10,070.24</b>	<b>60.6%</b>
<b>Contractual Services</b>				
Ambulance Billing Expense	1,027.27	1,300.00	-272.73	79.0%
Managed IT Services	24,160.00	27,450.00	-3,290.00	88.0%
Contractual Services - Other	21,894.55	79,600.00	-57,705.45	27.5%
<b>Total Contractual Services</b>	<b>47,081.82</b>	<b>108,350.00</b>	<b>-61,268.18</b>	<b>43.5%</b>
<b>Dues/Fees</b>	<b>10,705.42</b>	<b>10,050.00</b>	<b>655.42</b>	<b>106.5%</b>
<b>Economic Development Services</b>				
GVA	35,600.00	35,600.00	0.00	100.0%
<b>Total Economic Development Services</b>	<b>35,600.00</b>	<b>35,600.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Election Expense</b>	<b>150.99</b>	<b>250.00</b>	<b>-99.01</b>	<b>60.4%</b>
<b>Emergency &amp; Disaster</b>	<b>0.00</b>	<b>50,000.00</b>	<b>-50,000.00</b>	<b>0.0%</b>
<b>Equipment</b>				
Equipment Fuel	2,628.59	2,200.00	428.59	119.5%
Equipment Purchase	5,486.16	9,500.00	-4,013.84	57.7%
Insurance	317.77	242.49	75.28	131.0%
Maintenance & Repair	3,589.00	4,000.00	-411.00	89.7%
<b>Total Equipment</b>	<b>12,021.52</b>	<b>15,942.49</b>	<b>-3,920.97</b>	<b>75.4%</b>
<b>Events &amp; Celebrations</b>	<b>4,003.18</b>	<b>4,100.00</b>	<b>-96.82</b>	<b>97.6%</b>
<b>Freight/Shipping</b>	<b>18,447.59</b>	<b>30,000.00</b>	<b>-11,552.41</b>	<b>61.5%</b>
<b>Fundraising Expenses</b>	<b>0.00</b>	<b>500.00</b>	<b>-500.00</b>	<b>0.0%</b>
<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>	<b>17,776.53</b>	<b>19,963.00</b>	<b>-2,186.47</b>	<b>89.0%</b>
<b>Gravel Pit Fund</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<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	280.08	1,000.00	-719.92	28.0%
<b>Total Library Materials</b>	<b>1,985.32</b>	<b>2,700.00</b>	<b>-714.68</b>	<b>73.5%</b>
<b>Marine Facilities</b>				
Insurance	2,578.53	2,368.37	210.16	108.9%
Maintenance & Repairs	0.00	18,000.00	-18,000.00	0.0%

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

	Jul '22 - Apr 23	Budget	\$ Over Budget	% of Budget
<b>Total Marine Facilities</b>	2,578.53	20,368.37	-17,789.84	12.7%
<b>Occupational Health</b>	0.00	500.00	-500.00	0.0%
<b>Payroll Expenses</b>				
Wages	319,959.69	479,065.96	-159,106.27	66.8%
Payroll Taxes	30,878.41	42,340.35	-11,461.94	72.9%
Paid Time off	11,100.89	0.00	11,100.89	100.0%
Sick Leave	5,227.06			
Health Insurance (company paid)	17,660.20	26,803.20	-9,143.00	65.9%
Health Insurance Stipend	8,859.09	11,100.00	-2,240.91	79.8%
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>	405,674.88	597,223.62	-191,548.74	67.9%
<b>Professional Services</b>	5,902.50	25,000.00	-19,097.50	23.6%
<b>Public Relations</b>	0.00	1,000.00	-1,000.00	0.0%
<b>Repair &amp; Replacement Fund</b>	0.00	16,545.71	-16,545.71	0.0%
<b>Road Maintenance</b>				
ARPA & FEMA Projects	8,600.00			
Grading	72,511.80	0.00	72,511.80	100.0%
Snow Plowing	50,424.70	0.00	50,424.70	100.0%
Road Maintenance - Other	7,141.70	150,000.00	-142,858.30	4.8%
<b>Total Road Maintenance</b>	138,678.20	150,000.00	-11,321.80	92.5%
<b>Stipend</b>	2,250.13	10,000.00	-7,749.87	22.5%
<b>Supplies</b>				
Donated/Fundraised	0.00	700.00	-700.00	0.0%
Program	1,099.30	3,050.00	-1,950.70	36.0%
Supplies - Other	16,010.97	18,500.00	-2,489.03	86.5%
<b>Total Supplies</b>	17,110.27	22,250.00	-5,139.73	76.9%
<b>Telecommunications</b>	18,033.22	21,540.00	-3,506.78	83.7%
<b>Training</b>	8,344.18	8,950.00	-605.82	93.2%
<b>Travel</b>	12,663.37	16,000.00	-3,336.63	79.1%
<b>Utilities</b>				
Electricity	8,887.05	5,900.00	2,987.05	150.6%
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>	24,385.00	23,300.00	1,085.00	104.7%
<b>Vehicle</b>				
Fuel	850.25	1,200.00	-349.75	70.9%
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>	5,778.94	8,785.67	-3,006.73	65.8%
<b>Total Expense</b>	824,687.14	1,270,319.76	-445,632.62	64.9%
<b>Net Ordinary Income</b>	376,418.93	42,238.84	334,180.09	891.2%
<b>Other Income/Expense</b>				
Other Income				
Prior-Year Cash Balance	0.00	300,000.00	-300,000.00	0.0%
<b>Total Other Income</b>	0.00	300,000.00	-300,000.00	0.0%
<b>Net Other Income</b>	0.00	300,000.00	-300,000.00	0.0%
<b>Net Income</b>	<b>376,418.93</b>	<b>342,238.84</b>	<b>34,180.09</b>	<b>110.0%</b>

# City of Gustavus Balance Sheet As of May 2, 2023

	<u>May 2, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
AMLIP Capital Improv Current (0630598.1)	30.54
AMLIP Capital Improv Long-Term (0630598.2)	762,544.43
AMLIP Repair & Replacement (0630598.3)	334,570.57
AMLIP Road Maint - Unencumbered (0630598.4)	84,433.56
AMLIP Gravel Pit Fund (0630598.8)	18,330.29
AMLIP Reserve (0630598.12)	342,054.46
APCM.Endowment Fund	1,448,387.40
FNBA - Checking	1,075,314.67
FNBA Endowment Fund - Checking	63,467.12
Petty Cash	310.49
<b>Total Checking/Savings</b>	4,129,443.53
<b>Accounts Receivable</b>	
Accounts Receivable	25,024.64
<b>Total Accounts Receivable</b>	25,024.64
<b>Other Current Assets</b>	
Undeposited Funds	3,904.06
<b>Total Other Current Assets</b>	3,904.06
<b>Total Current Assets</b>	4,158,372.23
<b>TOTAL ASSETS</b>	<b><u>4,158,372.23</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Credit Cards	696.36
Other Current Liabilities	23,497.34
<b>Total Current Liabilities</b>	24,193.70
<b>Total Liabilities</b>	24,193.70
<b>Equity</b>	
Fund Balance	2,800,558.46
Opening Bal Equity	1,084,743.57
Net Income	248,876.50
<b>Total Equity</b>	4,134,178.53
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>4,158,372.23</u></b>

**Accounts Receivable Detail****As of 04/30/2023**

\$3,612.56	Delinquent Sales Tax
\$14,021.27	Ambulance Transport Billing - In Progress
\$6,973.33	Fish-Box Tax Deferred Income
\$417.48	Net of Other Customer Account Balances
<b>\$25,024.64</b>	<b>Total</b>

**FNBA Checking Account - Unrestricted Funds Balance****As of 04/30/2023**

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: **\$1,075,314.67**

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>(\$40,695.00)</b>
Admin	CP21-02 Refurbish Old P.O.	<b>(\$7,250.00)</b>
Roads	CP21-03 Good River Bridge Repairs	<b>\$0.00</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>(\$41,560.00)</b>
Admin	CP22-04 Septage Storage Facility	<b>(\$9,665.00)</b>
GVFD	CP23-01 Radio Tower	<b>(\$41,920.00)</b>
Library	FY23 PLA Grant	<b>(\$3,683.31)</b>
Library	SoA OWL Internet Subsidy	<b>(\$2,460.00)</b>
Roads	USFWS Chase Drvwy	<b>(\$251.02)</b>

Unrestricted Funds: **\$792,856.10**

**Pending Transfers:**

FY23-16NCO	Septage Storage Facility	\$42,000.00	Public Hearing	5/8/2023
FY23-17NCO	FY23 AMLIP Repair & Replace fund transfer	\$16,545.71	Public Hearing	5/8/2023
FY23-18NCO	FY23 Surplus transfer to AMLIP	\$435,000.00	Public Hearing	5/8/2023
FY23-19NCO	Cul-de-sac Improvement Project	\$35,000.00	Public Hearing	5/8/2023
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 current fiscal year's operating expenses, with a target of 25%.

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>



## CITY ADMINISTRATOR'S REPORT May 2023 General Meeting

- Worked with City Clerk to learn how to edit and post the draft meeting minutes generated via input during meetings from the MuniCode program.
- Worked with City Clerk to relocate and organize some electronic folders so they are more logical and retrievable.
- Posted City Clerk job on AKDOL website.
- Corrected a few minor typos on the Purchase Requisition P&P and had City Clerk update on the website.
- Continued to work with John Barry on the septage project. John is working on projects from Texas since he is dealing with a medical process at the University Medical Center. While he can attend to most of the project from there, Mike and I along with Paul and Ian will need to work with GBC for the boots on the ground piece, some of which will be staking out the roadway and the exact location for the tanks installation. We will be issuing a Notice to Proceed in the next few days. An NCO is up for public hearing tonight for supplementary funding for this project and council approval. As previously addressed, some unanticipated regulatory provisions required by ADEC, project management, and additional site preparation for adequate staging of the pump truck requires these additional funds.
- Continued to work on our grant projects, attending weekly Office Hours sponsored by AML, learning about upcoming funding opportunities and responding to agencies for projects that didn't make the cut along with analyzing the next best funding sources to apply for those projects.
- The Marine Facilities Coordinator position has been filled by Larry Platt and he will begin his duties starting June 5<sup>th</sup>. Thanks to Larry for starting a couple days as a temp and to Ben for training him on the metal ramp and float installation process.
- Testified again to the Senate Education Subcommittee on Senate Bill 110, companion bill to HB 21 - State Insurance pool for municipalities and school districts. I don't know yet what the costs will be for participating in this program should the bill pass, but if the Alaska Cares pool becomes available, it would be an additional resource for the City to consider as we look at improving our health insurance plan offerings.
- Worked with Ben to get our treasury.gov sign on straightened out from past user and account administrators to a current status. They will not talk to anyone on the phone to resolve problems and so it was back and forth emails for days. Finally I just told them that it wasn't working, and they needed to make backdoor changes to get it updated. We use this site for reporting purposes on receipt of various federal funds.
- Held a pre-award meeting for projects with GBC, John Barry, Mayor Taylor, Ben and me on 3 different projects to iron out additional details for the projects prior to award.
- Attended to road condition complaints and other citizen calls. We are doing what we can with the weather restrictions and the resources we have.
- Have spent a significant amount of time and resources with the Contractor, City Attorney and Project Manager on the post award terms and conditions of the Library Shelter Project. We will be unable to issue a NTP on that project until all of those conditions and change orders are stipulated and agreed to. It is possible we may need to rebid the project.

- Reworked the Lease Agreement and matrix of responsibilities on the Old PO building. Kenn Magowan has started working on the interior of the building and will finish when he returns from another job commitment. I also contacted Arthur at Byte Networking to have internet installed at that facility. Luckily the fiber is right outside the building and won't require additional fiber.
- Worked with Sol and the Alaska Division of Health on the Healthy and Equitable Communities MOU Amendment which was subsequently approved for additional funding to go towards the repeater tower project. Additionally, we were encouraged to submit an additional project which has the potential to be funded if not all communities apply for the second round of funding. We have the potential to get approved for some funding for the playground equipment should there be remaining funds.
- Thanks to Council Member Owens for volunteering to come to CH a couple afternoons a week to answer phones and help with basic tasks until we are able to hire a City Clerk.

Any comments, questions, or suggestions? Particularly, any ideas on what to do in the interim as we continue to recruit for a City Clerk?

## CERTIFICATE OF RECORDS DESTRUCTION

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

<b>1. Agency/Locality</b> City of Gustavus	<b>2. Division/Department</b> 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
A - 12 (5 years)	Accounting Payroll	04/2004 - 10/2004	Disposal & Recycling Center	1 file FY'04, 1 file FY'05	
A-5 (8 years)	Accounting banking records	04 - 06/2004, 07 - 09/2004	Disposal & Recycling Center	1 file FY'04, 1 file FY'05	Recycle
A-4 (4 years)	Accounting - Accounts Receivable/Payable	04/2004 - 06/2004, 07/2004 - 06/2005, 07/2005 - 06/2006, 07/2006 - 06/2007, 07/2007 - 06/2008, 07/2008 - 06/2009, 07/2009 - 06/2010, 07/2010 - 06/2011,	Disposal & Recycling Center	1 file FY'04, 1 file FY'05, 1 file FY'06, 1 file FY'07, 1 file FY'08, 1 file FY'09, 1 file FY'10, 1 file FY'11,	Recycle
A-3 (4 years)	Accounting - Financial & Accounting Reports	04/2004 - 06/2004, 07/2004 - 06/2005, 07/2005 - 06/2006,	Disposal & Recycling Center	1 file FY'04, 1 file FY'05, 1 file FY'06,	Recycle
A-2 (3 years)	Accounting - Budget Work Papers	07/2005 - 06/2006, 07/2006 - 06/2007, 07/2007 - 06/2008, 07/2008 - 06/2009, 07/2009 - 06/2010, 07/2010 - 06/2011,	Disposal & Recycling Center	1 file FY'06, 1 file FY'07, 1 file FY'08, 1 file FY'09, 1 file FY'10, 1 file FY'11,	Recycle
A-18 (2 years)	Accounting - Grants (not awarded)	07/2008 - 06/2009 07/2009 - 06/2010	Disposal & Recycling Center	1 file FY'09 1 file FY'10, 1 file FY2009 Denali Grant for HHW container	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	\$ 110,000.00	\$ 25,000.00

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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:

<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>			

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

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

**DATE INTRODUCED:** *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*			
	<i>*Approximate, this is a dynamic value</i>			
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>	
<i>*Approximate, this is a dynamic value.</i>				
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 \_\_<sup>th</sup> day of \_\_\_\_\_, 2023.

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

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

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



**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY23-16NCO**

**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, the budget and City held accounts are amended to reflect the changes as follows:

CITY HELD ACCOUNTS	Amounts		Amended Balance	Change			
	Account Balance*						
	*Approximate, this is a dynamic value						
CP 22-04 Septic Storage Facility	\$	27,275.00	\$	69,275.00	\$	42,000.00	
AMLIP Capital Improv Long-Term	\$	792,867.32	\$	750,867.32	\$	42,000.00	
This project was originally funded by American Rescue Plan Act funds that were housed in FNBA Checking and allocated to the FY23 Operating Budget. \$42,000.00 is being added due to additional costs estimated by the city Engineer.							
Total Change in City Held Account Balances						\$	0.00

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

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

**DATE INTRODUCED:** April 10, 2023

**DATE OF PUBLIC HEARING:** May 8, 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: \_\_\_\_\_, City Clerk

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY23-17NCO**

**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 Fiscal Year of 2023, the City held accounts are amended to reflect the changes as follows:

**Amounts**

<b>CITY HELD ACCOUNTS</b>	<b>Account Balance*</b>	<b>Amended Balance</b>	<b>Change</b>
FBNA Checking account <i>*Approximate, this is a dynamic value.</i>	\$1,161,468.40	\$1,144,922.69	<\$ 16,545.71>
AMLIP – Repair & Replacement <i>FY23 budgeted expenses for contributions to a Repair and Replacement Fund for every department.</i>	\$ 333,456.53	\$ 350,002.24	\$ 16,545.71

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Total Change in Account Balances	\$ 0.00
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**Section 4.** The FY23 City held accounts are hereby amended as indicated, and any portion of the approved budget inconsistent with this amendment is repealed.

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

**DATE INTRODUCED:** April 10, 2023

**DATE OF PUBLIC HEARING:** May 8, 2023

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

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

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

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

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY23-18NCO**

**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 2020, 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:

<b>CITY HELD ACCOUNTS</b>	<b>Amounts</b>		
	<b>Account Balance*</b>	<b>Amended Balance</b>	<b>Change</b>
FNBA Checking Account	\$ 1,161,468.40	\$ 726,468.40	<\$ <b>435,000.00</b> >
<i>Surplus funds from FY23 are being moved to AMLIP accounts for better earnings. Some funds may be returned later in FY24 for the Prior-Year Cash Balance line-item of the FY24 budget.</i>			
AMLIP Road Maintenance	\$ 83,883.72	\$ 283,883.72	\$ 200,000.00
<i>*Approximate, this is a dynamic value.</i>			
AMLIP Capitol Improv Long-Term	\$ 779,505.76	\$ 1,014,505.76	\$ 235,000.00
<i>*Approximate, this is a dynamic value.</i>			

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Total Change in City Held Account Balances	\$ 0.00
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**Section 4.** The City held accounts are hereby amended as indicated.

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

**DATE INTRODUCED:** April 10, 2023

**DATE OF PUBLIC HEARING:** May 8, 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: Karen Platt, CMC  
City Clerk

# Treasurer's Suggested Amendment

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY23-18NCO**

**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:

<b>CITY HELD ACCOUNTS</b>	<b>Amounts</b>		<b>Change</b>
	<b>Account Balance*</b>	<b>Amended Balance</b>	
FNBA Checking Account	\$ 1,161,468.40	\$ 726,468.40	<\$ 435,000.00>
<i>Surplus funds from FY23 are being moved to AMLIP accounts for better earnings. Some funds may be returned later in FY24 for the Prior-Year Cash Balance line-item of the FY24 budget.</i>			
AMLIP Road Maintenance	\$ 83,883.72	\$ 283,883.72	\$ 200,000.00
<i>*Approximate, this is a dynamic value.</i>			
AMLIP Capital Improv Long-Term	\$ 779,505.76	\$ 879,505.76	\$ 100,000.00
<i>*Approximate, this is a dynamic value.</i>			
AMLIP Reserve	\$ 342,054.46	\$ 477,054.46	\$ 135,000.00
<i>*Approximate, this is a dynamic value.</i>			

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Total Change in City Held Account Balances	\$ 0.00
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**Section 4.** The City held accounts are hereby amended as indicated.

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

**DATE INTRODUCED:** April 10, 2023

**DATE OF PUBLIC HEARING:** May 8, 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: Karen Platt, CMC  
City Clerk

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY23-19NCO**

**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, the budget and City held accounts are amended to reflect the changes as follows:

<b>CITY HELD ACCOUNTS</b>	<b>Amounts</b>		<b>Amended Balance</b>	<b>Change</b>
	<b>Account Balance*</b>			
	<small>*Approximate, this is a dynamic value</small>			
Cul-de-sac Improvement Project	\$ 0		\$ 35,000.00	\$ 35,000.00
AMLIP Capital Improv Long-Term	\$ 84,181.20		\$ 49,181.20	<\$ 35,000.00>
<small>*Approximate, this is a dynamic value.</small>				

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Total Change in City Held Account Balances		\$ 0.00
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**Section 4.** The City held accounts are hereby amended as indicated.

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

**DATE INTRODUCED:** April 10, 2023

**DATE OF PUBLIC HEARING:** May 8, 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: \_\_\_\_\_, City Clerk

# Treasurer's Suggested Amendment

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY23-19NCO**

**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, the budget and City held accounts are amended to reflect the changes as follows:

<b>CITY HELD ACCOUNTS</b>	<b>Amounts</b>		<b>Amended Balance</b>	<b>Change</b>
	<b>Account Balance*</b>			
	<small>*Approximate, this is a dynamic value</small>			
Cul-de-sac Improvement Project	\$ 0		\$ 35,000.00	\$ 35,000.00
AMLIP Road Maintenance	\$ 84,181.20		\$ 49,181.20	<\$ 35,000.00>
<small>*Approximate, this is a dynamic value.</small>				
Total Change in City Held Account Balances				\$ 0.00

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

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

**DATE INTRODUCED:** April 10, 2023

**DATE OF PUBLIC HEARING:** May 8, 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  
ORDINANCE FY23-20NCO  
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.** General Provisions. The attached document is the authorized budget of revenues and expenditures for the period July 1, 2023 through June 30, 2024 and is made a matter public record.

**Section 3.** Effective Date. This ordinance becomes effective upon its adoption by the City Council.

**DATE INTRODUCED:** *April 10, 2023*

**DATE OF PUBLIC HEARING:** *June 12, 2023*

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

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

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

\_\_\_\_\_  
Attest: \_\_\_\_\_, City Clerk



**City of Gustavus**

PO Box 1

Gustavus, Alaska 99826

Phone: (907) 697-2451

# City of Gustavus Budget Fiscal Year 2024

FY23-20 NCO Attachment

Approved by the Gustavus City Council June XX, 2023

## FY 2024 City of Gustavus Operating Budget

This document contains the City of Gustavus operating budget for fiscal year 2024 (FY24: July 1, 2023, through June 30, 2024). A summary of notable items in the budget is provided below. Capital improvement projects not funded through the operating budget are not discussed in this document; please see the separate Capital Improvement Plan. The city's only Enterprise Fund, the Gustavus Community Network, was discontinued in FY16 by Resolution CY15-31. All other departments are in the General Fund.

### *ARP (American Rescue Plan) Act of 2021*

The ARP Act was signed into law on March 11, 2021. New guidance is being released weekly on the various funding programs authorized under this act and their allowed uses. This Act is wide-ranging and only aspects specific to the City of Gustavus are included here. The information at the time of this writing includes the following:

- Funds for the Coronavirus Local Fiscal Recovery Fund - Local Government Lost Revenue Relief for FY22 was **\$161,525.64**. In FY23 we used the bulk of these funds to cover some of the Fire Chiefs salary, some of the covid testing operation, and road maintenance in accordance with the rules pertaining to the funds. The remaining \$35,987.92 will be used for the same purposes in Fy24.

### A. Revenues

#### 1. Sales Tax

Sales tax makes up the bulk of locally generated revenue. The current sales tax rate is 3% (Ordinance FY11-02 amending municipal code section 04.15.030). Sales tax revenue has continued to increase, with revenues as of March 28, 2023, showing FY23 at **\$395,493.39** exceeding the FY22 receipts of \$382,704.43.

Beginning in FY19, the 2% seller's discount was assigned to room or retail tax income as appropriate instead of being its own line-item. In the past, 2% seller's discount counted against retail tax income regardless, or showed up separately as Seller's Discount line-item (but did not include all discounts). This line-item still appears on the 5-year budget comparison.

#### 2. Remote Sellers Sales Tax

The FY21 budget included a new line-item "Remote Sellers Retail Tax". In late FY20, the City of Gustavus joined the Alaska Municipal League (AML) Remote Seller Sales Tax Commission (Resolutions CY20-09 and CY20-10) and created municipal code section 11 (Ordinance FY20-16). Through this ordinance, vendors making sales from outside of Alaska and shipping to addresses within Alaska that meet an annual threshold of either a minimum of \$100,000 in sales or at least 200 collective transactions will collect the applicable sales tax of the addressee and remit it to a central clearinghouse, AML's commission. The commission forwards the tax payments on to the taxing entity, in this case the City of Gustavus, less a 15-20% fee. While the city currently receives sales tax payments from a few internet vendors, it was anticipated that participation in this commission would greatly increase our sales tax collection from online sales shipped to Gustavus, and this has occurred. This commission is part of a nationwide shift in taxing online sales following a decision by the United States Supreme Court in *South Dakota v. Wayfair* that allows for the amendment of the sales tax code to account for remote sellers who do not have a physical presence in either the state or city but do have a taxable connection with the state of Alaska and the City of Gustavus.

Funding through the remote sellers has outperformed estimates, building on the growth trend for this funding line. As of March 28, 2023, the FY23 revenues are **\$46,038.02**, up from \$35,821.41 at this point in FY22.

### 3. Room Tax

The current room tax is 4% (municipal code section 04.14.030). Room tax revenue had been increasing over recent years until FY19, which likely was partly affected by the closure of a sizeable Gustavus business at the end of the 2017 tourist season. As of March 28, 2023, FY23 room tax receipts are \$100,545.81.

### 4. Fish Box Tax

The fish box tax revenue had been decreasing and then plateaued for FY19 and then fell for FY20 and FY21. FY22 saw a return of normality. The current fish box tax is \$10/box packaged and transported out of town (municipal code section 04.16.030). As of March 28, 2023, FY23 revenues are at **\$8,520.00**.

Beginning in the summer of 2019, fish box stickers were not year-specific. This transition was to reduce the waste of having surplus stickers on hand at the end of each year. At this time, businesses are still returning all surplus stickers at the end of the year. It is possible, but unlikely, that a company could purchase fish box tax stickers for more than one year at a time, altering the annual revenue.

### 5. Other City-Generated Revenue Sources

The **Disposal and Recycling Center (DRC) and Community Chest** combined revenues have varied from \$82,000 to \$95,000 over the five fiscal years prior to the pandemic. The current fee schedule for the DRC was adopted May 8, 2017, with Resolution CY17-06. In FY23, the DRC increased landfill fees by 5% which was reflected in the FY23 revenues for the department. The DRC and Community Chest revenue for FY24 has been budgeted lower than FY23 due to less revenue being generated than expected in FY23.

The **Gustavus Volunteer Fire Department (GVFD)** resumed billing for ambulance transport at the end of FY18. As a result, citizen enrollment in the ambulance subscription program (ASP) has also increased. With active ambulance billing occurring, this revenue source has been budgeted the same as FY23. Ambulance transports are entered as invoices with discounts for ASP Enrollment and Medicare write-offs. Accounts Receivable amounts have increased. GVFD income includes all invoiced charges to date (but not necessarily collected yet) due to the accrual accounting method.

**Gravel pit** material sales had been increasing after a slight drop in FY20. The FY23 revenues as of March 28, 2023, show a significant increase from previous years, from \$24,630.00 at this point in FY22, to \$44,640.00 so far in FY23. For FY21, the budget remained the same even with an increase in the price of pit run material from \$4.00/cubic yard to \$6.00/cubic yard, effective February 10, 2020. A corresponding expense line-item was created in FY21 called the Gravel Pit Fund that moves some of the gravel pit revenue to a new, dedicated savings account to help fund the anticipated increased costs of operating the gravel pit in the near future. For FY24 the projection is a bit higher based on last years generated revenue from Gravel Pit sales. A distribution to the Gravel Pit Fund is included again.

**Marine Facility** motorized vessel registration fees increased February 10, 2020, to raise funds for the new cost of transporting the steel mooring float to and from the state dock to its winter mooring near Pleasant Island twice annually beginning fall 2020. This cost has varied significantly over the last few years. The FY22 Marine Facilities expense budget reflected the increased contractual services expense for the corresponding float transport costs. This

amount was lowered in FY24 based on actual costs of moving the steel float using local businesses. With the difficulties in moving the steel float in the Fall of 2022, alternative strategies were developed that resulted in moving the steel float into the Salmon River for winter storage.

The **Gustavus Public Library** budgeted income is higher for FY24 because we have added the PLA grant and the OWL Grant to the expected revenue as these are used to offset the cost of library materials and internet charges.

## 6. Federal Revenue

### i. Payment in Lieu of Taxes (PILT)

The amount of PILT revenue is unpredictable until late in the budgeting process. PILT was fully funded for FY23 on December 29, 2022, with the Consolidated Appropriations Act, 2023 (P.L. 117-328). The FY24 city budget roughly matches the FY23 projection. The FY23 PILT application was submitted, and the FY23 PILT revenue amount is still unknown at the time of this writing.

For more information on PILT, see the U.S. Department of the Interior website

(<https://www.doi.gov/pilt>) or the State of Alaska website:

<https://www.commerce.alaska.gov/web/dcra/grantandfunding/PaymentinLieuofTaxes.aspx>

### ii. National Forest Receipts (NFR)

NFR revenue received by the City of Gustavus can only be used for road expenses. NFR revenue had dwindled to virtually nothing in FY17 and was assumed to be zero for FY18 until the city unexpectedly received FY18 funds of \$53,927.79 in the final week of the fiscal year. NFR revenue will continue to be unpredictable for the foreseeable future. In the past, the City of Gustavus was able to retain unused NFR funds from year to year in a dedicated savings account as encumbered funds used only for road maintenance. Now, the NFR funds received are not enough to pay for the full road maintenance budget each year, and the city had been supplementing current year NFR funds with the encumbered savings. The road maintenance budget for FY21 used up the remainder of this encumbered fund savings along with current year NFR funds. A separate unencumbered savings account was established in 2018 with 2-3 years of road maintenance funds but using savings long-term is unsustainable. Given the unpredictability, the budget line for this revenue source was set low. However, the payment came in at **\$47,599.28** for FY22. As of this writing FY23 funds have not been received. For FY24 we budgeted slightly less than was budgeted for FY23.

In spring of 2019, extensive work with State of Alaska DOT Information Systems and Services Division was completed to calculate mileage of the roads maintained by the City of Gustavus as part of a larger project to help verify mileage communities were submitting to the State of Alaska Department of Department of Commerce, Community, and Economic Development (DCCED) under the National Forest Receipts program. Total mileage for City of Gustavus changed from 31.21 to 24.61 miles, which will likely lead to reduced NFR receipts.

For more information on NFR, see the State of Alaska website:

<https://www.commerce.alaska.gov/web/dcra/grantandfunding/NationalForestReceipts.aspx>

## 7. State Revenue

### i. Community Assistance Program

The Community Assistance Program (CAP), formerly known as Community Revenue Sharing, has seen decreased funding over the past few fiscal years but continues to be fought for by Alaska municipalities. The City of Gustavus is eligible for a portion of the FY24 funding. Future

funding of this program is uncertain as the Governor has vetoed full funding for this program in the past. However, the Legislature did take up the CAP in the spring FY22 session and the program was funded. Also, although not yet certified, the 2020 Census established population for Gustavus at 655, a significant increase from 2022. Expectations for CAP funding are high, but dependent on the State's FY23 revenue.

For more information on CAP, see the State of Alaska website:

<https://www.commerce.alaska.gov/web/dcra/GrantandFunding/CommunityRevenueSharing.aspx>

## ii. Shared Fisheries Business Tax

The Shared Fisheries Business Tax is variable. Due to decreased receipts in recent years and uncertainties in the regional commercial fisheries, this amount had dropped in FY23, but increased again for FY24. The FY22 funds were \$896.34 and FY23 funds were \$484.52. For FY24 the City expects to receive \$632.77.

For more information on the Shared Fisheries Business Tax, see the State of Alaska website:

<https://www.commerce.alaska.gov/web/dcra/grantandfunding/SharedFisheriesBusinessTax.aspx>

## 8. Interest

Since FY19, this line-item only includes the interest received on the checking account at First National Bank Alaska.

## 9. Prior-Year Cash Balance

In past years, surplus funds from the prior fiscal year were not incorporated into the next fiscal year's budget. These funds simply remained in the checking account or were eventually transferred to one of the city's savings or investment accounts. Beginning with the FY20 budget, prior-year funds were included up to the amount necessary to balance the current budget. However, none of these surplus funds have actually been used in any of the years since incorporating this method for balancing the budget. The initial FY24 budget surplus is \$100,000.00. This amount was rolled over from three prior year sources; The disaster fund of \$50,000.00, the administrative cost of \$35,000.00 (allocated for an audit of the City's finances predicted because of the \$750,000.00 threshold we exceeded in FY23), and \$15,000.00 in professional fees not used in FY23. However, this figure is fluid as we will have adjustments before the end of FY23 and we expect minor changes to the amount.

## B. Expenditures

### 1. Payroll

The FY24 budget reflects significant changes to Payroll. In FY23 an Operator position for the Disposal & Recycling Center (DRC) was included to prepare for the DRC Manager/Operator's upcoming retirement. We have increased that position from \$21 per hour to \$25 per hour for FY24 now that the Managers retirement is imminent, and the Operator is ready to take over. We have also added a DRC specialist position at \$34 per hour for up to 96 hours to the payroll to help insure a smooth transition. The Library assistant position has been removed for FY24 and the Librarians have requested a summer intern at \$13.50 per hour for up to 100 hours. The City Clerk's hours have been increased to reflect the work that position is being asked to do. The City Treasurer hours have been reduced per the Treasurer's request. Both Covid testing positions have been eliminated due to lack of funding and a decreased need for this service. The Marine Facilities Coordinator position has been budgeted at the high end as that position has not been filled and we do not know what the total payroll costs will be.

## 2. Cost-of-Living Adjustment

The City of Gustavus annually reviews the consumer price index change for Urban Alaska (formerly Municipality of Anchorage) and determines if a cost-of-living pay adjustment will be adopted for the coming year. The consumer price index for Urban Alaska increased to reflect a 5.4% wage increase for all regular position employees, although it is certainly arguable that the cost-of-living in Gustavus rose higher than the Municipality of Anchorage.

## 3. Group Health Plan & Health Insurance Stipend

A group health plan option was explored in late FY18, and coverage began 6/1/19 for enrolled employees. Premier Blue Cross/Blue Shield offered a range of plans through our current insurance agent. The premiums for the 2024 plan are currently \$788.50 per employee (based on 4 currently enrolled employees. The City pays 80% of this with the employee being responsible for the other 20%.

Employees can opt out with proof of insurance. For those opting out, a taxable health insurance stipend of \$200/month is offered to offset the expense of being added to their spouse's health insurance. This amount is based on analyzing the federal employee group health coverage costs for employee only vs. employee and spouse (using Blue Cross & Blue Shield Basic plan as a comparison), which is an extra \$239.56/month (formerly \$212/month when the stipend was first approved). The latest benefits policy and procedure was adopted May 11, 2020 (Resolution CY20-15).

## 4. Managed IT Services

In April 2018, the City of Gustavus entered into a contract for managed information technology (IT) services. An IT contractor had not been used since the end of 2016. The professionalization of this vital city infrastructure was a welcome step and resulted in a new line-item in the FY19 budget. IT equipment purchases were made in FY19 and FY20 to get the city caught up, through the Administrative Department's equipment purchase budget line-item. FY24's budget reflects the agreed upon contract price for this service.

## 5. Economic Development Service: Gustavus Visitors Association

In FY18, the City of Gustavus updated municipal code Title 6 (Ordinance FY18-09, adopted 2/12/18) to formalize the option to fund economic development services. With this step and the resulting policy and procedure (Resolution CY18-16, adopted May 14, 2018), the Gustavus Visitors Association (GVA) may request up to 50% of the previous fiscal year's City of Gustavus room tax revenue to supplement their operating budget. Municipal code Title 4 was also updated (Ordinance FY18-11, adopted 3/12/18) to reflect GVA's change in fiscal year dates to match the City of Gustavus's fiscal year. For FY24, the GVA is requesting \$36,000.

## 6. Repair and Replacement Annual Contributions

As part of a more comprehensive capital improvement plan initiative that took place during FY18, repair and replacement budget line-items were created for all departments to funnel some funds each year toward long-term asset replacement and other capital projects. This was a new line-item in the FY19 budget and will be included in each year's budget. These funds are deposited in a dedicated Alaska Municipal League Investment Pool (AMLIP) account [AMLIP Repair & Replacement (R&R)]. FY22 budget was decreased slightly due to some assets having their full replacement cost or down-payment now set aside and the FY23 budget increased to account for some deferred maintenance. For FY24 we went with the same amounts from FY23.

## 7. Review Services and Audit

In FY23 the City of Gustavus anticipated that we would receive enough state or federal funds in FY22 to trigger a mandatory single audit; the last was in FY15. As this did not happen in

FY22 but did happen in FY23, those funds were moved forward to pay for the mandatory audit the City will have to do in FY24.

The City Council and Treasurer agreed in January 2018 it was in the best interest of the city to have some sort of outside accounting review after the completion of FY18. Review services were conducted January 2019 by the same accounting firm that has completed the city's audits in the past.

#### 8. Insurance Premium Increases:

The city's general liability and property insurance costs are expected to increase again (amount is currently unknown) for the coming fiscal year, but final premium amounts have not yet been announced. These amounts are still unknown at the time of this writing, so a 15% increase has been incorporated for General Liability, Building Insurance, and Equipment Insurance, assuming the actual rates should come in less than that based on current information.

#### 9. Vehicle Mileage

Beginning in FY19, the Marine Facilities Coordinator was included with other departments for vehicle mileage reimbursement. This position requires extensive driving, visiting the dock 1-2 times per day, retrieving supplies, and purchasing construction materials for various projects. Mileage reimbursement is also given to other employees using their personal vehicles for mail and freight delivery and hauling solid waste. This line-item is similar for FY24.

#### 10. Contractual Services

The FY24 budget includes funds in the Marine Facilities budget for transport of the steel mooring float and wooden floats. The DRC budget includes funds in contractual services for two water sampling events, hauling cover soil for the mound, wood chips for the composting operation, compost testing, and E-waste processing. The library's contractual budget includes funds for custodial service. The GVFD's contractual budget includes an ambulance billing service.

#### 11. Professional Services

The FY23 budget increased the line-item for Professional Services (attorney) due to ongoing issues that may involve the attorney include ordinance revisions, enforcement advice, and the ongoing legal issue with PFAS. For FY24 we are reducing this to a reasonable amount based on previous year's expenses.

#### 12. Equipment

GVFD's equipment purchase budget is generally used as a match for equipment grants received. DRC's equipment budget reflects the need to purchase new tires for the 763 loader. These were last replaced in July 2016. City Hall has included an equipment purchase funds to cover the cost of any outdated equipment needing to be replaced in FY24. The Library has asked for equipment funds for replacing older electronic equipment in FY24.

### C. Proposed Rate Changes

None at this time.

### D. Long-Term Finances

#### 1. Reserve Funds

In late FY18, the persistent high carryover of funds from one fiscal year to the next was addressed along with a reapportioning of the reserve accounts held by the city to establish designated accounts for capital improvements, asset repair and replacement, and unencumbered funds for road maintenance. Along with this redistribution of funds between accounts, an Unrestricted Fund Balance Policy and Procedure was created to guide the use of



future carryover funds. See FY18-16NCO for the account designations and Resolution CY18-18 for adoption of the Unrestricted Fund Balance Policy and Procedure. As part of this policy, the unrestricted fund balance will be maintained around 25% of the fiscal year's operating expenses. At this time, the unrestricted fund balance resides in the city's First National Bank Alaska checking account. See the policy document for details.

## 2. Long-Term Debt

The City of Gustavus currently has no debt obligation.

## E. Fiscal Year 2023

### 1. Road Maintenance Budget

The road maintenance budget was increased for FY22 to provide funds for more proactive work on the city roads. Continued uncertainty with National Forest Receipts (NFR) funding means the City Council must continue to plan to use saved funds for Road Maintenance, until the operating budget is adjusted to fund this expense. A separate "AMLIP Road Maint – Unencumbered" account was created with FY18-16NCO to ensure this vital expense can be covered in the short-term (2-3 years) while a new sustainable plan is made to fund this expense. Previously saved NFR funds that were in savings have been expended.

### 2. Disaster and Emergency Budget

After the experiences of the two natural disasters (2020 flood and the COVID pandemic), the Mayor proposed a new line item that would provide access to funds without delay. Initial funding for this line item came from reimbursement funds from FEMA.

### 3. Disposal & Recycling Budget

The DRC increased landfill fees by 5% beginning in FY23. The increase was seen as necessary to cover increases in operating expenses.

### 4. Lands Budget

At the time of this writing, the future of the gravel pits is uncertain. Regardless of the decisions that are made, it is expected that there will be increased expenditures for this department for the foreseeable future. Some discussion of this occurs in the separate Capital Improvement Plan document.

## F. Discussion of Possible New Revenues

In FY22, the City contracted with a grant writing firm to position the City to submit grant applications under the ARPA and the Build Back Better Infrastructure Bill. The City again contracted a grant writing firm in FY23 but they have since decided to discontinue offering this service. The City will be looking for a new grant writing firm to work on grant possibilities for multiple City Capital Projects.

## G. Summary

Promising revenue trends continue to be returning to and exceeding pre-pandemic levels. FY22 & FY23's strong rebound, and the population growth identified by the 2020 Census indicates a strong economic future for the community. The City of Gustavus remains in good monetary standing, thanks to the surpluses of prior years and with the help of State and Federal funds. The summer 2021 visitor season demonstrated the fruits of the hard work by the Gustavus Visitor's Association and the resiliency our local businesses and the 2022 visitor season saw increases in activity from 2021. 2023 looks to be continuing this trend.



**City of Gustavus**

PO Box 1

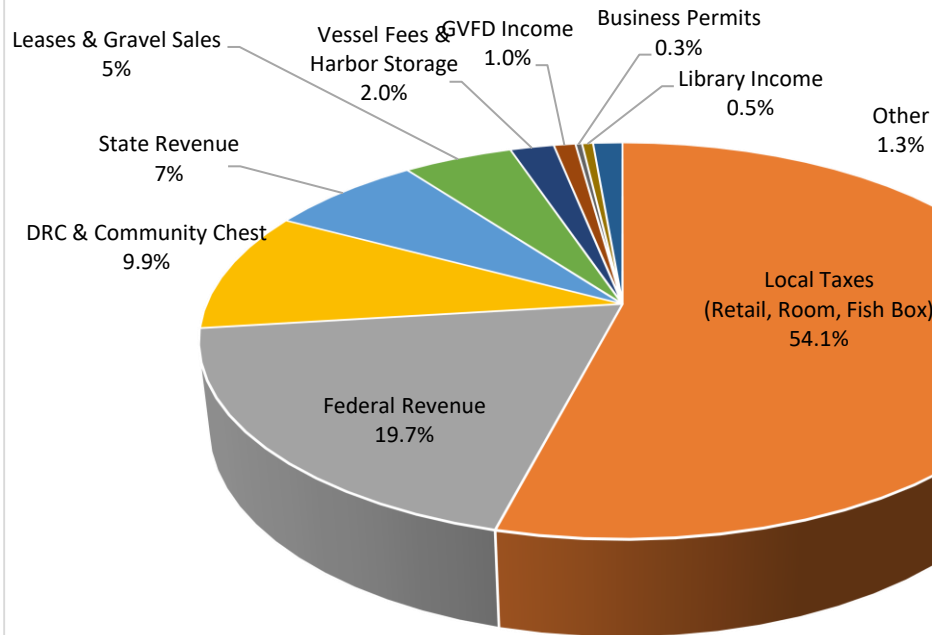
Gustavus, Alaska 99826

Phone: (907) 697-2451

# City of Gustavus Financial Summary Fiscal Year 2024

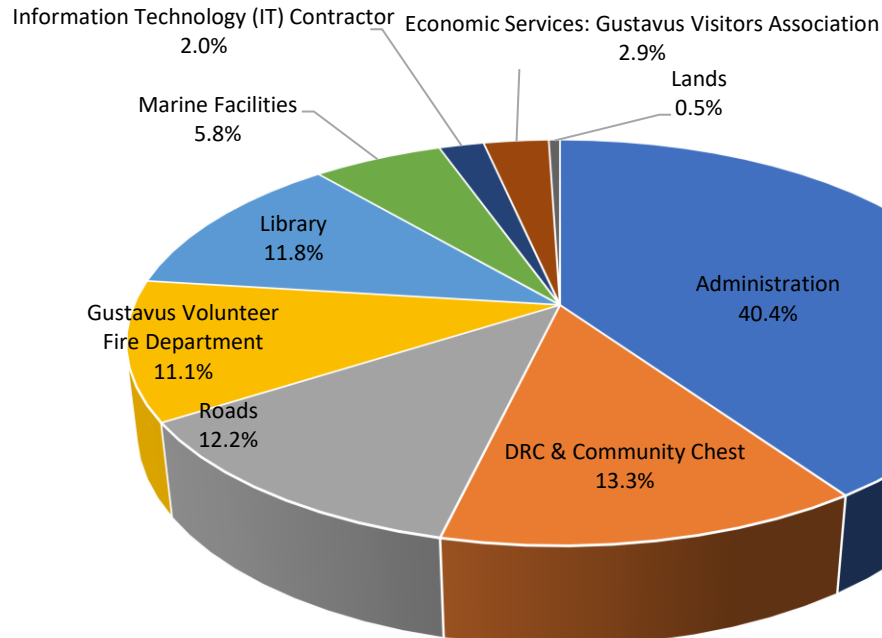
## May 2023

### FY24 Budgeted General Fund Revenues



Note: DRC is the Disposal and Recycling Center. GVFD is the Gustavus Volunteer Fire Department.

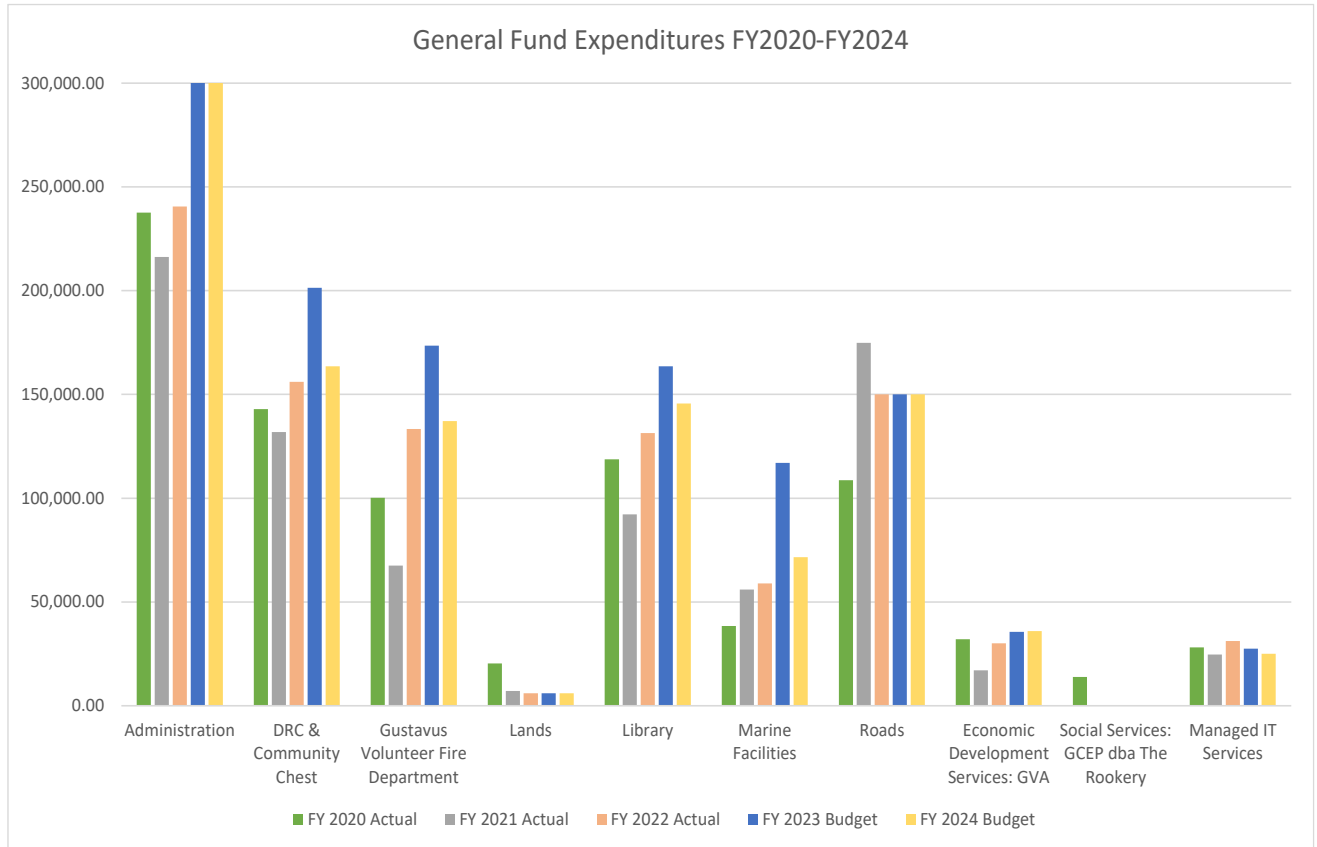
### FY24 Budgeted General Fund Expenses



	Actual	Actual	Actual	Actual	Actual	Budget
	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	FY23 to date	FY24
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
Admin Fees	30.00		0.00	11.75		0.00
Business License Fees	4,150.00	3,575.00	4,150.00	3,200.00	2,525.00	3,500.00
Donation - Inter-library Loans			20.00			
Donations	1,117.50	2,531.00	384.00	2,830.00	1,755.00	1,000.00
<b>DRC Income</b>						
Community Chest Sales	16,243.60	10,743.49	8,501.45	13,199.64	8,498.95	13,500.00
Landfill Fees paid @ City Hall	31,295.99	30,052.18	14,478.75	38,784.36	25,868.80	0.00
Landfill Fees/Sales	46,888.90	46,595.27	54,013.65	57,616.60	37,046.73	75,000.00
Recyclable Material Sales	7,776.65	3,612.62	7,890.72	5,105.03	8,505.48	3,600.00
DRC Income - Other	0.00	0.00			0.00	0.00
Total DRC Income	102,205.14	91,003.56	84,884.57	114,705.63	79,919.96	92,100.00
<b>Federal Revenue</b>						
ARPA				102,543.96	65,189.08	0.00
Lost Rev ARPA					161,525.64	35,987.92
FEMA						0.00
Natl Forest Receipts-Encumber	45,494.92	44,228.25	38,572.14	47,599.28		45,000.00
Payment In Lieu of Taxes	107,167.43	115,419.89	113,760.06	121,077.96	130,512.17	130,000.00
Total Federal Revenue	152,662.35	159,648.14	152,332.20	271,221.20	357,226.89	210,987.92
Fundraising	556.00	1,441.00	960.00	440.00	39.00	600.00
Grant Income						13,000.00
<b>GVFD Income</b>						
Ambulance Billing	9,659.71	9,964.55	7,237.45	7,313.60	7,211.92	9,000.00
ASP	625.00	805.00	1,420.00	1,235.61	1,455.00	1,500.00
Training	30.00	2,610.00	0.00	170.00	350.00	150.00
GVFD Income - Other	390.00			1,845.00		
Total GVFD Income	10,704.71	13,379.55	9,617.45	10,564.21	9,016.92	10,650.00
Interest Income	698.82	362.22	189.43	347.56	384.79	0.00
<b>Lands Income</b>						
Gravel Pit Gravel Sales	11,360.00	17,552.00	27,354.00	27,690.00	44,640.00	40,000.00
Gravel Pit Bond					-1,800.00	
Total Lands Income	11,360.00	17,552.00	27,354.00	27,690.00	42,840.00	40,000.00
Lease Income	12,720.35	13,125.67	13,125.67	14,011.93	7,190.32	16,011.00
Library Income	1,174.70	727.60	521.50	2,583.50	351.00	500.00
<b>Marine Facilities Income</b>						
Facilities Usage Fees	1,170.00	1,845.00	2,635.00	3,000.00	2,600.00	2,000.00
Commercial Vessel Registratic	9,210.00	8,275.00	18,000.00	15,530.00	1,500.00	15,000.00
Private Vessel Registration	4,940.00	5,095.00	5,505.00	5,290.00	2,845.00	5,000.00
Storage Area Fee	1,790.00	2,115.00	2,100.00	910.00	2,450.00	2,250.00
Marine Facilities Income - Othe	1.00		0.00		20.00	
Total Marine Facilities Income	17,111.00	17,330.00	28,240.00	24,730.00	9,415.00	24,250.00
Other Income		3,777.00	0.00	7.00		
<b>State Revenue</b>						
Community Assistance Progra	85,461.43	82,845.41	75,180.66	77,370.21	90,577.16	80,000.00
Liquor Share Tax	3,350.00					
Shared Fisheries Business Tax	1,884.12	541.68	1,045.27	896.34	484.52	632.77
Total State Revenue	90,695.55	83,387.09	76,225.93	78,266.55	91,061.68	80,632.77
<b>Tax Income</b>						
Retail Tax Income	392,649.12	375,941.24	245,690.61	431,644.90	395,493.39	415,000.00
Remote Sellers Retail Tax	0.00	12.49	17,803.44	47,042.78	46,038.02	56,000.00
Room Tax Income	70,505.72	78,574.79	24,926.88	81,730.82	100,545.81	100,000.00
Fish Box Tax	12,350.00	12,190.00	8,560.00	9,860.00	8,520.00	8,000.00
Penalties & Interest	25,160.35	4,212.74	2,080.38	6,187.66	2,565.47	0.00
Tax Exempt Cards	320.00	250.00	280.00	290.00	200.00	300.00
Seller's Compensation Discount						
Total Sales Tax Income	500,985.19	471,181.26	299,341.31	576,756.16	553,362.69	579,300.00
Total Income	906,171.31	879,021.09	691,832.06	1,127,365.48	1,155,088.25	1,072,531.69
Gross Profit	906,171.31	879,021.09	691,832.06	1,127,365.48	1,155,088.25	1,072,531.69

	Actual	Actual	Actual	Actual	Actual	Budget
	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	FY23 to date	FY24
<b>Administrative Costs</b>	28,578.93	2,013.88	2,133.70	1,340.40	7,740.49	35,000.00
<b>Advertising</b>	503.57	150.00	0.00	830.91	0.00	100.00
<b>Bad Debt</b>		2,598.10				
<b>Bank Service Charges</b>	2,719.62	2,973.90	3,901.08	6,541.54	4,595.57	4,750.00
<b>Building</b>						
Insurance	6,942.37	8,092.42	10,379.34	11,086.66	12,789.74	12,658.62
Maintenance & Repair	9,570.61	15,887.18	6,066.42	10,483.06	2,613.96	4,200.00
<b>Total Building</b>	16,512.98	23,979.60	16,445.76	21,569.72	15,403.70	16,858.62
<b>Cash Short/Over</b>						
<b>Contractual Services</b>			0.00			
Ambulance Billing Expense	1,371.10	1,340.34	722.55	373.30	764.00	1,300.00
City Engineer						20,000.00
Gravel Pit Survey		13,347.89	0.00			
Managed IT Services	27,040.00	26,870.00	24,608.00	24,565.00	22,075.00	25,020.00
Contractual Services - Other	23,106.57	26,286.91	28,914.00	68,504.46	14,853.50	37,560.00
<b>Total Contractual Services</b>	51,517.67	67,845.14	54,244.55	93,442.76	37,692.50	83,880.00
<b>Dues/Fees</b>	7,477.94	7,637.99	7,910.38	9,333.55	10,184.42	14,657.00
<b>Economic Development Services</b>						
GVA	20,000.00	32,000.00	17,000.00	30,000.00	35,600.00	36,000.00
<b>Total Economic Development Servi</b>	20,000.00	32,000.00	17,000.00	30,000.00	35,600.00	36,000.00
<b>Election Expense</b>	276.70	202.16	87.34	129.92	150.99	250.00
<b>Emergency &amp; Disaster</b>						50,000.00
<b>Equipment</b>						
Equipment Fuel	1,553.87	1,467.32	1,211.88	2,387.54	2,540.41	2,200.00
Equipment Purchase	9,731.03	9,031.83	5,505.80	23,296.83	3,932.11	9,950.00
Insurance	226.00	234.24	242.49	237.99	317.77	278.86
Maintenance & Repair	2,860.03	3,288.32	6,914.64	4,717.89	3,730.76	6,000.00
Equipment - Other		6,471.60	0.00	-1,081.00		
<b>Total Equipment</b>	14,370.93	20,493.31	13,874.81	29,559.25	10,521.05	18,428.86
<b>Events &amp; Celebrations (inc. holiday</b>	2,995.00	3,852.85	3,587.70	3,570.51	3,853.18	4,400.00
<b>Freight/Shipping</b>	19,762.81	23,707.22	14,901.65	32,181.86	18,736.44	31,000.00
<b>Fundraising Expenses</b>	0.00	936.27	8.00	700.00	0.00	500.00
<b>General Liability</b>	3,827.10	10,890.44	11,575.44	20,444.25	17,776.53	20,700.00
<b>Gravel Pit Fund</b>			6,000.00	6,000.00	6,000.00	6,000.00
<b>Library Materials</b>	317.81	599.80	598.71	2,212.84	1,687.28	2,000.00
<b>Marine Facilities</b>						
Insurance	1,625.46	1,851.36	2,368.37	2,486.20	2,578.53	2,722.48
Maintenance & Repairs	2,538.69	27.40	3,787.33		0.00	3,000.00
<b>Total Marine Facilities</b>	4,164.15	1,878.76	6,155.70	2,486.20	2,578.53	5,722.48
<b>Occupational Health</b>	0.00	0.00	0.00		0.00	500.00
<b>Payroll Expenses</b>						
Wages	327,183.30	306,984.71	266,397.49	342,421.77	288,246.92	442,498.49
Payroll Taxes	31,022.95	29,098.50	27,311.14	33,090.96	27,601.87	39,047.21
Paid Time Off (PTO)	12,469.46	8,973.84	21,077.99	18,851.63	8,303.34	
Sick Leave			2,703.10	2,822.85	5,092.06	
Health Insurance (company pai	17,093.92	13,755.50	5,466.72	3,847.96	11,352.20	26,493.60
Health Insurance Stipend	10,107.50	12,310.15	14,035.37	10,569.16	8,059.09	9,600.00
457(b) Employer Contribution	19,321.35	17,711.64	17,510.95	14,378.02	10,553.49	29,220.00
Workers Comp Insurance	6,019.58	7,900.59	5,643.60	8,927.58	6,165.44	8,979.10
Payroll Expenses - Other (inc. F	2,362.87	8,329.28	-2,506.72	-3,331.17	-6,393.53	230.00
<b>Total Payroll Expenses</b>	425,580.93	405,064.21	357,639.64	431,578.76	358,980.88	556,068.40

	Actual	Actual	Actual	Actual	Actual	Budget
	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	FY23 to date	FY24
Professional Services	26,707.42	14,570.00	15,801.65	11,527.50	4,682.50	15,000.00
Public Relations	728.34	211.74	314.86		0.00	500.00
Relocation				1,000.00		
Repair & Replacement Fund	20,095.76	25,354.66	24,772.13	16,545.71	0.00	16,595.71
Emergency & Disaster Fund			0.00			
Road Maintenance			0.00			
Grading	34,129.50	35,512.50	35,160.50	103,761.44	38,350.40	
Snow Plowing	4,668.98	35,061.55	29,775.10	72,814.50	50,424.70	65,000.00
Road Maintenance - Other	46,198.50	37,779.58	109,879.84	79,719.60	38,063.10	85,000.00
Total Road Maintenance	84,996.98	108,353.63	174,815.44	256,295.54	126,838.20	150,000.00
Social Services			0.00			
GCEP dba The Rookery	12,964.00	13,890.00			0.00	0.00
Total Social Services	12,964.00	13,890.00	0.00		0.00	0.00
Stipend			3,000.53	3,000.15	2,250.13	6,000.00
Supplies	17,404.31	14,934.01	11,245.58	24,891.71	14,767.90	23,250.00
Telecommunications	19,194.90	19,824.34	17,136.62	18,305.79	16,730.95	21,540.00
Training	10,634.69	8,422.94	1,971.00	10,929.20	5,242.41	11,950.00
Travel	15,913.45	7,816.87	0.00	796.00	10,346.05	13,700.00
Utilities						
Electricity	8,482.45	7,763.45	9,095.45	9,811.21	7,203.44	9,700.00
Fuel Oil	7,871.66	7,650.35	7,165.81	8,623.76	14,198.98	7,900.00
Total Utilities	16,354.11	15,413.80	16,261.26	18,434.97	21,402.42	17,600.00
Vehicle						
Fuel	497.34	341.77	490.99	416.51	291.20	1,200.00
Insurance	3,503.26	3,445.93	3,561.22	3,568.25	3,438.58	3,635.67
Maintenance & Repair	832.66	0.00	63.98	1,798.88	415.55	2,000.00
Mileage Reimbursement	1,557.09	1,301.75	1,843.46	1,944.76	847.42	2,150.00
Total Vehicle	6,390.35	5,089.45	5,959.65	7,728.40	4,992.75	8,985.67
Total Expense	829,990.45	840,705.07	787,343.18	1,061,377.44	738,754.87	1,171,936.74
Net Ordinary Income	76,180.86	38,316.02	-90,957.12	65,988.04	416,333.38	-99,405.05
Other Income/Expense						0.00
Other Income						
Encumbered Funds for Road Maintenance	39,502.06	60,303.38	62,118.87	115,000.00		
Other Savings for Road Maintenance			37,881.13			0.00
Prior-Year Cash Balance			0.00			100,000.00
Total Other Income	39,502.06	60,303.38	100,000.00	115,000.00	0.00	100,000.00
Net Other Income	39,502.06	60,303.38	100,000.00	115,000.00	0.00	100,000.00
Income	115,682.92	98,619.40	9,042.88	180,988.04	416,333.38	594.95



## City of Gustavus Payroll Summary FY23 - FY24

FY24:													FY23 Budget for Comparison	FY22 Budget for Comparison
	FTE	Hourly Wage	Hrs/year	Wage Total	457(b) Employer Contributi on (LFG)	Health Ins. Stipend (\$200/mo stipend)	Payroll Taxes (6.2% SS, 1.45% Med., 1% AK unemp. up to \$240.21)	Payroll Total	Group Health Plan (\$646/mo; city cap at \$700/mo until 80%/20% split is met)	Workers' Comp. Insurance	Direct Deposit Fees & FICA	Dept. Total		
Admin. Dept.										\$511.93	\$230.00	\$240,430.55	\$222,641.51	\$159,697.31
Administrator	salaries	\$91,989.96	---	\$91,989.96	\$6,439.30	\$2,400.00	\$7,953.65	\$108,782.91						
Clerk	0.8	\$28.46	1820	\$51,797.20	\$3,625.80	\$2,400.00	\$4,663.67	\$62,486.67						
Treasurer	0.75	\$33.73	1560	\$52,618.80	\$3,683.32		\$4,547.32	\$60,849.44	\$7,569.60					
DRC											\$2,674.67	\$96,278.87	\$123,151.07	\$96,266.70
Operator	0.9	\$25.00	2080	\$52,000.00	\$3,640.00		\$4,455.96	\$60,095.96	\$7,569.60					
Assistants		\$20.00	1008	\$20,160.00			\$1,743.84	\$21,903.84						
Assistants		\$19.00	0	\$0.00			\$0.00	\$0.00						
Assistants		\$18.50	16	\$296.00			\$25.60	\$321.60						
DRC Specialist		\$34.00	96	\$3,264.00			\$449.20	\$3,713.20						
Fire Chief	salaries	\$60,810.53	---	\$60,810.53	\$4,256.74		\$5,177.15	\$70,244.42	\$7,569.60	\$4,947.68		\$82,761.70	\$116,452.96	\$93,144.65
Library										\$159.73		\$101,970.43	\$106,550.00	\$74,149.31
Lib. Adm Director	0.75	\$26.35	1560	\$41,106.00	\$2,877.42	\$2,400.00	\$3,788.54	\$50,171.96	\$0.00					
Lib. Serv. Dir	0.75	\$26.35	1560	\$41,106.00	\$2,877.42	\$2,400.00	\$3,788.54	\$50,171.96						
Summer Intern(s)		\$13.50	100	\$1,350.00			\$116.78	\$1,466.78						
Marine Facilities										\$615.62		\$34,626.85	\$28,428.08	23,076.26
MF Coord.	5	\$25.00	1040	\$26,000.00	\$1,820.00	\$0.00	\$2,406.43	\$30,226.43	\$ 3,784.80					
Totals:				\$442,498.49	\$29,220.00	\$9,600.00	\$39,116.68	\$520,435.17	\$26,493.60	\$8,909.63	\$230.00	\$556,068.40	\$597,223.62	\$423,257.97

Increased Clerk to 35 hours per week per agreement made in FY22

Increased Treasurer wage and decreased hours

Removed Financial Analyst

Removed DRC Manager and added DRC Specialist

Removed both Covid Testers

Removed Library Assistant

Added top wage for MFC, Put in six months for Health Stipend, Increased MFC hours to 1040

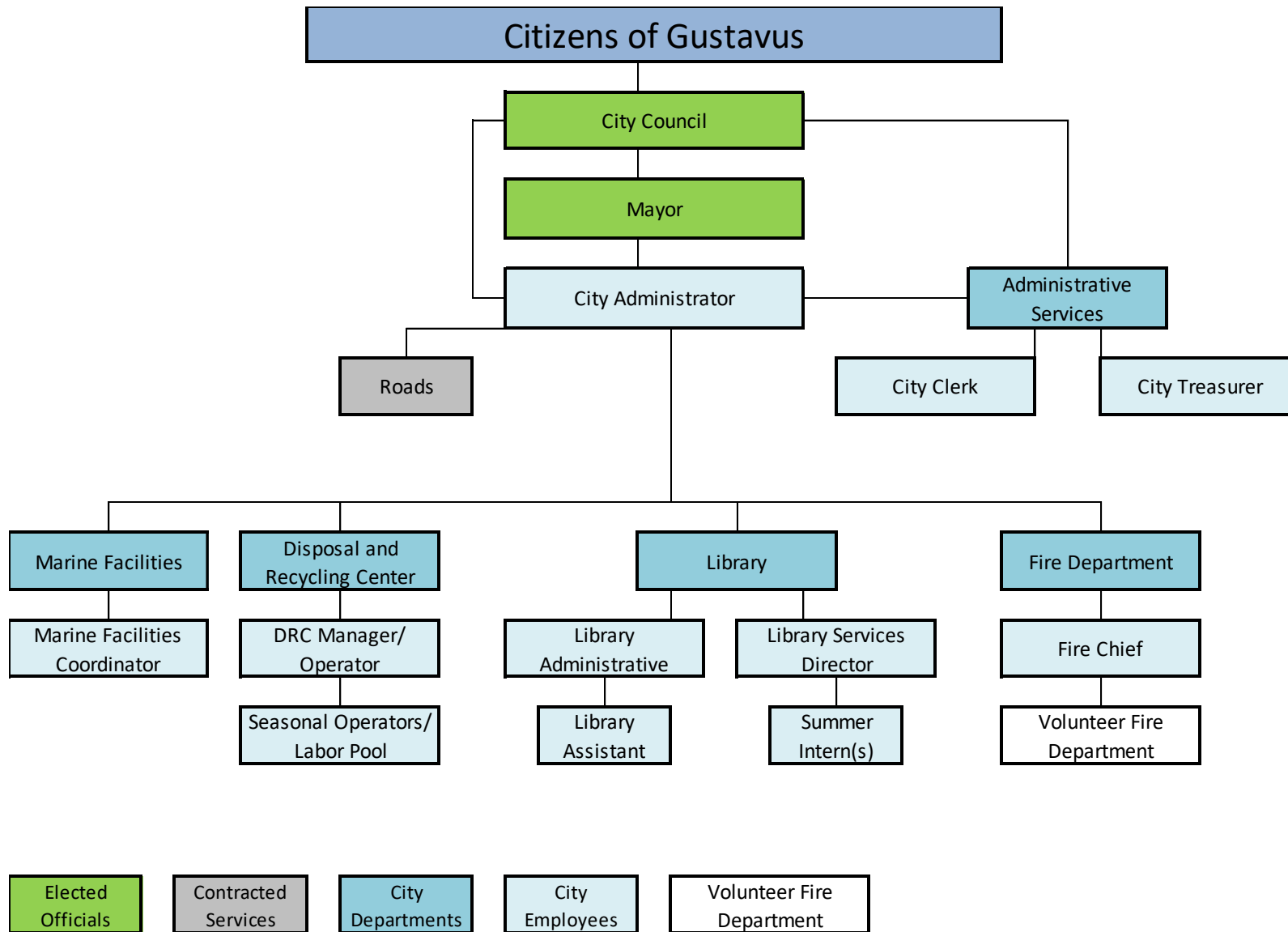
Increased Workman's Comp by 15% per SE @ Petersburg Wrangell

Added summer intern for the Library \$13.50 @100 hours

FY23:													FY21 Budget for Comparison	FY20 Budget for Comparison
	FTE	Hourly Wage (with COLA)	Hrs/year	Wage Total	457(b) Employer Contributi on (LFG)	Health Ins. Stipend (\$200/mo stipend)	Payroll Taxes (6.2% SS, 1.45% Med., 1% AK unemp. up to \$199.50)	Payroll Total	Group Health Plan (\$646/mo; city cap at \$700/mo until 80%/20% split is met)	Workers' Comp. Insurance	Direct Deposit Fees & FICA	Dept. Total		
Admin. Dept.										\$487.55	\$230.00	\$222,641.51	\$159,697.31	\$170,414.67
Administrator	salaries	\$100,000.00	---	\$87,280.00	\$6,109.60	\$0.00	\$7,343.80	\$100,733.40	\$ 6,648.00					
Clerk	0.75	\$27.00	1560	\$42,120.00	\$2,948.40	\$2,400.00	\$3,830.83	\$51,299.23						
Treasurer	0.9	\$27.23	1872	\$50,974.56	\$3,568.22	\$2,400.00	\$4,555.62	\$61,498.40						
Analyst		\$36.50	44	\$1,606.00	\$0.00	\$0.00	\$138.92	\$1,744.92						
DRC										\$2,547.30		\$123,151.07	\$96,266.70	\$101,353.22
Manager	0.6	\$30.45	1248	\$38,001.60	\$2,660.11	\$2,200.00	\$3,478.42	\$46,340.13						
Operator	0.9	\$21.00	1892.8	\$39,748.80	\$2,782.42		\$3,453.14	\$45,984.35	\$6,201.60					
Assistants		\$20.00	1016	\$20,320.00			\$1,757.68	\$22,077.68						
Assistants		\$19.00	0	\$0.00			\$0.00	\$0.00						
Assistants		\$18.50	0	\$0.00			\$0.00	\$0.00						
Fire Chief	salaries	\$57,695.00	---	\$57,695.00	\$4,038.65		\$4,922.12	\$66,655.77	\$7,752.00	\$4,778.24		\$116,452.96	\$93,144.65	\$86,678.67
Covid Tester 1		\$25.00	252	\$6,300.00			\$544.95	\$6,844.95						
Covid Tester 2		\$25.00	1120	\$28,000.00			\$2,422.00	\$30,422.00						
Library										\$152.12		\$106,550.00	\$76,284.43	\$74,149.31
Lib. Adm Director	0.75	\$25.00	1560	\$39,000.00	\$2,730.00	\$2,400.00	\$3,575.45	\$47,705.45						
Lib. Serv. Dir	0.75	\$25.00	1560	\$39,000.00	\$2,730.00		\$3,391.85	\$45,121.85	\$6,201.60					
Lib. Assistant	0.25	\$18.50	360	\$6,660.00			\$708.99	\$7,368.99						
Summer Intern(s)		\$0.00	160	\$0.00			\$0.00	\$0.00						
Marine Facilities										\$586.30		\$28,428.08	\$23,076.26	\$30,257.76
MF Coord.	0.43	\$25.00	894.4	\$22,360.00	\$1,565.20	\$1,700.00	\$2,216.58	\$27,841.78						
Totals:				\$479,065.96	\$29,132.60	\$11,100.00	\$42,340.35	\$524,371.96	\$26,803.20	\$8,551.51	\$230.00	\$597,223.62	\$448,469.35	\$462,853.64



City of Gustavus Organizational Chart



## Gustavus Endowment Fund

Within the finances of the City of Gustavus, there is established a separate fund known as the Gustavus Endowment Fund. The Endowment Fund is regulated by City of Gustavus Municipal Code Chapter 4.13. The purpose for establishment of the fund is to preserve in trust, for the benefit of present and future generations of Gustavus residents, monies dedicated to the community of Gustavus in compensation for the loss of commercial fishing in Glacier Bay. The first deposit to the fund was \$963,000.00 that the city received from the Gustavus Community Association (GCA) who had received the money from the National Park Service. The Gustavus City Council may make deposits to the principal of this fund in the same manner as it makes other appropriations. Any funds received by the city from any non-city-tax source may be deposited into the fund. Funds once dedicated are intended to be held in the fund for perpetuity.

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

If endowment fund earnings allow and the Gustavus City Council determines it to be fiscally responsible, an annual grant cycle makes funding available for community projects. See the Policy and Procedure (P&P) for Awarding Grants from the Endowment Fund Earnings (most recently revised version at the time of this writing is Resolution CY19-14).

The following table includes the calculations used by the P&P to determine the annual grant cycle fund amount. The 3% of Average amount listed, if it is less than the Excess Earnings Determination, is the amount made available through the Endowment Fund Grant process, along with any unused endowment fund grant funds from previous years.

Original Value of the Endowment Fund			Anchorage Consumer Price Index (CPI) for first half of 2004		
\$963,000			165.6		
End of Fiscal Year Date	Endowment Fund Market Value	Anchorage CPI for first half of year ( <a href="http://live.laborstats.alaska.gov/cpi/index.cfm">http://live.laborstats.alaska.gov/cpi/index.cfm</a> )	Multiplier Value (Anchorage CPI for current year div. by CPI for 2004 = 165.6, rounded to 3 decimals)	Inflation-Adjusted Value of Original Principal = Original Value \$963,000 x Multiplier Value	Excess Earnings Determination = Actual Market Value - Inflation-Adjusted Principal
June 30, 2011	\$1,161,681.00	200.278	1.209	\$1,164,267.00	(\$2,586.00)
June 30, 2012	\$1,188,171.67	205.215	1.239	\$1,193,157.00	(\$4,985.33)
June 30, 2013	\$1,265,224.55	210.853	1.273	\$1,225,899.00	\$39,325.55
June 30, 2014	\$1,391,960.13	214.777	1.297	\$1,249,011.00	\$142,949.13
June 30, 2015	\$1,400,089.55	217.111	1.311	\$1,262,493.00	\$137,596.55
June 30, 2016	\$1,398,474.52	216.999	1.310	\$1,261,530.00	\$136,944.52
June 30, 2017	\$1,429,287.74	218.616	1.320	\$1,271,160.00	\$158,127.74
June 30, 2018	\$1,438,854.93	223.099	1.347	\$1,297,161.00	\$141,693.93
June 30, 2019	\$1,466,213.91	228.858	1.382	\$1,330,866.00	\$135,347.91
June 30, 2020	\$1,473,942.38	225.049	1.359	\$1,308,717.00	\$165,225.38
June 20, 2021	\$1,637,337.02	232.679	1.405	\$1,353,078.97	\$284,258.05
June 30, 2022	\$1,441,014.78	252.271	1.551	\$1,493,613.00	(\$52,598.22)
	5-Year Average	3% of Average			
FY11-FY15	\$1,281,425.38	\$38,442.76			
FY12-FY16	\$1,328,784.08	\$39,863.52			
FY13-FY17	\$1,377,007.30	\$41,310.22			
FY14-FY18	\$1,411,733.37	\$42,352.00			
FY15-FY19	\$1,426,584.13	\$42,797.52			
FY16-FY20	\$1,441,354.70	\$43,240.64			
FY17-FY21	\$1,489,127.20	\$44,673.82			
FY18-FY22	\$1,491,472.60	\$44,744.18			

## Current Banking Assets

The balance sheet assets as of 3/29/2023 are as below:

### City of Gustavus Balance Sheet as of March 29, 2023

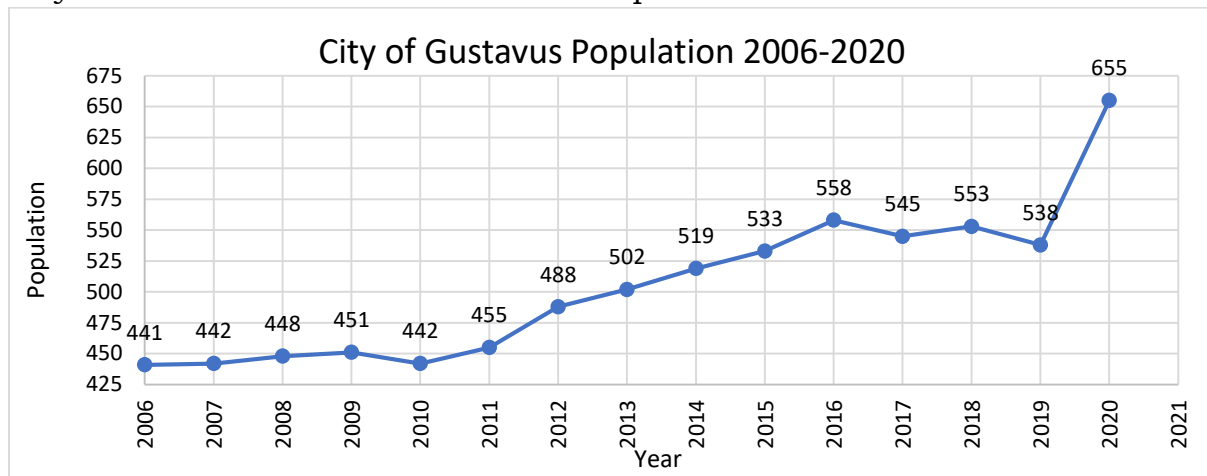
	Mar 29, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
AMLIP Capital Improv Current (0630598.1)	9,960.88
AMLIP Capital Improv Long-Term (0630598.2)	792,867.32
AMLIP Repair & Replacement (0630598.3)	333,456.53
AMLIP Road Maint - Unencumbered (0630598.4)	84,181.20
AMLIP Gravel Pit Fund (0630598.8)	18,269.26
AMLIP Reserve (0630598.12)	340,915.48
APCM.Endowment Fund	1,425,493.87
FNBA - Checking	1,133,885.62
FNBA Endowment Fund - Checking	63,467.12
Petty Cash	481.49
<b>Total Checking/Savings</b>	4,202,978.77

The Alaska Municipal Investment Pool (AMLIP) accounts were restructured in June 2018 with FY18-16NCO. Generally, the account uses are as follows:

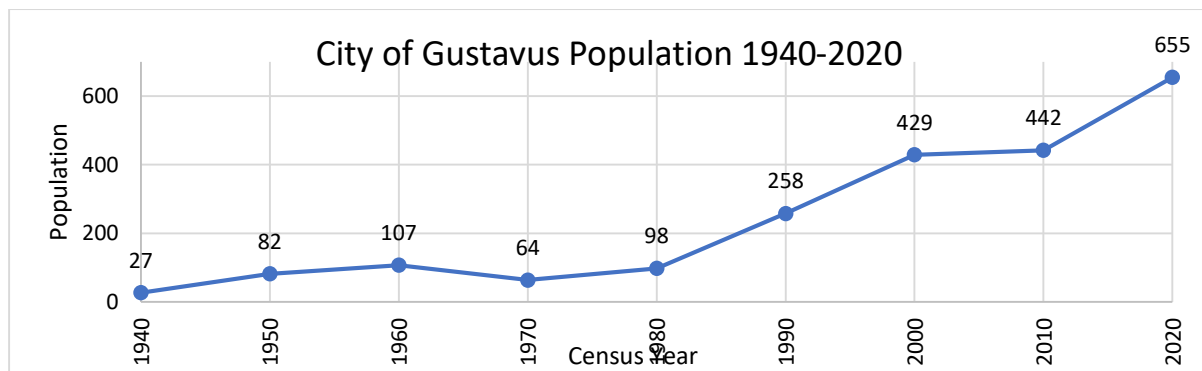
- *AMLIP Capital Improv Current*: funds for approved and funded capital projects that have not yet been initiated
- *AMLIP Capital Improv Long-Term*: funds for capital projects in the future
- *AMLIP Repair & Replacement*: funds for repair and replacement of fixed assets, following recommended best-practices savings schedule. Funded through operating budget line-item. See the Capital Improvement Plan document for additional information.
- *AMLIP Road Maint – Unencumbered*: funds set aside for use on road maintenance once the AMLIP Road Maint – Encumbered account was depleted in FY21 and until a long-term funding source for roads was established
- *AMLIP Gravel Pit Fund*: fund established in FY21 for use on expenses associated with the gravel pits. Funded through operating budget line-item.
- *AMLIP Reserve*: funds from prior years' surpluses with no prescribed use
- *AMLIP CARES Act Relief Funds*: CARES Act funds initially resided in this account. Remaining unspent funds are currently in FNBA - Checking
- *APCM.Endowment Fund*: see previous page for discussion of this account.
- *FNBA – Checking*: general operating banking account; includes unrestricted funds along with restricted funds such as grants, capital project funds, current year National Forest Receipts, or other road funds
- *FNBA Endowment Fund – Checking*: funds from the Endowment Fund for disbursement through the annual Endowment Fund Grant program
- *Petty Cash*: funds for cash transactions (receipts and expenditures)

Note: *AMLIP Road Maint – Encumbered*: held prior years' National Forest Receipts funds that could only be used by the city on roads. Fund depleted in FY21.

## City of Gustavus and State of Alaska Population Trends



Population data for 2010 are from the U.S. Census Bureau. Population data from all other years are the annually certified population from the State of Alaska Department of Commerce, Community, and Economic Development (DCCED) based on estimates prepared by the State of Alaska Demographer at the Department of Labor and Workforce Development (<https://live.laborstats.alaska.gov/pop/index.cfm>). The Alaska Marine Highway System initiated car ferry service to Gustavus at the end of 2010 after the completion of the Gustavus Causeway.



U.S. Census Bureau data for Gustavus, Alaska, 1940-2010. 2020 data point is from the same source as explained for the graph above as census data are not yet finalized. Graph copied from the State of Alaska Department of Labor and Workforce Development Research and Analysis Section's website on March 23, 2021



**City of Gustavus**

PO Box 1

Gustavus, Alaska 99826

Phone: (907) 697-2451

City of Gustavus  
General Fund  
Fiscal Year 2024

April 2023

	Admin	DRC	GVFD	Lands	Library	Total Marine Facilities	Road Maintenance	Total General Fund	TOTAL
	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)
	Jul '23 - Jun 24	Jul '23 - Jun 24	Jul '23 - Jun 24	Jul '23 - Jun 24	Jul '23 - Jun 24	Jul '23 - Jun 24	Jul '23 - Jun 24	Jul '23 - Jun 24	Jul '23 - Jun 24
Ordinary Income/Expense									
Income									
Business License Fees	3,500.00							3,500.00	3,500.00
Donations					1,000.00			1,000.00	1,000.00
DRC Income									
Community Chest Sales		13,500.00						13,500.00	13,500.00
Landfill Fees/Sales		75,000.00						75,000.00	75,000.00
Recyclable Material Sales		3,600.00						3,600.00	3,600.00
Total DRC Income		92,100.00						92,100.00	92,100.00
Federal Revenue									
ARPA - 22-LGLR	35,987.92							35,987.92	35,987.92
Natl Forest Receipts-Encumbered	45,000.00							45,000.00	45,000.00
Payment In Lieu of Taxes	130,000.00							130,000.00	130,000.00
Total Federal Revenue	210,987.92							210,987.92	210,987.92
Fundraising					600.00			600.00	600.00
Grant Income			3,000.00		10,000.00			13,000.00	13,000.00
GVFD Income									
Ambulance Billing			9,000.00					9,000.00	9,000.00
ASP			1,500.00					1,500.00	1,500.00
Training			150.00					150.00	150.00
Total GVFD Income			10,650.00					10,650.00	10,650.00
Lands Income									
Gravel Pit Gravel Sales				40,000.00				40,000.00	40,000.00
Total Lands Income				40,000.00				40,000.00	40,000.00
Lease Income				16,011.00				16,011.00	16,011.00
Library Income					500.00			500.00	500.00
Marine Facilities Income									
Facilities Usage Fees						2,000.00		2,000.00	2,000.00
Commercial Vessel Registration						15,000.00		15,000.00	15,000.00
Private Vessel Registration						5,000.00		5,000.00	5,000.00
Storage Area Fee						2,250.00		2,250.00	2,250.00
Total Marine Facilities Income						24,250.00		24,250.00	24,250.00
State Revenue									
Community Assistance Program	80,000.00							80,000.00	80,000.00
Shared Fisheries Business Tax	632.77							632.77	632.77
Total State Revenue	80,632.77							80,632.77	80,632.77
Tax Income									
Retail Tax Income	415,000.00							415,000.00	415,000.00
Remote Sellers Retail Tax	56,000.00							56,000.00	56,000.00
Room Tax Income	100,000.00							100,000.00	100,000.00
Fish Box Tax	8,000.00							8,000.00	8,000.00
Tax Exempt Cards	300.00							300.00	300.00
Total Tax Income	579,300.00							579,300.00	579,300.00
Total Income	874,420.69	92,100.00	13,650.00	56,011.00	12,100.00	24,250.00		1,072,531.69	1,072,531.69
Gross Profit	874,420.69	92,100.00	13,650.00	56,011.00	12,100.00	24,250.00		1,072,531.69	1,072,531.69
Expense									

	Admin	DRC	GVFD	Lands	Library	Total Marine Facilities	Road Maintenance	Total General Fund	TOTAL
	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)		
	Jul '23 - Jun 24	Jul '23 - Jun 24	Jul '23 - Jun 24	Jul '23 - Jun 24	Jul '23 - Jun 24	Jul '23 - Jun 24	Jul '23 - Jun 24	Jul '23 - Jun 24	Jul '23 - Jun 24
Administrative Costs	35,000.00							35,000.00	35,000.00
Advertising	100.00							100.00	100.00
Bank Service Charges	3,100.00	1,600.00	25.00		25.00			4,750.00	4,750.00
Building									
Insurance	1,160.00	1,116.96	2,555.93		3,501.22	4,324.51		12,658.62	12,658.62
Maintenance & Repair	500.00	1,200.00	500.00		2,000.00	0.00		4,200.00	4,200.00
Total Building	1,660.00	2,316.96	3,055.93		5,501.22	4,324.51		16,858.62	16,858.62
Contractual Services									
City Engineer	20,000.00							20,000.00	20,000.00
Ambulance Billing Expense			1,300.00					1,300.00	1,300.00
Managed IT Services	25,020.00							25,020.00	25,020.00
Contractual Services - Other	10,000.00	7,260.00	2,000.00		3,300.00	15,000.00		37,560.00	37,560.00
Total Contractual Services	55,020.00	7,260.00	3,300.00		3,300.00	15,000.00		83,880.00	83,880.00
Dues/Fees	6,500.00	1,007.00	1,750.00		5,400.00			14,657.00	14,657.00
Economic Development Services									
GVA	36,000.00							36,000.00	36,000.00
Total Economic Development Services	36,000.00							36,000.00	36,000.00
Election Expense	250.00							250.00	250.00
Emergency & Disaster	50,000.00							50,000.00	50,000.00
Equipment									
Equipment Fuel		2,200.00						2,200.00	2,200.00
Equipment Purchase	2,500.00	2,850.00	4,000.00		500.00	100.00		9,950.00	9,950.00
Insurance		278.86						278.86	278.86
Maintenance & Repair		6,000.00						6,000.00	6,000.00
Total Equipment	2,500.00	11,328.86	4,000.00		500.00	100.00		18,428.86	18,428.86
Events & Celebrations	3,800.00	250.00			350.00			4,400.00	4,400.00
Freight/Shipping	800.00	28,600.00	400.00		1,000.00	200.00		31,000.00	31,000.00
Fundraising Expenses					500.00			500.00	500.00
General Liability	20,700.00							20,700.00	20,700.00
Gravel Pit Fund	0.00			6,000.00				6,000.00	6,000.00
Library Materials									
Non-Fiction Add/Replacement					2,000.00			2,000.00	2,000.00
Total Library Materials					2,000.00			2,000.00	2,000.00
Marine Facilities									
Insurance						2,722.48		2,722.48	2,722.48
Maintenance & Repairs						3,000.00		3,000.00	3,000.00
Total Marine Facilities						5,722.48		5,722.48	5,722.48
Occupational Health		500.00						500.00	500.00
Payroll Expenses									
Wages	196,405.96	75,720.00	60,810.53		83,562.00	26,000.00		442,498.49	442,498.49
Payroll Taxes	17,164.64	6,674.60	5,177.15		7,520.59	2,510.23		39,047.21	39,047.21
Health Insurance (company paid)	7,569.60	7,569.60	7,569.60		0.00	3,784.80		26,493.60	26,493.60
Health Insurance Stipend	4,800.00				4,800.00	0.00		9,600.00	9,600.00
457(b) Employer Contribution	13,748.42	3,640.00	4,256.74		5,754.84	1,820.00		29,220.00	29,220.00
Workers Comp Insurance	511.93	2,674.67	5,017.15		159.73	615.62		8,979.10	8,979.10
Payroll Expenses - Other	230.00							230.00	230.00
Total Payroll Expenses	240,430.55	96,278.87	82,831.17		101,797.16	34,730.65		556,068.40	556,068.40



	Admin (General Fund)	DRC (General Fund)	GVFD (General Fund)	Lands (General Fund)	Library (General Fund)	Total Marine Facilities (General Fund)	Road Maintenance (General Fund)	Total General Fund	TOTAL
	Jul '23 - Jun 24	Jul '23 - Jun 24	Jul '23 - Jun 24	Jul '23 - Jun 24	Jul '23 - Jun 24	Jul '23 - Jun 24	Jul '23 - Jun 24	Jul '23 - Jun 24	Jul '23 - Jun 24
Professional Services	15,000.00							15,000.00	15,000.00
Public Relations	500.00							500.00	500.00
Repair & Replacement Fund	1,000.00	2,150.79	1,663.38		4,299.27	7,482.27		16,595.71	16,595.71
Road Maintenance									
Snow Plowing							65,000.00	65,000.00	65,000.00
Road Maintenance - Other							85,000.00	85,000.00	85,000.00
Total Road Maintenance							150,000.00	150,000.00	150,000.00
Stipend			6,000.00					6,000.00	6,000.00
Supplies									
Donated/Fundraised					800.00			800.00	800.00
Program					2,050.00			2,050.00	2,050.00
Supplies - Other	3,500.00	4,500.00	7,500.00		2,700.00	2,200.00		20,400.00	20,400.00
Total Supplies	3,500.00	4,500.00	7,500.00		5,550.00	2,200.00		23,250.00	23,250.00
Telecommunications	7,500.00	2,300.00	6,050.00		5,450.00	240.00		21,540.00	21,540.00
Training	2,750.00	1,200.00	7,000.00		1,000.00	0.00		11,950.00	11,950.00
Travel	8,500.00	1,200.00	2,500.00		1,500.00			13,700.00	13,700.00
Utilities									
Electricity	2,000.00	1,900.00	2,000.00		3,400.00	400.00		9,700.00	9,700.00
Fuel Oil	900.00	1,000.00	2,000.00		4,000.00			7,900.00	7,900.00
Total Utilities	2,900.00	2,900.00	4,000.00		7,400.00	400.00		17,600.00	17,600.00
Vehicle									
Fuel		0.00	1,200.00					1,200.00	1,200.00
Insurance			3,635.67					3,635.67	3,635.67
Maintenance & Repair			2,000.00					2,000.00	2,000.00
Mileage Reimbursement	500.00	200.00	250.00			1,200.00		2,150.00	2,150.00
Total Vehicle	500.00	200.00	7,085.67			1,200.00		8,985.67	8,985.67
Total Expense	498,010.55	163,592.48	137,161.15	6,000.00	145,572.65	71,599.91	150,000.00	1,171,936.74	1,171,936.74
Net Ordinary Income	376,410.14	-71,492.48	-123,511.15	50,011.00	-133,472.65	-47,349.91	-150,000.00	-99,405.05	-99,405.05
Other Income/Expense									
Other Income									
Prior-Year Cash Balance	100,000.00							100,000.00	100,000.00
Total Other Income	100,000.00							100,000.00	100,000.00
Net Other Income	100,000.00							100,000.00	100,000.00
Net Income	476,410.14	-71,492.48	-123,511.15	50,011.00	-133,472.65	-47,349.91	-150,000.00	594.95	594.95

## Administration

## General Fund

### Administration Department:

The Administration Department consists of three paid employees and a volunteer Mayor and City Council. The City Administrator works under the direction of the volunteer Mayor. Together, they are responsible for the overall management, administration, and direction of the city operations; the hiring, disciplining, and termination of city employees; the negotiation of city contracts within budget appropriations; policy advice to the City Council; and open communication with the community. The City Treasurer generates the annual operating and capital improvement budgets in conjunction with the City Administrator and presents them to the Mayor for approval.

The City Clerk is responsible for recording and maintaining the official records of the City and preparing agendas for and transcribing minutes of the City Council meetings. The clerk is the elections official for all local elections and absentee voting for state and federal elections. The clerk is a parliamentarian, administers the city records retention schedule, conducts daily business transactions with the public, and maintains the City of Gustavus social media presence. The clerk is a notary public.

The City Treasurer is responsible for all accounting, budgeting, and financial information services for the City of Gustavus. These services include procurement, accounts payable, retail, room, and fish box tax collection, collection of city leases and other fees such as transient moorage, gravel pit material sales, and ambulance fees. The treasurer is responsible for the advertisement, execution, and administration of City contracts within budget appropriations. The treasurer generates the annual operating and capital improvement budgets in conjunction with the Mayor, City Administrator, and department heads. The treasurer helps develop job announcements, onboards new employees, and maintains personnel files. The treasurer is a notary public.

### Personnel:

Volunteer Mayor  
Six Volunteer City Council Members  
City Administrator (1.0 FTE)  
City Clerk (0.8 FTE)  
City Treasurer (0.75 FTE)

### Mission:

To serve the Community of Gustavus.

## FY20-FY24 General Fund: Administration Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '19 - Jun 20	Jul '20 - Jun 21	JUL '21 - Jun 22	Jul '22 - Jun 23	Jul '23 - Jun 24
Administrative Costs	2,013.88	1,099.95	1,340.40	35,000.00	35,000.00
Advertising	150.00	0.00	472.24	100.00	100.00
Bank Service Charges	1,727.30	2,384.54	4,767.56	3,100.00	3,100.00
Building	641.71	2,634.82	1,635.57	4,760.79	1,660.00
Contractual Services	7,920.65	4,799.00	8,657.39	10,000.00	55,020.00
Dues/Fees	2,629.30	2,585.52	3,468.60	2,400.00	6,500.00
Election Expense	202.16	87.34	129.92	250.00	250.00
Emergency & Disaster					50,000.00
Equipment	6,792.27	4,615.00	576.75	500.00	2,500.00
Events & Celebrations	3,542.49	3,587.70	3,412.62	3,500.00	3,800.00
Freight/Shipping	999.78	731.05	792.45	800.00	800.00
General Liability	10,890.44	11,575.44	17,480.61	19,963.00	20,700.00
Payroll Expenses	164,640.32	152,657.07	194,855.31	222,641.50	240,430.55
Professional Services	14,570.00	15,801.65	11,527.50	25,000.00	15,000.00
Public Relations	211.74	314.86		1,000.00	500.00
Relocation			1,000.00		
Repair & Replacement Annual Contribution	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Supplies	1,609.37	1,298.29	2,966.79	2,000.00	3,500.00
Telecommunications	6,592.44	7,069.56	7,004.02	7,500.00	7,500.00
Training	3,862.00	579.00	2,247.72	2,750.00	2,750.00
Travel	4,816.53	0.00	154.00	10,500.00	8,500.00
Utilities	2,615.66	3,002.72	3,505.20	2,900.00	2,900.00
Vehicle	159.83	436.20	332.17	500.00	500.00
<b>Total Expense</b>	<b>237,587.87</b>	<b>216,259.71</b>	<b>267,326.82</b>	<b>356,165.29</b>	<b>462,010.55</b>

# Disposal and Recycling Center

# General Fund

## Disposal and Recycling Center:

The Manager/Operator is responsible for the overall management of the Disposal and Recycling Center (DRC), the hiring of temporary labor pool employees, project scoping and management for DRC capital improvement projects, creating purchase orders, ordering supplies, managing the point-of-sale and customer billing systems, long-term planning for the DRC facility, and management of the Community Chest, the community's thrift store. The Manager/Operator generates the annual departmental operating budget in conjunction with the City Treasurer. The Manager/Operator also performs the duties listed below for the temporary labor pool employees in the capacity of a short-term, replacement operator.

The DRC temporary labor pool employees perform the majority of the day-to-day operations of the DRC, including receiving and processing recyclable and non-recyclable solid waste from commercial and household customers, collecting customer payments, operating the food waste composting program, and performing equipment and building maintenance.

## Personnel:

Manager/Operator (0.9 FTE)

DRC Specialist (96 hours)

Up to three Temporary Labor Pool Employees (0.49 FTE all together)

DRC - Occasional volunteers

Community Chest – three to five active volunteers and additional supporting volunteers

## Mission:

The mission of the Gustavus Disposal & Recycling Center and Community Chest is to reuse locally or to recycle as much material from the community's waste stream as possible. What cannot be reused or recycled is disposed of in a safe, legal, and environmentally responsible manner.

## FY20-FY24 General Fund: Disposal & Recycling Center Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '19 - Jun 20	Jul '20 - Jun 21	JUL '21 - Jun 22	Jul '22 - Jun 23	Jul '23 - Jun 24
Bank Service Charges	1,196.60	1,466.54	1,723.98	1,600.00	1,600.00
Building	1,996.14	1,791.28	2,110.20	2,171.27	2,316.96
Contractual Services	4,655.65	6,740.00	38,552.07	7,500.00	7,260.00
Dues/Fees	541.00	1,180.10	1,180.10	2,000.00	1,007.00
Equipment	12,416.20	8,200.87	6,557.66	11,942.49	11,328.86
Events & Celebrations	135.29	0.00	0.00	242.49	250.00
Freight/Shipping	20,999.54	13,088.48	26,476.80	27,600.00	28,600.00
Occupational Health	0.00	0.00		500.00	500.00
Payroll Expenses	90,520.88	87,726.45	92,782.01	123,151.07	96,278.87
Repair & Replacement Annual Contribution	2,150.79	2,150.79	2,100.79	2,150.79	2,150.79
Supplies	3,653.72	3,154.69	4,287.87	4,100.00	4,500.00
Telecommunications	2,168.05	2,190.62	2,276.71	2,300.00	2,300.00
Training	0.00	1,392.00	125.00	1,200.00	1,200.00
Travel	0.00	0.00		1,500.00	1,200.00
Utilities	2,349.82	2,685.95	2,557.18	2,900.00	2,900.00
Vehicle	147.86	149.62	127.78	200.00	200.00
<b>Total Expense</b>	<b>142,931.54</b>	<b>131,917.39</b>	<b>180,858.15</b>	<b>191,058.11</b>	<b>163,592.48</b>

## Gustavus Public Library

## General Fund

### Gustavus Public Library:

The Gustavus Public Library provides the public with a wide selection of materials including nonfiction and fictional books for all ages, fiction and nonfiction DVDs, magazines, kits, and audio material. The library's collection includes items specifically requested by community members, along with books by local and regional authors, books about Alaska and Southeast Alaska, and a selection of recently released materials researched and selected by the library directors. The library also offers public computers and 24/7 WiFi for internet access, as well as free access to e-books and audiobooks. The e-book collection is available for checkout by members of the public who have been issued a library card. The library offers diverse programs and events for all ages, including a Summer Reading program, and supports students at the Gustavus School, homeschooling families, and adult students through services like test proctoring. The library is open five to six days a week, utilizing a strong core of volunteers to support its daily operation.

The Library Administrative Director is responsible for the overall management of the Gustavus Public Library, project scoping and management for library capital improvement projects, creating purchase orders, ordering supplies, and long-term planning for the library. This position assists the Library Services Director with training and coordinating volunteers. The Library Administrative Director generates the annual departmental operating budget in conjunction with the City Treasurer. She also performs the duties listed below for the volunteer desk sitters.

The Library Services Director oversees operations, services, and creation and implementation of the daily programs that get patrons in the door. The Library Services Director focuses on developing these programs for diverse age groups and interests. This position is responsible for training and supervising volunteers, writing news articles and monthly newsletters, and communicating with the public through email and social media. She collaborates with the Library Administrative Director on matters of general library operations and administration (such as budgeting and ordering library materials), and forms partnerships with other organizations, such as the Gustavus School and National Park Service, to develop library programs that meet the current needs and interests of the community.

The Summer Intern will aid in the Summer Reading Program and Literacy Camps. The position will be supervised by the Library Services Director and works with the volunteers. This position is a temporary position, budgeted for 10 hours a week for ten weeks.

The volunteer desk sitters are responsible for recording library use statistics, checking out materials to patrons, checking in and shelving materials, collecting money for copies and faxes, and aiding patrons as they are able.

### Personnel:

Library Administrative Director (0.75 FTE)

Library Services Director (0.75 FTE)

Summer Intern (100 Hours)

14 desk volunteers, 4 maintenance/projects volunteer

### Mission:

The mission of the Gustavus Public Library is to provide community members and visitors of all ages with a welcoming and supportive environment to freely access information, materials,

and programming; to support literacy and life-long learning, facilitate connection to place and culture, and meet the recreational, social, intellectual, and cultural needs of the community.

FY20-FY24 General Fund: Gustavus Public Library Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - 22	Jul '22 - Jun 23	Jul '23 - Jun 24
Bank Service Charges	25.00	25.00	25.00	25.00	25.00
Building	15,686.65	4,505.90	6,932.64	5,544.54	5,501.22
Contractual Services	1,381.48	3,075.00	6,300.00	6,920.00	3,300.00
Dues/Fees	4,417.69	4,069.76	4,584.85	5,400.00	5,400.00
Equipment	552.89	909.59	372.92	1,400.00	500.00
Events & Celebrations	175.07	0.00	157.89	350.00	350.00
Freight/Shipping	892.50	872.65	712.19	1,000.00	1,000.00
Fundraising Expenses	936.27	8.00	700.00	500.00	500.00
Library Materials	599.80	598.71	2,212.84	2,700.00	2,000.00
Payroll Expenses	68,048.47	61,291.02	64,837.92	106,550.01	101,797.16
Repair & Replacement Annual Contribution	10,267.13	4,299.27	4,299.27	4,249.27	4,299.27
Supplies	2,808.07	1,409.29	5,718.40	2,700.00	2,700.00
Supplies - Program	1,059.35	1,260.17	2,003.24	3,050.00	2,050.00
Supplies - Donated/Fundraised				700.00	
Telecommunications	5,114.56	3,547.37	4,560.71	5,450.00	5,450.00
Training	0.00	0.00	229.99	1,000.00	1,000.00
Travel	637.43	0.00	278.00	1,500.00	1,500.00
Utilities	6,069.22	6,385.80	7,268.23	13,500.00	7,400.00
<b>Total Expense</b>	<b>118,671.58</b>	<b>92,257.53</b>	<b>111,194.09</b>	<b>162,538.82</b>	<b>144,772.65</b>

## Gustavus Volunteer Fire Department

## General Fund

### Gustavus Volunteer Fire Department:

The Gustavus Volunteer Fire Department (GVFD) provides Emergency Medical Services (EMS) and responds to fire calls within the City of Gustavus and has a memorandum of agreement to respond within Glacier Bay National Park upon request. Emergency services are provided by the city with an equipped ambulance, fire engine, and two water tenders that are stocked with proper equipment to tackle most emergencies.

GVFD is composed of a full-time Fire Chief who currently oversees 16 volunteers that bring a variety of skills to the department. The GVFD volunteers are organized into three categories: Dispatchers, EMS, and Fire. The volunteers started the Gustavus Volunteer Fire Department Association, a non-profit social organization that was formed in 2016 to coordinate volunteer fundraisers and to help support the GVFD volunteers.

The Fire Chief is responsible for the overall management of the GVFD, project scoping and management for GVFD capital improvement projects, creating purchase orders, ordering supplies, maintaining equipment, emergency planning for the community, and long-term planning for the GVFD. The fire chief generates the annual departmental operating budget in conjunction with the City Treasurer. The fire chief develops and conducts weekly evening trainings for the volunteers, alternating between EMS and fire.

### Personnel:

Fire Chief (1 FTE)  
 Assistant Chief (Volunteer)  
 Fire Captain (Volunteer)  
 EMS Captain (Volunteer)  
 16 volunteers within the 3 divisions

### Mission:

To serve our community before, during, and after an emergency.

## FY20-FY24 General Fund: Gustavus Volunteer Fire Department Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '19 - Jun 20	Jul '20 - Jun 21	JUL '21 - JUN 22	Jul '22 - Jun 23	Jul '23 - Jun 24
Bad Debt	2,598.10	0.00		0.00	0.00
Advertising			100.00		
Bank Service Charges	25.00	25.00	25.00	25.00	25.00
Building	1,919.71	3,738.03	6,948.83	5,222.55	3,055.93
Contractual Services	2,529.13	0.00	6,500.00	2,000.00	2,000.00
Ambulance Billing Expense	1,340.34	722.55	373.30	1,300.00	1,300.00
Dues/Fees	50.00	75.00	100.00	250.00	1,750.00
Equipment	631.99	123.00	12,440.54	2,000.00	4,000.00
Freight/Shipping	736.01	85.47	357.25	400.00	400.00
Payroll Expenses	60,703.78	33,550.06	55,662.50	116,452.96	82,831.17
Repair & Replacement Annual Contribution	4,454.47	9,839.80	1,663.38	1,663.38	1,663.38
Stipend	0.00	3,000.53	3,000.15	10,000.00	6,000.00
Supplies	4,404.61	3,946.03	7,841.65	7,500.00	7,500.00
Telecommunications	5,709.29	4,089.07	4,224.35	6,050.00	6,050.00
Training	4,560.94	0.00	7,801.49	4,000.00	7,000.00
Travel	2,362.91	0.00	364.00	2,500.00	2,500.00
Utilities	4,379.10	4,186.79	4,994.36	4,000.00	4,000.00
Vehicle	3,787.70	4,116.19	5,794.28	7,085.67	7,085.67
<b>Total Expense</b>	<b>100,193.08</b>	<b>67,497.52</b>	<b>118,191.08</b>	<b>170,449.56</b>	<b>137,161.15</b>

## Marine Facilities Department

## General Fund

Marine Facilities Department:

The City of Gustavus Marine Facilities Department oversees and maintains the City's float system at the Gustavus Public Dock (maintained by Alaska State DOT) and the Salmon River Boat Harbor (SRBH), including the boat launch and attached floats. The Gustavus Dock float system is used extensively during the summer months by the local charter fleet, commercial fishermen, sightseeing vessels, and private citizens. The tidally influenced Salmon River Boat Harbor offers a boat launch used by private citizens, charter and commercial operators, and landing crafts delivering freight. There is also a barge landing, short and long-term pay storage areas, short-term parking, a kayak storage area, and a number of privately maintained floats in various stages of usability/disrepair. Waterless restrooms were constructed at the beach in 2014 and at the Salmon River Park in 2016. These are maintained by the Marine Facilities Department. The Marine Facility Department also walks the Gustavus beach and Salmon River Boat Harbor collecting trash and keeping the areas free of debris.

The City of Gustavus has established fees for commercial vessels (\$500 per year), private vessels (\$60 per year), long-term storage (\$150 per year/\$20 per month), and transient fees for daily use /moorage for unregistered vessels (fees vary).

The Marine Facilities Coordinator (MFC) monitors the Gustavus Dock and Salmon River Boat Harbor 6 days a week in the summer months with additional intermittent duties in both the spring and fall shoulder seasons. These include but are not limited to beach projects, float



maintenance, and infrastructure improvements. The latter include the Gustavus Public Library, Gustavus Volunteer Fire Department, and City Hall improvements.

The MFC collects transient moorage fees, encourages vessel owners to obtain registration stickers, and encourages users to follow City of Gustavus policies per Title 8 of the Gustavus Municipal Code. The MFC also assists in the spring and fall with the moving of the steel mooring float to/from the anchorage near Pleasant Island and the moving of the wooden floats to/from the boat harbor. The MFC is responsible for tracking use at the Gustavus Dock and boat harbor and recording statistics listed later in this narrative, as well as any other requested by the City Council or its agents (e.g. the Gustavus Marine Facilities Committee and the City Administrator). The MFC also works with state, federal, and local government entities to ensure a safe and environmentally-friendly environment in and on the waterways adjacent to Gustavus and Glacier Bay National Park.

The City Treasurer and the Marine Facilities Coordinator are responsible for the project scoping and management for capital improvement projects, creating purchase orders, ordering supplies, and long-term planning for Gustavus's Marine Facilities. The City Treasurer generates the annual departmental operating budget in conjunction with the Mayor and the Marine Facilities Coordinator.

Additional planning for the Salmon River Boat Harbor includes coordinating a fish waste recycling program in conjunction with the DRC in an effort to reduce illegal dumping of fish carcasses and enhance the DRC's composting program (see the Capital Improvement Plan).

#### Personnel:

Marine Facilities Coordinator/Harbormaster (0.5 FTE)

#### Mission (Municipal Code Section 8.01.010):

- To provide for the safe and efficient use, and orderly management and control of all harbor facilities owned, managed or operated by the City of Gustavus, including but not limited to the Small Vessel Float System and its interface with the State of Alaska-owned Gustavus Multi-Modal Marine Facility, and the City of Gustavus-owned Salmon River Small Boat Harbor Facility.
- To protect and preserve the lives, health, safety, and well-being of persons who use, work or maintain property at the city-owned and maintained harbor facilities.
- To protect public property.
- To prevent fire or health hazards and abate nuisances.
- To prevent the use of the harbor facilities for derelict vessels and property.
- To ensure adequate financial resources are available to acquire, plan, design, construct, equip, operate, maintain, or replace harbor facilities through the assessment of user fees or through other means.
- To maintain a user-friendly facility.

## FY20-FY24 General Fund: Marine Facilities Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23	Jul '23 - Jun 24
Administrative Costs	0.00	0.00		0.00	0.00
Advertising			258.67		
Building	3,735.39	3,775.73	3,942.48	3,851.75	4,324.51
Contractual Services	1,600.00	14,300.00	8,700.00	53,180.00	15,000.00
Equipment	99.96	26.35	1,463.38	100.00	100.00
Freight/Shipping	79.39	124.00	268.17	200.00	200.00
Marine Facilities: Insurance, Maint & Repairs	1,878.76	6,155.70	2,486.20	20,368.37	5,722.48
Payroll Expenses	21,150.76	22,415.04	23,441.02	28,428.08	34,730.65
Repair & Replacement Annual Contribution	7,482.27	7,482.27	7,482.27	7,482.27	7,482.27
Supplies	1,093.89	177.11	2,073.76	2,200.00	2,200.00
Telecommunications	240.00	240.00	240.00	240.00	240.00
Training			525.00		0.00
Electricity			110.00		400.00
Vehicle	994.06	1,257.64	1,474.17	1,000.00	1,200.00
<b>Total Expense</b>	<b>38,354.48</b>	<b>55,953.84</b>	<b>52,465.12</b>	<b>117,050.47</b>	<b>71,599.91</b>

## Roads Department

## General Fund

### Roads Department:

The City of Gustavus provides road maintenance and snow plowing services for 24 miles of dirt/gravel roads within the city limits through annual contracts to local businesses. The City Council Roads liaison and City Administrator are responsible for the project scoping and management for capital improvement projects, creating purchase orders, issuing orders for snow plowing, and long-term planning for the Roads Department. The City Treasurer generates the annual departmental operating budget in conjunction with the Mayor and the City Administrator.

The State of Alaska DOT/PF is responsible for maintenance and plowing of all paved roads within the City limits, the public dock, and the Gustavus Airport. Glacier Bay National Park plows and maintains the road to Bartlett Cove beginning at the Park boundary.

Road maintenance was heavily subsidized by National Forest Receipts (NFR) in the past. The annual distribution of these encumbered funds has dwindled to anywhere from almost nothing to less than half of the road maintenance budget in recent years. In FY21, the City of Gustavus finally expended encumbered funds that were held in reserve from past years' NFR towards road maintenance. Going forward, this department will need to be funded within the operating budget or by using savings, with supplementation from current year NFR funds as they occur.

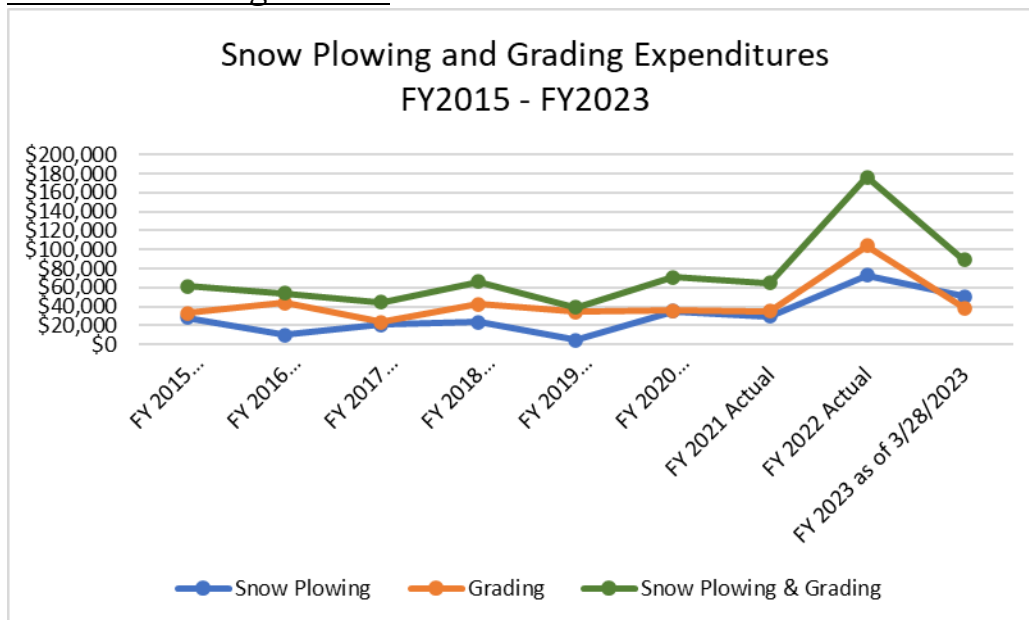
### Personnel:

Volunteer City Council Member(s)

### Mission:

To provide maintenance services within the city limits for all constructed, publicly dedicated roadways except those maintained by the State of Alaska Department of Transportation and Public Facilities or by the U.S. Department of the Interior, National Park Service.

### Statistics through FY23:



Note: this graph does not include other road maintenance expenses such as hauling pit run material, brushing, or special projects (e.g. washout repair, signage, ditch cleaning).

FY20-FY24 General Fund: Roads Expenditures

	Actual	Actual	Actual	Budget	Budget
	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23	Jul '23 - Jun 24
<b>Dues Fees</b>	0.00	0.00		0.00	0.00
<b>Road Maintenance</b>					
<b>Snow Plowing</b>	35,061.55	29,775.10	72,814.50		
<b>Grading</b>	35,512.50	35,160.50	103,761.44		
<b>Hauling Pit Run Material</b>	10,205.33	14,474.00			
<b>Brushing</b>	211.25	1,895.00			
<b>Other</b>	27,363.00	93,510.84	79,719.60	150,000.00	150,000.00
<b>Total Road Maintenance</b>	108,353.63	174,815.44	256,295.54	150,000.00	150,000.00
<b>Vehicle:Mileage</b>	100.00	0.00		0.00	0.00
<b>1se</b>	108,453.63	174,815.44		150,000.00	150,000.00

## Lands Department

## General Fund

### Lands Department:

The City of Gustavus owns several parcels of land within the City of Gustavus, apart from the land that the City departmental facilities are located on. Only lands generating revenue for the Lands Department are discussed here. The city owns a parcel of land near the school gym that includes the old Post Office/Preschool building (currently used for City storage) and equipment used by AT&T and ACS that pay a lease annually (\$6157 and \$3658.20, respectively). GCI has an annual lease of \$2905.15 for a Rural Earth Station. A new lease is in development in the same area for L3Harris.

The city also owns the “gravel pits”, a parcel of land at the conjunction of Wilson Road and Rink Creek Road. Pit run gravel material extraction contracts are awarded each year to contractors extracting and selling material. The City also retains one of the gravel pit ponds for the road maintenance contractor to extract material for the City roads.

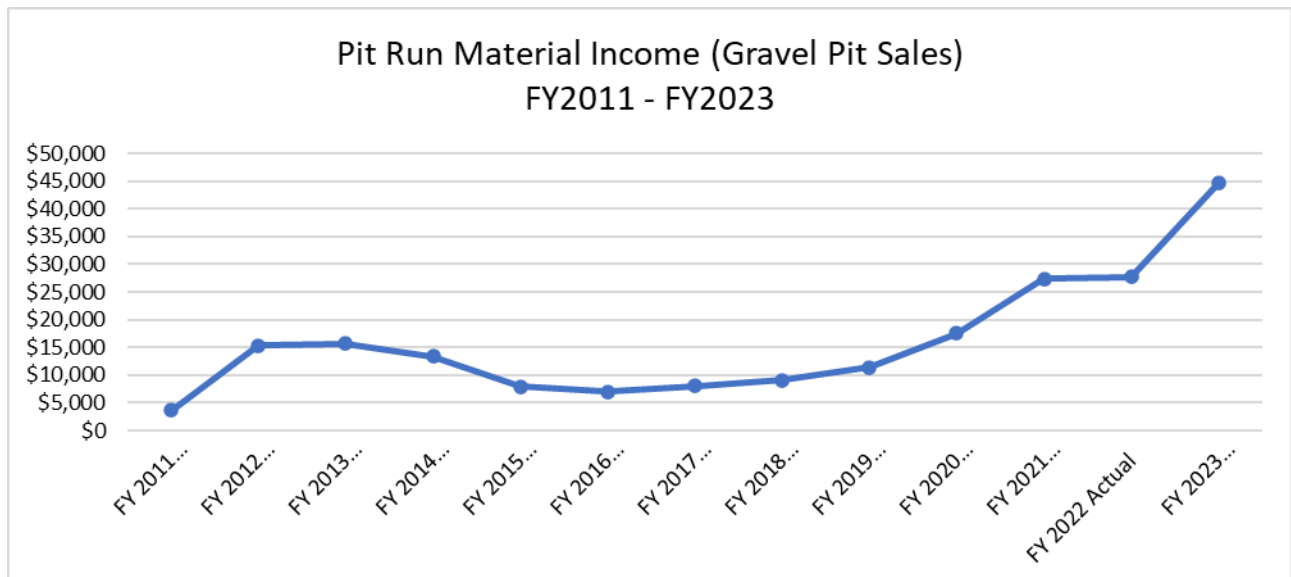
Various City Council members are responsible for the project scoping and management for capital improvement projects and long-term planning for the Lands Department. The treasurer is responsible for the advertisement, execution, and administration of City contracts and for collection of gravel pit and lease income. The treasurer generates the annual operating and capital improvement budgets in conjunction with the Mayor and City Administrator.

Platting authority in Gustavus is done by the State of Alaska for the unorganized borough.

### Personnel:

None

### Statistics through FY23-to-date:



## FY20-FY24 General Fund: Lands Expenditures

	Actual	Actual	Actual	Budget	Budget
	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23	Jul '23 - Jun 24
Administrative Costs	0.00	1,033.75	0.00	0.00	0.00
Contractual Services	24,500.00	0.00	0.00	0.00	0.00
Gravel Pit Fund	0.00	6,000.00	6,000.00	6,000.00	6,000.00
Professional Services	0.00	0.00	0.00	0.00	0.00
nse	24,500.00	7,033.75	6,000.00	6,000.00	6,000.00

# Treasurer's Suggested Amendment

**City of Gustavus**  
**DRAFT Budget vs. Actual 5-Year Comparison**

Item #14.

	Actual	Actual	Actual	Actual	Actual	Budget
	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	FY23 to date	FY24
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
Admin Fees	30.00		0.00	11.75		0.00
Business License Fees	4,150.00	3,575.00	4,150.00	3,200.00	2,525.00	3,500.00
Donation - Inter-library Loans			20.00			
Donations	1,117.50	2,531.00	384.00	2,830.00	1,755.00	1,000.00
<b>DRC Income</b>						
Community Chest Sales	16,243.60	10,743.49	8,501.45	13,199.64	8,498.95	13,500.00
Landfill Fees paid @ City Hall	31,295.99	30,052.18	14,478.75	38,784.36	25,868.80	0.00
Landfill Fees/Sales	46,888.90	46,595.27	54,013.65	57,616.60	37,046.73	75,000.00
Recyclable Material Sales	7,776.65	3,612.62	7,890.72	5,105.03	8,505.48	3,600.00
DRC Income - Other	0.00	0.00			0.00	0.00
Total DRC Income	102,205.14	91,003.56	84,884.57	114,705.63	79,919.96	92,100.00
<b>Federal Revenue</b>						
ARPA				102,543.96	65,189.08	0.00
Lost Rev ARPA					161,525.64	35,987.92
FEMA						0.00
Natl Forest Receipts-Encumbered	45,494.92	44,228.25	38,572.14	47,599.28		45,000.00
Payment In Lieu of Taxes	107,167.43	115,419.89	113,760.06	121,077.96	130,512.17	130,000.00
Total Federal Revenue	152,662.35	159,648.14	152,332.20	271,221.20	357,226.89	210,987.92
Fundraising	556.00	1,441.00	960.00	440.00	39.00	600.00
Grant Income						13,000.00
<b>GVFD Income</b>						
Ambulance Billing	9,659.71	9,964.55	7,237.45	7,313.60	7,211.92	9,000.00
ASP	625.00	805.00	1,420.00	1,235.61	1,455.00	1,500.00
Training	30.00	2,610.00	0.00	170.00	350.00	150.00
GVFD Income - Other	390.00			1,845.00		
Total GVFD Income	10,704.71	13,379.55	9,617.45	10,564.21	9,016.92	10,650.00
Interest Income	698.82	362.22	189.43	347.56	384.79	0.00
<b>Lands Income</b>						
Gravel Pit Gravel Sales	11,360.00	17,552.00	27,354.00	27,690.00	44,640.00	40,000.00
Gravel Pit Bond					-1,800.00	
Total Lands Income	11,360.00	17,552.00	27,354.00	27,690.00	42,840.00	40,000.00
Lease Income	12,720.35	13,125.67	13,125.67	14,011.93	7,190.32	16,011.00



**City of Gustavus**  
**DRAFT Budget vs. Actual 5-Year Comparison**

Item #14.

	Actual	Actual	Actual	Actual	Actual	Budget
	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	FY23 to date	FY24
Library Income	1,174.70	727.60	521.50	2,583.50	351.00	500.00
Marine Facilities Income						
Facilities Usage Fees	1,170.00	1,845.00	2,635.00	3,000.00	2,600.00	2,000.00
Commercial Vessel Registration	9,210.00	8,275.00	18,000.00	15,530.00	1,500.00	15,000.00
Private Vessel Registration	4,940.00	5,095.00	5,505.00	5,290.00	2,845.00	5,000.00
Storage Area Fee	1,790.00	2,115.00	2,100.00	910.00	2,450.00	2,250.00
Marine Facilities Income - Other	1.00		0.00		20.00	
Total Marine Facilities Income	17,111.00	17,330.00	28,240.00	24,730.00	9,415.00	24,250.00
Other Income		3,777.00	0.00	7.00		
State Revenue						
Community Assistance Program	85,461.43	82,845.41	75,180.66	77,370.21	90,577.16	80,000.00
Liquor Share Tax	3,350.00					
Shared Fisheries Business Tax	1,884.12	541.68	1,045.27	896.34	484.52	632.77
Total State Revenue	90,695.55	83,387.09	76,225.93	78,266.55	91,061.68	80,632.77
Tax Income						
Retail Tax Income	392,649.12	375,941.24	245,690.61	431,644.90	395,493.39	415,000.00
Remote Sellers Retail Tax	0.00	12.49	17,803.44	47,042.78	46,038.02	56,000.00
Room Tax Income	70,505.72	78,574.79	24,926.88	81,730.82	100,545.81	100,000.00
Fish Box Tax	12,350.00	12,190.00	8,560.00	9,860.00	8,520.00	8,000.00
Penalties & Interest	25,160.35	4,212.74	2,080.38	6,187.66	2,565.47	1,000.00
Tax Exempt Cards	320.00	250.00	280.00	290.00	200.00	300.00
Seller's Compensation Discount						
Total Tax Income	500,985.19	471,181.26	299,341.31	576,756.16	553,362.69	580,300.00
Total Income	906,171.31	879,021.09	691,832.06	1,127,365.48	1,155,088.25	1,073,531.69
Gross Profit	906,171.31	879,021.09	691,832.06	1,127,365.48	1,155,088.25	1,073,531.69
Expense						
Administrative Costs	28,578.93	2,013.88	2,133.70	1,340.40	7,740.49	35,000.00
Advertising	503.57	150.00	0.00	830.91	0.00	100.00
Bad Debt		2,598.10				
Bank Service Charges	2,719.62	2,973.90	3,901.08	6,541.54	4,595.57	4,750.00
Building						
Insurance	6,942.37	8,092.42	10,379.34	11,086.66	12,789.74	12,658.62
Maintenance & Repair	9,570.61	15,887.18	6,066.42	10,483.06	2,613.96	4,200.00
Total Building	16,512.98	23,979.60	16,445.76	21,569.72	15,403.70	16,858.62

**City of Gustavus**  
**DRAFT Budget vs. Actual 5-Year Comparison**

Item #14.

	Actual Jul '18 - Jun 19	Actual Jul '19 - Jun 20	Actual Jul '20 - Jun 21	Actual Jul '21 - Jun 22	Actual FY23 to date	Budget FY24
<b>Cash Short/Over</b>						
<b>Contractual Services</b>			0.00			
Ambulance Billing Expense	1,371.10	1,340.34	722.55	373.30	764.00	1,300.00
City Engineer						20,000.00
Gravel Pit Survey		13,347.89	0.00			
Managed IT Services	27,040.00	26,870.00	24,608.00	24,565.00	22,075.00	25,020.00
Contractual Services - Other	23,106.57	26,286.91	28,914.00	68,504.46	14,853.50	37,560.00
<b>Total Contractual Services</b>	<b>51,517.67</b>	<b>67,845.14</b>	<b>54,244.55</b>	<b>93,442.76</b>	<b>37,692.50</b>	<b>83,880.00</b>
<b>Dues/Fees</b>	7,477.94	7,637.99	7,910.38	9,333.55	10,184.42	10,457.00
<b>Economic Development Services</b>						
GVA	20,000.00	32,000.00	17,000.00	30,000.00	35,600.00	36,000.00
<b>Total Economic Development Services</b>	<b>20,000.00</b>	<b>32,000.00</b>	<b>17,000.00</b>	<b>30,000.00</b>	<b>35,600.00</b>	<b>36,000.00</b>
<b>Election Expense</b>	276.70	202.16	87.34	129.92	150.99	250.00
<b>Emergency &amp; Disaster</b>						50,000.00
<b>Equipment</b>						
Equipment Fuel	1,553.87	1,467.32	1,211.88	2,387.54	2,540.41	2,200.00
Equipment Purchase	9,731.03	9,031.83	5,505.80	23,296.83	3,932.11	9,950.00
Insurance	226.00	234.24	242.49	237.99	317.77	278.86
Maintenance & Repair	2,860.03	3,288.32	6,914.64	4,717.89	3,730.76	6,000.00
Equipment - Other		6,471.60	0.00	-1,081.00		
<b>Total Equipment</b>	<b>14,370.93</b>	<b>20,493.31</b>	<b>13,874.81</b>	<b>29,559.25</b>	<b>10,521.05</b>	<b>18,428.86</b>
<b>Events &amp; Celebrations (inc. holiday gift)</b>	2,995.00	3,852.85	3,587.70	3,570.51	3,853.18	4,400.00
<b>Freight/Shipping</b>	19,762.81	23,707.22	14,901.65	32,181.86	18,736.44	31,000.00
<b>Fundraising Expenses</b>	0.00	936.27	8.00	700.00	0.00	500.00
<b>General Liability</b>	3,827.10	10,890.44	11,575.44	20,444.25	17,776.53	20,700.00
<b>Gravel Pit Fund</b>			6,000.00	6,000.00	6,000.00	6,000.00
<b>Library Materials</b>	317.81	599.80	598.71	2,212.84	1,687.28	8,500.00
<b>Marine Facilities</b>						
Insurance	1,625.46	1,851.36	2,368.37	2,486.20	2,578.53	2,722.48
Maintenance & Repairs	2,538.69	27.40	3,787.33		0.00	3,000.00
<b>Total Marine Facilities</b>	<b>4,164.15</b>	<b>1,878.76</b>	<b>6,155.70</b>	<b>2,486.20</b>	<b>2,578.53</b>	<b>5,722.48</b>
<b>Occupational Health</b>	0.00	0.00	0.00		0.00	500.00
<b>Payroll Expenses</b>						
Wages	327,183.30	306,984.71	266,397.49	342,421.77	288,246.92	442,498.49

**City of Gustavus**  
**DRAFT Budget vs. Actual 5-Year Comparison**

Item #14.

	Actual	Actual	Actual	Actual	Actual	Budget
	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	FY23 to date	FY24
Payroll Taxes	31,022.95	29,098.50	27,311.14	33,090.96	27,601.87	39,047.21
Paid Time Off (PTO)	12,469.46	8,973.84	21,077.99	18,851.63	8,303.34	
Sick Leave			2,703.10	2,822.85	5,092.06	
Health Insurance (company paid)	17,093.92	13,755.50	5,466.72	3,847.96	11,352.20	26,493.60
Health Insurance Stipend	10,107.50	12,310.15	14,035.37	10,569.16	8,059.09	9,600.00
457(b) Employer Contribution	19,321.35	17,711.64	17,510.95	14,378.02	10,553.49	29,220.00
Workers Comp Insurance	6,019.58	7,900.59	5,643.60	8,927.58	6,165.44	8,979.10
Payroll Expenses - Other (inc. PTO & Sick Leave)	2,362.87	8,329.28	-2,506.72	-3,331.17	-6,393.53	230.00
<b>Total Payroll Expenses</b>	<b>425,580.93</b>	<b>405,064.21</b>	<b>357,639.64</b>	<b>431,578.76</b>	<b>358,980.88</b>	<b>556,068.40</b>
Professional Services	26,707.42	14,570.00	15,801.65	11,527.50	4,682.50	15,000.00
Public Relations	728.34	211.74	314.86		0.00	500.00
Relocation				1,000.00		
Repair & Replacement Fund	20,095.76	25,354.66	24,772.13	16,545.71	0.00	16,595.71
Emergency & Disaster Fund			0.00			
Road Maintenance			0.00			
Grading	34,129.50	35,512.50	35,160.50	103,761.44	38,350.40	
Snow Plowing	4,668.98	35,061.55	29,775.10	72,814.50	50,424.70	65,000.00
Road Maintenance - Other	46,198.50	37,779.58	109,879.84	79,719.60	38,063.10	85,000.00
<b>Total Road Maintenance</b>	<b>84,996.98</b>	<b>108,353.63</b>	<b>174,815.44</b>	<b>256,295.54</b>	<b>126,838.20</b>	<b>150,000.00</b>
Social Services			0.00			
GCEP dba The Rookery	12,964.00	13,890.00			0.00	0.00
<b>Total Social Services</b>	<b>12,964.00</b>	<b>13,890.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>
Stipend			3,000.53	3,000.15	2,250.13	6,000.00
Supplies	17,404.31	14,934.01	11,245.58	24,891.71	14,767.90	23,250.00
Telecommunications	19,194.90	19,824.34	17,136.62	18,305.79	16,730.95	20,412.00
Training	10,634.69	8,422.94	1,971.00	10,929.20	5,242.41	11,950.00
Travel	15,913.45	7,816.87	0.00	796.00	10,346.05	13,700.00
Utilities						
Electricity	8,482.45	7,763.45	9,095.45	9,811.21	7,203.44	9,700.00
Fuel Oil	7,871.66	7,650.35	7,165.81	8,623.76	14,198.98	7,900.00
<b>Total Utilities</b>	<b>16,354.11</b>	<b>15,413.80</b>	<b>16,261.26</b>	<b>18,434.97</b>	<b>21,402.42</b>	<b>17,600.00</b>
Vehicle						
Fuel	497.34	341.77	490.99	416.51	291.20	1,200.00
Insurance	3,503.26	3,445.93	3,561.22	3,568.25	3,438.58	3,635.67

**City of Gustavus**  
**DRAFT Budget vs. Actual 5-Year Comparison**

Item #14.

	Actual	Actual	Actual	Actual	Actual	Budget
	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	FY23 to date	FY24
Maintenance & Repair	832.66	0.00	63.98	1,798.88	415.55	2,000.00
Mileage Reimbursement	1,557.09	1,301.75	1,843.46	1,944.76	847.42	2,150.00
<b>Total Vehicle</b>	<b>6,390.35</b>	<b>5,089.45</b>	<b>5,959.65</b>	<b>7,728.40</b>	<b>4,992.75</b>	<b>8,985.67</b>
<b>Total Expense</b>	<b>829,990.45</b>	<b>840,705.07</b>	<b>787,343.18</b>	<b>1,061,377.44</b>	<b>738,754.87</b>	<b>1,173,108.74</b>
<b>Net Ordinary Income</b>	<b>76,180.86</b>	<b>38,316.02</b>	<b>-90,957.12</b>	<b>65,988.04</b>	<b>416,333.38</b>	<b>-99,577.05</b>
<b>Other Income/Expense</b>						<b>0.00</b>
<b>Other Income</b>						
Encumbered Funds for Road Maintenance	39,502.06	60,303.38	62,118.87	115,000.00		
Other Savings for Road Maintenance			37,881.13			0.00
Prior-Year Cash Balance			0.00			100,000.00
<b>Total Other Income</b>	<b>39,502.06</b>	<b>60,303.38</b>	<b>100,000.00</b>	<b>115,000.00</b>	<b>0.00</b>	<b>100,000.00</b>
<b>Net Other Income</b>	<b>39,502.06</b>	<b>60,303.38</b>	<b>100,000.00</b>	<b>115,000.00</b>	<b>0.00</b>	<b>100,000.00</b>
<b>Net Income</b>	<b>115,682.92</b>	<b>98,619.40</b>	<b>9,042.88</b>	<b>180,988.04</b>	<b>416,333.38</b>	<b>422.95</b>



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

**Department of Commerce, Community,  
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West 7<sup>th</sup> Avenue, Suite 1600

Anchorage, AK 99501

Main: 907.269.0350

April 13, 2023

City of Gustavus

Via Email: [clerk@gustavus-ak.gov](mailto:clerk@gustavus-ak.gov)

**Re: Notice of 2023/2024 Liquor License Renewal Application**

<b>License Type:</b>	Package Store	<b>License Number:</b>	4549
<b>Licensee:</b>	Snug Harbor LLC		
<b>Doing Business As:</b>	Snug Harbor Liquor		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Joan Wilson, Director

[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED  
04/12/2023  
ABC BOARD

LIQUOR LICENSE  
2023 - 2024  
**TEMPORARY**

4549

LICENSE RENEWAL APPLICATION DUE  
DECEMBER 31, 2024 (AS 04.11.270(b))THIS LICENSE EXPIRES MIDNIGHT  
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Package Store

LICENSE FEE: \$1,500.00

1150

CITY / BOROUGH: Gustavus  
Unorganized BoroughD/B/A: Snug Harbor Liquor  
1/8 Wilson RdMail Address:  
Snug Harbor LLC  
PO Box 273  
Gustavus, AK 99826This license cannot be transferred without permission  
of the Alcoholic Beverage Control Board☐ Special restriction - see reverse sideISSUED BY ORDER OF THE  
ALCOHOLIC BEVERAGE CONTROL BOARD  
DIRECTOR

04-900 (REV 10/20/22)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED  
04/12/2023  
ABC BOARD

LIQUOR LICENSE  
2023 - 2024  
**TEMPORARY**

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Unorganized BoroughThis license cannot be transferred without permission  
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ALCOHOLIC BEVERAGE CONTROL BOARD**COPY**

DIRECTOR

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 5/9/22)





## AB-17: 2023/2024 License Renewal Application

Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue,  
Suite 1600  
Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

## Form AB-17: 2023/2024 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2022 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any application for renewal or any fees for renewal that have not been postmarked by 2/28/2023 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

## Section 1 - Establishment Contact Information

Licensee (Owner):	Snug Harbor LLC	License #:	4549
License Type:	Package Store		
Doing Business As:	Snug Harbor Liquor		
Local Governing Body:	Gustavus		
Community Council:			

If your mailing address has changed, write the NEW address below:

Mailing Address:			
City:	State:	ZIP:	

## Section 2 - Licensee Contact Information

**Contact Licensee:** The individual listed below must be part of the ownership structure of the licensee listed in Section 1. This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	Colleen Stansbury	Contact Phone:	907-723-8875
Contact Email:	codlips@gmail.com or snugharborliquor@gmail.com		

**Optional:** If you wish for AMCO staff to communicate with anyone other than the Contact Licensee (such as legal counsel) about your license, list their information below:

Name of Contact:	Contact Phone:
Contact Email:	

## Section 3 - for Package Stores ONLY: Written Order Information

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2022 and/or 2023?

YES NO  
☐ ☒

**Form AB-17: 2023/2024 License Renewal Application****Section 4 – Ownership Structure Certification**

YES ☐ NO ☒

Did the ownership structure of the licensed business change in 2021/2022?

If Yes, and you have **NOT** notified AMCO, list the updated information on form AB-39: Change of Officers and submit with your renewal application.

If No, certify the statement below by initialing the box to the right of the statement.

I certify that the ownership structure of the business who owns this alcohol license did not change in any way during the calendar years 2021 or 2022.

OS

**Section 5 – License Operation**

**Check ONE BOX for EACH CALENDAR YEAR** that best describes how this liquor license was operated:

- |  | 2021                                | 2022                                |
|--|-------------------------------------|-------------------------------------|
| 1. The license was <b>operated for more than 240 hours</b> throughout each year. (Year-round)  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. The license was <b>only operated during a specified time</b> each year. (Not to exceed 6 months per year)<br><i>If your operation dates have changed, list them below:</i><br>_____ to _____  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.<br><i>A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.</i>   | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. <i>A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.</i><br><b><i>If you have not met the minimum number of hours of operation in 2021, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "Other" and COVID is listed as the reason.</i></b> | <input type="checkbox"/>            | <input type="checkbox"/>            |

**Section 6 - Violations and Convictions**

Have **ANY** Notices of Violation been issued for this license?

YES ☐ NO ☒

Has **ANY** person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2021 or 2022?

☐ YES ☒ NO

***If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)***

***If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.***

**Section 7 – Certifications**

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and the license being potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license, and have provided all required documents for any new or changes of officers.

DEC 06 2022



**Form AB-17: 2023/2024 License Renewal Application**

- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Colleen Stansbury  
Signature of licensee  
Colleen Stansbury  
Printed name of licensee

[Signature]  
Signature of Notary Public  
Notary Public in and for the State of Alaska

My commission expires: 07/08/2025

Subscribed and sworn to before me this 5<sup>th</sup> day of December, 2022.

POSTMASTER  
PO BOX 9998  
GUSTAVUS AK 99826



**Restaurant and Eating Place** applications must include a completed AB-33: Restaurant Receipts Affidavit  
**Recreational Site** applications must include a completed AB-36: Recreational Site Statement  
**Tourism** applications must include a completed AB-37: Tourism Statement  
**Wholesale** applications must include a completed AB-25: Supplier Certification  
**Common Carrier** applications must include a current safety inspection certificate

All renewal and supplemental forms are available online:  
<https://www.commerce.alaska.gov/web/amco/AlcoholLicenseApplication.aspx>

FOR OFFICE USE ONLY

#100505726 ↓      #1005057232

License Fee:	\$ <u>1500</u>	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$

AMCO

DEC 06 2022

AMCO

DEC 06 2022

# ENTITY DETAILS

## Name(s)

Type	Name
Legal Name	Snug Harbor LLC
Previous Legal Name	Snug Harbor Investments LLC

**Entity Type:** Limited Liability Company

**Entity #:** 96294

**Status:** Good Standing

**AK Formed Date:** 9/26/2005

**Duration/Expiration:** Perpetual

**Home State:** ALASKA

**Next Biennial Report Due:** 1/2/2025

**Entity Mailing Address:** P O BOX 106, GUSTAVUS, AK 99826

**Entity Physical Address:** 1/8 MILE WILSON RD, GUSTAVUS, AK 99826

## Registered Agent

**Agent Name:** Colleen Irene Stansbury

**Registered Mailing Address:** P O BOX 145, GUSTAVUS, AK 99826

**Registered Physical Address:** # 1 WILSON ROAD, GUSTAVUS, AK 99826

## Officials

☐ Show Former

AK Entity #	Name	Titles	Owned
	BRUCE A SMITH	Member	50.00
	Colleen Stansbury	Member	50.00

## Filed Documents

Date Filed	Type	Filing	Certificate
9/26/2005	Creation Filing	<a href="#">Click to View</a>	
11/21/2005	Amendment	<a href="#">Click to View</a>	<a href="#">Click to View</a>
11/21/2005	Initial Report	<a href="#">Click to View</a>	
5/05/2007	Biennial Report	<a href="#">Click to View</a>	
6/08/2012	Biennial Report	<a href="#">Click to View</a>	
11/01/2012	Biennial Report	<a href="#">Click to View</a>	
5/15/2013	Biennial Report	<a href="#">Click to View</a>	
10/03/2014	Biennial Report	<a href="#">Click to View</a>	

Date Filed	Type	Filing	Certificate	Item #15.
12/07/2016	Biennial Report	<a href="#">Click to View</a>		
11/13/2018	Biennial Report	<a href="#">Click to View</a>		
3/16/2020	Change of Officials	<a href="#">Click to View</a>		
2/11/2021	Biennial Report	<a href="#">Click to View</a>		
10/14/2022	Biennial Report	<a href="#">Click to View</a>		

Close Details



Print Friendly Version

Alaska Business License # 745123

**Alaska Department of Commerce, Community, and Economic Development**

Division of Corporations, Business, and Professional Licensing  
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

**SNUG HARBOR LLC.**

PO BOX 106, GUSTAVUS, AK 99826

owned by

SNUG HARBOR LLC.

is licensed by the department to conduct business for the period

October 14, 2022 to December 31, 2024  
for the following line(s) of business:

42 - Trade



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.  
It is not transferable or assignable.

Julie Sande  
Commissioner



Department of Commerce, Community, and Economic Development  
DCCED RECEIPTING

Item #15.

State of Alaska / Commerce / Intranet / Receipting / Receipt / #100505726

RECEIPT #100505726

Net Total: \$1,500.00

Comment:

Actions

- Edit Receipt
- Internal Receipt
- Customer Receipt
- Email Receipt

Transaction #1

Type: Check or Warrant  
Received: 12/9/2022  
Amount: \$1,500.00  
Payer Snug Harbor LLC  
Name:  
Check #: 5186  
Created: 12/9/2022  
Owner: soa\sfcarell  
Close Out 18564  
#:  
AG #: 12366

Account Item(s)

Type	Amount	Applicant	Ref #
ALC - Alcohol License Fees	\$1,500.00	Snug Harbor Liquor	4549

Department of Commerce, Community, and Economic Development  
DCCED RECEIPTING

Item #15.

[State of Alaska](#) / [Commerce](#) / [Intranet](#) / [Receipting](#) / [Receipt](#) / #100505723

## RECEIPT #100505723

**Net Total:** \$300.00**Comment:**

## Actions

[Edit Receipt](#)[Internal Receipt](#)[Customer Receipt](#)[Email Receipt](#)

## Transaction #1

**Type:** Check or Warrant**Received:** 12/9/2022**Amount:** \$300.00**Payer** Snug Harbor LLC**Name:****Check #:** 5202**Created:** 12/9/2022**Owner:** soa\sfcarrrell**Close Out** 18564**#:****AG #:** 12366

## Account Item(s)

Type	Amount	Applicant	Ref #
ALC - Renewal Application Fee	\$300.00	Snug Harbor Liquor	4549

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## Mayor's Report

May 8, 2023, General Meeting  
(Drafted May 2, 2023)

Once again, it's been a busy month at City Hall with projects getting underway, FY 24 budget preparation, grant applications being processed, and employee changes.

**Clerk Position.** We thank Karen Platt for her over five years of excellent service as City Clerk. We are sorry to see her go but wish her the best in her new employment with the National Park Service. We continue to advertise for a replacement Clerk and will consider a short-term interim position if we don't have a candidate who is available to start during the summer. In the meantime, Treasurer Ben Sadler and Fire Chief Sol Martinez are covering the City Clerk duties. Sol works up the packets and Ben serves as Clerk during Council meetings. Thank you, Sol and Ben!

**Marine Facilities Coordinator Position.** It's a pleasure to welcome Larry Platt to employment with the City of Gustavus as Marine Facilities Coordinator, starting June 1. Larry has a great skill set for this job with experience on the Alaska Ferry system and as a private boater, and years of maintenance and construction work. Welcome Larry!

**Playground Equipment Project.** Thanks to the Grades 2-5 Gustavus School students and their teacher Ms. Karen McSpadden, plus Vice Mayor Kyle Bishop and Council Member Janene Driscoll for help selecting equipment from the three manufacturers. All the proposals offered exciting equipment so it was hard to narrow down the choices, but the students focused on one large climbing structure with a double slide and a three-person spinner that can accommodate children with restricted mobility. The Council decides this month on an appropriation of \$39,000 to cover the equipment purchase, freight, construction of an extended gravel pad and equipment installation. We hope to have enough for some extras like an accessibility ramp and benches for adults who may come to watch the children. We plan to order the equipment by June and install later in the summer.

**Library Bike Shelter Project.** We have discussed with Matt Davis of Terra Construction and Design the construction plans for the bike shelter. Matt has suggested a few options to enhance the structure and will be pricing them for us. We hope to issue a notice-to-proceed shortly. John Barry, PE, is the project manager.

**Heat Pump Installation at City Hall.** We are grateful for the donation by the manufacturer Mr. Cool of the heat pump system for City Hall. Dean Weikle and I enjoyed the "DIY installation—*Dean did most of the work!*" We hope to finish the installation shortly when John Nixon wires the power to the system.

**Beach Hardened Trail Project.** With award last month of the project to Glacier Bay Construction Co, Project Manager John Barry has issued the notice-to-proceed. The trail is a high priority for construction early this season. Council Member Janene Driscoll has researched beach-capable wheelchairs, walkers, and strollers and is preparing to recommend to the Council that the City purchase of one each to extend the accessibility of the beach to include even the sandy beach strand along the tide line. They would likely be sheltered in a small structure on the Bulk Fuel Facility tract near the beach restrooms and to be easily available to all potential users.

**Septage Storage Tank Installation Project.** Frontier Freight delivered the two 10,000 gal septage storage tanks the City purchased from a Juneau firm for installation at the DRC in April. The successful bidder on the contract to install the tanks is Glacier Bay Construction Co. Project Manager John Barry, PE, has issued the NTP for construction. I'll be assisting John with project monitoring while John is out of Gustavus. This project is a high priority as it will enable a resumption of septic tank pumping service for Gustavus customers. We plan to have the tanks in service by early summer.

**Road Maintenance.** Spring has been cool and wet, slowing the post-winter reconditioning of our gravel roads. Recently dry days have enabled some roads to be graded and Glacier Bay Construction will be doing more grading and laying new gravel this month. When they are caught up on road restoration, they will begin the five cul-de-sac improvement projects described last month.

**Gustavus Volunteer Fire Department Radio Tower Project.** Project Manager John Barry, PE, has issued the notice to proceed for construction to Glacier Bay Construction Company. The tower has been stored for over a decade at the DRC since its original purchase for installation at Falls Creek. Construction is scheduled this summer behind the Fire Hall.

**Health Fair.** We all owe a big thank you to Fire Chief Sol Martinez for organizing the successful Health Fair on April 29. Thanks also to the travelling staff from the Alaska Health Fair; local and Juneau SEARHC Clinic staff under the leadership of Kelly Warren; Coleen Stansbury, PA, for Hospice; GVFD volunteers; Library volunteers; and representatives from Southeast Alaska Independent Living (SAIL) and AWARE who provided information tables and other support. SEARHC contributed the Community Center rental fee. Residents lined up for blood pressure checks and screening blood draws. SEARHC provided information on services available at the new clinic including an expanding set of specialty services using providers from the Juneau and Sitka clinics. Early in the afternoon SEARHC hosted tours of the new Clinic. Let's plan for an even bigger and better event next year to support the health of Gustavus residents.

**AWARE Informational Meeting.** Sunday evening April 30 Swarupa Toth from the Juneau-based AWARE agency met with 16 concerned Gustavus residents at the Gustavus Community Center to describe AWARE services and the measures that we can take in Gustavus to prevent and respond to cases of abuse of vulnerable people, particularly young folks. Swarupa outlined the pattern of tactics typical of abusers and described the services that can be accessed through AWARE, including development of safety plans for vulnerable victims. Swarupa also met with GVFD responders earlier in the day to train them to deal with apparent abuse situations during EMS calls. Swarupa agreed to compile a list of strategies the City can take to establish safe and healthy environments that prevent abusive situations from developing in the first place. Information and establishing community standards of respect will be key features of the strategies. AWARE can offer expanded training of interested local volunteers for both preventative measures and response activities. Many meeting attendees expressed interest in taking the training and serving our community. Follow-up meetings will be planned. Thanks to Swarupa Toth for coming to Gustavus and giving her time for the presentation. Thanks to Tania Lewis, Britney Cannamore, Stacy Proctor, and Coleen Stansbury for organizing these meetings and for their continued leadership on behalf of Gustavus. Thanks to the Community Center for hosting the meeting. We will be a healthier community for their efforts.

**PFAS monitoring.** Shannon & Wilson Technicians were in Gustavus the first week of May to sample monitoring wells and some private wells for PFAS compounds under contract from the Alaska



Department of Transportation and Public Facilities. The City also contracted with the firm to sample the wells serving City Hall, the Fire Hall, the Public Library, and the Community Garden. The field technicians sampled raw water from the wells and the treated water at the City buildings that has passed through water softeners and carbon filters. Before the sampling we changed out the filter elements on the building systems and the reverse osmosis element at City Hall. Combined with groundwater monitoring well samples taken for DOT&PF, the sampling effort at City facilities will help us understand both the level of contamination at city wells and potentially the effectiveness of existing treatment systems in reducing PFAS concentrations at the taps. We will report the results of the sampling when they are received in about five weeks.

**Old Post Office Building Renovation.** Kenn Magowan has signed an agreement with the City to renovate the Old Post Office Building (we still need a new name for it!) to serve as the base for his planned bike repair shop. It's wonderful to have Kenn's interest and dedication in restoring the WW2-era building's appearance and function for a new life chapter. Watch for Kenn's opening later this year.

**Alaska Power and Telephone Visit.** Jason Custer, Vice President of AP&T, our electric utility, visited Gustavus April 25-26 to meet with Council Member Jim Mackovjak and me to discuss potential partnerships to encourage carbon-reducing electrification, alternative generation, and reduced electric rates as Gustavus grows. We hiked the Hydro Road together, visited the AP&T back up generator facility, and met with Jake Ohlson at his NPS office at Bartlett Cove. In that meeting Jake outlined NPS interests and plans for electrifying ground transportation, heating, other appliances, and eventually even boats. Expanding sales of electric power to the Park will spread the fixed costs of our electric generation and distribution system across more kilowatt hours, which will hold costs down for Gustavus rate payers. We discussed ramping up alternative generation capacity step by step as electric demand grows. Thanks so much to Jason Custer for his visit and his continued interest in Gustavus's prosperous electric future.

**Grant Application Disappointments.** We learned last week that our initial grant applications to the Alaska Department of Transportation for repairs to the Good River Bridge and for planning and design of the Bike Path along Gustavus Road were not successful. We are evaluating how our applications scored and planning to re-submit applications for other infrastructure grant opportunities as they arise. Our projects may not have competed with other applications due to the specific intents of those specific grant programs. Other grant opportunities may better fit our projects, and we will continue to seek funding for them. We win some, we lose some, but we keep trying. I am ever grateful for the hard work and determination of City Administrator Kathy Leary in pursuing outside funding for our larger infrastructure projects.

Happy spring to all,

Mike Taylor  
Mayor, City of Gustavus