



CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

Monday, May 09, 2022 at 7:00 PM
via Zoom

COUNCIL MEMBERS

Mayor Mike Taylor
Vice Mayor Kyle Bishop
Council Members: Tania Lewis, Joe Vanderzanden
Lewis Sharman, Bella Furr, Jim Mackovjak

CITY HALL

City Administrator - Tom Williams Ph.D.
City Clerk, CMC - Karen Platt
City Treasurer - Eduarda Loggins
Phone: 907-697-2451 | clerk@gustavus-ak.gov

AGENDA

<https://us02web.zoom.us/j/89954431962?pwd=WnQ1ZWVmdVNIQ1RBNzhMdGI3RVVlQT09>

ID: 899 5443 1962 **PASSCODE:** 251842 **TEL:** 1 253 215 8782

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

1. 04-11-2022 General Meeting Minutes
2. 04-25-2022 Special Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

3. Gustavus Visitors Association Quarterly Report
4. Marine Facilities Coordinator Quarterly Report
5. Disposal and Recycling Center Quarterly Report
6. City Treasurer Quarterly Report & Monthly Financials
7. City Administrator General Meeting Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

8. Approve Scoping Document - Meadow Trails Trailhead Parking Improvement Project
9. Approve Scoping Document - Renovation of Old Preschool Building
10. Approve Scoping Document - Gustavus Public Library Bike Shed
11. 05-09-2022 Certificate of Records Destruction

ORDINANCE FOR PUBLIC HEARING

12. FY22-12NCO Departmental Budgets 04-19-2022 (Introduced 04-11-2022)
13. FY22-13NCO Departmental Budgets for FY22 (Introduced 04-25-2022)

UNFINISHED BUSINESS

NEW BUSINESS

14. FY22-14NCO FY23 Budget Introduction (Public Hearing 06-13-2022)
15. CY22-10 Updating Policy and Procedure for Public Records Maintenance-Records Retention Schedule

[16.](#) Approve Scoping Document - Heat Pump Installations for City Buildings

[17.](#) FY22-15NCO Departmental Budget - Road Maintenance

CITY COUNCIL REPORTS

[18.](#) Mayor's Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED ON: May 4, 2022 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 11, 2022**

MINUTES - PENDING

ROLL CALL**PRESENT**

Mayor Mike Taylor
Vice Mayor Kyle Bishop
Council Member Tania Lewis
Council Member Bella Furr
Council Member Jim Mackovjak
Council Member Lewis Sharman

ABSENT

Council Member Joe Vanderzanden

Reading of the City of Gustavus Vision Statement

The City of Gustavus Vision Statement was read by Council Member Sharman.

1. Public Health Nurse, Claire Geldhoff Presentation
Public Health Nurse, Claire Geldhoff and COVID-19 Testing Coordinator, Coleman Cutchins shared information about COVID-19 testing, tracking and upcoming changes.

APPROVAL OF MINUTES

2. 03-14-2022 General Meeting Minutes

Motion made by Council Member Mackovjak to approve by unanimous consent the minutes of the Gustavus City Council March 14, 2022, General Meeting.

Seconded by Council Member Sharman.

Hearing no objections, the minutes are passed by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES

Council Member Sharman requested to move New Business Item 17. CY22-08 Rescinding Mask-Wearing Requirements for City Facilities to New Business Item 11.

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

COMMITTEE / STAFF REPORTS

3. Gustavus Volunteer Fire Dept. Quarterly Report
Gustavus Volunteer Fire Department Chief, Sol Martinez submitted a written report and provided an oral summary.
4. City Clerk Quarterly Report
City Clerk, Karen Platt submitted a written report.
5. City Treasurer Monthly Financials

- City Treasurer, Eduarda Loggins submitted monthly financials.
6. City Administrator GENERAL MEETING Report
City Administrator, Tom Williams provided an oral report that included an update on GVFD holding tanks available for bid and announced that the library received a grant that will allow them to create a Library Literacy Program. Library Services Director, LeAnn Weikle shared more detailed information about the grant.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Gustavus Visitors Association President, Leah Okin
Susan Warner

CONSENT AGENDA

7. Certificate of Records Destruction
8. Approve Scoping Document - GVFD Radio Repeater Tower Installation
9. Approve Scoping Document_GVFD Structural Firefighting Gear
Susan Warner requested that Item # 8. Approve City Administrator Position Description & Announcement be Moved to New Business.

Motion made by Council Member Lewis to adopt the Consent Agenda by unanimous consent minus the City Administrator Job Position.

Seconded by Council Member Furr.

Hearing no objections, Mayor Taylor announced the Consent Agenda as passed by unanimous consent.

ORDINANCE FOR PUBLIC HEARING

None

UNFINISHED BUSINESS

None

NEW BUSINESS

10. Approve City Administrator Position Description & Announcement

Motion made by Council Member Sharman for council approval of the City Administrator Position Description & Announcement

Seconded by Council Member Furr.

Public Comment:

Susan Warner
Sally McLaughlin
Leslie Sirstad

Council Comment:

Council Member Sharman
Council Member Bishop
Council Member Lewis
Mayor Taylor
Council Member Mackovjak

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

11. CY22-08 Rescinding Mask-Wearing Requirements for City Facilities

Motion made by Council Member Furr to approve CY22-08 Rescinding Mask-Wearing Requirements for City Facilities.

Seconded by Council Member Sharman.

Public Comment:

Justin Smith

Council Comment:

Council Member Sharman

Mayor Taylor

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

12. Public Hearing - Amendment 1 of the Cooperative Resource Management Agreement with the Alaska Department of Natural Resources for Management of the Gustavus Beach Park Including the Development Plan Tracts A and B

Mayor Taylor provided an introduction and invited Southeast Regional Land Manager for the Division of Mining Land and Water for DNR, Ben White to speak to the agreement.

Mayor Taylor opened the Public Hearing at 8:26 PM.

Julie Howell

Leah Okin

Nataley Patrick

Lillian Ruedrich

Justin Smith

Annie Mackovjak

Nicole Grewe

Cheryl Cook

Debbie Hemenway

Nataley Patrick

Mayor Taylor closed the Public Hearing at 9:06 PM.

13. CY22-07 Amendment 1 of the Cooperative Resource Management Agreement with the Alaska Department of Natural Resources for Management of the Gustavus Beach Park.

Motion made by Council Member Furr to approve CY22-07 Amendment 1 of the Cooperative Resource Management Agreement with the Alaska Department of Natural Resources for Management of the Gustavus Beach Park.

Seconded by Council Member Mackovjak.

Public Comment:
Jake Ohlson

Council Comment
Council Member Lewis
Mayor Taylor
Council Member Furr

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

Mayor Taylor called for a 5-minute recess at 9:37 PM.
Mayor Taylor reconvened the meeting at 9:42 PM.

14. FY22-12NCO Introduction of Departmental Budget (Public Hearing 05-09-2022)

Motion made by Vice Mayor Bishop to introduce FY22-12NCO Departmental Budget (Public Hearing 05-09-2022)

Seconded by Council Member Furr.

Public Comment:
None

Council Comment:
None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

15. Approval of Consulting Contract with PDN Engineers for a schematic design of a Gustavus Disposal and Recycling Building.

Motion made by Council Member Sharman for council approval for consulting contract with PDN Engineers for a schematic design of a Gustavus Disposal and Recycling Building with an anticipated budget of \$29,900.

Seconded by Council Member Mackovjak.

Public Comment:
None

Council Comment:
None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

16. Approval of Consulting Contract with Engineering of GVFD Radio Repeater Tower Installation to RESPEC Company, LLC

Motion made by Council Member Lewis to approve consulting contract for Engineering of GVFD Radio Repeater Tower Installation to RESPEC Company, LLC in the amount of \$6500.00.

Seconded by Council Member Sharman.

Public Comment:

None

Council Comment:

None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

17. Award Gustavus Fish Passage Improvement Project-Grandpas Farm Road Bridge FY22-01RM Contract

Motion made by Vice Mayor Bishop to award contract for construction of the Grandpas Farm Road Bridge to Glacier Bay Construction Company pursuant to their responsible bid to ITB FY22-01 in the amount of \$534,905.89.

Seconded by Mayor Taylor.

Council Member Sharman moved to suspend the rules to go beyond 10:00 PM.

Seconded by Council Member Furr.

Hearing no objections motion was passed by unanimous consent.

Public Comment:

None

Council Comment:

Council Member Mackovjak

Council Member Furr

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

18. CY22-09 Supporting the Alaska Ocean Ranger Program

Motion made by Council Member Mackovjak to approve CY22-09 A Resolution by the City of Gustavus Opposing House Bill No. 303 and Senate Bill No. 180 Of The State Of Alaska Thirty-Second Legislature, Both Bills titled "An Act Relating To Commercial Passenger Vessel Environmental Compliance; Relating to Commercial Passenger Vessel Fees; Establishing the Wastewater Infrastructure Grant Fund; Repealing the Authority for Citizens' Suits Relating to Commercial Passenger Vessel Environmental Compliance; Repealing the Commercial Passenger Vessel Recognition Program; and Providing for an Effective Date".

Seconded by Council Member Sharman.

Public Comment:
None

Council Comment:
None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Furr,
Council Member Mackovjak, Council Member Sharman

CITY COUNCIL REPORTS

19. Mayor's Monthly Report
Mayor Taylor submitted a written report.

CITY COUNCIL QUESTIONS AND COMMENTS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS

Leslie Sirstad

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 10:15 PM.

Mike Taylor, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date

**CITY OF GUSTAVUS
CITY COUNCIL SPECIAL MEETING
APRIL 25, 2022**

Item #2.

MINUTES - PENDING

ROLL CALL

PRESENT

Mayor Mike Taylor
Vice Mayor Kyle Bishop
Council Member Joe Vanderzanden
Council Member Bella Furr
Council Member Jim Mackovjak
Council Member Lewis Sharman

ABSENT

Council Member Tania Lewis

Reading of the City of Gustavus Vision Statement

The City of Gustavus Vision Statement was read by Mayor Taylor.

APPROVAL OF MINUTES

None

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no requests for agenda changes.

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

COMMITTEE / STAFF REPORTS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS

Janusz Kunat

CONSENT AGENDA

None

ORDINANCE FOR PUBLIC HEARING

None

UNFINISHED BUSINESS

None

NEW BUSINESS

1. FY22-13NCO Introduction of Departmental Budgets for FY22 (Public Hearing 05-09-2022)

Motion made by Council Member Sharman for council approval the introduction of FY22-13NCO Departmental Budgets for FY22 (Public Hearing 05-09-2022)

Seconded by Vice Mayor Bishop.

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden,
Council Member Furr, Council Member Mackovjak, Council Member Sharman

CITY COUNCIL REPORTS

None

CITY COUNCIL QUESTIONS AND COMMENTS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS

Ella Kunat

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 7:20 PM.

Mike Taylor, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date



Gustavus Visitors Association 2022 2nd 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 to April 2022 and projected goals and objectives for May to July 2022.

GVA Board Members:

President: Leah Okin Vice
President: Robynn Jones
Secretary: Cam Cacioppo
Treasurer: Hillery Lesh
Director: Natalie Vaz
Director: Curtis Lindblom

Employed Positions:

Marketing Coordinator: Leah Okin
Marketing Technician: Brian Taylor
Administrator: Noel Farevaag

Mission Statement

The mission of GVA is to enhance the economies of the City of Gustavus (CoG) through tourism marketing 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.

Membership

Revenue generated by the membership drive was \$5,000. There may be a few more membership dues to come in.

Completed to task this quarter

- Maintained marketing and memberships.
 - Southeast Alaska Tourism Council (SATC)
 - Travel Alaska
 - Alaska Travel Industry Association (ATIA)
 - Travel Juneau
- Distributed 'Gustavus News Bulletin' for community and businesses, answering frequently asked questions in town. The News bulletin has been a huge success and appreciated by many, it has a list of 177 subscribers. In this quarter alone we had 25 more community members requesting to be added to the subscription. This News Bulletin is not just for visitors; in fact, it is targeted to the community to be informative about what is going on in town. The News Bulletin goes out on email and is posted at the post office, library, Alaska Seaplanes and four corners.
- Attended Alaska Travel Industry Association marketing webinars. Alaska is expecting a high volume of visitors in 2022, however the visitor industry is struggling to fill staff positions and focusing their marketing efforts towards staff and managing visitor expectations.
- Began a 3 month social media campaign with Alaska Magazine who have 400,000 followers. March, April & May at a cost of \$3,000 this campaign will direct traffic to the GVA website. The campaign is measurable with tracking to determine the return of investment.

- Proposed relocation of the visitor kiosk at the beach. The GVA contacted Department of Natural Resources for approval, contacted Ben & Donna DeBoer seeking their comments and contacted the Department of Transportation to ascertain boundaries. All parties have approved thus far. The proposed relocation would be to the other side of the road from the current location. This pull out with a backdrop of the Fairweather Mountains will give visitors a favorable photo opportunity with the Gustavus sign and our wonderful scenic vista behind.
- Stickers for advertising Gustavus were made and distributed.



**WHAT'S YOUR HURRY?
YOU'RE ALREADY HERE.**

Gustavus, Alaska

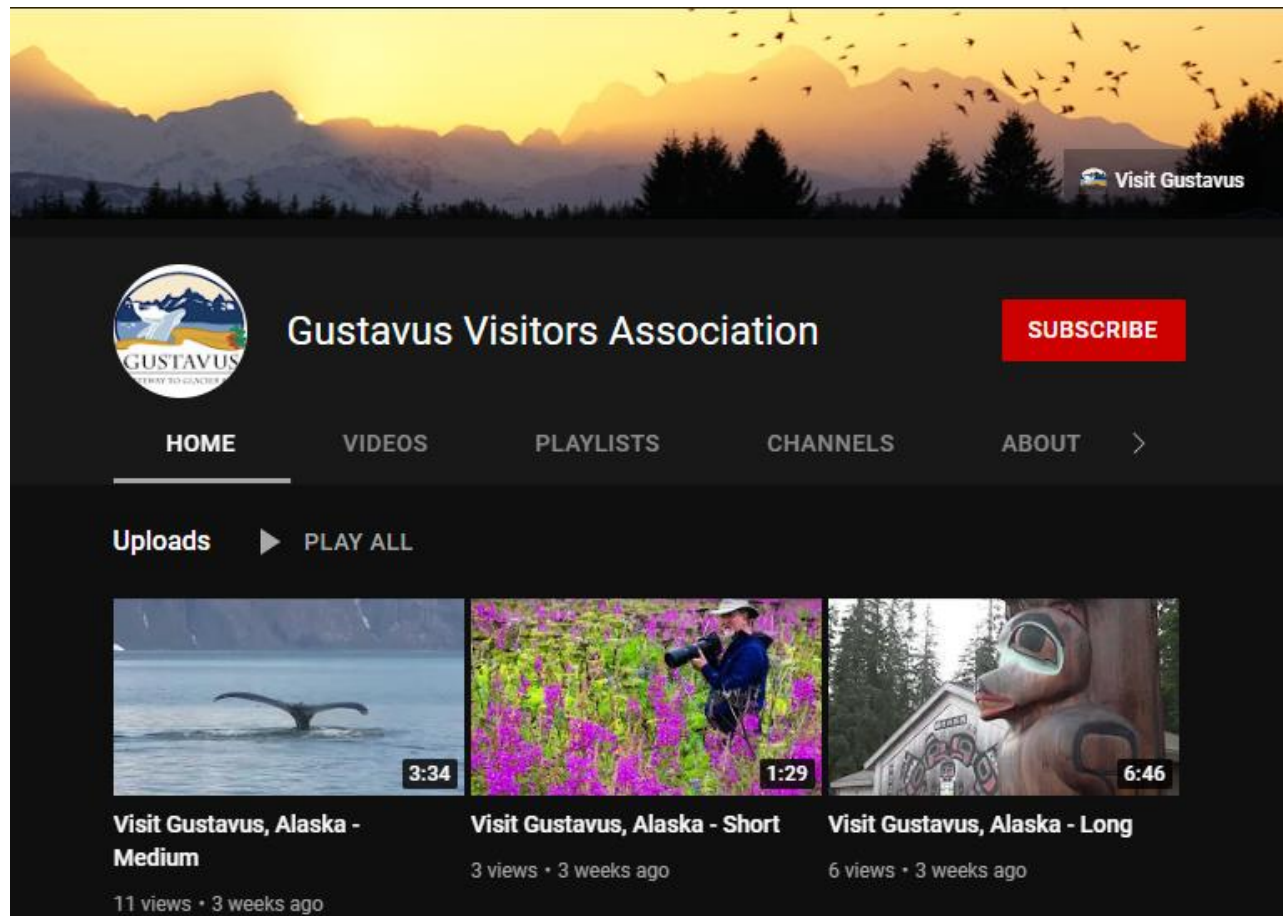
Pop. 655

- Maintaining GVA Events Calendar for both Visitors and the local community.
<https://www.gustavusak.com/local-community/gustavus-events/>
- Map & Brochure completed and printed. The distribution of the Gustavus Map to all Inns, the Dray, Fireweed Gallery and appropriate services has begun.
- Updated Poster size maps of Gustavus will be located at- The Dray, the beach kiosk, Alaska Seaplanes and possibly the Library, AK Airlines or somewhere out at the park.
- The GVA also mails out our brochures as requested by visitors planning to come to Gustavus, we currently have 20 requests for mail outs. The map and brochure is also downloadable and may be printed from our website.
- Maps & Brochures also get mailed to our neighboring communities.
- Contacted Southeast born videographer who created Ketchikan's marketing videos to price out more videos for Gustavus
- Submitted an ad for print in Alaska Magazine with tracking integrated in the QR code/URL



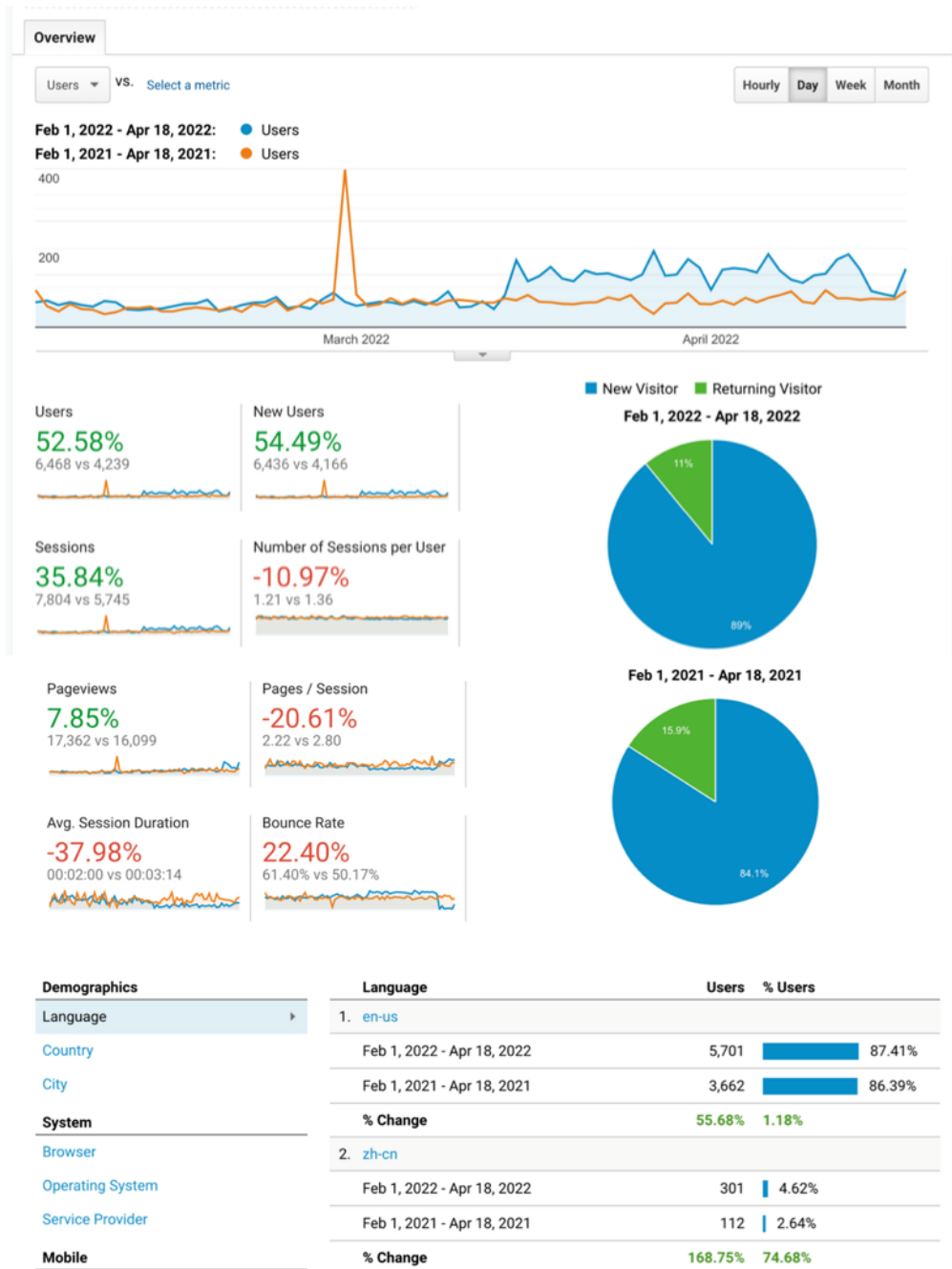
Web Updates and Improvements

- Laid out five goals that qualify as “Conversions” on our website
 - Clicks to Business Websites
 - Clicks to Business Phone numbers (Calls)
 - Clicks to Business Emails (Emails)
 - GVA Map Downloads
 - GVA Brochure Downloads
- Integrated Google Tag Manager to begin tracking visitor conversions on the site.
- Corrected broken phone, email, and website links on member business profiles.
- Added more donors to homepage and implemented carousel for easier viewing
- Removed Duplicate data on Member Profiles
- Removed Red Covid-19 banner from home page - we still have the content, just not front and center.
- Removed inactive business members from site
- Researched and tested site speed improvements & CDN integration
- Updated Map & Brochure on site to 2022 versions
- Created a YouTube Channel to showcase Gustavus Videos

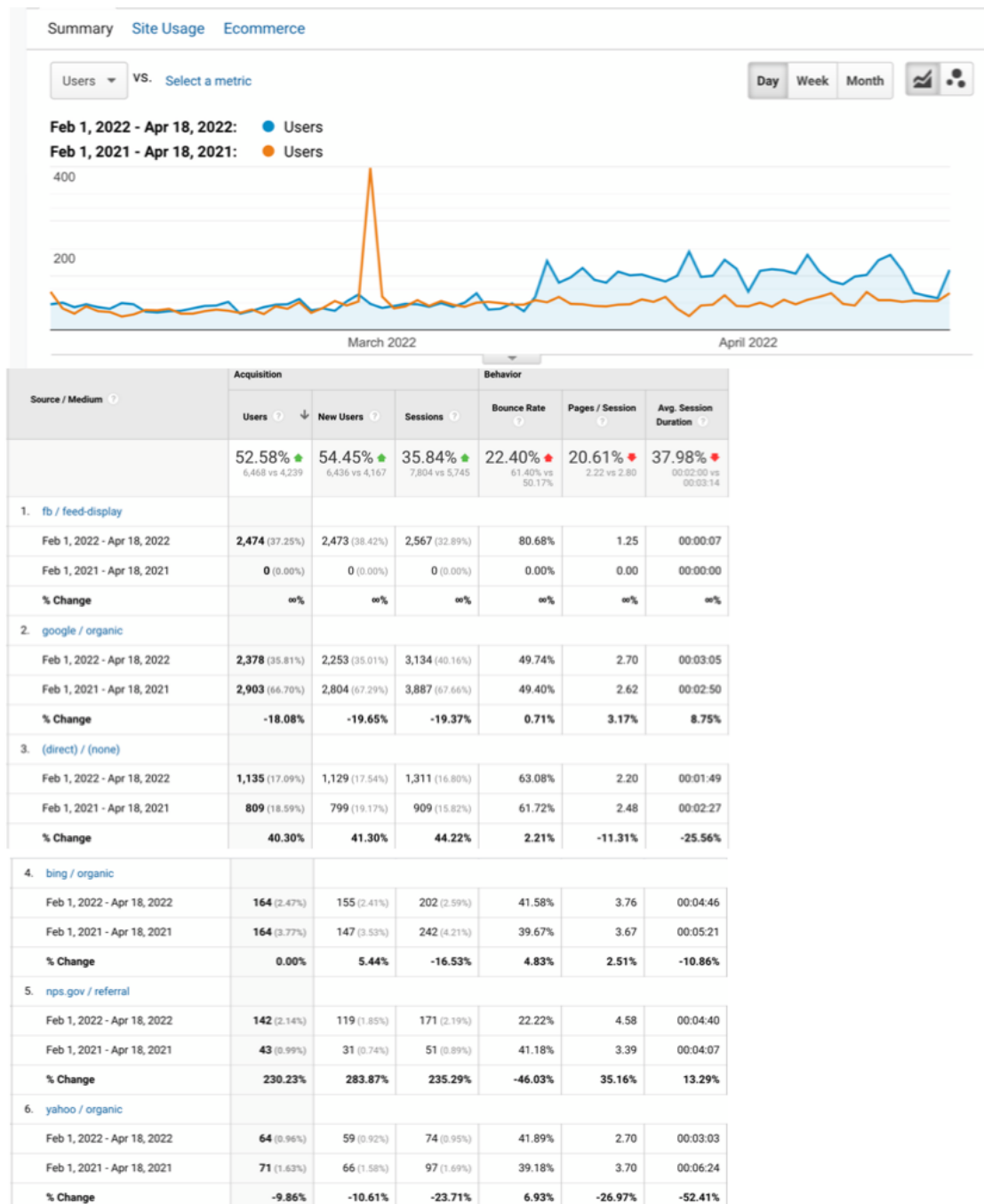


Quarterly Analytics from the GVA website for the second quarter (Feb - Apr '22)

Site Visitation Overview & Trend:



Visitors by Source / medium:



Landing Pages:

Landing Page	Acquisition			Engagement			Conversion	
	Sessions	% New Sessions	New Users	Bounce Rate	Pages / Session	Avg. Session Duration	Goal Conversion Rate	Goal Completion
	35.84% 7,804 vs 5,745	13.70% 82.47% vs 72.53%	54.45% 6,436 vs 4,167	22.40% 61.40% vs 50.17%	20.61% 2.22 vs 2.80	37.98% 00:02:00 vs 00:03:14	0.00% 0.00% vs 0.00%	0.00% 0 vs 0
1. /								
Feb 1, 2022 - Apr 18, 2022	1,781 (22.82%)	79.90%	1,423 (22.11%)	42.78%	3.34	00:03:44	0.00%	0 (0.00%)
Feb 1, 2021 - Apr 18, 2021	2,275 (39.60%)	78.64%	1,789 (42.93%)	33.93%	3.49	00:03:57	0.00%	0 (0.00%)
% Change	-21.71%	1.60%	-20.46%	26.08%	-4.34%	-5.65%	0.00%	0.00%
2. /getting-to-gustavus/ferry-service								
Feb 1, 2022 - Apr 18, 2022	587 (7.52%)	75.98%	446 (6.93%)	64.22%	1.87	00:02:05	0.00%	0 (0.00%)
Feb 1, 2021 - Apr 18, 2021	0 (0.00%)	0.00%	0 (0.00%)	0.00%	0.00	00:00:00	0.00%	0 (0.00%)
% Change	∞%	∞%	∞%	∞%	∞%	∞%	0.00%	0.00%
3. /plan-your-trip/getting-to-gustavus/								
Feb 1, 2022 - Apr 18, 2022	319 (4.09%)	81.82%	261 (4.06%)	47.96%	2.23	00:02:12	0.00%	0 (0.00%)
Feb 1, 2021 - Apr 18, 2021	0 (0.00%)	0.00%	0 (0.00%)	0.00%	0.00	00:00:00	0.00%	0 (0.00%)
% Change	∞%	∞%	∞%	∞%	∞%	∞%	0.00%	0.00%
4. /accommodations								
Feb 1, 2022 - Apr 18, 2022	194 (2.49%)	75.77%	147 (2.28%)	21.65%	4.70	00:05:47	0.00%	0 (0.00%)
Feb 1, 2021 - Apr 18, 2021	0 (0.00%)	0.00%	0 (0.00%)	0.00%	0.00	00:00:00	0.00%	0 (0.00%)
% Change	∞%	∞%	∞%	∞%	∞%	∞%	0.00%	0.00%
5. /places-to-stay/								
Feb 1, 2022 - Apr 18, 2022	185 (2.37%)	54.05%	100 (1.55%)	44.32%	3.16	00:04:59	0.00%	0 (0.00%)
Feb 1, 2021 - Apr 18, 2021	153 (2.64%)	39.87%	61 (1.46%)	56.21%	2.51	00:02:40	0.00%	0 (0.00%)
% Change	20.92%	35.58%	63.93%	-21.14%	25.99%	86.25%	0.00%	0.00%
6. /transportation/								
Feb 1, 2022 - Apr 18, 2022	124 (1.59%)	70.97%	88 (1.37%)	26.61%	4.02	00:05:09	0.00%	0 (0.00%)
Feb 1, 2021 - Apr 18, 2021	0 (0.00%)	0.00%	0 (0.00%)	0.00%	0.00	00:00:00	0.00%	0 (0.00%)
% Change	∞%	∞%	∞%	∞%	∞%	∞%	0.00%	0.00%
7. /glacier-bay-national-park/glacier-bay-day-boat								
Feb 1, 2022 - Apr 18, 2022	110 (1.41%)	80.91%	89 (1.38%)	66.36%	1.80	00:01:35	0.00%	0 (0.00%)
Feb 1, 2021 - Apr 18, 2021	0 (0.00%)	0.00%	0 (0.00%)	0.00%	0.00	00:00:00	0.00%	0 (0.00%)
% Change	∞%	∞%	∞%	∞%	∞%	∞%	0.00%	0.00%
8. /plan-your-trip/getting-around-gustavus/								
Feb 1, 2022 - Apr 18, 2022	91 (1.17%)	81.32%	74 (1.15%)	39.56%	3.15	00:02:51	0.00%	0 (0.00%)
Feb 1, 2021 - Apr 18, 2021	0 (0.00%)	0.00%	0 (0.00%)	0.00%	0.00	00:00:00	0.00%	0 (0.00%)
% Change	∞%	∞%	∞%	∞%	∞%	∞%	0.00%	0.00%
9. /getting-around-gustavus/budget-a-car-sales								
Feb 1, 2022 - Apr 18, 2022	80 (1.03%)	63.75%	51 (0.79%)	58.75%	1.70	00:01:34	0.00%	0 (0.00%)
Feb 1, 2021 - Apr 18, 2021	0 (0.00%)	0.00%	0 (0.00%)	0.00%	0.00	00:00:00	0.00%	0 (0.00%)
% Change	∞%	∞%	∞%	∞%	∞%	∞%	0.00%	0.00%
10. /about-gustavus/the-city-of-gustavus/								
Feb 1, 2022 - Apr 18, 2022	66 (0.85%)	81.82%	54 (0.84%)	60.61%	1.91	00:01:47	0.00%	0 (0.00%)
Feb 1, 2021 - Apr 18, 2021	0 (0.00%)	0.00%	0 (0.00%)	0.00%	0.00	00:00:00	0.00%	0 (0.00%)
% Change	∞%	∞%	∞%	∞%	∞%	∞%	0.00%	0.00%

Site Visitors by Region:

Country ?	Acquisition			Behavior		
	Users ? ↓	New Users ?	Sessions ?	Bounce Rate ?	Pages / Session ?	Avg. Session Duration ?
	51.03% ▲ 6,736 vs 4,460	53.00% ▲ 6,712 vs 4,387	34.72% ▲ 8,172 vs 6,066	16.02% ▲ 58.39% vs 50.33%	16.91% ▼ 2.33 vs 2.81	37.66% ▼ 00:02:02 vs 00:03:16
1. United States						
Feb 1, 2022 - Apr 22, 2022	6,081 (89.93%)	6,047 (90.09%)	7,385 (90.37%)	57.78%	2.36	00:02:04
Feb 1, 2021 - Apr 22, 2021	3,804 (85.25%)	3,734 (85.12%)	5,333 (87.92%)	51.53%	2.93	00:03:35
% Change	59.86%	61.94%	38.48%	12.13%	-19.67%	-42.21%
2. China						
Feb 1, 2022 - Apr 22, 2022	313 (4.63%)	312 (4.65%)	314 (3.84%)	88.85%	1.11	00:00:02
Feb 1, 2021 - Apr 22, 2021	144 (3.23%)	144 (3.28%)	147 (2.42%)	85.71%	1.16	00:00:10
% Change	117.36%	116.67%	113.61%	3.66%	-4.18%	-82.11%
3. Canada						
Feb 1, 2022 - Apr 22, 2022	74 (1.09%)	73 (1.09%)	91 (1.11%)	41.76%	2.58	00:01:50
Feb 1, 2021 - Apr 22, 2021	30 (0.67%)	29 (0.66%)	35 (0.58%)	60.00%	2.06	00:01:32
% Change	146.67%	151.72%	160.00%	-30.40%	25.53%	19.79%
4. United Kingdom						
Feb 1, 2022 - Apr 22, 2022	35 (0.52%)	32 (0.48%)	49 (0.60%)	51.02%	2.71	00:04:07
Feb 1, 2021 - Apr 22, 2021	27 (0.61%)	26 (0.59%)	28 (0.46%)	32.14%	2.36	00:01:23
% Change	29.63%	23.08%	75.00%	58.73%	15.15%	197.48%
5. Australia						
Feb 1, 2022 - Apr 22, 2022	22 (0.33%)	22 (0.33%)	32 (0.39%)	50.00%	4.56	00:04:15
Feb 1, 2021 - Apr 22, 2021	14 (0.31%)	14 (0.32%)	15 (0.25%)	46.67%	2.73	00:03:38
% Change	57.14%	57.14%	113.33%	7.14%	66.92%	16.82%
6. Italy						
Feb 1, 2022 - Apr 22, 2022	22 (0.33%)	20 (0.30%)	32 (0.39%)	43.75%	2.75	00:02:42
Feb 1, 2021 - Apr 22, 2021	10 (0.22%)	10 (0.23%)	10 (0.16%)	30.00%	2.30	00:02:54
% Change	120.00%	100.00%	220.00%	45.83%	19.57%	-6.77%
7. Germany						
Feb 1, 2022 - Apr 22, 2022	21 (0.31%)	20 (0.30%)	24 (0.29%)	50.00%	1.79	00:02:01
Feb 1, 2021 - Apr 22, 2021	28 (0.63%)	28 (0.64%)	35 (0.58%)	60.00%	1.86	00:01:15
% Change	-25.00%	-28.57%	-31.43%	-16.67%	-3.53%	60.94%
8. Mexico						
Feb 1, 2022 - Apr 22, 2022	15 (0.22%)	14 (0.21%)	25 (0.31%)	52.00%	3.00	00:02:20
Feb 1, 2021 - Apr 22, 2021	20 (0.45%)	19 (0.43%)	30 (0.49%)	46.67%	2.33	00:01:47
% Change	-25.00%	-26.32%	-16.67%	11.43%	28.57%	30.39%
9. Switzerland						
Feb 1, 2022 - Apr 22, 2022	14 (0.21%)	14 (0.21%)	23 (0.28%)	34.78%	3.17	00:05:54
Feb 1, 2021 - Apr 22, 2021	7 (0.16%)	7 (0.16%)	8 (0.13%)	37.50%	2.62	00:01:00
% Change	100.00%	100.00%	187.50%	-7.25%	20.91%	493.20%
10. France						
Feb 1, 2022 - Apr 22, 2022	14 (0.21%)	14 (0.21%)	16 (0.20%)	43.75%	3.81	00:03:37
Feb 1, 2021 - Apr 22, 2021	10 (0.22%)	10 (0.23%)	12 (0.20%)	16.67%	2.50	00:01:00
% Change	40.00%	40.00%	33.33%	162.50%	52.50%	259.96%

Our tracked results thus far from the Alaska Magazine Social Campaign



- Since its start on March 15th the campaign has brought a total of
 - 2589 visitors to the site
 - Between 60 and 100 site visitors per day
 - Bounce rate of 77%
 - Avg. Session Duration of 7 seconds
 - 60 Total visitor conversions have resulted from the campaign
 - 34 Map Downloads
 - 18 Brochure Downloads
 - 6 Clicks to business websites
 - 2 Clicks to business emails
- The Majority of the Alaska Magazine visitors have been from the USA, however it has drawn 3 site visitors from Canada and 4 from Mexico.
- Without historical data from other campaigns for comparison it is difficult to gauge how “Effective” of a campaign this is, but it’s clear that it has drawn a fair amount of traffic, and that most visitors are not staying on the site for long.

Campaign ?	Acquisition			Behavior		
	Users ? ↓	New Users ?	Sessions ?	Bounce Rate ?	Pages / Session ?	Avg. Session Duration ?
	2,589 % of Total: 38.10% (6,796)	2,586 % of Total: 38.22% (6,766)	2,695 % of Total: 32.76% (8,227)	77.14% Avg for View: 58.37% (32.16%)	1.31 Avg for View: 2.33 (-43.95%)	00:00:07 Avg for View: 00:02:01 (-93.82%)
1. akmag	2,587 (99.92%)	2,586 (100.00%)	2,686 (99.67%)	77.22%	1.29	00:00:07

Reach and engagement of the campaign as tracked by our partner, Morris Media

- Impressions: 1,067,335
- Reactions: 5,258
- Shares: 190
- Comments: 120

Engagement and Conversion Tracking

Since we designated some site visitor actions as ‘Conversions’ and began tracking, a total of 2873 conversion events have been tracked on the website! These actions were performed by 890 individual users.

Feb 1 - Apr 22, 2022

	Event name +	↓ Conversions	Total users
		2,873.00 100% of total	890 100% of total
1	business_website_visit	1,839.00	700
2	gva_map_download	481.00	214
3	gva_brochure_download	336.00	213
4	business_email_click	142.00	98
5	business_phone_call	71.00	53

The most common conversion event is a visit to a business website, the most commonly visited websites over the period are listed below.

	Event name	Custom parameter	×	↓ Conversions	Total users
				2,869.00 100% of total	888 100% of total
1	gva_brochure_download	(not set)		275.00	212
2	gva_map_download	(not set)		275.00	212
3	gva_map_download	https://www.gustavusak.com/wp-content/uploads/2019/10/N15121%20GVA%20map%20and%20key%20PRINT.pdf		175.00	147
4	business_website_visit	http://www.anniemae.com/		153.00	114
5	business_website_visit	http://www.beartrackinn.com/		124.00	110
6	business_website_visit	http://www.cottonwoodlodge.net/		124.00	102
7	business_website_visit	https://www.flyalaskaseaplanes.com/destinations/Gustavus/		113.00	105
8	business_website_visit	http://www.glacierbayalaska.com/		105.00	88
9	business_website_visit	http://www.bluebucketbb.com/		103.00	68
10	business_website_visit	http://www.blueheronbnb.net/		90.00	71
11	business_website_visit	http://dot.alaska.gov/amhs/		82.00	72
12	business_website_visit	http://www.visitglacierbay.com/		68.00	57
13	business_website_visit	https://chinooklodgealaska.com/		65.00	60
14	business_website_visit	http://www.glacierbayfishing.com/		59.00	52
15	business_website_visit	https://www.fairweatheradventures.net/bed-and-breakfast/		58.00	53
16	gva_brochure_download	https://www.gustavusak.com/wp-content/uploads/2019/10/GVA%20BROCHURE%202018%20TF.pdf		57.00	50
17	business_website_visit	https://www.visitglacierbay.com/		49.00	42
18	business_website_visit	http://www.glacierbaycottage.com/		48.00	42
19	business_website_visit	http://www.alaskair.com/		44.00	41
20	business_website_visit	http://www.glacierbay.biz/		41.00	39

March Conversions

Event name	↓ Conversions	Total users
	1,232.00 100% of total	398 100% of total
business_website_visit	722.00	297
gva_map_download	242.00	107
gva_brochure_download	177.00	106
business_email_click	64.00	46
business_phone_call	27.00	21

In the month of March there were 1232 conversion events performed by 398 users. This was our first full month of tracking these activities on the site with this level of granularity.

April Conversions

Event name	↓ Conversions	Total users
	1,066.00 100% of total	359 100% of total
business_website_visit	764.00	302
gva_map_download	131.00	58
gva_brochure_download	84.00	58
business_email_click	55.00	45
business_phone_call	32.00	27

In the month of April there were 1066 conversion events performed by 359 users.

Goals And Objectives for next quarter

- Add to the beach Kiosk more information. An image of the Fairweather mountains with names and heights, history of the name of Gustavus, history of the name of Strawberry point.
- News Bulletin to go out on Social media for greater community access.
- Implement two factor authentication for website admin login, increasing site security.
- Continue to improve the speed of the GVA website
- Improve our “Weather in Gustavus” page with seasonal averages and historical data, typical tourism season dates and more.

- Continue updates to our homepage and site content to direct visitor traffic towards our ideal outcomes (“Conversions”)
- Review our business profile page template for improvements with respect to information layout.
- Continue ongoing project of adding metadata to our site’s image content for improved SEO
- Produce templates for analytics reports to GVA members and the city
- Price out the making of more videos. A picture says 100 words, in today's world a video says 1000 words. The goal is to have a selection of videos that appeal to different audiences.
- The GVA is looking for opportunities to draw attention to the local artists. The consideration of postcard production featuring several of the local artist works is a possibility.
- Outline the making of a new visitor promotional video about Gustavus.

Conclusion

The focus for this quarter was on the completion of the updated map and brochure. This may sound like an easy task; however, the map and brochure takes a huge amount of work and many hours of communication with all GVA members to make sure that business locations, names, details, trails, road names and service information is correct.

Measurable statistics are essential to the GVA to ascertain the best placement of marketing funds, trends within the visitor industry, search engine patterns, target audiences and monitoring objective success. The GVA is investing time into learning measurable analysis and analytic tools to enhance our ability to meet and set goals.

This quarter there have been many visitor related webinars as we gear up to welcome the beginning of the 2022 visitor season. As we move out of our two years of Covid 19 Pandemic and ease into the Endemic. How to operate safely and responsibly with a large number of visitors and a small amount of staff whilst managing visitor expectations are the challenges this season. The GVA looks to assist in communications between the community, City Council and the Gustavus visitor businesses to ensure that all measures are taken into consideration for a healthy, happy summer for all.

Marine Facilities Coordinator (MFC) Quarterly Staff Report

Ben Sadler, Marine Facilities Coordinator / Harbormaster

Monday, May 9th, 2022

My last quarterly report was at the December 11th General Meeting, and my next report will be at the July 18th General Meeting.

General Day to Day

In this report, I won't be separating the Harbormaster position from the MFC portion.

I returned to work two weeks ago. All I have done so far is take over the responsibilities of cleaning the restrooms and I have started ordering signs and supplies as I get ready for a busy summer season.

The City is currently in communication with DOT and Western Marine and are hoping to get the steel float (which was broken in February) fixed and moved back into place by the middle of May. The wooden floats will not be brought out and put into place until the repair work has been completed.

Completed by BPS 05/04/2022

Gustavus Disposal & Recycling Center (DRC) Quarterly Staff Report
Paul Berry, DRC Manager/ Operator
Monday, May 9th, 2022

My last quarterly report was at the February 14th General Meeting. My next quarterly report is scheduled for the August 8th General Meeting.

General Operations and Management

Labor

As spring progresses into summer, the flow of the communities waste stream builds with each returning business and person. I had the opportunity to work with Ian as an operator this past Saturday, April 30th, and there was always line of cars waiting from when we opened at 11AM to 2PM, an hour before we closed. Over three thousand pounds of recyclable and non-recyclable waste was delivered and processed. Saturdays have two operators in the scale house year-round. Starting in May I try to maintain two operators in the scale house for every Tuesday and Thursday as well. Two operators means we can keep the customers flowing and properly bale or store all the waste materials they bring. All labor at the DRC is primarily performed by the (temporary labor) Pool which currently has three members. One of our three members is seeking full-time employment outside of the DRC this spring and another member has full-time work starting in August so I will be advertising for a new Pool member early this month.

Next month I will put forward a draft of the new DRC Operator position for Council consideration. That step, along with funding for the position through the FY23 operating budget, will finally create the new, regular position. Having the DRC Operator as a regular position rather than as a temporary position means that the individual in that position will not have to go through the annual re-hiring process that is a part of the Pool. This position will also have the benefits associated with the City's regular positions: access to group health insurance, sick leave, paid time off, and retirement savings contributions – all important things for employee retention. Another important part of the regular DRC Operator position is more training opportunities than what are offered to the Pool members. The City is better served if the DRC Operator has training in landfill operations, composting operations, hazardous materials and specialty training such as diesel mechanics.

The Mound

For anyone who reviewed our Landfill Development Plan that I mentioned in my last report, you might remember that our annual waste generation rate, this our waste that goes into the mound, was estimated to be 250 cubic yards annually. I recently measured the balefill from where we were in May of last year to late April of this year and I came up with 255 yards of material. This measurement does not include the Construction/ Demolition waste area or the one and half feet of coversoil that is added between each layer of the bales in the mound but this was a good check on the growth rate for our waste mound which seems to still be in line with the use projected in our planning document.

Recycling highlights

The value of recyclable materials like cardboard and aluminum cans has been slowly recovering over the past year, but other materials such as PETE (think of those Kirkland water bottles) still have little or no return value but are at least accepted by our recycling brokers.

Since China closed its borders to mixed recyclables in 2018 the only way Gustavus can continue to recycle mixed paper is to work with the City and Borough of Juneau's RecycleWorks program (CBJ). CBJ has a recycling contract with Waste Management (WM) to

provide CBJ with recycling services (which does not include recyclables like automobiles and scrap metal). WM is a very large corporation which also owns and operates Juneau's Capital Disposal landfill. Fortunately CBJ's contract with WM allows communities outside Juneau to ship their recyclable materials to Juneau, where they are commingled with materials from Juneau. The advantage of this to Gustavus is that we can recycling mixed paper through CBJ and take advantage of CBJ's low freight rates with Alaska Marine Lines. We just did a shipment of mixed paper to CBJ last month and shipped about two and a half years worth of mixed paper, 21 bales or 25,097 pounds/ 12.5 tons. I would like to thank Stuart Ashton, the RecycleWorks Operations Manager for his assistance and support for Gustavus in our recycling efforts.

Compost sale

In late March I sent a small sample (collected from five random locations in the pile) of our compost to Soiltest Farm Consultants, a USCC certified lab in eastern Washington, for an analysis of nutrients, respiration and stability, cucumber bioanalysis, pathogens and EPA 503 Metals analysis.

https://cms.gustavus-ak.gov/sites/default/files/fileattachments/disposal_recycling_center/page/20691/c22-451_city_of_gustavus_c2.pdf

The results were good and our compost went on sale on April 27th and just about sold out on that day. I'd like to thank our operator, Ian, for moving all of the full cans of compost from the loader bucket into people's vehicles and to Ida for running the point-of-sale system.

Equipment status

As stated in the last report the Bobcat A770 loader had a serious breakdown in late November when one of the oil seals in the motor carrier unit (which takes the turning force of the hydraulic drive unit and drives the chain drive which drives one side of the loader). Ian had finished his work on the loader by early March but waiting on the hydraulic test gauge assembly, finally provided by Marine Hydraulics of Juneau, took an additional eight weeks. The A770 was finally back in service on April 9th. Now the older 763 loader is experiencing a failure in its fuel line inside the tank and will need shop time to remove the fuel tank which also requires the removal of the engine and hydraulic pump. We are fortunate that Ian likes to work with diesel equipment and has proven himself quite capable of maintaining both Bobcat loaders. The DRC is reliant on diesel powered equipment and at this point in time there is not a commercial diesel mechanic in Gustavus.

Second biennial Household Hazardous Waste (HHW) collection event

Our last, and only so far, collection event was in May of 2018. We had a goal of providing these events every other year but the pandemic caused the scheduled 2020 HHW event to be canceled.

The event dates are scheduled to be Sunday May 15th for households and Monday May 16th for businesses. The event is free for households and businesses will have to pay on a per pound schedule for the service (same setup as 2018). There will be a summary from this event in my next quarterly report.

Zender Group's Integrated Solid Waste Management in the Field training

This training start on May 9th and will go through Thursday the 12th. I will provide a summary of this training in my next report.

Spring ground water analysis

The City's solid waste permit with the state (ADEC) requires us to sample the water beneath the DRC on a three year rotational basis. There are a total of four wells, two upstream from the DRC and two downstream. More about this requirement can be found at:

https://cms.gustavus-ak.gov/sites/default/files/fileattachments/disposal/_recycling_center/page/20091/2015_gw_monitoring_sample_plan.pdf

Unfortunately during last month's testing event our second downstream well, MW6, did not have enough water in it to collect a sample. Long time readers will recall that our other downstream well MW1 is also dry during times of low precipitation and low-tide. I attribute the wells going dry to isostatic rebound.

Installing new monitor wells is in the City's Capital Project plan but the project needs to be moved from mid-range to immediate in next year's planning document.

While I haven't submitted my report to ADEC yet, my preliminary review of the analysis shows no red-flags for the metals that we tested for. Full details will be linked in my next report.

Landfill fee increase this summer

I have proposed a modest 5% fee increase for the DRC's fees. The DRC's fees have not been increased since 2017 while the expenses of our operation have substantially increased. The costs associated with some of our supplies have increased 100% in that time. This increase is modest and will be reflected as an increase of 1¢ per pound for recyclable and non-recyclable (trash) waste. There will be larger increases for mixed waste, the waste that has recyclables such as food waste and cans mixed in with trash, and there will be an increase in what our compost is sold for. I have not proposed an increase for the \$3.50 minimum. This fee increase will be in the form of a resolution that the Council will consider. I hope to have a draft of this resolution to the Council next month.

Community Chest

It was a quiet winter for the Chest with service being reduced to just Saturdays and periodic requests to stop donations while the volunteers worked through what people had previously donated. More volunteers are returning this spring and Wednesday sales and bi-weekly donation days will return.

Since January or sales desk volunteers have been: Connie Darnell, Vanessa, Karen Sargent, Annie Mackovjak and Becky King.

Sorting, purging, stocking and other site work has been performed by Judy Brakel, Annie, Karen, Connie, Vicki Bender, Mary Healy, Ellie Sharman, Kin Ney, Maureen Moore, Sandy Best and Kate. A sincere thanks to all of these fine individuals for keeping the Chest alive.

Capital Project Summaries

New Composting Facility/ Quonset replacement

Project description:

As described in previous reports, the objective of this project is to replace the failing Quonset structure with a more robust composting facility capable of processing greater amounts of material in a more temperature controlled manner, and providing for an easier setup for periodically turning the compost as it goes through its thermophilic phases. These important qualities are ones that the current facility has never able to do. Another goal of this project is to pave more of the composting yard with concrete and install concrete push walls behind the piles of stored wood chips, sawdust, overs and curing compost.

Project status:

As stated in too many of my previous reports this project is several years behind schedule. I have shared some ideas with Matt Holm of PND Engineers of a basic, five bay facility constructed of large, movable, concrete Eco-blocks. Unfortunately Eco-blocks don't pass muster for stability when used as a foundation for walls so we are looking at concrete tilt-up panels. Further complications for this project are that cost increases for concrete,

construction materials and labor have pushed this projects budget beyond the \$106,000 currently available for the project and the City will need to seek additional funding if we are to have a composting facility that will serve the community well for the next 15 years. So this project is still in its design phase. As a stop-gap measure we are adding dirt to the outside of the wall that is currently leaning out in the hopes that we can make it stop caving out without caving it in.

Household Hazardous Waste (HHW) Facility

Project description:

This project has involved the specification and purchase of a 20' long x 8' wide & 8' high welded steel container designed for storing equipment fuel, used lead-acid and dry-cell batteries and other miscellaneous hazardous materials. The unit includes spill containment, fire suppression, ventilation, lighting, shelving, and signage.

Project Status:

This project is basically complete. The unit has electrical power for lighting and Southeast Extinguisher will be completing the connections of the fire suppression system when they come to Gustavus in mid-May.

New main building

Project description:

As mentioned in previous reports the new building will be designed to initially work beside and then eventually replace 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 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.

Project Status:

To recap, the design process for the new building started with the adoption of the Capital Improvement Plan COG_CIP 2021-2025 document in the spring of 2021, and the adoption of the new buildings scoping document in February of 2020. This past October the Council awarded funding for the design phase of the project.

During November I drafted a Request For Proposal (RFP) document for the design, engineering and estimation of construction costs for the new building project. This document was sent to four different engineering firms. Two of the four firms expressed interest in the project but ultimately no proposals were received for the project by the close of the application period on December 16th. I negotiated with these two firms last winter and during the April General Meeting the Council accepted the scope of work put forward by PND engineering to provide the City with the following services:

1. Develop two preliminary concepts for the site layout to position the new building and support facilities, including one site visit to assess existing conditions at the site. Concept drawing will include site layout and preliminary building plan views and elevations.
2. Provide narrative of building programming, building code and local zoning requirements.
3. Public teleconference to present initial concepts to the City of Gustavus employees.
4. Develop a Rough-Order-Magnitude (ROM) cost estimate for the two concepts.

5. Research permitting requirements to support building and site operations, include ADEC, EPA, USDA, State Fire Marshal and USACE.
6. Provide recommendations for future pre-design studies including survey, geotechnical or environmental, as needed

I will start working with PND Engineering on the new building design package shortly after the household hazardous waste collection event later this month.

The end, thank you.

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

05/04/22

May 9, 2022, General Meeting
 Treasurer's Report
 Eduarda Loggins
 5/09/22

FY22 Budget

- We're over three quarters through the fiscal year, and our operating budget is looking fantastic. Tax income has exceeded our conservative projections from last spring. As of April 30th, our local tax income has exceeded our budgeted local revenues with one quarter still to be received (by the end of July).

Local Revenue

<u>Source</u>	<u>Projected</u>	<u>Actual</u>
Sales Tax		
Room Tax		
Remote Sellers		

Federal Revenue

- We have received \$102,543.96 from ARPA (American Rescue Plan Act) and \$161,525.64 from ARP (Local Government Lost Revenue Relief Program). these funds are encumbered and have yet to be designated for use.

Grants

- Library - received a grant of \$10,000 from the Alaska Community Foundation. The purpose of the grant is to support camp opportunities for youth.
- Fire Department - received a Volunteer Fire Assistance of \$3,946.14.

As you all are aware, we are going to discuss the budget for FY23 later on the agenda, and usual I will be happy to address any questions. As always, I can be reached either by phone, email, or at City Hall.

I would like to thank Tom Williams for all the support and patience in mentoring me with professionalism and grace.

Thank you all. Be safe.

05/09/22

City of Gustavus Profit & Loss Budget vs. Actual COG Accrual

Accrual Basis

July 2021 through April 2022

	Jul '21 - Apr 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Business License Fees	2,550.00	3,000.00	-450.00	85.0%
Donations	120.00	800.00	-680.00	15.0%
DRC Income	76,390.90	86,100.00	-9,709.10	88.7%
Federal Revenue				
Arp - 22-LGLR	161,525.64			
American Rescue Plan Act	102,543.96	107,902.33	-5,358.37	95.0%
Natl Forest Receipts-Encumbered	0.00	35,000.00	-35,000.00	0.0%
Payment In Lieu of Taxes	121,077.95	121,077.95	0.00	100.0%
Total Federal Revenue	385,147.55	263,980.28	121,167.27	145.9%
Fundraising	200.00	600.00	-400.00	33.3%
GVFD Income	2,323.81	9,750.00	-7,426.19	23.8%
Interest Income	208.71	350.00	-141.29	59.6%
Lands Income	24,630.00	25,000.00	-370.00	98.5%
Lease Income	7,190.32	13,125.67	-5,935.35	54.8%
Library Income	2,063.50	500.00	1,563.50	412.7%
Marine Facilities Income				
Facilities Usage Fees	2,600.00	1,000.00	1,600.00	260.0%
Commercial Vessel Registration	4,925.00	8,000.00	-3,075.00	61.6%
Private Vessel Registration	2,080.00	5,000.00	-2,920.00	41.6%
Storage Area Fee	760.00	1,700.00	-940.00	44.7%
Total Marine Facilities Income	10,365.00	15,700.00	-5,335.00	66.0%
Other Income	7.00	0.00	7.00	100.0%
State Revenue				
Community Assistance Program	77,370.21	77,370.21	0.00	100.0%
Shared Fisheries Business Tax	896.34	500.00	396.34	179.3%
Total State Revenue	78,266.55	77,870.21	396.34	100.5%
Tax Income				
Retail Tax Income	416,563.27	400,000.00	16,563.27	104.1%
Remote Sellers Retail Tax	40,385.49	30,000.00	10,385.49	134.6%
Room Tax Income	81,730.82	65,000.00	16,730.82	125.7%
Fish Box Tax	8,860.00	8,860.00	0.00	100.0%
Penalties & Interest	6,123.28	0.00	6,123.28	100.0%
Tax Exempt Cards	220.00	300.00	-80.00	73.3%
Total Tax Income	553,882.86	504,160.00	49,722.86	109.9%
Total Income	1,143,346.20	1,000,936.16	142,410.04	114.2%
Gross Profit	1,143,346.20	1,000,936.16	142,410.04	114.2%
Expense				
Administrative Costs	1,390.35	2,000.00	-609.65	69.5%
Advertising	408.67	620.00	-211.33	65.9%
Bank Service Charges	5,361.62	4,750.00	611.62	112.9%
Building	16,389.04	22,344.48	-5,955.44	73.3%
Contractual Services	34,202.19	108,200.00	-73,997.81	31.6%
Dues/Fees	9,500.20	9,900.00	-399.80	96.0%
Economic Development Services				
GVA	30,000.00	30,000.00	0.00	100.0%

05/09/22

City of Gustavus

Profit & Loss Budget vs. Actual COG Accrual

Accrual Basis

July 2021 through April 2022

	Jul '21 - Apr 22	Budget	\$ Over Budget	% of Budget
Total Economic Development Services	30,000.00	30,000.00	0.00	100.0%
Election Expense	329.92	350.00	-20.08	94.3%
Equipment	15,337.04	22,660.99	-7,323.95	67.7%
Events & Celebrations	3,570.51	3,925.00	-354.49	91.0%
Freight/Shipping	21,192.43	26,250.00	-5,057.57	80.7%
Fundraising Expenses	700.00	250.00	450.00	280.0%
General Liability	19,963.18	17,480.61	2,482.57	114.2%
Gravel Pit Fund	6,000.00	6,000.00	0.00	100.0%
Library Materials	1,450.37	2,700.00	-1,249.63	53.7%
Marine Facilities	4,186.20	5,486.20	-1,300.00	76.3%
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses	340,362.92	465,701.35	-125,338.43	73.1%
Professional Services	11,557.50	15,000.00	-3,442.50	77.1%
Public Relations	0.00	250.00	-250.00	0.0%
Repair & Replacement Fund	16,545.71	16,545.71	0.00	100.0%
Road Maintenance	197,376.10	205,000.00	-7,623.90	96.3%
Stipend	0.00	3,000.00	-3,000.00	0.0%
Supplies	16,507.38	22,000.00	-5,492.62	75.0%
Telecommunications	15,234.86	21,540.00	-6,305.14	70.7%
Training	7,419.99	15,525.00	-8,105.01	47.8%
Travel	796.00	5,000.00	-4,204.00	15.9%
Utilities	21,045.37	17,360.00	3,685.37	121.2%
Vehicle	6,841.32	7,985.67	-1,144.35	85.7%
Total Expense	803,668.87	1,058,325.01	-254,656.14	75.9%
Net Ordinary Income	339,677.33	-57,388.85	397,066.18	-591.9%
Other Income/Expense				
Other Income				
Encumbered Funds				
Other Savings for Road Maint	65,000.00	65,000.00	0.00	100.0%
Total Encumbered Funds	65,000.00	65,000.00	0.00	100.0%
Total Other Income	65,000.00	65,000.00	0.00	100.0%
Net Other Income	65,000.00	65,000.00	0.00	100.0%
Net Income	404,677.33	7,611.15	397,066.18	5,316.9%

City of Gustavus

Balance Sheet

As of April 30, 2022

	Apr 30, 22
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	5,000.84
AMLIP Capital Improv Long-Term (0630598.2)	388,902.21
AMLIP Repair & Replacement (0630598.3)	327,475.26
AMLIP Road Maint - Unencumbered (0630598.4)	132,168.00
AMLIP Gravel Pit Fund (0630598.8)	12,000.17
AMLIP Reserve (0630598.12)	884,506.87
APCM.Endowment Fund	1,603,092.17
FNBA - Checking	919,678.42
FNBA Endowment Fund - Checking	73,014.09
Petty Cash	157.18
Total Checking/Savings	4,345,995.21
Accounts Receivable	
Accounts Receivable	12,685.03
Total Accounts Receivable	12,685.03
Other Current Assets	
Undeposited Funds	22,693.83
Total Other Current Assets	22,693.83
Total Current Assets	4,381,374.07
Fixed Assets	
Property & Equipment	-950.00
Total Fixed Assets	-950.00
TOTAL ASSETS	4,380,424.07
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,384.00
Total Accounts Payable	1,384.00
Credit Cards	
Bank of America Alaska Air Visa	-221.17
Total Credit Cards	-221.17
Other Current Liabilities	
Deferred Income	7,110.00
Direct Deposit Liabilities (Direct Deposit Liabilities)	-874.40
Payroll Liabilities	
State Unemployment	451.85
Payroll Liabilities - Other	-100.00
Total Payroll Liabilities	351.85
Total Other Current Liabilities	6,587.45
Total Current Liabilities	7,750.28
Total Liabilities	7,750.28
Equity	
Fund Balance	3,074,596.78
Opening Bal Equity	1,084,743.57
Net Income	213,333.44
Total Equity	4,372,673.79

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05/05/22

Accrual Basis

City of Gustavus
Balance Sheet
As of April 30, 2022

Item #6.

TOTAL LIABILITIES & EQUITY

Apr 30, 22

4,380,424.07

Accounts Receivable Detail**As of 04/30/22**

\$0.00	Airport Screeners Contract -Oct/Nov/Dec/Jan invoice to DHSS paid
\$3,906.93	Delinquent Sales Tax
\$2,659.00	Ambulance Transport Billing - In Progress
\$6,110.00	Fish-Box Tax Deferred Income
\$9.10	Net of Other Customer Account Balances
\$12,685.03	Total

FNBA Checking Account - Unrestricted Funds Balance**As of 04/30/22**

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: **\$919,678.42**

Obligated Funds Currently in Checking Account:

	CARES Act remaining funds	\$0.00
MF	CP18-01 Salmon River Harbor	(\$9,856.96)
Roads	CP18-02 Wilson Rd Drainage	(\$40,000.00)
DRC	CP18-05 DRC Pre-Processing	(\$12,815.63)
DRC	CP18-07 Household Haz Waste Fac.	(\$10,597.49)
Admin	CP19-03 Gustavus Beach Improv.	(\$10,389.89)
DRC	CP19-06 DRC Composting Facility	(\$106,050.00)
Library	CP19-08 Library Roof/Awning/Shed	(\$10,000.00)
Admin	CP21-02 Refurbish Old P.O.	(\$10,000.00)
Roads	CP21-03 Good River Bridge Repairs	(\$14,610.00)
MFC	CP21-04 MFC Building at SRBH	(\$3,261.48)
DRC	CP21-05 DRC Main Bldg Replacement: Design	(\$30,000.00)
MF	CP21-06 Fish Waste Disposal	(\$5,000.00)
Library	FY22 PLA Grant	(\$1,130.28)
Library	SoA OWL Internet Subsidy	(\$300.00)
Roads	USFWS Chase Drvwy	(\$251.02)

Unrestricted Funds: **\$655,415.67**

Pending Transfers:

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

FY22 budgeted operating expenses:	\$1,058,065.51
25% =	\$264,516.38
17% =	\$179,871.14
35% =	\$370,322.93

Capital Projects 2021-2025

Item #6.

Capital Projects	Budget Requested	Amount Funded	Funded Project QuickBooks Class Name	Dept.	Short Form Complete	Full Scoping Document Submitted	Council Approval	Funded Date	Notes	Proposed Completion Date	Proposed Funding Source
Ongoing, already funded:											
Household Hazardous Waste Facility	\$ 59,450	\$ 59,450	CP18-07 Household Haz Waste Fac	DRC	N/A	12/5/2016	12/12/2016	5/13/2019		in progress	CIP, or AMLIP
Salmon River Harbor Clean-up & Kiosk	\$ 27,000	\$ 27,000	CP18-01 Salmon River Harbor	MF	N/A	1/3/2017	1/9/2017	6/11/2018		in progress	AMLIP
Wilson Rd. drainage improvement	\$ 40,000	\$ 40,000	CP18-02 Wilson Rd Drainage	Roads	N/A	1/26/2018	5/14/2018	6/11/2018 then returned; again 9/20/21		in progress	AMLIP
LIDAR	\$ 28,400	\$ 28,400	CP18-04 LIDAR of Gustavus		4/5/2018	n/a	4/9/2018	6/11/2018		Done	AMLIP
Library Roof Repair	\$ 50,000	\$ 150,000	CP19-08 Library Roof/Shed/Awning	Library	N/A	7/22/2019; revised 8/5/19; revised 8/3/20	7/22/2019; revised 8/5/19; revised 8/10/20	8/12/2019; 9/21/20		Done	AMLIP CP and R&R
Gustavus Beach Improvements: Phase 1	\$ 65,800	\$ 53,150	CP19-03 Gustavus Beach Improv.	Admin	N/A	3/11/2019	3/11/2019	4/8/2019		in progress	AMLIP
Compost Yard Improvement	\$ 111,585	\$ 111,585	CP19-06 DRC Composting Facility	DRC	N/A	1/2/2018, revised 3/11/19	1/15/2018, revised 3/11/19	5/13/2019		in progress	CIP, or AMLIP CP and R&R
Inflow Storage & HHW Facility Storage Area	\$26,400, then \$62,000	\$ 62,000	CP18-05 DRC Pre-Processing	DRC	N/A	9/16/2016, revised 3/11/19	9/16/2016, revised 3/11/19	5/13/2019	6/11/18 amended scoping document; 3/11/19 amended	in progress	CIP, or AMLIP CARES Act
Fire Hall Rain Cistern System	up to \$25,000			GVFD						in progress	
Good River Bridge Repairs, Phase 1 engineering	\$ 15,000	\$ 15,000.00	CP21-03 Good River Bridge Repair	Roads	6/19/2021		7/19/2021	8/9/2021		in progress	
City Road Improvements, Phase 1 road engineer	\$ 30,000			Roads					use \$40K from Wilson Rd. CP, if FEMA reimburses	Near-term	
Main Building Replacement, Phase 1 design/eng.	\$ 30,000		CP21-05 DRC Main Bldg Replacement	DRC	N/A	2/3/2020	2/10/2020	10/11/2021		in progress	CIP
Old P.O./Preschool building refurbish	\$ 10,000	\$ 10,000.00	CP21-02 Refurbish Old P.O.	Admin	7/6/2021		7/19/2021	8/9/2021		Near-term	
MFC Building at Salmon River Boat Harbor	\$ 8,000	\$ 8,000.00	CP21-04 MFC Building at SRBH	MFC	6/26/2021		7/19/2021	8/9/2021		in progress	
Tsunami Siren Power Installation at SRBH	\$ 4,112	\$ 4,112.45	CP21-01 Tsunami Siren Power Ins	GVFD	7/6/2021		7/19/2021	8/9/2021		done	
Library Bike Shelter/Shed, Phase 1 design/eng.	\$ 15,000	\$ 15,000.00	CP19-08 Library Roof/Shed/Awning	Library	N/A	7/22/2019; revised 8/5/19	7/22/2019; revised 8/5/19	8/12/2019	only \$10,000 moved 8/12/19; \$5000 still to transfer	Near-term	AMLIP
Flood Mitigation and Recovery	\$ 105,000								Operating Budget see Wilson Rd. drainage imp.	in progress	FEMA
Gustavus Fish Waste Disposal Station	\$ 5,000		CP21-06 Fish Waste Disposal	MF/DRC	8/25/2021		9/20/21	10/11/2021		Near-term	
Quick Attack/Wildland Firefighting Truck	\$ 80,000			GVFD	1/28/2020	N/A	2/10/2020			Near-term	CIP, or grants CIP, or AMLIP
Gravel Pit Improvements	pending		CP19-07 Gravel Extraction Improv.	Lands	N/A	4/25/2019	5/13/2019	postponed		Near-term	
Main Building Replacement, Phase 2 build	\$ 257,500			DRC	N/A	2/3/2020	2/10/2020			Mid-range	CIP
Roof/Building Exp. - Architectural & Engineering	\$ 30,000			GVFD	N/A	2/9/2018	2/12/2018			Mid-range	CIP
Library Expansion - Architectural & Engineering	\$ 30,000			Library	3/1/2018		2/11/2019			Mid-range	CIP
Drinking Water Point-Source Project Dev.	pending									Mid-range	
Structural Firefighting Gear (expire 2022)	\$ 82,500			GVFD						Mid-range	
Good River Bridge Repairs, Phase 2 construction				Roads						Mid-range	
Three Phase Power Installation				DRC						Mid-range	
Library Bike Shelter/Shed, Phase 2 construction			CP19-08 Library Roof/Shed/Awning	Library	N/A	7/22/2019; revised 8/5/19	7/22/2019; revised 8/5/19	8/12/2019		Mid-range	AMLIP
Baler Purchase	\$ 166,630			DRC	N/A					Mid-range	
City Road Improvements, Phase 2 implementation				Roads						Mid-range	
Library Ventilation Fans Replacement	\$ 7,000			Library						Mid-range	
Refurbish/Repurpose Composting Quonset	\$ 15,000			DRC						Mid-range	
Salmon River Boat Harbor Barge Ramp Improvement				MF	N/A	9/2/2020	9/21/2020			Mid-range	AMLIP R&R
City Hall front room - carpeting, painting, windows	\$ 15,000			Admin	2/14/2018					Mid-range	
Landscape Design consultation				-split-	2/20/2018					Mid-range	
Utility Pick-up Truck	\$15-60,000.00			GVFD	2/15/2018					Mid-range	
Water Tender / Road Water Truck				GVFD	2/15/2018					Mid-range	
Grandpa's Farm Road Bridge & Culvert	\$ 250,000			Roads						Mid-range	USFWS and/or AKSSF
DRC Groundwater Monitoring Well Replacements	\$ 12,000			DRC						Mid-range	
DRC Glass Pulverizer - refurbish or replace	\$ 50,000			DRC						Mid-range	
City Buildings Air-Source Heat Pump Conversion	\$ 9,000.00									Mid-range	
Firehall Roof/Building Expansion, Phase 2 constr.	\$700,000			GVFD	N/A	2/9/2018	2/12/2018, revised 2/11/2019			Long-range	CIP - state, federal grant
Driveway Relocation or River Bank Stabilization				Admin	N/A					Long-range	AMLIP
City Hall & Fire Hall Energy Audit Repairs				GVFD & Admin	3/1/2018	Res. CY18-12				Long-range	
Edraulic Extrication Equipment	\$35,000			GVFD	2/15/2018					Long-range	AFG
911 System Upgrade				GVFD						Long-range	
GVFD Electric Meter Installation				GVFD						Long-range	
Library Expansion, Phase 2 constr.				Library	3/1/2018					Long-range	
DRC Shredder				DRC						Long-range	
DRC "Waste to Energy" Equipment				DRC						Long-range	
DRC Drive-on/Vehicle Scale				DRC						Long-range	
DRC Equipment Garage				DRC						Long-range	
DRC Sytrofoam Densifier				DRC						Long-range	
Landfill Closure 4-8 years	long-term			DRC	N/A					Long-range	
City Vehicle				-split-	2/20/2018					Long-range	
Salmon River Harbor Waterless Restrooms	\$70-90,000.00			MF						Long-range	
Salmon River Harbor Public Floats				MF						Long-range	
CAPGIS 2018 submission											
CAPGIS 2019 submission											
CAPGIS 2020 submission											
CAPGIS 2021 submission											

Capital Projects 2020-2025

Item #6.

Capital Projects	Budget Requested	Amount Funded	Funded Project QuickBooks Class Name	Dept.	Short Form Complete	Full Scoping Document Submitted	Council Approval	Funded Date	Notes	Proposed Completion Date	Proposed F Source
Ongoing, funded for 2018:											
Household Hazardous Waste Facility	\$ 59,450.00	\$ 59,450.00	CP18-07 Household Haz Waste Fac	DRC	N/A	12/5/2016	12/12/2016	5/13/2019		2021	CIP, or AMLIP
Salmon River Harbor Clean-up & Kiosk	\$ 27,000.00	\$ 27,000.00	CP18-01 Salmon River Harbor	MF	N/A	1/3/2017	1/9/2017	6/11/2018		in progress	AMLIP
Wilson Rd. drainage improvement	\$ 40,000.00	\$ 40,000.00	CP18-02 Wilson Rd Drainage	Roads	N/A	1/26/2018	5/14/2018	6/11/2018	pending LIDAR analysis	on hold	AMLIP
LIDAR	\$ 28,400.00	\$ 28,400.00	CP18-04 LIDAR of Gustavus		4/5/2018	n/a	4/9/2018	6/11/2018		in progress	AMLIP
Community Chest facility maintenance	\$ 10,000.00	\$ 10,000.00	CP19-02 Community Chest Maint.	DRC	3/11/2019	N/A	3/11/2019	4/8/2019		completed	AMLIP
Ongoing, funded for 2019:											
Library Roof Repair	\$ 50,000.00	\$ 150,000.00	CP19-08 Library Roof/Shed/Awning	Library	N/A	7/22/2019; revised 8/5/19; revised 8/3/20	7/22/2019; revised 8/5/19; revised 8/10/20	8/12/2019; 9/21/20		in progress	AMLIP CP and R&R
Gustavus Beach Improvements: Phase 1	\$ 65,800.00	\$53,150.00	CP19-03 Gustavus Beach Improv.	Admin	N/A	3/11/2019	3/11/2019	4/8/2019		in progress	AMLIP
Compost Yard Improvement	\$ 111,585.00	\$ 111,585.00	CP19-06 DRC Composting Facility	DRC	N/A	1/2/2018, revised 3/11/19	1/15/2018, revised 3/11/19	5/13/2019		in progress	CIP, or AMLIP CP and R&R
Inflow Storage & HHW Facility Storage Area	\$26,400, then \$62,000	\$ 62,000.00	CP18-05 DRC Pre-Processing	DRC	N/A	9/16/2016, revised 3/11/19	9/16/2016, revised 3/11/19	5/13/2019	6/11/18 amended scoping document; 3/11/19 amended	in progress	CIP, or AMLIP
Funded for 2020:											
Lifepak15 Cardiac AED/Monitor	\$ 38,000.00			GVFD	1/28/2020	N/A	2/10/2020	9/21/2020	purchase in progress	completed	Code Blue & CIP or AMLIP
City Hall Copier/Printer/Scanner/Fax	\$ 4,000.00			Admin						completed	CARES Act
Salmon River Boat Harbor Boat Launch Repair				MF	9/2/2020	N/A	9/21/2020	12/14/2020		completed	operating budget
Quick Attack/Wildland Firefighting Truck	\$ 80,000.00			GVFD	1/28/2020	N/A	2/10/2020			Near-term	CIP, or AMLIP
Main Building Replacement	\$ 287,500.00			DRC	N/A	2/3/2020	2/10/2020			Near-term	CIP
Fire Hall Rain Cistern System	up to \$25,000			GVFD						Near-term	
Salmon River Boat Harbor Barge Ramp Improvement				MF	N/A	9/2/2020	9/21/2020			Near-term	AMLIP R&R
Good River Bridge Repairs - engineering	\$ 25,000.00			Roads						Near-term	
City Road Improvements	\$ 30,000.00			Roads					plus \$40K from Wilson Rd. Cf	Near-term	
Library Bike Shelter/Shed	\$ 25,000.00	\$ 15,000.00	CP19-08 Library Roof/Shed/Awning	Library	N/A	7/22/2019; revised 8/5/19	7/22/2019; revised 8/5/19	8/12/2019	only \$10,000 moved 8/12/19; \$5000 still to transfer	Near-term	AMLIP
Roof/Building Exp. - Architectural & Engineering	\$ 30,000.00			GVFD	N/A	2/9/2018	2/12/2018			Mid-range	CIP
Library Expansion - Architectural & Engineering	\$ 30,000.00			Library	3/1/2018		2/11/2019			Mid-range	CIP
Drinking Water Point-Source Project Dev.										Mid-range	
Baler Purchase	\$ 166,630.00			DRC	N/A					Mid-range	
Three Phase Power Installation				DRC						Mid-range	
Refurbish/Repurpose Composting Quonset	\$ 15,000.00			DRC						Mid-range	
Gravel Pit Improvements	\$ 500,000.00		CP19-07 Gravel Extraction Improv.	Lands	N/A	4/25/2019	5/13/2019	postponed		Mid-range	AMLIP
Structural Firefighting Gear	\$ 82,500.00			GVFD						Mid-range	
Salmon River Boat Harbor Fish Waste Disposal Bin				MF/DRC						Mid-range	
City Hall front room - carpeting, painting, windows	\$ 15,000.00			Admin	2/14/2018					Mid-range	
Landscape Design consulting				-split-	2/20/2018					Mid-range	
Utility Pick-up Truck	\$15-60,000.00			GVFD	2/15/2018					Mid-range	
Water Tender / Road Water Truck				GVFD	2/15/2018					Mid-range	
Grandpa's Farm Road Bridge & Culvert	\$ 250,000.00			Roads						Mid-range	USFWS and/or AKSSF
DRC Groundwater Monitoring Well Replacements	\$ 12,000.00			DRC						Mid-range	
DRC Glass Pulverizer - refurbish or replace	\$ 50,000.00			DRC						Mid-range	
Roof/Building Expansion	\$700,000			GVFD	N/A	2/9/2018	2/12/2018, revised 2/11/2019			Long-range	CIP - state, federal grant
Driveway Relocation or River Bank Stabilization				Admin	N/A					Long-range	AMLIP
Old P.O./Preschool building refurbish				Admin	2/20/2018					Long-range	
City Hall & Fire Hall Energy Audit Repairs				GVFD & Admin	3/1/2018	Res. CY18-12				Long-range	
Edraulic Extrication Equipment	\$35,000			GVFD	2/15/2018					Long-range	AFG
911 System Upgrade				GVFD						Long-range	
GVFD Electric Meter Installation				GVFD						Long-range	
Library Expansion				Library	3/1/2018					Long-range	
DRC Shredder				DRC						Long-range	
DRC "Waste to Energy" Equipment				DRC						Long-range	
DRC Drive-on/Vehicle Scale				DRC						Long-range	
DRC Equipment Garage				DRC						Long-range	
DRC Sytrofoam Densifier				DRC						Long-range	
Landfill Closure 4-8 years	long-term			DRC	N/A					Long-range	
City Vehicle				-split-	2/20/2018					Long-range	
Salmon River Harbor Waterless Restrooms	\$70-90,000.00			MF						Long-range	
Salmon River Harbor Public Floats				MF						Long-range	
CAPIS 2018 submission											
CAPIS 2019 submission											
CAPIS 2020 submission											

Capital Projects 2019-2024

Item #6.

Capital Projects	Budget Requested	Amount Funded	Funded Project QuickBooks Class Name	Dept./ Committee	Short Form Complete	Full Scoping Document Submitted	Council Approval	Funded Date	Notes	Proposed Completion Date	Source
Funded for 2018 (most by FY18-22NCO):											
Preprocessing Storage & Driveway:											
Storage Bins/Pallet Jack (\$18,000)	\$ 18,000.00	\$ 18,000.00	CP18-06 DRC Storage Bins - Jack	DRC	N/A	9/16/2016	9/16/2016	4/8/2019		done	AMLIP
Household Hazardous Waste Facility	\$ 59,450.00	\$ 59,450.00	CP18-07 Household Haz Waste Fac	DRC	N/A	12/5/2016	12/12/2016	5/13/2019		2020	CIP, or AMLIP
Salmon River Harbor Clean-up & Kiosk	\$ 27,000.00	\$ 27,000.00	CP18-01 Salmon River Harbor	MF	N/A	1/3/2017	1/9/2017	6/11/2018		in progress	AMLIP
Wilson Rd. - ditching, culverts	\$ 40,000.00	\$ 40,000.00	CP18-02 Wilson Rd Drainage	Roads	N/A	1/26/2018	5/14/2018	6/11/2018		on hold	AMLIP
LIDAR	\$ 28,400.00	\$ 28,400.00	CP18-04 LIDAR of Gustavus		4/5/2018	n/a	4/9/2018	6/11/2018		in progress	AMLIP
Community Chest facility maintenance	\$ 10,000.00	\$ 10,000.00	CP19-02 Community Chest Maint.	DRC	3/11/2019	N/A	3/11/2019	4/8/2019		in progress	AMLIP
Funded for 2019:											
Council Chambers Upgrade	\$ 5,250.00	\$ 5,250.00	CP19-01 Council Chambers	Admin	finite	finite	3/11/2019	3/11/2019		done	AMLIP
Library Bike Shelter/Shed	\$ 15,000.00	\$ 15,000.00	CP19-08 Library Roof/Shed/Awning	Library	N/A	7/22/2019; revised 8/5/19	7/22/2019; revised 8/5/19	8/12/2019	only \$10,000 moved 8/12/19; \$5000 still to transfer	on hold	AMLIP
Library Roof Repair	\$ 50,000.00	\$ 50,000.00	CP19-08 Library Roof/Shed/Awning	Library	N/A	7/22/2019; revised 8/5/19	7/22/2019; revised 8/5/19	8/12/2019		in progress	AMLIP R&R
Library Heating Control Upgrade	\$ 6,500.00	\$ 6,500.00	CP 19-05 Library Heating Upgrade	Library	4/8/2019	N/A	4/8/2019	4/8/2019		done	AMLIP R&R
Gustavus Beach Improvements: Phase 1	\$ 65,800.00	\$53,150.00	CP19-03 Gustavus Beach Improv.	Admin	N/A	3/11/2019	3/11/2019	4/8/2019	Phase 1	in progress	AMLIP
Compost Yard Improvement	\$ 111,585.00	\$ 111,585.00	CP19-06 DRC Composting Facility	DRC	N/A	1/2/2018, revised 3/11/19	1/15/2018, revised 3/11/19	5/13/2019	Phase 2	in progress	CIP, or AMLIP CP and R&R
GVFD Stryker Power Cot and Power Load	\$ 35,000.00	\$ 35,000.00	CP19-04 GVFD Stryker Power Cot	GVFD	3/11/2019	N/A	3/11/2019	4/8/2019	Total cost = \$42,000. Code Blue grant = \$7000	done	AMLIP
Gravel Pit Improvements	\$ 500,000.00		CP19-07 Gravel Extraction Improv.	Lands	N/A	4/25/2019	5/13/2019	postponed		2021?	AMLIP
Inflow Storage & HHW Facility Storage Area	\$26,400, then \$62,000	\$ 62,000.00	CP18-05 DRC Pre-Processing	DRC	N/A	9/16/2016, revised 3/11/19	9/16/2016, revised 3/11/19	5/13/2019	6/11/18 amended scoping document; 3/11/19 amended	2020	CIP, or AMLIP
Library Expansion - Architectural & Engineering	\$ 30,000.00	\$ -		Library	3/1/2018		2/11/2019			Mid-range	CIP
Roof/Building Expansion - Architectural & Engineering	\$ 30,000.00			GVFD	N/A	2/9/2018	2/12/2018			Mid-range	CIP
Lifepak15 Cardiac AED/Monitor	\$ 38,000.00			GVFD	2/1/2019					Mid-range	Code Blue & ?
Gustavus Beach Improvements: Parking Area	\$ 40,000.00			Admin	N/A	3/11/2019	3/11/2019		Phase 2	Mid-range	
Refurbish/Repurpose Composting Quonset	\$ 15,000.00	\$ -		DRC					Phase 3	Mid-range: 2020?	
Landscape Design consulting		\$ -		-split-	2/20/2018				Phase 1	Mid-range	
Utility Pick-up Truck		\$ -		GVFD	2/15/2018					Mid-range	
City Hall & Fire Hall Energy Audit Repairs				GVFD & Admin	3/1/2018	Res. CY18-12				Mid-range	
Roof/Building Expansion	\$700,000			GVFD	N/A	2/9/2018	2/12/2018, revised 2/11/2019			Long-range	CIP - state, federal grant
Driveway Relocation or River Bank Stabilization		\$ -		Admin	N/A				Phase 2	Long-range	AMLIP
City Hall front room - carpeting, painting, windows		\$ -		Admin	2/14/2018					Long-range	
Old P.O./Preschool building refurbish		\$ -		Admin	2/20/2018					Long-range	
Water Tender / Road Water Truck		\$ -		GVFD	2/15/2018					Long-range	
Edraulic Extrication Equipment	\$35,000			GVFD	2/15/2018					Long-range	AFG
911 System Upgrade		\$ -		GVFD						Long-range	
Library Expansion		\$ -		Library	3/1/2018					Long-range	
Grandpa's Farm Road Bridge & Culvert				Roads						Long-range	USFWS and/or AKSSF
Main Building Replacement	before landfill closes	\$ -		DRC	N/A	will be part of plan to be submitted in 2019				Long-range	
Landfill Closure 4-8 years	long-term	\$ -		DRC	N/A	will be part of plan to be submitted in 2019				Long-range	
Baler Purchase	long-term	\$ -		DRC	N/A	will be part of plan to be submitted in 2019				Long-range	
City Vehicle		\$ -		-split-	2/20/2018					Long-range	
Salmon River Harbor Waterless Restrooms				MF						Long-range	
Salmon River Harbor Public Floats				MF						Long-range	
Total Capital Projects	\$1,859,985.00	\$ 521,335.00									
CAPGIS 2018 submission											
CAPGIS 2019 submission											

Capital Projects

Item #6.

Capital Projects	Budget Requested	Amount Funded	Funded Project Class Name	Dept./ Committee	Scoping Document Submitted	Council Approval	Funded Date	Notes	Proposed Completion Date	P Source
Driveway Relocation or River Bank Stabilization	\$ 20,000.00	\$ -		Admin				River is eroding existing driveway		CP
Paint Exterior of City Hall		\$ -		Admin						
IT Overhaul - equipment purchases		\$ -		Admin						
Large Screen & Projector/Laptop Tether		\$ -		Admin						
City Hall front room - carpeting, painting, windows		\$ -		Admin						
Roof over front door		\$ -		Admin						
Salmon River Playground	\$ 20,000.00	\$ 20,000.00	2018 EFG - SRP Playground	Admin		12/11/2017	12/11/2017	Endowment Fund Grant 2018	2018	EFG
Preprocessing Storage & Driveway:		\$ -		DRC	9/16/2016	9/16/2016	Partial 3/13/17	Several sub-projects:	ASAP	CP
Driveway Improvements (\$10,000)		\$ 10,000.00	CP17-02 DRC	DRC	10/3/2016	10/10/2016	3/13/2017	propose to amend scoping document	In Progress	AMLIP
Storage Bins/Pallet Jack (\$18,000)	\$ 18,000.00	\$ -		DRC						
Preprocessing Storage (\$26,400)	\$ 26,400.00	\$ -		DRC						
Tree Planting/Earth work (\$3,300)	\$ 3,300.00	\$ -		DRC						
Household Hazardous Waste Facility	\$ 59,450.00	\$ -		DRC	12/5/2016	12/12/2016			FY18	CIP
Household Hazardous Waste Collection Event	\$18,535.00	FY18 oper. budget		DRC	10/31/2017	Feb. 2018				
Composting Quonset Replacement - design	\$2500-\$5000	\$2500 in FY18	oper. budget	DRC	1/2/2018	Jan. 2018	NCO 1/15/2018	Phase 1		
Composting Quonset Replacement - structure	unknown	\$ -		DRC				Phase 2		
Refurbishing Old Quonset	\$12,310.00	\$ -		DRC				Phase 3		
Digital Scale Replacement	\$3,170.00	FY19 oper. budget		DRC						
Back-up Camera for A770 Bobcat	\$940.00	\$ -		DRC						
Main Building Replacement	before landfill closes	\$ -		DRC				will be part of plan to be submitted in July 2018		
Landfill Closure 4-8 years	long-term	\$ -		DRC						
Baler Purchase	long-term	\$ -		DRC						
SCBA sets x 8	\$52,000-\$72,000	\$ -		GVFD				applying for grant in 2018		
Utility Pick-up Truck		\$ -		GVFD						
Water Tender / Road Water Truck		\$ -		GVFD						
Roof/Building Expansion	1-3 years	\$ -		GVFD	Travis working on					
Dry Hydrants & Alternative Water Sources		\$ -		GVFD						
911 System Upgrade		\$ -		GVFD						
Book Shelves for Young Adult Section	\$1,000.00	\$ -		Library						
Carpet Steam Cleaner	\$200.00	\$ -		Library						
IT Overhaul - Laptop for Patron Search Station	\$350.00	\$ -		Library	Phoebe work on IT RFP					
IT Overhaul - Server for local network	\$1,500.00	\$ -		Library						
IT Overhaul - move iPad safe	\$200.00	\$ -		Library						
IT Overhaul - New back up drives		\$ -		Library						
IT Overhaul - CPU for front desk	\$200.00	\$ -		Library						
IT Overhaul - New Scanner/Copier/Printer	\$2,000.00	\$ -		Library						
Change Heat Source		\$ -		Library	Bre & Barb			energy audit first		
Lawn Mower to share with City?	\$500.00	\$ -		Library						
Repair of lighting in Main Circulation Area		\$ -		Library	Bre & Barb			energy audit first?		
Roof Repair	internally funded FY18			Library						
Bike Shelter	\$18,695.85	\$ -		Library	10/31/2017					
Shed	\$1,100.00	\$ -		Library						
Salmon River Harbor Clean-up	\$ 27,000.00	\$ -		MF	1/3/2017	1/9/2017		submitted by Mike Taylor		CP
Improved drainage along Wilson Rd.	\$40,000			Roads	Mike					
Culvert under Fairweather, improved drainage	\$5,000.00	FY19 oper. budget		Roads	Mike					
Road name signs				Roads	Mike					
Total Capital Projects	\$ 274,850.85	\$ 30,000.00						Other Projects/Major Purchases in the Future:		
								CH copier		
Department Head near-term priority								GVFD telehealth		
CAPSIS 2018 submission								??Community block grant - with school to replace gym		
Move to operating budget								Good River bridge - road maintenance budget		

Capital Projects

Item #6.

Capital Projects	Budget Requested	Amount Funded	Funded Project Class Name	Department/ Committee	Scoping Document Submitted	Council Approval	Funded Date	Notes	Proposed Completion Date	Proposed Funding Source
City Hall Driveway relocation	\$ 20,000.00	\$ -		Admin				River is eroding existing driveway		CP
Compost Yard Improvement	\$ 26,400.00	\$ 30,000.00	CP17-02 DRC		10/10/2016	10/10/2016	3/13/2017	Pre-processing storage/site improvement	Completed	AMLIP
Topographic Survey	\$ 9,000.00	\$ 9,000.00	CP17-02 DRC	DRC	11/7/2016	11/14/2016	3/13/2017		Completed	AMLIP
Preprocessing Storage & Driveway:				DRC	9/16/2016	9/16/2016	Partial 3/13/17	Several sub-projects:	ASAP	CP
Driveway Improvements (\$10,000)		\$ 10,000.00	CP17-02 DRC	DRC	10/3/2016	10/10/2016	3/13/2017	Driveway Improvements	In Progress	AMLIP
Storage Bins/Pallet Jack (\$18,000)	\$ 18,000.00									
Preprocessing Storage (\$26,400)	\$ 26,400.00									
Tree Planting/Earth work (\$3,300)	\$ 3,300.00									
Household Hazardous Waste Facility	\$ 44,000.00	\$ -		DRC	12/5/2016	12/12/2016			FY18	CIP
Salmon River Harbor Clean-up	\$ 27,000.00	\$ -		MF	1/3/2017	1/9/2017		submitted by Mike Taylor		CP
Engine 34 Replacement	\$ 125,000.00	\$ 124,309.04	CP17-04 GVFD	GVFD	5/8/2017	5/8/2017	5/15/2017		finalizing	AMLIP/Northrim
								closes out AMLIP-Beach; plus \$255.00 from CIP-14-DC-055; plus EFG \$36,894.00 (total funding = \$71,219.72)		
SRP Bathroom	\$ 75,000.00	\$ 34,070.72	CP17-01 SRP	Admin	8/8/2016	8/8/2016	9/19/2016		Completed	EFG/CP/AMLIP
Total Capital Projects	\$ 374,100.00	\$ 207,379.76								
Other Projects/Major Purchases:										
Library roof	building & maintenance	\$ allocated for now - need CP if it's a larger job								
Library lighting										
GVFD back stairs										
GVFD roof										
CH copier										
Composting Quonset replacement										
IT Overhaul										
12 bottles for airpacks for GVFD - expiring 03/18										
GVFD 911 system: antenna, ability to record calls										
GVFD telehealth										

Capital Projects	Budget Requested	Amount Funded
Bobcat A770 (All Wheel Steer Loader)	\$ 60,000.00	\$ 60,000.00
CH Addition IT Wiring Project	\$ 7,331.77	\$ 7,331.77
IT Overhaul - equipment purchases	\$5,000	\$ 5,000.00
Driveway Improvements (\$10,000)	\$ 10,000.00	\$ 14,740.00
Composting Quonset Replacement - design	\$2500-\$5000	\$ 2,500.00
Central Lighting Replacement		\$ -
Road name signs	\$ 22,100.00	\$ 22,100.00
Salmon River Playground	\$ 20,000.00	\$ 20,000.00
SCBA sets x 10	\$52,000-\$72,000	\$ 73,532.40

Funded Project Class Name	Department /Committee	Short Form Complete	Scoping Document Submitted	Council Approval
CP16-01 DRC	DRC		01/05/2016	1/11/2016
CP16-02 CH IT	Admin		**	8/8/2016
(oper. budget)	Admin	2/14/2018	n/a	thru budget
CP17-02 DRC	DRC	N/A	9/16/2016	9/16/2016
(oper. budget)	DRC	N/A	1/2/2018	1/15/2018
(oper. budget)	Library	3/1/2018	short form rec'd; experimentin	
CP18-03 Road Name Signs	Roads	N/A	Jan. 2018	4/9/2018
2018 EFG - SRP Playground	Admin	N/A	Oct. 2017	12/11/2017
CP18-08 SCBA	GVFD	2/15/2018	n/a	finite purchase

	Funded Date	Notes	Proposed	Proposed
			Completion Date	Funding Source
	7/14/2016	DRC Skid steel	Completed	CP
	8/8/2016		Completed	CP
	thru budget	FY18-FY19 op	done	operating
	3/13/2017	6/11/18 amend	done	budget
				AMLIP
	1/15/2018	Phase 1	done	operating
				budget
				operating
g in-house		FY18 operating	done	budget
	6/11/2018		done	AMLIP
	12/11/2017	Endowment Fu	done	EFG
	11/8/2018	grant unsucces	done	AMLIP

Notes from Lori's tenure:

Capital Projects AMLIP	\$165,000.00
GCN AMLIP (.5)	\$1,950.04
Lands AMLIP (.7)	\$6,509.66
Library AMLIP (.2)	\$48,097.37
Public Works AMLIP (.6)	\$34,676.74
Admin AMLIP transfers (.10)	\$40,211.40
GVFD AMLIP transfers (.4)	\$781.06
DRC AMLIP transfers (.9)	\$122,527.51
Beach AMLIP transfers (.11)	\$34,042.60
Marine Facilities AMLIP transfers (.3)	\$9,500.00
Roads AMLIP transfers (.8)	\$76,200.00
Net Transfers to AMLIP savings (red=negative)	\$38,096.38
Net Transfers to FY17 Budget	\$38,096.38
Capital Projects Budgets	
DRC driveway	\$10,000.00
DRC skid steer loader	\$60,000.00
DRC Compost yard pad installation	\$25,000.00
SRP Bathroom	\$50,000.00
City Hall Driveway relocation	\$20,000.00
Total Capital Project Transfers	\$165,000.00

10/27/17 AMLIP account statuses from Phoebe:

CoG Main Account (.1)	\$1,174,842.68
MFC (.3)	\$88,089.90
Road Maint (.8)	\$174,858.80
Capital Projects AMLIP - merge accts. below?	
Library (.2)	\$48,493.02
GVFD (.4)	\$0.38
GCN (.5)	\$1,965.58

Public Works (.6)	\$34,962.09
Lands (.7)	\$6,563.08
DRC (.9)	\$13,982.03
Admin (.10)	\$40,550.41
Beach (.11)	\$36.02
	\$146,552.61

This would be a new account

Close this account

Close this account

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From AMLIP Gen to AMLIP Marine Fac for R&R savings

should we do more?

Roads funded from Road Maint AMLIP USFS Receipt savings

This is net reduction in AMLIP savings

Amount transferred to FY17 budget from AMLIP USFS Receipt savings

This is reappropriated unused USFS Receipts revenue from past

Replace mud quagmire with sub base rock + gravel pad

River is eroding existing driveway

All cap projects funded from AMLIP past unused revenue savings

encumbered funds - must be used for road maintenance

This would be a new account

CITY ADMINISTRATOR'S REPORT MAY GENERAL MEETING

SEPTIC PUMPING PROGRAM UPDATE

A meeting was held on May 5th with Juneau Septic to explore providing pumping services throughout the “summer” with a local employee to conduct pumping services as needed, or as scheduled. A Council workgroup heard preliminary information and a report will be provided to the Council if the topic is continued.

FEMA FUNDING UPDATE

There hasn't been much development with FEMA recently. The Mayor and I have provided the requested information and at this point we have submitted all documents needed. There are still 2 culvert projects waiting for warmer weather.

BUDGET DEVELOPMENT

The FY23 budget document has been submitted. Thanks to our Treasurer and Mayor for the valuable contributions in the creation of the document. Special recognition to the GVA and our local businesses for the **OUTSTANDING** job in keeping our economic engine roaring!

BBB INFRASTRUCTURE BILL GRANTS

The City has entered into an agreement with Solstice Alaska Consulting, Inc. for grant writing services. The City has identified 3 projects for immediate research and development: 1) clean energy heat pump conversion; 2) bike and pedestrian path; and 3) fire truck. In addition, Solstice will be looking for opportunities to match with the City's CIP. The City is working with ADOT to develop a grant project for a Wave Barrier at the State Dock/City Floats. Once the project is drafted, we will add the project to the grant worklist.

ROADS TEAM MEETING

The Roads Team continues to work on improving the roads. Ditching, brushing, and culvert work is being completed by Glacier Bay Construction (Thanks Justin & Ponch). The Mayor is taking lead on the Grandpa's Farm Road bridge project which should start soon. A shout out to the Mayor for the incredible amount of work and amazing success in getting the funding, project development, and the voluminous amounts of e-mails and conversations to make this happen – **Thanks Mike!**

STEEL FLOAT UPDATE

Western Marine will be in Gustavus to move and make repairs to the steel float in early May. It is anticipated that the float will be available for use on or about May 15th. Until the repairs are complete, the wood floats will also not be available for use.

CITY OF GUSTAVUS, ALASKA PROJECT SCOPING and DEVELOPMENT FORM

This form is to be used to document project planning and approval to assure that: project options are well-considered; the best option is put forward; initial and continuing costs and funding are addressed; and that Council approval has been given for implementation. Use this project scoping form with the Project Planning and Approval Process Flow Chart.

Answer the questions that pertain to your proposed project. Attach additional narrative pages if necessary. Type in the electronic form using as much space as you feel is necessary.

Part 1. Project Identification

Name of Project: **Meadow Paths Trailhead Parking Improvement**

City Department: **Roads** Contact: **Mike Taylor**

E-mail: **Mike@gustavus-ak.gov** Phone: **907-697-2273**

Part 2. Project Scope refers to a project's size, goals, and requirements. It identifies what the project is supposed to accomplish and the estimated budget (of time and money) necessary to achieve these goals. Changes in scope will need Council approval.

1. What is the project?
 - What are its goals and objectives?
 - The project will improve a 2000 square foot trailhead parking area on the west side of Dock Road at the boundary between City Tract B-3 and DeBoer Tract 8A. The existing muddy and unevenly worn area is already provided with two asphalt aprons from Dock Rd. It will be bladed smooth, covered with pit run gravel, and bounded with parking bumpers and/or logs with openings for the walking paths leading to the river and harbor on the City Boat Harbor Tract B-3 on the north side and into the former golf course meadows on the DeBoer Lot 8A on the south side.
 - Who/what will be aided by this project? Who are the targeted stakeholders/customers? The project will benefit users of both trail systems who park at the site. This is already a fairly heavily used parking area but is in poor condition.
 - Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey? No survey is needed. The property corner between the City and DeBoer tracts is monumented.
 - What is NOT covered by this project? What are its boundaries? See map below.



Project Map



Existing Undeveloped Trail Parking. (DeBoer Lot 8A on left, City tract B3 on right)

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

The project is not part of a larger plan, but the trail head would serve trails that connect to the Gustavus Beach Park.

5. What is your timeline for project planning?

- By when do you hope to implement the project?

Summer, 2020.

- Will the planning or final project occur in phases or stages?

No. this is a very simple project.

6. What is your budget for the planning process? Will you be using a consultant?

No budget is required for planning or design.

7. What is your rough estimate of the total cost of the planning and final product? At the least, please list cost categories. See Part 4. (Ques. 4-8) and Part 5 (Budget) for guidance.

Blading and site smoothing with Bobcat: 4 hours @ \$ /hr=

30 CY pit run gravel delivered and smoothed at \$20/CY= \$600

Total Cost: \$

Parts 3., 4., 5., 6. Project Investigation and Development

Parts 3.-6. refer to social, environmental, and financial impacts of various options. These questions will help you document your consideration of alternatives and your choice of the option providing the best value for the community. Your goal is to generate alternatives and make a recommendation from among them. Return to Part 3., "Summary" after applying Parts 4.-6.

Summary:

1. What alternative approaches or solutions were considered? Make a business case for your top two or three options by discussing how effectively each would fulfill the project goals, and by comparing the economic, social, and environmental costs vs. benefits of each one.

None

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

Parking improvement intended is simple and inexpensive

3. Identify your funding source(s).

City Road maintenance funds or separate capital funding.

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

Will this project affect:	No	Yes (+/-)	Maybe
Environmental quality? (+ = impact is beneficial; - = harmful)			
• Climate change	X		
• Streams/groundwater quality	X		
• Air quality	X		
• Soils/land quality		+	
• Fish/wildlife habitat, populations	X		
• Plant Resources (timber, firewood, berries, etc)	X		
• Invasive or pest species	X		
• Natural beauty of landscape or neighborhoods		+	
• Neighborhood character		+	
• Noise or other environmental impacts	X		
• Environmental sustainability		+	
• Hazardous substances use	X		
• Community waste stream	X		
• Light pollution at night	X		
Recreational opportunities?			
• Public land use and access		+	
• Trails/waterways		+	
• Parks		+	
• Public assembly/activities		+	
Education/training/knowledge & skill development?			
Public safety?	X		
Public health?		+	
Medical services?	X		
Emergency response?	X		
Economic performance & sustainability?			
• Employment of residents			
◦ Short-term (i.e. construction)		+	
◦ Long-term (operating and maintenance)	X		
• Cost of living reduction	X		
• Return on investment	X		
• Visitor opportunities/impressions/stays/purchases		+	
• Competitive business environment	X		
• Support for existing businesses		+	
• New business opportunities	X		
• Economic sustainability		+	
• Attractiveness of City to new residents/businesses		+	
City government performance?	X		

• Infrastructure quality/effectiveness/reach (more people)		+	
• Existing services		+	
• New services	X		
• Cost of City services	X		
• Tax income to City	X		
Transportation?			
• Air	X		
• Water	X		
• Roads		+	
Communications?			
• Internet	X		
• Phone	X		
• TV/radio	X		
Other? (type in)			

2. How does this project provide benefits or add value in multiple areas? (E.g., benefits both to the environment and to business performance.)
 The project improves recreational opportunities for residents and visitors. The trails are marked on the Gustavus Visitor map. Improving walking and hiking opportunities gives visitors more to do in Gustavus.
 Walking opportunities increase outdoor activities for residents with benefits to physical and mental health.

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

- If yes, describe projects, action or activities specifying phases where appropriate.

4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity? (e.g., will the construction of a new facility require additional roads or road maintenance or more internal City staffing?)

The improved parking area would require occasional maintenance, which could be done under the annual road maintenance contract, to include grading and snow plowing.

5. What regulatory permits will be required and how will they be obtained?

We would seek approval to construct the improvement from Alaska DNR and Alaska DOT because some of the project would be on a DNR tract and a portion may be within the DOT Dock Road ROW.

6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project?

Initial Construction Cost Estimate: \$1200. Operational Costs: \$400 annually for plowing

7. Is an engineering design or construction estimate necessary?

No

8. Will operation of the project generate any revenue for the City such as sales, user fees, or new taxes? If so, how will the new revenue be collected?

The operation will not generate revenue to the City.

Part 5. Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$0	Personnel	\$0
Project management	\$0	Benefits	\$0
Land, structures, ROW, easements	\$0	Training	\$0
Engineering work	\$0	Travel	\$0
Permitting, inspection	\$0	Equipment	\$0
Site work	\$0	Contractual	\$0
Construction	\$1,200	Supplies	\$0
Waste disposal	\$0	Utilities	\$0
Equipment	\$0	Insurance	\$0
Freight	\$0	Repair & maintenance	\$400
Contingencies	\$0	Other (list)	\$0
Other (list)	\$	Other (list)	\$0
Other (list)		Total direct costs	\$
		Indirect costs	\$
		Income (fees, taxes)	\$
		Balance: costs-income	\$500

Updated Latest Estimate Budget Line Items if Changed Date: _____

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

Part 6. Jobs and Training (required by some granting agencies)

1. What service jobs will be needed for operation and maintenance?
2. How many full-time, permanent jobs will this project create or retain?
 ____0____ Create/retain in 1-3 years
 ____0____ Create/retain in 3-5 years
3. What training is necessary to prepare local residents for jobs on this project? **None**
4. How many local businesses will be affected by this project and how? **1 for construction and maintenance. Unknown number of visitor lodges whose clients may use the trails.**

Part 7. Business Plan (Upon Council request)

Upon Council request, please prepare a business plan for the operating phase of your leading option(s). Plans will differ according to the nature of the project.

There are a number of good Internet sites that will assist you in developing a business plan. One example (12/2010): is http://www.va-interactive.com/inbusiness/editorial/bizdev/ibt/business_plan.html

Basic components of a business plan:

- The Product/Service
- The Market
- The Marketing Plan
- The Competition
- Operations
- The Management Team
- Personnel

Part 8. Record of Project Planning and Development Meetings

1. Please document the manner in which public input was received.
 - Public comment on agenda item at committee or Council meeting
 - Special public hearing
 - Dates and attendance for the above.
 - Written comment from the public (please attach)
2. Please use the following chart to document committee meetings, Council reports, and so on. Did the committee make recommendations or requests? Did the Council make requests of the committee?

Meeting Record

Event (Meeting of committee, Council report, public hearing, etc.)	Date	Agenda Posted (date)	Minutes or record attached? (yes/no)	Outcome Rec to Council, requested action of Council, etc.	No. of attendees

Part 9. Feedback to the Council

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

CITY OF GUSTAVUS, ALASKA PROJECT SCOPING and DEVELOPMENT FORM

This form is to be used to document project planning and approval to assure that: project options are well-considered; the best option is put forward; initial and continuing costs and funding are addressed; and that Council approval has been given for implementation. Use this project scoping form with the Project Planning and Approval Process Flow Chart.

Answer the questions that pertain to your proposed project. Attach additional narrative pages if necessary. Type in the electronic form using as much space as you feel is necessary.

Part 1. Project Identification

Name of Project: **Renovate Old Preschool Building**

City Department: Contact:

E-mail: Phone:

Part 2. Project Scope refers to a project's size, goals, and requirements. It identifies what the project is supposed to accomplish and the estimated budget (of time and money) necessary to achieve these goals. Changes in scope will need Council approval.

1. What is the project?
 - What are its goals and objectives? **Renovate the old preschool building into a rentable building for needed community services.**
 - Who/what will be aided by this project? Who are the targeted stakeholders/customers? **All community members will benefit from this building looking better and many people will benefit from community services offered from the renovated building including but not limited to: GVA visitor center, bike rental and repair shop, and veterinary clinic.**
 - Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey? **The Gustavus City Council has been discussing renovations of this buildings for a several years now and community support has been strong and widespread.**
 - What is NOT covered by this project? What are its boundaries? **The boundaries are the building and ground surrounding the building.**
2. Why is the project needed?
 - What community problem, need, or opportunity will it address? **This historical building has been vacant and deteriorating for many years now and presently is a non-functional waste of space. This project will make the space usable and much**

nicer looking.

- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address? **A renovated building will provide small businesses with an opportunity to rent a space in the central part of town to run their business and generate revenue for the city. Additionally, a GVA visitor center in this space will benefit the entire community and visitors.**
 - 3. Where did the idea for this project originate? (Public comments, Council direction, committee work?) **The idea was generated by Council direction with community input.**
4. Is this project part of a larger plan? (For example, the Gustavus Community Strategic Plan, or committee Annual Work Plan?) **Renovation is included in the City Capital Projects Plan.**
5. What is your timeline for project planning?
- By when do you hope to implement the project? **Immediately.**
 - Will the planning or final project occur in phases or stages? **Work will occur in stages: 1) reinstate electricity, 2) repair plumbing and heat, 3) remodel building and clear trees around building**
6. What is your budget for the planning process? Will you be using a consultant? **At this point the city has \$10,000 for this project in the Capital Projects plan. More money will be obtained through grants as needed.**
7. What is your rough estimate of the total cost of the planning and final product? At the least, please list cost categories. See Part 4. (Ques. 4-8) and Part 5 (Budget) for guidance.
Total Cost: \$10,000 starting costs

Parts 3., 4., 5., 6. Project Investigation and Development

Parts 3.-6. refer to social, environmental, and financial impacts of various options. These questions will help you document your consideration of alternatives and your choice of the option providing the best value for the community. Your goal is to generate alternatives and make a recommendation from among them. Return to Part 3., "Summary" after applying Parts 4.-6.

Summary:

1. What alternative approaches or solutions were considered? Make a business case for your top two or three options by discussing how effectively each would fulfill the project goals, and by comparing the economic, social, and environmental costs vs. benefits of each one. **The only other option considered was to leave the building to molder and decay and eventually lose all structural integrity. This option would**

be a waste of the existing structure which can be salvaged before it is too far gone.

2. What solution was chosen as the best and why is it the best? **This solution will prevent the waste of this building, which is historical and which many community members have strong ties to.**

3. Identify your funding source(s). **City and grants.**

(Potential funding sources are an Endowment Fund grant or capital funding from the City or other infrastructure grant opportunities.)

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

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

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

2. How does this project provide benefits or add value in multiple areas? (E.g., benefits both to the environment and to business performance.) **The renovated building will provide space for local businesses, restore the historical integrity of the building, and allow for increased services to the community and visitors.**
3. Are other projects related to or dependent on this project?
- Is this project dependent on other activities or actions? **No**
 - If yes, describe projects, action or activities specifying phases where appropriate.
4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity? (e.g., will the construction of a new facility require additional roads or road maintenance or more internal City staffing?) **No additional infrastructure or staffing will be required.**

5. What regulatory permits will be required and how will they be obtained? **The renovation must conform to the historical integrity of the original building as defines by the State Historic Preservation Office.**

6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project? **\$10,000 to begin process and get a realistic estimate of the cost of the entire project.**

7. Is an engineering design or construction estimate necessary? **Yes we will need to get an estimate of electricity, plumbing, and construction costs.**

8. Will operation of the project generate any revenue for the City such as sales, user fees, or new taxes? If so, how will the new revenue be collected? **Eventually the building will provide income to the city through rental or lease fees, collected by city clerk.**

Part 5. Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$0	Personnel	\$0
Project management	\$0	Benefits	\$0
Land, structures, ROW, easements	\$0	Training	\$0
Engineering work	\$0	Travel	\$0
Permitting, inspection		Equipment	\$0
Site work	\$10,000	Contractual	\$0
Construction	\$	Supplies	\$0
Waste disposal	\$0	Utilities	\$0
Equipment	\$	Insurance	\$0
Freight	\$0	Repair & maintenance	\$
Contingencies	\$	Other (list)	\$0
Other (list)	\$	Other (list)	\$0
Other (list)		Total direct costs	\$
		Indirect costs	\$
		Income (fees, taxes)	\$
		Balance: costs-income	

Updated Latest Estimate Budget Line Items if Changed Date: _____

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

Part 6. Jobs and Training (required by some granting agencies)

1. What service jobs will be needed for operation and maintenance? **None**
2. How many full-time, permanent jobs will this project create or retain? **None**
 _____ Create/retain in 1-3 years
 _____ Create/retain in 3-5 years
3. What training is necessary to prepare local residents for jobs on this project? **No**
4. How many local businesses will be affected by this project and how? **A wide variety of local business may benefit from this project.**

Part 7. Business Plan (Upon Council request)

Upon Council request, please prepare a business plan for the operating phase of your leading option(s). Plans will differ according to the nature of the project.

Old Preschool Building Renovation 4/30/22

1. Electricity redo, meter not there - need evaluation – Nixon
2. Heat pump and electric heat - need 240v outlet - Nixon
3. Plumbing - need plumber evaluation - Berry
4. Check monitor and get it working until heat pump - Berry
5. Remove rest of stuff in main room
6. Check in with SHPO on how much can be changed on exterior of building
7. Investigate foundation for both porches
8. Front porch - replace or remodel?
9. Replace back porch
10. Dry wall in entry room needs repair
11. Ceiling in main room - needs replacement
12. Broken window panes in 1 window – replace all windows
13. 9x9 floor tiles prob asbestos, only exposed in bathroom
14. Trim willow
15. Remove trees by building
16. Scrape and paint outside

There are a number of good Internet sites that will assist you in developing a business plan. One example (12/2010): is http://www.va-interactive.com/inbusiness/editorial/bizdev/ibt/business_plan.html

Basic components of a business plan:

- The Product/Service
- The Market
- The Marketing Plan
- The Competition
- Operations
- The Management Team
- Personnel

Part 8. Record of Project Planning and Development Meetings

1. Please document the manner in which public input was received.
 - Public comment on agenda item at committee or Council meeting
 - Special public hearing
 - Dates and attendance for the above.
 - Written comment from the public (please attach)
2. Please use the following chart to document committee meetings, Council reports, and so on. Did the committee make recommendations or requests? Did the Council make requests of the committee?

Meeting Record

Event (Meeting of committee, Council report, public hearing, etc.)	Date	Agenda Posted (date)	Minutes or record attached? (yes/no)	Outcome Rec to Council, requested action of Council, etc.	No. of attendees

Part 9. Feedback to the Council

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



City of Gustavus Capital Improvement Plan

Project Nomination Short Form

Item #10.

Project eligibility

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

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

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

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

1. Project title (Suggested heading in CIP): **Library Bike Shed**

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

The community of Gustavus and its visitors enjoy, and depend upon, using bicycles for transportation. This project would provide a covered bike shed that could be used year-round by library patrons. The shed would be large enough to hold 20 bikes and to accommodate bikes with carts.

This structure would be placed near where the current bike rack is located, which is on the far side of the parking lot facing the forest (not the school).

This structure would serve more than one purpose. Not only would it provide a covered space for bikes, but it would also provide a covered space for outdoor programming in inclement weather and a covered space for patrons to use for internet access when the library is closed. We plan to include benches and small tables for patrons to use inside the structure.

Patrons have long complained about the lack of a covered space to park their bikes at the library. Some patrons squeeze their bikes underneath of the small covered area at the back entrance of the library. This is problematic since it is an entrance and exit and our outdoor book drop is located there. When bikes are parked there it blocks access to the door and the book drop.

This structure would provide a covered space to park bikes, hold programming, and for after-hours internet use. It would also be a way to encourage more patrons to use their bikes, thus reducing our city's carbon footprint.

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

We have a conceptual design and an estimate for the cost. We would need to fine tune the design and cost, but it would be a simple design of wood construction, yet lovely to look at.

4. Project cost:

A. TOTAL COST (including funds already secured) = **\$32,000**

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

Preconstruction costs = \$1,200 Construction costs = \$30,800

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

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

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

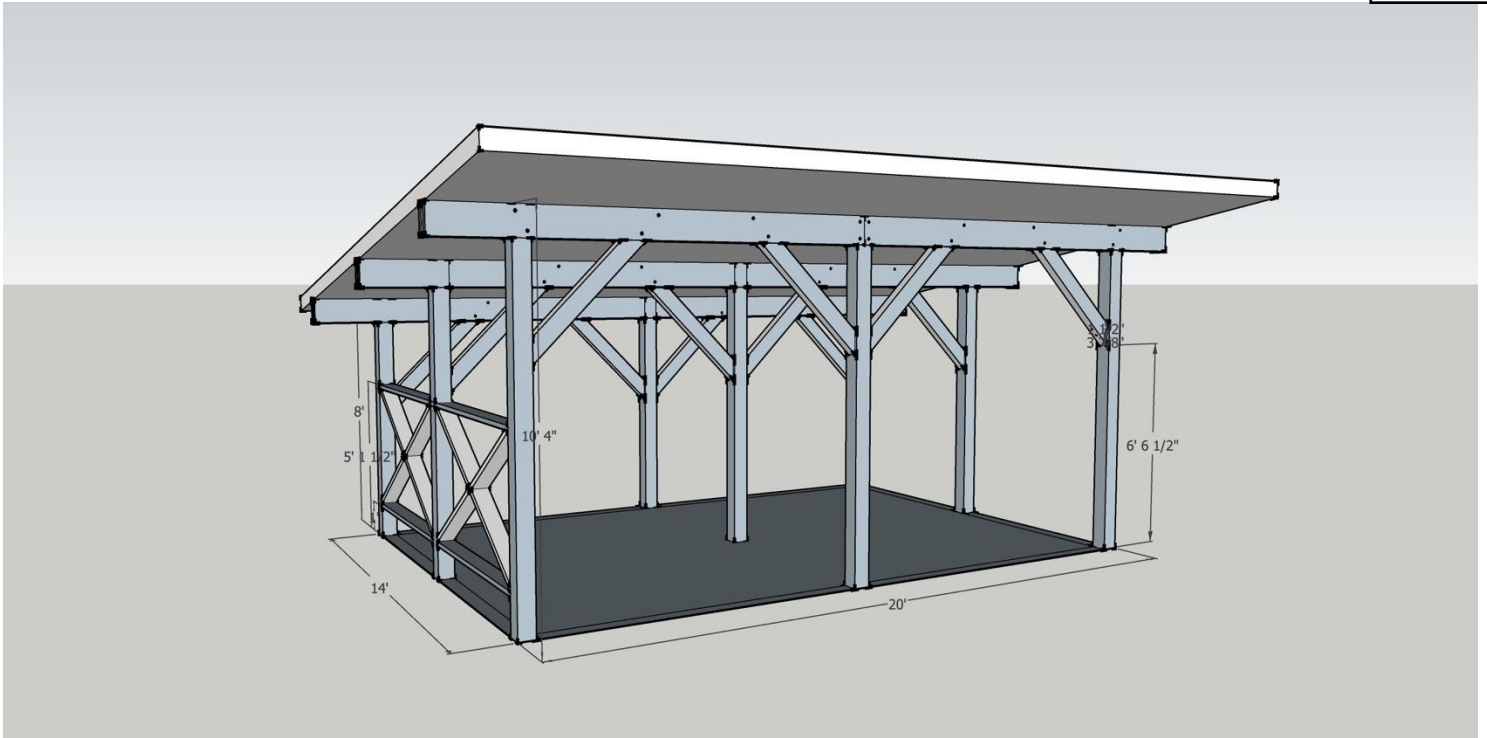
For construction projects:

B. Preconstruction phase to be completed by: **June 2022**

C. Construction phase to be completed by: **June 2023.**

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

Item #10.



7. Date and name of person submitting form.

Jessie Soder

April 21, 2022

CERTIFICATE OF RECORDS DESTRUCTION

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

1. Agency/Locality City of Gustavus	2. Division/Department Desk of the City Clerk	3. Person Completing Form Karen Platt CMC, City Clerk
4. Address, City, State & Zip P.O. Box 1, Gustavus, AK 99826	5a. Telephone Number 907-697-2451	5b. E-mail Address clerk@gustavus-ak.gov

6. Records to Be Destroyed

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
C-20 (5yrs)	Committee Files	2015-17	Clerk Files	3 File Folders	Recycle
C-18 (6yrs)	Contract-Construction	2015-16	Clerk Files	2 File Folder	Shred
PW-1 (3yrs)	Procurement	2017	Clerk Files	1 File Folder	Recycle
C-21 (6 yrs)	Clerk General	2014	Clerk Files	1 File Folder	Recycle
A-12 (10yrs)	Accounting – Payroll	2002	Treasurer Files	1 Document	Shred

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 FY22-12NCO
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
DEPARTMENT BUDGETS FOR FISCAL YEAR 2022**

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 2022 estimated expenditures have changed from the estimates in the approved budget.

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

Budget Category	Amounts		
INCOME	Original Budget	Amended Budget	Change
DRC Income: Community Chest Sales	\$ 13,500.00	\$ 11,500.00	\$ 2,000.00
DRC Income: Landfill Fee/Sales	\$ 69,000.00	\$ 69,500.00	\$ 500.00
DRC Income: Recyclable Material Sales	\$ 3,600.00	\$ 5,100.00	\$ 1,500.00
DRC Income: DRC Income - Other	\$ 0.00	\$ 500.00	\$ 500.00
Total Change in Income			\$ 500.00
EXPENSE	Original Budget	Amended Budget	Change
Marine Facilities: Wages <i>Moving floats 20hr.20,89pr/hr.</i>	\$ 17,756.00	\$ 18,173.80	\$ 417.80
Marine Facilities: 457b) Emp. Contrib. <i>7% of 417.80</i>	\$ 1,242.96	\$ 1,272.21	\$ 29.25
DRC: Contractual Services <i>Clean Harbors HHW event in May.</i>	\$ 37,700.00	\$ 47,700.00	\$ 10,000.00
DRC: Equipment - Fuel	\$ 1,700.00	\$ 2,125.00	\$ 425.00
DRC: Equipment – Maintenance & Repair	\$ 4,000.00	\$ 4,325.00	\$ 325.00
DRC: Events & Celebrations <i>No Thank You dinner for CC volunteers due to Covid</i>	\$ 250.00	\$ 0.00	\$ 250.00
DRC: Fundraising <i>Increase to purchase t-shirts</i>	\$ 0.00	\$ 600.00	\$ 600.00
DRC: Training <i>Decrease to match actual training expenditures</i>	\$ 750.00	\$ 125.00	\$ 625.00
DRC: Travel <i>No travel anticipated</i>	\$ 500.00	\$ 0.00	\$ 500.00

GVFD: CP-22-01 Structural Firefighting Gear \$ 0.00 \$ 50,000.00 \$ 50,000.00

15 sets of fire gear. Prices went up since last quotation CIP2022

AMLIP: Capital Improv Long-Term \$ 388,891.48 \$ 338,891.48 \$ 50,000.00

To fund CP-22-01 Structural Firefighting Gear

GVFD: Contractual Services \$ 6,900.00 \$ 13,400.00 \$ 6,500.00

Engineering plans to install a tower foundation

ADMIN: Payroll Expenses: Wages \$ 138,740.16 \$ 153,740.16 \$ 15,000.00

Adding 512hrs more hours to the treasurer. Over 22.87hrs

ADMIN: Expense: Advertising \$ 360.00 \$ 860.00 \$ 500.00

Advertising for Tom position

Library: Utilities: Fuel Oil \$ 4,000.00 \$ 6,000.00 \$ 2,000.00

Total Change in Expense **\$ 34,422.05**

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: April 11, 2022

DATE OF PUBLIC HEARING: May 09, 2022

PASSED and **APPROVED** by the Gustavus City Council this ____ day of _____, 2022.

Michael Taylor, Mayor

Attest: Eduarda Loggins, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY22-13NCO
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
DEPARTMENT BUDGETS FOR FISCAL YEAR 2022**

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 2022 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:

EXPENSE	Original Budget	Amended Budget	Change
AMLIP: Reserve <i>To fund ITB FY22-01 RM</i>	\$ 884,489.71	\$ 334,489.71	\$ 550,000.00
Capital Projects: ITB Grandpa`s Road Bridge <i>Project ITB FY22-01 RM</i>	\$ 0.00	\$ 550,000.00	\$550,000.00

Total Change in Expense	\$ 0
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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: *April 25, 2022*

DATE OF PUBLIC HEARING: *May 09, 2022*

PASSED and **APPROVED** by the Gustavus City Council this ____ day of _____, 2022.

Michael Taylor, Mayor

Attest: Eduarda Loggins, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY22-14NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE ESTABLISHMENT
AND ADOPTION OF THE BUDGET FOR FISCAL YEAR 2023**

BE IT ENACTED BY THE CITY OF GUSTAVUS 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, 2022, through June 30, 2023, and is made a matter of public record.
- Section 3.** Effective Date. This ordinance becomes effective upon its adoption by the City Council.

DATE INTRODUCED: *May 9, 2022*

DATE OF PUBLIC HEARING: *June 13, 2022*

PASSED and **APPROVED** by the Gustavus City Council this ____ day of _____, 2022.

Michael Taylor, Mayor

Attest: Eduarda Loggins, City Treasurer

Attest: Karen Platt CMC, City Clerk



City of Gustavus

PO Box 1

Gustavus, Alaska 99826

Phone: (907) 697-2451

City of Gustavus Budget Fiscal Year 2023

FY22-14 NCO Attachment

Approved by the Gustavus City Council June XX, 2022

FY 2023 City of Gustavus Operating Budget

This document contains the City of Gustavus operating budget for fiscal year 2023 (FY23: July 1, 2022, through June 30, 2023). 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.

FEMA (Federal Emergency Management Agency) December 2020 Flood

The flood event in December 2020 caused significant damage to the city's road infrastructure, as well many private properties. The City applied to FEMA for funding to address the costs of recovery and restoration of the City's infrastructure. As of the writing of this document, the City is anticipating approximately \$120,000 that will reimburse our FY22 budget. However, any funds received in FY22 will likely be carried over to FY23 and will be represented within the appropriate line-item. Most projects within the application have been completed and are working their way through payment process. There are two projects that are waiting for the roads to thaw to allow completion of the work for those projects.

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 to help state, local, and tribal governments bridge budget shortfalls and mitigate the fiscal shock.
 - Some funds to municipalities will be able to be used to offset lost revenue. This is in contrast to the CARES Act funds which did not allow this use. As a result, ARP Act funds are included in the FY22 budget to offset a predicted slower 2021 summer season than a typical year.
- Funds will be distributed by the U.S. Treasury to states to pass-through to municipalities. State of Alaska will likely distribute these funds using a formula similar to how Community Assistance Program funds are allocated. For FY22 we received **\$102,543.96** and expect to receive the same amount for FY23.
- Funds for the Coronavirus Local Fiscal Recovery Fund - Local Government Lost Revenue Relief for FY22 is **\$161,525.64** and the FY23 amount is expected to be the same.

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 been increasing, with revenues as of April 20, 2022, showing FY22 at **\$386,729.56** exceeding the FY21 receipts of \$2245,690.61 and appears to indicate a return to the upward trending reflecting the success of our local businesses

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 April 20, 2022, the FY22 revenues are **\$35,821.41**.

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 April 20, 2022, FY22 room tax receipts were just over **\$81,317.84**, signaling a return to the pre-pandemic growth trend.

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 suggests 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 April 20, 2022, FY22 revenues are at **\$8,860.00**.

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. The DRC and Community Chest revenue for FY22 has been budgeted lower than a typical year with predicted lower volume of solid waste being processed and the Community Chest at below normal revenue. For FY23, the DRC is increasing landfill fees by 5% which is reflected in the FY23 revenues for the department.

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 FY22. 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 FY22 revenues as of April 20, 2022, show \$24,630.00. 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 FY23 the projection is a bit higher based on the requested amount of pit run. 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. Commercial vessel fee revenue is budgeted slightly lower than a typical year due to the continued uncertainties from the pandemic. The FY22 Marine Facilities expense budget reflects the increased contractual services expense for the corresponding float transport costs. With the difficulties in moving the steel float in the Fall of 2022, alternative strategies were developed that should reduce the cost of movement of the float. With the prospect of repeating the operations through FY23 we are able to confidently forecast expenses. In addition, discovery of the maintenance schedule of the steel float has required a \$10,000 increase to the Marine Facilities maintenance budget for FY23. Future maintenance budgets will include an increase from the FY22 maintenance budget but should be well below the FY23 need.

The **Gustavus Public Library** budgeted income is lower for because of the \$10,000.00 grant that was received in FY22. The city budget's fundraising line-item is almost solely for library activities beginning with FY19.

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 FY22 on December 27, 2020, with the Consolidated Appropriations Act, 2021 (P.L. 116-260). The FY23 city budget roughly matches the FY22 projection. The FY22 PILT application was submitted, and the FY22 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/dkra/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.

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 FY23 funding. Future funding of this program is uncertain as the Governor has vetoed full funding for this program in the past. However, the Legislature has taken up the CAP in the spring FY2022 session and we are optimistic the program will be 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 FY22 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. The FY22 budgeted revenue is decreased from previous years due to decreased receipts in recent years and uncertainties in the regional commercial fisheries. The FY22 funds were \$896.34 and FY23 will project the same amount.

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 were actually used in FY20 due to changes in revenues and expenses and the assistance of CARES Act funds for some payroll. The initial FY22 budget surplus is \$100,000. However, this figure is fluid as we will have adjustments before the end of FY22 and we expect minor changes to the amount.

B. Expenditures

1. Payroll

The FY23 budget adjusts payroll to better serve the community. A temporary half-time Library Assistant position was included in the budget for half the year for a cataloging project and other duties. An operator position for the Disposal & Recycling Center (DRC) is included for FY23 to prepare for the DRC Manager/Operator's upcoming retirement. Wage increases for the Clerk, Treasurer, both Library Directors, and the Marine Facilities Coordinator. The City Administrator position is proposed as a salary position. DRC staff, Treasurer, both Library Directors, and the Clerk have increased hours. Because the funding for COVID testing ended January 31, 2022, the City Council funded a reduced testing schedule for the remainder of FY22. The testing schedule is funded for FY23.

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 4.9% 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 2023 plan have not yet been announced for the policy year 6/1/22-5/31/23. For new regular/permanent employees wishing to enroll, the employee is responsible for 20% of the premium cost.

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. FY22's budget remained the same, with less visits and work-up being performed but more equipment online, resulting in slightly higher monthly maintenance fees.

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 FY23, the GVA is requesting \$35,600.

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 of the 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. The FY23 budget increased to account for some deferred maintenance.

7. Review Services and Audit

The City of Gustavus will likely receive enough state or federal funds to trigger a mandatory single audit; the last was in FY15. 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. The City Council considered budgeting for a full audit in FY21 after the completion of FY20, as that marked five years since the last audit, at an estimated cost of \$30,000. However, because of the funds received for ARPA and FEMA, the City Council has funded a single audit, regardless if the \$750,000 is reached.

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 10% 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 FY23.

10. Contractual Services

The FY23 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. No Household Hazardous Waste event is budgeted, as had been done for FY18 and FY20 (although FY20 was canceled due to COVID-19), but if the summer 2021 revenue is much higher than expected, this is a popular event, and is scheduled for spring 2022. The library's contractual budget includes funds for custodial service. The GVFD's contractual work for building maintenance was included in this line-item in the past, but beginning with FY21, this expense is listed under Building: Maintenance & Repair.

11. Professional Services

The FY23 budget increases 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.

12. Equipment

GVFD's equipment purchase budget is generally used as a match for equipment grants received.

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 2022

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.

On December 2, 2020, the City of Gustavus experienced a flood event damaging roads and properties in town, especially downstream of the gravel pits through the Wilson Road neighborhoods. A state disaster was declared for the region, followed by a federal disaster declaration on February 17, 2021. Road repair and flood mitigation occurred immediately after the event, and these expenditures are being submitted to FEMA for reimbursement. This flood response expense is included in the amended FY22 budget along with projected disaster relief funds. An additional \$105,000 in proposed drainage improvement and road repair projects has also been submitted to FEMA for approval, and if funded, would be utilized in the road maintenance budget and/or the newly established Disaster and Emergency line item.

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 will come for reimbursement funds from FEMA.

3. Disposal & Recycling Budget

The DRC will increase landfill fees by 5% beginning in FY23. The increase is necessary to cover increase 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 first two project priorities are the Bile/Pedestrian trail from the NPS to the airport, and along Dock Road.

G. Summary

The promising revenue trends looks to be returning after the pandemic. FY22'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 the CARES Act and ARP Act. The summer 2021 visitor season has demonstrated the fruits of the hard work by the Gustavus Visitor's Association and the resiliency our local businesses. The 2022 visitor season looks very promising with increases in activity from 2021. Congratulations to all for the grit shown during this unprecedented disruption and beginning to our recovery.

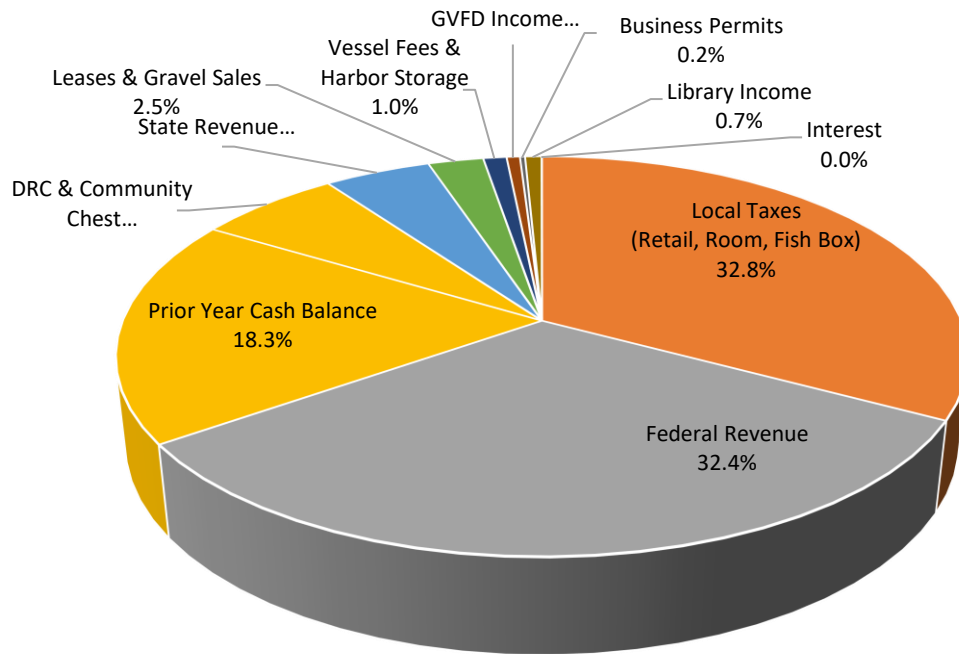


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City of Gustavus Financial Summary Fiscal Year 2023

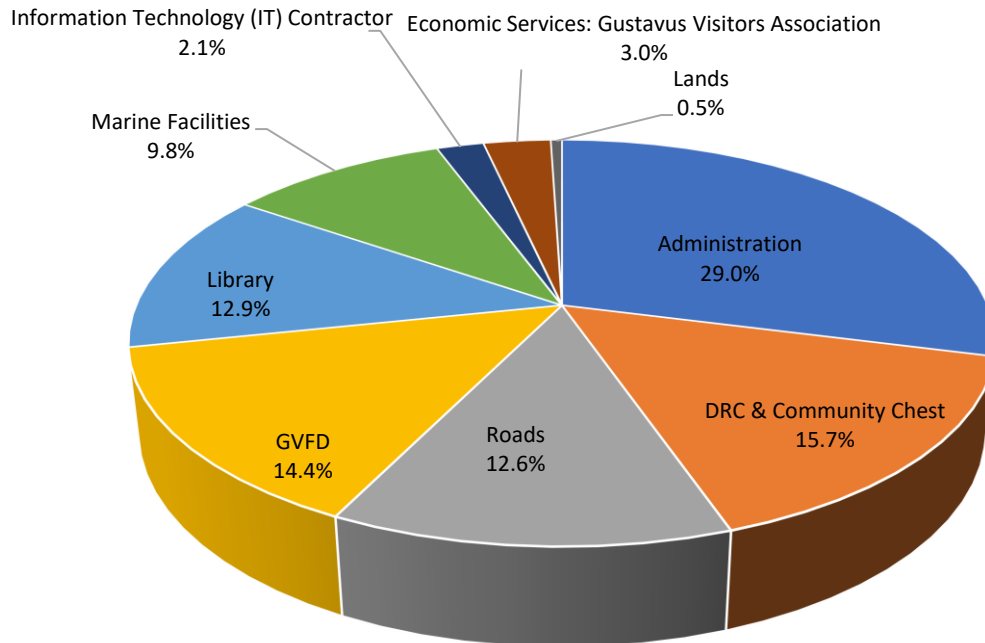
May 2022

FY23 Budgeted General Fund Revenues



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

FY23 Budgeted General Fund Expenses

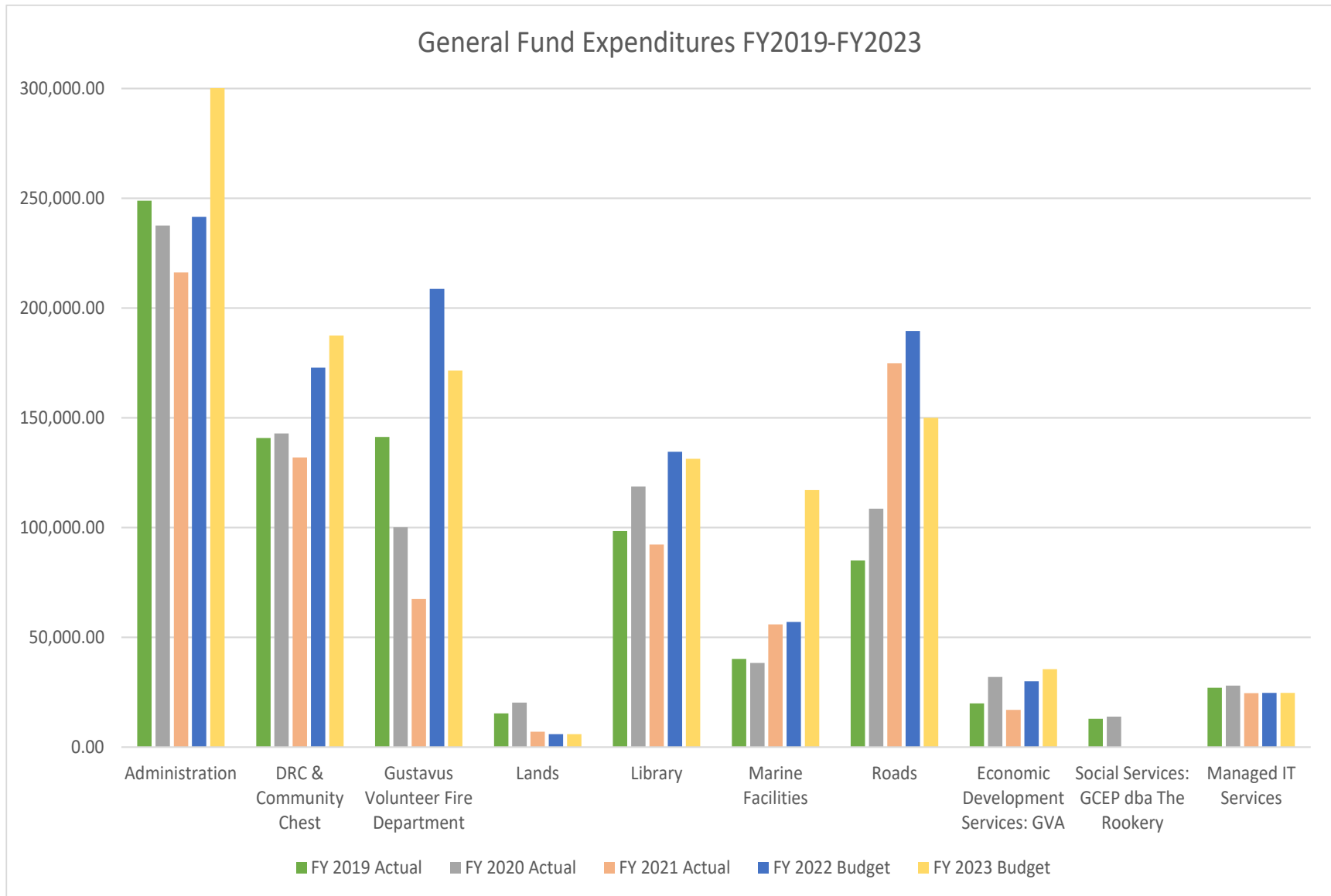


City of Gustavus General Fund Revenue & Expenditure Recap FY18-FY23

	Actual	Actual	Actual	FY21 Actual	Actual to date April 20	Budget
	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	FY22	FY23
Ordinary Income/Expense						
Income						
Admin Fees	0.00	30.00		0.00		0.00
Business License Fees	3,900.20	4,150.00	3,575.00	4,150.00	2,250.00	3,700.00
Donation - Inter-library Loans				20.00		
Donations	1,467.00	1,117.50	2,531.00	384.00	120.00	1,800.00
DRC Income						
Community Chest Sales	15,277.00	16,243.60	10,743.49	8,501.45	8,803.80	11,500.00
Landfill Fees paid @ City Hall	28,483.47	31,295.99	30,052.18	14,478.75	17,664.66	18,000.00
Landfill Fees/Sales	45,722.65	46,888.90	46,595.27	54,013.65	36,580.71	72,450.00
Recyclable Material Sales	6,354.27	7,776.65	3,612.62	7,890.72	4,599.62	3,600.00
DRC Income - Other	0.00	0.00	0.00		0.00	0.00
Total DRC Income	95,837.39	102,205.14	91,003.56	89,438.57	67,648.79	105,550.00
Federal Revenue						
ARPA					102,543.96	102,543.96
Lost Rev ARPA					161,525.64	161,525.64
FEMA						95,000.00
Natl Forest Receipts-Encumbered	53,927.79	45,494.92	44,228.25	38,572.14	47,599.28	50,000.00
Payment In Lieu of Taxes	107,545.26	107,167.43	115,419.89	113,760.06	121,077.95	121,078.00
Total Federal Revenue	161,473.05	152,662.35	159,648.14	152,332.20	432,746.83	530,147.60
Fundraising	1,155.00	556.00	1,441.00	960.00	200.00	600.00
GCN Income						
GVFD Income						
Ambulance Billing	5,742.10	9,659.71	9,964.55	7,237.45	728.20	9,000.00
ASP	1,360.00	625.00	805.00	1,420.00	565.61	600.00
Training		30.00	2,610.00	0.00	150.00	150.00
GVFD Income - Other		390.00			885.00	
Total GVFD Income	7,102.10	10,704.71	13,379.55	9,617.45	2,328.81	9,750.00
Interest Income	875.84	698.82	362.22	189.43	189.74	350.00
Lands Income						
Gravel Pit Gravel Sales	9,906.00	11,360.00	17,552.00	27,354.00	24,630.00	27,000.00
Total Lands Income	9,906.00	11,360.00	17,552.00	27,354.00	24,630.00	27,000.00
Lease Income	13,470.35	12,720.35	13,125.67	13,125.67	7,190.32	13,753.67
Library Income	1,597.28	1,174.70	727.60	521.50	12,063.50	500.00
Marine Facilities Income						
Facilities Usage Fees	4,965.00	1,170.00	1,845.00	2,635.00	2,600.00	2,500.00
Commercial Vessel Registration	9,000.00	9,210.00	8,275.00	18,000.00	3,925.00	10,000.00
Private Vessel Registration	5,450.00	4,940.00	5,095.00	5,505.00	1,685.00	5,000.00
Storage Area Fee	1,210.00	1,790.00	2,115.00	2,100.00	760.00	1,700.00
Marine Facilities Income - Other	13.23	1.00		0.00		
Total Marine Facilities Income	20,638.23	17,111.00	17,330.00	28,240.00	8,970.00	19,200.00
Other Income			3,777.00	0.00	7.00	
State Revenue						
Community Assistance Program	88,824.00	85,461.43	82,845.41	75,180.66	77,370.21	77,598.84
Liquor Share Tax		3,350.00				
Shared Fisheries Business Tax	1,921.08	1,884.12	541.68	1,045.27	896.34	896.00
Total State Revenue	90,745.08	90,695.55	83,387.09	76,225.93	78,266.55	78,494.84
Tax Income						
Retail Tax Income	356,826.45	392,649.12	375,941.24	245,690.61	386,729.56	400,000.00
Remote Sellers Retail Tax	0.00	0.00	12.49	17,803.44	35,821.41	35,000.00
Room Tax Income	75,150.61	70,505.72	78,574.79	24,926.88	81,317.84	90,000.00
Fish Box Tax	13,535.69	12,350.00	12,190.00	8,560.00	8,860.00	7,500.00
Penalties & Interest	5,449.72	25,160.35	4,212.74	2,080.38	6,111.97	4,000.00
Tax Exempt Cards	200.00	320.00	250.00	280.00	180.00	300.00
Seller's Compensation Discount	-788.30					
Total Sales Tax Income	450,374.17	500,985.19	471,181.26	299,341.31	519,020.78	536,800.00
Total Income	858,541.69	906,171.31	879,021.09	696,386.06	1,155,625.32	1,327,646.11
Gross Profit	858,541.69	906,171.31	879,021.09	696,386.06	1,155,625.32	1,327,646.11

	Actual	Actual	Actual	FY21 Actual	Actual to date April 20	Budget
	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	FY22	FY23
Ordinary Income/Expense						
Expense						
Administrative Costs	3,300.02	28,578.93	2,013.88	2,133.70	1,338.90	35,000.00
Advertising	75.00	503.57	150.00	0.00	408.67	100.00
Bad Debt	620.61		2,598.10			
Bank Service Charges	2,223.32	2,719.62	2,973.90	3,901.08	4,973.91	4,750.00
Building						
Insurance	5,326.35	6,942.37	8,092.42	10,379.34	11,086.66	10,650.90
Maintenance & Repair	16,462.30	9,570.61	15,887.18	6,066.42	5,302.38	9,900.00
Total Building	21,788.65	16,512.98	23,979.60	16,445.76	16,389.04	20,550.90
Cash Short/Over						
Contractual Services				0.00		
Ambulance Billing Expense	400.00	1,371.10	1,340.34	722.55	189.02	1,300.00
Gravel Pit Survey			13,347.89	0.00		
Managed IT Services	4,930.00	27,040.00	26,870.00	24,608.00	18,540.00	27,450.00
Contractual Services - Other	43,114.94	23,106.57	26,286.91	28,914.00	12,688.89	79,600.00
Total Contractual Services	48,444.94	51,517.67	67,845.14	54,244.55	31,417.91	108,350.00
Dues/Fees	5,950.98	7,477.94	7,637.99	7,910.38	9,500.20	10,050.00
Economic Development Services						
GVA	0.00	20,000.00	32,000.00	17,000.00	30,000.00	35,600.00
Total Economic Development Service	0.00	20,000.00	32,000.00	17,000.00	30,000.00	35,600.00
Election Expense	212.17	276.70	202.16	87.34	329.92	250.00
Equipment						
Equipment Fuel	1,240.30	1,553.87	1,467.32	1,211.88	1,631.02	2,200.00
Equipment Purchase	15,165.12	9,731.03	9,031.83	5,505.80	10,905.74	9,500.00
Insurance	185.42	226.00	234.24	242.49	237.99	242.49
Maintenance & Repair	2,477.50	2,860.03	3,288.32	6,914.64	3,005.97	4,000.00
Equipment - Other	0.00		6,471.60	0.00		
Total Equipment	19,068.34	14,370.93	20,493.31	13,874.81	15,780.72	15,942.49
Events & Celebrations (inc. holiday gi	2,500.00	2,995.00	3,852.85	3,587.70	3,570.51	4,100.00
Freight/Shipping	17,871.54	19,762.81	23,707.22	14,901.65	17,402.22	30,000.00
Fundraising Expenses	1,437.64	0.00	936.27	8.00	250.00	500.00
General Liability	4,424.75	3,827.10	10,890.44	11,575.44	19,963.18	19,963.00
Gravel Pit Fund				6,000.00	6,000.00	6,000.00
Library Materials	295.59	317.81	599.80	598.71	1,450.37	2,700.00
Marine Facilities						
Insurance	1,654.51	1,625.46	1,851.36	2,368.37	2,486.20	2,368.37
Maintenance & Repairs	5,073.80	2,538.69	27.40	3,787.33	3,000.00	18,000.00
Total Marine Facilities	6,728.31	4,164.15	1,878.76	6,155.70	5,486.20	20,368.37
Occupational Health	0.00	0.00	0.00	0.00	500.00	500.00
Payroll Expenses						
Wages	257,967.85	327,183.30	306,984.71	266,397.49	248,580.92	490,179.96
Payroll Taxes	24,880.21	31,022.95	29,098.50	27,311.14	23,769.19	43,426.23
Paid Time Off (PTO)	12,427.32	12,469.46	8,973.84	21,077.99	10,105.90	0.00
Sick Leave				2,703.10	2,810.17	0.00
Health Insurance (company paid)	3,679.98	17,093.92	13,755.50	5,466.72	4,539.96	20,155.20
Health Insurance Stipend	17,683.22	10,107.50	12,310.15	14,035.37	7,433.40	13,500.00
457(b) Employer Contribution	10,300.95	19,321.35	17,711.64	17,510.95	10,042.57	30,023.00
Health Insurance Reimbursement				0.00		
Workers Comp Insurance	13,059.33	6,019.58	7,900.59	5,643.60	8,927.58	8,585.89
Payroll Spot Awards - all depts				0.00		
Payroll Expenses - Other (inc. PT	115.72	2,362.87	8,329.28	-2,506.72	-10,802.72	230.00
Total Payroll Expenses	340,114.58	425,580.93	405,064.21	357,639.64	305,406.97	606,100.28
Professional Services	25,506.70	26,707.42	14,570.00	15,801.65	11,557.50	25,000.00
Public Relations	1,006.65	728.34	211.74	314.86	250.00	1,000.00
Relocation						
Repair & Replacement Fund		20,095.76	25,354.66	24,772.13	16,545.71	16,545.71

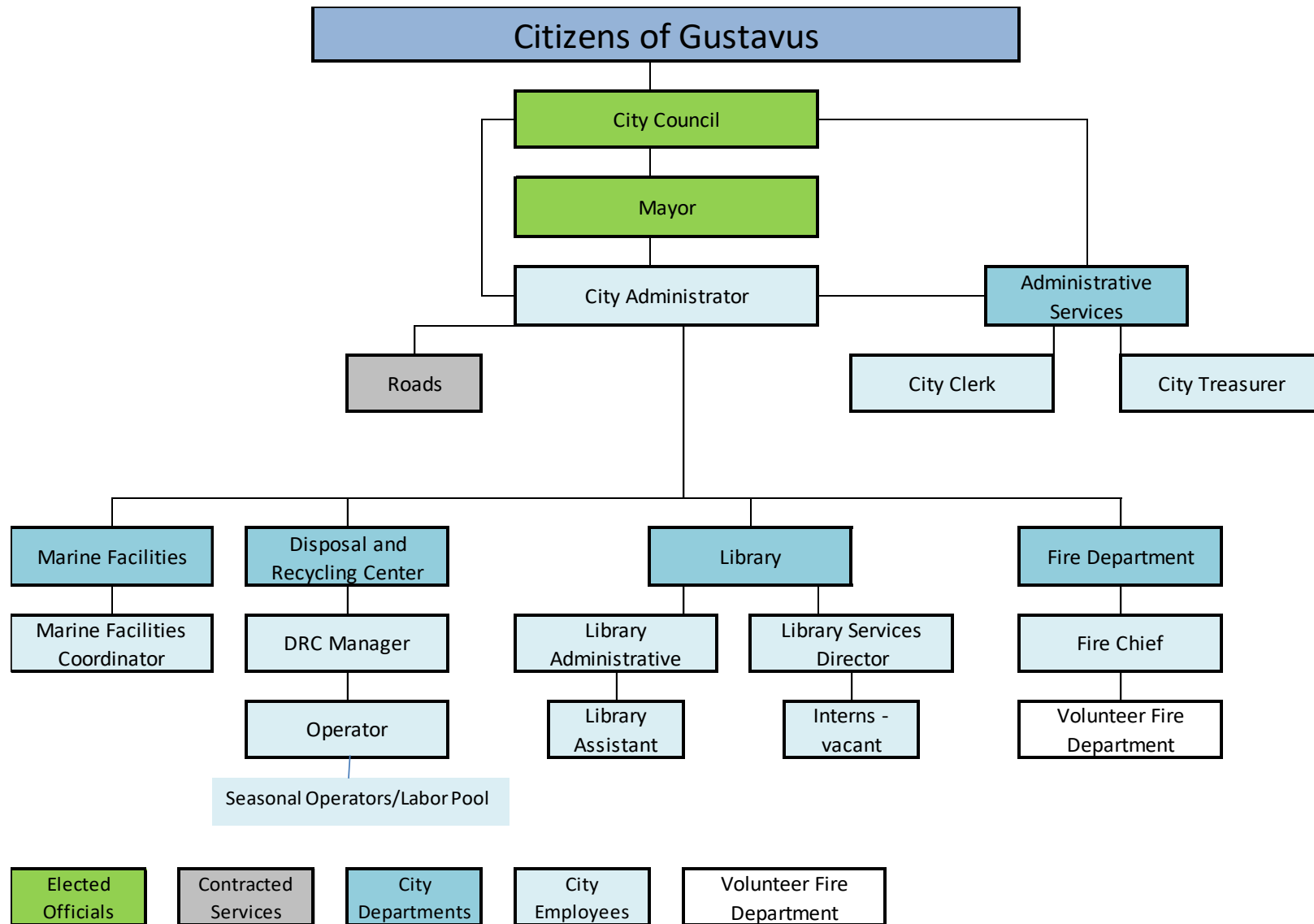
	Actual	Actual	Actual	FY21 Actual	Actual to date April 20	Budget
	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	FY22	FY23
Expense						
Road Maintenance				0.00		
Grading	42,605.75	34,129.50	35,512.50	35,160.50	52,385.00	
Snow Plowing	23,592.50	4,668.98	35,061.55	29,775.10	72,814.50	
Road Maintenance - Other	37,001.99	46,198.50	37,779.58	109,879.84	64,331.60	245,000.00
Total RM & Emg Dis	103,200.24	84,996.98	108,353.63	174,815.44	189,531.10	245,000.00
Social Services				0.00		
GCEP dba The Rookery	10,540.00	12,964.00	13,890.00		0.00	0.00
Total Social Services	10,540.00	12,964.00	13,890.00	0.00	0.00	0.00
Stipend				3,000.53	3,000.00	10,000.00
Supplies	17,062.52	17,404.31	14,934.01	11,245.58	14,564.21	22,250.00
Telecommunications	21,430.16	19,194.90	19,824.34	17,136.62	15,234.86	21,540.00
Training	8,887.29	10,634.69	8,422.94	1,971.00	6,929.99	6,950.00
Travel	13,759.65	15,913.45	7,816.87	0.00	518.00	8,000.00
Utilities						
Electricity	8,579.05	8,482.45	7,763.45	9,095.45	7,885.98	9,300.00
Fuel Oil	4,117.02	7,871.66	7,650.35	7,165.81	12,288.98	14,000.00
Total Utilities	12,696.07	16,354.11	15,413.80	16,261.26	20,174.96	23,300.00
Vehicle						
Fuel	840.80	497.34	341.77	490.99	203.20	1,200.00
Insurance	3,488.84	3,503.26	3,445.93	3,561.22	3,568.25	3,635.67
Maintenance & Repair	971.92	832.66	0.00	63.98	1,766.10	2,000.00
Mileage Reimbursement	266.03	1,557.09	1,301.75	1,843.46	1,270.99	1,950.00
Total Vehicle	5,567.59	6,390.35	5,089.45	5,959.65	6,808.54	8,785.67
Total Expense	694,713.31	829,990.45	840,705.07	787,343.18	755,283.59	1,309,196.42
Net Ordinary Income	163,828.38	76,180.86	38,316.02	-90,957.12	400,341.73	18,449.69
Other Income/Expense						0.00
Other Income						
Encumbered Funds for Road Maintenance	48,922.45	39,502.06	60,303.38	62,118.87	47,599.28	0.00
Other Savings for Road Maintenance				37,881.13		0.00
Prior-Year Cash Balance				0.00		300,000.00
Total Other Income	48,922.45	39,502.06	60,303.38	100,000.00	47,599.28	300,000.00
Net Other Income	48,922.45	39,502.06	60,303.38	100,000.00	47,599.28	300,000.00
Net Income	212,750.83	115,682.92	98,619.40	9,042.88	447,941.01	318,449.69



City of Gustavus Payroll Summary FY22-FY23

FY23:	FTE	Hourly Wage (with COLA)	Hrs/year	Wage Total	457(b) Employer Contribution (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	FY21 Budget for Comparison	FY20 Budget for Comparison
Admin. Dept.										\$521.93	\$230.00	\$231,518.16	\$159,697.31	\$170,414.67
Administrator	salaries	\$100,000.00	---	\$100,000.00	\$7,000.00	\$2,400.00	\$8,568.60	\$117,968.60						
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						
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	\$45,984.36	\$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		\$106,550.01	\$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:				\$490,179.96	\$30,023.00	\$13,500.00	\$43,426.23	\$539,862.24	\$20,155.20	\$8,585.89	\$230.00	\$606,100.28	\$448,469.35	\$462,853.63
New regular (permanent) employees enrolling in Group Health Plan pay 20% of premium, per Resolution CY20-15.														
DRC FY22 notes: New regular position of Operator added, and Manager reduced hours. Assistant position reduced with Operator online. Pool hours increased to 1,016.														
Lib. Assistant: 20hrs/wk 7/1/22-12/31/22 if needed for full 6 mos														
Clerk increase to 27/hr 32/wk														
Treasurer increase to 27.23/hr 37/wk														
Marine Facilities increase to 25/hr														
Lib Dir increase to 25/hr and increase hrs to 30/wk														
2 Covid Testers 25/hr 28/wk 5/mts (Summer)														
1 Covid Tester 25/hr 9/wk 9/mts (Winter)														
FY22:	FTE	Hourly Wage (with no COLA)	Hrs/year	Wage Total	457(b) Employer Contribution (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	FY21 Budget for Comparison	FY20 Budget for Comparison
Admin. Dept.										\$375.01	\$230.00	\$168,762.86	\$159,697.31	\$170,414.67
Administrator	0.75	\$41.55	1560	\$64,818.00	\$4,537.26	\$2,400.00	\$5,688.78	\$77,444.04						
Clerk	0.75	\$25.35	1560	\$39,546.00	\$2,768.22	\$2,400.00	\$3,620.14	\$48,334.36						
Treasurer	0.525	\$31.48	1092	\$34,376.16	\$2,406.33	\$2,400.00	\$3,196.96	\$42,379.45						
DRC										\$2,547.30		\$98,391.46	\$96,266.70	\$101,353.22
Manager	0.66	\$29.03	1366	\$39,654.98	\$2,775.85	\$2,200.00	\$3,613.76	\$48,244.59						
Assistants		\$20.00	1248	\$24,960.00			\$2,159.04	\$27,119.04						
Assistants		\$19.00	700	\$13,300.00			\$1,150.45	\$14,450.45						
Assistants		\$18.50	300	\$5,550.00			\$480.08	\$6,030.08						
Fire Chief	salaries	\$69,250.83	---	\$69,250.83	\$4,847.56		\$5,868.03	\$79,966.42	\$7,752.00	\$4,778.24		\$92,496.66	\$93,144.65	\$86,678.67
Library										\$152.12		\$81,526.61	\$76,284.43	\$74,149.31
Lib. Admin. Dir.	0.625	\$20.00	1300	\$26,000.00	\$1,820.00	\$2,400.00	\$2,511.33	\$32,731.33						
Lib. Services Dir.	0.625	\$20.00	1300	\$26,000.00	\$1,820.00		\$2,327.73	\$30,147.73	\$6,201.60					
Lib. Assistant	0.25	\$18.50	520	\$9,620.00			\$935.43	\$10,555.43						
Summer Intern(s)		\$10.00	160	\$1,600.00			\$138.40	\$1,738.40						
Marine Facilities										\$586.30		\$23,076.26	\$23,076.26	\$30,257.76
MF Coord.	0.41	\$20.89	850	\$17,756.50	\$1,242.96	\$1,700.00	\$1,790.50	\$22,489.96						
Totals:				\$353,582.47	\$22,218.18	\$13,500.00	\$31,850.10	\$421,150.75	\$13,953.60	\$8,438.97	\$230.00	\$464,253.85	\$448,469.35	\$462,853.63
New regular (permanent) employees enrolling in Group Health Plan pay 20% of premium, per Resolution CY20-15.														
MF FY22 Notes: Marine Facilities Coordinator hours estimated at 36 hrs/wk 7/1-9/11, then 10 hrs/wk Sept. 12-Dec. 31 and 4/3-5/14, then 36 hrs/wk 5/15-6/30.														
Admin FY22 Notes: The total administrative payroll will not exceed the amount budgeted for FY22 or the hourly equivalent of 2.2 full-time positions (FTE), unless an amended budget is approved														
Lib. Assistant: Hours allocated are for a half-time 6-month temporary position.														

City of Gustavus Organizational Chart



Last Updated May 2022

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 (http://live.laborstats.alaska.gov/cpi/index.cfm)	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, 2010	\$985,038.74	194.834	1.177	\$1,133,451.00	(\$148,412.26)
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
	5-Year Average	3% of Average			
FY10-FY14	\$1,198,415.22	\$35,952.46			
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			

Current Banking Assets

The balance sheet assets as of 5/4/21 are as below:

City of Gustavus Balance Sheet As of April 30, 2022

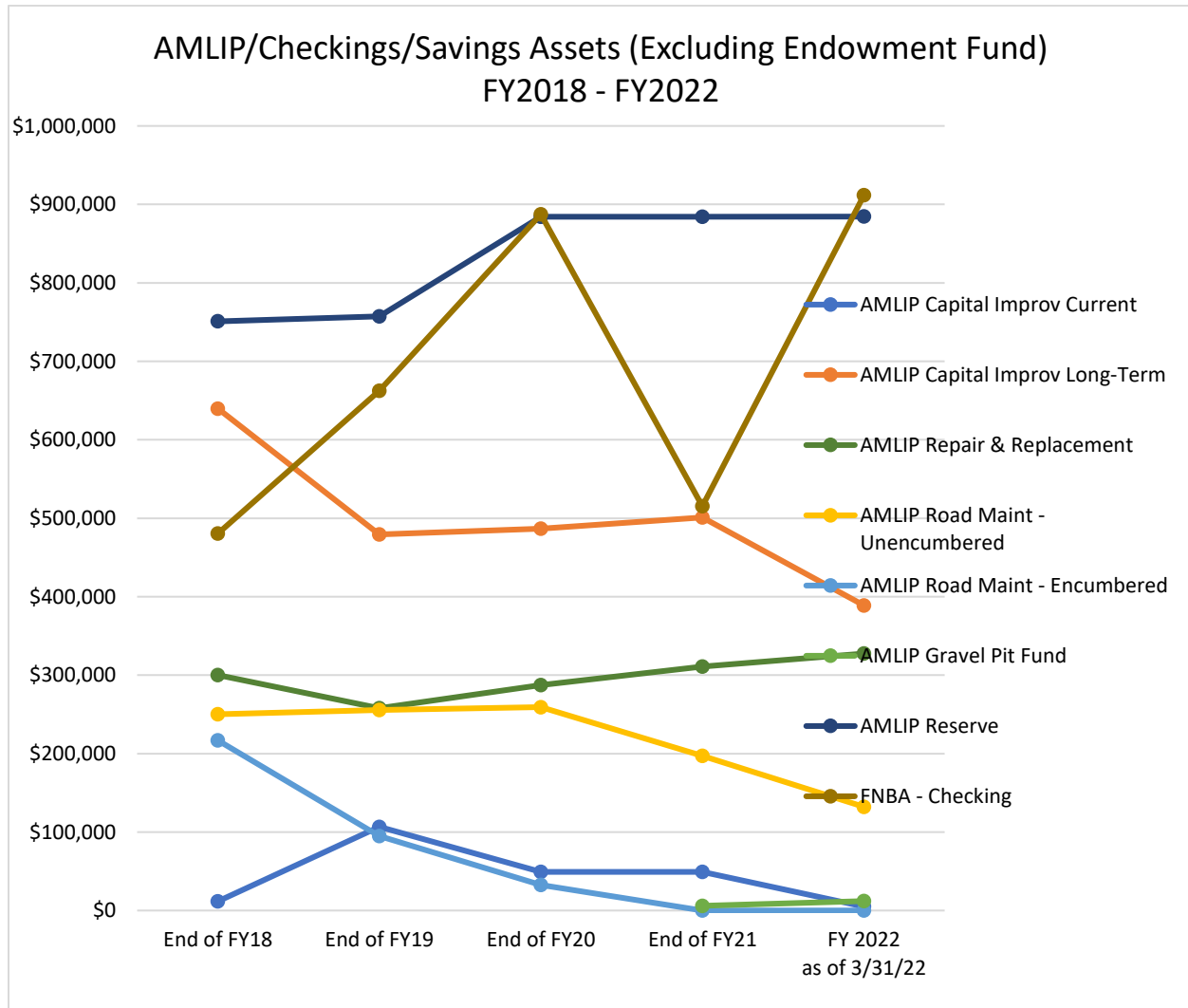
	Apr 30, 22
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	5,000.74
AMLIP Capital Improv Long-Term (0630598.2)	388,894.56
AMLIP Repair & Replacement (0630598.3)	327,468.86
AMLIP Road Maint - Unencumbered (0630598.4)	132,165.36
AMLIP Gravel Pit Fund (0630598.8)	12,000.00
AMLIP Reserve (0630598.12)	884,489.71
APCM.Endowment Fund	1,603,092.17
FNBA - Checking	698,351.38
FNBA Endowment Fund - Checking	73,014.09
Petty Cash	112.18
Total Checking/Savings	4,124,589.05

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

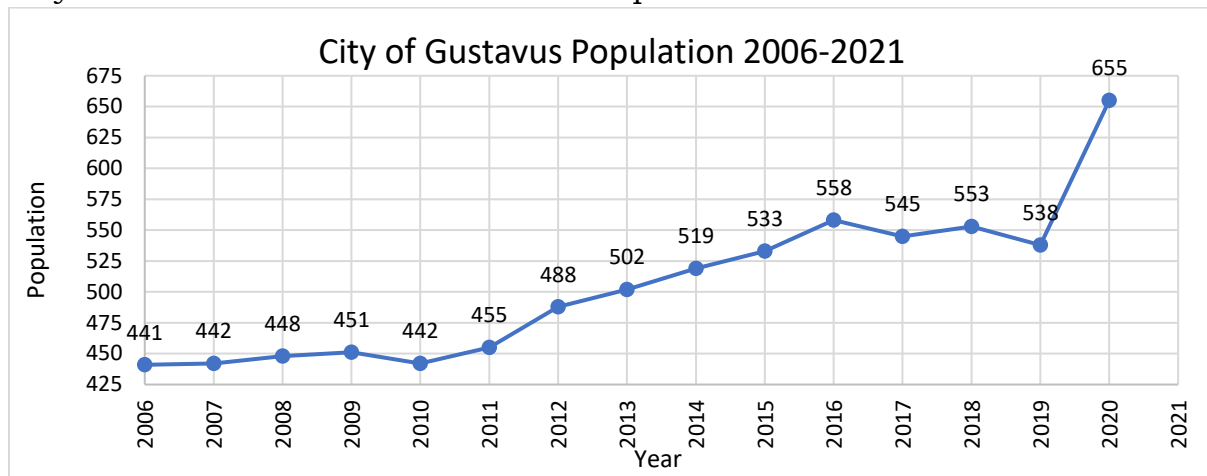
- *AMLIP Capital Improv Current*: funds for approved and funded capital projects that have not yet been initiated
- *AMLIP Capital Improv Long-Term*: funds for capital projects in the future
- *AMLIP Repair & Replacement*: funds for repair and replacement of fixed assets, following recommended best-practices 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)

The account balances over time since restructuring are shown here (except for the Endowment Fund due to its high value – see page 22 for its account history):

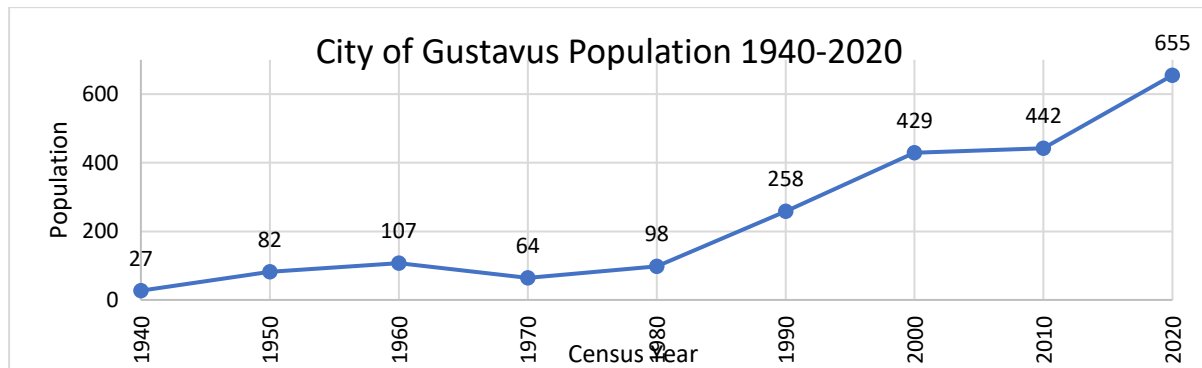
Note: *AMLIP Road Maint – Encumbered*: held prior years' National Forest Receipts funds that could only be used by the city on roads. Fund depleted in FY21.



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
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Gustavus, Alaska 99826
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City of Gustavus General Fund Fiscal Year 2023

May 2022

	Admin	DRC	GVFD	Lands	Library	Marine Fac.	Road Maint.	Other	General Fund
	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	TOTAL
	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23
Ordinary Income/Expense									
Income									
Business License Fees								3,700.00	3,700.00
Donations					1,800.00				1,800.00
DRC Income									
Community Chest Sales		11,500.00							11,500.00
Landfill Fees/Sales		90,450.00							90,450.00
Recyclable Material Sales		3,600.00							3,600.00
Total DRC Income		105,550.00							105,550.00
Federal Revenue									
ARPA								102,543.96	102,543.96
Lost Rev ARPA								161,525.64	161,525.64
FEMA								95,000.00	95,000.00
Natl Forrest								50,000.00	50,000.00
Payment In Lieu of Taxes								121,078.00	121,078.00
Total Federal Revenue								530,147.60	530,147.60
Fundraising					600.00				600.00
GVFD Income									
Ambulance Billing			9,000.00						9,000.00
ASP			600.00						600.00
Training			150.00						150.00
Total GVFD Income			9,750.00						9,750.00
Interest Income								350.00	350.00
Lands Income									
Gravel Pit Gravel Sales				27,000.00					27,000.00
Total Lands Income				27,000.00					27,000.00
Lease Income				13,753.67					13,753.67
Library Income					500.00				500.00
Marine Facilities Income									
Storage Area Fee						1,700.00			1,700.00
Marine Facilities Income - Other						17,500.00			17,500.00
Total Marine Facilities Income						19,200.00			19,200.00
State Revenue									
Community Assistance Program								77,598.84	77,598.84
Shared Fisheries Business Tax								896.00	896.00
Total State Revenue								78,494.84	78,494.84
Tax Income									
Retail Tax Income								400,000.00	400,000.00
Remote Sellers Retail Tax								35,000.00	35,000.00
Room Tax Income								90,000.00	90,000.00
Fish Box Tax								7,500.00	7,500.00
Penalties & Interest								4,000.00	4,000.00
Tax Exempt Cards								300.00	300.00
Total Tax Income								536,800.00	536,800.00
Total Income		105,550.00	9,750.00	40,753.67	2,900.00	19,200.00	0.00	1,149,492.44	1,327,646.11
Gross Profit		105,550.00	9,750.00	40,753.67	2,900.00	19,200.00	0.00	1,149,492.44	1,327,646.11

City of Gustavus General Fund FY23 Budget

	Admin	DRC	GVFD	Lands	Library	Marine Fac.	Road Maint.	Other	General Fund
	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	TOTAL
	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23
Ordinary Income/Expense									
Expense									
Administrative Costs	35,000.00								35,000.00
Advertising	100.00								100.00
Bank Service Charges	3,100.00	1,600.00	25.00		25.00				4,750.00
Building									
Insurance	660.79	971.27	2,222.55		3,044.54	3,751.75			10,650.90
Maintenance & Repair	3,100.00	1,200.00	3,000.00		2,500.00	100.00			9,900.00
Total Building	3,760.79	2,171.27	5,222.55		5,544.54	3,851.75			20,550.90
Contractual Services									
Ambulance Billing Expense			1,300.00						1,300.00
Managed IT Services								27,450.00	27,450.00
Contractual Services - Other	10,000.00	7,500.00	2,000.00		6,920.00	53,180.00			79,600.00
Total Contractual Services	10,000.00	7,500.00	3,300.00		6,920.00	53,180.00		27,450.00	108,350.00
Dues/Fees	2,400.00	2,000.00	250.00		5,400.00				10,050.00
Economic Development Services									
GVA								35,600.00	35,600.00
Total Economic Development Services								35,600.00	35,600.00
Election Expense	250.00								250.00
Equipment									
Equipment Fuel		2,200.00							2,200.00
Equipment Purchase	500.00	5,500.00	2,000.00		1,400.00	100.00			9,500.00
Insurance		242.49							242.49
Maintenance & Repair		4,000.00							4,000.00
Total Equipment	500.00	11,942.49	2,000.00		1,400.00	100.00			15,942.49
Events & Celebrations	3,500.00	250.00			350.00				4,100.00
Freight/Shipping	800.00	27,600.00	400.00		1,000.00	200.00			30,000.00
Fundraising Expenses					500.00				500.00
General Liability	19,963.00								19,963.00
Gravel Pit Fund				6,000.00					6,000.00
Library Materials									
Donated/Fundraised					700.00				700.00
Non-Fiction Add/Replacement					1,000.00				1,000.00
Library Materials - Other					1,000.00				1,000.00
Total Library Materials					2,700.00				2,700.00
Marine Facilities									
Insurance						2,368.37			2,368.37
Maintenance & Repairs						18,000.00			18,000.00
Total Marine Facilities						20,368.37			20,368.37
Occupational Health		500.00							500.00

	Admin	DRC	GVFD	Lands	Library	Marine Fac.	Road Maint.	Other	General Fund
	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	TOTAL
Ordinary Income/Expense	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23
Expense									
Payroll Expenses									
Wages	193,094.56	98,070.40	91,995.00		84,660.00	22,360.00			490,179.96
Payroll Taxes	16,955.05	8,689.24	7,889.07		7,676.29	2,216.58			43,426.23
Health Insurance (company paid)		6,201.60	7,752.00		6,201.60				20,155.20
Health Insurance Stipend	7,200.00	2,200.00			2,400.00	1,700.00			13,500.00
457(b) Employer Contribution	13,516.62	5,442.53	4,038.65		5,460.00	1,565.20			30,023.00
Workers Comp Insurance	521.93	2,547.30	4,778.24		152.12	586.30			8,585.89
Payroll Expenses - Other	230.00								230.00
Total Payroll Expenses	231,518.16	123,151.07	116,452.96		106,550.01	28,428.08			606,100.28
Professional Services	25,000.00								25,000.00
Public Relations	1,000.00								1,000.00
Repair & Replacement Fund	1,000.00	2,150.79	1,663.38		4,249.27	7,482.27			16,545.71
RM & Emg Dis							245,000.00		245,000.00
Social Services									
GCEP dba The Rookery								0.00	0.00
Total Social Services								0.00	0.00
Stipend			10,000.00						10,000.00
Supplies									
Donated/Fundraised					700.00				700.00
Program					3,050.00				3,050.00
Supplies - Other	2,000.00	4,100.00	7,500.00		2,700.00	2,200.00			18,500.00
Total Supplies	2,000.00	4,100.00	7,500.00		6,450.00	2,200.00			22,250.00
Telecommunications	7,500.00	2,300.00	6,050.00		5,450.00	240.00			21,540.00
Training	750.00	1,200.00	4,000.00		1,000.00				6,950.00
Travel									
Legislative Efforts									0.00
Travel - Other	2,500.00	1,500.00	2,500.00		1,500.00				8,000.00
Total Travel	2,500.00	1,500.00	2,500.00		1,500.00				8,000.00
Utilities									
Electricity	2,000.00	1,900.00	2,000.00		3,400.00				9,300.00
Fuel Oil	900.00	1,000.00	2,000.00		10,100.00				14,000.00
Total Utilities	2,900.00	2,900.00	4,000.00		13,500.00				23,300.00
Vehicle									
Fuel			1,200.00						1,200.00
Insurance			3,635.67						3,635.67
Maintenance & Repair			2,000.00						2,000.00
Mileage Reimbursement	500.00	200.00	250.00			1,000.00			1,950.00
Total Vehicle	500.00	200.00	7,085.67			1,000.00			8,785.67
Total Expense	354,041.95	191,065.62	170,449.56	6,000.00	162,538.82	117,050.47	245,000.00	63,050.00	1,309,196.42
Net Ordinary Income	-354,041.95	-85,515.62	-160,699.56	34,753.67	-159,638.82	-97,850.47	-245,000.00	1,086,442.44	18,449.69
Other Income/Expense									
Other Income									
Other Savings for Road Maintenance							0.00		0.00
Prior-Year Cash Balance								300,000.00	
Total Other Income							0.00	300,000.00	300,000.00
Net Other Income							0.00	300,000.00	300,000.00
Net Income	-354,041.95	-85,515.62	-160,699.56	34,753.67	-159,638.82	-97,850.47	-245,000.00	1,386,442.44	318,449.69

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 Administrator generates the annual operating and capital improvement budgets in conjunction with the City Treasurer 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 leads. 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 (0.75 FTE)
City Treasurer (0.9 FTE)

Mission:

To serve and collect.

FY19-FY23 General Fund: Administration Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23
Administrative Costs	14,279.14	2,013.88	1,099.95	35,000.00	35,000.00
Advertising	503.57	150.00	0.00	100.00	100.00
Bank Service Charges	1,636.57	1,727.30	2,384.54	3,100.00	3,100.00
Building	2,290.29	641.71	2,634.82	3,760.79	3,760.79
Contractual Services	8,151.98	7,920.65	4,799.00	10,000.00	10,000.00
Dues/Fees	2,360.29	2,629.30	2,585.52	2,400.00	2,400.00
Election Expense	276.70	202.16	87.34	250.00	250.00
Equipment	4,555.16	6,792.27	4,615.00	500.00	500.00
Events & Celebrations	2,995.00	3,542.49	3,587.70	3,500.00	3,500.00
Freight/Shipping	717.94	999.78	731.05	800.00	800.00
General Liability	3,827.10	10,890.44	11,575.44	11,575.44	11,575.44
Payroll Expenses	157,007.34	164,640.32	152,657.07	231,518.16	231,518.16
Professional Services	25,187.42	14,570.00	15,801.65	25,000.00	25,000.00
Public Relations	728.34	211.74	314.86	1,000.00	1,000.00
Repair & Replacement Annual Contribution	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Supplies	1,800.76	1,609.37	1,298.29	2,000.00	2,000.00
Telecommunications	6,310.75	6,592.44	7,069.56	7,500.00	7,500.00
Training	1,886.00	3,862.00	579.00	750.00	750.00
Travel	10,322.36	4,816.53	0.00	2,500.00	2,500.00
Utilities	2,857.55	2,615.66	3,002.72	2,900.00	2,900.00
Vehicle	237.10	159.83	436.20	500.00	500.00
Total Expense	248,931.36	237,587.87	216,259.71	345,654.39	345,654.39

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 (0.6 FTE)

Operator (0.9 FTE)

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

DRC - Occasional volunteers

Community Chest – three to five active volunteers and approximately a dozen 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.

FY19-FY23 General Fund: Disposal & Recycling Center Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23
Bank Service Charges	1,033.05	1,196.60	1,466.54	1,200.00	1,600.00
Building	1,730.76	1,996.14	1,791.28	2,265.00	2,171.27
Contractual Services	2,660.20	4,655.65	6,740.00	47,700.00	7,500.00
Dues/Fees	543.00	541.00	1,180.10	2,000.00	2,000.00
Equipment	7,544.61	12,416.20	8,200.87	6,965.00	11,942.49
Events & Celebrations	227.78	135.29	0.00	0.00	250.00
Freight/Shipping	17,993.46	20,999.54	13,088.48	24,000.00	24,000.00
Occupational Health	0.00	0.00	0.00	500.00	500.00
Payroll Expenses	94,669.13	90,520.88	87,726.45	98,391.46	123,151.07
Repair & Replacement Annual Contribution	3,350.26	2,150.79	2,150.79	2,100.79	2,150.79
Supplies	3,839.01	3,653.72	3,154.69	4,100.00	4,100.00
Telecommunications	1,990.73	2,168.05	2,190.62	2,300.00	2,300.00
Training	1,100.00	0.00	1,392.00	625.00	1,200.00
Travel	1,383.89	0.00	0.00	0.00	1,500.00
Utilities	2,523.88	2,349.82	2,685.95	2,900.00	2,900.00
Vehicle	196.47	147.86	149.62	200.00	200.00
Total Expense	140,786.23	142,931.54	131,917.39	195,247.25	187,465.62

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 Library Assistant will aid in the day-to-day operation of the library. The position will be supervised by the Library Administrative Director and works with the Library Services Director and volunteers. This position is budgeted as a temporary position, employed half-time for six months to assist with a library cataloging project and other tasks.

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)

Library Assistant (0.25 FTE)

8 desk volunteers, 1 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.

FY19-FY23 General Fund: Gustavus Public Library Expenditures

	Actual	Actual	Actual	Budget	Budget
	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23
Expense					
Bank Service Charges	25.00	25.00	25.00	25.00	25.00
Building	6,292.35	15,686.65	4,505.90	5,544.54	3,044.54
Contractual Services	0.00	1,381.48	3,075.00	6,920.00	6,920.00
Dues/Fees	4,459.65	4,417.69	4,069.76	5,400.00	5,400.00
Equipment	651.26	552.89	909.59	1,400.00	1,400.00
Events & Celebrations	0.00	175.07	0.00	350.00	350.00
Freight/Shipping	624.81	892.50	872.65	1,000.00	1,000.00
Fundraising Expenses	0.00	936.27	8.00	500.00	500.00
Library Materials	317.81	599.80	598.71	2,700.00	2,700.00
Payroll Expenses	67,270.75	68,048.47	61,291.02	106,550.01	106,550.01
Repair & Replacement Annual Contribution	4,028.00	10,267.13	4,299.27	4,249.27	4,249.27
Supplies	2,235.29	2,808.07	1,409.29	3,400.00	3,400.00
Supplies - Program	726.02	1,059.35	1,260.17	3,050.00	3,050.00
Telecommunications	4,831.05	5,114.56	3,547.37	5,450.00	5,450.00
Training	112.50	0.00	0.00	1,000.00	1,000.00
Travel	5.39	637.43	0.00	1,500.00	1,500.00
Utilities	6,797.85	6,069.22	6,385.80	7,400.00	7,400.00
Total Expense	98,377.73	118,671.58	92,257.53	156,438.82	153,938.82

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 25 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)
 25 volunteers within the 3 divisions

Mission:

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

FY19-FY23 General Fund: Gustavus Volunteer Fire Department Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23
Bad Debt	0.00	2,598.10	0.00	0.00	0.00
Bank Service Charges	25.00	25.00	25.00	25.00	25.00
Building	3,798.98	1,919.71	3,738.03	5,222.55	5,222.55
Contractual Services	9,294.39	2,529.13	0.00	2,000.00	3,300.00
Ambulance Billing Expense	1,371.10	1,340.34	722.55	1,300.00	1,300.00
Dues/Fees	90.00	50.00	75.00	250.00	250.00
Equipment	1,451.96	631.99	123.00	2,000.00	2,000.00
Freight/Shipping	329.09	736.01	85.47	400.00	400.00
Payroll Expenses	86,839.40	60,703.78	33,550.06	116,452.96	116,452.96
Repair & Replacement Annual Contribution	4,235.23	4,454.47	9,839.80	1,663.38	1,663.38
Stipend	0.00	0.00	3,000.53	3,000.00	10,000.00
Supplies	7,073.25	4,404.61	3,946.03	7,500.00	7,500.00
Telecommunications	5,822.37	5,709.29	4,089.07	6,050.00	6,050.00
Training	7,536.19	4,560.94	0.00	4,000.00	4,000.00
Travel	4,201.81	2,362.91	0.00	2,500.00	2,500.00
Utilities	4,174.83	4,379.10	4,186.79	4,000.00	4,000.00
Vehicle	5,002.48	3,787.70	4,116.19	7,085.67	7,085.67
Total Expense	141,246.08	100,193.08	67,497.52	163,449.56	171,749.56

Marine Facilities Department

General Fund

Marine Facilities Department:

The City of Gustavus Marine Facilities Department oversees and maintains the wooden floats 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 (0.43 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.

FY19-FY23 General Fund: Marine Facilities Expenditures

	Actual	Actual	Actual	Budget	Budget
	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23
Expense					
Administrative Costs	240.00	0.00	0.00	0.00	0.00
Building	2,400.60	3,735.39	3,775.73	3,851.75	3,851.75
Contractual Services	3,000.00	1,600.00	14,300.00	53,180.00	53,180.00
Equipment	167.94	99.96	26.35	100.00	100.00
Freight/Shipping	97.51	79.39	124.00	200.00	200.00
Marine Facilities: Insurance, Maint & Repairs	4,164.15	1,878.76	6,155.70	20,368.37	20,368.37
Payroll Expenses	19,794.31	21,150.76	22,415.04	28,428.08	28,428.08
Repair & Replacement Annual Contribution	7,482.27	7,482.27	7,482.27	7,482.27	7,482.27
Supplies	1,729.98	1,093.89	177.11	2,200.00	2,200.00
Telecommunications	240.00	240.00	240.00	240.00	240.00
Vehicle	954.30	994.06	1,257.64	1,000.00	1,000.00
Total Expense	40,271.06	38,354.48	55,953.84	117,050.47	117,050.47

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.

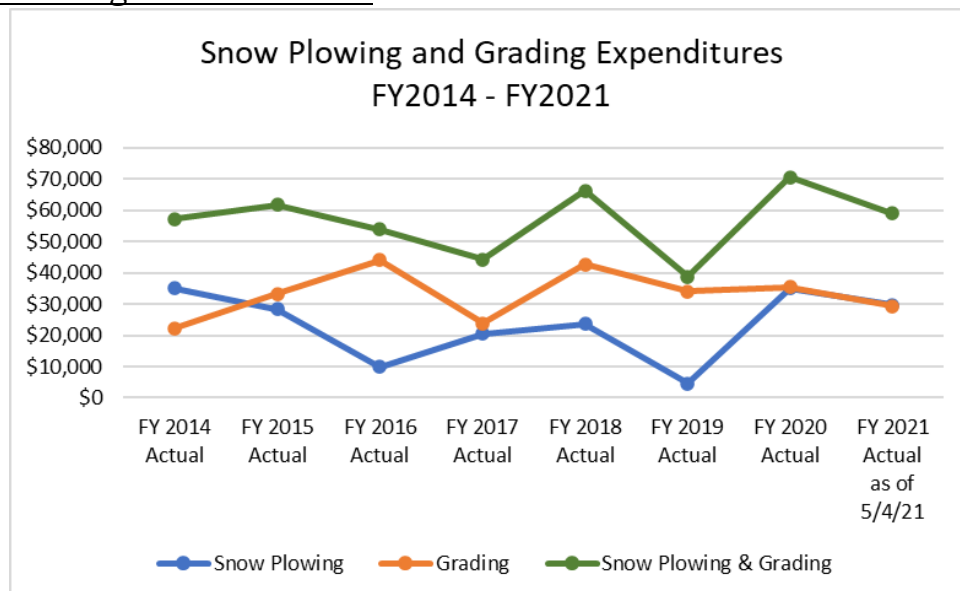
Personnel:

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 FY22-to-date:



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).

FY19-FY23 General Fund: Roads Expenditures

Road Maintenance Expense	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual as of 3/31/22
Snow Plowing	34959.55	28403.20	9900.95	20526.60	23592.50	4668.98	35061.55	29775.10	72814.50
Grading	22180	33241.00	44050.50	23800.00	42605.75	34129.50	35512.50	35160.50	52385.00
Snow Plowing & Grading	57139.55	61644.20	53951.45	44326.60	66198.25	38798.48	70574.05	64935.60	125199.50
Road Maintenance Expense	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual			
Snow Plowing	28403.20	9900.95	20526.60	23592.50	4668.98	35061.55			
Grading	33241.00	44050.50	23800.00	42605.75	34129.50	35512.50			
Hauling Pit Run Material	16789.00	15260.00	23418.00	21732.00	13982.00	10205.33			
Brushing	1825.00	0.00	2365.00	12449.99	15417.50	211.25			
Remainder of Budget									
Other	753.40	200.00	3000.00	2820.00	16824.00	27363.00			
Total	81011.60	69411.45	73109.60	103200.24	85021.98	108353.63			

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.

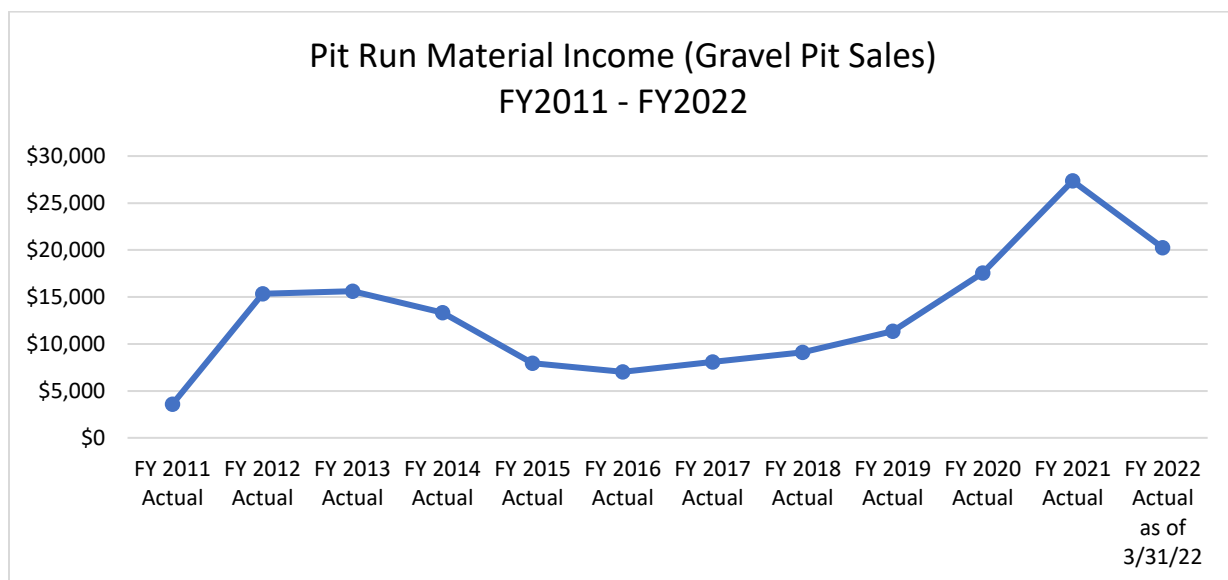
Various City Council members are responsible for the project scoping and management for capital improvement projects and long-term planning for the Lands Department. The treasurer is responsible for the advertisement, execution, and administration of City contracts and for collection of gravel pit and 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 FY22-to-date:



FY19-FY23 General Fund: Lands Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23
Expense						
	Administrative Costs	13,832.01	0.00	1,033.75	0.00	0.00
	Contractual Services	0.00	24,500.00	0.00	0.00	0.00
	Gravel Pit Fund	0.00	0.00	6,000.00	6,000.00	6,000.00
	Professional Services	1,520.00	0.00	0.00	0.00	0.00
Total Expense		15,352.01	24,500.00	7,033.75	6,000.00	6,000.00

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY22-10**

**A RESOLUTION BY THE CITY OF GUSTAVUS UPDATING THE POLICY AND PROCEDURES
FOR PUBLIC RECORDS MAINTENANCE – Appendix 1 RECORDS RETENTION SCHEDULE**

WHEREAS, the Gustavus City Council recognizes that a records information management and retention policy is essential to the proper maintenance, storage and destruction of all records used, created received, maintained or held by the Municipality; and,

WHEREAS, the City of Gustavus last updated its Public Records Maintenance Policy and Procedure – Appendix 1 Records Retention Schedule effective February 14, 2022; and,

WHEREAS, this policy will reduce requirements for storage space, ensure consistency in disposition and handling, and reduce chances for reckless disposal.

WHEREAS, Gustavus Municipal Code 2.70.030 requires the Mayor to approve a records retention schedule that details the types of records that will be retained and the period of time for which they will be retained.

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council updates this Policy and Procedure for Public Records Maintenance – Appendix 1 Records Retention Schedule attached to and made a part of this resolution.

PASSED and **APPROVED** by the Gustavus City Council this XXth day of _____, 2022, and effective upon adoption.

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk

City of Gustavus Records Retention Schedule

The purpose of the Gustavus Records Retention Schedule is to provide a timeframe for retention of City records; to assign responsibility and ownership of records; and to provide absolute guidance in the long-term maintenance and safekeeping of important City records. Research has been completed for each record series and the pertinent regulation or industry standard has been applied to establish retention.

Unless otherwise noted, all records in this schedule apply to all media types.

Definitions for Abbreviations:

Act	Active	Open, current, or operational; under contract; term of office
AN	Administrative Need	Department Head may determine when the record has met its usefulness; minimum of 30 days
C	Current Year	Current calendar year (for retention purposes, fiscal year records are held through the end of that calendar year), or current calendar year including until superseded, expired or inactive
CFY	Current Fiscal Year	
E	Electronic Retention	
Ind	Indefinite	Retention cannot be determined in advance; to be reviewed at a later time.
L	Life	Life of Equipment or asset
NA	Not applicable	
P	Permanent	Retain Forever
T	Termination	Until termination of employee or volunteer; no longer active

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes	Item #15.

A-1	Accounting-Permanent Records	Final approved budget, annual financial reports, audit reports, General ledger/journal, payroll policies & procedures, Liens.	Treasurer	P	Offsite for Permanent Storage	Offsite for Permanent Storage
A-2	Accounting – Budget Work Papers	Includes drafts, instructions, committee and staff worksheets, preliminary budgets, agency requests,	Treasurer	CFY+2 (3)	City Hall	
A-3	Accounting – Financial & Accounting Reports	Includes annual report prepared by clerk/treasurer	Treasurer	CFY+3 (4)	City Hall	
A-4	Accounting – Accounts Receivable/Payable	Purchase orders, invoices, check copies, deposit slips, wire transfers, transmittal of receipts, debt service payments, accounts receivable, daily cash receipts, paid bills and invoices	Treasurer	CFY+3 (4)	City Hall	Electronic register to be archived and kept off-site each year.
A-5	Accounting – Banking Records	Original Bank Statements and cancelled checks,	Treasurer	CFY+7 (8)	City Hall	
A-6	Travel	Travel advances, per diem, transportation fees for employees or council on official business	Treasurer	CFY+1 (2)	City Hall	
A-7	Accounting – Endowment Fund		Treasurer	P	Offsite for Permanent Storage	Prospectuses, shareholder reports and investment plans are not financial records.
A-8	Accounting – Bills of Sales	Official documentation of sales transactions between government agency and buyer	Treasurer	CFY+5 (6yr)	City Hall	
A-9	Reserved					
A-10	Accounting – Fixed Assets	Records related to Fixed Asset inventory, vehicle titles and registrations	Treasurer	L+1	City Hall	L=life of asset, or until State authorizes disposal of grant funded assets

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes	Item #15.
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A-11	Reserved						
A-12	Accounting – Payroll	Timesheets, Payroll journal, payroll deduction authorizations (reports and lists,) Employer W-2 Copy (Federal withholding tax statement), Payroll reports (FICA, Unemployment insurance, summary and detailed queries, stopped/reissued warrants, overtime and retirement reports, Electronic Federal Tax Payment Documentation, Internal Revenue Service Reports (1096, 1099R, 941, 945), AKESTAX, Dept. of Labor Audits	Treasurer	CY+9 (10)	City Hall		
A-13	Reserved						
A-14	Reserved						
A-15	Accounting – Sales Tax	Payments for sales and fish box tax. Current and Closed sales tax accounts.	Treasurer	CFY+3 (4)	City Hall		
A-16	Accounting – Sales Tax Appeals	This includes both formal & informal	Clerk	P	City Hall		
A-17	Accounting – Grants	Grand administration files – State Grant Administration files, Federal (applications, copy of notification of grant award, agreement, special conditions, fiscal reports, closeout documents, audit reports and correspondence), Capital Improvement Projects	Treasurer	State: 6 years Federal: 3 years after completed audit CIP: 20 years after project closes	City Hall	State per AS 09-10-053 Grant requires retention of CIP files for 20 years after the project closes	
A-18	Accounting – Grants	Grant Applications (<i>not awarded</i>)	Treasurer	CY+ (1)	City Hall		

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes	Item #15.
A-19	Surplus Property	Documents disposal of property declared to be excess or surplus	Treasurer	C+3	City Hall	C=Current	
A-20	Insurance Policies & Endorsements	Insurance proposals, policies and endorsements, bonds, riders, financial coding, and billing information	Treasurer	C+50	City Hall	C=Current	
A-21	Accounting – Medical	Worker's Compensation, On-the-job injury, lost time	Treasurer	C+40	City Hall	C=until case is inactive	
A-22	Accounting – Accident Reports (personal)	Incident/accident reports, medical evaluations, time loss documentation	Treasurer	C+6 (7)	City Hall		
A-23	Accounting – Accident Reports (vehicle)	Vehicle accident reports, certification of insurance, inspection reports, maintenance reports, liability accident notices	Treasurer	L+3	City Hall		
A-24	CIP Request File	All documents relating to each fiscal year's requests. See A-17	Treasurer	CFY+9 (10)	City Hall		
A-25	Permits, Registrations	Copy or paper record of any application documentation	Treasurer /Clerk	C+3 (4)	City Hall	Clerk=Civil Works, Vessel, Marine Facility Commercial Use Agreement, Salmon River Park, Liquor License Treasurer=Re-Sellers Cert, Business Permit, Long Term Storage	
A-26	Sales Tax Appeals; Small Claims	Records related to the monitoring, collecting, and writing off of bad debts. Includes authorizations, supporting details of uncollectible accounts	Treasurer	C+6	City Hall	C=until case is inactive	
A-27	Accounting – General	Accounting records not previously covered	Treasurer	5	City Hall		
AD-1	General Administration	Includes general correspondence, reading files, reports, studies, plans and copies of documents used for administrative purposes	Department Heads	AN	City Hall	Until met / review for retention value prior to destruction	
AD-2	Non record	Items that do not reflect the position or business of the City of Gustavus; may include unsolicited received messages (spam), periodicals, superseded templates, duplicates of records retained elsewhere	Department Heads	NA	City Hall	May destroy immediately	
AD-3	Transitory Information	Non-administrative records of temporary usefulness which are not covered by any other records series; may include routine communications, preliminary drafts, outgoing messages, routing slips	Department Heads	AN	City Hall		

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes
						Item #15.
AD-4	Policies and Procedures	City and Committee Routine policies and procedures	Clerk	C+3	City Hall	C=until superseded or obsolete
AD-5	Asset Management	Maintenance Records, manuals, warranties	Clerk	AN	City Hall	
AD-6	Administrative IT	Records relating to computer system, including program/system documentation, wiring, software licenses, disaster recovery, inventory, web page data	Clerk	AN	City Hall	
AD-7	Reference Files	Reference materials used for administrative purposes	Department Heads	AN	City Hall	
AD-8	Historical Files	Departmental written histories, newspaper articles, photographs, speeds, maps	Clerk	P	City Hall	
AD-9	Strategic Plan	Documents relating to formation of Strategic Plan and amendments to original	Clerk	P	City Hall	When replaced, old versions are retained as historical records.
AD-10	Record Retention Schedule	This Schedule	Clerk	P	City Hall	P=if revised, new schedule replaces old and old is retained for 7 yrs.
AD-11	Certificates of Record Destruction		Clerk	P	City Hall	
AD-12	Cooperative Agreements with State or NPS	All agreements between City and State, NPS or Federal Government	Clerk	P	City Hall	
AD-13	Engineering Drawings, street maps, city-owned architectural drawings, blueprints, as-built drawings	Includes 2012 maps created by Alaska DCCED for City of Gustavus	Clerk	P	City Hall	
AD-14	Consultant Reports	Architect, engineer, surveying reports	Clerk	P	City Hall	*Retain in-office if project is on-going and until project is concluded.
AD-15	Water Quality Reports	Reports conducted by outside entity	Clerk	P	City Hall	

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes	Item #15.
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C-1	Annexation Records	Annexation Files – Passed Annexation Files – Failed	Clerk	P 5	City Hall	
C-2	Incorporation Records	Incorporation Records, Borough Formation Records	Clerk	P	City Hall	
C-3	Council Non-Permanent Records	General correspondence regarding Mayor and Council business and dealings with public and legislative bodies; Meeting packet items, ABC Board Files (ABC Applications), Applications for Game of Skill and Chance, Clerk read files. General Correspondence Files. Original incoming and outgoing letters and memoranda related to the general admin and operation of the city. Consists of departmental, legislative, professional association, and public	Clerk	3	City Hall	
C-4	Council Permanent Records	Minutes of Council, Adopted Resolutions; Adopted Ordinances, including original paper code book and Affidavits of Publication of Ordinances; Oaths of Office for elected and appointed officials; Resignations; Official Municipal Seal	Clerk	P	City Hall	Scan and retain in hard drive off-site or Cloud
C-5	Election – Permanent	Certification Election Results and Canvass Board Returns (retained in the Official Minutes Book), DOJ Preclearance records, Voting district descriptions, maps & street books	Clerk	P	City Hall	
C-6	Elections – General	Initiative, Referendum, and Recall files, Declarations of Candidacy, Election registers & tally books, Recount of petitions, Declarations for Candidacy, Candidate withdrawals, Election officials' records	Clerk	6	City Hall	
C-7	Elections* – Ballots	Voted Ballots (Completed, Challenged, Rejected, Absentee, Faxed & Special Needs). Ballot stubs, absentee and question envelopes, absentee official records. Election contest/runoff information.	Clerk	1	City Hall	*Includes Special Elections
C-8A	Legal Petitions	Legal Petitions filed by groups or individuals to request governing body action.	Clerk	8	City Hall	Clerk must certify that petition was legally filed.
C-8B	Informal Petitions	Informal lists of signatures submitted to the clerk to request assembly action.	Clerk	3	City Hall	
C-9	Reserved					
C-10	Resolution/Ordinance Backup	All Back-up leading to the adoption of Ordinances and/or Resolutions	Clerk	Ind	City Hall	

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes

Item #15.

C-11	Reserved					
C-12	Council Meeting Documentation	Agendas*, Action Agendas*, Audio and video recordings, Council Packet	Clerk	7	City Hall	
C-13	Conflict of Interest	Conflict of Interest Statements	Clerk	4	City Hall	
C-14	Failed Resolutions, Policies, Referendums and Ordinances		Clerk	10	City Hall	
C-15	Required Public Notices	Council Meeting Notices*; elected and appointed official vacancies, regular and special elections	Clerk	7	City Hall	
C-16	Census Records	Series of documents population estimates including resident data	Clerk	10	City Hall	
C-17	Public Records Request	Includes written request for public records, log includes date of request, name of requester and other related information	Clerk	2	City Hall	
C-18	Contract Administration, Contracts, Construction Project Files	Notification of award, original contract, and amendments or renewals, special conditions, fiscal reports, payment logs, progress reports and correspondence. Contracts for leased space. Records related to obligations under contracts, leases and other agreements between the City and outside parties	Treasurer	L+6	City Hall	L=Life of Contract
C-19	Liquor License Endorsement or Protest	Record of yearly liquor license renewal. Record of council protest to renewal or application	Clerk	6	City Hall	
C-20	Committee Files	Organizational Charts, Committee Applications for Seats, Committee Files*	Clerk	5	City Hall	Retain longer if involved in litigation
C-21	Clerk-General	Clerk records not previously covered	Clerk	6	City Hall	

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes
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Item #15.

E-1	Data Processing & Electronic Data Processing Media	Office copies of magnetic cards/tapes/diskettes, CE's or other media used for communicating with data processing equipment or as preliminary input, temporary storage, output control which serves as an intermediate means for the production of printouts, or online data	Clerk	8	City Hall	
E-2	Transitory & Miscellaneous Administrative Information	Messages which do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. May include unsolicited received messages (spam), periodicals, superseded templates, appointments, calendars, schedules duplicates of records retained elsewhere	Clerk	AN	City Hall	Until Administrative need is met
E-3	Subject Files	Correspondence, reports, and information related to the functional department of the municipality and which document events, projects, activities, and issues.	Clerk	7	City Hall	At 7 years these should be reviewed for archival value.
E-4	Reading Files	Copies of incoming and outgoing letters and memoranda.	Clerk	3	City Hall	
E-5	Reserved					
E-7	Clerk Email Messages	If subject to multiple records retention requirements, it must be archived for the longest applicable period.	Clerk	5	City Hall	At 7 years these should be reviewed for archival value.
E-8	Mayoral and City Council Email Messages	Messages sent or received by Mayor and/or City Council using city-issued computers	Clerk	5	City Hall	

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes
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Item #15.

F-2	EMS Incident Reports	Reports of any incident that involved Emergency Medical Services	Fire Chief	10	Fire Hall	
F-3	Fire Inspection/Compliance	Series that documents fire safety inspection	Fire Chief	3	Fire Hall	
F-4	Reserved					
F-5	Violation/Complaint Files	Record of violations and complaints relating to Fire Safety Code	Fire Chief	C+3	Fire Hall	C=until resolution of complaint
F-6	Fire & Rescue Response Dispatch	SD card recording of incoming calls and outgoing dispatch	Fire Chief	30 days	Fire Hall	
F-7	Fire & Rescue Response Dispatch Logs	Record of incoming calls received by the Department.	Fire Chief	3	Fire Hall	
F-8	Fire & EMS Training Files	Consists of correspondence, course descriptions, training dates & exam results	Fire Chief	T+6	Fire Hall	T=until termination of employee or volunteer no longer active
F-9	Fire Prevention Education Programs	Multimedia materials used in fire prevention education	Fire Chief	C	Fire Hall	C=until superseded/ obsolete or administrative need is met
F-10	Fires & Rescue Response Records	Fire and Rescue Logs	Fire Chief	1	Fire Hall	
F-11	Alarms Records	Alarms Records: of alarm response tests conducted on all circuit and location alarm boxes	Fire Chief	L	Fire Hall	L=life of system
F-12	Equipment Inspection Records	Records of inspections for vehicles, mechanical systems, pump test logs hoses, ladders (ground and aerial), mask service information (model, serial number, purchase date, type, cubic feet of tank and service record)	Fire Chief	3	Fire Hall	
F-13	Reserved					
F-14	Apparatus Accident Files	Department record of accidents involving municipal fire/rescue vehicles. May include Trooper reports	Fire Chief	3	Fire Hall	*Retain longer if involved in litigation
F-15	Reserved					
F-16	Fire & EMS General	Fire & EMS records not previously covered	Fire Chief	6	Fire Hall	

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes
						Item #15.

HR-1	Reserved					
HR-2	Human Resources – Employee	Official Employment History (applications; resume; personnel actions regarding hire; termination and promotion; performance appraisals; employee testing; training certificates; driving history). Employee withholding exemptions (W-4), I-9, Notification of pay step increases; Retirement Participation, Health...	Treasurer	CY+9 (10)	City Hall	
HR-3	Human Resources – Job Descriptions/Class Specifications	Description of specific duties for each position, job qualifications & skills	Treasurer	C or T	City Hall	C=until superseded/ T = Termination
HR-4	Human Resources- Grievance Case Files	Grievances filed by employees against departments, grievance forms, investigative notes, reports, correspondence, and related backup	Treasurer	6	City Hall	Until resolved
HR-5	Human Resources – General	Human Resources records not previously covered	Treasurer	6	City Hall	
HR-6	Human Resources – Recruitment, Applications for Employment (not Hired)	Applications for Employment (<i>not hired</i>)	Treasurer	CY+1 (2)	City Hall	

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes
						Item #15.

L-1	Circulation Records	Items borrowed	Librarian	Active + 3	Library	Until superseded/ Obsolete or admin. Need is met.
L-2	Circulation Statistical Reports	Statistics of circulation	Librarian	P	Library	
L-3	Accession Records	Items added to the collection	Librarian	Active	Library	Until obsolete
L-4	Discard Statistics	Items withdrawn from the collection	Librarian	Active	Library	Until obsolete
L-5	Policies and Procedures	Implemented general policies	Librarian	P	Library	Updated periodically
L-6	Grant Files	Proposals and reports	Librarian	P	Library	
L-7	Vertical Files	Reference files on local history	Librarian	P	Library	Local History
L-8	Automated System	Backup on local system	Librarian	P	Library	ResourceMate database
L-9	Patron Registration Records	Application for borrowing privileges	Librarian	Active	Library	Until obsolete
L-10	Interlibrary Loan Records	Requests for items from other libraries	Librarian	1	Library	
L-11	Overdue notices & fines	Notice to patrons concerning overdues	Librarian	Active	Library	Until obsolete
L-12	Incident Reports	Incidents/accidents reported to staff	Librarian	5	Library	Unless litigated
L-13	Endowment Records	Donation/contribution bequests	Librarian	P	Library	
L-14	Library Equipment Records	Guarantees, warranties Includes correspondence related to failed or non-functioning equipment	Librarian	Active	Library	*or until equipment is replaced

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes
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Item #15.

LAW-1	Municipal Attorney Opinions	Official interpretations regarding questions of legal rights or liabilities affecting operating departments	Clerk	P	City Hall	
LAW-2	Litigation	Records related to action in civil and criminal cases and investigations, including briefs, pleadings, evidence, reports, court proceedings, correspondence. Final Claims or Litigation Documents	Clerk	C+6	City Hall	C-until case is closed
LAW-3	Law-General	Correspondence and reports related to the legal review of city functions	Clerk	6	City Hall	

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes
MF-1	Marine Facilities Files	Documents relating to Marine Facilities, warnings, citations etc.	MFC	3	City Hall	
MF-2	MF Maintenance Logs	Records are maintained by the MFC and contain information regarding building and repairs of Marine Facilities	MFC	3	City Hall	
MF-3	MF Correspondence	Correspondence and reports related to the legal review of city functions	MFC	1	City Hall	

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes
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Item #15.

PL-1	Land Management – General	Land Classification Case/Management; files relation to acquisitions, sales, leases, management agreements, letters of entry, timber sales, resource sales	Clerk	10	Treasurer	
PL-2	Conditional, Variance, Temporary Use Permits, ROW vacations, or other activities requiring public hearing	Land Use Permits that require a hearing and approval by the Council	Clerk	P	Treasurer	
PL-5	Deeds & Leases to Municipality Real Property	Deeds to city real property, Deeds, Patents, Quitclaims, Easements, Right-of-Way, and Leases to City property	Finance or Clerk	P	Treasurer	

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes
PW-1	Procurement Files	Purchase of goods and services which may include bid specifications, requests for proposal, price quotations, bid abstracts, purchase orders/requisitions, correspondence.	Treasurer	FY+3	Treasurer	FY=Year of Purchase. Refer to PW-4 if formal contract is required.
PW-2	Engineer's Drawings	Maps, plats, block, and street maps	Clerk	P	Treasurer	See AD-13
PW-3	Projects-General	Project files not previously covered	City Administrator	6	Treasurer	
PW-4	Contracts	Notifications of award, contract negotiations, original signed contracts, and amendments, change orders or renewals, special conditions, fiscal reports, payment logs, progress reports, correspondence, and financial support records including work papers, spreadsheets, summaries, and other data reflecting the expenditure of grant funds, contract insurance and bonds.	Treasurer	L+6	Treasurer	L=Life of Contract

Item #15.

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes
R-1	Road Names		Clerk	P	Clerk	
R-2	Snow Removal Road Maintenance	Records relating to snowplow routes and activity and road maintenance. May include logs, correspondence and other documents related to snow removal	Clerk	C	Treasurer	C = Until superseded/obsolete or administrative need is met.
R-3	Road / Bridge inspections		Clerk	6	Clerk	
R-4	Civil Works Permit		Clerk	4	Clerk	

Item #15.

CITY OF GUSTAVUS, ALASKA PROJECT SCOPING and DEVELOPMENT FORM

This form is to be used to document project planning and approval to assure that: project options are well-considered; the best option is put forward; initial and continuing costs and funding are addressed; and that Council approval has been given for implementation. Use this project scoping form with the Project Planning and Approval Process Flow Chart.

Answer the questions that pertain to your proposed project. Attach additional narrative pages if necessary. Type in the electronic form using as much space as you feel is necessary.

Part 1. Project Identification

Name of Project: **Heat Pump Installations for City Buildings**

City Department: Administration Contact: Mike Taylor
Email: mike.taylor@gustavus-ak.gov Phone: 907-697-2273

Volunteer Project Manager: Dean Weikle, Phone: 952-239-0634
Email: deweikle@gmail.com

Part 2. Project Scope refers to a project's size, goals, and requirements. It identifies what the project is supposed to accomplish and the estimated budget (of time and money) necessary to achieve these goals. Changes in scope will need Council approval.

1. What is the project?
 - What are its goals and objectives?

Goals:

The primary goal is to reduce the City's carbon footprint by electrifying heating in city buildings using heat pump systems as the primary heating energy means. The secondary goal is to reduce reliance on expensive heating oil for existing heaters.

City building heat will be sourced primarily from the local Falls Creek hydroelectric power facility. The oil-fired heating system will be maintained as a back up for very cold weather.

Objectives:

Likely buildings to have heat pump systems installed are:

City Hall.	One heat pump with two or three discharge units & UV air cleaner.
Fire Hall.	One heat pump with two discharge units.
DRC Office.	One heat pump with one discharge unit
Old PO Bldg.	One heat pump with one discharge unit.
Community Chest:	One heat pump with one discharge unit.

- Who/what will be aided by this project? Who are the targeted stakeholders/customers? The global climate will benefit from the reduction of carbon emissions and the city budget will benefit because electric costs are less volatile than fossil fuel costs. Through this project, the City will demonstrate its commitment to our vision as a distinctive

community that prospers while and by protecting its natural resources. The project will increase utilization of electric power from the Falls Creek Hydroelectric facility, which will contribute to lower unit power prices for community consumers as more kilowatt-hours are sold from the fixed cost facility.

- Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey?
No survey is needed. The project managers will identify buildings and scope systems for those facilities
- What is NOT covered by this project? What are its boundaries?
The project addresses only heating systems. It does not address ventilation upgrades in City buildings. The Gustavus Public Library is not included in this project because the City is considering an addition to the library and could address a heat pump system as part of that project.

2. Why is the project needed?

- What community problem, need, or opportunity will it address?
The project addresses three needs: 1) to be a responsible organization that reduces its carbon emission impact on the planet; 2) to stabilize energy costs in a volatile geopolitical environment with wildly varying fossil fuel prices; 3) to increase utilization of the Falls Creek Hydroelectric Facility and the kilowatt-hours delivered to customers, which will help lower the cost per kilowatt-hour ultimately to all customers.
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?
The project will improve City infrastructure by converting buildings to modern alternative energy heating source—our community hydroelectric facility. By increasing use of electric power demand, the City will help address the high cost per kilowatt-hour that currently results from low sales compared to the fixed cost of the facility.

The project will also qualify for a \$500 incentive payment from our utility, Alaska Power and Telephone (Alaska Power Company) for each system installed in a building.
(Confirmed by Jason Custer of APC, 4/21/22)

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

4. Is this project part of a larger plan? (For example, the Gustavus Community Strategic Plan, or committee Annual Work Plan?)
No

5. What is your timeline for project planning?

- By when do you hope to implement the project?
This will depend on grant funding availability.
- Will the planning or final project occur in phases or stages?
This may occur in stages depending on funding. Buildings would be done in priority.

6. What is your budget for the planning process? Will you be using a consultant? Planning will be done by the project managers at no cost to the city. However, grant application by the grant writer is estimated at \$7071.

7. What is your rough estimate of the total cost of the planning and final product? At the least, please list cost categories. See Part 4. (Ques. 4-8) and Part 5 (Budget) for guidance.

City Hall.	One large heat pump with three discharge units	
	UV filters and associated equipment :	\$ 13,000
Fire Hall.	One large heat pump with two discharge units:	\$ 13,000
DRC Office.	One heat pump with one discharge unit:	\$ 6,500
Old PO Bldg.	One heat pump with one discharge unit:	\$ 6,500
Community Chest:	One heat pump with one discharge unit:	\$ 6,500
Subtotal:		\$45,500
Contingency:	Possible additional electrical requirements:	\$ 4,500
Total Cost:		\$50,000

Parts 3., 4., 5., 6. Project Investigation and Development

Parts 3.-6. refer to social, environmental, and financial impacts of various options. These questions will help you document your consideration of alternatives and your choice of the option providing the best value for the community. Your goal is to generate alternatives and make a recommendation from among them. Return to Part 3., "Summary" after applying Parts 4.-6.

Summary:

1. What alternative approaches or solutions were considered? Make a business case for your top two or three options by discussing how effectively each would fulfill the project goals, and by comparing the economic, social, and environmental costs vs. benefits of each one.

No alternative approaches were identified.

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

Heat pumps are the modern method of electrifying heating systems to reduce carbon emissions and air pollution that are characteristic of fossil-fueled heating systems.

3. Identify your funding source(s).

We are applying for grants to fund the project. Potential funding sources include an Endowment Fund grant and capital funding from the City savings.

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

Will this project affect:	No	Yes (+/-)	Maybe
Environmental quality? (+ = impact is beneficial; - = harmful)			
• Climate change		+	
• Streams/groundwater quality	X		
• Air quality		+	
• Soils/land quality		+	
• Fish/wildlife habitat, populations	X		
• Plant Resources (timber, firewood, berries, etc.)	X		
• Invasive or pest species	X		
• Natural beauty of landscape or neighborhoods	X		
• Neighborhood character	X		
• Noise or other environmental impacts	X		
• Environmental sustainability		+	
• Hazardous substances use	X		
• Community waste stream	X		
• Light pollution at night	X		
Recreational opportunities?			
• Public land use and access	X		
• Trails/waterways	X		
• Parks	X		
• Public assembly/activities	X		
Education/training/knowledge & skill development?			+
Public safety?	X		
Public health?	X		
Medical services?	X		
Emergency response?	X		
Economic performance & sustainability?			
• Employment of residents			
o Short-term (i.e. construction)		+	
o Long-term (operating and maintenance)	X		
• Cost of living reduction			+
• Return on investment			+
• Visitor opportunities/impressions/stays/purchases		+	
• Competitive business environment		+	
• Support for existing businesses		+/-	
• New business opportunities			+
• Economic sustainability		+	
• Attractiveness of City to new residents/businesses		+	

City government performance?			
• Infrastructure quality/effectiveness/reach (more people)		+	
• Existing services	X		
• New services	X		
• Cost of City services		+	
• Tax income to City	X		
Transportation?			
• Air	X		
• Water	X		
• Roads	X		
Communications?			
• Internet	X		
• Phone	X		
• TV/radio	X		
Other? (type in)			

2. How does this project provide benefits or add value in multiple areas? (E.g., benefits both to the environment and to business performance.)
 The project will reduce the City's impact on global climate. It will benefit the reputation of the City of Gustavus as an environmentally distinctive community and government. It will reduce City dependence on fossil fuel, which is increasingly expensive and volatile in price. Increasing City purchase of electric energy will increase kilowatt-hour sales by the utility, which ultimately supports a lower base rate for the power from the fixed cost Falls Creek Hydroelectric Facility.
3. Are other projects related to or dependent on this project?
- Is this project dependent on other activities or actions?
 No
 - If yes, describe projects, action or activities specifying phases where appropriate.
4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity? (e.g., will the construction of a new facility require additional roads or road maintenance or more internal City staffing?)
 No
5. What regulatory permits will be required and how will they be obtained?
 None
6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project?

Initial Cost:

Operating Cost: Heat pumps are nearly maintenance free. The city will purchase more electricity, the cost of which is offset by not buying heating oil.

7. Is an engineering design or construction estimate necessary?

No engineering design work is required. These systems are standard, manufactured units that can be installed by skilled trade workers.

8. Will operation of the project generate any revenue for the City such as sales, user fees, or new taxes? If so, how will the new revenue be collected?

No

Part 5. Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$0	Personnel	\$0
Project management	\$0	Benefits	\$0
Land, structures, ROW, easements	\$0	Training	\$0
Engineering work	\$0	Travel	\$0
Permitting, inspection		Equipment	\$0
Site work	\$0	Contractual	\$0
Construction	\$45,500	Supplies	\$0
Waste disposal	\$0	Utilities	\$0
Equipment	\$	Insurance	\$0
Freight	\$0	Repair & maintenance	\$
Contingencies	\$4,500	Other (list)	\$0
Other (list)	\$	Other (list)	\$0
Other (list)		Total direct costs	\$
		Indirect costs	\$
		Income (fees, taxes)	\$
		Balance: costs-income	

Updated Latest Estimate Budget Line Items if Changed Date: _____

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

Part 6. Jobs and Training (required by some granting agencies)

- What service jobs will be needed for operation and maintenance?
Operation and maintenance are relatively cost-free.
- How many full-time, permanent jobs will this project create or retain?
0 Create/retain in 1-3 years
0 Create/retain in 3-5 years
- What training is necessary to prepare local residents for jobs on this project?
 None
- How many local businesses will be affected by this project and how?
 Two local businesses likely: Mechanical and Electrical contractors

Part 7. Business Plan (Upon Council request)

Upon Council request, please prepare a business plan for the operating phase of your leading option(s). Plans will differ according to the nature of the project.

There are a number of good Internet sites that will assist you in developing a business plan. One example (12/2010): is http://www.va-interactive.com/inbusiness/editorial/bizdev/ibt/business_plan.html

Basic components of a business plan:

- The Product/Service
- The Market
- The Marketing Plan
- The Competition
- Operations
- The Management Team
- Personnel

Part 8. Record of Project Planning and Development Meetings

1. Please document the manner in which public input was received.
 - Public comment on agenda item at committee or Council meeting
 - Special public hearing
 - Dates and attendance for the above.
 - Written comment from the public (please attach)
2. Please use the following chart to document committee meetings, Council reports, and so on. Did the committee make recommendations or requests? Did the Council make requests of the committee?

Meeting Record

Event (Meeting of committee, Council report, public hearing, etc.)	Date	Agenda Posted (date)	Minutes or record attached? (yes/no)	Outcome Rec to Council, requested action of Council, etc.	No. of attendees
M. Taylor and D. Weikle	4/19/22	N/A	N/A	Initial discussion	2

Part 9. Feedback to the Council

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

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY22-15NCO
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
DEPARTMENT BUDGETS FOR FISCAL YEAR 2022**

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 2022 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:

EXPENSE	Original Budget	Amended Budget	Change
AMLIP: Road Maint. Unencumbered	\$ 132,168.00	\$ 82,168.00	\$ 50,000.00
Road Maintenance: Other	\$ 205,000.00	\$ 255,000.00	\$ 50,000.00

Total Change in Expense	\$ 0
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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 9, 2022*

DATE OF PUBLIC HEARING: *June 13, 2022*

PASSED and **APPROVED** by the Gustavus City Council this ____ day of _____, 2022.

Michael Taylor, Mayor

Attest: Eduarda Loggins, City Treasurer

Attest: Karen Platt CMC, City Clerk

Mayor's Report for May 9, 2022, General Meeting

Our fine city staff continues to make Gustavus a City to make us proud. You have had reports from many of the departments already. My focus the last month has been on funding, developing, and executing infrastructure projects, FY23 operating budget with the City Administrator and Treasurer.

1. City Budget. City Administrator Tom Williams and Treasurer Eduarda Loggins have worked hard to develop an FY23 operating budget that meets my expectations for improving the quality and availability of City services and will enable us to take better advantage of grants for infrastructure improvements to improve living and working conditions in Gustavus. The budget is the financial expression of our operating plan and is the tool that makes it possible. As in every past year, the operating budget is conservatively crafted to assure operating expenses remain well below revenue receipts for the year with fully-funded provisions for future major repairs and maintenance of city facilities and safe margins for unexpected events. The budget balances with a substantial surplus even after conservative estimates of income and expense. Those annual surpluses are the funding source for capital improvements. As our community has grown (48% between 2010 and 2020) our local businesses have been successful, and our sales and bed tax revenues have grown steadily. As an effective and respected local government, we have also been successful in capturing state and federal funding for municipalities. The budget applies our steadily improving financial condition to serving the community better every year. With this trend the city can continue to improve service quality for our existing publicly-approved functions with no need to increase tax rates for the foreseeable future. *And we can do so while maintaining the distinctive character of our community.*

Maintaining and developing productive city staff is key to meeting the expectations of Gustavus residents and being a distinctive community in Alaska. The FY23 operating budget funds staff pay adjustments to reflect cost of living increases and to assure fair and competitive compensation for the demands of the jobs and the skills of the incumbent employees. It also provides for an increase in work hours for administrative staff in City Hall to allow the offices to be open five days a week and to capture grants and execute public works projects made possible by new Federal infrastructure funding. Each year we sock away savings to repair and replacement accounts. This year we also are applying a portion of the flood recovery reimbursement funds received from FEMA to a new budget line for emergency and disaster recovery. That budget line will be available for immediate use in a disaster (such as the December 2020 flood), allowing the city to contract response services without drawing from funds appropriated for routine operations and without needing the council to meet specially to appropriate funds for the emergency. Absent a qualifying emergency the funds will be unspent at year end and will roll over to the same budget line for the next fiscal year.

2. Break up road maintenance has been challenging after a winter of heavy snow. Roads have mostly thawed and by the end of April most snow berms had melted allowing our road contractor to use the motor grader to pull gravel lost during plowing from shoulders back onto the road and to smooth and reshape road crowns. The work is scheduled for dry periods so assure it is sustainable. Thanks to Glacier Bay Construction for continuing excellence in road maintenance services!

3. FEMA flood recovery and mitigation funding. For 16 months, Tom Williams and I have been working through the FEMA application process to recover costs of road repairs due the December 2020 flood. Extensively documented expenses have now been approved for payment and we expect to recover around \$100,000. While doing the repairs and ditch cleaning our contractor restored to better than pre-

disaster state. Now in addition to that recovery funding, FEMA officials have offered us another \$96,000 in mitigation funding to prevent similar flood damage in the future. We are applying that grant to further drainage improvements. We are most grateful for the assistance from FEMA officials and their support for improving our resilience in the face of continuing climate change.

4. Fairweather Road. The properties north of Fairweather Road have been subject to flooding in heavy rains in the last 2-3 years with flooding of a ground-mounted transformer. Fairweather Road's lack of adequate drainage ditches and culverts has been contributing to the flooding. As of the first week of May, our road contractor is excavating a new ditch along the north side of Fairweather Road and installing culverts under driveways where they were missing or undersized. A new culvert will be installed also at the intersection of Fairweather and Jacob to drain water from the south side ditch on Fairweather to Glen's Ditch. This project will greatly reduce area flooding from heavy storms and reduce maintenance needs for Fairweather Road.

5. Large Culvert Riprap at Gravel Pits. Glacier Bay Construction will soon install protective rip rap at the large culvert under Wilson Road where it becomes Rink Creek Road at the Gravel Pits. The project will guard against future washout and loss of the large culvert during flood events, as nearly occurred in the August 2021 river overflow flood. The cost of this work will be covered by a new flood mitigation grant that was offered to us this month by FEMA following the successful flood recovery work since December 2020. Work is pending sufficient drop in the water table and ditch flow at the site.

6. Wilson Road Drainage Improvement. This project is the first step of an overall project to excavate and improve ditches along Wilson Road to capture and carry away flood waters during heavy rain events such as we had in December 2020. The project will replace a damaged, undersized culvert under Wilson Road at Chase Drive with a 24" diameter culvert to carry flood water from the west side of Wilson to the deep ditch on the east side and on to Glen's Ditch. The project will also extend the deep ditch on the east side of Wilson north past the ADF&G cabin and install a culvert under the ADF&G driveway. The intent is to divert any flood water on Wilson Road away from the adjacent subdivisions that were flooded in December 2020. Glacier Bay Construction will proceed to install the culvert at the ADF&G cabin driveway and complete the ditch section north of there after the water table drops sufficiently. Funding will be recovered via the new FEMA mitigation grant.

7. Tong Road drainage and flood recovery. This project to replace two flood-damaged culverts along Tong Road is in the design phase and I expect to have a request for quotation out in April, with funding from the FEMA flood recovery opportunity. We will eventually excavate a ditch along the north side of Tong Road from Mountain View to the Country Inn entrance driveway, which should improve driving conditions and reduce maintenance. An RFQ is in preparation for this project.

8. Same Old Road drainage. Last summer Glacier Bay Construction cleaned and improved a ditch along a section of Same Old Road. That work has helped keep the road dry but a damaged and plugged ancient culvert at the corner between Tim Sunday's and Chuck Bales' residences has blocked flow from reaching the Glens Ditch system. Our road contractor is scheduled this month to install a new culvert to relieve ponding water at the inside of that corner. In a later phase we intend to ditch the east side of that North-South road section and the south side of the East-West running section as far as End of the Trail and install culverts to improve drainage and reduce frequent flooding issues along the road.

9. Stock culvert purchase. In April the City purchased twenty, 18" diameter culverts for use in the above planned drainage projects, some of which will qualify for FEMA reimbursement.

10. Grandpa's Farm Road Bridge. On April 11 the Council awarded to Glacier Bay Construction the project to construct the Grandpa's Farm Road Bridge, replacing the badly perched culvert carrying Harry Hall Creek under the road. I issued the Notice to Proceed to the contractor on April 12, and the bridge package is now under design by the manufacturer, Western Wood Structures in Tualatin, Oregon. The design should be complete in early May for review by the Project engineering consultant, Dowl Engineering, before we issue a second Notice to Proceed for manufacturing and construction of the bridge. Construction is expected to occur in August. This project is 100% funded by US Fish and Wildlife with funds from the Bipartisan Infrastructure Bill.

11. Good River Bridge Repairs. This 1985 timber bridge needs repairs to keep it functional and safe for decades to come. PND Engineers on April 29 completed a site evaluation of specific deficiencies identified previously in an Alaska DOT bridge inspection report. They further evaluated the bridge embankment at the northwest corner of the structure where a stream has been cutting an incised channel next to the embankment. The consultant is generating a report and recommendations for corrective action. This engineering work is funded from our city capital improvement program. Once the report is received, we will identify funding and contract repairs. If substantial work is needed for the embankment/stream problem we may seek an infrastructure grant for the work.

12. Grant Funding for Major Projects. Solstice Alaska Consulting, a grant writing firm, has been contracted to help us apply for major project grants. They are developing applications for several projects:

The first project is our proposal to build a bike trail from the Airport to the Park boundary with a branch down Dock Road to the Dock. Council member Jim Mackovjak assembled a trail project history description and supporting material for the grant writer. Vice Mayor Kyle Bishop is assisting in the grant support effort and plans to coordinate with the NPS for possible funding assistance and connection to Park trails. Jim has contacted Alaska DOT&PF and received written support for development of the trail in the DOT rights-of-way. Jake Ohlson representing the NPS is enthusiastic about the Bike Path project and is looking into ways the NPS can help with it. The team is determining how to structure the request for the overall planning, design, and construction phases.

The second major project is to fund construction of a wave barrier to protect our city-owned float system at the state dock. We are working first with Alaska DOT&PF to develop scope and a cost estimate for the project.

The Heat pumps for City Buildings Project Scoping document has been passed on to the grant writer with a target of applying for a Denali Commission grant in mid-May. The scoping document is before the council for approval this month.

13. Possible parking area improvement for previous Golf Course "Meadow Trails." My scoping document for this project is before the Council for approval in May. The trail head parking would serve walkers using the trails on the DeBoer tract and a trail to the river on the DRC property. It would be a relatively small project, about \$2000, much like those completed in past years at the end of Good River Road and Dickey Drive. We may do the work using road maintenance funds because it is essentially a

driveway and parking for the trail to the harbor on City harbor tract B3, in addition to serving trails on the old Golf Course. I anticipate the short route to the harbor from there will remain a walking path, rather than a motorized vehicle route.

14. Pandemic Measures. Per the decision of the Council to end the mask-wearing requirement for city buildings, masking is now optional. We will monitor public acceptance. Installation of heat-recovery ventilation for City Hall would improve health protection for larger meetings there. I continue to investigate equipment that would be suitable.

15. Internet Service to City Hall. ByteNet has offered the city free internet service for two years for hooking up to their fiber network. We have asked ByteNet to provide a written offer with details and expect they will have that proposal available for Council review in June. It would be a sole source change from HughesNet so I would like the Council to weigh in on the suggestion. ByteNet now serves the library and DRC. Staff at those locations reported to the City Administrator in May that service has been acceptable.

16. City Administrator search committee and position description revision. Our search for a candidate to fill the position of City Administrator with the pending departure of Tom Williams from the position remains open. An interview with one interested applicant is being scheduled for the week of May 9. Tom has graciously offered to remain on hand on a part time basis remotely after his relocation this month to Sitka to assist with continuing projects until a new City Administrator is on board. His continuing help with FEMA grant documentation and other grant applications in the interim will be very helpful to me.

17. Beach Park CRMA. At the April General Meeting the Council approved the Beach Park CRMA proposed Amendment #1 and development plan and authorized the Mayor to sign it on behalf of the City. The document is now in the hands of DNR for further review and approval at the Director's level. I continue to work with the Southeast Division of Lands and Water manager, Ben Stevens, to encourage completion of the process.