



# CITY OF GUSTAVUS

## CITY COUNCIL GENERAL MEETING

Monday, May 13, 2024 at 7:00 PM  
Gustavus City Hall

### COUNCIL MEMBERS

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

### CITY HALL

City Administrator – Kathy Leary  
City Clerk – Liesl Barker  
City Treasurer – Ben Sadler  
Phone: 907-697-2451 | [clerk@gustavus-ak.gov](mailto:clerk@gustavus-ak.gov)

## AGENDA

### VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/5155019406?pwd=UjNNbjB0T0czdnNreUdWSE1DUHJUQT09&omn=82301710299>

**ID:** 515 501 9406

**PASSCODE:** 2451

**TEL:** 253-215-8782

### ROLL CALL

**Reading of the City of Gustavus Vision Statement**

### APPROVAL OF MINUTES

- [1.](#) 04-08-2024 General Meeting Minutes
- [2.](#) 04-15-2024 Special Meeting Minutes
- [3.](#) 04-24-2024 Special Meeting Minutes

### MAYOR'S REQUEST FOR AGENDA CHANGES

### COMMITTEE / STAFF REPORTS

- [4.](#) Disposal and Recycling Center Quarterly Report
- [5.](#) Marine Facilities Quarterly Report
- [6.](#) City Treasurer Monthly Report
- [7.](#) City Administrator Monthly Report

### PUBLIC COMMENT ON NON-AGENDA ITEMS

### CONSENT AGENDA

### ORDINANCE FOR PUBLIC HEARING

- [8.](#) FY24-12NCO Capital Project Funding 2024 Salmon River Park Playground Equipment Expansion Project Phase 2 (Introduced 04/08/2024)
- [9.](#) FY24-13NCO Capital Project Funding 2024 for Landfill Expansion (Introduced 04/08/2024)
- [10.](#) FY24-14NCO Long-Term Capital Project Surplus to FNBA (Introduced 04-15-2024)

### UNFINISHED BUSINESS

- [11.](#) CY24-10 Resolution asserting unfettered public access to the Falls Creek lands via the Hydro Road is a Public Right

### NEW BUSINESS

- [12.](#) CY24-12 Resolution establishing a conservation lands advisory committee

- [13.](#) FY24-15NCO Budget for Fiscal Year 2025 (public hearing 06-10-2024)
- [14.](#) FY24- 16NCO Amendment of Departmental Budgets in Fiscal Year 2024 (public hearing 06-10-2024)
- [15.](#) FY24-17NCO Same Old Road Drainage Improvement Project (public hearing 06-10-2024)

#### **CITY COUNCIL REPORTS**

- [16.](#) Coffee with Council
17. City Beautification
18. Payment Processing Fees/Bank Service Charge
19. SS4A Grant
- [20.](#) Mayor's Report

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

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

#### **EXECUTIVE SESSION**

#### **ADJOURNMENT**

**POSTED ON:** May 8, 2024 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

Monday, April 08, 2024 at 7:00 PM  
Gustavus City Hall

Item #1.

## COUNCIL MEMBERS

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

## CITY HALL

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Phone: 907-697-2451 | [clerk@gustavus-ak.gov](mailto:clerk@gustavus-ak.gov)

## MINUTES - PENDING

### VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/5155019406?pwd=UjNNbjB0T0czdnNreUdWSE1DUHJUQT09&omn=83662967792>

**ID:** 515 501 9406    **PASSCODE:** 2451    **TEL:** 253-215-8782

### **ROLL CALL** (11 Seconds)

#### PRESENT

Mayor Shelley Owens  
Vice Mayor Brian Taylor  
Council Member Janene Driscoll  
Council Member Rachel Patrick  
Council Member Jim Mackovjak (via Zoom)  
Council Member Kyle Bishop (via Zoom)  
Council Member Mike Taylor

### **Reading of the City of Gustavus Vision Statement** (35 Seconds)

Council Member Driscoll read the City of Gustavus Vision Statement.

### **APPROVAL OF MINUTES** (1 Minute 35 Seconds)

#### 1. 03-11-2024 General Meeting Minutes

Motion made by Council Member Patrick to approve by unanimous consent the 03-11-2024 Meeting Minutes.

Seconded by Council Member Mackovjak

Public Comment: None

Council Comment: None

Hearing no objections, the 03-11-2024 General Meeting Minutes were approved by unanimous consent.

City of Gustavus, Alaska  
City Council General Meeting Minutes - PENDING  
April 8<sup>th</sup>, 2024  
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**MAYOR'S REQUEST FOR AGENDA CHANGES (2 Minute 50 Seconds)**

Mayor Owens informed the council of her intent to postpone item #10 once council came to that item on the agenda.

There were no agenda changes.

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

**COMMITTEE / STAFF REPORTS**

## 2. Gustavus Volunteer Fire Department Quarterly Report (3 Minute 38 Seconds)

Fire Chief, Sol Martinez submitted a written report and provided an oral summary.

Council Clarifying Questions:

Council Member Driscoll

## 3. City Clerk Quarterly Report (9 Minute 50 Seconds)

City Clerk, Liesl Barker submitted a written report and provided an oral summary.

Council Clarifying Questions:

None

## 4. City Treasurer Monthly Report (13 Minute 25 Seconds)

City of Gustavus City Treasurer, Ben Sadler provided monthly financial documents and gave an oral summary.

Council Clarifying Questions:

None

## 5. City Administrator Monthly Report (16 Minute 50 Seconds)

City of Gustavus City Administrator, Kathy Leary provided a written and oral report.

Council Clarifying Questions:

None

**PUBLIC COMMENT ON NON-AGENDA ITEMS (27 Minute 25 Seconds)**

Susan Warner – Request to have City Administrator report in packet

James Kerns - Wave barrier in at the dock, pave Wilson Road, Hydro Rd.

Point of order by Clerk Barker – Falls Creek Hydro Road topic is on the agenda one needs to hold comments until that time – well taken

**CONSENT AGENDA (27 Minute 25 Seconds)**

6. FY24-12NCO Introduction of Capital Project Funding 2024 Salmon River Park Playground Equipment Expansion Project Phase 2 (Public Hearing 05/13/2024)

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Motion made by Vice Mayor B. Taylor to adopt the consent agenda by unanimous consent as presented.

Seconded by: Council Member M. Taylor

Hearing no objections, the motion passed.

## **ORDINANCE FOR PUBLIC HEARING**

None

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

7. FY24-13NCO Introduction of Capital Project Funding 2024 for Landfill Expansion (Public Hearing 05/13/2024) (28 Minute 50 Seconds)

Motion Made by Council Member Bishop to introduce FY24-13NCO Introduction of Capital Project Funding 2024 for Landfill Expansion (Public Hearing 05-13-2024).

Seconded by: Vice Mayor B. Taylor

Public Comment: None

Council Debate: None

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

Motion Passed

8. Approve CIP Project Development Form for Same Old Road (33 Minute 50 Seconds)

Council Member M. Taylor to approve CIP Project Development Form for Same Old Road.

Seconded by: Vice Mayor B. Taylor

Public Comment: None

Council Debate:

Vice Mayor B. Taylor

City Treasurer Sadler

Council Member Driscoll

City Administrator Leary

Council Member M. Taylor

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

Motion Passed

9. Approve City of Gustavus Capital Improvement Plan for 2024-2028

(41 Minute 55 Seconds)

Motion made by Council Member Patrick to approve City of Gustavus Capital Improvement Plan for 2024-2028.

Seconded by: Vice Mayor Taylor

Public Comment: None

Council Debate:

Council Member Driscoll

DRC Manager/Operator Barrier

City Treasure Sadler

Council Member Patrick

City Administrator Leary

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

Motion Passed

10. CY24-10 Resolution assuring unfettered public access to the Falls Creek lands via the Hydro Road (52 Minute 10 Seconds)

Motion made by Mayor Owens to postpone item #10, to a time certain, at the May 13th, 2024, Gustavus City Council General Meeting.

Seconded by: Vice Mayor B. Taylor

Point of Order made by Council Member M. Taylor – That there is no public comment on the motion to postpone – well taken (point of order made was correct)

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

Motion Passed

11. Approve to accept the funding for the Cybersecurity Assessment Grant and approve the selected vendor, Structured Communication Systems (54 Minute 18 Seconds)

Motion made by Vice Mayor B. Taylor to approve to accept the funding for the Cybersecurity Assessment Grant and approve the selected vendor, Structured Communication Systems.

Seconded by: Council Member Patrick

Public Comment: None

Council Debate:

Council Member Driscoll

City Administrator Leary

Vice Mayor B. Taylor

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

Motion Passed

12. Alaska Technical Solutions Contract Extension (1 Hour 0 Minute 10 Seconds)

Motion made by Vice Mayor B. Taylor to approve CY24-11 Resolution to authorize an additional 1-year extension for managed IT services with Alaska Technical Solutions.

Seconded by: Council Member Patrick

Resolution read by: Vice Mayor B. Taylor

Public Comment: None

Council Debate:

Vice Mayor B. Taylor

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

Motion Passed.

## CITY COUNCIL REPORTS

13. Coffee with Council (1 Hour 4 Minute 30 Seconds)

Vice Mayor B. Taylor provided a brief update on March's Coffee with Council.

14. Bike Path / SS4A Grant (1 Hour 6 Minute 51 Seconds)

Council Member Mackovjak provided a brief update on the SS4A grant, Marine Debris Clean up grant, and Tongass Forest planning presentation.

Clarifying Questions:

Council Member Patrick

15. City Beautification Update (1 Hour 11 Minute 12 Seconds)

Council Member Driscoll provided a brief update.

Council Member M. Taylor provided a brief update about road Maintenance being provided in a new model. (1 Hour 13 Minute 34 Seconds)

Council Clarifying Questions:

Council Member Patrick

Council Member Mackovjak

Vice Mayor B. Taylor

Mayor Owens

Clerk Barker

Council Member Driscoll



City Administrator

16. Mayor's Report (1 Hour 30 Minute 42 Seconds)

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

**CITY COUNCIL QUESTIONS AND COMMENTS** (1 Hour 34 Minute 10 Seconds)

Council Member Driscoll - David "Fritz" Koschomann offered to replace beach bench.

City Administrator - provided an update on beach bench replacement.

**PUBLIC COMMENT ON NON-AGENDA ITEMS** (1 Hour 37 Minute 18 Seconds)

None

**EXECUTIVE SESSION**

None

**ADJOURNMENT** (1 Hour 37 Minute 32 Seconds)

With no further business and hearing no objections, the meeting was adjourned at 8:39PM

**POSTED ON:** April 3, 2024 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

Council Member Driscoll read the City of Gustavus Vision Statement.

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**VISION STATEMENT**

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\_\_\_\_\_  
Shelley K. Owens, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest: Liesl M. Barker, City Clerk

\_\_\_\_\_  
Date

City of Gustavus, Alaska  
City Council General Meeting Minutes - PENDING  
April 8<sup>th</sup>, 2024  
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# CITY OF GUSTAVUS CITY COUNCIL SPECIAL MEETING

Monday, April 15, 2024 at 6:00 PM  
Gustavus City Hall

## COUNCIL MEMBERS

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

## CITY HALL

City Administrator – Kathy Leary  
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Phone: 907-697-2451 | [clerk@gustavus-ak.gov](mailto:clerk@gustavus-ak.gov)

## MINUTES – PENDING

### VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/5155019406?pwd=UjNNbjB0T0czdnNreUdWSE1DUHJUQT09&omn=82290684401>

**ID:** 515 501 9406

**PASSCODE:** 2451

**TEL:** 253-215-8782

### **ROLL CALL** (35 Seconds)

PRESENT

Mayor Shelley Owens  
Vice Mayor Brian Taylor  
Council Member Janene Driscoll  
Council Member Rachel Patrick  
Council Member Jim Mackovjak  
Council Member Kyle Bishop  
Council Member Mike Taylor

### **Reading of the City of Gustavus Vision Statement** (1 Minute 9 Seconds)

Vision Statement read by Council Member Driscoll.

### **APPROVAL OF MINUTES**

None

### **MAYOR'S REQUEST FOR AGENDA CHANGES** (1 Minute 50 Seconds)

Mayor Owens requested for

Item number 2 under new business is being changed to a discussion item.

Plan to discuss installing surveillance at the community chest under City Council  
Questions and Comments

Council Request for Changes: None

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

### **COMMITTEE / STAFF REPORTS**

None

### **PUBLIC COMMENT ON NON-AGENDA ITEMS** (2 Minute 27 Seconds)

None

## **CONSENT AGENDA**

None

## **ORDINANCE FOR PUBLIC HEARING**

None

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

1. FY24-14NCO Introduction of Long-Term Capital Project Surplus to FNBA  
(2 Minute 50 Seconds)

Motion made by Council Member Bishop to introduce FY24-14NCO Long-Term Capital Project Surplus to First National Bank of Alaska Checking.

Seconded by Vice Mayor B. Taylor.

Public Comment: None

Council Debate: None

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Driscoll, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Motion Passed.

2. Approve Request for Proposal for Management and Implementation of Road Maintenance Program for the City of Gustavus (6 Minute 30 Seconds)

Council Comment:

Council Member Patrick

Council Member M. Taylor

Mayor Owens

City Administrator

Council Member Driscoll

Vice Mayor B. Taylor

## **CITY COUNCIL REPORTS**

None

## **CITY COUNCIL QUESTIONS AND COMMENTS (20 Minute 50 Seconds)**

Mayor Owens proposed placing security cameras (with proper signage) at the Community Chest due to people dumping "donations" that do not meet donation standards during non-business hours.

Council Comment:

Council Member Patrick

Council Member M. Taylor  
 Council Member Driscoll  
 Vice Mayor B. Taylor  
 Council Member Bishop  
 DRC Manager and Operator Barrier

**PUBLIC COMMENT ON NON-AGENDA ITEMS** (26 Minute 45 Seconds)

None

**EXECUTIVE SESSION**

None

**ADJOURNMENT** (27 Minute 20 Seconds)

With no further business and hearing no objections, the meeting was adjourned at 6:30 PM.

**POSTED ON:** April 10, 2024 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

None

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\_\_\_\_\_  
 Shelley K. Owens, Mayor

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Attest: Liesl M. Barker, City Clerk

\_\_\_\_\_  
 Date



# CITY OF GUSTAVUS

## CITY COUNCIL SPECIAL MEETING

Wednesday, April 24, 2024 at 6:00 PM  
Gustavus City Hall

### COUNCIL MEMBERS

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

### CITY HALL

City Administrator – Kathy Leary  
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Phone: 907-697-2451 | [clerk@gustavus-ak.gov](mailto:clerk@gustavus-ak.gov)

## MINUTES - PENDING

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**ID:** 515 501 9406

**PASSCODE:** 2451

**TEL:** 253-215-8782

### **ROLL CALL** (41 Seconds)

#### PRESENT

Mayor Shelley Owens  
Vice Mayor Brian Taylor  
Council Member Janene Driscoll (via Zoom)  
Council Member Rachel Patrick  
Council Member Jim Mackovjak (via Zoom)  
Council Member Kyle Bishop  
Council Member Mike Taylor

### **Reading of the City of Gustavus Vision Statement** (1Minute 12 Seconds)

Vision Statement read by Council Member Patrick.

### **NEW BUSINESS** (2 Minutes 15 Seconds)

1. Approve Project Scoping and Development Form for PIPD Planning Grant  
Motion made by Council Member Bishop to approve the project scoping and development form for PIPD Planning Grant.

Seconded by Council Member M. Taylor

Public Comment:

Jim Kearns - in support of this project.

Kim Landeen - Clarifying question, Cost of scoping document is an estimate of the cost of the project assessment.

Council comment:

Vice Mayor B. Taylor

Motion made by Council Member Bishop, Seconded by Council Member Taylor.  
Voting Yea: Mayor Owens, Vice Mayor Taylor, Council Member Driscoll, Council  
Member Patrick, Council Member Mackovjak, Council Member Bishop, Council  
Member Taylor

Motion Passed.

**PUBLIC COMMENT ON NON-AGENDA ITEMS** (12Minutes 07 Seconds)

Jim Kearns - Wilson Road needs to be paved

**CITY COUNCIL QUESTIONS AND COMMENTS** (13Minutes 48 Seconds)

None

**ADJOURNMENT** (14Minutes 02 Seconds)

With no further business and hearing no objections, the meeting was adjourned at 6:14pm.

**POSTED ON:** April 18, 2024 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

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\_\_\_\_\_  
Shelley K. Owens, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest: Liesl M. Barker, City Clerk

\_\_\_\_\_  
Date

**Gustavus Disposal & Recycling Center (DRC) Quarterly Staff Report**  
**Ian Barrier, DRC Manager/ Operator**  
**Monday, May 13<sup>th</sup>, 2024**

## **General Operations and Management**

### Labor

I currently have very little to report on labor since it has only been myself this last quarter. Being by myself can be difficult at times but it is working out. I have been able to take care of the majority of the tasks at the DRC without falling too far behind on anything in particular. I have had enough time to work on some oddball tasks such as processing the DRC's stash of propane cylinders with our plasma cutter, re-anchoring our baler to the concrete floor, and cleaning out our sheds of unneeded items that have been accumulating since before my time here. These are all the kinds of things that get neglected during the summer due to how busy we are and during the winter due to the snow making access difficult and burying items, leaving fall and spring as a window of opportunity for these types of tasks before the summer season officially begins. Syd Glasmann is returning May for another summer season and I'm very grateful she has kept interest in the position at the DRC. I'm planning on only having her in the labor pool for the summer to keep labor cost at a minimum. I will be keeping an eye out for any good, reliable locals that would be interested in part-time work this winter to fill the labor void when she is gone.

### Equipment

I am happy to report I only had one minor breakdown this quarter which was when our 763's parking brake aka shift lock solenoid failed which left the machine unable to move. This randomly occurred one morning when I went to do some mound burial and the machine wouldn't disengage the mechanism. I had to move the shed the machine is stored under so I could lift the cab and diagnose the problem. It was a simple fix and I'm always grateful for simple repairs and procedures compared to some of our other breakdowns. Such as when the fuel pick-up tube rotted away on the 763 and required me to pull the engine to access the fuel tank to replace the tube.

### Compost

This year I wanted to try something different for the compost sales. What I decided was to spread the compost sales over a greater stretch of time rather than dedicating a single day to the sales. I asked the public to drop off labeled containers on a day that we were open to the public and pick them up the next day, opening the gates between 11:00 AM – 3:00 PM; and those who were interested in gathering compost on a regular business day was aloud; I just couldn't guarantee I could assist them. This gave me enough time in the morning to fill all the containers that were dropped off the previous day before opening the gates. I was initially stressed I might be bombed the first day by customers but I'm happy to say it was a steady trickle and I wasn't overwhelmed at any time. At the time of writing this report I am still getting a small trickle of customers asking for compost but currently we have sold ~16.64 yards of compost for a total income of \$3,009 according to Trashflow, our POS software. At the end of this week I am going to allow the public to purchase more than the current limit of two cans/twelve buckets because I will need the room to stockpile next years compost. I received a lot of good feedback from the public in regards to this years compost sales. Nobody had to wait in line and folks were very happy about this fact. I think I'm going to continue having the sales done this way.

### Funds for New Building

I'm happy to say the funding amount of just over \$3,000,000 for the new building was approved and this will be a major change for our operations at the DRC. Having ample room for all our equipment and a place to store waste for more than a day is huge. We will also have room for more sophisticated equipment when the time comes, such as a shredder which would be a big improvement to our operation. With a new building, half of our old building can take on the role of being a new home for our machines and tools with room to work on the equipment and organize our tools more efficiently, essentially our shop. The other half could be used for a few things, such as storage of our paper products to keep them out of the weather, or become part of the Community Chest where hardware and power tools can be stored and sold, along with other large bulky items that the Community Chest is unable to store. On May 14<sup>th</sup> there is a "Kick-off" meeting to initiate the process of awarding the city the funds for the project. I plan on attending and imagine I will have plenty to learn.

### Community Clean Up

Breanna Lawson at the GCC hosted/organized the Community Clean Up this year on May 4<sup>th</sup> and the event went smoothly. Katy Dighton volunteered to help during the event and her help was much appreciated. I mainly had her run the baler while I mainly ran the front to keep the flow of traffic moving, but she pitched in wherever she could and made the day so much easier. The community was able to round up quite a bit of trash and recycling from around town including large pieces of scrap metal from various locations such as the ditches. In total the community brought in 196 pounds of non-recyclables and 471 pounds of recyclables.

### Shipping

Since I have been the only operator this quarter I have been loading shipping containers on my own which has been relatively challenging and I have had to become creative in loading the containers. Shipping out light materials is relatively easy but heavier bales such as cardboard and mixed paper can be difficult due to the fact we have to double stack the bales and move them towards the back of the container with a pallet jack, and moving anything over 1800 pounds proves difficult alongside the tight tolerances of the container which means it's almost a precision process. A few things that make this job easier is to tilt the container downwards so gravity can assist with moving the bales and I have to make sure alignment is right. When things aren't quite in the right position I have to use the Porta Power (a type of hydraulic ram) to cram the bales to the walls of the container; my other method has been to use a wooden beam on the bottom of the bales and push against it with the A770 Bobcat and cram them into position, and it works surprisingly well. Another thing that is a relatively new procedure at the DRC is utilizing high top containers to the fullest. In the past we would never stack bales three high in the high tops due to the difficulty loading the containers with very little headroom. We have to remove two pallets from the bales to make the height work out. On my last paper shipment I was given a high top container and decided to try it out to make our shipment more efficient. I was able to make it work and was able to ship out more than usual although it was quite hard and was a split second decision half way through, my execution could have been better but I proved to myself it's possible to do. This week I am shipping out aluminum cans with a high top container and will be my second attempt at filling the container all the way. A typical container will fit sixteen bales of recyclables with two layers of eight bales. The high top containers are capable of fitting twenty-four bales of recyclables with three layers of eight. I'm going to utilize the high top containers as much as possible from here on and I will be curious how it affects our overall operation budget, since it costs the same as a standard height container to ship.



### My First Inspection

My first inspection as manager/operator of the DRC is scheduled for May 15<sup>th</sup> by Zack Gianotti of ADEC and I'm excited for his visit and what feedback he may have. Currently the DRC gets a very good score when inspected and I hope to continue the trend and get a high score.

### Water Sampling

In April I preformed my first round of water sampling on my own. It was a straight forward task. I have not received the test results at this time. Our permit with ADEC determines how often we take water samples and we currently send our samples to Admiralty Enviromental in Juneau and they test the pH, conductivity, and metals including arsenic, lead and mercury. Out of our four wells two of them were dry and I was unable to pull samples, I am hopeful to get them replaced soon when we expand the landfill. I plan on talking to Zack Gianotti about the best location to place the new wells; as was recommended by Paul Berry.

### DRC's page on the City's Website

I have had several people in the community come to the DRC confused about our hours of operations and the difference between our summer and winter schedule. Even though I feel it is pretty clear when the correct link "Hours of Operation" is clicked folks seem to miss read the information. I also have had some folks mention we need to clarify what we can and can't accept along with what is free, with pictures of the items. Although this information is available in a document on the website I feel many don't want to download a separate document to scroll through. Over the summer if I can find the time I hope to draft up some proposed changes to our website to make it clearer, more user friendly, and modern. I think the best approach would be to post our summer and winter hours at the top of the overview page along with a detailed list of the items we accept, do not accept, what is free, and how they are categorized with pictures of the items in their category. Then moving all PDF documents into it's own page that can be visited if folks desire to learn more. Statistically speaking most people who browse a web page only spend ten to twenty seconds looking for the information they seek and leave if they cannot find it in that time frame.

### **Community Chest**

The community was short staffed late winter and early spring this year since most of the usual volunteers were traveling during this time. They have reported to me that many volunteers have returned just in time for summer and are happy to have the additional help. I currently cannot recall all the current volunteers, so I apologize for not listing them in this report. In April I had a few volunteers come to me with concerns with folks dumping items of little to no value and often these "donations" would contain stray trash; like cleaning out a garage for example. Having difficulty in finding a good solution we came up with the idea of having cameras at the chest with the sole intentions of spotting folks dumping items on days they were closed. I brought this idea forth to the City Administrator and Mayor and then it was brought forth to council and the idea was accepted. I haven't quite pulled the trigger and ordered security cameras yet as I wanted to have a meeting with the staff at the community chest to ensure they really want them now that the idea was approved. I know there have been at least one shipment of goods from the Community Chest to Glory Hole (or Hoonah?) this quarter and I believe Alaska Seaplanes shipped these donations at no cost.

That is all for now, thank you.  
05/08/2024

*Report compiled by [ian.barrier@gustavus-ak.gov](mailto:ian.barrier@gustavus-ak.gov)*

## Marine Facilities Coordinator Quarterly Report

5/6/2024

**Currently working part time at 10 hours per week until mid-May. Here's what's happening.**

- *Tides are up and we will be attempting to move dock floats out this week, weather permitting.*
- *All storm damaged piling connectors on steel float have been replaced. Thank you Chris Hart.*
- *All bathrooms and trash receptacles have been opened up and are back in operation*
- *Repaired dock cart legs and wheels.*
- *Beach wheelbarrow has 2 bad tubes. Will be repairing asap.*
- *City Hall ramp and back porch have been pressure washed to remove moss build up.*
- *Log was removed near welcome sign at beach and vehicles drove out to firepit. I was able to push log back with my old yellow truck. There is talk of allowing fires to be built next to picnic table at beach dirt parking lot. This may help prevent some illegal off road activity. We need to come up with fire ring ideas.*
- *Currently up to date with 2024 boat permit data entry. News group reminder post for this might be a good idea.*

*Larry Platt*

*Marine Facilities Coordinator*

**City of Gustavus**  
**Balance Sheet**  
**As of May 8, 2024**

	<u>May 8, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
AMLIP Capital Improv Current (0630598.1)	143,708.53
AMLIP Capital Improv Long-Term (0630598.2)	1,001,206.57
AMLIP Repair & Replacement (0630598.3)	385,827.47
AMLIP Gravel Pit Fund (0630598.8)	25,409.53
AMLIP Reserve (0630598.12)	1,205,126.37
APCM.Endowment Fund	1,587,703.04
FNBA - Checking	59,831.14
FNBA Endowment Fund - Checking	37,897.44
Petty Cash	559.21
<b>Total Checking/Savings</b>	4,447,269.30
<b>Accounts Receivable</b>	13,308.62
<b>Other Current Assets</b>	174.96
<b>Total Current Assets</b>	4,460,752.88
<b>Fixed Assets</b>	-8,199.00
<b>TOTAL ASSETS</b>	<b><u>4,452,553.88</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	76,504.02
<b>Total Liabilities</b>	76,504.02
<b>Equity</b>	
Fund Balance	3,126,437.71
Opening Bal Equity	1,084,743.57
Net Income	164,868.58
<b>Total Equity</b>	4,376,049.86
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>4,452,553.88</u></b>

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
July 2023 through April 2024

Item #6.

	Jul '23 - Apr 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Business License Fees	2,850.00	3,500.00	-650.00	81.43%
Donations	460.00	1,000.00	-540.00	46.0%
DRC Income				
C Chest paid at City Hall	670.00			
Community Chest Sales	10,059.50	13,500.00	-3,440.50	74.52%
Landfill Fees paid @ City Hall	41,598.88			
Landfill Fees/Sales	44,777.10	75,000.00	-30,222.90	59.7%
Recyclable Material Sales	1,929.44	3,600.00	-1,670.56	53.6%
Total DRC Income	99,034.92	92,100.00	6,934.92	107.53%
Federal Revenue				
ARPA - 22-LGLR	33,904.06	35,987.92	-2,083.86	94.21%
Disaster Assistance (FEMA funds)	5,459.67			
Natl Forest Receipts-Encumbered	0.00	45,000.00	-45,000.00	0.0%
Payment In Lieu of Taxes	152,913.58	130,000.00	22,913.58	117.63%
Total Federal Revenue	192,277.31	210,987.92	-18,710.61	91.13%
Fundraising	255.00	600.00	-345.00	42.5%
Grant Income	0.00	13,000.00	-13,000.00	0.0%
GVFD Income				
Ambulance Billing	-1,037.38	9,000.00	-10,037.38	-11.53%
ASP	1,125.00	1,500.00	-375.00	75.0%
Training	70.00	150.00	-80.00	46.67%
Total GVFD Income	157.62	10,650.00	-10,492.38	1.48%
Interest Income	445.11			
Lands Income				
Gravel Pit Gravel Sales	39,936.00	40,000.00	-64.00	99.84%
Total Lands Income	39,936.00	40,000.00	-64.00	99.84%
Lease Income				
Rent	2,000.00			
Lease Income - Other	7,190.32	16,011.00	-8,820.68	44.91%
Total Lease Income	9,190.32	16,011.00	-6,820.68	57.4%
Library Income	1,043.50	500.00	543.50	208.7%
Marine Facilities Income				
Facilities Usage Fees				
Landing Craft Use Fee	2,200.00			
Single Use Fee	95.00			
Facilities Usage Fees - Other	0.00	2,000.00	-2,000.00	0.0%
Total Facilities Usage Fees	2,295.00	2,000.00	295.00	114.75%
Commercial Vessel Registration				
Kayak Registration	20.00			
Commercial Vessel Registration - Other	1,500.00	15,000.00	-13,500.00	10.0%
Total Commercial Vessel Registration	1,520.00	15,000.00	-13,480.00	10.13%
Private Vessel Registration				
Kayak Registration	30.00			
Private Vessel Registration - Other	2,755.00	5,000.00	-2,245.00	55.1%
Total Private Vessel Registration	2,785.00	5,000.00	-2,215.00	55.7%
Storage Area Fee	2,190.00	2,250.00	-60.00	97.33%
Total Marine Facilities Income	8,790.00	24,250.00	-15,460.00	36.25%
State Revenue				

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
July 2023 through April 2024

Item #6.

	Jul '23 - Apr 24	Budget	\$ Over Budget	% of Budget
Community Assistance Program	83,489.34	80,000.00	3,489.34	104.36%
Shared Fisheries Business Tax	503.10	632.77	-129.67	79.51%
<b>Total State Revenue</b>	<b>83,992.44</b>	<b>80,632.77</b>	<b>3,359.67</b>	<b>104.17%</b>
<b>Tax Income</b>				
Retail Tax Income	429,722.97	415,000.00	14,722.97	103.55%
Remote Sellers Retail Tax	67,313.34	56,000.00	11,313.34	120.2%
Room Tax Income	97,699.41	105,400.00	-7,700.59	92.69%
Fish Box Tax	1,260.00	8,000.00	-6,740.00	15.75%
Penalties & Interest	1,231.85	1,000.00	231.85	123.19%
Tax Exempt Cards	270.00	300.00	-30.00	90.0%
<b>Total Tax Income</b>	<b>597,497.57</b>	<b>585,700.00</b>	<b>11,797.57</b>	<b>102.01%</b>
<b>Total Income</b>	<b>1,035,929.79</b>	<b>1,078,931.69</b>	<b>-43,001.90</b>	<b>96.01%</b>
<b>Gross Profit</b>	<b>1,035,929.79</b>	<b>1,078,931.69</b>	<b>-43,001.90</b>	<b>96.01%</b>
<b>Expense</b>				
Administrative Costs	46,235.50	35,000.00	11,235.50	132.1%
Advertising	0.00	100.00	-100.00	0.0%
Bad Debt	4,332.00	0.00	4,332.00	100.0%
Bank Service Charges	8,713.61	4,750.00	3,963.61	183.44%
<b>Building</b>				
Insurance	15,336.68	12,658.62	2,678.06	121.16%
Maintenance & Repair	1,958.08	13,200.00	-11,241.92	14.83%
<b>Total Building</b>	<b>17,294.76</b>	<b>25,858.62</b>	<b>-8,563.86</b>	<b>66.88%</b>
<b>Contractual Services</b>				
City Engineer	5,319.60	20,000.00	-14,680.40	26.6%
Ambulance Billing Expense	526.18	1,300.00	-773.82	40.48%
Managed IT Services	20,850.00	25,020.00	-4,170.00	83.33%
Contractual Services - Other	22,059.32	41,560.00	-19,500.68	53.08%
<b>Total Contractual Services</b>	<b>48,755.10</b>	<b>87,880.00</b>	<b>-39,124.90</b>	<b>55.48%</b>
Dues/Fees	11,869.57	14,707.00	-2,837.43	80.71%
<b>Economic Development Services</b>				
GVA	41,400.00	41,400.00	0.00	100.0%
<b>Total Economic Development Services</b>	<b>41,400.00</b>	<b>41,400.00</b>	<b>0.00</b>	<b>100.0%</b>
Election Expense	81.56	250.00	-168.44	32.62%
Emergency & Disaster	0.00	50,000.00	-50,000.00	0.0%
<b>Equipment</b>				
Equipment Fuel	2,129.22	2,200.00	-70.78	96.78%
Equipment Purchase	12,887.69	12,050.00	837.69	106.95%
Insurance	298.09	278.86	19.23	106.9%
Maintenance & Repair	7,010.51	6,000.00	1,010.51	116.84%
<b>Total Equipment</b>	<b>22,325.51</b>	<b>20,528.86</b>	<b>1,796.65</b>	<b>108.75%</b>
Events & Celebrations	3,898.54	4,400.00	-501.46	88.6%
Freight/Shipping	22,051.75	31,000.00	-8,948.25	71.14%
Fundraising Expenses	0.00	500.00	-500.00	0.0%
<b>General Liability</b>				
Public Entity Crime Coverage	122.49			
Cyber Liability	2,817.00			
General Liability - Other	12,574.44	20,700.00	-8,125.56	60.75%
<b>Total General Liability</b>	<b>15,513.93</b>	<b>20,700.00</b>	<b>-5,186.07</b>	<b>74.95%</b>
Gravel Pit Fund	6,000.00	6,000.00	0.00	100.0%
Library Materials				

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
July 2023 through April 2024

Item #6.

	Jul '23 - Apr 24	Budget	\$ Over Budget	% of Budget
Donated/Fundraised	0.00	800.00	-800.00	0.0%
Non-Fiction Add/Replacement	-7.00	13,200.00	-13,207.00	-0.05%
Library Materials - Other	4,026.54			
<b>Total Library Materials</b>	<b>4,019.54</b>	<b>14,000.00</b>	<b>-9,980.46</b>	<b>28.71%</b>
<b>Marine Facilities</b>				
Insurance	5,804.01	2,722.48	3,081.53	213.19%
Maintenance & Repairs	0.00	3,000.00	-3,000.00	0.0%
<b>Total Marine Facilities</b>	<b>5,804.01</b>	<b>5,722.48</b>	<b>81.53</b>	<b>101.43%</b>
Occupational Health	0.00	500.00	-500.00	0.0%
<b>Payroll Expenses</b>				
Wages	330,642.04	444,099.13	-113,457.09	74.45%
Payroll Taxes	32,550.43	39,446.57	-6,896.14	82.52%
Paid Time off	9,316.81			
Sick Leave	5,111.56			
Health Insurance (company paid)	28,638.46	26,493.60	2,144.86	108.1%
Health Insurance Stipend	5,000.00	9,600.00	-4,600.00	52.08%
457(b) Employer Contribution	15,464.47	29,220.00	-13,755.53	52.92%
Workers Comp Insurance	6,218.05	8,979.10	-2,761.05	69.25%
Payroll Expenses - Other	-10,786.48	230.00	-11,016.48	-4,689.77%
<b>Total Payroll Expenses</b>	<b>422,155.34</b>	<b>558,068.40</b>	<b>-135,913.06</b>	<b>75.65%</b>
Professional Services	3,070.00	15,000.00	-11,930.00	20.47%
Public Relations	575.57	500.00	75.57	115.11%
Repair & Replacement Fund	16,545.71	16,595.71	-50.00	99.7%
<b>Road Maintenance</b>				
Grading	61,131.56			
Snow Plowing	67,855.40	65,000.00	2,855.40	104.39%
Road Maintenance - Other	2,415.94	131,000.00	-128,584.06	1.84%
<b>Total Road Maintenance</b>	<b>131,402.90</b>	<b>196,000.00</b>	<b>-64,597.10</b>	<b>67.04%</b>
Stipend	1,148.76	6,000.00	-4,851.24	19.15%
<b>Supplies</b>				
Donated/Fundraised	500.00	800.00	-300.00	62.5%
Program	1,020.75	2,975.00	-1,954.25	34.31%
Supplies - Other	15,091.57	20,400.00	-5,308.43	73.98%
<b>Total Supplies</b>	<b>16,612.32</b>	<b>24,175.00</b>	<b>-7,562.68</b>	<b>68.72%</b>
Telecommunications	11,541.34	20,412.00	-8,870.66	56.54%
Training	4,271.14	18,200.00	-13,928.86	23.47%
Travel	21,069.63	23,200.00	-2,130.37	90.82%
<b>Utilities</b>				
Electricity	10,094.10	9,700.00	394.10	104.06%
Fuel Oil	8,706.25	7,900.00	806.25	110.21%
<b>Total Utilities</b>	<b>18,800.35</b>	<b>17,600.00</b>	<b>1,200.35</b>	<b>106.82%</b>
<b>Vehicle</b>				
Fuel	440.00	1,200.00	-760.00	36.67%
Insurance	3,225.58	3,635.67	-410.09	88.72%
Maintenance & Repair	2,692.40	2,000.00	692.40	134.62%
Mileage Reimbursement	682.00	2,150.00	-1,468.00	31.72%
<b>Total Vehicle</b>	<b>7,039.98</b>	<b>8,985.67</b>	<b>-1,945.69</b>	<b>78.35%</b>
<b>Total Expense</b>	<b>912,528.42</b>	<b>1,268,033.74</b>	<b>-355,505.32</b>	<b>71.96%</b>
<b>Net Ordinary Income</b>	<b>123,401.37</b>	<b>-189,102.05</b>	<b>312,503.42</b>	<b>-65.26%</b>
<b>Other Income/Expense</b>				

City of Gustavus  
Profit & Loss Budget vs. Actual COG Accrual  
July 2023 through April 2024

Item #6.

	Jul '23 - Apr 24	Budget	\$ Over Budget	% of Budget
Other Income				
Prior-Year Cash Balance	0.00	184,025.00	-184,025.00	0.0%
Total Other Income	0.00	184,025.00	-184,025.00	0.0%
Net Other Income	0.00	184,025.00	-184,025.00	0.0%
Net Income	123,401.37	-5,077.05	128,478.42	-2,430.57%



**0630598.1 AMLIP Capital Project Current - Funds allocated through NCOs for funded****Capital Projects****Date and NCO**

		AMLIP	Project	Remaining	
MF	CP18-01 Salmon River Harbor	\$9,856.96		\$9,856.96	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Admin	CP19-03 Gustavus Beach Improv.	\$5,234.41		\$5,234.41	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
DRC	CP19-06 DRC Composting Facility	\$77,973.00		\$77,973.00	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Library	CP19-08 Library Roof/Awning/Shed	\$1,000.78		\$1,000.78	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Admin	CP21-02 Refurbish Old P.O.	\$1,730.67		\$1,730.67	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Roads	CP21-03 Good River Bridge Repairs	\$0.00		\$0.00	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
MF	CP21-04 MFC Building at SRBH	\$1,323.29		\$1,323.29	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
DRC	CP21-05 DRC Main Bldg Replacement: Design	\$1,786.60		\$1,786.60	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
MF	CP21-06 Fish Waste Disposal	\$2,162.08		\$2,162.08	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
MF	CP22-02 Marine Facility Vessel	\$30,000.00		\$30,000.00	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
		<b>\$131,067.79</b>	<b>\$0.00</b>	<b>\$131,067.79</b>	

Pending Transfers:

- Met with HDR staff as a kickoff meeting to discuss the process for reviewing project information, plans, potential for bundling projects, the CIP plan, etc. They have developed a spreadsheet and a TEAMS location as a starting point to enter project information and we need to upload project documents such as drawings, scoping documents, etc. to build on the information.
- Working with ADOT and AML to submit a PIDP application for Phase I and II of planning and design of a solution for some protection to the float system at the dock. By the time of this meeting, the grant will have been submitted. I can share the final version with anyone who is interested.
- Had a kickoff meeting with Structured for the Cybersecurity Assessment. They will be here the first week of June to conduct their assessment. Part of that will include meeting with staff, the mayor and council members regarding the use of City technology. I hope you will all be available sometime June 4th or 5<sup>th</sup> for a brief meeting with the Structured Security Engineer.
- Airport Law Enforcement/TSA issue –The HR paperwork including establishing the PCNs (Position Control Numbers) for the LE positions is sitting on the governor's Chief of Staff's desk for signature. ADOT is already getting the necessary uniforms, gear and supplies needed for the LE officers.
- DHSEM again requested that we provide some additional closeout items for the FEMA projects. If I understand it correctly, I believe the State DHSEM is being audited by FEMA and they are asking for details/permitting approvals and permit compliance proof for close outs from at least 2 years ago.
- Did a tour of some roads and the gravel pits with our roads contractor to look at where we need to add material and look at potential solutions for prolonging the life of the gravel pit. Finding a solution to this issue is paramount and it need to become a priority if we want to continue to improve our roads and for other projects too. (DRC expansion and long term septage solutions come to mind.)
- We are still experiencing vandalism on the beach lands by people dragging logs away from the roadside. We will be placing logs to extend along the riverbank across from the back door parking lot of City Hall.
- Road Maintenance RFP and Firehall Painting RFQ both were finalized and posted. Road RFP is due June 10<sup>th</sup>. Painting RFQ due May 24<sup>th</sup>.
- Looking to get quoted for a flat of culverts to stockpile for road projects. Ordering them this way will provide significant savings over buying them from Tyler Rental's yard and then shipped. The less handling of the culverts, the more savings.
- Continued budget work and discussions for FY25. As it currently stands, through a lot of time and effort, our Treasurer has balanced what started as an over 200K shortfall on the budget with various reductions across departments and with interest from some of our AMLIP accounts. As a reminder, we do not have the 300K in federal revenues that we had available to us in the last 3 years. As a result, we need to come more in line with pre- Covid revenues while adjusting for inflation, and still provide necessary services to our community. I believe through concessions made by all departments, this is a fair and now balanced budget, with both department staff hours and operations being adequately funded. If any additional funding or line-item adjustments becomes operationally necessary later in FY 25, with proper justification, we can look at that on a case-by-case basis when the time comes. I ask that, in consideration for you approve this budget as presented.
- Council Questions?

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY24-12NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2024**

**BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:**

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

**Section 2.** For the Fiscal Year of 2024, the following City held account balance transfers are to be made for the reasons stated.

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

CITY HELD ACCOUNTS	Amounts		Amended Balance	Change			
	Account Balance*						
	*Approximate, this is a dynamic value						
SRP Playground Expan. Phase 2	\$	19,980.00	\$	27,980.00	\$	8,000.00	
AMLIP Capital Improv Long-Term	\$	969,806.54	\$	961,806.54	< \$	8,000.00>	
*Approximate, this is a dynamic value.							
Total Change in City Held Account Balances						\$	0.00

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

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

**DATE INTRODUCED:** April 8, 2024

**DATE OF PUBLIC HEARING:** May 13, 2024

**PASSED** and **APPROVED** by the Gustavus City Council this XX day of \_\_\_\_, 2024.

\_\_\_\_\_  
Shelley K Owens, Mayor

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

\_\_\_\_\_  
Attest: Liesl M Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY24-13NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2024**

**BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:**

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

**Section 2.** For the Fiscal Year of 2024, the following City held account balance transfers are to be made for the reasons stated.

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

CITY HELD ACCOUNTS	Amounts		Amended Balance	Change
	Account Balance*			
	*Approximate, this is a dynamic value			
Capital Current – CP24-01 DRC <i>Initial funding for CP24-01, Landfill Expansion Project</i>	\$	0.00	\$ 110,000.00	\$ 110,000.00
Capital Project Long-term <i>This transfer will move funds from Capital Project Long-Term to Capital Project Current. These funds may be moved to FNBA Checking if needed to cover costs of the above-named Capital Project CP24-01, Landfill Expansion Project.</i>	\$	969,806.54	\$ 859,806.54	\$ 110,000.00

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

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

**DATE INTRODUCED:** April 8, 2024

**DATE OF PUBLIC HEARING:** May 13, 2024

**PASSED** and **APPROVED** by the Gustavus City Council this XX day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Shelley K Owens, Mayor

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

\_\_\_\_\_  
Attest: Liesl M Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY24-14NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2024**

**BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:**

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

**Section 2.** For the Fiscal Year of 2024, the following City held account balance transfers are to be made for the reasons stated.

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

<b>CITY HELD ACCOUNTS</b>	<b>Amounts</b>		
	<b>Account Balance*</b>	<b>Amended Balance</b>	<b>Change</b>
FNBA Checking Account	\$ 104,524.46	\$ 254,524.46	\$ 150,000.00
<i>Returning Surplus from Capital Improvement LT to FNBA to become compliant with unrestricted fund balance per Res. CY18-18</i>			
AMLIP Reserve	\$ 998,052.22	\$ 848,052.22	<\$ 150,000.00>
<i>*Approximate, this is a dynamic value.</i>			

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

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

**DATE INTRODUCED:** *April 15, 2024*

**DATE OF PUBLIC HEARING:** *May 13, 2024*

**PASSED** and **APPROVED** by the Gustavus City Council this XX day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Shelley K Owens, Mayor

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

\_\_\_\_\_  
Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY24-10**

**A RESOLUTION BY THE CITY OF GUSTAVUS ASSERTING THAT UNFETTERED PUBLIC  
ACCESS TO THE FALLS CREEK LANDS VIA THE HYDRO ROAD IS A PUBLIC RIGHT**

**WHEREAS**, Falls Creek lands were transferred from Glacier Bay National Park to the State of Alaska to enable development of the Falls Creek Hydroelectric Facility with the express intention that the lands would remain open and accessible for public recreational use; and,

**WHEREAS**, the transferred lands are within the boundaries of the City of Gustavus; and,

**WHEREAS**, the Falls Creek Hydroelectric Project was developed in 2009 by Gustavus Electric Company, the utility then serving the City of Gustavus, and

**WHEREAS**, the legal basis for public access to and recreation in the Falls Creek Hydroelectric Project area is found in the Federal Power Act (FPA), Section 4e, requiring the Federal Energy Regulatory Commission (FERC) to give **equal consideration to other beneficial public uses**, including environmental and recreational concerns. This stipulation is reflected in the Final Environmental Impact Statement (FEIS) of June 17, 2004, and in the FERC License Order, Project No. 11659-002 of October 29, 2004. The FERC license requires the Project to have an approved Road Management Plan (Article 417) and a Public Access and Recreation Plan (Article 418); and,

**WHEREAS**, in 2005, the Gustavus Electric Company completed the Road Management Plan and the Public Access and Recreation Plan, and both were approved by FERC; and,

**WHEREAS**, in 2009, Gustavus Electric Company, as original owner of the Falls Creek hydroelectric facility, purchased and recorded the required access and utility easements along the route of the spur road, now known as the Hydro Road, from adjacent property owners The Olney Trust (Bear Track Inn), Roger Schnabel, and Glen T. Schrank conforming to the license order requirements. All parties knew, or should have known, that public access along the route was an essential element of the project; and,

**WHEREAS**, the Falls Creek Hydro Road construction was substantially publicly funded, and the road is now maintained by the utility with revenue derived from Gustavus ratepayers; and,

**WHEREAS**, the first 286 feet, or more, of the Hydro Road north of Rink Creek Road are entirely within the platted, dedicated, access and utility easement along the east edge of the Bear Track Ridge Subdivision, as indicated by the attached 2023 as-built survey by John Bean, RLS; and,

**WHEREAS**, since construction, the Hydro Road has been a popular hiking and recreation destination for Gustavus residents and visitors to the community; and,

**WHEREAS**, the Bear Track Inn website has for years advertised the Falls Creek hike as one of the “top hiking trails in Gustavus,” acknowledging that “Falls Creek is part of a hydroelectric project created for the City of Gustavus.” <https://beartrackinn.com/blog/top-hiking-trails-in-gustavus/> [Last accessed March 23, 2024]; and,

**WHEREAS**, Alaska Power and Telephone Company (AP&T) purchased Gustavus Electric Company, with the Falls Creek Hydroelectric facility, and the FERC license was transferred to Alaska Power Company (APC) a subsidiary of AP&T in 2014; and,

**WHEREAS**, in 2015, AP&T assessed conformance of the Falls Creek Hydro Project with the requirements of the Public Access and Recreation Plan, confirmed the rights of the public to access via the Hydro Road, and recommended minor amendments in the Plan, which were approved by FERC on March 2, 2016; and,

**WHEREAS**, AP&T has assured public access and recreation in accordance with the terms of the FERC license and the project Public Access and Recreation Plan as amended, providing recreational amenities such as signage, maintained overlooks, picnic tables, an informational booklet, and a website explaining: “As mitigation for constructing this project, recreation is allowed on project lands as well as providing access to National Park lands and Wilderness Areas around the project.”; and,

**WHEREAS**, AP&T is the Hydro Road’s responsible operating and maintenance authority and assures public access as required by the FERC License Order; and,

**WHEREAS**, from initial construction in 2009 until 2022, the public enjoyed unfettered access to the Falls Creek area via the Hydro Road as AP&T “grantees” or “invitees.” This *open and notorious use* has occurred for 13 years with the full knowledge of adjacent property owners who had sold easements for the road; and,

**WHEREAS**, the Hydro Road hike is a vital location for healthy recreation and exercise for Gustavus residents and visitors; and,

**WHEREAS**, beginning in 2022, the new management of the Bear Track Inn, David and Michelle Olney, posted the Hydro Road entrance as a “Private Road” and began insisting the public using the road must now seek the Olney’s permission, agree to limitations contrary to the Public Access and Recreation Plan and must sign agreements to use the road; and,

**WHEREAS**, the members of the public who use the road in accordance with provisions of the FERC license and the Public Access and Recreation Plan have since Summer 2022 been confronted and harassed by the Olney family to the extent that some no longer feel comfortable exercising their public right to travel on the road; and,

**WHEREAS**, the Olneys have expressed concern that they may be liable for claims made in the case of user accident or injury. However, in the easement that the Olneys sold for the project



the utility company indemnifies, saves the Bear Track Inn and the Olney Trust harmless, and is required to defend the Olney Trust for such claims; and,

**WHEREAS**, FERC representatives in a video conference meeting with the Olneys, AP&T, and the City of Gustavus on February 2, 2024, confirmed that AP&T must assure unfettered public access from Rink Creek Road via the Hydro Road in compliance with the license terms and that AP&T as project owner controls that access to the Falls Creek project area; and,

**WHEREAS**, the Olneys continue to assert that they control access to the Hydro Road.

**NOW THEREFORE BE IT RESOLVED** that the City Council of Gustavus, Alaska, for the reasons above and in defense of the public interest, declares that the public, including both Gustavus residents and visitors to the community, has the right of unfettered access to Falls Creek via the Hydro Road, in accordance with the terms of the FERC License order, the Road Management Plan, and the Public Access and Recreation Plan (as amended).

**NOW THEREFORE BE IT FURTHER RESOLVED** that the Gustavus City Council urges public travelers on Hydro Road from Rink Creek Road to the Project entry gate to respect private properties and operations along the road. Users should not stray from the graveled road, should drive responsibly, and avoid disturbances that may impact neighboring properties or occupants. Any excursions outside the road easements without permission of the private property owners may constitute trespass. Similar respect is also due the two posted, privately-owned, Native allotments beyond the gate within the State of Alaska lands.

**NOW THEREFORE BE IT FURTHER RESOLVED** that the Gustavus City Council respectfully asks the Alaska Power and Telephone Company, as the Hydro Road operating authority, to take the following actions:

- Post a notice on the Gustavus Resources page of the AP&T website to this or similar effect: “AP&T as the operating authority of the Hydro Road, in accordance with the terms of its Federal license to operate the Falls Creek Hydroelectric Project, and with the access easements acquired by the utility for the project, is the sole authority controlling access and use of the Hydro Road outside the dedicated public easement along the Bear Track Ridge subdivision. Public access to the Falls Creek area and the National Park lands beyond via the Hydro Road is an absolute condition of the Federal license. To that end, AP&T invites the public to use the Hydro Road within the acquired easements from Rink Creek Road to the project entry gate as provided in the project’s Public Access and Recreation Plan. Responsible transit with respect for private properties on both sides of the road is essential.”
- Notify the owners of the Bear Track Inn that they may not interfere with public recreational use of the Hydro Road and ask them to remove all non-compliant signage within the Hydro Road easements.
- Consider installation of signage at the beginning of the road informing recreational users of the necessity for respectful and safe use of the Hydro Road as informed by the Road Management and Public Access and Recreation Plans.

**PASSED** and **APPROVED** by the Gustavus City Council this XX day of \_\_\_\_ 2024, and effective upon adoption.

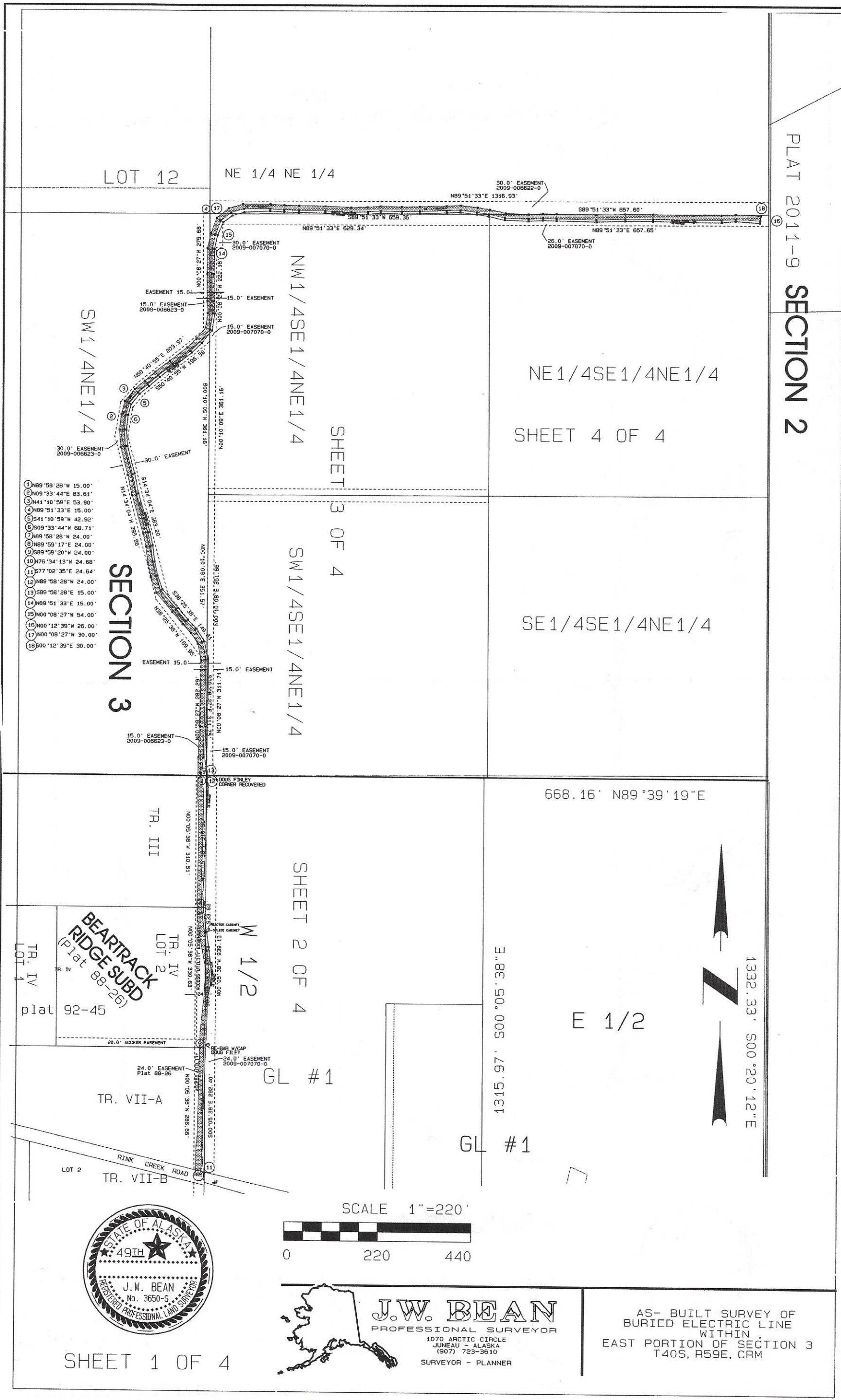
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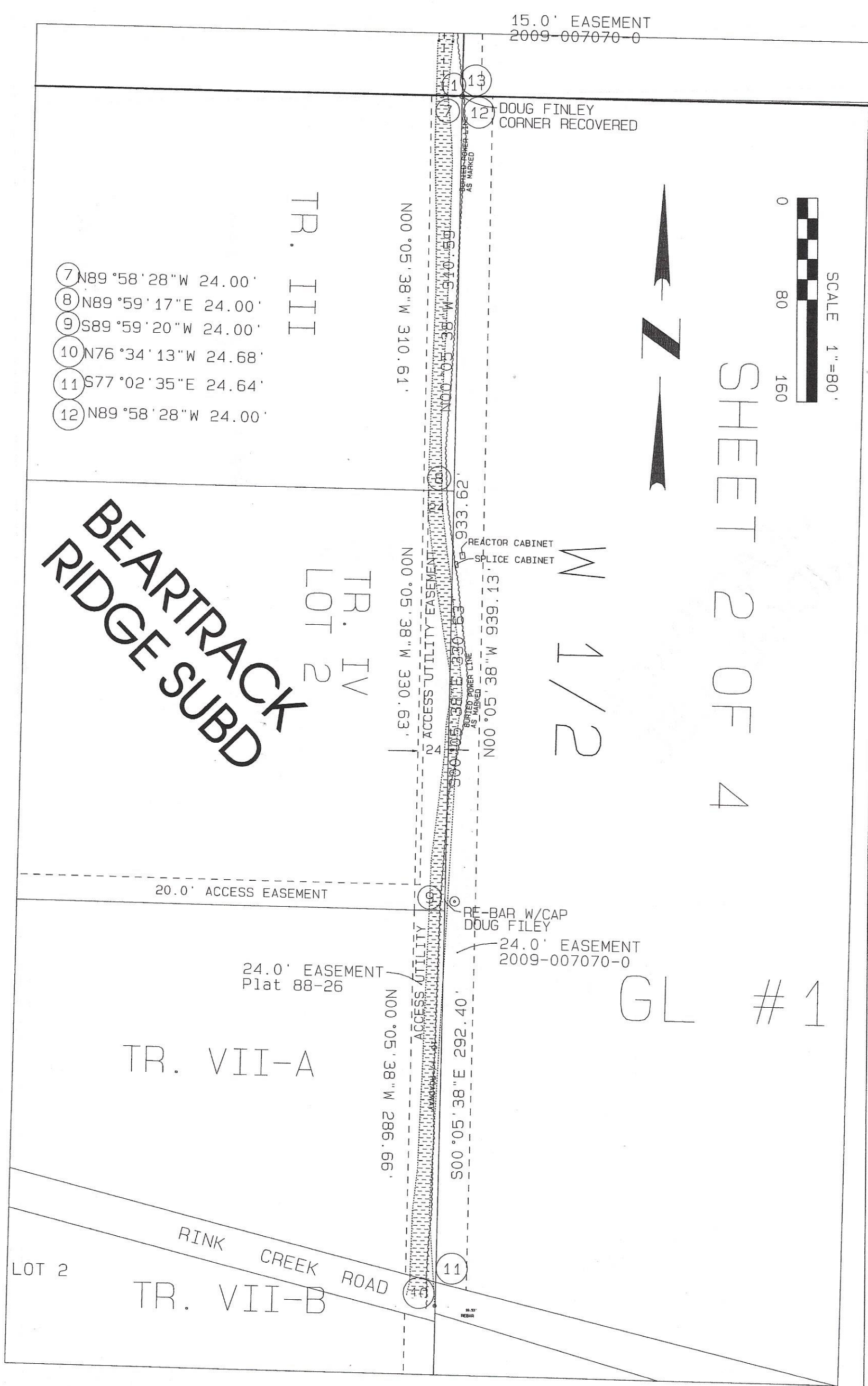
Shelley K. Owens, Mayor

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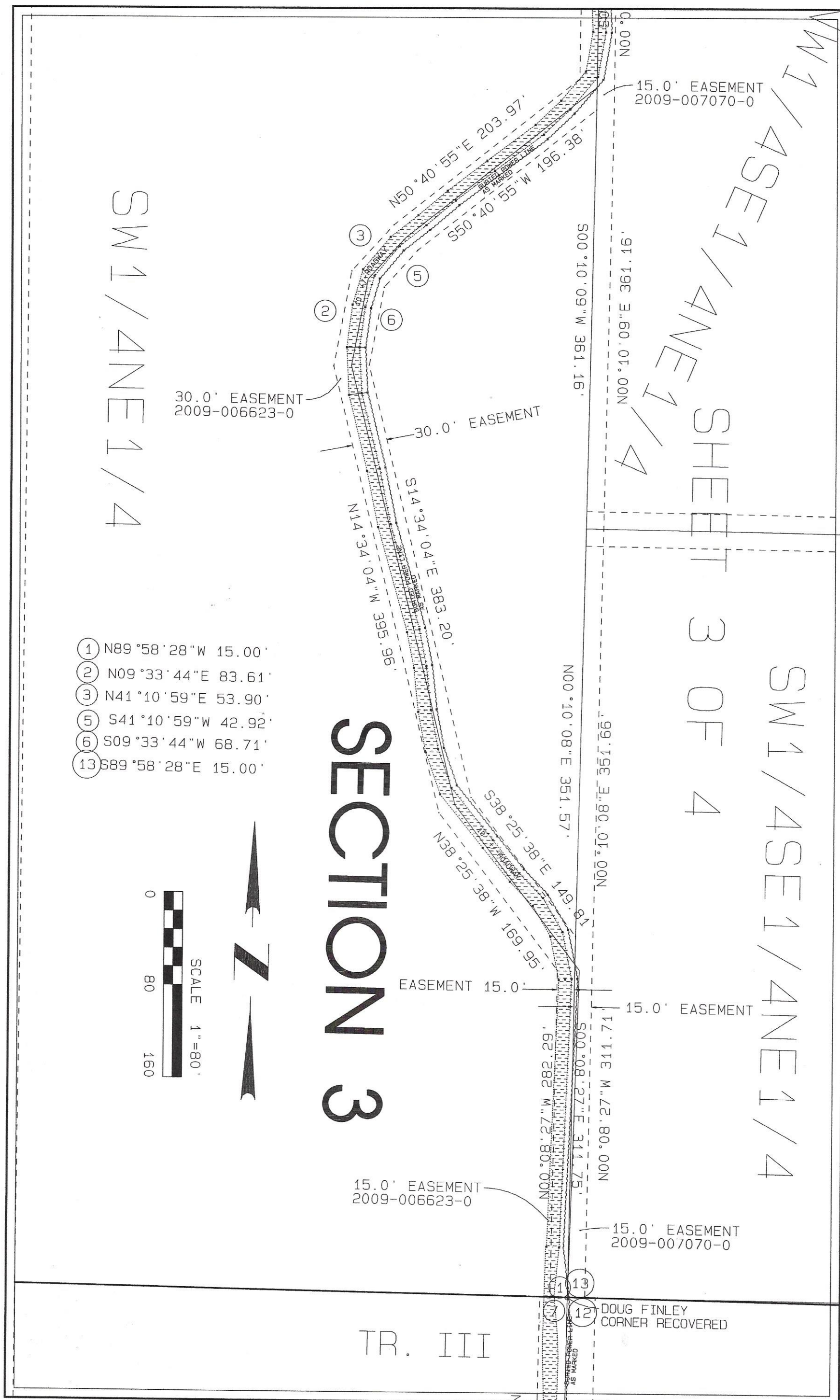
Attest: Liesl M. Barker, City Clerk

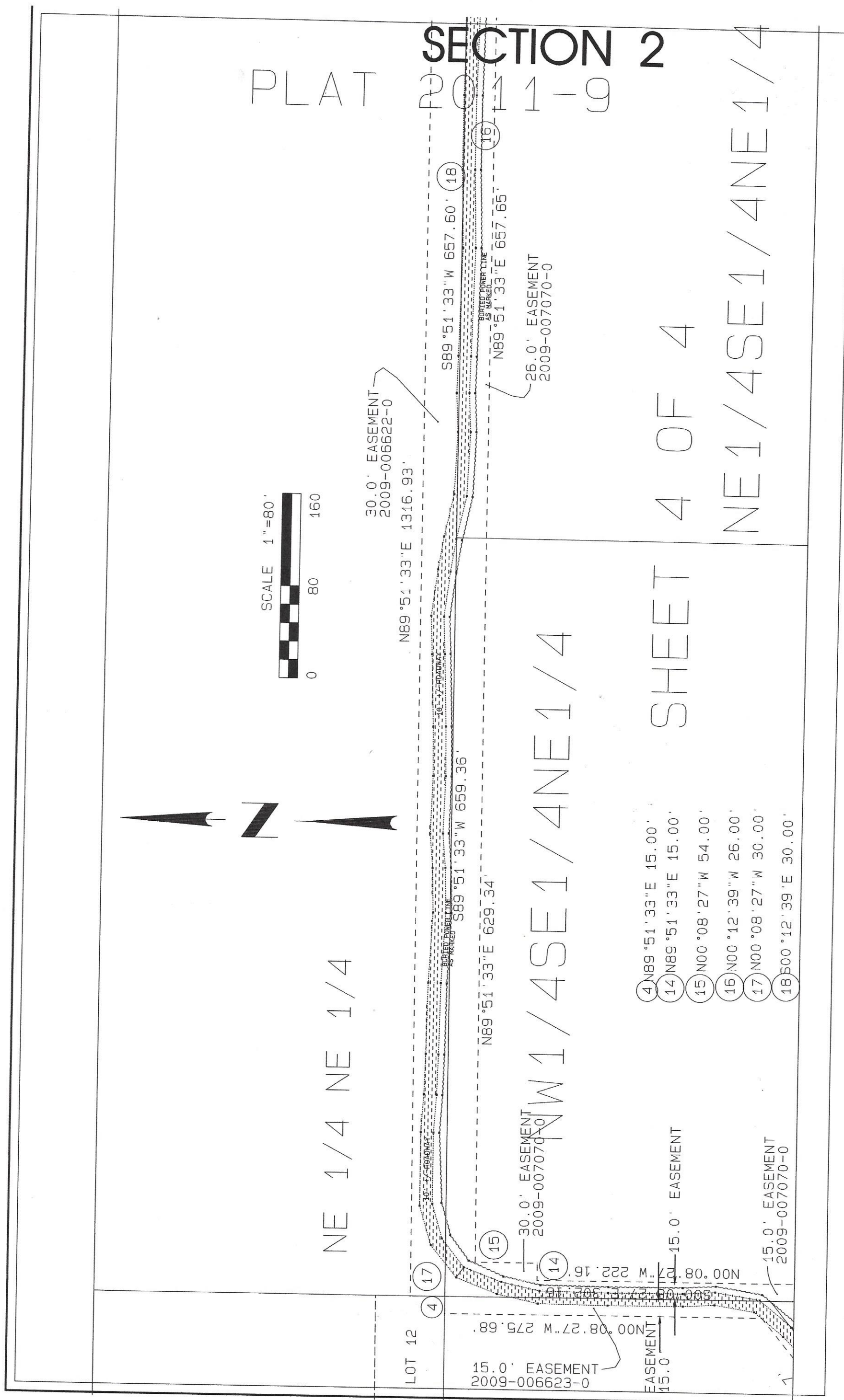
Attachments: As-built survey











**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY24-12**

**A RESOLUTION BY THE CITY OF GUSTAVUS  
ESTABLISHING A CONSERVATION LANDS ADVISORY COMMITTEE**

**WHEREAS**, Gustavus has a long history of advocating for conservation of lands important for their natural values; and,

**WHEREAS**, today the town's settled area is bordered and interwoven with parcels in protected status and others of high conservation value; and,

**WHEREAS**, the Gustavus Forelands Preserve comprises seven highly-valued tracts, two of which are owned and managed by the State of Alaska, and five of which are owned and managed by The Nature Conservancy (TNC); and,

**WHEREAS**, the City of Gustavus, on behalf of its residents, has a stewardship responsibility to contribute to monitoring and resource management planning for the Gustavus Forelands Preserve and related tracts, as envisioned in TNC's Board of Governors Real Estate Project Abstract and Resolution of 2004; and,

**WHEREAS**, there may be opportunities to augment conservation lands at times through transfers of other tracts from willing sellers; and,

**WHEREAS**, The City has no paid staff assigned to manage City lands generally; and,

**WHEREAS**, City of Gustavus Code of Ordinances, Section 2.40.150 – Committees provides for the establishment of standing committees, which may advise the City or complete tasks in support of specific authorized City functions; and,

**WHEREAS**, the City foresees opportunities to influence and strengthen management of community lands through agreements with outside agencies.

**NOW THEREFORE BE IT RESOLVED** that the Gustavus City Council authorizes establishment of the City of Gustavus Conservation Lands Advisory Committee, a standing committee, comprising up to eight volunteer Gustavus residents nominated by the Mayor and ratified by the City Council. The Mayor shall strive to appoint members with an interest in conserving our resources for their traditional recreational and subsistence purposes, and may include members with ecological, resource management, governmental or non-governmental organization experience suitable for developing and implementing natural resource management plans. The Mayor shall nominate a committee member as chair subject to ratification by the Council. As an official advisory committee, the Conservation Lands Advisory Committee must comply with requirements of the Alaska Open Meetings Act, Gustavus Code of Ordinances Section 2.40.150, and Resolution CY19-20. The committee shall meet at least quarterly, and shall post a meeting schedule, achieve a quorum, record minutes, and report to the Council quarterly as scheduled by the City Clerk. The City Clerk shall support the committee administratively but need not attend meetings.

Attachment: (if any)

City of Gustavus, Alaska  
Resolution CY24-12  
Page 1 of 2



**NOW THEREFORE BE IT FURTHER RESOLVED** that the Gustavus City Council sets forth the following mission, scope, and directives for the Committee:

**Mission:** Provide recommendations, strategies, and supporting documentation to the City on oversight and stewardship of conservation lands within the City boundaries.

**Scope:** The committee's efforts shall be limited to undeveloped lands recognized or formally-identified for their conservation values. Developed properties and City lands with industrial or intensive recreational uses are outside the committee's scope.

Activities may include:

- Develop a framework for Memoranda of Understanding (MOUs), comment on management plans, joint projects, and land title transfers with owners of conservation lands and the conservation easements on those lands;
- Help to develop formal deed instruments for full protection of all conservation lands;
- Participate in management planning on the City's behalf;
- Advise private owners in designing protections for the golf course area;
- Advise or facilitate transfer or association of private parcels to larger conservation units.

**PASSED** and **APPROVED** by the Gustavus City Council this XX<sup>th</sup> day of \_\_\_\_, 2024, and effective upon adoption.

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Shelley K. Owens, Mayor

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Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY24-15NCO  
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE ESTABLISHMENT  
AND ADOPTION OF THE BUDGET FOR FISCAL YEAR 2025**

**BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:**

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

**Section 2.** General Provisions. The attached document is the authorized budget of revenues and expenditures for the period July 1, 2024 through June 30, 2025 and is made a matter public record.

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

**DATE INTRODUCED:** *May 13, 2024*

**DATE OF PUBLIC HEARING:** *June 10, 2024*

**PASSED** and **APPROVED** by the Gustavus City Council this XX day of\_\_\_\_\_, 2024.

\_\_\_\_\_  
Shelley K. Owens, Mayor

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

\_\_\_\_\_  
Attest: Liesl M. Barker, City Clerk



**City of Gustavus**

PO Box 1

Gustavus, Alaska 99826

Phone: (907) 697-2451

# City of Gustavus Budget Fiscal Year 2025

FY24-15 NCO Attachment

Approved by the Gustavus City Council XXXX, 2024

## FY 2025 City of Gustavus Operating Budget

This document contains the City of Gustavus operating budget for fiscal year 2025 (FY25: July 1, 2024, through June 30, 2025). 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.

### A. Revenues

#### 1. Sales Tax

Sales tax makes up the bulk of locally generated revenue. The current sales tax rate is 3% (Ordinance FY11-02 amending municipal code section 04.15.030). Sales tax revenue has continued to increase, with revenues as of May 8, 2024, showing FY24 at \$597,770.10.

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 no longer 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 continued to outperform estimates, building on the growth trend for this funding line. In FY21 the City received \$17,803.44, in FY22 \$47,042.78, and in FY23 \$65,704.18. As of May 8, 2024, the City has already received \$67,313.34, 20% more than the projected amount of \$56,000 for the entire fiscal year.

#### 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 was partly affected by the closure of a sizeable Gustavus business at the end of the 2017 tourist season, and the COVID19 pandemic. In FY23 the City received \$109,714.97, a 42% increase from a decade earlier in FY13.

#### 4. Fish Box Tax

The fish box tax revenue had been decreasing and then plateaued for FY19. It then fell for FY20 and FY21. FY22 saw a return of normality. The current fish box tax is \$10/box packaged and transported out of town (municipal code section 04.16.030).

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, some businesses are still returning surplus stickers at the end of the year.

In FY23 the City treasurer changed the “commission” based payment system that had been going on for years to a pay in advance system as outlined in the City ordinance 4.16.030 (b). Some businesses are continuing to return stickers at the end of the summer season, while others have started retaining stickers to use over multiple years.

## 5. Other City-Generated Revenue Sources

The **Disposal and Recycling Center (DRC) and Community Chest** combined revenues have varied from \$82,000 to \$95,000 over the five fiscal years prior to the pandemic. The current fee schedule for the DRC was adopted May 8, 2017, with Resolution CY17-06. In FY23, the DRC increased landfill fees by 5% which was reflected in the FY23 revenues for the department. The DRC and Community Chest revenue for FY24 was budgeted lower than FY23 due to less expected revenue being generated in FY24 than in FY23. The DRC and Community Chest ended up generating more revenue than expected, and FY25’s budget reflects that in an increase in expected revenue.

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

**Gravel pit** material sales had been increasing after a slight drop in FY20. In 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. FY23 revenues showed a significant increase from previous years, from \$3600 in FY11, to \$44,640 in FY23. This trend continued in FY24.

In FY21 a corresponding expense line-item was created 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.

**Marine Facility** motorized vessel registration fees increased February 10, 2020, to raise funds for the new cost of transporting the steel mooring float to and from the state dock to its winter mooring near Pleasant Island twice annually beginning fall 2020. This cost has varied significantly over the last few years. The FY22 Marine Facilities expense budget reflected the increased contractual services expense for the corresponding float transport costs. This amount was lowered in FY24 based on actual costs of moving the steel float using local businesses. With the difficulties in moving the steel float in the Fall of 2022, alternative strategies were developed that resulted in moving the steel float into the Salmon River for winter storage. For FY25 the cost of moving the floats to and from the harbor are estimated at \$9400.

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

## 6. Federal Revenue

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

The amount of PILT revenue is unpredictable until late in the budgeting process. PILT was fully funded at the same rate as last year for FY24 on December 19, 2023, with the Continuing Appropriations Act, 2024 (P.L. 118-15). The FY25 city budget roughly matches the FY24 payment amount of \$152,913.58.

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

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

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

### ii. National Forest Receipts (NFR)

NFR revenue received by the City of Gustavus can only be used for road expenses. NFR revenue had dwindled to virtually nothing in FY17 and was assumed to be zero for FY18 until the city unexpectedly received FY18 funds of \$53,927.79 in the final week of the fiscal year. NFR revenue will continue to be unpredictable for the foreseeable future. In the past, the City of Gustavus was able to retain unused NFR funds from year to year in a dedicated savings account as encumbered funds used only for road maintenance. Now, the NFR funds received are not enough to pay for the full road maintenance budget each year, and the city had been supplementing current year NFR funds with the encumbered savings. The road maintenance budget for FY21 used up the remainder of this encumbered fund savings along with current year NFR funds. A separate unencumbered savings account was established in 2018 with 2-3 years of road maintenance funds but using savings long-term was considered unsustainable. In FY24 the road maintenance savings account was closed and the funds were transferred to the City's AMLIP Reserve account. Since FY22 the payment amount has come in at approximately \$48,000. For FY24 and FY25 the city budgeted \$45,000.

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 FY25 funding. Future funding of this program is uncertain as the Governor has vetoed full funding for this program in the past. However, the Legislature did take up the CAP in the spring FY22 session and the program was funded. The 2020 Census established population for Gustavus at 655, a significant increase from 2019 (538), which has accounted for increased funding through the CAP program. In FY24 the City received \$83,489.34.

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

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

## ii. Shared Fisheries Business Tax

The Shared Fisheries Business Tax is variable. Due to decreased receipts in recent years and uncertainties in the regional commercial fisheries, this amount had dropped in FY23, but was expected to increase again for FY24. The FY22 funds were \$896.34 and FY23 funds were \$484.52. Unfortunately the amount decreased again in FY24 to \$244.41.

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 included the interest received on the checking account at First National Bank Alaska. For FY25 the Council requested that interest from some AMLIP (savings) accounts was included to help balance the Budget.

## 9. Prior-Year Cash Balance

In past years, surplus funds from the prior fiscal year were not incorporated into the next fiscal year's budget. These funds simply remained in the checking account or were eventually transferred to one of the city's savings or investment accounts. Beginning with the FY20 budget, prior-year funds were included up to the amount necessary to balance the current budget. However, none of these surplus funds have actually been used in any of the years since incorporating this method for balancing the budget.

The only FY24 budget surplus being used to balance the FY25 budget is \$50,000.00. This amount was rolled over from the disaster fund of \$50,000.00. However, this figure is fluid as we will have adjustments before the end of FY25 and we expect minor changes to the amount.

## B. Expenditures

### 1. Payroll

The FY25 budget only saw a slight increase from FY24. Neither the Library Assistant nor Library Intern position were funded in FY25, although a Library Assistant was originally requested. The Library Administration Director position was lowered by 65 hours annually per the LAD's request. Neither the City Clerk or City Treasurer hours were changed, although an increase in the City Clerk's hours was originally requested. The DRC hours were budgeted the same as FY24, although an increase in Temporary Labor Pool hours was requested. The Marine Facility Coordinator hours were returned to 2023 levels as well. The only increase, was the addition of the EMS Coordinator position (created to assist the Fire Chief in FY24), at 20 hours per week.

### 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 decreased to reflect a 1.8% 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. Premera Blue Cross/Blue Shield offered a range of plans through our current insurance agent. At the beginning of FY24 the City joined the Alaska Municipal Health Trust (AMHT). Although premiums are slightly higher, \$821.03 compared to \$788.50, the addition of prescription drugs and vision made the AMHT plan a better option for employees. The City

pays 80% of this with the employee being responsible for the other 20%. For FY25 premiums remained the same as FY24

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 \$276/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.

In FY23 and FY24 the IT contract was extended another year. In FY25 the City Council waived the clause stating that only two extensions could be granted before needing to go out as an RFP. FY25's budget reflects the agreed upon contract price for this service.

#### 5. Economic Development Service: Gustavus Visitors Association

In FY18, the City of Gustavus updated municipal code Title 6 (Ordinance FY18-09, adopted 2/12/18) to formalize the option to fund economic development services. With this step and the resulting policy and procedure (Resolution CY18-16, adopted May 14, 2018), the Gustavus Visitors Association (GVA) may request up to 50% of the previous fiscal year's City of Gustavus room tax revenue to supplement their operating budget. Municipal code Title 4 was also updated (Ordinance FY18-11, adopted 3/12/18) to reflect GVA's change in fiscal year dates to match the City of Gustavus's fiscal year. For FY25, the GVA requested \$27,200.00.

#### 6. Repair and Replacement Annual Contributions

As part of a more comprehensive capital improvement plan initiative that took place during FY18, repair and replacement budget line-items were created for all departments to funnel some funds each year toward long-term asset replacement and other capital projects. This was a new line-item in the FY19 budget and will be included in each year's budget. These funds are deposited in a dedicated Alaska Municipal League Investment Pool (AMLIP) account [AMLIP Repair & Replacement (R&R)]. FY22 budget was decreased slightly due to some assets having their full replacement cost or down-payment now set aside and the FY23 budget increased to account for some deferred maintenance. For FY25, the City evaluated what was being set aside and decided that the Library, which had previously used \$56,500, needs to start putting away more to get up to the amount needed to cover costs based on the formula that the R&R account is predicated on. A slight increase in the DRC's R&R amount accounts for the overall increase in the FY25 R&R budget line.

#### 7. Review Services and Audit

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 in January 2019 by the same accounting firm (Altman Rogers) that has completed the city's audits in the past.



In FY23 the City of Gustavus received enough state or federal funds to trigger a mandatory audit; the last audit was in FY15. The audit was performed by Altman Rogers accounting firm in January & February 2024.

#### 8. Insurance Premium Increases:

The city's general liability and property insurance costs are expected to increase again (amount is currently unknown) for the coming fiscal year, but final premium amounts have not yet been announced. These amounts are still unknown at the time of this writing, so a 15% increase has been incorporated for General Liability, Building Insurance, and Equipment Insurance, and Worker's Comp, 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 FY25.

#### 10. Contractual Services

The FY25 budget includes funds in the Marine Facilities budget for transport of the steel mooring float and wooden floats. The DRC budget includes funds in contractual services for two water sampling events, hauling cover soil for the mound, wood chips for the composting operation, compost testing, and E-waste processing. The Library and Admin contractual budgets includes funds for custodial service. The GVFD's contractual budget includes funding for an ambulance billing service.

#### 11. Professional Services

The FY23 budget increased the line-item for Professional Services (attorney) due to ongoing issues that involved the attorney including ordinance revisions, enforcement advice, and legal issues concerning PFAS, etc. In FY24 we reduced this to a reasonable amount based on the previous year's expenses. For FY25 this amount was left the same due to possible legal issues pertaining to the formation of a Xunaa borough.

#### 12. Equipment

GVFD's equipment purchase budget is generally used as a match for equipment grants received. DRC's equipment budget reflects the need to purchase new tires for the 763 loader. These were last replaced in July 2016. City Hall has included an equipment purchase funds to cover the cost of any outdated equipment needing to be replaced in FY25. The Library has asked for equipment funds for replacing older electronic equipment in FY25.

#### 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.

At the end of FY23 the City updated its City Banking policy, see Resolution CY23-08, as well as the policy which governs the City's reserve accounts, see Resolution CY23-10.

## Long-Term Debt

The City of Gustavus currently has no debt obligation.

## E. Fiscal Year 2024

### 1. Road Maintenance Budget

Starting in FY22 all road maintenance has been paid for from the operating budget. Continued uncertainty with National Forest Receipts (NFR) funding means the City Council must continue to draw from other sources such as tax revenue, and federal and state funds to cover the cost of maintaining Gustavus's roads. In FY24 the "Road Maintenance Unencumbered funds" account was closed, and the remaining savings were moved to the "Reserve" account. Previously encumbered NFR funds that were in savings were expended prior to FY22.

### 2. Disaster and Emergency Budget

After the experiences of the two natural disasters (2020 flood and the COVID pandemic), the Mayor proposed a new line item that would provide access to funds without delay. Initial funding for this line item came from reimbursement funds from FEMA. The \$50,000 budgeted in FY23 was moved forward to FY24, and has again been moved forward to FY25.

### 3. Disposal & Recycling Budget

The DRC increased landfill fees by 5% beginning in FY23. The increase was seen as necessary to cover increases in operating expenses. No increase was suggested for FY25.

### 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. Since FY21 \$6000 has been set aside each year. In FY25 it was proposed that the City set aside at least half of the proceeds from gravel pit sales to the gravel pit savings account to help cover the future costs of gravel pit upgrades.

In FY24 the City has also added the purchase of the center tract of the Salmon River Boat Harbor to the Capital Improvement Plan. At this time the City negotiating with the State of Alaska about the purchase of this tract of land.

## F. Discussion of Possible New Revenues

In FY22, the City contracted with a grant writing firm to position the City to submit grant applications under the ARPA and the Build Back Better Infrastructure Bill. The City again contracted a grant writing firm in FY23, but they have since discontinued offering this service. In FY24 the City contracted a new grant writing firm to work on grant possibilities for multiple City Capital Projects.

## G. Summary

Promising revenue trends continue to be returning to and exceeding pre-pandemic levels. FY22 - FY24's strong rebound, and the population growth identified by the 2020 Census indicates a strong economic future for the community. The City of Gustavus remains in good monetary standing, thanks to the surpluses of prior years and with the help of State and

Federal funds. The summer 2021 visitor season demonstrated the fruits of the hard work by the Gustavus Visitor's Association and the resiliency our local businesses and the 2022 visitor season saw increases in activity from 2021. In 2023 this trend continued.



**City of Gustavus**

PO Box 1

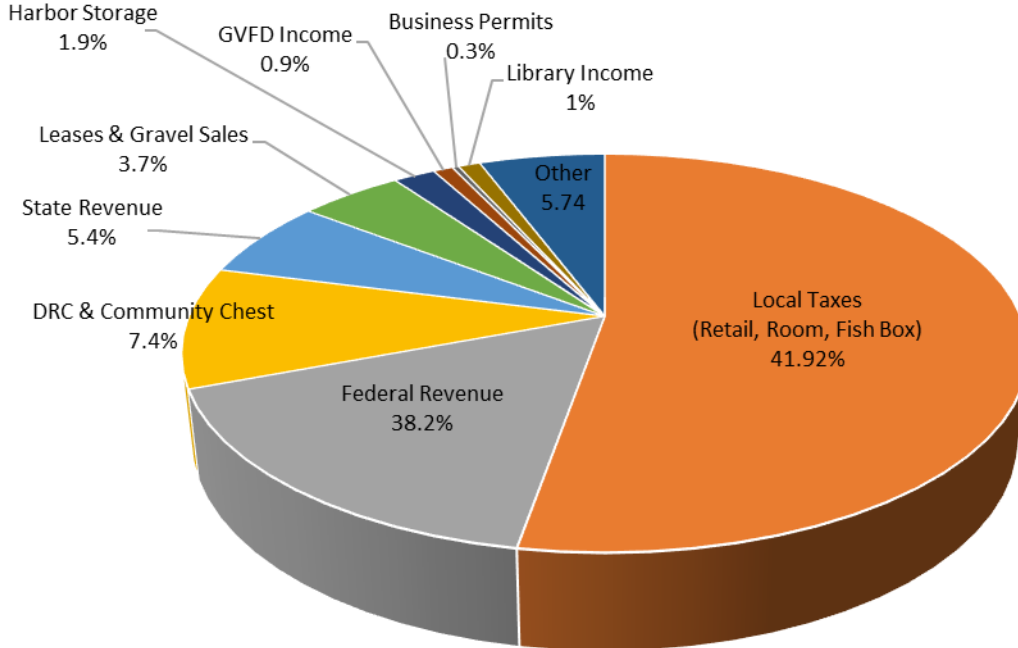
Gustavus, Alaska 99826

Phone: (907) 697-2451

# City of Gustavus Financial Summary Fiscal Year 2025

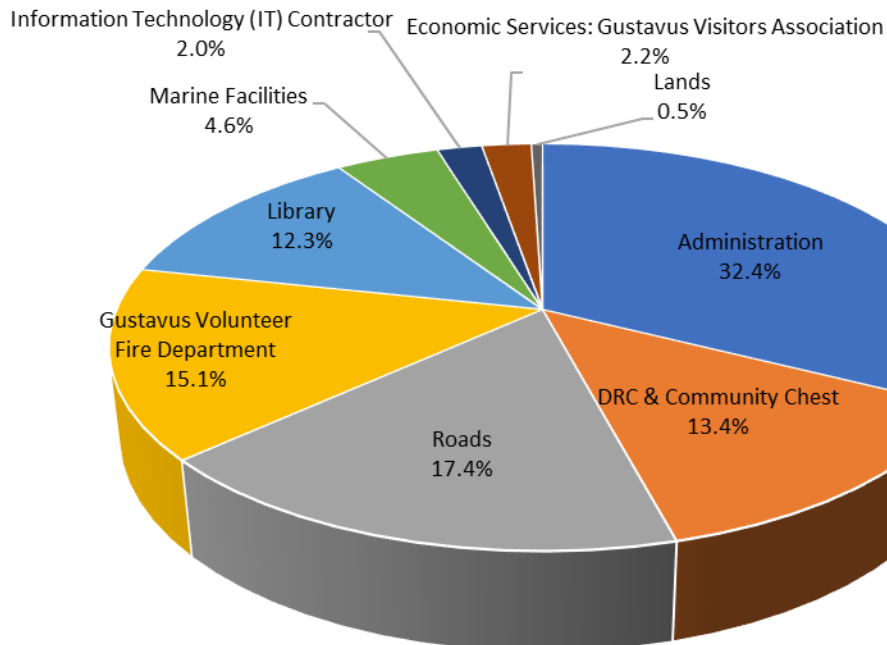
## May 2024

### FY25 Budgeted General Fund Revenues



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

### FY25 Budgeted General Fund Expenses

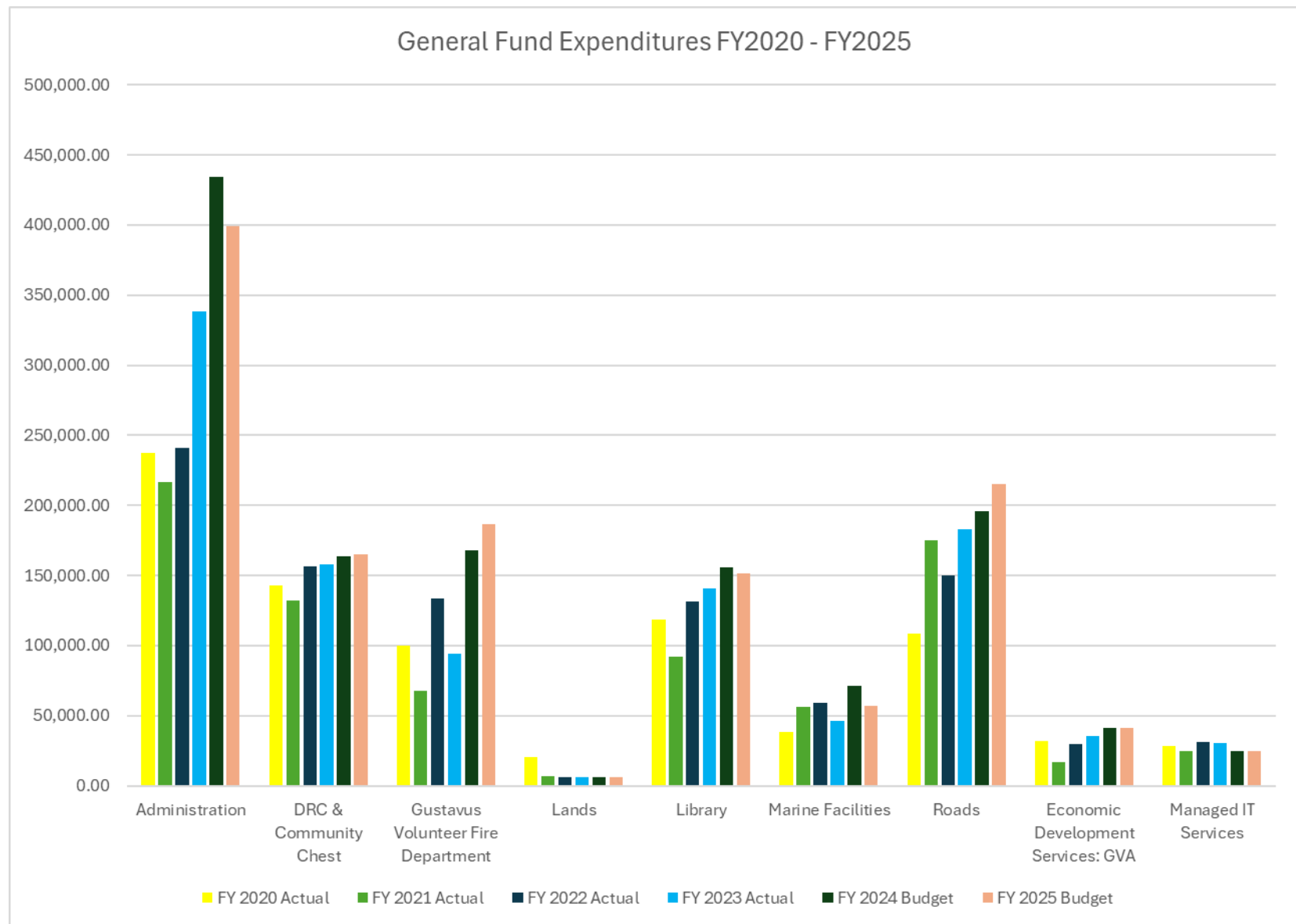


	Actual	Actual	Actual	Actual	Actual	Budget
	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23	FY24 to date	FY25
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
Admin Fees		0.00	11.75	0.00		0.00
Business License Fees	3,575.00	4,150.00	3,200.00	3,375.00	2,750.00	3,500.00
Donation - Inter-library Loans		20.00				
Donations	2,531.00	384.00	2,830.00	1,333.18	460.00	500.00
<b>DRC Income</b>						
Community Chest Sales	10,743.49	8,501.45	13,199.64	12,759.35	670.00	13,000.00
C Chest Sales @ City Hall					10,059.50	
Landfill Fees paid @ City Hall	30,052.18	14,478.75	38,784.36	31,203.79	40,810.18	0.00
Landfill Fees/Sales	46,595.27	54,013.65	57,616.60	61,591.19	41,742.21	100,000.00
Recyclable Material Sales	3,612.62	7,890.72	5,105.03	8,505.48	1,755.65	3,600.00
DRC Income - Other	0.00				0.00	0.00
Total DRC Income	91,003.56	84,884.57	114,705.63	114,059.81	95,037.54	116,600.00
<b>Federal Revenue</b>						
ARPA			102,543.96	65,189.08	33,904.06	0.00
Lost Rev ARPA				127,621.58	0.00	0.00
FEMA				220,016.00	5,459.67	0.00
Natl Forest Receipts-Encumber	44,228.25	38,572.14	47,599.28	48,254.84		45,000.00
Payment In Lieu of Taxes	115,419.89	113,760.06	121,077.96	130,512.17	152,913.58	150,000.00
Total Federal Revenue	159,648.14	152,332.20	271,221.20	591,593.67	192,277.31	195,000.00
Fundraising	1,441.00	960.00	440.00	175.00	255.00	800.00
<b>GVFD Income</b>						
Ambulance Billing	9,964.55	7,237.45	7,313.60	13,196.10	460.93	9,000.00
ASP	805.00	1,420.00	1,235.61	1,650.00	1,045.00	1,000.00
Training	2,610.00	0.00	170.00	350.00	70.00	150.00
GVFD Income - Other			1,845.00	0.00		
Total GVFD Income	13,379.55	9,617.45	10,564.21	15,196.10	1,575.93	10,150.00
Interest Income	362.22	189.43	347.56	736.97	515.17	67,089.10
<b>Lands Income</b>						
Gravel Pit Gravel Sales	17,552.00	27,354.00	27,690.00	44,640.00	39,936.00	40,000.00
Gravel Pit Bond				-1,800.00	0.00	
Total Lands Income	17,552.00	27,354.00	27,690.00	42,840.00	39,936.00	40,000.00
Lease Income	13,125.67	13,125.67	14,011.93	14,268.47	9,190.32	16,000.00
Library Income	727.60	521.50	2,583.50	1,162.00	1,043.50	2,000.00
Grant Income						10,000.00
<b>Marine Facilities Income</b>						
Facilities Usage Fees	1,845.00	2,635.00	3,000.00	2,955.00	2,295.00	2,600.00
Commercial Vessel Registratic	8,275.00	18,000.00	15,530.00	12,300.00	1,520.00	12,500.00
Private Vessel Registration	5,095.00	5,505.00	5,290.00	5,730.00	2,485.00	5,000.00
Storage Area Fee	2,115.00	2,100.00	910.00	2,750.00	1,960.00	2,600.00
Marine Facilities Income - Other		0.00			0.00	
Total Marine Facilities Income	17,330.00	28,240.00	24,730.00	23,735.00	8,260.00	22,700.00
Other Income	3,777.00	0.00	7.00	0.00		
<b>State Revenue</b>						
Community Assistance Progra	82,845.41	75,180.66	77,370.21	90,577.16	83,489.34	75,122.49
Liquor Share Tax						
Shared Fisheries Business Tax	541.68	1,045.27	896.34	484.52	503.10	258.69
Total State Revenue	83,387.09	76,225.93	78,266.55	91,061.68	83,992.44	75,381.18
<b>Tax Income</b>						
Retail Tax Income	375,941.24	245,690.61	431,644.90	455,011.12	392,757.34	440,000.00
Remote Sellers Retail Tax	12.49	17,803.44	47,042.78	65,704.18	67,313.34	75,000.00
Room Tax Income	78,574.79	24,926.88	81,730.82	109,714.97	91,512.57	100,000.00
Fish Box Tax	12,190.00	8,560.00	9,860.00	14,080.00	1,260.00	8,000.00
Penalties & Interest	4,212.74	2,080.38	6,187.66	4,592.58	1,231.85	2,000.00
Tax Exempt Cards	250.00	280.00	290.00	340.00	260.00	300.00
Seller's Compensation Discount						
Total Sales Tax Income	471,181.26	299,341.31	576,756.16	649,442.85	554,335.10	625,300.00
Total Income	879,021.09	691,832.06	1,120,876.74	1,548,979.73	989,628.31	1,185,020.28
Gross Profit	879,021.09	691,832.06	1,120,876.74	1,548,979.73	989,628.31	1,185,020.28

	Actual	Actual	Actual	Actual	Actual	Budget
	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23	FY24 to date	FY25
<b>Expense</b>						
Administrative Costs	2,013.88	2,133.70	1,340.40	9,206.56	52,581.46	0.00
Advertising	150.00	0.00	830.91	0.00	0.00	0.00
Bad Debt	2,598.10				4,332.00	
Bank Service Charges	2,973.90	3,901.08	6,541.54	5,865.26	8,713.61	13,050.00
Building						
Insurance	8,092.42	10,379.34	11,086.66	12,789.74	15,336.68	17,198.67
Maintenance & Repair	15,887.18	6,066.42	10,483.06	6,461.81	1,958.08	6,015.00
Total Building	23,979.60	16,445.76	21,569.72	19,251.55	17,294.76	23,213.67
Cash Short/Over						
Contractual Services		0.00				
Ambulance Billing Expense	1,340.34	722.55	373.30	1,027.27	444.66	1,300.00
City Engineer					5,319.60	10,000.00
Gravel Pit Survey	13,347.89	0.00				0.00
Managed IT Services	26,870.00	24,608.00	24,565.00	30,160.00	20,850.00	25,020.00
Contractual Services - Other	26,286.91	28,914.00	68,504.46	44,537.62	15,371.02	26,814.00
Total Contractual Services	67,845.14	54,244.55	93,442.76	75,724.89	41,985.28	63,134.00
Dues/Fees	7,637.99	7,910.38	9,333.55	12,211.29	11,560.91	15,087.78
Economic Development Services						
GVA	32,000.00	17,000.00	30,000.00	35,600.00	35,600.00	27,200.00
Total Economic Development Servi	32,000.00	17,000.00	30,000.00	35,600.00	35,600.00	27,200.00
Election Expense	202.16	87.34	129.92	150.99	81.56	250.00
Emergency & Disaster						50,000.00
Equipment						
Equipment Fuel	1,467.32	1,211.88	2,387.54	3,113.31	2,129.22	2,200.00
Equipment Purchase	9,031.83	5,505.80	23,296.83	9,524.55	12,887.69	10,891.00
Insurance	234.24	242.49	237.99	317.77	298.09	342.80
Maintenance & Repair	3,288.32	6,914.64	4,717.89	388.63	6,825.51	4,400.00
Equipment - Other	6,471.60	0.00	-1,081.00	0.00		
Total Equipment	20,493.31	13,874.81	29,559.25	13,344.26	22,140.51	17,833.80
Events & Celebrations (inc. holiday	3,852.85	3,587.70	3,570.51	4,294.03	3,853.18	4,700.00
Freight/Shipping	23,707.22	14,901.65	32,181.86	28,547.31	17,687.79	34,600.00
Fundraising Expenses	936.27	8.00	700.00	0.00	0.00	500.00
General Liability	10,890.44	11,575.44	20,444.25	17,776.53	15,513.93	17,841.00
Gravel Pit Fund		6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
Library Materials	599.80	598.71	2,212.84	2,659.33	10,257.54	11,000.00
Marine Facilities						
Insurance	1,851.36	2,368.37	2,486.20	2,578.53	5,804.01	2,965.31
Maintenance & Repairs	27.40	3,787.33			0.00	0.00
Total Marine Facilities	1,878.76	6,155.70	2,486.20	2,578.53	5,804.01	2,965.31
Occupational Health	0.00	0.00			0.00	500.00
Payroll Expenses						
Wages	306,984.71	266,397.49	342,421.77	423,676.00	297,248.34	438,999.68
Payroll Taxes	29,098.50	27,311.14	33,090.96	40,887.75	29,398.34	41,622.74
Paid Time Off (PTO)	8,973.84	21,077.99	18,851.63	15,427.85	8,876.94	22,196.32
Sick Leave		2,703.10	2,822.85	6,214.41	4,706.58	8,708.20
Health Insurance (company pai	13,755.50	5,466.72	3,847.96	21,602.70	28,638.46	23,645.52
Health Insurance Stipend	12,310.15	14,035.37	10,569.16	11,209.09	4,200.00	12,200.00
457(b) Employer Contribution	17,711.64	17,510.95	14,378.02	18,947.32	15,464.47	31,209.39
Workers Comp Insurance	7,900.59	5,643.60	8,927.58	6,165.44	6,218.05	10,325.96
Payroll Expenses - Other (inc. F	8,329.28	-2,506.72	-3,331.17	4,392.95	-10,786.48	230.00
Total Payroll Expenses	405,064.21	357,639.64	431,578.76	548,523.51	383,964.70	589,137.81

	Actual	Actual	Actual	Actual	Actual	Budget
	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23	FY24 to date	FY25
Professional Services	14,570.00	15,801.65	11,527.50	8,675.00	3,070.00	15,000.00
Public Relations	211.74	314.86		899.00	575.57	700.00
Relocation			1,000.00	0.00		
Repair & Replacement Fund	25,354.66	24,772.13	16,545.71	16,545.71	16,545.71	18,554.91
Road Maintenance		0.00				
Grading	35,512.50	35,160.50	103,761.44	101,580.20	56,906.56	0.00
Snow Plowing	35,061.55	29,775.10	72,814.50	65,000.00	67,855.40	65,000.00
Road Maintenance - Other	37,779.58	109,879.84	79,719.60	16,181.70	2,415.94	150,000.00
Total Road Maintenance	108,353.63	174,815.44	256,295.54	182,761.90	127,177.90	215,000.00
Social Services		0.00				
GCEP dba The Rookery	13,890.00				0.00	0.00
Total Social Services	13,890.00	0.00			0.00	0.00
Stipend		3,000.53	3,000.15	3,750.04	1,148.76	4,500.00
Supplies	14,934.01	11,245.58	24,891.71	23,665.48	13,932.53	20,000.00
Program - Library					1,020.75	2,050.00
Telecommunications	19,824.34	17,136.62	18,305.79	20,514.08	10,707.21	17,921.00
Training	8,422.94	1,971.00	10,929.20	6,888.26	4,211.14	13,200.00
Travel	7,816.87	0.00	796.00	13,536.36	20,644.81	19,700.00
Utilities						
Electricity	7,763.45	9,095.45	9,811.21	10,486.90	9,094.20	11,200.00
Fuel Oil	7,650.35	7,165.81	8,623.76	15,497.95	8,706.25	7,900.00
Total Utilities	15,413.80	16,261.26	18,434.97	25,984.85	17,800.45	19,100.00
Vehicle						
Fuel	341.77	490.99	416.51	1,016.41	383.48	1,200.00
Insurance	3,445.93	3,561.22	3,568.25	3,438.58	3,225.58	4,181.00
Maintenance & Repair	0.00	63.98	1,798.88	642.69	2,692.40	5,000.00
Mileage Reimbursement	1,301.75	1,843.46	1,944.76	1,162.81	682.00	1,900.00
Total Vehicle	5,089.45	5,959.65	7,728.40	6,260.49	6,983.46	12,281.00
Total Expense	840,705.07	787,343.18	1,061,377.44	1,091,215.21	861,189.53	1,235,020.28
Net Ordinary Income	38,316.02	-90,957.12	59,499.30	457,764.52	128,438.78	-50,000.00
Other Income/Expense						0.00
Other Income						
Encumbered Funds for Road Maintenance	60,303.38	62,118.87	115,000.00	115,000.00		
Other Savings for Road Maintenance		37,881.13				0.00
Prior-Year Cash Balance		0.00				50,000.00
Total Other Income	60,303.38	100,000.00	115,000.00	115,000.00	0.00	50,000.00
Net Other Income	60,303.38	100,000.00	115,000.00	115,000.00	0.00	50,000.00
Net Income	98,619.40	9,042.88	174,499.30	572,764.52	128,438.78	0.00





## City of Gustavus Payroll Summary FY24 - FY25

FY25:		FTE	Hourly Wage	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 \$240.21)	Payroll Total	Group Health Plan (\$657/mo; city cap at \$700/mo split is met)	Workers' Comp. Insurance	Direct Deposit Fees & FICA	Dept. Total	FY24 Budget for Comparison	FY23 Budget for Comparison
<b>Admin. Dept.</b>															
Administrator	salaries		\$93,645.78	---	\$93,645.78	\$6,439.30	\$2,400.00	\$8,080.32	\$110,565.40						
Clerk		0.8	\$27.49	1820	\$50,031.80	\$3,502.23	\$2,400.00	\$4,519.16	\$60,453.19						
Treasurer		0.75	\$35.34	1560	\$55,130.40	\$3,859.13		\$4,752.91	\$63,742.44	\$7,881.84					
<b>DRC</b>															
Operator		0.9	\$25.84	2080	\$53,747.20	\$3,762.30		\$4,598.98	\$62,108.48	\$7,881.84					
Assistants			\$20.00	1120	\$22,400.00			\$1,937.60	\$24,337.60						
Assistants			\$19.00	0	\$0.00			\$0.00	\$0.00						
Assistants			\$18.50	0	\$0.00			\$0.00	\$0.00						
<b>Fire Chief</b>															
EMS Coord.	salaries		\$61,905.12	---	\$61,905.12	\$4,333.36		\$5,307.45	\$71,545.93	\$7,881.84					
		0.5	\$28.00	1040	\$29,120.00	\$2,038.40	\$1,200.00	\$2,715.63	\$35,074.03						
<b>Library</b>															
Lib. Adm Director		0.75	\$26.82	1495	\$40,095.90	\$2,806.71	\$2,400.00	\$3,705.86	\$49,008.47						
Lib. Serv. Dir		0.75	\$26.82	1560	\$41,839.20	\$2,928.74	\$2,400.00	\$3,848.56	\$51,016.50						
Summer Intern(s)			\$13.50	0	\$0.00			\$0.00	\$0.00						
<b>Marine Facilities</b>															
MF Coord.		0.5	\$25.45	864	\$21,988.80	\$1,539.22	\$1,400.00	\$2,156.27	\$27,084.29						
<b>Totals:</b>					\$469,904.20	\$31,209.39	\$12,200.00	\$41,622.74	\$554,936.33	\$23,645.52	\$10,325.96	\$230.00	\$589,137.81	\$558,068.40	\$601,223.62

Removed DRC Specialist

Added EMS Coordinator

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

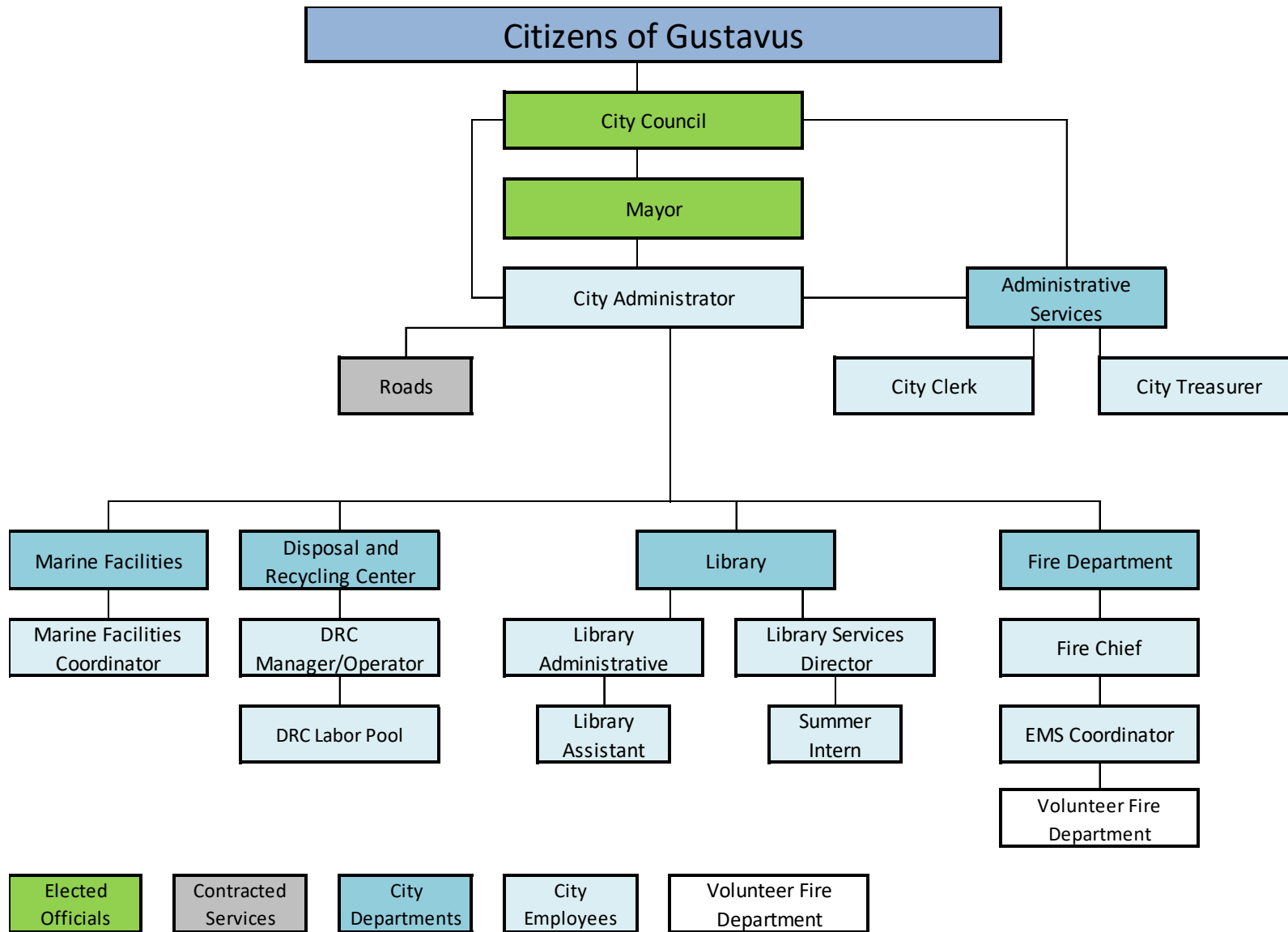
Lowered MFC hours back to 864

Removed requested Library Intern

Returned DRC labor pool to FY24 levels

FY24:		FTE	Hourly Wage	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 \$240.21)	Payroll Total	Group Health Plan (\$646/mo; city cap at \$700/mo split is met)	Workers' Comp. Insurance	Direct Deposit Fees & FICA	Dept. Total	FY23 Budget for Comparison	FY22 Budget for Comparison
<b>Admin. Dept.</b>															
Administrator	salaries		\$91,989.96	---	\$91,989.96	\$6,439.30	\$2,400.00	\$7,953.65	\$108,782.91						
Clerk		0.8	\$28.46	1820	\$51,797.20	\$3,625.80	\$2,400.00	\$4,663.67	\$62,486.67						
Treasurer		0.75	\$33.73	1560	\$52,618.80	\$3,683.32		\$4,547.32	\$60,849.44	\$7,569.60					
<b>DRC</b>															
Operator		0.9	\$25.00	2080	\$52,000.00	\$3,640.00		\$4,455.96	\$60,095.96	\$7,569.60					
Assistants			\$20.00	1008	\$20,160.00			\$1,743.84	\$21,903.84						
Assistants			\$19.00	0	\$0.00			\$0.00	\$0.00						
Assistants			\$18.50	16	\$296.00			\$25.60	\$321.60						
DRC Specialist			\$34.00	96	\$3,264.00			\$449.20	\$3,713.20						
<b>Fire Chief</b>															
	salaries		\$60,810.53	---	\$60,810.53	\$4,256.74		\$5,217.86	\$70,285.12	\$7,569.60					
<b>Library</b>															
Lib. Adm Director		0.75	\$26.35	1560	\$41,106.00	\$2,877.42	\$2,400.00	\$3,788.54	\$50,171.96	\$0.00					
Lib. Serv. Dir		0.75	\$26.35	1560	\$41,106.00	\$2,877.42	\$2,400.00	\$3,788.54	\$50,171.96						
Summer Intern(s)			\$13.50	100	\$1,350.00			\$116.78	\$1,466.78						
<b>Marine Facilities</b>															
MF Coord.		5	\$25.00	1040	\$26,000.00	\$1,820.00	\$1,200.00	\$2,510.23	\$31,530.23						
<b>Totals:</b>					\$442,498.49	\$29,220.00	\$10,800.00	\$39,261.18	\$521,779.67	\$22,708.80	\$8,979.10	\$230.00	\$549,984.38	\$597,219.62	\$446,334.23

# City of Gustavus Organizational Chart



## Gustavus Endowment Fund

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

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

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

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

Original Value of the Endowment Fund  
\$963,000

Anchorage Consumer Price Index (CPI) for first half of 2004  
165.6

End of Fiscal Year Date	Endowment Fund Market Value	Anchorage CPI for first half of year ( <a href="http://live.laborstats.alaska.gov/cpi/index.cfm">http://live.laborstats.alaska.gov/cpi/index.cfm</a> )	Multiplier Value (Anchorage CPI for current year div. by CPI for 2004 = 165.6, rounded to 3 decimals)	Inflation-Adjusted Value of Original Principal = Original Value \$963,000 x Multiplier Value	Excess Earnings Determination = Actual Market Value - Inflation-Adjusted Principal
June 30, 2011	\$1,161,681.00	200.278	1.209	\$1,164,267.00	(\$2,586.00)
June 30, 2012	\$1,188,171.67	205.215	1.239	\$1,193,157.00	(\$4,985.33)
June 30, 2013	\$1,265,224.55	210.853	1.273	\$1,225,899.00	\$39,325.55
June 30, 2014	\$1,391,960.13	214.777	1.297	\$1,249,011.00	\$142,949.13
June 30, 2015	\$1,400,089.55	217.111	1.311	\$1,262,493.00	\$137,596.55
June 30, 2016	\$1,398,474.52	216.999	1.310	\$1,261,530.00	\$136,944.52
June 30, 2017	\$1,429,287.74	218.616	1.320	\$1,271,160.00	\$158,127.74
June 30, 2018	\$1,438,854.93	223.099	1.347	\$1,297,161.00	\$141,693.93
June 30, 2019	\$1,466,213.91	228.858	1.382	\$1,330,866.00	\$135,347.91
June 30, 2020	\$1,473,942.38	225.049	1.359	\$1,308,717.00	\$165,225.38
June 20, 2021	\$1,637,337.02	232.679	1.405	\$1,353,078.97	\$284,258.05
June 30, 2022	\$1,441,014.78	252.271	1.523	\$1,467,010.71	(\$25,995.93)
June 30, 2023	\$1,472,739.49	257.938	1.558	\$1,499,965.54	(\$27,226.05)

	5-Year Average	3% of Average
FY11-FY15	\$1,281,425.38	\$38,442.76
FY12-FY16	\$1,328,784.08	\$39,863.52
FY13-FY17	\$1,377,007.30	\$41,310.22
FY14-FY18	\$1,411,733.37	\$42,352.00
FY15-FY19	\$1,426,584.13	\$42,797.52
FY16-FY20	\$1,441,354.70	\$43,240.64
FY17-FY21	\$1,489,127.20	\$44,673.82
FY18-FY22	\$1,491,472.60	\$44,744.18
FY19-FY23	\$1,498,249.52	\$44,947.49

## Current Banking Assets

The balance sheet assets as of 5/08/2024 are as below:

### City of Gustavus Balance Sheet As of May 8, 2024

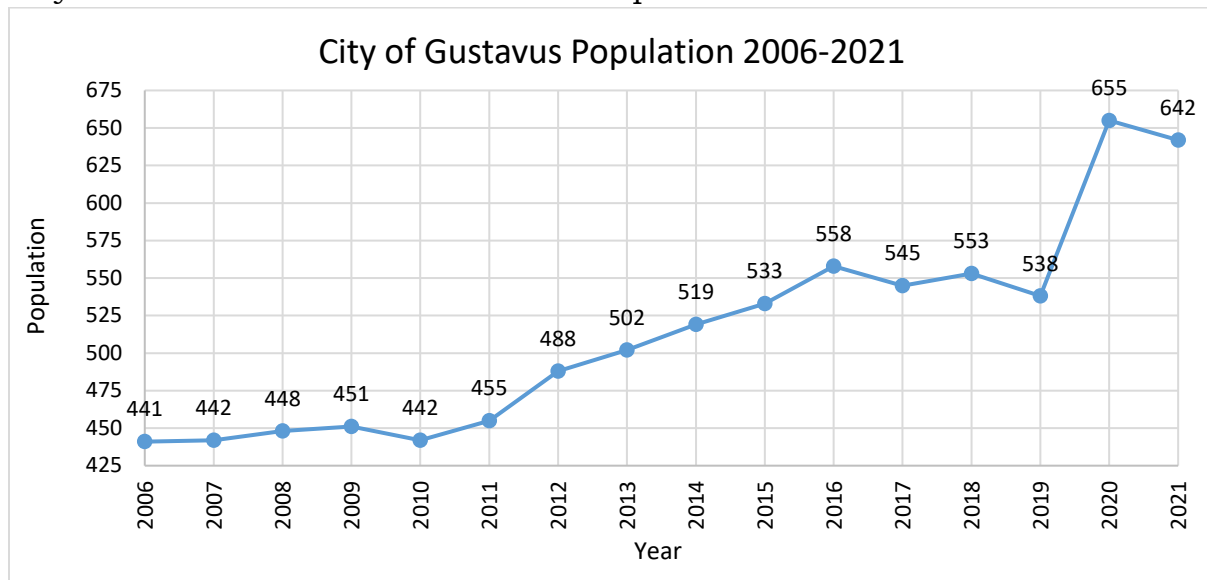
	May 8, 2024
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
AMLIP Capital Improv Current (0630598.1)	143,708.53
AMLIP Capital Improv Long-Term (0630598.2)	1,001,206.57
AMLIP Repair & Replacement (0630598.3)	385,827.47
AMLIP Gravel Pit Fund (0630598.8)	25,409.53
AMLIP Reserve (0630598.12)	1,205,126.37
APCM.Endowment Fund	1,587,703.04
FNBA - Checking	59,831.14
FNBA Endowment Fund - Checking	37,897.44
Petty Cash	559.21
<b>Total Checking/Savings</b>	<b>4,447,269.30</b>

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

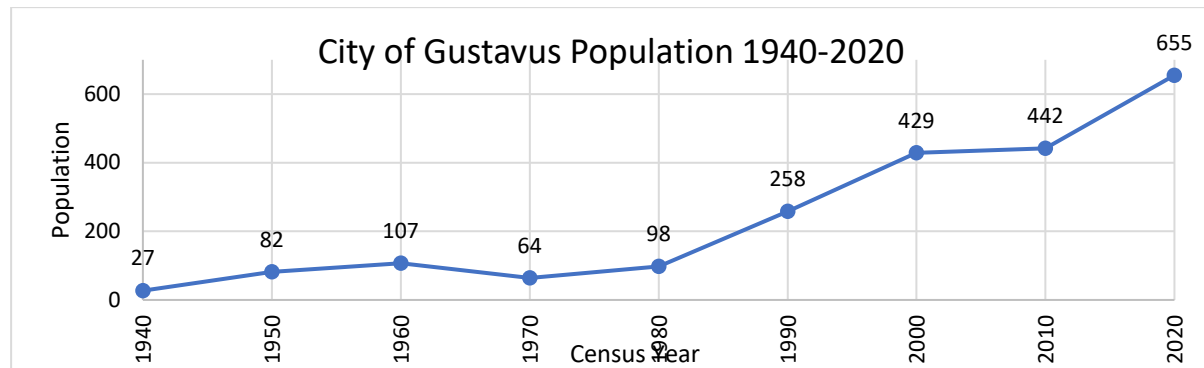
- *AMLIP Capital Improv Current*: funds for approved and funded capital projects
- *AMLIP Capital Improv Long-Term*: funds for capital projects in the future
- *AMLIP Repair & Replacement*: funds for repair and replacement of fixed assets, following recommended best-practices savings schedule. Funded through operating budget line-item. See the Capital Improvement Plan document for additional information.
- *AMLIP Road Maint – Unencumbered* was closed in FY24
- *AMLIP Road Maint – Encumbered* account was depleted in FY21 and closed
- *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*: was updated in FY24 to be used as savings and should hold the equivalent of the current fiscal years budget.
- *AMLIP CARES Act Relief Funds*: CARES Act funds initially resided in this account.
- *APCM.Endowment Fund*: see previous page for discussion of this account.
- *FNBA – Checking*: general operating banking account; includes unrestricted funds along with restricted funds such as grants, capital project funds, current year National Forest Receipts, or other road funds
- *FNBA Endowment Fund – Checking*: funds from the Endowment Fund for disbursement through the annual Endowment Fund Grant program
- *Petty Cash*: funds for cash transactions (receipts and expenditures)

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

## City of Gustavus and State of Alaska Population Trends



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



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



**City of Gustavus**

PO Box 1

Gustavus, Alaska 99826

Phone: (907) 697-2451

# City of Gustavus General Fund Fiscal Year 2025

## May 2024



## Administration

## General Fund

### Administration Department:

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

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

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

### Personnel:

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

### Mission:

To serve the Community of Gustavus.

## FY21-FY25 General Fund: Administration Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '20 - Jun 21	JUL '21 - Jun 22	Jul '22 - Jun 23	Jul '23 - Jun 24	Jul '24 - Jun 25
Administrative Costs	1,099.95	1,340.40	9,206.56	35,000.00	0.00
Advertising	0.00	472.24	0.00	100.00	0.00
Bank Service Charges	2,384.54	4,767.56	3,670.59	3,100.00	10,000.00
Building - Insurance	2,634.82	1,635.57	1,367.94	3,660.00	1,184.00
Building - Maintenance					2,650.00
Contractual Services	4,799.00	8,657.39	28,016.57	55,020.00	6,226.00
Contractual - City Engineer					10,000.00
Contractual - IT Services					25,020.00
Dues/Fees	2,585.52	3,468.60	3,760.27	8,000.00	8,000.00
Election Expense	87.34	129.92	150.99	250.00	250.00
Emergency & Disaster				50,000.00	50,000.00
Equipment - Purchase	4,615.00	576.75	1,919.99	2,500.00	2,500.00
Events & Celebrations	3,587.70	3,412.62	4,149.35	3,800.00	3,800.00
Freight/Shipping	731.05	792.45	524.99	800.00	800.00
General Liability	11,575.44	17,480.61	17,776.53	20,700.00	17,841.00
Payroll Expenses	152,657.07	194,855.31	227,404.62	234,430.55	249,585.22
Professional Services	15,801.65	11,527.50	8,675.00	15,000.00	15,000.00
Public Relations	314.86		899.00	500.00	700.00
Relocation		1,000.00			0.00
Repair & Replacement Annual Contribution	1,000.00	1,000.00	0.00	1,000.00	1,000.00
Supplies	1,298.29	2,966.79	4,834.01	3,500.00	3,500.00
Telecommunications	7,069.56	7,004.02	8,214.03	7,500.00	5,000.00
Training	579.00	2,247.72	3,096.50	4,000.00	4,000.00
Travel	0.00	154.00	9,932.23	13,000.00	10,000.00
Utilities - Electricity	3,002.72	3,505.20	3,313.21	2,900.00	3,000.00
Utilities - Fuel Oil					0.00
Vehicle	436.20	332.17	208.01	500.00	500.00
<b>Total Expense</b>	<b>216,259.71</b>	<b>267,326.82</b>	<b>337,120.39</b>	<b>465,260.55</b>	<b>430,556.22</b>

## Disposal and Recycling Center

## General Fund

### Disposal and Recycling Center:

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

The DRC temporary labor pool employees perform the 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 (1 FTE)

Up to three Temporary Labor Pool Employees (0.54 FTE all together)

DRC - Occasional volunteers

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

### Mission:

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

## FY21-FY25 General Fund: Disposal &amp; Recycling Center Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '20 - Jun 21	JUL '21 - Jun 22	JUL '22 - Jun 23	Jul '23 - Jun 24	Jul '24 - Jun 25
Bank Service Charges	1,466.54	1,723.98	2,169.67	1,600.00	3,000.00
Building - Insurance	1,791.28	2,110.20	2,580.43	2,316.96	1,900.00
Building - Maintenance					600.00
Contractual Services	6,740.00	38,552.07	575.00	7,260.00	5,000.00
Dues/Fees	1,180.10	1,180.10	1,251.60	1,007.00	1,200.00
Equipment - Fuel	8,200.87	6,557.66	7,830.31	12,828.86	2,200.00
Equipment - Purchase					4,400.00
Equipment - Insurance					342.80
Equipment - Maintenance & Repair					4,400.00
Events & Celebrations	0.00	0.00	0.00	250.00	500.00
Freight/Shipping	13,088.48	26,476.80	24,273.74	28,600.00	32,000.00
Occupational Health	0.00			500.00	500.00
Payroll Expenses	87,726.45	92,782.01	106,116.83	96,278.87	94,842.05
Repair & Replacement Annual Contribution	2,150.79	2,100.79	2,100.79	2,150.79	2,767.46
Supplies	3,154.69	4,287.87	4,044.95	4,500.00	4,500.00
Telecommunications	2,190.62	2,276.71	2,102.10	1,172.00	1,200.00
Training	1,392.00	125.00	0.00	1,200.00	1,200.00
Travel	0.00	0.00	0.00	1,200.00	1,200.00
Utilities - Electricity					1,900.00
Utilities - Fuel Oil	2,685.95	2,557.18	4,736.51	2,900.00	1,400.00
Vehicle	149.62	127.78	98.45	200.00	200.00
<b>Total Expense</b>	<b>131,917.39</b>	<b>180,858.15</b>	<b>157,880.38</b>	<b>163,964.48</b>	<b>165,252.31</b>

## Gustavus Public Library

## General Fund

### Gustavus Public Library:

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

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

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

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

### Personnel:

Library Administrative Director (0.75 FTE)  
 Library Services Director (0.75 FTE)  
 Summer Intern (0 Hours) for FY25  
 25 desk volunteers, 7 maintenance/projects volunteers

### 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.

## FY21-FY25 General Fund: Gustavus Public Library Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '20 - Jun 21	Jul '21 - 22	Jul '22 - 23	Jul '23 - Jun 24	Jul '24 - Jun 25
Bank Service Charges	25.00	25.00	25.00	25.00	25.00
Building - Insurance	4,505.90	6,932.64	4,999.15	7,001.22	5,000.00
Building - Maintenance					0.00
Contractual Services	3,075.00	6,300.00	5,920.00	3,300.00	3,588.00
Dues/Fees	4,069.76	4,584.85	5,160.60	1,200.00	1,200.00
Equipment - Purchase	909.59	372.92	401.44	500.00	500.00
Events & Celebrations	0.00	157.89	144.68	350.00	400.00
Freight/Shipping	872.65	712.19	800.10	1,000.00	1,000.00
Fundraising Expenses	8.00	700.00	0.00	500.00	500.00
Library Materials	598.71	2,212.84	2,659.33	14,000.00	11,000.00
Payroll Expenses	61,291.02	64,837.92	90,583.05	101,797.16	100,208.66
Repair & Replacement Annual Contribution	4,299.27	4,299.27	4,299.27	4,299.27	5,641.80
Supplies	1,409.29	5,718.40	3,213.84	2,700.00	2,700.00
Supplies - Program	1,260.17	2,003.24	3,166.06	2,975.00	2,050.00
Supplies - Donated/Fundraised	0.00	0.00	1,000.00	800.00	800.00
Telecommunications	3,547.37	4,560.71	6,579.97	5,450.00	6,745.00
Training	0.00	229.99	716.00	1,000.00	1,000.00
Travel	0.00	278.00	2,309.35	1,500.00	1,500.00
Utilities - Electricity					3,400.00
Utilities - Fuel Oil	6,385.80	7,268.23	10,014.22	7,400.00	4,000.00
<b>Total Expense</b>	<b>92,257.53</b>	<b>111,194.09</b>	<b>141,992.06</b>	<b>155,797.65</b>	<b>151,258.46</b>

## Gustavus Volunteer Fire Department

## General Fund

### Gustavus Volunteer Fire Department:

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

GVFD is composed of a full-time Fire Chief and an EMS Coordinator (added in FY23) who currently oversee 18 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.

The EMS Coordinator's primary responsibilities are EMS preparedness and training. The EMS Coordinator is supervised by the Fire Chief with direction from the City Administrator and/or Mayor, with advice from the Medical Director.

### Personnel:

Fire Chief (1 FTE)  
 Assistant Chief (Volunteer)  
 Fire Captain (Volunteer)  
 EMS Coordinator (.5 FTE)  
 18 volunteers within the 3 divisions

### Mission:

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



## FY21-FY25 General Fund: Gustavus Volunteer Fire Department Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '20 - Jun 21	JUL '21 - JUN 22	JUL '22 - JUN 23	Jul '23 - Jun 24	Jul '24 - Jun 25
Bad Debt	0.00	0.00	0.00	0.00	0.00
Advertising	0.00	100.00	0.00	0.00	0.00
Bank Service Charges	25.00	25.00	0.00	25.00	25.00
Building - Insurance					4,141.48
Building - Maintenance	3,738.03	6,948.83	5,796.93	8,555.93	2,765.00
Contractual Services	0.00	6,500.00	80.00	6,000.00	2,000.00
Ambulance Billing Expense	722.55	373.30	1,027.27	1,300.00	1,300.00
Dues/Fees	75.00	100.00	2,038.82	4,500.00	4,687.78
Equipment - Purchase	123.00	12,440.54	3,441.92	4,600.00	2,991.00
Freight/Shipping	85.47	357.25	664.15	400.00	600.00
Payroll Expenses	33,550.06	55,662.50	59,399.93	90,831.17	119,959.28
Repair & Replacement Annual Contribution	9,839.80	1,663.38	1,663.38	1,663.38	1,663.38
Stipend	3,000.53	3,000.15	3,750.04	6,000.00	4,500.00
Supplies	3,946.03	7,841.65	6,580.07	7,500.00	7,500.00
Telecommunications	4,089.07	4,224.35	4,061.98	6,050.00	4,700.00
Training	0.00	7,801.49	3,075.76	12,000.00	7,000.00
Travel	0.00	364.00	1,294.78	7,500.00	7,000.00
Utilities - Electricity					2,500.00
Utilities - Fuel Oil	4,186.79	4,994.36	7,656.91	4,000.00	2,500.00
Vehicle - Fuel					1,200.00
Vehicle - Insurance					4,181.00
Vehicle - Maintenance & Repair					5,000.00
Vehicle - Mileage Reimbursement	4,116.19	5,794.28	5,097.68	7,085.67	0.00
<b>Total Expense</b>	<b>67,497.52</b>	<b>118,191.08</b>	<b>105,629.62</b>	<b>168,011.15</b>	<b>186,213.92</b>

## Marine Facilities Department

## General Fund

### Marine Facilities Department:

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

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

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

The MFC collects transient moorage fees, encourages vessel owners to obtain registration stickers, and encourages users to follow City of Gustavus policies per Title 8 of the Gustavus Municipal Code. The MFC also assists in the spring and fall with the moving of the steel float and 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.

In 2023 a Fish Waste Disposal Station and trashcans were added to the SRBH to reduce illegal dumping of fish carcasses and enhance the DRC's composting program.

### Personnel:

Marine Facilities Coordinator/Harbormaster (0.4 FTE)

## FY21-FY25 General Fund: Marine Facilities Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23	Jul '23 - Jun 24	Jul '24 - Jun 25
Administrative Costs	0.00	0.00	0.00	0.00	
Advertising	0.00	258.67	0.00		
Building (Fuel Farm, Shed, Outhouses)	3,775.73	3,942.48	4,507.10	4,324.51	4,973.19
Contractual Services	14,300.00	8,700.00	10,076.05	15,000.00	10,000.00
Equipment	26.35	1,463.38	529.99	100.00	500.00
Freight/Shipping	124.00	268.17	44.28	200.00	200.00
Marine Facilities: Insurance	6,155.70	2,486.20	2,578.53	5,722.48	2,965.31
Marine Facilities: Maint & Repairs					
Payroll Expenses	22,415.04	23,441.02	18,747.15	34,730.65	27,792.25
Repair & Replacement Annual Contribution	7,482.27	7,482.27	7,482.27	7,482.27	7,482.27
Supplies	177.11	2,073.76	676.55	2,200.00	1,000.00
Telecommunications	240.00	240.00	276.00	240.00	276.00
Training	0.00	525.00	0.00	0.00	0.00
Electricity	0.00	110.00	264.00	400.00	400.00
Vehicle	1,257.64	1,474.17	856.35	1,200.00	1,200.00
<b>Total Expense</b>	<b>55,953.84</b>	<b>52,465.12</b>	<b>46,038.27</b>	<b>71,599.91</b>	<b>56,789.02</b>

## Roads Department

## General Fund

### Roads Department:

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

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

Road maintenance was heavily subsidized by National Forest Receipts (NFR) in the past. The annual distribution of these encumbered funds has dwindled to anywhere from almost nothing to less than half of the road maintenance budget in recent years. In FY21, the City of Gustavus finally expended encumbered funds that were held in reserve from past years' NFR towards road maintenance. This department is funded within the operating budget, with supplementation from current year NFR funds as they occur. For FY25 the Council chose to use interest from savings to fully fund the Road Maintenance budget request.

### Personnel:

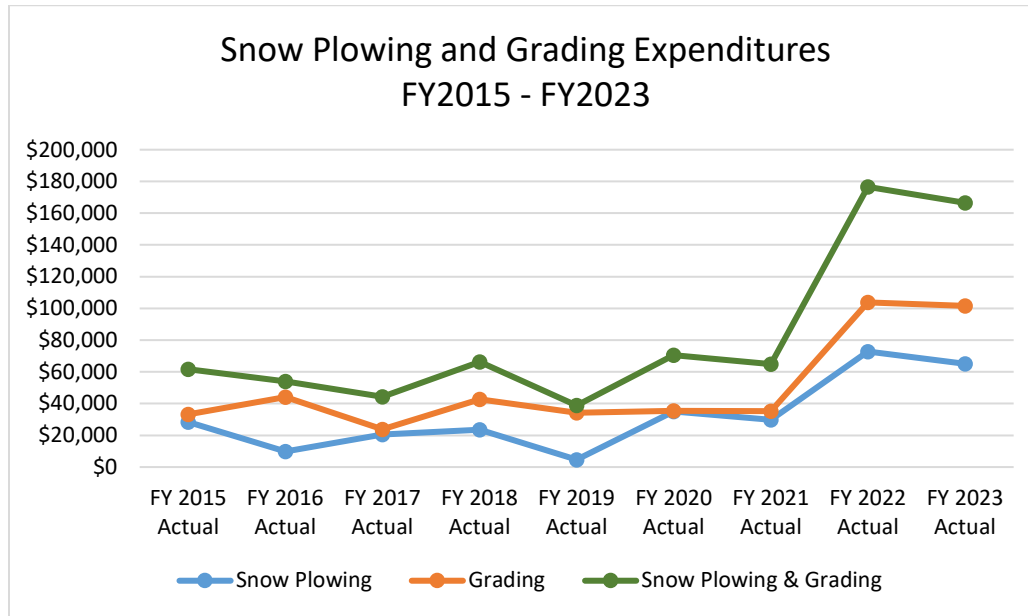
City Administrator

Volunteer City Council Member(s)

### Mission:

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

## Statistics through FY23



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

## FY21-FY25 General Fund: Roads Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23	Jul '23 - Jun 24	Jul '24 - Jun 25
Dues Fees	0.00			0.00	
Road Maintenance					
Snow Plowing	29,775.10	72,814.50	65,000.00	65,000.00	65,000.00
Grading	35,160.50	103,761.44	101,580.20		
Hauling Pit Run Material	14,474.00				
Brushing	1,895.00				
Other	93,510.84	79,719.60	16,181.70	131,000.00	150,000.00
<b>Total Road Maintenance</b>	<b>174,815.44</b>	<b>256,295.54</b>	<b>182,761.90</b>	<b>196,000.00</b>	<b>215,000.00</b>
Vehicle:Mileage	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>174,815.44</b>	<b>256,295.54</b>	<b>182,761.90</b>	<b>196,000.00</b>	<b>215,000.00</b>

## 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 being leased to the Gustavus Bike Shop for \$2000.00 annually), 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. L3Harris also leases area from the City of Gustavus for 628.00 annually.

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.

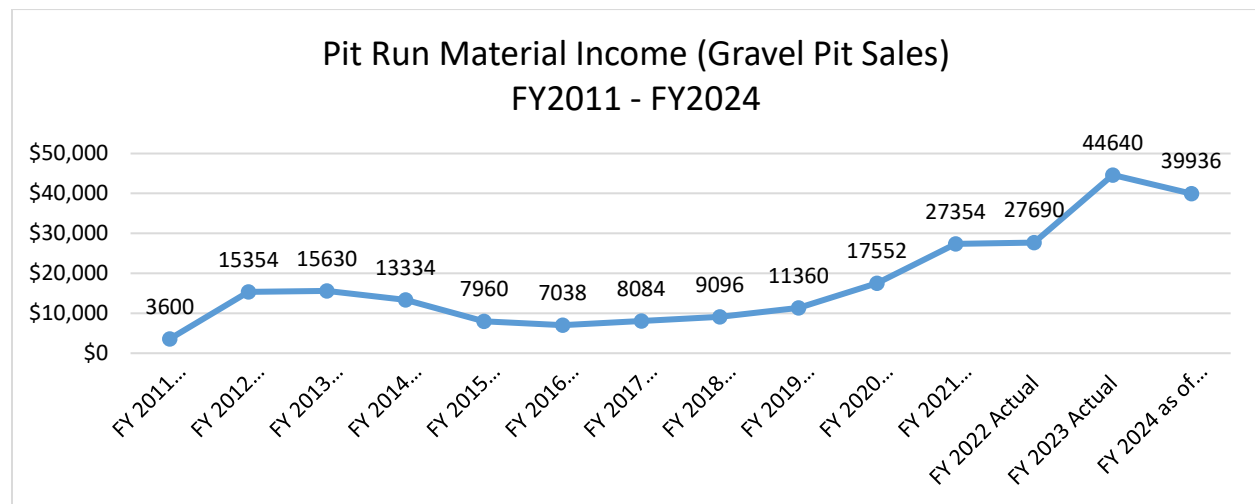
Various City Council members are responsible for the project scoping and management for capital improvement projects and long-term planning for the Lands Department. The treasurer is responsible for the advertisement, execution, and administration of City contracts and for collection of gravel pit and 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 FY24-to-date:



## FY21-FY25 General Fund: Lands Expenditures

	Actual	Actual	Actual	Budget	Budget
	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23	Jul '23 - Jun 24	Jul '24 - Jun 25
<b>Expense</b>					
<b>Administrative Costs</b>	1,033.75	0.00	0.00	0.00	0.00
<b>Contractual Services</b>	0.00	0.00	0.00	0.00	0.00
<b>Gravel Pit Fund</b>	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
<b>Professional Services</b>	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	7,033.75	6,000.00	6,000.00	6,000.00	6,000.00

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY24-16NCO  
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
DEPARTMENT BUDGETS FOR FISCAL YEAR 2024**

**BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:**

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

**Section 2.** For the Fiscal Year of 2024 estimated expenditures have changed from the estimates in the approved budget.

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

<b>Budget Category</b>	<b>Amounts</b>		
	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Change</b>
<b>INCOME</b>			
Federal Revenue:PILT	\$ 130,000.00	\$ 152,913.58	\$ 22,913.58
Tax Income:Retail Sales Tax	\$ 415,000.00	\$ 430,000.00	\$ 15,000.00
Tax Income:Remote Sales Tax	\$ 56,000.00	\$ 70,000.00	\$ 14,000.00
Total Change in Income			<b>\$ 51,913.58</b>

<b>EXPENSE</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Change</b>
Admin:Administrative Costs	\$ 35,000.00	\$ 46,235.50	\$ 11,235.50
Admin:Bank Service Charges	\$ 3,100.00	\$ 8,500.00	\$ 5,400.00
Admin:Utilities	\$ 2,900.00	\$ 5,500.00	\$ 2,600.00
Admin:Travel	\$ 13,000.00	\$ 15,407.89	\$ 2,407.89
DRC:Bank Service Charges	\$ 1,600.00	\$ 2,400.00	\$ 800.00
DRC:Utilities	\$ 2,900.00	\$ 3,500.00	\$ 600.00
GVFD:Bad Debt	\$ 0	\$ 4,332.00	\$ 4,332.00
GVFD:Utilities	\$ 4,000.00	\$ 5,000.00	\$ 1,000.00
GVFD:Stipend	\$ 6,000.00	\$ 3,000.00	<\$ 3,000.00>
GVFD:Supplies	\$ 7,500.00	\$ 10,500.00	\$ 3,000.00
Total Change in Expense			<b>&lt;\$28,375.39&gt;</b>

**Section 4.** The budget is hereby amended as indicated and any portion of the approved



budget inconsistent with this amendment is repealed.

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

**DATE INTRODUCED:** *May 13, 2024*

**DATE OF PUBLIC HEARING:** *June 10, 2024*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Shelley K Owens, Mayor

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

\_\_\_\_\_  
Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY24-17NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2024**

**BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:**

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

**Section 2.** For the Fiscal Year of 2024, the following City held account balance transfers are to be made for the reasons stated.

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

CITY HELD ACCOUNTS	Amounts		Amended Balance	Change
	Account Balance*			
	<i>*Approximate, this is a dynamic value</i>			
Capital Current – CP24-02 RM <i>Initial funding for CP24-02, Same Old Road Drainage Project</i>	\$	0.00	\$ 70,923.00	\$ 70,923.00
Capital Project Long-term <i>This transfer will move funds from Capital Project Long-Term to Capital Project Current. These funds may be moved to FNBA Checking if needed to cover costs of the above-named Capital Project CP24-02, Same Old Road Drainage Project.</i>	\$	1,001,206.57	\$ 930,283.57	\$ 70,923.00

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

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

**DATE INTRODUCED:** May 13, 2024

**DATE OF PUBLIC HEARING:** June 10, 2024

**PASSED** and **APPROVED** by the Gustavus City Council this XX day of June, 2024.

\_\_\_\_\_  
Shelley K. Owens, Mayor

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

\_\_\_\_\_  
Attest: Liesl M. Barker, City Clerk

# Coffee with Council at the GCC



We want to hear from you.

June 2nd Saturday Market  
June 8, 2024 12:30pm-2:30pm

## MAYOR'S REPORT May 13, 2024

### **FY25 Budget**

City Staff are continuing to work hard and diligently in preparing the Gustavus FY25 Budget. Special thanks goes to City Treasurer Ben Sadler for his patience and meticulous attention to details. Thanks also to the Community for providing input at the Budget Work Session on April 15<sup>th</sup> and for the letters and phone calls we have received. The Budget will be discussed again at the June Work Session on June 3<sup>rd</sup> and voted on at the General Meeting on June 10<sup>th</sup>.

### **Dock Floats**

Yesterday the marine facilities team was able to relocate the steel float on a seasonally high tide from the Salmon River to the dock, and are working on moving the wood and skiff floats as I write. Please thank these people when you see them for the remarkable job they do twice a year for us despite challenging conditions of wind and rain, flight delays and the arrival of the Alaska Ferry to the dock.

Thanks to: Kriss Hart, Doug from Kodiak, Elm Robichaud, Fisher Kelly, Larry Platt, Joe Vanderzanden and Ben Sadler.

### **Welcome back**

In addition to returning seasonal residents, we welcomed a fly over by the Sandhill Cranes and return of the Arctic Tern, traveling from the tip of South America up to Utqiagvik. Also noted this month were appearances of crocuses, daffodils, tulips, Johnny Jump Ups, wild strawberries and dandelions. This doesn't have much to do with City government but it does make us happy.



*Shelley*