



CITY OF GUSTAVUS

CITY COUNCIL DRAFT GENERAL MEETING

Monday, June 13, 2022 at 7:00 PM
via Zoom

COUNCIL MEMBERS

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

CITY HALL

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

DRAFT GENERAL MEETING AGENDA

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

- [1.](#) 05-09-2022 General Meeting Minutes
- [2.](#) 05-25-2022 Special Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

3. Gustavus Public Library Quarterly Report
4. City Treasurer Monthly Financial Reports
5. City Administrator General Meeting Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

- [6.](#) 06-13-2022 Certificate of Records Destruction
- [7.](#) Scoping Document - Pedestrian Bicycle Sidepath System

ORDINANCE FOR PUBLIC HEARING

- [8.](#) FY22-14NCO FY23 Budget (Introduced 05-09-2022)
- [9.](#) FY22-15NCO Departmental Budgets - Road Maintenance
- [10.](#) FY22-16NCO Departmental Budgets (Introduced 05-25-2022)

UNFINISHED BUSINESS

NEW BUSINESS

- [11.](#) CY22-XX Implementing a New Fee Schedule for the DRC
- [12.](#) CY22-XX Opposing A Constitutional Convention

CITY COUNCIL REPORTS

- [13.](#) Mayor's General Meeting Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED ON: Month Day, 202X 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
MAY 09, 2022

Item #1.

MINUTES - PENDING

ROLL CALL

PRESENT

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

Reading of the City of Gustavus Vision Statement

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

Mayor Taylor presented the City Clerk, Karen Platt with a proclamation by the City of Gustavus in recognition of the 53rd annual professional Municipal Clerks Week.

APPROVAL OF MINUTES

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

Motion made by Vice Mayor Bishop to approve by unanimous consent the minutes of the Gustavus City Council 04-11-2022 General Meeting and the 04-25-2022 Special Meeting.

Seconded by Council Member Mackovjak.

Hearing no objections, the minutes were approved as presented by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no requests for agenda changes.

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

COMMITTEE / STAFF REPORTS

3. Gustavus Visitors Association Quarterly Report
Gustavus Visitors Association President, Leah Okin submitted a written quarterly report and provided an oral summary.
4. Marine Facilities Coordinator Quarterly Report
Marine Facilities Coordinator, Ben Sadler submitted a written quarterly report and provided an oral summary.
5. Disposal and Recycling Center Quarterly Report

Disposal and Recycling Center Manager / Operator, Paul Berry submitted a written quarterly report and provided an oral summary.

Item #1.

6. City Treasurer Quarterly Report & Monthly Financials
City Treasurer. Eduarda Loggins submitted a written quarterly report, monthly financials and provided an oral summary.
7. City Administrator General Meeting Report
City Administrator, Tom Williams submitted a written general meeting report and provided an oral summary.

Mayor Taylor presented City Administrator, Tom Williams with a letter of appreciation and a City of Gustavus strawberry pin in recognition of his four years as our first City Administrator.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

CONSENT AGENDA

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

Motion made by Council Member Vanderzanden to adopt the Consent Agenda by unanimous consent.

Seconded by Council Member Lewis.

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

ORDINANCE FOR PUBLIC HEARING

12. FY22-12NCO Departmental Budgets (Introduced 04-11-2022)

Mayor Taylor opened the Public Hearing at 7:58 PM.

Public Testimony: None

Mayor Taylor closed the Public Hearing at 7:58 PM.

Motion made by Council Member Sharman for council approval for FY22-12NCO Departmental Budgets (Introduced 04-11-2022)

Seconded by Vice Mayor Bishop.

Council Comment: None

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

13. FY22-13NCO Departmental Budgets for FY22 (Introduced 04-25-2022)
Mayor Taylor opened the Public Hearing at 8:00 PM

Public Testimony: None

Mayor Taylor closed the Public Hearing at 8:01 PM

Motion made by Council Member Furr to approve FY22-13NCO Departmental Budgets for FY22 (Introduced 04-25-2022).

Seconded by Council Member Vanderzanden.

Council Comment: None

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

UNFINISHED BUSINESS

None

NEW BUSINESS

14. FY22-14NCO FY23 Budget Introduction (Public Hearing 06-13-2022)

Motion made by Council Member Mackovjak approve introduction of FY22-14NCO FY23 Budget (Public Hearing 06-13-2022).

Seconded by Vice Mayor Bishop.

Public Comment: None

Council Comment:

Council Member Sharman

Council Member Lewis

Council Member Vanderzanden

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

15. CY22-10 Updating Policy and Procedure for Public Records Maintenance-Records Retention Schedule

Motion made by Vice Mayor Bishop to approve CY22-10 Updating Policy and Procedure for Public Records Maintenance-Records Retention Schedule.

Seconded by Council Member Sharman.

Public Comment: None

Council Comment: None

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

16. Approve Scoping Document - Heat Pump Installations for City Buildings
After discussion and amendment, the following motion was adopted

Motion made by Council Member Lewis to move for council approval Scoping Document - Heat Pump Installations for City Buildings as amended by removing all buildings from scoping document except City Hall.

Seconded by Mayor Taylor.

Public Comment:
Leslie Sirstad

Council Comment:
Council Member Vanderzanden
Council Member Sharman
Council Member Mackovjak
Mayor Taylor

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

17. FY22-15NCO Departmental Budget - Road Maintenance
Motion made by Council Member Mackovjak that the City of Gustavus publish ordinance FY22-15NCO an ordinance for the City of Gustavus providing for the amendment of departmental budgets for fiscal year 2022 and put it on the agenda for the June 2022 General Meeting.

Seconded by Council Member Sharman.

Public Comment: None

Council Comment: None

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

CITY COUNCIL REPORTS

18. Mayor's Report

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

Council Member Mackovjak – Draft resolution apposing the constitutional convention.

Council Member Lewis - Old Preschool renovation and group working with Claire Geldhof on sexual abuse prevention.

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Vanderzanden

Mayor Taylor

PUBLIC COMMENT ON NON-AGENDA ITEMS

Leslie Sirstad

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 9:30 PM

Mike Taylor, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date

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

Item #2.

MINUTES - PENDING

ROLL CALL

PRESENT

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

ABSENT

Council Member Joe Vanderzanden
Council Member Tania Lewis
Council Member Lewis Sharman

Reading of the City of Gustavus Vision Statement

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

APPROVAL OF MINUTES

None

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no requests for agenda changes.

Hearing no objections, the agenda is set by unanimous consent.

COMMITTEE / STAFF REPORTS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

CONSENT AGENDA

None

ORDINANCE FOR PUBLIC HEARING

None

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Approve Hiring of City Administrator
Motion made by Vice Mayor Bishop to approve the hiring of Kathy Leary as City Administrator for the City of Gustavus.

Seconded by Council Member Mackovjak.

Public Comment: None

Council Comment:
Council Member Furr
Mayor Taylor

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

2. Swearing in of City Administrator
City Clerk, Karen Platt administered the Oath of Office to Kathy Leary.

3. FY22-16NCO - Amending Departmental Budgets FY22 Introduction (Public Hearing 06-13-2022)

Motion made by Vice Mayor Bishop to approve FY22-16NCO - Amending Departmental Budgets FY22 for Introduction with the Public Hearing on 06-13-2022.

Seconded by Council Member Furr.

Public Comment: None

Council Comment: None

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

CITY COUNCIL REPORTS

Council Member Mackovjak - Gustavus Hydro was mentioned at the Sustainable Energy Conference.

Mayor Taylor - Recent Glacier Bay Construction Road Contract work on Gustavus City Roads and the parking area by the old Golf Course.

CITY COUNCIL QUESTIONS AND COMMENTS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 7:31 PM.

Mike Taylor, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date

DRAFT GENERAL MEETING AGENDA/PACKET FOR REVIEW AT WORK SESSION

CERTIFICATE OF RECORDS DESTRUCTION

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

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

6. Records to Be Destroyed

[illegible]

DESTRUCTION APPROVALS

Note: Public records may not be destroyed without receiving prior authorization from the Mayor and/or City Council.

We certify that the records listed above have been retained for the scheduled retention period, as per the City of Gustavus Records Retention Schedule, required audits have been completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

7. MAYOR _____ **DATE** _____

8. CITY CLERK/TREASURER _____ DATE _____

9. RECORDS DESTRUCTION

AFFIRMED BY:	DATE

CITY OF GUSTAVUS, ALASKA PROJECT SCOPING and DEVELOPMENT FORM

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

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

Part 1. Project Identification

Name of Project: Pedestrian/Bicycle Sidepath System

City Department: Contact: City Hall

E-mail: Phone: 907-697-2451

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

1. What is the project?

- What are its goals and objectives?
 - Construction of pedestrian/bicycle "sidepaths" within the State of Alaska right-of-ways parallel to Gustavus Road/Mountain View Road from the Gustavus airport to the Glacier Bay National Park boundary, approximately 5.2 miles, and from Four Corners to the Gustavus Dock, a distance of approximately 1.4 miles.
- Who/what will be aided by this project? Who are the targeted stakeholders/customers?
 - A dedicated lane or path will help separate bicyclists and pedestrians from vehicular traffic, which will increase safety and foster an increase in bicycling and walking in Gustavus among:
 - Students (Today, a path from the airport to Good River Corner would serve the to-and-from-school route along Gustavus Road for about 85 percent of the students attending Gustavus School.) Students who walk or bicycle to school arrive at school more alert and ready to learn than if they are driven.
 - Gustavus residents, who will have an enhanced opportunity to conduct their normal business or to recreate by walking or riding a bicycle.
 - Visitors, who will have an enhanced opportunity to recreate in Gustavus by walking or riding a bicycle. (The lane of paths will enhance Gustavus as a tourist destination, offering a safe, healthy activity that few communities in Alaska can offer.)
 - Additionally, a dedicated lane or path will be an avenue to better community health because people of all ages will have an enhanced

opportunity to exercise.

- Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey?
 - No survey is necessary.
- What is NOT covered by this project? What are its boundaries?
 - The project covers only the pedestrian/bicycle paths within the right-of-ways along approximately 6.6 miles of road.

2. Why is the project needed?

- What community problem, need, or opportunity will it address?
 - Separate pedestrians and bicyclists from vehicular traffic.
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?
 - Health: provides a free means of healthy exercise
 - Safety: separates pedestrians and bicyclists from vehicular traffic. Of great concern is the safety of students traveling to and from school.
 - Environmental: walking and bicycling are no-carbon means of transportation
 - Compliance: n/a
 - Infrastructure: Increases transportation opportunities
 - Economic: Walking and bicycling are cheap forms of transportation. Having a system of pedestrian/bicycle paths will make Gustavus a more desirable place to live and to visit.

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

- People in Gustavus have for years noted the need to make Gustavus more conducive to walking and bicycling.
- The City of Gustavus received a \$15,000 Alaska Department of Transportation Safe Routes to Schools planning grant in 2013.
- In 2015, the City of Gustavus applied for a grant for the construction of a pedestrian/Bicycle connector trail between Gustavus and the boundary of Glacier Bay National Park. The City elected not to accept this grant because of the matching-fund requirements.
- Funding for a pedestrian/bicycle path may be available through Alaska's Statewide Comprehensive Outdoor Recreation Plan (SCORP) or through state and federal infrastructure-development funding.

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

- Ideally, the project would be completed in conjunction with a similar project along the Glacier Bay National Park & Preserve section of the road. The distance from the Glacier Bay National Park boundary to Glacier Bay Lodge, at Bartlett Cove, is about 4.2 miles. According to the park's 2019 Frontcountry Management Plan, the plan there would be to "Widen the entire park entrance road up to 60" and restripe it to support on-grade

bike and pedestrian use on one side. The road would be constructed for year-round active transportation (bike, pedestrian, and ski)."

5. What is your timeline for project planning?
 - By when do you hope to implement the project?
 - With funding and good fortune, this project could be completed within 3–4 years
 - Will the planning or final project occur in phases or stages?
 - It depends on funding, but the Dock Road section might be completed separately from the section from the airport to the Glacier Bay National Park boundary.
6. What is your budget for the planning process? Will you be using a consultant?
 - In 2015, the Federal Highway Administration listed the preliminary engineering cost of a pedestrian/bicycle path from the Gustavus airport to the Glacier Bay National Park boundary as \$510,000. This would be equivalent to approximately \$622,000 today. Adding the 1.4 miles of path between Four Corners and the dock, the preliminary engineering cost for the entire project would be approximately \$790,000.
7. What is your rough estimate of the total cost of the planning and final product? At the least, please list cost categories. See Part 4. (Ques. 4-8) and Part 5 (Budget) for guidance.
 - Regarding even a rough estimate of the cost of constructing these pedestrian/bicycle paths, we have to start somewhere. According to a 2013 report prepared by the University of North Carolina for the Federal Highway Administration, the national per-mile average cost, including design and engineering (adjusted to reflect year 2022 dollars) of an unpaved, eight-foot-wide multi-use trail is \$148,000.
 - Reducing the average cost by ten percent to approximately reflect the construction of a six-foot-wide trail, the per-mile cost of unpaved pedestrian/bicycle path would be about \$133,000.
 - This amount, however, must be adjusted. Aurah Landau, of HDR engineering, told me that construction costs in Alaska are 20 percent higher than in the lower-48, and that construction costs today are 100–150 percent higher than last year. Inflation—currently 8.5 percent—must also be factored in.
 - Based on Alaska costs being 20 percent higher than in the lower-48, the per-mile cost would be \$159,600 ($\$133,000 \times 120 \text{ percent} = \$159,600$). If costs are 100 percent higher than last year, the per-mile cost would be \$319,200 ($\$159,600 \times 200 \text{ percent} = \$319,200$). If cost are 150 percent higher than last year, the per-mile cost would be \$399,000 ($\$159,600 \times 250 \text{ percent} = \$399,000$). Factoring in 8.5 percent inflation, the per-mile cost will range approximately from \$346,332 to \$432,915.
 - Based on these figures, the approximate cost of constructing a path, not including a potential bridge over the Salmon River, between the Gustavus Airport and the Glacier Bay National Park boundary would range from \$1.7 million to \$2.1 million. The approximate cost of constructing a path from Four Corners to the beginning of the paved shoulders at Gustavus Dock would range from about \$447,000 to \$559,000. (Calculations: $5.2 \times \$319,200 = \$1,659,840$; $5.2 \times \$399,000 = \$2,074,800$; $1.4 \times \$319,200 = \$446,880$; $1.4 \times \$399,000 = \$558,600$)

Total Cost: \$2.7 million

That said, Todd Boris, an Alaska Department of Transportation engineer, thought the cost, including design and engineering, would be approximately \$500,000 to \$750,000 per mile. Based on these estimates, the total cost of the project would be \$3,300,000 to \$4,950,000.

Note, too, that two things work in this project's+ favor: Gustavus's flat terrain and the fact that along Gustavus Road/Mountain View Road, the sidepath can be constructed atop the recently installed electrical intertie that connects the Alaska Power Company's facility at Gustavus with the National Park Service electrical facility at Bartlett Cove. In the process of installing the intertie, essential environmental and social analysis was done, the vegetation where the intertie cable is buried was cleared, and the route leveled and filled, making an excellent subbase for a sidepath.

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

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

Summary:

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

Response: The only other option considered is to widen the road and put a pedestrian/bicycle lane on one or both sides. While this would facilitate snow removal, it would not provide the desired separation between pedestrians/bicyclists and vehicular traffic. Moreover, since it would require a large quantity of asphalt, it would be very expensive.

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

Response: A path separated from the road is the safest and provides the most satisfaction for users.

3. Identify your funding source(s).

Response: Various local, state, and federal infrastructure funds that are and may become available. (Potential funding sources are an Endowment Fund grant or capital funding from the City or other infrastructure grant opportunities.)

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

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

• Cost of City services			
• Tax income to City		+	
Transportation?			
• Air	X		
• Water	X		
• Roads	X		
Communications?			
• Internet	X		
• Phone	X		
• TV/radio	X		
Other? (type in)			

2. How does this project provide benefits or add value in multiple areas? (E.g., benefits both to the environment and to business performance.)

Response: It is environmentally sound and facilitates travel around Gustavus.

3. Are other projects related to or dependent on this project?

- Is this project dependent on other activities or actions?

Response: No.

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

Response: N/A

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

Response: The path will have to be maintained, which may include snow removal.

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

Response: Probably just a permit to utilize the Department of Transportation's right-of-way.

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

Response: The initial cost is discussed above. Operational costs should be minimal. Snow could be removed using a four-wheeler equipped with a plow.

7. Is an engineering design or construction estimate necessary?

Response: Yes, the cost of which is discussed above.

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

Response: No user fees, sales tax, or new tax are involved.

Part 5. Project Budget

There is not yet a budget for this project.

Proposed Budget Line Items

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

Updated Latest Estimate Budget Line Items if Changed Date: _____

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

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

1. What service jobs will be needed for operation and maintenance? A contracted person to plow snow.
2. How many full-time, permanent jobs will this project create or retain?
 ____0____ Create/retain in 1-3 years
 ____0____ Create/retain in 3-5 years
3. What training is necessary to prepare local residents for jobs on this project? N/A
4. How many local businesses will be affected by this project and how? The path will facilitate customers traveling to and from businesses.

Part 7. Business Plan (Upon Council request)

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

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

Basic components of a business plan:

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

Part 8. Record of Project Planning and Development Meetings

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

Meeting Record

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

Part 9. Feedback to the Council

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

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

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

BE IT ENACTED BY THE CITY OF GUSTAVUS AS FOLLOWS:

- Section 1.** Classification. This is a **Non-Code Ordinance**.
- Section 2.** General Provisions. The attached document is the authorized budget of revenues and expenditures for the period July 1, 2022, through June 30, 2023, and is made a matter of public record.
- Section 3.** Effective Date. This ordinance becomes effective upon its adoption by the City Council.

DATE INTRODUCED: *May 9, 2022*

DATE OF PUBLIC HEARING: *June 13, 2022*

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

Michael Taylor, Mayor

Attest: Eduarda Loggins, City Treasurer

Attest: Karen Platt CMC, City Clerk



City of Gustavus

PO Box 1

Gustavus, Alaska 99826

Phone: (907) 697-2451

City of Gustavus Budget Fiscal Year 2023

FY22-14 NCO Attachment

Approved by the Gustavus City Council June 14, 2022

FY 2023 City of Gustavus Operating Budget

This document contains the City of Gustavus operating budget for fiscal year 2023 (FY23: July 1, 2022, through June 30, 2023). A summary of notable items in the budget is provided below. Capital improvement projects not funded through the operating budget are not discussed in this document; please see the separate Capital Improvement Plan. The city's only Enterprise Fund, the Gustavus Community Network, was discontinued in FY16 by Resolution CY15-31. All other departments are in the General Fund.

FEMA (Federal Emergency Management Agency) December 2020 Flood

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

ARP (American Rescue Plan) Act of 2021

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

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

A. Revenues

1. Sales Tax

Sales tax makes up the bulk of locally generated revenue. The current sales tax rate is 3% (Ordinance FY11-02 amending municipal code section 04.15.030). Sales tax revenue has been increasing, with revenues as of April 20, 2022, showing FY22 at **\$386,729.56** exceeding the FY21 receipts of \$2245,690.61 and appears to indicate a return to the upward trending reflecting the success of our local businesses

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

2. Remote Sellers Sales Tax

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

Funding through the remote sellers has outperformed estimates, building on the growth trend for this funding line. As of April 20, 2022, the FY22 revenues are **\$35,821.41**.

3. Room Tax

The current room tax is 4% (municipal code section 04.14.030). Room tax revenue had been increasing over recent years until FY19, which likely was partly affected by the closure of a sizeable Gustavus business at the end of the 2017 tourist season. As of April 20, 2022, FY22 room tax receipts were just over **\$81,317.84**, signaling a return to the pre-pandemic growth trend.

4. Fish Box Tax

The fish box tax revenue had been decreasing and then plateaued for FY19 and then fell for FY20 and FY21. FY22 suggests a return of normality. The current fish box tax is \$10/box packaged and transported out of town (municipal code section 04.16.030). As of April 20, 2022, FY22 revenues are at **\$8,860.00**.

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

5. Other City-Generated Revenue Sources

The **Disposal and Recycling Center (DRC) and Community Chest** combined revenues have varied from \$82,000 to \$95,000 over the five fiscal years prior to the pandemic. The current fee schedule for the DRC was adopted May 8, 2017, with Resolution CY17-06. The DRC and Community Chest revenue for FY22 has been budgeted lower than a typical year with predicted lower volume of solid waste being processed and the Community Chest at below normal revenue. For FY23, the DRC is increasing landfill fees by 5% which is reflected in the FY23 revenues for the department.

The **Gustavus Volunteer Fire Department (GVFD)** resumed billing for ambulance transport at the end of FY18. As a result, citizen enrollment in the ambulance subscription program (ASP) has also increased. With active ambulance billing occurring, this revenue source has been budgeted the same as FY22. Ambulance transports are entered as invoices with discounts for ASP Enrollment and Medicare write-offs. Accounts Receivable amounts have increased. GVFD

income includes all invoiced charges to date (but not necessarily collected yet) due to the accrual accounting method.

Gravel pit material sales had been increasing after a slight drop in FY20. The FY22 revenues as of April 20, 2022, show \$24,630.00. For FY21, the budget remained the same even with an increase in the price of pit run material from \$4.00/cubic yard to \$6.00/cubic yard, effective February 10, 2020. A corresponding expense line-item was created in FY21 called the Gravel Pit Fund that moves some of the gravel pit revenue to a new, dedicated savings account to help fund the anticipated increased costs of operating the gravel pit in the near future. For FY23 the projection is a bit higher based on the requested amount of pit run. A distribution to the Gravel Pit Fund is included again.

Marine Facility motorized vessel registration fees increased February 10, 2020, to raise funds for the new cost of transporting the steel mooring float to and from the state dock to its winter mooring near Pleasant Island twice annually beginning fall 2020. Commercial vessel fee revenue is budgeted slightly lower than a typical year due to the continued uncertainties from the pandemic. The FY22 Marine Facilities expense budget reflects the increased contractual services expense for the corresponding float transport costs. With the difficulties in moving the steel float in the Fall of 2022, alternative strategies were developed that should reduce the cost of movement of the float. With the prospect of repeating the operations through FY23 we are able to confidently forecast expenses. In addition, discovery of the maintenance schedule of the steel float has required a \$10,000 increase to the Marine Facilities maintenance budget for FY23. Future maintenance budgets will include an increase from the FY22 maintenance budget but should be well below the FY23 need.

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

6. Federal Revenue

i. Payment in Lieu of Taxes (PILT)

The amount of PILT revenue is unpredictable until late in the budgeting process. PILT was fully funded for FY22 on December 27, 2020, with the Consolidated Appropriations Act, 2021 (P.L. 116-260). The FY23 city budget roughly matches the FY22 projection. The FY22 PILT application was submitted, and the FY22 PILT revenue amount is still unknown at the time of this writing.

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

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

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

ii. National Forest Receipts (NFR)

NFR revenue received by the City of Gustavus can only be used for road expenses. NFR revenue had dwindled to virtually nothing in FY17 and was assumed to be zero for FY18 until the city unexpectedly received FY18 funds of \$53,927.79 in the final week of the fiscal year. NFR revenue will continue to be unpredictable for the foreseeable future. In the past, the City of Gustavus was able to retain unused NFR funds from year to year in a dedicated savings account as encumbered funds used only for road maintenance. Now, the NFR funds received are not enough to pay for the full road maintenance budget each year, and the city had been supplementing current year NFR funds with the encumbered savings. The road maintenance budget for FY21 used up the remainder of this encumbered fund savings along with current year NFR funds. A separate unencumbered savings account was established in 2018 with 2-3

years of road maintenance funds but using savings long-term is unsustainable. Given the unpredictability, the budget line for this revenue source was set low. However, the payment came in at **\$47,599.28** for FY22.

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

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

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

7. State Revenue

i. Community Assistance Program

The Community Assistance Program (CAP), formerly known as Community Revenue Sharing, has seen decreased funding over the past few fiscal years but continues to be fought for by Alaska municipalities. The City of Gustavus is eligible for a portion of the FY23 funding. Future funding of this program is uncertain as the Governor has vetoed full funding for this program in the past. However, the Legislature has taken up the CAP in the spring FY2022 session and we are optimistic the program will be funded. Also, although not yet certified, the 2020 Census established population for Gustavus at 655, a significant increase from 2022. Expectations for CAP funding are high, but dependent on the State's FY22 revenue.

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

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

ii. Shared Fisheries Business Tax

The Shared Fisheries Business Tax is variable. The FY22 budgeted revenue is decreased from previous years due to decreased receipts in recent years and uncertainties in the regional commercial fisheries. The FY22 funds were \$896.34 and FY23 will project the same amount.

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

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

8. Interest

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

9. Prior-Year Cash Balance

In past years, surplus funds from the prior fiscal year were not incorporated into the next fiscal year's budget. These funds simply remained in the checking account or were eventually transferred to one of the city's savings or investment accounts. Beginning with the FY20 budget, prior-year funds were included up to the amount necessary to balance the current budget. However, none of these surplus funds were actually used in FY20 due to changes in revenues and expenses and the assistance of CARES Act funds for some payroll. The initial FY22 budget surplus is \$100,000. However, this figure is fluid as we will have adjustments before the end of FY22 and we expect minor changes to the amount.

B. Expenditures

1. Payroll

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

2. Cost-of-Living Adjustment

The City of Gustavus annually reviews the consumer price index change for Urban Alaska (formerly Municipality of Anchorage) and determines if a cost-of-living pay adjustment will be adopted for the coming year. The consumer price index for Urban Alaska increased to reflect a 4.9% wage increase for all regular position employees, although it is certainly arguable that the cost-of-living in Gustavus rose higher than the Municipality of Anchorage.

3. Group Health Plan & Health Insurance Stipend

A group health plan option was explored in late FY18, and coverage began 6/1/19 for enrolled employees. Premier Blue Cross/Blue Shield offered a range of plans through our current insurance agent. The premiums for the 2023 plan have not yet been announced for the policy year 6/1/22-5/31/23. For new regular/permanent employees wishing to enroll, the employee is responsible for 20% of the premium cost.

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

4. Managed IT Services

In April 2018, the City of Gustavus entered into a contract for managed information technology (IT) services. An IT contractor had not been used since the end of 2016. The professionalization of this vital city infrastructure was a welcome step and resulted in a new line-item in the FY19 budget. IT equipment purchases were made in FY19 and FY20 to get the city caught up, through the Administrative Department's equipment purchase budget line-item. FY22's budget remained the same, with less visits and work-up being performed but more equipment online, resulting in slightly higher monthly maintenance fees.

5. Economic Development Service: Gustavus Visitors Association

In FY18, the City of Gustavus updated municipal code Title 6 (Ordinance FY18-09, adopted 2/12/18) to formalize the option to fund economic development services. With this step and the resulting policy and procedure (Resolution CY18-16, adopted May 14, 2018), the Gustavus Visitors Association (GVA) may request up to 50% of the previous fiscal year's City of Gustavus room tax revenue to supplement their operating budget. Municipal code Title 4 was also updated (Ordinance FY18-11, adopted 3/12/18) to reflect GVA's change in fiscal year dates to match the City of Gustavus's fiscal year. For FY23, the GVA is requesting \$35,600.

6. Repair and Replacement Annual Contributions

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

7. Review Services and Audit

The City of Gustavus will likely receive enough state or federal funds to trigger a mandatory single audit; the last was in FY15. The City Council and Treasurer agreed in January 2018 it was in the best interest of the city to have some sort of outside accounting review after the completion of FY18. Review services were conducted January 2019 by the same accounting firm that has completed the city's audits in the past. The City Council considered budgeting for a full audit in FY21 after the completion of FY20, as that marked five years since the last audit, at an estimated cost of \$30,000. However, because of the funds received for ARPA and FEMA, the City Council has funded a single audit, regardless if the \$750,000 is reached.

8. Insurance Premium Increases:

The city's general liability and property insurance costs are expected to increase again (amount is currently unknown) for the coming fiscal year, but final premium amounts have not yet been announced. These amounts are still unknown at the time of this writing, so a 10% increase has been incorporated for General Liability, Building Insurance, and Equipment Insurance, assuming the actual rates should come in less than that based on current information.

9. Vehicle Mileage

Beginning in FY19, the Marine Facilities Coordinator was included with other departments for vehicle mileage reimbursement. This position requires extensive driving, visiting the dock 1-2 times per day, retrieving supplies, and purchasing construction materials for various projects. Mileage reimbursement is also given to other employees using their personal vehicles for mail and freight delivery and hauling solid waste. This line-item is similar for FY23.

10. Contractual Services

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

11. Professional Services

The FY23 budget increases the line-item for Professional Services (attorney) due to ongoing issues that may involve the attorney include ordinance revisions, enforcement advice, and the ongoing legal issue with PFAS.

12. Equipment

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

C. Proposed Rate Changes

None at this time.

D. Long-Term Finances

1. Reserve Funds

In late FY18, the persistent high carryover of funds from one fiscal year to the next was addressed along with a reapportioning of the reserve accounts held by the city to establish designated accounts for capital improvements, asset repair and replacement, and unencumbered funds for road maintenance. Along with this redistribution of funds between accounts, an Unrestricted Fund Balance Policy and Procedure was created to guide the use of future carryover funds. See FY18-16NCO for the account designations and Resolution CY18-18 for adoption of the Unrestricted Fund Balance Policy and Procedure. As part of this policy, the unrestricted fund balance will be maintained around 25% of the fiscal year's operating expenses. At this time, the unrestricted fund balance resides in the city's First National Bank Alaska checking account. See the policy document for details.

2. Long-Term Debt

The City of Gustavus currently has no debt obligation.

E. Fiscal Year 2022

1. Road Maintenance Budget

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

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

2. Disaster and Emergency Budget

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

3. Disposal & Recycling Budget

The DRC will increase landfill fees by 5% beginning in FY23. The increase is necessary to cover increase in operating expenses.

4. Lands Budget

At the time of this writing, the future of the gravel pits is uncertain. Regardless of the decisions that are made, it is expected that there will be increased expenditures for this department for

the foreseeable future. Some discussion of this occurs in the separate Capital Improvement Plan document.

F. Discussion of Possible New Revenues

In FY22, the City contracted with a grant writing firm to position the City to submit grant applications under the ARPA and the Build Back Better Infrastructure Bill. The first two project priorities are the Bile/Pedestrian trail from the NPS to the airport, and along Dock Road.

G. Summary

The promising revenue trends looks to be returning after the pandemic. FY22's strong rebound, and the population growth identified by the 2020 Census indicates a strong economic future for the community. The City of Gustavus remains in good monetary standing, thanks to the surpluses of prior years and with the help of the CARES Act and ARP Act. The summer 2021 visitor season has demonstrated the fruits of the hard work by the Gustavus Visitor's Association and the resiliency our local businesses. The 2022 visitor season looks very promising with increases in activity from 2021. Congratulations to all for the grit shown during this unprecedented disruption and beginning to our recovery.



City of Gustavus

PO Box 1

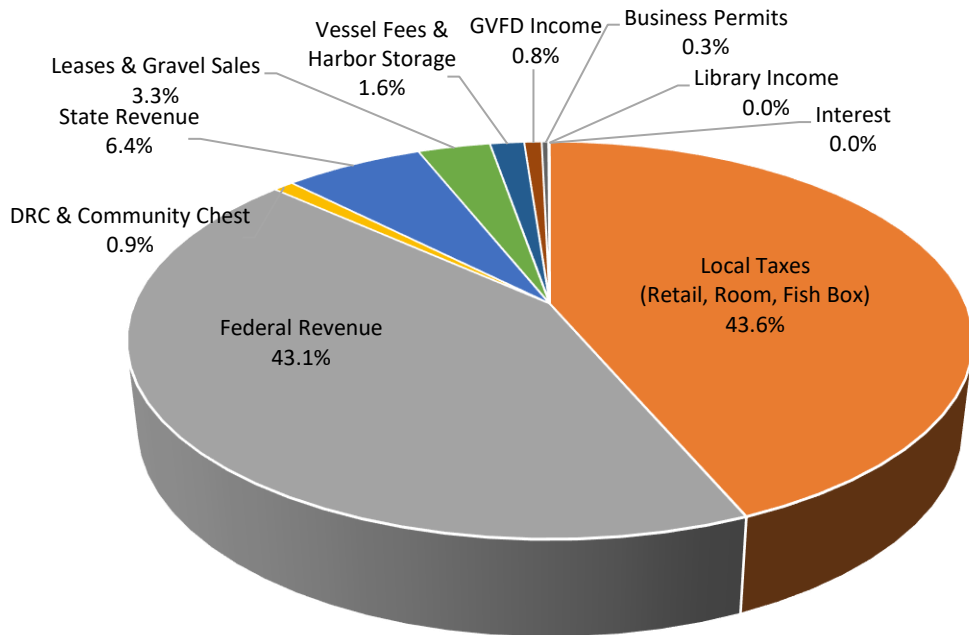
Gustavus, Alaska 99826

Phone: (907) 697-2451

City of Gustavus Financial Summary Fiscal Year 2023

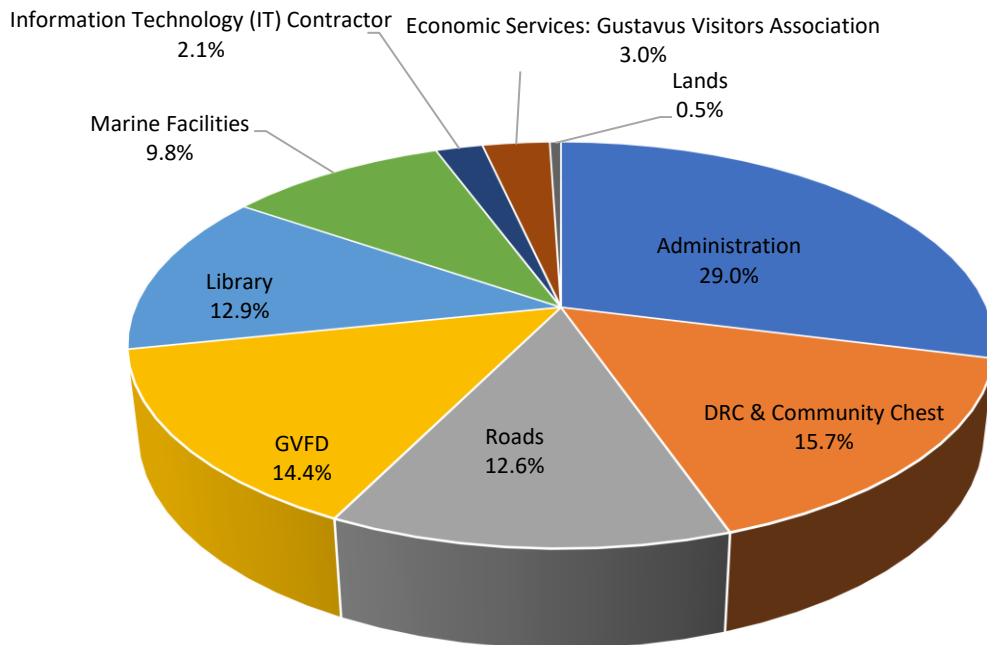
May 2022

FY22 Budgeted General Fund Revenues



Note: \$65,000 of funds from savings for road maintenance are not included here.
DRC is the Disposal and Recycling Center. GVFD is the Gustavus Volunteer Fire Department.

FY23 Budgeted General Fund Expenses

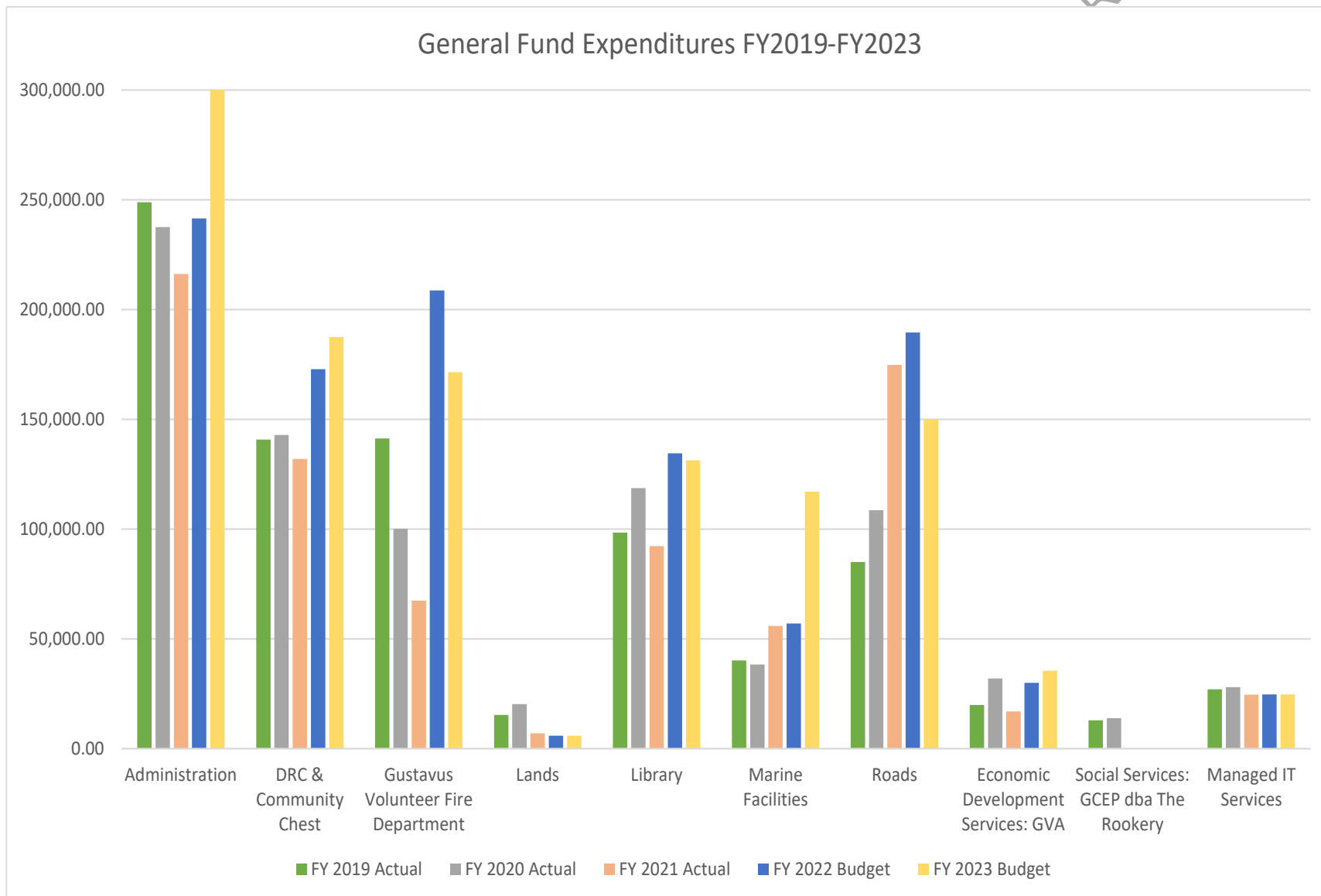


City of Gustavus General Fund Revenue & Expenditure Recap FY18-FY23

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

	Actual Jul '17 - Jun 18	Actual Jul '18 - Jun 19	Actual Jul '19 - Jun 20	FY21 Actual Jul '20 - Jun 21	Actual to date April 20 FY22	Budget FY23
Ordinary Income/Expense						
Expense						
Administrative Costs	3,300.02	28,578.93	2,013.88	2,133.70	1,338.90	35,000.00
Advertising	75.00	503.57	150.00	0.00	408.67	100.00
Bad Debt	620.61		2,598.10			
Bank Service Charges	2,223.32	2,719.62	2,973.90	3,901.08	4,973.91	4,750.00
Building						
Insurance	5,326.35	6,942.37	8,092.42	10,379.34	11,086.66	10,650.90
Maintenance & Repair	16,462.30	9,570.61	15,887.18	6,066.42	5,302.38	9,900.00
Total Building	21,788.65	16,512.98	23,979.60	16,445.76	16,389.04	20,550.90
Cash Short/Over						
Contractual Services				0.00		
Ambulance Billing Expense	400.00	1,371.10	1,340.34	722.55	189.02	1,300.00
Gravel Pit Survey			13,347.89	0.00		
Managed IT Services	4,930.00	27,040.00	26,870.00	24,608.00	18,540.00	27,450.00
Contractual Services - Other	43,114.94	23,106.57	26,286.91	28,914.00	12,688.89	79,600.00
Total Contractual Services	48,444.94	51,517.67	67,845.14	54,244.55	31,417.91	108,350.00
Dues/Fees	5,950.98	7,477.94	7,637.99	7,910.38	9,500.20	10,050.00
Economic Development Services						
GVA	0.00	20,000.00	32,000.00	17,000.00	30,000.00	35,600.00
Total Economic Development Service	0.00	20,000.00	32,000.00	17,000.00	30,000.00	35,600.00
Election Expense	212.17	276.70	202.16	87.34	329.92	250.00
Equipment						
Equipment Fuel	1,240.30	1,553.87	1,467.32	1,211.88	1,631.02	2,200.00
Equipment Purchase	15,165.12	9,731.03	9,031.83	5,505.80	10,905.74	9,500.00
Insurance	185.42	226.00	234.24	242.49	237.99	242.49
Maintenance & Repair	2,477.50	2,860.03	3,288.32	6,914.64	3,005.97	4,000.00
Equipment - Other	0.00		6,471.60	0.00		
Total Equipment	19,068.34	14,370.93	20,493.31	13,874.81	15,780.72	15,942.49
Events & Celebrations (inc. holiday gi	2,500.00	2,995.00	3,852.85	3,587.70	3,570.51	4,100.00
Freight/Shipping	17,871.54	19,762.81	23,707.22	14,901.65	17,402.22	30,000.00
Fundraising Expenses	1,437.64	0.00	936.27	8.00	250.00	500.00
General Liability	4,424.76	3,827.10	10,890.44	11,575.44	19,963.18	19,963.00
Gravel Pit Fund				6,000.00	6,000.00	6,000.00
Library Materials	295.59	317.81	599.80	598.71	1,450.37	2,700.00
Marine Facilities						
Insurance	1,654.51	1,625.46	1,851.36	2,368.37	2,486.20	2,368.37
Maintenance & Repairs	5,073.80	2,538.69	27.40	3,787.33	3,000.00	18,000.00
Total Marine Facilities	6,728.31	4,164.15	1,878.76	6,155.70	5,486.20	20,368.37
Occupational Health	0.00	0.00	0.00	0.00	500.00	500.00
Payroll Expenses						
Wages	257,967.85	327,183.30	306,984.71	266,397.49	248,580.92	490,179.96
Payroll Taxes	24,880.21	31,022.95	29,098.50	27,311.14	23,769.19	43,426.23
Paid Time Off (PTO)	12,427.32	12,469.46	8,973.84	21,077.99	10,105.90	15,000.00
Sick Leave				2,703.10	2,810.17	3,000.00
Health Insurance (company paid)	3,679.98	17,093.92	13,755.50	5,466.72	4,539.96	20,155.20
Health Insurance Stipend	17,683.22	10,107.50	12,310.15	14,035.37	7,433.40	13,500.00
457(b) Employer Contribution	10,300.95	19,321.35	17,711.64	17,510.95	10,042.57	30,023.00
Health Insurance Reimbursement				0.00		
Workers Comp Insurance	13,059.33	6,019.58	7,900.59	5,643.60	8,927.58	8,585.89
Payroll Spot Awards - all depts				0.00		
Payroll Expenses - Other (inc. PTO	115.72	2,362.87	8,329.28	-2,506.72	-10,802.72	230.00
Total Payroll Expenses	340,114.58	425,580.93	405,064.21	357,639.64	305,406.97	624,100.28
Professional Services	25,506.70	26,707.42	14,570.00	15,801.65	11,557.50	25,000.00
Public Relations	1,006.65	728.34	211.74	314.86	250.00	1,000.00
Relocation						
Repair & Replacement Fund		20,095.76	25,354.66	24,772.13	16,545.71	16,545.71

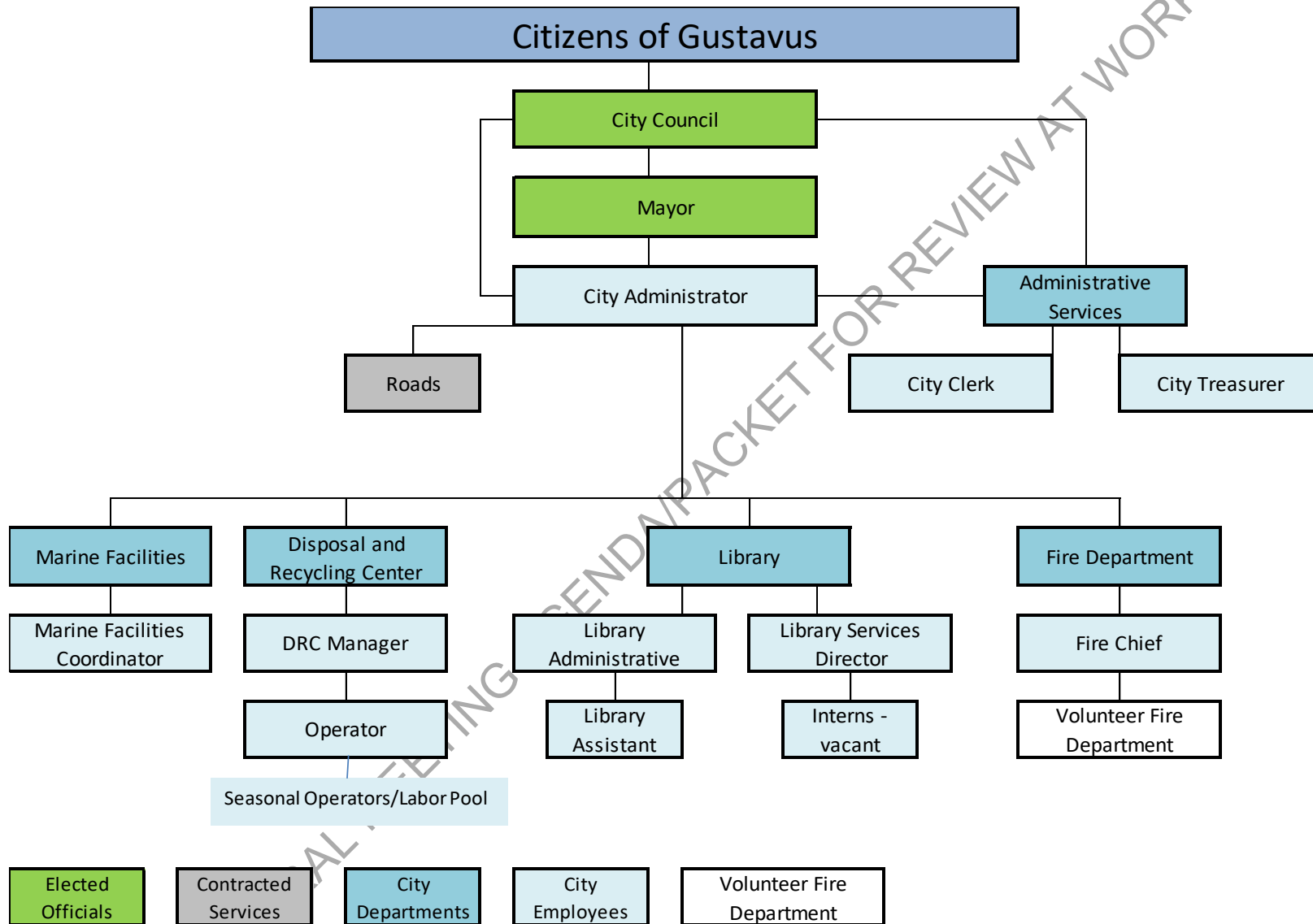
	Actual Jul '17 - Jun 18	Actual Jul '18 - Jun 19	Actual Jul '19 - Jun 20	FY21 Actual Jul '20 - Jun 21	Actual to date April 20 FY22	Budget FY23
Expense						
Emergency & Disaster Fund				0.00		85,000.00
Road Maintenance				0.00		
Grading	42,605.75	34,129.50	35,512.50	35,160.50	52,385.00	
Snow Plowing	23,592.50	4,668.98	35,061.55	29,775.10	72,814.50	
Road Maintenance - Other	37,001.99	46,198.50	37,779.58	109,879.84	64,331.60	150,000.00
Total Road Maintenance	103,200.24	84,996.98	108,353.63	174,815.44	189,531.10	150,000.00
Social Services				0.00		
GCEP dba The Rookery	10,540.00	12,964.00	13,890.00		0.00	0.00
Total Social Services	10,540.00	12,964.00	13,890.00	0.00	0.00	0.00
Stipend				3,000.53	3,000.00	10,000.00
Supplies	17,062.52	17,404.31	14,934.01	11,245.58	14,564.21	22,250.00
Telecommunications	21,430.16	19,194.90	19,824.34	17,136.62	15,234.86	21,540.00
Training	8,887.29	10,634.69	8,422.94	1,971.00	6,929.99	6,950.00
Travel	13,759.65	15,913.45	7,816.87	0.00	518.00	8,000.00
Utilities						
Electricity	8,579.05	8,482.45	7,763.45	9,095.45	7,885.98	9,300.00
Fuel Oil	4,117.02	7,871.66	7,650.35	7,165.81	12,288.98	14,000.00
Total Utilities	12,696.07	16,354.11	15,413.80	16,261.26	20,174.96	23,300.00
Vehicle						
Fuel	840.80	497.34	341.77	490.99	203.20	1,200.00
Insurance	3,488.84	3,503.26	3,445.93	3,561.22	3,568.25	3,635.67
Maintenance & Repair	971.92	832.66	0.00	63.98	1,766.10	2,000.00
Mileage Reimbursement	266.03	1,557.09	1,301.75	1,843.46	1,270.99	1,950.00
Total Vehicle	5,567.59	6,390.35	5,089.45	5,959.65	6,808.54	8,785.67
Total Expense	694,713.31	829,990.45	840,705.07	787,343.18	755,283.59	1,232,196.42
inary Income	163,828.38	76,180.86	38,316.02	-90,957.12	400,341.73	95,449.69
Income/Expense						0.00
er Income						
Encumbered Funds for Road Maintenance	48,922.45	39,502.06	60,303.38	62,118.87	47,599.28	50,000.00
Other Savings for Road Maintenance				37,881.13		150,000.00
Prior-Year Cash Balance				0.00		100,000.00
al Other Income	48,922.45	39,502.06	60,303.38	100,000.00	47,599.28	300,000.00
er Income	48,922.45	39,502.06	60,303.38	100,000.00	47,599.28	300,000.00
	212,750.83	115,682.92	98,619.40	9,042.88	447,941.01	395,449.69



City of Gustavus Payroll Summary FY22-FY23

FY23:	FTE	Hourly Wage (with COLA)	Hrs/year	Wage Total	457(b) Employer Contribution (LFG)	Health Ins. Stipend (\$200/mo stipend)	Payroll Taxes (6.2% SS, 1.45% Med., 1% AK unemp. up to \$199.50)	Payroll Total	Group Health Plan (\$646/mo; city cap at \$700/mo until 80%/20% split is met)	Workers' Comp. Insurance	Direct Deposit Fees & FICA	Dept. Total	FY21 Budget for Comparison	FY20 Budget for Comparison
Admin. Dept.										\$521.93	\$230.00	\$231,518.16	\$159,697.31	\$170,414.67
Administrator	0.75	\$100,000.00	---	\$100,000.00	\$7,000.00	\$2,400.00	\$8,568.60	\$117,968.60						
Clerk	0.75	\$27.00	1560	\$42,120.00	\$2,948.40	\$2,400.00	\$3,830.83	\$51,299.23						
Treasurer	0.9	\$27.23	1872	\$50,974.56	\$3,568.22	\$2,400.00	\$4,555.62	\$61,498.40						
DRC										\$2,547.30		\$123,151.07	\$96,266.70	\$101,353.22
Manager	0.6	\$30.45	1248	\$38,001.60	\$2,660.11	\$2,200.00	\$3,478.42	\$46,340.13						
Operator	0.9	\$21.00	1892.8	\$39,748.80	\$2,782.42		\$3,453.14	\$45,984.36	\$6,201.60					
Assistants		\$20.00	1016	\$20,320.00			\$1,757.68	\$22,077.68						
Assistants		\$19.00	0	\$0.00			\$0.00	\$0.00						
Assistants		\$18.50	0	\$0.00			\$0.00	\$0.00						
Fire Chief	0.75	\$57,695.00	---	\$57,695.00	\$4,038.65		\$4,922.12	\$66,655.77	\$7,752.00	\$4,778.24		\$116,452.96	\$93,144.65	\$86,678.67
Covid Tester 1		\$25.00	252	\$6,300.00			\$544.95	\$6,844.95						
Covid Tester 2		\$25.00	1120	\$28,000.00			\$2,422.00	\$30,422.00						
Library										\$152.12		\$106,550.01	\$76,284.43	\$74,149.31
Lib. Adm Director	0.75	\$25.00	1560	\$39,000.00	\$2,730.00	\$2,400.00	\$3,575.45	\$47,705.45						
Lib. Serv. Dir	0.75	\$25.00	1560	\$39,000.00	\$2,730.00		\$3,391.85	\$45,121.85	\$6,201.60					
Lib. Assistant	0.25	\$18.50	360	\$6,660.00			\$708.99	\$7,368.99						
Summer Intern(s)		\$0.00	160	\$0.00			\$0.00	\$0.00						
Marine Facilities										\$586.30		\$28,428.08	\$23,076.26	\$30,257.76
MF Coord.	0.43	\$25.00	894.4	\$22,360.00	\$1,565.20	\$1,700.00	\$2,216.58	\$27,841.78						
Totals:				\$490,179.96	\$30,023.00	\$13,500.00	\$43,426.23	\$539,862.24	\$20,155.20	\$8,585.89	\$230.00	\$606,100.28	\$448,469.35	\$462,853.63
New regular (permanent) employees enrolling in Group Health Plan pay 20% of premium, per Resolution CY20-15.														
DRC FY22 notes: New regular position of Operator added, and Manager reduced hours. Assistant position reduced with Operator online. Pool hours increased to 1,016.														
Lib. Assistant: 20hrs/wk 7/1/22-12/31/22 if needed for full 6 mos														
Clerk increase to 27/hr 32/wk														
Treasurer increase to 27.23/hr 37/wk														
Marine Facilities increase to 25/hr														
Lib Dir increase to 25/hr and increase hrs to 30/wk														
2 Covid Testers 25/hr 28/wk 5/mts (Summer)														
1 Covid Tester 25/hr 9/wk 9/mts (Winter)														
FY22:														
Admin. Dept.										\$375.01	\$230.00	\$168,762.86	\$159,697.31	\$170,414.67
Administrator	0.75	\$41.55	1560	\$64,818.00	\$4,537.26	\$2,400.00	\$5,688.78	\$77,444.04						
Clerk	0.75	\$25.35	1560	\$39,546.00	\$2,768.22	\$2,400.00	\$3,620.14	\$48,334.36						
Treasurer	0.525	\$31.48	1092	\$34,376.16	\$2,406.33	\$2,400.00	\$3,196.96	\$42,379.45						
DRC										\$2,547.30		\$98,391.46	\$96,266.70	\$101,353.22
Manager	0.66	\$29.03	1366	\$39,654.98	\$2,775.85	\$2,200.00	\$3,613.76	\$48,244.59						
Assistants		\$20.00	1248	\$24,960.00			\$2,159.04	\$27,119.04						
Assistants		\$19.00	700	\$13,300.00			\$1,150.45	\$14,450.45						
Assistants		\$18.50	300	\$5,550.00			\$480.08	\$6,030.08						
Fire Chief	0.75	\$69,250.83	---	\$69,250.83	\$4,847.56		\$5,868.03	\$79,966.42	\$7,752.00	\$4,778.24		\$92,496.66	\$93,144.65	\$86,678.67
Library										\$152.12		\$81,526.61	\$76,284.43	\$74,149.31
Lib. Admin. Dir.	0.625	\$20.00	1300	\$26,000.00	\$1,820.00	\$2,400.00	\$2,511.33	\$32,731.33						
Lib. Services Dir.	0.625	\$20.00	1300	\$26,000.00	\$1,820.00		\$2,327.73	\$30,147.73	\$6,201.60					
Lib. Assistant	0.25	\$18.50	520	\$9,620.00			\$935.43	\$10,555.43						
Summer Intern(s)		\$10.00	160	\$1,600.00			\$138.40	\$1,738.40						
Marine Facilities										\$586.30		\$23,076.26	\$23,076.26	\$30,257.76
MF Coord.	0.41	\$20.89	850	\$17,756.50	\$1,242.96	\$1,700.00	\$1,790.50	\$22,489.96						
Totals:				\$353,582.47	\$22,218.18	\$13,500.00	\$31,850.10	\$421,150.75	\$13,953.60	\$8,438.97	\$230.00	\$464,253.85	\$448,469.35	\$462,853.63
New regular (permanent) employees enrolling in Group Health Plan pay 20% of premium, per Resolution CY20-15.														
MF FY22 Notes: Marine Facilities Coordinator hours estimated at 36 hrs/wk 7/1-9/11, then 10 hrs/wk Sept. 12-Dec. 31 and 4/3-5/14, then 36 hrs/wk 5/15-6/30.														
Admin FY22 Notes: The total administrative payroll will not exceed the amount budgeted for FY22 or the hourly equivalent of 2.2 full-time positions (FTE), unless an amended budget is approved														
Lib. Assistant: Hours allocated are for a half-time 6-month temporary position.														

City of Gustavus Organizational Chart



Last Updated May 2022

Gustavus Endowment Fund

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

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

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

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

Original Value of the Endowment Fund			Anchorage Consumer Price Index (CPI) for first half of 2004		
	\$963,000			165.6	
End of Fiscal Year Date	Endowment Fund Market Value	Anchorage CPI for first half of year (http://live.laborstats.alaska.gov/cpi/index.cfm)	Multiplier Value (Anchorage CPI for current year div. by CPI for 2004 = 165.6, rounded to 3 decimals)	Inflation-Adjusted Value of Original Principal = Original Value \$963,000 x Multiplier Value	Excess Earnings Determination = Actual Market Value - Inflation-Adjusted Principal
June 30, 2010	\$985,038.74	194.834	1.177	\$1,133,451.00	(\$148,412.26)
June 30, 2011	\$1,161,681.00	200.278	1.209	\$1,164,267.00	(\$2,586.00)
June 30, 2012	\$1,188,171.67	205.215	1.239	\$1,193,157.00	(\$4,985.33)
June 30, 2013	\$1,265,224.55	210.853	1.273	\$1,225,899.00	\$39,325.55
June 30, 2014	\$1,391,960.13	214.777	1.297	\$1,249,011.00	\$142,949.13
June 30, 2015	\$1,400,089.55	217.111	1.311	\$1,262,493.00	\$137,596.55
June 30, 2016	\$1,398,474.52	216.999	1.310	\$1,261,530.00	\$136,944.52
June 30, 2017	\$1,429,287.74	218.616	1.320	\$1,271,160.00	\$158,127.74
June 30, 2018	\$1,438,854.93	223.099	1.347	\$1,297,161.00	\$141,693.93
June 30, 2019	\$1,466,213.91	228.858	1.382	\$1,330,866.00	\$135,347.91
June 30, 2020	\$1,473,942.38	225.049	1.359	\$1,308,717.00	\$165,225.38
	5-Year Average	3% of Average			
FY10-FY14	\$1,198,415.22	\$35,952.46			
FY11-FY15	\$1,281,425.38	\$38,442.76			
FY12-FY16	\$1,328,784.08	\$39,863.52			
FY13-FY17	\$1,377,007.30	\$41,310.22			
FY14-FY18	\$1,411,733.37	\$42,352.00			
FY15-FY19	\$1,426,584.13	\$42,797.52			
FY16-FY20	\$1,441,354.70	\$43,240.64			

Current Banking Assets

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

City of Gustavus Balance Sheet As of April 30, 2022

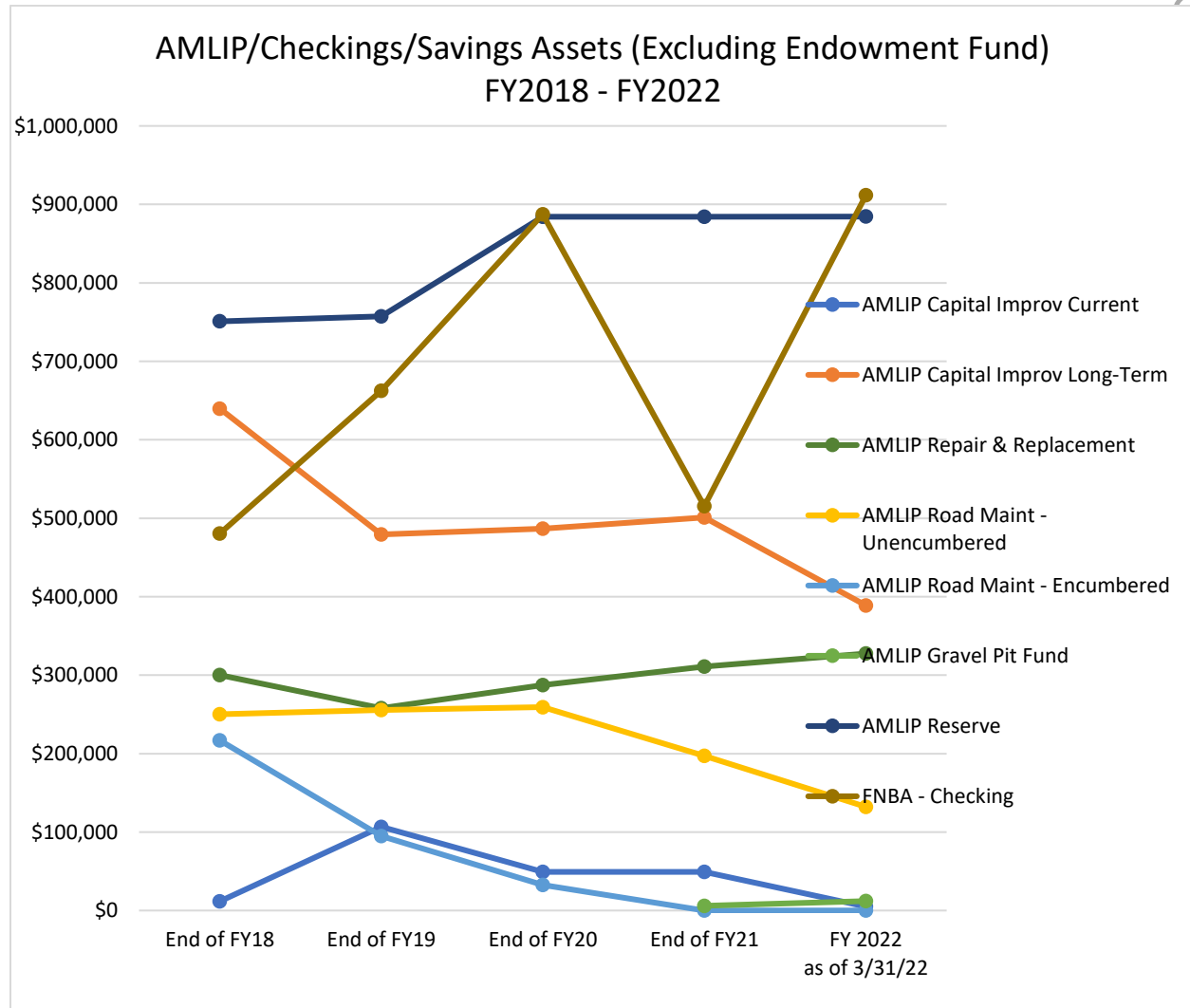
	Apr 30, 22
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	5,000.74
AMLIP Capital Improv Long-Term (0630598.2)	388,894.56
AMLIP Repair & Replacement (0630598.3)	327,468.86
AMLIP Road Maint - Unencumbered (0630598.4)	132,165.36
AMLIP Gravel Pit Fund (0630598.8)	12,000.00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

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

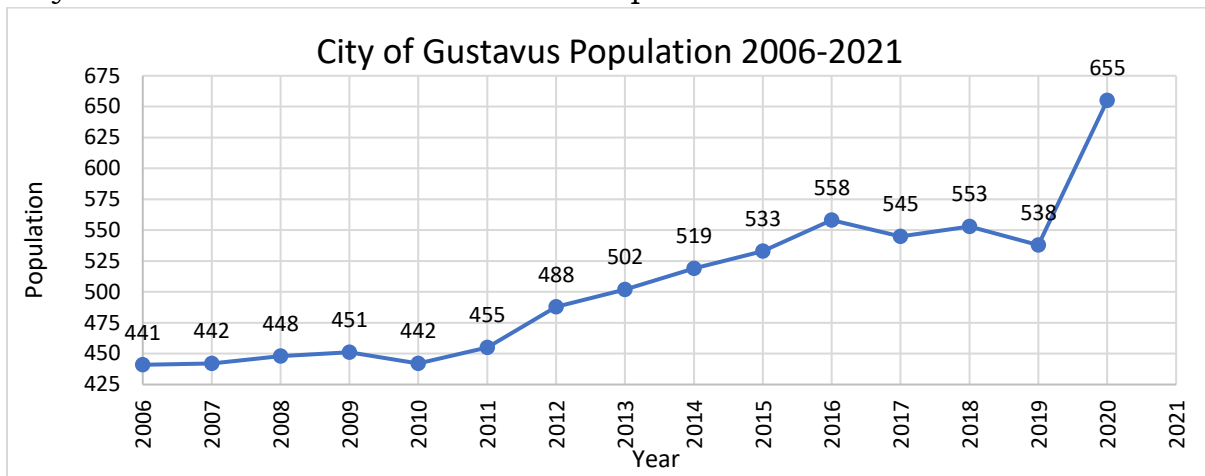
- *AMLIP Capital Improv Current*: funds for approved and funded capital projects that have not yet been initiated
- *AMLIP Capital Improv Long-Term*: funds for capital projects in the future
- *AMLIP Repair & Replacement*: funds for repair and replacement of fixed assets, following recommended best practices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

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

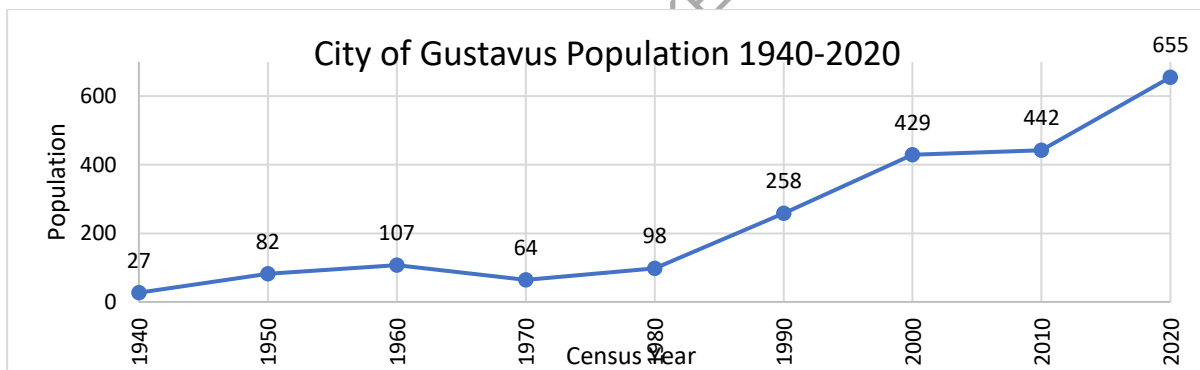
Note: *AMLIP Road Maint – Encumbered*: held prior years' National Forest Receipts funds that could only be used by the city on roads. Fund depleted in FY21.



City of Gustavus and State of Alaska Population Trends



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



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



City of Gustavus
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Gustavus, Alaska 99826
Phone: (907) 697-2451

City of Gustavus General Fund Fiscal Year 2023

May 2022

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

City of Gustavus General Fund FY23 Budget

	Admin	DRC	GVFD	Lands	Library	Marine Fac.	Road Maint.	Other	General Fund
	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	TOTAL
	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23
Ordinary Income/Expense									
Expense									
Administrative Costs	35,000.00								35,000.00
Advertising	100.00								100.00
Bank Service Charges	3,100.00	1,600.00	25.00		25.00				4,750.00
Building									
Insurance	660.79	971.27	2,222.55		3,044.54	3,751.75			10,650.90
Maintenance & Repair	3,100.00	1,200.00	3,000.00		2,500.00	100.00			9,900.00
Total Building	3,760.79	2,171.27	5,222.55		5,544.54	3,851.75			20,550.90
Contractual Services									
Ambulance Billing Expense			1,300.00						1,300.00
Managed IT Services								31,200.00	31,200.00
Contractual Services - Other	10,000.00	7,500.00	2,000.00		6,920.00	53,180.00			79,600.00
Total Contractual Services	10,000.00	7,500.00	3,300.00		6,920.00	53,180.00		31,200.00	112,100.00
Dues/Fees	2,400.00	2,000.00	250.00		5,400.00				10,050.00
Economic Development Services									
GVA								35,600.00	35,600.00
Total Economic Development Services								35,600.00	35,600.00
Election Expense	250.00								250.00
Equipment									
Equipment Fuel		2,200.00							2,200.00
Equipment Purchase	500.00	5,500.00	2,000.00		1,400.00	100.00			9,500.00
Insurance		242.49							242.49
Maintenance & Repair		4,000.00							4,000.00
Total Equipment	500.00	11,942.49	2,000.00		1,400.00	100.00			15,942.49
Events & Celebrations	3,500.00	250.00			350.00				4,100.00
Freight/Shipping	800.00	27,600.00	400.00		1,000.00	200.00			30,000.00
Fundraising Expenses					500.00				500.00
General Liability	11,575.44								11,575.44
Gravel Pit Fund				6,000.00					6,000.00
Library Materials									
Donated/Fundraised					700.00				700.00
Non-Fiction Add/Replacement					1,000.00				1,000.00
Library Materials - Other					1,000.00				1,000.00
Total Library Materials					2,700.00				2,700.00
Marine Facilities									
Insurance						2,368.37			2,368.37
Maintenance & Repairs						18,000.00			18,000.00
Total Marine Facilities						20,368.37			20,368.37
Occupational Health		500.00							500.00

	Admin (General Fund)	DRC (General Fund)	GVFD (General Fund)	Lands (General Fund)	Library (General Fund)	Marine Fac. (General Fund)	Road Maint. (General Fund)	Other (General Fund)	General Fund TOTAL
	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23
Ordinary Income/Expense									
Payroll Expenses									
Wages	193,094.56	98,070.40	91,995.00		84,660.00	22,360.00			490,179.96
Payroll Taxes	16,955.05	8,689.24	7,889.07		7,676.29	2,216.58			43,426.23
Health Insurance (company paid)		6,201.60	7,752.00		6,201.60				20,155.20
Health Insurance Stipend	7,200.00	2,200.00			2,400.00	1,700.00			13,500.00
457(b) Employer Contribution	13,516.62	5,442.53	4,038.65		5,460.00	1,565.20			30,023.00
Workers Comp Insurance	521.93	2,547.30	4,778.24		152.12	586.30			8,585.89
Payroll Expenses - Other	230.00								230.00
Total Payroll Expenses	231,518.16	123,151.07	116,452.96		106,550.01	28,428.08			606,100.28
Professional Services	25,000.00								25,000.00
Public Relations	1,000.00								1,000.00
Repair & Replacement Fund	1,000.00	2,150.79	1,663.38		4,249.27	7,482.27			16,545.71
Road Maintenance							150,000.00		150,000.00
Social Services									
GCEP dba The Rookery								0.00	0.00
Total Social Services								0.00	0.00
Stipend			10,000.00						10,000.00
Supplies									
Donated/Fundraised					700.00				700.00
Program					3,050.00				3,050.00
Supplies - Other	2,000.00	4,100.00	7,500.00		2,700.00	2,200.00			18,500.00
Total Supplies	2,000.00	4,100.00	7,500.00		6,450.00	2,200.00			22,250.00
Telecommunications	7,500.00	2,300.00	6,050.00		5,450.00	240.00			21,540.00
Training	750.00	1,200.00	4,000.00		1,000.00				6,950.00
Travel									
Legislative Efforts									0.00
Travel - Other	2,500.00	1,500.00	2,500.00		1,500.00				8,000.00
Total Travel	2,500.00	1,500.00	2,500.00		1,500.00				8,000.00
Utilities									
Electricity	2,000.00	1,900.00	2,000.00		3,400.00				9,300.00
Fuel Oil	900.00	1,000.00	2,000.00		4,000.00				7,900.00
Total Utilities	2,900.00	2,900.00	4,000.00		7,400.00				17,200.00
Vehicle									
Fuel			1,200.00						1,200.00
Insurance			3,635.67						3,635.67
Maintenance & Repair			2,000.00						2,000.00
Mileage Reimbursement	500.00	200.00	250.00			1,000.00			1,950.00
Total Vehicle	500.00	200.00	7,085.67			1,000.00			8,785.67
Total Expense	345,654.39	191,065.62	170,449.56	6,000.00	156,438.82	117,050.47	150,000.00	66,800.00	1,203,458.86
Ordinary Income	-345,654.39	-103,515.62	-160,699.56	34,753.67	-153,538.82	-99,350.47	-150,000.00	1,082,692.44	104,687.25
Income/Expense									
Ordinary Income									
Other Savings for Road Maintenance							150,000.00		150,000.00
Prior-Year Cash Balance									
Ordinary Income							150,000.00	0.00	150,000.00
Ordinary Income							150,000.00	0.00	150,000.00
	-345,654.39	-103,515.62	-160,699.56	34,753.67	-153,538.82	-99,350.47	0.00	1,082,692.44	254,687.25

Administration

General Fund

Administration Department:

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

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

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

Personnel:

Volunteer Mayor
Six Volunteer City Council Members
City Administrator (1.0 FTE)
City Clerk (0.75 FTE)
City Treasurer (0.9 FTE)

Mission:

To serve and collect.

FY19-FY23 General Fund: Administration Expenditures

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

Disposal and Recycling Center

General Fund

Disposal and Recycling Center:

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

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

Personnel:

Manager/Operator (0.6 FTE)

Operator (0.9 FTE)

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

DRC - Occasional volunteers

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

Mission:

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

FY19-FY23 General Fund: Disposal & Recycling Center Expenditures

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

Gustavus Public Library:

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

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

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

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

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

Personnel:

Library Administrative Director (0.75 FTE)

Library Services Director (0.75 FTE)

Library Assistant (0.25 FTE)

8 desk volunteers, 1 maintenance/projects volunteer

Mission:

The mission of the Gustavus Public Library is to provide community members and visitors of all ages with a welcoming and supportive environment to freely access information, materials, and programming; to support literacy and life-long learning, facilitate connection to place and culture, and meet the recreational, social, intellectual, and cultural needs of the community.

FY19-FY23 General Fund: Gustavus Public Library Expenditures

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

Gustavus Volunteer Fire Department

General Fund

Gustavus Volunteer Fire Department:

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

GVFD is composed of a full-time Fire Chief who currently oversees 25 volunteers that bring a variety of skills to the department. The GVFD volunteers are organized into three categories: Dispatchers, EMS, and Fire. The volunteers started the Gustavus Volunteer Fire Department Association, a non-profit social organization that was formed in 2016 to coordinate volunteer fundraisers and to help support the GVFD volunteers.

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

Personnel:

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

Mission:

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

FY19-FY23 General Fund: Gustavus Volunteer Fire Department Expenditures

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

Marine Facilities Department

General Fund

Marine Facilities Department:

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

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

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

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

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

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

Personnel:

Marine Facilities Coordinator/Harbormaster (0.43 FTE)

Mission (Municipal Code Section 8.01.010):

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

FY19-FY23 General Fund: Marine Facilities Expenditures

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

Roads Department

General Fund

Roads Department:

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

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

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

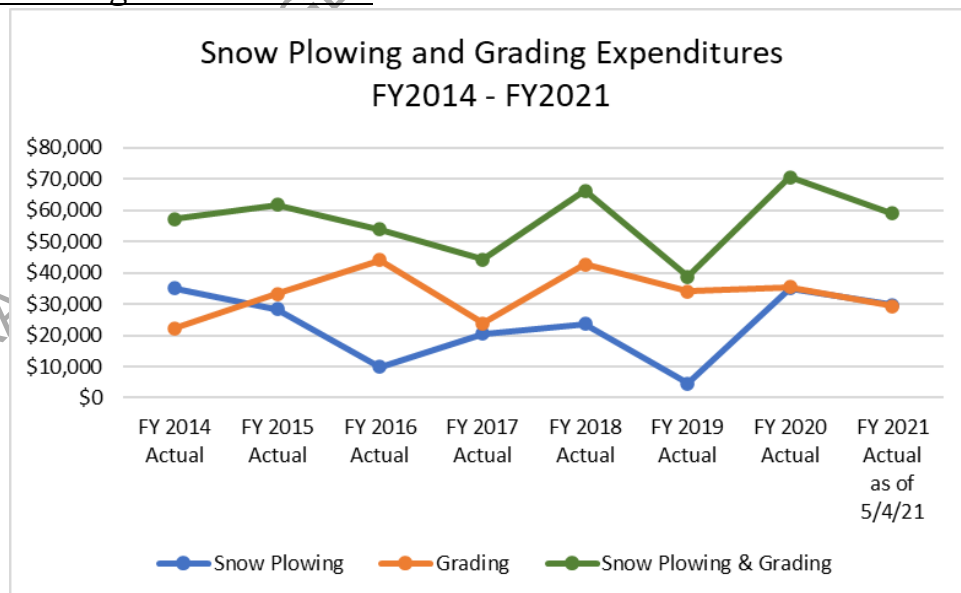
Personnel:

Volunteer City Council Member(s)

Mission:

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

Statistics through FY22-to-date:



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

FY19-FY23 General Fund: Roads Expenditures

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

Lands Department

General Fund

Lands Department:

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

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

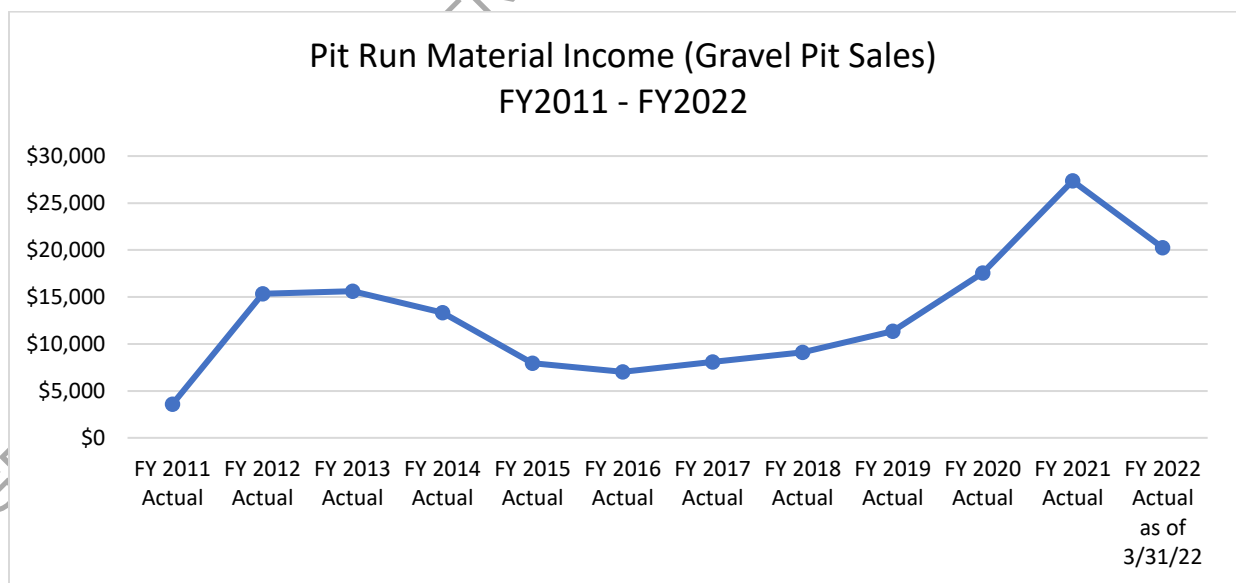
Various City Council members are responsible for the project scoping and management for capital improvement projects and long-term planning for the Lands Department. The treasurer is responsible for the advertisement, execution, and administration of City contracts and for collection of gravel pit and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

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

Personnel:

None

Statistics through FY22-to-date:



FY19-FY23 General Fund: Lands Expenditures

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

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. For the Fiscal Year of 2022 estimated expenditures have changed from the estimates in the approved budget.

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

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

Total Change in Expense	\$ 0
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Section 4. The budget is hereby amended as indicated and any portion of the approved budget inconsistent with this amendment is repealed.

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

DATE INTRODUCED: *May 9, 2022*

DATE OF PUBLIC HEARING: *June 13, 2022*

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

Michael Taylor, Mayor

Attest: Eduarda Loggins, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY22-16NCO
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
DEPARTMENT BUDGETS FOR FISCAL YEAR 2022**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. For the Fiscal Year of 2022 estimated expenditures have changed from the estimates in the approved budget.

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

Budget Category	Amounts		
EXPENSE	Original Budget	Amended Budget	Change
Admin: Payroll Expenses: Wages	\$ 153,740.16	\$ 163,740.16	\$ 10,000.00
<i>Adjusting FY22 administrative payroll budget for transition to and training for new City Administrator.</i>			
Admin: Payroll Expenses: Payroll Taxes	\$ 12,505.88	\$ 15,105.88	\$ 2,600.00
Admin: Payroll Expenses: Health Ins. Stipend	\$ 7,200.00	\$ 6,400.00	(\$ 800.00)
Admin: Payroll Expenses: 457(b) Contrib.	\$ 9,711.81	\$ 8,411.81	(\$ 1,300.00)
Admin: Relocation	\$ 0.00	\$ 1,000.00	\$ 1,000.00
<i>Moving expenses stipend for new City Administrator.</i>			
GVFD: Equipment Purchase:	\$ 2,000.00	\$ 14,000.00	\$ 12,000.00
Marine Facilities: Wages	\$ 18,173.80	\$ 24,440.80	\$ 6,267.00
<i>300hrs 20.89 per hour "Managing steel float inspections, repairs, and relocation after storm damage plus moving wooden floats, and various park and harbor repairs."</i>			
Marine Facilities: 457b) Emp. Contrib.	\$ 1,272.21	\$ 1,710.90	\$ 438.69
<i>7% of 5,473.18</i>			

Total Change in Expense **\$ 30,205.69**

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 25, 2022

DATE OF PUBLIC HEARING: June 13, 2022

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

Michael Taylor, Mayor

Attest: Eduarda Loggins, City Treasurer

Attest: Karen Platt CMC, City Clerk

DRAFT GENERAL MEETING AGENDA/PACKET FOR REVIEW AT WORK SESSION

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

**A RESOLUTION BY THE CITY OF GUSTAVUS IMPLEMENTING A NEW FEE SCHEDULE
FOR THE GUSTAVUS DISPOSAL AND RECYCLING CENTER**

WHEREAS, the DRC fee schedule was last updated by CY15-17;

WHEREAS, the DRC Manager has requested the fee schedule increase to address cost increases in providing the DRC's extensive recycling and waste disposal services to the community. Changes to the fee structure represent an approximate 5% fee increase from the previous fee schedule for most items.

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council approves the amended Gustavus Disposal & Recycling Center Fee Schedule. The new fee schedule shall become effective on Friday July 1, 2022.

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

Michael Taylor, Mayor

Attest: Karen Platt CMC, City Clerk

Gustavus Disposal & Recycling Center (DRC)

2022-2023 Fee Schedule and Material Limitations Policy

What is free:

- Aluminum pop & beer cans
- Non-ferrous metals such as: copper (house wire, plumbing pipe), aluminum (foil, cookware, roofing etc.), brass (faucets, valves, fittings) & non-magnetic stainless steel.
- Litter from local roadsides and beaches (*free collection bags can be provided*)

Rate schedule:

General

- Recyclables \$0.20 per pound
- Trash \$0.25 per pound
- Unsorted waste **PENALTY RATE** \$0.43 per pound

Special

- Computer Monitors, & TV's \$0.60 per pound
- Grease trap waste \$0.58 per pound
- Construction/demo. or ash \$6.20 per 32 gal. Can or \$40.30 per yard
- Sheetrock \$3.10 per 32 gal. Can or \$20.15 per yard
- Fluorescent tube bulbs \$1.30 each
- Freezer, refrigerator etc. \$42.00 per appliance (plus weight of appliance)

\$3.50 minimum per delivery (*items listed as free do not count*)

Items included in recycle category:

Aluminum, cardboard, cooking oil, dry cell batteries, food waste, glass bottles, lead-acid batteries, mixed paper, oil filters, plastics (types 1 -7 only), pottery/ ceramics, scrap metal (see exclusions), tin cans, used-oil (see exclusions), white sheet paper

Exclusions & Limitations

Construction/ demolition waste limits:

There is a 12 yard per year limit on how much construction/demolition (C/D) waste can be delivered by a business or individual. The purpose of this limit is to keep a few users from filling the C/D disposal area in a short period of time. The DRC can assist users to obtain a dumpster from Arrow Refuse in Juneau.

Scrap metal limitations:

Due to storage concerns the DRC will not accept large scrap metal items such as cars, 270 gallon oil tanks or other scrap metal that cannot be easily baled or palletized for recycling.

Used-oil limitations:

Due to permit and legal requirements the DRC cannot accept used oil from commercial sources.

Compost Prices

\$28.00 30 gal. trash can

\$ 5.00 5 gal. bucket

Misc. Fees:

Labor fee \$40 per hour, charged in ½ hour intervals

for dissassembling large items such as sofas or special pick-up service

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

**A RESOLUTION BY THE CITY OF GUSTAVUS OPPOSING A CONSTITUTIONAL
CONVENTION**

WHEREAS, the Vision Statement of the City of Gustavus, Alaska, supports the strength and autonomy of local self-government; and,

WHEREAS, Article X of the Alaska Constitution provides for maximum local self-government, and contains numerous provisions providing for the enhancement of local self-government; and,

WHEREAS, the Alaska Constitution, which took effect with Statehood in 1959, has served its citizens well during the past 63 years as one of the strongest constitutions in the nation, and is renowned as a model for its thoroughness, protection of individual liberties, and functionality; and,

WHEREAS, Article XIII, Sec. 3 requires that the question of whether to convene a constitutional convention be placed on the ballot of a general election every ten years; and,

WHEREAS, Alaska voters overwhelmingly rejected the call for a constitutional convention in 1972 and in successive elections held in 1982, 1992, 2002, and 2012; and,

WHEREAS, Article XIII, Sec. 1 provides an alternative wherein the legislature may propose amendments to the Constitution; and,

WHEREAS, since statehood, the legislature has proposed 40 amendments, of which 28 have been approved by the voters; and,

WHEREAS, a constitutional convention is unnecessary, expensive, and risks proposals to shift public funding for education from the state to local governments, to alter the taxing power of government, and other proposals that could fundamentally harm Alaska's local governments; and,

WHEREAS, rural Alaska in particular could suffer impacts to the Power Cost Equalization program, the Alaska Marine Highway System, and rural education funding; and,

WHEREAS, at the next general election, on November 2, 2022, Alaska voters will be asked to vote on whether to convene a constitutional convention.

NOW THEREFORE BE IT RESOLVED, that the City Council of Gustavus, Alaska, finds that a constitutional convention is unnecessary at this time and may negatively impact our local government.

PASSED and **APPROVED** by the Gustavus City Council this ____th day of _____, 2021, and effective upon adoption.

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk

D R A F T

City of Gustavus Gustavus Disposal and Recycling Center (DRC) Operator Position Description

Title: DRC Operator

Regular Position: The DRC Operator position is a regular full-time to less than full-time hourly position depending on funding in the City's operating budget. The DRC Operator is expected to work 40 hours per week during the peak season, May – September, and 30 – 38 hours per week for October – April. The DRC Operator is expected to be present on all days that the DRC is open to the public and other catch-up days as need requires.

Supervisor: DRC Manager/ Operator

Work Location: Disposal and Recycling Center and Community Chest

Wage:

Summary

DRC Operator has the primary responsibility of managing the flow of recyclable and non-recyclable waste at the DRC. The DRC Operator is also responsible for customer flow and customer safety while the public is using the facility. The DRC Operator also serves as the supervisor for DRC temporary labor pool staff (Pool).

DRC Operator is expected and encouraged to be aware of management activities and projects at the DRC so as to be available to work in place of the DRC Manager/ Operator on a temporary or permanent basis.

DRC Operator works with the DRC Manager/ Operator in the development of DRC policies.

Duties Include:

- Accepting solid waste from the public and making sure all deliveries conform to the DRC's operating policy - i.e. knowing what wastes are acceptable and what wastes are not.
- Processing solid waste, for example: baling non-recyclable and recyclable materials; processing food waste compost materials; etc.
- Assuring that DRC operations are conducted in a safe, and environmentally responsible manner. In compliance with City policy and with State and Federal regulations.
- Accepting payment of user and product fees. Collecting and reconciling funds from the DRC and Community Chest and making deposits to the City Treasurer.
- Responsibility of maintaining DRC equipment in good condition.
- Responsibility of performing regular janitorial duties at the DRC and keeping the facility clean.
- Collecting solid waste and revenue from the Community Chest on a regular basis.
- Light carpentry and building maintenance of DRC facilities including the Community Chest.

Qualifications, Abilities & Physical Requirements:

- Applicants with prior work experience at the DRC are preferred.

- Ability to work with fellow staff, the public and the public's solid waste while maintaining a positive attitude.
- Applicant must be able to do hard physical work in an un-heated and/or outdoor environment.
- Applicant must be able to lift 50 - 70 pounds of weight and manually move palletized materials weighing 500 - 1,600 pounds using a pallet jack.
- Applicant needs to be comfortable operating the DRC's all-wheel steer and skid-steer loaders, large and small balers, glass pulverizer and other equipment. In short: the applicant must be comfortable operating powered equipment.
- Applicant must be able to operate electric saws, crowbars, wrenches and other hand tools.
- Applicant must be able to follow the DRC's operating protocols and be able to maintain daily paperwork.
- Applicant must have a working knowledge of how to use computers, computer operating systems and be able to learn customized software.
- Because of power equipment use all applicants must be 18 years of age or older.
- Valid State of Alaska Driver's license and a personal vehicle capable of hauling bagged solid waste.

Work Location: Gustavus Disposal & Recycling Center & Community Chest.

Training Provided: On-site instruction of safe operating procedures for all applicable DRC equipment is provided as well as instruction and demonstration of proper paperwork, software & general waste handling procedures.

Professional developmental training based on SWANA Manager of Landfill Operation, Compost Facility Operator Training, 24 or 40 hour HAZWOPER training and specialty training such as diesel mechanics and hydraulic systems training. Training is constrained by the DRC's operating budget.

Application Period: Opens

Employment application forms are available at City Hall or the DRC. City Hall is open Monday – Thursday 9 AM – 4 PM; the DRC is open Tuesday, Thursday and Saturday 11 AM – 3 PM.

Application forms are also available on-line:

<https://cms.gustavus-ak.gov/administration/page/cog-employment-application>

Reasonable accommodation to facilitate the submission of an application is available on request.

Notice: All positions are located within the City of Gustavus and all work will be conducted in the City of Gustavus, unless the employee is on an authorized business or training trip.

More Information? Please contact Paul Berry, DRC Manager/Operator 907-697-2118 or City Hall 907-697-2451.

Development of the new DRC Operator position

- Determination of duties in relation to facility operation and the responsibilities of the DRC Manager
- Development of a position description and job announcement
- Determine hours over the course of the year
- Wage guidelines, benchmarks
- Determine what training is needed
- Determine the timeline for starting the position

Determination of duties in relation to facility operation and the responsibilities of the DRC Manager

Responsibilities of the Manager

Employee supervisor including the [DRC] Operator, development of Operator's position description, management of the hiring process, conducting annual evaluations.

Facility planning: waste mound, composting program, improvement projects and development of new facilities/ projects

Development of the waste mound – determination of working height, layout and location of C/D waste area

Training program development for Operator and Pool. Working with Operator in the training of Pool staff and volunteers

Purchasing. Initially Manager will draft all POs. With the Operator gradually taking on more and more purchasing authority. The Operator will be allowed to draft and submit POs for projects within their domain such as building and equipment repairs once the person has been in the position long enough to learn the procedure 2 – 4 months. All POs over a certain amount \$500? \$1,000? will need the approval of the Manager. PO use is to be in line with DRC Operator's understanding of the budget. Whether or not the Operator has their own credit card as opposed to the DRC sharing one card under the Manager's name is to be determined as time goes on.

Communications with the Council/ City Administrator.

Communications with ADEC, Monthly visual monitoring, permit renewals. Manager can delegate these responsibilities on a case by case basis.

Ground water sampling.

Administration of Trash Flow (accounting software) and regular billing.

Management of work agreement/ PO with the NPS for waste handling services.

Any activity in the operation of the DRC that the DRC Operator is not fully trained in.

Responsibilities of the Operator

Scale House:

- Making sure the facility is open to the public during designated open hours
- Managing customer flow. Responsible for the safety of the public. Automobiles and pedestrians.
- Managing the flow of waste into and out of the building
- Maintenance and upkeep of the building(s).

Note: significant changes in the layout of the Scale House need to be a joint process of both the Manager and the Operator

Equipment:

- Maintenance on the Balers, Glass Pulverizers, Bobcat loaders
- Alert Manager when significant repairs and/ or down time is an issue

Supervision of Pool staff

Eventual management of the Pool hiring process: recruitment, posting, interviews and forwarding recommendations for membership of the applicants to the Manager and City Administrator.

Material flow

Inflow:

- Making sure recyclable materials are stored in the correct location.
- Determination of what recyclable material is to be processed as time allows. For example deciding which material to bale

Note: changes in in-flow storage locations need to be jointly done with the manager.

Outflow:

Initially works with Manager for the shipping events. Eventually takes on responsibility for shipping full containers as the Operator understands the process and the budget.

Community Chest:

- At least weekly retrieval of revenue from till and waste from operations.
- Maintenance projects as directed by the Manager
- Making sure heating fuel tank is not close to empty. Check stocks of plastic bags and cleaning supplies.

Activities shared by DRC Manager/ Operator and DRC Operator:

Composting operation

Jointly managed by the Operator and the Manager with a clear set of duties organized the Manager.

Determine hours over the course of the year

Full time April through September/ October.

30 - 38 hours a week October – March

Wage guidelines, benchmarks

Starts slightly above the highest Pool wage (currently \$20.00). As a regular employee the Operator is eligible for benefits unavailable to Pool staff: paid time off, sick leave, paid City holidays, retirement & health insurance stipend which in summation equal a significant earnings increase over Pool staff.

DRC Operator development notes May – June 2022

Step increases for trainings (MOLO, HAWOPER< CFOT etc), completion of first year, completion of second year, completion of third year – also skill steps such as managing the first cycle with the Pool (recruitment, interviewing, recommendations and supervision).

Determine what training is needed

First year: SWANA MOLO, 24 hour HAZWOPER

Second Year: Specialty training: diesel mechanic, hydraulic systems

Third year: CFOT

Development of a position description and job announcement

This is the position description. The Council must adopt it prior to any hire

Determine the timeline for starting the position

No earlier than July 1st. Possibly at the end of the summer season as well. The middle of a busy summer season may not be the best time.

Annual Road Maintenance Contract (RFQ revision)

Infrastructure grants, capturing opportunities

Road ditching and culvert projects;

Wilson Rd ditches and culverts (phase one underway; East side past ADF&G cabin done)

Culvert Rip rap (done 5/30)

Tong Rd (RFQ out)

Willow Ln

Same Old Road Ditches—Partially complete: culvert at Sunday's corner

Grandpas Farm Rd Bridge construction (underway—NTP for construction issued)

Good River Bridge repairs—PND formulating repair options.

City-wide Hydrology Study (FEMA Grant application underway)

Old Post Office/Preschool Building renovation

Heat pumps in city buildings—City Hall only? others?

Ventilation improvements for City Hall

Other energy conservation projects for city or community?

Library Bike Shelter

DRC Compost facility replacement

DRC New bailer building

PFAS issues, barriers, clean up?

City owned and operated drinking water source (major addition to city functions with investment, staff)

Septage handling (major addition to city functions with investment, staff)

Bike Trail—Grant writer looking for grant opportunities. NPS may help

Beach Park improved (hardened) trail to bench and fire pit

Beach Park trail improvements, or signage? Camping area designation

ATV trail or track (*ad hoc* enthusiasts group working with mayor)

Dock wave barrier

Harbor Clean up—remove remaining derelict hulls and derelict floats

Harbor CRMA update and/or purchase of central tract B2

Seine skiff for marine facilities use—float moves

Trail to harbor from improved parking area and add picnic table

Gravel Pit operations model redesign

Review of health insurance. Best coverage? Should we add family coverage option?

Others of interest to Council?

**Mayor's Work City Plan
Implementation Schedule 2021-22**

Task Description	Required by	Assigned to (name)	Due Date	Done Date	Status	Comments
City Council						
AML meeting/training		Clerk			Done	
Council annual training		Clerk			Done	Two done
Council meetings at City Hall		Clerk, Lewis, Furr			Done	Hybrid meeting 12/13/21
P&P for Election Review Meeting		Clerk	08/01/22			New P&P to set forth steps for that special mtg
Administration General						
Title 2 revision ?		Clerk Karen& Mike				
Employee salary review		Mayor		1/15/22	Done	
Develop P&P for contracting		Mayor/Admin/Treas				
Update P&P for Small purchases <10k		Mayor/Admin/Treas				
P&P for Purchases over 10k		Mayor/Admin/Treas				
Strategic Plan		Tom Williams				
Old Post Office Renovation planning		Tania Lewis/Tom W				Tania will start planning in early May
Bulk Fuel Facility Annual report--Dray			01/15/22 ?	Done		
Generator Facility Annual report? APC						
Election Planning		Clerk				
Budget prep		Treasurer	04/15/22	4/27/22	to council	Introduce in May meeting
Budget training/council review		Treasurer		4/11/22	done	
Budget approval by council		Treasurer	06/30/22			June Agenda
Endowment Fund App review		Tania Lewis	12/01/21	12/1/21	Done	Project grants awarded 12/13/21
HIA contact about business plans		Mike	01/10/22			No response from HIA Administrator yet--Follow up?
City Administrator Hire		Mike	07/01/22	5/25/22	Done	Kathy L starts June 1
Pandemic						
Library ventilation	Covid controls	Mike T	10/15/21	10/15/21	Done	Checked and optimized ventilation
Citywide policy review	Covid controls	Mike T	03/07/22	2/7/22	continuous	Next review update March 7
Fire hall portable cleaner	Covid controls			12/1/21	Done	In place upstairs
City Hall ventilation	Covid controls					
Chest portable air cleaner	Covid controls			12/30/21	Done	Installed
Environmental--PFAS						
S&W sampling wells installation F/U		Mike+GPAC	10/31/21		Done	S&W Installing 5 wells on City road edges
Flux Meter purchase and receiving		Mike+GPAC		11/2/21	done	
Flux meter sampling, return to lab		Mike+GPAC			done	S&W completed sampling and sent to lab.
Lab analysis/interp of results		Mike+GPAC				Additional sampling in progress 4/28/22

**Mayor's Work City Plan
Implementation Schedule 2021-22**

Task Description	Required	Assigned	Due	Done	Status	Comments
PFAS bills SB121, HB171--Letters suprt		Mike+GPAC	02/15/22			Testified for house bill
Septic services evaluation and improvement		Tom and Lewis S.			developing ideas	Assure Septic pumping/disposal
GVFD						
Chief Hire		Mike		11/15/21	Done	Hired Sol Martinez as Chief
EMS Coordinator position hire?						
Hazard Mitigation Plan Review		Sol and Mike				Should we update early?
Road Maintenance and Projects						
FEMA flood repair grant application		Tom W		4/4/22	All applied	\$262 approved or in evaluation 4/28/22
FEMA Mitigation grant app		Tom and Mike	3/1/2022		In process	Various options in process for add funding
404 mitigation grant			11/30/21			Terry Murphy and Garrett Brooks at State
Organize Road Team		Tom and Mike	11/30/2021	11/30/21	done	Tom, Lewis, Todd, and Mike
Road Inventory		Mike/Todd	08/01/31			
Wilson/ RC culvert riprap RFQ	HMP	Tom and Mike	11/02/21	11/2/21	done	Awarded to GBC 11/8/21
Wilson/ RC culvert riprap construction	HMP	Tom and Mike	06/30/21		Underway	
Snowplowing contract RFQ award			11/08/21	11/8/21	Done	Glacier Bay Construction
RFQ for Annual Maintenance		Mike and Lewis	04/01/22	5/15/22		Develop new contract to include snowplowing
Contract for Annual Maintenance			06/30/22		RFQ drafted	Redraft to deal with liability issue
Wilson Rd drainage Rehab project RFQ		Tom and Mike	11/02/21	11/2/21	Done	Selected GBC. Project on hold for snow melt
Wilson Rd drainage Rehab construction		Tom and Mike	06/30/22		In process	Underway as weather allows
Good River Bridge Repair Project		Mike				
* Consultant choice/contract		Mike	11/08/21	11/8/21	Done	Consultant contract awarded to PND Engineers
* Develop construction plan		Mike	06/30/21		In process	Mark Sams site eval complete 4/29. Report in process
* RFQ development for repairs						
* Construction						
Wilson Road Drainage Project phase 2						Ditches north of ADF&G, etc.
Tong Rd 1 drainage project const		Mike/Todd	05/15/22	5/1/22	Design done	
Tong Rd 1 drainage project RFQ		Mike/Todd	08/15/22		Out to bid	
Fairweather Rd drainage project		Mike	08/01/22	5/10/22	Done	Complete
Airport ditch cleaning --DOT		Mike			?	Encouraging DOT to get it done
Same Old Rd drainage project		Mike/ Todd				
Grandpas Farm Bridge grant funding		Mike	08/30/21	8/30/21	Approved	USFWS approved 4/11/22
Grandpas Farm Bridge ITB		Mike	02/22/22	2/25/22	Done	
Grandpa's Farm Bridge Award		Mike	03/28/22	4/11/22	Done	Awarded!
Grandpas Farm Rd Bridge Const		Mike	09/15/22			NTP issued for construction

**Mayor's Work City Plan
Implementation Schedule 2021-22**

Task Description	Required	Assigned	Due	Done	Status	Comments
Lands Issues						
Gravel Pit model redesign		Joe V./Roads Team	01/15/23			Stick with existing contracts for CY 22
Purchase harbor property?		Mike				Review with DNR, Megan out here 6/7/22
Beach Park CRMA		Mike			DNR to sign	Public mtg done, Council Aprvl 4/11,
Meadows Trailhead Improvement		Mike	07/15/22	5/24/22	Complete	Ben DeBoer approved.
Marine Facilities						
CRMA update for boat harbor		Mike	10/01/22		In proc w/Ben W	Ben White at DNR is contact
Fish waste composting facilities		Ben S				
Contracts for commercial float users		Tom			Done	
Floats to winter storage Fall 2021		Ben S	10/31/21		Done	Wood floats moved--Steel float will stay in place
Repair Steel Float storm damage		Tom, Ben/DOT	05/14/22			Western Marine
Floats to summer position for 2022		Ben S	05/20/21			Western Marine will move steel float first
Floats to winter storage Fall 2022		Ben S	10/30/22			
Harbor Cleanup		Ben S	07/01/22			RFQ out to salvage firms?
Wave Barrier project planning		Mike				Discussing with DOT
DRC						
Hazardous waste facility installation		Paul B		11/30/21	Done	In place
hazardous waste collection event		Paul B	5/15-16/22	5/16/22	Done	Completed successfully
New building planning		Paul B				Consultant has design NTP
Parks and Recreation						