



CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

Monday, May 09, 2022 at 6:00 PM
via Zoom

COUNCIL MEMBERS

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

CITY HALL

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

AGENDA

DRAFT GENERAL MEETING AGENDA AND PACKET

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

- 04-11-2022 General Meeting Minutes
- 04-25-2022 Special Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

- Gustavus Visitors Association Quarterly Report
- Gustavus PFAS Action Coalition Quarterly Report
- Marine Facilities Coordinator Quarterly Report
- Disposal and Recycling Center Quarterly Report
- City Treasurer Quarterly Report & Monthly Financials
- City Administrator WORK SESSION Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

- Approve Extension of Managed IT Services
- Approve Scoping Document - Heat Pump Installations for City Buildings
- Approve Scoping Document - Meadow Trails Trailhead Parking Improvement Project
- 05-09-2022 Certificate of Records Destruction

ORDINANCE FOR PUBLIC HEARING

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

UNFINISHED BUSINESS

NEW BUSINESS

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

17. Consideration: AML Resolution opposing convening of an Alaska Constitutional Convention. Should City of Gustavus pass a similar resolution?

CITY COUNCIL REPORTS

18. Mayor's 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 SPECIAL MEETING
APRIL 25, 2022**

Item #2.

MINUTES - PENDING

ROLL CALL

PRESENT

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

ABSENT

Council Member Tania Lewis

Reading of the City of Gustavus Vision Statement

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

APPROVAL OF MINUTES

None

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no requests for agenda changes.

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

COMMITTEE / STAFF REPORTS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS

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CONSENT AGENDA

None

ORDINANCE FOR PUBLIC HEARING

None

UNFINISHED BUSINESS

None

NEW BUSINESS

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

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

Seconded by Vice Mayor Bishop.

Item #2.

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

CITY COUNCIL REPORTS

None

CITY COUNCIL QUESTIONS AND COMMENTS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS

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EXECUTIVE SESSION

None

ADJOURNMENT

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

Mike Taylor, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date

CITY ADMINISTRATOR'S REPORT MAY WORK SESSION

SEPTIC PUMPING PROGRAM UPDATE

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

FEMA FUNDING UPDATE

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

BUDGET DEVELOPMENT

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

BBB INFRASTRUCTURE BILL GRANTS

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

ROADS TEAM MEETING

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

STEEL FLOAT UPDATE

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

CITY OF GUSTAVUS, ALASKA PROJECT SCOPING and DEVELOPMENT FORM

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

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

Part 1. Project Identification

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

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

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

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

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

Goals:

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

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

Objectives:

Likely buildings to have heat pump systems installed are:

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

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

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

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

2. Why is the project needed?

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

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

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

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

No

5. What is your timeline for project planning?

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

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

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

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

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

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

Summary:

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

No alternative approaches were identified.

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

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

3. Identify your funding source(s).

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

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

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

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

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

Initial Cost:

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

7. Is an engineering design or construction estimate necessary?

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

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

No

Part 5. Project Budget

Proposed Budget Line Items

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

Updated Latest Estimate Budget Line Items if Changed Date: _____

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

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

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

Part 7. Business Plan (Upon Council request)

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

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

Basic components of a business plan:

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

Part 8. Record of Project Planning and Development Meetings

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

Meeting Record

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

Part 9. Feedback to the Council

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

**CITY OF GUSTAVUS, ALASKA
PROJECT SCOPING and DEVELOPMENT FORM**

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

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

Part 1. Project Identification

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

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

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

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

1. What is the project?

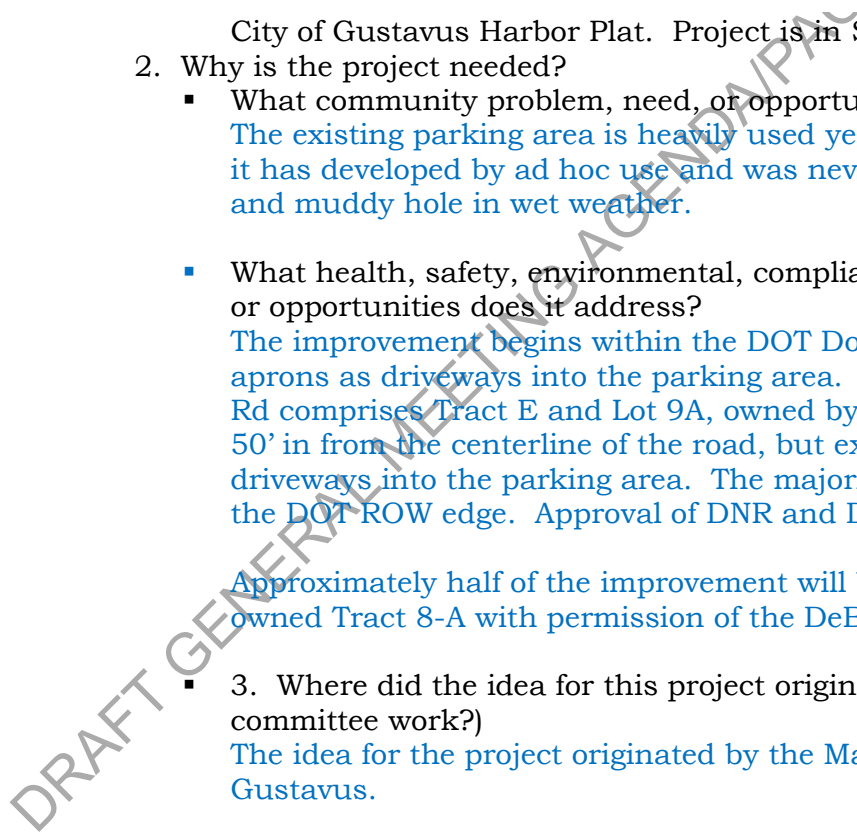
- What are its goals and objectives?
- The project will improve a 2000 square foot trailhead parking area on the west side of Dock Road at the boundary between City Tract B-3 and DeBoer Tract 8A. The existing muddy and unevenly worn area is already provided with two asphalt aprons from Dock Rd. It will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



Project Map



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



2. Why is the project needed?

- The existing parking area is heavily used year-round by users of the walking trails but it has developed by ad hoc use and was never properly constructed. It is an unsightly and muddy hole in wet weather.

- The improvement begins within the DOT Dock Road Right of Way as an extension of the aprons as driveways into the parking area. A small strip of land along the edge of Dock Rd comprises Tract E and Lot 9A, owned by the Alaska DNR. The DOT ROW extends 50' in from the centerline of the road, but existing driveway aprons can be developed as driveways into the parking area. The majority of the improvement will be just beyond the DOT ROW edge. Approval of DNR and DOT for the project will be necessary.

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

City of Gustavus, Alaska
Resolution 2011-06
Scoping and Development
Project Planning Attachment B

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

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

5. What is your timeline for project planning?

- By when do you hope to implement the project?

Summer, 2020.

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

No. this is a very simple project.

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

No budget is required for planning or design.

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

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

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

Total Cost: \$

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

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

Summary:

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

None

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

Parking improvement intended is simple and inexpensive

3. Identify your funding source(s).

City Road maintenance funds or separate capital funding.

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

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

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

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

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

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

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

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

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

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

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

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

7. Is an engineering design or construction estimate necessary?

No

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

The operation will not generate revenue to the City.

Part 5. Project Budget

Proposed Budget Line Items

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

Updated Latest Estimate Budget Line Items if Changed Date: _____

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

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

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

Part 7. Business Plan (Upon Council request)

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

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

Basic components of a business plan:

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

Part 8. Record of Project Planning and Development Meetings

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

Meeting Record

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

Part 9. Feedback to the Council

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

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

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

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

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

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

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

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

To fund CP-22-01 Structural Firefighting Gear

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

Engineering plans to install a tower foundation

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

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

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

Advertising for Tom position

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

Total Change in Expense \$ 34,422.05

Section 4. The budget is hereby amended as indicated and any portion of the approved budget inconsistent with this amendment is repealed.

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

DATE INTRODUCED: April 11, 2022

DATE OF PUBLIC HEARING: May 09, 2022

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

Michael Taylor, Mayor

Attest: Eduarda Loggins, City Treasurer

Attest: Karen Platt CMC, City Clerk

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

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

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

EXPENSE	Original Budget	Amended Budget	Change
AMLIP: Reserve <i>To fund ITB FY22-01 RM</i>	\$ 884,489.71	\$ 334,489.71	\$ 550,000.00
Capital Projects: ITB Grandpa`s Road Bridge <i>Project ITB FY22-01 RM</i>	\$ 0.00	\$ 550,000.00	\$550,000.00
<hr/>			
Total Change in Expense			\$ 0

Section 4. The budget is hereby amended as indicated and any portion of the approved budget inconsistent with this amendment is repealed.

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

DATE INTRODUCED: April 25, 2022

DATE OF PUBLIC HEARING: May 09, 2022

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

Michael Taylor, Mayor

Attest: Eduarda Loggins, City Treasurer

Attest: Karen Platt CMC, City Clerk

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

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

BE IT ENACTED BY THE CITY OF GUSTAVUS AS FOLLOWS:

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

DATE INTRODUCED: *May 9, 2022*

DATE OF PUBLIC HEARING: *June 13, 2022*

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

Michael Taylor, Mayor

Attest: Eduarda Loggins, City Treasurer

Attest: Karen Platt CMC, City Clerk



City of Gustavus

PO Box 1

Gustavus, Alaska 99826

Phone: (907) 697-2451

City of Gustavus Budget Fiscal Year 2023

FY22-14 NCO Attachment

Approved by the Gustavus City Council June XX, 2022

FY 2023 City of Gustavus Operating Budget

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

FEMA (Federal Emergency Management Agency) December 2020 Flood

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

ARP (American Rescue Plan) Act of 2021

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

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

A. Revenues

1. Sales Tax

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

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

2. Remote Sellers Sales Tax

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

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

3. Room Tax

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

4. Fish Box Tax

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

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

5. Other City-Generated Revenue Sources

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

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

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

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

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

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

6. Federal Revenue

i. Payment in Lieu of Taxes (PILT)

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

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

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

<https://www.commerce.alaska.gov/web/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. 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 pool workers, 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 the landfill fee by 5% beginning in FY23. The increase is necessary to cover maintenance and repair expenses as the existing items are aged and in need of replacement.

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.

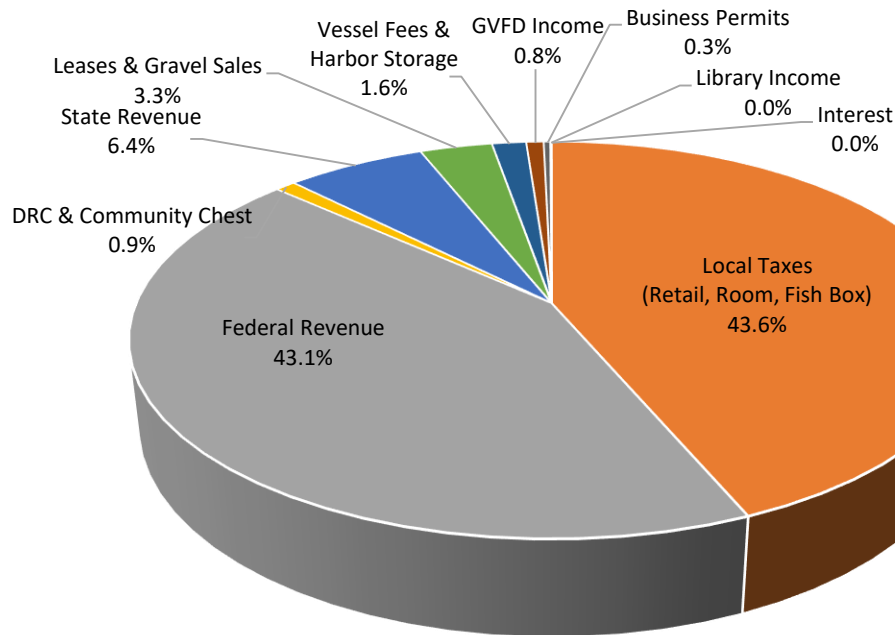


City of Gustavus
PO Box 1
Gustavus, Alaska 99826
Phone: (907) 697-2451

City of Gustavus Financial Summary Fiscal Year 2023

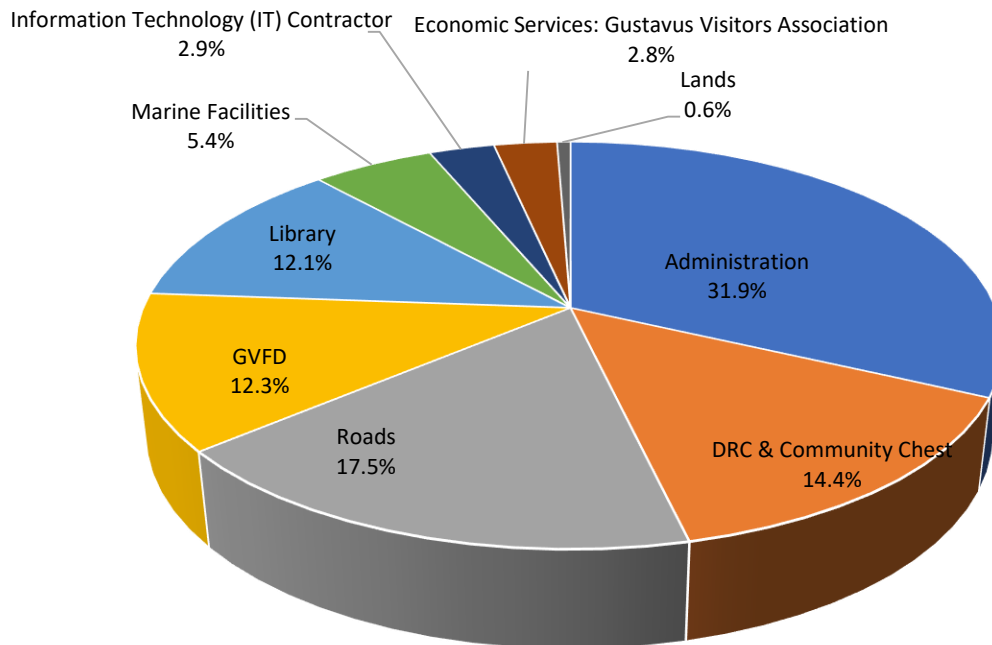
May 2022

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



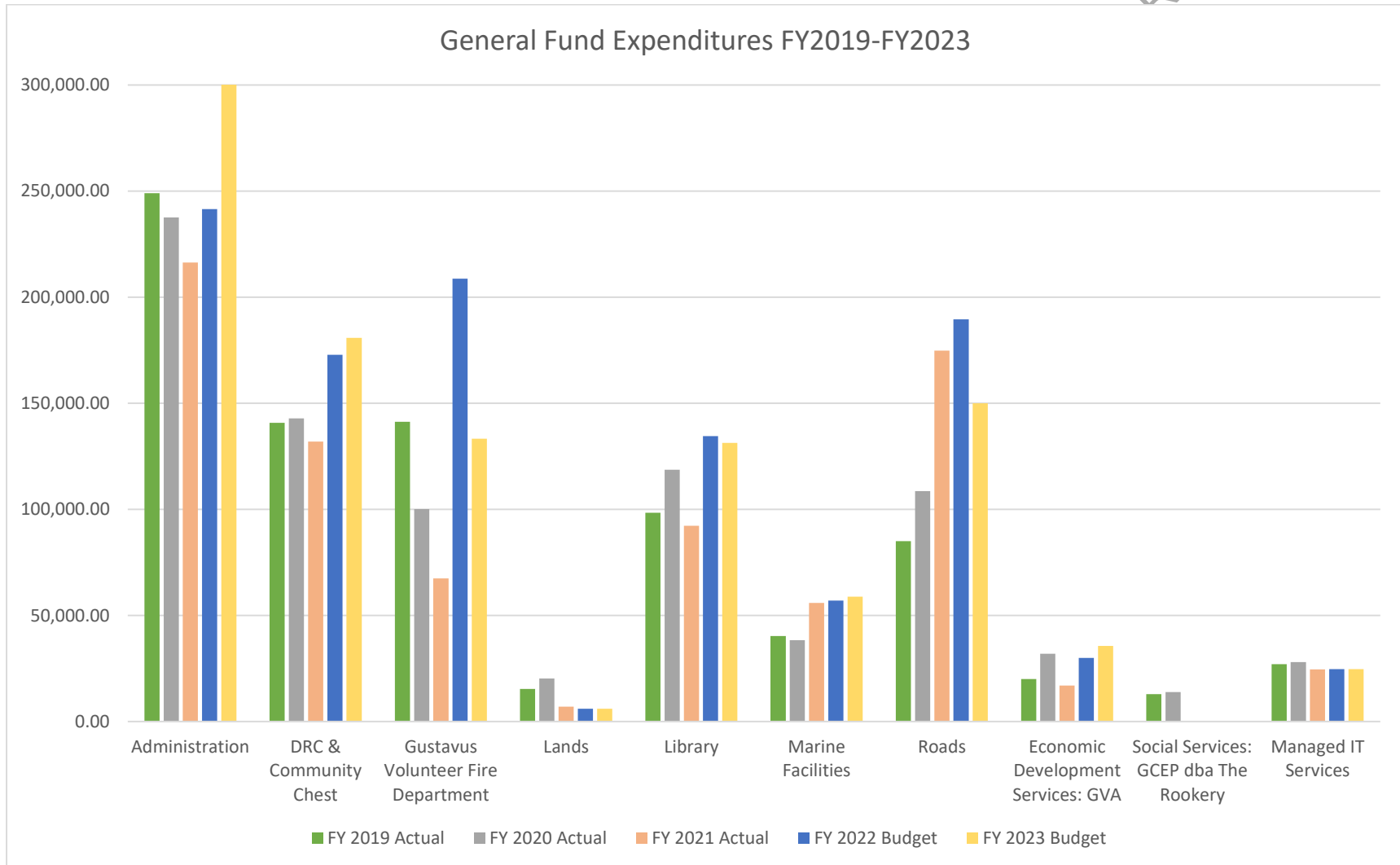
City of Gustavus General Fund Revenue & Expenditure Recap FY18-FY23

	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	Actual	Actual	FY21 Actual	Actual to date April 20	Budget
	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	FY22	FY23
Ordinary Income/Expense						
Expense						
Administrative Costs	3,300.02	28,578.93	2,013.88	2,133.70	1,338.90	35,000.00
Advertising	75.00	503.57	150.00	0.00	408.67	100.00
Bad Debt	620.61		2,598.10			
Bank Service Charges	2,223.32	2,719.62	2,973.90	3,901.08	4,973.91	4,750.00
Building						
Insurance	5,326.35	6,942.37	8,092.42	10,379.34	11,086.66	10,650.90
Maintenance & Repair	16,462.30	9,570.61	15,887.18	6,066.42	5,302.38	9,900.00
Total Building	21,788.65	16,512.98	23,979.60	16,445.76	16,389.04	20,550.90
Cash Short/Over						
Contractual Services				0.00		
Ambulance Billing Expense	400.00	1,371.10	1,340.34	722.55	189.02	1,300.00
Gravel Pit Survey			13,347.89	0.00		
Managed IT Services	4,930.00	27,040.00	26,870.00	24,608.00	18,540.00	27,450.00
Contractual Services - Other	43,114.94	23,106.57	26,286.91	28,914.00	12,688.89	79,600.00
Total Contractual Services	48,444.94	51,517.67	67,845.14	54,244.55	31,417.91	108,350.00
Dues/Fees	5,950.98	7,477.94	7,637.99	7,910.38	9,500.20	10,050.00
Economic Development Services						
GVA	0.00	20,000.00	32,000.00	17,000.00	30,000.00	35,600.00
Total Economic Development Service	0.00	20,000.00	32,000.00	17,000.00	30,000.00	35,600.00
Election Expense	212.17	276.70	202.16	87.34	329.92	250.00
Equipment						
Equipment Fuel	1,240.30	1,553.87	1,467.32	1,211.88	1,631.02	2,200.00
Equipment Purchase	15,165.12	9,731.03	9,031.83	5,505.80	10,905.74	9,500.00
Insurance	185.42	226.00	234.24	242.49	237.99	242.49
Maintenance & Repair	2,477.50	2,860.03	3,288.32	6,914.64	3,005.97	4,000.00
Equipment - Other	0.00		6,471.60	0.00		
Total Equipment	19,068.34	14,370.93	20,493.31	13,874.81	15,780.72	15,942.49
Events & Celebrations (inc. holiday gi	2,500.00	2,995.00	3,852.85	3,587.70	3,570.51	4,100.00
Freight/Shipping	17,871.54	19,762.81	23,707.22	14,901.65	17,402.22	30,000.00
Fundraising Expenses	1,437.64	0.00	936.27	8.00	250.00	500.00
General Liability	4,424.76	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	Actual	Actual	FY21 Actual	Actual to date April 20	Budget
	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	FY22	FY23
Expense						
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
Net Ordinary Income	163,828.38	76,180.86	38,316.02	-90,957.12	400,341.73	95,449.69
Other Income/Expense						20,000.00
Other 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
Total Other Income	48,922.45	39,502.06	60,303.38	100,000.00	47,599.28	300,000.00
Net Other Income	48,922.45	39,502.06	60,303.38	100,000.00	47,599.28	320,000.00
Income	212,750.83	115,682.92	98,619.40	9,042.88	447,941.01	415,449.69

RK SESSION

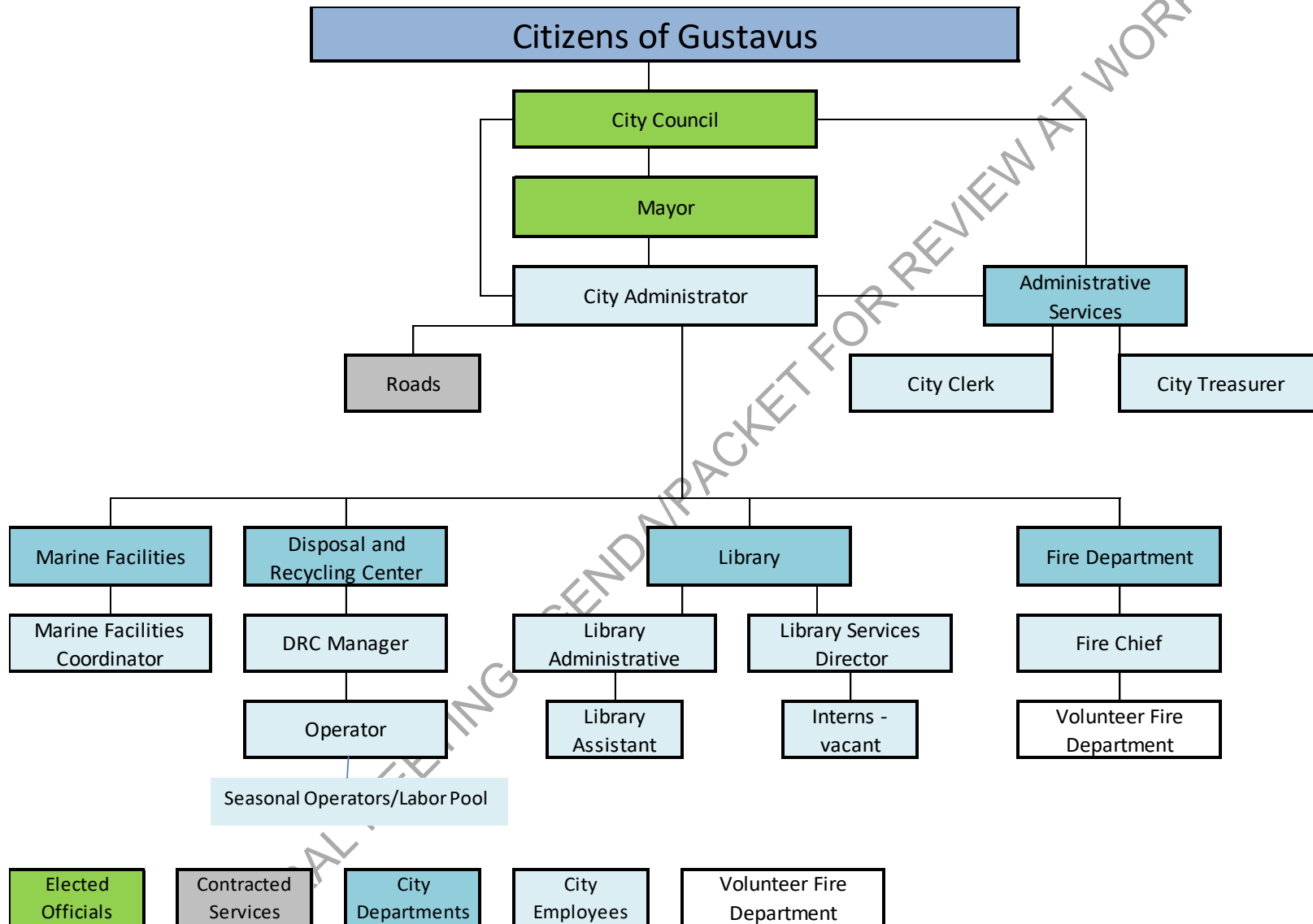


DRAFT GENERAL

City of Gustavus Payroll Summary FY22-FY23

FY23:	FTE	Hourly Wage (with COLA)	Hrs/year	Wage Total	457(b) Employer Contribution (LFG)	Health Ins. Stipend (\$200/mo stipend)	Payroll Taxes (6.2% SS, 1.45% Med., 1% AK unemp. up to \$199.50)	Payroll Total	Group Health Plan (\$646/mo; city cap at \$700/mo until 80%/20% split is met)	Workers' Comp. Insurance	Direct Deposit Fees & FICA	Dept. Total	FY21 Budget for Comparison	FY20 Budget for Comparison
Admin. Dept.										\$521.93	\$230.00	\$231,518.16	\$159,697.31	\$170,414.67
Administrator	salaries	\$100,000.00	---	\$100,000.00	\$7,000.00	\$2,400.00	\$8,568.60	\$117,968.60						
Clerk	0.75	\$27.00	1560	\$42,120.00	\$2,948.40	\$2,400.00	\$3,830.83	\$51,299.23						
Treasurer	0.9	\$27.23	1872	\$50,974.56	\$3,568.22	\$2,400.00	\$4,555.62	\$61,498.40						
DRC										\$2,547.30		\$123,151.07	\$96,266.70	\$101,353.22
Manager	0.6	\$30.45	1248	\$38,001.60	\$2,660.11	\$2,200.00	\$3,478.42	\$46,340.13						
Operator	0.9	\$21.00	1892.8	\$39,748.80	\$2,782.42		\$3,453.14	\$45,984.36	\$6,201.60					
Assistants		\$20.00	1016	\$20,320.00			\$1,757.68	\$22,077.68						
Assistants		\$19.00	0	\$0.00			\$0.00	\$0.00						
Assistants		\$18.50	0	\$0.00			\$0.00	\$0.00						
Fire Chief	salaries	\$57,695.00	---	\$57,695.00	\$4,038.65		\$4,922.12	\$66,655.77	\$7,752.00	\$4,778.24		\$116,452.96	\$93,144.65	\$86,678.67
Covid Tester 1		\$25.00	252	\$6,300.00			\$544.95	\$6,844.95						
Covid Tester 2		\$25.00	1120	\$28,000.00			\$2,422.00	\$30,422.00						
Library										\$152.12		\$106,550.01	\$76,284.43	\$74,149.31
Lib. Adm Director	0.75	\$25.00	1560	\$39,000.00	\$2,730.00	\$2,400.00	\$3,575.45	\$47,705.45						
Lib. Serv. Dir	0.75	\$25.00	1560	\$39,000.00	\$2,730.00		\$3,391.85	\$45,121.85	\$6,201.60					
Lib. Assistant	0.25	\$18.50	360	\$6,660.00			\$708.99	\$7,368.99						
Summer Intern(s)		\$0.00	160	\$0.00			\$0.00	\$0.00						
Marine Facilities										\$586.30		\$28,428.08	\$23,076.26	\$30,257.76
MF Coord.	0.43	\$25.00	894.4	\$22,360.00	\$1,565.20	\$1,700.00	\$2,216.58	\$27,841.78						
Totals:				\$490,179.96	\$30,023.00	\$13,500.00	\$43,426.23	\$539,862.24	\$20,155.20	\$8,585.89	\$230.00	\$606,100.28	\$448,469.35	\$462,853.63
New regular (permanent) employees enrolling in Group Health Plan pay 20% of premium, per Resolution CY20-15.														
DRC FY22 notes: New regular position of Operator added, and Manager reduced hours. Assistant position reduced with Operator online. Pool hours increased to 1,016.														
Lib. Assistant: 20hrs/wk 7/1/22-12/31/22 if needed for full 6 mos														
Clerk increase to 27/hr 32/wk														
Treasurer increase to 27.23/hr 37/wk														
Marine Facilities increase to 25/hr														
Lib Dir increase to 25/hr and increase hrs to 30/wk														
2 Covid Testers 25/hr 28/wk 5/mts (Summer)														
1 Covid Tester 25/hr 9/wk 9/mts (Winter)														
FY22:	FTE	Hourly Wage (with no COLA)	Hrs/year	Wage Total	457(b) Employer Contribution (LFG)	Health Ins. Stipend (\$200/mo stipend)	Payroll Taxes (6.2% SS, 1.45% Med., 1% AK unemp. up to \$199.50)	Payroll Total	Group Health Plan (\$646/mo; city cap at \$700/mo until 80%/20% split is met)	Workers' Comp. Insurance	Direct Deposit Fees & FICA	Dept. Total	FY21 Budget for Comparison	FY20 Budget for Comparison
Admin. Dept.										\$375.01	\$230.00	\$168,762.86	\$159,697.31	\$170,414.67
Administrator	0.75	\$41.55	1560	\$64,818.00	\$4,537.26	\$2,400.00	\$5,688.78	\$77,444.04						
Clerk	0.75	\$25.35	1560	\$39,546.00	\$2,768.22	\$2,400.00	\$3,620.14	\$48,334.36						
Treasurer	0.525	\$31.48	1092	\$34,376.16	\$2,406.33	\$2,400.00	\$3,196.96	\$42,379.45						
DRC										\$2,547.30		\$98,391.46	\$96,266.70	\$101,353.22
Manager	0.66	\$29.03	1366	\$39,654.98	\$2,775.85	\$2,200.00	\$3,613.76	\$48,244.59						
Assistants		\$20.00	1248	\$24,960.00			\$2,159.04	\$27,119.04						
Assistants		\$19.00	700	\$13,300.00			\$1,150.45	\$14,450.45						
Assistants		\$18.50	300	\$5,550.00			\$480.08	\$6,030.08						
Fire Chief	salaries	\$69,250.83	---	\$69,250.83	\$4,847.56		\$5,868.03	\$79,966.42	\$7,752.00	\$4,778.24		\$92,496.66	\$93,144.65	\$86,678.67
Library										\$152.12		\$81,526.61	\$76,284.43	\$74,149.31
Lib. Admin. Dir.	0.625	\$20.00	1300	\$26,000.00	\$1,820.00	\$2,400.00	\$2,511.33	\$32,731.33						
Lib. Services Dir.	0.625	\$20.00	1300	\$26,000.00	\$1,820.00		\$2,327.73	\$30,147.73	\$6,201.60					
Lib. Assistant	0.25	\$18.50	520	\$9,620.00			\$935.43	\$10,555.43						
Summer Intern(s)		\$10.00	160	\$1,600.00			\$138.40	\$1,738.40						
Marine Facilities										\$586.30		\$23,076.26	\$23,076.26	\$30,257.76
MF Coord.	0.41	\$20.89	850	\$17,756.50	\$1,242.96	\$1,700.00	\$1,790.50	\$22,489.96						
Totals:				\$353,582.47	\$22,218.18	\$13,500.00	\$31,850.10	\$421,150.75	\$13,953.60	\$8,438.97	\$230.00	\$464,253.85	\$448,469.35	\$462,853.63
New regular (permanent) employees enrolling in Group Health Plan pay 20% of premium, per Resolution CY20-15.														
MF FY22 Notes: Marine Facilities Coordinator hours estimated at 36 hrs/wk 7/1-9/11, then 10 hrs/wk Sept. 12-Dec. 31 and 4/3-5/14, then 36 hrs/wk 5/15-6/30.														
Admin FY22 Notes: The total administrative payroll will not exceed the amount budgeted for FY22 or the hourly equivalent of 2.2 full-time positions (FTE), unless an amended budget is approved														
Lib. Assistant: Hours allocated are for a half-time 6-month temporary position.														

City of Gustavus Organizational Chart



Last Updated May 2022

Gustavus Endowment Fund

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

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

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

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

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

Current Banking Assets

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

City of Gustavus Balance Sheet As of May 4, 2021

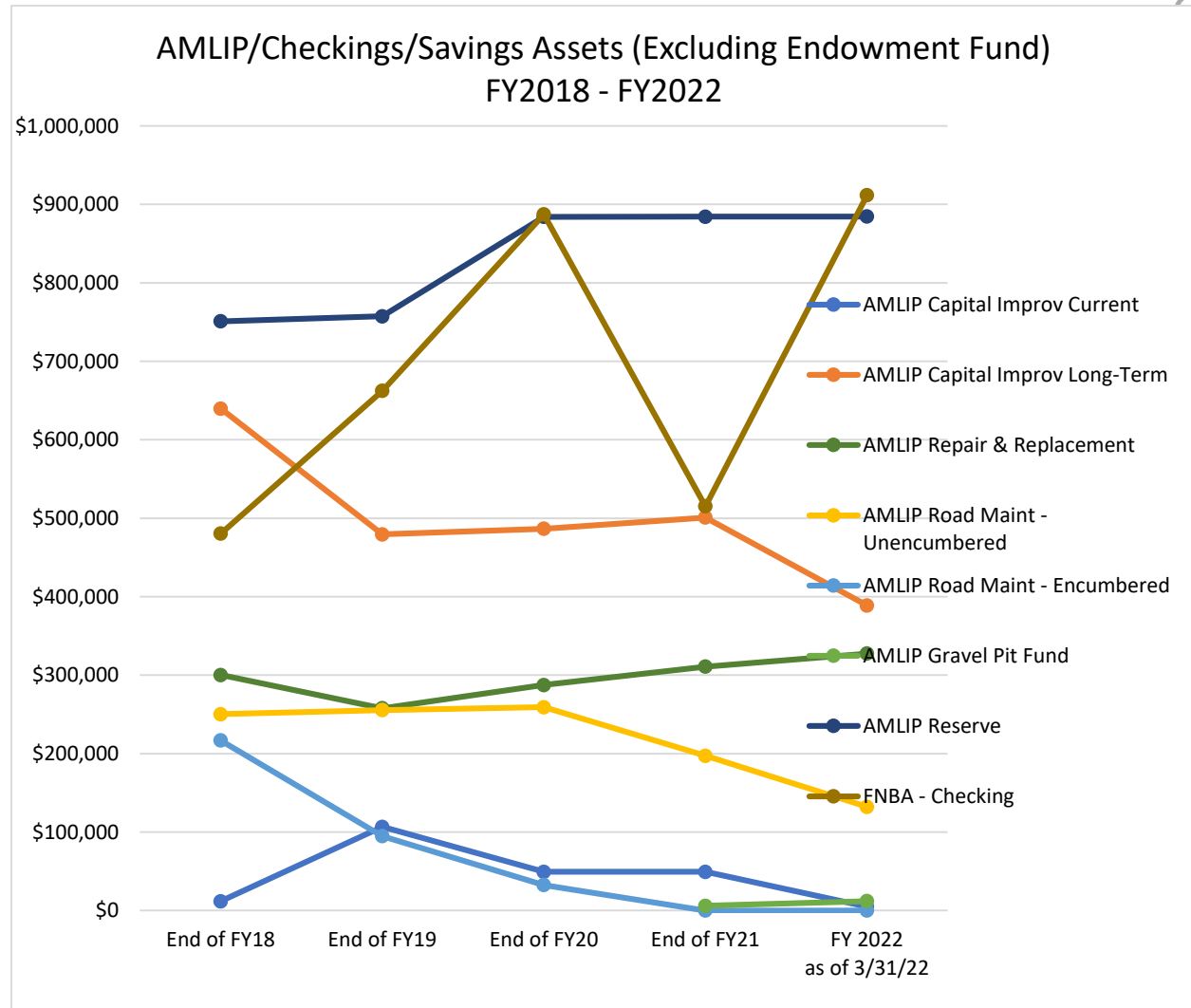
	May 4, 21
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	49,356.66
AMLIP Capital Improv Long-Term (0630598.2)	469,082.94
AMLIP Repair & Replacement (0630598.3)	310,893.09
AMLIP Road Maint - Unencumbered (0630598.4)	197,150.68
AMLIP Gravel Pit Fund (0630598.8)	6,000.00
AMLIP Reserve (0630598.12)	884,409.55
AMLIP CARES Act Relief Funds (0630598.13)	3.05
APCM.Endowment Fund	1,580,433.60
FNBA - Checking	604,726.01
FNBA Endowment Fund - Checking	38,935.43
Petty Cash	89.28
Total Checking/Savings	4,141,080.29

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

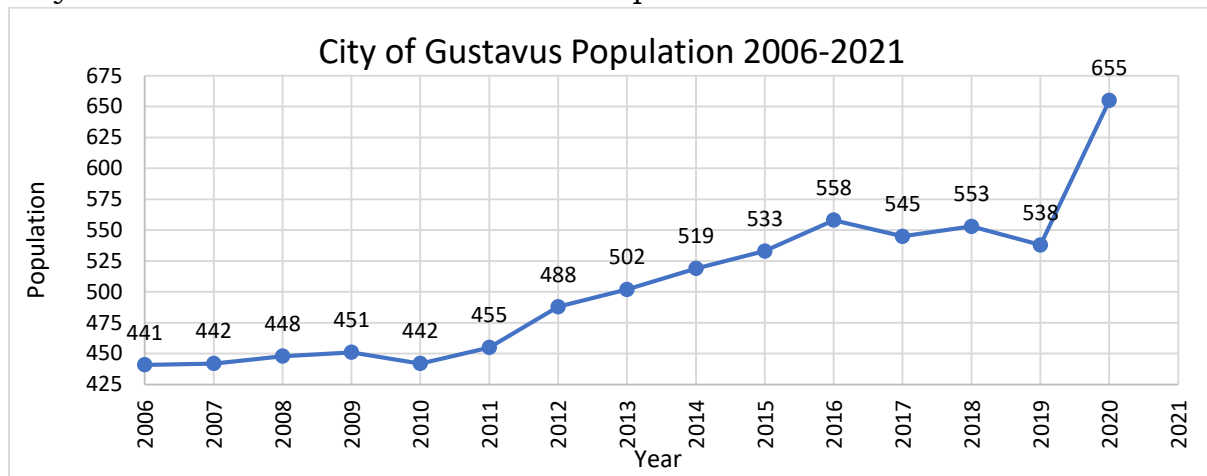
- *AMLIP Capital Improv Current*: funds for approved and funded capital projects that have not yet been initiated
- *AMLIP Capital Improv Long-Term*: funds for capital projects in the future
- *AMLIP Repair & Replacement*: funds for repair and replacement of fixed assets, following recommended best-practices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

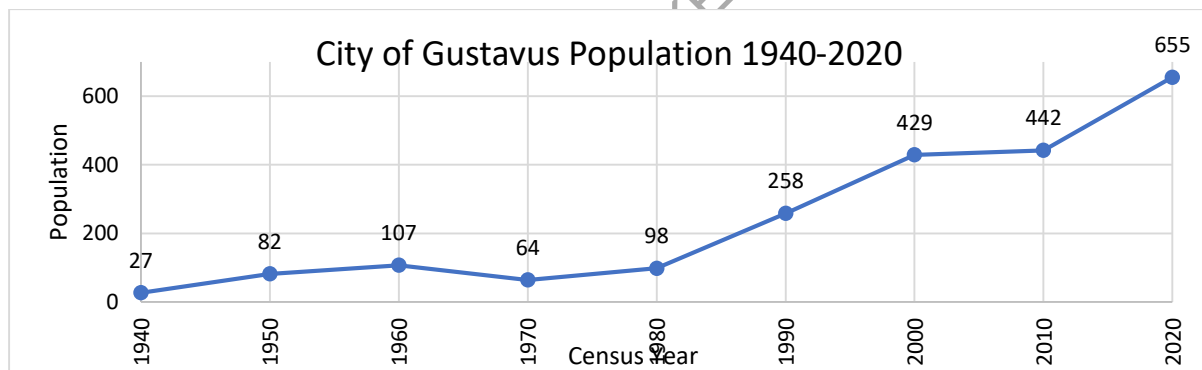
Note: *AMLIP Road Maint – Encumbered*: held prior years' National Forest Receipts funds that could only be used by the city on roads. Fund depleted in FY21.



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
PO Box 1
Gustavus, Alaska 99826
Phone: (907) 697-2451

City of Gustavus General Fund Fiscal Year 2023

May 2022

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 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24
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		72,450.00							72,450.00
	Recyclable Material Sales		3,600.00							3,600.00
	Total DRC Income		87,550.00							87,550.00
	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
	Nat'l 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						16,000.00			16,000.00
	Total Marine Facilities Income						17,700.00			17,700.00
	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		87,550.00	9,750.00	40,753.67	2,900.00	17,700.00		1,149,492.44	1,308,146.11
	Gross Profit		87,550.00	9,750.00	40,753.67	2,900.00	17,700.00		1,149,492.44	1,308,146.11

			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 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24
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	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 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24
	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
	Net 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
	Other Income/Expense									
	Other Income									
	Other Savings for Road Maintenance							150,000.00		150,000.00
	Prior-Year Cash Balance									
	Total Other Income							150,000.00	0.00	150,000.00
	Net Other Income							150,000.00	0.00	150,000.00
	Net Income	-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

		Actual	Actual	Actual	Budget	Budget
		Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23
Expense						
	Bank Service Charges	25.00	25.00	25.00	25.00	25.00
	Building	6,292.35	15,686.65	4,505.90	5,544.54	5,544.00
	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	2,700.00	6,450.00
	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	155,738.82	159,488.28

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 (1.08 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	1,200.00
Building	1,730.76	1,996.14	1,791.28	2,265.00	2,265.00
Contractual Services	2,660.20	4,655.65	6,740.00	7,700.00	7,700.00
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	6,965.00
Events & Celebrations	227.78	135.29	0.00	250.00	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	2,100.79
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	750.00	750.00
Travel	1,383.89	0.00	0.00	500.00	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	156,122.25	180,881.86

Gustavus Public Library

General Fund

Gustavus Public Library:

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

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

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

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

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

Personnel:

Library Administrative Director (0.75 FTE)
 Library Services Director (0.75 FTE)
 Library Assistant (0.25 FTE)
 8 desk volunteers, 1 maintenance/projects volunteer

Mission:

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

FY19-FY23 General Fund: Gustavus Public Library Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23
Expense						
	Bank Service Charges	25.00	25.00	25.00	25.00	25.00
	Building	6,292.35	15,686.65	4,505.90	5,544.54	5,544.00
	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	2,700.00	6,450.00
	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	155,738.82	159,488.28

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	5,445.00
Contractual Services	9,294.39	2,529.13	0.00	2,000.00	1,500.00
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	100.00
Equipment	1,451.96	631.99	123.00	2,000.00	2,000.00
Freight/Shipping	329.09	736.01	85.47	400.00	350.00
Payroll Expenses	86,839.40	60,703.78	33,550.06	116,452.96	92,496.66
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	3,000.00
Supplies	7,073.25	4,404.61	3,946.03	7,500.00	5,250.00
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	3,000.00
Travel	4,201.81	2,362.91	0.00	2,500.00	1,500.00
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	5,635.67
Total Expense	141,246.08	100,193.08	67,497.52	163,449.56	133,315.71

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	28,428.00
	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	117,050.39

Roads Department

General Fund

Roads Department:

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

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

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

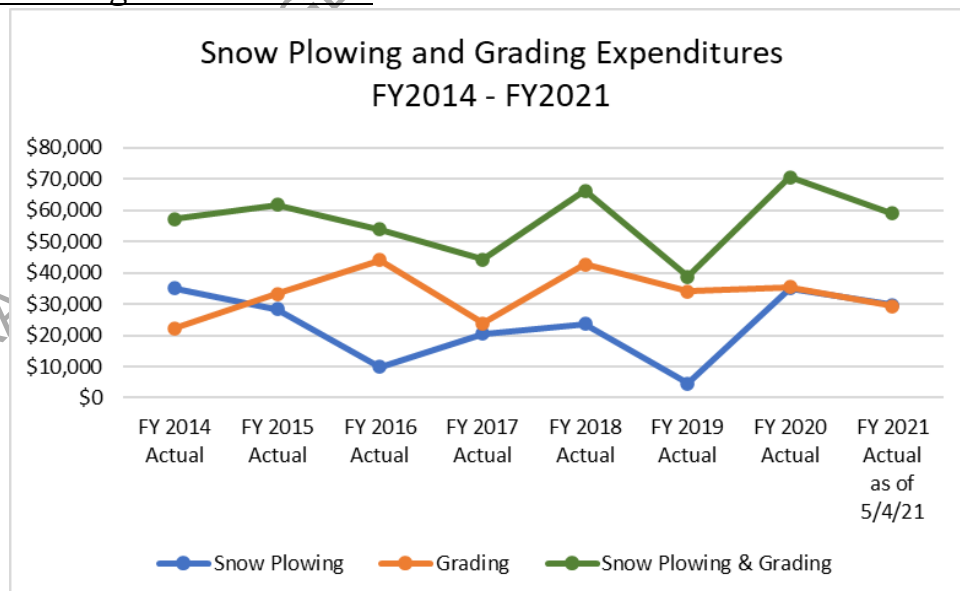
Personnel:

Volunteer City Council Member(s)

Mission:

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

Statistics through FY22-to-date:



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

FY19-FY23 General Fund: Roads Expenditures

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

Lands Department

General Fund

Lands Department:

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

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

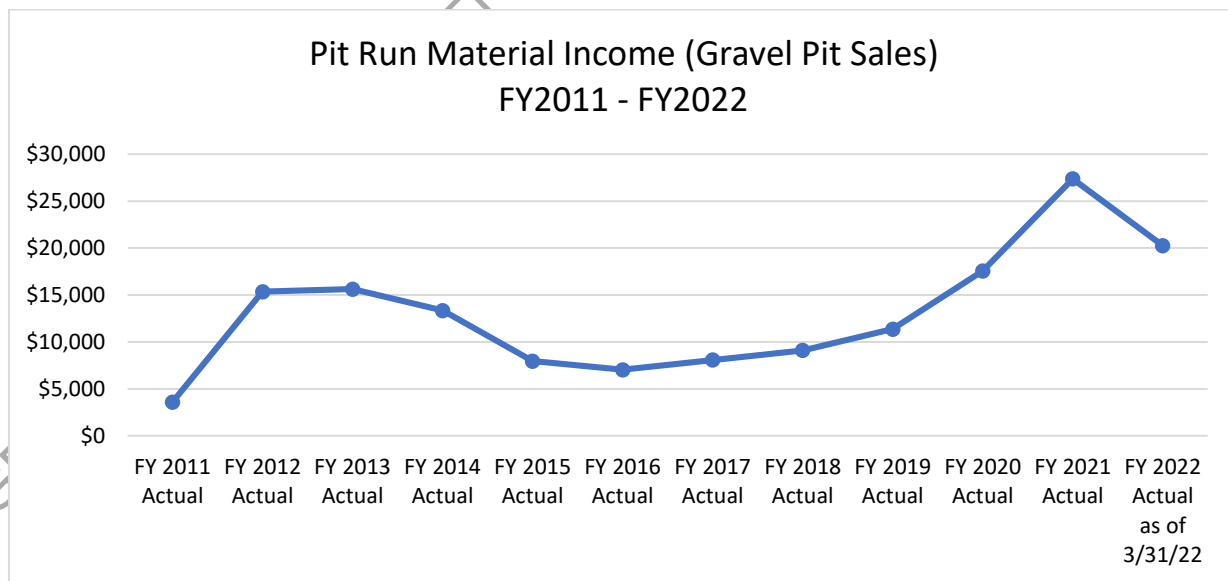
Various City Council members are responsible for the project scoping and management for capital improvement projects and long-term planning for the Lands Department. The treasurer is responsible for the advertisement, execution, and administration of City contracts and for collection of gravel pit and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

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

Personnel:

None

Statistics through FY22-to-date:



FY19-FY23 General Fund: Lands Expenditures

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

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

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

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

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

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

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

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

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

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk

City of Gustavus Records Retention Schedule

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

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

Definitions for Abbreviations:

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

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes	Item #16.

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

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

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes
Item #16.						
A-19	Surplus Property	Documents disposal of property declared to be excess or surplus	Treasurer	C+3	City Hall	C=Current
A-20	Insurance Policies & Endorsements	Insurance proposals, policies and endorsements, bonds, riders, financial coding, and billing information	Treasurer	C+50	City Hall	C=Current
A-21	Accounting – Medical	Worker's Compensation, On-the-job injury, lost time	Treasurer	C+40	City Hall	C=until case is inactive
A-22	Accounting – Accident Reports (personal)	Incident/accident reports, medical evaluations, time loss documentation	Treasurer	C+6 (7)	City Hall	
A-23	Accounting – Accident Reports (vehicle)	Vehicle accident reports, certification of insurance, inspection reports, maintenance reports, liability accident notices	Treasurer	L+3	City Hall	
A-24	CIP Request File	All documents relating to each fiscal year's requests. See A-17	Treasurer	CFY+9 (10)	City Hall	
A-25	Permits, Registrations	Copy or paper record of any application documentation	Treasurer / Clerk	C+3 (4)	City Hall	Clerk=Civil Works, Vessel, Marine Facility Commercial Use Agreement, Salmon River Park, Liquor License Treasurer=Re-Sellers Cert, Business Permit, Long Term Storage
A-26	Sales Tax Appeals; Small Claims	Records related to the monitoring, collecting, and writing off of bad debts. Includes authorizations, supporting details of uncollectible accounts	Treasurer	C+6	City Hall	C=until case is inactive
A-27	Accounting – General	Accounting records not previously covered	Treasurer	5	City Hall	
AD-1	General Administration	Includes general correspondence, reading files, reports, studies, plans and copies of documents used for administrative purposes	Department Heads	AN	City Hall	Until met / review for retention value prior to destruction
AD-2	Non record	Items that do not reflect the position or business of the City of Gustavus; may include unsolicited received messages (spam), periodicals, superseded templates, duplicates of records retained elsewhere	Department Heads	NA	City Hall	May destroy immediately
AD-3	Transitory Information	Non-administrative records of temporary usefulness which are not covered by any other records series; may include routine communications, preliminary drafts, outgoing messages, routing slips	Department Heads	AN	City Hall	

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

Item #16.

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes	Item #16.
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C-1	Annexation Records	Annexation Files – Passed Annexation Files – Failed	Clerk	P 5	City Hall	
C-2	Incorporation Records	Incorporation Records, Borough Formation Records	Clerk	P	City Hall	
C-3	Council Non-Permanent Records	General correspondence regarding Mayor and Council business and dealings with public and legislative bodies; Meeting packet items, ABC Board Files (ABC Applications), Applications for Game of Skill and Chance, Clerk read files. General Correspondence Files. Original incoming and outgoing letters and memoranda related to the general admin and operation of the city. Consists of departmental, legislative, professional association, and public	Clerk	3	City Hall	
C-4	Council Permanent Records	Minutes of Council, Adopted Resolutions; Adopted Ordinances, including original paper code book and Affidavits of Publication of Ordinances; Oaths of Office for elected and appointed officials; Resignations; Official Municipal Seal	Clerk	P	City Hall	Scan and retain in hard drive off-site or Cloud
C-5	Election – Permanent	Certification Election Results and Canvass Board Returns (retained in the Official Minutes Book), DOJ Preclearance records, Voting district descriptions, maps & street books	Clerk	P	City Hall	
C-6	Elections – General	Initiative, Referendum, and Recall files, Declarations of Candidacy, Election registers & tally books, Recount of petitions, Declarations for Candidacy, Candidate withdrawals, Election officials' records	Clerk	6	City Hall	
C-7	Elections* – Ballots	Voted Ballots (Completed, Challenged, Rejected, Absentee, Faxed & Special Needs). Ballot stubs, absentee and question envelopes, absentee official records. Election contest/runoff information.	Clerk	1	City Hall	*Includes Special Elections
C-8A	Legal Petitions	Legal Petitions filed by groups or individuals to request governing body action.	Clerk	8	City Hall	Clerk must certify that petition was legally filed.
C-8B	Informal Petitions	Informal lists of signatures submitted to the clerk to request assembly action.	Clerk	3	City Hall	
C-9	Reserved					
C-10	Resolution/Ordinance Backup	All Back-up leading to the adoption of Ordinances and/or Resolutions	Clerk	Ind	City Hall	

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

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

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

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

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes
						Item #16.

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

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes
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Item #16.

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

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

DRAFT GENERAL MEETING AGENDA/PACKET FOR REVIEW AT WORK SESSION

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

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Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes	Item #16.
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PL-1	Land Management – General	Land Classification Case/Management; files relation to acquisitions, sales, leases, management agreements, letters of entry, timber sales, resource sales	Clerk	10	Treasurer		
PL-2	Conditional, Variance, Temporary Use Permits, ROW vacations, or other activities requiring public hearing	Land Use Permits that require a hearing and approval by the Council	Clerk	P	Treasurer		
PL-5	Deeds & Leases to Municipality Real Property	Deeds to city real property, Deeds, Patents, Quitclaims, Easements, Right-of-Way, and Leases to City property	Finance or Clerk	P	Treasurer		

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

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

Item #16.

DRAFT GENERAL MEETING AGENDA/PACKET FOR REVIEW AT WORK SESSION

Item #16.

Resolution of the Alaska Municipal League Resolution #2022-03

A Resolution expressing concern in the consideration of a Constitutional Convention and taking an active role in educating the public and policy makers about its potential impact.

WHEREAS, the Alaska Municipal League's mission is to strengthen local governments, and AML's principles include to support the Alaska Constitution's mandate "to provide for maximum local self-government;" and

WHEREAS, Alaska's Constitution contains numerous provisions that provide for and enhance maximum local self-governments; and

WHEREAS, Art. XIII, sec. 3 of the Alaska Constitution provides that "if during any ten-year period a constitutional convention has not been held, the lieutenant governor shall place on the ballot for the next general election the question: "Shall there be a Constitutional Convention?" 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, Alaska voters will be asked to vote on whether to convene a constitutional convention at the next general election on November 2, 2022; and

WHEREAS, the Alaska Constitution's system has been flexible, allowing cities and boroughs to merge when appropriate, and allowing for classes of municipalities, including home rule municipalities; and

WHEREAS, the Alaska Constitution commits the State to support public education, public health, public welfare, and for the University system; and

WHEREAS, the Alaska Constitution provides a statewide court system that relieves local governments of the responsibility for operating county courts, and allows for local prosecutions and defenses when and if a local government chooses to support them; and

WHEREAS, during the more than 60 years since Statehood the Alaska Municipal League has supported Alaska local governments in thoughtfully choosing among the options that the Alaska Constitution has offered them, and in making sure that there is revenue sharing from the State that will support the local governments that people choose to have; and

WHEREAS, where local government is concerned, the Alaska Constitution as written provides a necessary and empowering legal framework within which to exert local control and respond to resident priorities; and

WHEREAS, if voters were to authorize a convention, convention delegates elected at a subsequent election, would have plenary power to change any and all aspects of the constitution for submission to the voters; and

WHEREAS, there have been numerous proposals advanced over the years to shift public funding for education from the state to local governments, to alter public retirement programs, modify the selection of judges, alter the taxing power of government and other similar proposals that could fundamentally harm Alaska's local governments.

NOW THEREFORE BE IT RESOLVED that the Alaska Municipal League believes that a Constitutional Convention is unnecessary at this point in time and may negatively impact local governments; and BE IT FURTHER RESOLVED that the Alaska Municipal League expresses concern about any campaign for calling a Constitutional Convention, to which the League would enjoin in opposition by educating voters of the value of the Constitution as currently written and the numerous options available to address perceived or real needs; and

BE IT FURTHER RESOLVED that AML encourages all local governments to work toward correcting any misinformation or misperception as may exist or that develops as part of the election cycle ahead.

PASSED AND APPROVED BY THE ALASKA MUNICIPAL LEAGUE ON THE 17TH DAY OF NOVEMBER 2021

Signed: _____ President, Alaska Municipal League

Attest: _____ Executive Director, Alaska Municipal League