



CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

Monday, May 12, 2025 at 7:00 PM
Gustavus City Hall

COUNCIL MEMBERS

Mayor Sally McLaughlin
Vice Mayor Shelley Owens
Council Members: Susan Warner, Geoff Fosse,
Jim Kearns, Lucas Beck, Mike Taylor

CITY HALL

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

AGENDA

VIRTUAL MEETING INFORMATION

<https://tinyurl.com/mr2ptp8y>
ID: 515 501 9406 **PASSCODE:** 2145 **TEL:** 253-215-8782

ROLL CALL

Reading of the City of Gustavus Mission Statement

APPROVAL OF MINUTES

1. 04-14-2025 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

2. Policy Advisory Committee (Endowment Fund) Monthly Report
3. Disposal and Recycling Center Quarterly Report
4. Marine Facilities Quarterly Report
5. City Treasurer Monthly Report
6. City Administrator Monthly Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

ORDINANCE FOR PUBLIC HEARING

7. FY25-14 Ordinance to repeal and replace 2.40.150 Committees (Introduced 4/14/2024)
8. FY25-15 Amendment of Title 1 Chapter 1 Section 020 Definitions (Introduced 04-14-2025)
9. FY25-16 Amendment of Title 2 Chapter 10 Section 020 Qualifications (Introduced 04-14-2025)
10. FY25-17 Amendment of Title 2 Chapter 20 Section 020 Qualifications of Council Members (Introduced 04-14-2025)
11. FY25-18 Amendment of Title 6 Chapter 01 Section 030 Library Advisory Committee (Introduced 04-14-2025)
12. FY25-19 Amendment of Title 6 Chapter 03 Section 050 Staff (Introduced 04-14-2025)

- [13.](#) FY25-20 Repeal of Title 6 Chapter 04 Section 030 Roads Advisory Committee (Introduced 04-14-2025)
- [14.](#) FY25-21 Repeal of Title 6 Chapter 08 Section 040 Environmental Advisory Committee (Introduced 04-14-2025)
- [15.](#) FY25-22 Repeal of Title 8 Chapter 02 Section 040 Marine Facilities Advisory Committee (Introduced 04-14-2025)
- [16.](#) FY25-23 Amendment of Title 10 Chapter 01 Section 010 Definitions (Introduced 04-14-2025)
- [17.](#) FY25-24NCO Amendment of the City held accounts in fiscal year 2025 (Introduced 04-14-2025)

UNFINISHED BUSINESS

NEW BUSINESS

- [18.](#) CY25-10 A resolution amending policy and procedure for a regular position employee performance evaluation
- [19.](#) FY25-25 Providing for the amendment of 1.02.030 ordinance procedure (Public Hearing 06-09-2025)
- [20.](#) FY25-26NCO Budget for Fiscal Year 2026 (Public Hearing 06-09-2025)

CITY COUNCIL REPORTS

- [21.](#) Mayor Monthly Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED ON: May 7, 2025 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.

MISSION STATEMENT

The City of Gustavus is a distinctive Alaskan City that provides high quality public services in a thoughtful, cost effective and professional manner to sustain a safe, beautiful tolerant environment to live, work, and play with respect for individual freedom and each other.



CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

Monday, April 14, 2025 at 7:00 PM
Gustavus City Hall

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Vice Mayor Shelley Owens
Council Members: Susan Warner,
Lucas Beck, Mike Taylor

CITY HALL

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MINUTES - PENDING

VIRTUAL MEETING INFORMATION

<https://tinyurl.com/5eskbwum>

ID: 515 501 9406

PASSCODE: 2145

TEL: 253-215-8782

ROLL CALL

PRESENT

Mayor Sally McLaughlin
Vice Mayor Shelley Owens (via zoom)
Council Member Susan Warner
Council Member Lucas Beck
Council Member Mike Taylor
Council Member James Kearns
Council Member Geoffrey Fosse (appointed/sworn in)



Reading of the City of Gustavus Mission Statement

Mission Statement read by Council Member Kearns.

APPROVAL OF MINUTES

1. 03-10-2025 General Meeting Minutes
2. 03-12-2025 Special Meeting Minutes

Motion made by Council Member Kearns to approve by unanimous consent the 03-10-2025 General Meeting Minutes and the 03-12-2025 Special Meeting Minutes.

Seconded by Council Member Taylor

Public Comment: None

Council Comment: None

Hearing none, the 3-10-2025 General Meeting Minutes and the 03-12-2025 Special Meeting Minutes were approved by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES

Mayor McLaughlin asked to move item number 26, Alaska Department of Fish and Game - Gustavus Subsistence Data Review to present prior to item number 3, which is before the first of the committee and staff reports.

Council Comment: None

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

COMMITTEE / STAFF REPORTS

26. Alaska Department of Fish and Game - Gustavus Subsistence Data Review
Alaska Fish and Game Representative, Molly Brown provided a presentation about the Gustavus subsistence data findings.
Council Clarifying Questions:
Council Member Kearns
Council Member Taylor
3. Policy Advisory Committee (Endowment Fund) Monthly Report
Policy Advisory Committee member, Lucas Beck provided an oral report. The Policy Advisory Committee, secretary, Sandi Marchbanks submitted a written report.
Council Clarifying Questions:
Council Member Warner
4. Gustavus Volunteer Fire Department Quarterly Report
Fire Chief, Sol Martinez submitted a written report and provided an oral summary.
Council Clarifying Questions:
Council Member Beck
Mayor McLaughlin
EMS Coordinator Okin
5. City Clerk Quarterly Report
City Clerk, Liesl Barker submitted a written report and provided an oral summary.
Council Clarifying Questions: None
6. City Treasurer Monthly Report
City of Gustavus City Treasurer, Ben Sadler provided monthly financial documents and gave an oral summary.
Clarifying Questions: None
7. City Administrator Monthly Report
City of Gustavus City Administrator, Kathy Leary provided a written report and provided an oral report.
Clarifying Questions: None

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

CONSENT AGENDA

8. FY25-15 Amendment of Title 1 Chapter 1 Section 020 Definitions (Public Hearing 05-12-2025)
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12. FY25-19 Amendment of Title 6 Chapter 03 Section 050 Staff (Public Hearing 05-12-2025)
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14. FY25-21 Repeal of Title 6 Chapter 08 Section 040 Environmental Advisory Committee (Public Hearing 05-12-2025)
15. FY25-22 Repeal of Title 8 Chapter 02 Section 040 Marine Facilities Advisory Committee (Public Hearing 05-12-2025)
16. FY25-23 Amendment of Title 10 Chapter 01 Section 010 Definitions (Public Hearing 05-12-2025)
17. FY25-24NCO Amendment of the City held accounts in fiscal year 2025 (Public Hearing 05-12-2025)

Motion made by Council Member Taylor to adopt the consent agenda by unanimous consent as presented.

Seconded by Council Member Kearns

Hearing no objections, the motion passed.

ORDINANCE FOR PUBLIC HEARING

None

UNFINISHED BUSINESS

18. FY25-09 Introduction providing amendment of 2.40.150 Committees (Public Hearing 05-12-2025)

Motion made by Council Member Kearns to postpone indefinitely FY25-09 Introduction for providing for amendment of 2.40.150 Committees.

Seconded by Council Member Warner

Council Debate: None

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns

7 yea/ 0 nay

Motion Passed

NEW BUSINESS

19. Appointment and swearing in of new City Council Member to fill seat C, term expiring 10-13-2025

Motion made by Council Member Beck to nominate city council applicant; Geoffrey Fosse to fill council member seat c with a term expiring on 10-13-2025.

Seconded by Council Member Taylor

No Debate on this item

*Clerk distributed ballots to all Council Members, collected them and announced results.

6 votes for Fosse

Motion made by Council Member Kearns to swear in Geoffrey Fosse to fill city council seat C with a term expiring on 10-13-2025 by unanimous consent.

Seconded by Council Member Warner

Hearing no objections, motion passed.

Clerk Barker swore in Geoffrey Fosse.

20. CY25-06 A Resolution Updating Policy and Procedure for Authorized Administrative Account Access for City of Gustavus Accounts

Motion made by Council Member Taylor to approve CY25-06 A Resolution Updating Policy and Procedure for Authorized Administrative Account Access for City of Gustavus Accounts.

Seconded by Council Member Kearns

Public Comment: None

Council Debate:

Mayor McLaughlin

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns, Council Member Fosse

7 yea/ 0 nay

Motion Passed

21. CY25-07 A resolution to authorize an additional 2-year extension for managed IT services with Alaska Technical Solutions

Motion made by Council Member Warner to approve CY25-07 A resolution to authorize an additional 2-year extension for managed IT services with Alaska Technical Solutions.

Seconded by Council Member Kearns

Public Comment: None

Council Debate:

Council Member Taylor

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns, Council Member Fosse

7 yea/ 0 nay

Motion Passed

22. CY25-08 A resolution in support of the Southeast Alaska 2030 Economic Plan

Motion made by Council Member Beck to approve CY25-08 A resolution in support of the Southeast Alaska 2030 Economic Plan.

Seconded by Council Member Kearns

Public Comment: None

Council Debate: None

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns, Council Member Fosse

7 yea/ 0 nay

Motion Passed

23. CY25-09 A resolution authorizing the participation in Alaska Public Risk Alliance

Motion made by Council Member Kearns to approve resolution CY25-09 resolution by the City of Gustavus authorizing participation in Alaska Public Risk Alliance.

Seconded by Council Member Beck

Public Comment: None

Council Debate: None

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns, Council Member Fosse

7 yea/ 0 nay

Motion Passed

24. FY25-14 Ordinance to repeal and replace 2.40.150 Committees (Public Hearing 05-12-2025)

Motion made by Council Member Owens to introduce FY25-14 Ordinance to repeal and replace 2.40.150 Committees (Public Hearing 05-12-2025).

Seconded by Council Member Taylor

Public Comment: None

Council Debate:

Council Member Beck

Council Member Owens

Council Member Taylor

Council Member Kearns

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns, Council Member Fosse

7 yea/ 0 nay

Motion Passed

25. Approve City of Gustavus Capital Improvement Plan 2025-2029

Motion made by Council Member Beck to approve City of Gustavus Capital Improvement Plan 2025-2029.

Seconded by Council Member Warner

Public Comment: None

Council Debate:

Council Member Kearns

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns, Council Member Fosse

7 yea/ 0 nay

Motion Passed

CITY COUNCIL REPORTS

27. Mayor Monthly Report

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

Clarifying Questions:

Council Member Warner

Council Member Kearns

Clerk Barker

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Taylor - Hydroelectric consumption for Gustavus

Council Member Warner - Update on Beach Meadow Project and May art show

Council Member Kearns - Alaska Airlines information

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 8:56 PM.

POSTED ON: April 9, 2025 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

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Sally A. McLaughlin, Mayor

Date

Attest: Liesl M. Barker, City Clerk

Date

APRIL MEETINGS FOR THE EFG POLICY AND PROCEDURE COMMITTEE

April 2nd Policy and Procedure meeting called to order at 4:10 p.m. There were six members present. The focus became the Grant Application packet.

April 9th Policy and Procedure meeting called to order at 4:15 p.m. There were 6 members present. Work continued on the Grant Application packet.

April 16th Policy and Procedure meeting called to order at 4:00 p.m. There were 5 members there. Work continued on the Grant Application packet.

April 23 Policy and Procedure meeting called to order. There were 4 members present. Work continued on the Grant Application packet.

April 30th Policy and Procedure meeting called to order at 4:00 p.m. There were 6 members present. Work continued on the Grant Application packet. The Scoring Sheet for the Working Group was completed and checked for consistency with the areas of the Policy and Procedure that have been completed.

Submitted May 7, 2025

Sandi Marchbanks

Gustavus Disposal & Recycling Center (DRC) Quarterly Staff Report
Ian Barrier, DRC Manager/ Operator
Wednesday, May 7th, 2025

General Operations and Management

Labor

During this latest quarter I have had Tiffany Mortensen working at the DRC for two days a week, Wednesday and Saturday. It has been nice to have her around to help out at the DRC even though it has only been a few days a week. During her short time here she has gained knowledge of many different hand tools and powered equipment while also improving upon existing skills such as problem solving. She has learned of the inner workings of many everyday objects and she says she will never look at everyday objects the same, a mattress is one example she gave. She has also learned a lot about recycling including what objects are recyclable, the differences in materials, and where and what may happen to the materials that are recycled. Additionally, Syd Glasmann has returned to work at the DRC for her third season in a row. She has leased a house for 1-year and will be staying her first winter in Gustavus. This is a big deal for me as it will be my first winter since working at the DRC I will have a well trained operator working with me and I am very excited to see what we can accomplish together.

Equipment

This quarter I had to buckle down and make some serious structural repairs/overhaul of our Cram-A-Lot baler due to the fact that many of the welds on the baler have cracked causing certain parts to warp out of there original shape. This includes the rear of the baling chamber which was spread apart enough that bales would become stuck inside the chamber and would be difficult to remove even with our skid steers. The final motivator to get the baler overhauled was I had a piece of scrap metal puncture the side wall of the baler leaving a golf ball sized hole and spider-web tears around the puncture area. After repairing the puncture on the baler I formulated a plan on how to get the rest of the baler back into shape which involved squeezing the rear of the baler back together and squeezing the rear side U-channels back into position as they were virtually broken off the baler. To do this I found enough pieces of chain and hooked the sidewalls of the baler joining the chains in the center with several large turn buckles. Next was the scary part which involved cutting relief cuts on structural members of the baler as it wouldn't be possible to reshape the metal with the equipment I have on hand. After the cut was made I was able to tighten the turn buckles slowly and was able to squeeze the rear of the baler about 5/8 to 3/4 of an inch. I then welded the relief cut and seam welded inside and out the u-channels that are positioned at the rear corners of the baler. In addition to this serious repair, I decided it was time to flatten the sidewalls which were also severely bowed out. To do this I had to make several cuts along the walls of the baler to beat the walls back into shape one small section at a time. I reached out to Glacier Bay National Park before starting this and asked if they were able to provide me with 1/4 inch steel plating. They were, and I used this to plate over the existing walls which doubled the thickness. After adding the steel plates I had some thick u-channel from the original towers that I used to rib the exterior walls of the baler for extra strength. So far none of my welds have failed and it was a great learning experience for me and my welding skills have improved substantially. I'm not sure of the exact weight but my guess is that I have added at least 150 pounds of additional steel and welds to the baler, which includes the 30 pounds of 1/8 6011 electrode used just for the welding, and it will need more. Currently I am about 75% through this project as I have one more section to flatten and reinforce but that will have to wait until summer is over. Its difficult to describe the whole process so feel free to come and take a look if your curious.

Shipping

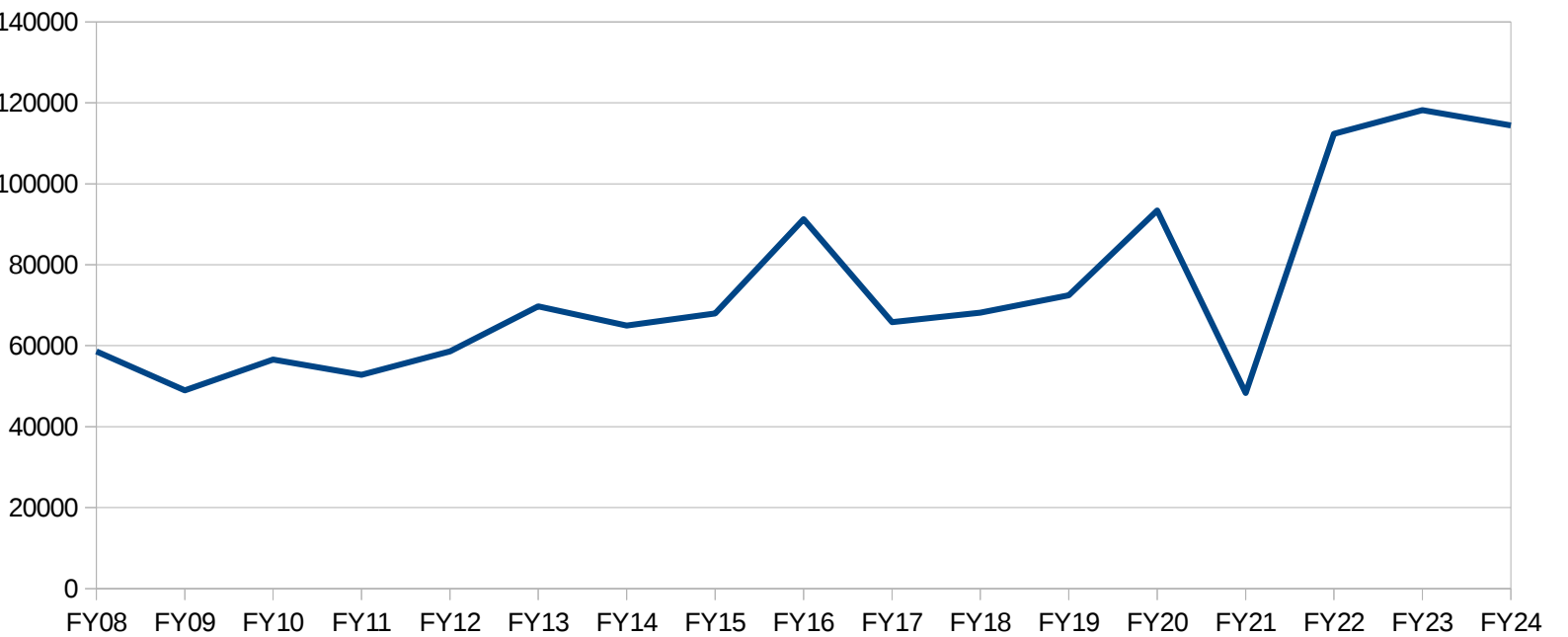
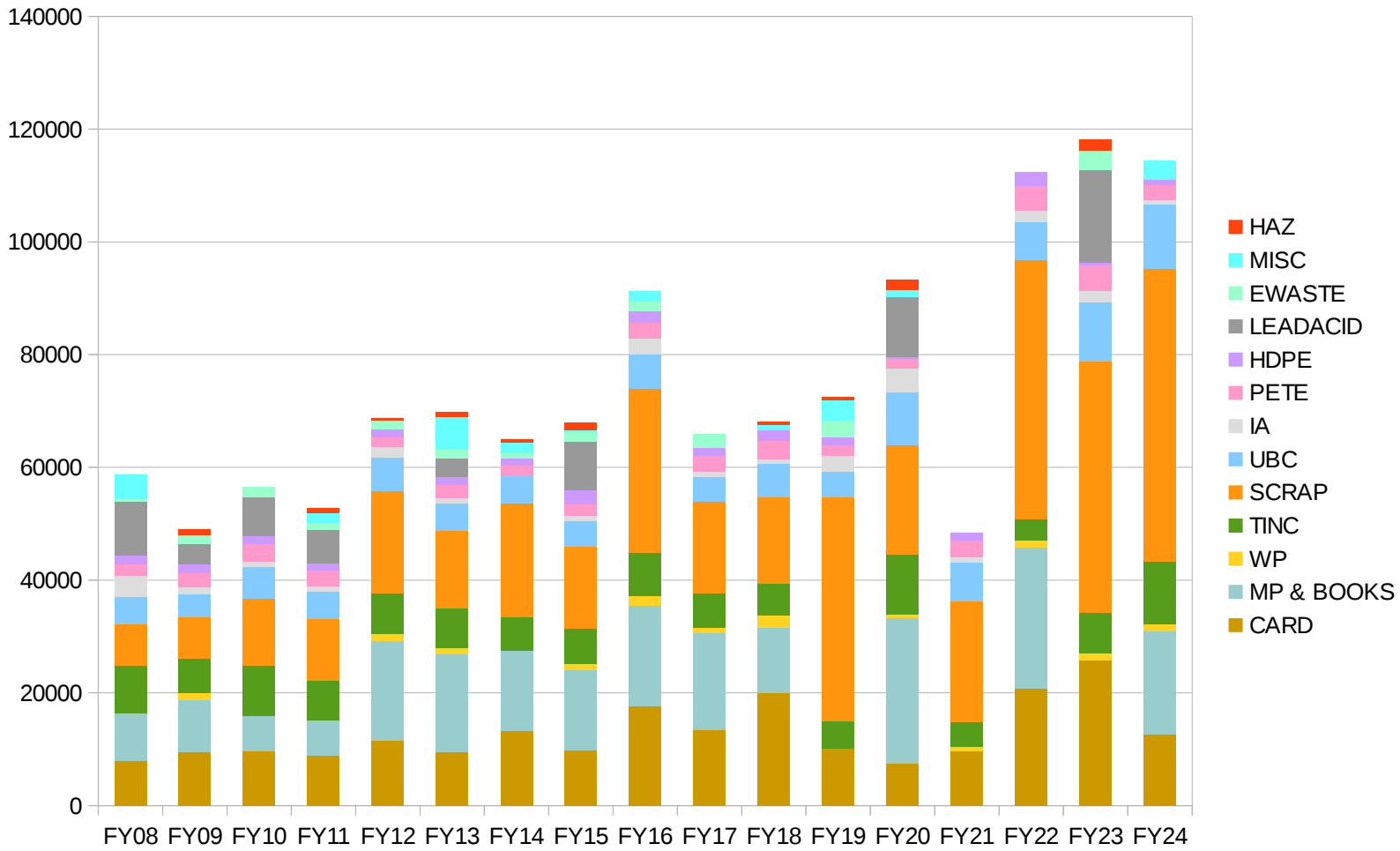
During this quarter I have prepared my first e-waste shipment to Metro Metals in Seattle. It felt good to finally ship out our e-waste that has been accumulating for years; in fact I'm not even sure the DRC has ever shipped out e-waste other than TV's in the past. One thing that crossed my mind when I was preparing this shipment is the massive amount of space CRT TVs take up. I started to investigate if it is feasible and legal for us to process CRT TVs before shipping them out. What we would do is strip the TVs of plastic, separate the PCBs (Printed Circuit Board), strip out the copper, and smash the tubes into a DOT approved drum which would reduce the volume substantially. The rules around this are fairly strict, and the first thing we would need to do is find a recycler that accepts CRT glass. The rest of the rules are all related to containment. As many know CRT glass contains lead and we definitely want to keep the glass particles contained. We will see if this turns into anything. Otherwise I have been stripping down LCD TVs because they are easy to process and only contain a small amount of e-waste while the rest is metal and plastic. This is already reducing volume. I am also looking to see if we can reduce the volume of e-waste in general, since we currently pack e-waste in gay lords and they take up a lot of space. Metro Metals has told me everything gets ran through a shredder. If this is the case, they might be okay with us baling our electronic waste which would be more efficient for us.

Landfill Expansion

During this quarter Chuck Shroth was hired to take down the trees; mainly cottonwoods, that were in the way of the landfill expansion. The job definitely needed an excavator as several of the trees would get hung up on one another and had to be pushed pretty hard to come down. A few were leaning hard in the opposite direction and I had to help by jumping in Chuck's excavator to push while he made the cuts. I instructed Chuck to stack the logs separately from the brush and branches with the intentions of having enough of my own spare time to buck them up for firewood. In the fall or early winter I plan to torch the brush pile. I will be saving up wood scraps to aid in the burning process. I also had Chuck transplant several willow trees in a row to help create cover. Overall I'm happy to say we were able to leave quite a few fair sized trees that should become quite large over the next 10 years concealing the majority of the landfill from the roadside. From the perspective of the beach the removal of the trees was much less jarring than I would have predicted. The next steps are to rip out any small bushes that are remaining and to construct the fence. The total cost for this project was estimated to be around \$110,000 and so far we have about \$46,454.19 left in that estimate for the installation of the fence. With the installation of the fence (estimated labor cost of \$25,000) and monitoring wells (estimated cost of \$12,000) the only tasks for the project remaining, we are well within my original estimate. I originally wanted to install the fence ourselves, but I don't think that is going to be feasible for the DRC staff during the busy summer with only one employee in addition to myself.

Shipping Data

I took some time this quarter to graph the weight of our recycling shipments per fiscal year based off the data in our annual reports going back to FY08. The bar graph below shows what was shipped and the weight, the line graph shows total recycling shipped. In the graph you can see a steady increase in the amount of recycling we have been shipping out per fiscal year with COVID in FY21 being a slow year and FY16 and FY20 being above average compared to previous years. I will be interested to see what our totals for this fiscal year are, and if it ends up being a surpassing FY23 which is the current record year according to the data.



Community Chest

I don't have any amazing news this quarter for the Community Chest. What I can say is all of the volunteers have done an amazing job this year with organization at the Community Chest and purging of old items. As this is my last report for FY25 I would like to give thanks to all the individuals who volunteered at the chest this fiscal year. Those volunteers starting with last name followed by first name are as follows below.

Allen Cathie, Archambault Jozee, Bender Vicki, Boesser Kate, Bona Dea Artemis, Brook Meadow, Burley Hailey, Chandler Stephanie, Cook Penny, Darnell Connie, DeHart Jeanette, Elder Carolyn, Gallagher Joyce, Garrett Vikki, Glasman Olivia, Grose-Bray Michelle, Gutman Ilana, Hanson Betty, Hardy Judy, Heacox Melanie, Healy Mary, Hineser-Riggan Martine, Jarvis Maribeth, Johnson Deb, Jones Robynn, King Becky, Kitchen Paula, Lupro Joyce, Mackovjak Annie, Mulligan Jess, Ney Kim, O'Brien Maggie, Ohlson Bre, Pratchner Denise, Schaller Fay, Sharman Ellie, Smith Cheryl, Vandenberg Kelly, Williams Mary, Williams Roger, Zarate Nina

End of the Fiscal Year

As this is my last report for the fiscal year I want to take a moment to let everyone know that the year went by quickly and smoothly. I feel as if I am constantly making small improvements to the DRC and to myself. I hope this trend continues forward at a relatively steady pace before reaching its plateau. I also want to thank everyone for continuing to be supportive of the Disposal & Recycling Center and its staff.

The End, thank you.
05/07/2025

Report compiled by ian.barrier@gustavus-ak.gov

Marine Facilities Coordinator Quarterly Report

5/7/2025

Currently working part time at 10-15 hours per week until mid-May. Here's what's happening.

Things accomplished this quarter.

- Dock floats are installed, big thanks to Bryan, Elm and Ben.
- Some seasonal maintenance needs to be finished on the dock.
- A new safety ladder was installed on the long float dock.
- All bathrooms and trash receptacles have been opened and are back in operation.
- Trash receptacle lids have been lubricated.
- The beach wheelbarrow had two bad grease fitting nipples which were replaced, the axle was greased, and the wheelbarrow is fixed.
- One of the two benches is completed, it has been moved to the Salmon River Park area.
- Doggie bag unit has been mounted for the season.
- A mailbox was installed for the fire department.
- Garbage and beach cleaning continues as a daily task.

Things that will be accomplished in the current quarter

- Double checking kids PFD's and putting them in appropriate areas,
- Paint the float dock numbers, paint the ramp area.
- Fix and replace dock safety buoy
- Assess restroom area for possible honey bucket dumping.
- Deep clean all restrooms
- Install new bench when completed
- Install a new picnic table after completion.
- Make new signs where necessary.
- Major clean up in harbor area, regarding abandon items.
- Draft proposal to fix the harbor float
- Log vessel registrations
- Check in with sport fishing operators, regarding expectations on the docks

As this is my first full season, there may be things I have not recorded here that will be present on the next quarterly report.

Report completed by Kenn Magowan on 6 May 2025\

Thank you.

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2024 through April 2025

	Jul '24 - Apr 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Returned Check Charges	24.00			
Admin Fees	8.00			
Business License Fees	3,125.00	3,500.00	-375.00	89.3%
Donations	1,615.50	500.00	1,115.50	323.1%
DRC Income				
C Chest paid at City Hall	801.20			
Community Chest Sales	11,374.00	13,000.00	-1,626.00	87.5%
Landfill Fees paid @ City Hall	41,775.32			
Landfill Fees/Sales	49,733.52	100,000.00	-50,266.48	49.7%
Recyclable Material Sales	14,932.54	3,600.00	11,332.54	414.8%
Total DRC Income	118,616.58	116,600.00	2,016.58	101.7%
Federal Revenue				
Natl Forest Receipts-Encumbered	0.00	45,000.00	-45,000.00	0.0%
Payment In Lieu of Taxes	160,917.19	150,000.00	10,917.19	107.3%
Total Federal Revenue	160,917.19	195,000.00	-34,082.81	82.5%
Fundraising	429.00	800.00	-371.00	53.6%
Grant Income	500.00	10,000.00	-9,500.00	5.0%
GVFD Income				
Ambulance Billing	11,031.78	9,000.00	2,031.78	122.6%
ASP	940.00	1,000.00	-60.00	94.0%
Training	420.00	150.00	270.00	280.0%
Total GVFD Income	12,391.78	10,150.00	2,241.78	122.1%
Interest Income	263.08	67,089.10	-66,826.02	0.4%
Lands Income				
Gravel Pit Gravel Sales	30,414.00	40,000.00	-9,586.00	76.0%
Total Lands Income	30,414.00	40,000.00	-9,586.00	76.0%
Lease Income				
Rent	0.00	2,000.00	-2,000.00	0.0%
Lease Income - Other	11,850.59	14,000.00	-2,149.41	84.6%
Total Lease Income	11,850.59	16,000.00	-4,149.41	74.1%
Library Income	665.05	2,000.00	-1,334.95	33.3%
Marine Facilities Income				
Facilities Usage Fees				
Landing Craft Use Fee	2,200.00			
Single Use Fee	110.00			

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2024 through April 2025

	Jul '24 - Apr 25	Budget	\$ Over Budget	% of Budget
Facilities Usage Fees - Other	0.00	2,600.00	-2,600.00	0.0%
Total Facilities Usage Fees	2,310.00	2,600.00	-290.00	88.8%
Commercial Vessel Registration	5,000.00	12,500.00	-7,500.00	40.0%
Private Vessel Registration	2,110.00	5,000.00	-2,890.00	42.2%
Storage Area Fee	2,310.00	2,600.00	-290.00	88.8%
Total Marine Facilities Income	11,730.00	22,700.00	-10,970.00	51.7%
State Revenue				
Community Assistance Program	82,906.22	75,122.49	7,783.73	110.4%
Shared Fisheries Business Tax	557.43	258.69	298.74	215.5%
Total State Revenue	83,463.65	75,381.18	8,082.47	110.7%
Tax Income				
Retail Tax Income	467,359.93	440,000.00	27,359.93	106.2%
Remote Sellers Retail Tax	68,261.99	75,000.00	-6,738.01	91.0%
Room Tax Income	100,352.61	100,000.00	352.61	100.4%
Fish Box Tax	3,160.00	8,000.00	-4,840.00	39.5%
Penalties & Interest	11,255.89	2,000.00	9,255.89	562.8%
Tax Exempt Cards	250.00	300.00	-50.00	83.3%
Total Tax Income	650,640.42	625,300.00	25,340.42	104.1%
Total Income	1,086,653.84	1,185,020.28	-98,366.44	91.7%
Gross Profit	1,086,653.84	1,185,020.28	-98,366.44	91.7%
Expense				
Bank Service Charges	9,181.72	13,050.00	-3,868.28	70.4%
Building				
Insurance	15,777.35	17,198.67	-1,421.32	91.7%
Maintenance & Repair	2,533.87	6,015.00	-3,481.13	42.1%
Total Building	18,311.22	23,213.67	-4,902.45	78.9%
Contractual Services				
City Engineer	6,060.00	10,000.00	-3,940.00	60.6%
Ambulance Billing Expense	1,101.52	1,300.00	-198.48	84.7%
Managed IT Services	20,850.00	25,020.00	-4,170.00	83.3%
Contractual Services - Other	31,363.25	26,814.00	4,549.25	117.0%
Total Contractual Services	59,374.77	63,134.00	-3,759.23	94.0%
Dues/Fees	9,434.51	15,087.78	-5,653.27	62.5%
Economic Development Services				

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2024 through April 2025

	Jul '24 - Apr 25	Budget	\$ Over Budget	% of Budget
GVA	27,200.00	27,200.00	0.00	100.0%
Total Economic Development Services	27,200.00	27,200.00	0.00	100.0%
Election Expense	-57.81	250.00	-307.81	-23.1%
Emergency & Disaster Equipment	0.00	50,000.00	-50,000.00	0.0%
Equipment Fuel	1,711.08	2,200.00	-488.92	77.8%
Equipment Purchase	7,527.40	10,891.00	-3,363.60	69.1%
Insurance	316.11	342.80	-26.69	92.2%
Maintenance & Repair	1,581.37	4,400.00	-2,818.63	35.9%
Total Equipment	11,135.96	17,833.80	-6,697.84	62.4%
Events & Celebrations	3,763.32	4,700.00	-936.68	80.1%
Freight/Shipping	20,831.90	34,600.00	-13,768.10	60.2%
Fundraising Expenses	511.82	500.00	11.82	102.4%
General Liability				
Public Entity Crime Coverage	137.56			
Cyber Liability	2,379.00			
General Liability - Other	15,406.38	17,841.00	-2,434.62	86.4%
Total General Liability	17,922.94	17,841.00	81.94	100.5%
Gravel Pit Fund	6,000.00	6,000.00	0.00	100.0%
Library Materials				
Donated/Fundraised	-70.00			
Library Materials - Other	5,969.00	11,000.00	-5,031.00	54.3%
Total Library Materials	5,899.00	11,000.00	-5,101.00	53.6%
Marine Facilities				
Insurance	6,641.26	2,965.31	3,675.95	224.0%
Total Marine Facilities	6,641.26	2,965.31	3,675.95	224.0%
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses				
Wages	340,546.24	438,621.61	-98,075.37	77.6%
Payroll Taxes	32,737.89	41,622.74	-8,884.85	78.7%
Paid Time off	16,907.08	22,862.74	-5,955.66	74.0%
Sick Leave	4,279.62	8,419.85	-4,140.23	50.8%
Health Insurance (company paid)	28,999.36	23,645.52	5,353.84	122.6%
Health Insurance Stipend	8,500.00	12,200.00	-3,700.00	69.7%
457(b) Employer Contribution	18,519.42	31,209.39	-12,689.97	59.3%
Workers Comp Insurance	9,473.37	10,325.96	-852.59	91.7%
Payroll Expenses - Other	-15,429.58	230.00	-15,659.58	-6,708.5%

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2024 through April 2025

	Jul '24 - Apr 25	Budget	\$ Over Budget	% of Budget
Total Payroll Expenses	444,533.40	589,137.81	-144,604.41	75.5%
Professional Services	3,187.50	15,000.00	-11,812.50	21.3%
Public Relations	227.00	700.00	-473.00	32.4%
Repair & Replacement Fund	18,554.91	18,554.91	0.00	100.0%
Road Maintenance	143,362.93	215,000.00	-71,637.07	66.7%
Stipend	1,005.00	4,500.00	-3,495.00	22.3%
Supplies				
Donated/Fundraised	0.00	800.00	-800.00	0.0%
Program	1,436.79	2,050.00	-613.21	70.1%
Supplies - Other	16,222.39	19,200.00	-2,977.61	84.5%
Total Supplies	17,659.18	22,050.00	-4,390.82	80.1%
Telecommunications	19,534.63	17,921.00	1,613.63	109.0%
Training	5,519.91	13,200.00	-7,680.09	41.8%
Travel	16,057.16	19,700.00	-3,642.84	81.5%
Utilities				
Electricity	7,685.40	11,200.00	-3,514.60	68.6%
Fuel Oil	8,400.72	7,900.00	500.72	106.3%
Total Utilities	16,086.12	19,100.00	-3,013.88	84.2%
Vehicle				
Fuel	732.14	1,200.00	-467.86	61.0%
Insurance	3,844.19	4,181.00	-336.81	91.9%
Maintenance & Repair	436.01	5,000.00	-4,563.99	8.7%
Mileage Reimbursement	1,118.74	1,900.00	-781.26	58.9%
Total Vehicle	6,131.08	12,281.00	-6,149.92	49.9%
Total Expense	888,009.43	1,235,020.28	-347,010.85	71.9%
Net Ordinary Income	198,644.41	-50,000.00	248,644.41	-397.3%
Other Income/Expense				
Other Income				
Encumbered Funds	20,000.00			
Prior-Year Cash Balance	0.00	50,000.00	-50,000.00	0.0%
Total Other Income	20,000.00	50,000.00	-30,000.00	40.0%
Net Other Income	20,000.00	50,000.00	-30,000.00	40.0%
Net Income	218,644.41	0.00	218,644.41	100.0%

2:02 PM

05/05/25

Accrual Basis

City of Gustavus
Balance Sheet
As of April 30, 2025

Item #5.

	Apr 30, 25
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	374,333.61
AMLIP Capital Improv Long-Term (0630598.2)	663,108.48
AMLIP Repair & Replacement (0630598.3)	396,047.62
AMLIP Gravel Pit Fund (0630598.8)	32,789.08
AMLIP Reserve (0630598.12)	1,264,816.22
APCM.Endowment Fund	1,630,026.01
FNBA - Checking	252,513.00
FNBA Endowment Fund - Checking	34,363.93
Petty Cash	447.34
Total Checking/Savings	4,648,445.29
Accounts Receivable	14,735.35
Other Current Assets	4,510.29
Total Current Assets	4,667,690.93
TOTAL ASSETS	4,667,690.93
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	144,453.35
Total Liabilities	144,453.35
Equity	
Fund Balance	3,255,620.61
Opening Bal Equity	1,084,743.57
Net Income	182,873.40
Total Equity	4,523,237.58
TOTAL LIABILITIES & EQUITY	4,667,690.93

Accounts Receivable Detail**As of 04/30/2025**

\$4,331.60	Delinquent Sales Tax
\$9,113.05	Ambulance Transport Billing - In Progress
\$0.00	ABS Customer Invoice
\$1,290.70	Net of Other Customer Account Balances
\$14,735.35	Total

FNBA Checking Account - Unrestricted Funds Balance**As of 04/30/2025**

FDIC: The standard deposit insurance coverage limit is \$250,000 per depositor, per FDIC-insured bank, per ownership category.

City of Gustavus has a tri-party agreement in place that collateralizes our account, providing protection for the full value of our account balances.

FNBA Checking Account Balance: \$252,513.00

Obligated Funds Currently in Checking Account:

Adn SRP Playground funds remaining	(\$14,230.93)
Libr FY25 PLA Grant	(\$2,963.24)
Libr SoA OWL Internet Subsidy	(\$1,200.00)
Roa USFWS Chase Drvwy	(\$251.02)

Unrestricted Funds: **\$233,867.81**

Pending Transfers:

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

FY25 budgeted operating expenses:	\$1,235,020.28
25% =	\$308,755.07
17% =	\$209,953.45
35% =	\$432,257.10

0630598.1 AMLIP Capital Project Current - Funds allocated through NCOs for funded Capital Projects					Date and NCO
		AMLIP	Project	Remaining	
Admin	CP19-03 Gustavus Beach Improv.	\$4,433.54	\$0.00	\$4,433.54	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
DRC	CP19-06 DRC Composting Facility	\$77,493.00	\$5,797.15	\$71,695.85	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Roads	CP21-03 Good River Bridge Repairs	\$1,238.96	\$5,074.50	(\$3,835.54)	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
DRC	CP21-05 DRC Main Bldg Replacement: Design	\$1,015.60	\$0.00	\$1,015.60	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
DRC	CP24-01 DRC Balefill Expansion	\$51,254.19	\$4,800.00	\$46,454.19	Moved to AMLIP Current 05/13/2024 - NCO FY24-13
RM	CP24-02 Same Old Road Drainage	\$69,003.00	\$0.00	\$69,003.00	Moved to AMLIP Current 06/10/2024 - NCO FY24-17
Admin	CP24-04 Heat Pump Project	\$31,859.56	\$5,156.04	\$26,703.52	Moved to AMLIP Current 09/11/2024 - NCO FY25-03
GVFD	CP24-05 AFG FEMA Match	\$33,404.77	\$0.00	\$33,404.77	Moved to AMLIP Current 10/21/2024 - NCO FY25-05
		\$269,702.62	\$20,827.69	\$188,766.64	
Pending Transfers:		Amount	Introduced	Public Hearing	
CP25-01	City Hall Meter	\$16,089.26	4/14/2025	5/12/2025	FY25-24NCO

- **Grants update:**

We continue to work through the day-to-day changes and challenges in funding direction from the current administration.

- National League of Cities – Advancing Economic Mobility - Match AP&T for heat pump acquisition.
Update – We have now paid out incentives for 15 heat pump incentives. The DRC office is now installed. The Firehall is installed and awaiting electric hookup so Berry Specialty Contracting can charge the unit to make it operational. Installation at the Old PO still needs to be completed. Some applicants still need to submit additional information. I've sent emails to those folks but no response. We continue to promote the program in weekly News updates. recently sent out another flyer to promote the program. Deadline to receive completed applications is May 20th. Close out the grant is May 31, 2025. We are working with National League of Cities to allow installation costs beyond the basic incentive at the firehall.
- Compost Facility
Update –We are still waiting to hear from the EPA about the SWIFR grant application. According to their timeline they are still evaluating the applications.
- DRC - Recycling Center
Update –We had to resubmit an updated narrative due to the executive order review process. That was edited and submitted but then after that we had to update our timeline on one of their main forms used for most federal grants. I'm now told by the Region 10 program person that we are "executive order compliant" and he will be sending the package to the Grants Specialist to hopefully send the award package.
- Good River Bridge Repair and Embankment Stabilization Project
Update – With the award now issued, I met with Nikki Navio, Transportation Manager of the Denali Commission while I was in Anchorage the week of April. Along with Ben and John Barry on Zoom, we had a meeting to review the Denali Commission Recipient Guidelines and Requirements, financial forms and the CATEX which has now been filed and approved. A Categorical Exclusion (CATEX) is so we don't have to go through a NEPA level review and is to establish and get approval for a list of actions that do not, individually or cumulatively, have a significant impact on the environment.
- PIDP – Dock/Floats Protection
Update – Absent of any direction from MARAD, we resubmitted for the April 30 deadline but now MARAD has come out with the new NOFO predicated on policies of current administration and updated the rating rubrics for the statutory merit criteria to better align with new Executive Orders. The new deadline for submittal is September 10, 2025. We are already working with ADOT to update last year's submittal. Jim Kearns has been representing the businesses users interest and helping with local information and a Letter of Support with input from that user group.
- FEMA – AFF Water Tender

Update - No update. We need to meet with Fire Chief, and other volunteers knowledgeable about the equipment to review some of the items on the vehicle that may create warranty issues.

Item #6.

- **Septage Study**

Update – HDR is still preparing the 95% PER. We sent off samples to Admiralty Environmental from the septage storage tanks to get contents analyzed for potential PFAS content. The resulting 68-page report was not structured in a way that there was a comparison to the EPA or ADEC maximum contaminant levels, which is what we needed. Shannon and Wilson is now analyzing that data and preparing a report in line with the results that are needed to evaluate the contents and what most of us who look at past PFAS testing reports are used to seeing. That information will better inform us when looking at the various septage options (composting) and will be available for the multi-agency review committee to consider when looking at HDR's recommendations. The report will also serve as a now required report to send to Juneau Public Works Department who now want some sort of report from us in order to accept septage.

- **Safe Streets for All**

No Update – This is still on hold at the Federal Highway Administration level.

- **Xunaa Borough Update:** Mayor will update on this.

- **Continued dialogue with ADOT Commissioner Anderson:** ...regarding using the ferry ramp to unload materials more easily and economically; an internet cell booster connected to the dock facility is supposedly making some progress; I'm told that they are trying to secure funds that will allow work on cleaning Glen's ditch. The Commissioner advised me that they "have found a way forward" to provide LE for the jet for this year. I asked about the funding source, and he told me that they were able to free up aviation funding from their operating budget to cover the LE need for this year's Gustavus Airport AK Air season.

- **Roads** – Roadwork continues, including gravel reclamation efforts. If anyone has concerns, rather than calling City Hall, please send those concerns by filling out a form that can be found here: <https://www.gustavus-ak.gov/roads/webform/road-maintenance-concerns-reports> We also get copies of the reports.

- **A list of other items:**

- Attended the Infrastructure Symposium in Anchorage 4/22-4/24 – The three days focused on :
 - Infrastructure Priorities and Federal and State Updates
 - Project Implementation and Compliance
 - Durable, Long Last Infrastructure Implementation
- While I was in Anchorage, I attended a project kickoff meeting at the Denali Commission offices and additionally, I met with Juneau Public Works Director, Denise Koch, about the letter sent by their Utilities Production and Treatment Manager about accepting wastewater sludge from Gustavus.
- Continue to participate in weekly Infrastructure Office Hours and other related meetings and seminars
- Continued budget deliberations with Mayor and Treasurer
- HR items and certain policy review requiring substantial time involvement
- Updated Shannon and Wilson with additional transport information/possibilities. They are facilitating that process as a third-party intermediary since they have the disposal connections.
- Working on next steps for selection of an ISP and updating contracts for Managed Service Provider
- We have two GVFD volunteers participating in a CERT training. This is paid for by the Alaska Forum
- Reviewed training request documents at monthly staff meeting. There is still work to do to complete
- We have been working with school CTE class instructor Steve Ilg to facilitate the bench making project. The City Council approved a scoping document for that project. There are photos on the School FB page with an example of their work.

- **Any Council Questions or Comments?**

**CITY OF GUSTAVUS
ORDINANCE FY25-14**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE REPEAL AND
REPLACE OF TITLE 2 CHAPTER 40 SECTION 150 COMMITTEES.**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 2 Chapter 40 Section 150 to be amended as follows:

TITLE 2

Chapter 2.40

Section 2.40.150

The following definitions apply to this chapter unless the plain meaning requires otherwise.

Advisory committee: A special or standing committee authorized by the city council to research and provide recommendations on topics of concern to the community. It may be either a standing or special committee.

Committee: A committee created by the city council to assist in the work of the city.

Liaison: A staff member who serves in a support role to a committee to advise it on city policies and compliance with the Open Meetings Act, and to assist with obtaining resources. The presence of a liaison shall be specified in the resolution.

Operational committee: A special or standing committee that is delegated authority to conduct a city function where the function is unstaffed. Committee authority to act shall be described in the establishing resolution and monitored by the mayor or designee.

Quorum: A majority of the appointed members and is the minimum number of members of a committee that must be present at any meeting to conduct business.

Standing committee: A committee that operates on an ongoing basis to address subjects of continuing concern to the council or community.

Special committee: A committee established for a specified term to accomplish a specific task or project.

Study session: An informal session with fewer than a quorum of committee members to work on a single focused task at the request of the mayor, council, or committee chair. No decision or formal action shall be taken.

Task force: A working group that may address emergency management-related matters, and may include members of other governmental entities.

Work session: An informal meeting at which no action is taken. Work sessions shall be open to the public.

(a) Creation of Committees.

Committees shall be created and dissolved by resolution for the purpose of making recommendations to the council regarding specified issues or managing a delegated set of tasks defined in the resolution. Committees may consist of citizens, council members and citizens, or council members only. Committees may be advisory or operational and may be established as either a standing or a special committee, as specified in the resolution.

(b) Membership.

- (1) Each committee member shall be an Alaska resident and a voter of Gustavus who maintains a Gustavus domicile.
- (2) Nominations for committee appointments shall be made by the mayor, and be subject to ratification on motion of the city council. The committee chair may be appointed by the mayor or by the committee, according to the terms of the establishing resolution.
- (3) There shall be not more than two (2) city council members appointed to each advisory committee; however, additional council members may attend and participate in the same capacity as any member of the public. If no council member is serving on the committee, a staff liaison may provide assistance in complying with statutes, regulations, ordinances, and policies and procedures.
- (4) All committee members may be asked to take an oath of office upon their appointment prior to participation in committee activity If required by the establishing resolution.

(c) Duties and Responsibilities.

- (1) Committees shall comply with the Open Meetings Act.
- (2) Public notice of a committee meeting and its agenda shall be made available in the office of the city clerk and at least two other public locations in the City of Gustavus no less than five days prior to the meeting. Meeting minutes and relevant documents will be publicly available and archived to the city website by the city clerk.
- (3) A quorum is needed for the transaction of business. In the absence of a quorum, the attending members may engage in a work session at which no decisions or formal action is taken.
- (4) Study sessions. Two committee members may participate in an informal study session to work on a specific task during which no decision or formal action shall be taken. Any draft document or recommendation arising from a study session shall be presented to a regularly-scheduled meeting of the committee.

(5) Committees shall report to the council at least quarterly.

(d) Standing Advisory Committees.

A standing advisory committee shall research, investigate, and propose alternatives and methods to address issues, questions and problems within its area of responsibility and to formulate recommendations to the council. Standing advisory committees may be retained from one mayoral term to the next, although membership may change with the election cycle.

(e) Special Advisory Committees.

A special advisory committee shall conduct research on an immediate or specific issue of concern identified by the council, and formulate recommendations to the council regarding proposed action. A special advisory committee shall be dissolved upon completion of its assigned tasks as determined by the council. Termination may be specified in the resolution.

(f) Operational Committees.

An operational committee shall perform duties and functions that are not within the position description of a staff employee, or for which an employee is not available. The delegated duties and responsibilities of the committee shall be set forth in the establishing resolution approved by the council, monitored by the mayor or designee, and reported to the council.

Section 4. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

Date Introduced: April 14, 2025

Date of Public Hearing: May 12, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of XXXX, 2025

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY25-15**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
TITLE 1 CHAPTER 01 SECTION 020 DEFINITIONS.**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 1 Chapter 01 Section 020 to be amended as follows:

Bold and Underlined items are additions. Strikeout items are deletions.

TITLE 1

Chapter 1.01

Section 1.01.020

The following definitions apply to this Code and all city ordinances unless the plain meaning requires otherwise:

Administrator: The City administrator.

Alaska resident: A person who is physically present in the state with the intent to remain in the state indefinitely, as demonstrated through the establishment and maintenance of customary ties indicative of Alaska residence defined in 15 AAC 23.143.

City: The City of Gustavus, Alaska, or the area within the territorial limits of the City of Gustavus, Alaska.

Clerk: The city clerk.

~~*Clerk/treasurer:* The city clerk or city treasurer.~~

Code: The Code of Ordinances, City of Gustavus, Alaska; Gustavus City Code.

Council: The City Council of Gustavus, Alaska.

Domicile: the single permanent home of a person from which the person has no intention of moving.

Law: Applicable federal law, the Constitution and statutes of the State of Alaska, the ordinances of the city, and when appropriate, any and all rules and regulations which may be promulgated thereunder.

Person(s): A corporation, joint venture, joint stock company, company, partnership, firm, club, association, organization, business, trust, or society, as well as a natural person.

Publish: To post a notice within the city in three (3) locations open to the public, one (1) of which shall be the city office(s), for a period of not less than five (5) days.

State: The State of Alaska.

Treasurer: The city treasurer.

Voter: A United States citizen who is ~~qualified~~ **registered** to vote **as an Alaska resident and who is not registered to vote in another state or other jurisdiction,** ~~in state elections,~~ **who** has been a resident of the City of Gustavus for thirty (30) days immediately preceding the election, ~~and who is registered to vote in state elections,~~ and has not been convicted of a felony involving moral turpitude unless that person's civil rights have been restored.

Section 4. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

Date Introduced: April 14, 2025

Date of Public Hearing: May 12, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of XXXX, 2025

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY25-16**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
TITLE 2 CHAPTER 10 SECTION 020 QUALIFICATIONS.**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 2 Chapter 10 Section 020 to be amended as follows:

Bold and Underlined items are additions. Strikeout items are deletions.

TITLE 2

Chapter 2.10

Section 2.10.020

- (a) The mayor shall be a ~~qualified~~ city voter **who maintains a Gustavus domicile.**
- (b) If the mayor ceases to be eligible to be a city voter, **domiciled in Gustavus,** he or she is no longer mayor or council member.

Section 4. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

Date Introduced: April 14, 2025

Date of Public Hearing: May 12, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of XXXX, 2025

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY25-17**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
TITLE 2 CHAPTER 20 SECTION 020 QUALIFICATIONS OF COUNCIL MEMBERS.**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 2 Chapter 20 Section 020 to be amended as follows:

Bold and Underlined items are additions. Strikeout items are deletions.

TITLE 2

Chapter 2.20

Section 2.20.020

- (a) ~~A Council~~ **council** members shall be ~~qualified~~ **a** city voters ~~who maintains a Gustavus domicile.~~
- (b) A council member who ceases to be eligible to be a city voter **domiciled in Gustavus** immediately forfeits his or her office.
- (c) In order to serve as a council member, a person must be a **domiciled** resident of the City of Gustavus for one (1) year immediately prior to the date of the election.

Section 4. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

Date Introduced: April 14, 2025

Date of Public Hearing: May 12, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of XXXX, 2025

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY25-18**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE REPEAL OF TITLE
6 CHAPTER 01 SECTION 030 LIBRARY ADVISORY COMMITTEE.**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 6 Chapter 01 Section 030 to be amended as follows:

Bold and Underlined items are additions. Strikeout items are deletions.

TITLE 6

Chapter 6.01

Section 6.01.030

~~Section 6.01.030 Library advisory committee.~~

~~There may be created a library advisory committee, that supports the librarian(s) in the operation of the library.~~

~~{Ord. No. FY18-09, § 3, 2-12-2018}~~

Section 4. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

Date Introduced: April 14, 2025

Date of Public Hearing: May 12, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of XXXX, 2025

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY25-19**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
TITLE 6 CHAPTER 03 SECTION 050 STAFF.**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 6 Chapter 03 Section 050 to be amended as follows:

Bold and Underlined items are additions. Strikeout items are deletions.

TITLE 6

Chapter 6.03

Section 6.03.050

Section 6.03.050 Staff.

- (a) The DRC paid staff shall consist of:
- (1) A department head/(DRC) manager responsible for administration, planning, budgeting, public relations, agency contacts, permitting, regulatory compliance, supervision of DRC employees and volunteers and general operation of DRC facilities. The department head/manager shall be supervised by the mayor or chief administrative officer.
 - (2) A (DRC) operator responsible for all duties and activities to provide DRC services and to maintain the DRC facilities and equipment. The manager and operator duties may be combined into one (1) regular position or divided between two (2) regular positions. If the positions are divided between two (2) individuals, the manager is the supervisor for the operator.
 - (3) One (1) or more temporary DRC assistant operators, whose duties shall include labor and activities to support the DRC operator. The temporary DRC assistant operator(s) are supervised by the DRC operator.
- (b) The DRC is authorized to accept the labor of unpaid volunteers for DRC operations at the landfill site under the supervision and training of DRC paid staff.
- (c) The DRC is authorized to accept the labor of unpaid volunteers for the acceptance, processing, and resale of donated reusable items at the community chest site under the supervision of the ~~community chest advisory subcommittee.~~ **DRC manager/operator or designee.**

- (d) The DRC manager/operator has the authority to negotiate, but not enter into, mutual aid agreements and contracts with other agencies, with review by the city attorney.

Section 4. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

Date Introduced: April 14, 2025

Date of Public Hearing: May 12, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of XXXX, 2025

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY25-20**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE REPEAL OF TITLE
6 CHAPTER 04 SECTION 030 ROADS ADVISORY COMMITTEE.**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 6 Chapter 04 Section 030 to be amended as follows:

Bold and Underlined items are additions. Strikeout items are deletions.

TITLE 6

Chapter 6.04

Section 6.04.030

~~Section 6.04.030 Roads advisory committee.~~

- ~~(a) There may be created a standing roads advisory committee that supports the administration in directing road maintenance projects and contracts. The board will have guidelines and objectives specified in policy and procedure. The board shall provide a quarterly report to the city council. Members of the city council may serve on the board as specified in Section 2.40.150, but may not serve as chair.~~
- ~~(b) In the absence of a standing committee the mayor or chief administrative officer shall be responsible for the committee's duties.~~
- ~~(c) Special projects. The road committee is authorized by the city to submit funding proposals to the State of Alaska, the federal government, or the Gustavus City Council for special road improvement projects that fall outside those activities considered as routine maintenance.~~

Section 4. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

Date Introduced: April 14, 2025

Date of Public Hearing: May 12, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of XXXX, 2025

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY25-21**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE REPEAL OF TITLE
6 CHAPTER 08 SECTION 040 ENVIRONMENTAL ADVISORY COMMITTEE.**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 6 Chapter 08 Section 040 to be amended as follows:

Bold and Underlined items are additions. Strikeout items are deletions.

TITLE 6

Chapter 6.08

Section 6.08.040

~~Section 6.08.040 Environmental advisory committees.~~

~~The City of Gustavus may establish an environmental services advisory committee or subject specific environmental advisory committees to advise the mayor and the council on general or specific environmental issues that generally impact the community. If the council establishes any committee or committees under this section, the council shall establish the number of persons on the committee, the scope of the committee's authorized work, the length of the term of the committee, and appoint persons to the committee. The council may, in its discretion, terminate any committee created under this section at any time.~~

Section 4. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

Date Introduced: April 14, 2025

Date of Public Hearing: May 12, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of XXXX, 2025

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY25-22**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE REPEAL OF TITLE
8 CHAPTER 02 SECTION 040 MARINE FACILITIES ADVISORY COMMITTEE.**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 8 Chapter 02 Section 040 to be amended as follows:

Bold and Underlined items are additions. Strikeout items are deletions.

TITLE 8

Chapter 8.02

Section 8.02.040

~~Section 8.02.040 Marine facilities advisory committee.~~

- ~~(a) There is established the marine facilities advisory committee, which shall consist of at least four (4) members appointed by the Gustavus City Council. To the extent possible, appointments to the marine facilities advisory committee shall include persons having marine, engineering, financial, and other skills relevant to harbor facility affairs. Appointments shall be for three (3) years, after which a former member is required to wait at least one (1) year before applying for re-appointment. Initial appointments shall be for staggered terms of two (2) and three (3) years.~~
- ~~(b) Each committee member shall be a qualified voter residing in the City of Gustavus.~~
- ~~(c) The marine facilities advisory committee shall meet at least quarterly, or as needed.~~
- ~~(1) At least one (1) member of the marine facilities advisory committee shall be physically present at the designated meeting place in Gustavus for each meeting.~~
- ~~(2) Marine facilities advisory committee member(s) physically absent from Gustavus may participate by teleconference or other internet platform being utilized by the city.~~
- ~~(3) If the marine facilities advisory committee falls below three (3) members, the Gustavus City Council shall assume the responsibilities of the committee while recruiting members.~~
- ~~(d) Duties. The marine facilities advisory committee shall review with the harbormaster harbor facility operations, management, administration, ordinances, policies, fees and charges, and shall recommend changes to the harbormaster and city council as necessary or appropriate. The chair of the marine facilities advisory committee shall report to the Gustavus City Council as necessary, but not less than once each calendar quarter.~~

~~(e) Vacancies. A vacancy in the marine facilities advisory committee shall exist under the following conditions:~~

- ~~(1) If a person appointed to membership fails to qualify and take office within thirty (30) days of appointment;~~
- ~~(2) If a member departs from the City of Gustavus with the intent to remain away for a period of one hundred twenty (120) or more days;~~
- ~~(3) If a member submits his or her resignation to the Gustavus City Clerk;~~
- ~~(4) If a member fails to attend three (3) consecutive marine facilities committee meetings.~~

~~(f) Vacancies declared and filled by Council. A vacancy shall be declared if one of the conditions in (e) prevails. The vacancy shall be filled according to provisions in Title 2.~~

Section 4. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

Date Introduced: April 14, 2025

Date of Public Hearing: May 12, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of XXXX, 2025

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY25-23**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
TITLE 10 CHAPTER 01 SECTION 010 DEFINITIONS.**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 10 Chapter 01 Section 010 to be amended as follows:

Bold and Underlined items are additions. Strikeout items are deletions.

TITLE 10

Chapter 10.01

Section 10.01.010

For the purpose of this title, unless the context otherwise requires:

Abstract of title: A condensed history of the title to land together with a statement of all liens, charges, or liabilities to which the land may be subject.

Abandoned property: Those objects which no one claims and which after reasonable search and notice, the mayor or the mayor's designee can find no one to claim, or can find definite evidence some person has abandoned.

Appraisal: An estimation of value of property by a qualified appraiser.

Building inspector: Reserved.

Casual use: The temporary, safe, non-exclusive, non-surface-disturbing and non-commercial use of city land and includes but is not limited to such uses as:

- (1) Hiking;
- (2) Hunting;
- (3) Fishing;
- (4) Short-term camping;
- (5) Picnicking;
- (6) Skiing;
- (7) Snow machining;
- (8) Berry picking;
- (9) Bicycling.

City boundaries: The city limits, established when the city is incorporated, inside which all city ordinance are enforceable.

Competitive disposal: A disposal of property wherein no preference is shown to any prospective bidder or group of bidders.

Condition subsequent: An event that occurs after transfer of title which will act to restore title to the maker of the condition.

Contract of sale: A contract between a willing seller and a willing buyer to transfer title to property.

Deed of trust: An instrument, taking the place and serving the uses of a mortgage, by which legal title to real property is placed in a trustee, to secure the repayment of a sum of money or the performance of other conditions.

Disposal: The act of giving away or selling; the transfer of interest in property.

Disputed claims: Claim for property that is protested by another, or for property which is also claimed by another.

Domiciled resident: One who **is a Gustavus resident who has resided-resides** in the City ~~for at least the thirty (30) days previous~~, maintains an address in the City, and intends to make the City his/her permanent ~~resident~~ **residence. There can only be one (1) domiciled residence.**

Easement: A right of privilege in another's land, such as the right to cross for a specific purpose. Easements allow passage across real property without granting any other ownership rights in that property.

Eminent domain: The power of a municipality to convert private property to a public use.

Equitable interest: A claim (in property or other) which should be recognized in the interest of fairness or equity.

Evaluate: To judge the quality of.

Fair market value: The highest price, described in terms of money, which the property would bring if exposed for sale for a reasonable time in the open market, with a seller, willing but not forced to sell, and a buyer, willing but not forced to buy, both being fully informed of all the purposes for which the property is best adapted or could be used.

Federal entity: The federal government or an agency thereof.

Hazardous use: A use involving danger; perilous; risky to human health and well-being.

Interest: In property: A right, claim, title, or legal share in that property. Refers to the "bundle of rights," which may be transferred or conveyed separately or in total. Methods of transfer include deed, lease, or easement.

Inventory: A list of property, containing a description of each article of property.

Land: Includes all real property and all rights in real property of whatever kind or nature and under the jurisdiction of the municipality.

Lease: Leases are used to dispose of specific interests in real property without transferring ownership of that property.

A contract for exclusive possession of lands for a determinate period.

Legal description: That part of a conveyance document which identifies the land or premises intended to be affected by that conveyance.

Litigation: Contract in a court of justice for the purpose of establishing a right.

Lottery: A plan whereby the right to obtain interest in property, either by purchase or gift, is decided by luck or chance through some type of drawing of names.

Mean high tide: The tidal datum plane of the average of all the high tides as would be established by the National Oceanic and Atmospheric Administration for Gustavus.

Mean high tide line: The intersection of the datum plane of mean high tide with the shore.

Mean low tide: The tidal datum plane of the average of the low tides as established by the National Oceanic and Atmospheric Administration for Gustavus.

Mean lower low tide: At any place subject to tidal influence shall be interpreted as the tidal datum plane of the average of the lower of the two (2) low tides of each day as established by the National Oceanic and Atmospheric Administration for Gustavus.

Miscellaneous property: Any tangible property or items owned by the city and used for municipal purposes which is not land or permanently attached to land and more particularly as defined in AS 29.78.010(10).

Motor vehicle: Any ground-travelling conveyance powered by an electric motor or internal-combustion engine, including, but not limited to, cars, trucks, motorcycles, scooters, powered bicycles, all-terrain vehicles, snow machines, construction equipment, hovercrafts, and golf carts. Motor vehicles do not include, for the purposes of this title, powered wheelchairs conveying disabled persons.

Municipality: A unit of local government organized under the laws of the State of Alaska.

Non-Code ordinance: An ordinance that is not part of the permanent City Code.

Nonprofit corporation: An organization formed under the laws of the State of Alaska not to obtain a profit, but to supply an essential service to its constituents.

Obnoxious use: A use which people may find objectionable, disagreeable, offensive, displeasing.

Personal property: Only tangible personal property and that property which is not land or permanently attached to land and more particularly as defined in AS 29.78.010(10). However, for purposes of sale, items and fixtures attached to land shall be deemed personal property if intended to be removed from the land and items intended to become fixtures shall be considered personal property until so affixed.

Public and charitable lands: Land acquired by City of Gustavus from the State of Alaska for use by the public which may not be disposed of, or sold, but can be returned to the State of Alaska.

Public interest: Something in which the public, the community at large, has some pecuniary interest (having to do with money), or some interest by which their legal rights or liabilities are affected.

Public nuisance: Whatever annoys, injures or endangers the safety, health, comfort, or repose of the public; offends public decency, interferes with, obstructs, or renders dangerous any street, highway, navigable lake or stream, or in any way renders the public insecure in life or property, is declared to be a "public nuisance." Public nuisances shall include, but not be limited to, whatever is forbidden by any provision of this title or any ordinance of the City of Gustavus.

Public outcry auction: Sale of property to the highest bidder, at a public auction, where

each prospective buyer has the right to enter successive bids until a price is reached at which to higher subsequent bid is made.

Public service: Activities and enterprises which specially serve the needs of the general public.

Reclaimed or constructed tide or contiguous submerged lands: Those lands resulting by purposeful filling of tide or contiguous submerged lands to an elevation above the extreme high tide line.

Referendum: A method of submitting an important measure to the direct vote of the whole people.

Revert: With respect to property, title to go back to and lodge in former owner.

Review board: Three (3) city council members designated by the mayor to hear presentations concerning violations of sections of this chapter and determine the disposition of the charged violation and fine amount(s), if any.

Sealed bid: A written offer to purchase property placed in an envelope and opened along with all other bids (if any) at a public bid opening.

Singular number includes the plural.

State: The State of Alaska or an agency thereof.

Submerged lands: Those lands covered by tidal waters between the line of mean low tide and seaward to the municipal boundary or as may hereafter be properly claimed by the municipality.

Substantial improvement: A major change or addition to land or real property that makes it more valuable.

Temporary use: An exclusive use of city land which has duration of one (1) year or less, involves minimal disturbance to the land, and does not allow permanent structures or improvements exceeding one thousand dollars (\$1,000.00).

Tidelands: Those lands which are periodically covered by tidal waters between the elevations of mean high tide and mean low tides.

Tract of land: Those parcels of land combined for convenience of survey or sale.

Upland owner: The person who owns, or holds a long term lease to property immediately upland of the tideland's parcel to be leased. For purposes of this definition, uplands may include other tideland upland of the parcel to be leased.

Valid claim: A legally enforceable claim by a third party.

Section 4. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

Date Introduced: April 14, 2025

Date of Public Hearing: May 12, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of XXXX, 2025

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY25-24NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2025**

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 2025, the following City held account balance transfers are to be made for the reasons stated.

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

CITY HELD ACCOUNTS	Amounts		Amended Balance	Change
	Account Balance*			
	*Approximate, this is a dynamic value			
CP-25-01 City Hall Meter	\$ 0.00	\$ 16,089.26	\$ 16,089.26	
Funding to be transferred directly to FNBA Checking for advance of construction costs and immediate use				
AMLIP Capital Improv Long-Term	\$ 661,096.72	\$ 645,007.46	\$ 16,089.26	
Total Change in City Held Account Balances				\$ 0.00

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

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

DATE INTRODUCED: April 14, 2025

DATE OF PUBLIC HEARING: May 12, 2025

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2025.

Sally A. McLaughlin, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY25-10**

**A RESOLUTION OF THE GUSTAVUS CITY COUNCIL AMENDING POLICY AND
PROCEDURE FOR A REGULAR POSITION EMPLOYEE PERFORMANCE EVALUATION**

WHEREAS, the Gustavus City Council adopted a revision of Title 2, Administration, by Ordinance FY25-10 on February 10, 2025, more specifically Title 2.50.070, City Administrator, and

WHEREAS, the current City of Gustavus Policy and Procedure for Regular Positions Employee Performance Evaluation which was approved by CY14-25 on August 11, 2014, A Resolution of the Gustavus City Council establishing policy and procedure for a regular position employee performance evaluation needs to be amended to include the City Administrator, and,

WHEREAS, the Council recognizes the need to establish a consistent and impartial procedure for the evaluation of city staff with regard to employee performance;

NOW THEREFORE BE IT RESOLVED, the Gustavus City Council adopts this amended Policy and Procedure for A Regular Position Employee Performance Evaluation.

PASSED and **APPROVED** by the Gustavus City Council this XX day of _____, 2025.

Sally A McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

CITY OF GUSTAVUS

Policies and Procedures

Title: City of Gustavus Policy and Procedure for a Regular Position Employee Performance Evaluation

Authority

City of Gustavus, 3.04.07 Performance Evaluation of Regular Position Employees. End of probationary period; annual; special.

Policy

It is the policy of the City of Gustavus to utilize an employee performance evaluation program to assist the City in maintaining the highest quality employees and highest quality performance. Performance evaluations share the following common objectives:

1. To optimize the application of human resources toward the achievement of City service goals.
2. To provide an opportunity for the supervisor and employee to review, evaluate and align the working relationship between the employee and the City.
3. To provide an opportunity for the supervisor to manage performance on a scheduled basis.
4. To make effective use of employee skills.
5. To facilitate skill development and performance improvements.
6. To provide acknowledgement of work done.
7. To gain new information and ideas from employees.
8. To clarify job expectations and discuss opportunities for improvements, development and goals for the next period.
9. To provide an opportunity for employees to create an individual development plan.

Procedure

1. Supervisor schedules date for evaluation discussion at least ten working days in advance of a performance evaluation and asks the City Clerk to provide employee with an Employee Self-Evaluation and Development Plan form.
2. Employee submits self-evaluation form at least three working days prior to evaluation discussion.
3. Supervisor fills out Regular Position Employee Performance Evaluation form informed by guidance from Title 3, position description, personnel memos, employee self-evaluation, previous performance evaluations, observations during the review period, and interactions with supervisor, colleagues, the public, etc. The supervisor will provide specific examples for ratings in the comments section.
4. Supervisor discusses evaluation with employee in a private city location.
 - a. Employee signs evaluation and receives a copy
 - b. Supervisor's evaluation and employee self-evaluation are placed in personnel file
5. Employee is given the opportunity to respond in writing to supervisor comments or to indicate that he/she has no comments and submit signed response form to City Clerk within five working days of the evaluation meeting. Response will be placed in personnel file. Performance evaluations shall not be subject to the grievance procedure [3.04.07(f)].
6. In the cases of the City Clerk, and City Treasurer, and **City Administrator**, the evaluation forms will be filled out in an Executive Session discussion of the Council and approved by motion in an open meeting.

Following the executive session ~~will take place with~~ **an evaluation discussion will be scheduled with the employee,** the mayor and two council members.

7. Forms to be used in the evaluation process are adopted as Appendices to this Policy and Procedure document. Spacing within each category may be expanded or decreased as appropriate.

Appendices

Appendix A: Employee Self-Evaluation and Development Plan

Appendix B: Regular Position Employee Performance Evaluation

Appendix C: Notice of Work-Performance Deficiencies and Performance Action Plan

Note: This form may be used by a supervisor after any meeting with an employee in which work-performance deficiencies and remedies are discussed.

Signed: Sally A. McLaughlin, Mayor of the City of Gustavus

Date

CITY OF GUSTAVUS

Employee Self-Evaluation and Development Plan

To be filled out by City Clerk and submitted to employee

Check one: Probationary_____ Annual _____ Special _____.

Review period: _____ through _____.

Discussion date with supervisor scheduled for _____.

Self-evaluation due back in City Hall by 4 pm on _____.

Supervisor name and title _____.

To be filled out by employee

Please take one hour of your work time to address the following in the context of your Position Description and performance during the review period. Return this form to the City Clerk by the date and time indicated above.

Employee Name**Department****Position Title****Date of Hire****1. Achievements**

Please list three examples of your work in this review period that you find most noteworthy. How have these achievements contributed to your department and to the community?

2. Training during Review Period

A. What training did you receive during this review period?

B. How have you applied this training to your job?

3. Position-Related Personal Development Goals

In what areas of job performance and productivity would you like to improve your skills? Are you working toward a job-related certification?

4. Training Goals

What training would you like to receive in the next twelve months? How will this training enhance your job performance and productivity? Will this training help you attain a job-related certification?

5. Departmental Project Goals

Please list two primary goals for the next twelve months. How will these contribute to the department and community? How do you plan to execute them? What are the steps? By what date do you hope to accomplish each goal? How can the City be of assistance?

6. Problems or Concerns

Please describe any current or recurring obstacles you are experiencing or that you have experienced during the review period that impede the performance of your responsibilities or that adversely impact your working environment.

7. Compensation Owed

Please identify any and all compensation which you believe is owed to you but has not been paid.

Employee signature

Date

CITY OF GUSTAVUS

REGULAR POSITION EMPLOYEE PERFORMANCE EVALUATION

Check one: Probationary _____ Annual _____ Special _____.

Review Period _____ to _____.

Employee Name

Department

Date of Hire

Position Title

Date of Last Review

Date of This Review

Name of Reviewing Supervisor

Ratings

Satisfactory (S)

The employee's performance meets basic job expectations and City standards.

Needs Improvement (NI)

The employee's performance fails to meet job expectations and/or City standards. Provide specific examples. Recommendations for improvement will follow in the final "Summary and Recommendations" section.

1. Accomplishments (List major job achievements of the past year or since the last evaluation, based on observation and with reference to the employee self-evaluation.)

2. Job Knowledge (Employee possesses a clear understanding of the responsibilities and tasks s/he must perform; keeps up with developments in the field; applies knowledge gained from time and training within the position.)

Rating:

Comments:

- 3. Job Performance** (QUALITATIVE—Complies with City policies and procedures, such as procurement, time sheets; oral and written communication skills; neatness, thoroughness, accuracy; professional manners and comportment; customer service; overall quality of employee's work.)

Rating:

Comments:

- 4. Job Productivity** (QUANTITATIVE—employee demonstrates a commitment toward achieving results beneficial to the City; tasks are completed efficiently and effectively in terms of time and cost. Ability to plan, prioritize, organize. Deadlines are met. Handles pressure. Employee eliminates unnecessary work and activities that do not add value.)

Rating:

Comments:

- 5. Dependability** (Employee can be relied upon to complete tasks and is conscientious about his/her attendance and timeliness. Performs tasks delegated or assigned by supervisor and communicates results.)

Rating:

Comments:

- 6. Cooperation** (Employee demonstrates a willingness to work with associates, subordinates, supervisors, volunteers, agency representatives and the general public; flexibility and adaptability.)

Rating:

Comments:

- 7. Initiative** (Employee demonstrates an ability to think and act independently. Originates innovative ideas and methods to improve job performance and productivity.)

Rating:

Comments:

- 8. Work Environment/Safety** (Follows safety regulations and actively contributes to a safe and pleasant workplace.)

Rating:

Comments:

- 9. Integrity** (Deals with others in a fair, honest, straightforward manner; is trustworthy; takes responsibility for failures and shares credit for successes; uses appropriate discretion and is sensitive to confidentiality.)

Rating:

Comments:

SUMMARY AND RECOMMENDATIONS

(Deficiencies will be addressed in “Work Performance Deficiencies and Performance Improvement Plan”)

Supervisor Signature

Date

Supervisor Position Title

Signature of Mayor
(if Mayor is not direct supervisor)

Date

Has this report been discussed with the Employee? Yes _____ No _____

Date of discussion _____

If "no," provide reason:

Employee signature, acknowledging receipt of a copy of the Performance Evaluation and an optional Response form (due in City Hall in five working days, if the employee chooses to respond).

Employee signature

Date

CITY OF GUSTAVUS**Notice of Work-Performance Deficiencies
and Performance Action Plan****Date:****To
Employee Name:****Position:**

At our recent meeting on _____, 20____, we discussed your unsatisfactory job performance. This letter is a written confirmation of that meeting. At that time you were cautioned that your performance was not acceptable in the following respects:

As stated in the meeting you have been given an unsatisfactory performance rating, based on the above factors. In order to retain employment with the City of Gustavus, your performance must improve, and you must adopt the following performance action plan:

Please accept this notice as constructive advice. We expect to see continuing improvement in your job performance.

Sincerely,

Supervisor signature

Receipt acknowledged by employee:

Employee Signature

Date

Original to be placed in personnel file; one copy to employee.

**CITY OF GUSTAVUS
ORDINANCE FY25-25**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
TITLE 1 CHAPTER 2 SECTION 030 ORDINANCE PROCEDURE.**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 1 Chapter 02 Section 030 to be amended as follows :

Bold and Underlined items are additions. Strikeout items are deletions.

TITLE 1- General Provisions

Chapter 1.02- Ordinances

Section 1.02.030 – Ordinance Procedure

Section 1.02.030 Ordinance procedure.

- (a) An ordinance may be presented for consideration only by a member of the city council or a committee selected by the city council for the purpose of writing and/or amending a particular ordinance or section of ordinance, or by the mayor at any regular or special meeting of the city council.
- (b) Upon presentation of an ordinance, copies shall be ~~furnished~~ supplied to each city council member and to the mayor. Upon presentation, an ordinance shall be rejected, deferred, referred to committee, or accepted as being introduced.
- (c) ~~Promptly after introduction, the city council shall publish the ordinance and a notice setting out the time and place for a public hearing on the ordinance. The public hearing of an ordinance shall follow publication by at least five (5) days; it may be held at a regular or special city council meeting and may be postponed from time to time.~~

After introduction, a summary of the ordinance and the time and place of the hearing shall be published by the clerk. The notice shall be published not less than five days prior to the date of public hearing in accordance with AS29.25.020 and 29.71.800. When following the titling procedure established in 1.02.040 a-d the title will fulfill the summary requirements.

- (d) At the public hearing, copies of the ordinance shall be distributed to all persons present who request them, or the ordinance shall be read in full. At the public hearing, all interested persons shall have an opportunity to be heard; the city council may develop rules regulating the public hearings that do not unduly restrict the opportunity to be heard.

- (e) After the public hearing, the city council shall consider the ordinance and may adopt it with or without amendment.
- (f) If a proposed ordinance is amended by the city council after the public hearing and the amendment(s) are so substantial that they change the ordinance's basic character, the proposed ordinance shall be treated as a newly-introduced proposed ordinance and shall follow all the steps required for adoption of an ordinance.
- (g) ~~The city council shall type or print and make available copies of adopted ordinances for distribution to three (3) locations that are open to the public; other copies shall be available at cost of copying as determined by the city council by resolution.~~

The clerk shall make printed copies of adopted ordinances available to be public upon request. Each ordinance after adoption shall be codified.

- (h) Ordinances take effect upon adoption or at a later date specified in the ordinance.
- (i) As used in this section, the term "publish" means that the proposed ordinance and notice of hearing shall be posted within the city in three (3) locations open to the public, one (1) of which shall be the city office(s), for a period of not less than five (5) days.

Section 4. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

Date Introduced: May 12, 2025

Date of Public Hearing: June 9, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of XXXX, 20XX

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY25-26NCO
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE ESTABLISHMENT
AND ADOPTION OF THE BUDGET FOR FISCAL YEAR 2026**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. General Provisions. The attached document is the authorized budget of revenues and expenditures for the period July 1, 2025 through June 30, 2026 and is made a matter public record.

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

DATE INTRODUCED: *May 12, 2025*

DATE OF PUBLIC HEARING: *June 9, 2025*

PASSED and **APPROVED** by the Gustavus City Council this XX day of _____, 2025.

Sally A. McLaughlin, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl M. Barker, City Clerk



City of Gustavus

PO Box 1

Gustavus, Alaska 99826

Phone: (907) 697-2451

City of Gustavus Budget Fiscal Year 2026

FY25-26 NCO Attachment

Approved by the Gustavus City Council XXXX, 2025

FY 2026 City of Gustavus Operating Budget

This document contains the City of Gustavus operating budget for fiscal year 2026 (FY26: July 1, 2025, through June 30, 2026). A summary of notable items in the budget is provided below. Capital improvement projects not funded through the operating budget are not discussed in this document; please see the separate Capital Improvement Plan. The City's only Enterprise Fund, the Gustavus Community Network, was discontinued in FY16 by Resolution CY15-31. All other departments are in the General Fund.

A. Revenues

1. Sales Tax

Sales tax makes up the bulk of locally generated revenue. The current sales tax rate is 3% (Ordinance FY11-02 amending municipal code section 04.15.030). Sales tax revenue has continued to increase, with revenues as of May 6, 2025, showing FY25 at \$651,236.89.

Beginning in FY19, the 2% seller's discount was assigned to room or retail tax income as appropriate instead of being its own line-item. In the past, 2% seller's discount counted against retail tax income regardless, or showed up separately as Seller's Discount line-item (but did not include all discounts). This line-item no longer appears on the 5-year budget comparison.

2. Remote Sellers Sales Tax

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

Funding through the remote sellers has continued to outperform estimates, building on the growth trend for this funding line. In FY21 the City received \$17,803.44, with this amount increasing exponentially each subsequent year and in FY24 the City of Gustavus collected \$76,295.46 through the Remote Sales Tax program. The ARSSTC has informed participating municipalities that the upward trend has started to taper off, but that in FY25 there was still a steady stream of new businesses being added to the program.

3. Room Tax

The current room tax is 4% (municipal code section 04.14.030). In FY24 the City received \$105,378.58, \$4336.39 less than in FY23, but a 60.4% increase from a decade earlier in FY14. FY25 will exceed the budgeted amount of \$100,000.00.

4. Fish Box Tax

The current fish box tax is \$10/box packaged and transported out of town (municipal code section 04.16.030).

Beginning in the summer of 2019, fish box stickers were not year-specific. This transition was to reduce the waste of having surplus stickers on hand at the end of each year.

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

5. Other City-Generated Revenue Sources

The **Disposal and Recycling Center (DRC) and Community Chest** combined revenues in have risen from \$91,000 in FY20 to \$119,000 in FY24. The current fee schedule for the DRC was adopted May 8, 2017, with Resolution CY17-06. In FY23, the DRC increased landfill fees by 5%, which was reflected in the FY23 revenues for the department. The DRC and Community Chest revenue in FY23 and FY24 came in significantly higher than expected, and this was reflected in the FY25 budget. In FY26 the budgeted revenues were again increased to reflect the increased waste being brought in from the NPS at Glacier Bay National Park.

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 since FY23. Ambulance transports are entered as invoices with discounts for ASP Enrollment and Medicare write-offs.

Gravel pit material sales had been increasing after a slight drop in FY20. In FY21 the budget remained the same even with an increase in the price of pit run material from \$4.00/cubic yard to \$6.00/cubic yard, effective February 10, 2020. FY23 revenues showed a significant increase from previous years, from \$3600 in FY11, to \$44,640 in FY23. This trend continued in FY24.

In FY21 a corresponding expense line-item was created called the Gravel Pit Fund that moves some of the gravel pit revenue to a dedicated savings account to help fund the anticipated increased costs of operating the gravel pit. However, the City administration is currently changing the model by which material is extracted and accounted for to a one operator model. At this time, it is unclear how this will affect the City’s gravel pit revenue, but it should increase the life of the current gravel pit(s) for an unknown period of time.

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. Due to difficulties in moving the steel float in the Fall of 2022, alternative strategies were developed that resulted in moving the steel float into the Salmon River for winter storage. Although the float is now being stored in the Salmon River and is moved at much less expense than was previously estimated, vessel rates have remained the same since the changes went into effect. In FY26 the cost of moving the floats to and from the harbor is \$9400.

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

6. Federal Revenue

i. Payment in Lieu of Taxes (PILT)

The amount of PILT revenue is unpredictable until late in the budgeting process. PILT was funded at the 2024 for FY25 through March 14, 2025 under the American Relief Act, (P.L. 118-158). The FY26 city budget matches the FY25 budgeted amount of \$150,000.00.

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)

National Forest Receipts, also known as the Secure Rural Schools Reauthorization Act, has been unpredictable since at least FY17 when the amount awarded was virtually nothing, but rebounded the next year to \$54,000. The City originally encumbered NFR funding to be used exclusively for road maintenance, as prescribed for by the program. In FY21 the City used up all of it's prior year's encumbered funds in our road maintenance savings account. In 2018 an AMLIP account was established to cover road maintenance costs for 2-3 years, but it was considered unsustainable to fund road maintenance through prior year's saving, and this account was closed in FY24. Since then, subsequent funding for road maintenance has been paid for through the general fund and offset by the NFR payments. In FY24 the City received approximately \$45,000 but in FY25 the City only received \$1130.27. As of 05/06/2025 the Secure Rural Schools Act has not been funded for FY26.

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 continued to be funded by the State Legislature. The City of Gustavus is eligible for a portion of the FY26 funding, although future funding of this program is uncertain as the Governor has vetoed full funding for this program in the past. The 2020 Census established population for Gustavus at 655, a significant increase from 2019 (538), accounted for increased funding through the CAP program. In FY25 the City received \$82,906.22, approximately \$600 less than in FY24.

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

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

ii. Shared Fisheries Business Tax

The Shared Fisheries Business Tax is variable. Due to decreased receipts in recent years and uncertainties in the regional commercial fisheries, this amount had dropped in FY23 and FY24, but increased again in FY25.

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

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

8. Interest

Since FY19, this line-item only included the interest received on the checking account at First National Bank Alaska. Starting in FY25 the City began using interest from some AMLIP (Reserve, Long Term Projects, and Current Projects) accounts to balance the Budget.

9. Prior-Year Cash Balance

In past years, surplus funds from the prior fiscal year were not incorporated into the next fiscal year's budget. These funds simply remained in the checking account or were eventually transferred to one of the city's savings or investment accounts. Beginning with the FY20 budget, prior-year funds were included up to the amount necessary to balance the current budget. However, none of these surplus funds were used in any of the years since incorporating this method for balancing the budget. In FY25 the City started using AMLIP interest to balance the budget and only used PYC to cover the Emergency and Disaster Line in the budget. For FY26 the Council chose to remove this item, and thus no PYC is reflected in the budget, but could still be used for budget amendments once it is clear how much is available.

B. Expenditures

1. Payroll

The FY26 budget significantly reduces payroll from FY25 levels. The two salaried positions with the City, the City Administrator and the Fire Chief, were both reduced by one quarter. These cuts resulted in approximately \$48,886 difference from FY25. Neither the Library Assistant nor Library Intern position were requested or funded in FY26. The Library Administration Director position was lowered by 65 hours annually per the LAD's request again for FY26. The DRC lowered the number of hours for the operator and increased the hours for the assistant. This increased the DRC payroll by approximately \$5000. Marine Facilities hours were also increased from 864 to 1040 for an increase in payroll of approximately \$5000.

Cost-of-Living Adjustment

The City of Gustavus annually reviews the consumer price index change for Urban Alaska (formerly Municipality of Anchorage) and determines if a cost-of-living pay adjustment will be adopted for the coming year. The consumer price index for Urban Alaska decreased slightly to reflect a 2.3% wage increase for all regular position employees.

2. 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. At the beginning of FY24 the City joined the Alaska Municipal Health Trust (AMHT). Although premiums are slightly higher, \$821.03 compared to \$788.50, the addition of prescription drugs and vision made the AMHT plan a better option for employees. The City pays 80% of this with the employee being responsible for the other 20%. For FY26, premiums were budgeted the same as FY25, as rates have not been established at this time.

Employees can opt out with proof of insurance. For those opting out, a taxable health insurance stipend of \$200/month is offered to offset the expense of being added to their spouse's health insurance. This amount is based on analyzing the federal employee group health coverage costs for employee only vs. employee and spouse (using Blue Cross & Blue Shield Basic plan as a comparison), which is an extra \$276/month (formerly \$212/month when the stipend was first approved). The latest benefits policy and procedure was adopted May 11, 2020 (Resolution CY20-15).

3. Managed IT Services

In April 2018, the City of Gustavus entered into a contract for managed information technology (IT) services. An IT contractor had not been used since the end of 2016. The professionalization of this vital city infrastructure was a welcome step and resulted in a new line-item in the FY19

budget. IT equipment purchases were made in FY19 and FY20 to get the city caught up, through the Administrative Department's equipment purchase budget line-item.

In FY23 and FY24 the IT contract was extended for an additional year. In FY25 the City Council waived the clause stating that only two extensions could be granted before needing to go out as an RFP. The cost of this service has not increased since the original contract was entered into.

4. 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 FY26, the GVA requested \$15,200.00.

5. Repair and Replacement Annual Contributions

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

6. Review Services and Audit

In FY23 the City of Gustavus received enough state or federal funds to trigger a mandatory audit; the last full audit had been done in FY15. The audit was performed by Altman Rogers accounting firm in January & February 2024. The City had no findings reported on the FY23 audit.

7. Insurance Premium Increases:

The city's general liability and property insurance costs are expected to increase again 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, and Worker's Comp, assuming the actual rates should come in less than that based on current information.

8. 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 increased slightly for FY26.

9. Contractual Services

The FY26 budget includes funds in the Marine Facilities budget for transport of the steel mooring float and wooden floats. The DRC budget includes funds for contractual services, although no services have been predicted for FY26. The Library and Admin contractual budgets include funds for custodial service. The GVFD's contractual budget includes funding for an ambulance billing service, and a Medical Director to cover the new cost to the City following the prior volunteer provider's retirement. The City again chose to fund a City Engineer for FY26.

10. Medical Director

In FY25 Dr Rod Vaught, who was the City's volunteer Medical Director, opted to fully retire. This position is crucial to the City's ability to offer the level of ambulance service we have offered up until now. The City formally entered into a contract with a new Medical Director starting in January 2025. The new expenses include site visits, travel, and malpractice insurance.

11. Professional Services

The FY23 budget increased the line-item for Professional Services (attorney) due to ongoing issues that involved the attorney including ordinance revisions, enforcement advice, and legal issues concerning PFAS, etc. In FY24 we reduced this to a reasonable amount based on the previous year's expenses. For FY25 this amount was left the same due to possible legal issues pertaining to the formation of a Xunaa borough. In FY26 this amount has again been increased to cover the additional costs of the Local Boundary Commission's decision to grant the Xunaa borough petition.

12. Equipment

GVFD's equipment purchase budget is generally used as a match for equipment grants received. DRC's equipment budget is mostly for fuel and routine maintenance. City Hall did not include any funds for new equipment for FY26. The Library and Marine Facilities asked for a small amount to replace any equipment if needed.

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. All unrestricted funds reside in the city's First National Bank Alaska checking account. See the policy document for details.

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

Long-Term Debt

The City of Gustavus currently has no debt obligation.

E. Fiscal Year 2026

1. Road Maintenance Budget

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

Starting in FY25 the City went to a new road maintenance contract model, allowing the contractor more freedom to make decisions regarding what to do and when based on prior experience. This increased the road maintenance budget to \$215,000 and set the terms for renewal to biannually.

2. Disaster and Emergency Budget

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

This item was removed from the FY26 budget.

3. Disposal & Recycling Budget

The DRC increased landfill fees by 5% beginning in FY23. The increase was seen as necessary to cover increases in operating expenses. No increase was suggested for FY26.

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. Starting in FY21 \$6000 was set aside each year. In FY25 it was proposed that the City set aside at least half of the proceeds from gravel pit sales to the gravel pit savings account to help cover the future costs of gravel pit upgrades. In FY26 the City is hoping to move to a new single operator model. Due to this change no money is budgeted to be set aside for FY26.

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

F. Discussion of Possible New Revenues

The City Council briefly discussed proposing raising Retail and/or Room Tax, or amending the City's tax ordinance which states that any item subject to one tax will not be subject to the other tax at the FY26 budget work session. The Mayor asked that the Council be prepared to continue the discussion through the summer to see if it would be feasible to do so to replace drying up Federal funds the City has traditionally relied upon.

G. Summary

The last four fiscal years have seen an increase each year in revenues and expenses, peaking in FY25. For FY26 the budget was reduced by approximately \$81,000. Significant cuts to payroll, and dropping the "Emergency & Disaster" line item from the General Fund budget, were the biggest contributors to the difference.

With Federal and State funds not being a certainty for the near future, and economic shifts changing the financial landscapes around the world, the City of Gustavus may need to increase its revenues through taxation or other revenue generating means, to make up for the loss of outside source funding, or decrease the services it is currently offering to make up for budget shortfalls.



City of Gustavus

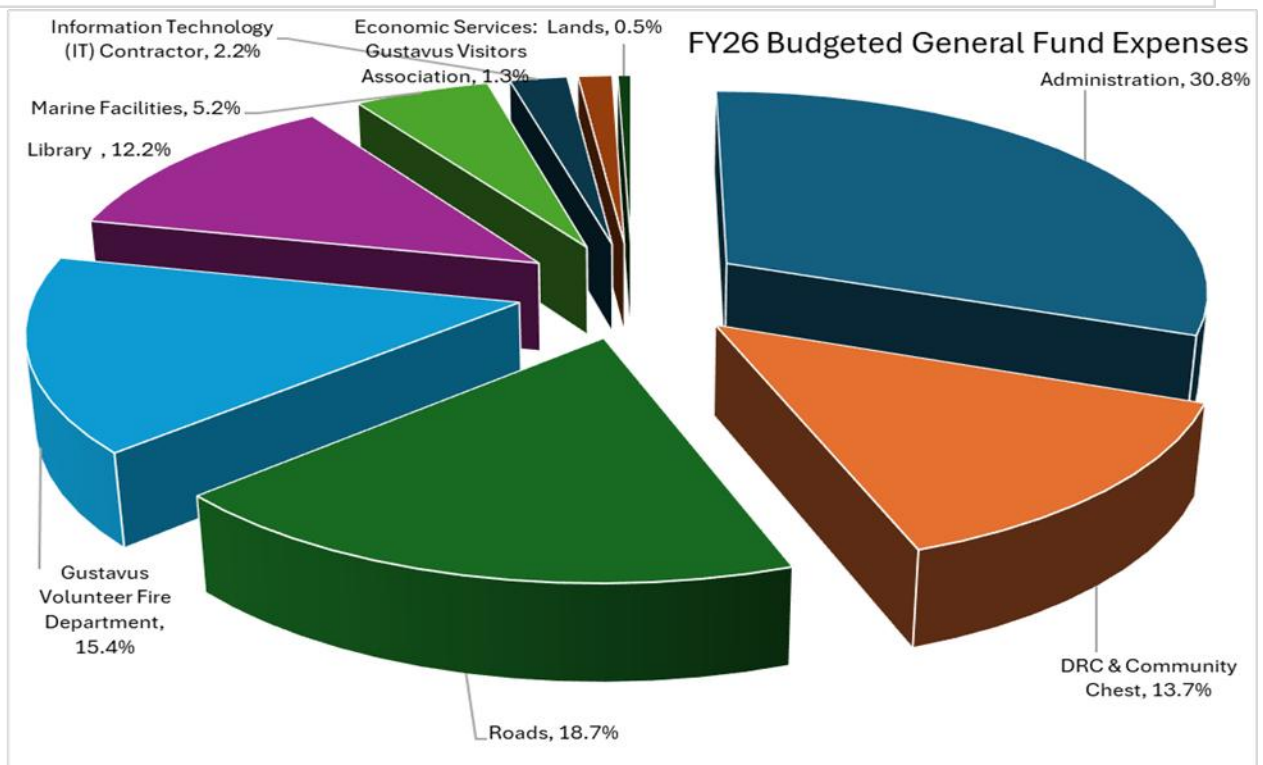
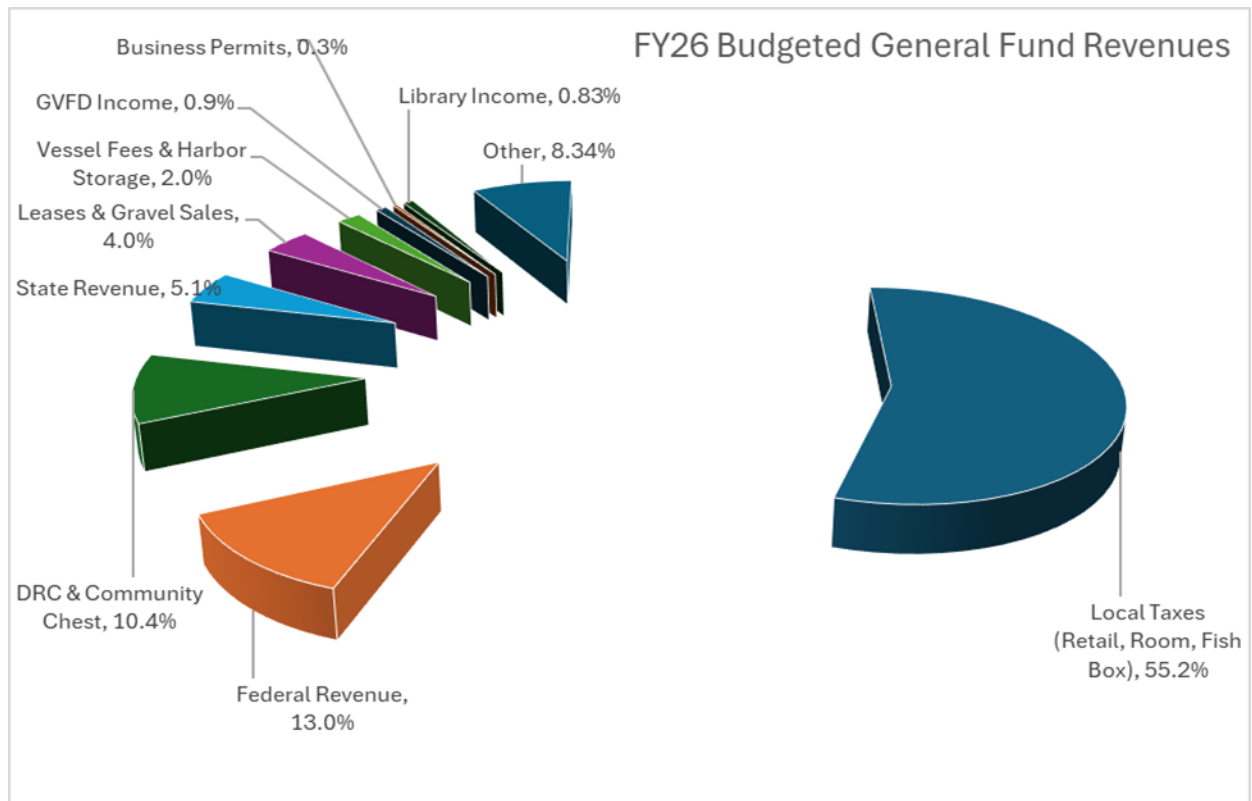
PO Box 1

Gustavus, Alaska 99826

Phone: (907) 697-2451

City of Gustavus Financial Summary Fiscal Year 2026

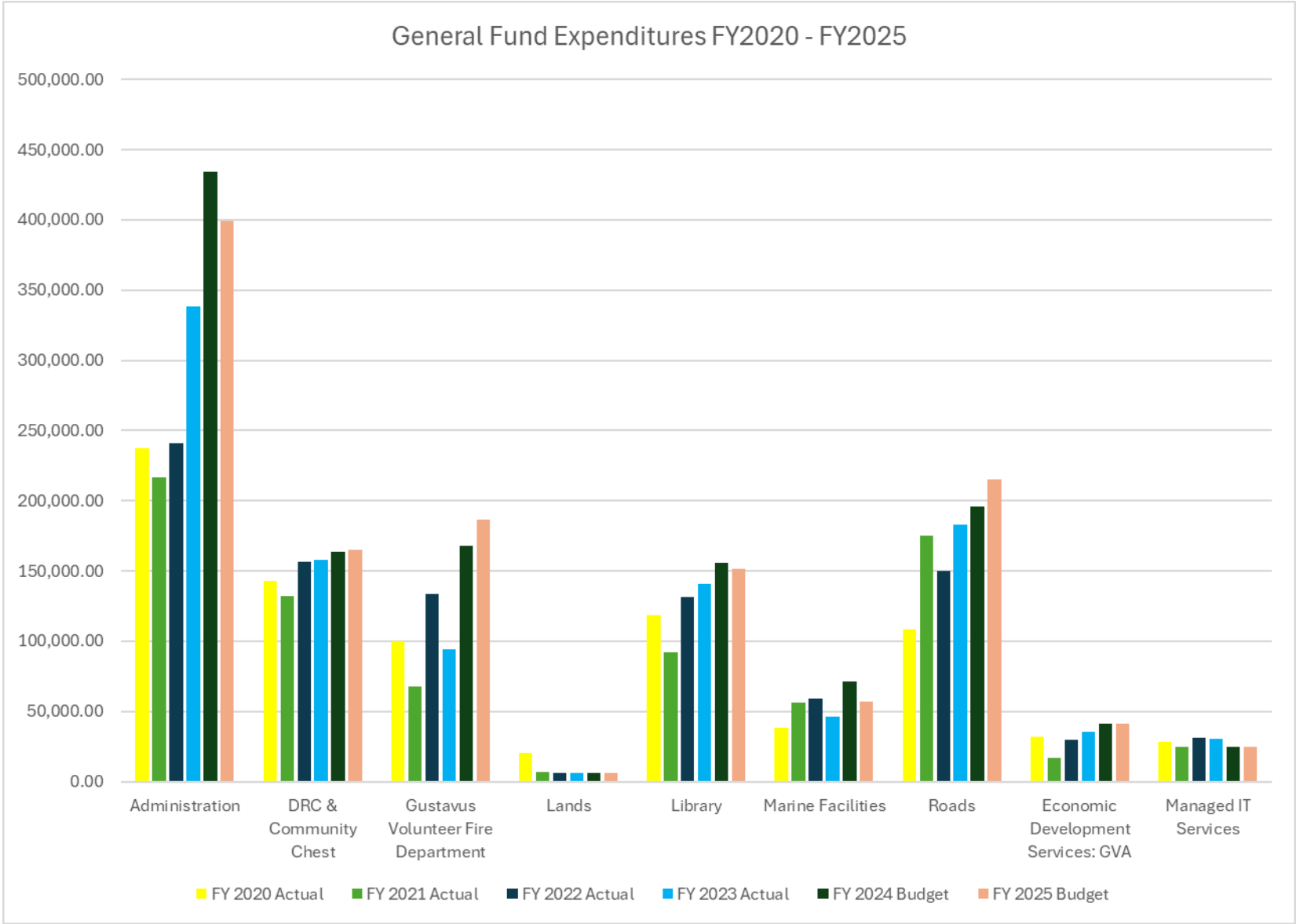
May 2025



	Actual	Actual	Actual	Actual	Actual	Budget
	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23	Jul '23 - Jun 24	FY25 to date	FY26
Ordinary Income/Expense						
Income						
Admin Fees	0.00	11.75	0.00		32.00	
Business License Fees	4,150.00	3,200.00	3,375.00	3,300.00	3,150.00	3,500.00
Donation - Inter-library Loans	20.00					
Donations	384.00	2,830.00	1,333.18	613.00	1,615.50	500.00
DRC Income						
Community Chest Sales	8,501.45	13,199.64	12,759.35	12,240.50	11,374.00	13,000.00
C Chest Sales @ City Hall				695.00	801.20	
Landfill Fees paid @ City Hall	14,478.75	38,784.36	31,203.79	45,389.99	41,775.32	
Landfill Fees/Sales	54,013.65	57,616.60	61,591.19	58,420.99	49,733.52	100,000.00
Recyclable Material Sales	7,890.72	5,105.03	8,505.48	2,505.21	14,932.54	7,000.00
DRC Income - Other				0.00	0.00	
Total DRC Income	84,884.57	114,705.63	114,059.81	119,251.69	118,616.58	120,000.00
Federal Revenue						
ARPA		102,543.96	65,189.08	33,904.06		
Lost Rev ARPA			127,621.58	0.00		
FEMA			220,016.00	5,459.67		
Natl Forest Receipts-Encumbered	38,572.14	47,599.28	48,254.84	45,016.82	1,130.27	0.00
Payment In Lieu of Taxes	113,760.06	121,077.96	130,512.17	152,913.58	160,917.19	150,000.00
Total Federal Revenue	152,332.20	271,221.20	591,593.67	237,294.13	162,047.46	150,000.00
Fundraising	960.00	440.00	175.00	313.00	429.00	500.00
Grant Income					10,665.42	15,000.00
GVFD Income						
Ambulance Billing	7,237.45	7,313.60	13,196.10	2,819.13	11,031.78	9,000.00
ASP	1,420.00	1,235.61	1,650.00	1,310.00	940.00	1,000.00
Training	0.00	170.00	350.00	120.00	420.00	150.00
GVFD Income - Other		1,845.00	0.00			
Total GVFD Income	9,617.45	10,564.21	15,196.10	4,249.13	12,391.78	10,150.00
Interest Income	189.43	347.56	736.97	477.10	263.08	88,876.46
Lands Income						
Gravel Pit Gravel Sales	27,354.00	27,690.00	44,640.00	39,936.00	32,274.00	30,000.00
Gravel Pit Bond			-1,800.00	0.00	0.00	
Total Lands Income	27,354.00	27,690.00	42,840.00	39,936.00	32,274.00	30,000.00
Lease Income	13,125.67	14,011.93	14,268.47	9,190.32	11,850.59	16,000.00
Library Income	521.50	2,583.50	1,162.00	1,418.90	665.05	1,000.00
Marine Facilities Income						
Facilities Usage Fees	2,635.00	3,000.00	2,955.00	2,405.00	2,310.00	2,600.00
Commercial Vessel Registration	18,000.00	15,530.00	12,300.00	13,680.00	5,000.00	12,500.00
Private Vessel Registration	5,505.00	5,290.00	5,730.00	4,455.00	2,110.00	5,000.00
Storage Area Fee	2,100.00	910.00	2,750.00	2,340.00	2,310.00	2,600.00
Marine Facilities Income - Other	0.00			0.00	0.00	
Total Marine Facilities Income	28,240.00	24,730.00	23,735.00	22,880.00	11,730.00	22,700.00
Other Income	0.00	7.00	0.00			
State Revenue						
Community Assistance Program	75,180.66	77,370.21	90,577.16	83,489.34	82,906.22	58,200.33
Liquor Share Tax						
Shared Fisheries Business Tax	1,045.27	896.34	484.52	503.10	557.43	231.87
Total State Revenue	76,225.93	78,266.55	91,061.68	83,992.44	83,463.65	58,432.20
Tax Income						
Retail Tax Income	245,690.61	431,644.90	455,011.12	437,610.13	467,956.40	450,000.00
Remote Sellers Retail Tax	17,803.44	47,042.78	65,704.18	76,295.46	68,261.99	75,000.00
Room Tax Income	24,926.88	81,730.82	109,714.97	105,378.58	100,352.61	100,000.00
Fish Box Tax	8,560.00	9,860.00	14,080.00	11,730.00	3,160.00	9,000.00
Penalties & Interest	2,080.38	6,187.66	4,592.58	3,016.71	11,255.89	3,000.00
Tax Exempt Cards	280.00	290.00	340.00	310.00	250.00	300.00
Total Tax Income	299,341.31	576,756.16	649,442.85	634,340.88	651,236.89	637,300.00
Total Income	691,832.06	1,120,876.74	1,548,979.73	1,157,256.59	1,089,733.58	1,153,958.66
Gross Profit	691,832.06	1,120,876.74	1,548,979.73	1,157,256.59	1,089,733.58	1,153,958.66

	Actual	Actual	Actual	Actual	Actual	Budget
	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23	Jul '23 - Jun 24	FY25 to date	FY26
Expense						
Administrative Costs	2,133.70	1,340.40	9,206.56	46,235.50		0.00
Advertising	0.00	830.91	0.00	0.00	0.00	0.00
Bad Debt				4,332.00		0.00
Bank Service Charges	3,901.08	6,541.54	5,865.26	10,485.14	9,959.58	11,550.00
Building						
Insurance	10,379.34	11,086.66	12,789.74	15,336.68	15,777.35	20,300.00
Maintenance & Repair	6,066.42	10,483.06	6,461.81	6,141.08	2,533.87	4,000.00
Total Building	16,445.76	21,569.72	19,251.55	21,477.76	18,311.22	24,300.00
Cash Short/Over						
Contractual Services	0.00					
Ambulance Billing Expense	722.55	373.30	1,027.27	526.18	1,101.52	1,000.00
City Engineer				9,999.60	6,700.00	10,000.00
Managed IT Services	24,608.00	24,565.00	30,160.00	26,220.00	22,935.00	25,020.00
Medical Director						10,600.00
Contractual Services - Other	28,914.00	68,504.46	44,537.62	35,303.89	32,194.04	25,988.00
Total Contractual Services	54,244.55	93,442.76	75,724.89	72,049.67	62,930.56	72,608.00
Dues/Fees	7,910.38	9,333.55	12,211.29	11,889.57	9,434.51	11,850.00
Economic Development Services						
GVA	17,000.00	30,000.00	35,600.00	41,400.00	27,200.00	15,200.00
Total Economic Development Services	17,000.00	30,000.00	35,600.00	41,400.00	27,200.00	15,200.00
Election Expense	87.34	129.92	150.99	81.56	-57.81	250.00
Emergency & Disaster						0.00
Equipment						
Equipment Fuel	1,211.88	2,387.54	3,113.31	2,792.96	1,711.08	2,900.00
Equipment Purchase	5,505.80	23,296.83	9,524.55	7,882.15	7,527.40	4,800.00
Insurance	242.49	237.99	317.77	298.09	316.11	377.00
Maintenance & Repair	6,914.64	4,717.89	388.63	7,010.51	1,581.37	1,900.00
Equipment - Other	0.00	-1,081.00	0.00			
Total Equipment	13,874.81	29,559.25	13,344.26	17,983.71	11,135.96	9,977.00
Events & Celebrations (inc. holiday gift)	3,587.70	3,570.51	4,294.03	3,898.54	3,763.32	1,200.00
Freight/Shipping	14,901.65	32,181.86	28,547.31	29,904.80	26,449.90	30,250.00
Fundraising Expenses	8.00	700.00	0.00	500.00	511.82	500.00
General Liability	11,575.44	20,444.25	17,776.53	15,513.93	17,922.94	19,625.00
Gravel Pit Fund	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	0.00
Library Materials	598.71	2,212.84	2,659.33	5,723.99	8,862.24	10,500.00
Marine Facilities						
Insurance	2,368.37	2,486.20	2,578.53	5,804.01	6,641.26	3,300.00
Maintenance & Repairs	3,787.33			476.00		500.00
Total Marine Facilities	6,155.70	2,486.20	2,578.53	6,280.01	6,641.26	3,800.00
Occupational Health	0.00			0.00	0.00	500.00
Payroll Expenses						
Wages	266,397.49	342,421.77	423,676.00	401,386.36	340,546.24	408,912.40
Payroll Taxes	27,311.14	33,090.96	40,887.75	39,510.80	32,737.89	39,239.25
Paid Time Off (PTO)	21,077.99	18,851.63	15,427.85	12,798.95	16,907.08	22,878.92
Sick Leave	2,703.10	2,822.85	6,214.41	6,568.08	4,279.62	7,883.30
Health Insurance (company paid)	5,466.72	3,847.96	21,602.70	35,206.70	28,999.36	23,645.52
Health Insurance Stipend	14,035.37	10,569.16	11,209.09	6,720.00	8,500.00	12,000.00
457(b) Employer Contribution	17,510.95	14,378.02	18,947.32	17,436.97	20,523.56	28,532.75
Workers Comp Insurance	5,643.60	8,927.58	6,165.44	6,218.05	9,473.37	11,358.61
Payroll Expenses - Other (inc. PTO)	-2,506.72	-3,331.17	4,392.95	4,643.10	-15,429.58	230.00
Total Payroll Expenses	357,639.64	431,578.76	548,523.51	530,489.01	446,537.54	554,680.75

	Actual	Actual	Actual	Actual	Actual	Budget
	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23	Jul '23 - Jun 24	FY25 to date	FY26
Professional Services	15,801.65	11,527.50	8,675.00	5,930.00	24,008.57	30,000.00
Public Relations	314.86		899.00	1,075.57	227.00	500.00
Relocation		1,000.00	0.00			0.00
Repair & Replacement Fund	24,772.13	16,545.71	16,545.71	16,545.71	18,554.91	18,554.91
Road Maintenance	0.00					
Grading	35,160.50	103,761.44	101,580.20	110,099.26		
Snow Plowing	29,775.10	72,814.50	65,000.00	67,855.40		
Road Maintenance - Other	109,879.84	79,719.60	16,181.70	2,415.94	179,309.30	215,000.00
Total Road Maintenance	174,815.44	256,295.54	182,761.90	180,370.60	179,309.30	215,000.00
Social Services	0.00					
GCEP dba The Rookery				0.00	0.00	8,000.00
Total Social Services	0.00			0.00	0.00	8,000.00
Stipend	3,000.53	3,000.15	3,750.04	2,999.55	1,005.00	4,000.00
Supplies	11,245.58	24,891.71	23,665.48	23,180.56	17,875.58	21,250.00
Telecommunications	17,136.62	18,305.79	20,514.08	13,723.46	19,604.63	21,521.00
Training	1,971.00	10,929.20	6,888.26	8,517.68	5,519.91	19,004.00
Travel	0.00	796.00	13,536.36	20,219.58	16,057.16	19,638.00
Utilities						
Electricity	9,095.45	9,811.21	10,486.90	11,982.65	7,685.40	10,200.00
Fuel Oil	7,165.81	8,623.76	15,497.95	9,045.59	8,400.72	7,500.00
Total Utilities	16,261.26	18,434.97	25,984.85	21,028.24	16,086.12	17,700.00
Vehicle						
Fuel	490.99	416.51	1,016.41	633.09	732.14	1,500.00
Insurance	3,561.22	3,568.25	3,438.58	3,225.58	3,844.19	5,500.00
Maintenance & Repair	63.98	1,798.88	642.69	2,692.40	436.01	3,000.00
Mileage Reimbursement	1,843.46	1,944.76	1,162.81	1,144.10	1,118.74	2,000.00
Total Vehicle	5,959.65	7,728.40	6,260.49	7,695.17	6,131.08	12,000.00
Total Expense	787,343.18	1,061,377.44	1,091,215.21	1,125,531.31	959,982.30	1,153,958.66
Net Ordinary Income	-90,957.12	59,499.30	457,764.52	31,725.28	129,751.28	0.00
Other Income/Expense						0.00
Other Income						
Encumbered Funds for Road Maintenance	62,118.87	115,000.00	115,000.00			
Other Savings for Road Maintenance	37,881.13					0.00
Prior-Year Cash Balance	0.00					
Total Other Income	100,000.00	115,000.00	115,000.00	0.00	0.00	0.00
Net Other Income	100,000.00	115,000.00	115,000.00	0.00	0.00	0.00
Net Income	9,042.88	174,499.30	572,764.52	31,725.28	129,751.28	0.00

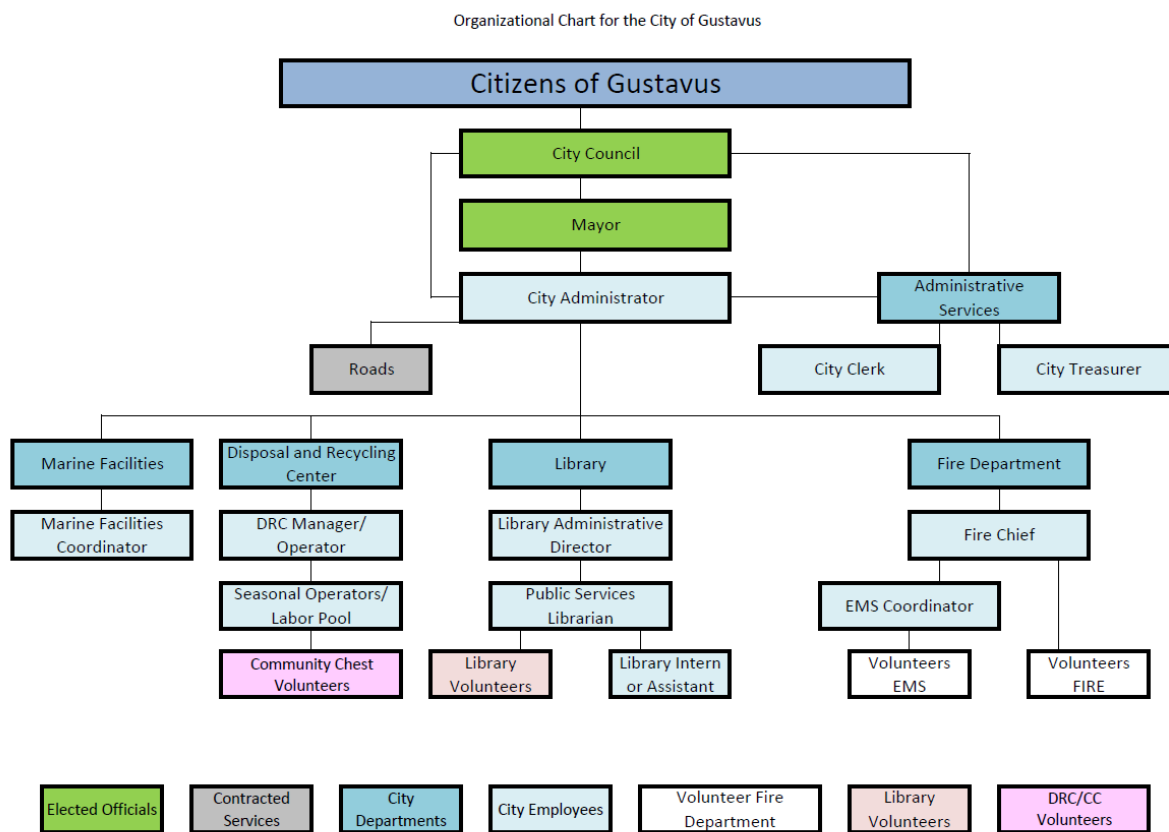


City of Gustavus Payroll Summary FY25 - FY26

FY26: 2.3%				457(b) Employer Contribution (LFG)	Health Ins. Stipend (\$200/mo stipend)	Payroll Taxes (6.2% SS, 1.45% Med., 1% AK unemp. up to \$240.21)	Payroll Total	Group Health Plan (\$725/mo; 80%/20% split)	Workers' Comp. Insurance	Direct Deposit Fees & FICA	Dept. Total	FY25 Budget for Comparison	FY24 Budget for Comparison
FTE	Hourly Wage	Hrs/year	Wage Total										
Admin. Dept.													
Administrator	0.8	\$28.12	1820	\$51,178.40	\$3,582.49	\$2,400.00	\$4,613.02	\$61,773.91					
Clerk	0.75	\$36.15	1560	\$56,394.00	\$3,947.58		\$4,856.34	\$65,197.92	\$7,881.84	\$647.59	\$230.00	\$221,315.53	\$243,461.58
Treasurer													\$234,430.55
DRC													
Operator	0.9	\$27.97	1800	\$50,346.00	\$3,524.22		\$4,320.57	\$58,190.79	\$7,881.84	\$3,383.46		\$102,772.53	\$97,403.79
Assistants		\$20.00	1400	\$28,000.00			\$2,422.00	\$30,422.00					\$96,278.87
Assistants		\$18.50	144	\$2,664.00			\$230.44	\$2,894.44					
Fire Chief													
EMS Coord.	0.5	\$47,496.70	1040	\$47,496.70	\$3,324.77	\$1,200.00	\$4,128.05	\$54,949.52	\$7,881.84	\$6,346.70		\$105,641.69	\$120,271.52
		\$29.16	1040	\$30,326.40	\$2,122.85		\$2,814.38	\$36,463.63					\$90,831.17
Library													
Lib. Adm Director	0.75	\$27.44	1495	\$41,022.80	\$2,871.60	\$2,400.00	\$3,781.73	\$50,076.13		\$202.10	\$89,863.49	\$100,208.66	\$101,797.16
Public Service Lib	0.625	\$24.55	1300	\$31,915.00	\$2,234.05	\$2,400.00	\$3,036.21	\$39,585.26					
Summer Intern(s)			100	\$0.00			\$0.00	\$0.00					
Marine Facilities													
MFC Coord.	5	\$26.04	1040	\$27,081.60	\$1,895.71	\$1,200.00	\$2,610.34	\$32,787.65		\$778.76	\$33,566.41	\$27,792.25	\$34,730.65
Totals:				\$438,274.62	\$28,532.74	\$12,000.00	\$39,118.15	\$517,925.51	\$23,645.52	\$11,358.61	\$230.00	\$553,159.64	\$589,137.80

Changed DRC Operator & Assistant hours
 Changed LIB Services Director to 25 hours a week
 Returned MFC to 1040 hours
 Added COLA 2.3%
 Estimated 10% increase for Workers Comp per PWI
 Lowered both Salary positions by 1/4

FY25:				457(b) Employer Contribution (LFG)	Health Ins. Stipend (\$200/mo stipend)	Payroll Taxes (6.2% SS, 1.45% Med., 1% AK unemp. up to \$240.21)	Payroll Total	Group Health Plan (\$657/mo; city cap at \$700/mo until 80%/20% split is met)	Workers' Comp. Insurance	Direct Deposit Fees & FICA	Dept. Total	FY24 Budget for Comparison	FY23 Budget for Comparison
FTE	Hourly Wage	Hrs/year	Wage Total										
Admin. Dept.													
Administrator	0.8	\$93,645.78	1820	\$93,645.78	\$6,439.30	\$2,400.00	\$8,080.32	\$110,565.40		\$588.72	\$230.00	\$243,461.58	\$234,430.55
Clerk	0.75	\$35.34	1560	\$55,130.40	\$3,859.13		\$4,752.91	\$63,742.44	\$7,881.84				\$226,641.50
Treasurer													
DRC													
Operator	0.9	\$25.84	2080	\$53,747.20	\$3,762.30		\$4,598.98	\$62,108.48	\$7,881.84	\$3,075.87		\$97,403.79	\$96,278.87
Assistants		\$20.00	1120	\$22,400.00			\$1,937.60	\$24,337.60					\$123,151.07
Assistants		\$19.00	0	\$0.00			\$0.00	\$0.00					
Assistants		\$18.50	0	\$0.00			\$0.00	\$0.00					
Fire Chief													
EMS Coord.	0.5	\$61,905.12	1040	\$61,905.12	\$4,333.36	\$1,200.00	\$5,307.45	\$71,545.93	\$7,881.84	\$5,769.72		\$120,271.52	\$90,831.17
		\$28.00	1040	\$29,120.00	\$2,038.40		\$2,715.63	\$35,074.03					\$116,452.96
Library													
Lib. Adm Director	0.75	\$26.82	1495	\$40,095.90	\$2,806.71	\$2,400.00	\$3,705.86	\$49,008.47		\$183.69	\$100,208.66	\$101,797.16	\$106,550.01
Lib. Serv. Dir	0.75	\$26.82	1560	\$41,839.20	\$2,928.74	\$2,400.00	\$3,848.56	\$51,016.50					
Summer Intern(s)		\$13.50	0	\$0.00			\$0.00	\$0.00					
Marine Facilities													
MFC Coord.	0.5	\$25.45	864	\$21,988.80	\$1,539.22	\$1,400.00	\$2,156.27	\$27,084.29		\$707.96	\$27,792.25	\$34,730.65	\$28,428.08
Totals:				\$469,904.20	\$31,209.39	\$12,000.00	\$41,622.74	\$554,936.33	\$23,645.52	\$10,325.96	\$230.00	\$589,137.81	\$558,068.40



Last Updated May, 2025

Gustavus Endowment Fund

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

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

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

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

Original Value of the Endowment Fund
\$963,000

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

End of Fiscal Year Date	Endowment Fund Market Value	Anchorage CPI for first half of year (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, 2011	\$1,161,681.00	200.278	1.209	\$1,164,267.00	(\$2,586.00)
June 30, 2012	\$1,188,171.67	205.215	1.239	\$1,193,157.00	(\$4,985.33)
June 30, 2013	\$1,265,224.55	210.853	1.273	\$1,225,899.00	\$39,325.55
June 30, 2014	\$1,391,960.13	214.777	1.297	\$1,249,011.00	\$142,949.13
June 30, 2015	\$1,400,089.55	217.111	1.311	\$1,262,493.00	\$137,596.55
June 30, 2016	\$1,398,474.52	216.999	1.310	\$1,261,530.00	\$136,944.52
June 30, 2017	\$1,429,287.74	218.616	1.320	\$1,271,160.00	\$158,127.74
June 30, 2018	\$1,438,854.93	223.099	1.347	\$1,297,161.00	\$141,693.93
June 30, 2019	\$1,466,213.91	228.858	1.382	\$1,330,866.00	\$135,347.91
June 30, 2020	\$1,473,942.38	225.049	1.359	\$1,308,717.00	\$165,225.38
June 20, 2021	\$1,637,337.02	232.679	1.405	\$1,353,078.97	\$284,258.05
June 30, 2022	\$1,441,014.78	252.271	1.523	\$1,467,010.71	(\$25,995.93)
June 30, 2023	\$1,472,739.49	257.938	1.558	\$1,499,965.54	(\$27,226.05)
June 30, 2024	\$1,569,382.07	264.376	1.596	\$1,537,403.91	\$31,978.16

	5-Year Average	3% of Average
FY11-FY15	✓ \$1,281,425.38	\$38,442.76
FY12-FY16	✓ \$1,328,784.08	\$39,863.52
FY13-FY17	✓ \$1,377,007.30	\$41,310.22
FY14-FY18	✓ \$1,411,733.37	\$42,352.00
FY15-FY19	✓ \$1,426,584.13	\$42,797.52
FY16-FY20	✓ \$1,441,354.70	\$43,240.64
FY17-FY21	✓ \$1,489,127.20	\$44,673.82
FY18-FY22	✓ \$1,491,472.60	\$44,744.18
FY19-FY23	✓ \$1,498,249.52	\$44,947.49
FY20-FY24	✓ \$1,518,883.15	\$45,566.49

Current Banking Assets

The balance sheet assets as of 5/06/2025 are as below:

City of Gustavus Balance Sheet

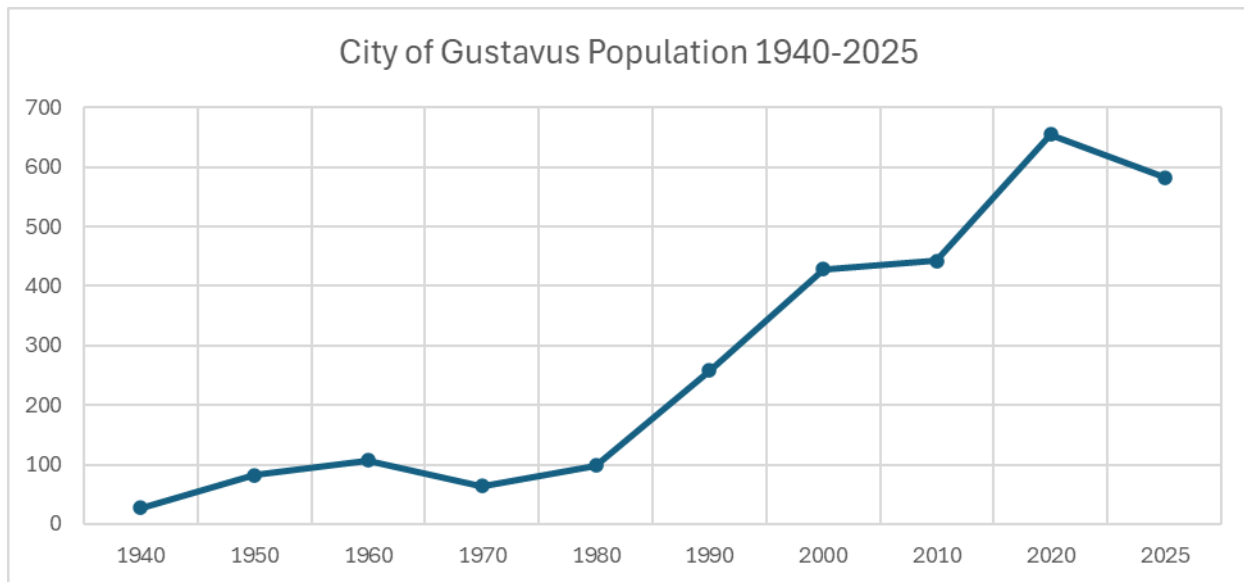
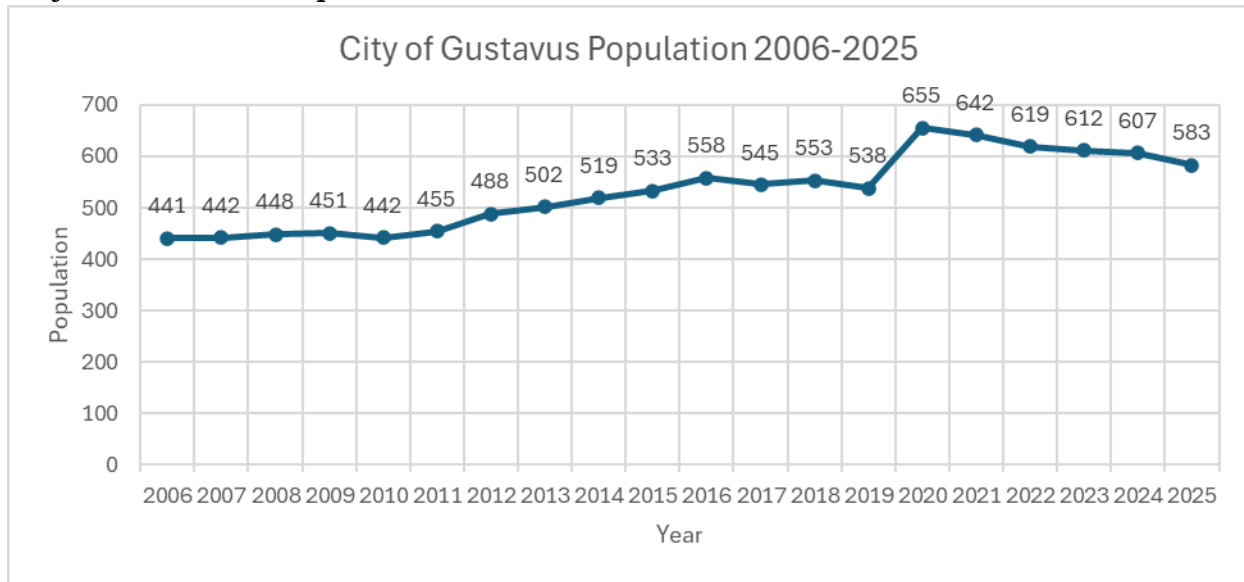
As of May 6, 2025

	May 6, 25
ASSETS	
Current Assets Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	374,333.61
AMLIP Capital Improv Long-Term (0630598.2)	663,108.48
AMLIP Repair & Replacement (0630598.3)	396,047.62
AMLIP Gravel Pit Fund (0630598.8)	32,789.08
AMLIP Reserve (0630598.12)	1,264,816.22
APCM.Endowment Fund	1,630,026.01
FNBA - Checking	157,124.83
FNBA Endowment Fund - Checking	34,363.93
Petty Cash	447.34
Total Checking/Savings	4,553,057.12

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

- *AMLIP Capital Improv Current*: funds for approved and funded capital projects
- *AMLIP Capital Improv Long-Term*: funds for capital projects in the future
- *AMLIP Repair & Replacement*: funds for repair and replacement of fixed assets, following recommended best-practices savings schedule. Funded through operating budget line-item. See the Capital Improvement Plan document for additional information.
- *AMLIP Gravel Pit Fund*: fund established in FY21 for use on expenses associated with the gravel pits. Funded through operating budget line-item.
- *AMLIP Reserve*: was updated in FY24 to be used as savings and should hold the equivalent of the current fiscal years budget.
- *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)

City of Gustavus Population Trends



Population data is from multiple sources including U.S. Census Bureau.



City of Gustavus

PO Box 1

Gustavus, Alaska 99826

Phone: (907) 697-2451

City of Gustavus General Fund Fiscal Year 2026

May 2025

Administration

General Fund

Administration Department:

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

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

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

Personnel:

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

Mission:

To serve the Community of Gustavus.

FY22-FY26 General Fund: Administration Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	JUL '21 - Jun 22	Jul '22 - Jun 23	JUL '23 - Jun 24	Jul '24 - Jun 25	Jul '25 - Jun 26
Administrative Costs	1,340.40	9,206.56	46,235.50		0.00
Advertising	472.24	0.00			
Bank Service Charges	4,767.56	3,670.59	8,369.00	10,000.00	8,500.00
Building - Insurance	1,635.57	1,367.94	1,167.54	3,834.00	4,200.00
Building - Maintenance			414.00		
Contractual Services	8,657.39	28,016.57	17,957.66	6,226.00	15,000.00
Contractual - City Engineer			2,589.60	10,000.00	10,000.00
Contractual - IT Services				25,020.00	25,020.00
Dues/Fees	3,468.60	3,760.27	7,766.33	8,000.00	9,000.00
Election Expense	129.92	150.99	81.56	250.00	250.00
Emergency & Disaster				50,000.00	0.00
Equipment - Purchase	576.75	1,919.99	1,622.14	2,500.00	0.00
Events & Celebrations	3,412.62	4,149.35	3,773.54	3,800.00	600.00
Freight/Shipping	792.45	524.99	834.60	800.00	800.00
General Liability	17,480.61	17,776.53	15,513.93	17,841.00	19,625.00
Payroll Expenses	194,855.31	227,404.62	236,544.24	243,461.59	221,315.53
Professional Services	11,527.50	8,675.00	5,930.00	15,000.00	10,000.00
Public Relations		899.00	1,075.57	700.00	500.00
Relocation	1,000.00				
Repair & Replacement Annual Contribution	1,000.00	0.00	1,000.00	1,000.00	1,000.00
Supplies	2,966.79	4,834.01	3,256.80	3,500.00	3,500.00
Telecommunications	7,004.02	8,214.03	4,155.11	5,000.00	8,500.00
Training	2,247.72	3,096.50	2,068.54	4,000.00	4,000.00
Travel	154.00	9,932.23	16,182.92	10,000.00	10,000.00
Utilities - Electricity	3,505.20	3,313.21	3,092.11	3,000.00	2,500.00
Utilities - Fuel Oil			2,413.11		
Vehicle	332.17	208.01	190.84	500.00	500.00
Total Expense	267,326.82	337,120.39	382,234.64	424,432.59	354,810.53

Disposal and Recycling Center

General Fund

Disposal and Recycling Center:

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

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

Personnel:

Manager/Operator (.9 FTE)

Up to three Temporary Labor Pool Employees (0.75 FTE all together)

DRC - Occasional volunteers

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

Mission:

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

FY22-FY26 General Fund: Disposal & Recycling Center Expenditures

Expense	Actual	Actual	Actual	Actual	Budget	Budget
	Jul '20 - Jun 21	JUL '21 - Jun 22	JUL '22 - Jun 23	JUL '23 - Jun 24	Jul '24 - Jun 25	Jul '25 - Jun 26
Bank Service Charges	1,466.54	1,723.98	2,169.67	2,066.14	3,000.00	3,000.00
Building - Insurance	1,791.28	2,110.20	2,580.43	1,651.59	1,900.00	2,100.00
Building - Maintenance				1,295.16	600.00	500.00
Contractual Services	6,740.00	38,552.07	575.00	9,831.00	5,000.00	1,000.00
Dues/Fees	1,180.10	1,180.10	1,251.60	1,006.60	1,200.00	1,200.00
Equipment - Fuel	8,200.87	6,557.66	7,830.31	2,627.98	2,200.00	2,650.00
Equipment - Purchase				2,485.12	4,400.00	1,000.00
Equipment - Insurance				298.09	342.80	377.00
Equipment - Maintenance & Repair				6,710.51	4,400.00	1,800.00
Events & Celebrations	0.00	0.00	0.00		500.00	200.00
Freight/Shipping	13,088.48	26,476.80	24,273.74	27,583.66	32,000.00	28,000.00
Occupational Health	0.00				500.00	500.00
Payroll Expenses	87,726.45	92,782.01	106,116.83	87,335.28	97,403.79	102,772.53
Repair & Replacement Annual Contribution	2,150.79	2,100.79	2,100.79	2,100.79	2,767.46	2,767.46
Supplies	3,154.69	4,287.87	4,044.95	3,118.41	4,500.00	3,900.00
Telecommunications	2,190.62	2,276.71	2,102.10	1,090.39	1,200.00	1,200.00
Training	1,392.00	125.00	0.00		1,200.00	1,200.00
Travel	0.00	0.00	0.00	1,075.05	1,200.00	1,200.00
Utilities - Electricity				2,157.12	1,900.00	1,400.00
Utilities - Fuel Oil	2,685.95	2,557.18	4,736.51	1,376.99	1,400.00	1,000.00
Vehicle	149.62	127.78	98.45		200.00	200.00
Total Expense	131,917.39	180,858.15	157,880.38	153,809.88	167,814.05	157,966.99

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

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

Personnel:

Library Administrative Director (0.75 FTE)

Public Services Librarian (0.625 FTE)

Summer Intern (0 Hours) for FY26

25 desk volunteers, 7 maintenance/projects volunteers

Mission:

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

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

FY22-FY26 General Fund: Gustavus Public Library Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '21 -Jun 22	Jul '22 - Jun 23	JUL '23 - Jun 24	Jul '24 - Jun 25	Jul '25 - Jun 26
Bank Service Charges	25.00	25.00	25.00	25.00	25.00
Building - Insurance	6,932.64	4,999.15	4,847.72	5,000.00	5,300.00
Building - Maintenance			1,524.00		500.00
Contractual Services	6,300.00	5,920.00	3,539.58	3,588.00	3,588.00
Dues/Fees	4,584.85	5,160.60	1,088.86	1,200.00	1,200.00
Equipment - Purchase	372.92	401.44	0.00	500.00	500.00
Events & Celebrations	157.89	144.68	125.00	400.00	400.00
Freight/Shipping	712.19	800.10	935.75	1,000.00	1,000.00
Fundraising Expenses	700.00	0.00	500.00	500.00	500.00
Library Materials	2,212.84	2,659.33	12,973.67	11,000.00	10,500.00
Payroll Expenses	64,837.92	90,583.05	86,988.49	100,208.66	89,863.49
Repair & Replacement Annual Contribution	4,299.27	4,299.27	4,299.27	5,641.80	5,641.80
Supplies - General	5,718.40	3,213.84	3,157.29	2,700.00	3,500.00
Supplies - Program	2,003.24	3,166.06	2,265.39	2,050.00	1,550.00
Supplies - Donated/Fundraised	0.00	1,000.00	478.77	800.00	
Telecommunications	4,560.71	6,579.97	6,338.06	6,745.00	6,745.00
Training	229.99	716.00	349.00	1,000.00	800.00
Travel	278.00	2,309.35	168.60	1,500.00	1,300.00
Utilities - Electricity			3,708.01	3,400.00	3,400.00
Utilities - Fuel Oil	7,268.23	10,014.22	3,030.17	4,000.00	4,000.00
Total Expense	111,194.09	141,992.06	136,342.63	151,258.46	140,313.29

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 Fire Chief and an EMS Coordinator (added in FY23) who currently oversee 19 volunteers that bring a variety of skills to the department. The GVFD volunteers are organized into three categories: Dispatchers, EMS, and Fire. The volunteers started the Gustavus Volunteer Fire Department Association, a non-profit social organization that was formed in 2016 to coordinate volunteer fundraisers and to help support the GVFD volunteers.

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

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

Personnel:

Fire Chief (.75 FTE)
 Assistant Chief (Volunteer)
 Fire Captain (Volunteer)
 EMS Coordinator (.5 FTE)
 Medical Director (Contractual)
 19 volunteers within the 3 divisions

Mission:

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

FY22-FY26 General Fund: Gustavus Volunteer Fire Department Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	JUL '21 - JUN 22	JUL '22 - JUN 23	JUL '23 - Jun 24	Jul '24 - Jun 25	Jul '25 - Jun 26
Bad Debt	0.00	0.00	4,332.00		
Advertising	100.00	0.00			
Bank Service Charges	25.00	0.00	25.00	25.00	25.00
Building - Insurance			3,603.82	4,141.48	4,200.00
Building - Maintenance	6,948.83	5,796.93	2,907.92	2,765.00	3,000.00
Contractual Services	6,500.00	80.00	3,395.65	2,000.00	
Ambulance Billing Expense	373.30	1,027.27	526.18	1,300.00	1,000.00
Medical Director					8,000.00
Malpractice Insurance					1,400.00
Site Visits					1,200.00
Dues/Fees	100.00	2,038.82	2,027.78	4,687.78	450.00
Equipment - Fuel			164.98		250.00
Equipment - Purchase	12,440.54	3,441.92	3,672.52	2,991.00	2,800.00
Equipment - Maintenance & Repair			300.00		100.00
Freight/Shipping	357.25	664.15	500.96	600.00	250.00
Payroll Expenses	55,662.50	59,399.93	94,222.51	120,271.52	105,641.69
Repair & Replacement Annual Contribution	1,663.38	1,663.38	1,663.38	1,663.38	1,663.38
Stipend	3,000.15	3,750.04	2,019.60	4,500.00	4,000.00
Supplies	7,841.65	6,580.07	8,632.66	7,500.00	7,800.00
Telecommunications	4,224.35	4,061.98	2,859.90	4,700.00	4,800.00
Training	7,801.49	3,075.76	6,100.14	7,000.00	8,504.00
Travel	364.00	1,294.78	2,793.01	7,000.00	7,138.00
Utilities - Electricity			2,720.10	2,500.00	2,500.00
Utilities - Fuel Oil	4,994.36	7,656.91	2,225.32	2,500.00	2,500.00
Vehicle - Fuel			568.41	1,200.00	1,500.00
Vehicle - Insurance			3,225.58	4,181.00	5,500.00
Vehicle - Maintenance & Repair			2,692.40	5,000.00	3,000.00
Vehicle - Milage Reimbursement	5,794.28	5,097.68	37.45		100.00
Total Expense	118,191.08	105,629.62	151,217.27	186,526.16	177,322.07

Marine Facilities Department

General Fund

Marine Facilities Department:

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

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

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

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

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

Personnel:

Marine Facilities Coordinator/Harbormaster (0.5 FTE)

FY22-FY26 General Fund: Marine Facilities Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '21 - Jun 22	Jul '22 - Jun 23	JUL '23 - Jun 24	Jul '24 - Jun 25	Jul '25 - Jun 26
Administrative Costs	0.00	0.00			
Advertising	258.67	0.00			
Building (Fuel Farm, Shed, Outhouses)	3,942.48	4,507.10	4,066.01	4,973.19	4,500.00
Contractual Services	8,700.00	10,076.05	6,400.00	10,000.00	6,400.00
Equipment - Purchase	1,463.38	529.99	102.37	500.00	500.00
Freight/Shipping	268.17	44.28	49.83	200.00	200.00
Marine Facilities: Insurance	2,486.20	2,578.53	5,804.01	2,965.31	3,300.00
Marine Facilities: Maint & Repairs			476.00		500.00
Payroll Expenses	23,441.02	18,747.15	23,786.29	27,792.25	33,566.41
Repair & Replacement Annual Contribution	7,482.27	7,482.27	7,482.27	7,482.27	7,482.27
Supplies	2,073.76	676.55	2,326.86	1,000.00	1,000.00
Telecommunications	240.00	276.00		276.00	276.00
Training	525.00	0.00			
Electricity	110.00	264.00	305.31	400.00	400.00
Vehicle	1,474.17	856.35	980.49	1,200.00	1,200.00
Total Expense	52,465.12	46,038.27	51,779.44	56,789.02	59,324.68

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. City Council members and the City Administrator are responsible for the project scoping and management for capital improvement projects 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. For FY26 no National Forests Receipts were included in the budget as Congress failed to pass the Secure Rural Schools Act.

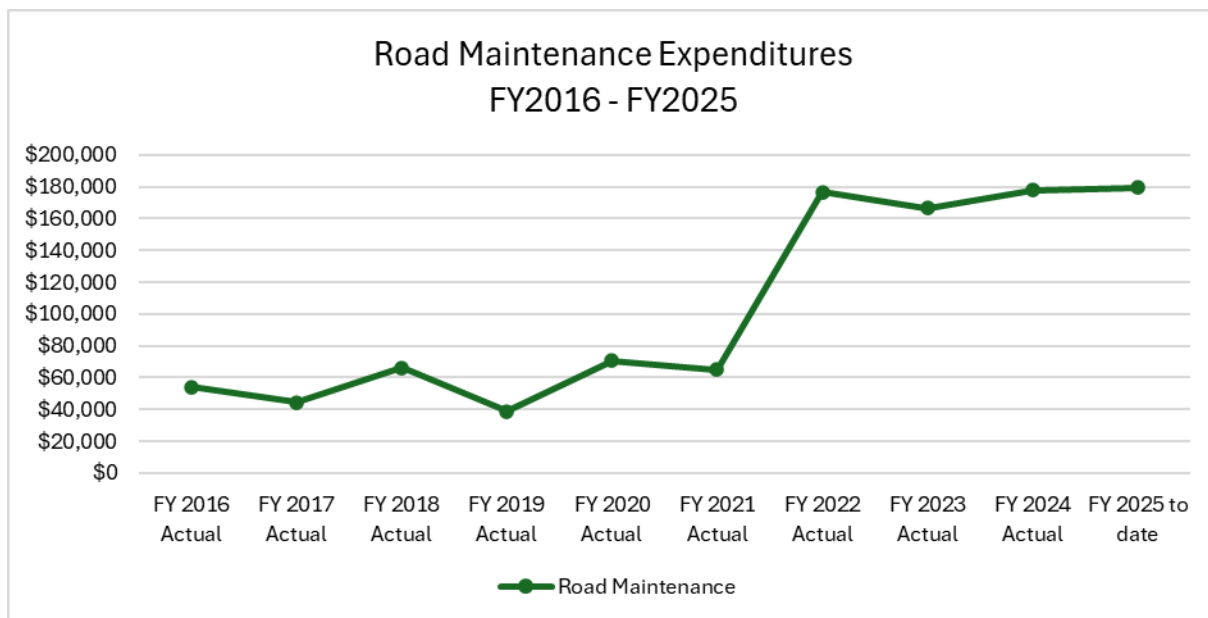
Personnel:

None

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 FY25 to date



Note: This graph does not include other road maintenance expenses associated with Capital Projects.

FY22-FY26 General Fund: Roads Expenditures

Expense	Actual	Actual	Actual	Actual	Budget
	Jul '21 - Jun 22	Jul '22 - Jun 23	Jul '23 - Jun 24	Jul '24 - Jun 25	Jul '25 - Jun 26
Dues Fees					
Road Maintenance					215000
Snow Plowing	72,814.50	65,000.00	67,855.40		
Grading	103,761.44	101,580.20	110,099.26		
Hauling Pit Run Material					
Brushing					
Other	79,719.60	16,181.70	2,415.94	179,340.80	-
Total Road Maintenance	256,295.54	182,761.90	180,370.60	179,340.80	215,000.00

Lands Department

General Fund

Lands Department:

The City of Gustavus owns several parcels of land within the City of Gustavus, apart from the land that the City departmental facilities are located on. Only lands generating revenue for the Lands Department are discussed here. The city owns a parcel of land near the school gym that includes the old Post Office/Preschool building (currently being leased to the Gustavus Bike Shop for \$2000.00 annually), and equipment used by AT&T and ACS that pay a lease annually (\$6157 and \$3658.20, respectively). GCI has an annual lease of \$2905.15 for a Rural Earth Station. L3Harris also leases area from the City of Gustavus for 628.00 annually.

The city also owns the “gravel pits”, a parcel of land at the conjunction of Wilson Road and Rink Creek Road. Until FY26 Pit run gravel material extraction contracts have been awarded each year to contractors extracting and selling material. For FY26 the City is moving to a single operator model for gravel extraction. The details are currently still being worked out.

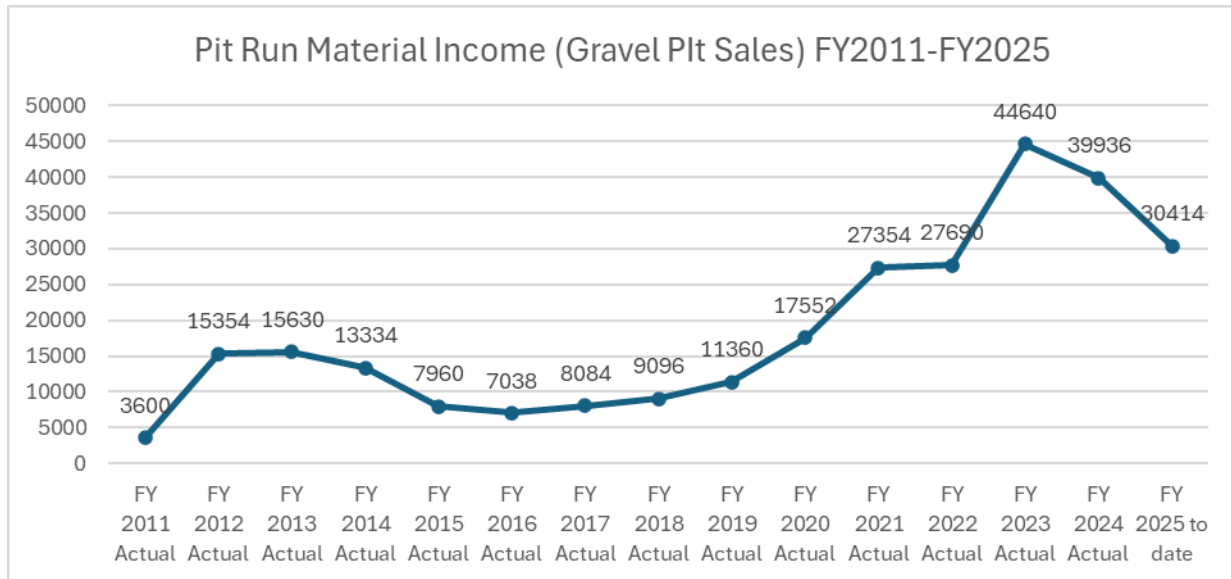
Various City Council members are responsible for the project scoping and management for capital improvement projects and long-term planning for the Lands Department. The treasurer is responsible for the advertisement, execution, and administration of City contracts and for collection of gravel pit and 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 FY25 to date



FY22-FY26 General Fund: Lands Expenditures

	Actual	Actual	Actual	Actual	Budget
	Jul '21 - Jun 22	Jul '22 - Jun 23	Jul '23 - Jun 24	Jul '24 - Jun 25	Jul '25 - Jun 26
Expense					
Administrative Costs	0.00	0.00	0.00	0.00	0.00
Contractual Services	0.00	0.00	0.00	0.00	0.00
Gravel Pit Fund	6,000.00	6,000.00	6,000.00	6,000.00	0.00
Professional Services	0.00	0.00	0.00	0.00	0.00
Total Expense	6,000.00	6,000.00	6,000.00	6,000.00	0.00

Mayor's Report

May 2025

Xunaa Borough Update: The City of Gustavus joined with the cities of Pelican and Tenakee Springs and the Community of Elfin Cove to file a Statement of Points on Appeal Brief and a Motion to Stay in Alaska Superior Court on April 18, 2025. The Points on Appeal lists 47 points that will be further fleshed out in a later brief. The Motion to Stay asks the court to prohibit the Local Boundary Commission from submitting the petition to the voters pending the duration of this judicial appeal. The State took no position on the Motion to Stay. The City of Hoonah has filed an opposition to the Motion to Stay, as expected, and our reply to that is due this Friday. We can expect a ruling on that within the next few weeks. In the meantime, the City of Hoonah is moving forward with an election to take place in July, unless the stay is granted. We will keep you all informed as the process develops.

The legal documents being filed are not as readily available as when we were appealing to the Local Boundary Commission. These are Court records and are public record; while there is a means for accessing those documents via CourtView, it appears that they are having issues with that site. Regardless, documents cannot be downloaded from there so if anyone wishes to see any particular document please contact the Clerk to file a records request and she will provide that to you. In addition, we are working on getting all the documents printed and added to a binder here at City Hall.

Salmon River Harbor Tract B2 and Tidelands: We received notification from the land sales office at DNR saying they received our applications for the two tracts at the harbor. We've been added to the queue for review and will be notified when the review is completed.

Staff Meeting: At the April staff meeting, we briefly discussed employee evaluations. The City Administrator and I are working to get all employees a current evaluation. This is ongoing and I expect it to take several months to complete; then we can get all employees on an annual schedule. The remainder of the staff meeting was focused on training. Staff members had been asked to complete a spreadsheet with all required and/or desired training courses. The department requests will be combined into one spreadsheet with the goal of creating a comprehensive list of training needs and associated costs.

Thank you: Baskets of gratitude to all involved in helping provide spots of color throughout Gustavus this summer. Deb Hemenway cleaned out and replanted the flower boxes at Salmon River Park with donations of perennial plants from Meadow Brook and from my

own garden. They will be filled in with some annuals later in May. Fourteen hanging baskets were planted by Girl Scouts with nasturtiums that they planted in early April, along with generous donations from Jennifer Thompson; additional planting help was provided by Renee Patrick and Liesl Barker. Dave Lesh is allowing us to use his greenhouse for the baskets to grow and bloom until they go outside later in May, and Kenn Magowan has offered to make sure they are watered regularly this summer.

Falls Creek Access: I have little to report. I contacted Mr. Hoyle of FERC a couple weeks ago and was told that AP&T had requested time to confer with their legal team. I have heard nothing since then.

Mayor's Tea: I have discontinued Friday afternoon teatime for meeting with the Mayor for the spring and summer months. However, I am happy to make time to meet with any community, staff or council members any time the need arises. Please email me at mayor@gustavus-ak.gov, call/text me at 907-209-2128 or call City Hall, 907-697-2451 to set up an appointment. In addition, I try to be at City Hall for a few hours each weekday afternoon, but those hours are not consistent.