



CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

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

COUNCIL MEMBERS

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

CITY HALL

City Administrator – Kathy Leary
City Clerk, CMC - Karen Platt
City Treasurer - Eduarda Loggins
Phone: 907-697-2451 | clerk@gustavus-ak.gov

AGENDA

VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/82497232800?pwd=NG1pbUduc1QvWmxhdFFwN012cjN3dz09>

ID: 824 9723 2800 **PASSCODE:** 793283 **TEL:** 253-215-8782

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

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

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

- [3.](#) Gustavus Public Library Quarterly Report
- [4.](#) City Treasurer Monthly Financial Reports
- [5.](#) City Administrator General Meeting Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

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

ORDINANCE FOR PUBLIC HEARING

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

UNFINISHED BUSINESS

NEW BUSINESS

- [11.](#) CY22-11 Implementing a New Fee Schedule for the DRC
- [12.](#) CY22-12 Opposing A Constitutional Convention
- [13.](#) Award RFQ FY22-07RM Tong Road Drainage Improvements

CITY COUNCIL REPORTS

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

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED ON: June 8, 2022 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

ADA NOTICE

Any person with a disability who requires accommodations in order to participate in this meeting should telephone the City Clerk's office at (907) 697-2451, at least 48 hours prior to the meeting in order to make a request for a disability related modification or accommodation.

VISION STATEMENT

We envision a distinctive community:

- *That prospers while and by protecting its natural resources;*
- *With a sustainable economy and infrastructure that assures public health and safety while promoting personal development and initiative; and*
- *Where all members take social responsibility and actively participate in decision making affecting growth, development, regulation and enforcement; and*
- *In which people retain a closeness with and caring for each other individually and collectively while working together to accomplish community goals and preserve community traditions.*

**CITY OF GUSTAVUS
CITY COUNCIL GENERAL MEETING
MAY 09, 2022**

Item #1.

MINUTES - PENDING

ROLL CALL

PRESENT

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

Reading of the City of Gustavus Vision Statement

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

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

APPROVAL OF MINUTES

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

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

Seconded by Council Member Mackovjak.

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

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no requests for agenda changes.

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

COMMITTEE / STAFF REPORTS

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

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

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

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

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

CONSENT AGENDA

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

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

Seconded by Council Member Lewis.

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

ORDINANCE FOR PUBLIC HEARING

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

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

Public Testimony: None

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

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

Seconded by Vice Mayor Bishop.

Council Comment: None

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

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

Public Testimony: None

Mayor Taylor closed the Public Hearing at 8:01 PM

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

Seconded by Council Member Vanderzanden.

Council Comment: None

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

UNFINISHED BUSINESS

None

NEW BUSINESS

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

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

Seconded by Vice Mayor Bishop.

Public Comment: None

Council Comment:

Council Member Sharman

Council Member Lewis

Council Member Vanderzanden

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

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

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

Seconded by Council Member Sharman.

Public Comment: None

Council Comment: None

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

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

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

Seconded by Mayor Taylor.

Public Comment:
Leslie Sirstad

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

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

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

Seconded by Council Member Sharman.

Public Comment: None

Council Comment: None

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

CITY COUNCIL REPORTS

18. Mayor's Report

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

Council Member Mackovjak – Draft resolution apposing the constitutional convention.

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

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Vanderzanden

Mayor Taylor

PUBLIC COMMENT ON NON-AGENDA ITEMS

Leslie Sirstad

EXECUTIVE SESSION

None

ADJOURNMENT

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

Mike Taylor, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date

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

MINUTES - PENDING

ROLL CALL

PRESENT

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

ABSENT

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

Reading of the City of Gustavus Vision Statement

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

APPROVAL OF MINUTES

None

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no requests for agenda changes.

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

COMMITTEE / STAFF REPORTS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

CONSENT AGENDA

None

ORDINANCE FOR PUBLIC HEARING

None

UNFINISHED BUSINESS

None

NEW BUSINESS

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

Seconded by Council Member Mackovjak.

Public Comment: None

Council Comment:
Council Member Furr
Mayor Taylor

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

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

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

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

Seconded by Council Member Furr.

Public Comment: None

Council Comment: None

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

CITY COUNCIL REPORTS

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

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

CITY COUNCIL QUESTIONS AND COMMENTS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

EXECUTIVE SESSION

None

ADJOURNMENT

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

Mike Taylor, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date

Quarterly Staff Report—June 2022



Gustavus Public Library

#907.697.2350

LeAnn Weikle ~ Library Services Director ~ leann.weikle@gustavus.lib.ak.us

Jessie Soder ~ Library Administrative Director ~ jessie.soder@gustavus.lib.ak.us

1. General Library Statistics April-June 2022

	April	May	June (as of 6/7)
Library Visitors	501	309	176
Books Checked Out	356	402	226
Movies Checked Out	155	172	22
Digital Materials Checked Out	129	138	25
Other Materials Checked Out	33	30	7
Events Hosted at/by Library	17	6	2

Summer Reading 2022

Summer Reading kicked-off on Saturday, June 4th, with a campfire, lots of games and activities, and S'mores! Our new City Administrator, Kathy Leary, joined us for the event. This summer's theme is "Read Beyond the Beaten Path" and highlights outdoor activities in conjunction with reading. We love it! Readers of all ages can pick up a Reading Log and Bingo Board at the library. Be ready to read, explore outside, and have fun!



Strawberry Point Display

Visit our local author and Strawberry Point display. It highlights local authors and all things strawberry. Please visit the library for this awesome experience!



Past, Current, and Upcoming Programming for Spring and Summer 2022

- Summer Reading June 4th through August 20th
- Town Hall with Senator Jesse Kiehl – June 15th 5:30 – 7:00 PM
- Community Build Day for the Story Walk Trail & the Hammock Reading Forest — June 30th 10am
- Grand Opening of Hammock Reading Forest and Story Walk Trail— July 2nd
- World-Wide Knit and Needle in Public Day, June 11th, 1-3pm
- Kid's Night Partnership at Gustavus Community Center (A pop-up library event once a month. 2 so far—Coding & Robotics and Rocks & Rock Painting)
- Easter Egg Hunt and Rubber Duck Find—A BIG SHOUT OUT Thank you for the visit from the Easter Bunny!!!
- LEAP Into Science Sessions – lots of learning and fun!
- Gustavus Virtual Adult Book Club (new books chosen monthly) OPEN TO EVERYONE!
- Book Sale Fundraiser—ongoing in the Meeting Room – stop by!
- Books for Babes and 1000 Books Before K—Can't wait to kick-off!
- Test Proctoring (driver's license, EMT, AK STAR)
- Curbside Services 5 days/week
- Curbside distribution of COVID tests
- Grab and Go Monthly Activity Kits (July Plant Press/August Fossil Making)
- Custom-made book boxes – please let us know if there are any requests
- Library Friends Meetings – Next one August 20th



KID'S NIGHT ROCK PAINTING WITH MS. LEANN & FREE TIME WITH BRITTNEY



Come learn about
rocks and decorate
your own!

WEDNESDAY JUNE 1ST
4-6 PM



2. Status of Active or Upcoming Grants

In April, our library was awarded a \$10,000 Alaska Community Foundations Grant. This grant will allow us to host several literacy camps during the next year. These camps will have a literacy, E.S.T.E.A.M., and outdoor education focus and will be available for youth in our community.

E.S.T.E.A.M. = Environment, Science, Technology, Engineering, Art, and Math

Each year we apply for the PLA (Public Library Assistance) Grant. This grant gives us a total of \$7,000 which we budget for materials (books, DVDs, etc.). We submitted our application for FY23 on April 1st. We just spent the last of our grant funding for FY22. We purchase approximately 50 books/DVDs per month using funds from this grant. Please let us know if you have a book or DVD request! We are especially interested in any non-fiction requests. Are there topics you'd like to see at the library?



In November 2021, we received about \$6000 from an ARPA (American Rescue Plan Act) grant. A requirement of the grant was to use \$3,500 to buy supplies and equipment to respond to COVID impacts within the community. We have used some of the funds to purchase materials and supplies to assemble STEM kits for all ages. Another plan for this grant was to build a Story Walk Trail, which is a fun and active way to read outside!

Pages from an illustrated story book are placed along a trail on posts with a podium-like top that is covered in plexiglass to protect the book pages. Children of all ages can enjoy the trail and read books with family and friends. On June 30th, the library is hosting a “Library Build Day” and will be asking community members to help build the Story-Walk posts.



3. Existing Projects

Our Library Assistant, Melisa Gomb has been working on re-cataloguing our collection since November. She finished the hours in her contract in May. She accomplished so much! Among some of her accomplishments were re-cataloging several sections in our library including classics, adult Alaska fiction, early reader/chapter books, hospice books, local authors, young adult non-fiction, adult and young-adult graphic novels and several more. Along with re-cataloging, she redid many spine labels to correct inconsistencies. She also moved some sections to other areas in the library for better browsing to increase the circulation of books. Additionally, she applied mass utility changes and consolidated codes in Resource Mate, our cataloging software, to create consistency within the catalog. This consistency makes searching and locating books much easier and more effective. Throughout Melisa's time working on this project, she also trained volunteers and library administrators. Thank you, Melisa!

On June 30th, the library is hosting a "Library Build Day" and will be asking community members to help build the Story Walk Trail posts and a Hammock Reading Forest. (The Story Walk Trail is described above in our grant section.) The Hammock Reading Forest will be located to the west of the library adjacent to the that is currently mowed. We have four hammocks that will be hung from posts that will be put into the ground. We are looking for volunteers to help on the Community Build Day! Let us know if you would like to help. We are incredibly grateful to Lewis Sharman, Dean Weikle, and Gary Ogden for helping to prepare building materials for our "Library Build Day!"



Our Mayor, Mike Taylor, has graciously offered to take the project management role for the Bike Shed project and will be putting out an RFP soon! We are excited to see this project take on some momentum. Thank you, Mayor Mike! We are grateful!

We are reviewing our library policies and are planning to make some changes to our Collection Development Policy and our Internet Use Policy. Jessie attended a webinar (see below) to learn more about book challenges to inform the changes made to our Collection Development Policy.

Games/Puzzles: the library has many family games and puzzles to check out! Patrons can try a new game or build a puzzle together. These are great shared resources and FREE with a Gustavus Library Card!



4. Past, Current, or Upcoming Trainings

LeAnn attended SLIM (Small Library Institute of Management) Training in Juneau, on May 9-12th. This conference was outstanding and was very worthwhile! Topics covered everything from the roles of library directors to library law, daily library operations, policies & procedures, collection development, library statistics, cataloging, and honestly, so much more!! The focus was libraries from small and rural communities and the networking was a large bonus.

In May, Jessie attended a “Book Challenges and Intellectual Freedom” webinar and a two-part webinar, “Indigenous Voices: Authentic Children’s Literature.”

Jessie and LeAnn are both enrolled in a Basic Cataloguing and Classification online course that runs from June 7-July 4.

Thank you to our City Council! We appreciate all your efforts on behalf of Gustavus.



Summer Hours

Beginning ~ June 1, 2022

Tuesday 9:00 AM - 4:00 PM

Wednesday 12:00 PM - 7:00 PM

Thursday 12:00 PM - 4:00 PM

Friday 12:00 PM - 4:00 PM

Saturday 12:00 PM - 4:00 PM

Sunday closed

Monday closed

Still available are appointment times and curbside pick up!

Contact the library at:

#907.697.2350

Library Service Director ~ LeAnn Weikle ~ leann.weikle@gustavus.lib.ak.us

Library Administrative Director ~ Jessie Soder ~ jessie.soder@gustavus.lib.ak.us

PO Box 279 ~ 14 Gustavus Road, Gustavus, AK 99826

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2021 through May 2022

	Jul '21 - May 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Admin Fees	11.75			
Business License Fees	3,085.00	3,000.00	85.00	102.8%
Donations	2,675.00	800.00	1,875.00	334.4%
DRC Income	93,702.05	86,100.00	7,602.05	108.8%
Federal Revenue				
Arp - 22-LGLR	161,525.64			
American Rescue Plan Act	102,543.96	107,902.33	-5,358.37	95.0%
Natl Forest Receipts-Encumbered	47,599.28	35,000.00	12,599.28	136.0%
Payment In Lieu of Taxes	121,077.95	121,077.95	0.00	100.0%
Total Federal Revenue	432,746.83	263,980.28	168,766.55	163.9%
Fundraising	440.00	1,100.00	-660.00	40.0%
GVFD Income	2,969.37	9,750.00	-6,780.63	30.5%
Interest Income	234.35	350.00	-115.65	67.0%
Lands Income	24,630.00	25,000.00	-370.00	98.5%
Lease Income	7,190.32	13,125.67	-5,935.35	54.8%
Library Income	2,183.50	500.00	1,683.50	436.7%
Marine Facilities Income	15,370.00	15,700.00	-330.00	97.9%
Other Income	7.00	0.00	7.00	100.0%
State Revenue				
Community Assistance Program	77,370.21	77,370.21	0.00	100.0%
Shared Fisheries Business Tax	896.34	500.00	396.34	179.3%
Total State Revenue	78,266.55	77,870.21	396.34	100.5%
Tax Income				
Retail Tax Income	426,575.04	400,000.00	26,575.04	106.6%
Remote Sellers Retail Tax	42,912.86	30,000.00	12,912.86	143.0%
Room Tax Income	81,730.82	65,000.00	16,730.82	125.7%
Fish Box Tax	8,860.00	8,860.00	0.00	100.0%
Penalties & Interest	6,187.14	0.00	6,187.14	100.0%
Tax Exempt Cards	240.00	300.00	-60.00	80.0%
Total Tax Income	566,505.86	504,160.00	62,345.86	112.4%
Total Income	1,230,017.58	1,001,436.16	228,581.42	122.8%
Gross Profit	1,230,017.58	1,001,436.16	228,581.42	122.8%
Expense				
Administrative Costs	1,390.35	2,000.00	-609.65	69.5%
Advertising	683.91	1,120.00	-436.09	61.1%
Bank Service Charges	5,929.97	4,750.00	1,179.97	124.8%
Building	16,377.05	22,344.48	-5,967.43	73.3%
Contractual Services				
Ambulance Billing Expense	373.30	1,300.00	-926.70	28.7%
Managed IT Services	20,805.00	31,200.00	-10,395.00	66.7%
Contractual Services - Other	19,152.89	92,200.00	-73,047.11	20.8%
Total Contractual Services	40,331.19	124,700.00	-84,368.81	32.3%
Dues/Fees	9,333.55	9,900.00	-566.45	94.3%
Economic Development Services				
GVA	30,000.00	30,000.00	0.00	100.0%
Total Economic Development Services	30,000.00	30,000.00	0.00	100.0%
Election Expense	329.92	350.00	-20.08	94.3%

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2021 through May 2022

	Jul '21 - May 22	Budget	\$ Over Budget	% of Budget
Equipment	16,173.43	23,410.99	-7,237.56	69.1%
Events & Celebrations	3,570.51	3,675.00	-104.49	97.2%
Freight/Shipping	22,873.32	26,250.00	-3,376.68	87.1%
Fundraising Expenses	1,588.44	850.00	738.44	186.9%
General Liability	19,963.18	17,480.61	2,482.57	114.2%
Gravel Pit Fund	6,000.00	6,000.00	0.00	100.0%
Library Materials	1,450.37	2,700.00	-1,249.63	53.7%
Marine Facilities	4,186.20	5,486.20	-1,300.00	76.3%
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses	377,536.63	481,148.40	-103,611.77	78.5%
Professional Services	11,557.50	15,000.00	-3,442.50	77.1%
Public Relations	0.00	250.00	-250.00	0.0%
Repair & Replacement Fund	16,545.71	16,545.71	0.00	100.0%
Road Maintenance	214,971.54	205,000.00	9,971.54	104.9%
Stipend	0.00	3,000.00	-3,000.00	0.0%
Supplies	22,702.18	22,000.00	702.18	103.2%
Telecommunications	16,443.74	21,540.00	-5,096.26	76.3%
Training	9,679.28	14,900.00	-5,220.72	65.0%
Travel	796.00	4,500.00	-3,704.00	17.7%
Utilities	21,089.37	19,360.00	1,729.37	108.9%
Vehicle	6,997.73	7,985.67	-987.94	87.6%
Total Expense	878,501.07	1,092,747.06	-214,245.99	80.4%
Net Ordinary Income	351,516.51	-91,310.90	442,827.41	-385.0%
Other Income/Expense				
Other Income				
Encumbered Funds				
Other Savings for Road Maint	65,000.00	65,000.00	0.00	100.0%
Total Encumbered Funds	65,000.00	65,000.00	0.00	100.0%
Total Other Income	65,000.00	65,000.00	0.00	100.0%
Net Other Income	65,000.00	65,000.00	0.00	100.0%
Net Income	416,516.51	-26,310.90	442,827.41	-1,583.1%

City of Gustavus

Balance Sheet

As of May 31, 2022

	May 31, 22
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	5,001.26
AMLIP Capital Improv Long-Term (0630598.2)	388,932.93
AMLIP Repair & Replacement (0630598.3)	327,501.11
AMLIP Road Maint - Unencumbered (0630598.4)	132,178.47
AMLIP Gravel Pit Fund (0630598.8)	12,001.12
AMLIP Reserve (0630598.12)	884,576.73
APCM.Endowment Fund	1,603,092.17
FNBA - Checking	963,600.44
FNBA Endowment Fund - Checking	73,014.09
Petty Cash	373.93
Total Checking/Savings	4,390,272.25
Accounts Receivable	
Accounts Receivable	13,929.23
Total Accounts Receivable	13,929.23
Other Current Assets	
Undeposited Funds	85.00
Total Other Current Assets	85.00
Total Current Assets	4,404,286.48
Fixed Assets	
Property & Equipment	-950.00
Total Fixed Assets	-950.00
TOTAL ASSETS	4,403,336.48
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,615.43
Total Accounts Payable	1,615.43
Credit Cards	
Bank of America Alaska Air Visa	3,411.16
Total Credit Cards	3,411.16
Other Current Liabilities	
Deferred Income	7,110.00
Direct Deposit Liabilities (Direct Deposit Liabilities)	-874.40
Payroll Liabilities	
State Unemployment	919.12
Payroll Liabilities - Other	-100.00
Total Payroll Liabilities	819.12
Total Other Current Liabilities	7,054.72
Total Current Liabilities	12,081.31
Total Liabilities	12,081.31
Equity	
Fund Balance	3,074,596.78
Opening Bal Equity	1,084,743.57
Net Income	231,914.82
Total Equity	4,391,255.17

2:51 PM

06/09/22

Accrual Basis

City of Gustavus
Balance Sheet
As of May 31, 2022

Item #4.

TOTAL LIABILITIES & EQUITY

May 31, 22

4,403,336.48

Accounts Receivable Detail**As of 05/31/22**

\$0.00	Airport Screeners Contract -Oct/Nov/Dec/Jan invoice to DHSS paid
\$5,144.12	Delinquent Sales Tax
\$2,659.00	Ambulance Transport Billing - In Progress
\$6,110.00	Fish-Box Tax Deferred Income
\$16.11	Net of Other Customer Account Balances
\$13,929.23	Total

15

10

FNBA Checking Account - Unrestricted Funds Balance**As of 05/31/22**

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

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

FNBA Checking Account Balance: \$963,600.44

Obligated Funds Currently in Checking Account:

	CARES Act remaining funds	\$0.00
MF	CP18-01 Salmon River Harbor	(\$9,856.96)
Roads	CP18-02 Wilson Rd Drainage	(\$40,000.00)
DRC	CP18-05 DRC Pre-Processing	(\$11,166.43)
DRC	CP18-07 Household Haz Waste Fac.	(\$9,930.34)
Admin	CP19-03 Gustavus Beach Improv.	(\$10,389.89)
DRC	CP19-06 DRC Composting Facility	(\$106,050.00)
Library	CP19-08 Library Roof/Awning/Shed	(\$10,000.00)
Admin	CP21-02 Refurbish Old P.O.	(\$10,000.00)
Roads	CP21-03 Good River Bridge Repairs	(\$14,610.00)
MFC	CP21-04 MFC Building at SRBH	(\$3,261.48)
DRC	CP21-05 DRC Main Bldg Replacement: Design	(\$30,000.00)
MF	CP21-06 Fish Waste Disposal	(\$5,000.00)
Library	FY22 PLA Grant	(\$1,130.28)
Library	SoA OWL Internet Subsidy	(\$300.00)
Roads	USFWS Chase Drvwy	(\$251.02)

Unrestricted Funds: \$701,654.04

Pending Transfers:

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

FY22 budgeted operating expenses:	\$1,092,487.56
25% =	\$273,121.89
17% =	\$185,722.89
35% =	\$382,370.65

Capital Projects 2021-2025

Item #4.

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

Capital Projects 2020-2025

Item #4.

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

Capital Projects 2019-2024

Item #4.

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

Capital Projects

Item #4.

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

Capital Projects

Item #4.

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

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

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

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

Notes from Lori's tenure:

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

10/27/17 AMLIP account statuses from Phoebe:

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

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

This would be a new account

Close this account

Close this account

Close this account

Close this account

Close this account

Close this account

Close this account

Close this account

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

should we do more?

Roads funded from Road Maint AMLIP USFS Receipt savings

This is net reduction in AMLIP savings

Amount transferred to FY17 budget from AMLIP USFS Receipt savings

This is reappropriated unused USFS Receipts revenue from past

Replace mud quagmire with sub base rock + gravel pad

River is eroding existing driveway

All cap projects funded from AMLIP past unused revenue savings

encumbered funds - must be used for road maintenance

This would be a new account

CITY ADMINISTRATOR'S REPORT JUNE General

Began position on June 1, 2022

Completed hiring paperwork.

Met with the mayor for a general review of operations and then went for a site visit to the Chase/Wilson Road culvert project. Mike introduced me to Todd Boris, engineer, and member of the roads committee and who was also looking at the needs for the upcoming project.

Additionally, I have been meeting regularly with Tom and/or Mike to:

Review the FY 23 budget and received an overview of the annual procedures and activities with which to formulate the final budget document for council approval. I previously read the budget narrative and then asked for explanations on several components and processes for city functions, including some historical information for more overall comprehension.

Review projects that are in planning stages, are near completion, or are in the process of being closed out. Went with Todd and Tom to check out where culverts and ditching work is planned on Same Old Road. There are still projects and activities to learn about.

Opened bid for Tong Road project last Friday

Tom explained expectations on reporting to the council for the work sessions and the general sessions.

Met with Phoebe to:

Review the CIP document and processes for its development.

Segued from there into an explanation of the financial reports, how to understand the various funding sources, investment accounts, and the when and why of moving an NCO for approval.

Staff meeting:

With the mayor and department employees to make/remake acquaintances and to listen to department reports and settle on consistent dates and times for regular staff meetings.

Summer Reading Program Kickoff:

LeAnn graciously held a meet and greet for the first part of the Summer Reading Program kickoff. Was great to see familiar faces and the new organization of the library with the carrels and furniture stations.

Election/Voting:

The mayor and I trained with Karen/City Clerk to learn the process for letting folks either cast ballots here or dropping off their mail-in ballots for us to mail. She will be away for a couple of days. She additionally detailed the ballot security measures.

FEMA/State Emergency Management:

Created an account on the FEMA Grants Portal.

Had a brief tutorial on the FEMA Portal with our contact at Military and Veterans affairs. Not the most user friendly and will take quite a while to get comfortable with all the aspects and requirements for processing the FEMA projects. Submitted Initial Obligating Document for the Wilson Road Culvert and other requisite designation paperwork to reflect the change in City Administrator.

Lack of phone service complaint 6/3:

I know this has been ongoing for years, however, last Friday afternoon I received a call from a community member regarding the abysmal cell coverage and how it was an area wide problem for individuals and businesses alike. He said the providers are not service compliant and that it is a big enough issue that the city should take the lead to urge (mostly ATT) to get it solved. A letter or resolution from council may be in order. He also mentioned something about a letter from Utility Provider Service, but I am not clear yet what organization that is.

I discussed with him the thread on Gustavus Rumor Mill regarding a request for a marine quality cell phone signal booster the suggestions people offered. He is adamant – and correctly so- IMHO- that the bigger problem needs to be resolved.

I reached out to Matt Musselwhite who thinks we should contact the Lena Point Tech. I also contacted Bert Cottle. Bert is the Community Outreach Manager who works for the Governor with Alaska municipalities. I impressed upon him the safety and business issues and the consistent lack of response from AT&T. He told me he would investigate this and either get back to me or have someone higher up the food chain from AT&T call me. I have no idea how this will unfold, but hopefully we can rattle the right cages towards a resolution.

Yesterday, the External Affairs Director for Alaska AT&T called me to discuss the situation and posed several questions, some of which were technical in nature. Whitney, who is familiar with a lot of the tower/GIS information graciously offered to contact him with a better explanation of the area and has already provided him a stellar technical synopsis of the issues. He will be sending on to his engineering and operations team for their review and will let us know what he hears. Meanwhile, Bert Cottle called as I was updating this report and told me to expect a call from a GCI representative as well. He also suggested I contact the outreach coordinator at Senator Murkowski's office to see if any of the infrastructure funds might be available for a tower. He told me the City of Wasilla erected two towers and they lease space/service to the providers. Stay tuned...

Work Session Monday 6/6:

Attended first City of Gustavus Work session and presented what I have been doing in my first few days.

CERTIFICATE OF RECORDS DESTRUCTION

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

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

6. Records to Be Destroyed

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
A-5 (8yrs)	Accounting _ Banking Records	2012-2013	Treasurer	25 files	Shred
A-4 (4yrs)	Accounting – Accounts Receivable/Payable	2013, 2015-17	Treasurer	2 files + entire file box	Shred
AD-4 (4yrs)	Policies and Procedures	2007	Clerk	1 file	Recycle

DESTRUCTION APPROVALS

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

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

7. MAYOR _____ **DATE** _____

8. CITY CLERK/TREASURER _____ **DATE** _____

9. RECORDS DESTRUCTION
AFFIRMED BY: _____ **DATE** _____

CITY OF GUSTAVUS, ALASKA PROJECT SCOPING and DEVELOPMENT FORM

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

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

Part 1. Project Identification

Name of Project: Pedestrian/Bicycle Sidepath System

City Department: Contact: City Hall

E-mail: Phone: 907-697-2451

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

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

opportunity to exercise.

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

2. Why is the project needed?

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

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

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

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

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

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

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

Total Cost: \$2.7 million

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

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

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

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

Summary:

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

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

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

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

3. Identify your funding source(s).

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

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

Will this project affect:	No	Yes (+/-)	Maybe
---------------------------	----	-----------	-------

Environmental quality? (+ = impact is beneficial; - = harmful)			
• Climate change		+	
• Streams/groundwater quality	x		
• Air quality		+	
• Soils/land quality		-	
• Fish/wildlife habitat, populations	x		
• Plant Resources (timber, firewood, berries, etc.)	x		
• Invasive or pest species	x		
• Natural beauty of landscape or neighborhoods		-	
• Neighborhood character		+	
• Noise or other environmental impacts		+	
• Environmental sustainability		+	
• Hazardous substances use	x		
• Community waste stream	x		
• Light pollution at night	x		
Recreational opportunities?			
• Public land use and access		+	
• Trails/waterways		+	
• Parks		+	
• Public assembly/activities		+	
Education/training/knowledge & skill development?	x		
Public safety?		+	
Public health?		+	
Medical services?	x		
Emergency response?	x		
Economic performance & sustainability?			
• Employment of residents			
o Short-term (i.e. construction)		+	
o Long-term (operating and maintenance)		+	
• Cost of living reduction		+	
• Return on investment		+	
• Visitor opportunities/impressions/stays/purchases		+	
• Competitive business environment	x		
• Support for existing businesses		+	
• New business opportunities		+	
• Economic sustainability		+	
• Attractiveness of City to new residents/businesses		+	
City government performance?			
• Infrastructure quality/effectiveness/reach (more people)		+	
• Existing services	x		
• New services		+	

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

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

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

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

- Is this project dependent on other activities or actions?

Response: No.

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

Response: N/A

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

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

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

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

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

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

7. Is an engineering design or construction estimate necessary?

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

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

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

Part 5. Project Budget

There is not yet a budget for this project.

Proposed Budget Line Items

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

Updated Latest Estimate Budget Line Items if Changed Date: _____

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

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

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

Part 7. Business Plan (Upon Council request)

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

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

Basic components of a business plan:

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

Part 8. Record of Project Planning and Development Meetings

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

Meeting Record

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

Part 9. Feedback to the Council

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

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

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

BE IT ENACTED BY THE CITY OF GUSTAVUS AS FOLLOWS:

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

DATE INTRODUCED: *May 9, 2022*

DATE OF PUBLIC HEARING: *June 13, 2022*

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

Michael Taylor, Mayor

Attest: Eduarda Loggins, City Treasurer

Attest: Karen Platt CMC, City Clerk



City of Gustavus

PO Box 1

Gustavus, Alaska 99826

Phone: (907) 697-2451

City of Gustavus Budget Fiscal Year 2023

FY22-XX NCO Attachment

Approved by the Gustavus City Council June 14, 2022

FY 2023 City of Gustavus Operating Budget

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

FEMA (Federal Emergency Management Agency) December 2020 Flood

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

ARP (American Rescue Plan) Act of 2021

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

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

A. Revenues

1. Sales Tax

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

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

2. Remote Sellers Sales Tax

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

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

3. Room Tax

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

4. Fish Box Tax

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

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

5. Other City-Generated Revenue Sources

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

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

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

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

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

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

6. Federal Revenue

i. Payment in Lieu of Taxes (PILT)

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

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

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

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

ii. National Forest Receipts (NFR)

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

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

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

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

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

7. State Revenue

i. Community Assistance Program

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

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

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

ii. Shared Fisheries Business Tax

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

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

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

8. Interest

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

9. Prior-Year Cash Balance

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

B. Expenditures

1. Payroll

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

2. Cost-of-Living Adjustment

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

3. Group Health Plan & Health Insurance Stipend

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

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

4. Managed IT Services

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

5. Economic Development Service: Gustavus Visitors Association

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

6. Repair and Replacement Annual Contributions

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

7. Review Services and Audit

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

8. Insurance Premium Increases:

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

9. Vehicle Mileage

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

10. Contractual Services

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

11. Professional Services

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

12. Equipment

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

C. Proposed Rate Changes

None at this time.

D. Long-Term Finances

1. Reserve Funds

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

2. Long-Term Debt

The City of Gustavus currently has no debt obligation.

E. Fiscal Year 2022

1. Road Maintenance Budget

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

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

2. Disaster and Emergency Budget

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

3. Disposal & Recycling Budget

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

4. Lands Budget

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

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

F. Discussion of Possible New Revenues

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

G. Summary

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

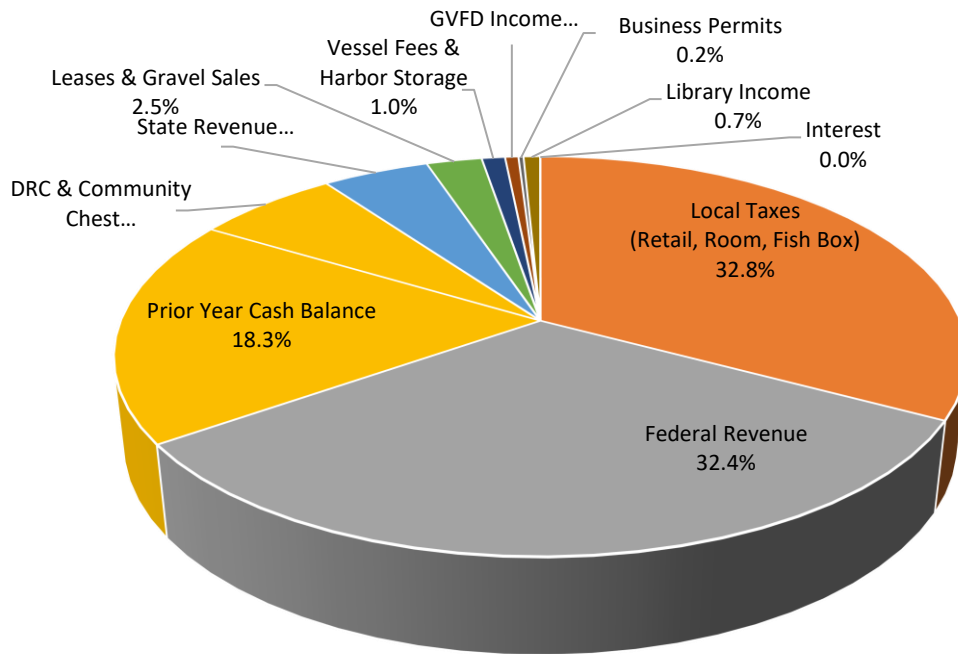


City of Gustavus
PO Box 1
Gustavus, Alaska 99826
Phone: (907) 697-2451

City of Gustavus Financial Summary Fiscal Year 2023

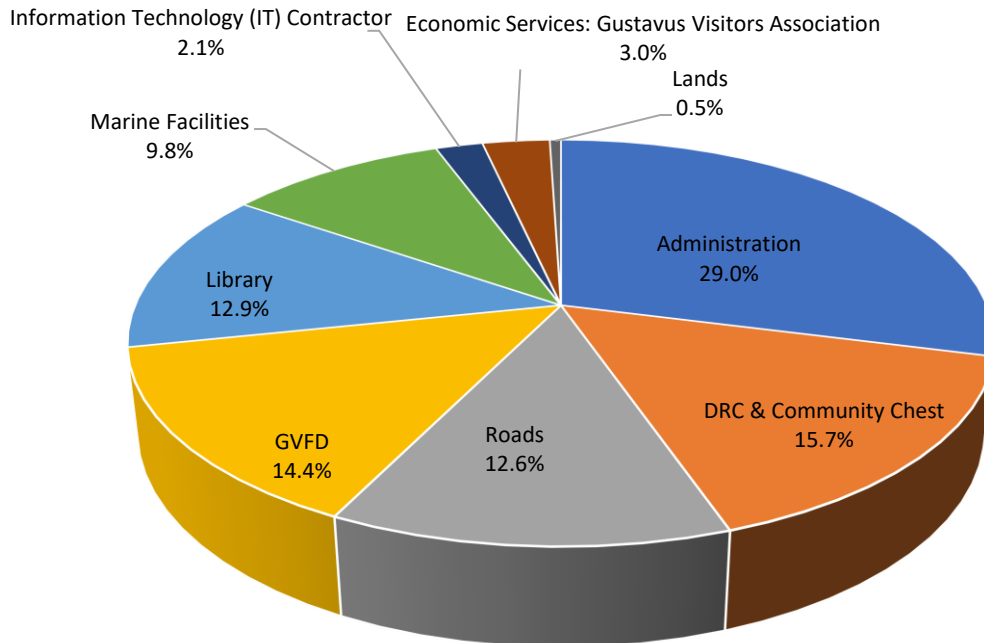
May 2022

FY23 Budgeted General Fund Revenues



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

FY23 Budgeted General Fund Expenses

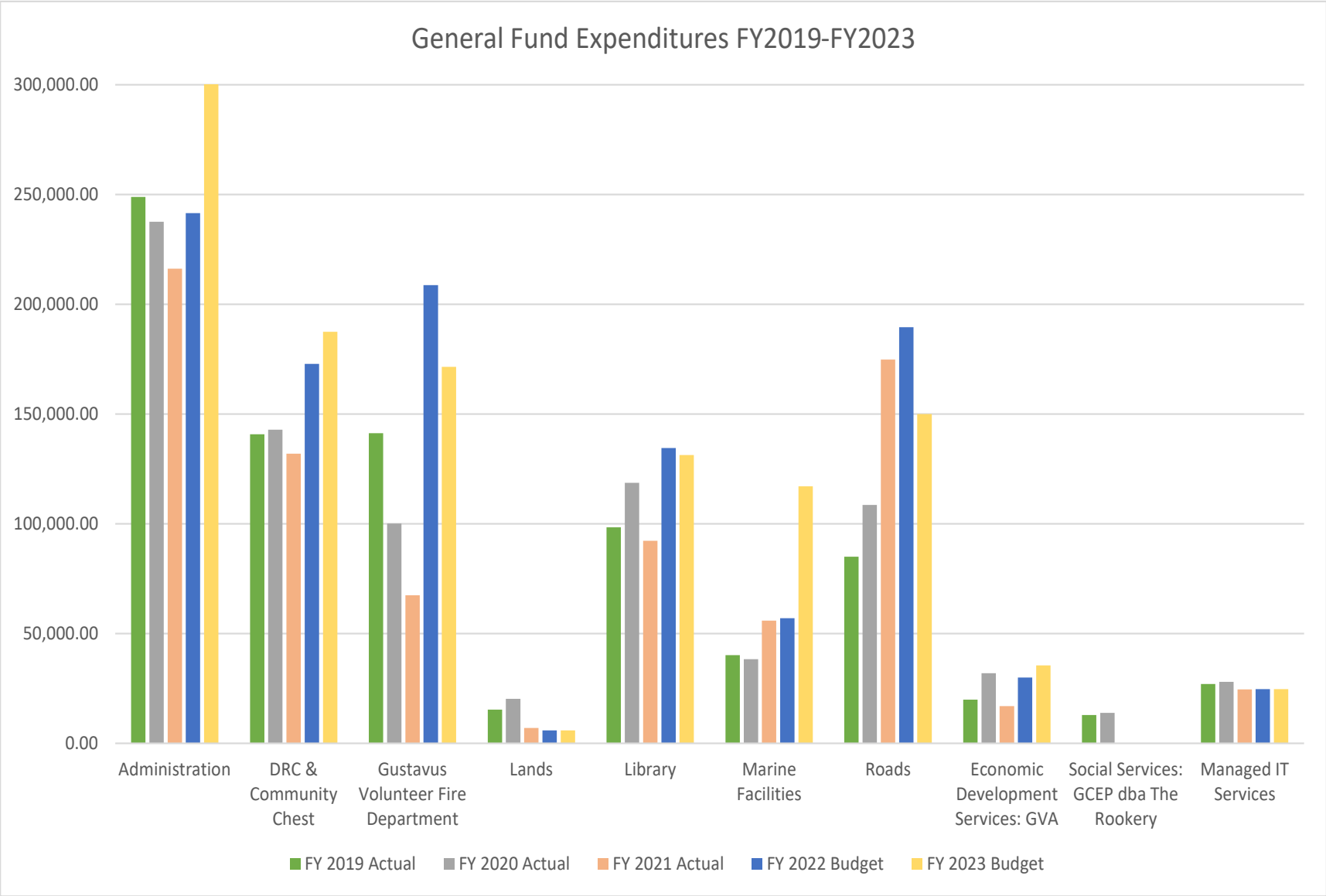


City of Gustavus General Fund Revenue & Expenditure Recap FY18-FY23

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

	Actual	Actual	Actual	FY21 Actual	Actual to date April 20	Budget
	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	FY22	FY23
Ordinary Income/Expense						
Expense						
Administrative Costs	3,300.02	28,578.93	2,013.88	2,133.70	1,338.90	35,000.00
Advertising	75.00	503.57	150.00	0.00	408.67	100.00
Bad Debt	620.61		2,598.10			
Bank Service Charges	2,223.32	2,719.62	2,973.90	3,901.08	4,973.91	4,750.00
Building						
Insurance	5,326.35	6,942.37	8,092.42	10,379.34	11,086.66	10,650.90
Maintenance & Repair	16,462.30	9,570.61	15,887.18	6,066.42	5,302.38	9,900.00
Total Building	21,788.65	16,512.98	23,979.60	16,445.76	16,389.04	20,550.90
Cash Short/Over						
Contractual Services				0.00		
Ambulance Billing Expense	400.00	1,371.10	1,340.34	722.55	189.02	1,300.00
Gravel Pit Survey			13,347.89	0.00		
Managed IT Services	4,930.00	27,040.00	26,870.00	24,608.00	18,540.00	27,450.00
Contractual Services - Other	43,114.94	23,106.57	26,286.91	28,914.00	12,688.89	79,600.00
Total Contractual Services	48,444.94	51,517.67	67,845.14	54,244.55	31,417.91	108,350.00
Dues/Fees	5,950.98	7,477.94	7,637.99	7,910.38	9,500.20	10,050.00
Economic Development Services						
GVA	0.00	20,000.00	32,000.00	17,000.00	30,000.00	35,600.00
Total Economic Development Service	0.00	20,000.00	32,000.00	17,000.00	30,000.00	35,600.00
Election Expense	212.17	276.70	202.16	87.34	329.92	250.00
Equipment						
Equipment Fuel	1,240.30	1,553.87	1,467.32	1,211.88	1,631.02	2,200.00
Equipment Purchase	15,165.12	9,731.03	9,031.83	5,505.80	10,905.74	9,500.00
Insurance	185.42	226.00	234.24	242.49	237.99	242.49
Maintenance & Repair	2,477.50	2,860.03	3,288.32	6,914.64	3,005.97	4,000.00
Equipment - Other	0.00		6,471.60	0.00		
Total Equipment	19,068.34	14,370.93	20,493.31	13,874.81	15,780.72	15,942.49
Events & Celebrations (inc. holiday gi	2,500.00	2,995.00	3,852.85	3,587.70	3,570.51	4,100.00
Freight/Shipping	17,871.54	19,762.81	23,707.22	14,901.65	17,402.22	30,000.00
Fundraising Expenses	1,437.64	0.00	936.27	8.00	250.00	500.00
General Liability	4,424.75	3,827.10	10,890.44	11,575.44	19,963.18	19,963.00
Gravel Pit Fund				6,000.00	6,000.00	6,000.00
Library Materials	295.59	317.81	599.80	598.71	1,450.37	2,700.00
Marine Facilities						
Insurance	1,654.51	1,625.46	1,851.36	2,368.37	2,486.20	2,368.37
Maintenance & Repairs	5,073.80	2,538.69	27.40	3,787.33	3,000.00	18,000.00
Total Marine Facilities	6,728.31	4,164.15	1,878.76	6,155.70	5,486.20	20,368.37
Occupational Health	0.00	0.00	0.00	0.00	500.00	500.00
Payroll Expenses						
Wages	257,967.85	327,183.30	306,984.71	266,397.49	248,580.92	479,065.96
Payroll Taxes	24,880.21	31,022.95	29,098.50	27,311.14	23,769.19	42,340.35
Paid Time Off (PTO)	12,427.32	12,469.46	8,973.84	21,077.99	10,105.90	0.00
Sick Leave				2,703.10	2,810.17	0.00
Health Insurance (company paid)	3,679.98	17,093.92	13,755.50	5,466.72	4,539.96	26,803.20
Health Insurance Stipend	17,683.22	10,107.50	12,310.15	14,035.37	7,433.40	11,100.00
457(b) Employer Contribution	10,300.95	19,321.35	17,711.64	17,510.95	10,042.57	29,132.60
Health Insurance Reimbursement				0.00		
Workers Comp Insurance	13,059.33	6,019.58	7,900.59	5,643.60	8,927.58	8,551.51
Payroll Spot Awards - all depts				0.00		
Payroll Expenses - Other (inc. PTO	115.72	2,362.87	8,329.28	-2,506.72	-10,802.72	230.00
Total Payroll Expenses	340,114.58	425,580.93	405,064.21	357,639.64	305,406.97	597,223.62
Professional Services	25,506.70	26,707.42	14,570.00	15,801.65	11,557.50	25,000.00
Public Relations	1,006.65	728.34	211.74	314.86	250.00	1,000.00
Relocation						
Repair & Replacement Fund		20,095.76	25,354.66	24,772.13	16,545.71	16,545.71

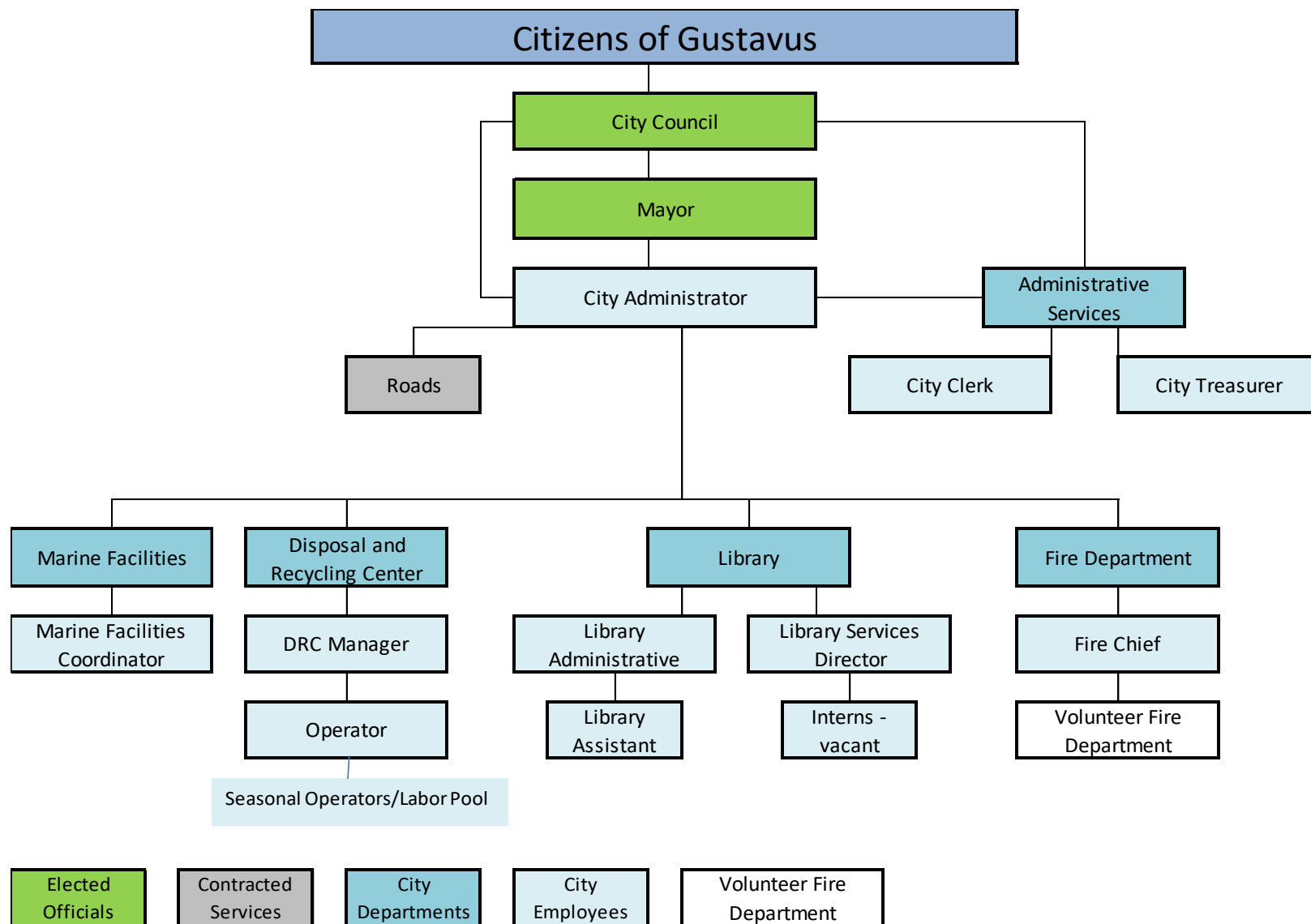
	Actual	Actual	Actual	FY21 Actual	Actual to date April 20	Budget
	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	FY22	FY23
Ordinary Income/Expense						
Expense						
Road Maintenance				0.00		
Grading	42,605.75	34,129.50	35,512.50	35,160.50	52,385.00	
Snow Plowing	23,592.50	4,668.98	35,061.55	29,775.10	72,814.50	
Road Maintenance - Other	37,001.99	46,198.50	37,779.58	109,879.84	64,331.60	245,000.00
Total RM & Emg Dis	103,200.24	84,996.98	108,353.63	174,815.44	189,531.10	245,000.00
Social Services				0.00		
GCEP dba The Rookery	10,540.00	12,964.00	13,890.00		0.00	0.00
Total Social Services	10,540.00	12,964.00	13,890.00	0.00	0.00	0.00
Stipend				3,000.53	3,000.00	10,000.00
Supplies	17,062.52	17,404.31	14,934.01	11,245.58	14,564.21	22,250.00
Telecommunications	21,430.16	19,194.90	19,824.34	17,136.62	15,234.86	21,540.00
Training	8,887.29	10,634.69	8,422.94	1,971.00	6,929.99	6,950.00
Travel	13,759.65	15,913.45	7,816.87	0.00	518.00	8,000.00
Utilities						
Electricity	8,579.05	8,482.45	7,763.45	9,095.45	7,885.98	9,300.00
Fuel Oil	4,117.02	7,871.66	7,650.35	7,165.81	12,288.98	14,000.00
Total Utilities	12,696.07	16,354.11	15,413.80	16,261.26	20,174.96	23,300.00
Vehicle						
Fuel	840.80	497.34	341.77	490.99	203.20	1,200.00
Insurance	3,488.84	3,503.26	3,445.93	3,561.22	3,568.25	3,635.67
Maintenance & Repair	971.92	832.66	0.00	63.98	1,766.10	2,000.00
Mileage Reimbursement	266.03	1,557.09	1,301.75	1,843.46	1,270.99	1,950.00
Total Vehicle	5,567.59	6,390.35	5,089.45	5,959.65	6,808.54	8,785.67
Total Expense	694,713.31	829,990.45	840,705.07	787,343.18	755,283.59	1,300,319.76
Net Ordinary Income	163,828.38	76,180.86	38,316.02	-90,957.12	400,341.73	27,326.35
Other Income/Expense						0.00
Other Income						
Encumbered Funds for Road Maintenance	48,922.45	39,502.06	60,303.38	62,118.87	47,599.28	0.00
Other Savings for Road Maintenance				37,881.13		0.00
Prior-Year Cash Balance				0.00		300,000.00
Total Other Income	48,922.45	39,502.06	60,303.38	100,000.00	47,599.28	300,000.00
Net Other Income	48,922.45	39,502.06	60,303.38	100,000.00	47,599.28	300,000.00
Net Income	212,750.83	115,682.92	98,619.40	9,042.88	447,941.01	327,326.35



City of Gustavus Payroll Summary FY22-FY23

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

City of Gustavus Organizational Chart



Last Updated May 2022

Gustavus Endowment Fund

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

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

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

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

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

Current Banking Assets

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

City of Gustavus Balance Sheet As of April 30, 2022

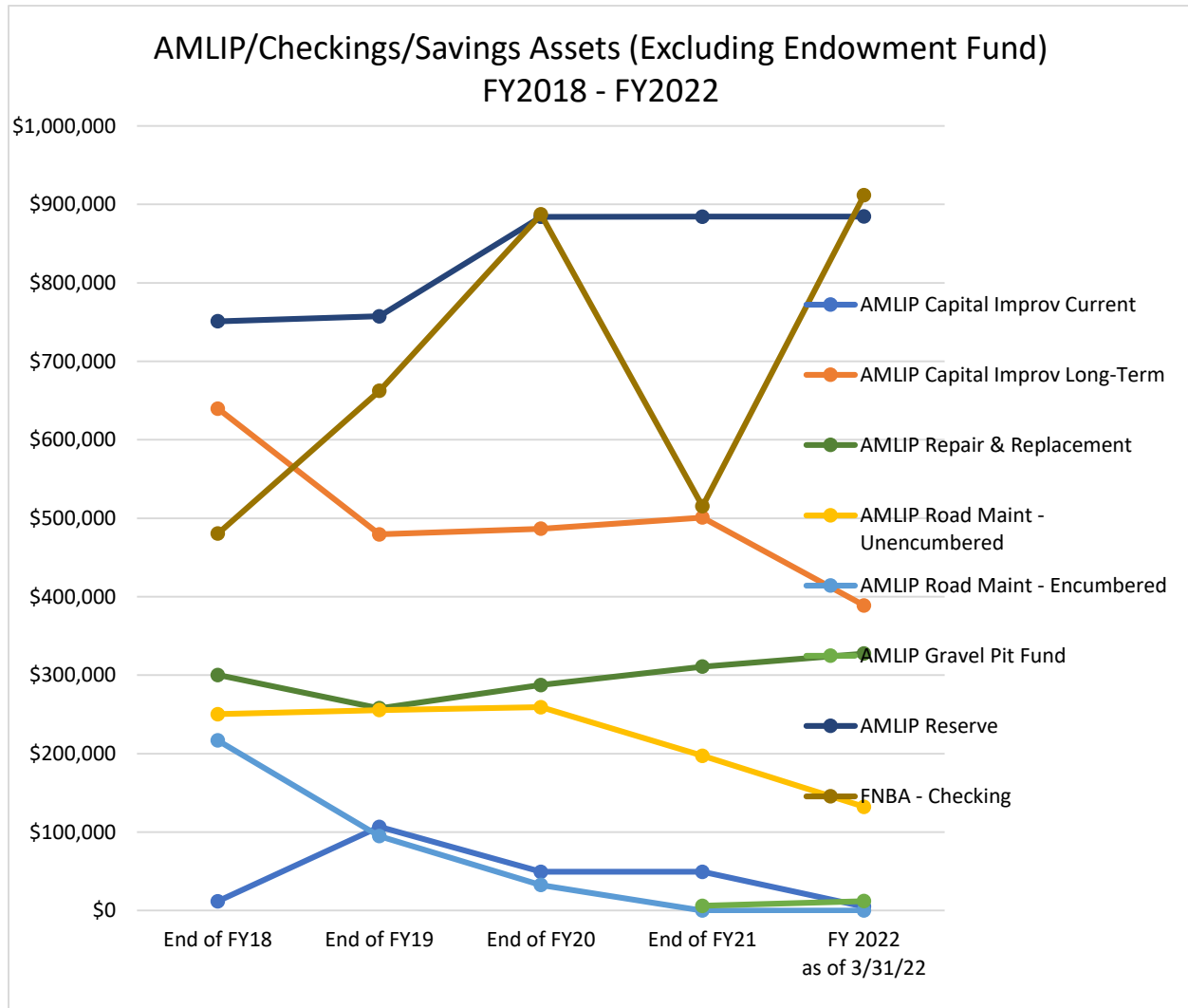
	Apr 30, 22
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	5,000.74
AMLIP Capital Improv Long-Term (0630598.2)	388,894.56
AMLIP Repair & Replacement (0630598.3)	327,468.86
AMLIP Road Maint - Unencumbered (0630598.4)	132,165.36
AMLIP Gravel Pit Fund (0630598.8)	12,000.00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

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

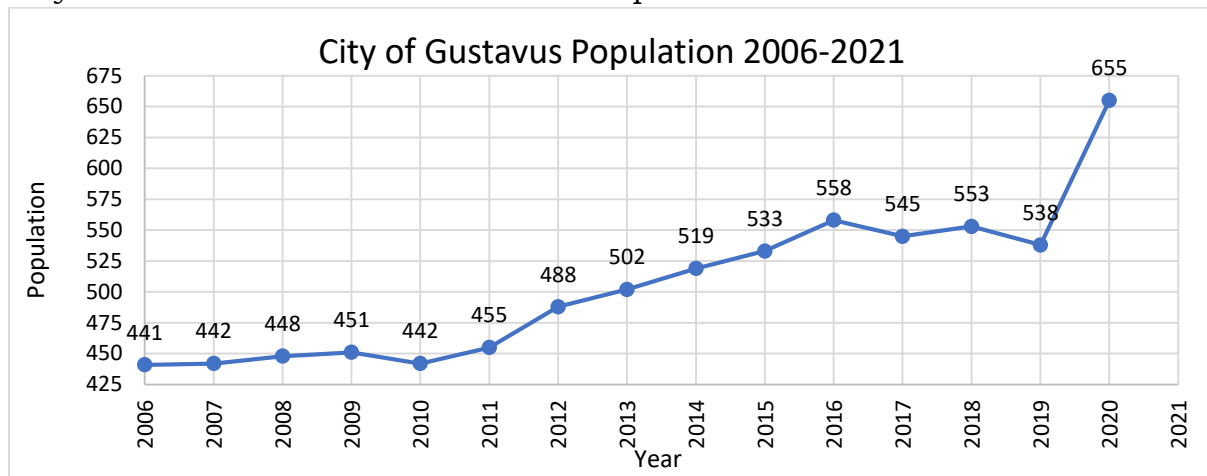
- *AMLIP Capital Improv Current*: funds for approved and funded capital projects that have not yet been initiated
- *AMLIP Capital Improv Long-Term*: funds for capital projects in the future
- *AMLIP Repair & Replacement*: funds for repair and replacement of fixed assets, following recommended best-practices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

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

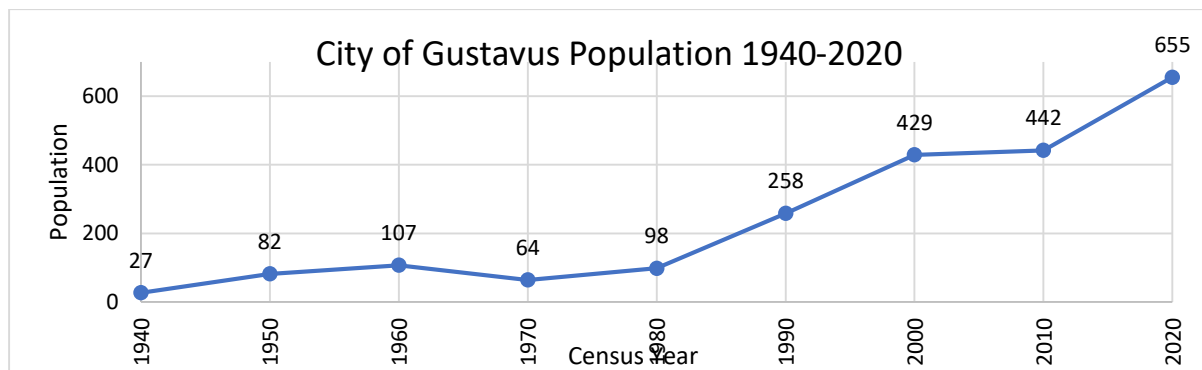
Note: *AMLIP Road Maint – Encumbered*: held prior years' National Forest Receipts funds that could only be used by the city on roads. Fund depleted in FY21.



City of Gustavus and State of Alaska Population Trends



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



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



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

City of Gustavus General Fund Fiscal Year 2023

May 2022

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

City of Gustavus General Fund FY23 Budget

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

	Admin	DRC	GVFD	Lands	Library	Marine Fac.	Road Maint.	Other	General Fund
	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	TOTAL
	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23
Ordinary Income/Expense									
Expense									
Payroll Expenses									
Wages	181,980.56	98,070.40	91,995.00		84,660.00	22,360.00			479,065.96
Payroll Taxes	15,869.18	8,689.24	7,889.07		7,676.29	2,216.58			42,340.36
Health Insurance (company paid)	6,648.00	6,201.60	7,752.00		6,201.60				20,155.20
Health Insurance Stipend	4,800.00	2,200.00			2,400.00	1,700.00			11,100.00
457(b) Employer Contribution	12,626.22	5,442.53	4,038.65		5,460.00	1,565.20			29,132.60
Workers Comp Insurance	487.55	2,547.30	4,778.24		152.12	586.30			8,551.51
Payroll Expenses - Other	230.00								230.00
Total Payroll Expenses	222,641.51	123,151.07	116,452.96		106,550.01	28,428.08			597,223.63
Professional Services	25,000.00								25,000.00
Public Relations	1,000.00								1,000.00
Repair & Replacement Fund	1,000.00	2,150.79	1,663.38		4,249.27	7,482.27			16,545.71
RM & Emg Dis							245,000.00		245,000.00
Social Services									
GCEP dba The Rookery								0.00	0.00
Total Social Services								0.00	0.00
Stipend			10,000.00						10,000.00
Supplies									
Donated/Fundraised					700.00				700.00
Program					3,050.00				3,050.00
Supplies - Other	2,000.00	4,100.00	7,500.00		2,700.00	2,200.00			18,500.00
Total Supplies	2,000.00	4,100.00	7,500.00		6,450.00	2,200.00			22,250.00
Telecommunications	7,500.00	2,300.00	6,050.00		5,450.00	240.00			21,540.00
Training	750.00	1,200.00	4,000.00		1,000.00				6,950.00
Travel									
Legislative Efforts									0.00
Travel - Other	2,500.00	1,500.00	2,500.00		1,500.00				8,000.00
Total Travel	2,500.00	1,500.00	2,500.00		1,500.00				8,000.00
Utilities									
Electricity	2,000.00	1,900.00	2,000.00		3,400.00				9,300.00
Fuel Oil	900.00	1,000.00	2,000.00		10,100.00				14,000.00
Total Utilities	2,900.00	2,900.00	4,000.00		13,500.00				23,300.00
Vehicle									
Fuel			1,200.00						1,200.00
Insurance			3,635.67						3,635.67
Maintenance & Repair			2,000.00						2,000.00
Mileage Reimbursement	500.00	200.00	250.00			1,000.00			1,950.00
Total Vehicle	500.00	200.00	7,085.67			1,000.00			8,785.67
Total Expense	345,165.30	191,065.62	170,449.56	6,000.00	162,538.82	117,050.47	245,000.00	63,050.00	1,300,319.77
Net Ordinary Income	-345,165.30	-85,515.62	-160,699.56	34,753.67	-159,638.82	-97,850.47	-245,000.00	1,086,442.44	27,326.34
Other Income/Expense									
Other Income									
Other Savings for Road Maintenance							0.00		0.00
Prior-Year Cash Balance								300,000.00	
Total Other Income							0.00	300,000.00	300,000.00
Net Other Income							0.00	300,000.00	300,000.00
Net Income	-345,165.30	-85,515.62	-160,699.56	34,753.67	-159,638.82	-97,850.47	-245,000.00	1,386,442.44	327,326.34

Administration

General Fund

Administration Department:

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

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

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

Personnel:

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

Mission:

To serve and collect.

FY19-FY23 General Fund: Administration Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23
Administrative Costs	14,279.14	2,013.88	1,099.95	35,000.00	35,000.00
Advertising	503.57	150.00	0.00	100.00	100.00
Bank Service Charges	1,636.57	1,727.30	2,384.54	3,100.00	3,100.00
Building	2,290.29	641.71	2,634.82	3,760.79	3,760.79
Contractual Services	8,151.98	7,920.65	4,799.00	10,000.00	10,000.00
Dues/Fees	2,360.29	2,629.30	2,585.52	2,400.00	2,400.00
Election Expense	276.70	202.16	87.34	250.00	250.00
Equipment	4,555.16	6,792.27	4,615.00	500.00	500.00
Events & Celebrations	2,995.00	3,542.49	3,587.70	3,500.00	3,500.00
Freight/Shipping	717.94	999.78	731.05	800.00	800.00
General Liability	3,827.10	10,890.44	11,575.44	11,575.44	19,963.00
Payroll Expenses	157,007.34	164,640.32	152,657.07	231,518.16	222,641.51
Professional Services	25,187.42	14,570.00	15,801.65	25,000.00	25,000.00
Public Relations	728.34	211.74	314.86	1,000.00	1,000.00
Repair & Replacement Annual Contribution	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Supplies	1,800.76	1,609.37	1,298.29	2,000.00	2,000.00
Telecommunications	6,310.75	6,592.44	7,069.56	7,500.00	7,500.00
Training	1,886.00	3,862.00	579.00	750.00	750.00
Travel	10,322.36	4,816.53	0.00	2,500.00	2,500.00
Utilities	2,857.55	2,615.66	3,002.72	2,900.00	2,900.00
Vehicle	237.10	159.83	436.20	500.00	500.00
Total Expense	248,931.36	237,587.87	216,259.71	345,654.39	345,165.30

Disposal and Recycling Center

General Fund

Disposal and Recycling Center:

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

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

Personnel:

Manager/Operator (0.6 FTE)

Operator (0.9 FTE)

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

DRC - Occasional volunteers

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

Mission:

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

FY19-FY23 General Fund: Disposal & Recycling Center Expenditures

	Actual	Actual	Actual	Budget	Budget
	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23
Expense					
Bank Service Charges	1,033.05	1,196.60	1,466.54	1,200.00	1,600.00
Building	1,730.76	1,996.14	1,791.28	2,265.00	2,171.27
Contractual Services	2,660.20	4,655.65	6,740.00	47,700.00	7,500.00
Dues/Fees	543.00	541.00	1,180.10	2,000.00	2,000.00
Equipment	7,544.61	12,416.20	8,200.87	6,965.00	11,942.49
Events & Celebrations	227.78	135.29	0.00	0.00	250.00
Freight/Shipping	17,993.46	20,999.54	13,088.48	24,000.00	27,600.00
Occupational Health	0.00	0.00	0.00	500.00	500.00
Payroll Expenses	94,669.13	90,520.88	87,726.45	98,391.46	123,151.07
Repair & Replacement Annual Contribution	3,350.26	2,150.79	2,150.79	2,100.79	2,150.79
Supplies	3,839.01	3,653.72	3,154.69	4,100.00	4,100.00
Telecommunications	1,990.73	2,168.05	2,190.62	2,300.00	2,300.00
Training	1,100.00	0.00	1,392.00	625.00	1,200.00
Travel	1,383.89	0.00	0.00	0.00	1,500.00
Utilities	2,523.88	2,349.82	2,685.95	2,900.00	2,900.00
Vehicle	196.47	147.86	149.62	200.00	200.00
Total Expense	140,786.23	142,931.54	131,917.39	195,247.25	191,065.62

Gustavus Public Library

General Fund

Gustavus Public Library:

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

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

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

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

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

Personnel:

Library Administrative Director (0.75 FTE)

Library Services Director (0.75 FTE)

Library Assistant (0.25 FTE)

8 desk volunteers, 1 maintenance/projects volunteer

Mission:

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

FY19-FY23 General Fund: Gustavus Public Library Expenditures

	Actual	Actual	Actual	Budget	Budget
	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23
Expense					
Bank Service Charges	25.00	25.00	25.00	25.00	25.00
Building	6,292.35	15,686.65	4,505.90	5,544.54	5,544.54
Contractual Services	0.00	1,381.48	3,075.00	6,920.00	6,920.00
Dues/Fees	4,459.65	4,417.69	4,069.76	5,400.00	5,400.00
Equipment	651.26	552.89	909.59	1,400.00	1,400.00
Events & Celebrations	0.00	175.07	0.00	350.00	350.00
Freight/Shipping	624.81	892.50	872.65	1,000.00	1,000.00
Fundraising Expenses	0.00	936.27	8.00	500.00	500.00
Library Materials	317.81	599.80	598.71	2,700.00	2,700.00
Payroll Expenses	67,270.75	68,048.47	61,291.02	106,550.01	106,550.01
Repair & Replacement Annual Contribution	4,028.00	10,267.13	4,299.27	4,249.27	4,249.27
Supplies	2,235.29	2,808.07	1,409.29	3,400.00	3,400.00
Supplies - Program	726.02	1,059.35	1,260.17	3,050.00	3,050.00
Telecommunications	4,831.05	5,114.56	3,547.37	5,450.00	5,450.00
Training	112.50	0.00	0.00	1,000.00	1,000.00
Travel	5.39	637.43	0.00	1,500.00	1,500.00
Utilities	6,797.85	6,069.22	6,385.80	7,400.00	13,500.00
Total Expense	98,377.73	118,671.58	92,257.53	156,438.82	162,538.82

Gustavus Volunteer Fire Department

General Fund

Gustavus Volunteer Fire Department:

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

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

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

Personnel:

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

Mission:

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

FY19-FY23 General Fund: Gustavus Volunteer Fire Department Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23
Bad Debt	0.00	2,598.10	0.00	0.00	0.00
Bank Service Charges	25.00	25.00	25.00	25.00	25.00
Building	3,798.98	1,919.71	3,738.03	5,222.55	5,222.55
Contractual Services	9,294.39	2,529.13	0.00	2,000.00	3,300.00
Ambulance Billing Expense	1,371.10	1,340.34	722.55	1,300.00	0.00
Dues/Fees	90.00	50.00	75.00	250.00	250.00
Equipment	1,451.96	631.99	123.00	2,000.00	2,000.00
Freight/Shipping	329.09	736.01	85.47	400.00	400.00
Payroll Expenses	86,839.40	60,703.78	33,550.06	116,452.96	116,452.96
Repair & Replacement Annual Contribution	4,235.23	4,454.47	9,839.80	1,663.38	1,663.38
Stipend	0.00	0.00	3,000.53	3,000.00	10,000.00
Supplies	7,073.25	4,404.61	3,946.03	7,500.00	7,500.00
Telecommunications	5,822.37	5,709.29	4,089.07	6,050.00	6,050.00
Training	7,536.19	4,560.94	0.00	4,000.00	4,000.00
Travel	4,201.81	2,362.91	0.00	2,500.00	2,500.00
Utilities	4,174.83	4,379.10	4,186.79	4,000.00	4,000.00
Vehicle	5,002.48	3,787.70	4,116.19	7,085.67	7,085.67
Total Expense	141,246.08	100,193.08	67,497.52	163,449.56	170,449.56

Marine Facilities Department

General Fund

Marine Facilities Department:

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

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

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

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

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

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

Personnel:

Marine Facilities Coordinator/Harbormaster (0.43 FTE)

Mission (Municipal Code Section 8.01.010):

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

FY19-FY23 General Fund: Marine Facilities Expenditures

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

Roads Department

General Fund

Roads Department:

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

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

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

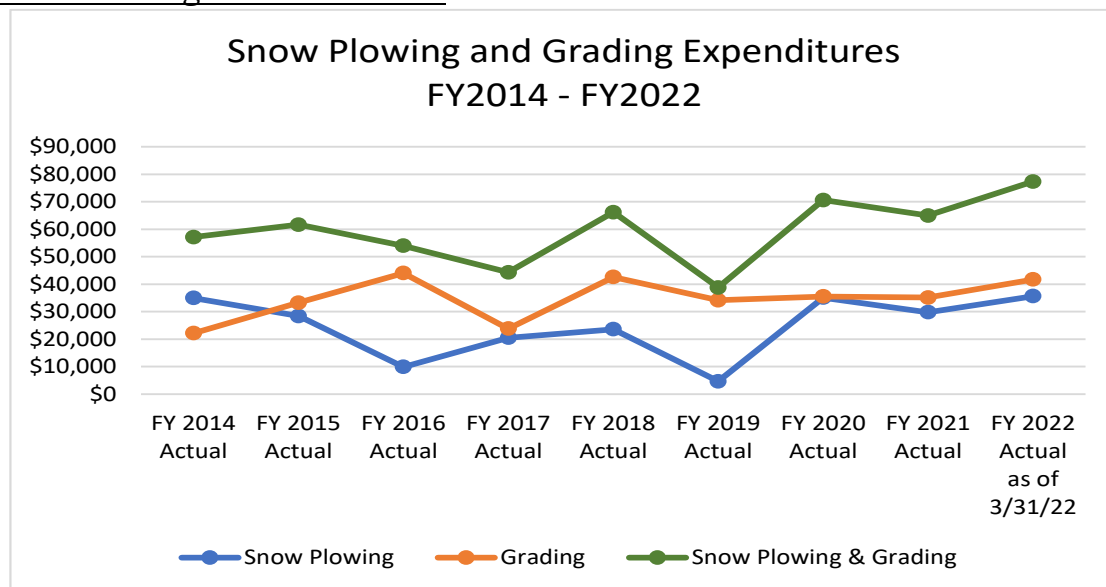
Personnel:

Volunteer City Council Member(s)

Mission:

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

Statistics through FY22-to-date:



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

FY19-FY23 General Fund: Roads Expenditures

Road Maintenance Expense	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual as of 4/30/22
Snow Plowing	34959.55	28403.20	9900.95	20526.60	23592.50	4668.98	35061.55	29775.10	72814.50
Grading	22180	33241.00	44050.50	23800.00	42605.75	34129.50	35512.50	35160.50	41691.00
Snow Plowing & Grading	57139.55	61644.20	53951.45	44326.60	66198.25	38798.48	70574.05	64935.60	114505.50

Lands Department

General Fund

Lands Department:

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

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

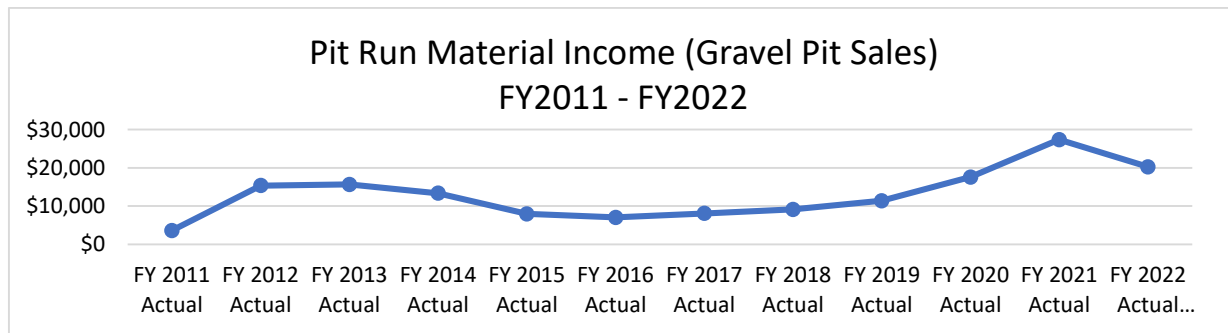
Various City Council members are responsible for the project scoping and management for capital improvement projects and long-term planning for the Lands Department. The treasurer is responsible for the advertisement, execution, and administration of City contracts and for collection of gravel pit and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

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

Personnel:

None

Statistics through FY22-to-date:



FY19-FY23 General Fund: Lands Expenditures

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

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

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

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

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

Total Change in Expense	\$ 0
-------------------------	-------------

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

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

DATE INTRODUCED: *May 9, 2022*

DATE OF PUBLIC HEARING: *June 13, 2022*

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

Michael Taylor, Mayor

Attest: Eduarda Loggins, City Treasurer

Attest: Karen Platt CMC, City Clerk

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

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

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

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

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

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

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

DATE INTRODUCED: May 25, 2022

DATE OF PUBLIC HEARING: June 13, 2022

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

Michael Taylor, Mayor

Attest: Eduarda Loggins, City Treasurer

Attest: Karen Platt CMC, City Clerk

CITY OF GUSTAVUS, ALASKA
RESOLUTION CY22-11

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

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

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

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

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

Michael Taylor, Mayor

Attest: Karen Platt CMC, City Clerk

Gustavus Disposal & Recycling Center (DRC)

2022-2023 Fee Schedule and Material Limitations Policy

What is free:

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

Rate schedule:

General

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

Special

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

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

Items included in recycle category:

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

Exclusions & Limitations

Construction/ demolition waste limits:

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

Scrap metal limitations:

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

Used-oil limitations:

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

Compost Prices

\$28.00 30 gal. trash can

\$ 5.00 5 gal. bucket

Misc. Fees:

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

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

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY22-12**

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

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

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

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

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

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

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

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

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

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

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

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

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

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk

Date of opening: 06/03/2022 Place: Gustavus City Hall Time: 2:00pm

1. Bid Envelope received on 06/03/2022

Total bid: \$ 24,898.00

- ☒ Completed and signed RFQ Cover Sheet
- ☒ Completed and signed RFQ Bid Sheet

2. Bid Envelope received on _____

Total bid: \$ _____

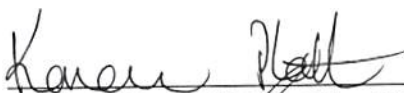
- ☐ Completed and signed RFQ Cover Sheet
- ☐ Completed and signed RFQ Bid Sheet


3. Bid Envelope received on ____/____/____

total bid: \$ _____

- ☐ Completed and signed RFQ Cover Sheet
- ☐ Completed and signed RFQ Bid Sheet

City Clerk Karen Platt and City Treasurer Eduarda Loggins verified the lowest responsible bidder to be Glacier Bay Construction, Inc.


Karen Platt, CMC, City Clerk


Eduarda Loggins, City Treasurer

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

1. New City Administrator Kathy Leary is on board. Kathy Leary started in her new position June 1, with the retirement of Tom Williams, who served us admirably for almost four years. Kathy brings to the job her long history here in Gustavus, plus experience working in various Alaska organizations statewide. She has been busy getting up to speed on projects and the budget with help from Tom Williams, who is now in the temporary part time role of Administrative Analyst, and Phoebe Vanselow, who is now in the temporary part time role of Financial Analyst. Those temporary positions are slated to continue through July 31 to assure transition continuity.

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

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

Update: I have prepared for the general meeting a budget amendment to adjust the administrative salary budget line downward now that we have hired a new City Administrator and can now project the actual costs for that position. The adjustment also reduces the budget line for Emergency and Disaster

recovery from \$85,000 to \$50,000. *I am recommending that the budget be approved with these amendments.*

3. FEMA flood recovery and mitigation funding. Tom Williams is working with new City Administrator Kathy Leary and Treasurer Eduarda Loggins to build familiarity with the FEMA process for our flood recovery projects and to get our recently completed projects invoiced to the system to assure that approved expenses result in actual payment to the city. It's a very bureaucratic system so takes time.

4. Fairweather Road Ditches and Culverts. Glacier Bay Construction completed the ditching and culvert-installation project along the north side of Fairweather Road, completing and improving ditches and installing new culverts where none existed. They also cleaned and excavated the ditch along the west side of Pleasant Avenue to the intersection with Fairweather. This project will greatly reduce area flooding from heavy storms and reduce maintenance needs for both roads. Thanks to Glacier Bay Construction for completing this project effectively. Funding is from the City Road Maintenance budget.

5. Large Culvert Riprap at Gravel Pits. Glacier Bay Construction has also completed installing protective rip rap at the large culvert under Wilson Road where it becomes Rink Creek Road at the Gravel Pits. The project now guards against future washout and loss of the large culvert during flood events, as nearly occurred in the August 2021 river overflow flood. The invoiced cost of this is being submitted to FEMA for reimbursement using the flood prevention/mitigation funding they have offered us. It's another fine job by our road contractor, Glacier Bay Construction.

6. Wilson Road Drainage Improvement. Glacier Bay Construction successfully completed this project to excavate and improve ditches along Wilson Road near the Chase Drive intersection to capture and carry away flood waters during heavy rain events such as we had in December 2020. The project replaced a damaged, undersized culvert under Wilson Road at Chase Drive with a 24" diameter culvert to carry flood water from the west side of Wilson to the deep ditch on the east side and on to Glen's Ditch. The project also extended the deep ditch on the east side of Wilson north past the ADF&G cabin and install a culvert under the ADF&G driveway. The intent is to divert any flood water on Wilson Road away from the adjacent subdivisions that were flooded in December 2020. Funding will be recovered via the new FEMA mitigation grant.

7. Tong Road drainage and flood recovery. Glacier Bay Construction is the winning bidder for the RFQ put out last month for this project to replace two flood-damaged culverts along Tong. Construction is likely to begin after July 1. FEMA funding is approved for a portion of the project as recovery from the December 2020 flood. The city road maintenance budget will fund extra ditching beyond the limits of the FEMA-funded project.

8. Same Old Road drainage. Glacier Bay Construction installed a new culvert at the road bend between Tim Sunday's house and Chuck Bales' house to relieve ponding water and flooded roads along a section of Same Old Road. In a later phase we intend to ditch the east side of that North-South road section and the south side of the East-West running section as far as End of the Trail and install culverts to improve drainage and reduce frequent flooding issues along the road. This improvement may be delayed for a hydrology study that would qualify it for Federal funding.

9. Annual Road Maintenance Contract. We prepared a new RFQ for annual maintenance that for the first time included also snow plowing, and emergency disaster repairs. The added boiler plate to make the contract comply with federal contracting rules for FEMA reimbursement has led us to consider some changes and postpone the RFQ. We will seek an extension with our existing road maintenance contractor for a month or so to continue it into early FY 23 while we address some language changes.

10. Grandpa's Farm Road Bridge. Following the Notice to Proceed issued last month after project award, the bridge manufacturer submitted the design for the bridge package, and it has been approved by our consulting engineers at Dowl Engineering. We then issued the second Notice to Proceed for manufacturing and construction of the bridge. Western Wood Structures is manufacturing it this month and when complete the package will be shipped to Gustavus. Glacier Bay Construction, the winning bidder for the project is expected to complete the installation in August. This project is 100% funded by US Fish and Wildlife with funds from the Bipartisan Infrastructure Bill.

11. Good River Bridge Repairs. This 1985 timber bridge needs repairs to keep it functional and safe for decades to come. PND Engineers on April 29 completed a site evaluation of specific deficiencies identified previously in an Alaska DOT bridge inspection report. They further evaluated the bridge embankment at the northwest corner of the structure where a stream has been cutting an incised channel next to the embankment. The consultant submitted an initial report on June 6, 2022 with recommendations for repairs to the structure, but is still completing the geotechnical evaluation on the approach embankment problem at the northwest corner of the bridge. In the meantime, they did not note any significant structural risks to the bridge or any reason to apply reduced load limits. Once the report is received, we will identify funding and contract repairs. I suspect substantial work will be needed for the embankment/stream problem, for which we will seek an infrastructure grant once we have the full report and cost estimate from the engineers.

12. Grant Funding for Major Projects. Solstice Alaska Consulting, a grant writing firm, has been contracted to help us apply for major project grants. They are developing applications for several projects, including the Bike/pedestrian trail along Gustavus Rd, Mountain View Rd, and Dock Rd and for a wave barrier for the state dock. They are keeping an eye out for opportunities that fit our list of prospective capital projects.

13. Parking area improvement for previous Golf Course "Meadow Trails." Glacier Bay Construction quickly completed an improvement of the parking area along Dock Rd used by walkers on the trails onto the previous golf course lands between there and the Beach Park, and onto the City's harbor lot accessed from that location. It's another very nice improvement by Glacier Bay Construction. Thanks!

14. Governor's Visit. Governor Dunleavy made an unannounced visit to Gustavus on Sunday May 15, and called me to ask for a chat at the Foxes Den restaurant. I was pleased to visit with him for an hour, and to be joined by Toshua Parker in the discussion. He asked us about the Gustavus economy, electric rates, the hydrogeneration facility, the intertie, tourism, population changes, and more. Toshua and I teamed up to share perspectives and I feel Gov Dunleavy gained a new appreciation for our vibrant community. Toshua and I appreciated his interest.

15. USDA Visit. On Monday May 30, I had the pleasure of giving a morning tour of Gustavus to Julia Hnilicka, the Alaska State Director for USDA Rural Development. Julia's department serves Rural Housing and Community Facilities Development. Their Telecoms program funded the grant to ByteNet

for their fiber optic build out in Gustavus. I was pleased we could catch up with Janusz Kunat at one of his installation sites along Chinook Dr, to discuss his program. Janusz showed us the locations at the Foxes' Den and at the Community Center where his system servers will be located.

17. DNR Visit. On Tuesday, June 7, Megan Hillgartner and John King from Department of Natural Resources South East Office came to Gustavus for a day tour of the Beach Park lands and the Salmon River Harbor where we have Cooperative Resource Management Agreements. Councilmember Jim Mackovjak and I spent most of the day with them to get them around and help them understand lands issues here relevant to our relationship with DNR. Neither Megan nor John had been in Gustavus before so it was an opportunity to build understanding with key staffers who serve Gustavus. Megan is working with the Southeast Lands Director, Ben White, to complete DNR's approval of the Beach CRMA updated management plan. She also evaluated the disputed sectionline easement along the south edge of the Pinewoods Subdivision recently and Jim took her to that site. John King works on land transfers to municipalities. We asked for his advice on a potential purchase of the central harbor tract, which the City did not previously select. He advised us on the process and indicated we could also be transferred the submerged lands along the river where the floats extend for the cost of a survey of that area. John also noted that the City needs to follow up on applying the survey instructions for the small parcel offshore of Pleasant Island at Bull Moose Cove where we store the steel float during winters. We met with Kathy Leary at City Hall during the day, and she will be following up on that need.

18. ATV Trail or Track. I'm working with Bruce McDonough as he forms an ATV interest group to identify opportunities for development of recreational ATV opportunities in Gustavus. The idea is to find a site or area to build an interesting and challenging ATV track or a trail system that would expand ATV enjoyment opportunities in a way that also respects the natural environment. I am enthusiastic about helping them advocate for their vision as it is developed further.