



**City of Gustavus**  
P.O. Box 1  
Gustavus, AK 99826  
Phone: (907) 697-2451

# General Meeting Packet

June 10, 2019



## GUSTAVUS CITY COUNCIL

### GENERAL MEETING

JUNE 10, 2019

7:00PM AT CITY HALL

#### **Gustavus City Council:**

##### **Mayor (Seat C):**

Calvin Casipit

[calvin.casipit@gustavus-ak.gov](mailto:calvin.casipit@gustavus-ak.gov)

Term Expires 2020

##### **Vice Mayor (Seat G):**

Susan Warner

[susan.warner@gustavus-ak.gov](mailto:susan.warner@gustavus-ak.gov)

Term Expires 2021

##### **Council Member (Seat A):**

Cheryl Cook

[cheryl.cook@gustavus-ak.gov](mailto:cheryl.cook@gustavus-ak.gov)

Term Expires 2019

##### **Council Member (Seat B):**

Jake Ohlson

[jake.ohlson@gustavus-ak.gov](mailto:jake.ohlson@gustavus-ak.gov)

Term Expires 2019

##### **Council Member (Seat D):**

Mike Taylor

[mike.taylor@gustavus-ak.gov](mailto:mike.taylor@gustavus-ak.gov)

Term Expires 2020

##### **Council Member (Seat E):**

Erin Ohlson

[erin.ohlson@gustavus-ak.gov](mailto:erin.ohlson@gustavus-ak.gov)

Term Expires 2021

##### **Council Member (Seat F):**

Brittney Cannamore

[brittney.cannamore@gustavus-ak.gov](mailto:brittney.cannamore@gustavus-ak.gov)

Term Expires 2021

#### **Gustavus City Hall:**

City Administrator-Tom Williams

[administrator@gustavus-ak.gov](mailto:administrator@gustavus-ak.gov)

City Clerk-Karen Platt

[clerk@gustavus-ak.gov](mailto:clerk@gustavus-ak.gov)

City Treasurer-Phoebe Vanselow

[treasurer@gustavus-ak.gov](mailto:treasurer@gustavus-ak.gov)

1. Call to Order
2. Roll Call
3. Approval of Minutes
  - A. 05-13-2019 General Meeting
4. Mayor's Request for Agenda Changes
5. Committee/Staff Reports
  - A. Marine Facilities
  - B. Financials
  - C. City Administrator
6. Public Comment on Non-Agenda Items
7. Consent Agenda
8. Ordinance for Public Hearing
  - A. **FY19-23NCO** FY20-Budget (Introduced 04-08-2019)
  - B. **FY19-27NCO** Providing for the Amendment of Department Budgets for FY19 (Introduction 05-13-19)
  - C. **FY19-28NCO** Providing for the Roadside Brusher Sale (Introduction 05-13-19)
  - D. **FY19-29NCO** Providing for the Amendment of Road Maintenance Budget for FY19 (Introduction 05-13-19)
  - E. **FY19-26** Amendments to Title 3 – Personnel (Introduction 05-13-19)
9. Unfinished Business:
  - A. **CY19-10** A Resolution Establishing an Advisory Committee to Address the Long-Term Sustainability of the Gustavus Preschool and Child Care Services
10. New Business
  - A. **FY19-30** Title 10 Property Acquisition, Disposal, Management, and Use, Sections 10.07.010 Fines (Public Hearing 7-8-2019)
  - B. **CY19-13** A Resolution Establishing Policy and Procedure for City use of Social Media
  - C. Award RFQ FY20-01RM Road Maintenance for FY20
  - D. Award Managed IT Services Contract for FY20
  - E. Approve Updated Endowment Fund Application Process
11. City Council Reports
  - A. Mayor
12. City Council Questions and Comments
13. Public Comment on Non-Agenda Items
14. Executive Session
15. Adjournment



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# Approval of Minutes



**GUSTAVUS CITY COUNCIL  
GENERAL MEETING MINUTES  
May 13, 2019**

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**1. CALL TO ORDER:**

A General Meeting of the Gustavus City Council is called to order on May 13, 2019, at 7 :01pm by Mayor Casipit. There are eleven (11) members of the public in attendance at Gustavus City Hall.

**2. ROLL CALL:**

Comprising a quorum of the City Council the following are present:

Mayor Casipit  
Vice Mayor Warner  
Council Member Cook  
Council Member Jake Ohlson  
Council Member Brittney Cannamore-unexcused absent  
Council Member Erin Ohlson  
Council Member Taylor-arrived at 7:18pm

There are 5 (6 at 7:18pm) members present, and a quorum exists

**3. APPROVAL OF MINUTES:**

**A. 04-08-2019 General Meeting**

MOTION: Council Member Warner moved to approve the General Meeting Minutes from General Meeting 04-08-2019

SECONDED BY: Council Member E. Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Hearing no objections, motion passed by unanimous consent

**4. MAYOR'S REQUEST FOR AGENDA CHANGES:**

Hearing no objections, Mayor Casipit announced the agenda as set

**5. COMMITTEE REPORTS/STAFF REPORTS:**

**A. Gustavus Visitor Association (GVA)**-GVA Administrator, Noel Farevaag provided a written report and GVA Member, Deb Woodruff provided a summary

**B. The Rookery at Gustavus: Preschool and Child Care Programs**-CEO, Erin Ohlson provided and written report and oral summary

**C. Disposal and Recycling Center**-DRC Manager, Paul Berry provided a written report and an oral summary

**D. City Clerk**-City Clerk, Karen Platt provided a written report and an oral summary

**E. Gustavus Water Action Committee**-Committee Chair, Cheryl Cook provided a written report and an oral summary

**F. Financial**-City Treasurer, Phoebe Vanselow provided a written report and oral summary

**G. City Administrator**-City Administrator, Tom Williams provided a written report and oral summary

**6. PUBLIC COMMENT ON NON-AGENDA ITEMS:**

- 1) Amanda Williams- Gustavus School Teacher update on the Endowment Grant funding for the school science program.
- 2) Judy Hollander-Public Health Nurse representing Juneau Public Health Center provided an update on programs available to the community of Gustavus

**7. CONSENT AGENDA:**

**A. Approval of Certificate of Records Destruction**

**B. FY19-27NCO Introduction Providing for the Amendment of Department Budgets for FY19**  
(Public Hearing 06-10-19)

**C. FY19-28NCO Introduction Providing for the Roadside Brusher Sale** (Public Hearing 06-10-19)

**D. FY19-29NCO Introduction Providing for the Amendment of Road Maintenance Budget for FY19** (Public Hearing 06-10-19)

MOTION: Council Member Cook moved to approve the Consent Agenda

SECONDED BY: Council Member J. Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Hearing no objections, the Consent Agenda is passed by unanimous consent

**8. ORDINANCE FOR PUBLIC HEARING:**

**A. FY19-22NCO Capital Project Funding** (Introduced 04-08-2019)

MOTION: Council Member Taylor moves to approve FY19-22NCO Capital Project Funding

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: E. Ohlson, Warner, J. Ohlson, Cook, Taylor, Casipit

NO: 0

MOTION **PASSES**/FAILS **6/0**

**B. FY19-24NCO AMLIP FY19 R&R from Library** (Introduced 04-08-2019)

MOTION: Council Member E. Ohlson moves to approve FY19-24NCO AMLIP FY19 R&R from Library (Introduced 04-08-2019)

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: E. Ohlson, J. Ohlson, Taylor, Casipit, Warner, Cook

NO: 0

MOTION **PASSES**/FAILS **6/0**

**C. FY19-25 Ordinance Introduction Providing for the Addition of City Ordinance Title 1**

**Chapter 1.05 City Code Enforcement, Fines and Fees, Sections 1.05.010, 020, 030, 040, 050, 060, 070, 080, 090, 100, 110, 120, 130, 140** (Introduced 04-08-2019)

MOTION: Mayor Casipit moves to approve FY19-25 Ordinance Introduction

Providing for the Addition of City Ordinance Title 1 Chapter 1.05 City Code Enforcement, Fines and Fees, Sections 1.05.010, 020, 030, 040, 050, 060, 070, 080, 090, 100, 110, 120, 130, 140 (Introduced 04-08-2019)

SECONDED BY: Vice Mayor Warner

PUBLIC COMMENT:

- 1) Thomas Imboden
- 2) Sam
- 3) Trisha Dawson
- 4) Ella Kunat

COUNCIL COMMENT:

- 1) Casipit
- 2) Warner
- 3) E. Ohlson
- 4) Taylor
- 5) J. Ohlson

ROLL CALL VOTE ON MOTION

YES: 0

NO: Warner, E. Ohlson, Taylor, Casipit, Cook, J. Ohlson

MOTION PASSES/**FAILS** 0/6**9. UNFINISHED BUSINESS****A. FY19-23NCO FY20-Budget** (Introduced 04-08-2019, Public Hearing 06-13-2019)MOTION: Council Member Warner moved to amend FY19-23NCO FY20-Budget (Introduced 04-08-2019, Public Hearing 06-13-2019) to fully fund the Gustavus Visitor Association 2020 budget request of \$30, 000SECONDED BY: Council Member J. OhlsonPUBLIC COMMENT:

- 1) Janusz Kunat
- 2) Deb Woodruff

COUNCIL COMMENT:

- 1) Warner
- 2) Taylor
- 3) E. Ohlson
- 4) J. Ohlson
- 5) Cook
- 6) Casipit

ROLL CALL VOTE ON AMENDMENT TO FY20-23NCO BUDGET MOTION:

YES: J. Ohlson, Warner, E. Ohlson

NO: Casipit, Taylor, Cook

MOTION PASSES/**FAILS** 3/3MOTION: Council Member Warner moves to amend FY19-23NCO FY20-Budget (Introduced 04-08-2019, Public Hearing 06-13-2019) to not fund the increase in City Administrator hours put forward in the 2020 draft budgetSECONDED BY: Council Member CookPUBLIC COMMENT:

- 1) Phoebe Vanselow

COUNCIL COMMENT:

- 1) Warner
- 2) J. Ohlson
- 3) Taylor
- 4) J. Ohlson
- 5) Cook

ROLL CALL VOTE ON MOTION:

YES: Warner

NO: Casipit, J. Ohlson, Taylor, Cook, E. Ohlson

MOTION PASSES/**FAILS** 1/5**B. CY19-10 A Resolution Establishing an Advisory Committee to Address the Long-Term Sustainability of the Gustavus Preschool and Child Care Services**MOTION: Council Member Cook moves to approve CY19-10 A Resolution Establishing an Advisory Committee to Address the Long-Term Sustainability of the Gustavus Preschool and Child Care ServicesSECONDED BY: Vice Mayor WarnerPUBLIC COMMENT:

- 1) Thomas Imboden

COUNCIL COMMENT:

- 1) Cook
- 2) J. Ohlson

- 3) Casipit
- 4) Taylor
- 5) Warner

MOTION TO AMEND: Council Member J. Ohlson moved to amend CY19-10 A Resolution Establishing an Advisory Committee to Address the Long-Term Sustainability of the Gustavus Preschool and Child Care Services beginning on the last line of the NOW THEREFORE, BE IT RESOLVED by striking everything from the word “should” to the end of the section and replacing with, The Committee shall advise the Council on the following:

- a) Forecasted operational plan(s) with costs
- b) Capital Improvement plan with associated costs
- c) Long term (5 and 10 year) funding strategies to support operational and capital improvement costs
- d) Proposed ordinance/code revisions
- e) Means of outreach to gauge public support of funding strategies

SECONDED BY: Mayor Casipit

ROLL CALL VOTE ON MAIN MOTION AS AMENDED:

YES: Cook, Taylor, J. Ohlson, Casipit

NO: Warner

RECUSED: E. Ohlson

MOTION **PASSES**/FAILS 4/1

*Mayor called for a recess at 9:16. The meeting reconvened at 9:20*

MOTION TO POSTPONE: Council Member Cook moved to postpone CY19-10 A Resolution Establishing an Advisory Committee to Address the Long-Term Sustainability of the Gustavus Preschool and Child Care Services as amended to the June 10, 2019 General Meeting

SECONDED BY: Council Member J. Ohlson

ROLL CALL VOTE ON MOTION TO POSTPONE:

YES: Cook, Warner, Taylor, J. Ohlson, Casipit

NO: 0

RECUSED: E. Ohlson

MOTION **PASSES**/FAILS 5/0

# 10. **NEW BUSINESS:**

## **A. CY19-11 A Resolution Updating the Benefits Policy & Procedure for Eligible Regular Position Employees**

MOTION: Council Member Taylor moved to approve CY19-11 A Resolution Updating the Benefits Policy & Procedure for Eligible Regular Position Employees

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 1) Warner
- 2) Taylor

ROLL CALL VOTE ON MOTION:

YES: Taylor, Casipit, J. Ohlson, E. Ohlson, Cook

NO: Warner

MOTION **PASSES**/FAILS 5/1

## **B. CY19-12 A Resolution Updating the Policy and Procedure for General Internal Financial Controls**

MOTION: Council Member Cook moved to approve CY19-12 A Resolution Updating the Policy and Procedure for General Internal Financial Controls

SECONDED BY: Council Member J. Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 1) Taylor
- 2) Cook

ROLL CALL VOTE ON MOTION:

YES: Casipit, Taylor, J. Ohlson, Cook, Warner, E. Ohlson

NO:

MOTION **PASSES**/FAILS **6/0**

**C. FY19-26 Introduction of Amendments to Title 3 – Personnel** (Public Hearing June 10)

MOTION: Council Member J. Ohlson moves to approve FY19-26 Introduction of Amendments to Title 3 – Personnel (Public Hearing June 10)

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 1) E. Ohlson

*Note: Scrivener's Error: Section 3.04.070 (h) insert at the beginning "Performance evaluations shall not be subject to the grievance procedure."*

ROLL CALL VOTE ON MOTION:

YES: Cook, Warner, Taylor, Casipit, E. Ohlson, J. Ohlson

NO:

MOTION **PASSES**/FAILS **6/0**

**D. Scoping Document-Gustavus Gravel Extraction Improvement Project**

MOTION: Council Member Taylor moves to approve Scoping Document-Gustavus Gravel Extraction Improvement Project

SECONDED BY: Council Member E. Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 1) Casipit
- 2) Warner
- 3) J. Ohlson
- 4) Taylor

ROLL CALL VOTE ON MAIN MOTION:

YES: Casipit, Cook, Taylor, E. Ohlson, J. Ohlson

NO: Warner

MOTION **PASSES**/FAILS **5/1**

MOTION TO AMEND: Council Member Warner moved to amend page 3, item 7. Of the scoping document by striking \$500,000 and inserting \$250,000 up to \$500,00.

SECONDED BY: No Second

**11. CITY COUNCIL REPORTS:**

- 1) Council Member Cook-Library roof repair update. Cheryl will be presenting a proposal to update Endowment Fund Grant process in June.
- 2) Vice Mayor Warner-will be providing an Internet IT/Broadband update at the Strategic Plan meeting on May 15<sup>th</sup>.

**12. CITY COUNCIL QUESTIONS AND COMMENTS:**

- 1) Erin postponed City Council resignation until the June 13, 2019 General Meeting.



**13. PUBLIC COMMENT ON NON-AGENDA ITEMS:**

14. EXECUTIVE SESSION

**15. ADJOURNMENT:**

Hearing no objections, Mayor Casipit adjourns the meeting at 9:54pm.

\_\_\_\_\_  
Calvin Casipit, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest: Karen Platt, City Clerk

\_\_\_\_\_  
Date



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# Mayor's Request for Agenda Changes



**City of Gustavus**  
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# Committee/Staff Reports

## **Marine Facilities Coordinator (MFC) Quarterly Staff Report**

**Ben Sadler, Marine Facilities Coordinator/Harbormaster**

**Monday, June 10th, 2019**

My last quarterly report was at the December 10th General Meeting, and my next quarterly report is scheduled for the September 9th General Meeting.

### **General Day to Day**

#### Harbormaster

In my role as Harbormaster, I have been monitoring activities at both the Dock facility and the Salmon River Boat Harbor. I have been maintaining the waterless restrooms located at the Beach and the Salmon River Park, taking over for Phoebe who was able to maintain and keep the restrooms open over the winter. An observation made by Phoebe is that in the future, due to freeze cycles, the restrooms may have to be periodically shut down. So far this season I have removed approximately 100 #'s of recyclable material and 154 #'s of trash from the Beach receptacles. I do not have the numbers for January through mid-April but have been informed that the amount of trash removed was negligible, with the exception of one large household deposit.

Fairweather Construction and I were able to move the small float around to the dock on April 19<sup>th</sup>, but due to high winds were not able to move the remainder of the floats around until May 18<sup>th</sup>.

I was able to complete all needed repairs to the City owned floats before moving them to their current location at the Dock. This included replacing the entire length of trim spanning the skiff float. This area spends most of the summer under water and will continue over time to rot and need replacement. The other repairs were mainly replacing bumper boards and fixing the damage to the skiff float incurred during a wind storm prior to my employment as the MFC.

The replacement transition ramp was installed after moving the floats out front and the hinge on the angled transition plate was fixed as well. I'm concerned about the angle of the new ramp and the way it is attached to the floats. I will

continue to monitor it over the season, but I believe it creates a tripping hazard, and I do not believe that the intended method for securing it is adequate for the conditions we see through the summer season. I also replaced all the bullrails on the boat launch floats.

At this time all but three of the commercial boats and approximately two-thirds of all private boats that obtained permits in 2018 have been registered this season. I have seen decreased activity so far this year compared to the same time last year and expect that more boats will be registered as the season continues.

#### Marine Facilities Coordinator

In my role as Marine Facilities Coordinator, I have been outlining a plan and researching different options for installing a fish waste disposal system in the SRBH.

Fairweather Construction has assured me that as soon as their spring push slows down a bit that we will be able to remove all the derelict wooden vessels from the boat harbor, as well as the concrete sailboat hull and the only remaining fiberglass boat impounded by the city. This will complete that portion of the SRBH cleanup project. I have identified floats for removal and possible replacement. I will start that phase of the plan once this one has been accomplished. Tom and I are working on budget proposals that will include funding for buying some City owned and maintained floats to replace current floats that need to be removed from City property.

We also ordered and received a Kayak cart which will be stationed at the kayak rack built last year and located in the SRBH. We hope this will make it easy for anyone wishing to store their kayaks there to get them to and from the water.

In my role as Marine Facilities Coordinator, I have also continued to work on projects at the Library and City Hall.

Thank you.

Report compiled by BPS on 06/04/19

06/03/19

**Profit & Loss Budget vs. Actual COG Accrual**

Accrual Basis

July 2018 through May 2019

	Jul '18 - ...	Budget	\$ Over Bu...	% of Bud...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Returned Check Charges	30.00			
Business License Fees	3,800.00	3,500.00	300.00	108.6%
Donations	1,022.50	1,000.00	22.50	102.3%
DRC Income	93,669.65	89,480.00	4,189.65	104.7%
<b>Federal Revenue</b>				
Natl Forest Receipts-Encumbered	45,494.92	0.00	45,494.92	100.0%
Payment In Lieu of Taxes	107,167.43	107,000.00	167.43	100.2%
<b>Total Federal Revenue</b>	152,662.35	107,000.00	45,662.35	142.7%
<b>Fundraising</b>	482.00	700.00	-218.00	68.9%
<b>GVFD Income</b>	6,129.93	8,000.00	-1,870.07	76.6%
<b>Interest Income</b>	670.31	14,500.00	-13,829.69	4.6%
<b>Lands Income</b>	11,360.00	12,000.00	-640.00	94.7%
<b>Lease Income</b>	9,062.15	12,720.35	-3,658.20	71.2%
<b>Library Income</b>	1,039.95	1,500.00	-460.05	69.3%
<b>Marine Facilities Income</b>	13,236.00	16,250.00	-3,014.00	81.5%
<b>State Revenue</b>				
Community Assistance Program	85,461.43	85,461.43	0.00	100.0%
Liquor Share Tax	3,350.00			
Shared Fisheries Business Tax	1,884.12	1,500.00	384.12	125.6%
<b>Total State Revenue</b>	90,695.55	86,961.43	3,734.12	104.3%
<b>Tax Income</b>				
Retail Tax Income	388,006.42	344,821.07	43,185.35	112.5%
Room Tax Income	70,037.01	65,000.00	5,037.01	107.7%
Fish Box Tax	12,330.00	15,000.00	-2,670.00	82.2%
Penalties & Interest	25,127.78	0.00	25,127.78	100.0%
Tax Exempt Cards	260.00	150.00	110.00	173.3%
<b>Total Tax Income</b>	495,761.21	424,971.07	70,790.14	116.7%
<b>Total Income</b>	879,621.60	778,582.85	101,038.75	113.0%
<b>Gross Profit</b>	879,621.60	778,582.85	101,038.75	113.0%
<b>Expense</b>				
Administrative Costs	28,320.93	24,300.00	4,020.93	116.5%
Advertising	503.57	500.00	3.57	100.7%
Bank Service Charges	2,180.59	2,250.00	-69.41	96.9%
<b>Building</b>	15,571.43	13,380.06	2,191.37	116.4%
<b>Contractual Services</b>	35,188.77	58,200.00	-23,011.23	60.5%
<b>Dues/Fees</b>	6,402.94	6,950.00	-547.06	92.1%
<b>Economic Development Services</b>				
GVA	20,000.00	20,000.00	0.00	100.0%
<b>Total Economic Development Servi...</b>	20,000.00	20,000.00	0.00	100.0%
<b>Election Expense</b>	276.70	276.70	0.00	100.0%
<b>Equipment</b>	13,924.19	15,296.00	-1,371.81	91.0%
<b>Freight/Shipping</b>	18,613.73	19,050.00	-436.27	97.7%
<b>Fundraising Expenses</b>	0.00	600.00	-600.00	0.0%
<b>General Liability</b>	3,827.10	3,827.10	0.00	100.0%
<b>Holiday gift</b>	2,995.00	3,000.00	-5.00	99.8%
<b>Library Materials</b>	-113.30	600.00	-713.30	-18.9%
<b>Marine Facilities</b>	3,752.26	4,085.46	-333.20	91.8%

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**July 2018 through May 2019**

	<u>Jul '18 - ...</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of Bud...</u>
<b>Payroll Expenses</b>	379,041.96	438,148.05	-59,106.09	86.5%
<b>Professional Services</b>	26,335.57	23,752.77	2,582.80	110.9%
<b>Public Relations</b>	728.34	730.00	-1.66	99.8%
<b>Repair &amp; Replacement Fund</b>	20,095.76	20,095.76	0.00	100.0%
<b>Road Maintenance</b>	78,376.48	85,000.00	-6,623.52	92.2%
<b>Social Services</b>				
<b>GCEP dba The Rookery</b>	12,964.00	12,964.00	0.00	100.0%
<b>Total Social Services</b>	12,964.00	12,964.00	0.00	100.0%
<b>Supplies</b>	13,225.36	17,300.00	-4,074.64	76.4%
<b>Telecommunications</b>	16,098.98	20,740.00	-4,641.02	77.6%
<b>Training</b>	11,955.65	21,100.00	-9,144.35	56.7%
<b>Travel</b>	15,697.08	23,850.00	-8,152.92	65.8%
<b>Utilities</b>	19,564.50	17,200.00	2,364.50	113.7%
<b>Vehicle</b>	6,165.19	10,486.95	-4,321.76	58.8%
<b>Total Expense</b>	751,692.78	863,682.85	-111,990.07	87.0%
<b>Net Ordinary Income</b>	127,928.82	-85,100.00	213,028.82	-150.3%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Encumbered Funds</b>	85,000.00	85,100.00	-100.00	99.9%
<b>Total Other Income</b>	85,000.00	85,100.00	-100.00	99.9%
<b>Net Other Income</b>	85,000.00	85,100.00	-100.00	99.9%
<b>Net Income</b>	<u>212,928.82</u>	<u>0.00</u>	<u>212,928.82</u>	<u>100.0%</u>

City of Gustavus  
**Balance Sheet**  
As of May 31, 2019

	May 31, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	105,708.15
AMLIP Capital Improv Long-Term (0630598.2)	477,353.42
AMLIP Repair & Replacement (0630598.3)	256,854.51
AMLIP Road Maint - Unencumbered (06305...	254,387.32
AMLIP Road Maint - Encumbered (0630598.8)	51,971.76
AMLIP Reserve (0630598.12)	754,400.84
APCM.Endowment Fund	1,431,130.08
FNBA - Checking	748,636.77
FNBA Endowment Fund - Checking	33,989.95
Petty Cash	266.71
Total Checking/Savings	4,114,699.51
Accounts Receivable	
Accounts Receivable	21,287.25
Total Accounts Receivable	21,287.25
Total Current Assets	4,135,986.76
<b>TOTAL ASSETS</b>	<b>4,135,986.76</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	423.38
Total Accounts Payable	423.38
Credit Cards	
Bank of America Alaska Air Visa	4,919.87
Total Credit Cards	4,919.87
Other Current Liabilities	
Deferred Income	9,000.00
Payroll Liabilities	
State Unemployment	868.28
Total Payroll Liabilities	868.28
Total Other Current Liabilities	9,868.28
Total Current Liabilities	15,211.53
Total Liabilities	15,211.53
Equity	
Fund Balance	3,029,143.05
Opening Bal Equity	1,084,743.57
Net Income	6,888.61
Total Equity	4,120,775.23
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,135,986.76</b>



## Accounts Receivable Detail

### As of 5/31/19

\$2,288.41	Past Due Sales Tax paid in June
\$6,453.57	Delinquent Sales Tax
\$3,371.60	Ambulance Transport Billing - In Progress
\$9,000.00	Fish-Box Tax Deferred Income
\$250.00	Penalty for Fish-Box Tax Non-Compliance
<b>(\$76.33)</b>	<b>Net of Other Customer Account Balances</b>

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\$21,287.25 Total

## FNBA Checking Account - Unrestricted Funds Balance

### As of 5/31/19

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: \$748,636.77

Obligated Funds Currently in Checking Account:

MF	CP18-01 Salmon River Harbor	<b>(\$26,076.96)</b>
	CP18-04 LIDAR of Gustavus	<b>(\$28,400.00)</b>
DRC	CP18-05 DRC Pre-Processing	<b>(\$62,000.00)</b>
DRC	CP18-06 DRC Storage Bins - Jack	<b>(\$1,339.16)</b>
DRC	CP18-07 Household Haz Waste Fac.	<b>(\$59,450.00)</b>
DRC	CP19-02 Community Chest Maint.	<b>(\$10,000.00)</b>
Admin	CP19-03 Gustavus Beach Improv.	<b>(\$48,064.06)</b>
GVFD	CP19-04 GVFD Stryker Power Cot	<b>(\$35,000.00)</b>
Library	CP19-05 Library Heating Upgrade	<b>(\$6,500.00)</b>
DRC	CP19-06 DRC Composting Facility	<b>(\$111,585.00)</b>
Roads	Encumbered Road Maint. Funds	<b>(\$52,118.44)</b>
GVFD	2019 VFA Grant	<b>(\$3,735.00)</b>
Library	FY19 PLA Grant	<b>(\$1,177.37)</b>
Library	SoA OWL Internet Subsidy	<b>(\$173.20)</b>
Roads	USFWS Chase Drvwy	<b>(\$251.02)</b>

Unrestricted Funds: \$302,766.56

Pending Transfers:

Roads	FY19-29NCO FY19 NFR	<b>(\$42,673.33)</b>
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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%.

FY19 budgeted operating expenses: \$844,713.23

25% = \$211,178.31

17% = \$143,601.25

35% = \$295,649.63

# Capital Projects 2019-2024

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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	Proposed Funding Source
<b>Funded for 2018 (most by FY18-22NCO):</b>											
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		in progress	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		2019	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		2019	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
<b>Funded for 2019:</b>											
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	\$ -		Library	N/A	10/31/2017 bike shelter only - needs revision				2019	AMLIP
Library Roof Repair	\$ 50,000.00			Library	N/A					2019	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		in progress	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	received	AMLIP
Gravel Pit Improvements	\$ 500,000.00			Lands	N/A	4/25/2019	5/13/2019			2019	AMLIP
Inflow Storage & HHW Facility Storage Area	\$ 50,000.00	\$ 26,400.00	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	2019	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	\$1,909,985.00	\$ 420,735.00									
CAPGIS 2018 submission											
CAPGIS 2019 submission											

**Incoming Grants/Scholarships to City of Gustavus FY19**

Dept.	Purpose	Date Received	Amount Awarded	QB Class Name	Amount Spent to Date	Remaining Funds	Notes
Library	Library Supplies	7/13/2018	\$7,000.00	FY19 PLA Grant	\$5,822.63	\$1,177.37	State of AK Public Library Assistance (PLA) grant for library materials
	Reading with Rachel	7/16/2018	\$571.00	Reading with Rachel	\$571.00	\$0.00	Grant from Jon & Julie Howell
	Library Internet	7/20/2018	\$2,078.40	SoA OWL Internet Subsidy	\$1,905.20	\$173.20	Alaska OWL monthly internet subsidy
	Library Training & Travel	4/2/2019	\$1,937.76	---	\$1,937.76	\$0.00	State of AK grant for AkLA conference reimbursement
	Library Training	5/16/2019	\$500.00	---	\$500.00	\$0.00	State of AK library NASA STEM travel grant
	Library Training & Travel	spring 2019	\$455.00	--	\$0.00	\$455.00	State of AK grant for SLICE training reimbursement
GVFD	GVFD Equipment	Spring 2018	\$25,450.00	funds can be spent over 2 years	\$1,165.50	\$24,284.50	SEREMS Code Blue Grant - GVFD pays 10% match + \$30,350 more needed for Power Cot (Code Blue will pay \$7000)
	GVFD Supplies	4/27/2018	\$7,312.50	2018 VFA Grant	\$7,312.50	\$0.00	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis.
	Carbon Monoxide Detectors for Community Members	1/16/2019	\$945.00	approx. value of 27 sets of detectors	\$945.00	\$0.00	First Alert grant
	GVFD Supplies	3/25/2019	\$3,735.00	2019 VFA Grant	\$0.00	\$3,735.00	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis.
	GVFD Training	4/3/2019	\$1,000.00	registration fee for 2 attendees (\$750) + partial hotel reimbursement (\$250)			SEREMS MiniGrant for Southeast Regional Symposium
	GVFD Training	June 2019		hotel & per diem for volunteer firefighter to attend AK Rural Fire Fighter Training Seminar			State of AK, DPS, Div. Fire & Life Safety
Admin	City Clerk Training	2/12/2019	\$400.00		\$400.00	\$0.00	IIMC Foundation scholarship for IIMC institute Jun. 2018
	City Clerk Training	12/16/2018	\$500.00	--	\$500.00	\$0.00	AAMC scholarship for Nov. 2018 annual conference
	Council Member Training 10/29-	11/10/2018	\$863.09	--	\$863.09	\$0.00	State of AK/DCRA grant for travel/lodging reimbursement
	City Hall Equipment	2/20/2019	\$1,000.00	--	\$1,000.00	\$0.00	APEI Safety Grant used to purchase AED
	City Clerk Training	summer 2019	\$1,550.00	--	\$0.00	\$1,550.00	AAMC scholarship for NW Clerks Institute June 2019
	City Clerk Training	summer 2019	\$400.00	--	\$0.00	\$400.00	IIMC Foundation scholarship for IIMC institute Jun. 2019

\$55,697.75

**Outgoing Grants from City of Gustavus - Endowment Fund Grant (EFG)**

Resolution	Grantee	Date Awarded	Amount Awarded	QB Class Name	Amount Disbursed to Date	Remaining Funds	Notes
CY16-04	Gustavus Community Center	3/14/2016	\$33,447.45	2016-2019 EFG - GCC	\$33,447.45	\$0.00	3-year grant, extended to May 14, 2019
CY18-33	GCEP	12/11/2018	\$4,363.95	2019 EFG - GCEP	\$2,220.64	\$2,143.31	
CY18-33	GHAA	12/11/2018	\$3,424.00	2019 EFG - GHAA	\$3,424.00	\$0.00	
CY18-33	Gustavus Helping Hands	12/11/2018	\$4,540.00	2019 EFG - GHH	\$1,216.00	\$3,324.00	
CY18-33	Gustavus Public Library	12/11/2018	\$2,902.60	2019 EFG - GPL	\$65.20	\$2,837.40	
CY18-33	Gustavus School	12/11/2018	\$9,606.75	2019 EFG - GST School	\$1,839.72	\$7,767.03	
CY19-01	Gustavus Community Center	1/14/2019	\$17,514.70	2019 EFG - GCC	\$0.00	\$17,514.70	



**City of Gustavus**  
P.O. Box 1  
Gustavus, AK 99826  
Phone: (907) 697-2451

# Public Comment on Non-Agenda Items



**City of Gustavus**  
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Phone: (907) 697-2451

# Consent Agenda



**City of Gustavus**  
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Gustavus, AK 99826  
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# Ordinance for Public Hearing

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY19-23NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE ESTABLISHMENT  
AND ADOPTION OF THE BUDGET FOR FISCAL YEAR 2020**

**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, 2019 through June 30, 2020 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:** *April 8, 2019*

**DATE OF PUBLIC HEARING:** *June 10, 2019*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Cal Casipit, Mayor

\_\_\_\_\_  
Attest: Phoebe Vanselow, City Treasurer

\_\_\_\_\_  
Attest: Karen Platt, City Clerk



**City of Gustavus**

PO Box 1

Gustavus, Alaska 99826

Phone: (907) 697-2451

# City of Gustavus Budget Fiscal Year 2020

FY19-23NCO Attachment

Approved by the Gustavus City Council           , 2019



## FY 2020 City of Gustavus Operating Budget

This document contains the City of Gustavus operating budget for fiscal year 2020 (FY20: July 1, 2019 through June 30, 2020). A summary of notable items in the budget is provided below. Capital improvement projects not funded through the operating budget are not discussed in this document; please see the separate Capital Improvement Plan. The city's only Enterprise Fund, the Gustavus Community Network, was discontinued in FY16 by Resolution CY15-31. All other departments are in the General Fund.

### A. Revenues

#### 1. Sales Tax

Sales tax makes up the bulk of locally generated revenue. The current sales tax rate is 3% (Ordinance FY11-02 amending municipal code section 04.15.030). Trends in sales tax revenue are difficult to discern over the past five years due to a large repayment of past due sales tax skewing the revenue in FY16 and underestimating revenue in years before that. Regardless of that, FY15 appears to have been a low year for sales, room, and fish box taxes, with an increase in the years since then. Revenues for FY17 and FY18 appear steady. Sales tax revenue for FY20 was budgeted based on FY19 receipts to date and incorporating anticipated lower revenue due to the closure of a sizeable Gustavus business at the end of the 2017 tourist season and closure of a grocery market at the end of 2018. The FY20 budget also incorporates an anticipation of increased sales tax revenue from internet sales. Online sales tax has been collected by companies beginning January 1, 2019. The State of Alaska and the Alaska Municipal League are currently working out the mechanism for transferring these monies to the respective municipalities. This is a nationwide issue that is still in development at the time of this writing.

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).

#### 2. Room Tax

Room tax revenue has increased over the past four fiscal years. The current room tax is 4% (municipal code section 04.14.030). Room tax revenue for FY20 was budgeted based on FY19 receipts to date and incorporating anticipated lower revenue due to the continued closure of a business. It will be interesting to see if final FY19 room tax revenue holds steady with guests using other available lodging.

#### 3. Fish Box Tax

The fish box tax revenue has slightly decreased over the past two fiscal years. The current fish box tax is \$10/box packaged and transported out of town (municipal code section 04.16.030). Fish box tax revenue projected for FY20 has been budgeted similar to FY19 receipts-to-date.

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

#### 4. 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 past five fiscal years. The current fee schedule for the DRC was adopted May 8, 2017 with Resolution CY17-06. The DRC and Community Chest revenue for FY20 has been budgeted slightly higher than FY19.

The **Gustavus Volunteer Fire Department** has once again started billing for ambulance transport, beginning at the end of FY18. As a result, citizen enrollment in the ambulance subscription program (ASP) has also increased. The same company that performed insurance billing for the City of Gustavus several years ago is again partnering with the city. With active ambulance billing occurring, this revenue source has been budgeted the same as FY19. 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 (but not necessarily collected) due to the accrual method.

**Gravel pit** material sales have slowly increased over the past four fiscal years. The FY20 budgeted revenue is more than double the FY19 budget due to an increase in the price of pit run material from \$2.00/cubic yard to \$4.00/cubic yard, effective February 12, 2019. Budgeted lease income remains unchanged with ongoing negotiation of a pit mining lease renewal.

**Business license** fees collected have remained steady over the past five fiscal years. As a result, the FY20 budgeted revenue has been slightly increased as compared to FY19.

**Marine Facility** fees have been tracked in various ways over the years, making trends difficult to discern. Private vessel registration and commercial vessel registration remain steady. The marine facilities income budget is slightly lower than FY19 due to fewer long-term storage users.

The **Gustavus Public Library** budgeted revenue has been adjusted downward to more accurately reflect anticipated donations, fundraising revenue, and other income for FY20.

## 5. 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 FY20 on February 15, 2019, with the Consolidated Appropriations Act, 2019 (P.L. 116-6). The FY20 city budget is slightly lower than the FY19 actual amount received due to uncertainties at the national level. The FY20 PILT application ~~will be was~~ mailed 3/30/19April 2019, and the FY20 PILT revenue amount is still unknown at the time of this writing.

### ii. National Forest Receipts (NFR)

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 ~~low-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. The road maintenance budget for FY20 will continue to be funded through this encumbered fund savings unless NFR funds are disbursed again. Given the unpredictability, the budget line for this revenue source is set at zero for FY20 as was done in FY19. The FY19 application was submitted 7/27/18, and FY19 NFR funds of \$42,673.33 were received 4/25/19.

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.

## 6. State Revenue

### i. Community Assistance Program

The State of Alaska budget outlook remains grim, although there are indications the state is coming out of its recession. The Community Assistance Program (CAP), formerly known as Community Revenue Sharing, has seen decreased funding over the past two fiscal years but continues to be fought for by Alaska municipalities. The City of Gustavus's estimated FY20 funding is \$82,598.89 as of 1/14/19.

### ii. Shared Fisheries Business Tax

The Shared Fisheries Business Tax is variable. The FY20 budgeted revenue remains the same as FY19. The FY19 application was supported by Resolution CY18-32, adopted 12/10/18, with FY19 funds announced as \$1555.36 in March 2019 and distributed later that month.

### iii. Liquor Share Tax

On 4/1/19, the City of Gustavus received its first Liquor Share Tax distribution.

## 7. Interest

In past years, interest from the City of Gustavus reserve funds that are in Alaska Municipal League Investment Pool (AMLIP) accounts was not included as a revenue source on the operating budget. AMLIP accounts are being accessed for encumbered road maintenance funds (discussed above) and will be deposited into through the budget line-item for Repair and Replacement funds (discussed below). In FY19, it was decided that interest accrued on these accounts would be included as a revenue source in the operating budget for the city, along with interest received on the checking account and First Investment account at First National Bank Alaska. The FY19 budget included the AMLIP interest, resulting in a remarkably higher budgeted revenue than FY18. Interest on the city's endowment fund account with Alaska Permanent Capital Management/Charles Schwab is not included as a revenue source, as the endowment fund is only accessed during the annual Endowment Fund Grant cycle.

For FY20, the decision to include the AMLIP interest has been reversed, as these funds are not available for use by the general operating budget except by specific action by the City Council. The FY19 budget will be amended to remove the AMLIP interest, and the FY20 budget simply includes the interest received on the checking account at First National Bank Alaska. The First Investment account was closed in FY19.

## 8. Grants and Scholarships

Incoming grants and scholarships are tracked in various ways in the city's accounting software. For grant funds that are deposited and then used over time, a separate class or fund is created in the accounting software, and this revenue and the expenses paid by it are not included in the operating budget. For scholarships or grants that are reimbursements for costs already incurred, the funds are included in the operating budget and are deposited as a credit toward that expense budget line-item. A summary of grants and scholarships this fiscal year to date is included in this document.

## 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. In the FY20 budget, prior-year funds are included up to the amount necessary to balance the current budget. At the end of FY19, if the surplus funds are less than what is included in this budget, the City Council can choose to reduce expenses or fund the difference from a reserve fund. At the end of FY19, if the surplus funds are more than needed for the FY20 budget, the City Council can choose to

transfer the additional funds to one of the AMLIP accounts or can use the funds to offset other assumptions in the budget, should it be necessary (e.g. Community Assistance Program funds or retail tax revenue from internet sales).

## B. Expenditures

### 1. Payroll

In FY20, expanded hours were budgeted for the Marine Facilities Coordinator due to a likely increased workload for the fall of 2019 with Salmon River Harbor improvements. This position also became a Regular position (permanent) with full benefits after the probationary period. With the City Treasurer reducing hours in FY19, the City Administrator increased hours. This department remains at 2.2 FTE (full-time equivalent) between the three positions there.

### 2. Cost-of-Living Adjustment

The City of Gustavus annually reviews the consumer price index change for Anchorage and determines if a cost-of-living pay adjustment will be adopted for the coming year. On 2/11/19, Resolution CY19-04 adopted a 3.0% increase for all regular position employees effective July 1, 2019.

### 3. Group Health Plan & Health Insurance Stipend

A group health plan option was explored in late FY18. Premiera Blue Cross/Blue Shield offered a range of plans through our current insurance agent. Their 2019 plan Silver 2500 with the lowest deductible of \$2500 costs the city \$593.50/month for the employee only for the policy year 6/1/19-5/31/20. 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, which is an extra \$212/month. The latest benefits policy and procedure was adopted November 19, 2018 (Resolution CY18-29). Per this P&P, as a new hire in a regular position, the Marine Facilities Coordinator position will come in at the 80% company/20% employee contribution ratio for the monthly insurance premium.

### 4. Increased 457(b) Enrollment

FY18 saw a change to full participation by eligible employees in the 457(b) retirement benefit the City of Gustavus offers. The addition of a new Regular employee further increases this budget line-item for FY20.

### 5. 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 to get the city caught up, through the Administrative Department's equipment purchase budget line-item. FY20's budget remains the same, with less initial visits and work-up being performed but more equipment online, resulting in slightly higher monthly maintenance fees.

### 6. Social Service: Gustavus Children's Enhancement Program

In FY18, the City of Gustavus updated municipal code Title 6 (Ordinance FY18-09, adopted 2/12/18) to include the option to fund limited social services. With this step and the resulting policy and procedure (Resolution CY18-17, adopted May 14, 2018), the Gustavus Children's Enhancement Program (a.k.a The Rookery at Gustavus) has requested up to 20% of their operating budget from the City of Gustavus to keep their services available and affordable. This was a new category in the city's budget.

## 7. 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.

## 8. 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)]. FY20 budget is increased due to the purchase of ten Air-Pak self-contained breathing equipment sets, along with increased property appraisals for the Gustavus Public Library, the firehall, and the bulk fuel facility.

## 9. Review Services in lieu of Audit

The City of Gustavus has not received enough state or federal funds to trigger a mandatory audit since 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 may want to consider budgeting for a full audit in FY21 after the completion of FY20, as that will mark five years since the last audit.

## 10. Insurance Premium Increases:

The city's insurance costs increased over the course of FY19 due to the higher calculated appraisals of the Gustavus Public Library, the firehall, and the bulk fuel facility.

## 11. 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 work in the Salmon River Boat Harbor. This line-item has increased for FY20.

## 12. Contractual Services

The FY20 budget includes \$16,600 for a Household Hazardous Waste event in spring 2020. It also includes \$3120 for cleaning services at the Gustavus Public Library and \$15,000 for a land survey of the gravel pit parcel. Ambulance Billing Expense has also been moved under this category instead of being a separate line-item.

## 13. Professional Services

The FY20 budget increases the line-item for Professional Services (city attorney) due to a planned revision of multiple ordinances, requiring city attorney review, along with the ongoing issues of the electrical intertie, PFAS (per- and polyfluoroalkyl substances) water contamination in the community, and possible borough formation in Icy Strait.

## 14. Equipment

The FY20 budget includes \$6,000 for a new point-of-sale system at the Disposal and Recycling Center, including equipment and software, that will integrate with the City Treasurer's bookkeeping at City Hall. The budget also includes \$10,000 under the Administrative

Department's equipment purchase budget line-item that is earmarked for an information technology (IT) refresh schedule for library computers and council member laptops.

### 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 2021

#### 1. Road Maintenance Budget

Continued uncertainty with National Forest Receipts (NFR) funding means the City Council must continue to plan to use encumbered funds for Road Maintenance, until that AMLIP account is depleted. The operating budget will have to be adjusted to fund this expense or other reserve funds will have to be tapped. A separate "AMLIP Road Maint – Unencumbered" account was created with FY18-16NCO to ensure this vital expense can be covered.

#### 2. Marine Facilities Budget

Beginning in FY21, additional contractual services expenses will be incurred for spring and fall transfer of the repaired steel mooring float that overwinters on the north side of Pleasant Island.

#### 3. Disposal & Recycling Budget

Additional freight costs could be incurred as the market for mixed plastics and mixed paper recyclables changes or disappears due to changes in the world economy. At this time, it is unclear what the ramifications will be. The Solid Waste Management Plan revision to be presented in 2019 may provide more insight into this.

#### 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.

### F. Discussion of Possible New Revenues

None at this time beyond sales tax on internet sales, discussed under the Sales Tax section above.

### G. Summary

To combat the excess funds generated in past year's budgets, the FY19 budgeting process sought to tighten up the figures for income and expenditures to more realistic levels based on

past years' data as opposed to preparing the budget to be able to absorb a wide-range of unexpected expenses. The FY20 budget continues in this vein, with a line item for Prior-Year Cash Balance created to bring surplus funds from the previous fiscal year into the next year.



**City of Gustavus**

PO Box 1

Gustavus, Alaska 99826

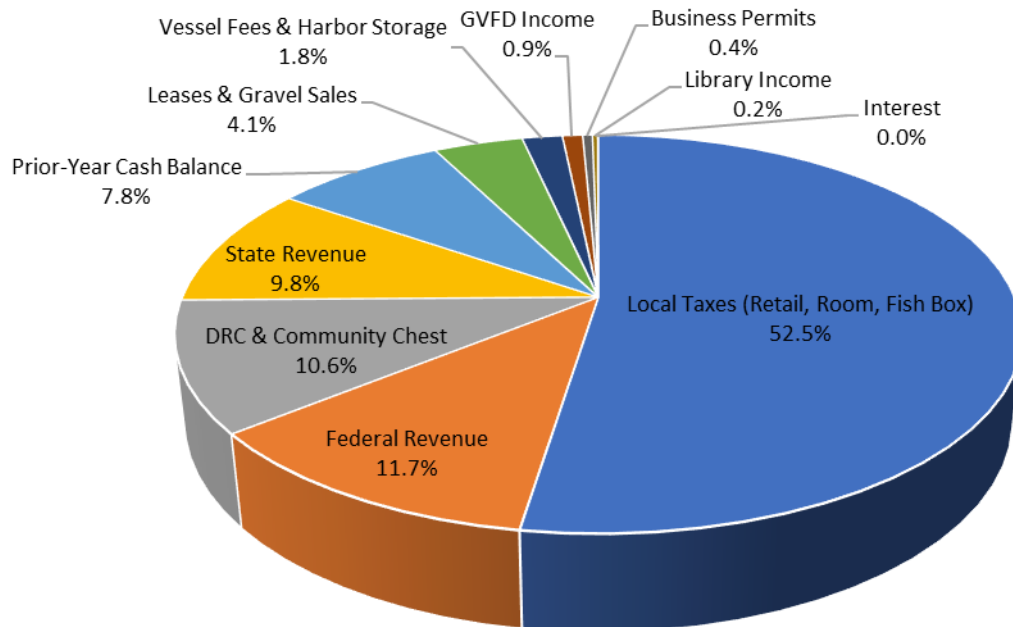
Phone: (907) 697-2451

# City of Gustavus Financial Summary Fiscal Year 2020

## May 2019

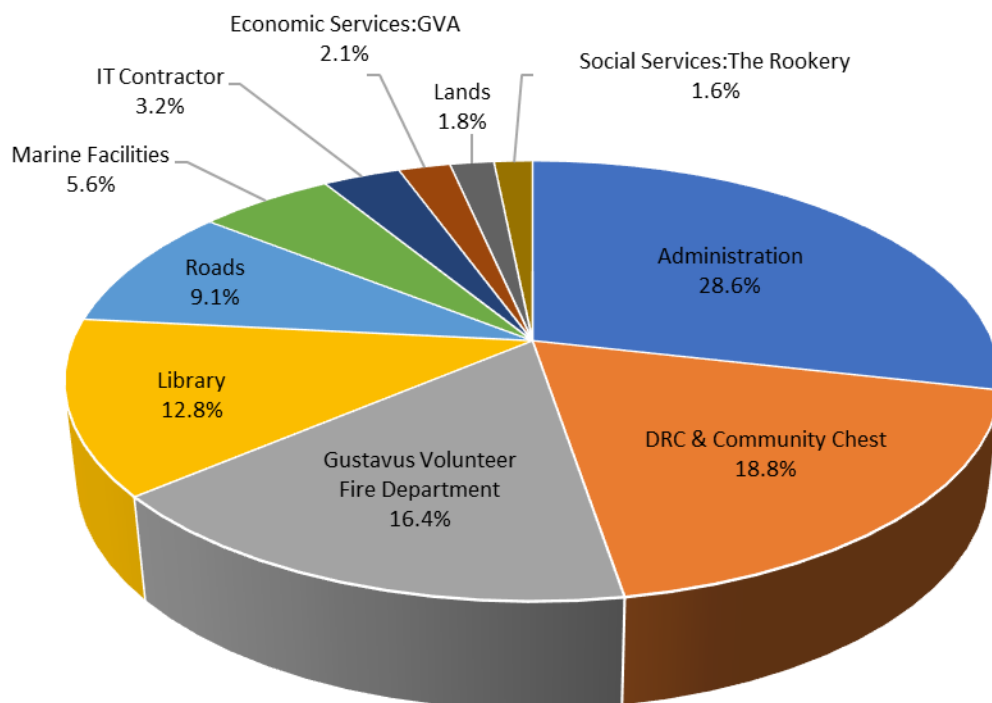


### FY20 Budgeted General Fund Revenue



Note: \$85,100 of encumbered funds from savings for road maintenance are not included here.  
DRC is the Disposal and Recycling Center. GVFD is the Gustavus Volunteer Fire Department.

### FY20 Budgeted General Fund Expenses

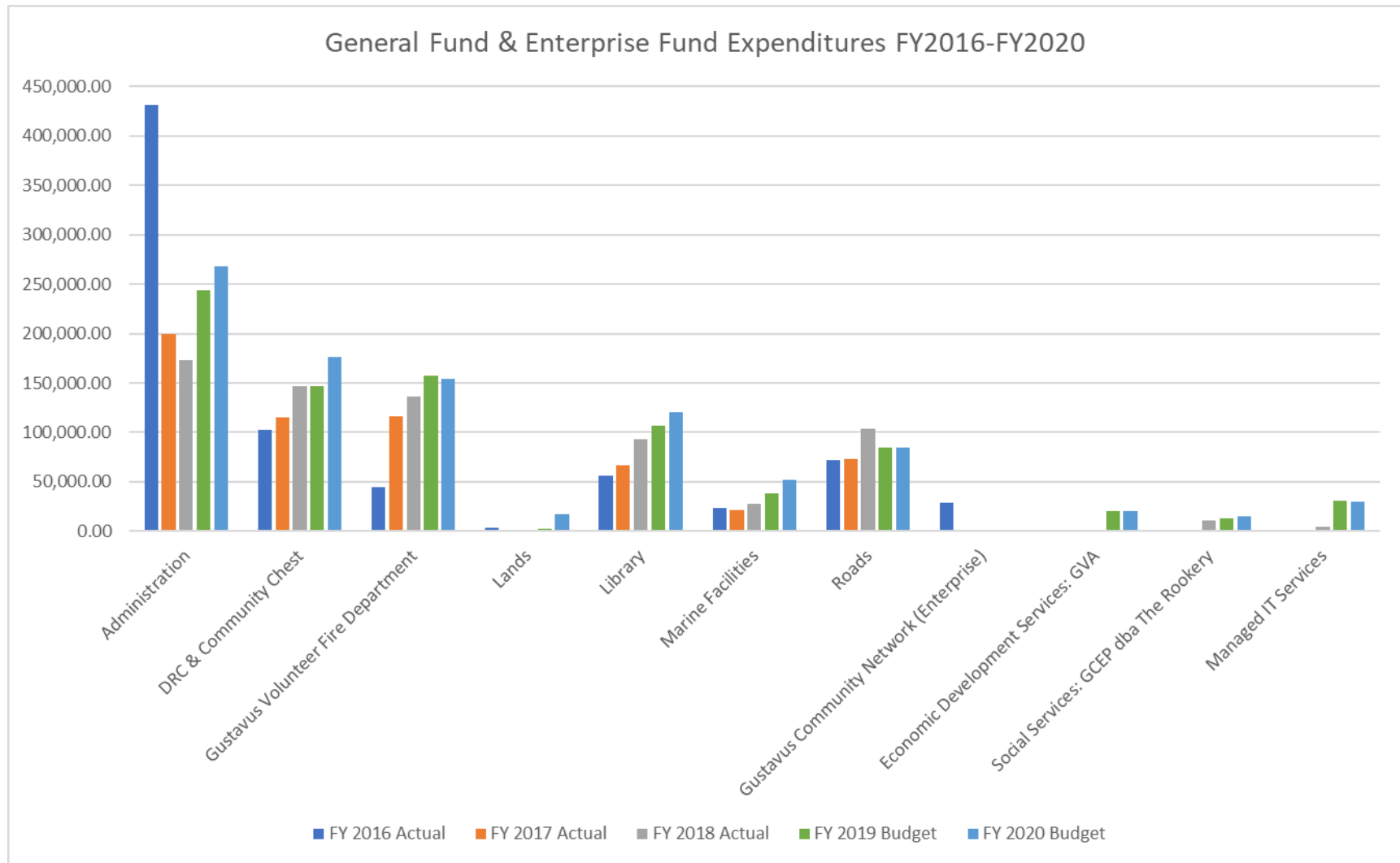


## City of Gustavus General &amp; Enterprise Funds Revenue &amp; Expenditure Recap FY16-FY20

		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
Ordinary Income/Expense						
Income						
	Prior-Year Cash Balance					67,000.00
	Admin Fees	10.00	5.00	0.00		
	Business License Fees	3,600.00	3,800.00	3,900.20	3,500.00	3,800.00
	Donation - Inter-library Loans	36.00	119.80			
	Donations	2,107.07	2,470.22	1,467.00	1,000.00	1,000.00
	DRC Income					
	Community Chest Sales	12,852.62	14,457.35	15,277.00	14,000.00	15,000.00
	Landfill Fees paid @ City Hall	29,021.03	24,288.62	28,483.47		
	Landfill Fees/Sales	38,644.67	39,469.87	45,722.65	70,880.00	70,880.00
	Recyclable Material Sales	4,451.31	3,827.52	6,354.27	4,600.00	4,600.00
	DRC Income - Other	0.00	0.00	0.00	0.00	0.00
	Total DRC Income	84,969.63	82,043.36	95,837.39	89,480.00	90,480.00
	Federal Revenue					
	Natl Forest Receipts-Encumbered	64,107.22	5,537.40	53,927.79		
	Payment In Lieu of Taxes	98,017.66	97,777.98	107,545.26	107,000.00	100,000.00
	Total Federal Revenue	162,124.88	103,315.38	161,473.05	107,000.00	100,000.00
	Fundraising	4,409.75	5,146.30	1,155.00	700.00	500.00
	GCN Income	23,956.21	534.48			
	GVFD Income					
	Ambulance Billing	757.40	0.00	5,742.10	6,500.00	6,500.00
	ASP	710.00	1,330.00	1,360.00	1,500.00	1,400.00
	Training	0.00	250.00			
	GVFD Income - Other	200.00	0.00			
	Total GVFD Income	1,667.40	1,580.00	7,102.10	8,000.00	7,900.00
	In-Kind Income	0.00	0.00			
	Interest Income	70.67	234.64	875.84	14,500.00	300.00
	Lands Income					
	Gravel Pit Gravel Sales	7,038.00	8,084.00	9,906.00	8,000.00	22,000.00
	Total Lands Income	7,038.00	8,084.00	9,906.00	8,000.00	22,000.00
	Lease Income	15,294.29	15,344.35	13,470.35	12,541.42	12,720.35
	Library Income	2,197.79	2,203.93	1,597.28	1,500.00	500.00
	Marine Facilities Income					
	Facilities Usage Fees	0.00	0.00	4,965.00	1,000.00	1,000.00
	Commercial Vessel Registration	7,800.00	9,600.00	9,000.00	9,000.00	9,000.00
	Kayak Registration	30.00	10.00	10.00		
	Private Vessel Registration	5,450.00	4,699.00	5,440.00	4,000.00	4,000.00
	Storage Area Fee	0.00	0.00	1,210.00	2,250.00	1,700.00
	Marine Facilities Income - Other	1,825.25	918.75	13.23		
	Total Marine Facilities Income	15,105.25	15,227.75	20,638.23	16,250.00	15,700.00
	NSF Checks Paid	0.00	0.00			
	NSF Fees	5.00	0.00			
	Other Income	0.00	0.00			
	State Revenue					
	Community Assistance Program	115,220.00	77,202.00	88,824.00	82,577.00	82,598.89
	Shared Fisheries Business Tax	1,780.86	2,196.31	1,921.08	1,500.00	1,500.00
	Total State Revenue	117,000.86	79,398.31	90,745.08	84,077.00	84,098.89
	Tax Income					
	Retail Tax Income	435,968.42	342,815.50	356,826.45	339,000.00	370,000.00
	Room Tax Income	67,397.29	70,344.45	75,150.61	65,000.00	65,000.00
	Fish Box Tax	15,970.00	15,140.00	13,535.69	15,000.00	13,000.00
	Penalties & Interest	3,602.26	4,199.99	5,273.56		
	Tax Exempt Cards	220.00	210.00	200.00	150.00	200.00
	Seller's Compensation Discount	-4,837.31	-3,362.23	-788.30		
	Sales Tax Income - Other	1,691.55	0.00			
	Total Sales Tax Income	520,012.21	429,347.71	450,198.01	419,150.00	448,200.00
	Total Income	959,605.01	748,855.23	858,365.53	765,698.42	854,199.24
	Gross Profit	959,605.01	748,855.23	858,365.53	765,698.42	854,199.24

				Actual	Actual	Actual	Budget	Budget
				Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
<b>Expense</b>								
			Administrative Costs	22,792.52	2,048.56	3,300.02	14,300.00	4,000.00
			Advertising	414.72	0.00	75.00	500.00	100.00
			Bad Debt	0.00	0.00	620.61		
			Bank Service Charges	3,848.47	3,487.97	2,223.32	2,250.00	2,275.00
			Building					
			Insurance	3,548.97	2,785.99	5,326.35	6,795.63	6,915.00
			Maintenance & Repair	2,649.25	2,603.57	16,462.30	6,800.00	8,565.00
			Building - Other	0.00	0.00			
			Total Building	6,198.22	5,389.56	21,788.65	13,595.63	15,480.00
			Capital Expense					
			Capital Projects Funding	250,132.30	0.00			
			Cash Short/Over	0.00	489.59			
			Contractual Services					
			Ambulance Billing Expense	15.94	0.00	400.00	1,000.00	1,600.00
			Gravel Pit Survey					15,000.00
			Managed IT Services	0.00	0.00	4,930.00	31,000.00	30,000.00
			Contractual Services - Other	26,758.79	40,134.32	43,114.94	24,500.00	51,860.00
			Total Contractual Services	26,774.73	40,134.32	48,444.94	56,500.00	98,460.00
			Dues/Fees	5,621.88	5,320.80	5,950.98	6,950.00	7,450.00
			Economic Development Services					
			GVA	1,500.00	0.00	0.00	20,000.00	20,000.00
			Total Economic Development Services	1,500.00	0.00	0.00	20,000.00	20,000.00
			Election Expense	129.96	111.16	212.17	250.00	250.00
			Encumbered Funds transfer	0.00	0.00			
			Equipment					
			Equipment Fuel	901.55	958.54	1,240.30	1,170.00	1,500.00
			Equipment Purchase	7,521.57	2,480.49	15,165.12	9,200.00	15,400.00
			Insurance	67.51	75.75	185.42	226.00	226.00
			Maintenance & Repair	4,077.61	5,657.44	2,477.50	3,100.00	4,000.00
			Equipment - Other	569.36	502.00	0.00		6,000.00
			Total Equipment	13,137.60	9,674.22	19,068.34	13,696.00	27,126.00
			Events & Celebrations (inc. holiday gift)	0.00	2,285.70	2,500.00	3,000.00	4,350.00
			Freight/Shipping	15,635.54	15,540.83	17,871.54	19,050.00	24,030.00
			Fundraising Expenses	1,688.64	1,872.71	1,437.64	600.00	500.00
			General Liability	-2,578.60	1,865.68	4,424.75	5,001.38	5,000.00
			Grant Expense	0.00	0.00			
			Library Materials	0.00	266.73	295.59	600.00	600.00
			Marine Facilities					
			Insurance	1,510.07	1,504.77	1,654.51	1,625.46	1,625.00
			Maintenance & Repairs	6,944.90	3,291.27	5,073.80	3,000.00	3,000.00
			Total Marine Facilities	8,454.97	4,796.04	6,728.31	4,625.46	4,625.00
			Occupational Health	0.00	0.00	0.00	500.00	500.00
			Other Expense	0.00	0.00			
			Payroll Expenses					
			Wages	183,286.98	280,507.54	257,967.85	340,172.93	368,595.15
			Payroll Taxes	18,719.81	26,939.04	24,880.21	31,835.46	32,913.71
			Paid Time off	6,986.29	19,889.00	12,427.32		
			Health Insurance (company paid)	0.00	0.00	3,679.98	30,319.92	18,517.20
			Health Insurance Stipend	0.00	7,773.69	17,683.22	7,200.00	12,000.00
			457(b) Employer Contribution	2,349.46	0.00	10,300.95	20,667.00	22,884.83
			Health Insurance Reimbursement	8,415.42	3,900.00			
			Relocation Expense	0.00	0.00			
			Workers Comp Insurance	10,214.88	1,961.03	13,059.33	7,772.74	7,772.74
			Payroll Spot Awards - all depts	0.00	200.00			
			Payroll Expenses - Other	14,850.17	6,795.86	115.72	180.00	170.00
			Total Payroll Expenses	244,823.01	347,966.16	340,114.58	438,148.05	462,853.63
			Per Diem	28.39	0.00			
			Postage & Shipping	1,652.36	0.00			
			Professional Services	7,126.78	16,078.81	25,506.70	20,000.00	30,000.00
			Public Relations	1,586.74	575.00	1,006.65	500.00	500.00

		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
	Relocation	0.00	913.70			
	Repair & Replacement Fund	0.00	0.00		20,095.76	25,354.66
	Road Maintenance					
	Grading	44,050.50	23,800.00	42,605.75		
	Snow Plowing	9,900.95	20,526.60	23,592.50		
	Road Maintenance - Other	15,460.00	28,783.00	37,001.99	85,000.00	85,000.00
	Total Road Maintenance	69,411.45	73,109.60	103,200.24	85,000.00	85,000.00
	Social Services					
	GCEP dba The Rookery	0.00	0.00	10,540.00	12,964.00	14,890.00
	Total Social Services	0.00	0.00	10,540.00	12,964.00	14,890.00
	Supplies	12,516.59	15,976.55	17,062.52	18,500.00	19,010.00
	Telecommunications	32,703.32	17,967.85	21,430.16	20,500.00	20,790.00
	Training	4,987.10	4,394.46	8,887.29	21,100.00	10,400.00
	Travel	16,361.15	5,831.17	13,759.65	19,850.00	29,365.00
	Utilities					
	Electricity	5,680.68	6,188.76	8,579.05	9,300.00	9,300.00
	Fuel Oil	8,822.90	6,470.03	4,117.02	7,900.00	7,400.00
	Utilities - Other	72.60	0.00			
	Total Utilities	14,576.18	12,658.79	12,696.07	17,200.00	16,700.00
	Vehicle					
	Fuel	1,075.18	461.42	840.80	1,000.00	1,000.00
	Insurance	2,975.77	2,356.01	3,488.84	3,736.95	3,740.00
	Maintenance & Repair	609.46	-28.39	971.92	4,000.00	2,000.00
	Mileage Reimbursement	0.00	124.20	266.03	700.00	2,000.00
	Vehicle - Other	0.00	0.00			
	Total Vehicle	4,660.41	2,913.24	5,567.59	9,436.95	8,740.00
	Total Expense	764,184.43	591,669.20	694,713.31	844,713.23	938,349.29
	Net Ordinary Income	195,420.58	157,186.03	163,652.22	-79,014.81	-84,150.05
	Other Income/Expense					
	Other Income					
	Encumbered Funds for Road Maintenance	70,000.00	67,572.20	48,922.45	85,100.00	85,100.00
	Total Other Income	70,000.00	67,572.20	48,922.45	85,100.00	85,100.00
	Net Other Income	70,000.00	67,572.20	48,922.45	85,100.00	85,100.00
	Net Income	265,420.58	224,758.23	212,574.67	6,085.19	949.95

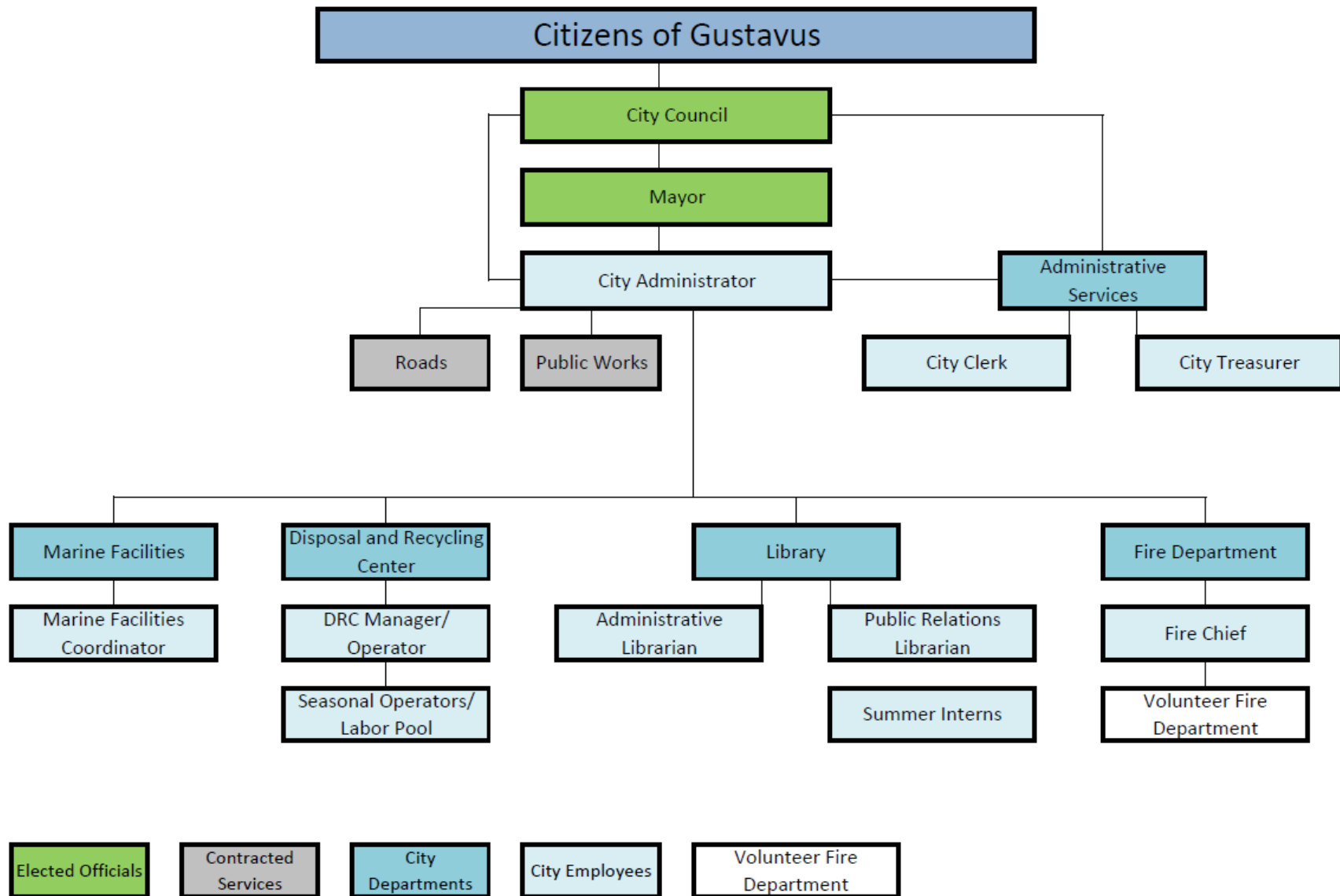


Note: the FY 2016 Administration expenditures included \$250,132 in Capital Projects Funding.

## City of Gustavus Payroll Summary FY19-FY20

<b>FY20:</b>							<b>Health Ins.</b>	<b>Payroll Taxes</b>		<b>Group Health</b>	<b>Workers'</b>	<b>Direct</b>		
	<b>FTE</b>	<b>Hourly Wage</b> (with 3% COLA)	<b>Hrs/year</b>	<b>Wage Total</b>	<b>OT Total</b>	<b>LFG Contrib.</b>	<b>Stipend</b> (\$200/mo stipend)	<b>(6.2% SS, 1.45% Med., 1% AK unemp. up to \$199.50)</b>	<b>Payroll Total</b>	<b>Plan</b> (\$593.5/mo; new emp. pay 20%)	<b>Comp. Insurance</b>	<b>Deposit Fees</b>	<b>Dept. Total</b>	<b>FY19 Budget</b>
<b>Admin. Dept.</b>														
Administrator	0.925	\$36.05	1924	\$69,360.20		\$4,855.21	\$2,400.00	\$6,060.58	\$82,675.99		\$378.58	\$170.00	\$170,414.67	\$163,627.61
Clerk	0.75	\$23.69	1560	\$36,956.40		\$2,586.95	\$2,400.00	\$3,408.17	\$45,351.51					
Treasurer	0.525	\$31.05	1092	\$33,906.60		\$2,373.46	\$2,400.00	\$3,158.52	\$41,838.59					
<b>DRC</b>														
Manager	1	\$27.15	1683	\$45,693.45		\$3,198.54	\$2,400.00	\$4,123.34	\$55,415.33		\$2,418.13		\$101,353.22	\$97,375.16
Assistants		\$19.00	1370	\$26,030.00				\$2,251.60	\$28,281.60					
Assistants		\$18.75	600	\$11,250.00				\$973.13	\$12,223.13					
Assistants		\$18.50	150	\$2,775.00				\$240.04	\$3,015.04					
<b>Fire Chief</b>	salaried	\$65,174.70	---	\$65,174.70		\$4,562.23		\$5,534.38	\$75,271.30	\$7,122.00	\$4,285.37		\$86,678.67	\$85,427.66
<b>Library</b>														
Admin. Lib.	0.625	\$20.89	1300	\$27,157.00		\$1,900.99	\$2,400.00	\$2,606.04	\$34,064.03		\$163.50		\$74,149.31	\$73,120.56
PR Lib.	0.625	\$20.60	1300	\$26,780.00		\$1,874.60		\$2,391.58	\$31,046.18	\$7,122.00				
Summer Asst.		\$13.45	120	\$1,614.00				\$139.61	\$1,753.61					
<b>Marine Facilities</b>											\$527.16		\$30,257.76	\$18,736.90
MF Coord.	0.5	\$20.60	1063	\$21,897.80		\$1,532.85		\$2,026.75	\$25,457.40	\$4,273.20				
<b>Totals:</b>				<b>\$368,595.15</b>		<b>\$22,884.83</b>	<b>\$12,000.00</b>	<b>\$32,913.71</b>	<b>\$436,393.70</b>	<b>\$18,517.20</b>	<b>\$7,772.74</b>	<b>\$170.00</b>	<b>\$462,853.64</b>	<b>\$438,287.89</b>
DRC FY20 notes:	Labor added for hazardous waste collection event: Three 9 hour days for Manager and three 8 hours days for three assistants (72 hours).													
MF FY20 Notes:	Marine Facilities Coordinator converted to a Regular position. Hours estimated at 10 hrs/wk Apr. 14-May 11, then 36 hrs/wk, then 25 hrs/wk Sept. 15-Dec. 31.													
Admin FY20 Notes:	Benefits are budgeted for the entire year but will only begin at the end of the probationary period.													
	The total administrative payroll will not exceed the amount budgeted for FY20 or the hourly equivalent of 2.2 full-time positions (FTE), unless an amended budget is approved by the City Council.													
<b>FY19</b>														
	<b>FTE</b>	<b>Hourly Wage</b> (with 0.5% COLA added)	<b>Hrs/year</b>	<b>Wage Total</b>	<b>OT Total</b>	<b>LFG Contrib.</b>	<b>Health Ins.</b> Stipend (\$200/mo stipend)	<b>Payroll Taxes</b> (6.2% SS, 1.45% Med., 1% AK unemp.)	<b>Payroll Total</b>	<b>Group Health</b> Plan (2018 = \$613.33/mo; 2019 = \$650/mo est.)	<b>Workers' Comp. Insurance</b>	<b>Direct Deposit Fees</b>	<b>Dept. Total</b>	<b>FY19 Budget</b>
<b>Admin. Dept.</b>														
Administrator	0.5	\$35.00	1040	\$36,400.00		\$2,548.00		\$3,369.00	\$42,317.00	\$7,579.98	\$378.58	\$180.00	\$163,627.61	\$163,627.61
Clerk	0.75	\$21.61	1560	\$33,711.60		\$2,359.81	\$2,400.00	\$3,327.78	\$41,799.19					
Treasurer	0.875	\$30.15	1820	\$54,873.00		\$3,841.11		\$5,078.77	\$63,792.88	\$7,579.98				
<b>DRC</b>														
Manager	1	\$26.36	2072	\$54,617.92		\$3,823.25	\$2,400.00	\$5,262.76	\$66,103.94		\$2,418.13		\$97,375.16	\$97,375.16
Assistants		\$18.50	1104	\$20,424.00				\$1,766.68	\$22,190.68					
Assistants		\$18.25	336	\$6,132.00				\$530.42	\$6,662.42					
<b>Fire Chief</b>	salaried	\$63,276.41	---	\$63,276.41		\$4,429.35		\$5,856.55	\$73,562.31	\$7,579.98	\$4,285.37		\$85,427.66	\$85,427.66
<b>Library</b>														
Admin. Lib.	0.625	\$20.28	1300	\$26,364.00		\$1,845.48	\$2,400.00	\$2,647.72	\$33,257.20		\$163.50		\$73,120.56	\$73,120.56
PR Lib.	0.625	\$20.00	1300	\$26,000.00		\$1,820.00		\$2,406.43	\$30,226.43	\$7,579.98				
Summer Asst.		\$13.45	120	\$1,614.00				\$139.61	\$1,753.61					
<b>Marine Facilities</b>											\$527.16		\$18,736.90	\$18,736.90
MF Coord.		\$20.00	838	\$16,760.00				\$1,449.74	\$18,209.74					
<b>Totals:</b>				<b>\$340,172.93</b>		<b>\$20,667.01</b>	<b>\$7,200.00</b>	<b>\$31,835.45</b>	<b>\$399,875.39</b>	<b>\$30,319.92</b>	<b>\$7,772.74</b>	<b>\$180.00</b>	<b>\$438,287.89</b>	<b>\$438,287.89</b>

City of Gustavus Organizational Chart



## Summary of Incoming and Outgoing Grants/Scholarships

Incoming Grants/Scholarships to City of Gustavus FY19 to Date							
Dept.	Purpose	Date Received	Amount Awarded	QB Class Name	Amount Spent to Date	Remaining Funds	Notes
Library	Library Supplies	7/13/2018	\$7,000.00	FY19 PLA Grant	\$4,528.53	\$2,471.47	State of AK Public Library Assistance (PLA) grant for library materials
	Reading with Rachel	7/16/2018	\$571.00	Reading with Rachel	\$571.00	\$0.00	Grant from Jon & Julie Howell
	Library Internet	7/20/2018	\$2,078.40	SoA OWL Internet Subsidy	\$1,732.00	\$346.40	Alaska OWL monthly internet subsidy
	Library Training & Travel	4/2/2019	\$1,937.76	--	\$1,937.76	\$0.00	State of AK grant for AkLA conference reimbursement
	Library Training	spring 2019	\$500.00	--	\$0.00	\$500.00	State of AK library NASA STEM travel grant
	Library Training & Travel	spring 2019		--			State of AK grant for SLICE training reimbursement
GVFD	GVFD Equipment	Spring 2018	\$25,450.00	funds can be spent over 2 years	\$1,165.50	\$24,284.50	SEREMS Code Blue Grant - GVFD pays 10% match
	GVFD Supplies	4/27/2018	\$7,312.50	2018 VFA Grant	\$7,312.50	\$0.00	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis.
	Carbon Monoxide Detectors for Community Members	1/16/2019	\$945.00	approx. value of 27 sets of detectors	\$945.00	\$0.00	First Alert grant
	GVFD Supplies	3/25/2019	\$3,735.00	2019 VFA Grant	\$0.00	\$3,735.00	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis.
	GVFD Training	4/3/2019	\$1,000.00	registration fee for 2 attendees (\$750) + partial hotel reimbursement (\$250)			SEREMS MiniGrant for Southeast Regional Symposium
Admin	City Clerk Training	2/12/2019	\$400.00		\$400.00	\$0.00	IIMC Foundation scholarship for IIMC institute Jun. 2018
	City Clerk Training	12/16/2018	\$500.00	--	\$500.00	\$0.00	AAMC scholarship for Nov. 2018 annual conference
	Council Member Training 10/2	11/10/2018	\$863.09	--	\$863.09	\$0.00	State of AK/DCRA grant for travel/lodging reimbursement
	City Hall Equipment	2/20/2019	\$1,000.00	--	\$1,000.00	\$0.00	APEI Safety Grant used to purchase AED for City Hall
	City Clerk Training	summer 2019	\$1,550.00	--	\$0.00	\$1,550.00	AAMC scholarship for NW Clerks Institute June 2019
	City Clerk Training	summer 2019	\$400.00		\$0.00	\$400.00	IIMC Foundation scholarship for IIMC institute Jun. 2019
			\$55,242.75				
Current Outgoing Grants from City of Gustavus - Endowment Fund Grant (EFG)							
Resolution	Grantee	Date Awarded	Amount Awarded	QB Class Name	Amount Disbursed to Date	Remaining Funds	Notes
CY16-04	Gustavus Community Center	3/14/2016	\$33,447.45	2016-2019 EFG - GCC	\$10,579.36	\$22,868.09	3-year grant, extended to May 14, 2019
CY18-33	GCEP	12/11/2018	\$4,363.95	2019 EFG - GCEP	\$1,873.08	\$2,490.87	
CY18-33	GHAA	12/11/2018	\$3,424.00	2019 EFG - GHAA	\$3,424.00	\$0.00	
CY18-33	Gustavus Helping Hands	12/11/2018	\$4,540.00	2019 EFG - GHH	\$1,216.00	\$3,324.00	
CY18-33	Gustavus Public Library	12/11/2018	\$2,902.60	2019 EFG - GPL	\$43.46	\$2,859.14	
CY18-33	Gustavus School	12/11/2018	\$9,606.75	2019 EFG - GST School	\$1,839.72	\$7,767.03	
CY19-01	Gustavus Community Center	1/14/2019	\$17,514.70	2019 EFG - GCC	\$0.00	\$17,514.70	



## 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.

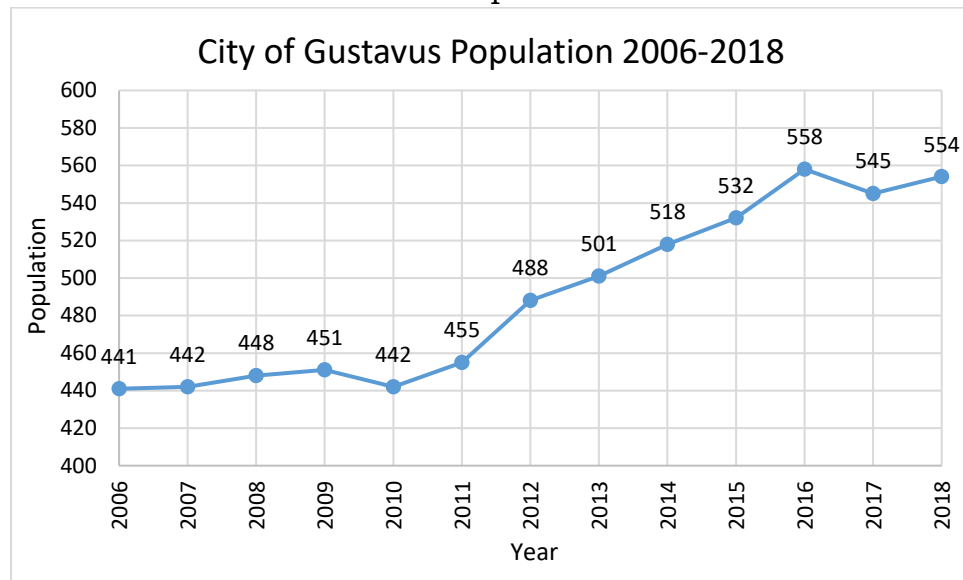
The long-term goals of the fund are 1) to maintain the inflation-adjusted value of the original principal, as added to per section 4.13.030 (b) and (c); and 2) to generate at least a three (3) percent total return after inflation on investments of the fund.

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 CY17-12).

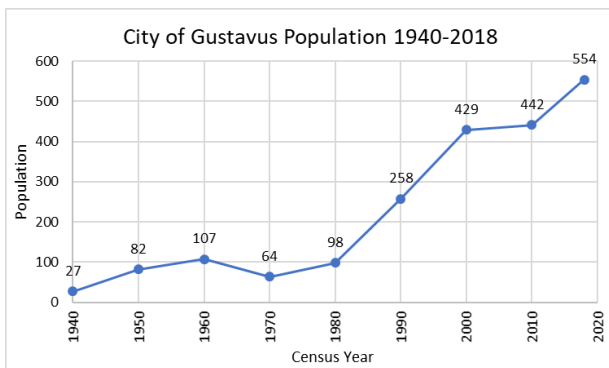
The following table includes the calculations used by the P&P to determine the annual grant cycle fund amount. The 3% of Average amount listed, if it is less than the Excess Earnings Determination, is the amount made available through the Endowment Fund Grant process, along with any unused endowment 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 ( <a href="http://live.laborstats.alaska.gov/cpi/index.cfm">http://live.laborstats.alaska.gov/cpi/index.cfm</a> )	Multiplier Value (Anchorage CPI for current year div. by CPI for 2004 = 165.6, rounded to 3 decimals)	Inflation-Adjusted Value of Original Principal = Original Value \$963,000 x Multiplier Value	Excess Earnings Determination = Actual Market Value - Inflation-Adjusted Principal
June 30, 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
	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			

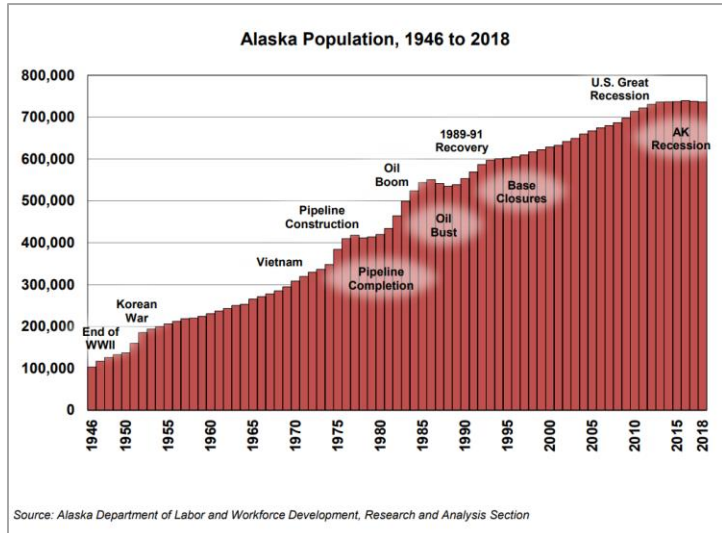
## City of Gustavus and State of Alaska Population Trends



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. 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. 2018 data point is from the same source as explained for the graph above.



Graph copied from the State of Alaska Department of Labor and Workforce Development Research and Analysis Section's website on March 28, 2019 (<http://live.laborstats.alaska.gov/pop/estimates/data/TotalPopGraph.pdf>).



**City of Gustavus**

PO Box 1

Gustavus, Alaska 99826

Phone: (907) 697-2451

City of Gustavus  
General Fund  
Fiscal Year 2020

May 2019

## City of Gustavus General Fund FY20 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	TOTAL
		Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20
Ordinary Income/Expense											
Income											
	Prior-Year Cash Balance								67,000.00	67,000.00	67,000.00
	Business License Fees								3,800.00	3,800.00	3,800.00
	Donations					1,000.00				1,000.00	1,000.00
	DRC Income										
	Community Chest Sales		15,000.00							15,000.00	15,000.00
	Landfill Fees/Sales		70,880.00							70,880.00	70,880.00
	Recyclable Material Sales		4,600.00							4,600.00	4,600.00
	Total DRC Income		90,480.00							90,480.00	90,480.00
	Federal Revenue										
	Payment In Lieu of Taxes								100,000.00	100,000.00	100,000.00
	Total Federal Revenue								100,000.00	100,000.00	100,000.00
	Fundraising					500.00				500.00	500.00
	GVFD Income										
	Ambulance Billing			6,500.00						6,500.00	6,500.00
	ASP			1,400.00						1,400.00	1,400.00
	Total GVFD Income			7,900.00						7,900.00	7,900.00
	Interest Income								300.00	300.00	300.00
	Lands Income										
	Gravel Pit Gravel Sales				22,000.00					22,000.00	22,000.00
	Total Lands Income				22,000.00					22,000.00	22,000.00
	Lease Income				12,720.35					12,720.35	12,720.35
	Library Income					500.00				500.00	500.00
	Marine Facilities Income										
	Storage Area Fee						1,700.00			1,700.00	1,700.00
	Marine Facilities Income - Other						14,000.00			14,000.00	14,000.00
	Total Marine Facilities Income						15,700.00			15,700.00	15,700.00
	State Revenue										
	Community Assistance Program								82,598.89	82,598.89	82,598.89
	Shared Fisheries Business Tax								1,500.00	1,500.00	1,500.00
	Total State Revenue								84,098.89	84,098.89	84,098.89
	Tax Income										
	Retail Tax Income								370,000.00	370,000.00	370,000.00
	Room Tax Income								65,000.00	65,000.00	65,000.00
	Fish Box Tax								13,000.00	13,000.00	13,000.00
	Tax Exempt Cards								200.00	200.00	200.00
	Total Tax Income								448,200.00	448,200.00	448,200.00
	Total Income		90,480.00	7,900.00	34,720.35	2,000.00	15,700.00		703,398.89	854,199.24	854,199.24
	Gross Profit		90,480.00	7,900.00	34,720.35	2,000.00	15,700.00		703,398.89	854,199.24	854,199.24

		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	TOTAL
		Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20
<b>Expense</b>											
	Administrative Costs	2,000.00			2,000.00					4,000.00	4,000.00
	Advertising	100.00								100.00	100.00
	Bank Service Charges	1,200.00	1,025.00	25.00		25.00				2,275.00	2,275.00
	<b>Building</b>										
	Insurance	450.00	665.00	1,450.00		1,950.00	2,400.00			6,915.00	6,915.00
	Maintenance & Repair	3,100.00	1,200.00	500.00		3,015.00	750.00			8,565.00	8,565.00
	<b>Total Building</b>	3,550.00	1,865.00	1,950.00		4,965.00	3,150.00			15,480.00	15,480.00
	<b>Contractual Services</b>										
	Ambulance Billing Expense			1,600.00						1,600.00	1,600.00
	Managed IT Services								30,000.00	30,000.00	30,000.00
	Contractual Services - Other	10,000.00	23,240.00	10,000.00	15,000.00	5,120.00	3,500.00			66,860.00	66,860.00
	<b>Total Contractual Services</b>	10,000.00	23,240.00	11,600.00	15,000.00	5,120.00	3,500.00		30,000.00	98,460.00	98,460.00
	Dues/Fees	2,000.00	800.00	250.00		4,400.00				7,450.00	7,450.00
	<b>Economic Development Services</b>										
	GVA								20,000.00	20,000.00	20,000.00
	<b>Total Economic Development Services</b>								20,000.00	20,000.00	20,000.00
	Election Expense	250.00								250.00	250.00
	<b>Equipment</b>										
	Equipment Fuel		1,500.00							1,500.00	1,500.00
	Equipment Purchase	11,500.00	1,300.00	2,000.00		500.00	100.00	0.00		15,400.00	15,400.00
	Insurance		226.00							226.00	226.00
	Maintenance & Repair		4,000.00							4,000.00	4,000.00
	Equipment - Other		6,000.00							6,000.00	6,000.00
	<b>Total Equipment</b>	11,500.00	13,026.00	2,000.00		500.00	100.00	0.00		27,126.00	27,126.00
	Events & Celebrations	3,900.00	275.00			175.00				4,350.00	4,350.00
	Freight/Shipping	600.00	22,430.00	250.00		550.00	200.00			24,030.00	24,030.00
	Fundraising Expenses					500.00				500.00	500.00
	General Liability	5,000.00								5,000.00	5,000.00
	Holiday gift	0.00								0.00	0.00
	<b>Library Materials</b>										
	Non-Fiction Add/Replacement					600.00				600.00	600.00
	<b>Total Library Materials</b>					600.00				600.00	600.00
	<b>Marine Facilities</b>										
	Insurance						1,625.00			1,625.00	1,625.00
	Maintenance & Repairs						3,000.00			3,000.00	3,000.00
	<b>Total Marine Facilities</b>						4,625.00			4,625.00	4,625.00
	Occupational Health			500.00						500.00	500.00
	<b>Payroll Expenses</b>										
	Wages	140,223.20	85,748.45	65,174.70		55,551.00	21,897.80			368,595.15	368,595.15
	Payroll Taxes	12,627.27	7,588.09	5,534.38		5,137.22	2,026.75			32,913.71	32,913.71
	Health Insurance (company paid)			7,122.00		7,122.00	4,273.20			18,517.20	18,517.20
	Health Insurance Stipend	7,200.00	2,400.00			2,400.00				12,000.00	12,000.00
	457(b) Employer Contribution	9,815.62	3,198.54	4,562.23		3,775.59	1,532.85			22,884.83	22,884.83
	Workers Comp Insurance	378.58	2,418.13	4,285.37		163.50	527.16			7,772.74	7,772.74
	Payroll Expenses - Other	170.00								170.00	170.00
	<b>Total Payroll Expenses</b>	170,414.67	101,353.21	86,678.68		74,149.31	30,257.76			462,853.63	462,853.63
	Professional Services	30,000.00								30,000.00	30,000.00
	Public Relations	500.00								500.00	500.00
	Repair & Replacement Fund	1,000.00	2,150.79	4,454.47		10,267.13	7,482.27			25,354.66	25,354.66
	Road Maintenance							85,000.00		85,000.00	85,000.00
	<b>Social Services</b>										
	GCEP dba The Rookery								13,890.00	13,890.00	13,890.00
	GCEP add'l. as City Dept.								1,000.00	1,000.00	1,000.00
	<b>Total Social Services</b>								14,890.00	14,890.00	14,890.00
	<b>Supplies</b>										
	Program					1,010.00				1,010.00	1,010.00
	Supplies - Other	2,000.00	4,100.00	7,500.00		2,900.00	1,500.00			18,000.00	18,000.00
	<b>Total Supplies</b>	2,000.00	4,100.00	7,500.00		3,910.00	1,500.00			19,010.00	19,010.00
	Telecommunications	6,500.00	2,150.00	6,000.00		5,900.00	240.00			20,790.00	20,790.00
	Training	4,000.00	400.00	5,500.00		500.00				10,400.00	10,400.00
	Travel	10,500.00	500.00	16,865.00		1,500.00				29,365.00	29,365.00
	<b>Utilities</b>										
	Electricity	2,000.00	1,900.00	2,000.00		3,400.00				9,300.00	9,300.00
	Fuel Oil	900.00	1,000.00	1,500.00		4,000.00				7,400.00	7,400.00
	<b>Total Utilities</b>	2,900.00	2,900.00	3,500.00		7,400.00				16,700.00	16,700.00

				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	TOTAL
				Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20
			Vehicle										
			Fuel			1,000.00						1,000.00	1,000.00
			Insurance			3,740.00						3,740.00	3,740.00
			Maintenance & Repair			2,000.00						2,000.00	2,000.00
			Mileage Reimbursement	250.00	200.00	250.00			1,200.00	100.00		2,000.00	2,000.00
			Total Vehicle	250.00	200.00	6,990.00			1,200.00	100.00		8,740.00	8,740.00
			Total Expense	268,164.67	176,415.00	154,063.15	17,000.00	120,461.44	52,255.03	85,100.00	64,890.00	938,349.29	938,349.29
			Net Ordinary Income	-268,164.67	-85,935.00	-146,163.15	17,720.35	-118,461.44	-36,555.03	-85,100.00	638,508.89	-84,150.05	-84,150.05
			Other Income/Expense										
			Other Income										
			Encumbered Funds							85,100.00		85,100.00	85,100.00
			Total Other Income							85,100.00		85,100.00	85,100.00
			Net Other Income							85,100.00		85,100.00	85,100.00
Net Income				-268,164.67	-85,935.00	-146,163.15	17,720.35	-118,461.44	-36,555.03	0.00	638,508.89	949.95	949.95

## Administration

## General Fund

### Administration Department:

The City Council hired a City Administrator that 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 coordinates volunteers working at City Hall. The clerk is a parliamentarian, administers the city records retention schedule, and conducts daily business transactions with the public. 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 and department leads. The treasurer is a notary public.

### Personnel:

Volunteer Mayor  
Six Volunteer City Council Members  
City Administrator (0.925 FTE)  
City Clerk (0.75 FTE)  
City Treasurer (0.525 FTE)  
3-5 other regular City Hall volunteers for projects

### Mission:

To serve and collect.

### FY18 Statistics:

- Issued 156 business permits.

### FY19 Accomplishments:

- Facilitated the Electric Intertie Summit, producing strategies and procedures for moving forward
- Working with the Mayor/Vice Mayor and City Attorney, implemented a strategy to protect the City while representing the community in the many facets of the PFAS (per- and polyfluoroalkyl substances) issue
- Proposed the incorporation of the Gustavus Children's Enhancement Program into a City Department, continuing to provide daycare and preschool
- With the Council's direction, resolved the Alaska Airlines Mileage issue
- Investigating the potential and feasibility of a City Water Facility

- Developed approach and implemented actions for the “Beach Agreement” improvements
- Introduced scoping document and began dialogue for Fire Hall/Library expansion
- Concluded the Federal Lands Access Program (FLAP) project proposal
- Resolved Surface Use Agreement for mining operation at gravel pits
- Multiple letters and Resolutions in support of enhancement and continuation of Alaska Marine Highway Service (AMHS)
- Created a Strategic Plan format and process. Current status is the writing of the plans elements which should be concluded by 7/1/19 and introduced to the public through multiple public meetings during the 2019 summer.
- Provided edits and worked with Council members’ edits to multiple City Ordinance Titles (2,3,4,8, and 10) and Policies and Procedures
- Multiple meetings with Gustavus Visitors Association (GVA) to provide alternatives to data collection
- Development of the Marine Facilities Master Plan
- Solid Waste Management Plan drafts
- FY2020 budget and CY2019 Capital Improvement Plan (CIP) updates
- Facilitated presentation by the Local Government Expert to the Council
- Procurement of new dais for Council chambers
- Initial stages of procuring LIDAR (Light Detection and Ranging) survey
- Resolved the Bill’s Drive controversy
- The City Clerk continues to attend training and classes toward becoming a Certified Municipal Clerk. The City Clerk became a certified Parliamentarian. Training also was attended by the treasurer, mayor, and two council members.
- Hundreds of volunteer hours at City Hall: creation of the first ever Business Directory; documenting and destroying boxes of old records, per the records retention policy; and helping with specific projects.
- Worked with contractor for city-wide Managed Information Technology (IT) Services to complete an IT overhaul of city devices and protocols.
- Worked with an accountant to complete Review Services of FY18. A review engagement is conducted to provide limited assurance that there are no material modifications that should be made to the financial statements for them to be in conformity with the financial reporting framework. A review differs significantly from an audit, which was last performed for FY15.
- In conjunction with the Endowment Fund Grant installing a new playground at Salmon River Park (SRP), completed other SRP improvements including: ground leveling and grass seed, electric power to the park shelter, tree limbing, and purchase and installation of a new swing set.

#### FY20 Goals:

- Continuous improvement of administrative policies and procedures
- Completion of Strategic Plan
- Resolving gravel pit supply
- Continued work on and continuation of ongoing City projects such as Code updates, PFAS resolution, 1<sup>st</sup> Class City consideration, sales tax increase, etc.
- City Clerk continuing work toward becoming a Certified Municipal Clerk
- Standard operating procedures created for clerk and treasurer positions
- Cross-training by all administrative staff



## FY16-FY20 General Fund: Administration Expenditures

Expense		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
	<b>Administrative Costs</b>	22,792.52	1,763.05	3,023.52	12,000.00	2,000.00
	<b>Advertising</b>	414.72	0.00	75.00	500.00	100.00
	<b>Bad Debt</b>	0.00	0.00	620.61	0.00	0.00
	<b>Bank Service Charges</b>	1,301.62	1,572.55	1,251.31	1,200.00	1,200.00
	<b>Building</b>	2,554.22	286.68	1,209.94	3,545.17	3,550.00
	<b>Capital Projects Funding</b>	250,132.30	0.00	0.00	0.00	0.00
	<b>Contractual Services</b>	6,512.65	22,975.33	6,070.40	5,000.00	10,000.00
	<b>Dues/Fees</b>	1,698.20	1,345.00	1,686.00	2,000.00	2,000.00
	<b>Election Expense</b>	129.96	111.16	212.17	250.00	250.00
	<b>Equipment</b>	3,793.42	613.85	5,253.84	2,500.00	11,500.00
	<b>Events &amp; Celebrations</b>	0.00	2,285.70	2,500.00	3,000.00	3,900.00
	<b>Freight/Shipping</b>	197.55	362.02	595.80	600.00	600.00
	<b>General Liability</b>	-2,578.60	1,865.68	4,424.75	5,001.38	5,000.00
	<b>Marine Facilities</b>	17.00	0.00	0.00	0.00	0.00
	<b>Payroll Expenses</b>	113,530.50	133,306.30	96,180.13	163,627.61	170,414.67
	<b>Postage &amp; Shipping</b>	482.82	0.00	0.00	0.00	0.00
	<b>Professional Services</b>	7,126.78	16,078.81	25,506.70	20,000.00	30,000.00
	<b>Public Relations</b>	1,586.74	575.00	1,006.65	500.00	500.00
	<b>Repair &amp; Replacement Annual Contribution</b>	0.00	0.00	0.00	1,000.00	1,000.00
	<b>Supplies</b>	4,392.99	4,240.87	2,177.79	3,000.00	2,000.00
	<b>Telecommunications</b>	4,611.59	8,204.74	6,792.56	6,500.00	6,500.00
	<b>Training</b>	2,871.95	894.00	2,231.00	4,000.00	4,000.00
	<b>Travel</b>	6,656.71	410.00	10,585.88	6,500.00	10,500.00
	<b>Utilities</b>	3,054.86	2,232.82	1,384.41	2,900.00	2,900.00
	<b>Vehicle</b>	352.95	0.00	81.12	100.00	250.00
<b>Total Expense</b>		431,633.45	199,123.56	172,869.58	243,724.16	268,164.67

# 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, 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.

The DRC temporary labor pool employees assist in the day-to-day operations of the DRC, including receiving and processing solid waste and recyclables from customers, collecting customer payments, and performing equipment and building maintenance.

## Personnel:

Manager/Operator (1 FTE)

Up to five Temporary Labor Pool Employees (0.625 FTE)

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 and environmentally responsible manner.

## FY18 Statistics:

- 56% of waste was diverted from landfilling
- 12,020 pounds of household hazardous waste collected and exported during first collection event
- 5,164 Customer transactions
- 1,051 hours volunteer labor and revenue of \$15,277 from the Community Chest

## FY19 Accomplishments:

- Completion of Driveway and [Recycling] Outflow Storage Area Project
- Installation of back-up camera in A770 Loader
- 40-hour Compost Facility Operator Training with certification
- Completion of Composting Quonset Replacement – design phase
- Purchase of storage bins and pallet jack

## FY20 Goals:

- Completion of Compost Yard Improvement project, per the Capital Improvement Plan
- Purchase of a new Point of Sale system for the DRC to include an integrated and secure billing system for the City Treasurer
- Installation of a new digital scale
- Purchase of 20' Household Hazardous Waste (HHW) Facility, per the Capital Improvement Plan

- Completion of Inflow Storage and HHW Facility Storage Area project, per the Capital Improvement Plan

## FY16-FY20 General Fund: Disposal &amp; Recycling Center Expenditures

	Actual	Actual	Actual	Budget	Budget
	Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
<b>Expense</b>					
Administrative Costs	0.00	285.51	300.00	300.00	0.00
Bank Service Charges	1,024.20	1,220.91	1,130.00	1,000.00	1,025.00
Building	954.94	1,005.08	1,830.00	1,863.08	1,865.00
Contractual Services	2,480.50	722.75	4,000.00	4,000.00	23,240.00
Dues/Fees	362.00	552.00	700.00	700.00	800.00
Equipment	4,577.10	6,019.11	4,270.00	8,596.00	13,026.00
Events & Celebrations	0.00	0.00	0.00	0.00	275.00
Freight/Shipping	15,069.42	14,005.46	17,260.00	17,550.00	22,430.00
Fundraising Expenses	0.00	0.00	250.00	250.00	0.00
Payroll Expenses	71,314.34	82,997.60	91,500.00	97,375.16	101,353.21
Postage & Shipping	289.60	0.00	0.00	0.00	0.00
Repair & Replacement Annual Contribution	0.00	0.00	0.00	3,350.26	2,150.79
Supplies	2,971.21	3,495.84	3,900.00	3,900.00	4,100.00
Telecommunications	1,494.13	1,751.74	1,710.00	1,700.00	2,150.00
Training	100.00	130.00	1,100.00	1,100.00	400.00
Travel	92.32	953.93	2,350.00	2,350.00	500.00
Utilities	2,271.08	1,992.19	2,540.00	2,900.00	2,900.00
Vehicle	45.14	124.20	150.00	200.00	200.00
<b>Total Expense</b>	<b>103,045.98</b>	<b>115,256.32</b>	<b>132,990.00</b>	<b>147,134.50</b>	<b>176,415.00</b>

## Gustavus Public Library

## General Fund

### Gustavus Public Library:

The Gustavus Public Library provides to the public a wide selection of nonfiction, fiction, children's, and young adult books. The library's collection highlights what the public has requested to see in their library along with the most recent books released. The library also has audio books, magazines, videos, and computers for internet access. The collection is available for check out by members of the public who have been issued a library card. The library offers diverse presentations, a summer reading program, and is the library for the adjacent Gustavus School. The library is open Monday through Saturday with limited evening hours. The library has a strong volunteer presence and an advisory board.

The Administrative Librarian 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 librarian assists the Public Relations Librarian with training and coordinating 12-plus volunteers. The administrative librarian generates the annual departmental operating budget in conjunction with the City Treasurer. The librarian also performs the duties listed below for the volunteer desk sitters.

The Public Relations Librarian oversees operations, services, and creation and maintenance of the daily programs that get patrons in the door. The PR Librarian focuses on developing these programs for diverse age groups. The PR Librarian is responsible for training and supervising volunteers and writing news articles and monthly newsletters. This librarian collaborates with the Administrative Librarian on matters of general library operations and administration and cooperates with other organizations, such as the Gustavus School, to develop library programs that contribute to the needs of the community.

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

### Personnel:

Administrative Librarian (0.625 FTE)

Public Relations Librarian (0.625 FTE)

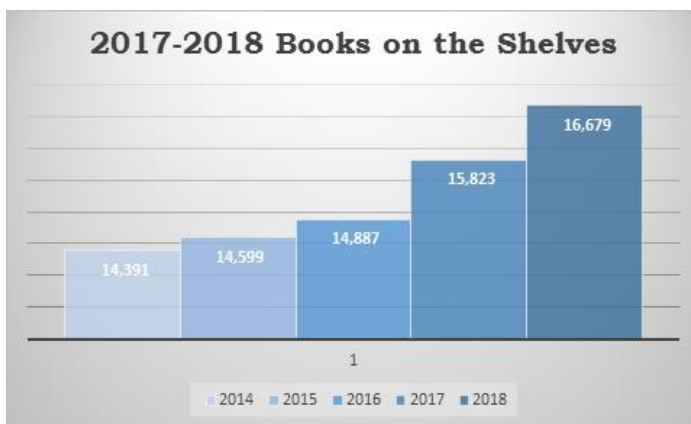
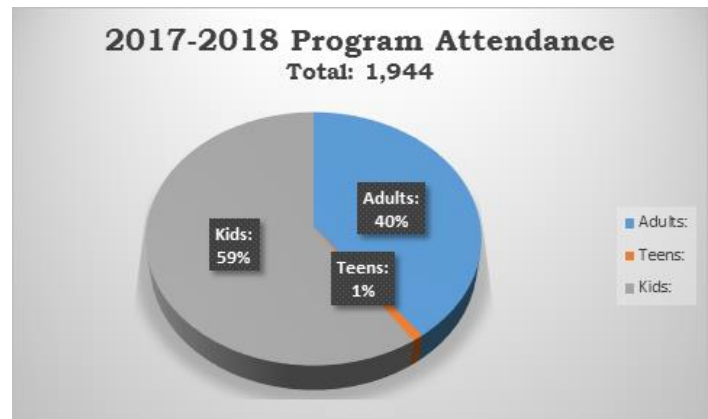
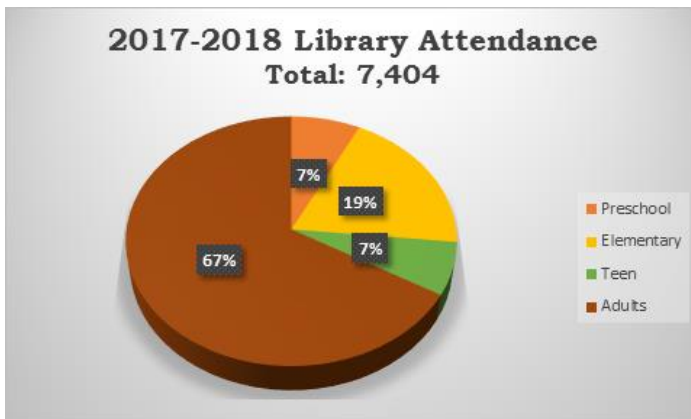
12+ Volunteers

Summer Reading Intern: 120 hours

### 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.

### FY18 Statistics:



### FY 19 Accomplishments to Date:

- Expanded programming for teens and adults, including reviving the book club.
- Refreshed the materials in various non-fiction sections.
- FY19 to date, hosted 399 programs, meetings and events for children, teens and adults.

### FY20 Goals:

- Roof repair and replacement to be completed.
- Refreshing materials in the non-fiction sections, adult and juvenile.
- Working towards an expansion to include an Alaska Room/Quiet Study Room.
- Continue bringing the database of library statistics up to date to ensure it is being as useful as possible.
- Implement the new program funded by our Endowment Fund Grant, *1000 Books Before Kindergarten*.
- Increase teen participation at library events.

## FY16-FY20 General Fund: Gustavus Public Library Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
<b>Expense</b>						
	<b>Bank Service Charges</b>	0.00	0.00	25.00	25.00	25.00
	<b>Building</b>	1,546.90	2,520.35	16,862.78	3,951.84	4,965.00
	<b>Contractual Services</b>	2,748.00	1,925.00	3,328.47	2,000.00	5,120.00
	<b>Dues/Fees</b>	3,386.68	3,324.80	3,724.98	4,000.00	4,400.00
	<b>Equipment</b>	155.70	459.56	1,683.00	500.00	500.00
	<b>Events &amp; Celebrations</b>	0.00	0.00	0.00	0.00	175.00
	<b>Freight/Shipping</b>	0.00	513.56	444.14	450.00	550.00
	<b>Fundraising Expenses</b>	111.25	252.00	150.02	350.00	500.00
	<b>Library Materials</b>	0.00	266.73	295.59	600.00	600.00
	<b>Payroll Expenses</b>	38,566.22	46,491.36	52,412.60	72,980.72	74,149.31
	<b>Postage &amp; Shipping</b>	247.76	0.00	0.00	0.00	0.00
	<b>Repair &amp; Replacement Annual Contribution</b>	0.00	0.00	0.00	4,028.00	10,267.13
	<b>Supplies</b>	1,490.86	1,369.82	2,673.64	2,100.00	2,900.00
	<b>Supplies - Summer Reading</b>	55.76	0.00	0.00	500.00	1,010.00
	<b>Telecommunications</b>	3,394.87	3,994.26	5,768.39	5,000.00	5,900.00
	<b>Training</b>	0.00	148.50	112.50	1,000.00	500.00
	<b>Travel</b>	0.00	637.45	98.37	1,000.00	1,500.00
	<b>Utilities</b>	4,223.48	4,357.71	5,634.27	7,900.00	7,400.00
<b>Total Expense</b>		55,927.48	66,261.10	93,213.75	106,385.56	120,461.44

# 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 along with two water tenders are stocked with proper equipment to tackle most emergencies.

GVFD is composed of a full-time Fire Chief and currently overseeing 24 volunteers that bring a variety of skills to our 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, 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)

Fire Captain (Volunteer)

EMS Captain (Volunteer)

24 volunteers within the 3 divisions

## Mission:

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

## Calendar Year 2018 Statistics:

- 49 incidents. 39 EMS calls, 6 fire calls, 4 other responses.

## FY19 Accomplishments:

- Replacement of self-contained breathing apparatus (SCBA) sets
- New Department Standard Operating Guidelines (SOGs)
- New EMS Protocols
- 9 new Emergency Medical Technicians (EMTs) roaming the streets

## FY20 Goals:

- Continue to build wildland firefighting team and resources
- Create a local emergency planning group
- Recruit and retain volunteers
- Bring in the best training possible for the volunteers

## FY16-FY20 General Fund: Gustavus Volunteer Fire Department Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
Expense						
	Administrative Costs	0.00	0.00	25.00	0.00	0.00
	Bank Service Charges	0.00	0.00	0.00	25.00	25.00
	Building	1,142.16	1,577.45	1,953.17	1,925.83	1,950.00
	Cash Short/Over	0.00	489.59	0.00	0.00	0.00
	Contractual Services	2,543.89	10,961.24	8,162.52	10,000.00	10,000.00
	Ambulance Billing Expense	15.94	0.00	400.00	1,000.00	1,600.00
	Dues/Fees	175.00	99.00	138.00	250.00	250.00
	Equipment	4,611.38	2,581.70	8,242.26	2,000.00	2,000.00
	Freight/Shipping	354.55	600.35	155.04	250.00	250.00
	Fundraising Expenses	1,577.39	1,620.71	1,287.62	0.00	0.00
	Occupational Health	0.00	0.00	0.00	500.00	500.00
	Payroll Expenses	7,209.64	73,307.50	83,972.32	85,427.66	86,678.68
	Per Diem	28.39	0.00	0.00	0.00	0.00
	Postage & Shipping	632.18	0.00	0.00	0.00	0.00
	Relocation	0.00	913.70	0.00	0.00	0.00
	Repair & Replacement Annual Contribution	0.00	0.00	0.00	4,235.23	4,454.47
	Supplies	2,603.01	5,607.17	6,231.28	7,500.00	7,500.00
	Telecommunications	3,264.41	4,124.37	7,050.87	7,300.00	6,000.00
	Training	2,015.15	3,221.96	6,168.79	15,000.00	5,500.00
	Travel	9,612.12	3,829.79	3,075.40	10,000.00	16,865.00
	Utilities	5,026.76	4,076.07	3,873.10	3,500.00	3,500.00
	Vehicle	4,119.19	2,789.04	5,301.56	8,936.95	6,990.00
<b>Total Expense</b>		<b>44,931.16</b>	<b>115,799.64</b>	<b>136,036.93</b>	<b>157,850.67</b>	<b>154,063.15</b>



## Marine Facilities Department

## General Fund

### Marine Facilities Department:

The City of Gustavus oversees and maintains the float on the Gustavus public dock, the small boat harbor on the Salmon River, and the boat launch and small adjacent float in the small boat harbor. The public dock float is used extensively during the summer months by the local charter fishing fleet, a local whale-watching vessel, commercial fishing boats, and private citizens' personal vessels. The small boat harbor is tidally-influenced and offers a boat launch also used by landing craft deliveries, a barge landing area, long-term storage areas for monthly or yearly lease, short-term parking, and a selection of privately owned small floats in various stages of usability/disrepair. Waterless restrooms were constructed at the beach in 2014 and at the Salmon River Park in 2016.

The City of Gustavus has established fees for commercial vessel annual registration (\$300), private vessel annual registration (\$50), long-term storage lease (\$20/month or \$150/year), and transient moorage/daily use fee for unregistered vessels (fee varies based on vessel size).

The Marine Facilities Coordinator (MFC) monitors the dock float and harbor six days per week in the summer months with additional intermittent duties on the shoulder seasons. The MFC collects transient moorage fees, encourages vessel user to obtain vessel registration stickers and follow City of Gustavus policies, assists with fall storage and spring installment of the public dock float, and cleans up trash at the dock, adjacent beach, and boat harbor. The MFC collects the trash from the receptacles located near the waterless restrooms at the dock and cleans both waterless restrooms, at the beach and at Salmon River Park.

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

The Marine Facilities Advisory Committee has been designated as the Mayor, City Administrator, and the Marine Facilities Coordinator. A Marine Facilities Master Plan has been created and will be linked to amendments to Title 8.

Additional planning for the Small Boat Harbor includes coordinating a fish recycling program with the DRC in an effort to reduce bear interactions and enhance the DRC's composting program. Other improvements under development include kiosks providing information and subjects of interest such as the flora and fauna of the area.

### Personnel:

Marine Facilities Coordinator/Harbormaster (0.5 FTE)

### Mission:

- 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.

#### FY18 Statistics:

- Registered 30 commercial vessels, 108 private vessels, and 2 motorless vessels.

#### FY19 Accomplishments:

- Minor float repairs
- Adoption of the Marine Facilities Master Plan
- Clean-up of the Small Boat Harbor uplands and installed information kiosk and kayak rack

#### FY20 Goals:

- Continued Salmon River Harbor clean-up, per Capital Improvement Plan
- State of Alaska DOT/PF repair and reinstallation of damaged steel mooring float that is currently anchored off the north end of Pleasant Island. Expected completion Spring 2020.

#### FY16-FY20 General Fund: Marine Facilities Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
<b>Expense</b>						
	<b>Building</b>	0.00	0.00	744.87	2,309.71	3,150.00
	<b>Contractual Services</b>	0.00	3,550.00	3,000.00	3,500.00	3,500.00
	<b>Dues/Fees</b>	0.00	0.00	0.00	0.00	0.00
	<b>Equipment</b>	0.00	0.00	100.00	100.00	100.00
	<b>Freight/Shipping</b>	14.02	59.44	182.63	200.00	200.00
	<b>Marine Facilities</b>	8,437.97	4,796.04	6,728.31	4,625.46	4,625.00
	<b>Payroll Expenses</b>	14,202.31	11,863.40	15,190.77	18,736.90	30,257.76
	<b>Repair &amp; Replacement Annual Contribution</b>	0.00	0.00	0.00	7,482.27	7,482.27
	<b>Supplies</b>	1,002.76	1,262.85	1,307.25	1,500.00	1,500.00
	<b>Telecommunications</b>	0.00	0.00	0.00	0.00	240.00
	<b>Vehicle</b>	143.13	0.00	0.00	100.00	1,200.00
<b>Total Expense</b>		23,800.19	21,531.73	27,253.83	38,554.34	52,255.03

## 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 is 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 council liaison.

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 almost nothing in recent years. The City of Gustavus continues to spend encumbered funds in reserve from past years' NFR towards road maintenance. When these funds are used up, this department will need to be fully funded within the operating budget or by using other reserve funds.

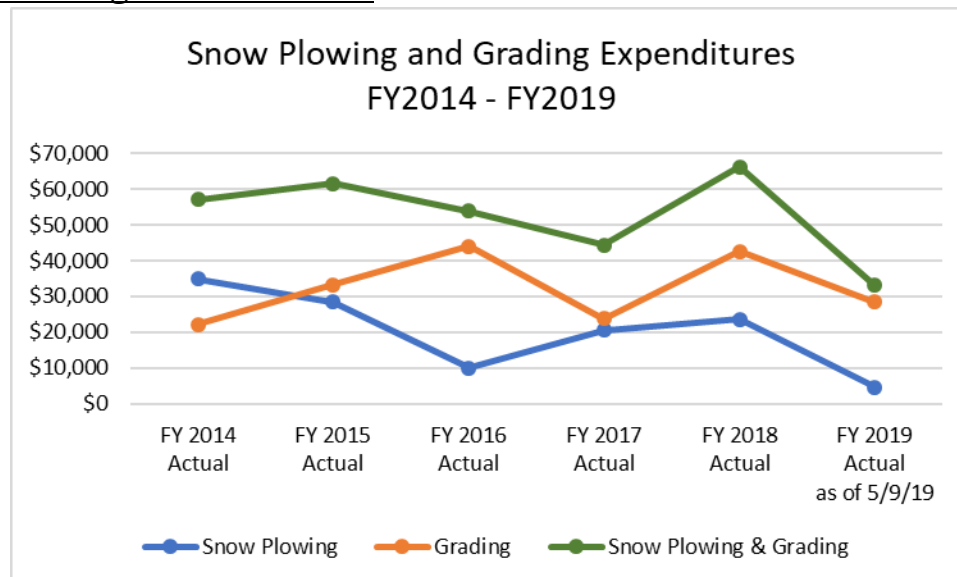
### Personnel:

Volunteer City Council Member

### 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 FY19-to-date:



### FY19 Accomplishments:

- Road name signs installed
- Halibut Drive culvert lowering

- Ditch reconditioning on Rink Creek Road
- In spring of 2019, the City Treasurer did extensive work with State of Alaska DOT Information Systems and Services Division 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 ADCCED under the National Forest Receipts program. Total mileage for City of Gustavus changed from 31.21 to 24.61 miles, which will lead to reduced NFR receipts presumably. A more accurate road length data set and mapping file are now available for future RFQs, etc.
- Good River bridge repairs – end of FY19 or beginning of FY20

#### FY20 Goals:

- Repair of Rink Creek bridge
- Wilson Road Drainage Improvement, per Capital Improvement Plan

#### FY16-FY20 General Fund: Roads Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
Expense						
	Contractual Services	2,200.00	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00	0.00
	Freight/Shipping	0.00	0.00	0.00	0.00	0.00
	Road Maintenance					
	Snow Plowing	9,900.95	20,526.60	23,592.50		
	Grading	44,050.50	23,800.00	42,605.75		
	Hauling Pit Run Material	15,260.00	23,418.00	21,732.00		
	Brushing	0.00	2,365.00	12,449.99		
	Other	200.00	3,000.00	2,820.00	85,000.00	85,000.00
	Total Road Maintenance	69,411.45	73,109.60	103,200.24	85,000.00	85,000.00
	Vehicle:Mileage	0.00	0.00	0.00	100.00	100.00
Total Expense		71,611.45	73,109.60	103,200.24	85,100.00	85,100.00

## Lands Department

## General Fund

### Lands Department:

The City of Gustavus owns several parcels of land within the City of Gustavus, apart from the land that the City departmental facilities are located on. Only lands generating revenue for the Lands Department are discussed here. The city owns a parcel of land near the school gym that includes the old Post Office/Preschool building (currently used for City and preschool free 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.

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. A pit mining lease is in its fifth and final year this year, with the final annual payment of \$750 received in Feb. 2018.

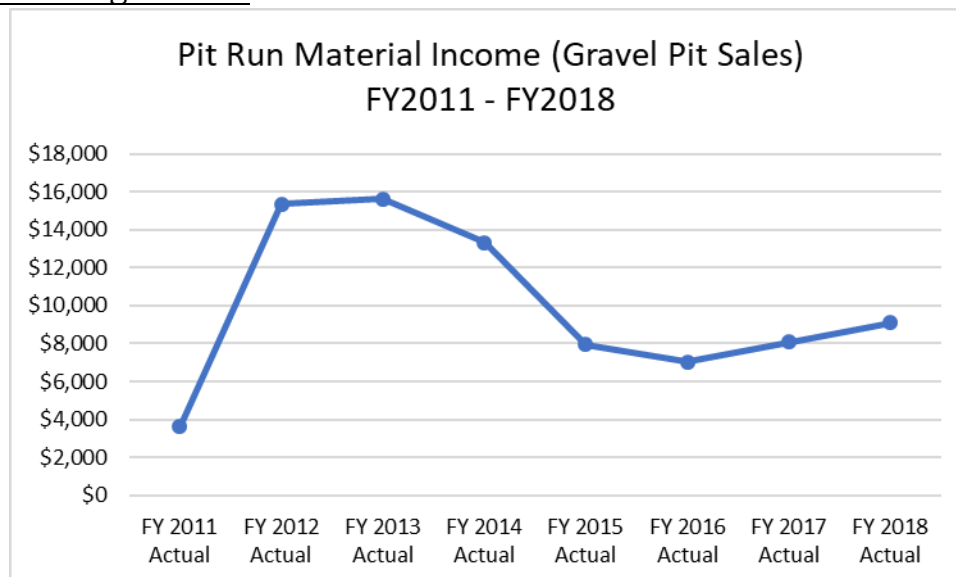
Various City Council members are responsible for the project scoping and management for capital improvement projects and long-term planning for the Lands Department. The treasurer is responsible for the advertisement, execution, and administration of City contracts and for collection of gravel pit and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

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

### Personnel:

None

### Statistics through FY18:



### FY19 Accomplishments:

- Increased pit run material sale amount to \$4.00/cubic yard.
- Land survey of the Salmon River Park/City Hall/firehall parcel and adjoining parcel to the north

**FY20 Goals:**

- Formal acquisition of the Salmon River Park/City Hall/firehall parcel and adjoining parcel to the north
- Land survey of the gravel pits parcel
- LIDAR (Light Detection and Ranging) mapping, per Capital Improvement Plan
- Formulation of a plan for the future of pit run material in Gustavus

**FY16-FY20 General Fund: Lands Expenditures**

		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
		<b>Jul '15 - Jun 16</b>	<b>Jul '16 - Jun 17</b>	<b>Jul '17 - Jun 18</b>	<b>Jul '18 - Jun 19</b>	<b>Jul '19 - Jun 20</b>
<b>Expense</b>						
	<b>Administrative Costs</b>	0.00	0.00	0.00	2,000.00	2,000.00
	<b>Capital Expense</b>	0.00	0.00	0.00	0.00	0.00
	<b>Contractual Services</b>	3,200.00	0.00	0.00	0.00	15,000.00
	<b>Marine Facilities</b>	0.00	0.00	0.00	0.00	0.00
	<b>Professional Services</b>	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>		3,200.00	0.00	0.00	2,000.00	17,000.00



**City of Gustavus**

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# City of Gustavus Budget Fiscal Year 2020

FY19-23NCO Attachment

Approved by the Gustavus City Council           , 2019

## FY 2020 City of Gustavus Operating Budget

This document contains the City of Gustavus operating budget for fiscal year 2020 (FY20: July 1, 2019 through June 30, 2020). A summary of notable items in the budget is provided below. Capital improvement projects not funded through the operating budget are not discussed in this document; please see the separate Capital Improvement Plan. The city's only Enterprise Fund, the Gustavus Community Network, was discontinued in FY16 by Resolution CY15-31. All other departments are in the General Fund.

### A. Revenues

#### 1. Sales Tax

Sales tax makes up the bulk of locally generated revenue. The current sales tax rate is 3% (Ordinance FY11-02 amending municipal code section 04.15.030). Trends in sales tax revenue are difficult to discern over the past five years due to a large repayment of past due sales tax skewing the revenue in FY16 and underestimating revenue in years before that. Regardless of that, FY15 appears to have been a low year for sales, room, and fish box taxes, with an increase in the years since then. Revenues for FY17 and FY18 appear steady. Sales tax revenue for FY20 was budgeted based on FY19 receipts to date and incorporating anticipated lower revenue due to the closure of a sizeable Gustavus business at the end of the 2017 tourist season and closure of a grocery market at the end of 2018. The FY20 budget also incorporates an anticipation of increased sales tax revenue from internet sales. Online sales tax has been collected by companies beginning January 1, 2019. The State of Alaska and the Alaska Municipal League are currently working out the mechanism for transferring these monies to the respective municipalities. This is a nationwide issue that is still in development at the time of this writing.

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).

#### 2. Room Tax

Room tax revenue has increased over the past four fiscal years. The current room tax is 4% (municipal code section 04.14.030). Room tax revenue for FY20 was budgeted based on FY19 receipts to date and incorporating anticipated lower revenue due to the continued closure of a business. It will be interesting to see if final FY19 room tax revenue holds steady with guests using other available lodging.

#### 3. Fish Box Tax

The fish box tax revenue has slightly decreased over the past two fiscal years. The current fish box tax is \$10/box packaged and transported out of town (municipal code section 04.16.030). Fish box tax revenue projected for FY20 has been budgeted similar to FY19 receipts-to-date.

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

#### 4. 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 past five fiscal years. The current fee schedule for the DRC was adopted May 8, 2017 with Resolution CY17-06. The DRC and Community Chest revenue for FY20 has been budgeted slightly higher than FY19.



The **Gustavus Volunteer Fire Department** has once again started billing for ambulance transport, beginning at the end of FY18. As a result, citizen enrollment in the ambulance subscription program (ASP) has also increased. The same company that performed insurance billing for the City of Gustavus several years ago is again partnering with the city. With active ambulance billing occurring, this revenue source has been budgeted the same as FY19. 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 (but not necessarily collected) due to the accrual method.

**Gravel pit** material sales have slowly increased over the past four fiscal years. The FY20 budgeted revenue is more than double the FY19 budget due to an increase in the price of pit run material from \$2.00/cubic yard to \$4.00/cubic yard, effective February 12, 2019. Budgeted lease income remains unchanged with ongoing negotiation of a pit mining lease renewal.

**Business license** fees collected have remained steady over the past five fiscal years. As a result, the FY20 budgeted revenue has been slightly increased as compared to FY19.

**Marine Facility** fees have been tracked in various ways over the years, making trends difficult to discern. Private vessel registration and commercial vessel registration remain steady. The marine facilities income budget is slightly lower than FY19 due to fewer long-term storage users.

The **Gustavus Public Library** budgeted revenue has been adjusted downward to more accurately reflect anticipated donations, fundraising revenue, and other income for FY20.

## 5. 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 FY20 on February 15, 2019, with the Consolidated Appropriations Act, 2019 (P.L. 116-6). The FY20 city budget is slightly lower than the FY19 actual amount received due to uncertainties at the national level. The FY20 PILT application was mailed 3/30/19, and the FY20 PILT revenue amount is still unknown at the time of this writing.

### ii. National Forest Receipts (NFR)

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. The road maintenance budget for FY20 will continue to be funded through this encumbered fund savings unless NFR funds are disbursed again. Given the unpredictability, the budget line for this revenue source is set at zero for FY20 as was done in FY19. The FY19 application was submitted 7/27/18, and FY19 NFR funds of \$42,673.33 were received 4/25/19.

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.

## 6. State Revenue

### i. Community Assistance Program

The State of Alaska budget outlook remains grim, although there are indications the state is coming out of its recession. The Community Assistance Program (CAP), formerly known as Community Revenue Sharing, has seen decreased funding over the past two fiscal years but continues to be fought for by Alaska municipalities. The City of Gustavus's estimated FY20 funding is \$82,598.89 as of 1/14/19.

### ii. Shared Fisheries Business Tax

The Shared Fisheries Business Tax is variable. The FY20 budgeted revenue remains the same as FY19. The FY19 application was supported by Resolution CY18-32, adopted 12/10/18, with FY19 funds announced as \$1555.36 in March 2019 and distributed later that month.

### iii. Liquor Share Tax

On 4/1/19, the City of Gustavus received its first Liquor Share Tax distribution. State of Alaska Statute 04.11.610, Refund to Municipalities, states:

(a) Biennial license fees, excluding annual wholesale fees and biennial wholesale license fees, collected within a municipality shall be refunded semi-annually to the municipality.

(b) If the officers of a municipality fail to actively enforce local ordinances, laws of the United States and the state, and the regulations relating to the manufacture and sale of alcoholic beverages in the state, the commissioner of commerce, community, and economic development may deny the refund provided for under (a) of this section until the board finds the enforcement of the ordinances, laws, and regulations is resumed.

In the past, directors of the State of Alaska Alcohol & Marijuana Control Office have interpreted (b) to mean that only municipalities with law enforcement agencies would be provided with this refund. The current state administration interprets "officers of a municipality" broadly to include elected officials or city administrators and has started providing refunds to municipalities in which licenses exist. Retroactive refunds will not be issued.

## 7. Interest

In past years, interest from the City of Gustavus reserve funds that are in Alaska Municipal League Investment Pool (AMLIP) accounts was not included as a revenue source on the operating budget. AMLIP accounts are being accessed for encumbered road maintenance funds (discussed above) and will be deposited into through the budget line-item for Repair and Replacement funds (discussed below). In FY19, it was decided that interest accrued on these accounts would be included as a revenue source in the operating budget for the city, along with interest received on the checking account and First Investment account at First National Bank Alaska. The FY19 budget included the AMLIP interest, resulting in a remarkably higher budgeted revenue than FY18. Interest on the city's endowment fund account with Alaska Permanent Capital Management/Charles Schwab is not included as a revenue source, as the endowment fund is only accessed during the annual Endowment Fund Grant cycle.

For FY20, the decision to include the AMLIP interest has been reversed, as these funds are not available for use by the general operating budget except by specific action by the City Council. The FY19 budget will be amended to remove the AMLIP interest, and the FY20 budget simply includes the interest received on the checking account at First National Bank Alaska. The First Investment account was closed in FY19.

## 8. Grants and Scholarships

Incoming grants and scholarships are tracked in various ways in the city's accounting software. For grant funds that are deposited and then used over time, a separate class or fund is created in the accounting software, and this revenue and the expenses paid by it are not included in the operating budget. For scholarships or grants that are reimbursements for costs already incurred, the funds are included in the operating budget and are deposited as a credit toward that expense budget line-item. A summary of grants and scholarships this fiscal year to date is included in this document.

## 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. In the FY20 budget, prior-year funds are included up to the amount necessary to balance the current budget. At the end of FY19, if the surplus funds are less than what is included in this budget, the City Council can choose to reduce expenses or fund the difference from a reserve fund. At the end of FY19, if the surplus funds are more than needed for the FY20 budget, the City Council can choose to transfer the additional funds to one of the AMLIP accounts or can use the funds to offset other assumptions in the budget, should it be necessary (e.g. Community Assistance Program funds or retail tax revenue from internet sales).

## B. Expenditures

### 1. Payroll

In FY20, expanded hours were budgeted for the Marine Facilities Coordinator due to a likely increased workload for the fall of 2019 with Salmon River Harbor improvements. This position also became a Regular position (permanent) with full benefits after the probationary period. With the City Treasurer reducing hours in FY19, the City Administrator increased hours. This department remains at 2.2 FTE (full-time equivalent) between the three positions there.

### 2. Cost-of-Living Adjustment

The City of Gustavus annually reviews the consumer price index change for Anchorage and determines if a cost-of-living pay adjustment will be adopted for the coming year. On 2/11/19, Resolution CY19-04 adopted a 3.0% increase for all regular position employees effective July 1, 2019.

### 3. Group Health Plan & Health Insurance Stipend

A group health plan option was explored in late FY18. Premiera Blue Cross/Blue Shield offered a range of plans through our current insurance agent. Their 2019 plan Silver 2500 with the lowest deductible of \$2500 costs the city \$593.50/month for the employee only for the policy year 6/1/19-5/31/20. 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, which is an extra \$212/month. The latest benefits policy and procedure was adopted November 19, 2018 (Resolution CY18-29). Per this P&P, as a new hire in a regular position, the Marine Facilities Coordinator position will come in at the 80% company/20% employee contribution ratio for the monthly insurance premium.

### 4. Increased 457(b) Enrollment

FY18 saw a change to full participation by eligible employees in the 457(b) retirement benefit the City of Gustavus offers. The addition of a new Regular employee further increases this budget line-item for FY20.

## 5. 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 to get the city caught up, through the Administrative Department's equipment purchase budget line-item. FY20's budget remains the same, with less initial visits and work-up being performed but more equipment online, resulting in slightly higher monthly maintenance fees.

## 6. Social Service: Gustavus Children's Enhancement Program

In FY18, the City of Gustavus updated municipal code Title 6 (Ordinance FY18-09, adopted 2/12/18) to include the option to fund limited social services. With this step and the resulting policy and procedure (Resolution CY18-17, adopted May 14, 2018), the Gustavus Children's Enhancement Program (a.k.a The Rookery at Gustavus) has requested up to 20% of their operating budget from the City of Gustavus to keep their services available and affordable. This was a new category in the city's budget.

## 7. 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.

## 8. 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)]. FY20 budget is increased due to the purchase of ten Air-Pak self-contained breathing equipment sets, along with increased property appraisals for the Gustavus Public Library, the firehall, and the bulk fuel facility.

## 9. Review Services in lieu of Audit

The City of Gustavus has not received enough state or federal funds to trigger a mandatory audit since 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 may want to consider budgeting for a full audit in FY21 after the completion of FY20, as that will mark five years since the last audit.

## 10. Insurance Premium Increases:

The city's insurance costs increased over the course of FY19 due to the higher calculated appraisals of the Gustavus Public Library, the firehall, and the bulk fuel facility.

## 11. 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 work in the Salmon River Boat Harbor. This line-item has increased for FY20.

#### 12. Contractual Services

The FY20 budget includes \$16,600 for a Household Hazardous Waste event in spring 2020. It also includes \$3120 for cleaning services at the Gustavus Public Library and \$15,000 for a land survey of the gravel pit parcel. Ambulance Billing Expense has also been moved under this category instead of being a separate line-item.

#### 13. Professional Services

The FY20 budget increases the line-item for Professional Services (city attorney) due to a planned revision of multiple ordinances, requiring city attorney review, along with the ongoing issues of the electrical intertie, PFAS (per- and polyfluoroalkyl substances) water contamination in the community, and possible borough formation in Icy Strait.

#### 14. Equipment

The FY20 budget includes \$6,000 for a new point-of-sale system at the Disposal and Recycling Center, including equipment and software, that will integrate with the City Treasurer's bookkeeping at City Hall. The budget also includes \$10,000 under the Administrative Department's equipment purchase budget line-item that is earmarked for an information technology (IT) refresh schedule for library computers and council member laptops.

### 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 2021

#### 1. Road Maintenance Budget

Continued uncertainty with National Forest Receipts (NFR) funding means the City Council must continue to plan to use encumbered funds for Road Maintenance, until that AMLIP account is depleted. The operating budget will have to be adjusted to fund this expense or other reserve funds will have to be tapped. A separate "AMLIP Road Maint – Unencumbered" account was created with FY18-16NCO to ensure this vital expense can be covered.

#### 2. Marine Facilities Budget

Beginning in FY21, additional contractual services expenses will be incurred for spring and fall transfer of the repaired steel mooring float that overwinters on the north side of Pleasant Island.

### 3. Disposal & Recycling Budget

Additional freight costs could be incurred as the market for mixed plastics and mixed paper recyclables changes or disappears due to changes in the world economy. At this time, it is unclear what the ramifications will be. The Solid Waste Management Plan revision to be presented in 2019 may provide more insight into this.

### 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.

### F. Discussion of Possible New Revenues

None at this time beyond sales tax on internet sales, discussed under the Sales Tax section above.

### G. Summary

To combat the excess funds generated in past year's budgets, the FY19 budgeting process sought to tighten up the figures for income and expenditures to more realistic levels based on past years' data as opposed to preparing the budget to be able to absorb a wide-range of unexpected expenses. The FY20 budget continues in this vein, with a line item for Prior-Year Cash Balance created to bring surplus funds from the previous fiscal year into the next year.



**City of Gustavus**

PO Box 1

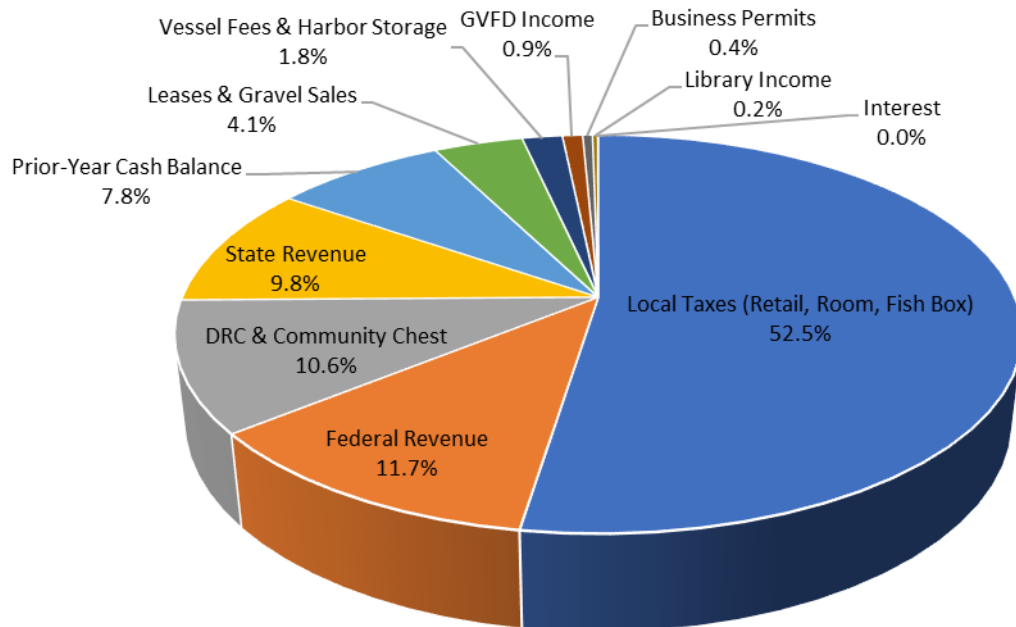
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# City of Gustavus Financial Summary Fiscal Year 2020

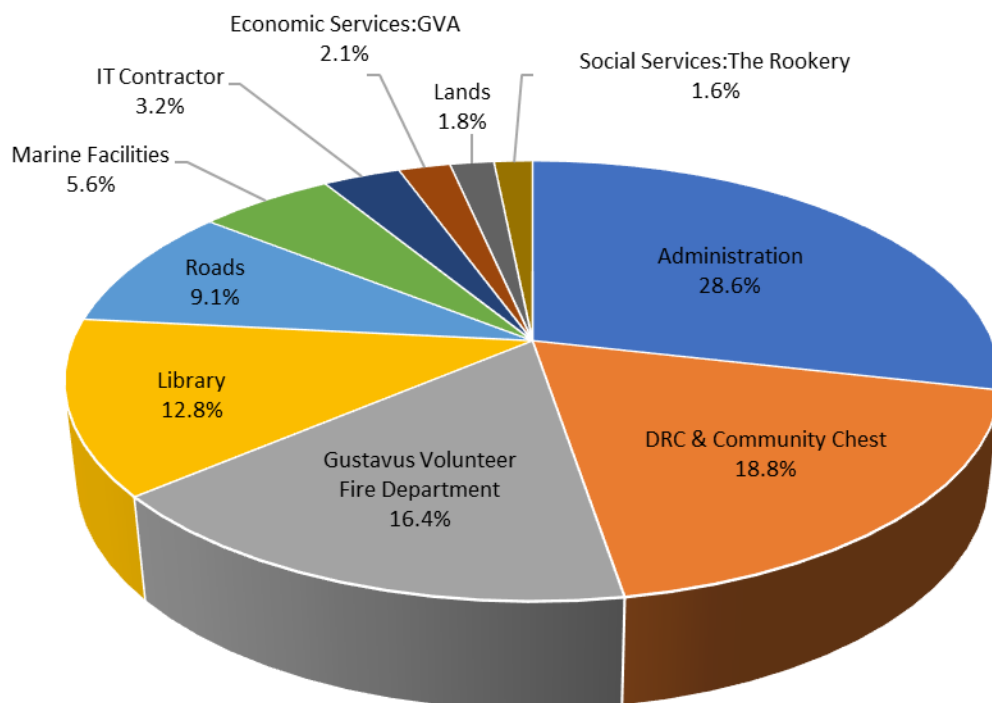
## May 2019

### FY20 Budgeted General Fund Revenue



Note: \$85,100 of encumbered funds from savings for road maintenance are not included here.  
DRC is the Disposal and Recycling Center. GVFD is the Gustavus Volunteer Fire Department.

### FY20 Budgeted General Fund Expenses



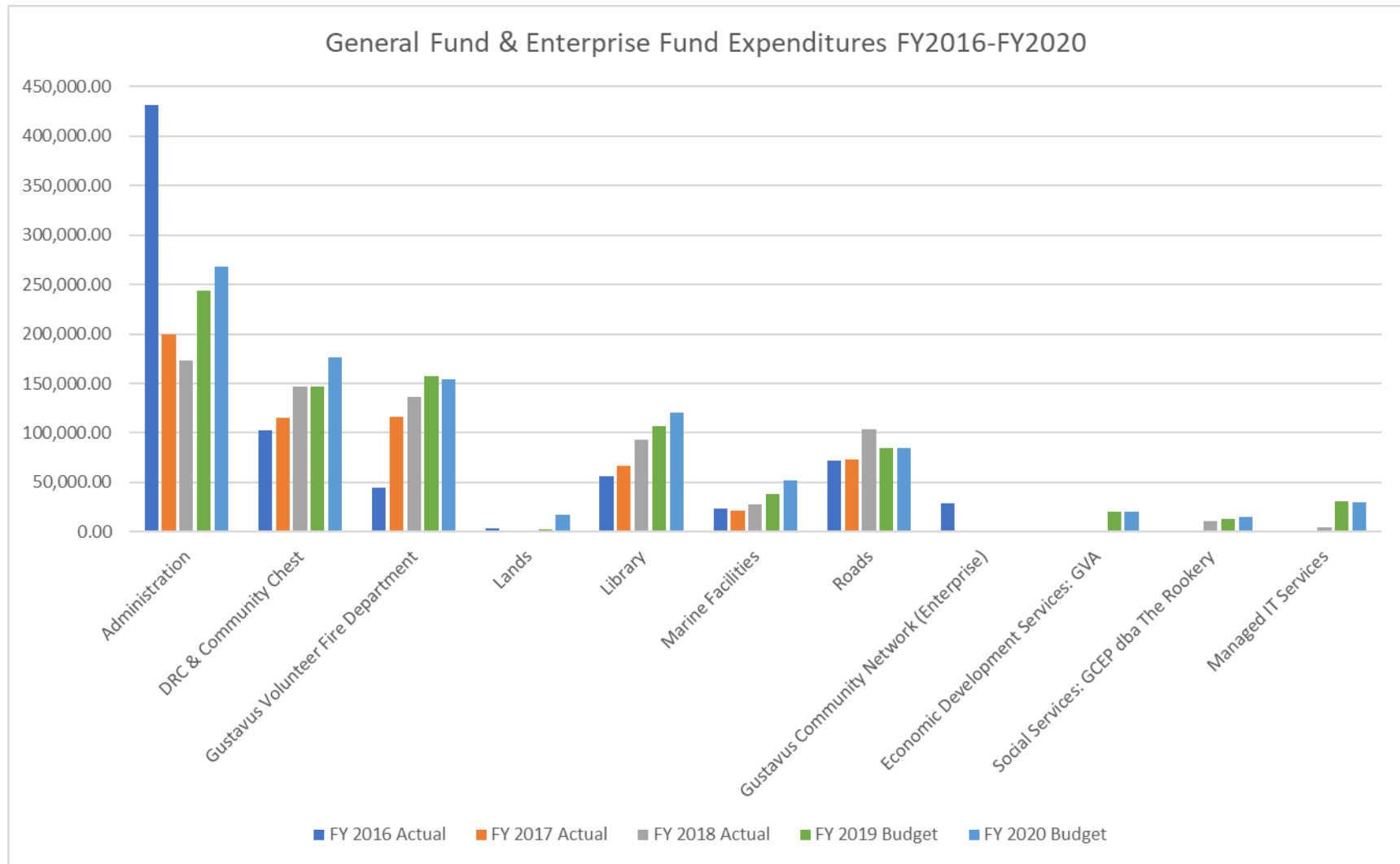


## City of Gustavus General &amp; Enterprise Funds Revenue &amp; Expenditure Recap FY16-FY20

		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
Ordinary Income/Expense						
Income						
	Prior-Year Cash Balance					67,000.00
	Admin Fees	10.00	5.00	0.00		
	Business License Fees	3,600.00	3,800.00	3,900.20	3,500.00	3,800.00
	Donation - Inter-library Loans	36.00	119.80			
	Donations	2,107.07	2,470.22	1,467.00	1,000.00	1,000.00
	DRC Income					
	Community Chest Sales	12,852.62	14,457.35	15,277.00	14,000.00	15,000.00
	Landfill Fees paid @ City Hall	29,021.03	24,288.62	28,483.47		
	Landfill Fees/Sales	38,644.67	39,469.87	45,722.65	70,880.00	70,880.00
	Recyclable Material Sales	4,451.31	3,827.52	6,354.27	4,600.00	4,600.00
	DRC Income - Other	0.00	0.00	0.00	0.00	0.00
	Total DRC Income	84,969.63	82,043.36	95,837.39	89,480.00	90,480.00
	Federal Revenue					
	Natl Forest Receipts-Encumbered	64,107.22	5,537.40	53,927.79		
	Payment In Lieu of Taxes	98,017.66	97,777.98	107,545.26	107,000.00	100,000.00
	Total Federal Revenue	162,124.88	103,315.38	161,473.05	107,000.00	100,000.00
	Fundraising	4,409.75	5,146.30	1,155.00	700.00	500.00
	GCN Income	23,956.21	534.48			
	GVFD Income					
	Ambulance Billing	757.40	0.00	5,742.10	6,500.00	6,500.00
	ASP	710.00	1,330.00	1,360.00	1,500.00	1,400.00
	Training	0.00	250.00			
	GVFD Income - Other	200.00	0.00			
	Total GVFD Income	1,667.40	1,580.00	7,102.10	8,000.00	7,900.00
	In-Kind Income	0.00	0.00			
	Interest Income	70.67	234.64	875.84	14,500.00	300.00
	Lands Income					
	Gravel Pit Gravel Sales	7,038.00	8,084.00	9,906.00	8,000.00	22,000.00
	Total Lands Income	7,038.00	8,084.00	9,906.00	8,000.00	22,000.00
	Lease Income	15,294.29	15,344.35	13,470.35	12,541.42	12,720.35
	Library Income	2,197.79	2,203.93	1,597.28	1,500.00	500.00
	Marine Facilities Income					
	Facilities Usage Fees	0.00	0.00	4,965.00	1,000.00	1,000.00
	Commercial Vessel Registration	7,800.00	9,600.00	9,000.00	9,000.00	9,000.00
	Kayak Registration	30.00	10.00	10.00		
	Private Vessel Registration	5,450.00	4,699.00	5,440.00	4,000.00	4,000.00
	Storage Area Fee	0.00	0.00	1,210.00	2,250.00	1,700.00
	Marine Facilities Income - Other	1,825.25	918.75	13.23		
	Total Marine Facilities Income	15,105.25	15,227.75	20,638.23	16,250.00	15,700.00
	NSF Checks Paid	0.00	0.00			
	NSF Fees	5.00	0.00			
	Other Income	0.00	0.00			
	State Revenue					
	Community Assistance Program	115,220.00	77,202.00	88,824.00	82,577.00	82,598.89
	Shared Fisheries Business Tax	1,780.86	2,196.31	1,921.08	1,500.00	1,500.00
	Total State Revenue	117,000.86	79,398.31	90,745.08	84,077.00	84,098.89
	Tax Income					
	Retail Tax Income	435,968.42	342,815.50	356,826.45	339,000.00	370,000.00
	Room Tax Income	67,397.29	70,344.45	75,150.61	65,000.00	65,000.00
	Fish Box Tax	15,970.00	15,140.00	13,535.69	15,000.00	13,000.00
	Penalties & Interest	3,602.26	4,199.99	5,273.56		
	Tax Exempt Cards	220.00	210.00	200.00	150.00	200.00
	Seller's Compensation Discount	-4,837.31	-3,362.23	-788.30		
	Sales Tax Income - Other	1,691.55	0.00			
	Total Sales Tax Income	520,012.21	429,347.71	450,198.01	419,150.00	448,200.00
	Total Income	959,605.01	748,855.23	858,365.53	765,698.42	854,199.24
	Gross Profit	959,605.01	748,855.23	858,365.53	765,698.42	854,199.24

				Actual	Actual	Actual	Budget	Budget
				Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
<b>Expense</b>								
			Administrative Costs	22,792.52	2,048.56	3,300.02	14,300.00	4,000.00
			Advertising	414.72	0.00	75.00	500.00	100.00
			Bad Debt	0.00	0.00	620.61		
			Bank Service Charges	3,848.47	3,487.97	2,223.32	2,250.00	2,275.00
			Building					
			Insurance	3,548.97	2,785.99	5,326.35	6,795.63	6,915.00
			Maintenance & Repair	2,649.25	2,603.57	16,462.30	6,800.00	8,565.00
			Building - Other	0.00	0.00			
			Total Building	6,198.22	5,389.56	21,788.65	13,595.63	15,480.00
			Capital Expense					
			Capital Projects Funding	250,132.30	0.00			
			Cash Short/Over	0.00	489.59			
			Contractual Services					
			Ambulance Billing Expense	15.94	0.00	400.00	1,000.00	1,600.00
			Gravel Pit Survey					15,000.00
			Managed IT Services	0.00	0.00	4,930.00	31,000.00	30,000.00
			Contractual Services - Other	26,758.79	40,134.32	43,114.94	24,500.00	51,860.00
			Total Contractual Services	26,774.73	40,134.32	48,444.94	56,500.00	98,460.00
			Dues/Fees	5,621.88	5,320.80	5,950.98	6,950.00	7,450.00
			Economic Development Services					
			GVA	1,500.00	0.00	0.00	20,000.00	20,000.00
			Total Economic Development Services	1,500.00	0.00	0.00	20,000.00	20,000.00
			Election Expense	129.96	111.16	212.17	250.00	250.00
			Encumbered Funds transfer	0.00	0.00			
			Equipment					
			Equipment Fuel	901.55	958.54	1,240.30	1,170.00	1,500.00
			Equipment Purchase	7,521.57	2,480.49	15,165.12	9,200.00	15,400.00
			Insurance	67.51	75.75	185.42	226.00	226.00
			Maintenance & Repair	4,077.61	5,657.44	2,477.50	3,100.00	4,000.00
			Equipment - Other	569.36	502.00	0.00		6,000.00
			Total Equipment	13,137.60	9,674.22	19,068.34	13,696.00	27,126.00
			Events & Celebrations (inc. holiday gift)	0.00	2,285.70	2,500.00	3,000.00	4,350.00
			Freight/Shipping	15,635.54	15,540.83	17,871.54	19,050.00	24,030.00
			Fundraising Expenses	1,688.64	1,872.71	1,437.64	600.00	500.00
			General Liability	-2,578.60	1,865.68	4,424.75	5,001.38	5,000.00
			Grant Expense	0.00	0.00			
			Library Materials	0.00	266.73	295.59	600.00	600.00
			Marine Facilities					
			Insurance	1,510.07	1,504.77	1,654.51	1,625.46	1,625.00
			Maintenance & Repairs	6,944.90	3,291.27	5,073.80	3,000.00	3,000.00
			Total Marine Facilities	8,454.97	4,796.04	6,728.31	4,625.46	4,625.00
			Occupational Health	0.00	0.00	0.00	500.00	500.00
			Other Expense	0.00	0.00			
			Payroll Expenses					
			Wages	183,286.98	280,507.54	257,967.85	340,172.93	368,595.15
			Payroll Taxes	18,719.81	26,939.04	24,880.21	31,835.46	32,913.71
			Paid Time off	6,986.29	19,889.00	12,427.32		
			Health Insurance (company paid)	0.00	0.00	3,679.98	30,319.92	18,517.20
			Health Insurance Stipend	0.00	7,773.69	17,683.22	7,200.00	12,000.00
			457(b) Employer Contribution	2,349.46	0.00	10,300.95	20,667.00	22,884.83
			Health Insurance Reimbursement	8,415.42	3,900.00			
			Relocation Expense	0.00	0.00			
			Workers Comp Insurance	10,214.88	1,961.03	13,059.33	7,772.74	7,772.74
			Payroll Spot Awards - all depts	0.00	200.00			
			Payroll Expenses - Other	14,850.17	6,795.86	115.72	180.00	170.00
			Total Payroll Expenses	244,823.01	347,966.16	340,114.58	438,148.05	462,853.63
			Per Diem	28.39	0.00			
			Postage & Shipping	1,652.36	0.00			
			Professional Services	7,126.78	16,078.81	25,506.70	20,000.00	30,000.00
			Public Relations	1,586.74	575.00	1,006.65	500.00	500.00

		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
	Relocation	0.00	913.70			
	Repair & Replacement Fund	0.00	0.00		20,095.76	25,354.66
	Road Maintenance					
	Grading	44,050.50	23,800.00	42,605.75		
	Snow Plowing	9,900.95	20,526.60	23,592.50		
	Road Maintenance - Other	15,460.00	28,783.00	37,001.99	85,000.00	85,000.00
	Total Road Maintenance	69,411.45	73,109.60	103,200.24	85,000.00	85,000.00
	Social Services					
	GCEP dba The Rookery	0.00	0.00	10,540.00	12,964.00	14,890.00
	Total Social Services	0.00	0.00	10,540.00	12,964.00	14,890.00
	Supplies	12,516.59	15,976.55	17,062.52	18,500.00	19,010.00
	Telecommunications	32,703.32	17,967.85	21,430.16	20,500.00	20,790.00
	Training	4,987.10	4,394.46	8,887.29	21,100.00	10,400.00
	Travel	16,361.15	5,831.17	13,759.65	19,850.00	29,365.00
	Utilities					
	Electricity	5,680.68	6,188.76	8,579.05	9,300.00	9,300.00
	Fuel Oil	8,822.90	6,470.03	4,117.02	7,900.00	7,400.00
	Utilities - Other	72.60	0.00			
	Total Utilities	14,576.18	12,658.79	12,696.07	17,200.00	16,700.00
	Vehicle					
	Fuel	1,075.18	461.42	840.80	1,000.00	1,000.00
	Insurance	2,975.77	2,356.01	3,488.84	3,736.95	3,740.00
	Maintenance & Repair	609.46	-28.39	971.92	4,000.00	2,000.00
	Mileage Reimbursement	0.00	124.20	266.03	700.00	2,000.00
	Vehicle - Other	0.00	0.00			
	Total Vehicle	4,660.41	2,913.24	5,567.59	9,436.95	8,740.00
	Total Expense	764,184.43	591,669.20	694,713.31	844,713.23	938,349.29
	Net Ordinary Income	195,420.58	157,186.03	163,652.22	-79,014.81	-84,150.05
	Other Income/Expense					
	Other Income					
	Encumbered Funds for Road Maintenance	70,000.00	67,572.20	48,922.45	85,100.00	85,100.00
	Total Other Income	70,000.00	67,572.20	48,922.45	85,100.00	85,100.00
	Net Other Income	70,000.00	67,572.20	48,922.45	85,100.00	85,100.00
	Net Income	265,420.58	224,758.23	212,574.67	6,085.19	949.95

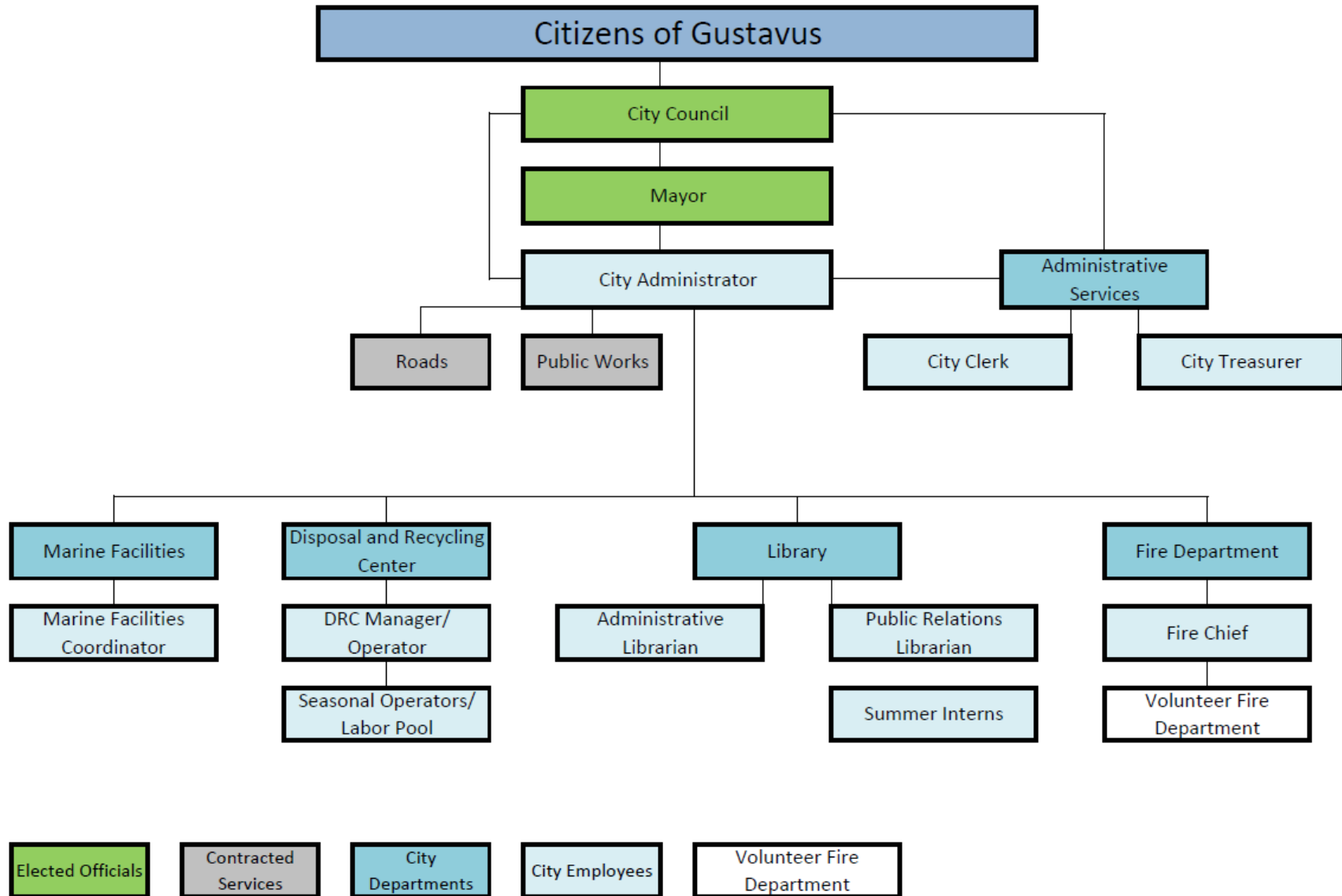


Note: the FY 2016 Administration expenditures included \$250,132 in Capital Projects Funding.

## City of Gustavus Payroll Summary FY19-FY20

<b>FY20:</b>							<b>Health Ins.</b>	<b>Payroll Taxes</b>		<b>Group Health</b>	<b>Workers'</b>	<b>Direct</b>		
	<b>FTE</b>	<b>Hourly Wage</b> (with 3% COLA)	<b>Hrs/year</b>	<b>Wage Total</b>	<b>OT Total</b>	<b>LFG Contrib.</b>	<b>Stipend</b> (\$200/mo stipend)	<b>(6.2% SS, 1.45% Med., 1% AK unemp. up to \$199.50)</b>	<b>Payroll Total</b>	<b>Plan</b> (\$593.5/mo; new emp. pay 20%)	<b>Comp. Insurance</b>	<b>Deposit Fees</b>	<b>Dept. Total</b>	<b>FY19 Budget</b>
<b>Admin. Dept.</b>														
Administrator	0.925	\$36.05	1924	\$69,360.20		\$4,855.21	\$2,400.00	\$6,060.58	\$82,675.99		\$378.58	\$170.00	\$170,414.67	\$163,627.61
Clerk	0.75	\$23.69	1560	\$36,956.40		\$2,586.95	\$2,400.00	\$3,408.17	\$45,351.51					
Treasurer	0.525	\$31.05	1092	\$33,906.60		\$2,373.46	\$2,400.00	\$3,158.52	\$41,838.59					
<b>DRC</b>														
Manager	1	\$27.15	1683	\$45,693.45		\$3,198.54	\$2,400.00	\$4,123.34	\$55,415.33		\$2,418.13		\$101,353.22	\$97,375.16
Assistants		\$19.00	1370	\$26,030.00				\$2,251.60	\$28,281.60					
Assistants		\$18.75	600	\$11,250.00				\$973.13	\$12,223.13					
Assistants		\$18.50	150	\$2,775.00				\$240.04	\$3,015.04					
<b>Fire Chief</b>	salaried	\$65,174.70	---	\$65,174.70		\$4,562.23		\$5,534.38	\$75,271.30	\$7,122.00	\$4,285.37		\$86,678.67	\$85,427.66
<b>Library</b>														
Admin. Lib.	0.625	\$20.89	1300	\$27,157.00		\$1,900.99	\$2,400.00	\$2,606.04	\$34,064.03		\$163.50		\$74,149.31	\$73,120.56
PR Lib.	0.625	\$20.60	1300	\$26,780.00		\$1,874.60		\$2,391.58	\$31,046.18	\$7,122.00				
Summer Asst.		\$13.45	120	\$1,614.00				\$139.61	\$1,753.61					
<b>Marine Facilities</b>											\$527.16		\$30,257.76	\$18,736.90
MF Coord.	0.5	\$20.60	1063	\$21,897.80		\$1,532.85		\$2,026.75	\$25,457.40	\$4,273.20				
<b>Totals:</b>				<b>\$368,595.15</b>		<b>\$22,884.83</b>	<b>\$12,000.00</b>	<b>\$32,913.71</b>	<b>\$436,393.70</b>	<b>\$18,517.20</b>	<b>\$7,772.74</b>	<b>\$170.00</b>	<b>\$462,853.64</b>	<b>\$438,287.89</b>
DRC FY20 notes:	Labor added for hazardous waste collection event: Three 9 hour days for Manager and three 8 hours days for three assistants (72 hours).													
MF FY20 Notes:	Marine Facilities Coordinator converted to a Regular position. Hours estimated at 10 hrs/wk Apr. 14-May 11, then 36 hrs/wk, then 25 hrs/wk Sept. 15-Dec. 31.													
Admin FY20 Notes:	Benefits are budgeted for the entire year but will only begin at the end of the probationary period.													
	The total administrative payroll will not exceed the amount budgeted for FY20 or the hourly equivalent of 2.2 full-time positions (FTE), unless an amended budget is approved by the City Council.													
<b>FY19</b>														
	<b>FTE</b>	<b>Hourly Wage</b> (with 0.5% COLA added)	<b>Hrs/year</b>	<b>Wage Total</b>	<b>OT Total</b>	<b>LFG Contrib.</b>	<b>Health Ins.</b> Stipend (\$200/mo stipend)	<b>Payroll Taxes</b> (6.2% SS, 1.45% Med., 1% AK unemp.)	<b>Payroll Total</b>	<b>Group Health</b> Plan (2018 = \$613.33/mo; 2019 = \$650/mo est.)	<b>Workers' Comp. Insurance</b>	<b>Direct Deposit Fees</b>	<b>Dept. Total</b>	<b>FY19 Budget</b>
<b>Admin. Dept.</b>														
Administrator	0.5	\$35.00	1040	\$36,400.00		\$2,548.00		\$3,369.00	\$42,317.00	\$7,579.98	\$378.58	\$180.00	\$163,627.61	\$163,627.61
Clerk	0.75	\$21.61	1560	\$33,711.60		\$2,359.81	\$2,400.00	\$3,327.78	\$41,799.19					
Treasurer	0.875	\$30.15	1820	\$54,873.00		\$3,841.11		\$5,078.77	\$63,792.88	\$7,579.98				
<b>DRC</b>														
Manager	1	\$26.36	2072	\$54,617.92		\$3,823.25	\$2,400.00	\$5,262.76	\$66,103.94		\$2,418.13		\$97,375.16	\$97,375.16
Assistants		\$18.50	1104	\$20,424.00				\$1,766.68	\$22,190.68					
Assistants		\$18.25	336	\$6,132.00				\$530.42	\$6,662.42					
<b>Fire Chief</b>	salaried	\$63,276.41	---	\$63,276.41		\$4,429.35		\$5,856.55	\$73,562.31	\$7,579.98	\$4,285.37		\$85,427.66	\$85,427.66
<b>Library</b>														
Admin. Lib.	0.625	\$20.28	1300	\$26,364.00		\$1,845.48	\$2,400.00	\$2,647.72	\$33,257.20		\$163.50		\$73,120.56	\$73,120.56
PR Lib.	0.625	\$20.00	1300	\$26,000.00		\$1,820.00		\$2,406.43	\$30,226.43	\$7,579.98				
Summer Asst.		\$13.45	120	\$1,614.00				\$139.61	\$1,753.61					
<b>Marine Facilities</b>											\$527.16		\$18,736.90	\$18,736.90
MF Coord.		\$20.00	838	\$16,760.00				\$1,449.74	\$18,209.74					
<b>Totals:</b>				<b>\$340,172.93</b>		<b>\$20,667.01</b>	<b>\$7,200.00</b>	<b>\$31,835.45</b>	<b>\$399,875.39</b>	<b>\$30,319.92</b>	<b>\$7,772.74</b>	<b>\$180.00</b>	<b>\$438,287.89</b>	<b>\$438,287.89</b>

City of Gustavus Organizational Chart



## Summary of Incoming and Outgoing Grants/Scholarships

Incoming Grants/Scholarships to City of Gustavus FY19 to Date							
Dept.	Purpose	Date Received	Amount Awarded	QB Class Name	Amount Spent to Date	Remaining Funds	Notes
Library	Library Supplies	7/13/2018	\$7,000.00	FY19 PLA Grant	\$4,528.53	\$2,471.47	State of AK Public Library Assistance (PLA) grant for library materials
	Reading with Rachel	7/16/2018	\$571.00	Reading with Rachel	\$571.00	\$0.00	Grant from Jon & Julie Howell
	Library Internet	7/20/2018	\$2,078.40	SoA OWL Internet Subsidy	\$1,732.00	\$346.40	Alaska OWL monthly internet subsidy
	Library Training & Travel	4/2/2019	\$1,937.76	--	\$1,937.76	\$0.00	State of AK grant for AkLA conference reimbursement
	Library Training	spring 2019	\$500.00	--	\$0.00	\$500.00	State of AK library NASA STEM travel grant
	Library Training & Travel	spring 2019		--			State of AK grant for SLICE training reimbursement
GVFD	GVFD Equipment	Spring 2018	\$25,450.00	funds can be spent over 2 years	\$1,165.50	\$24,284.50	SEREMS Code Blue Grant - GVFD pays 10% match
	GVFD Supplies	4/27/2018	\$7,312.50	2018 VFA Grant	\$7,312.50	\$0.00	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis.
	Carbon Monoxide Detectors for Community Members	1/16/2019	\$945.00	approx. value of 27 sets of detectors	\$945.00	\$0.00	First Alert grant
	GVFD Supplies	3/25/2019	\$3,735.00	2019 VFA Grant	\$0.00	\$3,735.00	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis.
	GVFD Training	4/3/2019	\$1,000.00	registration fee for 2 attendees (\$750) + partial hotel reimbursement (\$250)			SEREMS MiniGrant for Southeast Regional Symposium
Admin	City Clerk Training	2/12/2019	\$400.00		\$400.00	\$0.00	IIMC Foundation scholarship for IIMC institute Jun. 2018
	City Clerk Training	12/16/2018	\$500.00	--	\$500.00	\$0.00	AAMC scholarship for Nov. 2018 annual conference
	Council Member Training 10/2	11/10/2018	\$863.09	--	\$863.09	\$0.00	State of AK/DCRA grant for travel/lodging reimbursement
	City Hall Equipment	2/20/2019	\$1,000.00	--	\$1,000.00	\$0.00	APEI Safety Grant used to purchase AED for City Hall
	City Clerk Training	summer 2019	\$1,550.00	--	\$0.00	\$1,550.00	AAMC scholarship for NW Clerks Institute June 2019
	City Clerk Training	summer 2019	\$400.00		\$0.00	\$400.00	IIMC Foundation scholarship for IIMC institute Jun. 2019
			\$55,242.75				
Current Outgoing Grants from City of Gustavus - Endowment Fund Grant (EFG)							
Resolution	Grantee	Date Awarded	Amount Awarded	QB Class Name	Amount Disbursed to Date	Remaining Funds	Notes
CY16-04	Gustavus Community Center	3/14/2016	\$33,447.45	2016-2019 EFG - GCC	\$10,579.36	\$22,868.09	3-year grant, extended to May 14, 2019
CY18-33	GCEP	12/11/2018	\$4,363.95	2019 EFG - GCEP	\$1,873.08	\$2,490.87	
CY18-33	GHAA	12/11/2018	\$3,424.00	2019 EFG - GHAA	\$3,424.00	\$0.00	
CY18-33	Gustavus Helping Hands	12/11/2018	\$4,540.00	2019 EFG - GHH	\$1,216.00	\$3,324.00	
CY18-33	Gustavus Public Library	12/11/2018	\$2,902.60	2019 EFG - GPL	\$43.46	\$2,859.14	
CY18-33	Gustavus School	12/11/2018	\$9,606.75	2019 EFG - GST School	\$1,839.72	\$7,767.03	
CY19-01	Gustavus Community Center	1/14/2019	\$17,514.70	2019 EFG - GCC	\$0.00	\$17,514.70	

## 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.

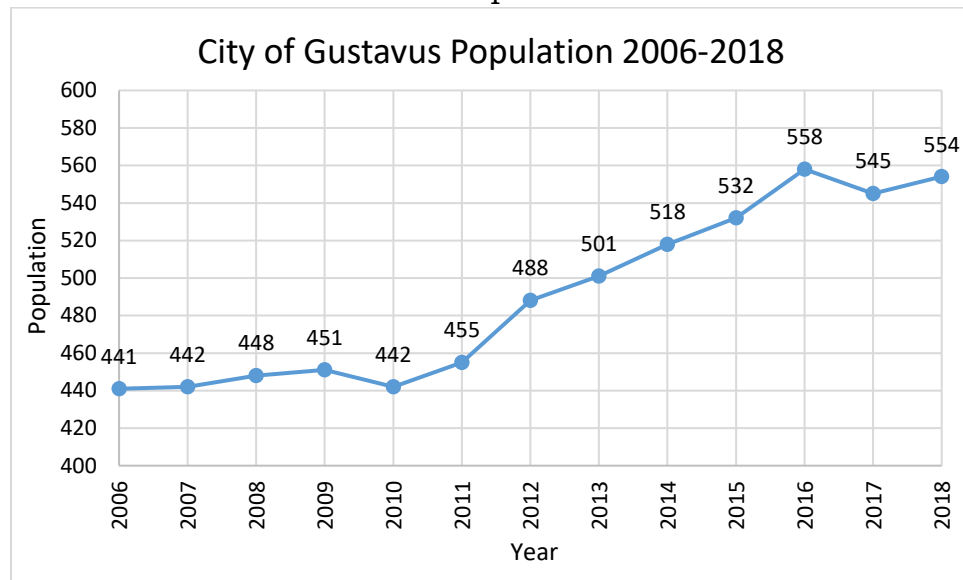
If endowment fund earnings allow and the Gustavus City Council determines it to be fiscally responsible, an annual grant cycle makes funding available for community projects. See the Policy and Procedure (P&P) for Awarding Grants from the Endowment Fund Earnings (most recently revised version at the time of this writing is Resolution CY17-12).

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.

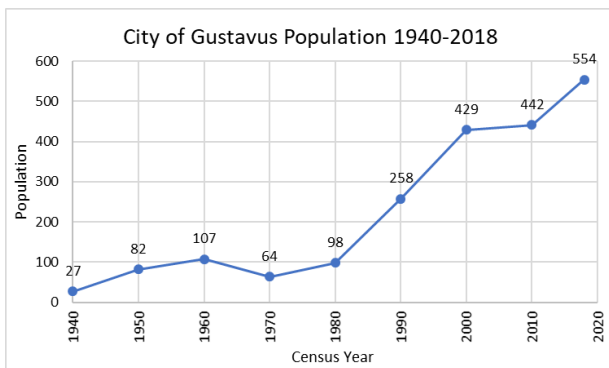
Original Value of the Endowment Fund			Anchorage Consumer Price Index (CPI) for first half of 2004		
\$963,000			165.6		
End of Fiscal Year Date	Endowment Fund Market Value	Anchorage CPI for first half of year ( <a href="http://live.laborstats.alaska.gov/cpi/index.cfm">http://live.laborstats.alaska.gov/cpi/index.cfm</a> )	Multiplier Value (Anchorage CPI for current year div. by CPI for 2004 = 165.6, rounded to 3 decimals)	Inflation-Adjusted Value of Original Principal = Original Value \$963,000 x Multiplier Value	Excess Earnings Determination = Actual Market Value - Inflation-Adjusted Principal
June 30, 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
	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			



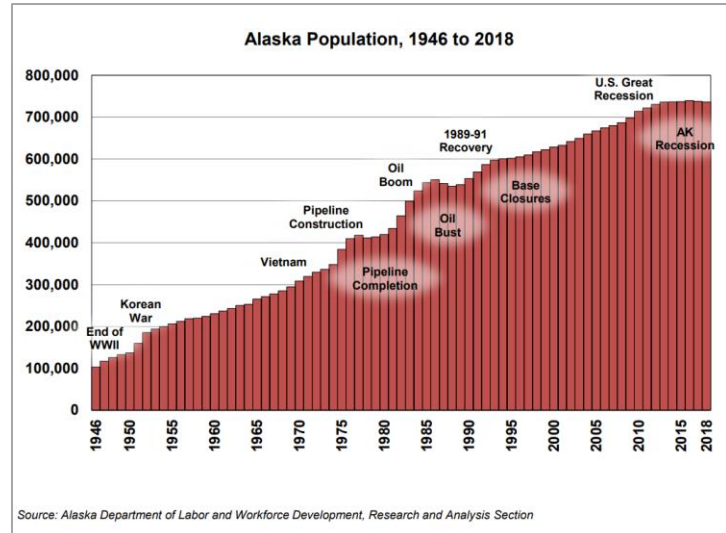
## City of Gustavus and State of Alaska Population Trends



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. 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. 2018 data point is from the same source as explained for the graph above.



Graph copied from the State of Alaska Department of Labor and Workforce Development Research and Analysis Section's website on March 28, 2019 (<http://live.laborstats.alaska.gov/pop/estimates/data/TotalPopGraph.pdf>).



**City of Gustavus**

PO Box 1

Gustavus, Alaska 99826

Phone: (907) 697-2451

City of Gustavus  
General Fund  
Fiscal Year 2020

May 2019

## City of Gustavus General Fund FY20 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	TOTAL
		Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20
Ordinary Income/Expense											
Income											
	Prior-Year Cash Balance								67,000.00	67,000.00	67,000.00
	Business License Fees								3,800.00	3,800.00	3,800.00
	Donations					1,000.00				1,000.00	1,000.00
	DRC Income										
	Community Chest Sales		15,000.00							15,000.00	15,000.00
	Landfill Fees/Sales		70,880.00							70,880.00	70,880.00
	Recyclable Material Sales		4,600.00							4,600.00	4,600.00
	Total DRC Income		90,480.00							90,480.00	90,480.00
	Federal Revenue										
	Payment In Lieu of Taxes								100,000.00	100,000.00	100,000.00
	Total Federal Revenue								100,000.00	100,000.00	100,000.00
	Fundraising					500.00				500.00	500.00
	GVFD Income										
	Ambulance Billing			6,500.00						6,500.00	6,500.00
	ASP			1,400.00						1,400.00	1,400.00
	Total GVFD Income			7,900.00						7,900.00	7,900.00
	Interest Income								300.00	300.00	300.00
	Lands Income										
	Gravel Pit Gravel Sales				22,000.00					22,000.00	22,000.00
	Total Lands Income				22,000.00					22,000.00	22,000.00
	Lease Income				12,720.35					12,720.35	12,720.35
	Library Income					500.00				500.00	500.00
	Marine Facilities Income										
	Storage Area Fee						1,700.00			1,700.00	1,700.00
	Marine Facilities Income - Other						14,000.00			14,000.00	14,000.00
	Total Marine Facilities Income						15,700.00			15,700.00	15,700.00
	State Revenue										
	Community Assistance Program								82,598.89	82,598.89	82,598.89
	Shared Fisheries Business Tax								1,500.00	1,500.00	1,500.00
	Total State Revenue								84,098.89	84,098.89	84,098.89
	Tax Income										
	Retail Tax Income								370,000.00	370,000.00	370,000.00
	Room Tax Income								65,000.00	65,000.00	65,000.00
	Fish Box Tax								13,000.00	13,000.00	13,000.00
	Tax Exempt Cards								200.00	200.00	200.00
	Total Tax Income								448,200.00	448,200.00	448,200.00
	Total Income		90,480.00	7,900.00	34,720.35	2,000.00	15,700.00		703,398.89	854,199.24	854,199.24
	Gross Profit		90,480.00	7,900.00	34,720.35	2,000.00	15,700.00		703,398.89	854,199.24	854,199.24

		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	TOTAL
		Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20
<b>Expense</b>											
	Administrative Costs	2,000.00			2,000.00					4,000.00	4,000.00
	Advertising	100.00								100.00	100.00
	Bank Service Charges	1,200.00	1,025.00	25.00		25.00				2,275.00	2,275.00
	Building										
	Insurance	450.00	665.00	1,450.00		1,950.00	2,400.00			6,915.00	6,915.00
	Maintenance & Repair	3,100.00	1,200.00	500.00		3,015.00	750.00			8,565.00	8,565.00
	Total Building	3,550.00	1,865.00	1,950.00		4,965.00	3,150.00			15,480.00	15,480.00
	Contractual Services										
	Ambulance Billing Expense			1,600.00						1,600.00	1,600.00
	Managed IT Services								30,000.00	30,000.00	30,000.00
	Contractual Services - Other	10,000.00	23,240.00	10,000.00	15,000.00	5,120.00	3,500.00			66,860.00	66,860.00
	Total Contractual Services	10,000.00	23,240.00	11,600.00	15,000.00	5,120.00	3,500.00		30,000.00	98,460.00	98,460.00
	Dues/Fees	2,000.00	800.00	250.00		4,400.00				7,450.00	7,450.00
	Economic Development Services										
	GVA								20,000.00	20,000.00	20,000.00
	Total Economic Development Services								20,000.00	20,000.00	20,000.00
	Election Expense	250.00								250.00	250.00
	Equipment										
	Equipment Fuel		1,500.00							1,500.00	1,500.00
	Equipment Purchase	11,500.00	1,300.00	2,000.00		500.00	100.00	0.00		15,400.00	15,400.00
	Insurance		226.00							226.00	226.00
	Maintenance & Repair		4,000.00							4,000.00	4,000.00
	Equipment - Other		6,000.00							6,000.00	6,000.00
	Total Equipment	11,500.00	13,026.00	2,000.00		500.00	100.00	0.00		27,126.00	27,126.00
	Events & Celebrations	3,900.00	275.00			175.00				4,350.00	4,350.00
	Freight/Shipping	600.00	22,430.00	250.00		550.00	200.00			24,030.00	24,030.00
	Fundraising Expenses					500.00				500.00	500.00
	General Liability	5,000.00								5,000.00	5,000.00
	Holiday gift	0.00								0.00	0.00
	Library Materials										
	Non-Fiction Add/Replacement					600.00				600.00	600.00
	Total Library Materials					600.00				600.00	600.00
	Marine Facilities										
	Insurance						1,625.00			1,625.00	1,625.00
	Maintenance & Repairs						3,000.00			3,000.00	3,000.00
	Total Marine Facilities						4,625.00			4,625.00	4,625.00
	Occupational Health			500.00						500.00	500.00
	Payroll Expenses										
	Wages	140,223.20	85,748.45	65,174.70		55,551.00	21,897.80			368,595.15	368,595.15
	Payroll Taxes	12,627.27	7,588.09	5,534.38		5,137.22	2,026.75			32,913.71	32,913.71
	Health Insurance (company paid)			7,122.00		7,122.00	4,273.20			18,517.20	18,517.20
	Health Insurance Stipend	7,200.00	2,400.00			2,400.00				12,000.00	12,000.00
	457(b) Employer Contribution	9,815.62	3,198.54	4,562.23		3,775.59	1,532.85			22,884.83	22,884.83
	Workers Comp Insurance	378.58	2,418.13	4,285.37		163.50	527.16			7,772.74	7,772.74
	Payroll Expenses - Other	170.00								170.00	170.00
	Total Payroll Expenses	170,414.67	101,353.21	86,678.68		74,149.31	30,257.76			462,853.63	462,853.63
	Professional Services	30,000.00								30,000.00	30,000.00
	Public Relations	500.00								500.00	500.00
	Repair & Replacement Fund	1,000.00	2,150.79	4,454.47		10,267.13	7,482.27			25,354.66	25,354.66
	Road Maintenance							85,000.00		85,000.00	85,000.00
	Social Services										
	GCEP dba The Rookery								13,890.00	13,890.00	13,890.00
	GCEP add'l. as City Dept.								1,000.00	1,000.00	1,000.00
	Total Social Services								14,890.00	14,890.00	14,890.00
	Supplies										
	Program					1,010.00				1,010.00	1,010.00
	Supplies - Other	2,000.00	4,100.00	7,500.00		2,900.00	1,500.00			18,000.00	18,000.00
	Total Supplies	2,000.00	4,100.00	7,500.00		3,910.00	1,500.00			19,010.00	19,010.00
	Telecommunications	6,500.00	2,150.00	6,000.00		5,900.00	240.00			20,790.00	20,790.00
	Training	4,000.00	400.00	5,500.00		500.00				10,400.00	10,400.00
	Travel	10,500.00	500.00	16,865.00		1,500.00				29,365.00	29,365.00
	Utilities										
	Electricity	2,000.00	1,900.00	2,000.00		3,400.00				9,300.00	9,300.00
	Fuel Oil	900.00	1,000.00	1,500.00		4,000.00				7,400.00	7,400.00
	Total Utilities	2,900.00	2,900.00	3,500.00		7,400.00				16,700.00	16,700.00

				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	TOTAL
				Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20
			Vehicle										
			Fuel			1,000.00						1,000.00	1,000.00
			Insurance			3,740.00						3,740.00	3,740.00
			Maintenance & Repair			2,000.00						2,000.00	2,000.00
			Mileage Reimbursement	250.00	200.00	250.00			1,200.00	100.00		2,000.00	2,000.00
			Total Vehicle	250.00	200.00	6,990.00			1,200.00	100.00		8,740.00	8,740.00
			Total Expense	268,164.67	176,415.00	154,063.15	17,000.00	120,461.44	52,255.03	85,100.00	64,890.00	938,349.29	938,349.29
			Net Ordinary Income	-268,164.67	-85,935.00	-146,163.15	17,720.35	-118,461.44	-36,555.03	-85,100.00	638,508.89	-84,150.05	-84,150.05
			Other Income/Expense										
			Other Income										
			Encumbered Funds							85,100.00		85,100.00	85,100.00
			Total Other Income							85,100.00		85,100.00	85,100.00
			Net Other Income							85,100.00		85,100.00	85,100.00
Net Income				-268,164.67	-85,935.00	-146,163.15	17,720.35	-118,461.44	-36,555.03	0.00	638,508.89	949.95	949.95

## Administration

## General Fund

### Administration Department:

The City Council hired a City Administrator that 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 coordinates volunteers working at City Hall. The clerk is a parliamentarian, administers the city records retention schedule, and conducts daily business transactions with the public. 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 and department leads. The treasurer is a notary public.

### Personnel:

Volunteer Mayor  
Six Volunteer City Council Members  
City Administrator (0.925 FTE)  
City Clerk (0.75 FTE)  
City Treasurer (0.525 FTE)  
3-5 other regular City Hall volunteers for projects

### Mission:

To serve and collect.

### FY18 Statistics:

- Issued 156 business permits.

### FY19 Accomplishments:

- Facilitated the Electric Intertie Summit, producing strategies and procedures for moving forward
- Working with the Mayor/Vice Mayor and City Attorney, implemented a strategy to protect the City while representing the community in the many facets of the PFAS (per- and polyfluoroalkyl substances) issue
- Proposed the incorporation of the Gustavus Children's Enhancement Program into a City Department, continuing to provide daycare and preschool
- With the Council's direction, resolved the Alaska Airlines Mileage issue
- Investigating the potential and feasibility of a City Water Facility

- Developed approach and implemented actions for the “Beach Agreement” improvements
- Introduced scoping document and began dialogue for Fire Hall/Library expansion
- Concluded the Federal Lands Access Program (FLAP) project proposal
- Resolved Surface Use Agreement for mining operation at gravel pits
- Multiple letters and Resolutions in support of enhancement and continuation of Alaska Marine Highway Service (AMHS)
- Created a Strategic Plan format and process. Current status is the writing of the plans elements which should be concluded by 7/1/19 and introduced to the public through multiple public meetings during the 2019 summer.
- Provided edits and worked with Council members’ edits to multiple City Ordinance Titles (2,3,4,8, and 10) and Policies and Procedures
- Multiple meetings with Gustavus Visitors Association (GVA) to provide alternatives to data collection
- Development of the Marine Facilities Master Plan
- Solid Waste Management Plan drafts
- FY2020 budget and CY2019 Capital Improvement Plan (CIP) updates
- Facilitated presentation by the Local Government Expert to the Council
- Procurement of new dais for Council chambers
- Initial stages of procuring LIDAR (Light Detection and Ranging) survey
- Resolved the Bill’s Drive controversy
- The City Clerk continues to attend training and classes toward becoming a Certified Municipal Clerk. The City Clerk became a certified Parliamentarian. Training also was attended by the treasurer, mayor, and two council members.
- Hundreds of volunteer hours at City Hall: creation of the first ever Business Directory; documenting and destroying boxes of old records, per the records retention policy; and helping with specific projects.
- Worked with contractor for city-wide Managed Information Technology (IT) Services to complete an IT overhaul of city devices and protocols.
- Worked with an accountant to complete Review Services of FY18. A review engagement is conducted to provide limited assurance that there are no material modifications that should be made to the financial statements for them to be in conformity with the financial reporting framework. A review differs significantly from an audit, which was last performed for FY15.
- In conjunction with the Endowment Fund Grant installing a new playground at Salmon River Park (SRP), completed other SRP improvements including: ground leveling and grass seed, electric power to the park shelter, tree limbing, and purchase and installation of a new swing set.

#### FY20 Goals:

- Continuous improvement of administrative policies and procedures
- Completion of Strategic Plan
- Resolving gravel pit supply
- Continued work on and continuation of ongoing City projects such as Code updates, PFAS resolution, 1<sup>st</sup> Class City consideration, sales tax increase, etc.
- City Clerk continuing work toward becoming a Certified Municipal Clerk
- Standard operating procedures created for clerk and treasurer positions
- Cross-training by all administrative staff

## FY16-FY20 General Fund: Administration Expenditures

Expense		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
	<b>Administrative Costs</b>	22,792.52	1,763.05	3,023.52	12,000.00	2,000.00
	<b>Advertising</b>	414.72	0.00	75.00	500.00	100.00
	<b>Bad Debt</b>	0.00	0.00	620.61	0.00	0.00
	<b>Bank Service Charges</b>	1,301.62	1,572.55	1,251.31	1,200.00	1,200.00
	<b>Building</b>	2,554.22	286.68	1,209.94	3,545.17	3,550.00
	<b>Capital Projects Funding</b>	250,132.30	0.00	0.00	0.00	0.00
	<b>Contractual Services</b>	6,512.65	22,975.33	6,070.40	5,000.00	10,000.00
	<b>Dues/Fees</b>	1,698.20	1,345.00	1,686.00	2,000.00	2,000.00
	<b>Election Expense</b>	129.96	111.16	212.17	250.00	250.00
	<b>Equipment</b>	3,793.42	613.85	5,253.84	2,500.00	11,500.00
	<b>Events &amp; Celebrations</b>	0.00	2,285.70	2,500.00	3,000.00	3,900.00
	<b>Freight/Shipping</b>	197.55	362.02	595.80	600.00	600.00
	<b>General Liability</b>	-2,578.60	1,865.68	4,424.75	5,001.38	5,000.00
	<b>Marine Facilities</b>	17.00	0.00	0.00	0.00	0.00
	<b>Payroll Expenses</b>	113,530.50	133,306.30	96,180.13	163,627.61	170,414.67
	<b>Postage &amp; Shipping</b>	482.82	0.00	0.00	0.00	0.00
	<b>Professional Services</b>	7,126.78	16,078.81	25,506.70	20,000.00	30,000.00
	<b>Public Relations</b>	1,586.74	575.00	1,006.65	500.00	500.00
	<b>Repair &amp; Replacement Annual Contribution</b>	0.00	0.00	0.00	1,000.00	1,000.00
	<b>Supplies</b>	4,392.99	4,240.87	2,177.79	3,000.00	2,000.00
	<b>Telecommunications</b>	4,611.59	8,204.74	6,792.56	6,500.00	6,500.00
	<b>Training</b>	2,871.95	894.00	2,231.00	4,000.00	4,000.00
	<b>Travel</b>	6,656.71	410.00	10,585.88	6,500.00	10,500.00
	<b>Utilities</b>	3,054.86	2,232.82	1,384.41	2,900.00	2,900.00
	<b>Vehicle</b>	352.95	0.00	81.12	100.00	250.00
<b>Total Expense</b>		431,633.45	199,123.56	172,869.58	243,724.16	268,164.67



# 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, 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.

The DRC temporary labor pool employees assist in the day-to-day operations of the DRC, including receiving and processing solid waste and recyclables from customers, collecting customer payments, and performing equipment and building maintenance.

## Personnel:

Manager/Operator (1 FTE)

Up to five Temporary Labor Pool Employees (0.625 FTE)

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 and environmentally responsible manner.

## FY18 Statistics:

- 56% of waste was diverted from landfilling
- 12,020 pounds of household hazardous waste collected and exported during first collection event
- 5,164 Customer transactions
- 1,051 hours volunteer labor and revenue of \$15,277 from the Community Chest

## FY19 Accomplishments:

- Completion of Driveway and [Recycling] Outflow Storage Area Project
- Installation of back-up camera in A770 Loader
- 40-hour Compost Facility Operator Training with certification
- Completion of Composting Quonset Replacement – design phase
- Purchase of storage bins and pallet jack

## FY20 Goals:

- Completion of Compost Yard Improvement project, per the Capital Improvement Plan
- Purchase of a new Point of Sale system for the DRC to include an integrated and secure billing system for the City Treasurer
- Installation of a new digital scale
- Purchase of 20' Household Hazardous Waste (HHW) Facility, per the Capital Improvement Plan

- Completion of Inflow Storage and HHW Facility Storage Area project, per the Capital Improvement Plan

## FY16-FY20 General Fund: Disposal &amp; Recycling Center Expenditures

	Actual	Actual	Actual	Budget	Budget
	Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
<b>Expense</b>					
Administrative Costs	0.00	285.51	300.00	300.00	0.00
Bank Service Charges	1,024.20	1,220.91	1,130.00	1,000.00	1,025.00
Building	954.94	1,005.08	1,830.00	1,863.08	1,865.00
Contractual Services	2,480.50	722.75	4,000.00	4,000.00	23,240.00
Dues/Fees	362.00	552.00	700.00	700.00	800.00
Equipment	4,577.10	6,019.11	4,270.00	8,596.00	13,026.00
Events & Celebrations	0.00	0.00	0.00	0.00	275.00
Freight/Shipping	15,069.42	14,005.46	17,260.00	17,550.00	22,430.00
Fundraising Expenses	0.00	0.00	250.00	250.00	0.00
Payroll Expenses	71,314.34	82,997.60	91,500.00	97,375.16	101,353.21
Postage & Shipping	289.60	0.00	0.00	0.00	0.00
Repair & Replacement Annual Contribution	0.00	0.00	0.00	3,350.26	2,150.79
Supplies	2,971.21	3,495.84	3,900.00	3,900.00	4,100.00
Telecommunications	1,494.13	1,751.74	1,710.00	1,700.00	2,150.00
Training	100.00	130.00	1,100.00	1,100.00	400.00
Travel	92.32	953.93	2,350.00	2,350.00	500.00
Utilities	2,271.08	1,992.19	2,540.00	2,900.00	2,900.00
Vehicle	45.14	124.20	150.00	200.00	200.00
<b>Total Expense</b>	<b>103,045.98</b>	<b>115,256.32</b>	<b>132,990.00</b>	<b>147,134.50</b>	<b>176,415.00</b>

## Gustavus Public Library

## General Fund

### Gustavus Public Library:

The Gustavus Public Library provides to the public a wide selection of nonfiction, fiction, children's, and young adult books. The library's collection highlights what the public has requested to see in their library along with the most recent books released. The library also has audio books, magazines, videos, and computers for internet access. The collection is available for check out by members of the public who have been issued a library card. The library offers diverse presentations, a summer reading program, and is the library for the adjacent Gustavus School. The library is open Monday through Saturday with limited evening hours. The library has a strong volunteer presence and an advisory board.

The Administrative Librarian 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 librarian assists the Public Relations Librarian with training and coordinating 12-plus volunteers. The administrative librarian generates the annual departmental operating budget in conjunction with the City Treasurer. The librarian also performs the duties listed below for the volunteer desk sitters.

The Public Relations Librarian oversees operations, services, and creation and maintenance of the daily programs that get patrons in the door. The PR Librarian focuses on developing these programs for diverse age groups. The PR Librarian is responsible for training and supervising volunteers and writing news articles and monthly newsletters. This librarian collaborates with the Administrative Librarian on matters of general library operations and administration and cooperates with other organizations, such as the Gustavus School, to develop library programs that contribute to the needs of the community.

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

### Personnel:

Administrative Librarian (0.625 FTE)

Public Relations Librarian (0.625 FTE)

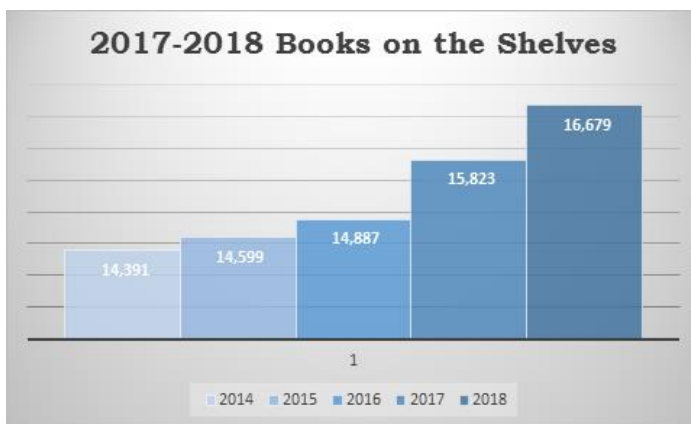
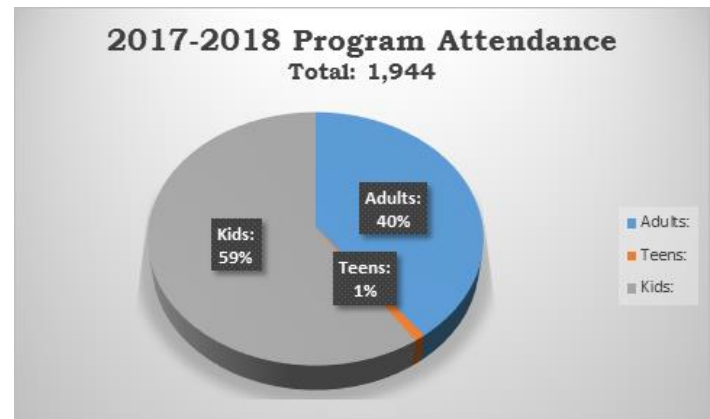
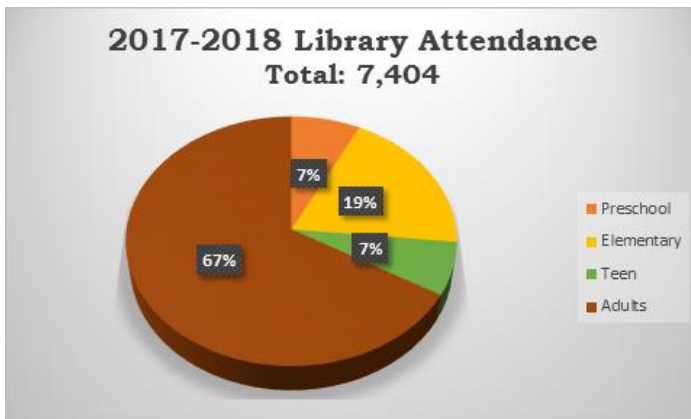
12+ Volunteers

Summer Reading Intern: 120 hours

### 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.

### FY18 Statistics:



### FY 19 Accomplishments to Date:

- Expanded programming for teens and adults, including reviving the book club.
- Refreshed the materials in various non-fiction sections.
- FY19 to date, hosted 399 programs, meetings and events for children, teens and adults.

### FY20 Goals:

- Roof repair and replacement to be completed.
- Refreshing materials in the non-fiction sections, adult and juvenile.
- Working towards an expansion to include an Alaska Room/Quiet Study Room.
- Continue bringing the database of library statistics up to date to ensure it is being as useful as possible.
- Implement the new program funded by our Endowment Fund Grant, *1000 Books Before Kindergarten*.
- Increase teen participation at library events.

## FY16-FY20 General Fund: Gustavus Public Library Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
<b>Expense</b>						
	<b>Bank Service Charges</b>	0.00	0.00	25.00	25.00	25.00
	<b>Building</b>	1,546.90	2,520.35	16,862.78	3,951.84	4,965.00
	<b>Contractual Services</b>	2,748.00	1,925.00	3,328.47	2,000.00	5,120.00
	<b>Dues/Fees</b>	3,386.68	3,324.80	3,724.98	4,000.00	4,400.00
	<b>Equipment</b>	155.70	459.56	1,683.00	500.00	500.00
	<b>Events &amp; Celebrations</b>	0.00	0.00	0.00	0.00	175.00
	<b>Freight/Shipping</b>	0.00	513.56	444.14	450.00	550.00
	<b>Fundraising Expenses</b>	111.25	252.00	150.02	350.00	500.00
	<b>Library Materials</b>	0.00	266.73	295.59	600.00	600.00
	<b>Payroll Expenses</b>	38,566.22	46,491.36	52,412.60	72,980.72	74,149.31
	<b>Postage &amp; Shipping</b>	247.76	0.00	0.00	0.00	0.00
	<b>Repair &amp; Replacement Annual Contribution</b>	0.00	0.00	0.00	4,028.00	10,267.13
	<b>Supplies</b>	1,490.86	1,369.82	2,673.64	2,100.00	2,900.00
	<b>Supplies - Summer Reading</b>	55.76	0.00	0.00	500.00	1,010.00
	<b>Telecommunications</b>	3,394.87	3,994.26	5,768.39	5,000.00	5,900.00
	<b>Training</b>	0.00	148.50	112.50	1,000.00	500.00
	<b>Travel</b>	0.00	637.45	98.37	1,000.00	1,500.00
	<b>Utilities</b>	4,223.48	4,357.71	5,634.27	7,900.00	7,400.00
<b>Total Expense</b>		55,927.48	66,261.10	93,213.75	106,385.56	120,461.44

# 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 along with two water tenders are stocked with proper equipment to tackle most emergencies.

GVFD is composed of a full-time Fire Chief and currently overseeing 24 volunteers that bring a variety of skills to our 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, 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)

Fire Captain (Volunteer)

EMS Captain (Volunteer)

24 volunteers within the 3 divisions

## Mission:

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

## Calendar Year 2018 Statistics:

- 49 incidents. 39 EMS calls, 6 fire calls, 4 other responses.

## FY19 Accomplishments:

- Replacement of self-contained breathing apparatus (SCBA) sets
- New Department Standard Operating Guidelines (SOGs)
- New EMS Protocols
- 9 new Emergency Medical Technicians (EMTs) roaming the streets

## FY20 Goals:

- Continue to build wildland firefighting team and resources
- Create a local emergency planning group
- Recruit and retain volunteers
- Bring in the best training possible for the volunteers

## FY16-FY20 General Fund: Gustavus Volunteer Fire Department Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
Expense						
	Administrative Costs	0.00	0.00	25.00	0.00	0.00
	Bank Service Charges	0.00	0.00	0.00	25.00	25.00
	Building	1,142.16	1,577.45	1,953.17	1,925.83	1,950.00
	Cash Short/Over	0.00	489.59	0.00	0.00	0.00
	Contractual Services	2,543.89	10,961.24	8,162.52	10,000.00	10,000.00
	Ambulance Billing Expense	15.94	0.00	400.00	1,000.00	1,600.00
	Dues/Fees	175.00	99.00	138.00	250.00	250.00
	Equipment	4,611.38	2,581.70	8,242.26	2,000.00	2,000.00
	Freight/Shipping	354.55	600.35	155.04	250.00	250.00
	Fundraising Expenses	1,577.39	1,620.71	1,287.62	0.00	0.00
	Occupational Health	0.00	0.00	0.00	500.00	500.00
	Payroll Expenses	7,209.64	73,307.50	83,972.32	85,427.66	86,678.68
	Per Diem	28.39	0.00	0.00	0.00	0.00
	Postage & Shipping	632.18	0.00	0.00	0.00	0.00
	Relocation	0.00	913.70	0.00	0.00	0.00
	Repair & Replacement Annual Contribution	0.00	0.00	0.00	4,235.23	4,454.47
	Supplies	2,603.01	5,607.17	6,231.28	7,500.00	7,500.00
	Telecommunications	3,264.41	4,124.37	7,050.87	7,300.00	6,000.00
	Training	2,015.15	3,221.96	6,168.79	15,000.00	5,500.00
	Travel	9,612.12	3,829.79	3,075.40	10,000.00	16,865.00
	Utilities	5,026.76	4,076.07	3,873.10	3,500.00	3,500.00
	Vehicle	4,119.19	2,789.04	5,301.56	8,936.95	6,990.00
<b>Total Expense</b>		<b>44,931.16</b>	<b>115,799.64</b>	<b>136,036.93</b>	<b>157,850.67</b>	<b>154,063.15</b>

## Marine Facilities Department

## General Fund

### Marine Facilities Department:

The City of Gustavus oversees and maintains the float on the Gustavus public dock, the small boat harbor on the Salmon River, and the boat launch and small adjacent float in the small boat harbor. The public dock float is used extensively during the summer months by the local charter fishing fleet, a local whale-watching vessel, commercial fishing boats, and private citizens' personal vessels. The small boat harbor is tidally-influenced and offers a boat launch also used by landing craft deliveries, a barge landing area, long-term storage areas for monthly or yearly lease, short-term parking, and a selection of privately owned small floats in various stages of usability/disrepair. Waterless restrooms were constructed at the beach in 2014 and at the Salmon River Park in 2016.

The City of Gustavus has established fees for commercial vessel annual registration (\$300), private vessel annual registration (\$50), long-term storage lease (\$20/month or \$150/year), and transient moorage/daily use fee for unregistered vessels (fee varies based on vessel size).

The Marine Facilities Coordinator (MFC) monitors the dock float and harbor six days per week in the summer months with additional intermittent duties on the shoulder seasons. The MFC collects transient moorage fees, encourages vessel user to obtain vessel registration stickers and follow City of Gustavus policies, assists with fall storage and spring installment of the public dock float, and cleans up trash at the dock, adjacent beach, and boat harbor. The MFC collects the trash from the receptacles located near the waterless restrooms at the dock and cleans both waterless restrooms, at the beach and at Salmon River Park.

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

The Marine Facilities Advisory Committee has been designated as the Mayor, City Administrator, and the Marine Facilities Coordinator. A Marine Facilities Master Plan has been created and will be linked to amendments to Title 8.

Additional planning for the Small Boat Harbor includes coordinating a fish recycling program with the DRC in an effort to reduce bear interactions and enhance the DRC's composting program. Other improvements under development include kiosks providing information and subjects of interest such as the flora and fauna of the area.

### Personnel:

Marine Facilities Coordinator/Harbormaster (0.5 FTE)

### Mission:

- 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.

#### FY18 Statistics:

- Registered 30 commercial vessels, 108 private vessels, and 2 motorless vessels.

#### FY19 Accomplishments:

- Minor float repairs
- Adoption of the Marine Facilities Master Plan
- Clean-up of the Small Boat Harbor uplands and installed information kiosk and kayak rack

#### FY20 Goals:

- Continued Salmon River Harbor clean-up, per Capital Improvement Plan
- State of Alaska DOT/PF repair and reinstallation of damaged steel mooring float that is currently anchored off the north end of Pleasant Island. Expected completion Spring 2020.

#### FY16-FY20 General Fund: Marine Facilities Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
<b>Expense</b>						
	<b>Building</b>	0.00	0.00	744.87	2,309.71	3,150.00
	<b>Contractual Services</b>	0.00	3,550.00	3,000.00	3,500.00	3,500.00
	<b>Dues/Fees</b>	0.00	0.00	0.00	0.00	0.00
	<b>Equipment</b>	0.00	0.00	100.00	100.00	100.00
	<b>Freight/Shipping</b>	14.02	59.44	182.63	200.00	200.00
	<b>Marine Facilities</b>	8,437.97	4,796.04	6,728.31	4,625.46	4,625.00
	<b>Payroll Expenses</b>	14,202.31	11,863.40	15,190.77	18,736.90	30,257.76
	<b>Repair &amp; Replacement Annual Contribution</b>	0.00	0.00	0.00	7,482.27	7,482.27
	<b>Supplies</b>	1,002.76	1,262.85	1,307.25	1,500.00	1,500.00
	<b>Telecommunications</b>	0.00	0.00	0.00	0.00	240.00
	<b>Vehicle</b>	143.13	0.00	0.00	100.00	1,200.00
<b>Total Expense</b>		23,800.19	21,531.73	27,253.83	38,554.34	52,255.03

## 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 is 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 council liaison.

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 almost nothing in recent years. The City of Gustavus continues to spend encumbered funds in reserve from past years' NFR towards road maintenance. When these funds are used up, this department will need to be fully funded within the operating budget or by using other reserve funds.

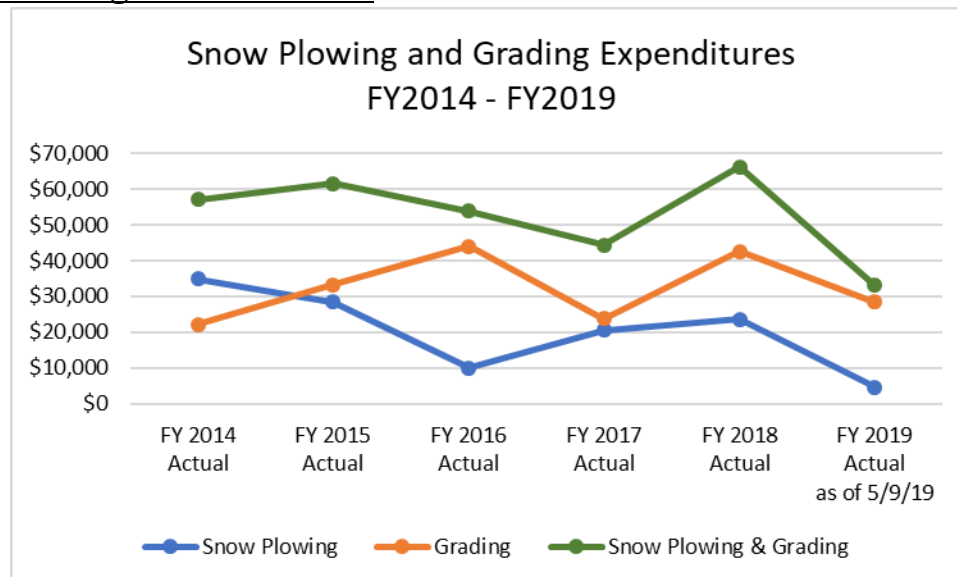
### Personnel:

Volunteer City Council Member

### 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 FY19-to-date:



### FY19 Accomplishments:

- Road name signs installed
- Halibut Drive culvert lowering

- Ditch reconditioning on Rink Creek Road
- In spring of 2019, the City Treasurer did extensive work with State of Alaska DOT Information Systems and Services Division 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 ADCCED under the National Forest Receipts program. Total mileage for City of Gustavus changed from 31.21 to 24.61 miles, which will lead to reduced NFR receipts presumably. A more accurate road length data set and mapping file are now available for future RFQs, etc.
- Good River bridge repairs – end of FY19 or beginning of FY20

#### FY20 Goals:

- Repair of Rink Creek bridge
- Wilson Road Drainage Improvement, per Capital Improvement Plan

#### FY16-FY20 General Fund: Roads Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
Expense						
	Contractual Services	2,200.00	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00	0.00
	Freight/Shipping	0.00	0.00	0.00	0.00	0.00
	Road Maintenance					
	Snow Plowing	9,900.95	20,526.60	23,592.50		
	Grading	44,050.50	23,800.00	42,605.75		
	Hauling Pit Run Material	15,260.00	23,418.00	21,732.00		
	Brushing	0.00	2,365.00	12,449.99		
	Other	200.00	3,000.00	2,820.00	85,000.00	85,000.00
	Total Road Maintenance	69,411.45	73,109.60	103,200.24	85,000.00	85,000.00
	Vehicle:Mileage	0.00	0.00	0.00	100.00	100.00
Total Expense		71,611.45	73,109.60	103,200.24	85,100.00	85,100.00

## Lands Department

## General Fund

### Lands Department:

The City of Gustavus owns several parcels of land within the City of Gustavus, apart from the land that the City departmental facilities are located on. Only lands generating revenue for the Lands Department are discussed here. The city owns a parcel of land near the school gym that includes the old Post Office/Preschool building (currently used for City and preschool free 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.

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. A pit mining lease is in its fifth and final year this year, with the final annual payment of \$750 received in Feb. 2018.

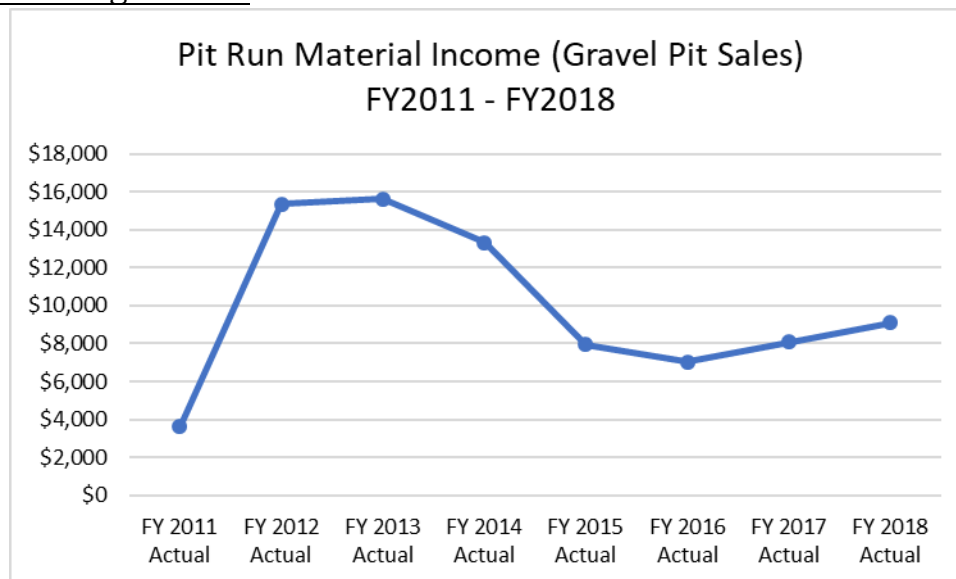
Various City Council members are responsible for the project scoping and management for capital improvement projects and long-term planning for the Lands Department. The treasurer is responsible for the advertisement, execution, and administration of City contracts and for collection of gravel pit and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

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

### Personnel:

None

### Statistics through FY18:



### FY19 Accomplishments:

- Increased pit run material sale amount to \$4.00/cubic yard.
- Land survey of the Salmon River Park/City Hall/firehall parcel and adjoining parcel to the north

**FY20 Goals:**

- Formal acquisition of the Salmon River Park/City Hall/firehall parcel and adjoining parcel to the north
- Land survey of the gravel pits parcel
- LIDAR (Light Detection and Ranging) mapping, per Capital Improvement Plan
- Formulation of a plan for the future of pit run material in Gustavus

**FY16-FY20 General Fund: Lands Expenditures**

		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
		<b>Jul '15 - Jun 16</b>	<b>Jul '16 - Jun 17</b>	<b>Jul '17 - Jun 18</b>	<b>Jul '18 - Jun 19</b>	<b>Jul '19 - Jun 20</b>
<b>Expense</b>						
	<b>Administrative Costs</b>	0.00	0.00	0.00	2,000.00	2,000.00
	<b>Capital Expense</b>	0.00	0.00	0.00	0.00	0.00
	<b>Contractual Services</b>	3,200.00	0.00	0.00	0.00	15,000.00
	<b>Marine Facilities</b>	0.00	0.00	0.00	0.00	0.00
	<b>Professional Services</b>	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>		3,200.00	0.00	0.00	2,000.00	17,000.00



**City of Gustavus**

PO Box 1

Gustavus, Alaska 99826

Phone: (907) 697-2451

# City of Gustavus Budget Fiscal Year 2020

FY19-23NCO Attachment

Approved by the Gustavus City Council           , 2019

## FY 2020 City of Gustavus Operating Budget

This document contains the City of Gustavus operating budget for fiscal year 2020 (FY20: July 1, 2019 through June 30, 2020). A summary of notable items in the budget is provided below. Capital improvement projects not funded through the operating budget are not discussed in this document; please see the separate Capital Improvement Plan. The city's only Enterprise Fund, the Gustavus Community Network, was discontinued in FY16 by Resolution CY15-31. All other departments are in the General Fund.

### A. Revenues

#### 1. Sales Tax

Sales tax makes up the bulk of locally generated revenue. The current sales tax rate is 3% (Ordinance FY11-02 amending municipal code section 04.15.030). Trends in sales tax revenue are difficult to discern over the past five years due to a large repayment of past due sales tax skewing the revenue in FY16 and underestimating revenue in years before that. Regardless of that, FY15 appears to have been a low year for sales, room, and fish box taxes, with an increase in the years since then. Revenues for FY17 and FY18 appear steady. Sales tax revenue for FY20 was budgeted based on FY19 receipts to date and incorporating anticipated lower revenue due to the closure of a sizeable Gustavus business at the end of the 2017 tourist season and closure of a grocery market at the end of 2018. The FY20 budget also incorporates an anticipation of increased sales tax revenue from internet sales. Online sales tax has been collected by companies beginning January 1, 2019. The State of Alaska and the Alaska Municipal League are currently working out the mechanism for transferring these monies to the respective municipalities. This is a nationwide issue that is still in development at the time of this writing.

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).

#### 2. Room Tax

Room tax revenue has increased over the past four fiscal years. The current room tax is 4% (municipal code section 04.14.030). Room tax revenue for FY20 was budgeted based on FY19 receipts to date and incorporating anticipated lower revenue due to the continued closure of a business. It will be interesting to see if final FY19 room tax revenue holds steady with guests using other available lodging.

#### 3. Fish Box Tax

The fish box tax revenue has slightly decreased over the past two fiscal years. The current fish box tax is \$10/box packaged and transported out of town (municipal code section 04.16.030). Fish box tax revenue projected for FY20 has been budgeted similar to FY19 receipts-to-date.

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

#### 4. 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 past five fiscal years. The current fee schedule for the DRC was adopted May 8, 2017 with Resolution CY17-06. The DRC and Community Chest revenue for FY20 has been budgeted slightly higher than FY19.

The **Gustavus Volunteer Fire Department** has once again started billing for ambulance transport, beginning at the end of FY18. As a result, citizen enrollment in the ambulance subscription program (ASP) has also increased. The same company that performed insurance billing for the City of Gustavus several years ago is again partnering with the city. With active ambulance billing occurring, this revenue source has been budgeted the same as FY19. 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 (but not necessarily collected) due to the accrual method.

**Gravel pit** material sales have slowly increased over the past four fiscal years. The FY20 budgeted revenue is more than double the FY19 budget due to an increase in the price of pit run material from \$2.00/cubic yard to \$4.00/cubic yard, effective February 12, 2019. Budgeted lease income remains unchanged with ongoing negotiation of a pit mining lease renewal.

**Business license** fees collected have remained steady over the past five fiscal years. As a result, the FY20 budgeted revenue has been slightly increased as compared to FY19.

**Marine Facility** fees have been tracked in various ways over the years, making trends difficult to discern. Private vessel registration and commercial vessel registration remain steady. The marine facilities income budget is slightly lower than FY19 due to fewer long-term storage users.

The **Gustavus Public Library** budgeted revenue has been adjusted downward to more accurately reflect anticipated donations, fundraising revenue, and other income for FY20.

## 5. 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 FY20 on February 15, 2019, with the Consolidated Appropriations Act, 2019 (P.L. 116-6). The FY20 city budget is slightly lower than the FY19 actual amount received due to uncertainties at the national level. The FY20 PILT application ~~will be was~~ mailed 3/30/19~~April 2019~~, and the FY20 PILT revenue amount is still unknown at the time of this writing.

### ii. National Forest Receipts (NFR)

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 ~~low-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. The road maintenance budget for FY20 will continue to be funded through this encumbered fund savings unless NFR funds are disbursed again. Given the unpredictability, the budget line for this revenue source is set at zero for FY20 as was done in FY19. The FY19 application was submitted 7/27/18, and FY19 NFR funds of \$42,673.33 were received 4/25/19.

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.



## 6. State Revenue

### i. Community Assistance Program

The State of Alaska budget outlook remains grim, although there are indications the state is coming out of its recession. The Community Assistance Program (CAP), formerly known as Community Revenue Sharing, has seen decreased funding over the past two fiscal years but continues to be fought for by Alaska municipalities. The City of Gustavus's estimated FY20 funding is \$82,598.89 as of 1/14/19.

### ii. Shared Fisheries Business Tax

The Shared Fisheries Business Tax is variable. The FY20 budgeted revenue remains the same as FY19. The FY19 application was supported by Resolution CY18-32, adopted 12/10/18, with FY19 funds announced as \$1555.36 in March 2019 and distributed later that month.

### iii. Liquor Share Tax

On 4/1/19, the City of Gustavus received its first Liquor Share Tax distribution. State of Alaska Statute 04.11.610, Refund to Municipalities, states:

(a) Biennial license fees, excluding annual wholesale fees and biennial wholesale license fees, collected within a municipality shall be refunded semi-annually to the municipality.

(b) If the officers of a municipality fail to actively enforce local ordinances, laws of the United States and the state, and the regulations relating to the manufacture and sale of alcoholic beverages in the state, the commissioner of commerce, community, and economic development may deny the refund provided for under (a) of this section until the board finds the enforcement of the ordinances, laws, and regulations is resumed.

In the past, directors of the State of Alaska Alcohol & Marijuana Control Office have interpreted (b) to mean that only municipalities with law enforcement agencies would be provided with this refund. The current state administration interprets "officers of a municipality" broadly to include elected officials or city administrators and has started providing refunds to municipalities in which licenses exist. Retroactive refunds will not be issued.

## 7. Interest

In past years, interest from the City of Gustavus reserve funds that are in Alaska Municipal League Investment Pool (AMLIP) accounts was not included as a revenue source on the operating budget. AMLIP accounts are being accessed for encumbered road maintenance funds (discussed above) and will be deposited into through the budget line-item for Repair and Replacement funds (discussed below). In FY19, it was decided that interest accrued on these accounts would be included as a revenue source in the operating budget for the city, along with interest received on the checking account and First Investment account at First National Bank Alaska. The FY19 budget included the AMLIP interest, resulting in a remarkably higher budgeted revenue than FY18. Interest on the city's endowment fund account with Alaska Permanent Capital Management/Charles Schwab is not included as a revenue source, as the endowment fund is only accessed during the annual Endowment Fund Grant cycle.

For FY20, the decision to include the AMLIP interest has been reversed, as these funds are not available for use by the general operating budget except by specific action by the City Council. The FY19 budget will be amended to remove the AMLIP interest, and the FY20 budget simply includes the interest received on the checking account at First National Bank Alaska. The First Investment account was closed in FY19.

## 8. Grants and Scholarships

Incoming grants and scholarships are tracked in various ways in the city's accounting software. For grant funds that are deposited and then used over time, a separate class or fund is created in the accounting software, and this revenue and the expenses paid by it are not included in the operating budget. For scholarships or grants that are reimbursements for costs already incurred, the funds are included in the operating budget and are deposited as a credit toward that expense budget line-item. A summary of grants and scholarships this fiscal year to date is included in this document.

## 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. In the FY20 budget, prior-year funds are included up to the amount necessary to balance the current budget. At the end of FY19, if the surplus funds are less than what is included in this budget, the City Council can choose to reduce expenses or fund the difference from a reserve fund. At the end of FY19, if the surplus funds are more than needed for the FY20 budget, the City Council can choose to transfer the additional funds to one of the AMLIP accounts or can use the funds to offset other assumptions in the budget, should it be necessary (e.g. Community Assistance Program funds or retail tax revenue from internet sales).

## B. Expenditures

### 1. Payroll

In FY20, expanded hours were budgeted for the Marine Facilities Coordinator due to a likely increased workload for the fall of 2019 with Salmon River Harbor improvements. This position also became a Regular position (permanent) with full benefits after the probationary period. With the City Treasurer reducing hours in FY19, the City Administrator increased hours. This department remains at 2.2 FTE (full-time equivalent) between the three positions there.

### 2. Cost-of-Living Adjustment

The City of Gustavus annually reviews the consumer price index change for Anchorage and determines if a cost-of-living pay adjustment will be adopted for the coming year. On 2/11/19, Resolution CY19-04 adopted a 3.0% increase for all regular position employees effective July 1, 2019.

### 3. Group Health Plan & Health Insurance Stipend

A group health plan option was explored in late FY18. Premier Blue Cross/Blue Shield offered a range of plans through our current insurance agent. Their 2019 plan Silver 2500 with the lowest deductible of \$2500 costs the city \$593.50/month for the employee only for the policy year 6/1/19-5/31/20. 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, which is an extra \$212/month. The latest benefits policy and procedure was adopted November 19, 2018 (Resolution CY18-29). Per this P&P, as a new hire in a regular position, the Marine Facilities Coordinator position will come in at the 80% company/20% employee contribution ratio for the monthly insurance premium.

### 4. Increased 457(b) Enrollment

FY18 saw a change to full participation by eligible employees in the 457(b) retirement benefit the City of Gustavus offers. The addition of a new Regular employee further increases this budget line-item for FY20.

## 5. 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 to get the city caught up, through the Administrative Department's equipment purchase budget line-item. FY20's budget remains the same, with less initial visits and work-up being performed but more equipment online, resulting in slightly higher monthly maintenance fees.

## 6. Social Service: Gustavus Children's Enhancement Program

In FY18, the City of Gustavus updated municipal code Title 6 (Ordinance FY18-09, adopted 2/12/18) to include the option to fund limited social services. With this step and the resulting policy and procedure (Resolution CY18-17, adopted May 14, 2018), the Gustavus Children's Enhancement Program (a.k.a The Rookery at Gustavus) has requested up to 20% of their operating budget from the City of Gustavus to keep their services available and affordable. This was a new category in the city's budget.

## 7. 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.

## 8. 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)]. FY20 budget is increased due to the purchase of ten Air-Pak self-contained breathing equipment sets, along with increased property appraisals for the Gustavus Public Library, the firehall, and the bulk fuel facility.

## 9. Review Services in lieu of Audit

The City of Gustavus has not received enough state or federal funds to trigger a mandatory audit since 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 may want to consider budgeting for a full audit in FY21 after the completion of FY20, as that will mark five years since the last audit.

## 10. Insurance Premium Increases:

The city's insurance costs increased over the course of FY19 due to the higher calculated appraisals of the Gustavus Public Library, the firehall, and the bulk fuel facility.

## 11. 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 work in the Salmon River Boat Harbor. This line-item has increased for FY20.

#### 12. Contractual Services

The FY20 budget includes \$16,600 for a Household Hazardous Waste event in spring 2020. It also includes \$3120 for cleaning services at the Gustavus Public Library and \$15,000 for a land survey of the gravel pit parcel. Ambulance Billing Expense has also been moved under this category instead of being a separate line-item.

#### 13. Professional Services

The FY20 budget increases the line-item for Professional Services (city attorney) due to a planned revision of multiple ordinances, requiring city attorney review, along with the ongoing issues of the electrical intertie, PFAS (per- and polyfluoroalkyl substances) water contamination in the community, and possible borough formation in Icy Strait.

#### 14. Equipment

The FY20 budget includes \$6,000 for a new point-of-sale system at the Disposal and Recycling Center, including equipment and software, that will integrate with the City Treasurer's bookkeeping at City Hall. The budget also includes \$10,000 under the Administrative Department's equipment purchase budget line-item that is earmarked for an information technology (IT) refresh schedule for library computers and council member laptops.

### 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 2021

#### 1. Road Maintenance Budget

Continued uncertainty with National Forest Receipts (NFR) funding means the City Council must continue to plan to use encumbered funds for Road Maintenance, until that AMLIP account is depleted. The operating budget will have to be adjusted to fund this expense or other reserve funds will have to be tapped. A separate "AMLIP Road Maint – Unencumbered" account was created with FY18-16NCO to ensure this vital expense can be covered.

#### 2. Marine Facilities Budget

Beginning in FY21, additional contractual services expenses will be incurred for spring and fall transfer of the repaired steel mooring float that overwinters on the north side of Pleasant Island.

### 3. Disposal & Recycling Budget

Additional freight costs could be incurred as the market for mixed plastics and mixed paper recyclables changes or disappears due to changes in the world economy. At this time, it is unclear what the ramifications will be. The Solid Waste Management Plan revision to be presented in 2019 may provide more insight into this.

### 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.

### F. Discussion of Possible New Revenues

None at this time beyond sales tax on internet sales, discussed under the Sales Tax section above.

### G. Summary

To combat the excess funds generated in past year's budgets, the FY19 budgeting process sought to tighten up the figures for income and expenditures to more realistic levels based on past years' data as opposed to preparing the budget to be able to absorb a wide-range of unexpected expenses. The FY20 budget continues in this vein, with a line item for Prior-Year Cash Balance created to bring surplus funds from the previous fiscal year into the next year.



**City of Gustavus**

PO Box 1

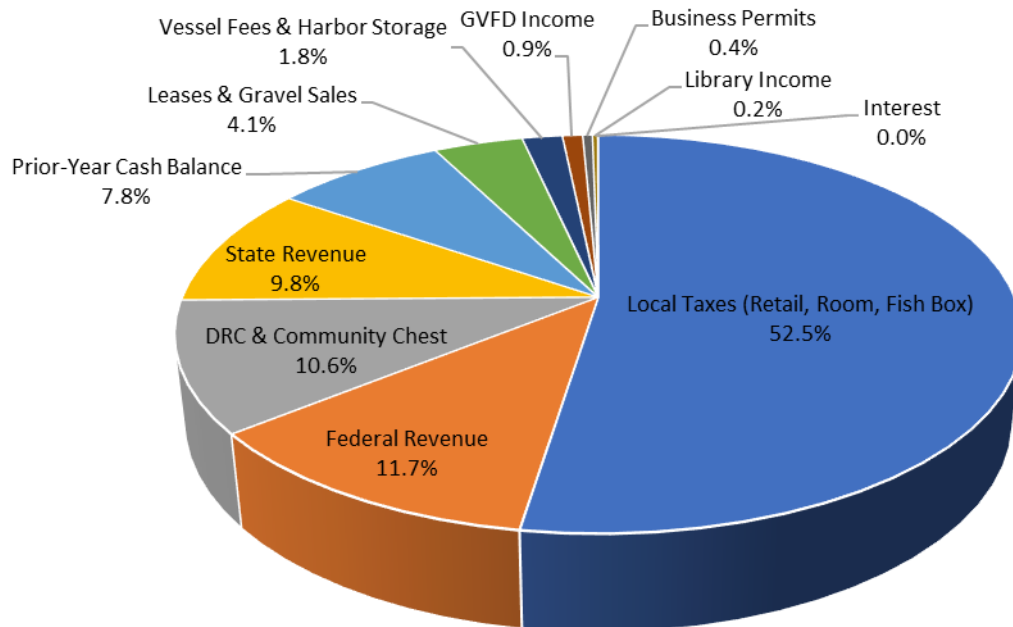
Gustavus, Alaska 99826

Phone: (907) 697-2451

# City of Gustavus Financial Summary Fiscal Year 2020

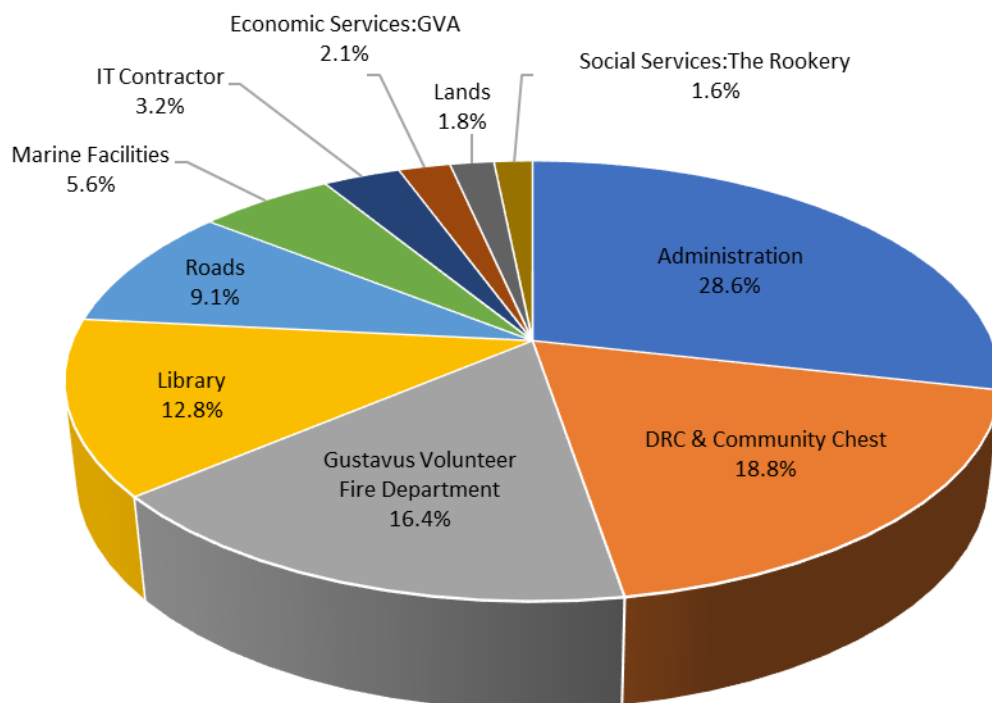
## May 2019

### FY20 Budgeted General Fund Revenue



Note: \$85,100 of encumbered funds from savings for road maintenance are not included here.  
DRC is the Disposal and Recycling Center. GVFD is the Gustavus Volunteer Fire Department.

### FY20 Budgeted General Fund Expenses



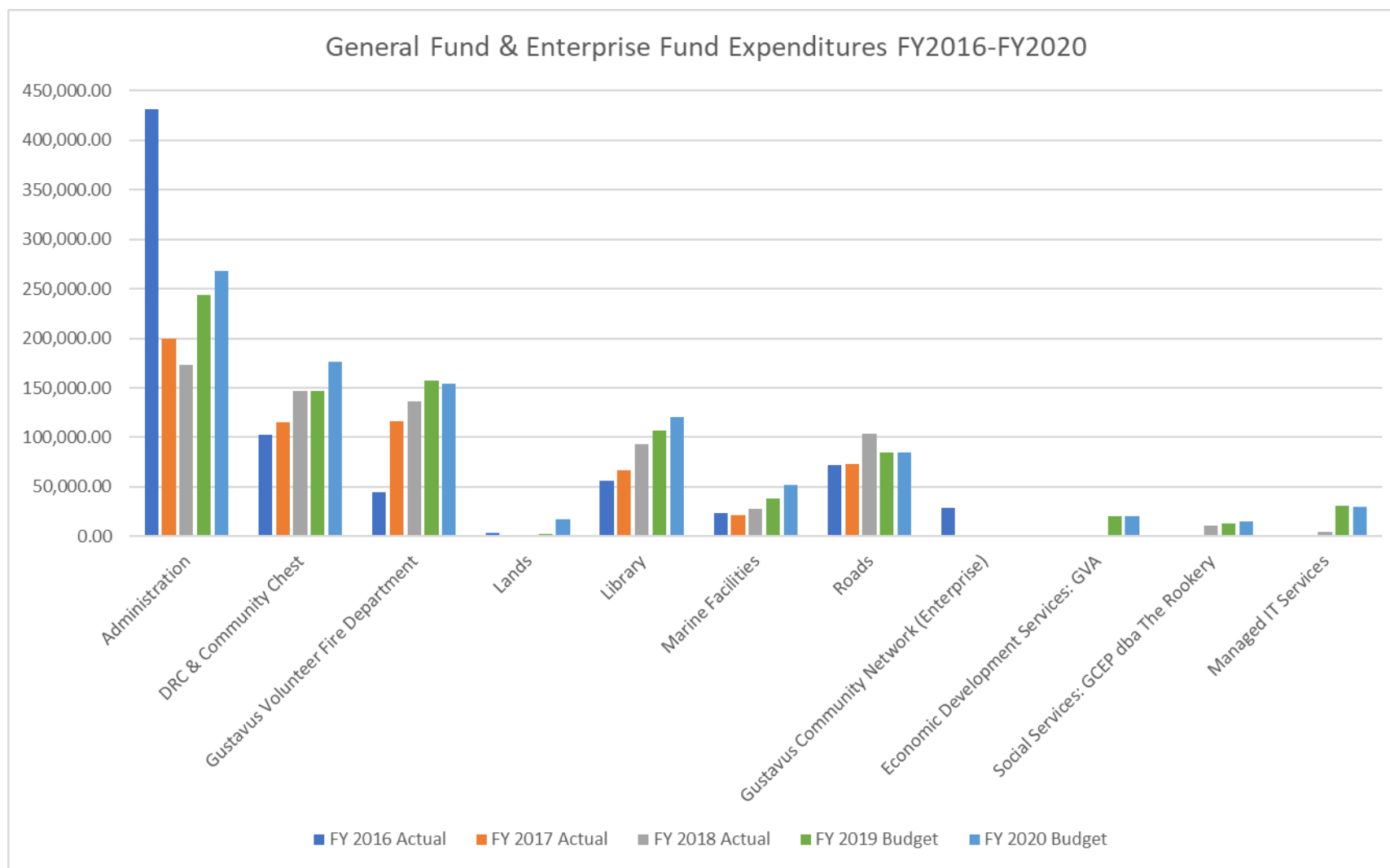
## City of Gustavus General &amp; Enterprise Funds Revenue &amp; Expenditure Recap FY16-FY20

		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
Ordinary Income/Expense						
Income						
	Prior-Year Cash Balance					67,000.00
	Admin Fees	10.00	5.00	0.00		
	Business License Fees	3,600.00	3,800.00	3,900.20	3,500.00	3,800.00
	Donation - Inter-library Loans	36.00	119.80			
	Donations	2,107.07	2,470.22	1,467.00	1,000.00	1,000.00
	DRC Income					
	Community Chest Sales	12,852.62	14,457.35	15,277.00	14,000.00	15,000.00
	Landfill Fees paid @ City Hall	29,021.03	24,288.62	28,483.47		
	Landfill Fees/Sales	38,644.67	39,469.87	45,722.65	70,880.00	70,880.00
	Recyclable Material Sales	4,451.31	3,827.52	6,354.27	4,600.00	4,600.00
	DRC Income - Other	0.00	0.00	0.00	0.00	0.00
	Total DRC Income	84,969.63	82,043.36	95,837.39	89,480.00	90,480.00
	Federal Revenue					
	Natl Forest Receipts-Encumbered	64,107.22	5,537.40	53,927.79		
	Payment In Lieu of Taxes	98,017.66	97,777.98	107,545.26	107,000.00	100,000.00
	Total Federal Revenue	162,124.88	103,315.38	161,473.05	107,000.00	100,000.00
	Fundraising	4,409.75	5,146.30	1,155.00	700.00	500.00
	GCN Income	23,956.21	534.48			
	GVFD Income					
	Ambulance Billing	757.40	0.00	5,742.10	6,500.00	6,500.00
	ASP	710.00	1,330.00	1,360.00	1,500.00	1,400.00
	Training	0.00	250.00			
	GVFD Income - Other	200.00	0.00			
	Total GVFD Income	1,667.40	1,580.00	7,102.10	8,000.00	7,900.00
	In-Kind Income	0.00	0.00			
	Interest Income	70.67	234.64	875.84	14,500.00	300.00
	Lands Income					
	Gravel Pit Gravel Sales	7,038.00	8,084.00	9,906.00	8,000.00	22,000.00
	Total Lands Income	7,038.00	8,084.00	9,906.00	8,000.00	22,000.00
	Lease Income	15,294.29	15,344.35	13,470.35	12,541.42	12,720.35
	Library Income	2,197.79	2,203.93	1,597.28	1,500.00	500.00
	Marine Facilities Income					
	Facilities Usage Fees	0.00	0.00	4,965.00	1,000.00	1,000.00
	Commercial Vessel Registration	7,800.00	9,600.00	9,000.00	9,000.00	9,000.00
	Kayak Registration	30.00	10.00	10.00		
	Private Vessel Registration	5,450.00	4,699.00	5,440.00	4,000.00	4,000.00
	Storage Area Fee	0.00	0.00	1,210.00	2,250.00	1,700.00
	Marine Facilities Income - Other	1,825.25	918.75	13.23		
	Total Marine Facilities Income	15,105.25	15,227.75	20,638.23	16,250.00	15,700.00
	NSF Checks Paid	0.00	0.00			
	NSF Fees	5.00	0.00			
	Other Income	0.00	0.00			
	State Revenue					
	Community Assistance Program	115,220.00	77,202.00	88,824.00	82,577.00	82,598.89
	Shared Fisheries Business Tax	1,780.86	2,196.31	1,921.08	1,500.00	1,500.00
	Total State Revenue	117,000.86	79,398.31	90,745.08	84,077.00	84,098.89
	Tax Income					
	Retail Tax Income	435,968.42	342,815.50	356,826.45	339,000.00	370,000.00
	Room Tax Income	67,397.29	70,344.45	75,150.61	65,000.00	65,000.00
	Fish Box Tax	15,970.00	15,140.00	13,535.69	15,000.00	13,000.00
	Penalties & Interest	3,602.26	4,199.99	5,273.56		
	Tax Exempt Cards	220.00	210.00	200.00	150.00	200.00
	Seller's Compensation Discount	-4,837.31	-3,362.23	-788.30		
	Sales Tax Income - Other	1,691.55	0.00			
	Total Sales Tax Income	520,012.21	429,347.71	450,198.01	419,150.00	448,200.00
	Total Income	959,605.01	748,855.23	858,365.53	765,698.42	854,199.24
	Gross Profit	959,605.01	748,855.23	858,365.53	765,698.42	854,199.24



				Actual	Actual	Actual	Budget	Budget
				Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
<b>Expense</b>								
		Administrative Costs		22,792.52	2,048.56	3,300.02	14,300.00	4,000.00
		Advertising		414.72	0.00	75.00	500.00	100.00
		Bad Debt		0.00	0.00	620.61		
		Bank Service Charges		3,848.47	3,487.97	2,223.32	2,250.00	2,275.00
		Building						
		Insurance		3,548.97	2,785.99	5,326.35	6,795.63	6,915.00
		Maintenance & Repair		2,649.25	2,603.57	16,462.30	6,800.00	8,565.00
		Building - Other		0.00	0.00			
		Total Building		6,198.22	5,389.56	21,788.65	13,595.63	15,480.00
		Capital Expense						
		Capital Projects Funding		250,132.30	0.00			
		Cash Short/Over		0.00	489.59			
		Contractual Services						
		Ambulance Billing Expense		15.94	0.00	400.00	1,000.00	1,600.00
		Gravel Pit Survey						15,000.00
		Managed IT Services		0.00	0.00	4,930.00	31,000.00	30,000.00
		Contractual Services - Other		26,758.79	40,134.32	43,114.94	24,500.00	51,860.00
		Total Contractual Services		26,774.73	40,134.32	48,444.94	56,500.00	98,460.00
		Dues/Fees		5,621.88	5,320.80	5,950.98	6,950.00	7,450.00
		Economic Development Services						
		GVA		1,500.00	0.00	0.00	20,000.00	20,000.00
		Total Economic Development Services		1,500.00	0.00	0.00	20,000.00	20,000.00
		Election Expense		129.96	111.16	212.17	250.00	250.00
		Encumbered Funds transfer		0.00	0.00			
		Equipment						
		Equipment Fuel		901.55	958.54	1,240.30	1,170.00	1,500.00
		Equipment Purchase		7,521.57	2,480.49	15,165.12	9,200.00	15,400.00
		Insurance		67.51	75.75	185.42	226.00	226.00
		Maintenance & Repair		4,077.61	5,657.44	2,477.50	3,100.00	4,000.00
		Equipment - Other		569.36	502.00	0.00		6,000.00
		Total Equipment		13,137.60	9,674.22	19,068.34	13,696.00	27,126.00
		Events & Celebrations (inc. holiday gift)		0.00	2,285.70	2,500.00	3,000.00	4,350.00
		Freight/Shipping		15,635.54	15,540.83	17,871.54	19,050.00	24,030.00
		Fundraising Expenses		1,688.64	1,872.71	1,437.64	600.00	500.00
		General Liability		-2,578.60	1,865.68	4,424.75	5,001.38	5,000.00
		Grant Expense		0.00	0.00			
		Library Materials		0.00	266.73	295.59	600.00	600.00
		Marine Facilities						
		Insurance		1,510.07	1,504.77	1,654.51	1,625.46	1,625.00
		Maintenance & Repairs		6,944.90	3,291.27	5,073.80	3,000.00	3,000.00
		Total Marine Facilities		8,454.97	4,796.04	6,728.31	4,625.46	4,625.00
		Occupational Health		0.00	0.00	0.00	500.00	500.00
		Other Expense		0.00	0.00			
		Payroll Expenses						
		Wages		183,286.98	280,507.54	257,967.85	340,172.93	368,595.15
		Payroll Taxes		18,719.81	26,939.04	24,880.21	31,835.46	32,913.71
		Paid Time off		6,986.29	19,889.00	12,427.32		
		Health Insurance (company paid)		0.00	0.00	3,679.98	30,319.92	18,517.20
		Health Insurance Stipend		0.00	7,773.69	17,683.22	7,200.00	12,000.00
		457(b) Employer Contribution		2,349.46	0.00	10,300.95	20,667.00	22,884.83
		Health Insurance Reimbursement		8,415.42	3,900.00			
		Relocation Expense		0.00	0.00			
		Workers Comp Insurance		10,214.88	1,961.03	13,059.33	7,772.74	7,772.74
		Payroll Spot Awards - all depts		0.00	200.00			
		Payroll Expenses - Other		14,850.17	6,795.86	115.72	180.00	170.00
		Total Payroll Expenses		244,823.01	347,966.16	340,114.58	438,148.05	462,853.63
		Per Diem		28.39	0.00			
		Postage & Shipping		1,652.36	0.00			
		Professional Services		7,126.78	16,078.81	25,506.70	20,000.00	30,000.00
		Public Relations		1,586.74	575.00	1,006.65	500.00	500.00

		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
	Relocation	0.00	913.70			
	Repair & Replacement Fund	0.00	0.00		20,095.76	25,354.66
	Road Maintenance					
	Grading	44,050.50	23,800.00	42,605.75		
	Snow Plowing	9,900.95	20,526.60	23,592.50		
	Road Maintenance - Other	15,460.00	28,783.00	37,001.99	85,000.00	85,000.00
	Total Road Maintenance	69,411.45	73,109.60	103,200.24	85,000.00	85,000.00
	Social Services					
	GCEP dba The Rookery	0.00	0.00	10,540.00	12,964.00	14,890.00
	Total Social Services	0.00	0.00	10,540.00	12,964.00	14,890.00
	Supplies	12,516.59	15,976.55	17,062.52	18,500.00	19,010.00
	Telecommunications	32,703.32	17,967.85	21,430.16	20,500.00	20,790.00
	Training	4,987.10	4,394.46	8,887.29	21,100.00	10,400.00
	Travel	16,361.15	5,831.17	13,759.65	19,850.00	29,365.00
	Utilities					
	Electricity	5,680.68	6,188.76	8,579.05	9,300.00	9,300.00
	Fuel Oil	8,822.90	6,470.03	4,117.02	7,900.00	7,400.00
	Utilities - Other	72.60	0.00			
	Total Utilities	14,576.18	12,658.79	12,696.07	17,200.00	16,700.00
	Vehicle					
	Fuel	1,075.18	461.42	840.80	1,000.00	1,000.00
	Insurance	2,975.77	2,356.01	3,488.84	3,736.95	3,740.00
	Maintenance & Repair	609.46	-28.39	971.92	4,000.00	2,000.00
	Mileage Reimbursement	0.00	124.20	266.03	700.00	2,000.00
	Vehicle - Other	0.00	0.00			
	Total Vehicle	4,660.41	2,913.24	5,567.59	9,436.95	8,740.00
	Total Expense	764,184.43	591,669.20	694,713.31	844,713.23	938,349.29
	Net Ordinary Income	195,420.58	157,186.03	163,652.22	-79,014.81	-84,150.05
	Other Income/Expense					
	Other Income					
	Encumbered Funds for Road Maintenance	70,000.00	67,572.20	48,922.45	85,100.00	85,100.00
	Total Other Income	70,000.00	67,572.20	48,922.45	85,100.00	85,100.00
	Net Other Income	70,000.00	67,572.20	48,922.45	85,100.00	85,100.00
	Net Income	265,420.58	224,758.23	212,574.67	6,085.19	949.95

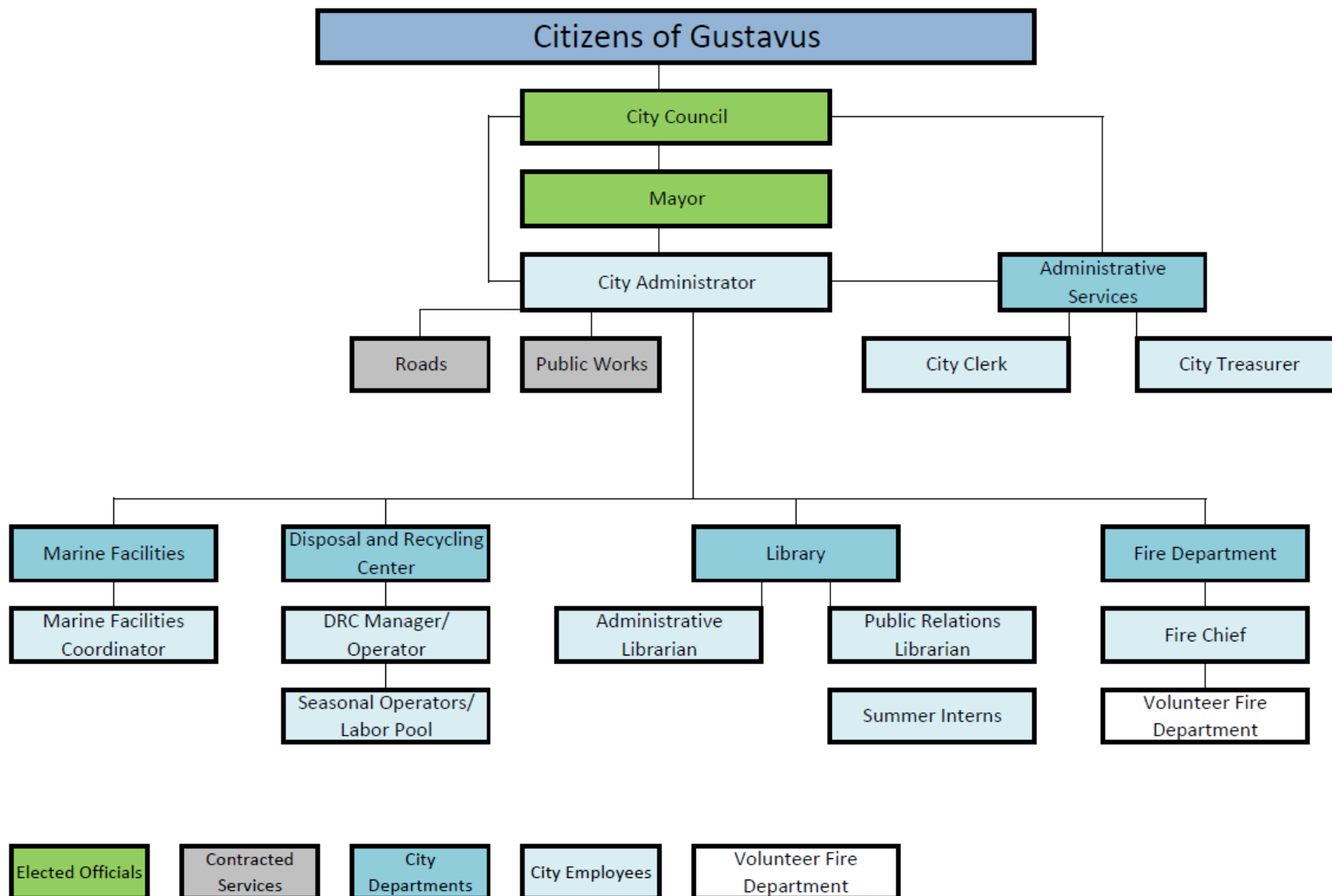


Note: the FY 2016 Administration expenditures included \$250,132 in Capital Projects Funding.

## City of Gustavus Payroll Summary FY19-FY20

<b>FY20:</b>							<b>Health Ins.</b>	<b>Payroll Taxes</b>		<b>Group Health</b>	<b>Workers'</b>	<b>Direct</b>		
	<b>FTE</b>	<b>Hourly Wage</b> (with 3% COLA)	<b>Hrs/year</b>	<b>Wage Total</b>	<b>OT Total</b>	<b>LFG Contrib.</b>	<b>Stipend</b> (\$200/mo stipend)	<b>(6.2% SS, 1.45% Med., 1% AK unemp. up to \$199.50)</b>	<b>Payroll Total</b>	<b>Plan</b> (\$593.5/mo; new emp. pay 20%)	<b>Comp. Insurance</b>	<b>Fees</b>	<b>Dept. Total</b>	<b>FY19 Budget</b>
<b>Admin. Dept.</b>														
Administrator	0.925	\$36.05	1924	\$69,360.20		\$4,855.21	\$2,400.00	\$6,060.58	\$82,675.99		\$378.58	\$170.00	\$170,414.67	\$163,627.61
Clerk	0.75	\$23.69	1560	\$36,956.40		\$2,586.95	\$2,400.00	\$3,408.17	\$45,351.51					
Treasurer	0.525	\$31.05	1092	\$33,906.60		\$2,373.46	\$2,400.00	\$3,158.52	\$41,838.59					
<b>DRC</b>														
Manager	1	\$27.15	1683	\$45,693.45		\$3,198.54	\$2,400.00	\$4,123.34	\$55,415.33		\$2,418.13		\$101,353.22	\$97,375.16
Assistants		\$19.00	1370	\$26,030.00				\$2,251.60	\$28,281.60					
Assistants		\$18.75	600	\$11,250.00				\$973.13	\$12,223.13					
Assistants		\$18.50	150	\$2,775.00				\$240.04	\$3,015.04					
<b>Fire Chief</b>	salaried	\$65,174.70	---	\$65,174.70		\$4,562.23		\$5,534.38	\$75,271.30	\$7,122.00	\$4,285.37		\$86,678.67	\$85,427.66
<b>Library</b>														
Admin. Lib.	0.625	\$20.89	1300	\$27,157.00		\$1,900.99	\$2,400.00	\$2,606.04	\$34,064.03		\$163.50		\$74,149.31	\$73,120.56
PR Lib.	0.625	\$20.60	1300	\$26,780.00		\$1,874.60		\$2,391.58	\$31,046.18	\$7,122.00				
Summer Asst.		\$13.45	120	\$1,614.00				\$139.61	\$1,753.61					
<b>Marine Facilities</b>											\$527.16		\$30,257.76	\$18,736.90
MF Coord.	0.5	\$20.60	1063	\$21,897.80		\$1,532.85		\$2,026.75	\$25,457.40	\$4,273.20				
<b>Totals:</b>				<b>\$368,595.15</b>		<b>\$22,884.83</b>	<b>\$12,000.00</b>	<b>\$32,913.71</b>	<b>\$436,393.70</b>	<b>\$18,517.20</b>	<b>\$7,772.74</b>	<b>\$170.00</b>	<b>\$462,853.64</b>	<b>\$438,287.89</b>
DRC FY20 notes:	Labor added for hazardous waste collection event: Three 9 hour days for Manager and three 8 hours days for three assistants (72 hours).													
MF FY20 Notes:	Marine Facilities Coordinator converted to a Regular position. Hours estimated at 10 hrs/wk Apr. 14-May 11, then 36 hrs/wk, then 25 hrs/wk Sept. 15-Dec. 31.													
Admin FY20 Notes:	Benefits are budgeted for the entire year but will only begin at the end of the probationary period.													
	The total administrative payroll will not exceed the amount budgeted for FY20 or the hourly equivalent of 2.2 full-time positions (FTE), unless an amended budget is approved by the City Council.													
<b>FY19</b>														
	<b>FTE</b>	<b>Hourly Wage</b> (with 0.5% COLA added)	<b>Hrs/year</b>	<b>Wage Total</b>	<b>OT Total</b>	<b>LFG Contrib.</b>	<b>Health Ins.</b> Stipend (\$200/mo stipend)	<b>Payroll Taxes</b> (6.2% SS, 1.45% Med., 1% AK unemp.)	<b>Payroll Total</b>	<b>Group Health</b> Plan (2018 = \$613.33/mo; 2019 = \$650/mo est.)	<b>Workers' Comp. Insurance</b>	<b>Direct Deposit Fees</b>	<b>Dept. Total</b>	<b>FY19 Budget</b>
<b>Admin. Dept.</b>														
Administrator	0.5	\$35.00	1040	\$36,400.00		\$2,548.00		\$3,369.00	\$42,317.00	\$7,579.98	\$378.58	\$180.00	\$163,627.61	\$163,627.61
Clerk	0.75	\$21.61	1560	\$33,711.60		\$2,359.81	\$2,400.00	\$3,327.78	\$41,799.19					
Treasurer	0.875	\$30.15	1820	\$54,873.00		\$3,841.11		\$5,078.77	\$63,792.88	\$7,579.98				
<b>DRC</b>														
Manager	1	\$26.36	2072	\$54,617.92		\$3,823.25	\$2,400.00	\$5,262.76	\$66,103.94		\$2,418.13		\$97,375.16	\$97,375.16
Assistants		\$18.50	1104	\$20,424.00				\$1,766.68	\$22,190.68					
Assistants		\$18.25	336	\$6,132.00				\$530.42	\$6,662.42					
<b>Fire Chief</b>	salaried	\$63,276.41	---	\$63,276.41		\$4,429.35		\$5,856.55	\$73,562.31	\$7,579.98	\$4,285.37		\$85,427.66	\$85,427.66
<b>Library</b>														
Admin. Lib.	0.625	\$20.28	1300	\$26,364.00		\$1,845.48	\$2,400.00	\$2,647.72	\$33,257.20		\$163.50		\$73,120.56	\$73,120.56
PR Lib.	0.625	\$20.00	1300	\$26,000.00		\$1,820.00		\$2,406.43	\$30,226.43	\$7,579.98				
Summer Asst.		\$13.45	120	\$1,614.00				\$139.61	\$1,753.61					
<b>Marine Facilities</b>											\$527.16		\$18,736.90	\$18,736.90
MF Coord.		\$20.00	838	\$16,760.00				\$1,449.74	\$18,209.74					
<b>Totals:</b>				<b>\$340,172.93</b>		<b>\$20,667.01</b>	<b>\$7,200.00</b>	<b>\$31,835.45</b>	<b>\$399,875.39</b>	<b>\$30,319.92</b>	<b>\$7,772.74</b>	<b>\$180.00</b>	<b>\$438,287.89</b>	<b>\$438,287.89</b>

City of Gustavus Organizational Chart



## Summary of Incoming and Outgoing Grants/Scholarships

Incoming Grants/Scholarships to City of Gustavus FY19 to Date							
Dept.	Purpose	Date Received	Amount Awarded	QB Class Name	Amount Spent to Date	Remaining Funds	Notes
Library	Library Supplies	7/13/2018	\$7,000.00	FY19 PLA Grant	\$4,528.53	\$2,471.47	State of AK Public Library Assistance (PLA) grant for library materials
	Reading with Rachel	7/16/2018	\$571.00	Reading with Rachel	\$571.00	\$0.00	Grant from Jon & Julie Howell
	Library Internet	7/20/2018	\$2,078.40	SoA OWL Internet Subsidy	\$1,732.00	\$346.40	Alaska OWL monthly internet subsidy
	Library Training & Travel	4/2/2019	\$1,937.76	--	\$1,937.76	\$0.00	State of AK grant for AkLA conference reimbursement
	Library Training	spring 2019	\$500.00	--	\$0.00	\$500.00	State of AK library NASA STEM travel grant
	Library Training & Travel	spring 2019		--			State of AK grant for SLICE training reimbursement
GVFD	GVFD Equipment	Spring 2018	\$25,450.00	funds can be spent over 2 years	\$1,165.50	\$24,284.50	SEREMS Code Blue Grant - GVFD pays 10% match
	GVFD Supplies	4/27/2018	\$7,312.50	2018 VFA Grant	\$7,312.50	\$0.00	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis.
	Carbon Monoxide Detectors for Community Members	1/16/2019	\$945.00	approx. value of 27 sets of detectors	\$945.00	\$0.00	First Alert grant
	GVFD Supplies	3/25/2019	\$3,735.00	2019 VFA Grant	\$0.00	\$3,735.00	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis.
	GVFD Training	4/3/2019	\$1,000.00	registration fee for 2 attendees (\$750) + partial hotel reimbursement (\$250)			SEREMS MiniGrant for Southeast Regional Symposium
Admin	City Clerk Training	2/12/2019	\$400.00		\$400.00	\$0.00	IIMC Foundation scholarship for IIMC institute Jun. 2018
	City Clerk Training	12/16/2018	\$500.00	--	\$500.00	\$0.00	AAMC scholarship for Nov. 2018 annual conference
	Council Member Training 10/2	11/10/2018	\$863.09	--	\$863.09	\$0.00	State of AK/DCRA grant for travel/lodging reimbursement
	City Hall Equipment	2/20/2019	\$1,000.00	--	\$1,000.00	\$0.00	APEI Safety Grant used to purchase AED for City Hall
	City Clerk Training	summer 2019	\$1,550.00	--	\$0.00	\$1,550.00	AAMC scholarship for NW Clerks Institute June 2019
	City Clerk Training	summer 2019	\$400.00		\$0.00	\$400.00	IIMC Foundation scholarship for IIMC institute Jun. 2019
			\$55,242.75				
Current Outgoing Grants from City of Gustavus - Endowment Fund Grant (EFG)							
Resolution	Grantee	Date Awarded	Amount Awarded	QB Class Name	Amount Disbursed to Date	Remaining Funds	Notes
CY16-04	Gustavus Community Center	3/14/2016	\$33,447.45	2016-2019 EFG - GCC	\$10,579.36	\$22,868.09	3-year grant, extended to May 14, 2019
CY18-33	GCEP	12/11/2018	\$4,363.95	2019 EFG - GCEP	\$1,873.08	\$2,490.87	
CY18-33	GHAA	12/11/2018	\$3,424.00	2019 EFG - GHAA	\$3,424.00	\$0.00	
CY18-33	Gustavus Helping Hands	12/11/2018	\$4,540.00	2019 EFG - GHH	\$1,216.00	\$3,324.00	
CY18-33	Gustavus Public Library	12/11/2018	\$2,902.60	2019 EFG - GPL	\$43.46	\$2,859.14	
CY18-33	Gustavus School	12/11/2018	\$9,606.75	2019 EFG - GST School	\$1,839.72	\$7,767.03	
CY19-01	Gustavus Community Center	1/14/2019	\$17,514.70	2019 EFG - GCC	\$0.00	\$17,514.70	

## 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.

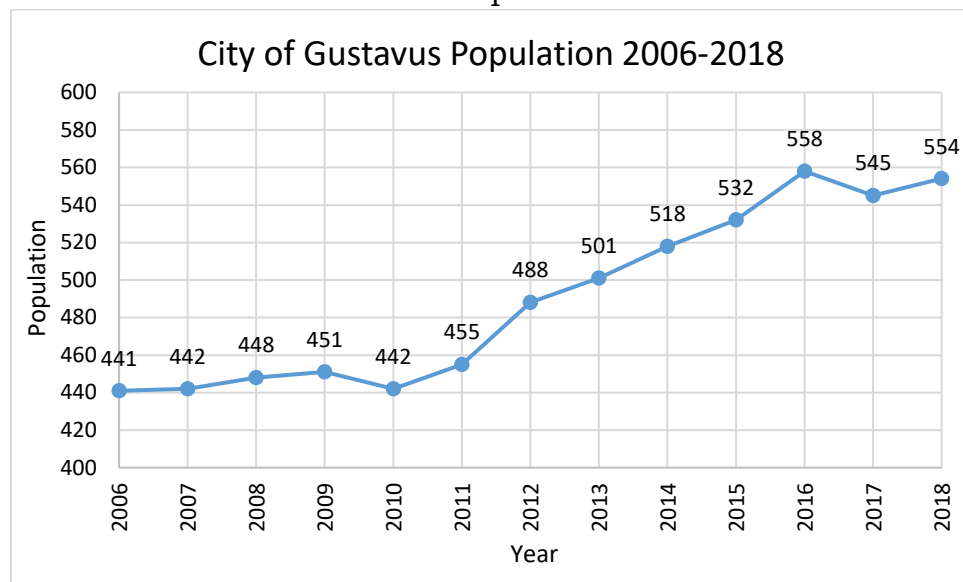
The long-term goals of the fund are 1) to maintain the inflation-adjusted value of the original principal, as added to per section 4.13.030 (b) and (c); and 2) to generate at least a three (3) percent total return after inflation on investments of the fund.

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 CY17-12).

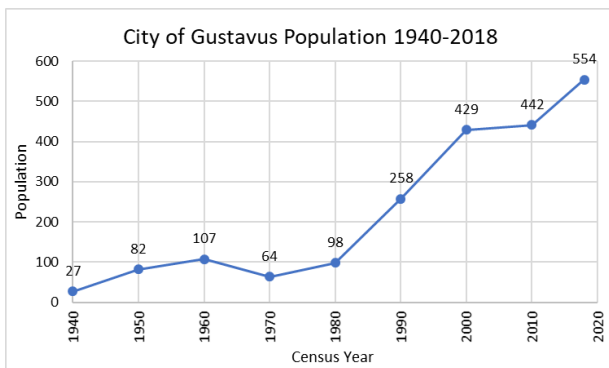
The following table includes the calculations used by the P&P to determine the annual grant cycle fund amount. The 3% of Average amount listed, if it is less than the Excess Earnings Determination, is the amount made available through the Endowment Fund Grant process, along with any unused endowment 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 ( <a href="http://live.laborstats.alaska.gov/cpi/index.cfm">http://live.laborstats.alaska.gov/cpi/index.cfm</a> )	Multiplier Value (Anchorage CPI for current year div. by CPI for 2004 = 165.6, rounded to 3 decimals)	Inflation-Adjusted Value of Original Principal = Original Value \$963,000 x Multiplier Value	Excess Earnings Determination = Actual Market Value - Inflation-Adjusted Principal
June 30, 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
	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			

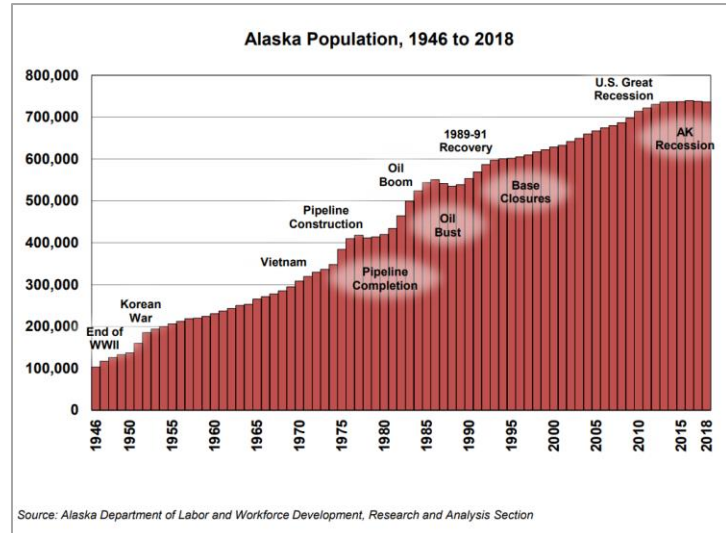
## City of Gustavus and State of Alaska Population Trends



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. 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. 2018 data point is from the same source as explained for the graph above.



Graph copied from the State of Alaska Department of Labor and Workforce Development Research and Analysis Section's website on March 28, 2019 (<http://live.laborstats.alaska.gov/pop/estimates/data/TotalPopGraph.pdf>).





**City of Gustavus**

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Phone: (907) 697-2451

City of Gustavus  
General Fund  
Fiscal Year 2020

May 2019

## City of Gustavus General Fund FY20 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	TOTAL
		Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20
Ordinary Income/Expense											
Income											
	Prior-Year Cash Balance								67,000.00	67,000.00	67,000.00
	Business License Fees								3,800.00	3,800.00	3,800.00
	Donations					1,000.00				1,000.00	1,000.00
	DRC Income										
	Community Chest Sales		15,000.00							15,000.00	15,000.00
	Landfill Fees/Sales		70,880.00							70,880.00	70,880.00
	Recyclable Material Sales		4,600.00							4,600.00	4,600.00
	Total DRC Income		90,480.00							90,480.00	90,480.00
	Federal Revenue										
	Payment In Lieu of Taxes								100,000.00	100,000.00	100,000.00
	Total Federal Revenue								100,000.00	100,000.00	100,000.00
	Fundraising					500.00				500.00	500.00
	GVFD Income										
	Ambulance Billing			6,500.00						6,500.00	6,500.00
	ASP			1,400.00						1,400.00	1,400.00
	Total GVFD Income			7,900.00						7,900.00	7,900.00
	Interest Income								300.00	300.00	300.00
	Lands Income										
	Gravel Pit Gravel Sales				22,000.00					22,000.00	22,000.00
	Total Lands Income				22,000.00					22,000.00	22,000.00
	Lease Income				12,720.35					12,720.35	12,720.35
	Library Income					500.00				500.00	500.00
	Marine Facilities Income										
	Storage Area Fee						1,700.00			1,700.00	1,700.00
	Marine Facilities Income - Other						14,000.00			14,000.00	14,000.00
	Total Marine Facilities Income						15,700.00			15,700.00	15,700.00
	State Revenue										
	Community Assistance Program								82,598.89	82,598.89	82,598.89
	Shared Fisheries Business Tax								1,500.00	1,500.00	1,500.00
	Total State Revenue								84,098.89	84,098.89	84,098.89
	Tax Income										
	Retail Tax Income								370,000.00	370,000.00	370,000.00
	Room Tax Income								65,000.00	65,000.00	65,000.00
	Fish Box Tax								13,000.00	13,000.00	13,000.00
	Tax Exempt Cards								200.00	200.00	200.00
	Total Tax Income								448,200.00	448,200.00	448,200.00
	Total Income		90,480.00	7,900.00	34,720.35	2,000.00	15,700.00		703,398.89	854,199.24	854,199.24
	Gross Profit		90,480.00	7,900.00	34,720.35	2,000.00	15,700.00		703,398.89	854,199.24	854,199.24

		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	TOTAL
		Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20
<b>Expense</b>											
	Administrative Costs	2,000.00			2,000.00					4,000.00	4,000.00
	Advertising	100.00								100.00	100.00
	Bank Service Charges	1,200.00	1,025.00	25.00		25.00				2,275.00	2,275.00
	Building										
	Insurance	450.00	665.00	1,450.00		1,950.00	2,400.00			6,915.00	6,915.00
	Maintenance & Repair	3,100.00	1,200.00	500.00		3,015.00	750.00			8,565.00	8,565.00
	Total Building	3,550.00	1,865.00	1,950.00		4,965.00	3,150.00			15,480.00	15,480.00
	Contractual Services										
	Ambulance Billing Expense			1,600.00						1,600.00	1,600.00
	Managed IT Services								30,000.00	30,000.00	30,000.00
	Contractual Services - Other	10,000.00	23,240.00	10,000.00	15,000.00	5,120.00	3,500.00			66,860.00	66,860.00
	Total Contractual Services	10,000.00	23,240.00	11,600.00	15,000.00	5,120.00	3,500.00		30,000.00	98,460.00	98,460.00
	Dues/Fees	2,000.00	800.00	250.00		4,400.00				7,450.00	7,450.00
	Economic Development Services										
	GVA								20,000.00	20,000.00	20,000.00
	Total Economic Development Services								20,000.00	20,000.00	20,000.00
	Election Expense	250.00								250.00	250.00
	Equipment										
	Equipment Fuel		1,500.00							1,500.00	1,500.00
	Equipment Purchase	11,500.00	1,300.00	2,000.00		500.00	100.00	0.00		15,400.00	15,400.00
	Insurance		226.00							226.00	226.00
	Maintenance & Repair		4,000.00							4,000.00	4,000.00
	Equipment - Other		6,000.00							6,000.00	6,000.00
	Total Equipment	11,500.00	13,026.00	2,000.00		500.00	100.00	0.00		27,126.00	27,126.00
	Events & Celebrations	3,900.00	275.00			175.00				4,350.00	4,350.00
	Freight/Shipping	600.00	22,430.00	250.00		550.00	200.00			24,030.00	24,030.00
	Fundraising Expenses					500.00				500.00	500.00
	General Liability	5,000.00								5,000.00	5,000.00
	Holiday gift	0.00								0.00	0.00
	Library Materials										
	Non-Fiction Add/Replacement					600.00				600.00	600.00
	Total Library Materials					600.00				600.00	600.00
	Marine Facilities										
	Insurance						1,625.00			1,625.00	1,625.00
	Maintenance & Repairs						3,000.00			3,000.00	3,000.00
	Total Marine Facilities						4,625.00			4,625.00	4,625.00
	Occupational Health			500.00						500.00	500.00
	Payroll Expenses										
	Wages	140,223.20	85,748.45	65,174.70		55,551.00	21,897.80			368,595.15	368,595.15
	Payroll Taxes	12,627.27	7,588.09	5,534.38		5,137.22	2,026.75			32,913.71	32,913.71
	Health Insurance (company paid)			7,122.00		7,122.00	4,273.20			18,517.20	18,517.20
	Health Insurance Stipend	7,200.00	2,400.00			2,400.00				12,000.00	12,000.00
	457(b) Employer Contribution	9,815.62	3,198.54	4,562.23		3,775.59	1,532.85			22,884.83	22,884.83
	Workers Comp Insurance	378.58	2,418.13	4,285.37		163.50	527.16			7,772.74	7,772.74
	Payroll Expenses - Other	170.00								170.00	170.00
	Total Payroll Expenses	170,414.67	101,353.21	86,678.68		74,149.31	30,257.76			462,853.63	462,853.63
	Professional Services	30,000.00								30,000.00	30,000.00
	Public Relations	500.00								500.00	500.00
	Repair & Replacement Fund	1,000.00	2,150.79	4,454.47		10,267.13	7,482.27			25,354.66	25,354.66
	Road Maintenance							85,000.00		85,000.00	85,000.00
	Social Services										
	GCEP dba The Rookery								13,890.00	13,890.00	13,890.00
	GCEP add'l. as City Dept.								1,000.00	1,000.00	1,000.00
	Total Social Services								14,890.00	14,890.00	14,890.00
	Supplies										
	Program					1,010.00				1,010.00	1,010.00
	Supplies - Other	2,000.00	4,100.00	7,500.00		2,900.00	1,500.00			18,000.00	18,000.00
	Total Supplies	2,000.00	4,100.00	7,500.00		3,910.00	1,500.00			19,010.00	19,010.00
	Telecommunications	6,500.00	2,150.00	6,000.00		5,900.00	240.00			20,790.00	20,790.00
	Training	4,000.00	400.00	5,500.00		500.00				10,400.00	10,400.00
	Travel	10,500.00	500.00	16,865.00		1,500.00				29,365.00	29,365.00
	Utilities										
	Electricity	2,000.00	1,900.00	2,000.00		3,400.00				9,300.00	9,300.00
	Fuel Oil	900.00	1,000.00	1,500.00		4,000.00				7,400.00	7,400.00
	Total Utilities	2,900.00	2,900.00	3,500.00		7,400.00				16,700.00	16,700.00

				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	TOTAL
				Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20
			Vehicle										
			Fuel			1,000.00						1,000.00	1,000.00
			Insurance			3,740.00						3,740.00	3,740.00
			Maintenance & Repair			2,000.00						2,000.00	2,000.00
			Mileage Reimbursement	250.00	200.00	250.00			1,200.00	100.00		2,000.00	2,000.00
			Total Vehicle	250.00	200.00	6,990.00			1,200.00	100.00		8,740.00	8,740.00
			Total Expense	268,164.67	176,415.00	154,063.15	17,000.00	120,461.44	52,255.03	85,100.00	64,890.00	938,349.29	938,349.29
			Net Ordinary Income	-268,164.67	-85,935.00	-146,163.15	17,720.35	-118,461.44	-36,555.03	-85,100.00	638,508.89	-84,150.05	-84,150.05
			Other Income/Expense										
			Other Income										
			Encumbered Funds							85,100.00		85,100.00	85,100.00
			Total Other Income							85,100.00		85,100.00	85,100.00
			Net Other Income							85,100.00		85,100.00	85,100.00
Net Income				-268,164.67	-85,935.00	-146,163.15	17,720.35	-118,461.44	-36,555.03	0.00	638,508.89	949.95	949.95

## Administration

## General Fund

### Administration Department:

The City Council hired a City Administrator that 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 coordinates volunteers working at City Hall. The clerk is a parliamentarian, administers the city records retention schedule, and conducts daily business transactions with the public. 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 and department leads. The treasurer is a notary public.

### Personnel:

Volunteer Mayor  
Six Volunteer City Council Members  
City Administrator (0.925 FTE)  
City Clerk (0.75 FTE)  
City Treasurer (0.525 FTE)  
3-5 other regular City Hall volunteers for projects

### Mission:

To serve and collect.

### FY18 Statistics:

- Issued 156 business permits.

### FY19 Accomplishments:

- Facilitated the Electric Intertie Summit, producing strategies and procedures for moving forward
- Working with the Mayor/Vice Mayor and City Attorney, implemented a strategy to protect the City while representing the community in the many facets of the PFAS (per- and polyfluoroalkyl substances) issue
- Proposed the incorporation of the Gustavus Children's Enhancement Program into a City Department, continuing to provide daycare and preschool
- With the Council's direction, resolved the Alaska Airlines Mileage issue
- Investigating the potential and feasibility of a City Water Facility

- Developed approach and implemented actions for the “Beach Agreement” improvements
- Introduced scoping document and began dialogue for Fire Hall/Library expansion
- Concluded the Federal Lands Access Program (FLAP) project proposal
- Resolved Surface Use Agreement for mining operation at gravel pits
- Multiple letters and Resolutions in support of enhancement and continuation of Alaska Marine Highway Service (AMHS)
- Created a Strategic Plan format and process. Current status is the writing of the plans elements which should be concluded by 7/1/19 and introduced to the public through multiple public meetings during the 2019 summer.
- Provided edits and worked with Council members’ edits to multiple City Ordinance Titles (2,3,4,8, and 10) and Policies and Procedures
- Multiple meetings with Gustavus Visitors Association (GVA) to provide alternatives to data collection
- Development of the Marine Facilities Master Plan
- Solid Waste Management Plan drafts
- FY2020 budget and CY2019 Capital Improvement Plan (CIP) updates
- Facilitated presentation by the Local Government Expert to the Council
- Procurement of new dais for Council chambers
- Initial stages of procuring LIDAR (Light Detection and Ranging) survey
- Resolved the Bill’s Drive controversy
- The City Clerk continues to attend training and classes toward becoming a Certified Municipal Clerk. The City Clerk became a certified Parliamentarian. Training also was attended by the treasurer, mayor, and two council members.
- Hundreds of volunteer hours at City Hall: creation of the first ever Business Directory; documenting and destroying boxes of old records, per the records retention policy; and helping with specific projects.
- Worked with contractor for city-wide Managed Information Technology (IT) Services to complete an IT overhaul of city devices and protocols.
- Worked with an accountant to complete Review Services of FY18. A review engagement is conducted to provide limited assurance that there are no material modifications that should be made to the financial statements for them to be in conformity with the financial reporting framework. A review differs significantly from an audit, which was last performed for FY15.
- In conjunction with the Endowment Fund Grant installing a new playground at Salmon River Park (SRP), completed other SRP improvements including: ground leveling and grass seed, electric power to the park shelter, tree limbing, and purchase and installation of a new swing set.

#### FY20 Goals:

- Continuous improvement of administrative policies and procedures
- Completion of Strategic Plan
- Resolving gravel pit supply
- Continued work on and continuation of ongoing City projects such as Code updates, PFAS resolution, 1<sup>st</sup> Class City consideration, sales tax increase, etc.
- City Clerk continuing work toward becoming a Certified Municipal Clerk
- Standard operating procedures created for clerk and treasurer positions
- Cross-training by all administrative staff

## FY16-FY20 General Fund: Administration Expenditures

Expense		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
	<b>Administrative Costs</b>	22,792.52	1,763.05	3,023.52	12,000.00	2,000.00
	<b>Advertising</b>	414.72	0.00	75.00	500.00	100.00
	<b>Bad Debt</b>	0.00	0.00	620.61	0.00	0.00
	<b>Bank Service Charges</b>	1,301.62	1,572.55	1,251.31	1,200.00	1,200.00
	<b>Building</b>	2,554.22	286.68	1,209.94	3,545.17	3,550.00
	<b>Capital Projects Funding</b>	250,132.30	0.00	0.00	0.00	0.00
	<b>Contractual Services</b>	6,512.65	22,975.33	6,070.40	5,000.00	10,000.00
	<b>Dues/Fees</b>	1,698.20	1,345.00	1,686.00	2,000.00	2,000.00
	<b>Election Expense</b>	129.96	111.16	212.17	250.00	250.00
	<b>Equipment</b>	3,793.42	613.85	5,253.84	2,500.00	11,500.00
	<b>Events &amp; Celebrations</b>	0.00	2,285.70	2,500.00	3,000.00	3,900.00
	<b>Freight/Shipping</b>	197.55	362.02	595.80	600.00	600.00
	<b>General Liability</b>	-2,578.60	1,865.68	4,424.75	5,001.38	5,000.00
	<b>Marine Facilities</b>	17.00	0.00	0.00	0.00	0.00
	<b>Payroll Expenses</b>	113,530.50	133,306.30	96,180.13	163,627.61	170,414.67
	<b>Postage &amp; Shipping</b>	482.82	0.00	0.00	0.00	0.00
	<b>Professional Services</b>	7,126.78	16,078.81	25,506.70	20,000.00	30,000.00
	<b>Public Relations</b>	1,586.74	575.00	1,006.65	500.00	500.00
	<b>Repair &amp; Replacement Annual Contribution</b>	0.00	0.00	0.00	1,000.00	1,000.00
	<b>Supplies</b>	4,392.99	4,240.87	2,177.79	3,000.00	2,000.00
	<b>Telecommunications</b>	4,611.59	8,204.74	6,792.56	6,500.00	6,500.00
	<b>Training</b>	2,871.95	894.00	2,231.00	4,000.00	4,000.00
	<b>Travel</b>	6,656.71	410.00	10,585.88	6,500.00	10,500.00
	<b>Utilities</b>	3,054.86	2,232.82	1,384.41	2,900.00	2,900.00
	<b>Vehicle</b>	352.95	0.00	81.12	100.00	250.00
<b>Total Expense</b>		431,633.45	199,123.56	172,869.58	243,724.16	268,164.67

# 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, 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.

The DRC temporary labor pool employees assist in the day-to-day operations of the DRC, including receiving and processing solid waste and recyclables from customers, collecting customer payments, and performing equipment and building maintenance.

## Personnel:

Manager/Operator (1 FTE)

Up to five Temporary Labor Pool Employees (0.625 FTE)

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 and environmentally responsible manner.

## FY18 Statistics:

- 56% of waste was diverted from landfilling
- 12,020 pounds of household hazardous waste collected and exported during first collection event
- 5,164 Customer transactions
- 1,051 hours volunteer labor and revenue of \$15,277 from the Community Chest

## FY19 Accomplishments:

- Completion of Driveway and [Recycling] Outflow Storage Area Project
- Installation of back-up camera in A770 Loader
- 40-hour Compost Facility Operator Training with certification
- Completion of Composting Quonset Replacement – design phase
- Purchase of storage bins and pallet jack

## FY20 Goals:

- Completion of Compost Yard Improvement project, per the Capital Improvement Plan
- Purchase of a new Point of Sale system for the DRC to include an integrated and secure billing system for the City Treasurer
- Installation of a new digital scale
- Purchase of 20' Household Hazardous Waste (HHW) Facility, per the Capital Improvement Plan



- Completion of Inflow Storage and HHW Facility Storage Area project, per the Capital Improvement Plan

## FY16-FY20 General Fund: Disposal &amp; Recycling Center Expenditures

	Actual	Actual	Actual	Budget	Budget
	Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
<b>Expense</b>					
Administrative Costs	0.00	285.51	300.00	300.00	0.00
Bank Service Charges	1,024.20	1,220.91	1,130.00	1,000.00	1,025.00
Building	954.94	1,005.08	1,830.00	1,863.08	1,865.00
Contractual Services	2,480.50	722.75	4,000.00	4,000.00	23,240.00
Dues/Fees	362.00	552.00	700.00	700.00	800.00
Equipment	4,577.10	6,019.11	4,270.00	8,596.00	13,026.00
Events & Celebrations	0.00	0.00	0.00	0.00	275.00
Freight/Shipping	15,069.42	14,005.46	17,260.00	17,550.00	22,430.00
Fundraising Expenses	0.00	0.00	250.00	250.00	0.00
Payroll Expenses	71,314.34	82,997.60	91,500.00	97,375.16	101,353.21
Postage & Shipping	289.60	0.00	0.00	0.00	0.00
Repair & Replacement Annual Contribution	0.00	0.00	0.00	3,350.26	2,150.79
Supplies	2,971.21	3,495.84	3,900.00	3,900.00	4,100.00
Telecommunications	1,494.13	1,751.74	1,710.00	1,700.00	2,150.00
Training	100.00	130.00	1,100.00	1,100.00	400.00
Travel	92.32	953.93	2,350.00	2,350.00	500.00
Utilities	2,271.08	1,992.19	2,540.00	2,900.00	2,900.00
Vehicle	45.14	124.20	150.00	200.00	200.00
<b>Total Expense</b>	<b>103,045.98</b>	<b>115,256.32</b>	<b>132,990.00</b>	<b>147,134.50</b>	<b>176,415.00</b>

# Gustavus Public Library

# General Fund

## Gustavus Public Library:

The Gustavus Public Library provides to the public a wide selection of nonfiction, fiction, children's, and young adult books. The library's collection highlights what the public has requested to see in their library along with the most recent books released. The library also has audio books, magazines, videos, and computers for internet access. The collection is available for check out by members of the public who have been issued a library card. The library offers diverse presentations, a summer reading program, and is the library for the adjacent Gustavus School. The library is open Monday through Saturday with limited evening hours. The library has a strong volunteer presence and an advisory board.

The Administrative Librarian 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 librarian assists the Public Relations Librarian with training and coordinating 12-plus volunteers. The administrative librarian generates the annual departmental operating budget in conjunction with the City Treasurer. The librarian also performs the duties listed below for the volunteer desk sitters.

The Public Relations Librarian oversees operations, services, and creation and maintenance of the daily programs that get patrons in the door. The PR Librarian focuses on developing these programs for diverse age groups. The PR Librarian is responsible for training and supervising volunteers and writing news articles and monthly newsletters. This librarian collaborates with the Administrative Librarian on matters of general library operations and administration and cooperates with other organizations, such as the Gustavus School, to develop library programs that contribute to the needs of the community.

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

## Personnel:

Administrative Librarian (0.625 FTE)

Public Relations Librarian (0.625 FTE)

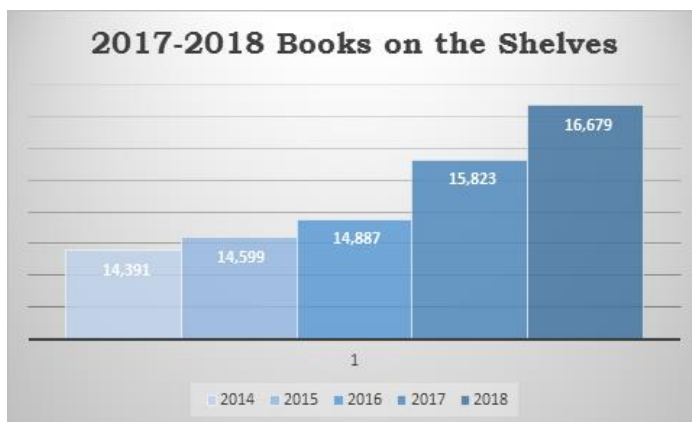
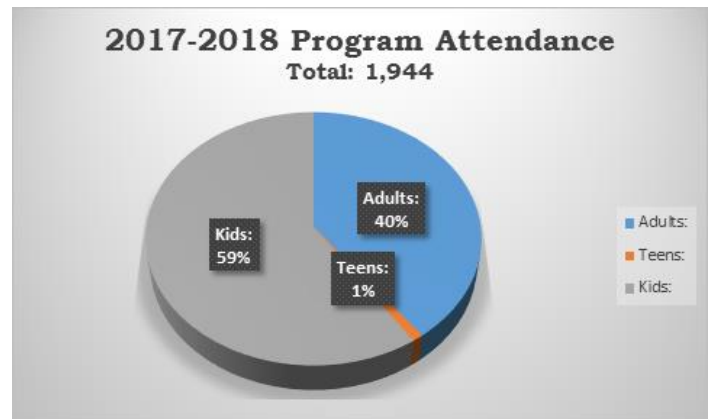
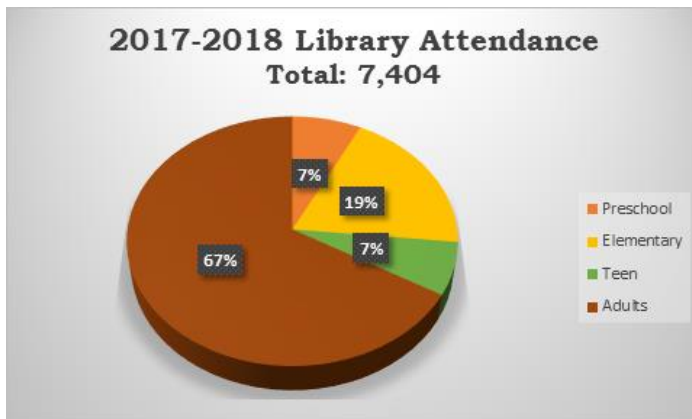
12+ Volunteers

Summer Reading Intern: 120 hours

## 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.

### FY18 Statistics:



### FY 19 Accomplishments to Date:

- Expanded programming for teens and adults, including reviving the book club.
- Refreshed the materials in various non-fiction sections.
- FY19 to date, hosted 399 programs, meetings and events for children, teens and adults.

### FY20 Goals:

- Roof repair and replacement to be completed.
- Refreshing materials in the non-fiction sections, adult and juvenile.
- Working towards an expansion to include an Alaska Room/Quiet Study Room.
- Continue bringing the database of library statistics up to date to ensure it is being as useful as possible.
- Implement the new program funded by our Endowment Fund Grant, *1000 Books Before Kindergarten*.
- Increase teen participation at library events.

## FY16-FY20 General Fund: Gustavus Public Library Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
<b>Expense</b>						
	<b>Bank Service Charges</b>	0.00	0.00	25.00	25.00	25.00
	<b>Building</b>	1,546.90	2,520.35	16,862.78	3,951.84	4,965.00
	<b>Contractual Services</b>	2,748.00	1,925.00	3,328.47	2,000.00	5,120.00
	<b>Dues/Fees</b>	3,386.68	3,324.80	3,724.98	4,000.00	4,400.00
	<b>Equipment</b>	155.70	459.56	1,683.00	500.00	500.00
	<b>Events &amp; Celebrations</b>	0.00	0.00	0.00	0.00	175.00
	<b>Freight/Shipping</b>	0.00	513.56	444.14	450.00	550.00
	<b>Fundraising Expenses</b>	111.25	252.00	150.02	350.00	500.00
	<b>Library Materials</b>	0.00	266.73	295.59	600.00	600.00
	<b>Payroll Expenses</b>	38,566.22	46,491.36	52,412.60	72,980.72	74,149.31
	<b>Postage &amp; Shipping</b>	247.76	0.00	0.00	0.00	0.00
	<b>Repair &amp; Replacement Annual Contribution</b>	0.00	0.00	0.00	4,028.00	10,267.13
	<b>Supplies</b>	1,490.86	1,369.82	2,673.64	2,100.00	2,900.00
	<b>Supplies - Summer Reading</b>	55.76	0.00	0.00	500.00	1,010.00
	<b>Telecommunications</b>	3,394.87	3,994.26	5,768.39	5,000.00	5,900.00
	<b>Training</b>	0.00	148.50	112.50	1,000.00	500.00
	<b>Travel</b>	0.00	637.45	98.37	1,000.00	1,500.00
	<b>Utilities</b>	4,223.48	4,357.71	5,634.27	7,900.00	7,400.00
<b>Total Expense</b>		55,927.48	66,261.10	93,213.75	106,385.56	120,461.44

# 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 along with two water tenders are stocked with proper equipment to tackle most emergencies.

GVFD is composed of a full-time Fire Chief and currently overseeing 24 volunteers that bring a variety of skills to our 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, 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)

Fire Captain (Volunteer)

EMS Captain (Volunteer)

24 volunteers within the 3 divisions

## Mission:

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

## Calendar Year 2018 Statistics:

- 49 incidents. 39 EMS calls, 6 fire calls, 4 other responses.

## FY19 Accomplishments:

- Replacement of self-contained breathing apparatus (SCBA) sets
- New Department Standard Operating Guidelines (SOGs)
- New EMS Protocols
- 9 new Emergency Medical Technicians (EMTs) roaming the streets

## FY20 Goals:

- Continue to build wildland firefighting team and resources
- Create a local emergency planning group
- Recruit and retain volunteers
- Bring in the best training possible for the volunteers

## FY16-FY20 General Fund: Gustavus Volunteer Fire Department Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
Expense						
	Administrative Costs	0.00	0.00	25.00	0.00	0.00
	Bank Service Charges	0.00	0.00	0.00	25.00	25.00
	Building	1,142.16	1,577.45	1,953.17	1,925.83	1,950.00
	Cash Short/Over	0.00	489.59	0.00	0.00	0.00
	Contractual Services	2,543.89	10,961.24	8,162.52	10,000.00	10,000.00
	Ambulance Billing Expense	15.94	0.00	400.00	1,000.00	1,600.00
	Dues/Fees	175.00	99.00	138.00	250.00	250.00
	Equipment	4,611.38	2,581.70	8,242.26	2,000.00	2,000.00
	Freight/Shipping	354.55	600.35	155.04	250.00	250.00
	Fundraising Expenses	1,577.39	1,620.71	1,287.62	0.00	0.00
	Occupational Health	0.00	0.00	0.00	500.00	500.00
	Payroll Expenses	7,209.64	73,307.50	83,972.32	85,427.66	86,678.68
	Per Diem	28.39	0.00	0.00	0.00	0.00
	Postage & Shipping	632.18	0.00	0.00	0.00	0.00
	Relocation	0.00	913.70	0.00	0.00	0.00
	Repair & Replacement Annual Contribution	0.00	0.00	0.00	4,235.23	4,454.47
	Supplies	2,603.01	5,607.17	6,231.28	7,500.00	7,500.00
	Telecommunications	3,264.41	4,124.37	7,050.87	7,300.00	6,000.00
	Training	2,015.15	3,221.96	6,168.79	15,000.00	5,500.00
	Travel	9,612.12	3,829.79	3,075.40	10,000.00	16,865.00
	Utilities	5,026.76	4,076.07	3,873.10	3,500.00	3,500.00
	Vehicle	4,119.19	2,789.04	5,301.56	8,936.95	6,990.00
<b>Total Expense</b>		<b>44,931.16</b>	<b>115,799.64</b>	<b>136,036.93</b>	<b>157,850.67</b>	<b>154,063.15</b>

## Marine Facilities Department

## General Fund

### Marine Facilities Department:

The City of Gustavus oversees and maintains the float on the Gustavus public dock, the small boat harbor on the Salmon River, and the boat launch and small adjacent float in the small boat harbor. The public dock float is used extensively during the summer months by the local charter fishing fleet, a local whale-watching vessel, commercial fishing boats, and private citizens' personal vessels. The small boat harbor is tidally-influenced and offers a boat launch also used by landing craft deliveries, a barge landing area, long-term storage areas for monthly or yearly lease, short-term parking, and a selection of privately owned small floats in various stages of usability/disrepair. Waterless restrooms were constructed at the beach in 2014 and at the Salmon River Park in 2016.

The City of Gustavus has established fees for commercial vessel annual registration (\$300), private vessel annual registration (\$50), long-term storage lease (\$20/month or \$150/year), and transient moorage/daily use fee for unregistered vessels (fee varies based on vessel size).

The Marine Facilities Coordinator (MFC) monitors the dock float and harbor six days per week in the summer months with additional intermittent duties on the shoulder seasons. The MFC collects transient moorage fees, encourages vessel user to obtain vessel registration stickers and follow City of Gustavus policies, assists with fall storage and spring installment of the public dock float, and cleans up trash at the dock, adjacent beach, and boat harbor. The MFC collects the trash from the receptacles located near the waterless restrooms at the dock and cleans both waterless restrooms, at the beach and at Salmon River Park.

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

The Marine Facilities Advisory Committee has been designated as the Mayor, City Administrator, and the Marine Facilities Coordinator. A Marine Facilities Master Plan has been created and will be linked to amendments to Title 8.

Additional planning for the Small Boat Harbor includes coordinating a fish recycling program with the DRC in an effort to reduce bear interactions and enhance the DRC's composting program. Other improvements under development include kiosks providing information and subjects of interest such as the flora and fauna of the area.

### Personnel:

Marine Facilities Coordinator/Harbormaster (0.5 FTE)

### Mission:

- 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.

#### FY18 Statistics:

- Registered 30 commercial vessels, 108 private vessels, and 2 motorless vessels.

#### FY19 Accomplishments:

- Minor float repairs
- Adoption of the Marine Facilities Master Plan
- Clean-up of the Small Boat Harbor uplands and installed information kiosk and kayak rack

#### FY20 Goals:

- Continued Salmon River Harbor clean-up, per Capital Improvement Plan
- State of Alaska DOT/PF repair and reinstallation of damaged steel mooring float that is currently anchored off the north end of Pleasant Island. Expected completion Spring 2020.

#### FY16-FY20 General Fund: Marine Facilities Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
<b>Expense</b>						
	<b>Building</b>	0.00	0.00	744.87	2,309.71	3,150.00
	<b>Contractual Services</b>	0.00	3,550.00	3,000.00	3,500.00	3,500.00
	<b>Dues/Fees</b>	0.00	0.00	0.00	0.00	0.00
	<b>Equipment</b>	0.00	0.00	100.00	100.00	100.00
	<b>Freight/Shipping</b>	14.02	59.44	182.63	200.00	200.00
	<b>Marine Facilities</b>	8,437.97	4,796.04	6,728.31	4,625.46	4,625.00
	<b>Payroll Expenses</b>	14,202.31	11,863.40	15,190.77	18,736.90	30,257.76
	<b>Repair &amp; Replacement Annual Contribution</b>	0.00	0.00	0.00	7,482.27	7,482.27
	<b>Supplies</b>	1,002.76	1,262.85	1,307.25	1,500.00	1,500.00
	<b>Telecommunications</b>	0.00	0.00	0.00	0.00	240.00
	<b>Vehicle</b>	143.13	0.00	0.00	100.00	1,200.00
<b>Total Expense</b>		23,800.19	21,531.73	27,253.83	38,554.34	52,255.03



## 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 is 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 council liaison.

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 almost nothing in recent years. The City of Gustavus continues to spend encumbered funds in reserve from past years' NFR towards road maintenance. When these funds are used up, this department will need to be fully funded within the operating budget or by using other reserve funds.

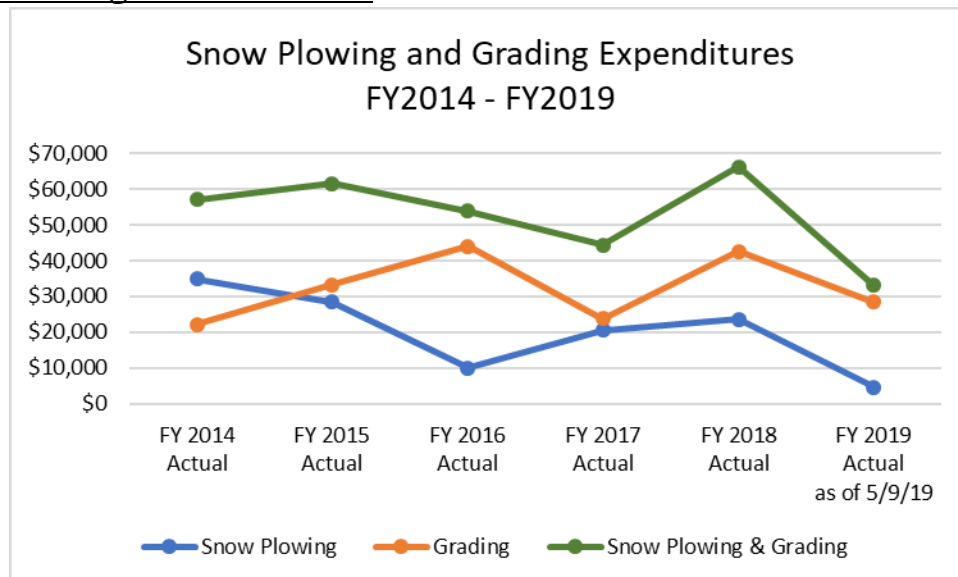
### Personnel:

Volunteer City Council Member

### 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 FY19-to-date:



### FY19 Accomplishments:

- Road name signs installed
- Halibut Drive culvert lowering

- Ditch reconditioning on Rink Creek Road
- In spring of 2019, the City Treasurer did extensive work with State of Alaska DOT Information Systems and Services Division 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 ADCED under the National Forest Receipts program. Total mileage for City of Gustavus changed from 31.21 to 24.61 miles, which will lead to reduced NFR receipts presumably. A more accurate road length data set and mapping file are now available for future RFQs, etc.
- Good River bridge repairs – end of FY19 or beginning of FY20

#### FY20 Goals:

- Repair of Rink Creek bridge
- Wilson Road Drainage Improvement, per Capital Improvement Plan

#### FY16-FY20 General Fund: Roads Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20
Expense						
	Contractual Services	2,200.00	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00	0.00
	Freight/Shipping	0.00	0.00	0.00	0.00	0.00
	Road Maintenance					
	Snow Plowing	9,900.95	20,526.60	23,592.50		
	Grading	44,050.50	23,800.00	42,605.75		
	Hauling Pit Run Material	15,260.00	23,418.00	21,732.00		
	Brushing	0.00	2,365.00	12,449.99		
	Other	200.00	3,000.00	2,820.00	85,000.00	85,000.00
	Total Road Maintenance	69,411.45	73,109.60	103,200.24	85,000.00	85,000.00
	Vehicle:Mileage	0.00	0.00	0.00	100.00	100.00
Total Expense		71,611.45	73,109.60	103,200.24	85,100.00	85,100.00

## Lands Department

## General Fund

### Lands Department:

The City of Gustavus owns several parcels of land within the City of Gustavus, apart from the land that the City departmental facilities are located on. Only lands generating revenue for the Lands Department are discussed here. The city owns a parcel of land near the school gym that includes the old Post Office/Preschool building (currently used for City and preschool free 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.

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. A pit mining lease is in its fifth and final year this year, with the final annual payment of \$750 received in Feb. 2018.

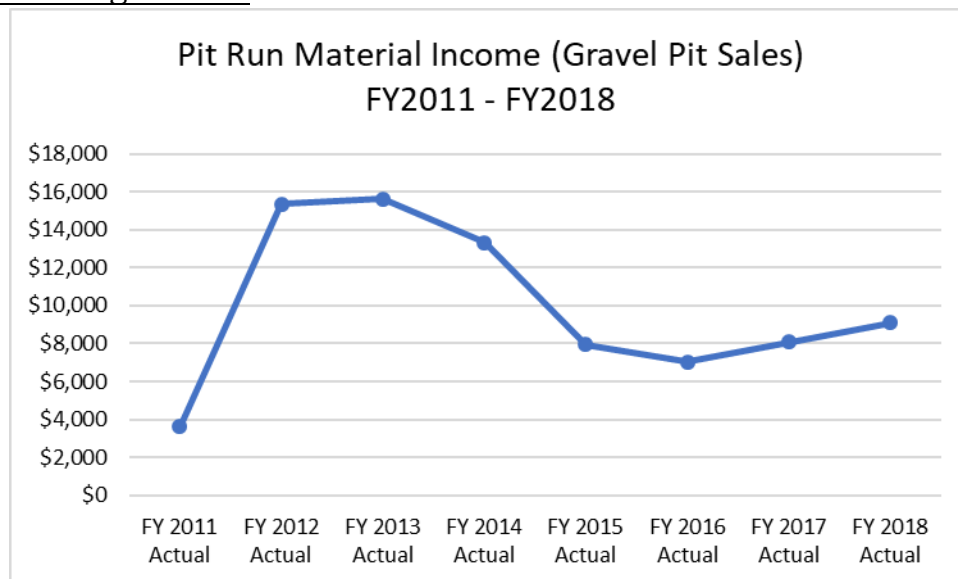
Various City Council members are responsible for the project scoping and management for capital improvement projects and long-term planning for the Lands Department. The treasurer is responsible for the advertisement, execution, and administration of City contracts and for collection of gravel pit and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

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

### Personnel:

None

### Statistics through FY18:



### FY19 Accomplishments:

- Increased pit run material sale amount to \$4.00/cubic yard.
- Land survey of the Salmon River Park/City Hall/firehall parcel and adjoining parcel to the north

**FY20 Goals:**

- Formal acquisition of the Salmon River Park/City Hall/firehall parcel and adjoining parcel to the north
- Land survey of the gravel pits parcel
- LIDAR (Light Detection and Ranging) mapping, per Capital Improvement Plan
- Formulation of a plan for the future of pit run material in Gustavus

**FY16-FY20 General Fund: Lands Expenditures**

		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
		<b>Jul '15 - Jun 16</b>	<b>Jul '16 - Jun 17</b>	<b>Jul '17 - Jun 18</b>	<b>Jul '18 - Jun 19</b>	<b>Jul '19 - Jun 20</b>
<b>Expense</b>						
	<b>Administrative Costs</b>	0.00	0.00	0.00	2,000.00	2,000.00
	<b>Capital Expense</b>	0.00	0.00	0.00	0.00	0.00
	<b>Contractual Services</b>	3,200.00	0.00	0.00	0.00	15,000.00
	<b>Marine Facilities</b>	0.00	0.00	0.00	0.00	0.00
	<b>Professional Services</b>	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>		3,200.00	0.00	0.00	2,000.00	17,000.00

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY19-27NCO  
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
DEPARTMENT BUDGETS FOR FISCAL YEAR 2019**

**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 2019 estimated expenditures have changed from the estimates in the approved budget.

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

<b>Budget Category</b>	<b>Amounts</b>		
	Original Budget	Amended Budget	Change
<b>INCOME</b>			
Interest	\$ 14,500.00	\$ 685.00	<\$ 13,815.00>
<i>The FY19 budget included earnings on the AMLIP accounts in the Interest line-item. These earnings are not readily available to the operating budget and thus this line-item is being revised to not include them, as had been done in prior fiscal years.</i>			
State Revenue: Liquor Share Tax	\$ 0.00	\$ 3,350.00	\$ 3,350.00
Tax Income:Retail Tax Income	\$ 344,821.07	\$ 358,636.07	\$ 13,815.00
<hr/>			
Total Change in Income			<b>\$ 3,350.00</b>

<b>EXPENSE</b>	Original Budget	Amended Budget	Change
Admin:Administrative Costs	\$ 12,000.00	\$ 14,650.00	\$ 2,650.00
Admin:Building Maintenance & Repair	\$ 900.00	\$ 1,700.00	\$ 800.00
Admin:Contractual Services	\$ 6,200.00	\$ 7,000.00	\$ 800.00
Admin:Dues/Fees	\$ 2,000.00	\$ 2,300.00	\$ 300.00
Admin:Equipment Purchase	\$ 4,100.00	\$ 4,600.00	\$ 500.00
Admin:Freight/Shipping	\$ 600.00	\$ 900.00	\$ 300.00
Admin:Professional Services	\$ 23,752.77	\$ 28,752.77	\$ 5,000.00
Admin:Supplies	\$ 1,500.00	\$ 1,700.00	\$ 200.00
Admin:Telecommunications	\$ 6,500.00	\$ 6,100.00	<\$ 400.00>
Admin:Utilities:Fuel Oil	\$ 900.00	\$ 1,100.00	\$ 200.00
DRC:Freight/Shipping	\$ 17,550.00	\$ 17,950.00	\$ 400.00
DRC:Fundraising Expenses	\$ 250.00	\$ 0.00	<\$ 250.00>

DRC:Supplies	\$ 3,900.00	\$ 4,150.00	\$ 250.00
DRC:Telecommunications	\$ 1,700.00	\$ 2,000.00	\$ 300.00
DRC:Travel	\$ 2,350.00	\$ 1,650.00	<\$ 700.00>
GVFD:Building Maintenance & Repair	\$ 500.00	\$ 2,200.00	\$ 1,700.00
GVFD:Supplies	\$ 7,500.00	\$ 7,150.00	<\$ 350.00>
GVFD:Training	\$ 15,000.00	\$ 8,500.00	<\$ 6,500.00>
GVFD:Travel	\$ 10,000.00	\$ 5,000.00	<\$ 5,000.00>
GVFD:Utilities:Fuel Oil	\$ 1,500.00	\$ 3,000.00	\$ 1,500.00
GVFD:Vehicle:Maintenance & Repair	\$ 4,000.00	\$ 1,100.00	<\$ 2,900.00>
Lands:Administrative Costs	\$ 12,000.00	\$ 13,850.00	\$ 1,850.00
Lands:Professional Services	\$ 0.00	\$ 1,550.00	\$ 1,550.00
Library:Building Maintenance & Repair	\$ 3,984.43	\$ 4,384.43	\$ 400.00
Library:Dues/Fees	\$ 4,000.00	\$ 4,750.00	\$ 750.00
Library:Supplies	\$ 2,100.00	\$ 2,600.00	\$ 500.00
Library:Training	\$ 1,000.00	\$ 150.00	<\$ 850.00>
Library:Travel	\$ 1,000.00	\$ 200.00	<\$ 800.00>
MF:Contractual Services	\$ 3,500.00	\$ 4,000.00	\$ 500.00
MF:Payroll Exp:Health Insurance Stipend	\$ 0.00	\$ 300.00	\$ 300.00
MF:Payroll Exp:457(b) Employer Contribut	\$ 0.00	\$ 350.00	\$ 350.00

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Total Change in Expense **\$ 3,350.00**

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

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

**DATE INTRODUCED:** *May 13, 2019*

**DATE OF PUBLIC HEARING:** *June 10, 2019*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_th day of \_\_\_\_\_, 2019.

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Calvin Casipit, Mayor

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Attest: Phoebe Vanselow, City Treasurer

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Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY19-28NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR  
THE SALE OF A ROADSIDE BRUSHER**

**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 2019, the City of Gustavus is disposing of the real property of a roadside brusher by sealed bid auction.

**Section 3.** Per ordinance 10.06.020, the real property disposal is explained as follows:

1. This brusher has reduced utility for municipal purposes due to the availability of similar equipment owned by contractors and the cost of maintaining the equipment with minimal use.
2. This brusher is a 1991 Ford Tiger brusher, VIN # BC48915.
3. This vehicle is owned by the City of Gustavus.
4. The purpose of the disposal is disposal of real property that is no longer needed by the City of Gustavus.
5. The method of disposal as defined in 10.06.03 is competitive disposal - sealed bid auction.
6. An estimated value of the interest in property is \$3000.
7. The procedure for conducting the disposal and the time, place, and manner in which the proposed disposal shall occur are attached as a Brusher Sale Notice.

**Section 4.** The City of Gustavus fixed asset accounts will be amended following a successful sealed bid auction and property disposal.

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

**DATE INTRODUCED:** *May 13, 2019*

**DATE OF PUBLIC HEARING:** *June 10, 2019*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Calvin Casipit, Mayor

\_\_\_\_\_  
Attest: Phoebe Vanselow, City Treasurer

\_\_\_\_\_  
Attest: Karen Platt, City Clerk



## City of Gustavus Brusher Sale Notice

**Notice Date:** June 11, 2019

**Bids Due Date:** July 11, 2019, 1:00 PM AST, at City Hall

The City of Gustavus offers for sale the following equipment that has been removed from service. This equipment is being disposed of in accordance with City of Gustavus (CoG) ordinance 10.06.020 and non-code ordinance FY19-28. The equipment is available for inspection at any time at the Gustavus City Gravel Pits throughout the bid period.

**Vehicle: Brusher VIN:** BC48915 See photos attached.

Location: City of Gustavus, City Gravel Pits Property

Date, time and place of sale: July 11, 2019, 1:00 PM, Gustavus City Hall

Fees, interest and costs assessed: \$0.00

Minimum Bid: \$3,000.

Bid Terms: See below

**Bid terms:** Bidders are encouraged to inspect the equipment at the Gustavus City Gravel Pits prior to submitting bids. Bids may be made on the attached form (available from the City Treasurer ([treasurer@gustavus-ak.gov](mailto:treasurer@gustavus-ak.gov)) or at City Hall) or may be made on a reasonable facsimile with the same information. Sealed bids may be mailed to City Treasurer, City of Gustavus, PO Box 1, Gustavus, Alaska, 99826, or may be hand delivered to the Gustavus City Hall. Bids must be received at the City PO Box or at City Hall by the bid due date and time at the top of this notice. Bids received after this time will not be considered. Bids must be signed and sealed in an envelope clearly marked on the outside as "Brusher Sale Bid". Bid modifications are allowed if received before the bid due date and time. Bid modifications must be in a sealed envelope clearly marked "Brusher Sale Bid Modification". In the case of modified bids, only the latest bid modification submitted will be considered. Bids will not be opened before the bid due date and time.

**Sale Terms:** The brusher will be sold to the highest bidder. This equipment is sold "as-is, where-is" and without warranty. Payment by postal money order, cash, or credit card is due and must be received by the City Treasurer within 14 days of sale. Upon receipt of payment, the City of Gustavus will issue a bill of sale to the successful bidder, and the purchaser may take possession of the equipment. Within 30 days of the sale date, Purchasers are responsible for removing the brusher from the City of Gustavus City Gravel Pits property. If payment is not made within 14 days of sale, or it is not removed within the 30-day time limit, the sale will be voided by the City and payment not refunded unless other prior arrangements have been made with the City. The City may then offer the brusher to the next highest bidder, or re-post it for sale.

**Additional Bidding Information:** Please contact the City of Gustavus Treasurer, Phoebe Vanselow, at 907-697-2451, or by email to [Treasurer@gustavus-ak.gov](mailto:Treasurer@gustavus-ak.gov), or visit City Hall in person during normal business hours Monday through Thursday, 9:00am-4:00pm.

Signed,

Calvin Casipit  
Mayor, City of Gustavus







**City of Gustavus**

PO Box 1

Gustavus, Alaska 99826

Phone: (907) 697-2451

**Brusher Sale Bid Form**

Vehicle Identification Number: BC48915

Date of Bid: \_\_\_\_\_

Bid Amount: \$\_\_\_\_\_

This is (circle one):    an original bid        a bid modification

Bidder Identification:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email (if available): \_\_\_\_\_

Statement: I have read and agree to the terms of the sale offer notice for this equipment. I understand the brusher is sold "as-is, where-is" and without warranty. If my bid is accepted, I agree to make payment of the bid amount to the City of Gustavus by mail or in person at City Hall within 14 days of the sale date. I understand the City of Gustavus will issue a bill of sale upon receipt of payment. I agree to remove the equipment from the City Gravel Pits property within 30 days.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE ROAD MAINTENANCE BUDGET AND THE CITY HELD ACCOUNTS  
IN FISCAL YEAR 2019**

**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 2019, income and expenditures have changed from the estimates in the approved budget. For the Fiscal Year of 2019, the following City held account balance transfers are to be made for the reasons stated.

**Section 3.** For the Fiscal Year of 2019, the budget and City held accounts are amended to reflect the changes as follows:

<b>Budget Category</b>	<b>Amounts</b>		
<b>INCOME</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Change</b>
Natl Forest Receipts – Encumbered \$	0.00	\$ 42,673.33	\$ 42,673.33
<i>National Forest Receipts were received April 25, 2019 for FY19.</i>			
Encumbered Funds	\$ 85,100.00	\$ 42,426.67	<\$ 42,673.33>
<i>The income source for this is the AMLIP – Road Maint Encumbered account.</i>			
<hr/>			
Total Change in Income			\$ 0.00

	<b>Amounts</b>		
<b>CITY HELD ACCOUNTS</b>	<b>Account Balance*</b>	<b>Amended Balance</b>	<b>Change</b>
<i>*Approximate, this is a dynamic value. Balances do not include transfers for FY18-16NCO.</i>			
FNBA checking account	\$ 559,768.12	\$ 517,094.79	<\$ 42,673.33>
AMLIP – Road Maint Encumbered \$	51,971.76	\$ 94,645.09	\$ 42,673.33
<i>AMLIP – Road Maint Encumbered funds transferred for FY19 = \$85,000.00. Returning \$42,673.33 to savings due to National Forest Receipts payment.</i>			
<hr/>			
Total Change in Account Balances			\$ 0.00

**Section 4.** The FY19 budget and City held accounts are hereby amended as indicated, and any portion of the approved budget inconsistent with this amendment is repealed.

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

**DATE INTRODUCED:** May 13, 2019

**DATE OF PUBLIC HEARING:** June 10, 2019

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_th day of \_\_\_\_, 2019.

\_\_\_\_\_  
Calvin Casipit, Mayor

\_\_\_\_\_  
Attest: Phoebe Vanselow, City Treasurer

\_\_\_\_\_  
Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY19-26**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE  
AMENDMENT OF CITY ORDINANCE TITLE 3-PERSONNEL**

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

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

~~Strikethrough~~ words indicate deleted and underlined words are additions.

Chapter 3.01 - GENERAL PROVISIONS AND DEFINITIONS

**Section 3.01.010 - Statement of purpose.**

- (a) It is the purpose of this title to establish a system of personnel administration based on merit and professional methods of recruitment, selection, employment, promotion, transfer, removal, and discipline of ~~employees~~ personnel, both employed and voluntary, and to establish other conditions of employment with the City of Gustavus. Toward that end, the city intends:
- (1) To recruit, select, advance and compensate employees on the basis of merit and relative qualifications, ability, knowledge and skills, including open consideration of qualified applicants for appointment;
  - (2) To assure fair treatment in all aspects of personnel administration without regard to political affiliation, race, color, national origin, age, sex, sexual orientation, gender identity, religion, marital or veteran status, ancestry, disability or other legally-protected status;
  - (3) To provide employment subject to the city's need to accomplish work, availability of funds, and continued effective performance and acceptable conduct of the employees;
  - (4) To enable efficient work by all city employees through personnel administration, with systems for assigning employee duties, responsibilities and authority, job-related training, supervision and performance appraisal, appropriate compensation including pay and benefits, and recognition for exceptional service; and
  - (5) To inform employees of their rights, benefits and responsibilities.

**Section 3.01.020 - Definitions.**

- (a) *Department*: An administrative or functional division of the municipality established by ordinance.
- (b) *Discharge*: The involuntary employment termination initiated by the city.

- (c) *Employee*: A person working for the city for wages or salary in a regular or temporary position.
- (d) *Exempt position*: Exempt positions are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act.
- (e) *Grievance*: Any dispute initiated by an employee or a group of employees involving the interpretation, application or alleged violation of any section of this title, except for disputes that are expressly excluded from the grievance procedure.
- (f) *Layoff*: The involuntary employment termination initiated by the city council for non-disciplinary reasons.
- (g) *Nonexempt position*: Nonexempt positions are not exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act and similar State of Alaska law.
- (h) *Overtime*: Any time worked by a nonexempt employee in excess of forty (40) hours per week.
- (i) *Position*: A group of duties and responsibilities that require the services of an employee on a part-time or full-time basis.
- (j) *Position description*: A position description (PD) is a structured document assigning work to a given position as it is expected to be performed after customary orientation and training. It identifies the typical duties and responsibilities of the position, including the typical education, training and skills required to perform the typical duties and responsibilities of the position. It also describes how the position relates to other positions within and outside the department. The PD will describe the permanent duties and responsibilities that are assigned to and performed by the position; however, PDs are not intended to cover every kind of work assignment a position may have. Rather, PDs cover those work assignments that are predominant, permanent and recurring. Position descriptions will be the basis for employee performance evaluations.
- (k) *Regular position*: A regular position is a full-time (forty (40) hours per week, or two thousand eighty (2,080) hours per year) or a part-time (less than forty (40) hours per week, or less than two thousand eighty (2,080) hours per year) year-around position. Actual work hours each week may vary with season or with work load. Employees holding regular positions may qualify for or access City of Gustavus benefit programs.
- (l) *Resignation*: The voluntary separation from city employment initiated by an employee.
- (m) *Supervisor*: The mayor, city administrator, or an employee in a regular position whose position description includes specific supervisory duties or who has been assigned supervision of temporary employees for a specific project or function.
- (n) *Temporary position*: A temporary position is one in which an employee is hired as an interim replacement, or to supplement temporarily the work force on a seasonal or other basis, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employees in temporary positions are not eligible for City of Gustavus benefits programs.
- (o) *Termination*: An involuntary separation by the city of an employee from city employment due to reductions in force due to budgetary considerations; or, an involuntary disciplinary separation by the city of an employee from city employment.
- (p) *Volunteers*: Volunteers are individuals providing services or labor to the city for no compensation and who are not entitled to any pay or benefits. Gustavus Volunteer Fire Department firefighters and emergency medical responders on a current roster are volunteers; however, they may be entitled to workers' compensation insurance coverage.
- (q) *Workplace*: Any premises owned, leased, or otherwise managed by the City of Gustavus, including, but not limited to, real property, rights of way, easements, facilities, buildings, rooms, vehicles and equipment, used for the performance of city work by city employees.

### **Section 3.01.030 - Severability.**



If any section or subsection of this title shall at any time be illegal or unenforceable, the remaining provisions shall not be affected thereby and shall remain valid and enforceable to the extent permitted by law.

## Chapter 3.02 - BASIC EMPLOYMENT PROVISIONS

### **Section 3.02.010 - At-will employment.**

The City of Gustavus is an "at-will" employer.

### **Section 3.02.020 - Equal employment opportunity.**

- (a) In order to provide equal employment and advancement opportunities to all individuals, employment decisions of the City of Gustavus will typically be based on merit, qualifications, and abilities. The City of Gustavus shall not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or on any other basis that is prohibited by federal, state, or local law.
- (b) This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination, and access to benefits and training.
- (c) An employee may not be discharged, threatened or otherwise discriminated against regarding the employee's compensation, terms, conditions, location, or privileges of employment for reporting suspected or actual discrimination governed by (a) and (b) of this section.
- (d) An employee may not be discharged, threatened or otherwise discriminated against regarding the employee's compensation, terms, conditions, location, or privileges of employment for any reason outlined in AS 39.90.100 regarding protection for whistleblowers.
- (e) Although employment decisions may be based on merit, qualifications, and abilities, employment with the City of Gustavus remains at all times at-will employment.

### **Section 3.02.030 - Hiring of relatives.**

- (a) No persons may be employed in a position supervised by a relative. If an employee and the employee's supervisor should marry or enter a relationship similar to marriage, they shall elect which employee may continue with the department and which employee shall terminate or transfer.
- (b) For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

### **Section 3.02.040 - Immigration law compliance.**

- (a) The City of Gustavus is committed to employing only United States citizens and aliens who are authorized to work in the United States.
- (b) In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

## Chapter 3.03 - RECRUITMENT PROCEDURES

### **Section 3.03.010 – Position vacancies and publicity.**

- (a) In order to attract an adequate number of candidates for present or anticipated vacancies and to ensure that present employees are informed of opportunities to apply for vacant positions, the mayor, or the mayor's designee, will publish or post notice of position vacancies as follows:
  - (1) Position vacancy announcements shall be posted in at least three (3) public places within the City of Gustavus, to include the council chambers, for a minimum of ten (10) days.
  - (2) At the mayor's discretion, positions may also be advertised by using any, or any combination of, state or other employment services, or by using any print or electronic media including but not limited to newspapers and relevant professional or trade publications.
  - (3) All position vacancy notices shall include at least the following:
    - (A) The position title, employment category, essential responsibilities, job qualifications and requirements, the time, place and manner of completing applications, the application deadline, pay rate or salary range, employment category, and other pertinent information.
    - (B) Notice that all positions are located within the City of Gustavus and all work will be conducted in the City of Gustavus, unless the employee is on an authorized business or training trip or is authorized to conduct business while on approved absence.
    - (C) An equal opportunity statement.
    - (D) A statement that reasonable accommodation to facilitate the submission of an application is available on request.
- (b) Publicity for all position vacancies shall be conducted for a sufficient period of time to ensure reasonable opportunity for persons to apply and to be considered for employment. Position vacancies shall be formally announced for at least ten (10) working days prior to the closing date for filing applications. The position may remain open until a qualified candidate is found.

( [Ord. No. FY15-04, § 3, 8-11-2014](#) )

### **Section 3.03.020 - Employment application form.**

- (a) To ensure consistency and completeness in the application process, all applicants for employment in regular positions with the City of Gustavus will fill out the City of Gustavus Employment Application Form, adopted and amended by motion by the city council.
- (b) All advertisements and postings of vacant positions shall contain a position description or provide directions for obtaining a position description.
- (c) Application forms shall not elicit any information concerning race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other information that is prohibited by federal, state, or local law.
- (d) Persons who for reasons of physical or mental disability are unable to complete the application in its regular form, may request reasonable accommodation in the application process.

### **Section 3.03.030 - Certification statement.**



To be considered for employment, an applicant must include, as part of the applicant's application for employment, a signed and dated certification that states as follows:

I certify that the information I have entered on this form is true and complete to the best of my knowledge. I have read and understand the position description for this job, a copy of which is attached to and made a part of this application. I believe that I am qualified to assume and perform the duties and responsibilities of this position. I understand that if I deliberately conceal or enter false information on this form, that I may be removed from my job; that nothing contained in this employment application or in the granting of an interview is intended to create a contract between me and the City of Gustavus for either employment or the provision of any benefits; that information in this application will become part of the public record; and that for the purpose of this certification, a photocopy of my original signature shall have the same force and effect as my original signature. I hereby authorize the City of Gustavus, or its agents, to contact the references I provided as part of this application to obtain additional information relevant to my position-related background, education, skills and abilities. I understand that, prior to making any offer of employment, the City of Gustavus may request my authorization to conduct a confidential background check to obtain additional information relevant to this employment application.

## Chapter 3.04 - EMPLOYMENT STATUS AND RECORDS

### Section 3.04.010 - Employment categories.

The City of Gustavus recognizes the following categories of employment:

- (a) *Nonexempt or exempt.* Each position is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt positions are not exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. Exempt positions are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act and any similar State of Alaska law. A position's exempt or nonexempt classification may be changed only upon written notification by the Mayor of the City of Gustavus and after first confirming compliance with federal and state law.
- (b) *Regular or temporary.* In addition to the above categories, each employee will belong to one (1) of the following employment categories:
  - (1) *Regular position.* A regular position is a full-time or a part-time year-around position. Actual work hours each week may vary with season or with work load. Employees holding regular positions may qualify for or access City of Gustavus benefit programs. An employee entering a regular position for the first time with the city must complete a probationary period, after which the employee may be eligible for the City of Gustavus benefit programs as set forth in the City of Gustavus Benefits Policy, as amended. Completing a probationary period only impacts an employee's eligibility for benefits and does not alter his or her status as an employee at-will.
    - (A) *Regular full-time.* A regular full-time position is one in which the work required is expected to constitute forty (40) hours per week, or two thousand eighty (2,080) hours per year.
    - (B) *Regular part-time.* A regular part-time position is one in which the work required is expected to constitute fewer than forty (40) hours per week, or fewer than two thousand eighty (2,080) hours per year.
  - (2) *Temporary position.* Employment assignments in this category are of limited duration. A temporary position is one in which an employee is hired as an interim

replacement, or to supplement temporarily the work force on a seasonal or other basis, or to assist in the completion of a specific project.

Employment beyond the initially stated period, which first must be approved in writing by the mayor, does not in any way imply a change in employment status. While temporary employees receive all legally-mandated benefits (such as workers' compensation insurance and social security), they are ineligible for all the other benefit programs offered by the City of Gustavus.

- (c) The employment categories set forth in this section do not guarantee employment for any specified period of time. No employee shall have any right to continued employment in any particular position. The city council may, in its sole and exclusive discretion, eliminate any position for any reason including, but not limited to, lack of work, lack of funds, departmental reorganization, or reassignment of duties.

### **Section 3.04.020 - Position descriptions.**

- (a) The City of Gustavus will prepare and maintain current position descriptions for all regular full-time and regular part-time positions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing appropriate compensation levels and hiring criteria, and setting standards for employee performance evaluations.
- (b) The mayor and/or city administrator will prepare, subject to council approval by motion, position descriptions for all regular full-time and regular part-time positions.
- (c) The mayor and/or the city administrator will review all position descriptions at least annually to determine whether they are current and reflect the existing needs of the city. Further, the mayor will review the position description of any vacant position to determine whether it is current and reflects the existing needs of the city prior to recruiting to fill that vacancy. The mayor and/or city administrator will prepare, subject to council approval by motion, any revisions to position descriptions.
- (d) A position description will include the following:
  - (1.) Elements of the position description:
    - Position title;
    - Exempt or nonexempt under Fair Labor Standards Act;
    - Based at (city department or functional unit);
    - Position reports to;
    - Position purpose summary (ideally one (1) sentence);
    - Essential duties and responsibilities;
    - Supervisory responsibilities (if any);
    - Hours of work;
    - Required or desired minimum qualifications (education, training, experience, specific abilities or skills, etc.);
    - Special requirements (licenses, certificates, endorsements, etc.);
    - Physical demands (including tools used);

- (2.) Work environment:

- (A) Description of typical work environment for the position.

- (B) The typical location(s) in the City of Gustavus where the work will take place.

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position. This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position.

The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the city and requirements of the position change.

### **Section 3.04.030 - Probationary period for regular positions.**

- (a) The probationary period provides new and newly-transferred or promoted employees with an on-the-job orientation and training period. During the probationary period, the mayor and/or city administrator and the supervisor will review, guide, direct, provide necessary on-the-job orientation and training, examine, evaluate and monitor the conduct, capacity, efficiency, skill, responsibility, integrity, and effectiveness of the probationary employee to determine whether the employee is fully qualified for employment in the position to which the employee has been appointed.
- (b) Length of probationary period.
  - (1) The probationary period for a regular position is typically six (6) calendar months; however, the actual length of the probationary period shall be set by the mayor/city administrator with the supervisor in writing at the time of employment and shall be based upon an assessment of the employee's qualifications for and readiness to assume the full duties and responsibilities of the position. Probationary period may be shortened if, in the opinion of the Supervisor, City Administrator, and Mayor the employee has satisfied the purpose of probation.
  - (2) If the mayor/supervisor determines that the designated probationary period does not allow sufficient time to evaluate thoroughly the employee's performance, the mayor/supervisor, in his/her sole discretion, may extend the probationary period once, in writing, for a specified period not to exceed three (3) months.
- (c) At the conclusion of the initial or the extended probationary period, the mayor/supervisor will prepare a written evaluation of the employee's performance in the position.
  - (1) If at any time during the probationary period the mayor/supervisor determines that the employee does not satisfactorily meet the requirements of the job for any reason, the city may terminate the probationary employee from that position.
  - (2) If the employee satisfactorily meets the requirements of the job, the mayor will provide written notice to the employee that the employee has successfully completed the probationary period.
- (d) Although the City of Gustavus imposes a probationary period for purposes of training and evaluation, the city remains at all times an "at-will" employer.

### **Section 3.04.040 - Personnel files.**

- (a) The City of Gustavus will maintain a personnel file on each employee. The personnel file will include such information as the employee's job application form, position description(s), records of training, documentation of performance appraisals and wage adjustments, timesheets and payroll records, and other employment records.
- (b) Personnel files are the property of the City of Gustavus and are considered confidential to the extent allowable by law. Accordingly, the city shall restrict access to an employee's personnel file to the mayor, the employee's direct supervisor, the employee accessing his or her own personnel file, the city's legal counsel, and the city treasurer. The restriction on access to personnel files does not apply to a proper public information request for the pay rate of employees. The city will comply with court orders, subpoenas, and releases that compel the release of information from an employee's personnel file.
- (c) With reasonable advance notice, an employee may review and make copies of their own personnel file within city hall in the presence of the mayor or the city clerk.

### **Section 3.04.050 - Employment reference inquiries.**

Only the mayor or city administrator may respond to those reference inquiries submitted in writing; the city's response will also be in writing. Unless a written waiver form allowing the release of personnel file information is received from a former employee, responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

### **Section 3.04.060 - Personnel data changes.**

It is the responsibility of the employee, including those on leave without pay status, to promptly notify the city of any changes in personal data, such as: Personal mailing addresses, telephone numbers, individuals to be contacted in the event of emergency, educational accomplishments, training certificates, and similar information.

### **Section 3.04.070 - Performance evaluation of regular position employees.**

- (a) The city council shall establish and amend, from time to time, by resolution, a written policy and procedure for performance evaluations of regular position employees.
- (b) The city will utilize an employee performance evaluation program to assist the City of Gustavus in maintaining the highest quality employees and highest quality performance. The city's employee performance evaluation program will provide for regular and routine evaluation by the mayor or employee's direct supervisors if other than the mayor, of employee performance of position duties and responsibilities and to provide a vehicle for communication between employees and their supervisors regarding job performance, including discussion of needs and means for improving work performance. Performance evaluations shall also be considered in decisions affecting merit-based salary or wage increases, promotions, demotions, dismissals, order of layoff, order of reemployment, placement and training needs.
- (c) Employees in regular positions shall be evaluated by the mayor, or the employee's immediate supervisor if other than the mayor. Any recommendations for bonuses or merit-based salary or wage raises or change of status will be brought before the city council for consideration in the next budget cycle.
- (d) All performance evaluations shall be in writing in a format approved by the city council, with one (1) copy given to the employee when the supervisor schedules an appointment to discuss the evaluation, and one (1) copy to be placed in the employee's personnel file. Each employee's performance shall be evaluated at the following periods:
  - (1) Prior to end of probationary period. Each employee appointed to a regular full-time or regular part-time position will be evaluated at least once during the probationary period. The employee must have an overall evaluation of at least "satisfactory" at the conclusion of the probationary period in order to continue employment in a regular position with the City of Gustavus.
  - (2) Annual. Each employee in a regular full-time or regular part-time position shall receive an annual performance evaluation on or close to their anniversary date of hire or promotion.
- (e) The conduct of performance evaluations by the City of Gustavus does not restrict, limit, or otherwise change the at-will employment status of each City of Gustavus employee. Evaluations do not guarantee a cost-of-living adjustment, wage increase, step increase, or bonus of any kind.

- (f) Employees who receive an overall rating of "unsatisfactory" on any aspect of their annual or special evaluations may be subject to measures that the city deems necessary or appropriate to ensure that employees meet or exceed standards required for that position. Such measures may include demotion or termination based on an inability to satisfactorily perform the necessary and essential functions of the position.
- (g) An employee may submit written comments responding to that employee's performance evaluation. Such comments shall be submitted to the evaluating supervisor within five (5) city business days from the date of the employee's evaluation review. Such comments shall be attached to, and included with, the performance evaluation in the employee's personnel file.
- (h) Performance evaluations shall not be subject to the grievance procedure. An employee may file a grievance if he/she believe the evaluation procedure has not been followed in accordance with the Policy and Procedure for a Regular Position Employee Performance Evaluation. In addition, an employee may file a grievance if he/she believes an issue exists which is provided in Section 3.08.100 – Grievance Procedure.
- (i) Special. In addition to an employee's annual performance evaluation, the mayor or the employee's direct supervisor, if other than the mayor, may complete a special performance evaluation whenever there is significant change in the employee's performance, or at any other time for any other reason deemed sufficient by the mayor or the employee's direct supervisor. Special evaluations are subject to the provisions of Sections 3.04.070(a) through (f).

#### Chapter 3.05 - EMPLOYEE BENEFITS

##### **Section 3.05.010 - City of Gustavus benefits policy.**

- (a) The city council shall establish and amend, from time to time, by resolution, a written benefits policy, which shall describe various non-wage compensations that the city provides to employees in addition to normal wages or salaries.
- (b) Any change, amendment, or alteration to benefits shall apply to all regular position employees upon the effective date of the change, amendment, or alteration, even if an employee was hired before the effective date of the change, amendment or alteration to the benefits.
- (c) Written notice will be given to regular position employees one (1) month in advance of any change, amendment, or alteration to benefits or to eligibility for benefits.

##### **Section 3.05.020 - Holidays.**

- (a) City of Gustavus workplaces will be closed on the holidays listed below:

New Year's Day	January 1
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11 (or as observed)
Thanksgiving	Fourth Thursday in November

Day after Thanksgiving	
Christmas	December 25

- (b) The City of Gustavus will grant paid holiday time off to all eligible employees. Holiday pay will be calculated based on the employee's straight-time pay rate as of the date of the holiday. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime. Regular position employees will not receive compensation for a holiday that occurs on a day that the employee is on an unpaid leave of absence.
- (c) For city employees whose normal work week is Monday through Friday, if a city-observed holiday falls on a Saturday, the holiday will be observed on the previous Friday, and if a city-observed holiday falls on Sunday, the holiday will be observed the following Monday. For city employees working on Saturday, if the city-observed holiday falls on Saturday, it will be observed on that day. All city workplaces will be closed on Sunday.

( [Ord. of 2-2-2015](#) )

## Chapter 3.06 - TIMEKEEPING/PAYROLL

### **Section 3.06.010 - Timekeeping.**

- (a) Nonexempt employees shall accurately record the time they work each day.
- (b) Altering, falsifying, or tampering with time records may be cause for disciplinary action up to and including termination of employment.
- (c) Employees will sign their time records at the end of each pay period to certify the accuracy of all time recorded. Time sheets also may be sent electronically. The supervisor will review and initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

### **Section 3.06.020 - Overtime (nonexempt positions).**

- (a) The mayor or an employee's supervisor may require regular position nonexempt full-time employees to work overtime hours if needs cannot be met during regular working hours.
- (b) All overtime work must receive the supervisor's prior authorization. The mayor or immediate supervisor will place a note with the employee's time record documenting the reason for requesting or authorizing overtime work.
- (c) Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour requirements. Overtime pay is calculated at one and one-half (1½) times the employee's regular pay rate. Overtime pay is based on actual hours worked over forty (40) hours per week.
- (d) Paid time off will not be considered hours worked when calculating overtime.

### **Section 3.06.030 - Pay days and paychecks.**

- (a) All employees will be paid monthly by the fourth (4th) business day of the following month. Each paycheck will include earnings for all work performed through the end of the monthly pay period.

- (b) As, and to the extent required by law, the city will make certain deductions, including but not limited to federal income tax withholding, social security and Medicare taxes, and state unemployment tax, from employee's paychecks.

#### **Section 3.06.040 - Employment termination.**

Termination of employment may be by resignation, discharge or layoff.

### **Chapter 3.07 - WORK CONDITIONS AND HOURS**

#### **Section 3.07.010 - Workplaces and work schedules.**

City employees shall report to the workplace assigned by the mayor, city administrator or their supervisors at the times and on the schedules determined and designated by the mayor or their supervisors.

#### **Section 3.07.020 - Rest and meal periods.**

- (a) Each workday, employees will be provided with two (2) each fifteen-minute rest periods per eight-hour work shift. To the extent practical rest periods will be in the middle of work periods. Rest periods are counted and paid as time worked, and employees must not be absent from their workstations beyond the allotted rest period time.
- (b) Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for the time.

#### **Section 3.07.030 - Training.**

- (a) The City of Gustavus may require an employee to attend a training or other educational program to acquire, refresh, or upgrade skills relevant to their job.
- (b) Employees may request city financial support to attend conferences or training workshops sponsored by institutions or professional organizations. The subject matter to be presented must relate directly to the employee's position and must provide a benefit to departmental operations. The above will not preclude an employee from requesting vacation time or leave of absence without pay to attend any conference or training of his/her choice; provided that the city reserves full and absolute discretion to grant or deny such request.
- (c) Each employee attending an approved training or other educational program shall submit a written statement stating the benefit of the training to the city and shall provide an itemized estimate of reimbursable out-of-pocket expenses that the employee anticipates incurring to attend the training. In most cases these expenses will be anticipated in the annual work plan and included in the department budget.
- (d) The employee's application will be reviewed by the mayor or city administrator, who will grant or deny permission for the employee's participation in the conference or training workshop that is paid for by the city or for which the city will approve use of vacation or leave of absence without pay.

#### **Section 3.07.040 - Travel expenses for authorized business or training.**

- (a) The City of Gustavus will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the mayor or city administrator.

- (b) When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the city. Employees are expected to limit expenses to reasonable amounts pursuant to the small procurement under \$10,000 policy and procedure.

### **Section 3.07.050 - Unpaid leave.**

- (a) Unpaid leaves of absence may be granted to regular position employees on a case-by-case basis at the discretion of the mayor. The duration and reason for the absence will be documented in writing and signed by both the mayor and the employee.
- (b) Failure of an employee to return from any leave without pay on or before the designated date without prior notice by the employee and approval by the mayor may be considered cause for termination and the denial of reemployment with the city.
- (c) An employee on an unpaid leave of absence is not eligible for holiday pay and will not accrue paid-time-off during the period of unpaid leave.

### **Section 3.07.060 - Smoking, drug and alcohol use.**

- (a) In keeping with the intent of the City of Gustavus to provide a safe and healthy work environment, smoking is prohibited throughout the workplace. This policy applies equally to all employees, elected officials, volunteers, customers, visitors, and others at city workplaces.
- (b) No employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs, while conducting city business. The legal use of prescribed drugs is permitted on the job only if the medical prescription is current, the use of the prescribed drugs is consistent with the medical prescription, and if such use does not impair an employee's ability to perform the functions of the job efficiently, safely and effectively.
- (c) Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment.

## **Chapter 3.08 - EMPLOYEE CONDUCT AND WORK RULES**

### **Section 3.08.010 - Standards of conduct.**

- (a) City employees shall abide by the law.
- (b) Employees are responsible for proper conduct in the maintenance of production and service standards, use of work time; cooperation with supervisors and other employees; use of city equipment and materials, respect for other employees and their property, conformance with lawful dress codes and appearance standards, and the protection of confidential information.
- (c) Any person holding a city position as an employee or as a volunteer, shall employ a respectful, professional manner.
- (d) Employee behavior that may result in disciplinary action, up to and including termination of employment, may include, but not be limited to:
  - (1) Theft or inappropriate removal or possession of city property;
  - (2) Falsification of timekeeping records;
  - (3) Working under the influence of alcohol or illegal drugs;
  - (4) Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace while on duty or while operating employer-owned vehicles or equipment;
  - (5) Fighting or threatening violence in the workplace;



- (6) Boisterous or disruptive activity in the workplace;
- (7) Negligence or improper conduct leading to damage of employer or customer property;
- (8) Sexual or other unlawful or unwelcome harassment;
- (9) Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace;
- (10) Excessive absenteeism or any absence without notice;
- (11) Unsatisfactory performance or conduct;
- (12) Breach of confidentiality;
- (13) Violations of conflict of interest policies as set forth in Title 2, as amended.

### **Section 3.08.020 - Attendance and punctuality.**

- (a) To maintain a safe and productive work environment, the city requires employees to be reliable and to be punctual in reporting for scheduled work. The city requires employees to notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.
- (b) Failure to provide notification in advance of anticipated tardiness or absence may subject an employee to disciplinary action up to and including termination of employment.

### **Section 3.08.030 - Return of property.**

Employees are responsible for all city property, including but not limited to tools, equipment, vehicles, machinery, books, papers, documents including digital documents, materials, or other written information issued to them or in their possession or control. All such city property must be returned by employees to their supervisor, the mayor or the city clerk on or before an employee's last day of work.

### **Section 3.08.040 - Solicitation.**

Employees may not solicit or distribute literature relating to non-city organizations, activities, or events in, on, or at any workplace during working time unless approved by the mayor, city administrator, or department supervisor.

### **Section 3.08.050 – Computer, e-mail, Internet, social media, and telephone usage**

All use of the city's computers and related software, including use for composing, sending, receiving and reviewing e-mail messages or accessing the Internet, shall be limited to city business only. Likewise, the use of telephones, facsimile machines or any similar devices or services shall be limited to city business only. ~~Violations of this policy shall be a cause for disciplinary action, up to and including termination.~~

**The City has an overriding interest and expectation in deciding what is “spoken” on its behalf on social media sites. To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, social media use by city representatives shall be conducted according to the Social Media Policy and Procedure.**

**Violations of this section policy shall be a cause for disciplinary action, up to and including termination.**

### **Section 3.08.060 - Sexual harassment.**

The City of Gustavus does not and will not tolerate sexual harassment involving city employees. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Sexual harassment shall be a cause for disciplinary action, up to and including termination.

### **Section 3.08.070 - Workplace violence policy.**

The City of Gustavus does not and will not tolerate workplace violence. Workplace violence includes acts or threats of physical violence, including intimidation, harassment or coercion, which involve city employees. Workplace violence includes, but is not limited to:

- Threat or actual physical or aggressive contact.
- Threat or actual destruction of city or an individual's property, including acts of sabotage.
- Harassing or threatening telephone calls, e-mails or faxes.
- Possession, use, threat of use, or brandishing of a gun, knife or other weapon of any kind.
- Stalking.
- Veiled threats of physical harm or similar intimidation.

Workplace violence shall be a cause for disciplinary action, up to and including termination.

### **Section 3.08.080 - Non-retaliation policy.**

It is the policy of the city to prohibit the taking of any adverse employment action in retaliation against those who in good faith report or participate in investigations into complaints of alleged violations of local, state or federal law for that reporting or participation.

Any violation of the city's non-retaliation policy involving city employees may be a cause for disciplinary action, up to and including termination.

### **Section 3.08.090 - Progressive discipline.**

- (a) The city council may establish and amend, from time to time, by resolution, a written progressive discipline policy, which shall describe the steps to be taken to address disciplinary problems. To ensure that the city administers employee discipline in an equitable and consistent manner, the city council hereby establishes the following progressive employee discipline policy.
- (b) Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may lead to termination of employment. The city, in its sole discretion, may bypass one (1) or more steps in the progressive disciplinary procedure. Nothing herein is intended to, or shall, change the city's right to terminate any employee at will, any time, with or without cause, regardless of which, if any, lesser discipline steps have been used or not used or that might otherwise be applicable.
- (c) Certain types of employee problems are serious enough to justify immediate suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.
- (d) Each disciplinary action shall be documented in a memorandum signed by the employee and supervisor and placed in the employee's personnel file.

**Section 3.08.100 - Grievance procedure.**

- (a) The City of Gustavus desires to resolve fairly and promptly employee complaints arising in or relating to the workplace. Accordingly, employees who have a complaint relating to wages, hours or working conditions are required to follow this three-step grievance procedure.
- (1) *Step 1. Informal discussion.* The aggrieved employee or group of employees shall orally present the grievance to the immediate supervisor within three (3) working days of its occurrence, not including the day of the occurrence. The supervisor shall give his/her oral reply within five (5) working days of the date of presentation of the grievance, not including the date of presentation.
  - (2) *Step 2. File written grievance.* If the grievance is not resolved in step 1, the employee or group of employees shall reduce the grievance to writing. The grievance shall be dated and signed by the aggrieved employee or group of employees and shall be presented to the mayor within five (5) working days after the supervisor's oral reply is given, not including the day the answer is given. If the employee, or group of employees, does not file the grievance in writing within five (5) working days after the supervisor's oral reply as provided in step 1 of the grievance procedure, the city will deem the grievance resolved. The mayor shall reply in writing to the grievance within ten (10) working days of the date of the presentation of the written grievance, not including the day of the presentation.
  - (3) *Step 3. Appeal to the city council.* If the grievance is not resolved in step 2, the employee or group of employees shall present the written grievance along with all pertinent correspondence, records and information accumulated to date to the city council, which will review and consider the grievance, meeting in executive session when appropriate. If the employee, or group of employees, does not present the grievance to the city council within ten (10) working days after the mayor's written response as provided in step 2 of the grievance procedure, the city will deem the grievance resolved or waived. The city council shall inform the employee of its decision within fifteen (15) working days of receipt of the written grievance and related materials and forward a copy of its written response to the mayor for placement in the employee's personnel file. The city council's decision will be final.
- (b) The employee or group of employees may discontinue the grievance procedure at any step.

**Section 3.08.110 - Volunteers.**

- (a) No employee-employer relationship is created through service on an advisory committee or board.
- (b) Advisory committees and boards shall not have supervisory oversight of city employees.

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

**Date Introduced:** May 13, 2019

**Date of Public Hearing:** June 10, 2019

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2019

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Calvin Casipit, Mayor

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Attest: Karen Platt, City Clerk



**City of Gustavus**  
P.O. Box 1  
Gustavus, AK 99826  
Phone: (907) 697-2451

# Unfinished Business

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY19-10**

**A RESOLUTION ESTABLISHING AN ADVISORY COMMITTEE TO ADDRESS THE LONG-TERM SUSTAINABILITY OF THE GUSTAVUS PRESCHOOL AND CHILD CARE PROGRAMS FOR GUSTAVUS**

**WHEREAS**, research regarding the societal benefits of early childhood education is well established and demonstrates that children who participate in high-quality early education programs have better overall literacy, better decision-making and social skills, require fewer remedial or special education services, and have a higher likelihood of economic productivity and social stability in adulthood; and

**WHEREAS**, a quality preschool and child care facility enable parents to seek and retain employment by providing quality, professional, safe, and reliable care, which can support self-sustainability, aids our businesses and the local economy in general, and can be an attractive element to potential new residents and businesses; and

**WHEREAS**, without viable preschool and child care services, working parents in Gustavus could have to choose between putting their children at risk in substandard or unreliable child care or foregoing employment altogether; and

**WHEREAS**, the many citizens of Gustavus recognize the availability of preschool and child care services as a vital and necessary component of the quality of life and social well-being of the community; and

**WHEREAS**, the City of Gustavus has the opportunity to assume a unique role in providing foundational support in meeting the need for these services.

**NOW THEREFORE, BE IT RESOLVED** that: The City authorizes the formation of a Preschool and Child Care Committee (PAC) to recommend actions to the City Council which may contribute to long-term sustainability for the delivery of preschool and child care services in Gustavus. The committee shall advise the Council on the following:

- a) Forecasted operational plan(s) with costs
- b) Capital Improvement plan with associated costs
- c) Long term (5 and 10 year) funding strategies to support operational and capital improvement costs
- d) Proposed ordinance/code revisions
- e) Means of outreach to gauge public support of funding strategies
- f) Alternative business models for the preschool and child care program

In addition, the committee should recommend to the Council the best means to query and record public opinion (beyond attendance at a meeting) on the level of City Government financial support for child care and preschool services that Gustavus citizens would choose. This could be accomplished through a survey, a ballot measure, a referendum, or some other mechanism.

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The PAC may consist of one City Council member, 4 members of the general public, and the Gustavus City Administrator. **PASSED** and **APPROVED** by the Gustavus City Council Gustavus City Council this XX<sup>th</sup> day of \_\_\_\_\_ 2019, and effective upon adoption.

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Calvin Casipit, Mayor

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Attest: Karen Platt



**City of Gustavus**  
P.O. Box 1  
Gustavus, AK 99826  
Phone: (907) 697-2451

# New Business



**CITY OF GUSTAVUS  
ORDINANCE FY19-30**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
CITY ORDINANCE TITLE 10 – PROPERTY ACQUISITION, DISPOSAL, MANAGEMENT, AND  
USE CHAPTER 10.01, SECTION 10.01.020, 10.07.010. AND CREATING SECTION 10.30**

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

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

**Chapter 10.01 – PROPERTY ACQUISITION, DISPOSAL, MANAGEMENT, AND USE**

**Section 10.01.010 - Definitions**

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

*Review Board.* Three (3) City Council members designated by the Mayor to hear presentations concerning violations of Sections of this Chapter and determine the disposition of the charged violation and fine amount(s), if any.

**10.07.010 Casual Use of City Lands**

- (d)     The City may prohibit specific casual uses of City lands by posting such prohibitions on site.

**10.08 Management of City Lands**

**10.08.010 Management functions for City Lands**

- (a)     The City of Gustavus shall manage lands owned by the City of Gustavus or under management agreement with State, Federal, or other agencies, in the public interest.
- (b)     The City Council shall authorize and execute projects and allocate public funds as it deems required for the management, restoration, maintenance, and protection of City-owned or City-managed lands.

- (c) The City Council shall establish regulations governing activities of City personnel and the public to assure that management goals for the property are met and that the public interest in the lands is conserved. Such regulations shall be enforceable with fines set for prohibited activities or actions as minor offences scheduled either in ordinance or by resolution.

#### **10.08.020 Gustavus Beach Lands Management, Conservation, and Public Use**

- (a) The lands on the east and west sides of Dock Road designated as ALS 2009-15 Tracts A and B2, under Cooperative Resource Management Agreement 108940 (CRMA) with the State of Alaska, and the portion of City-owned Tract B1 not occupied by the City Bulk Fuel Facility and shall be managed for the conservation and enhancement of natural ecological and scenic values and for compatible public use.
- (b) Such management shall be in accordance with terms of the CRMA and the associated management plan as may be amended, and consistent with the covenants enumerated in the United States District Court Judgment Quieting Title No J-76-9 CIVIL.
- (c) In accordance with terms of the CRMA, the City shall identify and clearly post areas on the lands in paragraph (a) designated for motor vehicle parking.
- (d) The City shall designate parking areas on lands in paragraph (a) with time limits. It is a violation to exceed parking limit times within any designated parking area.
- (f) Overnight camping is prohibited on lands designated in paragraph (a) of this section unless specifically posted for camping.
- (g) The City Mayor may issue a specific, time-limited waiver to any of the provisions of this section for specific City- or State of Alaska-managed construction, maintenance, or emergency-response activities.

#### **10.08.030 Fees and charges**

- (a) The City may provide fines for the unauthorized use of the areas as indicated below. In the event a fine is contended, the City Council may convene a Review Board to hear the presentation and set the fine up to the amount listed above. In the case of a minor, the presentation shall be made by a legal guardian or parent.

<b>VIOLATION</b>	<b>FINE</b>
Use of motorized vehicle on beach	\$500
Parking in unauthorized space	\$50 per calendar day up to \$200
Exceed parking time limit	\$100
Overnight Camping in unauthorized location	\$100
Campfire in undesignated area	per fine day\$100

Littering	\$100
Failure to pick up after pet	\$100

- (b) Unless a specific fee is expressly provided elsewhere, the city council may, by resolution, establish fees for city services and programs. In establishing such fees, the city council may take into account, among other things, the costs of programs such as maintenance, operations, administration and other expenses. Such fees shall be paid, filed and deposited as provided in such resolution or as otherwise provided by ordinance or resolution. Fees shall be refunded only as provided in the resolution establishing such fees. Copies of any resolution setting fees shall be available for public inspection and copying.
- (c) Unless provided otherwise, in the event any fees or charges are not paid within 30 days after the date of billing such fees and charges shall be delinquent. Upon such fees or charges becoming delinquent, interest at the rate of one percent per month shall accrue and be charged on the whole of the unpaid principal amount of such fees and charges, from the date of delinquency until paid in full.
- (d) Notwithstanding other provisions of this section, delinquent accounts may be collected through any lawful means. The cost of collection, as defined in city code 1.10.020, of such accounts shall be added to the amount owed.
- (e) General Penalty: In accordance with Chapter 1, Section 1.01.050, every act prohibited by ordinance of this city is unlawful. Unless another penalty is expressly provided by this Code for any particular provision or section, every person convicted of a violation of any provision of this Code, or any rule or regulation adopted or issued in pursuance thereof, shall be punished by a fine of not more than three hundred dollars (\$300.00). Unless otherwise specifically provided, upon the second conviction such person shall be punished by a fine of not more than five hundred dollars (\$500.00), or not more than thirty (30) days imprisonment, or both. Each act of violation and everyday upon which such violation shall occur shall constitute a separate offense.

The penalty provided by this section shall apply to any amendments to this Code, whether or not such penalty is re-enacted in the amendment ordinance, unless another penalty is expressly provided.

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

**Date Introduced: June 10, 2019**

**Date of Public Hearing: July 8, 2019**

**PASSED** and **APPROVED** by the Gustavus City Council this XX day of \_\_\_\_, 2019

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Calvin Casipit, Mayor

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Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY19-12**

**A RESOLUTION BY THE CITY OF GUSTAVUS ADOPTING A CITY SOCIAL MEDIA USE  
POLICY AND PROCEDURE**

**WHEREAS**, the City of Gustavus has a responsibility to inform the public of city business and to facilitate public engagement on city matters; and,

**WHEREAS**, many Gustavus residents, as well as the seasonal Gustavus community, regularly obtain information online through social media; and,

**WHEREAS**, the City of Gustavus has an opportunity to reach a broader audience and to further the goals of the City and the missions of its departments through social media use; and,

**WHEREAS**, the Gustavus Public Library and the Gustavus Volunteer Fire Department have been successfully using social media for years; and,

**WHEREAS**, city participation in social media requires a high level of ethical conduct and professional decorum.

**NOW, THEREFORE, BE IT RESOLVED**, that the Gustavus City Council adopts the Social Media Use Policy and Procedures as attached.

**PASSED** and **APPROVED** by the Gustavus City Council this XXth<sup>th</sup> day of XXXX, 2019, and effective upon adoption.

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Calvin Casipit, Mayor

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Attest: Karen Platt, City Clerk

## CITY OF GUSTAVUS

### POLICIES AND PROCEDURES

#### Title: Policy on Social Media Use

##### **Purpose**

This document defines the social networking and social media policy for the City of Gustavus, the “City”. To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, City departments may consider using social media tools to reach a broader audience. The City encourages the use of social media to further the goals of the City and the missions of its departments, where appropriate.

The City has an overriding interest and expectation in deciding what is “spoken” on its behalf on social media sites. This policy establishes guidelines for the use of social media.

##### **Definitions**

“Social Media” means the collection of web tools that facilitate collaboration and data sharing. Web based communities and hosted services include social-networking sites (e.g., Facebook, Twitter, LinkedIn etc.), video and photo sharing sites (i.e. Instagram), wikis, blogs, virtual worlds, and all other emerging technologies that are used to communicate or share information with others electronically.

“Limited Public Forum” is a subcategory of the public forum created by a government for expressive activity that may be restricted as to subject matter without violating the first amendment right to free speech.

##### **Acceptable Use**

###### **Personal Use**

All City employees may have personal social networking, Web 2.0 and social media sites. These sites should remain personal in nature and be used to share personal opinions or nonwork related information. Following this principle helps ensure a distinction between sharing personal and City views.

City employees must never use their City e-mail account or password in conjunction with a personal social networking, Web 2.0 or social media site.

The following guidance is for City employees who decide to have a personal social media, Web 2.0 or social networking site or who decide to comment on posts about official City business:

- Use a disclaimer such as: “The postings on this site are my own and don’t reflect or represent the positions of the City or the City Council for which I work.”

###### **Professional Use**

All official City-related communication through social media, Web 2.0 and social networking outlets should remain professional in nature and should always be conducted in accordance with the City's communications policy, practices and expectations. Employees must not use official City social media, Web 2.0 or social networking sites for political purposes, to conduct private commercial transactions, or to engage in private business activities, or for personal communications.

Inappropriate or improper usage of official City social media, Web 2.0 and social networking sites can be grounds for disciplinary action, including termination. If social media, Web 2.0 and social networking sites are used for official City business, the entire City site, regardless of any personal views, is subject to best practices guidelines and standards. Only public information, which could not be withheld in response to a public records request, may be shared to any City social media site.

Individuals may only publish content on behalf of the City if they have been given written authorization to do so through the City of Gustavus Authorized Social Media Form found in the City of Gustavus Social Media Guide.

### **Approval and Registration**

All City social media sites shall be

- (1) approved by the City Administrator;
- (2) published using approved social networking platform and tools; and
- (3) administered only by those to whom the City Administrator has granted permission.

### **Oversight and Enforcement**

Employees representing the City through social media outlets or participating in social media features on City websites must maintain a high level of ethical conduct and professional decorum. Failure to do so is grounds for revoking the privilege to participate in City social media sites, blogs, or other social media features and possible disciplinary action, including termination.

Information must be presented following professional standards for good grammar, spelling, brevity, clarity and accuracy, and should avoid jargon, obscure terminology, or acronyms.

City employees recognize that the content and messages they post on social media websites are public and may be cited as official City statements. Social media should not be used to circumvent other City communication policies.

City employees shall not publish information on City social media sites that includes:

- Confidential information (this includes people's names, addresses, or other identifying information about people unless that person gives permission to do so.)
- Copyright violations

- Profanity, racist, sexist, insensitive or derogatory content or comments
- Partisan political views
- Commercial endorsements or SPAM
  - Internal city or department communications that do not represent policy or position statements of the City

### **Records Retention**

Social media sites contain communications sent to or received by the City and its employees, and such communications are therefore public records subject to AS 40.25 Public Record Disclosures and CoG Title 2 Chapter 2.70 – Documents and Records. These retention requirements apply regardless of the form of the record (for example, digital text, photos, audio, and video). The Department maintaining a site shall preserve records pursuant to a relevant records retention schedule for the required retention period in a format that preserves the integrity of the original record and is easily accessible. Furthermore, retention of social media records shall fulfill the following requirements:

- Social media records are captured in a continuous, automated fashion throughout the day to minimize a potential loss of data due to deletion and/or changes on the social networking site.
- Social media records are maintained in an authentic format (i.e. ideally the native technical format provided by the social network, such as XML or JSON) along with complete metadata.
- Social media records are archived in a system that preserves the context of communications, including conversation threads and rich media, to ensure completeness and availability of relevant information when records are accessed.
- Social media records are indexed based on specific criteria such as date, content type, and keywords to ensure that records can be quickly located and produced in an appropriate format for distribution (e.g. PDF).

City utilizes an automated archiving solution provided by a professional archiving contractor to comply with applicable public records law and fulfill the above record retention requirements. Contact the City Administrator or the City Clerk to access the City social media archive site.

### **Internal Disciplinary Procedures**

City employees who do not follow this policy may lose social media privileges and are subject to City of Gustavus Code Section 3.08.090 Progressive Discipline, including termination.

### **EXTERNAL POLICY**

The following guidelines must be displayed to users on all social media sites or made available by hyperlink.

### **Moderation of Third-Party Content**

This City social media site serves as a limited public forum and all content published is subject to monitoring. User-generated posts will be rejected or removed (if possible) when the content:

- is off-subject or out of context
- contains obscenity or material that appeals to the prurient interest
- contains personal identifying information or sensitive personal information
- contains offensive terms that target protected classes
- is threatening, harassing or discriminatory
- incites or promotes violence or illegal activities
- contains information that reasonably could compromise individual or public safety
- advertises or promotes a commercial product or service, or any entity or individual. This does not include mentioning or thanking individuals and/ or entities in regards to when they partner and/or sponsor a particular city program.
- involves or relates to political campaigns or candidates

### **Public Records Law**

City social media sites are subject to applicable public records laws. Any content maintained in a social media format related to City business, including communication posted by the City and communication received from citizens, is a public record.





# City of Gustavus

# Social Media Guide

April, 2019

\*Most of the content in this guide was borrowed, with permission, from the City of Homer Social Media Guide.

## **INTRODUCTION**

## **DEPARTMENT WORK PLAN**

What departments need to think about before launching their own social media site

## **PARTICIPATION GUIDE**

For authorized users

## **FACEBOOK STANDARDS & SUGGESTIONS**

Tips for setting up a page and helpful tips

## **ACCESSIBILITY GUIDELINES**

How to make your posts accessible to more users

## **RECORDS MANAGEMENT**

## **USER RESPONSIBILITY**

## **NETWORK SECURITY**

## **APPENDIX**

City of Gustavus Social Media Policy

City of Gustavus Social Media Authorized User Form

# Introduction

This guide will help you engage and interact more effectively online by showing you how to:

- Determine appropriate participation in social media
- Tips and best practices
- Maintain compliance with public records act
- Decide if content needs to be removed

## Things to consider

### WHAT YOUR DEPARTMENT SHOULD CONSIDER BEFORE GOING SOCIAL

If your department is interested in going social, you need written approval from the City Administrator. Draft a memo requesting authorization, send it to the City Administrator and copy the Mayor.

The memo should address:

- Why does your department need a social media site?
- What social media platform does your department want to use?
- Who on your staff will be responsible for posting, removing content, and overall site management?
- How frequently will content be posted?
- What is the name of your social media site?
- Will you allow the public to comment? If so, consider how to handle posts, both positive and negative.

Staff must complete social media training and sign the CoG Social Media Authorized User Form before they may be authorized to represent the City on social media. (See Appendix for forms.)

Each approved site will maintain a minimum of three official site administrators including the City Administrator and two others. All three site administrators shall be responsible to ensure only active city representatives have official administrator status and that a minimum of three administrators is maintained.

# How to Administer a Facebook Page

## SETTING UP A FACEBOOK PAGE

- Set page up as a government page.
- Set the page up to not allow “Friends,” only “Likes.”
- Display the mission of the department or an overview of the program that informs the content and intent of the site.
- Display the City or department logo prominently on the page
- Set the page to not allow people to “tag” themselves or others

## FACEBOOK BASICS

- Likes are better than views
- Comments are better than likes
- Shares are better than views, likes and comments

## VISUALS ON FACEBOOK

- Pictures are important – Landscapes are great, but faces are better
- Credit photographer if it is not your department or a purchased, stock image
- Try posting a short movie

## POSTS

- Keep it simple
- Keep it as brief as possible: 80-120 words. Direct to website for more info
- Think about the value behind each post
- Use tools and planners to make sure you are actively posting
- If a post is time-sensitive, be sure that the dates during which it is effective are included in the post
- Be conversational, personal and authentic
- Try to make posts both personable and professional, using staff names and faces when available and appropriate
- Schedule regular posts on a specific topic to help keep the page fresh
- Share links to breaking news about your department
- Post a reaction to a post or press release from another organization instead of just reposting it

## ADDITIONAL RESOURCES

- [Facebook Government Guide](#)
- [www.facebook.com/marketing](http://www.facebook.com/marketing)
- [www.facebook.com/facebooktips](http://www.facebook.com/facebooktips)

# Participation Guide

## ADD VALUE TO YOUR DEPARTMENT

- Enhance the public's knowledge of services the City provides.
- Improve communication with the public.
- Further the accomplishments of your department's mission.
- Encourage civic engagement.
- Strengthen sense of community.
- Increase operating transparency.
- Solve a problem.

## CONSIDER YOUR CONTENT

- As informal as social media sites are meant to be, if they're on a government domain or government identity, they're official government communications.
- Posts should use proper grammar and standard style, minimizing the use of jargon and acronyms that may not be widely understood by the public or could be misunderstood.
- Take all steps possible to verify the facts before publishing.

## PROVIDE PROPER REPRESENTATION

- While posting in your role with the City and as part of your designated job responsibilities, you should identify yourself as a City representative.
- Make clear when you are speaking for yourself, and when you are speaking on behalf of the department. Only speak on behalf of the department when your commentary is based on your department's explicitly written standards, policies, and practices, or you have received prior permission.

## SHARE LINKS AND SOURCES

- Use links to direct users back to the primary sources (e.g. website) for in-depth information, forms, and related documents or online services designed to facilitate business with the City.
- When you make a reference to a law, regulation, policy, or other website, where possible provide a link or at a minimum, the citation.
- Whether it is citing a source with a link in a blog post, re-tweeting, or giving a "shout out," be sure to credit and thank the original creator.

# Participation Guide Continued

**PROTECT CONFIDENTIAL INFORMATION**

- Never post confidential information about employees or members of the public. Confidential information includes names, unless permission is given by the named party.
- Ask permission to publish or report on conversations that occur within your department.
- Never post information about policies or plans that have not been finalized unless you have received permission.
- Do not identify a partner or supplier by name or provide information that might be proprietary in nature without their knowledge and/or permission.

**RESPECT YOUR AUDIENCE AND CO-WORKERS**

- Respect the privacy of others and carefully consider the discussion of any topics that might be objectionable or inflammatory.
- Do not use your department's social media presence to communicate among fellow employees.
- Do not post information that is privileged or confidential. This includes personnel file information, personally identified medical/health care information, and communications regarding the internal development of departmental decisions or policies. If you are uncertain whether information is privileged or confidential, consult your department head or your supervisor or the city administrator for a determination that the information is not privileged or confidential before posting it.

**RESPOND TO YOUR MISTAKES**

- Be the first to correct your own mistakes. Timely correction of errors on inaccurate information is essential.
- In regards to incorrect or inaccurate posts made by a site administrator, once something is posted, it should stay posted. Only spelling errors or grammar fixes can be made without making the change evident to users. If you choose to modify an earlier post, make it clear that you have done so – do not remove or delete the incorrect content; provide the correct information and apologize for the error. Ways to accomplish this include strike through the error and correct or creating a new post with the correct information, and link to it from the old post.

**Participation Guide Continued**

**EXERCISE DISCIPLINE**

- Your online activities should not interfere with your job or your responsibility to the public and your co-workers.

**HANDLE INQUIRIES AND NEGATIVE COMMENTS PROMPTLY**

- Effective ways to handle negative comments include providing accurate information in the spirit of being helpful, respectfully disagreeing, and acknowledging that it is possible to hold different points of view.
- Inappropriate content can be rejected and/or removed.
- Depending on the situation, not responding and simply monitoring may be appropriate.
- See Response Considerations
- Contact your Department Head or supervisor with any question

## Accessibility Guidelines

Take the following steps to ensure City social media pages remain accessible to all individuals:

- Provide captions for videos
- Descriptively title photographs
- Avoid the use of acronyms

## Records Management

All information posted on the City of Gustavus social media sites are subject to the State of Alaska Public Records Act. The City has contracted with an online records retention service to archive every post or activity on a social media page. Keep the following things in mind to help compliance with managing records.

- Do not share account user name and password unless necessary to do so with other approved site administrators.
- Register all site administration changes with the City Administrator.

# Site Administrator Responsibility

It can seem tough balancing between respecting first amendment rights and ensuring City social media sites allow public comment to maintain their integrity. Content can and should be removed as needed. If you are unsure about whether or not to remove a post, contact the City Administrator. See the City Social Media Policy attached in the Appendix for more information.

## REASONS TO REMOVE CONTENT

- is off-subject or out of context
- contains obscenity or material that appeals to the prurient interest
- contains personal identifying information or sensitive personal information
- contains offensive terms that target protected classes
- is threatening, harassing or discriminatory
- incites or promotes violence or illegal activities
- contains information that reasonably could compromise individual or public safety
- advertises or promotes a commercial product or service, or any entity or individual
- involves political campaigns or candidates

## WHEN REMOVING CONTENT

When removing content, notify the user their post is being removed and document the removal. In many cases, a friendly message can be sent to the user asking them to re-post without the specific violation of the Social Media Policy. Suggested verbiage to include in a message to a user posting inappropriate content is provided below:

*Your post is in violation of the City of Gustavus Social Media Policy and has been removed. Please refrain from posting inappropriate content in the future. If you do not, we may have to block you from future posts. Thank you for your understanding."*

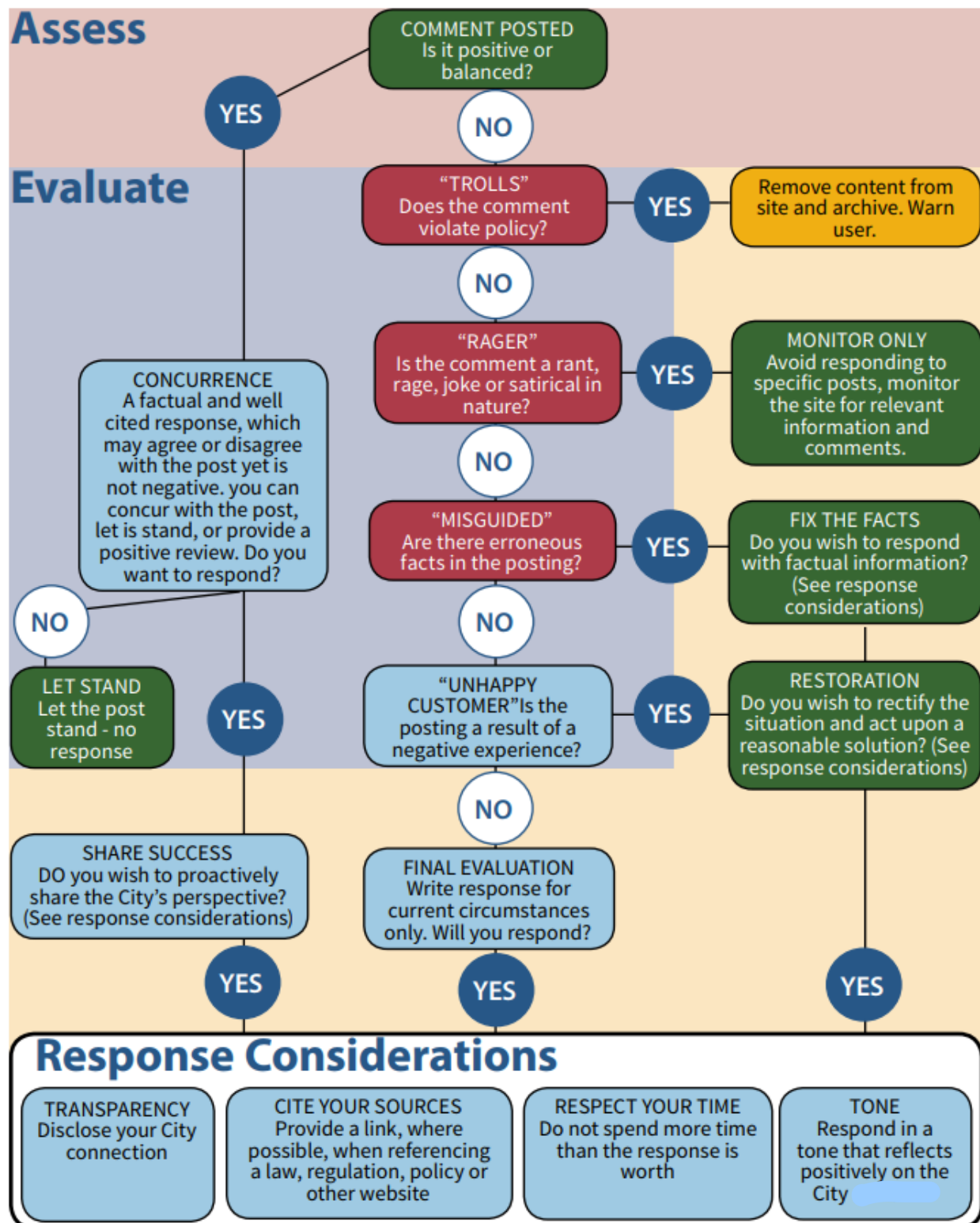
If a user violates the policy more than once and must be blocked, you can send the sample language below. It is always a good idea to include a link to the Social Media Policy.

*Your recent post is in violation of the City of Gustavus Social Media Policy. As this is a repeat violation, we have to block you from further posts. Thank you for your understanding.*

It can be difficult to decide when and how to respond to a comment. People feel engaged when a comment is responded to, so an effort should be made to provide meaningful and appropriate response. The decision-making chart on the following page can help guide response considerations.



# Response Flow Chart



## Personal Use of Social Media

The City of Gustavus Social Media Policy contains guidelines for use of social media as an individual. It is important to be aware that although you may be posting on your personal account, you should take special precautions because of your affiliation with the City to ensure that your personal posts are not confused with official City of Gustavus posts. Take special care to:

- Be clear that you are not representing an official position or policy of the City when you post on your personal account
- Do not use a City email address, web page or social media site to conduct personal business, promote personal interests, or to make personal communications
- Do not distribute personal or confidential information
- Do not use your City email address to register for a social media site without written approval through the CoG Social Media Site Approval Form (found in this appendix.)

## Network Security

If you suspect the security of your department's account has been compromised:

- Call the City's Information Technology provider
- Change login and password immediately
- Report incident to the City Administrator
- Work with the City Administrator to develop a communications strategy
- Acknowledge security breach to followers
- Look for signs of damage and make necessary corrections
- Create a two-step verification process for the account

# Appendix

**City of Gustavus Social Media Policy - ATTACH ONCE APPROVED**

**City of Gustavus Social Media Site Approval Form**

**City of Gustavus Social Media Policy Authorized User Form**

**City of Gustavus Social Media Site Approval Form**

**Social Media Platform** \_\_\_\_\_ \*New sites will only be approved for platforms with a section in the Social Media Guide about how to administer an account on that platform.

**Social Media Web Address** \_\_\_\_\_

**Approval Date** \_\_\_\_\_

**\*The City Administrator reserves the right to remove site administrator rights at any time.**

**Site Administrators** – \*Attach signed Social Media Authorized Form for all administrators

Administrator #1: City Administrator Name: \_\_\_\_\_

\_\_\_\_\_

Administrator #2: \_\_\_\_\_

\_\_\_\_\_

Administrator #3: \_\_\_\_\_

\_\_\_\_\_

**How frequently will content be posted?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Will you allow the public to comment? If so, consider how to handle posts, both positive and negative.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**City of Gustavus Social Media Policy Authorized User Form**

I have read, acknowledge and agree to the City of Gustavus Social Media Policy approved by  
City Council Resolution XX-XX on June 10, 2019

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Social Media Archiving Quotes

### 1. **Archive Social** - <https://archivesocial.com/>

**Feedback from Nate Borson:** Most expensive and least functional; not recommended.

**Quote:** \$2,388 per year

- Named by the City & Borough of Juneau as their current social media archival provider
- Headquarters in North Carolina
- Customers include: The state of Alaska (all state-level agencies), Matanuska Susitna Borough, Palmer, CBJ/ JPD, Bethel, Kenai, Valdez, Soldotna, Sitka, Fairbanks, Ketchikan, Anchorage
- Sales rep named both Smarsh and Page Freezer as their competitors. He said Archive Social differs from the others because their software was created specifically for social media whereas the others started with website archiving and then added on social media archiving. They argued that this means their software interfaces better than their competitors.

### 2. **Smarsh** - <https://www.smarsh.com/>

**Feedback from Nate Borson:** Most functional and extensible solution, could be used for other city records and communication needs (beyond social media). Includes twice the number of connections as the PageFreezer quote.

**Quote:** \$2,000 per year plus one-time setup fee of an additional \$500.

- Found by Dan and Nate back in 2015
- Based in the United States. Representative I spoke with was the “AK rep” and was in Oregon.

### 3. **Page Freezer** - <https://www.pagefreezer.com/>

**Feedback from Nate Borson:** More than adequate to meet city's need for social media records management, at the lowest cost (depending on number of accounts).

**Quote:** \$1,188 per year plus one-time setup fee of an additional \$300.

- Suggested by Tom Williams
- Based in Canada but does list a US office

- Customers include: “a lot of small AK cities” as well as Fairbanks, Anchorage, and Unalaska. \*\*interesting that Anchorage and Fairbanks were also named by Archive Social.

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY19-13**

**A RESOLUTION REVISING POLICY AND PROCEDURE  
FOR GUSTAVUS ENDOWMENT FUND GRANT AWARDS**

**WHEREAS**, in 2015, with Resolution 2015-28, the Gustavus City Council established Policy and Procedure for the Endowment Fund Grant Awards under Title 4.13, and

**WHEREAS**, in 2016, with Resolution 2016-17, the Gustavus City Council revised the Policy and Procedure for the Endowment Fund Grant Awards, and

**WHEREAS**, in 2017, with Resolution CY 17-12 the Gustavus City Council revised the Policy and Procedure for the Endowment Fund Grant Awards, and

**WHEREAS**, formal action is necessary to address revisions to the Policy and Procedure,

**NOW THEREFORE BE IT RESOLVED**, that the Gustavus City Council accepts the revisions to the document entitled “Policy and Procedure for Awarding Grants from the Endowment Fund Earnings”, as presented by this Resolution as a significant step toward addressing the revisions needed to simplify the application process and provide the council with a more substantial framework to use when evaluating applications.

**PASSED** and **APPROVED** by the Gustavus City Council Gustavus City Council this XX<sup>th</sup> day of \_\_\_\_\_, 2019, and effective upon adoption.

\_\_\_\_\_  
Calvin Casipit, Mayor

\_\_\_\_\_  
Attest: Karen Platt, City Clerk



## CITY OF GUSTAVUS, ALASKA

### POLICIES AND PROCEDURES

#### **TITLE: POLICY AND PROCEDURE FOR AWARDING GRANTS FROM THE ENDOWMENT FUND EARNINGS**

##### **POLICY:**

It is the policy of the City of Gustavus to maintain the integrity and purchasing power of the Endowment Fund (Fund) equal to, or greater than, its original 2004 purchasing power through application of earnings first toward inflation proofing, and then to disperse extra earnings in the form of grants supporting qualified projects offering broad value to the community.

The City Mayor or his/her designee shall, at least annually, determine the inflation-adjusted value of the principal of the Fund, compare that value to the present market value of the Fund as invested, and then provide opportunities to disperse available funding for community projects if the Council determines it is fiscally responsible.

While earnings may be granted for projects for functions authorized by code ordinance completed by City departments, funding priority should be given to qualifying projects being conducted by Gustavus-based groups or individuals, or City departments proposing projects that are outside those functions authorized for the City through code ordinance. Further, priority may be given to projects for which the Fund grant is leveraged to match grants from outside agencies. Fund grants shall not be made for operating expenses of the City or other organizations. Grants shall not be made to "for profit" enterprises, although a "non-profit" organization may contract with a "for profit" business for services, such as construction, in support of the Endowment-funded project.

The Mayor is accountable for assuring that steps in this procedure are completed and documented.

##### **PROCEDURE:**

**The following steps shall be followed by the City Mayor or his/her designee:**

1. Inflation-Adjusted Principal Value determination. By July 31<sup>st</sup> of each year, calculate the inflation-adjusted value as of June 30 of the original principal of the Fund, further adjusted as necessary per additions made over time to the principal, using the following steps applying the Anchorage Consumer Price Index (CPI) as posted in July for the first half of the calendar year by the Alaska Department of Labor at <http://www.labor.alaska.gov/research/cpi/cpi.htm>:

- a) Determine the latest CPI index for Anchorage from the posted table.
- b) Determine the multiplier value by dividing the current CPI index by the 2004 index value of 165.6 (Average value for first half of 2004).
- c) Multiply the original value of the Fund (\$963,000) by the multiplier determined in step b.
- d) The result of the calculation in step c is the inflation-adjusted value of the original principal.

Example, calculation of inflation adjusted value as of June 30, 2015:

June 30, 2015 CPI = 217.111

Multiplier value =  $(217.111)/(165.6) = 1.311$

Inflation-Adjusted Principal Value for July 1, 2015 is

$(\$963,000)(1.311) = \$1,262,000$  (rounded to four significant figures). This process will be duplicated for any additions to the Fund principal, except that the CPI Index for the year(s) of the addition(s) will be used in the calculation.

2. Present Market Value determination. Determine the present market value of the Fund as reported by the Fund manager for June 30 of the present year.

Example: The present market value of the fund for June 30, 2015 was \$1,403,944.

3. Excess earnings determination. Calculate the excess earnings in the Fund, from which distributions may be made, by subtracting the inflation adjusted principal from the present market value of the Fund.

Example: The excess earnings available as of June 30, 2015 were:  
 $\$1,403,944 - \$1,262,000 = \$141,944$

4. Available funding for fiscal year. Calculate the funding available as 3% of the average market value of the Fund at June 30 of the last five years.

Example: Three percent of the average annual market value for five years through June 30, 2015 is calculated as:

June 2015:	\$1,403,944
June 2014:	\$1,391,960
June 2013:	\$1,265,225
June 2012:	\$1,188,172
June 2011:	\$1,161,681
Average:	\$1,282,926
3% of Average:	\$38,466

5. Grant funding availability determination. The maximum amount available for granting in the present year is 3% of Average Market Value or the present year Excess Earnings, whichever is less. Un-awarded/unexpended grant funds from previous years over \$1,000 will be returned to the Endowment Fund account to earn interest for future awards.

Example for 2015. Three percent of the five-year Average Market Value is \$38,466. The Excess Earnings amount is \$141,944. The lesser of the two is \$38,466. No un-awarded grant funds remain from previous years so \$38,466 may be made available.

6. Announcement of grant application period. The City Council may, on September 1 of each year, or as early thereafter as possible, post an announcement to the Gustavus public of the availability of Endowment Fund Grants with the total amount available. The announcement shall include eligibility requirements, selection criteria, an application procedure and outline, and a deadline of October 31.

7. Transfer of new grant funds from Fund. On December 1, the City Clerk/Treasurer will transfer the year's determined available new grant funding from the Endowment Fund to the Endowment Fund Grant checking account.

8. Grant application closing. On October 31 of each year, close the application period. In early November, Applicants will be sent an email confirming receipt of their application and

eligibility determination, and the date of the Endowment Fund Working Group work session with applicants (see #9).

9. Eligibility for Award. Grants may be awarded to city departments, non-governmental organizations or other local entities. To be considered eligible, the applicants:

1. Must not be delinquent on any City taxes, forms or payments
2. Must be Gustavus residents
3. Must be at least sixteen years of age (at least one of the project's administrators)
4. Must be proposing a discrete local project
5. Cannot receive an EFG award more than three consecutive years

9. An Endowment Fund Working Group ("Group") will be established at the first work session of November. The Group will consist of 3 Council Members. At this meeting, the Group will set a date for a special work session where Applicants with qualifying applications will be invited via email so Group members might ask clarifying questions of the Applicant. Each Applicant will be given five minutes to give a short presentation of their project. Applicants who are unable to attend due to special circumstances may request a separate meeting with the EFG work group to present their project.

10. Proposals will be scored by the Group based on the following criteria:

- **Project Description** (up to 25 points)– Need for project; broad community benefit and value; demonstrated ability to effectively manage the project, link to City's goals
- **Project Goals and Objectives** (up to 25 points)- defined objectives with milestones that demonstrate progress; realistic and achievable timeline
- **Budget** (up to 25 points) – detailed expenditures; well planned and researched and presented

Each member of the Group will score the application individually and the average of the three scores will be used as the final score. Applications must receive a minimum average of 50 points in this process to be considered for award.

11. Grant awards. Schedule Council selection and award of grant funding for the General Meeting of December. In determining awards, the Council shall consider the recommendations made by the Group. If the City does not receive any qualifying applications, or if the Council declines to grant to any of the year's applicants, the annual grant funds shall be returned to the Endowment Fund account to earn interest for future awards

10. Award notices. Issue notice to grantees (if any) within one week after the General Meeting in December, regarding selection with directions for receiving payments, reporting requirements, and a one-year deadline for the grant to be completed. Issue letters also to unsuccessful grant applicants notifying them of award decisions and thanking them for their applications.

11. Payments. Payments to awardees will be made by disbursement from the Endowment Fund checking account to the grantee, or direct to third party, for work approved in Endowment Fund Grant Application with proof of payment. Payments shall be made within two weeks of receipt of a properly completed Grant Financial Progress Report. Payments may be made in advance in special circumstances.

Commented [CC1]: In ordinance

12. Monthly and final reports. The grantee shall complete and submit a monthly progress report by the last day of each month until the final report is submitted. Reports shall include

progress and expenditures for the previous month. The final report shall include a narrative of the project, copies of any materials or pictures the project team wants to share, the number of people reached (served) by the project or its various elements, and a description of the project's outcomes. This report will be shared with the public. The last 10% of the grant shall not be paid until a final report has been accepted.

13. Modifications. Minor grant modifications that do not alter the goal of the project will be considered. All modifications should be submitted to the City Grant Administrator. If a monetary modification is less than or equal to five percent of the total grant award, the City Grant Administrator can determine whether to make the modification after consultation with the Mayor. If the modification request is greater than five percent of the granted amount, Council action is necessary. Non-monetary modifications shall be considered on a case-by-case basis and shall be handled by the City Grant Administrator in consultation with the Mayor.

14. Unused granted funds. Any unused funds from a closed grant shall be retained in the Fund grant checking account if under \$1,000 or returned to the Endowment Fund account if over \$1,000, and re-designated as available for future awards.

**Commented [PV2]:** This is new. As of right now, they are just submitting a final expense report as their final report. I'm not receiving any kind of summary narrative. Is this what we're asking? Like a 1-2 page document that we could share with the public or something? Also, in the past, the final 10% of the grant was withheld until the final report was received.

**Commented [CC3R2]:** Yes – what a concept!

## 2019 ENDOWMENT FUND GRANT (EFG) APPLICATION PACKET

### IMPORTANT DATES:

Applications Due -	October 31, 2019 before 4pm
Council EFG work group session with applicants –	mid-November date & time tbd
EFG work group recommendations to full council –	December 2, 2019 at 530pm
Awards Announced -	December 9, 2019 at 7pm
Project Period Begins -	December 15, 2019
Final Report Due-	December 31, 2020

**Commented [TW4]:** Since this is a template perhaps we don't use dates but have a space for them

### ELIGIBILITY REQUIREMENTS

Grants may be awarded to city departments, non-governmental organizations or other local entities.

#### To be considered eligible, the applicants:

1. Must not be delinquent on any City taxes, forms or payments
2. Must be Gustavus residents
3. Must be at least sixteen years of age (at least one of the project's administrators)
4. Must be proposing a discrete local project
5. Cannot receive an EFG award three consecutive years

### FUNDING AVAILABILITY

A total of \$ XXXXXX is available for this grant year. Applicants may request up to the total amount.  
EFG funds are not intended to be used for operating expenses.  
EFG funds are paid via a reimbursement process or direct to third-party. Payments may be made in advance in special circumstances.  
Funds must be spent prior to the expiration of the grant period, unless an extension has been granted.

### HOW TO APPLY

An outline for the grant application is attached and may also be found on the city website at <https://cms.gustavus-ak.gov>. Sample applications may also be found on the website.

**Commented [TW5]:** Sample or previous successful applications?

Completed applications, including any supporting documents such as letters of support, must be submitted to the City Grant Administrator: [treasurer@gustavus-ak.gov](mailto:treasurer@gustavus-ak.gov) no later than 4:00 p.m. on October 31st.

Preferred process for application submissions is typed, PDF format, and emailed.

**Commented [PV6]:** In the past, they had to submit two hard copies. We'll be printing review copies ourselves now?

In the first week of November, Applicants will receive an email confirming receipt of their application and eligibility determination.

**Commented [CC7R6]:** This was a Tom suggestion, so we'll discuss, but do we need more than one paper copy

### SELECTION PROCESS

Proposals will be scored by the EFG work group, consisting of at least three city council members, based on the following criteria:

- **Project Description** (up to 25 points)– Need for project; broad community benefit and value; demonstrated ability to effectively manage the proposed project; link to City's goals
- **Project Goals and Objectives** (up to 25 points)- defined objectives with milestones that demonstrate progress; realistic and achievable timeline

- **Budget** (up to 25 points) – detailed expenditures; well planned and researched and presented

Proposals must receive a minimum of 50 points to be considered for award.

In early November, Applicants with qualifying applications will be invited via email to a special November work session where EFG work group members might ask clarifying questions of the Applicant. Applicants are encouraged to attend (ideally in person, though audio teleconference is also available) and be prepared to respond to council member questions. Each Applicant will be given five minutes to give a short presentation of their project. Applicants who are unable to attend due to special circumstances may request a separate meeting with the EFG work group to present their project.

The EFG work group will present their recommendations to the full council at the December Work Session. Applicants are encouraged to attend this meeting to answer any questions the full council may have. If there are not questions for the Applicants, it will just be a listening session for Applicants.

The full council will vote to award funding at the December General Meeting.

#### APPLICATION MODIFICATION

If awarded, minor grant application modifications that do not alter the goal of the project will be considered. All modifications will be submitted to the City Grant Administrator for consideration in accordance with the City's policy and procedures.

#### REPORTING

Grant recipients are required to submit monthly progress reports until the final report is submitted. A final report is due by December 31.

A monthly progress report form will be included with the award letter. Monthly reports should describe the progress being made such as milestones met, objectives achieved, expenditures to date, etc.

The final report will include a narrative of the project, copies of any materials or pictures the project team wants to share, the number of people reached (served) by the project or its various elements, and a description of the project's outcomes. This report will be shared with the public.

10% of the grant funds will be withheld until the final report is received.

Unused materials, equipment, or items not used for the project, purchased with grant funds, will require immediate reimbursement to the City.

**Commented [PV8]:** This is new. As of right now, they are just submitting a final expense report as their final report. I'm not receiving any kind of summary narrative. Is this what we're asking? Like a 1-2 page document that we could share with the public or something? Also, in the past, the final 10% of the grant was withheld until the final report was received.

**Commented [CC9R8]:** !

## 2019 Endowment Fund Grant

### Application Outline

#### I. Project Summary (1-2 paragraphs)

Total Amount Requested: \$\_\_\_\_\_

Give a brief, general description of how the funds will be used.

#### II. Brief Overview of Organization or Entity (1-2 pages)

Provide details of your organization or group including:

- Contact Information and tax ID
- Identification and qualification of key personnel involved with implementing the project
- Organization's or group's relevant experience with the project
- Partnerships and relationships with other key organizations or people involved with the project

#### III. Project Description (1-2 pages) (Selection criteria – up to 25 points)

Explain the project using the following sections:

- **Problem Statement** – describe the need for the project including supporting documentation.
- **Community Benefit** – describe how this project will benefit Gustavus and its citizens. Who will it serve?
- **Link to City's Goals** – Does this project tie in to the City's defined goals as stated in the strategic plan? How?
- **Concluding Statement** – summarize why this project should receive funding and why now? Have you demonstrated that you have the ability to effectively manage the project?

#### IV. Project Goals and Objectives (1-3pages) (Selection criteria – up to 25 points)

Provide a timeline for the project. Include milestones with dates you intend to use to track progress for each goal, objective or action as appropriate. Identify required funding for each section of the project's development. How will success be measured? What activities, services or capital will result? What are the obstacles (besides funding)?

**Commented [PV10]:** Previously, they had to complete the full Project Development Form like we use for capital projects – this is very pared down. I'm pondering...

**Commented [CC11R10]:** Yes – that was my reason for proposing the change. So many of the projects I've seen do not conform to the capital project form. It's a very cumbersome form for small entities to fill out. We should still get the information, if they want the grant, just a more narrative approach. Makes it more on par with other grant applications.

**V. Budget (1-2 pages)**

(Selection criteria – up to 25 points)

- **Narrative** - Provide 1-2 paragraphs describing funding partnerships, intended match use, other avenues of funding that have been explored, revenue generating aspects of the project and disposition of revenue, and strategy for funding project elements such as reimbursement, need for advance payment, etc.
- **Partial funding**- There is often not enough money available to fully all approved applications. If your proposal was partially funded, could you still be successful in any aspects of your project?
- **Budget Detail** - Utilizing a Table or Spreadsheet, provide an itemized list of expenditures and the source(s) of purchase that will be funded by the requested grant, and how much match (funding from other sources). Group and prioritize in consideration of partial funding.



## Current Ordinance Excerpt and Application for reference

### • Section 4.13.110 - Grant awards.

(a)

The city council will develop and maintain an Endowment Fund Grant Policy and Procedure which will include a means of determining the amount available for dispersal, grant application process and form, application schedule, evaluation criteria, payment process and other pertinent information to further address the following:

(b)

By July 31 of each year, the city council shall determine the average annual market value (AAMV) of the fund. Up to three (3) percent of the AAMV of the fund may be added to the portion of the fund designated "available for grants," provided that the inflation adjusted principal of the fund is maintained.

(c)

*Eligible recipients:* Grants may be awarded to city departments, non-governmental organizations within the City of Gustavus, or other local entities whose proposals the city council deems worthy based on criteria outlined in the Endowment Fund Grant Policy and Procedure. At least one applicant for each project must be at least sixteen (16) years of age and a Gustavus resident. All applicants must be current on city taxes (if applicable).

(d)

*Eligible purposes:* Capital outlays, grant matching funds, and projects of broad community value may be funded in accordance with the Endowment Fund Grant Policy and Procedure.

(e)

*Solicitation of proposals:* The city council shall establish a procedure and timeline for soliciting proposals for community needs desiring funding. Proposals should, at minimum, include a written justification of need, explanation of benefits, and itemized budget showing how the funds will be spent in accordance with the Endowment Fund Grant Policy and Procedure.

(f)

*Awards of grants:* The city council, after due public input, shall decide by roll call vote which, if any, of the submitted proposals receive funding and in what amount, up to the total "available for grants." Any amount "available for grants" but not appropriated shall be carried forward as "available for grants" the following year. The council shall notify the investment advisor, if any, of the timeline for withdrawals from the fund.

(g)

*Payments:* The treasurer may make withdrawals from the fund as needed to pay for appropriated grants. Payment may be reimbursable or direct-to-third party basis as needed to assure the grant is used for the intended purpose. Payments may be made in advance in special circumstances.

(h)

*Follow-up report:* The grantee shall submit to the council, no later than one (1) year after the date of the award, a report describing the progress of award expenditure and evaluation of results. This report shall include, if necessary, a request for grant extension beyond one (1) year.

(i)

*Retracting awards:* Awards not paid out of the fund after one (1) year may be retracted by the city council for failure to 1) proceed in a timely fashion, 2) submit an acceptable and timely follow-up report, or 3) failure to obtain a grant extension. Retracted awards are returned to the amount "available for grants."

(j)

*Inappropriate expenditures:* If expenditures for the project are determined to be inappropriate or excessive, the grant award may be retracted and recipients required to repay expenses immediately.

( [Ord. No. FY16-04, § 3, 11-9-2015](#) )

---

Signed: Mayor of the City of Gustavus

Date

**CITY OF GUSTAVUS, ALASKA**

**Endowment Fund Grant Application Form**

---

**I. Project Title:**

**II. Organization:**

Name of Organization:

Type of Organization:

Tax ID:

Address:

Phone:

Web page:

**III. Principal Contact:**

Name:

Address:

Phone:

Email:

**IV. Project Description:**

(expand to additional pages as needed)

1. Synopsis (one paragraph)

2. Complete and attach a City of Gustavus Project **Development Form** (available from City Clerk/Treasurer)

3. Total estimated cost of project (please attach contractor’s estimates or website “cart” pages, if applicable):

4. Amount requested from Endowment Fund Grant:

5. Matching funds available:

Source	Amount
1.	
2.	
3.	

Signature \_\_\_\_\_

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_



**City of Gustavus**  
P.O. Box 1  
Gustavus, AK 99826  
Phone: (907) 697-2451

# City Council Reports

**Mayors Report  
City of Gustavus  
June 10, 2019**

**Calvin Casipit**

Alaska State House of Representatives Resources Committee – I was invited to participate and testify to the House Resources Committee on the impacts of PFAS on the city and its citizens on May 10. Tom Williams and Kelly McLaughlin were invited to participate with me. Unfortunately, we were at the end of the hearing schedule and our oral presentations were truncated by the Chair of the committee. All our written presentations were submitted and entered into the public record. Topics discussed impacts of PFAS on the health and welfare of Gustavus citizens, impact of PFAS on the visitor industry, and updating the Committee on our ongoing conversations and activities with DEC.

OWL Teleconference – Participated with the communities of Skagway and Haines in an online videoconference town hall meeting with Sen. Kiehl and Rep. Hannan on April 30. The Town hall meeting was very informative, and it was interesting in that we share many of the same concerns with Skagway and Haines, such as AMHS funding, Local revenue sharing, and education funding.

AMHS Study – As Mayor I was invited to participate in a questionnaire and follow up interview with Jeanette Lee of Northern Economics on May 31. Northern Economics is the company who has the contract to do the Study of AMHS from the Administration and Legislature. The major points of my input were that there are no good alternatives to get the amount of freight needed to Gustavus other than AMHS. (AML is not available here), Gustavus citizens rely on the ferry for reliable all-weather transportation between Gustavus and Juneau for Groceries, Medical needs, building supplies, and transportation to points north and south, and that our visitor-based economy relies on AMHS for bringing in independent travelers and the necessary supplies to support them in their visit to our area. In addition, I stated that the minimum level of service the community needs to prosper, and grow is at least 2 sailings per week in the winter, and four during the summer. I also stated that a reliable schedule that businesses, citizens, and visitors can count on year after year is necessary for economic development of Gustavus. I ended with a soapbox speech in which I stated that the AMHS is our highway, that it would be ludicrous and irresponsible to abandon a community by not operating and maintaining a highway system for places like the Kenai and Matsu, yet abandoning the communities in Southeast is viewed as a viable option. I also stated that the resources that Alaska produces for the world market (Timber, Fish, Minerals, and wild landscapes for tourists) are produced by the rural areas of Alaska. It makes no sense to cut off access to those areas by eliminating or reducing AMHS service.

APT Electric Car charging Station - I was contacted by Jason Custer of APT to gauge support for APT installing a demonstration electric vehicle charging station in Gustavus. I responded that The City strongly supports such an effort, and that with Council input we would provide specific suggested locations. Subsequent to my email response to Mr. Custer, another Council member sent Mr. Custer specific suggestions for location of the proposed charging station.

Respectfully Submitted,  
/s/ Calvin Casipit





**City of Gustavus**  
P.O. Box 1  
Gustavus, AK 99826  
Phone: (907) 697-2451

# City Council Questions and Comments



**City of Gustavus**  
P.O. Box 1  
Gustavus, AK 99826  
Phone: (907) 697-2451

# Public Comment on Non-Agenda Items





**City of Gustavus**  
P.O. Box 1  
Gustavus, AK 99826  
Phone: (907) 697-2451

# Executive Session



**City of Gustavus**  
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# Adjournment