

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY18-17**

**A RESOLUTION ESTABLISHING POLICY AND PROCEDURE FOR FUNDING  
LIMITED SOCIAL SERVICES**

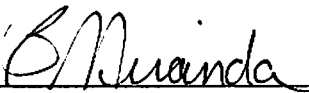
**WHEREAS**, with adoption of Title 6 the Gustavus City Council authorized the expenditure of City Operating Funds for limited Social Services.

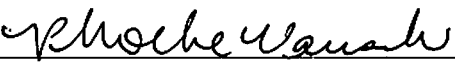
**WHEREAS**, in the process of implementing the Policy and Procedure, it became apparent that some clarifications were necessary, and

**WHEREAS**, formal action is needed to address the revisions necessary 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 FUNDING LIMITED SOCIAL SERVICES", as presented by this Resolution.

**PASSED** and **APPROVED** by the Gustavus City Council Gustavus City Council this 14<sup>th</sup> day of May, 2018, and effective upon adoption.

  
\_\_\_\_\_  
Barbara Miranda, Mayor

  
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Attest: Phoebe Vanselow  
City Treasurer

**CITY OF GUSTAVUS, ALASKA**

**POLICIES AND PROCEDURES**

**TITLE: POLICY AND PROCEDURE FOR FUNDING LIMITED SOCIAL SERVICES**

**BACKGROUND:**

Affordable, accessible, quality preschool and child care services are critical components of the economic and social well-being of this community and the ongoing improvement of a sustainable city. Allowing families to stay employed by providing quality, professional, safe and reliable care creates self-sustainability for Gustavus residents and also for our businesses, the local economy in general, and is an attractive element to potential new residents and businesses. Society benefits from a well-educated and diverse citizenry, and research demonstrates that children who participate in high-quality early education programs have better overall literacy, better executive functions, require fewer remedial or special education services, and have a higher likelihood of economic productivity and social stability in adulthood.

**POLICY:**

In compliance with its fiduciary responsibility as established in State Statute and City code, and in accordance with established budgetary processes, the City of Gustavus adopts a policy to allocate funds for limited Social Services, under the following procedure.

**PROCEDURE:**

The qualified service provider will submit, for approval, a yearly business plan and budget request for preschool and childcare services to the City Treasurer and City Administrator and/or Mayor as per Gustavus Municipal Code 06.06.020 by February 1 of each year.

The City Council must review the business plan and budget request at the March general meeting. The Mayor and/or City Administrator, in conjunction with the City Treasurer shall consider the budget request and determine the amount to include in the City's annual operating budget no later than May 1 of each year (City Ordinance 4.04.04). The City Council may or may not approve the total amount requested as part of the regular budgeting process.

Payment of the requested budget amount, if approved, shall occur by July 31. This payment does not require further Council action.

The Business Plan and Budget Request should include the following:

- Goals
- Objectives
- Membership and Board makeup
- Enrollment Statistics
- Operating Budget
- Budget request of City

**ADDITIONAL REPORTING REQUIREMENTS:**

- If City funds are granted to the service provider, quarterly reports should be provided to the City Council as scheduled by the City Clerk. The mid-year and end of year report should include a profit and loss report and a current balance sheet.

**CALENDAR:**

February 1	Mid-Year Expense/Progress Report Due (if funds were disbursed the prior year)
February 1	Business Plan and Budget Request submitted to City
March General Meeting	Council reviews budget request
May 1	Mayor/City Administrator's budget submitted for approval
May General Meeting	City budget approved
July 31	End of Year Expense/Progress Report Due
July 31	Approved funds are disbursed