

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY16-12NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE ESTABLISHMENT
AND ADOPTION OF THE BUDGET FOR FISCAL YEAR 2017**

BE IT ENACTED BY THE CITY OF GUSTAVUS AS FOLLOWS:

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

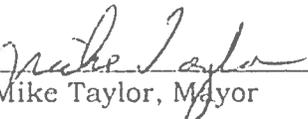
Section 2. General Provisions. The attached document is the authorized budget of revenues and expenditures for the period July 1 through June 30 and is made a matter of public record.

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

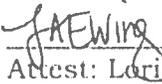
DATE OF PUBLICATION: *May 09, 2016*

DATE OF PUBLIC HEARING: *June 13, 2016*

PASSED and **APPROVED** by the Gustavus City Council this 13th day of June, 2016.



Mike Taylor, Mayor



Attest: Lori Ewing, City Clerk/Treasurer

**FY17 Budget
Administrative Payroll**

Expenses	City Clerk/Treasur	Accounting Clerk	Notes
Payrate FY16	\$30.00	\$16.00	
COLA increase 0.5%	\$0.15	\$0.08	ineligible
Payrate F17	\$30.15	\$16.08	
ST hours	2080	1324	
ST pay	\$62,712.00	\$21,289.92	
OT hours per year	260	0	City Clerk/Treasurer 5hrs/wk
OT Rate	\$45.23	\$24.12	
OT total	\$11,758.50	\$0.00	
Budgeted wages (ST+OT)	\$74,470.50	\$21,289.92	
Lincoln Financial Contribution	\$1,489.41	\$212.90	2% of budgeted wages (ST+OT); AC new empl 6 months. City Pays payroll tax on City LF contribution
Payroll taxable for City	\$75,959.91	\$21,502.82	wages+ Lincoln Financial
Payroll taxes 10.4% of payroll	\$7,899.83	\$2,236.29	
Health Ins Reimbursement/ mo	\$655.00	\$655.00	
Health Ins Reimbursement/year	\$7,860.00	\$3,930.00	AC Eligible after 6 months
Total Payroll/position	\$91,719.74	\$27,669.11	
Workers comp insurance	\$350.00		for all CH and Library employees
Total Admin employee payroll	\$119,738.85		
Budget for Admin Payroll	\$125,000.00		

**FY1Y Budget
Administrative Income and Expense**

Revenue	FY17	FY16 Budget
Admin Fees (Notary, copies, etc.)	\$10.00	
Total Admin Ops Revenue	\$10.00	\$0.00
Grants		
Total Admin Grants	\$0.00	
Expenses		
Administrative Costs	\$10,000.00	\$28,000.00
Advertising	\$1,000.00	\$1,574.00
Bank Charges	\$800.00	\$750.00
Building - Insurance	\$400.00	\$3,500.00
Building - Maintenance	\$3,100.00	
Contractual Services	\$25,000.00	\$7,500.00
Dues/Fees	\$2,000.00	\$2,000.00
Election Expense	\$500.00	\$500.00
Equipment	\$5,000.00	\$4,100.00
Freight/Shipping	\$500.00	\$500.00
General Liability		\$2,000.00
Payroll spot Awards all department:	\$1,656.00	\$1,656.00
Holiday gifts 5 FTE @ \$500 ea	\$2,500.00	\$1,500.00
GVA	\$10,000.00	\$1,500.00
Maintenance and Repairs	\$7,500.00	\$7,500.00
Professional Services	\$35,000.00	\$48,680.00
Public Relations	\$2,400.00	\$2,400.00
Supplies: General	\$7,000.00	\$7,000.00
Telecommunications	\$5,750.00	\$5,750.00
Training	\$3,500.00	\$3,000.00
Travel	\$5,000.00	\$5,000.00
Utilities	\$3,000.00	\$3,000.00
Vehicle	\$350.00	\$600.00
Total Non-Payroll Expense	\$131,956.00	\$138,010.00
Payroll Expense	\$125,000.00	
Total Admin Expense	\$256,956.00	\$138,010.00

finish work in CH/website/com survey

**FY17 Budget
Administrative Payroll**

City Clerk FY16	Treasurer FY16	
\$25.68	\$25.68	
\$0.41	\$0.41	
\$26.09	\$26.09	
\$1,664.00	\$2,080.00	Clerk at 80% of 2080
\$43,415.22	\$54,269.03	
72	30	Clerk night meetings; Treas night meetings, audit. OT is 2.7% of ST hours.
\$39.14	\$39.14	
\$2,817.82	\$1,174.09	
\$46,233.04	\$55,443.12	
\$924.66	\$1,108.86	(slightly overstated if emp makes LF contrib)
\$54,093.04	\$63,303.12	
\$5,625.68	\$6,583.52	2% of budgeted wages (ST + OT) assumes employee contrib 2%
\$655.00	\$655.00	
\$7,860.00	\$7,860.00	
\$60,643.38	\$70,995.51	
\$300.00		for all office employees
\$131,938.88		
\$131,950.00		

**FY 17 Budget
GVFD Income and Expense**

Category	FY17 Budget	FY16 Budget	Notes
Revenue			
Fundraising	\$ 4,000.00	\$ 4,200.00	
Ambulance subscription/billing	\$ 3,000.00	\$ 8,800.00	
Total GVFD Revenue	\$ 7,000.00	\$ 13,000.00	
Grants			
VFA Grant Funding	\$ 8,557.00	\$ -	
AFG Grant Funding	\$ 10,000.00	\$ -	
SAFER Grant Funding	\$ 2,000.00	\$ -	
SEREMS Mini Grant Funding	\$ 1,100.00	\$ -	
SEREMS Code Blue Grant Funding	\$ 5,000.00	\$ -	
Total Grants	\$ 26,657.00	\$ -	
Expense			
Administrative Costs	\$ 100.00	\$ 1,000.00	
Ambulance Subscript/billing	\$ 500.00	\$ 500.00	
Building - Insurance	\$ 1,200.00	\$ 2,200.00	
Building - Maintenance	\$ 1,000.00		
Contractual Servs	\$ 15,000.00	\$ 9,968.00	replace missing back stairs \$11K
Dues/Fees	\$ 500.00	\$ 500.00	
Equipment	\$ 2,000.00	\$ 2,000.00	
Equipment - VFA Grant	\$ 8,557.00		
Equipment - SEREMS Code Blue Grant	\$ 5,000.00		
Freight/Shipping	\$ 500.00	\$ 500.00	
Fundraising Expenses	\$ 1,500.00	\$ 1,500.00	
Workers Compensation	\$ 7,675.00	\$ 7,675.00	
Occupational Health	\$ 5,000.00		Respiratory protection, Bloodborne pathogens
Supplies, Ems		\$ 6,000.00	
Supplies, Fire		\$ 1,000.00	
Supplies, General	\$ 7,500.00	\$ 500.00	Combining all supplies
Supplies - AFG Grant	\$ 10,000.00		
Supplies - SAFER Grant	\$ 2,000.00		
Telecommunications	\$ 4,000.00	\$ 4,840.00	
Training	\$ 15,000.00	\$ 20,000.00	
Travel	\$ 10,000.00	\$ 13,000.00	
Travel - SEREMS Mini Grant	\$ 1,100.00		
Utilities	\$ 3,000.00	\$ 4,500.00	
Vehicle Fuel	\$ 1,000.00	\$ 600.00	increase from 750 to 1000
Vehicle Insurance	\$ 3,300.00	\$ 3,318.00	
Vehicle M&R	\$ 4,000.00	\$ 4,000.00	
Total Non-Payroll Expense	\$ 78,575.00	\$ 83,601.00	
Payroll Expenses	\$ 76,000.00	\$ 58,441.00	
Total Expense	\$ 149,575.00	\$ 142,042.00	

**FY17 Budget
GVFD Payroll**

Expenses employee	Fire Chief Exempt	Notes
Payrate FY 16	\$30.00	
ST hours	2080	Salaried position
ST pay	\$62,400.00	
OT hours per year	0	None - salaried position
OT Rate	\$0.00	
OT total	\$0.00	
Budgeted wages (ST+OT)	\$62,400.00	
Lincoln Financial Contribution	\$624.00	6 months only-new employee
Payroll taxable for City	\$63,024.00	
Payroll tax 10.4%	\$6,554.50	
Health Ins Reimbursement/mo	\$655.00	
Health Ins Reimbursement/year	\$4,585.00	
Total Payroll/position	\$74,163.50	
Total GVFD emp payroll	\$74,163.50	
Budget for GVFD payroll	\$76,000.00	

**FY17 Budget
GVFD Payroll**

Expenses employee	Fire Chief FY16 Admin FY16		Notes
	Exempt	Nonexempt	
Payrate FY16	n/a	\$25.68	
ST hours	1040	416	Admin at 20% of 2080; Chief 1/2 year
ST pay	\$33,280.00	\$10,853.81	
OT hours per year	0	0	None - salaried position
OT Rate	\$0.00	\$39.14	
OT total	\$0.00	\$0.00	
Budgeted wages (ST+OT)	\$33,280.00	\$10,853.81	
Lincoln Financial Contribution	\$822.80	\$217.08	
Payroll taxable for City	\$41,140.00	\$10,853.81	
Payroll tax 10.4%	\$4,278.56	\$1,128.80	
Health Ins Reimbursement/mo	655	\$0.00	Clerk's Health Ins in Admin Budget
Health Ins Reimbursement/year	\$3,930.00		
Total Payroll/position	\$46,241.36	\$12,199.68	
Total GVFD emp payroll	\$58,441.04		
Budget for GVFD payroll	\$58,500.00		

**FY 17 Budget
DRC Income and Expense**

Category	FY17 Budget	FY16 Budget
DRC Revenue		
Chest sales	\$12,800.00	\$9,500.00
Recycle sales	\$5,400.00	\$12,000.00
User fees, DRC sales	\$56,500.00	\$54,000.00
Fundraising	\$1,000.00	\$1,000.00
Total Revenue	\$75,700.00	\$76,500.00
Grants		
Total Grants	\$0.00	\$0.00
Expense:		
Administrative Costs	\$30.00	\$25.00
Bank Charges	\$700.00	\$1,140.00
Building - Insurance	\$630.00	\$1,630.00
Building - Maintenance	\$1,200.00	
Contractual Services	\$2,000.00	\$3,000.00
Dues/Fees	\$600.00	\$450.00
Equipment	\$4,000.00	\$4,000.00
Freight/Shipping	\$14,100.00	\$13,800.00
Fundraising Expenses	\$500.00	\$500.00
Supplies - General	\$3,900.00	\$3,000.00
Telecommunications	\$1,600.00	\$1,640.00
Training	\$1,000.00	\$500.00
Travel	\$3,000.00	\$500.00
Utilities	\$2,300.00	\$3,000.00
Vehicle	\$150.00	\$300.00
Total Non-Payroll Expense	\$35,710.00	\$33,485.00
Payroll Expense	\$85,000.00	\$72,850.00
Total DRC Ops Expense	\$120,710.00	\$106,335.00

**FY17 Budget
DRC Payroll**

Expenses	Mgr/Opr	Assistants	FY Notes
Payrate FY17	\$24.21	\$18.00	Set rate for temp
COLA increase 0.5%	\$0.12		Assistants Ineligible
Total Payrate FY17	\$26.00	\$18.00	Council set rate effective July 1
Mgr/Opr ST hrs	2,040		Plans one wk leave w/o pay to add to winter vncation time
ST hours Temp July-Oct		424	14 wks x 24 hr/wk
ST hours Temp April-June		384	10 wks x 24 hr/wk
ST hours Temp winter relief		192	8 wks x 20 hr/wk
Total ST hours	2,040	1,000	
OT hours	0	0	No overtime expected
Budgeted wages	\$53,040.00	\$18,000.00	
Lincoln Financial Contribution	\$1,060.80	\$0.00	
Payroll taxable for City	\$54,100.80	\$18,000.00	
Payroll taxes 10.4% of payroll	\$5,626.48	\$1,872.00	
Health Ins Reimbursement/ month	\$0.00	\$0.00	Ineligible
Health Ins Reimbursement/year	\$0.00	\$0.00	Ineligible
Total Payroll/position	\$59,727.28	\$19,872.00	
Total DRC pay	\$79,599.28		
Workers Comp est from PW Ins	\$3,381.76		
Total DRC Payroll	\$82,981.04		
Budget for DRC Payroll	\$85,000.00		Room for possible raises for temps

**FY17 Budget
DRC Payroll**

Mgr/Opr FY16	Assistants FY16	Notes
\$24.21	\$18.00	
\$2,040.00		Plans one wk leave w/o pay to add to winter vacation time
	\$336.00	14 wks x 24 hr/wk
	\$240.00	10 wks x 24 hr/wk
	\$160.00	8 wks x 20 hr/wk
\$2,040.00	\$736.00	
\$0.00	\$0.00	No overtime expected
\$49,391.01	\$13,248.00	
\$987.82	\$0.00	
\$49,391.01	\$13,248.00	
\$5,136.67	\$1,377.79	
\$0.00	\$0.00	Ineligible
\$0.00	\$0.00	
\$55,515.50	\$14,625.79	
\$70,141.29		
\$2,680.00		
\$72,821.29		
\$72,850.00		

**FY17 Library Budget
Library Income and Expenses**

Category	FY17 Budget	FY16 Budget
Library Ops Revenue		
Donations	\$2,000.00	\$2,000.00
Fundraising	\$1,000.00	\$1,000.00
Fees (copies, faxes, etc.)	\$3,000.00	\$3,120.00
Total Ops revenue	\$6,000.00	\$6,120.00
Library Grants		
PLA Grant Funding	\$7,000.00	\$0.00
Continuing Ed	\$2,000.00	\$0.00
Total Library Grants	\$9,000.00	\$0.00
Expense:		
Building - Insurance	\$1,672.00	\$1,672.00
Building - Maintenance	\$2,000.00	new 2016
Contractual	\$5,000.00	\$2,839.00
Dues & Fees	\$4,540.00	\$3,540.00
Equipment	\$375.00	\$160.00 refrigerator
Freight/shipping	\$325.00	\$25.00 2016 shipping added to freight
Fundraising	\$350.00	\$150.00 Second brick order - Bre
Library Materials	\$300.00	PLA grant Annual materials replacement - Bre
Postage & shipping	\$0.00	\$400.00 \$300 to Freight/\$100 to supplies for stamps
Supplies: general	\$1,600.00	\$1,475.00
Travel/Training - non-Grant	\$2,000.00	Cont. Ed grants
Telecommunications	\$4,000.00	\$3,260.00 State OWL funding uncertain
Utilities	\$7,780.00	\$7,780.00
PLA Grant Charges	\$7,000.00	\$0.00
Continuing Ed Grant Charges	\$2,000.00	\$0.00
Total Non-Payroll Expense	\$38,942.00	
Payroll Expense	\$51,000.00	
Total Library Ops Expense	\$89,942.00	

**FY 17 Budget
Library Payroll**

Expenses	Admin Librarian	Public Librarian	Summer Read Asst	Notes
Payrate FY17	\$18.00	\$18.00		
COLA increase 0.5%	\$0.09	\$0.09		
Total Payrate FY17	\$20.00	\$20.00	\$13.45	Council Set rate
ST hours	1092	1092	120	32 hrs extra per half time position for 8 hr holiday pay; hours for AKLA
ST pay	\$21,840.00	\$21,840.00	\$1,614.00	
OT hours per year	0	0	0	No overtime expected in this position
Budgeted wages	\$21,840.00	\$21,840.00	\$1,614.00	
Lincoln Financial Contribution	\$0.00	\$0.00	\$0.00	Admin, PL don't do LF contribution
Payroll taxable for City	\$21,840.00	\$21,840.00	\$1,614.00	
Payroll taxes 10.4% of payroll	\$2,271.36	\$2,271.36	\$167.86	
Health Ins Reimbursement/ month	\$0.00	\$0.00	\$0.00	No employees eligible
Health Ins Reimbursement/year	\$0.00	\$0.00	\$0.00	No employees eligible
Total Payroll/position	\$24,111.36	\$24,111.36	\$1,781.86	
Total Library Payroll	\$50,004.58			
Budget for Library Payroll	\$51,000.00			

**FY 17 Budget
Library Payroll**

Admin Librarian FY16	Public Librarian FY16	Summer Read Asst FY16	Notes
\$17.00	\$15.66	\$13.00	
1072	1072	130	
18224	16783.83	1690	
0	0	0	
18224	16783.83	1690	
364.48	0	0	
22481.5	16783.83	1690	
2338.08	1745.52	175.76	
327.5	0	0	0 Admin 1/2 655, Public Lib/SR ineligible
3930	0	0	
25184.06	18529.35	1865.76	
\$45,579.17			
\$45,600.00			

**FY17 Budget
Marine Facilities Income and Expense**

Category	FY17 Budget	FY16 Budget	Notes
Revenue			
Lease proceeds	\$ 1,500.00	\$ 450.00	
Usage fees, etc	\$ 8,000.00	\$ 8,000.00	
Total Income:	\$ 9,500.00	\$ 8,450.00	
Expense			
Contractual	\$ 4,000.00		Float moves and repairs
Equipment	\$ 1,000.00	\$ 1,000.00	
Freight/Shipping	\$ 100.00		
MFC: Insurance	\$ 2,000.00	\$ 2,000.00	
Maint & Repairs	\$ 2,000.00	\$ 1,500.00	
Postage	\$ 100.00	\$ 100.00	
Supplies: General	\$ 1,500.00	\$ 1,000.00	
Total Non-Payroll Expens	\$ 10,700.00	\$ 5,600.00	
MF Payroll	\$ 14,500.00	\$ 14,310.00	
Total MF Ops Expense	\$ 25,200.00	\$ 19,910.00	
Transfer to AMLIP			
Marine Fac R&R	\$9,500.00		For longterm repair/replacement

**FY17 Budget
Marine Facilities Payroll**

Expenses	Marine Facil	Marine Facil C	Notes
Payrate FY17	\$20.00	\$20.00	Set pay rate
ST hours	648	\$648.00	18 wk x 36hr/wk=648 hrs
ST pay	\$12,960.00	\$12,960.00	
OT hours per year	0	\$0.00	
OT Rate	\$30.00	\$30.00	
OT total	\$0.00	\$0.00	
Budgeted wages (ST+OT)	\$12,960.00	\$12,960.00	
Health Ins Reimbursement/ month	\$0.00	\$0.00	Ineligible
Health Ins Reimbursement/year	\$0.00	\$0.00	Ineligible
Lincoln Financial Contribution	\$0.00	\$0.00	Ineligible
Taxable payroll	\$12,960.00	\$12,960.00	
Payroll taxes 10.4% of payroll	\$1,347.84	\$1,347.84	
Total Payroll/position	\$14,307.84	\$14,307.84	
Total MFC payroll	\$14,307.84	\$14,307.84	
Budget for MFC payroll	\$14,500.00	\$14,310.00	

**FY17 Budget
Lands Income and Expense**

Category	FY17 budget	FY16 budget	Notes
Income			
Lands gravel sales	\$8,000.00	\$8,000.00	
Lease pit mining	\$750.00	\$750.00	
Lease AT&T	\$6,157.00	\$6,157.00	
Lease ACS	\$3,658.20	\$3,658.20	
Lease GCI	\$2,726.22	\$2,726.22	
Total Income:	\$21,291.42	\$21,291.42	
Expense			
Administrative Expense	\$5,000.00		Falls Creek Easement Acquisition
Contractual Services	\$1,000.00	\$4,375.00	
Professional Services	\$10,000.00	\$4,375.00	
Total Expense:	\$16,000.00	\$8,750.00	

**FY17 Budget
Roads Income and Expense**

Category	FY17 Budget	FY16 Budget	Notes
Income			
National Forest Receipts (SRS)	\$0.00	\$76,223.00	Original was \$6223 but they later sent us another \$70k.
AMLIP: Road Maint. transfer	\$76,200.00		
Total Income:	\$0.00	\$76,223.00	
Expense			
Equipment	\$100.00	\$100.00	
Freight/Shipping	\$100.00	\$100.00	
Routine Road Maintenance	\$76,000.00	\$76,000.00	
Total Non-Payroll Expense	\$76,200.00	\$76,200.00	