

City of Gustavus Asset Management Policy

Intent

The intent of this policy is to bring together different aspects of the City's visions and goals, as defined in our vision statement, into one document that will help guide future decision makers regarding the City's assets, while linking them to the Strategic Plan, the Capital Improvement Plan, and the Repair and Replacement account in a concise way to streamline the City's policies regarding procurement and disposal of its assets.

It will offer decision makers a clear blueprint for meeting the community's needs, while aiding staff with when and how assets are to be tracked, maintained, and disposed of.

It will also add additional transparency, allowing the community access to one document defining what the City has, what our future needs will be, and how we expect to achieve those goals.

Scope

At the time of this writing the City currently has a range of assets, including City buildings, bridges, a tank farm, multiple parcels of land ranging from 1.3 acres (tank farm) to 40.47 acres (gravel pits), a boat harbor and a park, a float system attached to the state owned dock, waterless restrooms, fire trucks and an ambulance, EMS and firefighting gear, a radio tower, a landfill, and miscellaneous equipment ranging from bobcats to computers.

City services include a Public Library, a Volunteer Fire Department, a Landfill, Recycling Center and Thrift Store, and Administration which is responsible for all aspects of municipal governance, including Road Maintenance, maintaining the City's infrastructure, and safeguarding the community's monetary future in a responsible way.

This policy will affect every aspect of the City, including its assets, but also its services, across all departments, by laying out a framework for how we are managing the assets we currently have, and setting us up to make informed decisions when acquiring assets in the future.

Objectives and Strategy

The objectives of this policy are to maximize asset value, reduce lifecycle costs, manage risks, ensure compliance, and support the City's goals.

The strategy for achieving these objectives is an asset management plan that outlines how to do this through activities such as asset inventory, performance assessment, risk-based maintenance planning, and data driven decision making for the entire life cycle of the City's assets.

Principles of Asset Management

This policy will aim to get the most value out of the City's assets, create streamlined systems for accomplishing that goal, develop long term funding strategies, and create transparent lines of communication between staff, council, and community.

Strategic objectives will consist of aligning the City's vision statement, policies and ordinance, and the Capital Improvement Plan to minimize cost, maximize utilization and performance, ensure compliance, and achieve a strong return on investments.

Life cycle management will consist of planning, acquisition, operation and maintenance, and disposal.

Risk Management will consist of identifying, assessing, and managing risks associated with assets to minimize negative impacts and safeguard the community's investments.

Performance optimization will consist of performance monitoring, continuous improvement, and cost management.

Responsibilities Defined

This policy is to be a blueprint to help guide current and future councils and staff in identifying the needs of the community, the proper methods of procurement, the maintenance schedule for different types of assets, and the disposal of assets no longer functioning for the betterment of the community.

Due to the various aspects of a municipal government's operations, the roles of department heads, council members, community members, and administration vary depending on what is being procured or disposed of.

Title 10 of the Gustavus Code of Ordinances covers property acquisition and disposal, while Title 4 of the Gustavus Policy and Procedure covers everything from funding limited social services to capital requests over \$15,000.00 and internal financial controls, and Title 6 of the Policy and Procedure covers road construction standards and project planning.

It is the intent of this policy to bring all these documents into a single asset management plan to streamline the effectiveness of the City's purchasing power and create the

framework for maintaining its assets to get the most out of the community's investments in our future.

AM Policy Maintenance

Periodically this policy will be reviewed to ensure it is effective, sustainable, and aligned with the City's strategic objectives and best practices in general.

The review should consist of, but not be limited to, overall performance, effectiveness, changes to internal controls, expectations, and opportunities for improvement.

A thorough review will consist of clear reporting on asset performance, updates on status of previous reviews, compliance status, improvement initiatives, and feedback from stakeholders.

The review will help ensure alignment with the City's policies, identify areas for improvement, help the City adapt to changing internal and external conditions, provide a basis for informed decisions regarding asset investments, maintenance, and disposal, and demonstrate a commitment to effective asset management.

Supplements

Strategic Plan - 2005

Capital Improvement Plan - Current Fiscal Year

Repair & Replace - P&P for restricted funds and AMLIP account management

City of Gustavus Code of Ordinances – Title 4, Title 6, and Title 10

Organizational Chart 2025

What else.....

ISO 55001