



CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

Monday, June 14, 2021 at 7:00 PM
via Zoom

COUNCIL MEMBERS

Mayor Brittney Cannamore
Vice Mayor Joe Vanderzanden
Council Members: Joe Clark, Tania Lewis,
Mike Taylor, John Buchheit, Sally McLaughlin

CITY HALL

City Administrator - Tom Williams Ph.D.
City Clerk, CMC - Karen Platt
City Treasurer - Phoebe Vanselow
Phone: 907-697-2451 | clerk@gustavus-ak.gov

AGENDA

VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/89652740273>, 896 5274 0273
PASSCODE: XXXXXXXX **PHONE NUMBER:** 253-215-8782

DRAFT GENERAL MEETING/PACKET FOR REGULAR WORK SESSION

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

- [1.](#) 05-10-2021 Special Meeting Minutes
- [2.](#) 05-10-2021 General Meeting Minutes
- [3.](#) 05-24-2021 Special Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

4. EOC COVID-19 WORK SESSION Report
5. Marine Facilities Advisory Committee Quarterly Report
6. Gustavus Community Library Quarterly Report
7. City Treasurer WORK SESSION REPORT
- [8.](#) City Administrator WORK SESSION Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

- [9.](#) City of Gustavus Waives the Right to File a Protest of the Snug Harbor Liquor License Renewal

ORDINANCE FOR PUBLIC HEARING

- [10.](#) FY21-21NCO FY22 Budget (Introduced 05-10-2021)
- [11.](#) FY21-23NCO Providing for the Amendment of Department Budgets for FY21 (Introduced 05-10-2021)

UNFINISHED BUSINESS

NEW BUSINESS

- [12.](#) L3Harris Airport Land Lease Agreement
- [13.](#) CY21-XX Endowment Fund Asset Allocation

14. Award RFP FY22-COG02 Managed IT Services for FY22

15. Award RFQ FY22-01RM Road Maintenance for FY22

CITY COUNCIL REPORTS

16. Mayor Quarterly Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED ON: Month Day, 202X at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

ADA NOTICE

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

VISION STATEMENT

We envision a distinctive community:

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

**CITY OF GUSTAVUS
SPECIAL MEETING
MAY 10, 2021**

Item #1.

MINUTES - PENDING

ROLL CALL

PRESENT

Mayor Brittney Cannamore
Vice Mayor Joe Vanderzanden
Council Member Joe Clark
Council Member Mike Taylor
Council Member John Buchheit
Council Member Tania Lewis
Council Member Sally McLaughlin

Reading of the City of Gustavus Vision Statement

The City of Gustavus Vision Statement was read by Council Member Taylor

APPROVAL OF MINUTES

None

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no agenda changes.

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

COMMITTEE / STAFF REPORTS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

CONSENT AGENDA

None

ORDINANCE FOR PUBLIC HEARING

None

UNFINISHED BUSINESS

None

NEW BUSINESS

1. ADOT and ADEC Airport PFAS Presentation and Q&A
Q&A

PRESENTERS and PARTICIPANTS:

Department of Environmental Conservation

Bill O'Connell, Environmental Program Manager

Department of Health and Social Services

Sarah Yoder, Health Program Manager

Department of Transportation and Public Facilities

Christopher Goins, Regional Construction Engineer

Lance Mearig, Regional Director

Ben Storey, Regional Environmental Manager

Sammy Cummings, PFAS Program Manager

Sam Dapcevich, Public Information Officer

Federal Aviation Administration

Jack Gilbertsen, Lead Environmental Program Mgr.

Rodney Clark, Deputy Director, Alaska Region

PUBLIC Q&A:

Kelly McLaughlin

David Love

Whitney Rapp

Greg Streveler

Nicole Grewe

COUNCIL Q&A:

Council Member McLaughlin

CITY COUNCIL REPORTS

None

CITY COUNCIL QUESTIONS AND COMMENTS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS

David Love

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business, and hearing no objections, the meeting is adjourned at 7:01 PM

Brittney Cannamore, Mayor_____
Date_____
Attest: Karen Platt CMC, City Clerk_____
Date

**CITY OF GUSTAVUS
CITY COUNCIL GENERAL MEETING
MAY 10, 2021**

MINUTES - PENDING

ROLL CALL

PRESENT

Mayor Brittney Cannamore
Vice Mayor Joe Vanderzanden
Council Member Joe Clark
Council Member Mike Taylor
Council Member John Buchheit
Council Member Tania Lewis
Council Member Sally McLaughlin

Reading of the City of Gustavus Vision Statement

The City of Gustavus Vision Statement was read by Council Member Clark

APPROVAL OF MINUTES

1. 04-12-2021 General Meeting Minutes

Motion made by Vice Mayor Vanderzanden to approve by unanimous consent the 04-12-2021 General Meeting Minutes.

Seconded by Mayor Cannamore.

Hearing no objections, the motion is passed by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no agenda changes.

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

COMMITTEE / STAFF REPORTS

2. EOC COVID-19 General Meeting Report
Gustavus Volunteer Fire Department / EOC, Travis Miller provided a COVID-19 and vaccination update. Keep an eye out for updated information to be posted.
3. Gustavus Visitor Association Quarterly Report
Gustavus Visitor Association Vice President, Leah Okin provided a written quarterly report and an oral summary.
4. Gustavus Disposal and Recycling Center Quarterly Report
Gustavus Disposal Recycling Center Manager / Operator, Paul Berry provided a written quarterly report, annual report and provided an oral summary.
5. City Treasurer Monthly Financials
City Treasurer, Phoebe Vanselow provided monthly financial reports.
6. City Administrator General Meeting Report
City Administrator, Tom Williams provided an update to his Work Session report.

COMMENT ON NON-AGENDA ITEMS

Kelly McLaughlin - Encouraged council to write follow up letter to DOT, pursue the Earth Justice meeting with City Council Representation and.

7. Gustavus PFAS Action Coalition Quarterly Presentation
Vice Chair, Janet Neilson presented their first quarterly report.

CONSENT AGENDA

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

Seconded by Council Member McLaughlin.

Hearing no objections, Mayor Cannamore announced the Consent Agenda as passed by unanimous consent.

8. Approve Issuance of Managed IT Services RFP FY21-COG02
9. FY21-23NCO Providing for the Amendment of Department Budgets for FY21 (Public Hearing 06-14-2021)

ORDINANCE FOR PUBLIC HEARING

10. FY21-18NCO Providing for the Amendment of Department Budgets for FY21 (Introduction 04-12-2021)

Mayor Cannamore opened the Public Hearing at 8:09 PM

Public Testimony: There was no Public Testimony.

Mayor Cannamore closed the Public Hearing at 8:10 PM

Council Comment:

Council Member Taylor

Motion made by Council Member Taylor moved to adopt FY21-18NCO Providing for the Amendment of Department Budgets for FY21

Seconded by Vice Mayor Vanderzanden.

Voting Yea: Mayor Cannamore, Vice Mayor Vanderzanden, Council Member Clark, Council Member Taylor, Council Member Buchheit, Council Member Lewis, Council Member McLaughlin

11. FY21-19NCO Capital Project Account Transfers (Introduction 04-12-2021)

Mayor Cannamore opened the Public Hearing at 8:15 PM

Public Testimony: There was no Public Testimony.

Mayor Cannamore closed the Public Hearing at 8:16 PM

Motion made by Council Member Buchheit move to approve FY21-19NCO Capital Project Account Transfers

Seconded by Council Member McLaughlin.

Council Comment: There was no Council Comment.

Voting Yea: Mayor Cannamore, Vice Mayor Vanderzanden, Council Member Clark, Council Member Taylor, Council Member Buchheit, Council Member Lewis, Council Member McLaughlin

12. FY21-20NCO AMLIP CARES Act Accounts Transfer (Introduction 04-12-2021)

Mayor Cannamore opened the Public Hearing at 8:19 PM

Public Testimony: There was no Public Testimony.

Mayor Cannamore closed the Public Hearing at 8:19 PM

Motion made by Council Member McLaughlin to adopt FY21-20NCO AMLIP CARES Act Accounts Transfer.

Seconded by Mayor Cannamore.

Council Comment: There was no Council Comment.

Voting Yea: Mayor Cannamore, Vice Mayor Vanderzanden, Council Member Clark, Council Member Taylor, Council Member Buchheit, Council Member Lewis, Council Member McLaughlin

13. FY21-22 Repealing and Replacing Title 11 - Sales Made by Remote Sellers (Introduction 04-12-2021)

Mayor Cannamore opened the Public Hearing at 8:22 PM

Public Testimony: There was no Public Testimony.

Mayor Cannamore closed the Public Hearing at 8:23 PM

Motion made by Vice Mayor Vanderzanden to accept FY21-22 Repealing and Replacing Title 11 - Sales Made by Remote Sellers (Introduction 04-12-2021)

Seconded by Mayor Cannamore.

Council Comment: There was no Council Comment.

Voting Yea: Mayor Cannamore, Vice Mayor Vanderzanden, Council Member Clark, Council Member Taylor, Council Member Buchheit, Council Member Lewis, Council Member McLaughlin

UNFINISHED BUSINESS

14. FY21-21NCO FY22 Budget Introduction (Public Hearing 06-14-2021)

Council Member Clark moved to introduce for approval FY21-21NCO FY22 Budget Introduction (Public Hearing 06-14-2021).

Seconded by Vice Mayor Joe Vanderzanden

Public Comment:
Susan Warner

Council Comment:

Council Member Taylor
 Council Member Buchheit
 Vice Mayor Vanderzanden
 Council Member Lewis
 Council Member Clark
 Council Member McLaughlin
 Mayor Cannamore

Voting Yea: Mayor Cannamore, Vice Mayor Vanderzanden, Council Member Clark, Council Member Taylor, Council Member Buchheit, Council Member Lewis, Council Member McLaughlin

NEW BUSINESS

None

CITY COUNCIL REPORTS

None

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member McLaughlin - Pursue Earth Justice meeting.

Council Member Taylor - Supports request to send letters to State Representatives and Earth Justice meeting.

Mayor Cannamore - Will work on requested letters.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 9:04 PM.

 Brittney Cannamore, Mayor

 Date

 Attest: Karen Platt CMC, City Clerk

 Date

**CITY OF GUSTAVUS
CITY COUNCIL SPECIAL MEETING
MAY 24, 2021**

Item #3.

MINUTES - PENDING

ROLL CALL

PRESENT

Mayor Brittney Cannamore
Vice Mayor Joe Vanderzanden
Council Member Joe Clark
Council Member Mike Taylor
Council Member John Buchheit
Council Member Tania Lewis
Council Member Sally McLaughlin

Reading of the City of Gustavus Vision Statement

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

Mayor Cannamore announced that we have two current positive symptomatic COVID-19 cases in Gustavus.

APPROVAL OF MINUTES

No minutes for approval.

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no changes to the agenda.

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

COMMITTEE / STAFF REPORTS

No committee staff reports.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Kelly McLaughlin

CONSENT AGENDA

No consent agenda items.

ORDINANCE FOR PUBLIC HEARING

No ordinance for public hearing.

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

1. CY21-07 A Resolution Updating the Requirement for Wearing of Cloth Face Masks or Face Shields

Motion made by Council Member Taylor to adopt CY21-07 A Resolution Updating the Requirement for Wearing of Cloth Face Masks or Face Shields with the following amendment:

- Add a NOW THEREFORE BE IT RESOLVED: "In accordance with guidelines from the Centers for Disease Control. Those unvaccinated or at elevated risk should continue to wear masks in indoor public spaces, and outdoors when six foot spacing is not feasible."
- Move the last WHEREAS, The Gustavus City Council, through the Mayor, will give discretion to each City Department to determine the need for wearing face masks or face shields for the safety and protection of their staff to NOW THEREFORE BE IT RESOLVED: 5. The Gustavus City Council, through the Mayor, will give discretion to each City Department to determine the need for wearing face masks or face shields for the safety and protection of their staff.
- Insert ", CY21-04" in the first Now THEREFORE BE IT RESOLVED: after "CY20-04"
- Insert in now #5 the words "Individuals should not be questioned regarding his/her vaccination status and" before the words "compliance with this resolution does not require a person to produce proof of vaccination."

Seconded by Council Member Clark.

Public Comment:

Whitney Rapp

Annie Mackovjak

Council Comment:

Council Member Buchheit

Council Member Lewis

Council Member McLaughlin

Council Member Taylor

Mayor Cannamore

Council Member Clark

Vice Mayor Vanderzanden

Voting Yea: Mayor Cannamore, Vice Mayor Vanderzanden, Council Member Taylor, Council Member Buchheit, Council Member Lewis, Council Member McLaughlin

Voting Nay: Council Member Clark

CITY COUNCIL REPORTS

No city council reports.

CITY COUNCIL QUESTIONS AND COMMENTS

No city council questions or comments.

PUBLIC COMMENT ON NON-AGENDA ITEMS

No public comment.

EXECUTIVE SESSION

No executive session

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 7:09 PM.

Brittney Cannamore, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date

CITY ADMINISTRATOR'S REPORT MAY WORK SESSION

SALMON RIVER PARK CLEANUP & MAINTENANCE

The SRP is in need of a Spring cleanup and park maintenance. In the past, this work has relied on volunteers. However, much of the work only addressed raking the grass and picking up winter leftovers.

In addition to the annual spring cleanup, there are some projects to consider for making the SRP more useful and attractive throughout the year. Here are a few items that should be done:

- Replacing the flagpole – requires purchase and transportation, or the construction of the pole.
- Trimming/cutting tree limbs and cleaning up the dead branches
- Mowing as needed throughout the season
- Repairing, cleaning, and setting out the picnic tables
- Cleaning and organizing the shelter to facilitate a welcoming space
- Repair, weed and plant flowers in the garden boxes
- Park cleanup of trash, etc. as needed throughout the season
- Repair car bumps at parking spots (perhaps use those from the beach project?)

If the Council is interested in the above, **how would you like to proceed?** Here are some suggestions:

- Council member project with/without staff or volunteers
- Community event with refreshments, followed by a potluck or other event
- Ask for one of our local groups to conduct the clean up
- Contract the work
- Staff project
- Rely on volunteers with staff providing a work list
- Do nothing

FLOOD EMERGENCY/DISASTER FUNDS

Council members Taylor and Clark have been working on the FEMA application. The Disaster Inventory has been completed. We continue to meet weekly with FEMA and look to be close to the end of the process.

ARPA

It looks like the State received the ARPA funding the week of May 24 and has 30 days to get it to the City, although they could ask for an extension because they may not be ready to roll out the funding program. Details for the use of the funds are not out, but it looks like it will be similar to the CARES Act. I'll keep you posted.

OLD POST OFFICE BLDG

Staff has inventoried the items stored in the old Post Office building. **I am looking for direction as follows:**

- City signs. Some of these are no longer current and can be disposed of; some are general and will need to be stored inside.
- Parking stops. These were bought for the beach parking lot but are not going to be used.

- Orange upright cones. These were bought for road maintenance. If no one needs them for that purpose, Paul is using the same style at the DRC and may want to store them.
- Rope. The second bundle of large diameter rope for the Beach Parking area that has been put on hold. Unlike the other bundle, this came in a box, weighs 124#’s and will need to be stored inside if we want to keep it dry.
- **Dog potty stations**. These should probably be put up. We still have an issue of where the bags will end up. Paul does not want them mixed in with the other trash coming from the beach. We could use one of the bear-proof garbage containers purchased for the beach and dedicate one of the drops for dog waste.
- Window. Not sure what this is for. It’s brand new – still in package. If it has no purpose, we can sell or donate it.
- Toilet. Almost new toilet removed from Library because it wasn’t the proper height for the handicap access. We could sell or donate it.
- Inside shelves. These are from the library. If they don’t need or want them, they can be taken to Community Chest or landfill.
- Shop shelves. Some of these could be used in the Marine Facilities shed. We should find somewhere to store the rest of them. They are of very good quality and can be used in any department.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Commerce,
Community,
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

May 21, 2021

LGB City of Gustavus
Via Email: clerk@gustavus-ak.gov

Re: Notice of Liquor License Renewal Application

License Number	DBA	Type	City	Borough	Community Council
4549	Snug Harbor Liquor	Package Store	Gustavus	Unorganized Borough	NONE

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Glen Klinkhart, Director
amco.localgovernmentonly@alaska.gov

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

5/17/2021

ABC BOARD

LIQUOR LICENSE

2021 - 2022

4549

 LICENSE RENEWAL APPLICATION DUE
 DECEMBER 31, 2022 (AS 04.11.270(b))

 THIS LICENSE EXPIRES MIDNIGHT
 FEBRUARY 28, 2023 UNLESS DATED BELOW

TYPE OF LICENSE: Package Store

LICENSE FEE: \$1,500.00

1150

 CITY / BOROUGH: Gustavus
 Unorganized Borough

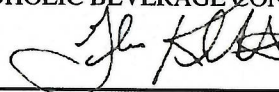
 D/B/A: Snug Harbor Liquor
 1/8 Wilson Rd

 Mail Address:
 Snug Harbor LLC
 PO Box 273
 Gustavus, AK 99826

 This license cannot be transferred without permission
 of the Alcoholic Beverage Control Board

☐ Special restriction - see reverse side

 ISSUED BY ORDER OF THE
 ALCOHOLIC BEVERAGE CONTROL BOARD



DIRECTOR

04-900 (REV 9/09)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

5/17/2021

ABC BOARD

LIQUOR LICENSE

2021 - 2022

4549

 LICENSE RENEWAL APPLICATION DUE
 DECEMBER 31, 2022 (AS 04.11.270(b))

 THIS LICENSE EXPIRES MIDNIGHT
 FEBRUARY 28, 2023 UNLESS DATED BELOW

TYPE OF LICENSE: Package Store

LICENSE FEE: \$1,500.00

 CITY / BOROUGH: Gustavus
 Unorganized Borough

 D/B/A: Snug Harbor Liquor
 1/8 Wilson Rd

 Mailing Address:
 Snug Harbor LLC
 PO Box 273
 Gustavus, AK 99826

 This license cannot be transferred without permission
 of the Alcoholic Beverage Control Board

☐ Special restriction - see reverse side

 ISSUED BY ORDER OF THE
 ALCOHOLIC BEVERAGE CONTROL BOARD



DIRECTOR

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 9/09)



Alaska Alcoholic Beverage Control Board

Master Checklist: Renewal Liquor License Application

Doing Business As:	Snug Harbor Liquor	License Number:	4549
License Type:	Package Store		
Examiner:	Kristina S.	Transaction #:	20201007444

Document	Received	Completed	Notes
AB-17: Renewal Application	10/29	5-17-2021	
App and License Fees	10/29	5-17-2021	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			* Transfer effectuated
AB-29: Waiver of Operation			5-13-2021
AB-30: Minimum Operation			
AB-33: Restaurant Affidavit			
COI / COC / 5 Star			
FP Cards & Fees / AB-08a			
Late Fee			

Names on FP Cards:	
--------------------	--

	Yes	No	N/A
CBPL Entity Printout included?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business License Copy included?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Background(s) Completed & Date: w/transfer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Special Consideration: _____ Board Meeting Date: _____

LGB Sent Date: _____ LGB Deadline Date: _____

LGB 1 Name: City of Gustavus LGB 2 Name: _____

☐ Waive ☐ Protest ☐ Lapsed ☐ Waive ☐ Protest ☐ Lapsed



Alaska Alcoholic Beverage Control Board

Form AB-17: 2021/2022 License Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2020 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by 02/28/2021 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Establishment Contact Information

Licensee (Owner):	- Snug Harbor LLC	License #:	4549
License Type:	Package Store		
Doing Business As:	Snug Harbor Liquor		
Premises Address:	1/8 mi Wilson Rd		
Local Governing Body:	Gustavus City		
Community Council:			

If your mailing address has changed, write the NEW address below:

Mailing Address:		
City:	State:	ZIP:

Section 1 – Licensee Contact Information

Contact Licensee: The individual listed below must be listed in Section 2 or 3 as an Official/Owner/Shareholder of your entity and must be listed on CBPL with the same name and title.

This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	Bruce A Smith	Contact Phone:	907-723-8874
Contact Email:	codlips@gmail.com		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee about your license, list them below:

Name of Contact:	Colleen I Stansbury	Contact Phone:	907-723-8875
Contact Email:	codlips@gmail.com		

Name of Contact:		Contact Phone:	
Contact Email:			

Section 2 – Written Order Information

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2021 and/or 2022?

YES ☐ NO ☒

**Form AB-17: 2021/2022 License Renewal Application****Section 3 – Entity or Community Ownership Information****Sole Proprietors should skip this Section.**

Use the link from Corporations, Business and Professional Licensing (CBPL) below to assist you in finding the Entity #.

<https://www.commerce.alaska.gov/cbp/main/search/entities>

Alaska CBPL Entity #:	96294
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READ BEFORE PROCEEDING: Any new or changes to Shareholders (10% or more), Managers, Corporate Officers, Board of Directors, Partners, Controlling Interest or Ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI-approved card stock, AB-08a's, payment of \$48.25 for each new officer with a date-stamped copy of the CBPL change per AS 04.11.045, 50 & 55, or a Notice of Violation will be issued to your establishment and your application will be returned.

The only exception to this is a Corporation who can meet the requirements set forth in AS 04.11.050(c).

DO NOT LIST OFFICERS OR TITLES THAT ARE NOT REQUIRED FOR YOUR ENTITY TYPE.

- **Corporations** of any type including *non-profit* must list **ONLY** the following:
 - All shareholders who own 10% or more stock in the corporation
 - Each President, Vice-President, Secretary, and Managing Officer regardless of percentage owned
- **Limited Liability Corporations**, of any type must list **ONLY** the following:
 - All Members with an ownership interest of 10% or more
 - All Managers (of the LLC, not the DBA) regardless of percentage owned
- **Partnerships** of any type, including *Limited Partnerships* must list **ONLY** the following:
 - Each Partner with an interest of 10% or more
 - All General Partners regardless of percentage owned

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, all required titles, phone number, percentage of shares owned (if applicable) and a full mailing address for each official of your entity whose information we require. **If more space is needed: attach additional completed copies of this page. Additional information not on this page will be rejected.**

Name of Official:	Bruce A Smith				
Title(s):	member	Phone:	907-73-8874	% Owned:	50
Mailing Address:	PO Box 273				
City:	Gustavus	State:	Alaska	ZIP:	99826

Name of Official:	Colleen I Stansbury				
Title(s):	member	Phone:	907-723-8875	% Owned:	50
Mailing Address:	PO Box 145				
City:	Gustavus	State:	Alaska	ZIP:	99826

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	

**Form AB-17: 2021/2022 License Renewal Application****Section 4 – Sole Proprietor Ownership Information****Corporations, LLC's and Partnerships of ALL kinds should skip this section.**

READ BEFORE PROCEEDING: Any new or changes to the ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI approved cardstock, AB-08a's, payment of \$48.25 for each new owner or officer and a date stamped copy of the CBPL change per AS 04.11.045, or a Notice of Violation will be issued to your establishment and your application will be returned.

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, phone number, and mailing address for each owner or partner whose information we require.

If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.

This individual is an: ☐ Applicant ☐ Affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

This individual is an: ☐ Applicant ☐ Affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

Section 5 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

1. The license was **regularly operated continuously** throughout each year. (Year-round)

2019	2020
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

2. The license was **only operated during a specific season** each year. (Seasonal)

If your operation dates have changed, list them below:

_____ to _____

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.

A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. A complete Form AB-29: Waiver of Operation Application

and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

If you have not met the minimum number of hours of operation in 2020, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "OTHER" and COVID is listed as the reason.

Section 6 – Violations and Convictions

Have **ANY** Notices of Violation been issued for this license **OR** has **ANY** person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2019 or 2020?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.

AMCO


OCT 29 2020

**Form AB-17: 2021/2022 License Renewal Application****Section 7 – Certifications**


As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and accurately listed, and I have provided AMCO with all required changes of Shareholders (10% or more), Managers, Corporate Officers/Board of Directors, Partners, Controlling Interest or Ownership of the business license, and have provided all required documents for any new or changes in officers.
- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.
- I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name from what is currently approved and on file with the Alcoholic Beverage Control Board.

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.


Signature of licensee

Bruce A. Smith
Printed name of licensee


Signature of Notary Public

Notary Public in and for the State of: Alaska

My commission expires: 07/08/2023



Subscribed and sworn to before me this 23rd day of October, 2020

POSTMASTER
PO BOX 999E
GUSTAVUS AK 99826

Restaurant/Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit

Recreational Site applications must include a completed Recreational Site Statement

Tourism applications must include a completed Tourism Statement

Wholesale applications must include a completed AB-25: Supplier Certification

All renewal and supplemental forms are available online

Any application that is not complete or does not include ALL required completed forms and fees will not be processed and will be returned per AS 04.11.270, 3 AAC 304.105.

FOR OFFICE USE ONLY

License Fee:	\$ <u>1500.00</u>	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$ <u>1800.00</u>

Department of Commerce, Community, and Economic Development

CORPORATIONS, BUSINESS & PROFESSIONAL
LICENSING

[State of Alaska](#) / [Commerce](#) / [Corporations, Business, and Professional Licensing](#) / [Search & Database Download](#) / [Corporations](#) / [Entity Details](#)

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	Snug Harbor LLC
Previous Legal Name	Snug Harbor Investments LLC

Entity Type: Limited Liability Company

Entity #: 96294

Status: Good Standing

AK Formed Date: 9/26/2005

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2021 [File Biennial Report](#)

Entity Mailing Address: P O BOX 106, GUSTAVUS, AK 99826

Entity Physical Address: 1/8 MILE WILSON RD, GUSTAVUS, AK 99826

Registered Agent

Agent Name: Colleen Irene Stansbury

Registered Mailing Address: P O BOX 145, GUSTAVUS, AK 99826

Registered Physical Address: # 1 WILSON ROAD, GUSTAVUS, AK 99826

Officials

☐ Show Former

AK Entity #	Name	Titles	Owned
	BRUCE A SMITH	Member	50.00
	Colleen Stansbury	Member	50.00

Item #9.

Filed Documents

Date Filed	Type	Filing	Certificate
9/26/2005	Creation Filing	Click to View	
11/21/2005	Amendment	Click to View	Click to View
11/21/2005	Initial Report	Click to View	
5/05/2007	Biennial Report	Click to View	
6/08/2012	Biennial Report	Click to View	
11/01/2012	Biennial Report	Click to View	
5/15/2013	Biennial Report	Click to View	
10/03/2014	Biennial Report	Click to View	
12/07/2016	Biennial Report	Click to View	
11/13/2018	Biennial Report	Click to View	
3/16/2020	Change of Officials	Click to View	

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Department of Commerce, Community, and Economic Development

DIVISION OF CORPORATIONS, BUSINESS & PROFESSIONAL LICENSING

Item #9.

State of Alaska / Commerce / Corporations, Business, and Professional Licensing / Search & Database Download / Business License / License #745123

LICENSE DETAILS

License #: 745123

Print Business License

Business Name: SNUG HARBOR LLC.

Status: Active

Issue Date: 07/20/2007

Expiration Date: 12/31/2022

Mailing Address: PO BOX 106
GUSTAVUS, AK 99826

Physical Address: 1/8 MILE WILSON RD.
GUSTAVUS, AK 99826

Owners

SNUG HARBOR LLC.

Activities

Line of Business	NAICS	Professional License #
42 - Trade	445310 - BEER, WINE, AND LIQUOR STORES	

Endorsements

No Endorsements Found

License Lapse(s)

If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.

No Lapses on record for the last 4 years.

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY21-21NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE ESTABLISHMENT
AND ADOPTION OF THE BUDGET FOR FISCAL YEAR 2022**

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, 2021 through June 30, 2022 and is made a matter of public record.

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

DATE INTRODUCED: *May 10, 2021*

DATE OF PUBLIC HEARING: *June 14, 2021*

PASSED and **APPROVED** by the Gustavus City Council this _____ day of _____, 2021.

Brittney Cannamore, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt CMC, City Clerk



City of Gustavus

PO Box 1

Gustavus, Alaska 99826

Phone: (907) 697-2451

City of Gustavus Budget Fiscal Year 2022

FY21-21NCO Attachment

For Introduction by the Gustavus City Council May 10, 2021
Public Hearing Scheduled for June 14, 2021

FY 2022 City of Gustavus Operating Budget

This document contains the City of Gustavus operating budget for fiscal year 2022 (FY22: July 1, 2021 through June 30, 2022). 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.

COVID-19 and Pandemic Assistance (CARES Act, FEMA, American Rescue Plan)

Before any discussion of individual budget categories in this narrative, the impact of the novel coronavirus COVID-19 must be stressed. The City of Gustavus has weathered this storm financially thus far, but the impacts to our local residents and businesses have been severe. The summer 2020 tourist season was greatly reduced from a typical year, with many seasonal businesses choosing not to open at all and others operating at greatly reduced levels of a typical year. The City of Gustavus adopted a budget for FY21 with a very conservative revenue scenario (virtually no seasonally increased activity for summer 2020), and this was exceeded with some summer activity occurring, including some of the charter fishing businesses and lodges operating at some capacity. This economic activity coupled with funds received through the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act allowed the city to continue to provide services without drawing heavily on savings.

CARES Act

The City of Gustavus received \$631,680.53 in CARES Act funds for expenditures beginning March 1, 2020. The general expenditure categories are in a table later in this document. In regards to the operating budget, CARES Act funds were used for payroll and benefits for the Fire Chief from March 1, 2020 through part of February 2021, resulting in a reduction in the operating budget's payroll expenses by \$27,069 for FY20 and \$43,253 for FY21. Payroll and applicable benefits for staff in other departments for hours spent on COVID-19 related tasks were also funded through CARES Act dollars. These sometimes resulted in a reduction in payroll expenses paid through the operating budget when the CARES Act hours replaced the employee's regular hours, but in other cases, these CARES Act hours were additional hours beyond the employee's budgeted hours due to increased taskload (e.g. developing and administering local grant programs) and thus did not result in a reduction in the operating budget's payroll expenses. CARES Act fund expenditures included: cleaning supplies and personal protective equipment (PPE), city facility improvements to increase the ability to clean public surfaces, outdoor kiosks for public postings, barriers for employee and volunteer desks, conversion to handsfree doors, improvements to water systems, library materials for home activities and self-education, cleaning/disinfecting equipment, and a generator for the testing/emergency tent.

For community business support and economic recovery, CARES Act funds were used for two different grant programs. A local business economic assistance grant program was developed and administered, awarding up to \$1650 per business to cover expenses. Also, a small business web development grant was developed and administered to help improve the web presence of small businesses in Gustavus, awarding up to \$1200 per business. Funds were given to the Gustavus Visitors Association through CARES Act funds for economic recovery and through an amended operating budget for a total of \$54,910.

A resident emergency economic stimulus program was developed and administered, paying \$515.46 per eligible applicant for a total of \$199,998 distributed. A commercial meat grinder with attachments and a vacuum sealer were purchased for community use. A local commercial

fisherman volunteered his and his crew's time for a community halibut program. Volunteers processed the fish with the communal vacuum sealer and distributed it to local residents along with forty cases of canned salmon purchased through CARES Act funds. Funds were also contributed toward the construction of a community root cellar. The Gustavus School requested and received \$16,500 for PPE and other items to make in-person schooling safer.

CARES Act funds were initially to be spent by December 31, 2020 or returned. City of Gustavus did this efficiently and was set to meet that deadline when it was extended by a year in late December. See the table later in the document for additional CARES Act expenditure details.

FEMA (Federal Emergency Management Agency) COVID-19 Response

With the CARES Act extension in late December, municipalities have the opportunity to re-evaluate their CARES Act expenditures to date to see if any of them are eligible for reimbursement through FEMA and their disaster response. On March 13, 2020, the President declared the ongoing COVID-19 pandemic of sufficient severity and magnitude to warrant an emergency declaration. Eligible expenditures dating from January 20, 2020, can be reimbursed, with an expansion of eligible activities implemented September 15, 2020.

If FEMA can reimburse for expenditures instead, these CARES Act funds could then be re-programmed for other eligible expenses before the new deadline of December 31, 2021. At the time of this writing, staff are working through the reimbursement process with FEMA. Currently, it appears only about \$9400 are possibly eligible (generally, COVID-19 response expenses of the Emergency Operations Center and overtime wages for regular/permanent employees), and this amount may continue to be reduced as the process progresses.

The national disaster declaration will likely continue for the foreseeable future, so additional eligible expenditures may still occur.

ARP (American Rescue Plan) Act of 2021

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

- Funds to help state, local, and tribal governments bridge budget shortfalls and mitigate the fiscal shock.
 - Some funds to municipalities will be able to be used to offset lost revenue. This is in contrast to the CARES Act funds which did not allow this use. As a result, ARP Act funds are included in the FY22 budget to offset a predicted slower 2021 summer season than a typical year.
- Funds will be distributed by the U.S. Treasury to states to pass-through to municipalities. State of Alaska will likely distribute these funds using a formula similar to how Community Assistance Program funds are allocated. Estimates are varying at this point, but the \$99,000 included in the current budget is on the conservative end of the information being received.
- Funds for businesses and economic recovery will be available but whether this will be direct assistance or through municipalities is unclear. If it is through municipalities, there will likely be additional City of Gustavus grant programs forthcoming to distribute the funds.
- Coronavirus Capital Projects Fund

- The City of Gustavus will be investigating this program as a funding source for projects outlined in the separate City of Gustavus Capital Improvement Plan document.

Additional guidance and details will be forthcoming as the ARP Act is implemented at the national and state level. Municipal funds likely would come in two installments, one year apart. The current deadline for funds to be spent is December 31, 2024.

A. Revenues

1. Sales Tax

Sales tax makes up the bulk of locally generated revenue. The current sales tax rate is 3% (Ordinance FY11-02 amending municipal code section 04.15.030). Sales tax revenue has been increasing, with FY20 initially trending to at least match the FY19 receipts but ultimately falling short at least partially due to the pandemic. FY21 was initially budgeted dramatically lower based on the “winter-level” of tax revenue due to the impacts of COVID-19, but a partial summer tourist season did occur, resulting in revenues exceeding the initial budget. For FY22, sales tax is budgeted higher than FY21 with the reports of seasonal businesses planning on opening but lower than a more typical year due to the continued uncertainties of pandemic effects.

Beginning in FY19, the 2% seller’s discount was assigned to room or retail tax income as appropriate instead of being its own line-item. In the past, 2% seller’s discount counted against retail tax income regardless, or showed up separately as Seller’s Discount line-item (but did not include all discounts). This line-item still appears on the 5-year budget comparison for FY18, so it is mentioned here.

2. Online Sales Tax

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

3. Room Tax

The current room tax is 4% (municipal code section 04.14.030). Room tax revenue had been increasing over recent years until FY19, which likely was partly affected by the closure of a sizeable Gustavus business at the end of the 2017 tourist season. FY20 room tax receipts were just over \$78,000, indicating a possible return to the increasing trend as before. Room tax revenue for FY21 was budgeted dramatically lower based on the “winter-level” of tax revenue due to the impacts of COVID-19. This initial FY21 budget was exceeded with the opening of some lodges in summer 2020. For FY22, the budget for room tax is just over half of FY20 due

to the continued uncertainties of pandemic effects but with the optimistic reports of increased bookings at local accommodations.

4. Fish Box Tax

The fish box tax revenue had been decreasing and then plateaued for FY19 and FY20. 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 FY21 was budgeted at zero based on the “winter-level” of tax revenue due to the impacts of COVID-19, but with the charter fishing fleet operating partially in 2020, this initial budget was exceeded. For FY22, the budget is for revenue mid-way between FY21 and prior years’ levels due to the continued uncertainties of pandemic effects.

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

5. Other City-Generated Revenue Sources

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

The **Gustavus Volunteer Fire Department (GVFD)** resumed billing for ambulance transport at the end of FY18. As a result, citizen enrollment in the ambulance subscription program (ASP) has also increased. With active ambulance billing occurring, this revenue source has been budgeted the same as FY21. Ambulance transports are entered as invoices with discounts for ASP Enrollment and Medicare write-offs. Accounts Receivable amounts have increased. GVFD income includes all invoiced charges to date (but not necessarily collected yet) due to the accrual accounting method.

Gravel pit material sales had been increasing but slightly dropped in FY20. The FY20 budgeted revenue was 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. For FY21, the budget remained the same even with an increase in the price of pit run material from \$4.00/cubic yard to \$6.00/cubic yard, effective February 10, 2020. A corresponding expense line-item was created in FY21 called the Gravel Pit Fund that moves some of the gravel pit revenue to a new, dedicated savings account to help fund the anticipated increased costs of operating the gravel pit in the near future. FY22 budgeted revenue is slightly higher than FY21 due to FY21’s higher receipts. A distribution to the Gravel Pit Fund is included again.

Business license fees collected had been slightly increasing over the past five fiscal years prior to the pandemic. Due to the uncertainty of COVID-19 impacts and with some internet businesses now reporting through the Online Sales Tax program, the budgeted revenue remains slightly decreased.

Marine Facility motorized vessel registration fees increased February 10, 2020, to raise funds for the new cost of transporting the steel mooring float to and from the state dock to its winter mooring near Pleasant Island twice annually beginning fall 2020. Commercial vessel fee revenue is budgeted slightly lower than a typical year due to the continued uncertainties from

the pandemic. The FY22 Marine Facilities expense budget reflects the increased contractual services expense for the corresponding float transport costs.

The **Gustavus Public Library** budgeted income is slightly lower for FY22 with anticipated reduced fundraising and donations during/following the pandemic. The city budget's fundraising line-item is almost solely for library activities beginning with FY19.

6. Federal Revenue

i. Payment in Lieu of Taxes (PILT)

The amount of PILT revenue is unpredictable until late in the budgeting process. PILT was fully funded for FY22 on December 27, 2020, with the Consolidated Appropriations Act, 2021 (P.L. 116-260). The FY22 city budget roughly matches the FY21 actual amount received. The FY22 PILT application was submitted 3/24/21, and the FY22 PILT revenue amount is still unknown at the time of this writing.

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

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

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

ii. National Forest Receipts (NFR)

NFR revenue received by the City of Gustavus can only be used for road expenses. NFR revenue had dwindled to virtually nothing in FY17 and was assumed to be zero for FY18 until the city unexpectedly received FY18 funds of \$53,927.79 in the final week of the fiscal year. NFR revenue will continue to be unpredictable for the foreseeable future. In the past, the City of Gustavus was able to retain unused NFR funds from year to year in a dedicated savings account as encumbered funds used only for road maintenance. Now, the NFR funds received are not enough to pay for the full road maintenance budget each year, and the city had been supplementing current year NFR funds with the encumbered savings. The road maintenance budget for FY21 used up the remainder of this encumbered fund savings along with current year NFR funds. A separate unencumbered savings account was established in 2018 with 2-3 years of road maintenance funds, but using savings long-term is unsustainable. Given the unpredictability, the budget line for this revenue source is set low at \$35,000 for FY22. The FY21 application was submitted 8/6/20, and FY21 NFR funds were deposited 4/26/21 for \$38,572.14.

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

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

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

7. State Revenue

i. Community Assistance Program

The State of Alaska budget outlook remains grim, although before COVID-19 hit, there were indications the state was coming out of its recession. The Community Assistance Program (CAP), formerly known as Community Revenue Sharing, has seen decreased funding over the past few fiscal years but continues to be fought for by Alaska municipalities. The City of Gustavus is eligible for an estimated \$77,598.84 of FY22 funding as of 3/9/21. Future funding

of this program is uncertain as the Governor has vetoed full funding for this program in the past. If the CAP reduction becomes the new norm, this revenue will need to be generated elsewhere or expenses reduced.

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

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

ii. Shared Fisheries Business Tax

The Shared Fisheries Business Tax is variable. The FY22 budgeted revenue is decreased from previous years due to decreased receipts in recent years and uncertainties in the regional commercial fisheries. The FY21 application was supported by Resolution CY20-26, adopted 12/14/20, with funds of \$1045.27 received in FY21 as of 5/4/21.

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

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

iii. Liquor Share Tax

On 4/1/19, the City of Gustavus received its first Liquor Share Tax distribution. The regularity and amount of liquor share tax remains unclear, so this item is budgeted at zero.

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.

8. Interest

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

9. 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. The CARES Act funds were issued as a grant and initially resided in their own Alaska Municipal League Investment Pool (AMLIP) account.

10. Prior-Year Cash Balance

In past years, surplus funds from the prior fiscal year were not incorporated into the next fiscal year's budget. These funds simply remained in the checking account or were eventually transferred to one of the city's savings or investment accounts. Beginning with the FY20 budget, prior-year funds were included up to the amount necessary to balance the current budget. However, none of these surplus funds were actually used in FY20 due to changes in revenues and expenses and the assistance of CARES Act funds for some payroll. Due to the impacts of COVID-19, the FY21 initial budget relied on these saved surplus funds from prior years to balance the budget. At the time of this writing, zero prior year funds have actually been needed thus far in FY21, and it will be unclear until the fiscal year is close to complete whether any will be needed or how much. The initial FY21 budget listed \$217,000 needed from saved surpluses. At the time of this writing, an amended budget line-item is being introduced to reduce this to less than \$60,000, and it is expected it will be even less than that.

B. Expenditures

1. Payroll

The FY22 budget returns to a more typical year for existing employees. A temporary half-time Library Assistant position was included in the budget for half the year for a cataloging project and other duties. An operator position for the Disposal & Recycling Center (DRC) was considered to prepare for the DRC Manager/Operator's upcoming retirement but was postponed to a future year, and an Emergency Medical Services (EMS) Coordinator was considered. Wage increases for the City Administrator, DRC Manager/Operator, and DRC Assistants were included.

2. Cost-of-Living Adjustment

The City of Gustavus annually reviews the consumer price index change for Urban Alaska (formerly Municipality of Anchorage) and determines if a cost-of-living pay adjustment will be adopted for the coming year. For the first time ever this year, the consumer price index for Urban Alaska did not increase, so no wage increase for all regular position employees was adopted, although it is certainly arguable that the cost-of-living in Gustavus rose in the last year due to increased electricity rates and changes in shopping patterns due to the COVID-19 pandemic.

3. Group Health Plan & Health Insurance Stipend

A group health plan option was explored in late FY18 and coverage began 6/1/19 for enrolled employees. Premier Blue Cross/Blue Shield offered a range of plans through our current insurance agent. The premiums for the 2021 plan have not yet been announced for the policy year 6/1/21-5/31/22. For new regular/permanent employees wishing to enroll, the employee is responsible for 20% of the premium cost.

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

4. 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.

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 and FY20 to get the city caught up, through the Administrative Department's equipment purchase budget line-item. FY22's budget remains the same, with less visits and work-up being performed but more equipment online, resulting in slightly higher monthly maintenance fees. This contracted service will be re-advertised in spring 2021, so FY22 monthly rates could change once a new contract is signed.

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) may request 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. The Rookery did not request funds for FY21 or FY22 and has been closed since spring 2020 due to the pandemic and Chatham School District now offering preschool in the building the Rookery had been using.

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)]. FY22 budget was decreased slightly due to some assets having their full replacement cost or down-payment now set aside.

9. Review Services and 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 considered budgeting for a full audit in FY21 after the completion of FY20, as that will mark five years since the last audit, at an estimated cost of \$30,000. Instead, the council has opted to wait-and-see if the City of Gustavus triggers a mandatory audit due to federal funds expended in FY21 before deciding to fund an audit. If the mandatory audit threshold is reached, a budget amendment could occur to complete an audit in FY22.

10. Insurance Premium Increases:

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

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 various projects. Mileage reimbursement is also given to other employees using their personal vehicles for mail and freight delivery and hauling solid waste. This line-item is similar for FY22.

12. Contractual Services

The FY22 budget includes funds in the Marine Facilities budget for transport of the steel mooring float and wooden floats. The DRC budget includes funds in contractual services for two water sampling events. No Household Hazardous Waste event is budgeted, as had been done for FY18 and FY20 (although FY20 was canceled due to COVID-19), but if the summer 2021 revenue is much higher than expected, this is a popular event that could be considered for budget amendment in time for it to occur in spring 2022. The Administrative budget includes funds for social media archiving (required for records retention) and new meeting software to streamline the process for posting notices, generating meeting packets, and taking meeting minutes. The library's contractual budget includes funds for custodial service. The GVFD's contractual work for building maintenance was included in this line-item in the past, but beginning with FY21, this expense is listed under Building: Maintenance & Repair.

13. Professional Services

The FY22 budget increases the line-item for Professional Services (attorney) due to an ongoing electrical rate case the City of Gustavus has brought forward. Other ongoing issues that may involve the attorney include establishment of the electrical intertie, PFAS water contamination in the community, and possible borough formation in Icy Strait.

14. Equipment

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

C. Proposed Rate Changes

None at this time.

D. Long-Term Finances

1. Reserve Funds

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

2. Long-Term Debt

The City of Gustavus currently has no debt obligation.

E. Fiscal Year 2022

1. Road Maintenance Budget

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

On December 2, 2020, the City of Gustavus experienced a flood event damaging roads and properties in town, especially downstream of the gravel pits through the Wilson Road neighborhoods. A state disaster was declared for the region, followed by a federal disaster declaration on February 17, 2021. Road repair and flood mitigation occurred immediately after the event, and these expenditures (\$55,096) are being submitted to FEMA for reimbursement. This flood response expense is included in the amended FY21 budget along with projected disaster relief funds. An additional \$105,000 in proposed drainage improvement and road repair projects has also been submitted to FEMA for approval, and if funded, would be completed as a capital project (see the project description in the separate Capital Improvement Plan document).

2. Disposal & Recycling Budget

Additional freight costs could be incurred in the future 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 2021 may provide more insight into this.

3. Lands Budget

At the time of this writing, the future of the gravel pits is uncertain. Regardless of the decisions that are made, it is expected that there will be increased expenditures for this department for the foreseeable future. Some discussion of this occurs in the separate Capital Improvement Plan document.

F. Discussion of Possible New Revenues

None at this time.

A seasonal fuel excise tax was introduced 3/9/20, but this tax was subsequently withdrawn from the proposed ordinance largely due to the unfolding COVID-19 impacts.

G. Summary

The promising revenue trends of the past few years for the local economy, with positive growth in room and retail tax returns, were all upended by the COVID-19 pandemic. The City of Gustavus remains in good monetary standing, thanks to the surpluses of prior years and with the help of the CARES Act and ARP Act. The summer 2021 tourist season will hopefully demonstrate our local businesses were able to survive this unprecedented disruption and begin to recover.



City of Gustavus

PO Box 1

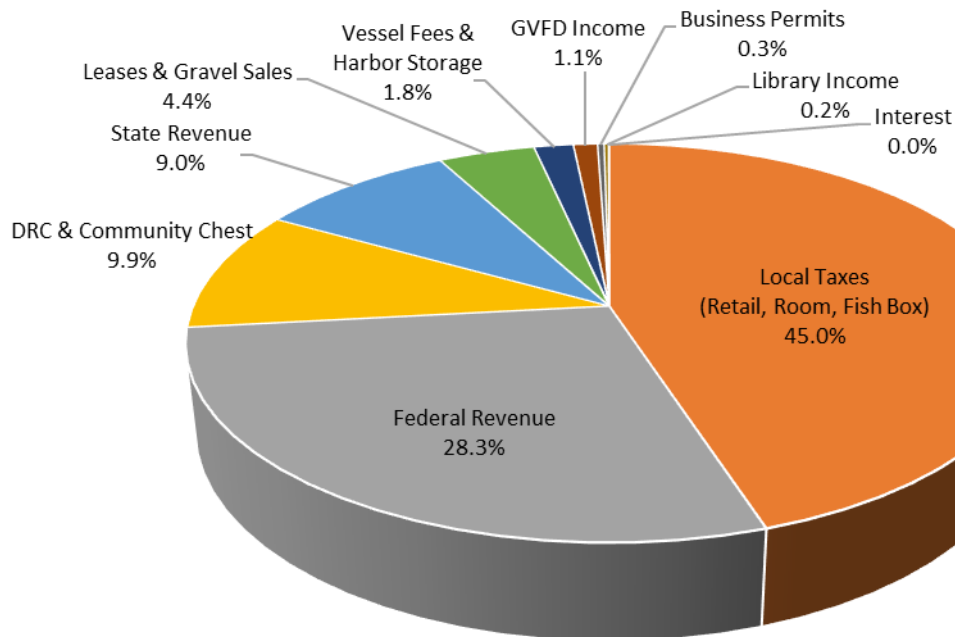
Gustavus, Alaska 99826

Phone: (907) 697-2451

City of Gustavus Financial Summary Fiscal Year 2022

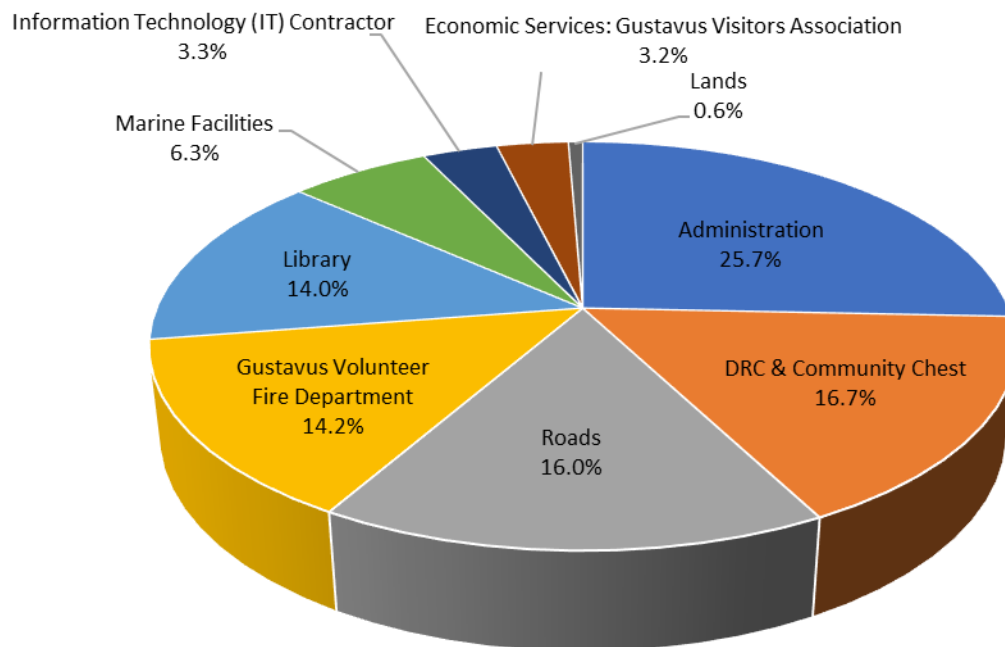
May 2021

FY22 Budgeted General Fund Revenues



Note: \$65,000 of funds from savings for road maintenance are not included here.
DRC is the Disposal and Recycling Center. GVFD is the Gustavus Volunteer Fire Department.

FY22 Budgeted General Fund Expenses



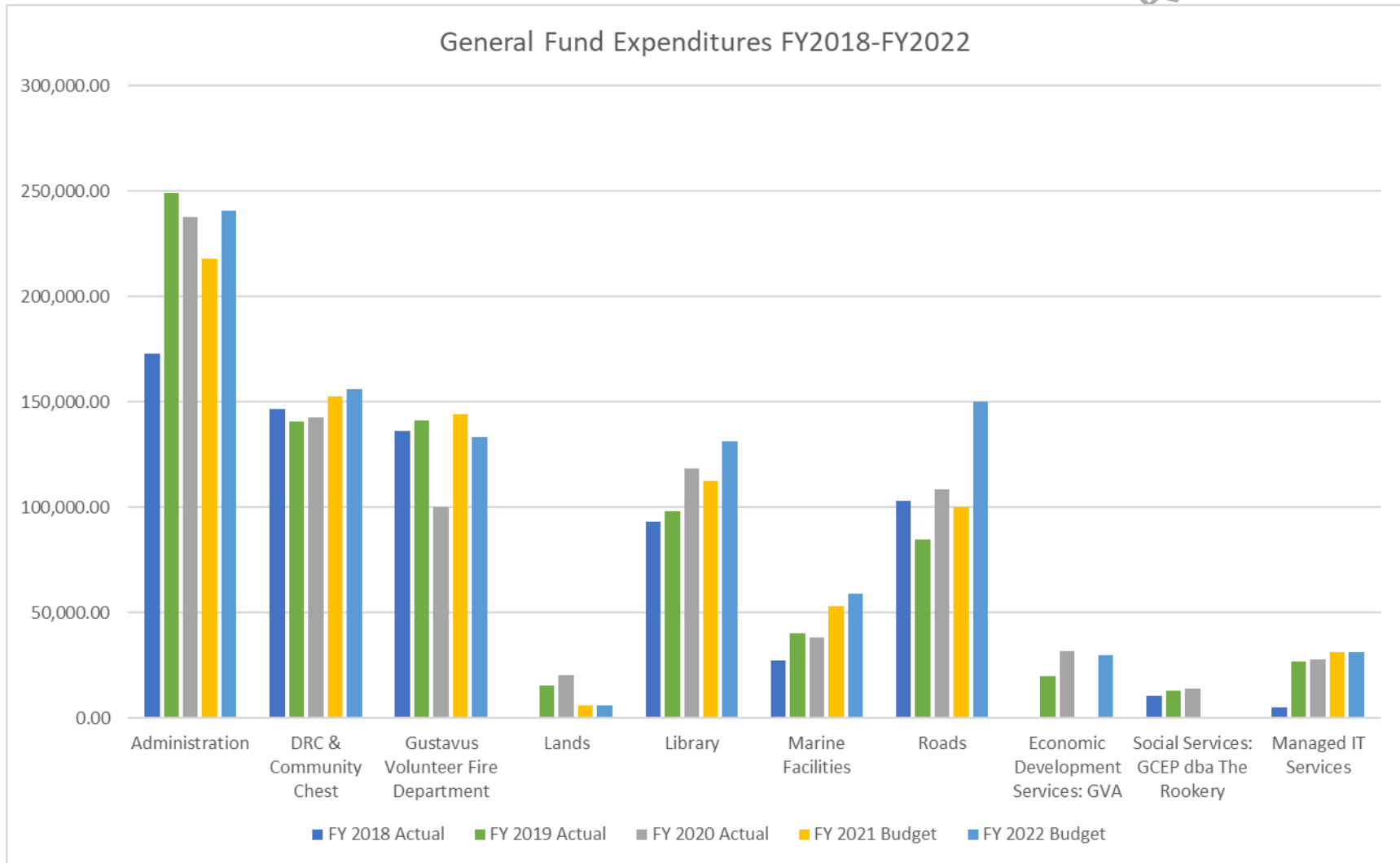
City of Gustavus General Fund Revenue & Expenditure Recap FY18-FY22

	Actual	Actual	Actual	FY21 Budget	Actual-to-date	FY22 Budget
	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '20 - 5/4/21	Jul '21 - Jun 22
Ordinary Income/Expense						
Income						
Admin Fees	0.00	30.00				
Business License Fees	3,900.20	4,150.00	3,575.00	3,000.00	3,275.00	3,000.00
Donations	1,467.00	1,117.50	2,531.00	1,000.00	384.00	800.00
DRC Income						
Community Chest Sales	15,277.00	16,243.60	10,743.49	11,000.00	6,088.30	13,500.00
Landfill Fees paid @ City Hall	28,483.47	31,295.99	30,052.18		12,343.19	
Landfill Fees/Sales	45,722.65	46,888.90	46,595.27	45,000.00	37,502.47	69,000.00
Recyclable Material Sales	6,354.27	7,776.65	3,612.62	2,600.00	3,407.86	3,600.00
DRC Income - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total DRC Income	95,837.39	102,205.14	91,003.56	58,600.00	59,341.82	86,100.00
Federal Revenue						
American Rescue Plan Act of 2021						99,000.00
Disaster Assistance (FEMA road funds)						
Natl Forest Receipts-Encumbered	53,927.79	45,494.92	44,228.25		38,572.14	35,000.00
Payment In Lieu of Taxes	107,545.26	107,167.43	115,419.89	115,000.00	113,760.06	113,000.00
Total Federal Revenue	161,473.05	152,662.35	159,648.14	115,000.00	152,332.20	247,000.00
Fundraising	1,155.00	556.00	1,441.00	800.00	960.00	600.00
GVFD Income						
Ambulance Billing	5,742.10	9,659.71	9,964.55	9,000.00	5,761.29	9,000.00
ASP	1,360.00	625.00	805.00	600.00	1,195.00	600.00
Training		30.00	2,610.00	150.00	0.00	150.00
GVFD Income - Other		390.00				
Total GVFD Income	7,102.10	10,704.71	13,379.55	9,750.00	6,956.29	9,750.00
Interest Income	875.84	698.82	362.22	350.00	159.42	350.00
Lands Income						
Gravel Pit Gravel Sales	9,906.00	11,360.00	17,552.00	22,000.00	27,354.00	25,000.00
Total Lands Income	9,906.00	11,360.00	17,552.00	22,000.00	27,354.00	25,000.00
Lease Income	13,470.35	12,720.35	13,125.67	12,720.35	6,562.32	13,125.67
Library Income	1,597.28	1,174.70	727.60	500.00	341.50	500.00
Marine Facilities Income						
Facilities Usage Fees	4,965.00	1,170.00	1,845.00	1,000.00	1,960.00	1,000.00
Commercial Vessel Registration	9,000.00	9,210.00	8,275.00	2,500.00	7,000.00	8,000.00
Private Vessel Registration	5,450.00	4,940.00	5,095.00	5,000.00	2,465.00	5,000.00
Storage Area Fee	1,210.00	1,790.00	2,115.00	1,700.00	1,390.00	1,700.00
Marine Facilities Income - Other	13.23	1.00				
Total Marine Facilities Income	20,638.23	17,111.00	17,330.00	10,200.00	12,815.00	15,700.00
Other Income			3,777.00			
State Revenue						
Community Assistance Program	88,824.00	85,461.43	82,845.41	55,506.42	75,180.66	77,598.84
Liquor Share Tax		3,350.00				
Shared Fisheries Business Tax	1,921.08	1,884.12	541.68	1,700.00	1,045.27	500.00
Total State Revenue	90,745.08	90,695.55	83,387.09	57,206.42	76,225.93	78,098.84
Tax Income						
Retail Tax Income	356,826.45	392,649.12	375,941.24	185,000.00	236,255.51	325,000.00
Remote Sellers Retail Tax	0.00	0.00	12.49	20,000.00	13,947.87	20,000.00
Room Tax Income	75,150.61	70,505.72	78,574.79	4,500.00	20,635.52	40,000.00
Fish Box Tax	13,535.69	12,350.00	12,190.00	0.00	4,060.00	7,500.00
Penalties & Interest	5,449.72	25,160.35	4,212.74		1,434.51	
Tax Exempt Cards	200.00	320.00	250.00	300.00	260.00	300.00
Seller's Compensation Discount	-788.30					
Total Sales Tax Income	450,374.17	500,985.19	471,181.26	209,800.00	276,593.41	392,800.00
Total Income	858,541.69	906,171.31	879,021.09	500,926.77	623,300.89	872,824.51
Gross Profit	858,541.69	906,171.31	879,021.09	500,926.77	623,300.89	872,824.51

			Actual	Actual	Actual	FY21 Budget	Actual-to-date	FY22 Budget
			Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '20 - 5/4/21	Jul '21 - Jun 22
Expense								
	Administrative Costs		3,300.02	28,578.93	2,013.88	2,000.00	2,133.70	2,000.00
	Advertising		75.00	503.57	150.00	100.00	0.00	100.00
	Bad Debt		620.61		2,598.10			
	Bank Service Charges		2,223.32	2,719.62	2,973.90	2,275.00	3,004.95	4,750.00
	Building							
	Insurance		5,326.35	6,942.37	8,092.42	10,650.90	10,379.34	11,710.00
	Maintenance & Repair		16,462.30	9,570.61	15,887.18	10,000.00	4,607.41	9,300.00
	Total Building		21,788.65	16,512.98	23,979.60	20,650.90	14,986.75	21,010.00
	Contractual Services							
	Ambulance Billing Expense		400.00	1,371.10	1,340.34	1,200.00	639.35	1,300.00
	Gravel Pit Survey				13,347.89			
	Managed IT Services		4,930.00	27,040.00	26,870.00	31,200.00	21,560.00	31,200.00
	Contractual Services - Other		43,114.94	23,106.57	26,286.91	40,000.00	19,072.00	40,300.00
	Total Contractual Services		48,444.94	51,517.67	67,845.14	72,400.00	41,271.35	72,800.00
	Dues/Fees		5,950.98	7,477.94	7,637.99	8,300.00	6,515.43	9,900.00
	Economic Development Services							
	GVA		0.00	20,000.00	32,000.00	0.00	17,000.00	30,000.00
	Total Economic Development Services		0.00	20,000.00	32,000.00	0.00	17,000.00	30,000.00
	Election Expense		212.17	276.70	202.16	250.00	87.34	250.00
	Equipment							
	Equipment Fuel		1,240.30	1,553.87	1,467.32	1,530.00	891.78	1,700.00
	Equipment Purchase		15,165.12	9,731.03	9,031.83	3,900.00	849.37	7,900.00
	Insurance		185.42	226.00	234.24	242.49	242.49	265.00
	Maintenance & Repair		2,477.50	2,860.03	3,288.32	4,000.00	2,935.80	4,000.00
	Equipment - Other		0.00		6,471.60			
	Total Equipment		19,068.34	14,370.93	20,493.31	9,672.49	4,919.44	13,865.00
	Events & Celebrations (inc. holiday gift)		2,500.00	2,995.00	3,852.85	3,925.00	3,587.70	3,925.00
	Freight/Shipping		17,871.54	19,762.81	23,707.22	20,950.00	13,915.91	26,250.00
	Fundraising Expenses		1,437.64	0.00	936.27	800.00	8.00	250.00
	General Liability		4,424.75	3,827.10	10,890.44	11,317.32	11,575.44	12,730.00
	Gravel Pit Fund					6,000.00	6,000.00	6,000.00
	Library Materials		295.59	317.81	599.80	600.00	456.55	2,700.00
	Marine Facilities							
	Insurance		1,654.51	1,625.46	1,851.36	2,368.37	2,368.37	2,368.37
	Maintenance & Repairs		5,073.80	2,538.69	27.40	1,000.00	2,484.02	3,000.00
	Total Marine Facilities		6,728.31	4,164.15	1,878.76	3,368.37	4,852.39	5,368.37
	Occupational Health		0.00	0.00	0.00		0.00	500.00
	Payroll Expenses							
	Wages		257,967.85	327,183.30	306,984.71	355,750.17	215,048.47	372,432.47
	Payroll Taxes		24,880.21	31,022.95	29,098.50	31,957.12	21,360.35	33,480.63
	Paid Time Off (PTO)		12,427.32	12,469.46	8,973.84		9,808.94	
	Sick Leave						1,976.06	
	Health Insurance (company paid)		3,679.98	17,093.92	13,755.50	16,800.00	4,774.72	13,953.60
	Health Insurance Stipend		17,683.22	10,107.50	12,310.15	13,500.00	11,671.91	13,500.00
	457(b) Employer Contribution		10,300.95	19,321.35	17,711.64	21,874.18	13,461.20	22,218.18
	Workers Comp Insurance		13,059.33	6,019.58	7,900.59	8,417.89	5,643.60	8,438.97
	Payroll Expenses - Other (inc. PTO accr)		115.72	2,362.87	8,329.28	170.00	-13,391.69	230.00
	Total Payroll Expenses		340,114.58	425,580.93	405,064.21	448,469.36	270,353.56	464,253.85
	Professional Services		25,506.70	26,707.42	14,570.00	10,000.00	10,805.15	15,000.00
	Public Relations		1,006.65	728.34	211.74	500.00		250.00
	Repair & Replacement Fund			20,095.76	25,354.66	24,772.13	24,772.13	16,545.71

		Actual	Actual	Actual	FY21 Budget	Actual-to-date	FY22 Budget
		Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '20 - 5/4/21	Jul '21 - Jun 22
	Road Maintenance						
	Grading	42,605.75	34,129.50	35,512.50		29,275.50	
	Snow Plowing	23,592.50	4,668.98	35,061.55		29,775.10	
	Road Maintenance - Other	37,001.99	46,198.50	37,779.58	100,000.00	100,584.84	150,000.00
	Total Road Maintenance	103,200.24	84,996.98	108,353.63	100,000.00	159,635.44	150,000.00
	Social Services						
	GCEP dba The Rookery	10,540.00	12,964.00	13,890.00	0.00		0.00
	Total Social Services	10,540.00	12,964.00	13,890.00	0.00	0.00	0.00
	Stipend				3,000.00	1,500.05	3,000.00
	Supplies	17,062.52	17,404.31	14,934.01	11,600.00	11,688.28	20,000.00
	Telecommunications	21,430.16	19,194.90	19,824.34	20,790.00	14,728.37	21,540.00
	Training	8,887.29	10,634.69	8,422.94	5,250.00	2,153.50	5,000.00
	Travel	13,759.65	15,913.45	7,816.87	7,000.00	0.00	5,000.00
	Utilities						
	Electricity	8,579.05	8,482.45	7,763.45	9,300.00	7,517.27	9,300.00
	Fuel Oil	4,117.02	7,871.66	7,650.35	6,500.00	9,549.27	7,900.00
	Total Utilities	12,696.07	16,354.11	15,413.80	15,800.00	17,066.54	17,200.00
	Vehicle						
	Fuel	840.80	497.34	341.77	700.00	388.45	750.00
	Insurance	3,488.84	3,503.26	3,445.93	3,635.67	3,561.22	3,635.67
	Maintenance & Repair	971.92	832.66	0.00	2,000.00	63.98	1,000.00
	Mileage Reimbursement	266.03	1,557.09	1,301.75	1,700.00	1,843.46	1,950.00
	Total Vehicle	5,567.59	6,390.35	5,089.45	8,035.67	5,857.11	7,335.67
	Total Expense	694,713.31	829,990.45	840,705.07	817,826.24	648,875.08	937,523.60
	Net Ordinary Income	163,828.38	76,180.86	38,316.02	-316,899.47	-25,574.19	-64,699.09
	Other Income/Expense						
	Other Income						
	Encumbered Funds for Road Maintenance	48,922.45	39,502.06	60,303.38	38,000.00	37,881.13	
	Other Savings for Road Maintenance				62,000.00	62,118.87	65,000.00
	Prior-Year Cash Balance				217,000.00		
	Total Other Income	48,922.45	39,502.06	60,303.38	317,000.00	100,000.00	65,000.00
	Net Other Income	48,922.45	39,502.06	60,303.38	317,000.00	100,000.00	65,000.00
	Net Income	212,750.83	115,682.92	98,619.40	100.53	74,425.81	300.91

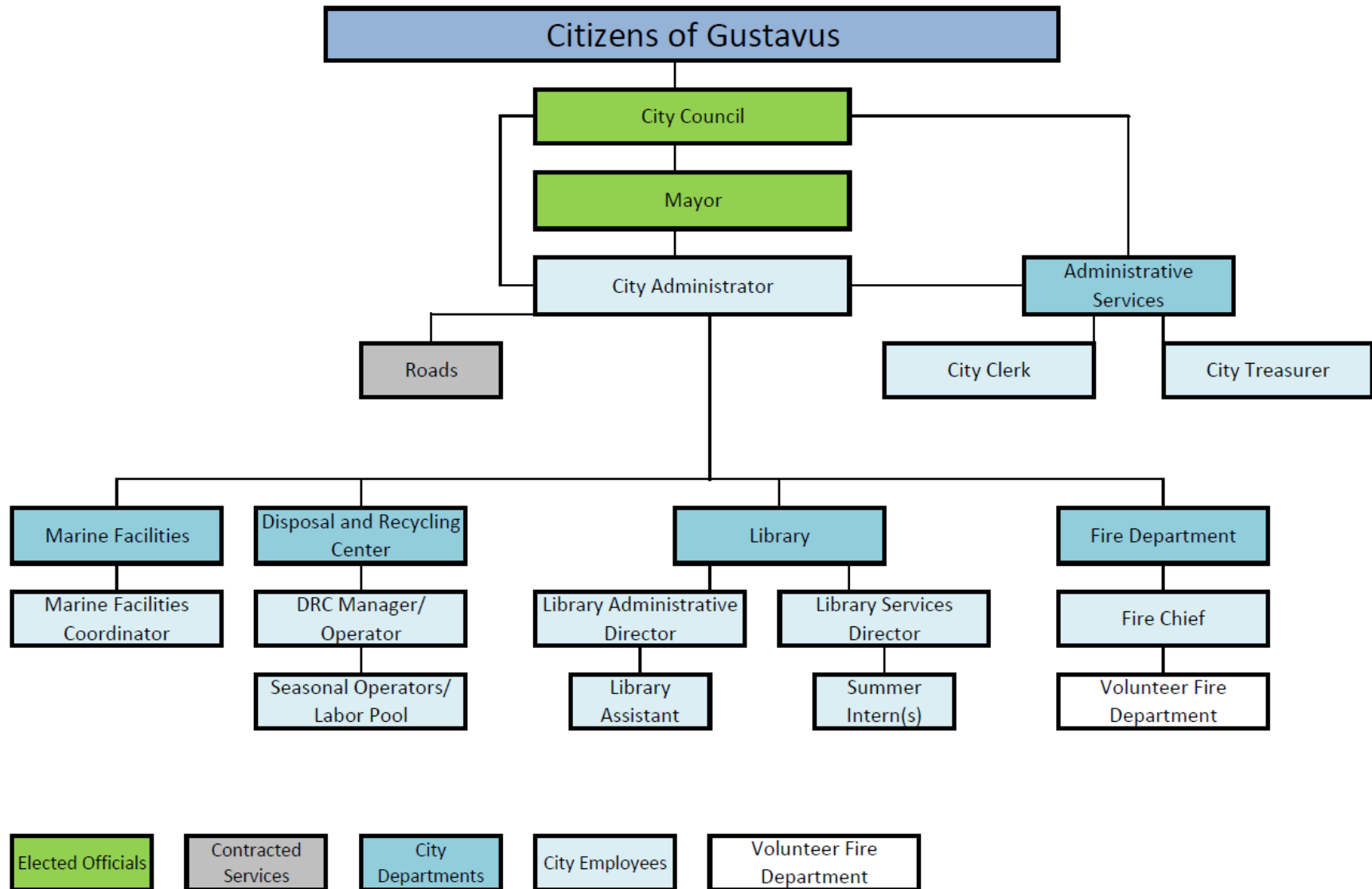
RK SESSION



City of Gustavus Payroll Summary FY21-FY22

FY22:	FTE	Hourly Wage (with no COLA)	Hrs/year	Wage Total	457(b) Employer Contribution (LFG)	Health Ins. Stipend (\$200/mo stipend)	Payroll Taxes (6.2% SS, 1.45% Med., 1% AK unemp. up to \$199.50)	Payroll Total	Group Health Plan (\$646/mo; city cap at \$700/mo until 80%/20% split is met)	Workers' Comp. Insurance	Direct Deposit Fees & FICA	Dept. Total	FY21 Budget for Comparison	FY20 Budget for Comparison
Admin. Dept.										\$375.01	\$230.00	\$168,762.86	\$159,697.31	\$170,414.67
Administrator	0.75	\$41.55	1560	\$64,818.00	\$4,537.26	\$2,400.00	\$5,688.78	\$77,444.04						
Clerk	0.75	\$25.35	1560	\$39,546.00	\$2,768.22	\$2,400.00	\$3,620.14	\$48,334.36						
Treasurer	0.525	\$31.48	1092	\$34,376.16	\$2,406.33	\$2,400.00	\$3,196.96	\$42,379.45						
DRC										\$2,547.30		\$98,391.46	\$96,266.70	\$101,353.22
Manager	0.66	\$29.03	1366	\$39,654.98	\$2,775.85	\$2,200.00	\$3,613.76	\$48,244.59						
Assistants		\$20.00	1248	\$24,960.00			\$2,159.04	\$27,119.04						
Assistants		\$19.00	700	\$13,300.00			\$1,150.45	\$14,450.45						
Assistants		\$18.50	300	\$5,550.00			\$480.08	\$6,030.08						
Fire Chief	salaried	\$69,250.83	---	\$69,250.83	\$4,847.56		\$5,868.03	\$79,966.42	\$7,752.00	\$4,778.24		\$92,496.66	\$93,144.65	\$86,678.67
Library										\$152.12		\$81,526.61	\$76,284.43	\$74,149.31
Lib. Admin. Dir.	0.625	\$20.00	1300	\$26,000.00	\$1,820.00	\$2,400.00	\$2,511.33	\$32,731.33						
Lib. Services Dir.	0.625	\$20.00	1300	\$26,000.00	\$1,820.00		\$2,327.73	\$30,147.73	\$6,201.60					
Lib. Assistant	0.25	\$18.50	520	\$9,620.00			\$935.43	\$10,555.43						
Summer Intern(s)		\$10.00	160	\$1,600.00			\$138.40	\$1,738.40						
Marine Facilities										\$586.30		\$23,076.26	\$23,076.26	\$30,257.76
MF Coord.	0.41	\$20.89	850	\$17,756.50	\$1,242.96	\$1,700.00	\$1,790.50	\$22,489.96						
Totals:				\$353,582.47	\$22,218.18	\$13,500.00	\$31,850.10	\$421,150.75	\$13,953.60	\$8,438.97	\$230.00	\$464,253.85	\$448,469.35	\$462,853.63
New regular (permanent) employees enrolling in Group Health Plan pay 20% of premium, per Resolution CY20-15.														
MF FY22 Notes: Marine Facilities Coordinator hours estimated at 36 hrs/wk 7/1-9/11, then 10 hrs/wk Sept. 12-Dec. 31 and 4/3-5/14, then 36 hrs/wk 5/15-6/30.														
Admin FY22 Notes: The total administrative payroll will not exceed the amount budgeted for FY22 or the hourly equivalent of 2.2 full-time positions (FTE), unless an amended budget is approved by the City Council.														
Lib. Assistant: Hours allocated are for a half-time 6-month temporary position.														
FY21:	FTE	Hourly Wage (with 1.4% COLA)	Hrs/year	Wage Total	457(b) Employer Contribution (LFG)	Health Ins. Stipend (\$200/mo stipend)	Payroll Taxes (6.2% SS, 1.45% Med., 1% AK unemp. up to \$199.50)	Payroll Total	Group Health Plan (\$760.33/mo; city cap at \$700/mo until 80%/20% split is met)	Workers' Comp. Insurance	Direct Deposit Fees & FICA	Dept. Total	FY20 Budget for Comparison	
Admin. Dept.										\$353.93	\$170.00	\$159,697.31	\$170,414.67	
Administrator	0.75	\$36.55	1560	\$57,018.00	\$3,991.26	\$2,400.00	\$5,050.31	\$68,459.57						
Clerk	0.75	\$25.35	1560	\$39,546.00	\$2,768.22	\$2,400.00	\$3,620.14	\$48,334.36						
Treasurer	0.525	\$31.48	1092	\$34,376.16	\$2,406.33	\$2,400.00	\$3,196.96	\$42,379.45						
DRC										\$2,547.30		\$96,266.71	\$101,353.22	
Manager	0.75	\$27.53	1447.5	\$39,849.68	\$2,789.48	\$2,200.00	\$3,629.70	\$48,468.86						
Assistants		\$19.00	2192	\$41,648.00			\$3,602.55	\$45,250.55						
Assistants		\$18.75	0	\$0.00			\$0.00	\$0.00						
Assistants		\$18.50	0	\$0.00			\$0.00	\$0.00						
Fire Chief	salaried	\$69,250.83	---	\$69,250.83	\$4,847.56		\$5,868.03	\$79,966.42	\$8,400.00	\$4,778.24		\$93,144.66	\$86,678.67	
Library										\$152.12		\$76,284.44	\$74,149.31	
Lib. Admin. Dir.	0.625	\$21.18	1300	\$27,534.00	\$1,927.38	\$2,400.00	\$2,636.90	\$34,498.28						
Lib. Services Dir.	0.625	\$20.89	1300	\$27,157.00	\$1,900.99		\$2,422.44	\$31,480.43	\$8,400.00					
Summer Asst.		\$13.45	120	\$1,614.00			\$139.61	\$1,753.61						
Marine Facilities										\$586.30		\$23,076.26	\$30,257.76	
MF Coord.	0.41	\$20.89	850	\$17,756.50	\$1,242.96	\$1,700.00	\$1,790.50	\$22,489.96						
Totals:				\$355,750.17	\$21,874.18	\$13,500.00	\$31,957.14	\$423,081.49	\$16,800.00	\$8,417.89	\$170.00	\$448,469.38	\$462,853.63	
DRC FY21 notes: Reduced hours assuming reduced waste volume due to lodges being closed.														
MF FY21 Notes: Marine Facilities Coordinator hours estimated at 36 hrs/wk 7/1-9/12, then 10 hrs/wk Sept. 13-Dec. 31 and 4/1-5/15, then 36 hrs/wk 5/16-6/30.														
Admin FY21 Notes: The total administrative payroll will not exceed the amount budgeted for FY21 or the hourly equivalent of 2.2 full-time positions (FTE), unless an amended budget is approved by the City Council.														
Group Health Insurance premiums increased beginning 6/1/20, reaching the threshold that the city pays per the Benefits P&P for two of the employees, a \$4157 increase from FY20.														

City of Gustavus Organizational Chart



Summary of Incoming and Outgoing Grants/Scholarships/Contracts as of 5/4/2021

Incoming Grants/Scholarships/Contracts to City of Gustavus FY21							
Dept.	Purpose	Date Received	Amount Awarded	QB Class Name	Amount Spent to Date	Remaining Funds	Notes
Multi	COVID-19 Response	multiple	\$567,579.85	CARES (CFDA# 21.019)	\$539,705.32	\$27,874.53	some funds were received/expended in FY20
	Safety Equipment	12/8/2020	\$100.00	---	\$100.00	\$0.00	APEI End of Year Safety Gift Pack
DRC	Safety Equipment	5/11/2020	\$100.00	---	\$100.00	\$0.00	APEI bonus for submitting insurance renewal early
Library	Telecommunications	N/A	\$18,900.00	---	N/A	N/A	USAC E-Rate federal internet subsidy paid directly to library internet vendor through monthly billings
	Reading with Rachel	8/3/2020	\$554.00	Reading with Rachel	\$554.00	\$0.00	Grant from Jon & Julie Howell
	Library Programs	8/12/2020	\$393.59	---	\$393.59	\$0.00	Alaska SLICE outreach program reimbursement
	Telecommunications	8/20/2020	\$1,500.00	SoA OWL Internet Subsidy	\$1,250.00	\$250.00	Alaska OWL monthly internet subsidy
	Library Materials	8/25/2020	\$7,000.00	FY21 PLA Grant	\$5,996.63	\$1,003.37	State of AK Public Library Assistance (PLA) grant
	Library Training	Spring 2021	\$300.00	---	\$0.00	\$300.00	Alaska State Library Continuing Education (CE) & Professional Development (PD) Grant - training reimbursement
GVFD	GVFD Equipment	Spring 2021	in-kind	Tsunami Siren Grant CY20	\$36,000.00	\$0.00	State of AK Div. of Homeland Sec. & Emergency Mgmt.
	Point-of-Entry COVID-19 Testin	monthly	\$111,822.00	COVID-19 Screeners (C0620-52)	\$123,682.00	(\$11,860.00)	State of AK DHSS - invoiced monthly for reimbursement
	GVFD Equipment	fall 2020	\$15,000.00	---	\$15,000.00	\$0.00	SEREMS Code Blue Grant 2020 - GVFD pays at least 10% match
	GVFD Training	2021	\$1,000.00	---	\$0.00	\$1,000.00	SEREMS Mini-Grant used for ETT online class
	Community Testing/Vaccines	2021	\$25,390.21	---	\$12,232.71	\$13,157.50	State of AK DHSS Community Funding for COVID-19
			\$749,639.65				
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
CY20-27	Gust. Hist. Archives & Ant.	12/14/2020	\$4,937.00	2021 EFG - GHAA	\$4,443.30	\$493.70	grant ends 12/15/21
CY20-27	Tidelines Institute (formerly The Arete Project)	12/14/2020	\$38,316.17	2021 EFG - Arete Project	\$0.00	\$38,316.17	grant ends 12/15/21

Summary of CARES Act as of 5/4/2021

CARES Act Funds for City of Gustavus (COG)		
Original spending deadline December 30, 2020. Extended to 12/31/21.		
CARES Act Income		
deposited 6/18/20	\$381,144.53	first payment
deposited 11/10/20 (available after 80% of 1st payment spent)	\$125,268	second payment
deposited 11/19/20 (available after 80% of first 2 payments used)	\$125,268	third payment
interest earned on deposits	\$16.76	
Total CARES Act funds available	\$631,697.29	
CARES Act Expenditures		
March 1, 2020-May 3, 2021 actual expenditures	\$603,823	
The total highlighted in green *includes* the following subitems:		
REESP: direct distribution to Gustavus residents	---	\$199,998
COG eligible payroll & benefits (Fire Chief plus eligible hours of other staff)	---	\$131,134
economic assistance grants to local businesses/non-profits	---	\$53,899
Gustavus Visitors Association	---	\$38,266
generator for testing/emergency tent	---	\$29,257
Marketing Gustavus: Small Business Web Development grants	---	\$18,473
Gustavus School cleaning equipment, cleaning supplies, PPE	---	\$16,500
stipend for emergency responders during pandemic	---	\$2,800
winter food supply: root cellar construction at Gustavus Community Center	---	\$5,000
winter food supply: canned salmon	---	\$2,323
winter food supply: community food distribution (vacuum sealer & bags)	---	\$1,542
winter food supply: community food distribution (meat grinder & attachments)	---	\$853
winter food supply: community food distribution (halibut)	---	\$162
other COG eligible purchases, including facility improvements	---	\$103,615
Earmarked but unspent:		
remaining COG facility improvements	\$27,874	
Total of Actual + Earmarked Expenses:	\$631,697	
Some CARES Act expenditures are being reviewed with FEMA to see if any are eligible for reimbursement by FEMA. If so, those CARES Act funds could then be re-programmed for other eligible expenses by 12/31/21.		

Gustavus Endowment Fund

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

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

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

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

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

Current Banking Assets

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

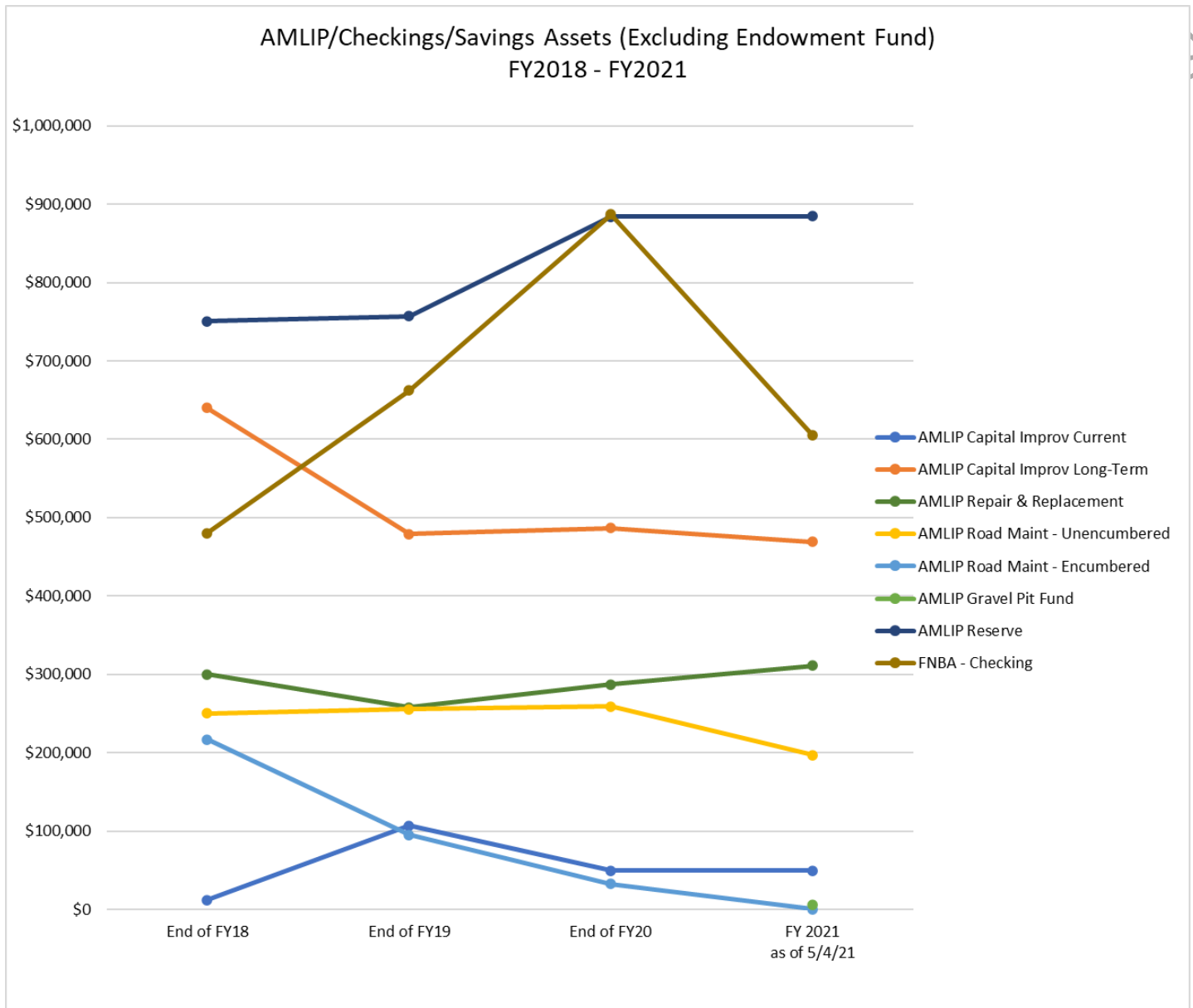
City of Gustavus Balance Sheet As of May 4, 2021

	May 4, 21
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	49,356.66
AMLIP Capital Improv Long-Term (0630598.2)	469,082.94
AMLIP Repair & Replacement (0630598.3)	310,893.09
AMLIP Road Maint - Unencumbered (0630598.4)	197,150.68
AMLIP Gravel Pit Fund (0630598.8)	6,000.00
AMLIP Reserve (0630598.12)	884,409.55
AMLIP CARES Act Relief Funds (0630598.13)	3.05
APCM.Endowment Fund	1,580,433.60
FNBA - Checking	604,726.01
FNBA Endowment Fund - Checking	38,935.43
Petty Cash	89.28
Total Checking/Savings	4,141,080.29

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

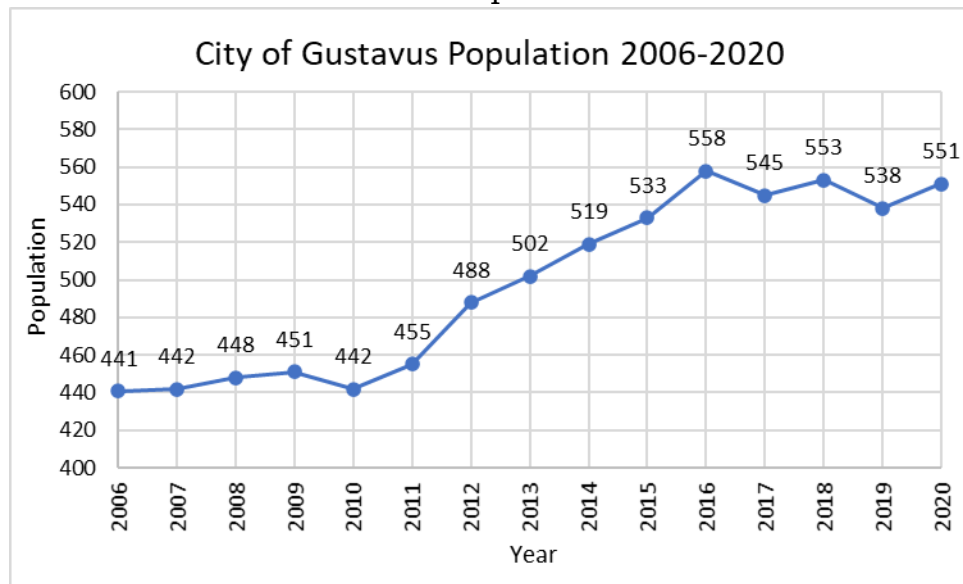
- *AMLIP Capital Improv Current*: funds for approved and funded capital projects that have not yet been initiated
- *AMLIP Capital Improv Long-Term*: funds for capital projects in the future
- *AMLIP Repair & Replacement*: funds for repair and replacement of fixed assets, following recommended best-practices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

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

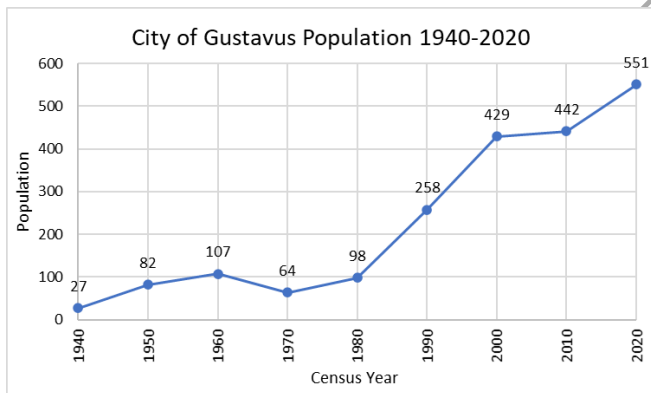


Note: *AMLIP Road Maint – Encumbered*: held prior years' National Forest Receipts funds that could only be used by the city on roads. Fund depleted in FY21.

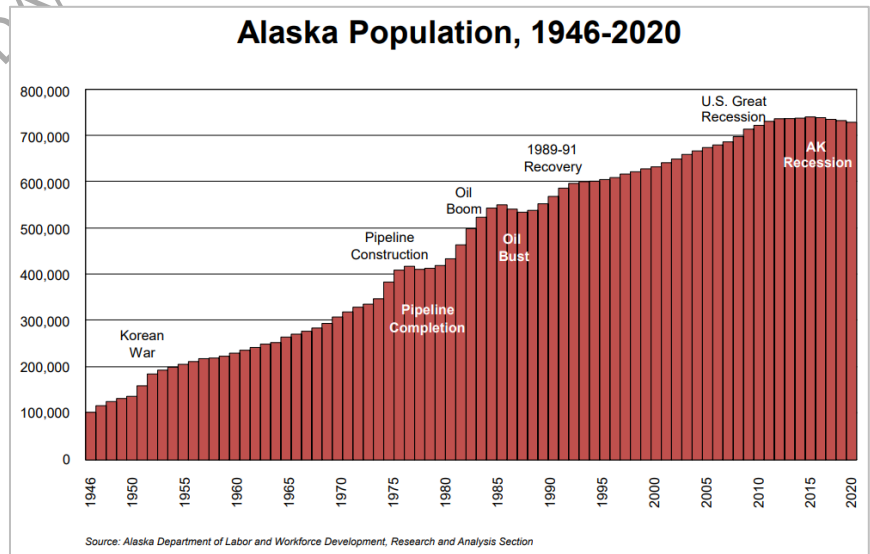
City of Gustavus and State of Alaska Population Trends



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



U.S. Census Bureau data for Gustavus, Alaska, 1940-2010. 2020 data point is from the same source as explained for the graph above as census data are not yet finalized.



Graph copied from the State of Alaska Department of Labor and Workforce Development Research and Analysis Section's website on March 23, 2021 (<http://live.laborstats.alaska.gov/pop/estimates/data/TotalPopGraph.pdf>).



City of Gustavus

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Gustavus, Alaska 99826

Phone: (907) 697-2451

City of Gustavus General Fund Fiscal Year 2022

May 2021

City of Gustavus General Fund FY22 Budget

	Admin	DRC	GVFD	Lands	Library	Marine Fac.	Road Maint.	Other	General Fund
	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	TOTAL
	Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '21 - Jun 22
Ordinary Income/Expense									
Income									
Business License Fees								3,000.00	3,000.00
Donations					800.00				800.00
DRC Income									
Community Chest Sales		13,500.00							13,500.00
Landfill Fees/Sales		69,000.00							69,000.00
Recyclable Material Sales		3,600.00							3,600.00
Total DRC Income		86,100.00							86,100.00
Federal Revenue									
American Rescue Plan Act of 2021								99,000.00	99,000.00
Natl Forest Receipts-Encumbered							35,000.00		35,000.00
Payment In Lieu of Taxes								113,000.00	113,000.00
Total Federal Revenue							35,000.00	212,000.00	247,000.00
Fundraising					600.00				600.00
GVFD Income									
Ambulance Billing			9,000.00						9,000.00
ASP			600.00						600.00
Training			150.00						150.00
Total GVFD Income			9,750.00						9,750.00
Interest Income								350.00	350.00
Lands Income									
Gravel Pit Gravel Sales				25,000.00					25,000.00
Total Lands Income				25,000.00					25,000.00
Lease Income				13,125.67					13,125.67
Library Income					500.00				500.00
Marine Facilities Income									
Facilities Usage Fees						1,000.00			1,000.00
Commercial Vessel Registration						8,000.00			8,000.00
Private Vessel Registration						5,000.00			5,000.00
Storage Area Fee						1,700.00			1,700.00
Total Marine Facilities Income						15,700.00			15,700.00
State Revenue									
Community Assistance Program								77,598.84	77,598.84
Shared Fisheries Business Tax								500.00	500.00
Total State Revenue								78,098.84	78,098.84
Tax Income									
Retail Tax Income								325,000.00	325,000.00
Remote Sellers Retail Tax								20,000.00	20,000.00
Room Tax Income								40,000.00	40,000.00
Fish Box Tax								7,500.00	7,500.00
Tax Exempt Cards								300.00	300.00
Total Tax Income								392,800.00	392,800.00
Total Income		86,100.00	9,750.00	38,125.67	1,900.00	15,700.00	35,000.00	686,248.84	872,824.51
Gross Profit		86,100.00	9,750.00	38,125.67	1,900.00	15,700.00	35,000.00	686,248.84	872,824.51

		Admin	DRC	GVFD	Lands	Library	Marine Fac.	Road Maint.	Other	General Fund
		(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	TOTAL
		Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '21 - Jun 22
Expense										
	Administrative Costs	2,000.00								2,000.00
	Advertising	100.00								100.00
	Bank Service Charges	3,500.00	1,200.00	25.00		25.00				4,750.00
	Building									
	Insurance	725.00	1,065.00	2,445.00		3,350.00	4,125.00			11,710.00
	Maintenance & Repair	2,500.00	1,200.00	3,000.00		2,500.00	100.00			9,300.00
	Total Building	3,225.00	2,265.00	5,445.00		5,850.00	4,225.00			21,010.00
	Contractual Services									
	Ambulance Billing Expense			1,300.00						1,300.00
	Managed IT Services								31,200.00	31,200.00
	Contractual Services - Other	9,500.00	7,700.00	1,500.00		6,600.00	15,000.00			40,300.00
	Total Contractual Services	9,500.00	7,700.00	2,800.00		6,600.00	15,000.00		31,200.00	72,800.00
	Dues/Fees	2,400.00	2,000.00	100.00		5,400.00				9,900.00
	Economic Development Services									
	GVA								30,000.00	30,000.00
	Total Economic Development Services								30,000.00	30,000.00
	Election Expense	250.00								250.00
	Equipment									
	Equipment Fuel		1,700.00							1,700.00
	Equipment Purchase	2,500.00	1,000.00	2,000.00		2,300.00	100.00			7,900.00
	Insurance		265.00							265.00
	Maintenance & Repair		4,000.00							4,000.00
	Total Equipment	2,500.00	6,965.00	2,000.00		2,300.00	100.00			13,865.00
	Events & Celebrations	3,500.00	250.00			175.00				3,925.00
	Freight/Shipping	750.00	24,000.00	350.00		950.00	200.00			26,250.00
	Fundraising Expenses					250.00				250.00
	General Liability	12,730.00								12,730.00
	Gravel Pit Fund				6,000.00					6,000.00
	Library Materials									
	Donated/Fundraised					700.00				700.00
	Non-Fiction Add/Replacement					1,000.00				1,000.00
	Library Materials - Other					1,000.00				1,000.00
	Total Library Materials					2,700.00				2,700.00
	Marine Facilities									
	Insurance						2,368.37			2,368.37
	Maintenance & Repairs						3,000.00			3,000.00
	Total Marine Facilities						5,368.37			5,368.37
	Occupational Health		500.00							500.00

	Admin	DRC	GVFD	Lands	Library	Marine Fac.	Road Maint.	Other	General Fund
	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	TOTAL
	Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '21 - Jun 22
Payroll Expenses									
Wages	138,740.16	83,464.98	69,250.83		63,220.00	17,756.50			372,432.47
Payroll Taxes	12,505.88	7,403.33	5,868.03		5,912.89	1,790.50			33,480.63
Health Insurance (company paid)			7,752.00		6,201.60				13,953.60
Health Insurance Stipend	7,200.00	2,200.00			2,400.00	1,700.00			13,500.00
457(b) Employer Contribution	9,711.81	2,775.85	4,847.56		3,640.00	1,242.96			22,218.18
Workers Comp Insurance	375.01	2,547.30	4,778.24		152.12	586.30			8,438.97
Payroll Expenses - Other	230.00								230.00
Total Payroll Expenses	168,762.86	98,391.46	92,496.66		81,526.61	23,076.26			464,253.85
Professional Services	15,000.00								15,000.00
Public Relations	250.00								250.00
Repair & Replacement Fund	1,000.00	2,100.79	1,663.38		4,299.27	7,482.27			16,545.71
Road Maintenance							150,000.00		150,000.00
Stipend			3,000.00						3,000.00
Supplies									
Donated/Fundraised					700.00				700.00
Program					3,050.00				3,050.00
Supplies - Other	2,000.00	4,100.00	5,250.00		2,700.00	2,200.00			16,250.00
Total Supplies	2,000.00	4,100.00	5,250.00		6,450.00	2,200.00			20,000.00
Telecommunications	7,500.00	2,300.00	6,050.00		5,450.00	240.00			21,540.00
Training	750.00	750.00	3,000.00		500.00				5,000.00
Travel	1,500.00	500.00	1,500.00		1,500.00				5,000.00
Utilities									
Electricity	2,000.00	1,900.00	2,000.00		3,400.00				9,300.00
Fuel Oil	900.00	1,000.00	2,000.00		4,000.00				7,900.00
Total Utilities	2,900.00	2,900.00	4,000.00		7,400.00				17,200.00
Vehicle									
Fuel			750.00						750.00
Insurance			3,635.67						3,635.67
Maintenance & Repair			1,000.00						1,000.00
Mileage Reimbursement	500.00	200.00	250.00			1,000.00			1,950.00
Total Vehicle	500.00	200.00	5,635.67			1,000.00			7,335.67
Total Expense	240,617.86	156,122.25	133,315.71	6,000.00	131,375.88	58,891.90	150,000.00	61,200.00	937,523.60
Net Ordinary Income	-240,617.86	-70,022.25	-123,565.71	32,125.67	-129,475.88	-43,191.90	-115,000.00	625,048.84	-64,699.09
Other Income/Expense									
Other Income									
Other Savings for Road Maintenance							65,000.00		65,000.00
Prior-Year Cash Balance									0.00
Total Other Income							65,000.00	0.00	65,000.00
Net Other Income							65,000.00	0.00	65,000.00
Net Income	-240,617.86	-70,022.25	-123,565.71	32,125.67	-129,475.88	-43,191.90	-50,000.00	625,048.84	300.91

Administration

General Fund

Administration Department:

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

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

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

Personnel:

Volunteer Mayor
Six Volunteer City Council Members
City Administrator (0.75 FTE)
City Clerk (0.75 FTE)
City Treasurer (0.525 FTE)

Mission:

To serve and collect.

FY20 Statistics:

- Issued 143 business permits.

FY21 Accomplishments:

- Managed receipt and expenditure of CARES Act funds of \$631,697, including extensive coordination with the Mayor and City Council, managing purchases with departments, accounting, and monthly reporting. Programs developed and administered include:
 - Resident Emergency Economic Stimulus Program: 388 recipients
 - Emergency Assistance & Economic Stimulus: 52 local businesses
 - Marketing Gustavus Web Development: 16 businesses

- Food Assistance Program: community halibut and canned salmon distribution; purchase of commercial meat grinder and vacuum sealer and development of program for community use of this equipment
- Worked with contractors and council members to respond to the December 2020 Flood event.
- Prepared state and federal FEMA application for reimbursement of recovery costs for the COVID-19 pandemic and the December flood event.
- Through multiple conversations within the Alaska Department of Transportation Alaska Marine Highway Service (DOT AMHS) leadership to communicate the necessity for reliable ferry service in Gustavus, created a relationship with Deputy Commissioner Carpenter that significantly contributed to a favorable 2021 port schedule for the community 3 trips per week per month.
- Working on a renovation project to restore the old Post Office building located within a Historic District to utilize for commercial use.
- Worked on multiple Request for Proposals (RFPs), reports, and efforts to get an evaluation and repair of the Gustavus Public Library roof.
- Working with a utility attorney, the City is close to an adjustment that will reduce electrical rates.
- Prepared necessary documents including ordinances, resolutions, and internal documents to gain membership in the Alaska Municipal League sponsored Remote Sellers Sales Tax (ARRST) to receive tax revenue from businesses operating outside of Gustavus.
- Working with Alaska Department of Natural Resources (ADNR) and ADOT, was able to receive long-term use of the submerged tidelands where the steel float is anchored at Bull Moose Cove and coordinated the seasonal rotation of the float. With our determined negotiation, ADOT accepted responsibility of the movement and worked with ADNR to develop transfer of the tideland to the City.
- Working with ADNR, convinced ADNR to inspect the Salmon River riverbank erosion near City Hall and the concerns of failure of the access road. Although no action has been taken, our concerns are on record and an active case is ongoing.
- Working with the ADNR Fish & Wildlife (Habitat) division, making progress to open the “fish ponds” at the gravel pits to additional excavation.
- Continued working with the Mayor/Vice Mayor and City Attorney to implement a strategy to protect the City while representing the community in the many facets of the PFAS (per- and polyfluoroalkyl substances) issue (77 Same Old Road; ADOT Airport/ditches; new site west of Salmon River).
 - Working with Alaska Department of Environmental Conservation (ADEC) and ADOT to address the airport PFAS plume and the current and future impacts.
 - Working with state Senator Kiehl who ensured that SB176 included language that protected local fire departments and municipalities from criminal prosecution for using AFFF in the execution of their duties. This bill is to be introduced this session (spring 2021).
 - Working with ADOT, enhanced communication about the airport project and PFAS ditch concerns.
 - Working with ADEC for a newly identified contaminated site, City Hall, and a possible plume. This issue is still in the investigation phase with initial testing occurring spring 2021.
- Facilitated the completion of the boundary survey for the gravel pits and City Hall. Important follow up with DNR that otherwise would have had the survey lost or misplaced resulting in significant delays from the surveyor leaving employer.

- Working with gravel pits contractors to review operations, established the estimated material limits of the existing pits and the need to take action to provide improved material and adequate long-term supply.
- Identified existing capital projects and sources of supplemental funding for the city through COVID-19 and Federal Agency grant opportunities.
- Attended/participated in approximately 42 COVID-19 webinars and briefings.
- In concert with the Library Services Director, established the COVID-19 Resource Center to assist the public with questions concerning COVID-19 funding opportunities.
- Assisted the Mayor in producing letters, informational documents, and response to inquiries concerning the city's response to proposed COVID-19 actions by the state.
- Assisted the Mayor in providing state legislative committee members with correspondence addressing pandemic impacts and identifying needs for the community.
- Assisted the Mayor with correspondence to a variety of legislative members and state agencies to thank or discuss failures in proposed or actual actions such as using the \$1,250,000 COVID-19 funds to **substitute** the state budget (e.g. Community Assistance Program) in lieu of **supplementing** those funds to assist communities facing economic challenges from the pandemic.
- Submitted a Village Safe Water grant for a required study/engineers report for a safe water system for the community.
- Working with the Mayor, provided testimony for state and federal hearings (e.g. budget (2), AMHS (3), PFAS (2), and state budget (2)). This includes getting language proposed in legislation that protects the City against prosecution for the previous use of aqueous film forming foam (AFFF) in a fire response by the Gustavus Volunteer Fire Department (Alaska SB121, and formerly 2020 SB176 and HB240).
- Working with the Fire Chief and the Mayor, coordinated efforts with Glacier Bay National Park & Preserve on COVID-19 impacts and planning.
- Assisted with establishment and management of the contracted Point-of-Entry COVID-19 screening program, including contract development and extensions, job description, onboarding employees, and monthly payroll and billing.
- Investigating the potential and feasibility of a City Water Facility.
- Continuation of amendments to the Cooperative Resource Management Agreement (CRMA) and improvements for the beach.
- Processed multiple RFPs and Request for Quotations (RFQs) such as the library roof repair, Managed IT Services, and road maintenance/snow plowing.
- Continuing efforts to produce an updated Strategic Plan.
- Provided edits and worked with Council members' edits to multiple City Ordinance Titles and Policies and Procedures.
- Completed Solid Waste Management Plan drafts.
- FY2022 budget and CY2021 Capital Improvement Plan (CIP) updates.
- Conducted one-on-one budget reviews with Council members.
- Facilitated budget Town Hall.
- Ongoing procurement LIDAR (Light Detection and Ranging) survey.
- The City Clerk will continue to work towards a Master Municipal Clerk Certification. In addition, the clerk has completed several FEMA Incident Management courses and attended a Government Social Media Conference.
- Newly Elected Officials training was taken virtually by several council members.
- Improved community outreach by utilizing the News Group email list, creating City of Gustavus and Emergency Operations Facebook sites, as well as conducting meetings using the Zoom platform.

- Purchased and implemented meeting management software.
- Updated Title 5 - Elections
- Continued work with contractor for city-wide Managed Information Technology (IT) Services to complete an IT overhaul of city devices and protocols.
- Solicited members for the Roads Advisory Committee (no responses received)
- Continued COVID-19 webpage updates on the city website.

FY22 Goals:

- Implementation of American Rescue Plan Act programs and associated reporting
- Completion of CARES Act expenditures and associated reporting
- Completion of FEMA COVID-19 reimbursement process
- Completion of FEMA flood disaster reimbursement process
- Continuing support of Point-of-Entry testing program and monthly invoicing
- Continuous improvement of administrative policies and procedures
- Completion of updated Strategic Plan
- Completion of the Solid Waste Management Plan (SWMP)
- Resolving gravel pit supply
- Continuing work on City projects such as Code updates
- City Clerk continuing work toward becoming a Master Municipal Clerk
- Standard operating procedures created for clerk position
- Cross-training by all administrative staff
- Create a position classification and wage schedule for all regular staff

FY18-FY22 General Fund: Administration Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22
Administrative Costs	3,023.52	14,279.14	2,013.88	2,000.00	2,000.00
Advertising	75.00	503.57	150.00	100.00	100.00
Bad Debt	620.61	0.00	0.00	0.00	0.00
Bank Service Charges	1,251.31	1,636.57	1,727.30	1,200.00	3,500.00
Building	1,209.94	2,290.29	641.71	3,160.79	3,225.00
Contractual Services	6,070.40	8,151.98	7,920.65	7,500.00	9,500.00
Dues/Fees	1,686.00	2,360.29	2,629.30	2,000.00	2,400.00
Election Expense	212.17	276.70	202.16	250.00	250.00
Equipment	5,253.84	4,555.16	6,792.27	0.00	2,500.00
Events & Celebrations	2,500.00	2,995.00	3,542.49	3,500.00	3,500.00
Freight/Shipping	595.80	717.94	999.78	750.00	750.00
General Liability	4,424.75	3,827.10	10,890.44	11,317.32	12,730.00
Payroll Expenses	96,180.13	157,007.34	164,640.32	159,697.31	168,762.86
Professional Services	25,506.70	25,187.42	14,570.00	10,000.00	15,000.00
Public Relations	1,006.65	728.34	211.74	500.00	250.00
Repair & Replacement Annual Contribution	0.00	1,000.00	1,000.00	1,000.00	1,000.00
Supplies	2,177.79	1,800.76	1,609.37	1,500.00	2,000.00
Telecommunications	6,792.56	6,310.75	6,592.44	7,000.00	7,500.00
Training	2,231.00	1,886.00	3,862.00	750.00	750.00
Travel	10,585.88	10,322.36	4,816.53	2,500.00	1,500.00
Utilities	1,384.41	2,857.55	2,615.66	2,800.00	2,900.00
Vehicle	81.12	237.10	159.83	250.00	500.00
Total Expense	172,869.58	248,931.36	237,587.87	217,775.42	240,617.86

Disposal and Recycling Center

General Fund

Disposal and Recycling Center:

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

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

Personnel:

Manager/Operator (0.66 FTE)

Up to five Temporary Labor Pool Employees (1.08 FTE all together)

DRC - Occasional volunteers

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

Mission:

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

FY20 Statistics:

- 58% of waste was diverted from landfilling
- 96,747 pounds of recyclables exported; 58,481 pounds of food waste composted
- 5,110 customer transactions
- 827 hours volunteer labor and revenue of \$10,743 from the Community Chest

FY21 Accomplishments:

- Completion of the 5-year operating permit renewal with the Alaska Department of Environmental Conservation
- Completion of the In-flow Storage Area Project
- Installation of new scale and commercial scale house software
- New fencing, lighting and other building maintenance projects at the Community Chest
- New water system for employees in the Changing Room/ Office

FY22 Goals:

- Establishment of the DRC Operator as a new, regular position for FY23.
- Purchase of 20' Household Hazardous Waste (HHW) Facility, per the Capital Improvement Plan

- Completion of the New Composting Facility Project
- Initial work of the design phase for the New Main Building project

FY18-FY22 General Fund: Disposal & Recycling Center Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22
Administrative Costs	25.00	0.00	0.00	0.00	0.00
Bank Service Charges	947.01	1,033.05	1,196.60	1,025.00	1,200.00
Building	1,017.89	1,730.76	1,996.14	2,171.27	2,265.00
Contractual Services	22,553.55	2,660.20	4,655.65	13,500.00	7,700.00
Dues/Fees	402.00	543.00	541.00	800.00	2,000.00
Equipment	3,789.24	7,544.61	12,416.20	6,742.49	6,965.00
Events & Celebrations	226.50	227.78	135.29	250.00	250.00
Freight/Shipping	16,493.93	17,993.46	20,999.54	19,000.00	24,000.00
Fundraising Expenses	0.00	0.00	0.00	0.00	0.00
Occupational Health	0.00	0.00	0.00	0.00	500.00
Payroll Expenses	92,358.76	94,669.13	90,520.88	96,266.70	98,391.46
Repair & Replacement Annual Contribution	0.00	3,350.26	2,150.79	2,150.79	2,100.79
Supplies	4,672.56	3,839.01	3,653.72	3,100.00	4,100.00
Telecommunications	1,818.34	1,990.73	2,168.05	2,300.00	2,300.00
Training	375.00	1,100.00	0.00	500.00	750.00
Travel	0.00	1,383.89	0.00	2,000.00	500.00
Utilities	1,804.29	2,523.88	2,349.82	2,700.00	2,900.00
Vehicle	184.91	196.47	147.86	200.00	200.00
Total Expense	146,668.98	140,786.23	142,931.54	152,706.25	156,122.25

Gustavus Public Library

General Fund

Gustavus Public Library:

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

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

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

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

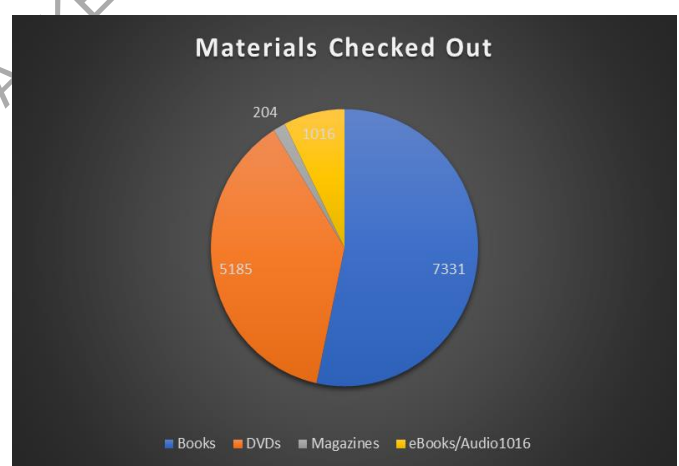
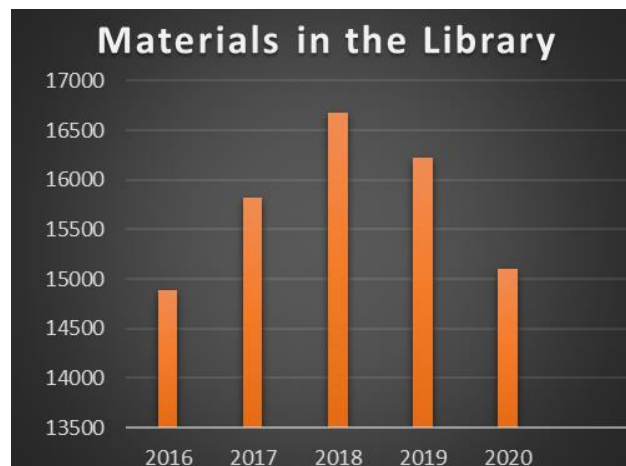
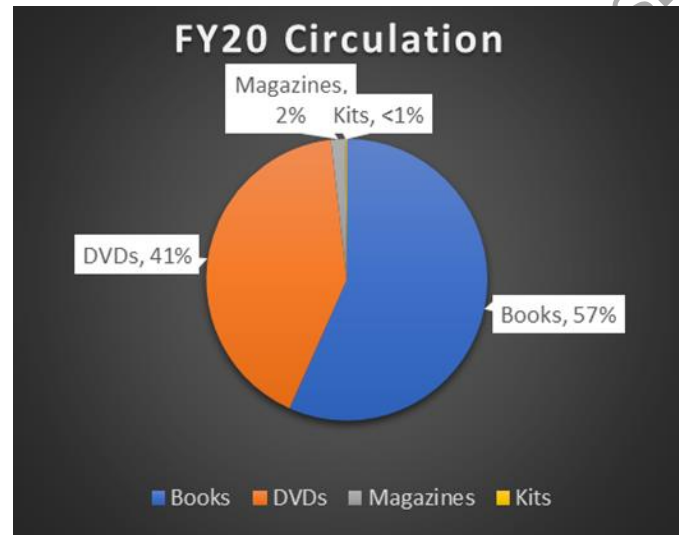
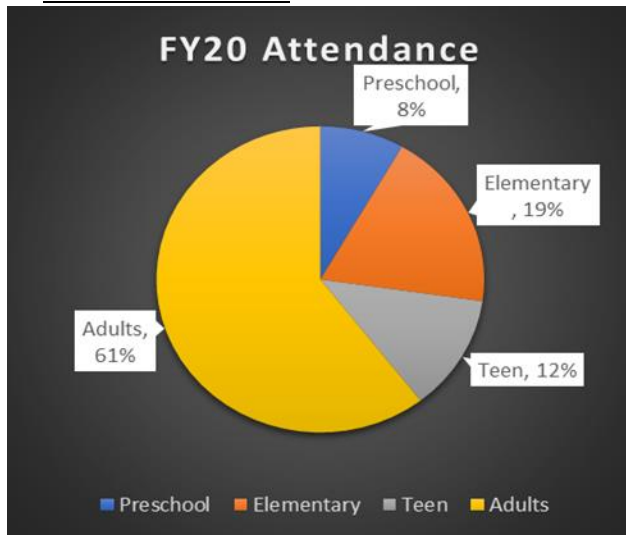
The volunteer desk sitters are responsible for recording library use statistics, checking out materials to patrons, checking in and shelving materials, collecting money for copies and faxes, and aiding patrons as they are able.

Personnel:

Library Administrative Director (0.625 FTE)
 Library Services Director (0.625 FTE)
 Library Assistant (0.25 FTE)
 8 desk volunteers, 1 maintenance/projects volunteer
 Summer Reading Intern(s): 160 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.

FY20 Statistics:**FY21 Accomplishments:**

- Expanded programming for patrons, including reviving the book club.
- Increased services for teens in collaboration with the Gustavus School.
- Refreshed the materials in the juvenile non-fiction animal and world culture sections.
- Hosted 31 events, meetings, and classes at the library to date (July 2020-March 2021).
- Provided 19 virtual programs (activity kits), used by 564 patrons.
- Had 813 visitors in the library to date (July 2020-March 2021).
- Provided curbside services all year.
- Provided 348 separate Interlibrary Loans to date (July 2020-March 2021).
- Over 2,650 separate uses on the WiFi.
- Checked out a total of 6,763 library materials to date (July 2020-March 2021).

- Completed a major weed of items that were not being checked out to make more room for new and more recently utilized materials.
- Developed and implemented an illness plan before the mandated COVID-19 closure.
- Continued to provide check-out service, WiFi, virtual programs, and virtual assistance to patrons throughout the COVID-19 closure.
- Met the increasing need for Interlibrary Loan services.
- Developed protocols and improve cleaning to ensure staff, volunteers, and patrons feel safe at the library.
- Improved the cleanliness, organization, and signage at the library to discourage illness spread and promote good hygiene practices.
- Improved virtual presence through social media, website, and virtual materials.
- Updated Policies and Procedures

FY22 Goals:

- Roof repair and replacement to be completed (roll over from last year).
- Track and fulfill the community's growing requests for specific materials and services at the library.
- Refresh outdated materials in the non-fiction sections of the library.
- Work towards solutions to meet needs for additional space for patrons and materials.
- Continue updating the database of library statistics.
- Develop programming (virtual or otherwise) that meets the current needs of community members of all ages and adapt programming as the pandemic continues to change/improve.
- Develop lasting and meaningful relationships with community partners to improve services offered at the library.
- Continue to improve virtual presence through social media, website, and virtual materials.
- More in-depth tracking of program and volunteer statistics.

FY18-FY22 General Fund: Gustavus Public Library Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22
Bank Service Charges	25.00	25.00	25.00	25.00	25.00
Building	16,862.78	6,292.35	15,686.65	5,244.54	5,850.00
Contractual Services	3,328.47	0.00	1,381.48	3,500.00	6,600.00
Dues/Fees	3,724.98	4,459.65	4,417.69	5,250.00	5,400.00
Equipment	1,683.00	651.26	552.89	830.00	2,300.00
Events & Celebrations	0.00	0.00	175.07	175.00	175.00
Freight/Shipping	444.14	624.81	892.50	650.00	950.00
Fundraising Expenses	150.02	0.00	936.27	800.00	250.00
Library Materials	295.59	317.81	599.80	600.00	2,700.00
Payroll Expenses	52,412.60	67,270.75	68,048.47	76,284.43	81,526.61
Repair & Replacement Annual Contribution	0.00	4,028.00	10,267.13	4,299.27	4,299.27
Supplies	2,673.64	2,235.29	2,808.07	1,500.00	3,400.00
Supplies - Program	0.00	726.02	1,059.35	1,000.00	3,050.00
Telecommunications	5,768.39	4,831.05	5,114.56	5,450.00	5,450.00
Training	112.50	112.50	0.00	0.00	500.00
Travel	98.37	5.39	637.43	0.00	1,500.00
Utilities	5,634.27	6,797.85	6,069.22	6,900.00	7,400.00
Total Expense	93,213.75	98,377.73	118,671.58	112,508.24	131,375.88

Gustavus Volunteer Fire Department

General Fund

Gustavus Volunteer Fire Department:

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

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

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

Personnel:

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

Mission:

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

Calendar Year 2020 Statistics:

- 40 incidents: 33 EMS calls, 7 fire calls

FY21 Accomplishments:

- The Emergency Operations Center (EOC) been open since March 2020 for the COVID-19 pandemic and opened for the December 2020 Southeast floods.
- Worked closely with staff and the Mayor regarding resolutions declaring an emergency, mandating social distancing, and regarding travel into and out of Gustavus in response to COVID-19.
- Networked with other EMS leaders in Southeast Alaska to compare strategies, source supplies, and share knowledge regarding COVID-19 preparation and response.
- Worked closely the Alaska Department of Health & Social Services (DHSS), Alaska Department of Homeland Security & Emergency Management (DHS&EM), SEARHC Gustavus Clinic, and the community members to mitigate the threat of COVID-19.
- Answered countless inquiries regarding travel into Gustavus. Organized volunteers to respond to citizens and businesses regarding travel and summer operations.

- Created and managed ongoing contracted Point-of-Entry COVID-19 screening program, including contract development and extensions, job description, hiring, onboarding employees, and day-to-day support.
- Distributed stipend checks for volunteer responders. This helps with fuel, car parts, etc.

FY22 Goals:

- Continue management of ongoing contracted Point-of-Entry COVID-19 program
- 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
- Promote more community training and awareness programs

FY18-FY22 General Fund: Gustavus Volunteer Fire Department Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22
Administrative Costs	25.00	0.00	0.00	0.00	0.00
Bad Debt	0.00	0.00	2,598.10	0.00	0.00
Bank Service Charges	0.00	25.00	25.00	25.00	25.00
Building	1,953.17	3,798.98	1,919.71	6,222.55	5,445.00
Contractual Services	8,162.52	9,294.39	2,529.13	2,000.00	1,500.00
Ambulance Billing Expense	400.00	1,371.10	1,340.34	1,200.00	1,300.00
Dues/Fees	138.00	90.00	50.00	250.00	100.00
Equipment	8,242.26	1,451.96	631.99	2,000.00	2,000.00
Freight/Shipping	155.04	329.09	736.01	350.00	350.00
Fundraising Expenses	1,287.62	0.00	0.00	0.00	0.00
Payroll Expenses	83,972.32	86,839.40	60,703.78	93,144.66	92,496.66
Repair & Replacement Annual Contribution	0.00	4,235.23	4,454.47	9,839.80	1,663.38
Stipend	0.00	0.00	0.00	3,000.00	3,000.00
Supplies	6,231.28	7,073.25	4,404.61	4,000.00	5,250.00
Telecommunications	7,050.87	5,822.37	5,709.29	5,800.00	6,050.00
Training	6,168.79	7,536.19	4,560.94	4,000.00	3,000.00
Travel	3,075.40	4,201.81	2,362.91	2,500.00	1,500.00
Utilities	3,873.10	4,174.83	4,379.10	3,400.00	4,000.00
Vehicle	5,301.56	5,002.48	3,787.70	6,585.67	5,635.67
Total Expense	136,036.93	141,246.08	100,193.08	144,317.68	133,315.71

Marine Facilities Department

General Fund

Marine Facilities Department:

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

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

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

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

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

The Marine Facilities Advisory Committee was reinvigorated in FY20 and consists of a Council member, Marine Facilities Coordinator (non-voting member), and four citizens. A master plan for the Marine Facilities is being developed and will be linked to amendments in Title 8.

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

Personnel:

Marine Facilities Coordinator/Harbormaster (0.41 FTE)

Mission (Municipal Code Section 8.01.010):

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

CY20 Statistics:

- 82 pounds of recyclables and 363 pounds of trash removed from the beach receptacles.
- 92 motorized vessels and 24 commercial vessels were registered.

CY20 Accomplishments:

- Instituted new procedures for dealing with the seasonal moving of the steel float.
- Implemented a system for lifting and lowering the gangway to the floats.
- Completion of contracted repairs to the SRBH boat launch.
- Continued beach improvements.
- Maintained a COVID-19-safe environment at all Gustavus Marine Facilities.
- Continued maintenance of Gustavus Marine Facilities.

CY21 Goals:

- Find permanent uses for City-owned floats no longer used at the Gustavus Public Dock.
- Continue Salmon River Boat Harbor Clean-up project.
- Continue planning process for the SRBH Fish Waste Disposal station in conjunction with DRC Compost capital project (previously slated to be completed in CY2020)
- Continue maintenance of Gustavus Marine Facilities.

FY18-FY22 General Fund: Marine Facilities Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22
Expense						
	Administrative Costs	0.00	240.00	0.00	0.00	0.00
	Building	744.87	2,400.60	3,735.39	3,851.75	4,225.00
	Contractual Services	3,000.00	3,000.00	1,600.00	13,500.00	15,000.00
	Equipment	100.00	167.94	99.96	100.00	100.00
	Freight/Shipping	182.63	97.51	79.39	200.00	200.00
	Marine Facilities: Insurance, Maint & Repairs	6,728.31	4,164.15	1,878.76	3,368.37	5,368.37
	Payroll Expenses	15,190.77	19,794.31	21,150.76	23,076.26	23,076.26
	Repair & Replacement Annual Contribution	0.00	7,482.27	7,482.27	7,482.27	7,482.27
	Supplies	1,307.25	1,729.98	1,093.89	500.00	2,200.00
	Telecommunications	0.00	240.00	240.00	240.00	240.00
	Vehicle	0.00	954.30	994.06	1,000.00	1,000.00
Total Expense		27,253.83	40,271.06	38,354.48	53,318.65	58,891.90

Roads Department

General Fund

Roads Department:

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

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

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

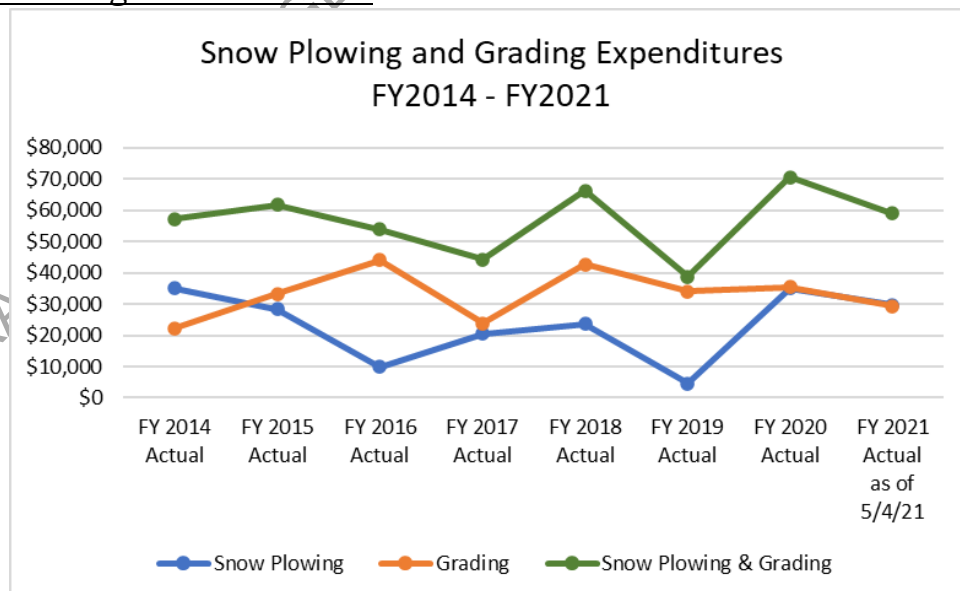
Personnel:

Volunteer City Council Member(s)

Mission:

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

Statistics through FY21-to-date:



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

FY21 Accomplishments:

- Six snowfall events requiring plowing, half of which occurred in March
- Purchase of stockpile of 715 cu yds of 6" rock
- Improvements to Dickey Drive turnaround
- Rink Creek Road ditch cleaning
- December 2020 flood repair and mitigation work at the gravel pits and at city roads all around town, especially the Wilson Road neighborhoods

FY22 Goals:

- Seeking FEMA reimbursement for December flood response and additional FEMA funding for flood mitigation work as outlined in the separate Capital Improvement Plan document
- Increased proactive road maintenance projects, as allowed by the increased FY22 budget
- Funding of a capital project to create an overall city road improvements strategy after consultation with a roads engineer and using the newly acquired LIDAR mapping, per Capital Improvement Plan
- Funding of engineering for Good River bridge repairs and bank stabilization, per Capital Improvement Plan

FY18-FY22 General Fund: Roads Expenditures

Expense		Actual	Actual	Actual	Budget	Budget
		Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22
	Dues Fees	0.00	25.00	0.00	0.00	0.00
	Contractual Services	0.00	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	23,592.50	4,668.98	35,061.55		
	Grading	42,605.75	34,129.50	35,512.50		
	Hauling Pit Run Material	21,732.00	13,982.00	10,205.33		
	Brushing	12,449.99	15,267.50	211.25		
	Other	2,820.00	16,949.00	27,363.00	100,000.00	150,000.00
	Total Road Maintenance	103,200.24	84,996.98	108,353.63	100,000.00	150,000.00
	Vehicle Mileage	0.00	0.00	100.00	0.00	0.00
Total Expense		103,200.24	85,021.98	108,453.63	100,000.00	150,000.00

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 storage) and equipment used by AT&T and ACS that pay a lease annually (\$6157 and \$3658.20, respectively). GCI has an annual lease of \$2905.15 for a Rural Earth Station. A new lease is in development in the same area for L3Harris.

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

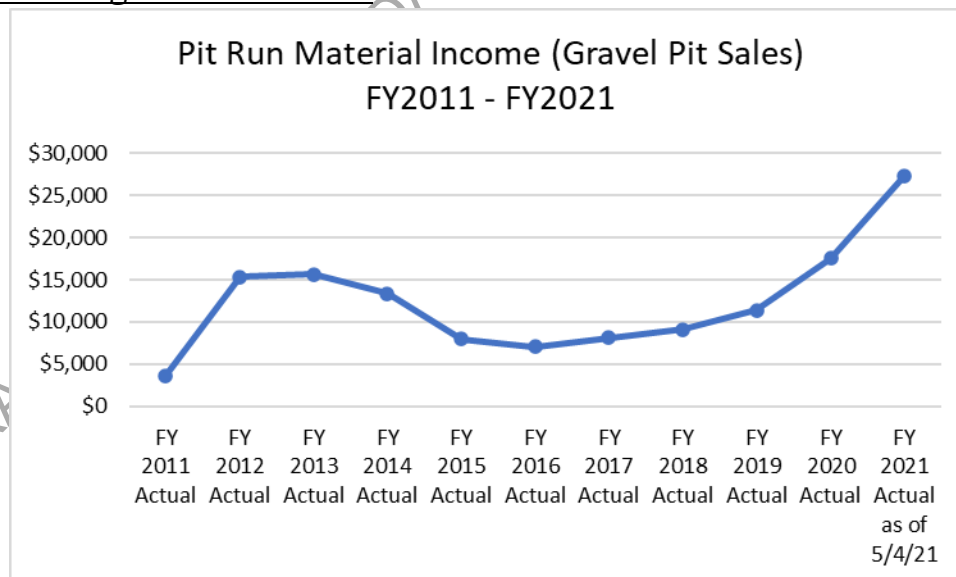
Various City Council members are responsible for the project scoping and management for capital improvement projects and long-term planning for the Lands Department. The treasurer is responsible for the advertisement, execution, and administration of City contracts and for collection of gravel pit and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

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

Personnel:

None

Statistics through FY21-to-date:



FY21 Accomplishments:

- Formal acquisition of the Salmon River Park/City Hall/firehall parcel and adjoining parcel to the north

- Formation of a Gravel Pit Fund savings account, with a line-item in the operating budget diverting some revenue to savings
- Working with gravel pits contractors to review operations, established the estimated material limits of the existing pits and the need to take action to provide improved material and adequate long-term supply.

FY22 Goals:

- LIDAR (Light Detection and Ranging) mapping completion, per Capital Improvement Plan
- Formulation of a plan for the future of pit run material in Gustavus

FY18-FY22 General Fund: Lands Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22
Expense						
	Administrative Costs	0.00	13,832.01	0.00	0.00	0.00
	Contractual Services	0.00	0.00	24,500.00	0.00	0.00
	Gravel Pit Fund	0.00	0.00	0.00	6,000.00	6,000.00
	Professional Services	0.00	1,520.00	0.00	0.00	0.00
Total Expense		0.00	15,352.01	24,500.00	6,000.00	6,000.00

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY21-23NCO
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
DEPARTMENT BUDGETS FOR FISCAL YEAR 2021**

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 2021 estimated expenditures have changed from the estimates in the approved budget.

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

Budget Category	Amounts		
	Original Budget	Amended Budget	Change
INCOME			
DRC: Landfill Fees	\$ 49,000.00	\$ 57,000.00	\$ 8,000.00
<i>Original budget amount is taken from FY21-18NCO which is pending adoption at the time of this NCO's introduction.</i>			
DRC: Recyclable Material Sales	\$ 2,600.00	\$ 3,400.00	\$ 800.00
Federal Revenue: Disaster Relief Funds	\$ 75,000.00	\$ 55,095.84	<\$ 19,904.16>
Federal Revenue: National Forest Receipts	\$ 0.00	\$ 38,572.14	\$ 38,572.14
MF: Commercial Vessel Registration	\$ 6,000.00	\$ 14,500.00	\$ 8,500.00
<i>Many commercial vessels registered later in the summer in 2020 (after July 1) due to the pandemic, putting income into this fiscal year. Vessels are expected to be registered late spring as usual in 2021.</i>			
Other Income: Other Savings - Road Maint	\$ 62,118.87	\$ 43,450.89	<\$ 18,667.98>
Other Income: Prior-Year Cash Balance	\$ 74,645.33	\$ 58,282.73	<\$ 16,362.60>
<i>Original budget amount is taken from FY21-18NCO which is pending adoption at the time of this NCO's introduction.</i>			
Total Change in Income			<\$ 937.40>

EXPENSE	Original Budget	Amended Budget	Change
Lands: Administrative Costs	\$ 0.00	\$ 1,033.75	\$ 1,033.75
<i>Final platting and recording costs for ASLS No. 2014-25/ADL #108131, the land parcel with Salmon River Park, City Hall, and the firehall.</i>			
DRC: Bank Service Charges	\$ 1,025.00	\$ 1,350.00	\$ 325.00
DRC: Contractual Services	\$ 13,500.00	\$ 11,500.00	<\$ 2,000.00>
DRC: Equipment Maintenance	\$ 4,000.00	\$ 7,000.00	\$ 3,000.00
<i>Funds to perform 1000-hour service and inspection on Bobcat A770.</i>			
DRC: Equipment Purchase	\$ 1,000.00	\$ 0.00	<\$ 1,000.00>
Admin: Equipment Purchase	\$ 0.00	\$ 4,500.00	\$ 4,500.00
<i>Equipment to allow Zoom meetings to continue after the full City Council resumes meeting in-person at City Hall.</i>			

Library: Freight/Shipping	\$ 650.00	\$ 900.00	\$ 250.00
<i>Use of inter-library loan services by patrons has increased, resulting in additional postage expenses.</i>			
GVFD: Health Insurance (company paid)	\$ 3,929.25	\$ 3,400.00	<\$ 529.25>
<i>Much of the Fire Chief's payroll benefits have been covered by COVID-19-related funds.</i>			
Library: Health Insurance (company paid)	\$ 8,400.00	\$ 3,133.10	<\$ 5,266.90>
<i>Employee health insurance elections changed during the year.</i>			
Library: Health Insurance Stipend	\$ 2,400.00	\$ 3,000.00	\$ 600.00
<i>Employee health insurance elections changed during the year.</i>			
Admin: Payroll: Wages	\$ 130,940.16	\$ 126,940.16	<\$ 4,000.00>
<i>Some payroll expenses have been covered by CARES Act funds.</i>			
Admin: Professional Services	\$ 10,000.00	\$ 13,000.00	\$ 3,000.00
<i>Additional attorney fees due to electrical rate case.</i>			
GVFD: Supplies	\$ 4,000.00	\$ 5,000.00	\$ 1,000.00
Library: Telecommunications	\$ 5,450.00	\$ 3,600.00	<\$ 1,850.00>

Total Change in Expense <\$ 937.40>

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 10, 2021

DATE OF PUBLIC HEARING: June 14, 2021

PASSED and **APPROVED** by the Gustavus City Council this ____ day of _____, 2021.

Brittney Cannamore, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt CMC, City Clerk

LAND LEASE AGREEMENT

THIS LAND LEASE AGREEMENT (this "Lease") is entered into on this ____ day of 2021, by and between THE CITY OF GUSTAVUS, ("Lessor"), an Alaska municipal corporation, having a mailing address of P.O. Box 1, Gustavus, Alaska 99826, and L3HARRIS TECHNOLOGIES, INC. ("Lessee"), a Delaware corporation, having a mailing address of 2235 Monroe Street, 5th Floor Herndon, VA 20171.

1. **PREMISES.** Lessor hereby leases to Lessee that certain premises consisting 400 Square Feet of Tract A, Gustavus Airport, Alaska State Land Survey 93-56, Juneau Recording District, First Judicial District, State of Alaska, together with access thereto (the "Premises").
2. **TERM; RENEWAL TERMS.** The initial term of this Lease (the "Initial Term") will be for five (5) years, commencing on the date this Lease is signed by the Lessee. The Lease will terminate five (5) years after the commencement of the term.

Lessee will have the option to extend the Initial Term for three (3) consecutive periods of five (5) years each (the "Option Periods"). Unless Lessee provides written notice to the Lessor at least sixty (60) days prior to the expiration of the Initial Term or the applicable Option Period, this Lease will automatically terminate. If the Lessee provides written notice of its intent to exercise an Option Period, the Lessor may amend or modify provisions of the Lease before accepting the written notice as may be in the best interests of the City of Gustavus (Lessor). Provided however, the Rent for each Option Period will be an amount agreed upon by Lessor and Lessee, as adjusted on the basis of the percentage increase in the U.S. Department of Labor Consumer Price Index for Urban Alaska (CPI-U) and as determined by the most recent published CPI figures. The base CPI figure for this Lease is 227.258. Base Rent for this Lease is the rent for the Initial Term is Six Hundred and Twenty-Eight dollars (\$628.00) per year. The Initial Term and any Option Period during which Lessee occupies the Premises shall be collectively referred to as the "Term".

3. **RENT.** Lessee will pay Lessor an annual rental payment in the amount of Six Hundred and Twenty-Eight dollars (\$628.00) per year during the Initial Term (the "Rent"). All Rent will be due and owing in advance on March 1st of each year. Unless otherwise notified by Lessor, Lessee shall remit Rent to Lessor at Lessor's address as listed in this Lease.
4. **INTEREST ON AMOUNT UNPAID.** Except as otherwise provided herein, any sum not paid when due pursuant to the terms of this Lease shall thereafter bear interest at the rate of one (1%) percent per month from the date the same was payable as provided, however, that interest shall not exceed the maximum interest rate authorized by law, and that in the event the interest rate provided herein exceeds such maximum, such interest rate shall be deemed to be adjusted downward to conform to the maximum rate so authorized by law.
5. **USE AND OCCUPANCY.** Lessee may use the Premises consistent with federal state and local laws and as within the limitations expressed in this Lease.

6. **QUIET ENJOYMENT.** Lessor covenants and agrees that Lessee, upon performing all of its obligations under this Lease, will have the right to lawfully, quietly and exclusively hold, occupy and enjoy the Premises during the Term without disturbance by the Lessor so long as Lessee promptly pays the Rent installments herein required and performs the covenants and abides by the conditions in this Lease.
7. **UTILITIES AND FEES.** Lessee will pay for the utilities and services used or consumed by it on the Premises. If utilities are interrupted for an extended period of time, in Lessee's reasonable determination, Lessor agrees to allow Lessee the right to bring in a temporary source of power for the duration of the interruption.
8. **TAXES.** Lessee will pay, before the same become delinquent, all taxes assessed against Lessee's interest in the Premises and all improvements thereon, and against Lessee's personal property in the Premises. Except as otherwise provided herein, Lessor shall be responsible for payment of all other taxes levied upon the lands and/or other property of Lessor.
9. **REPAIRS AND MAINTENANCE.** Lessee will, at its sole expense, keep the Premises in good order and repair during the Term, reasonable wear and tear and damage from the elements and casualties excepted. Lessor will, at its sole expense, complete any and all repairs and maintenance required due to the negligence and/or misconduct of Lessor, its agents, employees, representatives, or contractors.
10. **ALTERATIONS AND IMPROVEMENTS.** Lessee may make alterations, additions and improvements to the Premises at Lessee's sole cost and expense. All improvements and personal property of Lessee shall be removed from the Premises by Lessee within thirty (30) days after the end of the Term and the Premises shall be restored to good condition and repair, ordinary wear and tear and damage from the elements and casualties excepted.
11. **GENERAL INDEMNITY.** Lessee will defend, indemnify and hold harmless Lessor against all claims, liabilities, losses, damages, costs and expenses (including reasonable attorneys' fees and other costs of litigation) of any kind and any nature, including death, arising out of or in connection with Lessee's use of the Premises, including use by Lessee's agents, employees, representatives, guests, invitees or contractors occurring during the Term, or by the Lessee's failure to perform its obligations under this Lease.
12. **ENVIRONMENTAL INDEMNIFICATION** Lessee shall not cause or permit any activities on the Leased Premises which directly or indirectly could result in the Leased Premises or any other property becoming contaminated with hazardous or toxic waste or substances. For purposes of this Lease, the term "hazardous or toxic waste or substances" means any substance or material defined or designated as hazardous or toxic waste or substance, hazardous or toxic material or other similar terms by an applicable federal, state, or local statute, regulation, or ordinance now or hereafter

in effect during the term of this Lease. Hazardous Materials includes petroleum and petroleum products, flammable explosives, radioactive materials (excluding radioactive materials in smoke detectors), polychlorinated biphenyls, lead, asbestos or asbestos containing materials in any form that is or could become friable, hazardous waste, toxic or hazardous substances or other related materials whether in the form of a chemical, element, compound, solution, mixture or otherwise including, but not limited to, those materials defined as "hazardous substances", "extremely hazardous substances", "hazardous chemicals", "hazardous materials", "toxic substances", "solid waste", "toxic chemicals", "air pollutants", "toxic pollutants", "hazardous wastes", "extremely hazardous waste", or "restricted hazardous waste" by Hazardous Materials Law or regulated by Hazardous Materials Law in any manner whatsoever.

Lessee shall provide written notice to Lessor immediately upon Lessee becoming aware that the Leased Premises or any adjacent property is being or has been contaminated with hazardous or toxic waste or substances. Lessee shall comply, at Lessee's expense, with all statutes, regulations, and ordinances, which apply to Lessee or the Leased Premises, relating to use, collection, storage, removal, or cleanup of hazardous, or toxic waste or substances in or on the Leased Premises. Lessee shall indemnify, defend, and hold Lessor harmless from all liabilities, losses, claims, damages, penalties, fines, attorneys' fees, court costs, remediation costs, and other related expenses resulting from or arising out of Lessee's use, storage, treatment, release, or disposal of hazardous or toxic waste or substances on or about the Leased Premises, including as related to any administrative action or hearing by a federal, state, or local agency or authority. The provisions of this paragraph shall survive the expiration or earlier termination of this Lease.

13. **LEGAL REQUIREMENTS.** Lessee will comply with all applicable laws, statutes, ordinances, rules, and regulations of all federal state, county, city and local departments and agencies (collectively, "Legal Requirements"), including but not limited to all federal, state and local laws and regulations related to Hazardous Materials, as Hazardous Materials are defined by any federal or state statute or regulation with respect to its use of the Premises.
14. **GENERAL LIABILITY INSURANCE** During the Term, Lessee will maintain a policy of commercial general liability insurance in the amount of \$2,000,000, single limit per occurrence. Lessee shall include the City of Gustavus as an additional insured on this policy and provide the City with a Certificate of Insurance showing the City as an additional insured within thirty (30) days of the signing of this Lease by the Lessee. The failure of the Lessee to provide the Certificate of Insurance showing the City as an additional insured as required by this provision shall constitute a material breach of the Lease and the Lessor may immediately terminate the Lease in the sole discretion of the Lessor.
15. **WORKERS' COMPENSATION INSURANCE.** Lessee shall provide Worker's Compensation insurance in compliance with all Alaska and Federal Regulations, including the following special coverage extensions, Employers' Liability coverage with limits of \$500,000 per accident or disease and policy limit.

16. RISK OF LOSS. Lessor and Lessee will bear all risk of loss with respect to all property, both real and personal, owned by such party. For the purposes of this Section and unless otherwise agreed between the parties, all alterations, additions, and improvements to the Premises shall be property of Lessee. If the Lessee does not remove all alterations, additions and improvements from the Premises within thirty (30) days after the termination of the Lease, all alterations, additions and improvements shall become the sole ownership of the Lessor without the Lessor having to take any other action of any kind to obtain ownership.

17. DEFAULT; TERMINATION.

- a. If Lessee fails to perform any obligations under this Lease, Lessor shall, prior to exercising any right or remedy provided by law or equity, give Lessee written notice specifying the nature of the default. If Lessee fails to cure such default within thirty (30) days after receipt of written notice from Lessor to Lessee, or, if such default cannot be cured within such thirty (30) day period, if Lessee fails to commence to cure such default within the thirty (30) day period and proceed diligently thereafter to effect such cure, Lessor shall have all rights and remedies available at law or in equity, including the right to terminate this Lease. If Lessor elects to so terminate this Lease, it shall provide Lessee with sixty (60) days written notice of its intent to do so.
- b. If Lessor fails to or refuses to observe or perform any covenant, agreement, condition or provision of this Lease, Lessee shall, prior to exercising any right or remedy provided by law or equity, give Lessor written notice specifying the nature of the default. If Lessor fails to cure such default within the thirty (30) days after receipt of written notice from Lessee to Lessor, or, if such default cannot be cured within such thirty (30) day period, if Lessor fails to commence to cure such default within the thirty (30) day period and proceed diligently thereafter to effect such cure, Lessee shall have all rights and remedies available at law or in equity, including the right to cure the default at Lessor's sole cost, and set off against Rent the amount required to cure the default.
- c. Notwithstanding anything set forth herein to the contrary, Lessor or Lessee may terminate this Lease upon sixty (60) days written notice to the other party. If Lessee terminates this Lease, the termination shall be effective sixty (60) days after the date of Lessee's notice and the Rent shall abate from that date, and any Rent paid for any period beyond such date shall be promptly refunded to Lessee.

18. ADDITIONAL REMEDIES OF LESSOR UPON DEFAULT. In the event default has occurred, the following rights and remedies in addition to those provided by statute or otherwise, are available to Lessor:

- a. to re-enter the Leased Premises and remove and store all property in the Leased Premises, at Lessee's costs and without responsibility for loss or damage, provided Lessee is given reasonable notice;

- b. Lessor's re-entry and retaking of possession of the Leased Premises shall not terminate this Lease unless Lessor gives written notice of such termination;
- c. the right to declare this Lease to be terminated;
- d. the right to re-rent the Leased Premises to a third party for any sum Lessor deems the best available rental rate;
- e. the right to declare all obligations due and payable and to enforce the payment and the right to perfect all rights and interest to which Lessee shall be entitled;
- f. at the option of Lessor, upon any default by Lessee, Lessor may declare all rent due and owing in accordance with the amounts due and the same shall be immediately due and payable, subject to Lessor's duty to use best efforts to mitigate Lessor's damages that may result therefrom; and,
- g. The right to recover damages against Lessee in accordance with the following:
 - 1. the cost of performing Lessee's obligations pursuant to the Lease;
 - 2. the amount equal to the total due under this Lease less payments made by Lessee or rent received by reason of Lessor's re-letting the Leased Premises;

19. **INSOLVENCY AND BANKRUPTCY.** Lessor may, at its option, without notice or demand upon Lessee, or upon any person or persons claiming by, through, or under Lessee, immediately cancel and terminate this Lease and terminate each, every, and all of the rights of Lessee, and of any and all persons claiming by, through, or under Lessee, in and to the Leased Premises, including the option to renew, if any, should anyone of the following events occur:

- a. Lessee shall file a voluntary petition in bankruptcy or shall institute any proceedings of whatever kind or character under any bankruptcy or insolvency law in effect at the date hereof or which may hereafter be enacted or become effective such that Lessor's right to collect rent or enforce the provisions of this Lease is affected in any material degree.
- b. Lessee is declared to be insolvent by any court.
- c. Lessee makes an assignment, general or otherwise, for the benefit of creditors.
- d. A trustee or receiver is appointed to take possession of all or substantially all of Lessee's assets where possession is not restored to Lessee within 120 days.

- e. A taking of all or substantially all of Lessee's assets pursuant to proceedings brought under the provisions of any Federal Reorganization Act or the Internal Revenue Code or regulations, and the failure of Lessee to secure the return of said assets within one hundred twenty (120) days from the date of taking of possession.
- f. A taking of the Leased Premises or all or substantially all of the assets of Lessee by virtue of any attachment, execution, or the levy of any judicial process in any action instituted against Lessee in any court of competent jurisdiction and the failure of Lessee to secure the release of such attachment, execution, or levy within one hundred twenty (120) days from the date of the taking of such possession.
- g. In the event of termination, Lessor shall have the right to repossess the Leased Premises either with or without process of law or through any form of notice or proceedings, as well as the right to sue for and recover all rents and other sums accrued up to the time of such termination, including damages arising out of any breach on the part of Lessee. Lessor shall also have the right, with or without resuming possession of the Leased Premises or terminating this Lease, to sue for and recover all rents and other sums, including damages, at any time and from time to time accruing hereunder and to exercise such other rights as may be provided by law.

20. **DAMAGE AND DESTRUCTION.** If, in the mutual determination of the Lessor and Lessee in writing that the Premises shall be so damaged by fire, casualty, acts of God, or other elements (a "Casualty") to the extent that it cannot be restored or made suitable for Lessee's business operations and use within ninety (90) days from the date of the Casualty ("Substantial Damage"), Lessee may terminate this Lease by written notice given to Lessor within thirty (30) days after the date of the Casualty. If Lessee terminates the Lease, the termination shall be effective as of the date of the Casualty and the Rent shall abate from that date, and any Rent paid for any period beyond such date shall be refunded to Lessee within a reasonable time.

21. **EMINENT DOMAIN.** In the event all or a portion of the Leased Premises is taken under the power of eminent domain by any public or quasi-public authority, this Lease shall terminate and expire as of the date of such taking. Lessor and Lessee shall thereupon be released from any liability thereafter accruing hereunder. Lessor agrees immediately after learning of a taking to give Lessee notice in writing.

22. **LIENS.** Lessee agrees to keep the Leased Premises and all improvements thereon free of mechanics' liens and any other liens, claims, or encumbrances which may be asserted by reason of any acts or work done by or at the instance of Lessee, its agents or contractors, and to protect fully and indemnify Lessor against any and all such liens, encumbrances, or claims and against all attorneys' fees and other costs and expenses arising out of or incurred by reason of, or on account of any such liens, encumbrances, or claims. During construction of improvements and repairs

conducted by Lessee within the Leased Premises, Lessor shall post Notice of Non-Responsibility for all lienable charges incurred by Lessee and may in its sole discretion obtain from Lessee's contractors such waivers of lien rights that the contractor or materialman may otherwise have against the improvements made or materials to the Leased Premises. To facilitate Lessor's right to obtain such waiver of lien rights, Lessee shall inform Lessor of the name, address, and telephone number of each contractor and materialman to provide materials and services to the Leased Premises not less than fifteen (15) days prior to commencement of work, or delivery of materials to the Leased Premises.

23. **ASSIGNMENT.** Lessee will not assign this Lease nor sublet any interest in the Premises without the prior written consent of Lessor, which consent will not be unreasonably withheld. Lessee is on notice that if the Lessee seeks to assign the Lease to an LLC, Lessor, may properly refuse to consent to the assignment unless the Lessee provides a guarantee for the balance of the term, in the sole discretion of the Lessee. Provided, however, Lessee may freely assign this Lease or sublet any interest in the Premises without Lessor's consent to any parent, subsidiary, or affiliate of Lessee. Lessee shall not sublet the Premises or any part of the Premises without written consent of the Lessor. Lessee will notify Lessor of any request to assign or sublet the Lease at least within thirty (30) days before the intended assignment or sublet.
24. **BINDING ON SUCCESSORS.** This Lease will bind the parties' heirs, executors, administrators, successors, representatives, and permitted assigns.
25. **HOLDOVER.** Should Lessee remain in possession of the Premises after the expiration of the Term of this Lease, Lessee will be deemed a month-to-month tenant under all of the terms and conditions of this Lease. In the event the Lessee does hold over, the rent for each month the Lessee continues to holdover shall be one and half times the amount of the rent in the last month of the term that expired, creating the holdover tenancy. Such month-to-month tenancy may be terminated by either party as of the end of any calendar month upon at least thirty (30) days prior written notice.
26. **SEVERABILITY; INTERPRETATION.** Whenever possible, each provision of this Lease will be interpreted in such manner as to be effective and valid under applicable law. Should any portion of this Lease be declared invalid for any reason, such declaration will have no effect on the remaining portions of this Lease, which will continue in full force and effect. Unless otherwise specified herein, the following rules of construction and interpretation apply: (a) captions are for convenience and reference only and in no way define or limit the construction of the terms and conditions hereof; (b) use of the term "including" will be interpreted to mean "including but not limited to"; (c) to the extent there is any issue with respect to any alleged, perceived or actual ambiguity in this Lease, the ambiguity shall not be resolved on the basis of the drafter of the Lease; and (e) all terms imparting the singular shall also include the plural and vice versa.
27. **NOTICES.** All notices, requests, demands, and communications hereunder will be given by first class certified or registered mail, return receipt requested, or by a

nationally recognized overnight courier, postage prepaid, to be effective when properly sent and received, refused, or returned undelivered. Notices will be addressed to the parties as follows:

If to Lessee:

L3Harris
Attn: Jennifer Banasik
2235 Monroe Street, 5th floor
Herndon, VA 20171
Jennifer.Banasik@L3harris.com

If to Lessor: City Clerk
City of Gustavus
P.O. Box 1
Gustavus, Alaska 99826
FAX: (907) 697-2136

Either party may change its address for notice by giving notice to the other party in accordance with this Section.

28. **WAIVER; AMENDMENT.** No delay or omission by either party to exercise any right or power under this Lease is to be construed as a waiver of such right or power. No party shall be deemed to have waived any rights under this Lease unless such waiver is in writing and signed by the party waiving such rights. This Lease cannot be amended, modified or revised unless done in writing and signed by an authorized representative of the Lessor and an authorized representative of the Lessor. Lessee acknowledges and agrees that no employee, nor the Mayor, nor any member of the City Council, of the City of Gustavus, has any authority to orally modify or change any provision of this Lease, or to otherwise make any oral promises or representations with respect to any aspect of this Lease.
29. **GOVERNING LAW.** This Lease will be construed in accordance with and governed by the laws of the State of Alaska, without giving effect to its conflict of laws principles. The Superior Court for the State of Alaska, First Judicial District at Juneau, Alaska, shall be the exclusive jurisdiction and venue for any action of any kind and any nature arising out of or relating in any way the Lease or any performance under the Lease.
30. **ENTIRE AGREEMENT.** This Lease and any exhibits attached contain the entire understanding of Lessor and Lessee with respect to the Lease Agreement. This Lease shall not be modified orally or in any manner other than by written agreement signed by Lessor and Lessee. The parties agree that there are no oral or written promises, representations, or agreements between Lessee and Lessor relating to the Lease of the subject premises, except as set forth in this document.

31. **LIMIT OF LIABILITY AND RESPONSIBILITY.** Lessor shall not be responsible for any damage to or theft of any personal property, furnishings, or equipment belonging to Lessee, its employees, agents, or assigns, or for any claims by Lessee, its employees, agents, or assigns for any such damage or loss incurred by Lessee, Lessee's clients, customers, employees, invitees, agents, contractors, or representatives.
32. **WARRANTIES.** Lessor and Lessee each acknowledge and represent that it is duly organized, validly existing and in good standing and has the right, power and authority to enter into this Lease and bind itself hereto through the party set forth as signatory for the party below.
33. **COUNTERPARTS.** This Lease may be executed in two (2) or more counterparts, all of which shall be considered one and the same agreement and shall become effective when one or more counterparts have been signed by each of the parties.
34. **ATTORNEY REPRESENTATION.** Lessee has had the opportunity to consult with counsel of its choice. Lessee is proceeding with this Lease either with the advice of separate counsel of its choosing or having made an informed decision to proceed without counsel. Lessor and Lessee shall each be responsible for its own and separate attorneys' fees incurred in the preparation and negotiation of this Lease. Lessee is specifically not relying on any advice or representations from anyone associated with Hoffman & Blasco, LLC, the city attorney for the City of Gustavus as to any aspect of this Lease or its consequences as to the Lessee.

IN WITNESS WHEREOF, the Lessor and Lessee have each caused this Lease to be duly executed as of this date.

DATED:

DATED:

LESSOR:
CITY OF GUSTAVUS

LESSEE:
L3HARRIS TECHNOLOGIES INC.

By: _____

By: _____

EXHIBIT A to the L3Harris, Inc. Lease Property ASLS 93-56, Tract "A", Section 8,
Tract .40S, R.59E., Copper River Meridian, Gustavus, Alaska

DRAFT GENERAL MEETING AGENDA/PACKET FOR REVIEW AT WORK SESSION

A 20.0 x 20.0 lease site for L3Harris within Tract "A", ASLS 93-56, within section 8, T.40S., R.59E., Copper River Meridian, located in Gustavus, Alaska.

Commencing from corner 3, of tract A, thence 37.84 along the southwest boundary of tract a bearing of N47°25'00"W, thence to the south corner of ACS lease site N 42°35'00" E 20.00, thence continuing along the ACS lease boundary N 42°35'00"E 30.00 to the true point of beginning, thence continuing along the ACS lease site boundary N 42°35'00"E 20.00, thence along the boundary between tract A and tract B S 47°25'00" E 20.00, thence S 42°35'00" W 20.00, thence N47°25'00"W 20.00 returning to the point of beginning containing 400 square feet more or less.

Lease description prepared by Chilkat Surveying & Mapping, LLC
based on diagram supplied by L3Harris dated 18 February 2021



Access & Utility Easement to L3Harris lease site:

A 20' access wide access & utility easement tract for L3Harris within tract "A", ASLS 93-56, within section 8, T.40S., R.59E., Copper River Meridian, located in Gustavus, Alaska.

Commencing from corner 3 of ASLS 96-56 of tract A, thence along the southwest boundary of tract a bearing of N47°25'00"W 17.84 to the true point of beginning, thence along the southwesterly boundary on tract "A" N47°25'00"W 108.90, continuing along the boundary of the tract a curve with length 4.77 Radius 105.00 delta angle 2°26'08" with a chord bearing N 00°32'50" W 4.77, thence N 42°35'00" E 16.52, hence to the western corner of the ACS lease site thence S 47°25'00" E 56.94, thence continuing along the ACS Lease boundary to the south most corner of ACS lease site S 47°25'00" E 35.23, thence along the ACS lease site boundary N 42°35'00" E 30.00, thence S 47°25'00" E 20.00, thence S 42°35'00" W 50.00 to the southwest boundary of tract "A", thence returning to the point of beginning N 47°25'00" W 20.00 containing 2,837 square feet more or less.

Additional utility easement

A 8.00 x 28.00 utility easement tract for L3Harris within tract "A", ASLS 93-56, within section 8, T.40S., R.59E., Copper River Meridian, located in Gustavus, Alaska.

Commencing from corner 3 of ASLS 96-56 of tract A, thence along the southwest boundary of tract a bearing of N47°25'00"W 126.74, continuing along the boundary of the tract a curve with length 4.77 Radius 105.00 delta angle 2°26'08" with a chord bearing N 00°32'50" W 4.77, thence N 42°35'00" E 7.36' to the true point of beginning, thence N 47°25'00" W 8.00, thence N 42°35'00" E 28.00, thence S 47°25'00" E 8.00, thence returning to the point of beginning S 42°35'00" W 28.00, containing 224 square feet more or less

Easement descriptions prepared by Chilkat Surveying & Mapping, LLC
based on diagram supplied by L3Harris dated 18 February 2021



CITY OF GUSTAVUS

STRATEGIC REVIEW

for the period ending April 30, 2021

Agenda

- 01 Portfolio Review
- 02 Strategic Review
- 03 Market Review
- 04 Appendix



Account Summary as of April 30, 2021

City of Gustavus

Item #13.

Account Inception	March 31, 2013
Total Contributions	\$1,306,120
Current Market Value <i>April 30, 2021</i>	\$1,617,335
Annualized Account Return <i>March 31, 2013 – April 30, 2020; Gross of Fees</i>	+5.98%
Current Allocation	40% Equity / 60% Bonds

Unofficial market value as of 05/18/2021 is **\$1,613,850**. Unofficial YTD Performance through 05/18/2021 is **3.57%**.

Portfolio Review

Portfolio Review

Strategic Review

Market Review

Appendix

Historical Market Value as of April 30, 2021

City of Gustavus

Item #13.

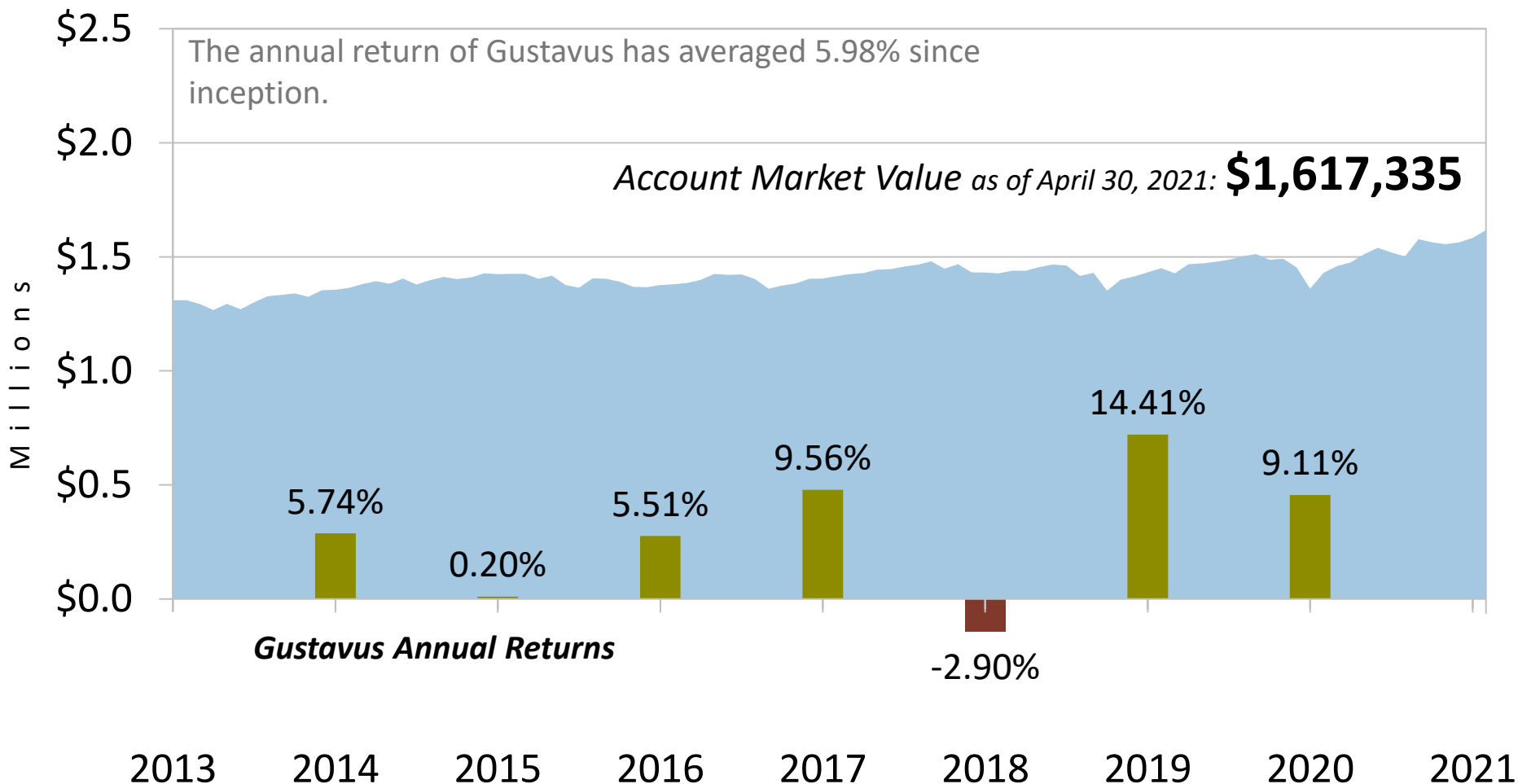
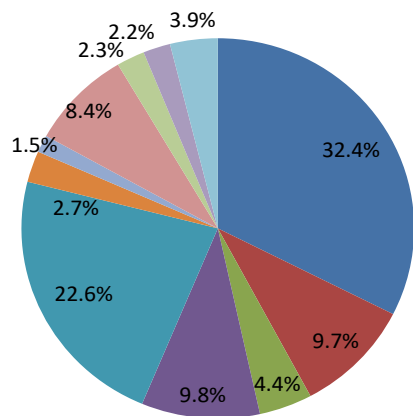


Chart shows month-end portfolio data from March 2013 to April 2021 and annual returns from December 31, 2014 to December 31, 2020. Performance is gross of fees. Annualized portfolio return of 5.98% from March 31, 2013 to April 30, 2021. Unofficial market value as of 05/18/2021 is **\$1,613,850**.

PORTFOLIO REVIEW

Asset Allocation as of April 30, 2021 *City of Gustavus*

Item #13.



- U.S. Fixed Income
- U.S. TIPS
- International Bonds
- Cash
- Large Cap
- Mid Cap
- Small Cap
- International
- Emerging Markets
- Real Estate
- Infrastructure

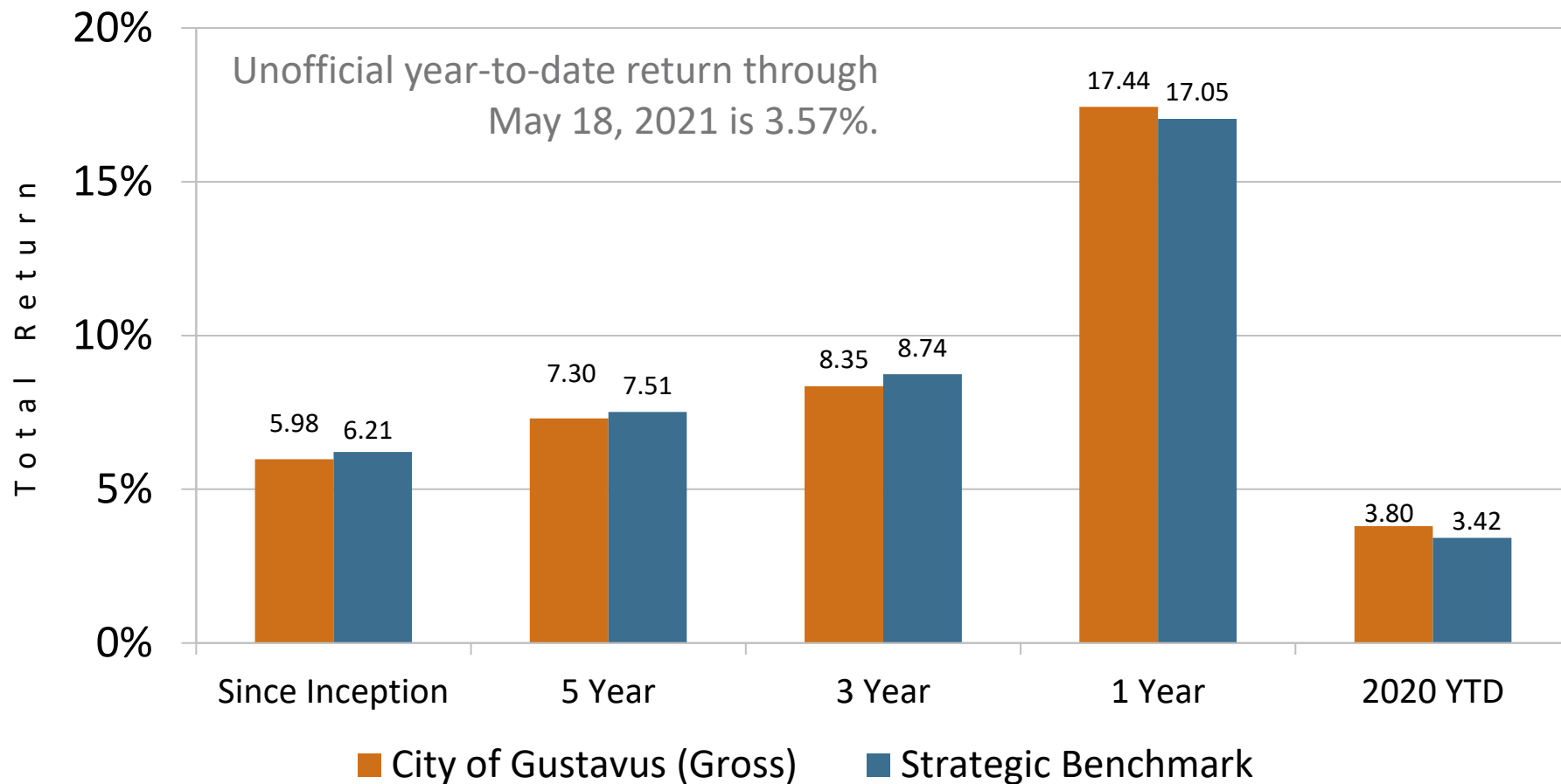
Asset Class	% Assets	Strategic Benchmark	Range	Market Value
Fixed Income	56.3%	60%		\$910,599
U.S. Fixed Income	32.4%	35	20-50%	\$524,754
U.S. TIPS	9.7%	10	0-15	\$157,426
International Bonds	4.4%	5	0-10	\$70,700
Cash	9.8%	10	0-15	\$157,719
Equities	43.7%	40%		\$706,736
Large Cap	22.6%	22	15-50%	\$366,231
Mid Cap	2.7%	2	0-5	\$42,938
Small Cap	1.5%	1	0-5	\$23,877
International	8.4%	8	0-15	\$136,359
Emerging Markets	2.3%	2	0-5	\$37,580
Real Estate	2.2%	2	0-5	\$36,315
Infrastructure	3.9%	3	0-6	\$63,436
Total				\$1,617,335

Unofficial market value as of 05/18/2021 is **\$1,613,850**.

Account Performance as of April 30, 2021

City of Gustavus

Item #13.



Performance is annualized for periods greater than one year. Portfolio inception performance begins on 03/31/2013. Strategic benchmark is a blended return of the account's target allocation.

Strategic Review

Portfolio Review

Strategic Review

Market Review

Appendix

Strategic Planning and Portfolio Optimization

Accept, Prepare, Adapt

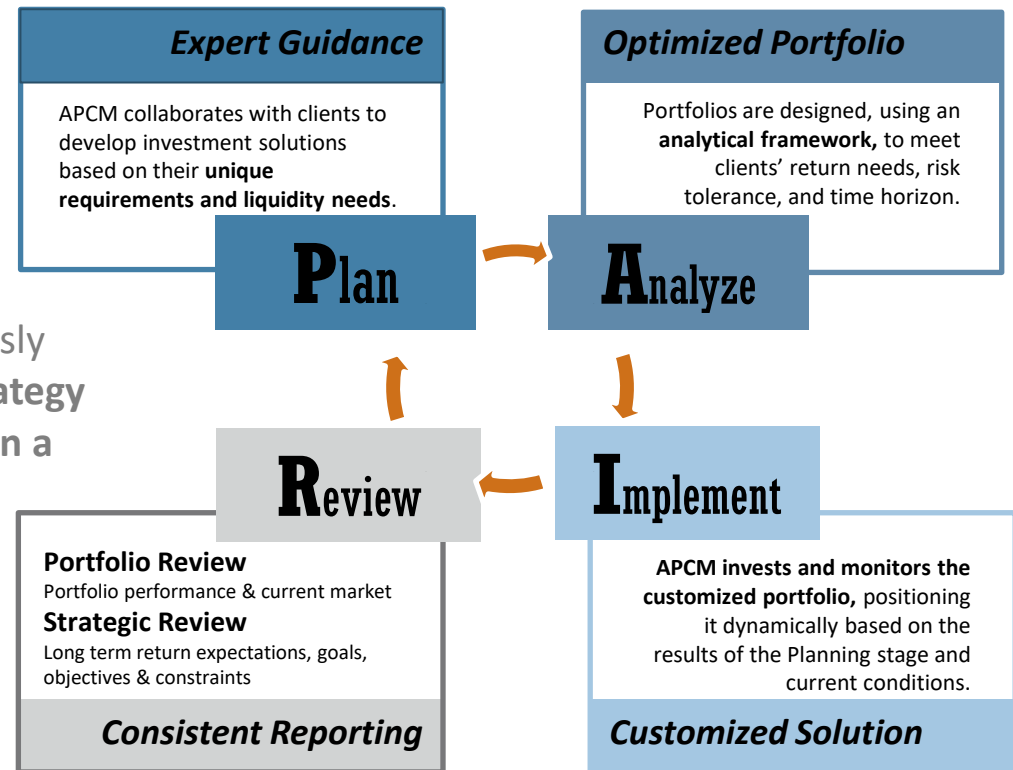
Item #13.

- After an allocation is selected, **assessing the continued appropriateness of an asset allocation** is an integral part of the PAIR process.

- APCM designed this process to continuously confirm that **each client's customized strategy achieves the highest return possible given a specified level of risk.**

- This review is formally conducted each year and is beneficial as it maintains a customized investment strategy that:

- Prudently **evaluates new investment opportunities**, and
- Confirms the **ability of the strategic allocation to meet the stated long-term objectives.**



Portfolio Construction Decision Framework

Accept, Prepare, Adapt

Item #13.

1

Define Investment Objective

- Increase long term expected return while minimizing risk
- Dampen sensitivity to rising rates and inflation
- Increase overall diversification relative to equities and bonds

2

Select Additional Asset Classes to Achieve Stated Objectives

- High yield bonds increase expected return while remaining higher in the capital structure relative to equities
- Shorter duration investment grade bonds calibrate duration exposure with favorable risk adjusted expected returns
- Alternative beta strategies increase diversification and manage expected volatility

3

Select the Source to Fund New Asset Class Exposure

- Reduce cash and short TIPS exposure to fund high yield bonds
- Add 1-5 government credit bond exposure
- Reduce bonds and/or stock exposure to add alternative beta

Asset Allocation Considerations

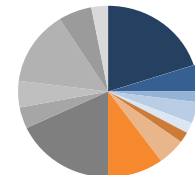
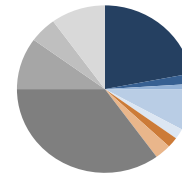
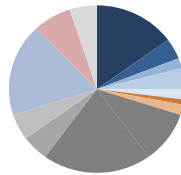
Accept, Prepare, Adapt

Factors		City of Gustavus
T	Time Horizon	Perpetual
R	Risk Tolerance	Moderate
E	Expected Return	Anchorage CPI + 3% Distributions
A	Asset Class Preference	Domestic Equity (lg/mid/sml), International Equity (developed/emerging), REITs, Infrastructure, Alternative Beta, U.S. Fixed Income, U.S. High Yield, Int'l Bonds, TIPS, Cash
T	Tax Status	Tax-Exempt

Asset Allocation Considerations

Accept, Prepare, Adapt

Item #13.



Asset Class	Model 2			40% Equity / Current			Model 3		
Large Cap Equity	15.0%			22.0%			20.0%		
Mid Cap Equity	4.0%			2.0%			5.0%		
Small Cap Equity	2.0%			1.0%			2.0%		
International Equity	4.0%			8.0%			4.0%		
Emerging Markets Equity	2.0%			2.0%			2.0%		
REITs	1.0%			2.0%			2.0%		
Infrastructure	2.0%			3.0%			5.0%		
Commodities	0.0%			0.0%			0.0%		
Alternative Beta	10.0%			0.0%			10.0%		
U.S. Fixed Income	20.0%			35.0%			18.0%		
TIPS	5.0%			10.0%			4.0%		
International Fixed Income	5.0%			5.0%			5.0%		
U.S. 1-5 Year Gov/Credit	18.0%			0.0%			14.0%		
U.S. Corporate High Yield	7.0%			0.0%			6.0%		
Cash	5.0%			10.0%			3.0%		
Expected Annual Return	4.6%			4.5%			5.3%		
Expected Range	-7.4% to 16.7%			-8.8% to 17.8%			-9.3% to 19.9%		
Long Term Expected Return	4.4%			4.3%			5.0%		
Less Inflation	-2.0%			-2.0%			-2.0%		
Net Earnings	2.3%	2.4%	2.6%	2.1%	2.3%	2.5%	2.8%	3.0%	3.2%
	Worst	Base	Best	Worst	Base	Best	Worst	Base	Best

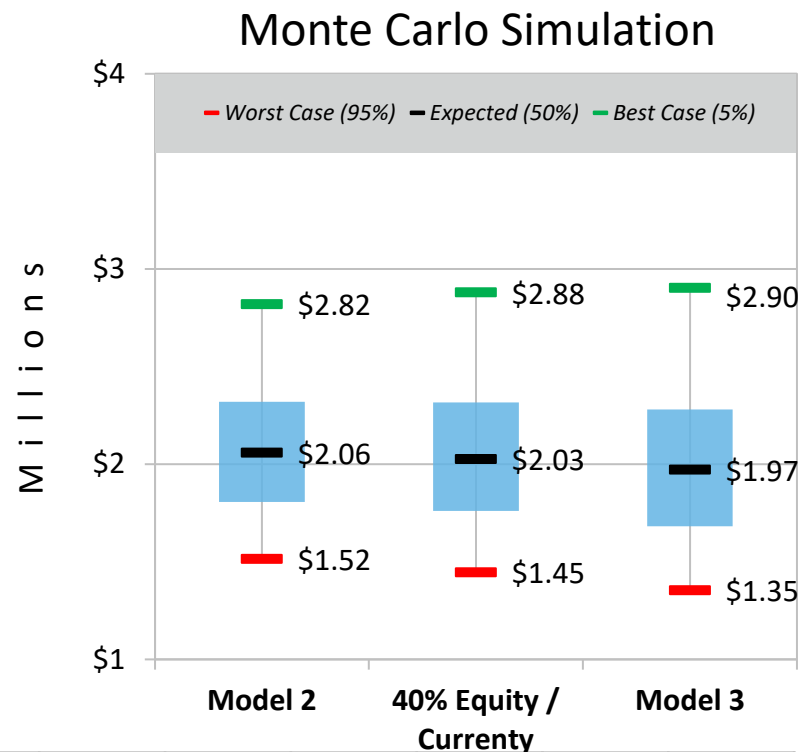
2021 risk and return data from Windham Portfolio Advisor. Expected range denotes the possible return range at the 95% confidence level.
The 40% Equity / Current portfolio's effective fund fees are 0.08% and the Model 2 and 3 portfolios' effective fund fees are 0.16% and 0.17%, respectively.

Simulation Notes

APCM analyzed the strategic asset allocation over a 10-year investment horizon with a starting market value of \$1.62M.

Distributions were calculated at each strategic asset allocation's sustainable rate (2.0% for Model 2 and the current allocation, and 3.0% for Model 3). All distributions were assumed to occur on June 30th of each year.

Both **Model 2 and the current strategic asset allocation are expected to experience some portfolio growth** during the simulation horizon given projected net earnings are above the distribution rate included. **Each strategic allocation is expected to provide approximately \$348K, \$346K, and \$514K in distributions** for the Model 2, current, and Model 3 allocations, respectively..

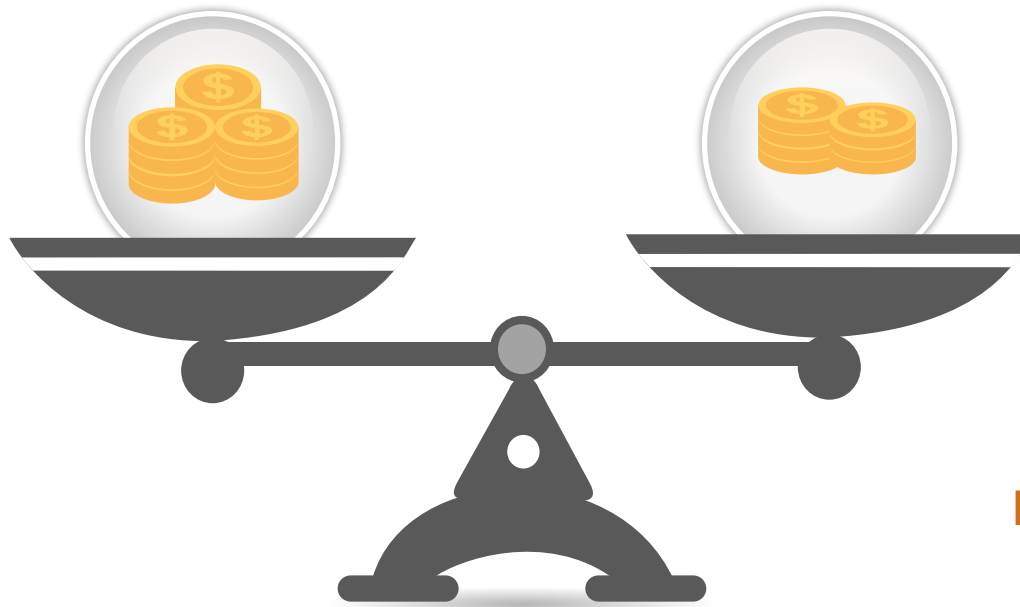


Distributions (thousands)	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Model 2 (2.0%)	32.4	32.6	33.0	33.3	34.0	34.7	35.6	36.4	37.3	38.2
40% Equity / Current (2.0%)	32.4	32.6	32.9	33.3	33.9	34.6	35.4	36.2	36.9	37.8
Model 3 (3.0%)	48.6	48.9	49.3	49.7	50.5	51.4	52.5	53.4	54.5	55.6

2021 risk and return data from Windham Portfolio Advisor.

Decision Framework

Accept, Prepare, Adapt



Risk Tolerance

If the top priority for the Fund is to **mitigate risk as much as possible**, then the **Model 2 strategic asset allocation is appropriate**, as it is expected to provide higher return than the current allocation with less risk. However, the distribution policy would then need to be **amended to reduce spending to the sustainable 2% rate**.

Distribution Rate

If **maintaining the current distribution rate** is the top priority, additional risk must be taken. **The Model 3 portfolio is expected to sustain the current 3% distribution rate** with the least risk possible.

Market Review

Portfolio Review

Strategic Review

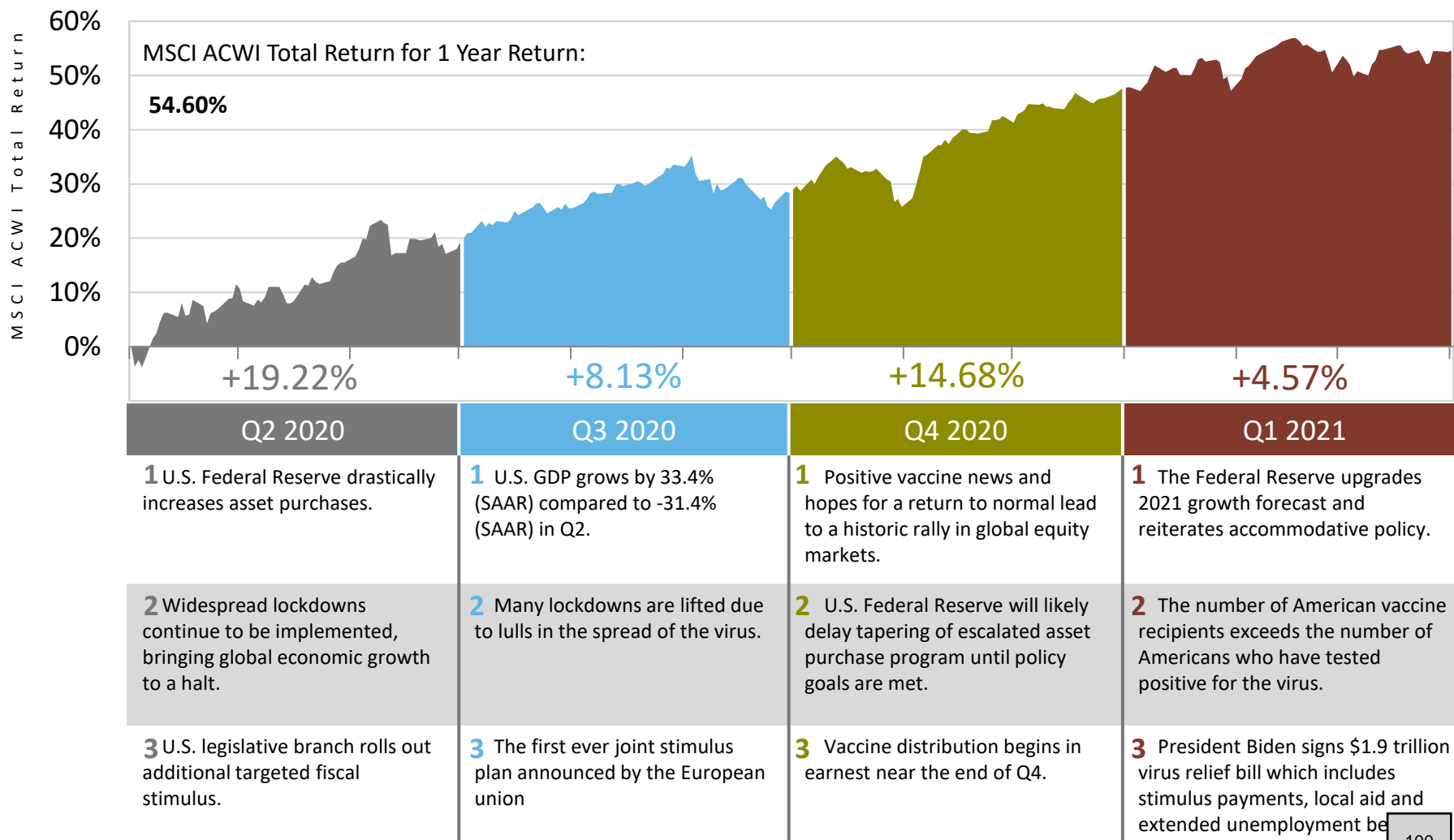
Market Review

Appendix

Global Market Events

Q2 2020 – Q1 2021

Item #13.



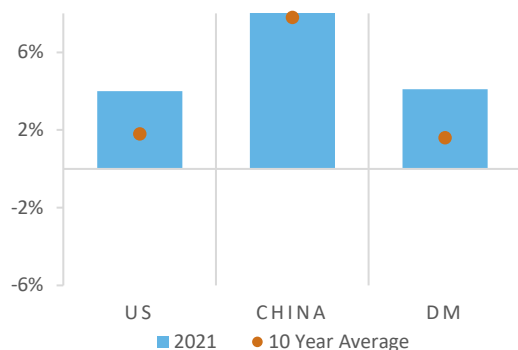
2021 Outlook

A Year of Revival, Restoration and Accommodation

Item #13.

EARLY STAGES OF A NEW ECONOMIC CYCLE

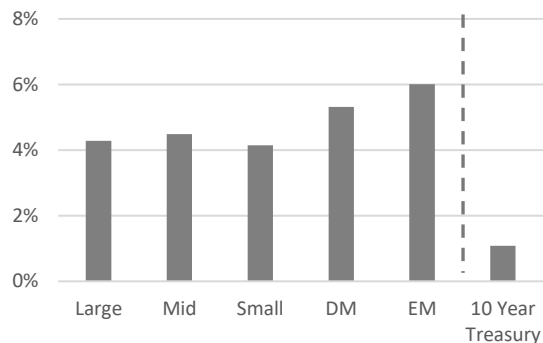
PROJECTED GDP GROWTH



- Widespread distribution of highly effective vaccines should lead to a strong pickup in growth, particularly in the second half of the year.
- Massive policy support and additional household savings provide a conducive backdrop to unleash pent-up demand.
- The near-term path of the virus and the success of the vaccination programs remain the most important factors to the outlook.

STOCKS CONTINUE TO OFFER SUPERIOR RELATIVE RETURN

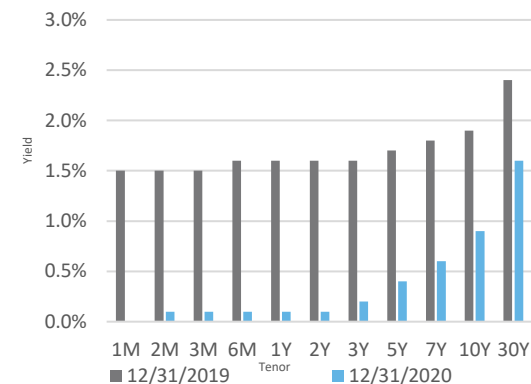
EARNINGS YIELD / YIELD



- Equity earnings yields remain above sovereign bond yields, supporting our preference for stocks relative to bonds.
- The economic backdrop and valuations favor U.S. mid and small companies as well as international stocks.
- Infrastructure is also attractive, trading at a discount to global stocks.

LONG TERM IMPLICATIONS OF COLLAPSING INTEREST RATES

U.S. TREASURY YIELD



- APCM updated our long-term strategic perspective as the response to the pandemic created meaningful changes to return expectations.
- Publicly traded high yield bonds and alternative beta improve return expectations and increase diversification benefits.
- If appropriate, qualified clients meeting minimum investment requirements can now access the return premia in the private markets.

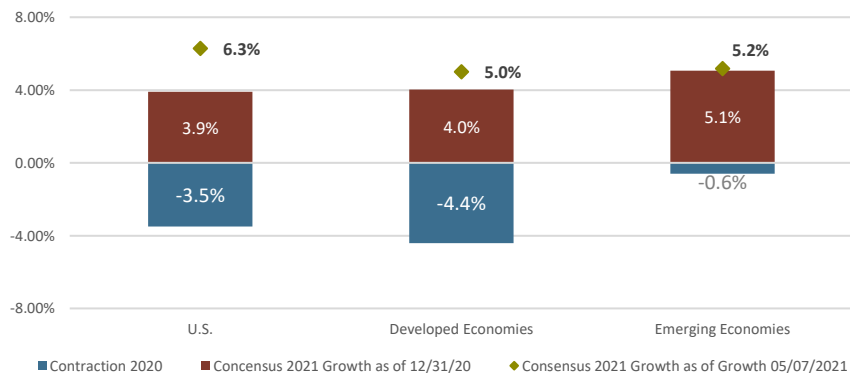
MARKET REVIEW

A Year of Revival, Restoration, and Accommodation

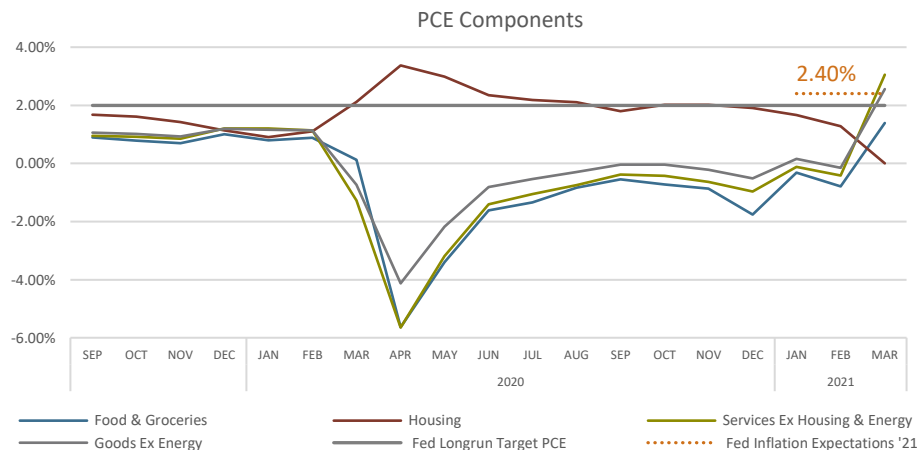
Transitory inflation is expected as economy recovers

Item #13.

FORWARD GDP GROWTH EXPECTATIONS INCREASED



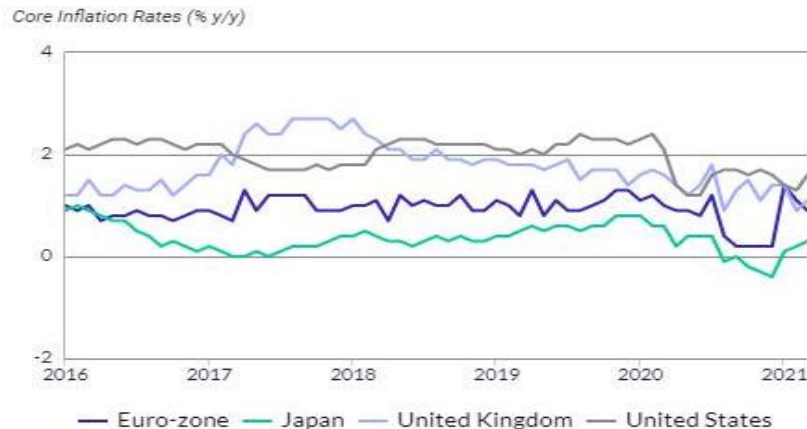
FED EXPECTS TRANSITORY INFLATION ABOVE 2% TARGET



MARKETS HAVE PRICED IN HIGHER NEAR-TERM INFLATION



... AND CORE INFLATION MEASURES REMAIN SUBDUED



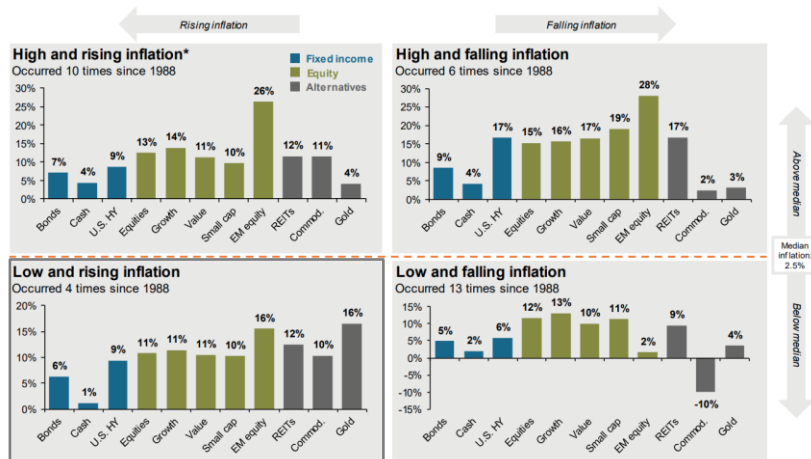
MARKET REVIEW

A Year of Revival, Restoration, and Accommodation

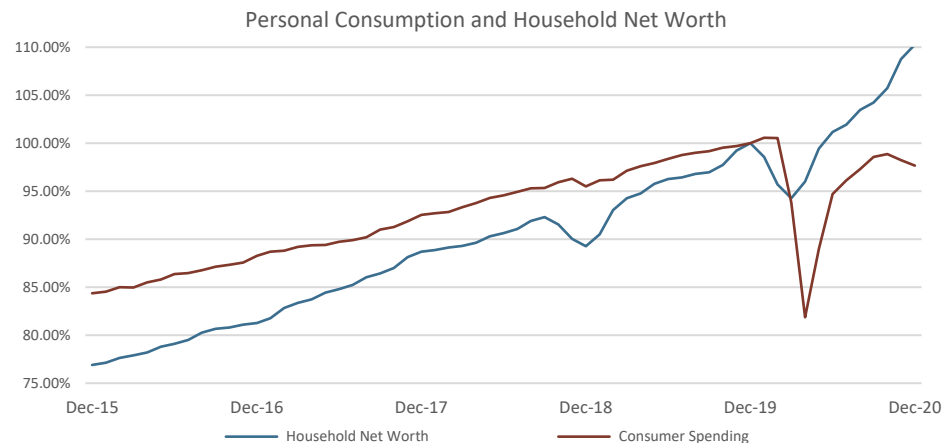
Transitory inflation is expected as economy recovers

Item #13.

LOW AND RISING INFLATION CAN BE CONSTRUCTIVE



...BUT ELEVATED SAVINGS RATES POSE SOME RISK

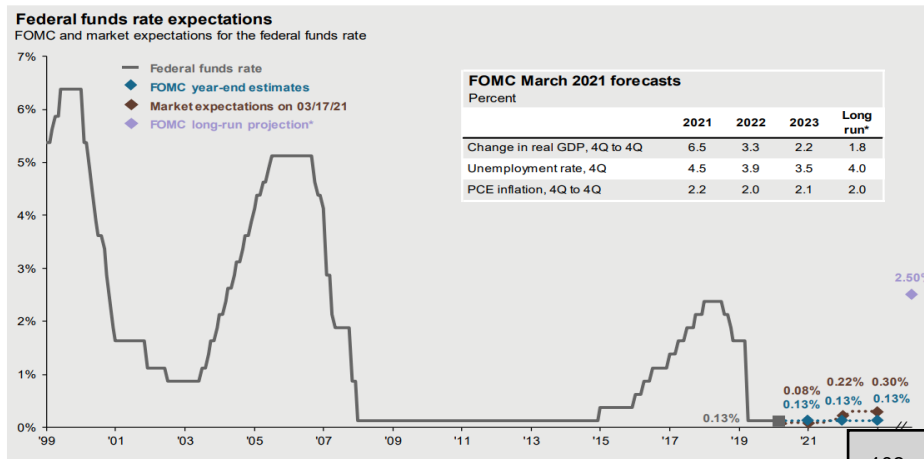


...BUT TOP 50% OF EARNERS TEND TO SAVE MORE

NET WORTH DISTRIBUTION BY WEALTH

NET WORTH	Top 1%	Next 9%	Next 40%	Bottom 50%
2019-Q4	34,708,925	43,007,842	31,803,654	1,999,730
2020-Q3	36,176,500	44,515,428	33,468,602	2,358,181
Change	1,467,574	1,507,586	1,664,948	358,451
Percent	29.4%	30.2%	33.3%	7.2%

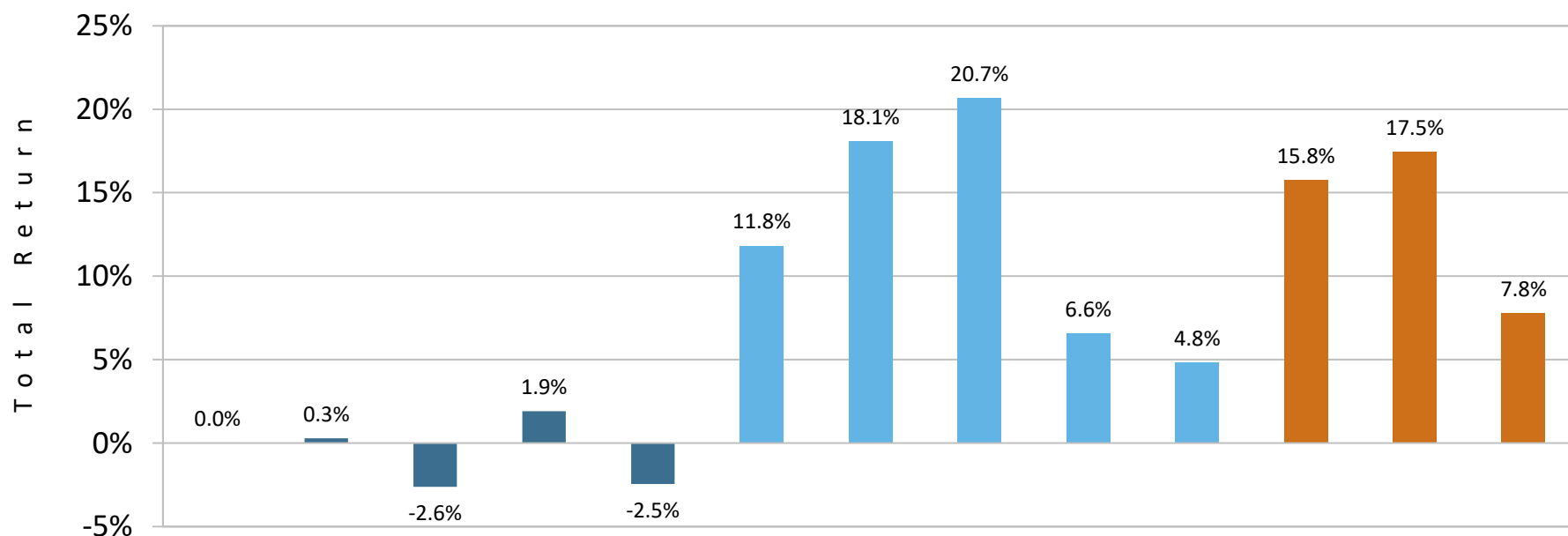
EXPECT VOLATILITY AS MARKETS AND FED RECONCILE



Asset Class Returns

Year-to-Date as of April 30, 2021

Item #13.



	RISK CONTROL					RISK ASSETS							
	FIXED INCOME					EQUITIES					REAL ASSETS		
	Cash	Municipal Bonds	U.S. Fixed Income	TIPS	Intl. Fixed Income	U.S. Large Cap	U.S. Mid Cap	U.S. Small Cap	Dev. Ex-U.S.	Emerging Markets	Comm.	Real Estate	Infra.
YTD	0.0	0.3	-2.6	1.9	-2.4	11.8	18.1	20.6	6.6	4.8	15.8	17.5	7.8
1 Year	0.1	6.3	-0.3	6.6	0.4	46.0	67.9	76.9	39.9	48.7	48.5	37.3	28.5
3 Year	4.4	14.9	16.4	12.7	12.9	67.1	52.8	48.5	20.0	24.3	4.9	39.5	33.2
5 Year	6.1	16.1	17.0	15.0	18.7	123.2	102.0	108.2	53.0	80.2	11.8	42.1	47.5

Data: Bloomberg. Asset class performance is represented by the stated index return. Returns annualized for periods greater than one year

Appendix

Portfolio Review

Market Review

Strategic Review

Appendix

Vanguard High-Yield Corporate Fund

- APCM is utilizing a fund (ticker: VWEAX) to invest in a diversified group of high-yielding corporate bonds.
- Higher credit quality and lower return volatility relative to competitors.
- Utilizes an approach that aims to capture consistent income and minimize defaults and principal loss.
- Broadly diversified by issuer and industry sector with caps on individual issuers as well as bonds rated lower than B.

VWEAX Quick Facts

as of 05/31/2020

Inception Date	12/27/1978
Fund AUM	\$24.6 B
Expense Ratio	0.23% or 0.13% above \$50K investment
# of Holdings	538
Provider	Vanguard
Fund Index	Vanguard High-Yield Corporate Composite Idx

IQ Hedge Multi-Strategy Tracker ETF

- APCM is utilizing a fund (ticker: QAI) to **dampen some portfolio volatility while maintaining exposure to growth.**
- Transparent, low-cost exposure to six dominant hedge fund strategies **without manager-specific risk.**
- Conservative core alternative vehicle that does not wholly rely on traditional sources of risk, including interest rates and equity market beta.

QAI Quick Facts

as of 03/31/2020

Inception Date	03/25/09
Fund AUM	\$755.55 M
Expense Ratio	0.75%
# of Holdings	99
Provider	IQ by New York Life
Fund Index	IQ Hedge Multi-Strategy Index

Systematic Multi-Strategy Fund

- APCM is utilizing a fund (ticker: BIMBX) to **dampen some portfolio volatility while maintaining exposure to growth.**
- Transparent, low-cost exposure to multiple alternative strategies including fixed income, global macro, and equity long/short – all with an emphasis on the business cycle and balance sheet strength **without manager-specific risk.**
- Conservative core alternative vehicle that does not wholly rely on traditional sources of risk, including interest rates and equity market beta.
- APCM worked with BlackRock to **waive the normal \$2M minimum initial investment for all APCM clients.**

BIMBX Quick Facts

as of 06/29/2020

Inception Date	05/19/15
Fund AUM	\$1.5B
Expense Ratio	0.97%
# of Holdings	1,804
Provider	BlackRock
Fund Index	ICE BofAML 3-Mo. T-Bill Index



Portfolio Appraisal

CITY OF GUSTAVUS

April 30, 2021

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
DOMESTIC FIXED INCOME FUNDS/ETF									
3,028	VANGUARD SHORT-TERM TIPS ETF	49.06	148,564	51.99	157,426	9.73	0		
6,155	VANGUARD TOTAL BOND MARKET ETF	82.72	509,115	85.26	524,754	32.45	NA		
			657,678		682,180	42.18			
INTERNATIONAL FIXED INCOME FUNDS/ETF									
1,241	VANGUARD TOTAL INTL BOND ETF	55.09	68,366	56.97	70,700	4.37	NA		
DOMESTIC LARGE CAP EQUITY FUNDS/ETF									
149	FLEXSHARES QUAL DIV ETF	34.94	5,206	54.96	8,189	0.51	NA		
858	SPDR S&P 500 ETF	218.21	187,225	417.30	358,043	22.14	NA		
			192,431		366,232	22.64			
DOMESTIC MID CAP EQUITY FUNDS/ETF									
158	ISHARES CORE S&P MIDCAP 400 ETF	142.60	22,531	271.76	42,938	2.65	NA		
DOMESTIC SMALL CAP EQUITY FUNDS/ETF									
216	ISHARES S&P SMALLCAP 600 INDEX ETF	64.62	13,957	110.54	23,877	1.48	NA		
INTERNATIONAL EQUITY FUNDS/ETF									
1,835	ISHARES ETF CORE MSCI EAFE	62.95	115,510	74.31	136,359	8.43	NA		
EMERGING MARKET FUNDS/ETF									
574	ISHARES ETF CORE MSCI EMERGING MKTS	50.03	28,719	65.47	37,580	2.32	NA		
REAL ESTATE & INFRASTRUCTURE									
1,096	FLEXSHAR STX GLOBAL BROAD INF ETF	49.59	54,348	57.88	63,436	3.92	NA		
294	JPMORGAN BETABUILDERS MSCI US REIT ETF	76.65	22,536	92.86	27,301	1.69	NA		
214	PACER INDUSTRIAL REAL ESTATE ETF	35.17	7,526	42.12	9,014	0.56	NA		
			84,411		99,751	6.17			
CASH AND EQUIVALENTS									
	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		157,719		157,719	9.75			
TOTAL PORTFOLIO			1,341,322		1,617,335	100	0	0	

PERFORMANCE HISTORY
GROSS OF FEES
City of Gustavus
5479-7529



ALASKA PERMANENT
CAPITAL MANAGEMENT
Registered Investment Adviser

Percent Return
Per Period

Time Period	Total Account	Blend	Fixed Income	BB BARC AGG BENCH	Cash and Cash Equivalents	FTSE 3-MO TBILL INDEX	Real Estate	S&P US REIT BENCH	Emerging Market Equity	MSCI EMERGING MARKET BENCH	Int'l Equity	MSCI EAFE Index	Domestic Small Cap Equity	S & P 600 SMALL CAPS BENCH	Domestic Mid Cap Equity	S&P 400 MIDCAP BENCH	Domestic Large Cap Equity	S&P 500 LARGE CAPS BENCH
04-30-20 to 05-31-20	2.18	1.99	0.57	0.47	0.00	0.04	3.64	0.17	3.16	0.77	5.54	4.35	4.40	4.31	7.27	7.31	4.77	4.76
05-31-20 to 06-30-20	1.17	1.30	0.55	0.63	0.00	0.01	0.82	3.04	6.68	7.35	3.32	3.40	2.85	3.74	1.37	1.26	1.74	1.99
06-30-20 to 07-31-20	2.56	2.58	1.06	1.49	0.00	0.01	3.67	4.14	8.63	8.94	2.02	2.33	4.28	4.11	4.56	4.61	5.85	5.64
07-31-20 to 08-31-20	1.93	2.05	-0.44	-0.81	0.00	0.01	2.01	0.75	2.98	2.21	4.89	5.14	3.90	3.99	3.59	3.51	6.97	7.19
08-31-20 to 09-30-20	-1.27	-1.29	-0.02	-0.05	0.00	0.01	-2.04	-3.21	-0.94	-1.60	-1.96	-2.60	-4.67	-4.70	-3.34	-3.25	-3.75	-3.80
09-30-20 to 10-31-20	-1.07	-1.10	-0.33	-0.45	0.00	0.01	-2.82	-2.57	1.29	2.06	-3.53	-3.99	2.55	2.58	2.24	2.17	-2.49	-2.66
10-31-20 to 11-30-20	5.12	5.24	0.84	0.98	0.00	0.01	9.42	10.73	9.63	9.25	14.59	15.50	18.22	18.17	14.28	14.28	10.87	10.95
11-30-20 to 12-31-20	1.96	1.87	0.27	0.14	0.00	0.01	2.98	3.36	7.13	7.35	5.18	4.65	8.26	8.32	6.47	6.52	3.71	3.84
12-31-20 to 01-31-21	-0.45	-0.42	-0.47	-0.72	0.00	0.01	-1.02	0.15	2.89	3.07	-0.76	-1.07	6.17	6.29	1.49	1.50	-1.00	-1.01
01-31-21 to 02-28-21	0.65	0.54	-1.00	-1.44	0.00	0.01	1.83	3.96	1.27	0.76	2.37	2.24	7.64	7.65	6.86	6.80	2.86	2.76
02-28-21 to 03-31-21	1.30	1.09	-0.66	-1.25	0.00	0.01	5.03	4.43	-0.57	-1.51	2.45	2.30	3.53	3.33	4.71	4.67	4.63	4.38
03-31-21 to 04-30-21	2.26	2.18	0.63	0.79	0.00	0.00	4.90	8.04	1.72	2.49	3.17	3.01	1.85	2.04	4.41	4.50	5.27	5.34
Date to Date																		
04-30-20 to 04-30-21	17.44	17.05	0.97	-0.27	0.00	0.13	31.61	37.30	52.91	48.71	42.82	39.88	75.40	76.85	67.93	67.90	46.09	45.98

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY21-XX**

**(OPTION A – REDUCES CURRENT DISTRIBUTION RATE FROM 3% TO 2%;
RISK LEVEL REMAINS SIMILAR TO CURRENT)**

**A RESOLUTION BY THE CITY OF GUSTAVUS PERTAINING TO THE AUTHORIZED
INVESTMENTS OF, THE INVESTMENT ALLOCATIONS OF, AND ESTABLISHING
APPROPRIATE BENCHMARKS TO MEASURE PERFORMANCE OF THE CITY'S
ENDOWMENT FUNDS**

WHEREAS, pursuant to City of Gustavus Ordinance 04.13.050 (c) the Gustavus City Council shall annually approve an Asset Allocation Plan for investment of the City's Endowment Funds; and,

WHEREAS, pursuant to City of Gustavus Ordinance 04.13.060 (c) permits investment of the Endowment Funds in various asset classes and the Council believes that establishing asset allocation criteria for those various asset classes is in the best interest of the City of Gustavus; and,

WHEREAS, the annually approved Asset Allocation Plan will provide benchmarks to measure investment performance; and,

WHEREAS, the investment manager has recommended no changes to the asset allocation; and,

WHEREAS, the investment manager has recommended updates to the International Equity and Emerging Markets Equity performance benchmarks.

NOW THEREFORE BE IT RESOLVED that the Gustavus City Council adopts the Asset Allocation Plan for the upcoming FY21 as follows;

ENDOWMENT FUND ASSET ALLOCATION PLAN AND PERFORMANCE MEASUREMENT TARGETS

Section 1. The Asset Allocation Plan and Target weighting with range restrictions are as follows:

<u>ASSET CLASS</u>	<u>TARGET WEIGHTING</u>	<u>RANGE</u>
Cash	5%	0-15%
International Fixed Income	5%	0-10%
U.S. TIPS	5%	0-15%
U.S. Fixed Income	20%	20-50%
U.S. 1-5 Year Gov/Credit	18%	8-20%
U.S. Corporate High Yield	7%	0-12%
Real Estate Investment Trust	1%	0-5%
Infrastructure	2%	0-6%
Alternative Beta	10%	0-15%
Emerging Markets Equity	2%	0-5%
International Equity	4%	0-15%
U.S. Small Cap Equity	2%	0-5%

U.S. Mid Cap Equity	4%	0-5%
U.S. Large Cap Equity	15%	15-50%

SECTION 2. The performance of the Fund and investment managers will be measured as follows:

Performance Measurement of the **Cash** allocation will be measured against the Target weighting, using the Citi Group 90 Day T-Bill Index.

Performance measurement of the **International Fixed Income** allocation will be measured against the Target weighting, using the Barclays Global Aggregate ex-USD Float Adjusted RIC Capped Index.

Performance measurement of the **U.S. Treasury Inflation Protected Securities (TIPS)** allocation will be measured against the Target weighting, using the Barclays US TIPS 0-5 Year Index.

Performance measurement of the **Fixed Income** allocation will be measured against the Target Weighting, using the Barclay's Capital Aggregate Bond Index for the Benchmark.

Performance measurement of the **1-5 Year Gov/Credit** allocation will be measured against the Target Weighting, using the Bloomberg Barclays US Gov/Credit Float Adjusted 1-5 Year Index as the benchmark.

Performance measurement of the **Corporate High Yield** allocation will be measured against the Target Weighting, using the Bloomberg Barclays US High Yield Very Liquid Index as the benchmark.

Performance measurement of the **Real-Estate Equities** allocation will be measured against the Target weighting, using the Standard & Poor's US REIT Index as the benchmark.

Performance measurement of the **Infrastructure Equities** allocation will be measured against the Target weighting, using the STOXX Global Broad Infrastructure Index as the benchmark.

Performance measurement of the **Alternative Beta** allocation will be measured against the Target Weighting, using the Credit Suisse Liquid Alternative Beta Index as the benchmark.

Performance measurement of the **Emerging Markets** allocation will be measured against the Target weighting, using the MSCI Emerging Markets as the benchmark.

Performance measurement of the **International Equity** allocations will be measured against the Target weighting, using the MSCI EAFE as the benchmark.

Performance measurement of the **Small-Cap Equity** allocations will be measured against the Target Weighting, using the Standard & Poor's 600 Small-Cap Index as the benchmark.

Performance measurement of the **Mid-Cap Equity** allocation will be measured against the Target Weighting, using the Standard & Poor's 400 Mid-Cap Index as the benchmark.

Performance measurement of the **Large-Cap Domestic Equity** allocation will be measured against the Target Weighting, using Standard & Poor's 500 Index for the benchmark.

PASSED and **APPROVED** by a duly constituted quorum of the Gustavus City Council this __th day of _____, 2021, and effective upon adoption.

Brittney Cannamore, Mayor

Attest: Karen Platt, CMC City Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY21-XX**

**(OPTION B – MAINTAINS CURRENT DISTRIBUTION RATE OF 3%;
RISK LEVEL INCREASES)**

**A RESOLUTION BY THE CITY OF GUSTAVUS PERTAINING TO THE AUTHORIZED
INVESTMENTS OF, THE INVESTMENT ALLOCATIONS OF, AND ESTABLISHING
APPROPRIATE BENCHMARKS TO MEASURE PERFORMANCE OF THE CITY'S
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WHEREAS, the investment manager has recommended no changes to the asset allocation; and,

WHEREAS, the investment manager has recommended updates to the International Equity and Emerging Markets Equity performance benchmarks.

NOW THEREFORE BE IT RESOLVED that the Gustavus City Council adopts the Asset Allocation Plan for the upcoming FY21 as follows;

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U.S. Corporate High Yield	6%	0-12%
Real Estate Investment Trust	2%	0-5%
Infrastructure	5%	0-6%
Alternative Beta	10%	0-15%
Emerging Markets Equity	2%	0-5%
International Equity	4%	0-15%
U.S. Small Cap Equity	2%	0-5%

U.S. Mid Cap Equity	5%	0-5%
U.S. Large Cap Equity	20%	15-50%

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Performance measurement of the **Large-Cap Domestic Equity** allocation will be measured against the Target Weighting, using Standard & Poor's 500 Index for the benchmark.

PASSED and **APPROVED** by a duly constituted quorum of the Gustavus City Council this __th day of _____, 2020, and effective upon adoption.

Brittney Cannamore, Mayor

Attest: Karen Platt, CMC City Clerk



City of Gustavus

PO Box 1

Gustavus, Alaska 99826

Phone: (907) 697-2451

CITY OF GUSTAVUS

REQUEST FOR PROPOSALS

RFP FY21-COG02

Managed IT Services

Opening Date: June 3, 2021

Time: 1:00pm ADT

Location: Gustavus City Hall

PLEASE PROVIDE PROPOSALS to furnish the services listed for

Managed Information Technology Services

DELIVER QUOTES TO:

City of Gustavus
Gustavus City Hall
PO Box 1
Gustavus, Alaska 99826

THIS IS NOT AN ORDER

PROPOSALS MUST BE RECEIVED BY THE DATE AND TIME SHOWN ABOVE.

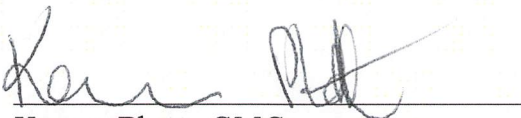

Bid Opening for RFQ FY22-01RMDate of opening: 06/01/2021Place: Gustavus City HallTime: 1:00pm1. Bid Envelope received on 6/1/21 11:00
Glacier Bay Construction, Inc.Total bid: \$ 162,495

- ☒ Bid Form
- ☒ Business License #
- ☒ Contractor License #
- ☒ Bid Schedule
- ☐ Signed Addendum 1 N/A

2. Bid Envelope received on _____

Total bid: \$ _____

- ☐ Bid Form
- ☐ Business License #
- ☐ Contractor License #
- ☐ Bid Schedule
- ☐ Signed Addendum 1

*No other
bids received.*City Clerk Karen Platt and City Treasurer Phoebe Vanselow verified the lowest responsible bidder to be Glacier Bay Construction, Inc.
Karen Platt, CMC
Phoebe Vanselow, City Treasurer

City of Gustavus, Alaska

P.O. Box 1
Gustavus, Alaska 99826

Phone: 907.697.2451
Fax: 907.697.2136
Email: treasurer@gustavus-ak.gov

Project: RFQ FY22-01RM

**Road Maintenance
Request for Quotation**

THIS IS NOT AN ORDERCOVER SHEET

Important Dates:

Issue Date: May 17, 2021**RECEIVED**

JUN 01 2021

Bid Submittal Due: June 1, 2021

Deliver to: Gustavus City Hall
By: 1:00 p.m.

Bid Opening: June 1, 2021

Location: Gustavus City Hall
Time: 1:00 p.m.

Please provide quotes to furnish the services and material listed in the bid schedule for the City of Gustavus Road System. The attached terms and conditions shall become part of any contract resulting from this Request for Quotation. Quotations must be received at the location and by the date and time shown above. Quotations shall be submitted on the forms furnished and must include original signatures.

This work consists of annual road maintenance. Work shall be performed on an "as requested" basis, at the direction of the City Administrator or Road Maintenance Point of Contact (POC). All work shall be performed as described in this RFQ using the *Standard Specifications for Local Road Maintenance*, which are incorporated in this RFQ, and the attached Gustavus City Maintained Roads Map for reference. These specifications shall become part of any purchase order resulting from the RFQ.

THE PERIOD OF PERFORMANCE for this work is from July 1, 2021, to June 30, 2022.

Throughout the period of performance, the contractor is responsible for keeping and submitting monthly work logs and billing records to the City Treasurer, with a copy submitted simultaneously to the City Administrator or Road Maintenance POC. The contractor will submit, in the format specified, a report of the quantity of aggregate taken from City of Gustavus gravel pits to the City Treasurer as well. In providing a signature on this cover sheet, the Bidder agrees to all Terms and Conditions of this RFQ.

Date of Bid 06-01-2021

Business License # [REDACTED] Contractor's License Number # [REDACTED]

Insurance Company Glacier Bay Construction Inc. Policy Date 3-2021 Provided ☐ On FileBusiness Name Glacier Bay Construction Inc.Mailing Address PO Box 389 Physical Location 98 Gustavus Rd

Cell or Business Phone # [REDACTED]

By Kenneth J. Marchbanks

Print Name

Signature

* With included exclusions & conditions (KSM)

BID SCHEDULE

Item #15.

Specification Item #	Pay Item	Est. Quantity	Pay Unit	Unit Cost	Total Cost
208	Owen & Porcupine	3	Each	155	465
208	Veneta Street	6	Each	160	960
208	Trudy Street	3	Each	102	306
208	Lynn Street	3	Each	102	306
208	Snow Street	3	Each	102	306
208	Tong Road	3	Each	155	465
208	Toad Road	3	Each	115	345
208	Xtratuff Road	1	Each	120	120
208	Spruce Lane	2	Each	150	300
208	Bartlett Road	2	Each	130	260
208	Good River Road	8	Each	370	2960
208	Mary's Road	2	Each	100	200
208	Grandpa's Farm Rd	5	Each	155	775
208	Meadow Lane	2	Each	100	200
208	Dickey Drive	2	Each	155	310
208	Dolly Varden Drive	8	Each	740	5920
208	Smelt Avenue	1	Each	75	75
208	Greenling Avenue	2	Each	120	240
208	Chinook Drive	2	Each	175	350
208	Chum Drive	3	Each	110	330
208	King Salmon Drive	2	Each	110	220
208	Sandlance Avenue	2	Each	98	196
208	Halibut Drive	6	Each	190	1140
208	Capelin Lane	2	Each	100	200
208	Humpy Drive	3	Each	110	330
208	Needlefish Lane	2	Each	110	220
208	Sockeye Drive	3	Each	125	375
208	Herring Lane	1	Each	60	60
208	Coho Drive	3	Each	145	435
208	Steelhead Drive	3	Each	130	390
208	Candlefish Lane	1	Each	100	100
208	Willow Way	2	Each	150	300
208	Pine Street	1	Each	100	100
208	Shooting Star Lane	2	Each	110	220
208	Lupine Lane	2	Each	95	190
208	Columbine Lane	1	Each	75	75
208	City Hall access/prkg	4	Each	175	700
208	Wilson Road	12	Each	900	10,800
208	Fara Way	1	Each	100	100
208	White Drive	2	Each	185	370
208	Parker Drive	2	Each	185	370
208	Harry Hall Drive	4	Each	185	740
208	River Bend Lane	2	Each	165	330
208	Chase Drive	2	Each	185	370
208	Hemlock Road	1	Each	185	185
208	Jensen Road	1	Each	185	185
208	Rink Creek Road	12	Each	1250	15,000

Specification Item # (cont)	Pay Item	Est. Quantity	Pay Unit	Unit Cost	Total Cost	Item #15.
208	Island View Road	1	Each	130	130	
208	Buoy Drive	1	Each	130	130	
208	Boat Harbor Road	5	Each	370	1850	
208	Bill's Drive	1	Each	175	175	
208	Meadowbrook Lane	1	Each	150	150	
208	Fairweather Road	8	Each	185	1480	
208	Pleasant Avenue	2	Each	120	240	
208	Jacob Avenue	8	Each	185	1480	
208	Gustav Drive	2	Each	120	240	
208	Benjamin Drive	2	Each	120	240	
208	Travis Drive	2	Each	120	240	
208	Glen's Ditch Road to Nagoonberry Trail	5	Each	185	925	
208	Same Old Road	3	Each	185	555	
208	Dungeness Way	2	Each	75	150	
208	End of the Trail	1	Each	185	185	
208A	Misc. Spot Blading	40	Hour	190	7600	
208B	Grader Ditching	20	Hour	190	3800	
209A	Ditch Reconditioning remove cut material	500 ft	Each	3500	3500	
209B	Ditch Reconditioning w/o material removal	2500 ft	Each	2915	2915	
213	Misc. Spot Clearing	10	Hour	95	950	
219A	Pit Run Area 1	690	Cu. Yd.	17.30	11,937	
219A	Pit Run Area 2	470	Cu. Yd.	17.30	8131	
219A	Pit Run Area 3	1100	Cu. Yd.	13.75	15,125	
219A	Pit Run Area 4	1100	Cu. Yd.	11.35	12,485	
219A	Pit Run Area 5	920	Cu. Yd.	13.75	12,650	
219A	Pit Run Area 6	850	Cu. Yd.	17.30	14,705	
603 (1-12)	Culvert Installation or Replacement	0	Linear Ft.	14.40	0	
603 (2-12)	Culvert Coupling	0	Each	85	0	
603 (1-18)	Culvert Installation or Replacement	20	Linear Ft.	32.00	640	
603 (2-18)	Culvert Coupling	1	Each	90	90	
603 (1-24)	Culvert Installation or Replacement	20	Linear Ft.	58.00	1160	
603 (2-24)	Culvert Coupling	1	Each	98	98	
603 (1-30)	Culvert Installation or Replacement	20	Linear Ft.	90.00	1800	
603 (2-30)	Culvert Coupling	1	Each	110	110	
603 (1-36)	Culvert Installation or Replacement	20	Linear Ft.	129.00	2850	
603 (2-36)	Culvert Coupling	1	Each	125	125	
603 (1-48)	Culvert Installation or Replacement	20	Linear Ft.	230.00	4600	
603 (2-48)	Culvert Coupling	1	Each	160	160	
Total				Total Bid	162,495	

BID SCHEDULE (Continued)

Item #15.

Please list all equipment to be used in this contract and the individual hourly rates for use in work not in bid schedule.

Equipment Item Description**Hourly Rate**

CAT 130G Motor Grader	192 ⁰⁰
JD4450 / Savannah Grader / compactor	180 ⁰⁰
E55 Bobcat Excavator / bucket	152 ⁰⁰
E55 Bobcat Excavator / Raptor Cutter	174 ⁰⁰
T740 Bobcat CTL / bucket	148 ⁰⁰
T740 Bobcat CTL / Diamond Mower	188 ⁰⁰
CAT D3B Dozer	145 ⁰⁰
Kubota SK210 LC Excavator	192 ⁰⁰
10 cy dump truck	138 ⁰⁰
Labor	75 ⁰⁰
JD544G Wheel Loader	130 ⁰⁰
Samsung E350 Excavator	230 ⁰⁰

c. Illegal, unprofessional, or abusive behavior toward City representatives or members of the community as determined by the City Council.

8. Contractor shall make all necessary efforts to protect existing privately or publicly owned facilities, equipment, improvements and landscaping; the destruction, removal or relocation of which is not contemplated under this contract. In the event that protection of any existing facilities is not possible due to construction requirements, the Contractor shall advise the City Administrator or Road Maintenance POC of the problem and shall cooperate with the City Administrator or Road Maintenance POC in seeking a reasonable solution to the problem. The Contractor shall not proceed with work resulting in damage to or destruction of such existing facilities until the City Administrator or Road Maintenance POC has given approval to proceed in writing.

9. Contractor shall be responsible for any damage sustained by any and all parties affected by utility outages caused by Contractor unless it is determined said utilities do not meet PUC Standard installations i.e. bury depth, or setback requirements. The Contractor shall make all necessary efforts to prevent damage, i.e. the location of electrical or telephone wire, and shall make all necessary efforts to promptly repair and restore facilities or equipment damaged as a result of such outages.

10. The City Administrator or Road Maintenance POC will provide the necessary rights-of-way or easements for the work. Contractor shall confine his operations to the designated areas and observe all restrictions contained in any easements. The City Administrator or Road Maintenance POC will contact utility companies requesting that all transformers and phone pedestals in or adjacent to rights-of-way be identified with suitable markers, before winter, to prevent damage to said utility company's equipment. *Excluding Byte Network/
Fiber Alaska Fiber optic cable
& assorted
accessories.*

11. If work will involve moving or excavating through utility lines or poles, sewer or water lines, culverts, mailboxes, fences, etc. in the course of Contractor's work, and existing privately or publicly owned facilities, equipment, improvements and landscaping, etc. suffer damage due to Contractor's operations, intentional or unintentional, Contractor shall be responsible to have such facility, equipment, improvement and landscaping restored to its previous condition, or better, and at no additional cost to the City. *Exclude in full.*

12. The Contractor shall take road service direction only from the City Administrator or Road Maintenance POC or his/her designee, or the Mayor. The City Treasurer may be designated to order specific Road Maintenance in the absence of the Mayor and City Administrator or Road Maintenance POC. POs for Road Maintenance shall be issued by the Treasurer. Should the Contractor, while performing city work, be approached by a resident with a complaint, suggestion, or request, the Contractor shall politely explain that he/she is being directed by the City Administrator or Road Maintenance POC and ask the resident to please direct any questions, concerns, or requests to the City Administrator or Road Maintenance POC, or to the Mayor, or to the City Council.

13. All Contractors submitting a bid for this contract shall have and keep in effect an Alaska Business License, a City of Gustavus Business Permit, and an Alaska Contractors License for the type of work being performed. The Contractor shall be responsible for any additional licenses and/or permits required in the locality of the work. The City is responsible for all special permits such as ADF&G and Army Corp of Engineers permitting. The Contractor shall further be responsible for current licenses for all subcontractors and suppliers, if allowed, as required by law, during the term of

SECTION 208A and 208B
SPOT BLADING ROADBED and GRADER DITCHING


208A-1.01 Description:


This work shall consist of spot blading the surface of limited sections of an existing road to remove potholes and wash boarding, and re-establish an adequate crown as directed by the City Administrator or Road Maintenance POC. This specification may be applied at the discretion of the City Administrator or Road Maintenance POC or Contractor for cases where blading of long sections of road is not needed but where relatively localized sections of roads need spot repairs. This work may also include grader ditching as directed.

208A-2.01 Construction Requirements:

Equipment. The contractor's equipment must be a motor grader or pull-type grader of adequate size and quality and properly maintained to perform the requirements of this specification. Worn cutting edges and uneven tire pressure are not acceptable. Contractors are encouraged to use a cab-mounted slope meter to establish required crowns.

Response time: 72 hours from call-out by the City Administrator or Road Maintenance POC unless otherwise directed.

 General. Blade and shape the existing travel-way ~~and shoulders, including turnouts,~~ to produce a surface which is uniform, consistent to grade, and crowned or cross-sloped as indicated by the character of the existing surface, to at least 3 percent, to provide drainage away from the traveled-way. ~~Thoroughly loosen surfacing materials to the depth of potholes, or corrugations.~~ Retain the surface materials on the roadbed and provide a thorough mixing of materials within the completed surface width. ~~Shape existing drainage dips to divert runoff to the existing outlet. Where ditches are not present, do not undercut roadway back slopes.~~

 ~~Existing Structures. Do not place materials resulting from this work on structures such as bridges, drainage dips or in culverts.~~

208A-3.01 Method of Measurement:

Spot blading roadbed will be measured by the equipment hour, portal to portal.
 Grader ditching will be measured by the equipment hour, portal to portal.

20A8-4.01 Basis of Payment:

The accepted quantities of spot blading roadbed, or grader ditching, will be paid for at the contract unit price per equipment hour or fraction thereof, portal to portal, completed and accepted by the City Administrator or Road Maintenance POC. Contractor shall provide the invoice with a log of equipment operating time and locations graded.
 Payment will be made under:

<u>Pay Item No.</u>	<u>Pay Item</u>	<u>Pay Unit</u>
208A	Spot Blading Roadbed	Hour
208B	Grader Ditching	Hour

END OF SECTION


shall be drawn together by at least two 1/2-inch bolts through the use of a bar and str suitably welded to the band. These bands shall be furnished with two threaded steel tightening rods with a suitable connecting fitting. The tightening rods shall circumscribe the culvert in the band grooves and be securely tightened to furnish greater joint integrity.

d. Any other band that provides equal structural integrity and has been approved in writing by the City Administrator or Road Maintenance POC.

All bolted connections on coupling bands shall be furnished with cut-washers placed between the nut and the angle bracket, or nuts with integral washers.

603-4.01 Method of Measurement:

Driveway and road crossing culverts shall be a minimum of 18" in diameter.

 Culvert will be measured by the linear foot. Coupling bands will be measured by the number of units installed. ~~Imported backfill material required for backfill shall not be measured for payment but shall be considered incidental to culvert installation and repairs.~~

603-5.01 Basis of Payment:

All equipment, labor and imported backfill required for culvert installation and repair shall be included in the unit price for culvert.

The quantities shall be paid for at the contract price per unit of measurement, completed and accepted by the City Administrator or Road Maintenance POC, for each of the particular pay items listed below:

Numerical suffixes shall be the culvert diameter in inches.

Payment will be made under:

<u>Pay Item No.</u>	<u>Pay Item</u>	<u>Pay Unit</u>
603(1-12)	12 Inch Culvert	Linear Foot
603(2-12)	12 Inch Coupling Band	Each
603(1-18)	18 Inch Culvert	Linear Foot
603(2-18)	18 Inch Coupling Band	Each
603(1-24)	24 Inch Culvert	Linear Foot
603(2-24)	24 Inch Coupling Band	Each
603(1-30)	30 Inch Culvert	Linear Foot
603(2-30)	30 Inch Coupling Band	Each
603(1-36)	36 Inch Culvert	Linear Foot
603(2-36)	36 Inch Coupling Band	Each
603(1-48)	48 Inch Culvert	Linear Foot
603(2-48)	48 Inch Coupling Band	Each

END OF SECTION