



CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, February 14, 2022 at 7:00 PM
via Zoom

COUNCIL MEMBERS

Mayor Mike Taylor
Vice Mayor Kyle Bishop
Council Members: Tania Lewis, Joe Vanderzanden
Lewis Sharman, Bella Furr, Jim Mackovjak

CITY HALL

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

AGENDA

VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/87247176255?pwd=R2VZMTVQVzFnT0l5bWM5NnJCTURsQT09>

ID: 872 4717 6255 **PASSCODE:** 550129 **TEL:** 253-215-8782

ROLL CALL

Reading of the City of Gustavus Vision Statement

Healthy You in 2022 Introduction by Juneau Public Health Nurse, Claire Geldhof

APPROVAL OF MINUTES

- [1.](#) 01-17-2022 General Meeting Minutes
- [2.](#) 01-24-2022 Special Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

- [3.](#) Review Gustavus Visitors Association Business Plan and Budget Request Report
- [4.](#) Gustavus PFAS Action Coalition Quarterly Report
- [5.](#) Gustavus Disposal and Recycling Center Quarterly Report
- [6.](#) City Treasurer Monthly Financials and Quarterly Report
- [7.](#) City Administrator GENERAL MEETING Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

- [8.](#) Certificate of Records Destruction
- [9.](#) Waive Ambulance Transport Fee Due to a Billing Error
10. Approve Issuance of Invitation to Bid ITB-FY22-01 Grandpa's Farm Road Bridge

ORDINANCE FOR PUBLIC HEARING

UNFINISHED BUSINESS

NEW BUSINESS

11. Award Gravel Pit Contracts
- [12.](#) CY22-05 Updating Policy and Procedure for Public Records Maintenance
- [13.](#) Approve Project Scoping for Septic Pumping Program
- [14.](#) CY22-06 Cost of Living Pay Adjustment

CITY COUNCIL REPORTS

[15.](#) Mayor's Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED ON: February 9, 2022 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
CITY COUNCIL GENERAL MEETING
JANUARY 17, 2022**

Item #1.

MINUTES - PENDING

ROLL CALL

PRESENT

Mayor Mike Taylor
Vice Mayor Kyle Bishop
Council Member Joe Vanderzanden
Council Member Tania Lewis
Council Member Bella Furr
Council Member Jim Mackovjak
Council Member Lewis Sharman

Reading of the City of Gustavus Vision Statement

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

APPROVAL OF MINUTES

1. 12-13-2021 General Meeting Minutes

Motion made by Council Member Vanderzanden to approve the 12-13-2021 General Meeting Minutes.

Seconded by Council Member Mackovjak.

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

MAYOR'S REQUEST FOR AGENDA CHANGES

Mayor Taylor removed Item 12. Motion to Approve the City of Gustavus Facility Use Agreement for Commercial Users of the Marine Facilities and Item 13. QUASI-JUDICIAL MATTER City of Gustavus Waives the Right to File a Protest of the New Alcohol License Application for the Sunnyside Market License.

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

COMMITTEE / STAFF REPORTS

2. Gustavus Volunteer Fire Department Quarterly Report
Fire Chief, Sol Martinez submitted a written report and provided an oral summary.
3. City Clerk Quarterly Report
City Clerk, Karen Platt submitted a written report and provided an oral summary.
4. City Treasurer Monthly Financials
City Treasurer, Eduarda Loggins submitted written monthly financials and provided an oral summary.
5. City Administrator General Meeting Report
City Administrator, Tom Williams submitted a written report and provided an oral summary.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Janusz Kunat
 Leah Okin
 Sally McLaughlin
 Jim Kearns

CONSENT AGENDA

6. Certificate of Records Destruction
7. FY22-11NCO Introduction of Department Budgets for FY2022 (Public Hearing February 14, 2022)

Motion made by Vice Mayor Bishop to adopt the Consent Agenda with a change in the Public Hearing date for FY22-11NCO to read January 24, 2022.

Seconded by Council Member Furr.

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

ORDINANCE FOR PUBLIC HEARING

8. FY22-10NCO Providing for the Amendment of Departmental Budgets FY22 (Introduced 12-13-2021)

Mayor Taylor opened the Public Hearing at 8:00 PM.

Public Testimony: None

Mayor Taylor closed the Public Hearing at 8:01 PM

Motion made by Council Member Sharman to approve FY22-10NCO Providing for the Amendment of Departmental Budgets FY22 (Introduced 12-13-2021)

Seconded by Council Member Mackovjak.

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

Mayor Taylor called a recess at 8:03 PM.

Meeting reconvened at 8:09 PM.

UNFINISHED BUSINESS

No Unfinished Business.

NEW BUSINESS

9. CY22-01 Mask Wearing in City Facilities

Motion made by Council Member Furr to adopt CY22-01 Requiring protective face mask wearing inside enclosed city-owned buildings.

Seconded by Council Member Sharman.

Public Comment: None

Council Comment:

Council Member Vanderzanden

Council Member Mackovjak

Mayor Taylor

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

Voting Nay: Council Member Vanderzanden

10. CY22-02 Certifying the Annual Certified Financial Statement of Revenues and Authorized Expenditures for the Year Ending June 30, 2021

Motion made by Council Member Mackovjak that the City of Gustavus, Alaska adopt CY22-02 Certifying the Annual Certified Financial Statement of Revenues and Authorized Expenditures for the Year Ending June 30, 2021.

Seconded by Mayor Taylor.

Public Comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

11. CY22-03 Submission of Capital Projects and Information System (CAPSIS) to the Alaska Legislature

Motion made by Council Member Vanderzanden that we adopt CY22-03 Submission of Capital Projects and Information System (CAPSIS) to the Alaska Legislature.

Seconded by Council Member Lewis.

Public Comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

12. Motion to Approve the City of Gustavus Facility Use Agreement for Commercial Users of the Marine Facilities.

Removed from the Agenda by Mayor Taylor.

13. QUASI-JUDICIAL MATTER City of Gustavus Waives the Right to File a Protest of the New Alcohol License Application for the Sunnyside Market License

Removed from the Agenda by Mayor Taylor.

CITY COUNCIL REPORTS

14. Mayor's Monthly Report

Mayor Taylor submitted a written report and provided a summary of the highlights.

CITY COUNCIL QUESTIONS AND COMMENTS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 8:58PM

Mike Taylor, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date

**CITY OF GUSTAVUS
CITY COUNCIL SPECIAL MEETING
JANUARY 24, 2022**

Item #2.

MINUTES - PENDING

ROLL CALL

PRESENT

Mayor Mike Taylor
Vice Mayor Kyle Bishop
Council Member Joe Vanderzanden
Council Member Tania Lewis
Council Member Bella Furr
Council Member Jim Mackovjak
Council Member Lewis Sharman

Reading of the City of Gustavus Vision Statement

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

APPROVAL OF MINUTES

None

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no agenda changes.

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

COMMITTEE / STAFF REPORTS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

None

ORDINANCE FOR PUBLIC HEARING

1. FY22-11NCO Amending Departmental Budgets for FY22. (Introduced 1-17-2022)
Mayor Taylor opened the Public Hearing at 6:07 PM.
Public Testimony: None
Mayor Taylor closed the Public Hearing at 6:08 PM
Motion made by Vice Mayor Bishop to adopt FY22-11NCO Amending Departmental Budgets for FY22. (Introduced 1-17-2022)
Seconded by Council Member Mackovjak.
Council Comment: None
Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

UNFINISHED BUSINESS

None

NEW BUSINESS

Item #2.

2. CY22-04 A Resolution to Update and Establish Marine Facilities User Fees and Agreements

Motion made by Council Member Mackovjak to adopt A Resolution CY22-04 to Update and Establish Marine Facilities User Fees and Agreements.

Seconded by Council Member Lewis.

Public Comment:

David Olney

Council Comment:

Council Member Lewis

Council Member Vanderzanden

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

3. Motion to Approve the City of Gustavus Facility Use Agreement for Commercial Users of the Marine Facilities.

Motion made by Council Member Mackovjak that we approve the Marine Facilities Commercial Use Agreement.

Seconded by Council Member Furr.

Public Comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

4. QUASI-JUDICIAL Matter City of Gustavus Waives the Right to File a Protest of the Excursion Restaurant LLC Liquor License Renewal Application

There were no Council Member Conflicts of Interest or Ex Parte Communication to declare.

Applicant Representative, David Olney was present to provide some Bear Track Inn history and summary of the application renewal.

Mayor Taylor opened the Public Hearing at 6:33 PM.

Public Testimony: None

Mayor Taylor closed the Public Hearing at 6:33 PM

Motion made by Council Member Sharman that the City of Gustavus Waives the Right to File a Protest of the Excursion Restaurant LLC Liquor License Renewal Application

Item #2.

Seconded by Council Member Jim Mackovjak

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

5. Capital Improvement Plan Procedure Overview (A Non-Action Item)
City Administrator, Tom Williams presented an overview of the Capital Improvement Plan Procedure.

CITY COUNCIL REPORTS

Mayor Taylor - Roads

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Sharman

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 6:57PM

Mike Taylor, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date



Gustavus Visitors Association February 1, 2022 Quarterly Report

City of Gustavus Quarterly reports due:

February- first quarter (Mid Year) , May - second quarter, August- (End of Year) third quarter & November - fourth quarter

This report reflects activities within the GVA from November 2021 through January 2022 and projected goals and objectives for February through April 2022.

Packet Includes:

- Progress Report
- Profit & Loss vs Actual
- Balance Sheet
- FY23 Budget Request
- FY23 Marketing Plan

Gustavus Visitors Association Board of Directors:

President: Leah Okin
 Vice President: Robynn Jones
 Secretary: Cam Cacioppo
 Treasurer: Hillery Lesh
 Director: Curtis Linblom
 Director: Natalie Vaz

Employed Positions:

Administrator: Noel Farevaag
 Marketing Coordinator: position open
 Marketing Technician: Brian Taylor

Mission Statement

The mission of GVA is to enhance the economies of the City of Gustavus (CoG) through marketing tourism that increases business revenue, tax revenue and creates jobs. Our primary goal is to increase overnight stays of leisure and business travelers, who in turn, support local businesses through spending money – a boost to our economy.

GVA is committed to promoting and elevating Gustavus' position as a world-class destination for leisure travel. GVA further serves to ensure tourism continues to contribute locally on a large scale, thereby enhancing the quality of life for all who live, work and play here.

Organizational

Structure Non-profit Corporation

The Gustavus Visitors Association was incorporated as a 501c(3) non-profit corporation in January of 2005. According to GVA By-laws, every fall the Board reviews and adopts a fiscal year budget for the period: July 1 to June 30 of the following year to coincide with the City of Gustavus fiscal year. The GVA Board submits its request for use of a portion of bed tax revenues to the City, along with the Marketing Plan which must by Ordinance be approved by the City Council.

Funding Source

The Gustavus Visitors Association is funded both by a city bed tax of 4%, of which GVA can receive up to half, and GVA annual membership dues. The visitor industry supports up to 50% of the City's tax revenue in most years. Due to the Covid-19 pandemic, the GVA received a reduced portion of the city's bed tax based on the prediction of a reduced bed tax income in the 2021 summer season.

Membership

The membership drive began November 1, 2021 and ended December 31, 2021. Revenue generated by the membership drive was \$4,550. There are still more membership dues dribbling in. 35 businesses have paid and 13 more businesses are expected to join with an anticipated \$1300.

Completed to task this quarter

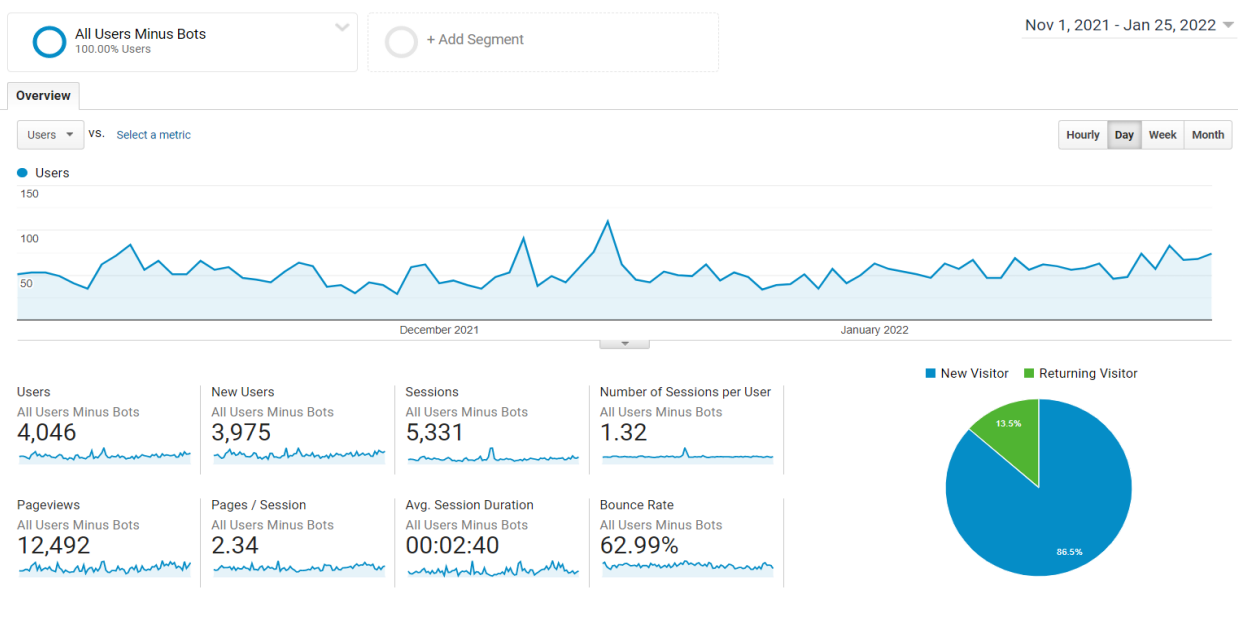
- ❖ Distributed 'Gustavus News Bulletin' for community and business information answering frequently asked questions in town.
- ❖ Maintaining the Gustavus Calendar of events on the GVA website as a one stop location where all Gustavus events may be viewed by visitors and the community
- ❖ Individual consultation with Travel Juneau to look at enhancing Gustavus's presence on the Travel Juneau website viewed internationally
- ❖ Individual consultation with Travel Alaska and Alaska Travel Industry Association looking at opportunities to extend our reach to our target audiences.
- ❖ Instagram and Facebook consistent posts and video clips have resulted in increased engagement and visitor interest.
- ❖ Maintained marketing and memberships.
 - Southeast Alaska Tourism Council (SATC)
 - Travel Alaska
 - Alaska Travel Industry Association (ATIA)
 - Travel Juneau
- ❖ Joined a three month Social Media / Digital and Print Media Campaign with The Alaska Magazine and Morris Media at a cost of \$3,000. Alaska Magazine has a global Facebook following of 400,000.
- ❖ Made many content updates and changes to improve the user experience of our website
 - Restructured Navigation menu for visitor activities into more intuitive categories (By Land, By Water, By Air)
 - Updated navigation layout for better display on tablet devices
 - Added thanks section to our 2022 donors on homepage
 - Added 911 and EMS info to FAQ and City Of Gustavus Pages
 - Updated home page slider with link to FAQ
 - Updated FAQ page with images, updated content layout
 - Created/updated business listings for:
 - Ward Air
 - Hollywood Farms RV Park
 - Gustavus Water Taxi
 - Alaskan Coastal Energy (update)
 - Alaska Seaplanes (Edit)
 - Steller Botanical Health (Image Correction)
- ❖ Made many updates and changes to improve the "robot" experience of our website (AKA Search Engine Optimization -SEO)
 - Added alternative text to one third of the images in our library, providing accessibility for visually impaired visitors using screen readers, and better indexing for search engines. (This is an ongoing project)
 - Added structured hierarchy to our web pages and business listings for

clearer navigation and better search engine indexing of content (E.G. changed <https://www.gustavusak.com/glacier-bay-country-inn> to <https://www.gustavusak.com/accommodations/glacier-bay-country-inn>)

- Submitted updated XML sitemaps with new site structure to relevant search engines.
- Added redirects to all old page links to assure visitors don't get lost due to site restructuring
- Added JSON-LD structured data to FAQ page to enable [rich search results](#) on google and other search engines.
- Researched and made preliminary preparations to engage the services of a CDN (Content Delivery Network) for faster page load times, better user experience, and search engine rankings.
- ❖ Connected with KTOO looking at radio marketing opportunities throughout Alaska, both online and digital.
- ❖ Joined the Virtual ATIA Alaska Travel show 3 day event.
- ❖ Continued the position of Featured listing on Travel Juneau's nearby communities
<https://www.traveljuneau.com/plan-your-trip/nearby-communities/>

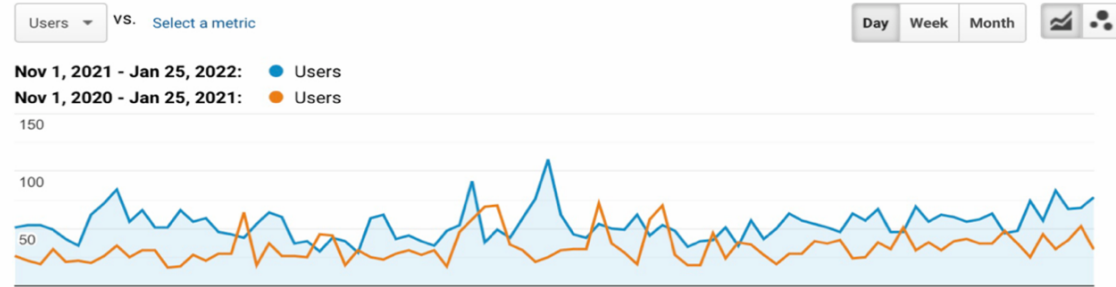
Google Analytics based on GVA website results for First quarter November 2021 through January 2022

User Overview:



Visitors by source/medium:

Summary Site Usage Ecommerce

















Source / Medium	Acquisition			Behavior		
	Users	New Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration
	60.00% ▲ 4,048 vs 2,530	60.04% ▲ 3,977 vs 2,485	71.88% ▲ 5,335 vs 3,104	3.61% ▲ 63.02% vs 60.82%	5.43% ▲ 2.34 vs 2.48	6.29% ▲ 00:02:40 vs 00:02:31
1. google / organic						
Nov 1, 2021 - Jan 25, 2022	1,965 (46.98%)	1,840 (46.27%)	2,713 (50.85%)	57.10%	2.57	00:03:10
Nov 1, 2020 - Jan 25, 2021	1,366 (52.54%)	1,313 (52.84%)	1,637 (52.74%)	57.79%	2.49	00:02:38
% Change	43.85%	40.14%	65.73%	-1.20%	3.15%	20.51%
2. (direct) / (none)						
Nov 1, 2021 - Jan 25, 2022	1,217 (29.09%)	1,211 (30.45%)	1,417 (26.56%)	75.94%	1.97	00:02:06
Nov 1, 2020 - Jan 25, 2021	674 (25.92%)	670 (26.96%)	775 (24.97%)	69.94%	2.19	00:02:00
% Change	80.56%	80.75%	82.84%	8.58%	-10.29%	4.71%
3. google / cpc						
Nov 1, 2021 - Jan 25, 2022	533 (12.74%)	525 (13.20%)	608 (11.40%)	72.20%	1.61	00:00:53
Nov 1, 2020 - Jan 25, 2021	0 (0.00%)	0 (0.00%)	0 (0.00%)	0.00%	0.00	00:00:00
% Change	∞%	∞%	∞%	∞%	∞%	∞%
4. bing / organic						
Nov 1, 2021 - Jan 25, 2022	121 (2.89%)	115 (2.89%)	159 (2.98%)	44.65%	3.29	00:03:57
Nov 1, 2020 - Jan 25, 2021	111 (4.27%)	105 (4.23%)	126 (4.06%)	50.79%	2.83	00:02:57
5. baidu / organic						
Nov 1, 2021 - Jan 25, 2022	51 (1.22%)	49 (1.23%)	51 (0.96%)	100.00%	1.00	00:00:00
Nov 1, 2020 - Jan 25, 2021	53 (2.04%)	53 (2.13%)	53 (1.71%)	100.00%	1.00	00:00:00
% Change	-3.77%	-7.55%	-3.77%	0.00%	0.00%	0.00%
6. yahoo / organic						
Nov 1, 2021 - Jan 25, 2022	49 (1.17%)	47 (1.18%)	56 (1.05%)	41.07%	2.98	00:04:23
Nov 1, 2020 - Jan 25, 2021	33 (1.27%)	29 (1.17%)	38 (1.22%)	47.37%	3.50	00:04:09
% Change	48.48%	62.07%	47.37%	-13.29%	-14.80%	5.63%
7. nps.gov / referral						
Nov 1, 2021 - Jan 25, 2022	46 (1.10%)	36 (0.91%)	57 (1.07%)	24.56%	3.54	00:03:28
Nov 1, 2020 - Jan 25, 2021	19 (0.73%)	17 (0.68%)	23 (0.74%)	17.39%	5.13	00:04:59
% Change	142.11%	111.76%	147.83%	41.23%	-30.92%	-30.17%
8. duckduckgo / organic						
Nov 1, 2021 - Jan 25, 2022	43 (1.03%)	42 (1.05%)	49 (0.92%)	51.02%	2.49	00:04:09
Nov 1, 2020 - Jan 25, 2021	28 (1.08%)	26 (1.05%)	36 (1.16%)	50.00%	4.39	00:04:01
% Change	53.57%	61.54%	36.11%	2.04%	-43.27%	3.39%
9. visitglacierbay.com / referral						
Nov 1, 2021 - Jan 25, 2022	39 (0.93%)	35 (0.88%)	47 (0.88%)	38.30%	4.45	00:05:55
Nov 1, 2020 - Jan 25, 2021	0 (0.00%)	0 (0.00%)	0 (0.00%)	0.00%	0.00	00:00:00
% Change	∞%	∞%	∞%	∞%	∞%	∞%
10. travelalaska.com / referral						
Nov 1, 2021 - Jan 25, 2022	19 (0.45%)	16 (0.40%)	19 (0.36%)	78.95%	1.37	00:00:55
Nov 1, 2020 - Jan 25, 2021	17 (0.65%)	15 (0.60%)	19 (0.61%)	31.58%	3.42	00:03:08
% Change	11.76%	6.67%	0.00%	150.00%	-60.00%	-70.99%

Landing Page	Sessions	% New Sessions	New Users	Bounce Rate	Pages / Session	Avg. Session Duration
	71.09% 5,480 vs 3,203	6.64% 74.71% vs 80.02%	59.73% 4,094 vs 2,563	3.84% 62.96% vs 60.63%	5.34% 2.35 vs 2.48	5.64% 00:02:40 vs 00:02:31
1. /						
Nov 1, 2021 - Jan 27, 2022	2,016 (36.79%)	81.45%	1,642 (40.11%)	54.22%	2.83	00:03:22
Nov 1, 2020 - Jan 27, 2021	1,281 (39.99%)	84.70%	1,085 (42.33%)	49.57%	3.19	00:03:23
% Change	57.38%	-3.84%	51.34%	9.37%	-11.49%	-0.41%
2. /getting-to-gustavus/ferry-service						
Nov 1, 2021 - Jan 27, 2022	300 (5.47%)	80.67%	242 (5.91%)	69.00%	1.77	00:01:46
Nov 1, 2020 - Jan 27, 2021	0 (0.00%)	0.00%	0 (0.00%)	0.00%	0.00	00:00:00
% Change	∞%	∞%	∞%	∞%	∞%	∞%
3. /activities/huna-tribal-house-project-glacier-bay-national-park-preserve/						
Nov 1, 2021 - Jan 27, 2022	275 (5.02%)	13.45%	37 (0.90%)	94.91%	1.07	00:00:04
Nov 1, 2020 - Jan 27, 2021	0 (0.00%)	0.00%	0 (0.00%)	0.00%	0.00	00:00:00
% Change	∞%	∞%	∞%	∞%	∞%	∞%
4. /accommodations						
Nov 1, 2021 - Jan 27, 2022	150 (2.74%)	76.00%	114 (2.78%)	33.33%	4.49	00:06:26
Nov 1, 2020 - Jan 27, 2021	0 (0.00%)	0.00%	0 (0.00%)	0.00%	0.00	00:00:00
% Change	∞%	∞%	∞%	∞%	∞%	∞%
5. /plan-your-trip/getting-to-gustavus/						
Nov 1, 2021 - Jan 27, 2022	147 (2.68%)	81.63%	120 (2.93%)	46.94%	2.20	00:02:46
Nov 1, 2020 - Jan 27, 2021	0 (0.00%)	0.00%	0 (0.00%)	0.00%	0.00	00:00:00
% Change	∞%	∞%	∞%	∞%	∞%	∞%
6. /places-to-stay/						
Nov 1, 2021 - Jan 27, 2022	130 (2.37%)	56.92%	74 (1.81%)	40.00%	3.35	00:04:56
Nov 1, 2020 - Jan 27, 2021	60 (1.87%)	65.00%	39 (1.52%)	55.00%	3.28	00:04:26
% Change	116.67%	-12.43%	89.74%	-27.27%	1.91%	11.18%
7. /glacier-bay-national-park/glacier-bay-day-boat						
Nov 1, 2021 - Jan 27, 2022	81 (1.48%)	83.95%	68 (1.66%)	71.60%	2.07	00:02:25
Nov 1, 2020 - Jan 27, 2021	0 (0.00%)	0.00%	0 (0.00%)	0.00%	0.00	00:00:00
% Change	∞%	∞%	∞%	∞%	∞%	∞%
8. /fishing-and-marine-adventures/						
Nov 1, 2021 - Jan 27, 2022	72 (1.31%)	79.17%	57 (1.39%)	40.28%	3.51	00:04:54
Nov 1, 2020 - Jan 27, 2021	8 (0.25%)	87.50%	7 (0.27%)	37.50%	2.62	00:01:36
% Change	800.00%	-9.52%	714.29%	7.41%	33.86%	205.84%
9. /getting-to-gustavus/						
Nov 1, 2021 - Jan 27, 2022	65 (1.19%)	83.08%	54 (1.32%)	36.92%	2.29	00:02:17
Nov 1, 2020 - Jan 27, 2021	76 (2.37%)	85.53%	65 (2.54%)	55.26%	1.99	00:01:06
% Change	-14.47%	-2.86%	-16.92%	-33.19%	15.37%	106.81%
9. /getting-to-gustavus/						
Nov 1, 2021 - Jan 27, 2022	65 (1.19%)	83.08%	54 (1.32%)	36.92%	2.29	00:02:17
Nov 1, 2020 - Jan 27, 2021	76 (2.37%)	85.53%	65 (2.54%)	55.26%	1.99	00:01:06
% Change	-14.47%	-2.86%	-16.92%	-33.19%	15.37%	106.81%
10. /plan-your-trip/getting-around-gustavus/						
Nov 1, 2021 - Jan 27, 2022	54 (0.99%)	61.11%	33 (0.81%)	48.15%	2.43	00:01:55
Nov 1, 2020 - Jan 27, 2021	0 (0.00%)	0.00%	0 (0.00%)	0.00%	0.00	00:00:00
% Change	∞%	∞%	∞%	∞%	∞%	∞%

Landing pages show what pages the user first navigates to. In the top position is the home page and then the Ferry Service etc

Visitors by Country:

Country ?	Acquisition			Behavior		
	Users ? ↓	New Users ?	Sessions ?	Bounce Rate ?	Pages / Session ?	Avg. Session Duration ?
All Users Minus Bots	4,046 % of Total: 100.00% (4,046)	3,975 % of Total: 100.00% (3,975)	5,331 % of Total: 100.00% (5,331)	62.99% Avg for View: 62.99% (0.00%)	2.34 Avg for View: 2.34 (0.00%)	00:02:40 Avg for View: 00:02:40 (0.00%)
1.  United States	3,110 (76.81%)	3,047 (76.65%)	4,026 (75.52%)	56.58%	2.59	00:03:09
2.  China	462 (11.41%)	462 (11.62%)	464 (8.70%)	99.35%	1.01	<00:00:01
3.  Canada	121 (2.99%)	121 (3.04%)	135 (2.53%)	76.30%	1.83	00:01:38
4. (not set)	50 (1.23%)	50 (1.26%)	50 (0.94%)	90.00%	1.08	00:00:03
5.  Indonesia	33 (0.82%)	33 (0.83%)	33 (0.62%)	96.97%	1.03	<00:00:01
6.  Vietnam	30 (0.74%)	30 (0.75%)	267 (5.01%)	94.76%	1.07	00:00:01
7.  United Kingdom	27 (0.67%)	26 (0.65%)	86 (1.61%)	36.05%	4.08	00:07:37
8.  Germany	25 (0.62%)	24 (0.60%)	30 (0.56%)	56.67%	2.33	00:02:42
9.  India	24 (0.59%)	24 (0.60%)	27 (0.51%)	77.78%	2.33	00:01:28
10.  Australia	14 (0.35%)	14 (0.35%)	15 (0.28%)	60.00%	2.13	00:01:51
11.  Netherlands	13 (0.32%)	13 (0.33%)	15 (0.28%)	33.33%	4.93	00:06:29
12.  Israel	11 (0.27%)	10 (0.25%)	20 (0.38%)	40.00%	2.10	00:03:32
13.  Italy	11 (0.27%)	11 (0.28%)	21 (0.39%)	57.14%	2.48	00:04:45
14.  Belgium	9 (0.22%)	9 (0.23%)	11 (0.21%)	45.45%	2.91	00:02:09
15.  Philippines	8 (0.20%)	8 (0.20%)	10 (0.19%)	80.00%	1.50	00:00:09

What is a Bounce rate?

Bounce rates are calculated when someone visits a single page on your website and does nothing on the page before leaving. More specifically, a website's bounce rate measures how many visitors leave a page without performing a specific action, such as buying something, filling out a form, or clicking on a link.

A site's bounce rate is important because it tells you how well people are — or more importantly, aren't — engaging with a webpage's content or user experience.

An optimal bounce rate would be in the 26% to 40% range.

Social Media Report

Instagram

- 1st Quarter (Nov 1 to Jan 29th)
- Follower base grew by 54 accounts (6.8%)
- Majority (27.9%) based in Juneau followed by Anchorage (5.1%), Hoonah (2.%), Sitka (1.4%), and Gustavus (1.2%),
- Majority Age of our followers is 35-44 years old, closely followed by 25-34 years old
- 65.1% of our followers are female and 34.8% are male
- Accounts reached = +26.4% more accounts compared to 4th Quarter

Facebook

- Follower base increased from 1,116 to 1,211
- Page likes - 1,133
- Top post from 2021 was the HIA purchase of Gustavus Inn with 59 “like” impressions and 2 comments

GVA Goals and Objectives for February - April 2022

- ❖ Membership drive completion- emails & phone call follow ups
- ❖ Map and brochure draft to City Council prior to sending it to print.
- ❖ Continued website optimizations for search engines, user experience, improved analytics, and tracking.
 - Begin distributing the GVA website through a [CDN](#) - This will improve page load speeds with the aim of earning us a passing score on Google’s [Core Web Vitals](#), which have a sizable impact on search rankings (Because of the relatively low traffic on our site this will likely be very inexpensive and could possibly be free)
 - Implement [UTM URL parameters](#) in current and future print and web advertising campaigns for better analytics reporting. This will give us a more accurate measurement of the return on our ad spend so we can have better data on which to make our advertising decisions.
 - Identify goals and create relevant Google Analytics reports for visitor “Conversions” on our website so we can better understand our user journey, improve analytics reporting, and generate individualized reports for our members to showcase the impact the GVA is having on their business. (ie. # of phone calls, clicks to their website, etc)
 - Update our home page to more effectively direct traffic towards our identified visitor goals, then begin measuring conversion rates.
 - Further optimize business listings by removing duplicate data, fixing broken phone links, adding logos, updating images, etc.
 - Improve our “Weather in Gustavus” page with seasonal averages and

historical data, typical tourism season dates and more.

- ❖ Improve the branding of Gustavus
- ❖ Build on the Alaskan traveler marketing opportunities traveling within their own state.
 - Generate a new Community News Bulletin.
 - Photo Contest.
 - Continue marketing opportunities in other countries for 2022.
 - Continue marketing relationship / partner bridges between neighbor communities.
 - Create YouTube Channel

Conclusion

The focus in the last quarter continued to be on the website; upgrading, adding listings, improving Search Engine Optimization (SEO), Adding images, making the site more engaging and informative. With the knowledge that all of our marketing efforts lead to website viewing therefore our website must represent Gustavus in a way that will appeal to our target audience.

The Membership drive, map and brochure completion will be concluded this next quarter.

2:50 PM

02/03/22

Cash Basis

Gustavus Visitors Association
Profit & Loss Budget vs. Actual
 July 1, 2021 through February 3, 2022

Item #3.

	Jul 1, '21 - Feb 3, 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
City/Tax Revenue	30,000.00	30,000.00	0.00
Membership	4,550.00	4,300.00	250.00
Total Income	34,550.00	34,300.00	250.00
Gross Profit	34,550.00	34,300.00	250.00
Expense			
Administration			
Postage	37.50	100.00	-62.50
Software	0.00	200.00	-200.00
Supplies	18.89	200.00	-181.11
Survey Subscription	58.71	0.00	58.71
Teleconference	0.00	180.00	-180.00
Total Administration	115.10	680.00	-564.90
Contractor Work			
Administrative	775.00	6,000.00	-5,225.00
Marketing Coordinator	4,708.75	14,400.00	-9,691.25
Total Contractor Work	5,483.75	20,400.00	-14,916.25
Fees/Licenses	783.46	200.00	583.46
Marketing			
Equipment	0.00	100.00	-100.00
Memberships			
ATIA/Travel Alaska	140.00	140.00	0.00
DTN Travel Juneau	400.00	400.00	0.00
SE AK Tourism Council (SATC)	0.00	1,000.00	-1,000.00
Memberships - Other	42.50	0.00	42.50
Total Memberships	582.50	1,540.00	-957.50
Online			
GVA Website	195.18	3,000.00	-2,804.82
Social Media	0.00	500.00	-500.00
Total Online	195.18	3,500.00	-3,304.82

2:50 PM

02/03/22

Cash Basis

Gustavus Visitors Association
Profit & Loss Budget vs. Actual
 July 1, 2021 through February 3, 2022

Item #3.

	Jul 1, '21 - Feb 3, 22	Budget	\$ Over Budget
Print / Digital Media			
Alaska Airlines Magazine	0.00	1,000.00	-1,000.00
Alaska Magazine ads	0.00	1,000.00	-1,000.00
Brochure	0.00	1,200.00	-1,200.00
Milepost	0.00	1,000.00	-1,000.00
Total Print / Digital Media	0.00	4,200.00	-4,200.00
Travel Shows	300.00	0.00	300.00
Marketing - Other	1,387.64	0.00	1,387.64
Total Marketing	2,465.32	9,340.00	-6,874.68
Misellaneous	200.00	0.00	200.00
Special Projects			
Community Projects	-200.00	0.00	-200.00
Total Special Projects	-200.00	0.00	-200.00
Total Expense	8,847.63	30,620.00	-21,772.37
Net Ordinary Income	25,702.37	3,680.00	22,022.37
Net Income	25,702.37	3,680.00	22,022.37

Gustavus Visitors Association
Balance Sheet
 As of January 28, 2022

	Jan 28, 22
ASSETS	
Current Assets	
Checking/Savings	
FNBA	40,428.77
Total Checking/Savings	40,428.77
Accounts Receivable	
Accounts Receivable	-25.00
Total Accounts Receivable	-25.00
Other Current Assets	
Covid Related Expenses	-10,030.00
Total Other Current Assets	-10,030.00
Total Current Assets	30,373.77
Fixed Assets	
Laptop	1,199.98
Total Fixed Assets	1,199.98
TOTAL ASSETS	31,573.75
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	67.82
Total Accounts Payable	67.82
Total Current Liabilities	67.82
Total Liabilities	67.82
Equity	
Opening Bal Equity	5,076.16
Retained Earnings	128.40
Net Income	26,301.37
Total Equity	31,505.93
TOTAL LIABILITIES & EQUITY	31,573.75

2:52 PM

02/03/22

Cash Basis

Gustavus Visitors Association
FY23 Budget Request to City of Gustavus
July 2022 through June 2023

Item #3.

	Jul '22 - Jun 23
Ordinary Income/Expense	
Income	
CityTax Revenue	35,600.00
Membership	4,320.00
Total Income	39,920.00
Gross Profit	39,920.00
Expense	
Administration	
Postage	100.00
Software	200.00
Supplies	200.00
Teleconference	180.00
Total Administration	680.00
Contractor Work	
Administrative	6,000.00
Marketing Coordinator	14,400.00
Total Contractor Work	20,400.00
Fees/Licenses	800.00
Marketing	
Equipment	100.00
Memberships	
ATIA/Travel Alaska	140.00
DTN Travel Juneau	400.00
SE AK Tourism Council (SATC)	1,000.00
Total Memberships	1,540.00
Online	
DTN Travel Juneau	400.00
GVA Website	1,000.00
Promotional Video	10,000.00
Social Media	500.00
Total Online	11,900.00

Gustavus Visitors Association
FY23 Budget Request to City of Gustavus
July 2022 through June 2023

	Jul '22 - Jun 23
Print / Digital Media	
Alaska Airlines Magazine	1,000.00
Alaska Magazine ads	1,000.00
Milepost	1,000.00
Travel Alaska	500.00
Total Print / Digital Media	3,500.00
Travel Shows	1,000.00
Total Marketing	18,040.00
Total Expense	39,920.00
Net Ordinary Income	0.00
Net Income	0.00

Gustavus Visitors Association



FY23 Marketing Plan

Prepared by:
Leah Okin - President & Brian Taylor- Marketing
Gustavus Visitors Association
www.gustavusak.com
info@gustavusak.com

GUSTAVUS VISITORS ASSOCIATION

Gustavus is an incredibly special place, one that has cultivated a powerful connection with adventurers for over half a century. Southeast Alaska is a must-see and do destination and Gustavus is ideally situated in a beautiful wilderness and surrounded by Glacier Bay National Park. We excel in experience and hospitality in an increasingly competitive Alaska market. We continue to innovate while honoring the deeply rooted history, geography and singularity that has landed us prominently on the map. The travel and tourism sector are currently the driving force behind Gustavus's economy.

Mission Statement

The Gustavus Visitors Association's (GVA) primary mission is to enhance the economics of the City of Gustavus through tourism marketing that increases business revenue, tax revenue and creates jobs.

Target Audience

- New & returning independent travelers
- Independently traveling artists
- Independent adventure travelers
- Science & eco-oriented travelers
- Families traveling independently

Ongoing Marketing Goals

1. The branding of Gustavus and our story to be established and nurtured respectfully
2. Increase the visitor length of stay
3. Increase visitor spending in the Gustavus economy
4. Build and maintain positive relationships with local vendors, businesses and travel industry partners.
5. Become the Gustavus Community Information Center

Strategic Initiatives For Ongoing Marketing

1. **Increase** visibility and the average Tourist “stay time” in Gustavus, through:
 - a. Increased global interest with the creation of more videos
 - b. Increasing visibility through website engagement.
 - c. Encouraging local tour companies and lodging businesses to develop multi-day travel packages.
2. **Develop** Gustavus Green initiatives by:
 - a. Joining Adventure Green Alaska
 - b. Proudly promoting and displaying Gustavus’s Community Gardens and Award winning Recycling Center
 - c. Joining Juneau’s Carbon Offset programs
3. **Build** Partnerships and bridges with our neighboring communities by:
 - a. Creating itineraries around the Alaska Marine Highway system
 - b. Creating itineraries around neighboring community events
 - c. Joint links to special interest and cultural heritage sites
 - d. Welcome reciprocal progressive events from community to community of art, musicians, retreats and events of specific interest.
4. **Boost** and maintain positive relationships with local vendors, businesses, non -profit organizations and travel industry partners:
 - a. Creating value added incentives for businesses and non-profits to join GVA.
 - b. Maintaining and growing our travel industry contacts and associations to market Gustavus both regionally, nationally and globally.
 - c. Working with the city and businesses to build a measurable financial model so we can fine tune our target marketing.
5. **Become** a Gustavus Community and Visitor Information Center by:

Keeping our website up to date with current events, neighborhood news, wildlife, and bird sightings as blog/social media posts.

1. Retain memberships/advertising with the following:

- Create another video, possibly gaining images and video content through an incentive contest.
- Alaska Travel Industry Association (ATIA)
- Travel Juneau (formerly the Juneau Convention and Visitors Bureau)
- Alaska Travel Publication
- Southeast Alaska Tourism Council- Alaska's Inside Passage (SATC)
- Alaska Airlines Magazine
- Alaska Magazine
- The Milepost
- KTOO radio program
- Social Media

2. Improve the visitor experience and SEO of our website by distributing it through a [Content Delivery Network](#) - (CDN - Likely Amazon's Cloudfront, or Cloudflare) This will improve page load speeds with the aim of earning us a passing score on Google's [Core Web Vitals](#), which have a sizable impact on search rankings (Because of the relatively low traffic on our site this will likely be very inexpensive and could possibly be free)

3. Continue to identify and implement [structured data](#) opportunities on our website for rich search results on search engines.

4. Implement [UTM URL parameters](#) in current and future print and web advertising campaigns for better analytics reporting. This will give us a more accurate measurement of the return on our ad spend so we can have better data on which to make our advertising decisions.

5. Identify goals and create measurement reporting for visitor "Conversions" on our website so we can better understand our user journey, improve analytics reporting, and generate individualized reports for our members to showcase the impact the GVA is having on their business. (ie. # of phone calls, clicks to their website, etc)

6. Update our home page to more effectively direct traffic towards our identified visitor goals, and measure conversion rates.

7. Further optimize business listings by removing duplicate data, fixing broken phone links, adding logos, updating images, etc.

8. Continue to methodically improve the quality of the content on pages across our website with content revisions and updates.

9. Construct and launch a "Local voices" blog section of the GVA website where we can showcase our wonderful community in more detail, publish content from local businesses, authors, artists, etc. This will include a monthly staff-written blog post, posts highlighting community events, as well as guest posts from local contributors and businesses.

10. Build a form to begin building an email list for increased marketing reach via direct emails. Send marketing emails to subscribers highlighting new and updated content, new blog posts, and community events.

Gustavus PFAS Action Coalition (GPAC)
02/14/22 Quarterly Report
Submitted by Sally McLaughlin, GPAC Secretary/Treasurer

-As reported in November, the Regenesi Passive Flux Meters were installed in late October. These were retrieved and sent in for testing on 11/22/21. Results were made available to the Gustavus City Council, ADOT, and Shannon and Wilson. Discussions with Regenesi give early indications of Plumestop being a great fit for our area with minimal deployment. Results confirm many assumptions about depth of PFAS and speed of flow. Simply, the PFAS levels are more concentrated at greater depths, where the flow is more robust. GPAC is coordinating with ADOT and S&W for next steps in the design process, and will reach out to the City of Gustavus with requests for support as necessary.

-GPAC was awarded an Endowment Fund Grant in the amount of \$10,000 to continue testing, consultation and/or design in facilitating Plumestop installation. Your support in this endeavor is very much appreciated - thank you!

-We recently provided you with a link to a presentation by Kristin Frieburger, of Shannon & Wilson, on the efficacy of Plumestop at the Fairbanks airport. We encourage you to listen to it if you haven't already. Here is the link.

<https://www2.regenesis.com/kristen-frieburger-webinar-pfas-fairbanks-airport-plumestop>

-The results from the blood test study conducted in late 2019 by Indiana University graduate students, in conjunction with ACAT, Gustavus Clinic and GPAC, have been submitted to Scientific Pollution for publication. The article was received with positive reviews and is in the editing process at this time. We are excited to see the study and results published and we will share it when it comes out.

-Senate Bill 121 and House Bill 171 are both sitting in their respective Resources Committees after being presented and heard last session. Representative Hannan said this week that "...because the legislation carries tens of millions of dollars in costs, the likelihood of it making progress in its current form is small. That said, we still are pushing for additional hearings for the bill, at the very least to continue to bring attention to the issues it addresses."

In addition to the current language, we would like the House and Senate to address the water standards in the bills, as it becomes more obvious that they are insufficient in light of the continuing science around PFAS drinking water standards, and the legislation recently passed in many other states.

We are encouraging the public to write letters of support for SB121 and HB171, encouraging both House and Senate Resources Committees to schedule hearings as soon as possible, and to address the water standards in the bills as mentioned above. It is crucial to show public support and to get these bills into hearings to move them forward. GPAC would greatly

appreciate support from the City in the form of letters to both the House and Senate Resource Committees; we can provide talking points or more information as needed.

-Alaska Community Action on Toxics (ACAT) will be hosting a Legislative Briefing/Lunch & Learn event with Dr. Linda Birnbaum and Randy Krause on February 24. More information will be forthcoming and we will update you when we receive it. We hope some of you will be able to attend virtually.

As always, please let us know if we can answer any questions!!

Gustavus Disposal & Recycling Center (DRC) Quarterly Staff Report
Paul Berry, DRC Manager/ Operator
Monday, February 14th, 2022

My last quarterly report was at the November 8th, 2021 General Meeting. My next quarterly report is scheduled for the May 9th General Meeting.

General Operations and Management

Labor

In December all the applications, of which there were four, for the DRC's 2022 Temporary Labor Pool (referred to as the Pool) were collected and the applicants were interviewed. The 2022 Pool consists of returning members: Paul Dzubay and Ian Barrier. Ida Peters also joined the Pool. Mike Atkins did apply and was briefly in the 2022 Pool but unfortunately for the City, Mike resigned from the Pool in late January. I am very pleased to have our current three members.

As the Council gets into budgeting for our next fiscal year, FY2023, I will again be advocating for the creation of the new, regular, DRC Operator position which I have been pushing for since 2019. I will incorporate the new position into my FY23 budget proposal. I hope the Council and concerned members of the community can look beyond the short-term costs and concerns about creating a new regular position and see the long-term savings that can come about by careful planning.

The Mound

Utilizing the mound has proven tricky this winter. When it rains the soils that layer and cap the mound become very muddy. Muddy soils require us to use steel steel tracks over the wheels of our older Bobcat loader. The tracks allow us to power through the mud but they also further disturb the soil. The snows from November and December required a lot of plowing and digging tarps out of the snow.

During December our operation started placing bales on the uppermost layer (so far) of the mound. This is a significant action that increases the height of the mound by about four feet once the bales are buried.

Landfill Development Plan

As mentioned in my November report, the City hired Vista GeoEnvironmental Services to produce the Landfill Development Plan for the City (this plan can also be called the DRC's closure plan). This planning document provides the DRC Operator, Council Members and members of the public with a description of the regulatory framework that guides the placement of waste at the DRC. The Plan also documents the potential disposal areas on the DRC property and provides a calculation of disposal capacity of the identified disposal areas. The Plan is also a reference in how to properly close or cap portions of the landfill mound that have reached capacity. The link to this plan is:

https://cms.gustavus-ak.gov/sites/default/files/fileattachments/disposal/_recycling_center/page/20091/2021-11-30_-_landfill_development_plan_assembled.pdf

On page five (5) of the plan the reader can see the landfill usage or generation rate, which was estimated at 250 cubic yards a year in 2015. On first glance we can see that there is no short-term disposal capacity issue at the DRC. Even at a disposal rate of 300 cubic yards a year the current mound would provide an additional eight years of capacity resulting in a finished height of 37.5 feet (above baseline, not ground height) or well below tree line.

In the next year I would like to produce a companion document for this plan to provide my opinion on what areas within the plan should be developed or not be developed as well as presenting the potential risks that are associated with unlined waste mounds.

Groundwater monitoring test results

As part of the City's waste disposal permit with ADEC, the DRC is required to sample the ground water from two of the four ground water monitoring wells on a three year schedule. This sampling was done by myself on November 5th, 2021 and the results or posted on the document linked below:

https://cms.gustavus-ak.gov/sites/default/files/fileattachments/disposal/_recycling_center/page/20691/2021_11_05_gustavus_disposal_and_recycling_center_ae_27777.pdf

Day of sampling notes are posted on the link below:

https://cms.gustavus-ak.gov/sites/default/files/fileattachments/disposal/_recycling_center/page/20691/2021_fall_gustavus_drc_gwm_depthnotes.pdf

There were no problematic levels of the eleven metals that were analyzed in the report. The next sampling event will be in April or May of this year.

Bobcat A770 and large baler repairs

On Tuesday, November 30th, our A770 Bobcat which is the newer, larger loader (which has slightly more than 1,000 hours), suffered a serious failure in its hydraulic system. The failure was diagnosed by Ian who determined that the problem was a failure of an oil seal in one of the two motor carrier units. These two units are deeply buried in the core of the A770 and they link the hydraulic system to propulsion system. The repair process took two months. The repair was difficult and Ian had to balance his time with operating the DRC – managing customers and processing trash and recyclables. The DRC is very fortunate to have someone skilled like Ian on staff who can diagnose and repair equipment such as the A770. Had this problem occurred without Ian, I would have had to load the A770 on a flatbed (very difficult when the equipment cannot be made to run) and have it shipped to Juneau as there are no diesel repair shops in Gustavus. Had this been the case the City would have spend significantly more on the repair and because of the winter ferry schedule, the DRC could have been without its primary loader for a longer period of time.

Landfill safety and composting training at the DRC

A reminder that this training, provided by Zender Environmental Health and Research Group which utilizes the DRC as an example facility, is on track to take place this May 9 – 12. Participants will be arriving on a Monday ferry, have classroom and on-site trainings on Tuesday and Wednesday with the departure of participants on a Thursday ferry. The training will cover several areas of the DRC's operation including food waste composting. Lisa Daugherty of Juneau Composts! has been invited to speak about her operation. And Jonathan Rubbo has been invited to speak about his work in setting up an in-vessel composting system in Yakutat.

The class size is limited to 14-18 people and will also be attended by a representative of ADEC's Solid Waste Program. As of now the class is full and a wait list has been set-up. In addition to composting, additional topics will include landfill safety, a thorough tour of the DRC's recycling setup and a tour of the Community Chest to demonstrate the incorporation of a thrift store into a communities recycling operation. I also hope to have the group tour the community garden to demonstrate how compost can be used to enhance food production and food security.

All costs associated with this training event are covered by the Zender Group.

Second biennial Household Hazardous Waste (HHW) collection event

Because sales tax revenue was above projections for the current fiscal year, there is enough funding available for the City to once again host a HHW collection event for the community.

Our last, and only so far, collection event was in May of 2018. We had a goal of providing these events every other year but the pandemic caused the scheduled 2020 HHW event to be canceled.

The event dates are scheduled to be Sunday May 15th for households and Monday May 16th for businesses. The event is free for households and businesses will have to pay on a per pound schedule for the service (same setup as 2018). I am currently working with Clean Harbors, whom we worked with in 2018, to set up the event.

[I am still working on the FY2021 Annual Report. I usually release it at this time.]

Community Chest

In November Vicki Bender stepped down as Crew Boss for the Chest. Annie Mackovjak has resumed that role and is now the person responsible for the day to day operation of the Chest. Annie is one of the original crew who started up the Chest with Dan Thorington in 1998. She cares a lot about the operation of the Chest and we are all very lucky to have her as the current Crew Boss. The operation of the Chest has scaled back this winter to being open just one day a week and for shorter hours but there continues to be enough volunteer support to process all the donations that are only supposed to come in while the facility is open.

This winter the volunteer staff has been buffeted by the occasional person refusing to wear a mask within the main building. This is a difficult issue for the Chest's volunteer staff and for myself because masking is controversial and individuals can take hard stands on one side or the other on the issue. The bottom line is that it makes it less fun to be a volunteer at the Chest and with less volunteers we all loose. The current City policy for enclosed City buildings is clear though - when you are in the main building your nose and mouth need to be covered with a mask. The Chest is a small, poorly ventilated building and in the winter it can become a place for the spreading of not only Covid but also cold and flu viruses. The City has installed an air cleaner in the Chest's main building to help address the issue of poor air quality.

Capital Project Summaries

New Composting Facility/ Quonset replacement

Project description:

As described in previous reports, the objective of this project is to replace the failing Quonset structure with a more robust composting facility capable of processing greater amounts of material in a more temperature controlled manner than our current facility is able to. This project also seeks to pave more of the composting yard with concrete and install concrete push walls behind the piles of stored wood chips, sawdust, overs and curing compost.

Project status:

Unfortunately this project is several years behind schedule. For my most recent effort I have created some basic drawings of a simple, five bay facility constructed of large, movable concrete Eco-blocks. The facility would sit on a concrete slab with a concrete apron. Still to be determined is what would be used to cover the facility.

Soon I will start working with an engineering firm to figure out the most cost-effective way to fulfill the facilities needs. I am hoping to get this document out during this fiscal year so that the facility can be constructed in the coming summer or fall.

Household Hazardous Waste (HHW) Facility

Project description:

This project has involved the specification and purchase of a 20' long x 8' wide & 8' high welded steel container designed for storing equipment fuel, used lead-acid and dry-cell batteries and other miscellaneous hazardous materials. The unit includes spill containment, fire suppression, ventilation, lighting, shelving, and signage.

Project Status:

The new unit was set in place at the DRC on November 15th by Toshua Parker & Zach Lenning. Each of them was operating a telescopic forklift to move and set the unit in place. The 16,000 pound unit is sitting on a base consisting of four treated 4" x 10" timbers. Tasks still remaining before the HHW facility will go into full use is the connection of 120 VAC electricity for the lights and fire alarm and the connection of a CO2 cartridge in the fire suppression system. The latter will be performed when Southeast Extinguisher makes their next scheduled visit to Gustavus in April or May.

New main building

Project description:

As mentioned in the previous report this new building will be designed to initially work beside and then eventually replace the current landfill building. The current landfill building has two critical shortcomings:

- 1 It is too small to be able to properly accommodate the amount of waste throughput on a daily or weekly basis. It is too small to house the proper equipment needed to process effectively the community's waste stream.
- 2 It was not constructed to allow the full use of powered equipment, such as a small loader or forklift, within the building. Evidence for this is a lack of concrete push walls or metal clad barrier posts beside drive through openings.

Project Status:

To recap, the design process for the new building started with the adoption of the Capital Improvement Plan COG_CIP 2021-2025 document in the spring of 2021, and the adoption of the new buildings scoping document in February of 2020. This past October the Council awarded funding for the design phase of the project.

During November I drafted a Request For Proposal (RFP) document for the design, engineering and estimation of construction costs for the new building project. This document was sent to four different engineering firms. Two of the four firms expressed interest in the project but ultimately no proposals were received for the project by the close of the application period on December 16th.

In an effort to keep the project moving forward I contacted the two firms who had expressed interest in the project. Both parties remarked that this is a good project but there was concern with the scoring criteria I had chosen and both firms noted the discrepancy in cost between my list of objectives in the RFP and the project budget in the February 2020 scoping document. For a transfer station like building sized between 5,000 – 6,000 square feet the cost would be closer to \$150 per square foot putting the basic price tag at \$750K - \$900K whereas our scoping document came in at \$287K.

I have determined that the best way forward in the design of the new building is to break the project down to two separate tasks:

1. Pre-development or schematic design work – coming up with the basic size, interior layout, location and size of any doors/ openings, where any concrete push-walls are located. The exact location for the new building and its associated access driveway. With this information the size and composition of the building can be determined. With this information a cost range for the building and determination of exactly what

permitting is required. All of this information will be used to revise the buildings scoping document. The revised scoping document will be submitted to the Council for their review and hopeful adoption; and

2. Construction ready drawings and project execution - Once the Council agrees to the new building's revised scoping document, the generation of construction documents and the determining how the project will be managed: will the project be managed in-house (less likely) or will the City hire a project manager to draft and administer the bidding process (a more likely scenario).

Funding. There are grants and low-interest loans available for municipal projects such as the new building project. One of the roles an engineering and architectural firm can perform is to help locate funding for a project. Because of the cost of this project, the City will need to seek funding outside of City reserves. Like all public works projects the new building will be expensive project. But the new landfill building is also a very important facility for the community and has to be constructed within the standards set for public buildings.

The end, thank you.

Report compiled by paul.berry@gustavus-ak.gov

02/08/22

February 14, 2022, General Meeting

Treasurer's Report

Eduarda Loggins

2/14/22

Budget:

- We're over halfway through the fiscal year, and our operating budget is looking good. Tax income has exceeded our conservative projections from last spring and is trending in step with pre-pandemic growth. With the tax received as of February 2, our retail tax income has exceeded our budgeted revenue with one quarter still to be received in this fiscal year (our smallest revenue quarter of the year, estimated at \$111,360.00). Room tax income has also exceeded the initial projection. We already put forward a non-code ordinance that reflects this revenue adjustment. The FY22 revenues will be a good benchmark to build the FY23 budget from, as all signs appear to point to a strong visitor season, expected to match or exceed FY22.

CARES Act Relief Funds:

- The City of Gustavus has received \$631,680.53 in CARES Act Relief funds. The state closed our grant with all funds expended.

Endowment Fund Grants:

- Four Endowment Fund Grants were issued last December. The Gustavus Historical Archives, Tidelines Institute, Gustavus Community Center and Gustavus PFAS Action Coalition.

Capital Projects:

- The City of Gustavus has submitted its 2022 CAPSIS to the State. It's a way to fund some of our Capital Improvement Plan projects. Every year we apply with no funding from the state. But we keep trying and maybe we will have a good surprise this year. Staff continues to monitor funding opportunities and project need throughout the year.
 - As always, I'm happy to go over any of the financial reports distributed each month in the packet and posted on the city website, and at City Hall, library, and the Post Office if anyone in the public has questions or would like additional information! Please social distance, wash your hands, and wear your mask!

Endowment Fund Grants:

- Four Endowment Fund Grants were issued last December. The Gustavus Historical Archives, Tidelines Institute, Gustavus Community Center and Gustavus PFAS Action Coalition

I am happy to address any questions you may have about the Budget or anything you may think I can help with. Either by phone, email or at City Hall.

I would like to thank Phoebe Vanselow for training me. She was a wonder to work with. I also want to thank my other colleagues for all the support that has been given to me since I got here.

Thank you all. Be safe. Be kind.

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2021 through January 2022

	Jul '21 - Jan 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Business License Fees	1,825.00	3,000.00	-1,175.00	60.8%
Donations	120.00	800.00	-680.00	15.0%
DRC Income	61,641.12	86,100.00	-24,458.88	71.6%
Federal Revenue				
American Rescue Plan Act	102,543.96	107,902.33	-5,358.37	95.0%
Nat'l Forest Receipts-Encumbered	0.00	35,000.00	-35,000.00	0.0%
Payment In Lieu of Taxes	121,077.95	121,077.95	0.00	100.0%
Total Federal Revenue	223,621.91	263,980.28	-40,358.37	84.7%
Fundraising	200.00	600.00	-400.00	33.3%
GVFD Income	2,003.20	9,750.00	-7,746.80	20.5%
Interest Income	151.31	350.00	-198.69	43.2%
Lands Income	21,750.00	25,000.00	-3,250.00	87.0%
Lease Income	7,190.32	13,125.67	-5,935.35	54.8%
Library Income	2,063.50	500.00	1,563.50	412.7%
Marine Facilities Income	6,845.00	15,700.00	-8,855.00	43.6%
Misc.	5.00			
Other Income	2.00	0.00	2.00	100.0%
State Revenue				
Community Assistance Program	77,370.21	77,370.21	0.00	100.0%
Shared Fisheries Business Tax	341.02	500.00	-158.98	68.2%
Total State Revenue	77,711.23	77,870.21	-158.98	99.8%
Tax Income				
Retail Tax Income	353,259.01	400,000.00	-46,740.99	88.3%
Remote Sellers Retail Tax	29,586.99	30,000.00	-413.01	98.6%
Room Tax Income	81,250.22	65,000.00	16,250.22	125.0%
Fish Box Tax	8,860.00	8,860.00	0.00	100.0%
Penalties & Interest	4,108.10	0.00	4,108.10	100.0%
Tax Exempt Cards	150.00	300.00	-150.00	50.0%
Total Tax Income	477,214.32	504,160.00	-26,945.68	94.7%
Total Income	882,343.91	1,000,936.16	-118,592.25	88.2%
Gross Profit	882,343.91	1,000,936.16	-118,592.25	88.2%
Expense				
Administrative Costs	1,288.95	2,000.00	-711.05	64.4%
Advertising	408.67	360.00	48.67	113.5%
Bank Service Charges	4,061.39	4,750.00	-688.61	85.5%
Building	16,279.45	22,344.48	-6,065.03	72.9%
Contractual Services	24,985.01	108,200.00	-83,214.99	23.1%
Dues/Fees	8,634.10	9,900.00	-1,265.90	87.2%
Economic Development Services				
GVA	30,000.00	30,000.00	0.00	100.0%
Total Economic Development Services	30,000.00	30,000.00	0.00	100.0%
Election Expense	329.92	350.00	-20.08	94.3%
Equipment	13,195.11	22,660.99	-9,465.88	58.2%
Events & Celebrations	3,570.51	3,925.00	-354.49	91.0%
Freight/Shipping	14,361.38	26,250.00	-11,888.62	54.7%
Fundraising Expenses	0.00	250.00	-250.00	0.0%

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2021 through January 2022

	Jul '21 - Jan 22	Budget	\$ Over Budget	% of Budget
General Liability	19,963.18	17,480.61	2,482.57	114.2%
Gravel Pit Fund	6,000.00	6,000.00	0.00	100.0%
Library Materials	1,015.53	2,700.00	-1,684.47	37.6%
Marine Facilities	4,186.20	5,486.20	-1,300.00	76.3%
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses	239,290.39	465,701.85	-226,411.46	51.4%
Professional Services	8,305.00	15,000.00	-6,695.00	55.4%
Public Relations	0.00	250.00	-250.00	0.0%
Repair & Replacement Fund	16,545.71	16,545.71	0.00	100.0%
Road Maintenance	145,316.10	205,000.00	-59,683.90	70.9%
Stipend	0.00	3,000.00	-3,000.00	0.0%
Supplies	11,758.00	22,000.00	-10,242.00	53.4%
Telecommunications	12,014.64	21,540.00	-9,525.36	55.8%
Training	6,824.99	15,525.00	-8,700.01	44.0%
Travel	154.00	5,000.00	-4,846.00	3.1%
Utilities	17,040.83	17,360.00	-319.17	98.2%
Vehicle	6,682.34	7,985.67	-1,303.33	83.7%
Total Expense	612,211.40	1,058,065.51	-445,854.11	57.9%
Net Ordinary Income	270,132.51	-57,129.35	327,261.86	-472.8%
Other Income/Expense				
Other Income				
Encumbered Funds				
Other Savings for Road Maint	65,000.00	65,000.00	0.00	100.0%
Total Encumbered Funds	65,000.00	65,000.00	0.00	100.0%
Total Other Income	65,000.00	65,000.00	0.00	100.0%
Net Other Income	65,000.00	65,000.00	0.00	100.0%
Net Income	335,132.51	7,870.65	327,261.86	4,258.0%

City of Gustavus
Balance Sheet
 As of January 31, 2022

	Jan 31, 22
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	5,000.74
AMLIP Capital Improv Long-Term (0630598.2)	388,888.07
AMLIP Repair & Replacement (0630598.3)	327,463.55
AMLIP Road Maint - Unencumbered (0630598.4)	132,163.00
AMLIP Gravel Pit Fund (0630598.8)	12,000.00
AMLIP Reserve (0630598.12)	884,475.55
APCM.Endowment Fund	1,603,092.17
FNBA - Checking	809,669.33
FNBA Endowment Fund - Checking	83,103.02
Petty Cash	112.18
Total Checking/Savings	4,245,967.61
Accounts Receivable	
Accounts Receivable	42,206.66
Total Accounts Receivable	42,206.66
Other Current Assets	
Undeposited Funds	18,570.94
Total Other Current Assets	18,570.94
Total Current Assets	4,306,745.21
TOTAL ASSETS	4,306,745.21
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	692.00
Total Accounts Payable	692.00
Credit Cards	
Bank of America Alaska Air Visa	3,754.53
Total Credit Cards	3,754.53
Other Current Liabilities	
Deferred Income	7,110.00
Direct Deposit Liabilities (Direct Deposit Liabilities)	-874.40
Payroll Liabilities	
941 Payable	-120.00
State Unemployment	437.13
Total Payroll Liabilities	317.13
Total Other Current Liabilities	6,552.73
Total Current Liabilities	10,999.26
Total Liabilities	10,999.26
Equity	
Fund Balance	3,074,596.78
Opening Bal Equity	1,084,743.57
Net Income	136,405.60
Total Equity	4,295,745.95
TOTAL LIABILITIES & EQUITY	4,306,745.21

Accounts Receivable Detail**As of 01/31/22**

\$41,810.00	Airport Screeners Contract -Oct/Nov/Dec invoice to DHSS
\$3,612.56	Delinquent Sales Tax
\$2,659.00	Ambulance Transport Billing - In Progress
\$6,953.39	Fish-Box Tax Deferred Income
(\$31.61)	Net of Other Customer Account Balances
\$55,003.34	Total

FNBA Checking Account - Unrestricted Funds Balance**As of 01/31/22**

FDIC: The standard deposit insurance coverage limit is \$250,000 per depositor, per FDIC-insured bank, per ownership category.

City of Gustavus has a tri-party agreement in place that collateralizes our account, providing protection for the full value of our account balances.

FNBA Checking Account Balance: **\$809,669.33**

Obligated Funds Currently in Checking Account:

	CARES Act remaining funds	\$0.00
MF	CP18-01 Salmon River Harbor	(\$9,856.96)
Roads	CP18-02 Wilson Rd Drainage	(\$40,000.00)
DRC	CP18-05 DRC Pre-Processing	(\$12,815.63)
DRC	CP18-07 Household Haz Waste Fac.	(\$10,597.49)
Admin	CP19-03 Gustavus Beach Improv.	(\$10,389.89)
DRC	CP19-06 DRC Composting Facility	(\$106,050.00)
Library	CP19-08 Library Roof/Awning/Shed	(\$10,000.00)
Admin	CP21-02 Refurbish Old P.O.	(\$10,000.00)
Roads	CP21-03 Good River Bridge Repairs	(\$14,610.00)
MFC	CP21-04 MFC Building at SRBH	(\$3,261.48)
DRC	CP21-05 DRC Main Bldg Replacement: Design	(\$30,000.00)
MF	CP21-06 Fish Waste Disposal	(\$5,000.00)
Library	FY22 PLA Grant	(\$3,429.55)
Library	SoA OWL Internet Subsidy	(\$500.00)
Roads	USFWS Chase Drvwy	(\$251.02)

Unrestricted Funds: **\$542,907.31**

Pending Transfers:

Per the Unrestricted Fund Balance Policy (Res. CY18-18), the unrestricted fund balance should be 17-35% of the current fiscal year's operating expenses, with a target of 25%.

FY22 budgeted operating expenses:	\$1,058,065.51
25% =	\$264,516.38
17% =	\$179,871.14
35% =	\$370,322.93

Capital Projects 2021-2025

Item #6.

Capital Projects	Budget Requested	Amount Funded	Funded Project QuickBooks Class Name	Dept.	Short Form Complete	Full Scoping Document Submitted	Council Approval	Funded Date	Notes	Proposed Completion Date	Proposed Funding Source
Ongoing, already funded:											
Household Hazardous Waste Facility	\$ 59,450	\$ 59,450	CP18-07 Household Haz Waste Fac	DRC	N/A	12/5/2016	12/12/2016	5/13/2019		in progress	CIP, or AMLIP
Salmon River Harbor Clean-up & Kiosk	\$ 27,000	\$ 27,000	CP18-01 Salmon River Harbor	MF	N/A	1/3/2017	1/9/2017	6/11/2018		in progress	AMLIP
Wilson Rd. drainage improvement	\$ 40,000	\$ 40,000	CP18-02 Wilson Rd Drainage	Roads	N/A	1/26/2018	5/14/2018	6/11/2018 then returned; again 9/20/21		in progress	AMLIP
LIDAR	\$ 28,400	\$ 28,400	CP18-04 LIDAR of Gustavus		4/5/2018	n/a	4/9/2018	6/11/2018		Done	AMLIP
Library Roof Repair	\$ 50,000	\$ 150,000	CP19-08 Library Roof/Shed/Awning	Library	N/A	7/22/2019; revised 8/5/19; revised 8/3/20	7/22/2019; revised 8/5/19; revised 8/10/20	8/12/2019; 9/21/20		Done	AMLIP CP and R&R
Gustavus Beach Improvements: Phase 1	\$ 65,800	\$ 53,150	CP19-03 Gustavus Beach Improv.	Admin	N/A	3/11/2019	3/11/2019	4/8/2019		in progress	AMLIP
Compost Yard Improvement	\$ 111,585	\$ 111,585	CP19-06 DRC Composting Facility	DRC	N/A	1/2/2018, revised 3/11/19	1/15/2018, revised 3/11/19	5/13/2019		in progress	CIP, or AMLIP CP and R&R
Inflow Storage & HHW Facility Storage Area	\$26,400, then \$62,000	\$ 62,000	CP18-05 DRC Pre-Processing	DRC	N/A	9/16/2016, revised 3/11/19	9/16/2016, revised 3/11/19	5/13/2019	6/11/18 amended scoping document; 3/11/19 amended	in progress	CIP, or AMLIP CARES Act
Fire Hall Rain Cistern System	up to \$25,000			GVFD						in progress	
Good River Bridge Repairs, Phase 1 engineering	\$ 15,000	\$ 15,000.00	CP21-03 Good River Bridge Repair	Roads	6/19/2021		7/19/2021	8/9/2021		in progress	
City Road Improvements, Phase 1 road engineer	\$ 30,000			Roads					use \$40K from Wilson Rd. CP, if FEMA reimburses	Near-term	
Main Building Replacement, Phase 1 design/eng.	\$ 30,000		CP21-05 DRC Main Bldg Replacement	DRC	N/A	2/3/2020	2/10/2020	10/11/2021		in progress	CIP
Old P.O./Preschool building refurbish	\$ 10,000	\$ 10,000.00	CP21-02 Refurbish Old P.O.	Admin	7/6/2021		7/19/2021	8/9/2021		Near-term	
MFC Building at Salmon River Boat Harbor	\$ 8,000	\$ 8,000.00	CP21-04 MFC Building at SRBH	MFC	6/26/2021		7/19/2021	8/9/2021		in progress	
Tsunami Siren Power Installation at SRBH	\$ 4,112	\$ 4,112.45	CP21-01 Tsunami Siren Power Ins	GVFD	7/6/2021		7/19/2021	8/9/2021		done	
Library Bike Shelter/Shed, Phase 1 design/eng.	\$ 15,000	\$ 15,000.00	CP19-08 Library Roof/Shed/Awning	Library	N/A	7/22/2019; revised 8/5/19	7/22/2019; revised 8/5/19	8/12/2019	only \$10,000 moved 8/12/19; \$5000 still to transfer	Near-term	AMLIP
Flood Mitigation and Recovery	\$ 105,000								Operating Budget see Wilson Rd. drainage imp.	in progress	FEMA
Gustavus Fish Waste Disposal Station	\$ 5,000		CP21-06 Fish Waste Disposal	MF/DRC	8/25/2021		9/20/21	10/11/2021		Near-term	
Quick Attack/Wildland Firefighting Truck	\$ 80,000			GVFD	1/28/2020	N/A	2/10/2020			Near-term	CIP, or grants CIP, or AMLIP
Gravel Pit Improvements	pending		CP19-07 Gravel Extraction Improv.	Lands	N/A	4/25/2019	5/13/2019	postponed		Near-term	
Main Building Replacement, Phase 2 build	\$ 257,500			DRC	N/A	2/3/2020	2/10/2020			Mid-range	CIP
Roof/Building Exp. - Architectural & Engineering	\$ 30,000			GVFD	N/A	2/9/2018	2/12/2018			Mid-range	CIP
Library Expansion - Architectural & Engineering	\$ 30,000			Library	3/1/2018		2/11/2019			Mid-range	CIP
Drinking Water Point-Source Project Dev.	pending									Mid-range	
Structural Firefighting Gear (expire 2022)	\$ 82,500			GVFD						Mid-range	
Good River Bridge Repairs, Phase 2 construction				Roads						Mid-range	
Three Phase Power Installation				DRC						Mid-range	
Library Bike Shelter/Shed, Phase 2 construction			CP19-08 Library Roof/Shed/Awning	Library	N/A	7/22/2019; revised 8/5/19	7/22/2019; revised 8/5/19	8/12/2019		Mid-range	AMLIP
Baler Purchase	\$ 166,630			DRC	N/A					Mid-range	
City Road Improvements, Phase 2 implementation				Roads						Mid-range	
Library Ventilation Fans Replacement	\$ 7,000			Library						Mid-range	
Refurbish/Repurpose Composting Quonset	\$ 15,000			DRC						Mid-range	
Salmon River Boat Harbor Barge Ramp Improvement				MF	N/A	9/2/2020	9/21/2020			Mid-range	AMLIP R&R
City Hall front room - carpeting, painting, windows	\$ 15,000			Admin	2/14/2018					Mid-range	
Landscape Design consultation				-split-	2/20/2018					Mid-range	
Utility Pick-up Truck	\$15-60,000.00			GVFD	2/15/2018					Mid-range	
Water Tender / Road Water Truck				GVFD	2/15/2018					Mid-range	
Grandpa's Farm Road Bridge & Culvert	\$ 250,000			Roads						Mid-range	USFWS and/or AKSSF
DRC Groundwater Monitoring Well Replacements	\$ 12,000			DRC						Mid-range	
DRC Glass Pulverizer - refurbish or replace	\$ 50,000			DRC						Mid-range	
City Buildings Air-Source Heat Pump Conversion	\$ 9,000.00									Mid-range	
Firehall Roof/Building Expansion, Phase 2 constr.	\$700,000			GVFD	N/A	2/9/2018	2/12/2018, revised 2/11/2019			Long-range	CIP - state, federal grant
Driveway Relocation or River Bank Stabilization				Admin	N/A					Long-range	AMLIP
City Hall & Fire Hall Energy Audit Repairs				GVFD & Admin	3/1/2018	Res. CY18-12				Long-range	
Edraulic Extrication Equipment	\$35,000			GVFD	2/15/2018					Long-range	AFG
911 System Upgrade				GVFD						Long-range	
GVFD Electric Meter Installation				GVFD						Long-range	
Library Expansion, Phase 2 constr.				Library	3/1/2018					Long-range	
DRC Shredder				DRC						Long-range	
DRC "Waste to Energy" Equipment				DRC						Long-range	
DRC Drive-on/Vehicle Scale				DRC						Long-range	
DRC Equipment Garage				DRC						Long-range	
DRC Sytrofoam Densifier				DRC						Long-range	
Landfill Closure 4-8 years	long-term			DRC	N/A					Long-range	
City Vehicle				-split-	2/20/2018					Long-range	
Salmon River Harbor Waterless Restrooms	\$70-90,000.00			MF						Long-range	
Salmon River Harbor Public Floats				MF						Long-range	
CAPGIS 2018 submission											
CAPGIS 2019 submission											
CAPGIS 2020 submission											
CAPGIS 2021 submission											

CITY ADMINISTRATOR'S REPORT FEBRUARY GENERAL MEETING

CARES ACT GRANT OFFICIALLY CLOSED

We received notice from the Alaska Department of Commerce, Community, and Economic Development that our CARES Act grant has been officially closed with all expenditures paid and expended. A BIG thanks to our Treasurers Phoebe Vanselow and Eduarda Loggins for all of the hard work keeping our grant programs funded and our accounting accurate.

FEMA FUNDING UPDATE

The Mayor and I have been working on finalizing work on the FEMA reimbursement for expenses incurred as a result of the 2020 Flood Event. We have multiple projects within this effort and have been approved for \$35,937.64 for the Debris Removal project. We are within days of closing another project, and a couple of weeks before we close a third.

BUDGET DEVELOPMENT

The Mayor has approved a rough draft for individual Council member review with staff, please contact the Treasurer or myself for a day/time the week of February 14. Once the budget reviews are completed with interested Council members, final adjustments will be made, and a work session will be scheduled.

CIP DELAYED

I'm working out some details with the Mayor on the CIP. The CIP will be pushed to the March work session.

GUSTAVUS LIBRARY RECIEVES A LEAP INTO SCIENCE GRANT

The library is the recipients of two additional grants. They both support outreach to our young patrons through literacy and E.S.T.E.M.(Environment Science Technology Engineering and Math).

The first one is *A Leap into Science* grant from the Alaskan Afterschool S.T.E.M. Expansion VISTA Program of the Alaska Children's Trust. Throughout the last several months a bi-monthly training on the topics of shadows, wind, and balance. The grant also includes books and hands-on materials for each topic. Librarians Jessie Soder and LeAnn Weikle are currently offering K-5th grade patrons Four Fun Fridays of E.S.T.E.M. and literacy after school.

The second one is from the University of Alaska Museum of the North Education and Public Programs. The Gustavus Public Library was selected to receive a really awesome *Sun Discovery Kit* that again is filled with literacy and hands-on materials for use in future programming.

FY23 BUDGET SCHEDULE

We have finished the rough draft of the FY23 budget and Council member one-on-one meetings for those that were interested.

Next will be a budget work session. Staff proposes February 28 (Monday), followed by a Budget Town Hall Wednesday, March the 16th at 6.

The budget would be introduced at the April or May GM, depending on need for modification.

CERTIFICATE OF RECORDS DESTRUCTION

This form documents the destruction of public records in accordance with Alaska Statute 40.25, Gustavus Municipal Code 2.70.030 and City of Gustavus Policy and Procedure for Public Records Management

1. Agency/Locality City of Gustavus	2. Division/Department Desk of the City Clerk	3. Person Completing Form Karen Platt CMC, City Clerk
4. Address, City, State & Zip P.O. Box 1, Gustavus, AK 99826	5a. Telephone Number 907-697-2451	5b. E-mail Address clerk@gustavus-ak.gov

6. Records to Be Destroyed

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
A-13, 1 yr	Applicants not hired	2009 - 2017	City Hall	1 box	Shred
HR-3, Until Superseded/Obsolete	Position Descriptions	2006, 2012, 2013, 2014,	City Hall	4 files	Recycle
A-12, 5yr	Payroll	2005-2015	City Hall	30 Files	Shred

DESTRUCTION APPROVALS

Note: Public records may not be destroyed without receiving prior authorization from the Mayor and/or City Council.

We certify that the records listed above have been retained for the scheduled retention period, as per the City of Gustavus Records Retention Schedule, required audits have been completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

7. MAYOR _____	DATE _____
8. CITY CLERK/TREASURER _____	DATE _____
9. RECORDS DESTRUCTION AFFIRMED BY: _____	DATE _____

Sol Martinez

01/28/2022

Fee Forgiveness

Incident 21-030 was billed to Don Bryant in error. I am asking the council to forgive the bill as patient should not have been billed due to refusal of service.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read 'Sol Martinez', with a stylized, cursive script.

Sol Martinez, Fire Chief

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY20-05**

**A RESOLUTION BY THE CITY OF GUSTAVUS UPDATING THE POLICY AND PROCEDURES
FOR PUBLIC RECORDS MAINTENANCE**

WHEREAS, The City of Gustavus generates numerous documents, files, correspondences, e-mails, and memorialization's; and,

WHEREAS, The City of Gustavus last updated its Public Records Maintenance Policy and Procedure effective October 17, 2013; and,

WHEREAS, Gustavus Municipal Code 2.70.030 requires the Mayor to approve a records retention schedule that details the types of records that will be retained and the period of time for which they will be retained.

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council updates this Policy and Procedure for Public Records Maintenance which includes a Records Retention Schedule, a Conversation Record, a Request for Public Records and a Certificate of Records Destruction, attached to and made a part of this resolution.

PASSED and **APPROVED** by the Gustavus City Council this XXth day of _____, 2022, and effective upon adoption.

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk

City of Gustavus

Policy and Procedure for Public Records Management

Overview:

The City of Gustavus, during the course of conducting its everyday business, generates numerous documents, files, correspondences, e-mails, memorialization and the like. Some of these materials constitute an important public and historical record and should be retained, while others are of a more transitory nature and are of value only until they have served their immediate purpose. As a body, they represent a record of the activities of the City and provide a fundamental method for the public to understand, appreciate, challenge or otherwise interact with the process of governance.

It is the purpose of this Policy and Procedure to establish definitions of various categories of public records as they relate to the City of Gustavus, recommend methods for how they are created and stored, establish a set of rules on how the public can access them, and set forth a schedule and process whereby those records are retained and/or disposed of.

Definitions and General Rules:

What is the definition of 'public records'? State law answers the question 'what is a record?' for all municipal governments in Alaska in AS 40.25.100-.220. AS 40.25.220(3) defines them as "books, papers, files, accounts, writings, including drafts and memorialization of conversations, and other items, regardless of format or physical characteristics, that are developed or received by a public agency, or by a private contractor for a public agency, and that are preserved for their informational value or as evidence of the organization or operation of the public agency."

What would be considered a non-record? Documents or materials that do not set policy, establish guidelines or procedures, certify a transaction, become a receipt, or indicate the business process of the City. A non-record tends to be informational by nature, short-lived, with no historical significance, does not show evidence of the organization or operation, and does not need to be retained after it has served its purpose. Examples include:

- Routing requests for information or publication, which require no administrative action, policy, decision or special compilation or research, and copies of replies.
- Letters of transmittal that do not add any information to that contained in the transmitted material.
- Quasi-official notices including memoranda and other records that do not serve as the basis of official actions (i.e., holiday notices, meeting information, etc.)

Who has access to public records? As a general rule, "Unless specifically provided otherwise, the public records of all public agencies are open to inspection by the public under reasonable rules during regular office hours" See AS 40.25.110(a). This statute assumes that virtually all records are public and subject to inspection, with certain limited exceptions. And as the clause implies, it is up to the City of Gustavus to establish 'reasonable rules' for the public access to those records.

What is a records retention schedule? As any citizen might suppose, retaining the entire "storm of paper" that emanates from City Hall is an impossible task. It is incumbent upon the City of Gustavus to develop a records plan and retention

schedule to manage this situation.

When can a public record be withheld? A record may be withheld from public disclosure only if a legal exception that authorizes withholding access can be identified. Exceptions are set out in State statute or established through court decisions and generally pertain to issues of confidentiality. The burden of proof for withholding public access rests with the municipality.

What records are NOT subject to public inspection? Certain kinds of records are not subject to public inspection under AS 40.25.12.120(a) and decisions of the Alaska Supreme Court. The exceptions are:

- Confidential attorney-client records
- Records that come within the Alaska constitutional right to privacy
- Most personnel records
- Most records concerning conflict of interest and ethics investigations
- Records required to be kept confidential under City of Gustavus code. See 2.30.060(b)(2), 2.60.030, 4.14.070(g), and 6.01.050(a).
- Records required to be kept confidential by Federal or State law
- Records compiled for law enforcement purposed, under certain circumstances
- Retirement records
- Records that come within ‘deliberative process privilege’ (see below)

How is confidentiality protected? Except upon court order, confidential information shall be made available only to officials and employees of the City whose job responsibilities require such information. Confidential information shall be protected from disclosure by adequate physical, electronic, and procedural controls.

Does labeling a document “draft” make a difference? No. Draft documents are public records, as are final documents. See AS 40.25.220(3).

Does labeling a document “confidential” make a difference? Labeling a document “confidential” may make a difference because it clearly shows the intent of the author that the record should be kept confidential. However, a label alone does not make a record privileged.

What about e-mail? E-mail and other electronic documents and records are subject to the same rules of records management and public disclosure as traditional hard-copy files. It is important to recognize that public records apply to personal electronics such as phones and computers, as well as hard copies on personal notebooks.

What is the “deliberative process privilege”? The deliberative process privilege is a judicially recognized exception to disclosure. The Alaska Supreme Court (*Gwich'in v. State* [2000]; *Capital Info Group v. State* [1996]) ruled that “Public officials may assert [the deliberative process] privilege and withhold documents when public disclosure would deter the open exchange of opinions and recommendations between government officials. The privilege is intended to protect the executive’s decision-making process, its consultative functions, and the quality of its decisions.” The public’s right to know

and the government's interest in confidentiality require a "balancing test" between the interests, and, from a policy standpoint, the City of Gustavus communications that are exempt from public disclosure are only those listed in State statute or are matters taken by the City Council while in Executive Session.

Can a person involved in litigation against the City of Gustavus make a request for public records if the request pertains to the case? No. That person must instead use the rules of procedure applicable in a court or administrative proceeding.

I am a member of a committee, or the Council and I get an information packet at the start of each meeting. Do I need to retain all the items in that packet as a record? No. If a document is obviously a copy of a master document, or is stamped 'copy', there is no need to retain it. The City Clerk, or Committee Chair will retain master copies of such documents as records. However, if during the meeting you take notes on that document, the document then becomes influential in the decision-making process of the Council or Committee, and you should retain those notes and submit them as a record.

What does historical record mean? Many of these public records constitute historical documents that reflect important developments and trends in the public life of Gustavus, and as such should be retained for future reference. Any record listed for permanent retention on the schedule is considered an historical record. In addition, there are items generated throughout the course of events of City life that warrant retention as historical records, such as photographs, awards, or other mementos.

Hard-copy Documents

As a rule, the generation and management of hard-copy documents is detailed in the records retention schedule. Transitory documents – records that are created primarily for the informal communication of information – have the shortest retention life, whereas documents that reflect communications designed for the perpetuation or formalization of knowledge merit longer retention. Documents that lie at the foundation of City function and operation merit permanent retention. See the Records Retention Schedule for details (Appendix 1).

E-mail

Many e-mails are messages that contain pertinent information influencing the decision-making process or are the outcome of that decision making process and therefore constitute a public record and must be retained. City Council members, Committee members and City employees are responsible for retaining all e-mails generated in the conduct of City business through electronic mailbox folders corresponding to the Records Retention Schedule and shall file records into those folders. E-mails of a general informational nature that are sent to multiple addresses, that deal with simple matters such as setting up meeting dates or teleconferences, or are general public announcements, do not constitute records and can be discarded. General rules to follow for retaining e-mail messages include:

E-mails that constitute records are filed in their appropriate email folders.

If the e-mail deals with specific issues that might influence the character of an employee of the City of Gustavus or another committee member, OR, if the e-mail deals with impending legal action, sensitive financial information pertaining to the City of Gustavus, or sales or bed tax information pertaining to a business, it must be filed in a secure folder.

All files not deemed of a sensitive nature as described in the above paragraph are a public record and are available for public review via a link on the City of Gustavus website.

Procedures to follow for a public records request:

All requests for public records should be made to the City Clerk using the Request for Public Records Form (Appendix 3). If the request is made by e-mail, an electronic version of the form should be made available to the requesting party.

The response should be prompt but should not impact the normal work schedule of the City Clerk. If the response will require more than ten (10) business days, the City Clerk shall advise the requestor in writing of the need for additional time, and specify one or more of the following reasons: voluminous amount of records requested; need to search for and collect records from other offices; need to consult with someone else who is not present; request came at a time of peak workload; need to consult with City attorney.

The City Clerk, in the process of fulfilling a public records request, is not required to create any document that does not already exist.

The City Clerk is not required to organize public records in response to the request. The City Clerk is not required to manage or manipulate data, nor create new records, such as spreadsheets, in response to the request. The City Clerk may supply the requested records in either their original form (i.e., electronic or paper) or in a form specified by the requestor, at the City Clerk's discretion.

The requestor must describe the desired records in sufficient detail to enable the City Clerk to locate the records.

The City Clerk should ask for clarification or additional information if there is confusion or if the request is unclear. The City Clerk should make every reasonable effort to comply with the request but is not bound to spend more than one (1) hour total time searching for records.

All records requests pertaining to committees shall be administered by the City Clerk to assure compliance with policy. If committee members convey records to requesting parties without consulting with the City Clerk, this does not constitute a public records request.

The requesting party is responsible for covering the cost of duplication, as established in City of Gustavus resolution. If the City Clerk estimates an excess of one (1) hours' time to complete the records request, the Clerk shall advise the requestor, in writing of the estimated cost of request prior to initiating the work and inquire as to whether the requestor wants to narrow the request or proceed. The person's response should be in writing. E-mail is an acceptable use of correspondence.

If the production of records sought by a requestor in a calendar month exceeds one (1) person-hour, the city must require the requestor to pay the personnel costs prior to completion of the search and copy of the records.

If a record contains both disclosed (or non-sensitive) and non-disclosed (or sensitive) information, the non-disclosed information should be segregated and withheld by such means as redacting or blackening out the non-disclosed information, and the disclosed information provided.

If the request is denied in whole or in part, the City Clerk must explain in writing what

is not being provided and the legal basis for nondisclosure.

A denial, in whole or in part, may be appealed to the Alaska Superior Court.

Historical Records and Materials

Only some of the records that meet the criterion described above qualify as historical records, and not all materials that revolve around City activities constitute records, but there may be materials that are worthy of permanent retention.

Any item listed as 'permanent' on the Retention Schedule is considered a historical record and must be retained in perpetuity in the City's filing system.

Other historical materials worthy of being retained might include such items as photographs of City events, Council members or community members, memorabilia generated during community activities, old records left over from the activities of the Gustavus Community Association, or any such items that pertain to the history and development of the community of Gustavus. Judgment should err on the side of retention if there is any question.

Record Retention Schedule and Storage

Per municipal code 2.70.030, the Mayor shall approve a record retention schedule that details the types of records that will be retained and the period of time for which they will be retained, whether the period be days, years or permanently. When records are slated to be destroyed in accordance with the schedule, they will be catalogued on the Certificate of Record Destruction (Appendix 4). This form will be retained permanently and will serve as a voucher of all records destroyed according to the retention schedule.

Due to the limited storage available at the City Hall, records may be kept at another location to be determined by the Mayor and/or City Council. Permanent and records retained within the Records Retention Schedule shall be stored in a secured location off site.

City of Gustavus Records Retention Schedule

The purpose of the Gustavus Records Retention Schedule is to provide a timeframe for retention of City records; to assign responsibility and ownership of records; and to provide absolute guidance in the long-term maintenance and safekeeping of important City records. Research has been completed for each record series and the pertinent regulation or industry standard has been applied to establish retention.

Unless otherwise noted, all records in this schedule apply to all media types.

Definitions for Abbreviations:

Act	Active	Open, current or operational; under contract; term of office
AN	Administrative Need	Department Head may determine when the record has met its usefulness; minimum of 30 days
C	Current Year	Current calendar year (for retention purposes, fiscal year records are held through the end of that calendar year), or current calendar year including until superseded, expired or inactive
CFY	Current Fiscal Year	
E	Electronic Retention	
Ind	Indefinite	Retention cannot be determined in advance; to be reviewed at a later time.
L	Life	Life of Equipment or asset
NA	Not applicable	
P	Permanent	Retain Forever
T	Termination	Until termination of employee or volunteer; no longer active

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes	Item #12.

A-1	Accounting-Permanent Records	Final approved budget, annual financial reports, audit reports, General ledger/journal, payroll policies & procedures, Liens.	Treasurer	P	Offsite for Permanent Storage	Offsite for Permanent Storage
A-2	Accounting – Budget Work Papers	Includes drafts, instructions, committee and staff worksheets, preliminary budgets, agency requests,	Treasurer	CFY+2 (3)	City Hall	
A-3	Accounting – Financial & Accounting Reports	Includes annual report prepared by clerk/treasurer	Treasurer	CFY+3 (4)	City Hall	
A-4	Accounting – Accounts Receivable/Payable	Purchase orders, invoices, check copies, deposit slips, wire transfers, transmittal of receipts, debt service payments, accounts receivable, daily cash receipts, paid bills and invoices	Treasurer	CFY+3 (4)	City Hall	Electronic register to be archived and kept off-site each year.
A-5	Accounting – Banking Records	Original Bank Statements and cancelled checks,	Treasurer	CFY+7 (8)	City Hall	
A-6	Travel	Travel advances, per diem, transportation fees for employees or council on official business	Treasurer	CFY+1 (2)	City Hall	
A-7	Accounting – Endowment Fund		Treasurer	P	Offsite for Permanent Storage	Prospectuses, shareholder reports and investment plans are not financial records.
A-8	Accounting – Bills of Sales	Official documentation of sales transactions between government agency and buyer	Treasurer	CFY+5 (6yr)	City Hall	
A-9	Reserved					
A-10	Accounting – Fixed Assets	Records related to Fixed Asset inventory, vehicle titles and registrations	Treasurer	L+1	City Hall	L=life of asset, or until State authorizes disposal of grant funded assets

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes	Item #12.
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A-11	Accounting – Payroll Register	Lists check numbers, employee name, net amount and financial coding, documents employee salary including payroll action forms (PAF) and IRS dates	Treasurer	T+10	City Hall	T=Termination of employee
A-12	Accounting – Payroll	Payroll journal, payroll deduction authorizations (reports and lists,) Employer W-2 Copy (Federal withholding tax statement), Payroll reports (FICA, Unemployment insurance, summary and detailed queries, stopped/reissued warrants, overtime and retirement reports, Electronic Federal Tax Payment Documentation, Internal Revenue Service Reports (1099R, 945)	Treasurer	CY+4 (5)	City Hall	
A-13	Accounting – Payroll	Employee Withholding Exemptions (W-4), Garnishment and Payroll Deduction – Court Orders and Notification of Pay Step Increases	Treasurer	CYF+14 (15)	City Hall	*Filed in Individual Personnel File HR-2
A-14	Reserved					
A-15	Accounting – Sales Tax	Payments for sales and fish box tax. Current and Closed sales tax accounts.	Treasurer	CFY+3 (4)	City Hall	
A-16	Accounting – Sales Tax Appeals	This includes both formal & informal	Clerk	P	City Hall	
A-17	Accounting – Grants	Grand administration files – State Grant Administration files, Federal (applications, copy of notification of grant award, agreement, special conditions, fiscal reports, closeout documents, audit reports and correspondence), Capital Improvement Projects	Treasurer	State: 6 years Federal: 3 years after completed audit CIP: 20 years after project closes	City Hall	State per AS 09-10-053 Grant requires retention of CIP files for 20 years after the project closes
A-18	Accounting – Grants	Grant Applications (<i>not awarded</i>)	Treasurer	CY+ (1)	City Hall	

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes	Item #12.
A-19	Surplus Property	Documents disposal of property declared to be excess or surplus	Treasurer	C+3	City Hall	C=Current	
A-20	Insurance Policies & Endorsements	Insurance proposals, policies and endorsements, bonds, riders, financial coding, and billing information	Treasurer	C+50	City Hall	C=Current	
A-21	Accounting – Medical	Worker's Compensation, On-the-job injury, lost time	Treasurer	C+40	City Hall	C=until case is inactive	
A-22	Accounting – Accident Reports (personal)	Incident/accident reports, medical evaluations, time loss documentation	Treasurer	C+6 (7)	City Hall		
A-23	Accounting – Accident Reports (vehicle)	Vehicle accident reports, certification of insurance, inspection reports, maintenance reports, liability accident notices	Treasurer	L+3	City Hall		
A-24	CIP Request File	All documents relating to each fiscal year's requests. See A-17	Treasurer	CFY+9 (10)	City Hall		
A-25	Permits, Registrations	Copy or paper record of any application documentation	Treasurer /Clerk	C+3 (4)	City Hall	Clerk=Civil Works, Vessel, Salmon River Park, Liquor License Treasurer=Re-Sellers Cert, Business Permit, Long Term Storage	
A-26	Sales Tax Appeals; Small Claims	Records related to the monitoring, collecting, and writing off of bad debts. Includes authorizations, supporting details of uncollectible accounts	Treasurer	C+6	City Hall	C=until case is inactive	
A-27	Accounting – General	Accounting records not previously covered	Treasurer	5	City Hall		
AD-1	General Administration	Includes general correspondence, reading files, reports, studies, plans and copies of documents used for administrative purposes	Department Heads	AN	City Hall	Until met / review for retention value prior to destruction	
AD-2	Non record	Items that do not reflect the position or business of the City of Gustavus; may include unsolicited received messages (spam), periodicals, superseded templates, duplicates of records retained elsewhere	Department Heads	NA	City Hall	May destroy immediately	
AD-3	Transitory Information	Non-administrative records of temporary usefulness which are not covered by any other records series; may include routine communications, preliminary drafts, outgoing messages, routing slips	Department Heads	AN	City Hall		

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes
Item #12.						
AD-4	Policies and Procedures	City and Committee Routine policies and procedures	Clerk	C+3	City Hall	C=until superseded or obsolete
AD-5	Asset Management	Maintenance Records, manuals, warranties	Clerk	AN	City Hall	
AD-6	Administrative IT	Records relating to computer system, including program/system documentation, wiring, software licenses, disaster recovery, inventory, web page data	Clerk	AN	City Hall	
AD-7	Reference Files	Reference materials used for administrative purposes	Department Heads	AN	City Hall	
AD-8	Historical Files	Departmental written histories, newspaper articles, photographs, speeds, maps	Clerk	P	City Hall	
AD-9	Strategic Plan	Documents relating to formation of Strategic Plan and amendments to original	Clerk	P	City Hall	When replaced, old versions are retained as historical records.
AD-10	Record Retention Schedule	This Schedule	Clerk	P	City Hall	P=if revised, new schedule replaces old and old is retained for 7 yrs.
AD-11	Certificates of Record Destruction		Clerk	P	City Hall	
AD-12	Cooperative Agreements with State or NPS	All agreements between City and State, NPS or Federal Government	Clerk	P	City Hall	
AD-13	Engineering Drawings, street maps, city-owned architectural drawings, blueprints, as-built drawings	Includes 2012 maps created by Alaska DCCED for City of Gustavus	Clerk	P	City Hall	
AD-14	Consultant Reports	Architect, engineer, surveying reports	Clerk	P	City Hall	*Retain in-office if project is on-going and until project is concluded.
AD-15	Water Quality Reports	Reports conducted by outside entity	Clerk	P	City Hall	

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes	Item #12.
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C-1	Annexation Records	Annexation Files – Passed Annexation Files – Failed	Clerk	P 5	City Hall		
C-2	Incorporation Records	Incorporation Records, Borough Formation Records	Clerk	P	City Hall		
C-3	Council Non-Permanent Records	General correspondence regarding Mayor and Council business and dealings with public and legislative bodies; Meeting packet items, ABC Board Files (ABC Applications), Applications for Game of Skill and Chance, Clerk read files. General Correspondence Files. Original incoming and outgoing letters and memoranda related to the general admin and operation of the city. Consists of departmental, legislative, professional association, and public	Clerk	3	City Hall		
C-4	Council Permanent Records	Minutes of Council, Adopted Resolutions; Adopted Ordinances, including original paper code book and Affidavits of Publication of Ordinances; Oaths of Office for elected and appointed officials; Resignations; Official Municipal Seal	Clerk	P	City Hall	Scan and retain in hard drive off-site or Cloud	
C-5	Election – Permanent	Certification Election Results and Canvass Board Returns (retained in the Official Minutes Book), DOJ Preclearance records, Voting district descriptions, maps & street books	Clerk	P	City Hall		
C-6	Elections – General	Initiative, Referendum, and Recall files, Declarations of Candidacy, Election registers & tally books, Recount of petitions, Declarations for Candidacy, Candidate withdrawals, Election officials' records	Clerk	6	City Hall		
C-7	Elections* – Ballots	Voted Ballots (Completed, Challenged, Rejected, Absentee, Faxed & Special Needs). Ballot stubs, absentee and question envelopes, absentee official records. Election contest/runoff information.	Clerk	1	City Hall	*Includes Special Elections	
C-8A	Legal Petitions	Legal Petitions filed by groups or individuals to request governing body action.	Clerk	8	City Hall	Clerk must certify that petition was legally filed.	
C-8B	Informal Petitions	Informal lists of signatures submitted to the clerk to request assembly action.	Clerk	3	City Hall		
C-9	Reserved						
C-10	Resolution/Ordinance Backup	All Back-up leading to the adoption of Ordinances and/or Resolutions	Clerk	Ind	City Hall		

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes

Item #12.

C-11	Reserved					
C-12	Council Meeting Documentation	Agendas*, Action Agendas*, Audio and video recordings, Council Packet	Clerk	7	City Hall	
C-13	Conflict of Interest	Conflict of Interest Statements	Clerk	4	City Hall	
C-14	Failed Resolutions, Policies, Referendums and Ordinances		Clerk	10	City Hall	
C-15	Required Public Notices	Council Meeting Notices*; elected and appointed official vacancies, regular and special elections	Clerk	7	City Hall	
C-16	Census Records	Series of documents population estimates including resident data	Clerk	10	City Hall	
C-17	Public Records Request	Includes written request for public records, log includes date of request, name of requester and other related information	Clerk	2	City Hall	
C-18	Contract Administration, Contracts, Construction Project Files	Notification of award, original contract, and amendments or renewals, special conditions, fiscal reports, payment logs, progress reports and correspondence. Contracts for leased space. Records related to obligations under contracts, leases and other agreements between the City and outside parties	Treasurer	L+6	City Hall	L=Life of Contract
C-19	Liquor License Endorsement or Protest	Record of yearly liquor license renewal. Record of council protest to renewal or application	Clerk	6	City Hall	
C-20	Committee Files	Organizational Charts, Committee Applications for Seats, Committee Files*	Clerk	5	City Hall	Retain longer if involved in litigation
C-21	Clerk-General	Clerk records not previously covered	Clerk	6	City Hall	

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes
						Item #12.
E-1	Data Processing & Electronic Data Processing Media	Office copies of magnetic cards/tapes/diskettes, CE's or other media used for communicating with data processing equipment or as preliminary input, temporary storage, output control which serves as an intermediate means for the production of printouts, or online data	Clerk	8	City Hall	
E-2	Transitory & Miscellaneous Administrative Information	Messages which do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. May include unsolicited received messages (spam), periodicals, superseded templates, appointments, calendars, schedules duplicates of records retained elsewhere	Clerk	AN	City Hall	Until Administrative need is met
E-3	Subject Files	Correspondence, reports, and information related to the functional department of the municipality and which document events, projects, activities and issues.	Clerk	7	City Hall	At 7 years these should be reviewed for archival value.
E-4	Reading Files	Copies of incoming and outgoing letters and memoranda.	Clerk	3	City Hall	
E-5	Reserved					
E-7	Clerk Email Messages	If subject to multiple records retention requirements, it must be archived for the longest applicable period.	Clerk	5	City Hall	At 7 years these should be reviewed for archival value.
E-8	Mayoral and City Council Email Messages	Messages sent or received by Mayor and/or City Council using city-issued computers	Clerk	5	City Hall	

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes	Item #12.
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F-2	EMS Incident Reports	Reports of any incident that involved Emergency Medical Services	Fire Chief	10	Fire Hall		
F-3	Fire Inspection/Compliance	Series that documents fire safety inspection	Fire Chief	3	Fire Hall		
F-4	Reserved						
F-5	Violation/Complaint Files	Record of violations and complaints relating to Fire Safety Code	Fire Chief	C+3	Fire Hall	C=until resolution of complaint	
F-6	Fire & Rescue Response Dispatch	SD card recording of incoming calls and outgoing dispatch	Fire Chief	30 days	Fire Hall		
F-7	Fire & Rescue Response Dispatch Logs	Record of incoming calls received by the Department.	Fire Chief	3	Fire Hall		
F-8	Fire & EMS Training Files	Consists of correspondence, course descriptions, training dates & exam results	Fire Chief	T+6	Fire Hall	T=until termination of employee or volunteer no longer active	
F-9	Fire Prevention Education Programs	Multimedia materials used in fire prevention education	Fire Chief	C	Fire Hall	C=until superseded/ obsolete or administrative need is met	
F-10	Fires & Rescue Response Records	Fire and Rescue Logs	Fire Chief	1	Fire Hall		
F-11	Alarms Records	Alarms Records: of alarm response tests conducted on all circuit and location alarm boxes	Fire Chief	L	Fire Hall	L=life of system	
F-12	Equipment Inspection Records	Records of inspections for vehicles, mechanical systems, pump test logs hoses, ladders (ground and aerial), mask service information (model, serial number, purchase date, type, cubic feet of tank and service record)	Fire Chief	3	Fire Hall		
F-13	Reserved						
F-14	Apparatus Accident Files	Department record of accidents involving municipal fire/rescue vehicles. May include Trooper reports	Fire Chief	3	Fire Hall	*Retain longer if involved in litigation	
F-15	Reserved						
F-16	Fire & EMS General	Fire & EMS records not previously covered	Fire Chief	6	Fire Hall		

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes
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Item #12.

HR-1	Human Resources – Organization Charts/Salary Schedule	Organization Charts, Salary Schedules	Treasurer	C	City Hall	C=until superseded/ obsolete or admin. need is met.
HR-2	Human Resources – Employee training	Timesheets; Official Employment History (applications; resume; personnel actions regarding hire; termination and promotion; performance appraisals; employee testing; training certificates; driving history). Employee withholding exemptions (W-4), Employee gross earning; deductions and net pay, Garnish & Payroll deduction court orders; Notification of pay step increases; Retirement Participation, Health...	Treasurer	CYF+14 (15)	City Hall	Timesheets may be destroyed after 3 years if associated data is recorded elsewhere.
HR-3	Human Resources – Job Descriptions/Class Specifications	Description of specific duties for each position, job qualifications & skills	Treasurer	C or T	City Hall	C=until superseded/ T = Termination
HR-4	Human Resources- Grievance Case Files	Grievances filed by employees against departments, grievance forms, investigative notes, reports, correspondence, and related backup	Treasurer	6	City Hall	Until resolved
HR-5	Human Resources – General	Human Resources records not previously covered	Treasurer	6	City Hall	
HR-6	Human Resources – Recruitment, Applications for Employment (not Hired)	Applications for Employment (<i>not hired</i>)	Treasurer	CY+1 (2)	City Hall	

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes
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Item #12.

L-1	Circulation Records	Items borrowed	Librarian	Active + 3	Library	Until superseded/ Obsolete or admin. Need is met.
L-2	Circulation Statistical Reports	Statistics of circulation	Librarian	P	Library	
L-3	Accession Records	Items added to the collection	Librarian	Active	Library	Until obsolete
L-4	Discard Statistics	Items withdrawn from the collection	Librarian	Active	Library	Until obsolete
L-5	Policies and Procedures	Implemented general policies	Librarian	P	Library	Updated periodically
L-6	Grant Files	Proposals and reports	Librarian	P	Library	
L-7	Vertical Files	Reference files on local history	Librarian	P	Library	Local History
L-8	Automated System	Backup on local system	Librarian	P	Library	ResourceMate database
L-9	Patron Registration Records	Application for borrowing privileges	Librarian	Active	Library	Until obsolete
L-10	Interlibrary Loan Records	Requests for items from other libraries	Librarian	1	Library	
L-11	Overdue notices & fines	Notice to patrons concerning overdues	Librarian	Active	Library	Until obsolete
L-12	Incident Reports	Incidents/accidents reported to staff	Librarian	5	Library	Unless litigated
L-13	Endowment Records	Donation/contribution bequests	Librarian	P	Library	
L-14	Library Equipment Records	Guarantees, warranties Includes correspondence related to failed or non-functioning equipment	Librarian	Active	Library	*or until equipment is replaced

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes
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Item #12.

LAW-1	Municipal Attorney Opinions	Official interpretations regarding questions of legal rights or liabilities affecting operating departments	Clerk	P	City Hall	
LAW-2	Litigation	Records related to action in civil and criminal cases and investigations, including briefs, pleadings, evidence, reports, court proceedings, correspondence. Final Claims or Litigation Documents	Clerk	C+6	City Hall	C-until case is closed
LAW-3	Law-General	Correspondence and reports related to the legal review of city functions	Clerk	6	City Hall	

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes
MF-1	Marine Facilities Files	Documents relating to Marine Facilities, warnings, citations etc.	MFC	3	City Hall	
MF-2	MF Maintenance Logs	Records are maintained by the MFC and contain information regarding building and repairs of Marine Facilities	MFC	3	City Hall	
MF-3	MF Correspondence	Correspondence and reports related to the legal review of city functions	MFC	1	City Hall	

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes	Item #12.
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PL-1	Land Management – General	Land Classification Case/Management; files relation to acquisitions, sales, leases, management agreements, letters of entry, timber sales, resource sales	Clerk	10	Treasurer		
PL-2	Conditional, Variance, Temporary Use Permits, ROW vacations, or other activities requiring public hearing	Land Use Permits that require a hearing and approval by the Council	Clerk	P	Treasurer		
PL-5	Deeds & Leases to Municipality Real Property	Deeds to city real property, Deeds, Patents, Quitclaims, Easements, Right-of-Way, and Leases to City property	Finance or Clerk	P	Treasurer		

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes
PW-1	Procurement Files	Purchase of goods and services which may include bid specifications, requests for proposal, price quotations, bid abstracts, purchase orders/requisitions, correspondence.	Treasurer	FY+3	Treasurer	FY=Year of Purchase. Refer to PW-4 if formal contract is required.
PW-2	Engineer's Drawings	Maps, plats, block, and street maps	Clerk	P	Treasurer	See AD-13
PW-3	Projects-General	Project files not previously covered	City Administrator	6	Treasurer	
PW-4	Contracts	Notifications of award, contract negotiations, original signed contracts, and amendments, change orders or renewals, special conditions, fiscal reports, payment logs, progress reports, correspondence, and financial support records including work papers, spreadsheets, summaries, and other data reflecting the expenditure of grant funds, contract insurance and bonds.	Treasurer	L+6	Treasurer	L=Life of Contract

Item #12.

Record Series	Subjects	Description	Data Owner	Retention	Location of File	Comments or Notes
R-1	Road Names		Clerk	P	Clerk	
R-2	Snow Removal Road Maintenance	Records relating to snowplow routes and activity and road maintenance. May include logs, correspondence and other documents related to snow removal	Clerk	C	Treasurer	C = Until superseded/obsolete or administrative need is met.
R-3	Road / Bridge inspections		Clerk	6	Clerk	
R-4	Civil Works Permit		Clerk	4	Clerk	

Item #12.

Item #12.

Date	Time	Visit	Meeting	Telephone #	Location of Meeting

Name of Person(s) contacted or in contact with you	Organization

SUBJECT:[illegible]

RECORDS RETENTION SCHEDULE

Appendix 1

ACTION REQUIRED:

NAME OF PERSON DOCUMENTING CONVERSATION			SIGNATURE		DATE
ACTION TAKEN:					
SIGNATURE			SIGNATURE		DATE
ROUTING:	MAYOR	COMMITTEE CHAIR	COUNCIL MEMBER	COUNCIL	COMMITTEE

**CITY OF GUSTAVUS
REQUEST FOR PUBLIC RECORDS**

It is the policy of the City to provide access to public records and information so that the right of the people to remain informed is protected. Public records are open for inspection during regular business hours.

All requests for City records shall be made in writing to the Office of the City Clerk/Treasurer. Use the City of Gustavus Public Records Request form when making a request for public record. The requester is required to sign the certification of Non-litigation Affiliation before the request will be processed.

The City of Gustavus will respond to a public records request in a prompt manner consistent with both legal restrictions and the City's obligation to the public. It is the intent that a public record request will be filled within 10-business days, or as soon as possible given the current workload.

Some records of the City are exempt from public disclosure because they are declared privileged or confidential.

If the production of records for one requestor in a calendar month exceeds five staff hours, the requester shall pay the personnel costs required during the month to complete the search and duplication of the record requested.

There will be a copy charge for items requested in the amount of .25/page. A double/sided copy is charged as two copies. If pages and/or documents are combined within a document such as a PDF, the charge will be based on the number of pages within the document.

Requestor

City Clerk

Date

Date

PUBLIC RECORDS REQUEST

Name of Requestor: _____ Date of Request: _____

Organization or Company: _____

Mailing Address _____

Telephone Number: _____

Cell Number: _____

E-mail: _____

Fax: _____

Please describe below, in detail, the information or documents you are requesting. Please be as specific as possible. I request to inspect or receive copies of the following documents or files:

☐ Hold for Pick-up ☐ Mail ☐ Fax ☐ E-mail

ACKNOWLEDGEMENT OF PAYMENT

I understand I will be charged a fee for each page that I am requesting to be copied, faxed, emailed, or mailed and that if the production of records sought by a requestor in a calendar month exceeds one (1) person-hour, the City must require the requestor to pay the personnel costs above that one (1) person-hour prior to completion of the search and copy of the records.

I further understand that the City will attempt to respond to the request within 10-business days after receiving my request, or longer if workload precludes a response within 10 days. I further understand that this request is available for public review and will be kept on file in accordance with City records policy.

CERTIFICATE OF NON-LITIGATION AFFILIATION

I hereby certify that: I am not involved in litigation with the City of Gustavus or another public agency to which the requested record is relevant, and I am not acting on behalf of or otherwise representing any person who is involved in litigation with the City of Gustavus or another public agency to which the

Printed Name_____
Signature_____
Date**City Use Only**

City Staff Use: Date Due: _____ Extension: No Yes Due: _____ Date Filled: _____

Research hours: _____ By: Pick-Up Mail Fax E-mail Initial _____

CERTIFICATE OF RECORDS DESTRUCTION

This form documents the destruction of public records in accordance with Alaska Statute 40.25,
Gustavus Municipal Code 2.70.030 and City of Gustavus Policy and Procedure for Public Records Management

1. Agency/Locality City of Gustavus	2. Division/Department Desk of the Deputy City Clerk	3. Person Completing Form Karen Platt Deputy City Clerk
4. Address, City, State & Zip P.O. Box 1, Gustavus, Alaska 99826	5a. Telephone Number & Extension (907)697-2451	5b. E-mail Address clerk@gustavus-ak.gov

6. Records to Be Destroyed

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method

DESTRUCTION APPROVALS

Note: Public records may not be destroyed without receiving prior authorization from the Mayor and/or City Council.

We certify that the records listed above have been retained for the scheduled retention period, as per the City of Gustavus Records Retention Schedule, required audits have been completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

7. **MAYOR** _____ **DATE** _____

8. **CITY CLERK/TREASURER** _____ **DATE** _____

9. **RECORDS DESTRUCTION**
AFFIRMED BY: _____ **DATE** _____

Policy on Project Planning

PROJECT SCOPING and DEVELOPMENT FORM

This form is to be used to document project planning and approval in order to assure that: project options are well-considered; the best option is put forward; initial and continuing costs and funding are addressed; and that Council approval has been given for implementation. Use this project scoping form with the Project Planning and Approval Process Flow Chart.

Part 1. Project Identification

Name of project: **SEPTIC PUMPING PROGRAM**

Department: Administration

Contact: Tom Williams

E-mail: tom.williams@gustavus-ak.gov Phone: 907-697-2451

Part 2. Project Scope

1. What is the project?

This project will provide a reliable service for pumping septic systems and transporting to Juneau for disposal. The project scope begins with selecting the necessary equipment, tank site preparation, and contracting the services to pump septic tanks and transfer into portable storage tanks at the tank site located adjoining the DRC. Transfer of the portable storage tanks will be via Sea Level Transport (M/V *Lightweight*) where the vessel's operator will rotate empty tanks with those needing transfer to Juneau. Juneau Septic will pump the tanks and deliver the CBJ's wastewater facility.

Immediate Improvements. With the capability to pump septic systems on a reliable schedule and provide emergency pumping, property owners will not need to find unsuitable alternatives such as disposing the waste on their property, or somewhere else in Gustavus. Providing reliable service will prevent potential property damage from back-ups; contamination of water sources; and other health problems to the community and the environment.

2. Why is the project needed?

In 2021 several residents that were supposed to get pumped were not because the contractor didn't make it to Gustavus. In speaking with the vendor, there were multiple factors that seem to be a recurring theme; problems getting the pump truck on the ferry, risk of missing the return ferry and being stranded in Gustavus, busy schedule, and minimal cost benefit. In addition, an unscrupulous opportunist has done some pumping and we have no idea where it was placed. Some desperate folks dig holes in their yards or do surface spreading with the help of a couple of local businesses. The implications of continuing with these practices are obvious - clearly not sustainable.

3. Where did the idea for this project originate?

This project originated after inquiries for a pumping schedule for 2022.

4. Is this project part of a larger plan? No. It is anticipated that this method should service the community well into the future.

5. What is your timeline for project planning?

The project should be operating as soon as possible to allow septic pumping immediately once practical access to properties is available because of snow, etc.

6. What is your budget for the planning process? Will you use a consultant?

No consultant is anticipated. The budget is approximately \$100,000.

7. What is your rough estimate of the total cost of the planning and final product?

Program estimate is \$100,000.

- The septic trailer (~\$45,000)
- The Tank Site next to DRC (clear and create pad ≈ \$5,000)
- Pump (recommend septic specific vacuum pump) for transfer to tank on a pickup bed ≈\$25,000 (contractor to provide truck)
- Septic Storage Tanks, (8 1200/gal @ ≈ \$2,500 ea.) This would provide for 2-4 septic tanks per week.

Parts 3., 4., 5., 6. Project Investigation and Development**Summary:**

1. What alternative approaches or solutions were considered?

Alternatives considered are:

- a. Option 1: No action. This alternative would mean the continuation of the existing practice of relying on a vendor from Juneau coming to Gustavus for pumping with a maximum of 4 households
- b. Option 2: Purchase and operation of a pumping and processing truck that separates the solids from the water. The water is put back into the septic system and the important bacteria continues to do its job. The solids are processed into compostable material.
- c. Option 3: Utilizing an AMT Submersible Shredder sewage pumping system.

3. Identify your funding source(s).

Funding for this project would be appropriated by the Council from the AMLIP Capital savings account.

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

Will this project affect:	No	Yes (+/-)	Maybe
Environmental quality? (+ = impact is beneficial; - = harmful)			
• Climate change	X		
• Streams/groundwater quality		X	
• Air quality	X		
• Soils/land quality		X	
• Fish/wildlife habitat, populations		X	
• Plant Resources (timber, firewood, berries, etc)		X	
• Invasive or pest species	X		
• Natural beauty of landscape or neighborhoods	X		
• Neighborhood character		X	
• Noise or other environmental impacts		X	
• Environmental sustainability	X		
• Hazardous substances use	X		
• Community waste stream	X		
• Light pollution at night	X		
Recreational opportunities?			
• Public land use and access		+	
• Trails/waterways	X		
• Parks	X		
• Public assembly/activities	X		
Education/training/knowledge & skill development?	X		
Public safety?		+	
Public health?	X		
Medical services?	X		
Emergency response?		+	
Economic performance & sustainability?			
• Employment of residents		X	
○ Short-term (i.e. construction)		+	
○ Long-term (operating and maintenance)		X	
• Cost of living reduction	X		
• Return on investment	X		
• Visitor opportunities/impressions/stays/purchases		X	
• Competitive business environment	X		
• Support for existing businesses		X	
• New business opportunities		X	
• Economic sustainability	X		
• Attractiveness of City to new residents/businesses		X	
City government performance?			

• Infrastructure quality/effectiveness/reach (more people)	X		
• Existing services	X		
• New services		X	
• Cost of City services		X	
• Tax income to City		X	
Transportation?			
• Air	X		
• Water	X		
• Roads	X		
Communications?			
• Internet	X		
• Phone	X		
• TV/radio	X		
Other? Residential and business property protection		X	

2. How does this project provide benefits or add value in multiple areas.

Septic pumping is a critical service that if not properly provided could result in water contamination, depreciated property values, and degradation of neighborhoods.

3. Are other projects related to or dependent on this project?

No.

4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity? No.

5. What regulatory permits will be required and how will they be obtained? None. I spoke to ADEC Wastewater Division and no permits are required for the City.

6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project?

Construction: \$100,000.

7. Is an engineering design or construction estimate necessary? Yes, for construction/preparation of the tank site pad.

8. Will operation of the project generate any revenue for the City such as sales, user fees, or new taxes? If so, how will the new revenue be collected? Yes, sales tax from the pumping service.

Part 5. Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$	Training	\$
Engineering work	\$	Travel	\$
Permitting, inspection		Equipment	\$
Site work	\$5,000	Contractual	\$
Demolition and construction	\$	Supplies (Equipment)	\$100,000
Waste disposal	\$	Utilities	\$
Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$	Other (list)	\$
Other: Alternative maintenance procedures	\$	Other (list)	\$
Other (list)		Total direct costs	\$
		Indirect costs	\$
		Income (fees, taxes)	\$
		Balance: costs-income	\$

Updated Latest Estimate Budget Line Items if Changed Date: _____

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$	Training	\$
Engineering work	\$	Travel	\$
Permitting; inspection		Equipment	\$
Site work	\$	Contractual	\$
Demolition and construction	\$	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$	Other (list)	\$
Other (list)	\$	Total direct costs	
		Indirect costs	
		Income (fees, taxes))	\$
		Balance: costs-income	\$

Part 6. Jobs and Training (required by some granting agencies)

1. What service jobs will be needed for operation and maintenance?
Contractor to provide pumping services and qualifications to be determined by competitive bid of the RFQ.

2. How many full-time, permanent jobs will this project create or retain?
Determined by the contractor.

3. What training is necessary to prepare local residents for jobs on this project?
None

4. How many local businesses will be affected by this project and how?
Most businesses and residents require septic pumping.

Most residences and businesses use septic systems that would use this service, including outhouses and other systems that could be pumped.

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY22-06**

**A RESOLUTION PROVIDING FOR A COST-OF-LIVING PAY ADJUSTMENT FOR CITY OF
GUSTAVUS EMPLOYEES IN REGULAR POSITIONS**

WHEREAS, the Gustavus City Council adopted an “Employee Payment and Earnings Policy” on June 8, 2006; and

WHEREAS, the Gustavus City Council adopted Resolution 2011-23 on December 8, 2011, which updates the Section of the “Employment Payment and Earnings Policy” entitled “Pay Raises”; and

WHEREAS, the adopted Policy of “Pay Raises” states that the Gustavus City Council may grant, from time to time, by Resolution, periodic adjustments to the City’s pay schedule. The City Council will consider the cumulative change in the Consumer Price Index (Anchorage) since the last such pay adjustment in formulating such adjustments. Such periodic pay adjustments, if any, will apply to all Regular Position employees of the City of Gustavus. A Regular Position is a full-time or part-time year-round position in which the employee generally works the same schedule every week, although actual hours each week may vary with season or with workload; and

WHEREAS, in adopting this policy, the Gustavus City Council has determined that adjusting the pay of its Regular Position employees in an amount equal to the change in the consumer price index (CPI) for Anchorage, the standard measure of CPI for Alaska, is appropriate; and

WHEREAS, the logical time to approve the Cost-of-Living Pay Adjustment is before the Gustavus City Council has adopted the next fiscal year budget; and

WHEREAS, the consumer price index (CPI) for Anchorage rose 4.9% for the calendar year 2021.

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council grants a 4.9% Cost-of-Living Pay Adjustment to current hourly rates (nonexempt) and base salary (exempt) for all Regular Position Employees effective July 1, 2022.

PASSED and APPROVED by the Gustavus City Council this ____th day of _____, 2022, and effective upon adoption.

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk

Mayor's Report—February 14, 2022

1. FEMA Dec 2020 flood disaster recovery funding. With the vital work of City Administrator Tom Williams, we are closing in on our first FEMA reimbursement for the debris removal portion of the recovery work. The FEMA team is also forwarding to their payment section our cost-recovery application for the repair portions of the work. We are grateful for the FEMA team's hard work on our behalf. I hope to recycle FEMA funding we receive to make more flood mitigation improvements in Gustavus, but perhaps to also put some of the return in a budget line specifically for immediate emergency disaster response. I will have a recommendation on that for the council soon.

2. FEMA mitigation Funding to position Gustavus to resist future flood events. This funding is available for projects to prevent future flood damage. We are working with the State Homeland Security Department to plan for a FEMA-funded hydrology study as the first phase of a series of mitigation projects for FEMA flood mitigation-specific funding. The hydrology study is a prerequisite for ditch and culvert projects. We plan for the study to cover all of Gustavus east of the Good River, which will cover the major drainage problem areas. The study will help enable some projects already in planning and will inform future subdivision design and road construction planning.

3. Grandpa's Farm Road Bridge. Five years ago, we planned a project as part of our Gustavus Fish Passage Improvements to replace the perched culvert that carries Harry Hall Creek under Grandpa's Farm Road. US Fish and Wildlife Service funded the design but lost the funding for construction. Since then, we have been looking for funding sources to finish the project. Last summer Dowl Engineering rechecked the plans and give us an updated engineer's cost estimate. I have been working with Andy Stevens at US FWS in Anchorage to promote the project.

Great news: Andy was successful in achieving approval at that Alaska Regional level to fund our project in full without a City match. The funding source is the bipartisan infrastructure act, which our Alaska delegation supported. I am grateful to the delegation for that support and to the US FWS for prioritizing our project. Because President Biden wants to see progress on infrastructure projects, the Service was looking for qualifying shovel-ready projects that could be constructed in 2022. I committed that if funded, we would construct it this summer. (It is an offer we can't refuse!) The Regional office recommendation has been forwarded to the national level and we expect funding to be confirmed. Final verbal approval from that level should be confirmed very soon. The manufacturer of the bridge kit committed to getting the bridge to us within 3-4 months of their Notice to Proceed. On that schedule, we should be able to construct in July. Construction will take about a week. I am asking the Council to approve posting the Invitation to Bid as early as next week, pending verbal confirmation of funding. I'd like to award the contract at the March meeting to keep us on schedule. However, I won't ask to award until we have iron-clad confirmation of the funding for the project.

4. Other Capital Projects. We have a long wish-list of capital projects approved in past councils. We have worked that list in an organized and prioritized manner. Tom and I are taking a new look at it to identify projects we should prioritize and actively work to completion. I expect we will have a group of projects that are already funded, plus another group for which we are seeking funding. We will work to construct the projects that are funded according to their priorities, while we seek funding for others of highest priority.

Never before have we had such an opportunity to fund infrastructure projects as now with the bipartisan infrastructure act. Our challenges are to prioritize our projects, plan and design them, identify and apply for funding, and then implement contracting for those projects. Absent a department of public works, it's daunting. We are grateful for assistance from the Alaska Municipal League (AML), which is gathering and organizing information on funding opportunities and communicating those opportunities to municipalities. AML is recommending to the State Legislature a CIP fund program specifically to provide non-federal match for municipalities. That would leverage State funds to capture major funding for small communities like ours challenged by match requirements.

Tom is looking into grant-writing assistance available through AML. We might contract grant writer who earns their pay from the grants received. Federal funds may be available for projects like road drainage and flood control improvements, a wave energy barrier at the float system, a bike/pedestrian trail, septage handling system, emergency response apparatus, DRC buildings, library expansion, and more.

5. Pandemic mitigation. The council received my required monthly risk at the work session. I am happy to make the full 5-page risk assessment available to anyone interested, but the conclusions on the last page are as follows:

I recommend that the mask-wearing requirements for indoors in City facilities be continued through February per Resolution CY 22-01. But trends are good. I will offer an updated risk assessment and recommendation in March.

The state and regional Alert Levels remain High. Hospitalizations are still high, and hospitals stressed. Omicron variant cases have been much less severe than Delta cases. Nevertheless, the virus is still killing Alaskans, with a heavy proportion of deaths being among unvaccinated adults. We have had a cluster of local cases, all travel-related or limited spread within the "travel bubble" in the last month, but there has not been community-wide spread of infection. Vaccination rates continue to rise, but very slowly. The percentage of vaccinated people in our census area is relatively high. Some Alaskans, including some Gustavus residents, will never choose to be vaccinated.

There is encouraging news: the current surge appears to have peaked in Alaska. Case numbers are falling, and the transmission factor has dropped below 1.0. Fatalities continue to occur and are a lagging indicator of the pandemic. In Juneau masking is required indoors in public spaces. In the Lower 48 masking is the common expectation indoors and, in some places, even outdoors in crowded locations.

I participated in the CoG employee staff meeting on Thursday Feb 3. I can report that the staff unanimously supports and requests continuing the masking requirements indoors in City facilities as set forth in Resolution CY22-01 at this time.

The present case and transmission rate trends if continued may soon justify a conclusion that mask-wearing indoors in City facilities may become optional. Recent public health news suggests the pandemic may fade as most of the population becomes relatively immune or resistant due to vaccination, prior infection, or both. At that point the virus won't disappear but will more likely become endemic, i.e., predictable, and stable with low transmission and case rates. Even though the virus becomes endemic, it will remain a dangerous threat to a portion of the population at higher medical risk. Those people will need to take extra precautions than most of the populace.

Masks provide two-way protection to reduce transmission in the populace. They control broadcasting of virus from a masked, infected person, and they protect an uninfected person from inhaling virus particles broadcast near them. During high transmission periods two-way protection is essential to “flattening the curve.”

But, under endemic conditions with lower transmission rates and when the population has achieved general immunity, it is reasonable to rely primarily on vaccination for everyone and apply one-way mask protection for those people at special risk. Those vulnerable folks should choose high quality N95 or Kn95 masks to insure the best personal protection. I hope we can get to at least that level soon. Until then, I ask all to remain patient as we do our best to keep our staff, volunteers, and public members safe and comfortable as they use our indoor facilities.

6. Beach Park Updated CRMA. DNR has not yet given their final approval of the updated CRMA we negotiated with them, but I expect to get it soon. I hope to have it on the March agenda for public hearing and council approval.

7. Roads. Thanks to Glacier Bay Construction for their strong and effective effort to push out berms and clear intersections this past week to improve traffic flow, sight distance at intersections, and to move as much snow off the roads as possible before break-up. They have made a big improvement for us. With six weeks of winter yet to go and one atmospheric river after another, we can expect challenging road conditions for the next couple months.