



CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, March 08, 2021 at 7:00 PM
via Zoom

COUNCIL MEMBERS

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

CITY HALL

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

AGENDA

VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/89596646152?pwd=NU83OGd3cXBINE9SSkV5aC9WOGZYdz09>

ID: 895 9664 6152 **PASSCODE:** 153204 **PHONE:** 1 253 215 8782

ROLL CALL

Reading of the City of Gustavus Vision Statement

Letter of Commendation

Letter of Appreciation

APPROVAL OF MINUTES

1. 02-08-2021 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

2. Gustavus Emergency Operations Center COVID-19 Update
3. Marine Facilities Advisory Committee Quarterly Report
4. City Clerk Quarterly Report
5. City Treasurer Monthly Financials
6. City Administrator General Meeting Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

7. Certificate of Records Destruction

ORDINANCE FOR PUBLIC HEARING

8. FY21-16NCO AMLIP Gravel Pit Fund Opening (Introduced 02-08-2021)
9. FY21-17NCO Road Maintenance Budget (Introduced 02-08-2021)

UNFINISHED BUSINESS

10. Approve Amendment to Scoping Document - Gustavus Gravel Extraction Improvement Project

NEW BUSINESS

11. Gustavus Visitors Association Review of Marketing Plan and FY22 Budget Request

- [12.](#) CY21-04 A Resolution Encouraging Gustavus Residents and Visitors to Keep Gustavus Safe
- [13.](#) CY21-05 A Resolution Encouraging Gustavus Residents and Visitors to have a COVID-19 Test Result or Take a Test on Arrival

CITY COUNCIL REPORTS

- [14.](#) Mayor Cannamore Quarterly Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED March 3, 2021 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 AGENDA
FEBRUARY 08, 2021

MINUTES

ROLL CALL

PRESENT

Mayor Brittney Cannamore
Vice Mayor Joe Vanderzanden
Council Member Joe Clark
Council Member Shelley Owens
Council Member Mike Taylor
Council Member John Buchheit
Council Member Tania Lewis

Reading of the City of Gustavus Vision Statement

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

Letter of Appreciation and Certificate

Mayor Cannamore presented a letter of appreciation and certificate to City Treasurer, Phoebe Vanselow.

APPROVAL OF MINUTES

1. 01-11-2021 General Meeting Minutes

Motion made by Council Member Taylor to approve by unanimous consent the meeting minutes from January 11, 2021.

Seconded by Council Member Clark.

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

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no changes to the agenda.

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

COMMITTEE / STAFF REPORTS

2. EOC COVID-19 General Meeting Update
Gustavus Volunteer Fire Dept. / EOC, Travis Miller provided an update on COVID-19 and vaccinations.
3. Gustavus Visitor Association Quarterly Report
Gustavus Visitors Association Co Chair/Secretary, Leah Okin presented a written report and oral summary.
4. Gustavus Disposal and Recycling Center Quarterly Report
Gustavus Disposal & Recycling Center Manager / Operator, Paul Berry provided a written quarterly report, annual report and provided an oral summary.

5. City Treasurer Monthly Financials and Quarterly Report
City Treasurer, Phoebe Vanselow provided monthly financials, a written quarterly report and an oral summary.
6. City Administrator General Meeting Report
City Administrator, Tom Williams provided a written General Meeting report and an oral summary.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Nicole Grewe

CONSENT AGENDA

7. 02-08-2021 Certificate of Records Destruction
8. FY21-16NCO Introduction of AMLIP Gravel Pit Fund opening (Public Hearing 03-08-2021)
9. FY21-17NCO Introduction of Road Maintenance Budget (Public Hearing 03-08-2021)

Motion made by Vice Mayor Vanderzanden to adopt the consent agenda by unanimous consent as presented.

Seconded by Council Member Clark.

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

ORDINANCE FOR PUBLIC HEARING

10. FY21-15 Revisions of City Ordinance Title 5 - Elections (Introduction 01-11-2021)

Mayor Cannamore opened the Public Hearing at 8:05 PM
Public Testimony: There was no public Testimony
Mayor Cannamore closed the Public Hearing at 8:06 PM

Motion made by Council Member Lewis to adopt FY21-15 Revisions of City Ordinance Title 5 - Elections Introduced on January 11, 2021

Seconded by Council Member Buchheit.

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

UNFINISHED BUSINESS

NEW BUSINESS

11. Award Pit Run Gravel Contracts

Motion made by Council Member Clark to award pit run gravel contracts to Glacier Bay Construction for 10,000 cubic yards, Fairweather Construction for

3,500 cubic yards, Gustavus Landscaping for 1,500 cubic yards at the price of \$6.00 per cubic yard.

Seconded by Mayor Cannamore.

Public Comment: None
Council Comment: None

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

12. Approve Amendment to Scoping Document-Gustavus Gravel Extraction Improvement Project

Motion made by Vice Mayor Vanderzanden to approve amendment to the Scoping Document Gustavus Gravel Extraction Improvement Project.

Seconded by Council Member Taylor.

Public Comment: None

Council Comment:

Motion made by Vice Mayor Vanderzanden that we postpone consideration of this motion to the next General Meeting on March 8, 2021 to provide more time to think about scoping document amendments.

Seconded by Council Member Taylor.

Council Comment:
Mayor Cannamore

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

13. CY21-03 A Resolution Providing for Submission of Capital Improvement Funding Request to Alaska Legislature.

Motion made by Council Member Buchheit that we approve CY21-03 A Resolution Providing for Submission of Capital Improvement Funding Request to Alaska Legislature.

Seconded by Council Member Clark.

Public Comment: None
Council Comment: None

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

CITY COUNCIL REPORTS

Council Member Buchheit - Communication Work Group, Chatham School District, Dept. of Health and Social Service, Public Health Nurse, GVFD Chief / EOC regarding COVID-19.

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Buchheit - Library tour, library snow removal.

PUBLIC COMMENT ON NON-AGENDA ITEMS

No Public Comment

EXECUTIVE SESSION

ADJOURNMENT

Hearing no objections, the meeting was adjourned 8:40 PM.

Brittney Cannamore, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date

MFAC 2021 1st Quarter Report

3/3/21

The MFAC will have a work session later in March. Are primary focus will concern planning for the return of the Gustavus Dock floats this spring. We will continue reviewing Title 8.

There has been discussion within the community about improvements to the Salmon River Boat Harbor and incorporating the Gustavus Dock Floats that are no longer used in Icy Strait. Ben Sadler has been working on identifying owners of the current floats residing in the harbor and removing abandoned/derelect items from the harbor.

Wayne Fleek sent a written request to Senator Kiehl asking that the Gustavus Small Boat Harbor be included in SB 74 general obligation bonds to design a boat harbor in Icy Strait. See attached.

The MFAC will schedule the work session date next week.

Mike Halbert
Colleen Stansbury
Justin Marchbanks
Don Bryant
Joe Vanderzanden
Ben Sadler

SB 74

Karen Platt <Karen.Platt@gustavus-ak.gov>

Wed 2/10/2021 11:10 AM

To:

- Mayor <mayor@gustavus-ak.gov>;
- Joe Vanderzanden <joe.vanderzanden@gustavus-ak.gov>

Below is a letter to Sen Kiehl from part time resident Wayne Fleek. I was cc'd in the letter and the mayor asked me to pass this on to the rest of the council.

wayne fleek <juneauguy@rocketmail.com>

Fri 2/5/2021 5:02 PM

To: sen.jessie.kiehl@akleg.gov

Please amend SB 74 \$150,000 to fund a contract for a study, through AKDOT, for preliminary research & design for a small boat harbor for Gustavus

Gustavus is probably the only coastal city in Southeast Alaska, if not the entire State, without a small boat harbor. It has no protected marine facility of any kind and probably has a small boat fleet of 200, nearly a boat for every 2 people. Currently most boats, are forced to launch from a single boat ramp 1/2 mile up the Salmon River, which is only available for use at a minimum of half tide or higher. Both commercial and pleasure boats are restricted by necessity to be less than 28 feet in length due to river depth at high tide. Therefore most sport charter vessels are forced to moor offshore at temporary mooring buoys and take a smaller inflatable lighter boat to these moorings.. A half dozen or so small pleasure boats also employ this method. But only in the summer. There is NO small boat useage in the months between September and May due to the lack of a safe harbor. All are subject to very hazardous sea conditions and incur damage and risk of loss of life with every attempt at access. Most non-commercial boat owners will not even attempt to moor offshore for these reasons.

The State of Alaska has built a ferry dock at Gustavus. Annual damage has necessitated millions of dollars being spent for repairs to this dock, and frequent total shut-down in ferry service while repairs are waiting to be completed. over the last ten years. The faulty design cannot stand up to the frequent winter storms. It will more than likely continue to need costly repairs without a proper harbor being built incorporating a heavy rock breakwater like all other Alaskan coastal harbors.

Thank you for your assistance.

Wayne Fleek
3151 Pioneer Ave
Juneau Ak 99801

summer address:
2 Wilson Road
Gustavus, Ak 99824

CLERK'S REPORT
MARCH 8, 2021
Submitted by Karen Platt

Item #4.

Council ATTENDANCE SHEET is attached

Training

- ✓ Teams of One - With the launching of our City of Gustavus Facebook page coming up mid-January, I took the opportunity to participate in a webinar being offered through Government Social Media called Teams of One. This webinar was focused on learning the best methods for handling social media sites with limited resources by using workflow timesavers, digging out of the mound or work, where to get help when you can't hire out and mindset strategies for success.

Elections

- ✓ Updated Title 5 – Elections

Public Outreach

- ✓ Our Gustavus Emergency Center and City of Gustavus Facebook pages were launched on January 18th. The City of Gustavus page has 106 followers, the Gustavus Emergency Center page has 51 followers and the existing Gustavus Public Library has 404 followers.
<https://www.facebook.com/GustavusCity>
<https://www.facebook.com/Gustavus-Emergency-Operations-Center-104418401555797>
<https://www.facebook.com/GustavusLib>
- ✓ Gustavus News Group email list has 520 subscribers
- ✓ I've added a link to Mayor's Correspondence to website
<https://cms.gustavus-ak.gov/citycouncil>

Around the Office

- ✓ Ordinances passed in 2020 have been sent to Municode for codification, we should see them in the appropriate Title sections on our website soon.
- ✓ I have completed going through paper records scheduled for destruction in no time at all this year. This is different from the last three years. When I started as clerk back in 2017 there were 17 years' worth, over 100 boxes and all the filing cabinets of files that had not been managed for destruction. I believe the staff simply didn't have the time for this task and so the years passed, and the boxes piled up. I want to extend another giant THANK YOU to Karen Sargent and Shelley Owens for the many hours they volunteered in the beginning of this project to help sort records. If it were not for their time and dedication to the project, I would still be 17 years behind! I have developed a filing system that will allow me to stay on top of the paper files destruction schedule.

Now, electronic files are another story! I have begun work on that project and am excited to have the electronic files looking as smart as my paper!

- ✓ I have sifted through Resolutions on our website to be sure that they are labeled consistently and have all the supporting documents.
<https://cms.gustavus-ak.gov/resolutions>

I am working on the same for Ordinances and will be including the years 2004-2010 that are not currently listed.

<https://cms.gustavus-ak.gov/ordinances>

[illegible]

	Special Meeting/Work Session Present
	General Meeting Present
	Absent (unexcused)
	Absent (excused)

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2020 through February 2021

	Jul '20 - F...	Budget	\$ Over Bu...	% of Bud...
Ordinary Income/Expense				
Income				
Business License Fees	2,775.00	3,000.00	-225.00	92.5%
Donations	234.00	1,000.00	-766.00	23.4%
DRC Income	46,178.95	58,600.00	-12,421.05	78.8%
Federal Revenue				
Payment In Lieu of Taxes	113,760.06	113,760.06	0.00	100.0%
Total Federal Revenue	113,760.06	113,760.06	0.00	100.0%
Fundraising	960.00	800.00	160.00	120.0%
GVFD Income	8,893.67	9,750.00	-856.33	91.2%
Interest Income	124.07	350.00	-225.93	35.4%
Lands Income	26,754.00	22,000.00	4,754.00	121.6%
Lease Income	6,562.32	12,720.35	-6,158.03	51.6%
Library Income	341.50	500.00	-158.50	68.3%
Marine Facilities Income	10,465.00	13,700.00	-3,235.00	76.4%
State Revenue				
Community Assistance Program	75,180.66	75,000.00	180.66	100.2%
Shared Fisheries Business Tax	611.62	1,700.00	-1,088.38	36.0%
Total State Revenue	75,792.28	76,700.00	-907.72	98.8%
Tax Income				
Retail Tax Income	195,116.16	185,000.00	10,116.16	105.5%
Remote Sellers Retail Tax	11,302.78	20,000.00	-8,697.22	56.5%
Room Tax Income	18,953.10	12,555.00	6,398.10	151.0%
Fish Box Tax	4,060.00	6,000.00	-1,940.00	67.7%
Penalties & Interest	1,240.57	0.00	1,240.57	100.0%
Tax Exempt Cards	200.00	300.00	-100.00	66.7%
Total Tax Income	230,872.61	223,855.00	7,017.61	103.1%
Total Income	523,713.46	536,735.41	-13,021.95	97.6%
Gross Profit	523,713.46	536,735.41	-13,021.95	97.6%
Expense				
Administrative Costs	1,050.00	2,000.00	-950.00	52.5%
Advertising	0.00	100.00	-100.00	0.0%
Bank Service Charges	2,196.95	2,275.00	-78.05	96.6%
Building	13,846.76	20,650.90	-6,804.14	67.1%
Contractual Services	28,644.35	72,400.00	-43,755.65	39.6%
Dues/Fees	2,664.73	8,300.00	-5,635.27	32.1%
Economic Development Services				
GVA	17,000.00	17,000.00	0.00	100.0%
Total Economic Development Servi...	17,000.00	17,000.00	0.00	100.0%
Election Expense	87.34	90.00	-2.66	97.0%
Equipment	4,339.17	9,672.49	-5,333.32	44.9%
Events & Celebrations	3,533.55	3,925.00	-391.45	90.0%
Freight/Shipping	9,062.86	20,950.00	-11,887.14	43.3%
Fundraising Expenses	17.00	800.00	-783.00	2.1%
General Liability	11,575.44	11,317.32	258.12	102.3%
Gravel Pit Fund	0.00	6,000.00	-6,000.00	0.0%
Library Materials	224.87	600.00	-375.13	37.5%

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2020 through February 2021

	<u>Jul '20 - F...</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of Bud...</u>
Marine Facilities	4,852.39	6,368.37	-1,515.98	76.2%
Payroll Expenses	201,696.57	402,113.75	-200,417.18	50.2%
Professional Services	8,252.65	10,000.00	-1,747.35	82.5%
Public Relations	0.00	500.00	-500.00	0.0%
Repair & Replacement Fund	24,772.13	24,772.13	0.00	100.0%
Road Maintenance	111,017.34	100,000.00	11,017.34	111.0%
Stipend	1,500.05	3,000.00	-1,499.95	50.0%
Supplies	25,375.51	12,100.00	13,275.51	209.7%
Telecommunications	12,041.99	20,790.00	-8,748.01	57.9%
Training	1,704.50	6,750.00	-5,045.50	25.3%
Travel	0.00	3,500.00	-3,500.00	0.0%
Utilities	13,680.05	15,800.00	-2,119.95	86.6%
Vehicle	5,635.81	8,035.67	-2,399.86	70.1%
Total Expense	<u>504,772.01</u>	<u>789,810.63</u>	<u>-285,038.62</u>	<u>63.9%</u>
Net Ordinary Income	<u>18,941.45</u>	<u>-253,075.22</u>	<u>272,016.67</u>	<u>-7.5%</u>
Other Income/Expense				
Other Income				
Encumbered Funds				
Other Savings for Road Maint	62,118.87			
Encumbered Funds - Other	<u>37,881.13</u>	<u>100,000.00</u>	<u>-62,118.87</u>	<u>37.9%</u>
Total Encumbered Funds	<u>100,000.00</u>	<u>100,000.00</u>	<u>0.00</u>	<u>100.0%</u>
Prior-Year Cash Balance	<u>0.00</u>	<u>153,175.75</u>	<u>-153,175.75</u>	<u>0.0%</u>
Total Other Income	<u>100,000.00</u>	<u>253,175.75</u>	<u>-153,175.75</u>	<u>39.5%</u>
Net Other Income	<u>100,000.00</u>	<u>253,175.75</u>	<u>-153,175.75</u>	<u>39.5%</u>
Net Income	<u>118,941.45</u>	<u>100.53</u>	<u>118,840.92</u>	<u>118,314.4%</u>

City of Gustavus
Balance Sheet
As of February 28, 2021

	Feb 28, 21
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	49,356.07
AMLIP Capital Improv Long-Term (0630598.2)	469,075.27
AMLIP Repair & Replacement (0630598.3)	310,887.78
AMLIP Road Maint - Unencumbered (0630598.4)	197,147.73
AMLIP Reserve (0630598.12)	884,395.39
AMLIP CARES Act Relief Funds (0630598.13)	3.05
APCM.Endowment Fund	1,555,072.09
FNBA - Checking	731,934.06
FNBA Endowment Fund - Checking	38,935.43
Petty Cash	399.78
Total Checking/Savings	4,237,206.65
Accounts Receivable	
Accounts Receivable	24,433.86
Total Accounts Receivable	24,433.86
Total Current Assets	4,261,640.51
TOTAL ASSETS	4,261,640.51
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of America Alaska Air Visa	1,401.02
Total Credit Cards	1,401.02
Other Current Liabilities	
Deferred Income	2,720.00
Direct Deposit Liabilities (Direct Deposit Liabil...	21,366.65
Payroll Liabilities	
941 Payable	7,260.98
State Unemployment	952.01
Payroll Liabilities - Other	4,851.44
Total Payroll Liabilities	13,064.43
Total Other Current Liabilities	37,151.08
Total Current Liabilities	38,552.10
Total Liabilities	38,552.10
Equity	
Fund Balance	3,294,164.86
Opening Bal Equity	1,084,743.57
Net Income	-155,820.02
Total Equity	4,223,088.41
TOTAL LIABILITIES & EQUITY	4,261,640.51

Accounts Receivable Detail

As of 2/28/21

\$9,540.00	Airport Screeners Contract - February invoice to DHSS
\$4,345.62	Delinquent Sales Tax
\$7,027.90	Ambulance Transport Billing - In Progress
\$2,720.00	Fish-Box Tax Deferred Income
\$800.34	Net of Other Customer Account Balances
<hr/>	
\$24,433.86	Total

FNBA Checking Account - Unrestricted Funds Balance

As of 2/28/21

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: \$731,934.06

Obligated Funds Currently in Checking Account:

	CARES Act remaining funds	(\$34,260.48)
MF	CP18-01 Salmon River Harbor	(\$19,856.96)
	CP18-04 LIDAR of Gustavus	(\$3,081.94)
DRC	CP18-05 DRC Pre-Processing	(\$20,201.40)
DRC	CP18-07 Household Haz Waste Fac.	(\$59,450.00)
Admin	CP19-03 Gustavus Beach Improv.	(\$30,926.59)
DRC	CP19-06 DRC Composting Facility	(\$106,050.00)
Library	CP19-08 Library Roof/Awning/Shed	(\$60,000.00)
GVFD	CP20-01 Replacement AED/Monitor	(\$1,812.70)
Library	FY21 PLA Grant	(\$2,613.86)
Library	SoA OWL Internet Subsidy	(\$500.00)
Roads	Encumbered road money	\$0.00
Roads	USFWS Chase Drvwy	(\$251.02)

Unrestricted Funds: \$392,929.11

Pending Transfers:

FY21-07NCO	Transfer from AMLIP for Capital Projects	\$100,000.00	for library roof
FY21-16NCO intro.	Transfer to AMLIP for Gravel Pit Fund	\$6,000.00	per operating budget

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%.

FY21 budgeted operating expenses:	\$789,810.63
25% =	\$197,452.66
17% =	\$134,267.81
35% =	\$276,433.72

Capital Projects 2020-2025

Item #5.

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 Source
Ongoing, funded for 2018:											
Household Hazardous Waste Facility	\$ 59,450.00	\$ 59,450.00	CP18-07 Household Haz Waste Fac	DRC	N/A	12/5/2016	12/12/2016	5/13/2019		2021	CIP, or AMLIP
Salmon River Harbor Clean-up & Kiosk	\$ 27,000.00	\$ 27,000.00	CP18-01 Salmon River Harbor	MF	N/A	1/3/2017	1/9/2017	6/11/2018		in progress	AMLIP
Wilson Rd. drainage improvement	\$ 40,000.00	\$ 40,000.00	CP18-02 Wilson Rd Drainage	Roads	N/A	1/26/2018	5/14/2018	6/11/2018	pending LIDAR analysis	on hold	AMLIP
LIDAR	\$ 28,400.00	\$ 28,400.00	CP18-04 LIDAR of Gustavus		4/5/2018	n/a	4/9/2018	6/11/2018		in progress	AMLIP
Community Chest facility maintenance	\$ 10,000.00	\$ 10,000.00	CP19-02 Community Chest Maint.	DRC	3/11/2019	N/A	3/11/2019	4/8/2019		completed	AMLIP
Ongoing, funded for 2019:											
Library Roof Repair	\$ 50,000.00	\$ 150,000.00	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		in progress	AMLIP CP and R&R
Gustavus Beach Improvements: Phase 1	\$ 65,800.00	\$53,150.00	CP19-03 Gustavus Beach Improv.	Admin	N/A	3/11/2019	3/11/2019	4/8/2019		in progress	AMLIP
Compost Yard Improvement	\$ 111,585.00	\$ 111,585.00	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	\$ 62,000.00	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
Funded for 2020:											
Lifepak15 Cardiac AED/Monitor	\$ 38,000.00			GVFD	1/28/2020	N/A	2/10/2020	9/21/2020	purchase in progress	in progress	Code Blue & CIP or AMLIP
City Hall Copier/Printer/Scanner/Fax	\$ 4,000.00			Admin						completed	CARES Act
Salmon River Boat Harbor Boat Launch Repair				MF	9/2/2020	N/A	9/21/2020	12/14/2020		completed	operating budget
Quick Attack/Wildland Firefighting Truck	\$ 80,000.00			GVFD	1/28/2020	N/A	2/10/2020			Near-term	CIP, or AMLIP
Main Building Replacement	\$ 287,500.00			DRC	N/A	2/3/2020	2/10/2020			Near-term	CIP
Fire Hall Rain Cistern System	up to \$25,000			GVFD						Near-term	
Salmon River Boat Harbor Barge Ramp Improvement				MF	N/A	9/2/2020	9/21/2020			Near-term	AMLIP R&R
Good River Bridge Repairs - engineering	\$ 25,000.00			Roads						Near-term	
City Road Improvements	\$ 30,000.00			Roads					plus \$40K from Wilson Rd. CF	Near-term	
Library Bike Shelter/Shed	\$ 25,000.00	\$ 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
Roof/Building Exp. - Architectural & Engineering	\$ 30,000.00			GVFD	N/A	2/9/2018	2/12/2018			Mid-range	CIP
Library Expansion - Architectural & Engineering	\$ 30,000.00			Library	3/1/2018		2/11/2019			Mid-range	CIP
Drinking Water Point-Source Project Dev.										Mid-range	
Baler Purchase	\$ 166,630.00			DRC	N/A					Mid-range	
Three Phase Power Installation				DRC						Mid-range	
Refurbish/Repurpose Composting Quonset	\$ 15,000.00			DRC						Mid-range	
Gravel Pit Improvements	\$ 500,000.00		CP19-07 Gravel Extraction Improv.	Lands	N/A	4/25/2019	5/13/2019	postponed		Mid-range	AMLIP
Structural Firefighting Gear	\$ 82,500.00			GVFD						Mid-range	
Salmon River Boat Harbor Fish Waste Disposal Bin				MF/DRC						Mid-range	
City Hall front room - carpeting, painting, windows	\$ 15,000.00			Admin	2/14/2018					Mid-range	
Landscape Design consulting				-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	\$ 250,000.00			Roads						Mid-range	USFWS and/or AKSSF
DRC Groundwater Monitoring Well Replacements	\$ 12,000.00			DRC						Mid-range	
DRC Glass Pulverizer - refurbish or replace	\$ 50,000.00			DRC						Mid-range	
Roof/Building Expansion	\$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
Old P.O./Preschool building refurbish				Admin	2/20/2018					Long-range	
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				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	
CAPIS 2018 submission											
CAPIS 2019 submission											
CAPIS 2020 submission											

Incoming Grants/Scholarships to City of Gustavus FY21

Dept.	Purpose	Date Received	Amount Awarded	QB Class Name	Amount Spent to Date	Remaining Funds	Notes
DRC	Safety Equipment	5/11/2020	\$100.00	---	\$100.00	\$0.00	APEI bonus for submitting insurance renewal early
Multi	Safety Equipment	12/8/2020	\$100.00	---	\$100.00	\$0.00	APEI End of Year Safety Gift Pack
Library	Telecommunications	N/A	\$18,900.00	---	N/A	N/A	USAC E-Rate federal internet subsidy paid directly to library internet vendor through monthly billings
	Reading with Rachel	8/3/2020	\$554.00	Reading with Rachel	\$554.00	\$0.00	Grant from Jon & Julie Howell
	Library Programs	8/12/2020	\$393.59	---	\$393.59	\$0.00	Alaska SLICE outreach program reimbursement
	Telecommunications	8/20/2020	\$1,500.00	SoA OWL Internet Subsidy	\$1,000.00	\$500.00	Alaska OWL monthly internet subsidy
	Library Materials	8/25/2020	\$7,000.00	FY21 PLA Grant	\$4,386.14	\$2,613.86	State of AK Public Library Assistance (PLA) grant
	Library Training	Spring 2021	\$300.00	---	\$0.00	\$300.00	Alaska State Library Continuing Education (CE) & Professional Development (PD) Grant - training reimbursement
GVFD	GVFD Equipment	CY2020	\$36,000.00	Tsunami Siren Grant CY20	\$0.00	\$36,000.00	State of AK Div. of Homeland Sec. & Emergency Mgmt.
	GVFD Equipment	fall 2020	\$15,000.00	---	\$0.00	\$15,000.00	SEREMS Code Blue Grant 2020 - GVFD pays at least 10% match
	GVFD Training	Jan. 2021		--			SEREMS Mini-Grant used for ETT online class

\$79,847.59

Outgoing Grants from City of Gustavus - Endowment Fund Grant (EFG)

Resolution	Grantee	Date Awarded	Amount Awarded	QB Class Name	Amount Disbursed to Date	Remaining Funds	Notes
CY20-27	Gust. Hist. Archives & Ant.	12/14/2020	\$4,937.00	2021 EFG - GHAA	\$4,443.30	\$493.70	grant ends 12/15/21
CY20-27	Tidelines Institute (formerly The Arete Project)	12/14/2020	\$38,316.17	2021 EFG - Arete Project	\$0.00	\$38,316.17	grant ends 12/15/21

CARES Act Funds for City of Gustavus (COG)

Original spending deadline December 30, 2020. Extended to 12/31/21.

CARES Act Income

deposited 6/18/20	\$381,144.53	first payment
deposited 11/10/20 (available after 80% of 1st payment spent)	\$125,268	second payment
deposited 11/19/20 (available after 80% of first 2 payments used)	\$125,268	third payment
interest earned on deposits	\$16.76	
Total CARES Act funds available	\$631,697.29	

CARES Act Expenditures

March 1, 2020-March 2, 2021 actual expenditures	\$597,635	
The total highlighted in green *includes* the following subitems:	---	
Gustavus Visitors Association	---	\$38,266
Gustavus School cleaning equipment, cleaning supplies, PPE	---	\$16,500
economic assistance grants to local businesses/non-profits	---	\$53,899
COG eligible payroll & benefits (Fire Chief plus eligible hours of other staff)	---	\$131,134
winter food supply: community food distribution (vacuum sealer & bags)	---	\$1,542
winter food supply: community food distribution (meat grinder & attachments)	---	\$853
winter food supply: canned salmon	---	\$2,323
winter food supply: root cellar construction at Gustavus Community Center	---	\$5,000
winter food supply: community food distribution (halibut)	---	\$162
generator for testing/emergency tent	---	\$29,257
REESP: direct distribution to Gustavus residents	---	\$199,998
stipend for emergency responders during pandemic	---	\$2,800
Marketing Gustavus: Small Business Web Development grants	---	\$18,473
other COG eligible purchases, including facility improvements	---	\$97,428
Earmarked but unspent:		
remaining COG facility improvements	\$34,062	
Total of Actual + Earmarked Expenses:	\$631,697	

CARES Act expenditures are being reviewed with FEMA to see if any are eligible for reimbursement by FEMA. If so, those CARES Act funds could then be re-programmed for other expenses by 12/31/21.

CITY ADMINISTRATOR'S REPORT MARCH GENERAL MEETING

FLOOD EMERGENCY/DISASTER FUNDS

We are loaded into the portal for the FEMA disaster grants. At this time, we are waiting for FEMA to contact us and direct our next steps which include a team review of our existing submitted items.

FY22 BUDGET

The Treasurer and I met with Departments on March 4th and submitted the amended draft to the Mayor. The drafted budget was reviewed and approved by the Mayor for discussion.

The following is the proposed budget process schedule:

- One-on-one meetings with Council members March 8-10 from 1:30-3:30, or March 11 between 10-3.
- Council Work Session at 5:30, March 15 –
- Town Hall meeting on the budget Wednesday, March 31 at 5:30 work.
- After making any adjustments, we would have a smooth draft of the budget for the Mayor to approve and then either schedule another work session if necessary or place it on the April Work Session/General Meeting for introduction.

AMHS SUMMER 2021 SCHEDULE

If you haven't seen it yet, the summer 2021 ferry schedule is published. We are getting service every week, a Monday – Thursday and a Thursday – Saturday. We could also do a Saturday – Monday for a weekend trip!

Thanks to all the folks that wrote into any of the several testimony opportunities or just conveying concerns about the need for reliable ferry service. Also, thanks to Mayor Casipit for the work on this topic with the other Mayors and his letter writing campaign.

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-4 (4yrs)	Accounts Receivable Payable	2016	Clerk Computer Files	1 doc	Delete
A-25 (4yrs)	Permits	2016	Clerk Computer Files	1 doc	Delete
AD-1 (until need is met)	General Admin	2014-2020	Clerk Computer Files	39 docs	Delete
AD-2 (no retention time)	Non Record	2015-2020	Clerk Computer Files	18 docs	Delete
AD-4 (4yrs or until need is met)	Policies and Procedure	2019	Clerk Computer Files	1 doc	Delete
C-3 (3yrs)	Council Non-Permanent	2014-2017	Clerk Computer Files	14 docs	Delete
C-12 (10yrs)	Council Meeting Documentation	2014	Clerk Computer Files	2 docs	Delete
C-20 (5yrs)	Committee Files	2014	Clerk Computer Files	2 docs	Delete
C-21 (6yrs)	Clerk General	2014-2016	Clerk Computer Files	4 docs	Delete
HR-1 (until superseded, obsolete or need is met)	Human Resources- Organizational Chart/Salary Schedule	2019	Clerk Computer Files	2 docs	Delete
HR-3 ((until superseded, obsolete or need is met)	Human Resources-Job Descriptions	2015-2020	Clerk Computer Files	8 docs	Delete
HR-5 (6yrs)	Human Resources- General	2015	Clerk Computer Files	1 doc	Delete
PW-1 (4yrs)	Procurement Files	2014-2015	Clerk Computer Files	2 docs	Delete

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** _____

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY21-16NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2021**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. For the Fiscal Year of 2021, the following City held account balance transfers are to be made for the reasons stated.

Section 3. For the current fiscal year, the budget and City held accounts are amended to reflect the changes as follows:

CITY HELD ACCOUNTS	Amounts		Amended Balance	Change		
	Account Balance*					
	*Approximate, this is a dynamic value.					
AMLIP Gravel Pit Fund	\$	0.00	\$	6,000.00	\$	6,000.00
Opening this AMLIP account per the FY21 approved budget.						
FNBA Checking Account	\$	731,493.04	\$	725,493.04	<\$	6,000.00>
Total Change in City Held Account Balances					\$	0.00

Section 4. The City held accounts are hereby amended as indicated.

Section 5. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

DATE INTRODUCED: *February 8, 2021*

DATE OF PUBLIC HEARING: *March 8, 2021*

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

Brittney Cannamore, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY21-17NCO
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
DEPARTMENT BUDGETS FOR FISCAL YEAR 2021**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. For the Fiscal Year of 2021 estimated expenditures have changed from the estimates in the approved budget.

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

Budget Category	Amounts		
	Original Budget	Amended Budget	Change
INCOME			
State Revenue: Disaster Assistance	\$ 0.00	\$ 75,000.00	\$ 75,000.00
<i>Assistance for the December 2, 2020 flood event for road remediation and flood mitigation.</i>			

Total Change in Income		\$ 75,000.00
------------------------	--	---------------------

EXPENSE	Original Budget	Amended Budget	Change
Road Maintenance	\$ 100,000.00	\$ 175,000.00	\$ 75,000.00

Total Change in Expense		\$ 75,000.00
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Section 4. The budget is hereby amended as indicated and any portion of the approved budget inconsistent with this amendment is repealed.

Section 5. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

DATE INTRODUCED: *February 8, 2021*

DATE OF PUBLIC HEARING: *March 8, 2021*

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

Brittney Cannamore, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt CMC, City Clerk

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.

Answer the questions that pertain to your proposed project. Attach additional narrative pages if necessary. Type in the electronic form using as much space as you feel is necessary.

Part 1. Project Identification

Name of project: [Gustavus Gravel Extraction Improvement Project](#)

Department: [Lands](#)

Contact: [Tom Williams](#)

E-mail: tom.williams@gustavus-ak.gov Phone [907-697-2257](tel:907-697-2257)

Part 2. Project Scope refers to a project's size, goals, and requirements. It identifies what the project is supposed to accomplish and the estimated budget (of time and money) necessary to achieve these goals. Changes in scope will need Council approval.

1. What is the project? [Extending the life of the Gustavus gravel pit operation by implementing an alternative system, such as a drag-line or dredge.](#)
Specifically:
 - [purchase an alternative extraction method](#)
 - [purchase a portable scale to weigh gravel for sale or use](#)
 - [acquire training/staff/operator for the first year of operation](#)
 - [purchase any consumables for the first year](#)
- What are its goals and objectives?
[Goal: provide a system for gravel extraction that will extend the usefulness of the existing gravel ponds until a new location is secured.](#)
- Who/what will be aided by this project? Who are the targeted stakeholders/customers?
[The primary beneficiaries of this project will be the City gravel needs \(i.e. roads, construction, etc.\), residents and visitors of Gustavus.](#)
- Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey?
[No.](#)
- What is NOT covered by this project? What are its boundaries?
[The annual operation and maintenance of the drag-line or dredge.](#)

2. Why is the project needed?

The project is needed to continue providing gravel for the multiple uses and users of Gustavus.

- What community problem, need, or opportunity will it address?
The problem this project addresses is the pending loss of gravel from the City's gravel pits. Given the current rate of extraction, using the current method, the City will soon run out of gravel.
- The project will provide a method to extract gravel for approximately 20 years IF the preliminary evaluation of material is accurate. However, the serviceable material supply could be much less. Currently, it is estimated that the City's gravel pit will be exhausted within 24-36 months. This project will ensure that gravel will be available for development, road construction and maintenance, and other miscellaneous uses necessary for the City.
- Opportunity: The project provides the opportunity to continue providing gravel for the community and for the operation of City responsibilities such as roads.
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?
The project addresses infrastructure concerns as gravel is frequently necessary for construction. Also, gravel is needed to comply with City requirements for road maintenance and repair. In addition, without adequate and affordable gravel, the businesses and residents will experience economic difficulties caused from a lack of supply and increased demand for gravel. The recent flooding disaster illustrated the need to have material available to protect life and property, repair and recovery of roads, and future road and stormwater improvement projects.

3. Where did the idea for this project originate? (Public comments, Council direction, committee work?)

The project originated through discussions with community businesses and contractors notifying the City that the gravel was running out.

4. Is this project part of a larger plan? (For example, the Gustavus Community Strategic Plan, or committee Annual Work Plan?)

Not at this time.

5. What is your timeline for project planning?

- By when do you hope to implement the project?
The project should be implemented for Spring/Summer of 2021.
- Will the planning or final project occur in phases or stages?
The project will be final upon the receipt, site planning, staffing, training, and operation of the equipment.

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

The budget for the project is \$500,000 to cover purchase of the drag-line or dredge, site preparation, and identifying an operation plan. The operation plan

includes staffing, training, storage of gravel, selling of gravel, and other project related components.

7. What is your rough estimate of the total cost of the planning and final product? At the least, please list cost categories. See Part 4. (Ques. 4-8) and Part 5 (Budget) for guidance.

\$500,000

Parts 3., 4., 5., 6. Project Investigation and Development

Parts 3.—6. refer to social, environmental, and financial impacts of various options. These questions will help you document your consideration of alternatives and your choice of the option providing the best value for the community. Your goal is to generate alternatives and make a recommendation from among them. Return to Part 3., “Summary” after applying Parts 4.—6.

Summary:

1. What alternative approaches or solutions were considered? Make a business case for your top two or three options by discussing how effectively each would fulfill the project goals, and by comparing the economic, social, and environmental costs vs. benefits of each one.

The alternatives include:

- not to do the project
- purchase land adjoining the hydro facility, procure a lease with DNR, submit a scoping document for the procurement of equipment (i.e. trucks, rock crusher, etc.) or a lease/rent alternative, to acquire rock and gravel.
- Lease land from DNR for new gravel pits.
- Purchase gravel from other sources.

2. What solution was chosen as the best and why is it the best?

The most cost-effective method for extending the gravel extraction and supply will be determined, drag-line or dredge. The equipment purchased should last in excess of 20 years, depending on the new gravel source/land lease or purchase.

3. Identify your funding source(s).
 - How will the project be funded initially, and for its operating life?
 - Is there a matching fund requirement? Please provide details.

This is envisioned as a City-funded project. However, alternate funding and partnerships will be pursued.

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			
• Environmental sustainability		x	
• Hazardous substances use	X		
• Community waste stream	X		
• Light pollution at night	X		
Recreational opportunities?			
• Public land use and access	x		
• Trails/waterways	X		
• Parks	X		
• Public assembly/activities	X		
Education/training/knowledge & skill development?	X		
Public safety?		X	
Public health?	X		
Medical services?	X		
Emergency response?		X	
Economic performance & sustainability?		X	
• Employment of residents		X	
◦ Short-term (i.e. construction)		X	
◦ 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? (type in)			

2. How does this project provide benefits or add value in multiple areas? (E.g., benefits both to the environment and to business performance.)

- This project has multiple benefits:
 - The City can build and maintain roads
 - Contractors will have a local source of gravel for projects
 - Gravel will generate funds for the City through gravel sales
 - Safe roads, through proper maintenance, will provide for transportation safety
 - Provide material for response to emergencies such as floods
 - The gravel operations will employ several residents and assist businesses in generating funds
 - Continued use of the existing gravel pits will limit the need to expand to other areas to begin new gravel extraction operations
 - Using a local source for gravel will reduce the carbon footprint of the City by not needing to ship gravel in from other locations

3. Are other projects related to or dependent on this project? **Yes, as explained above.**

- Is this project dependent on other activities or actions? **No**
- If yes, describe projects, action or activities specifying phases where appropriate. **N/A**

4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity? (E.g., will the construction of a new facility require additional roads or road maintenance or more internal City staffing?)

Possibly. If the City operates the gravel operations, then it will need to train an existing staff member or use a temporary hire seasonally. As an alternative, the Could hire an operator from another business.

5. What regulatory permits will be required and how will they be obtained?

None

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

\$500,000 for the purchase of the project items. Costs of operations are not yet identified but are expected to be paid for by the profits of the gravel sales.

7. Is an engineering design or construction estimate necessary? No.

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, through the sale of gravel.

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: drag line, portable scale, miscellaneous	\$450,000
Site work	\$10,000	Contractual	\$
Construction	\$	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$40,000	Other (list)	\$
Other (list)	\$	Other (list)	\$
Other (list)		Total direct costs	\$
		Indirect costs	\$
		Income (fees, taxes)	\$
		Balance: costs- income	\$

Updated Latest Estimate Budget Line Items if Changed Date: N/A

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?
There will need to be an operator.
2. How many full-time, permanent jobs will this project create or retain? None
_____ Create/retain in 1-3 years
_____ Create/retain in 3-5 years
3. What training is necessary to prepare local residents for jobs on this project? N/A
4. How many local businesses will be affected by this project and how? There are 3 gravel pit leases. However, many businesses will be affected to the availability of local gravel.

Part 7. Business Plan (Upon Council request)

Upon Council request, please prepare a business plan for the operating phase of your leading option(s). Plans will differ according to the nature of the project.

There are a number of good Internet sites that will assist you in developing a business plan. One example (12/2010): is http://www.va-interactive.com/inbusiness/editorial/bizdev/ibt/business_plan.html

Basic components of a business plan:

- The Product/Service
- The Market
- The Marketing Plan
- The Competition
- Operations
- The Management Team
- Personnel

Part 8. Record of Project Planning and Development Meetings

1. Please document the manner in which public input was received.
 - Public comment on agenda item at committee or Council meeting
 - Special public hearing
 - Dates and attendance for the above.
 - Written comment from the public (please attach)

The Mayor, Council member Taylor, City Administrator, and current gravel pit contractors have discussed the issue and alternatives on multiple occasions.

2. Please use the following chart to document committee meetings, Council reports, and so on. Did the committee make recommendations or requests? Did the Council make requests of the committee? N/A

Meeting Record

Event (Meeting of committee, Council report, public hearing, etc.	Date	Agenda Posted (date)	Minutes or record Attached? (yes/no)	Outcome Rec to Council, requested action of Council, etc.	No. of attendees
May GM work session	May 6, 2019		No	Moved to GM	



February 19, 2021

Dear Tom,

Due to your request about justifying the proposed Marketing and Administrative contract work hours, the GVA resubmitted the FY22 proposed budget to the City of Gustavus on February 18, 2021.

\$30,300 was the original requested amount for the FY22 Marketing and Administrative contract positions based on the following calculations:

The Marketing position working 16.25 hours / week - 780 hours/year at \$25 per hour = \$19,500.

The Administrative position working 9 hours / week - 432 hours/year at \$25 per hour = \$10,800.

This was the workload and hours necessary for these contracted positions calculated per the CARES ACT funds use.

When writing the FY22 proposed budget, I carried forward these same hours and projected expenses. However, I can see that this is an inaccurate prediction that these positions would need these amount of hours to complete a 'normal' year of work.

At this time it seems reasonable to predict a similar amount of workload for these positions as compared to the approved FY21 budget.

Therefore the adjusted FY22 proposed budget for the Marketing and Administrative contract work is now:

Marketing position 12 hours / week - 576 year at \$25 per hour = \$14,400.

Administrative position 5 hrs / week - 240 year at \$25 per hour = \$6,000.

Total= \$20,400

I hope this explains the increased amount requested in the original proposed FY22 budget for the contracted positions and also clarifies the adjustment rationale for GVA's budget resubmission.

Please let me know if this needs further explanation.

Yours sincerely,
Leah Okin

Gustavus Visitors Association
FY22 Proposed Budget (updated 2/18/21)
 July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Expense			
Administration			
Postage	0.00	100.00	-100.00
Software	0.00	200.00	-200.00
Supplies	0.00	200.00	-200.00
Teleconference	0.00	180.00	-180.00
Total Administration	0.00	680.00	-680.00
Contractor Work			
Administrative	0.00	6,000.00	-6,000.00
Marketing Director	0.00	14,400.00	-14,400.00
Total Contractor Work	0.00	20,400.00	-20,400.00
Fees/Licenses	0.00	200.00	-200.00
Marketing			
Equipment	0.00	100.00	-100.00
Memberships			
ATIA/Travel Alaska	0.00	1,000.00	-1,000.00
SE AK Tourism Council (SATC)	0.00	1,000.00	-1,000.00
Total Memberships	0.00	2,000.00	-2,000.00
Online			
DTN Travel Juneau	0.00	2,100.00	-2,100.00
GVA Website	0.00	3,000.00	-3,000.00
Social Media	0.00	500.00	-500.00
Total Online	0.00	5,600.00	-5,600.00
Print 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
International outreach	0.00	2,000.00	-2,000.00
JCVB Travel Planner	0.00	400.00	-400.00
Juneau Empire	0.00	500.00	-500.00
Milepost	0.00	1,000.00	-1,000.00
Total Print Media	0.00	7,100.00	-7,100.00
Radio			
KTOO Radio	0.00	500.00	-500.00
Total Radio	0.00	500.00	-500.00

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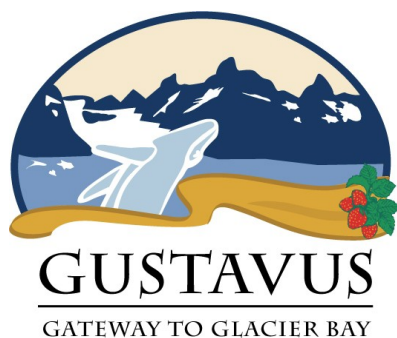
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Cash Basis

Gustavus Visitors Association
FY22 Proposed Budget (updated 2/18/21)
July 2021 through June 2022

Item #11.

	Jul '21 - Jun 22	Budget	\$ Over Budget
Travel Shows	0.00	1,000.00	-1,000.00
Total Marketing	0.00	16,300.00	-16,300.00
Special Projects	0.00	3,000.00	-3,000.00
Total Expense	0.00	40,580.00	-40,580.00
Net Ordinary Income	0.00	-40,580.00	40,580.00
Net Income	0.00	-40,580.00	40,580.00



Gustavus Visitors Association

FY22 Marketing Plan

Prepared by:
Leah Okin & Nina Zarate- 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 so 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.

Ongoing Marketing Goals

1. Increase the visitor length of stay
2. Build a strong case for shoulder season travel to Gustavus
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** the length of the average Tourist "stay time" in Gustavus, through:
 - a. Encouraging local tour companies and lodging businesses to develop multi-day travel packages.
 - b. Sample itineraries will be posted to GVA website.
2. **Encourage** travel to Gustavus in the shoulder seasons by:
 - a. Sponsoring a community annual event in early spring/late summer.
 - b. Continuously updating GVA website content: community calendar and photo gallery of early spring/late summer seasonal activities, such as animal migrations, birding activities, and late salmon runs.

3. **Grow** visitor spending in the Gustavus economy by:
 - a. Increasing local business visibility on the website.
 - b. Work to develop transportation opportunities with local taxi operators to offer daily routes between Glacier Bay National Park & Preserve and Gustavus destination points- food markets, Four Corners, Gustavus beach and the airport.
 - c. A monthly blog on the GVA website promoting a local business.

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:
 - a. Keeping our website up to date with current events, neighborhood news, wildlife, bird sightings and blogs.

Strategic Initiative Tasks

1. Retain memberships/advertising with the following:
 - 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. Work with the City of Gustavus (CoG) for past and future retail tax, bed tax and fish box tax numbers to build a model to measure our marketing efforts.
3. Coordinate online marketing around the Cedar Group May 2020 Strategic Plan Report recommendations.
4. Maintain and update website pages in conjunction with contracted web design professional.
5. Create a page on the website providing a link to pertinent public information.
6. Collaborate with businesses in connecting all social media, Google, Trip Advisor and Yelp links back to the GVA website for greater exposure.
7. Contract a search engine specialist to increase search engine levels on the internet.
8. Create a "Yelp My Business" listing (this is a marketing task carried over from FY21 Marketing Plan).
9. Add the GVA Trip Advisor and visitor reviews to the GVA website (this is a marketing task carried over from FY21 Marketing Plan).
10. Manage a "Google My Business" profile to connect with potential visitors, post pictures and a community blog.
11. Research favored magazines by target audience and place ads in them.
12. Research top visited websites related to target market and place ads in them.
13. Maintain social media sites.
14. Update and distribute a current brochure and map.
15. Gather data from local businesses regarding where visitors come from.
16. Continue a discussion with members/ businesses to determine if they would be willing to pre-book activities for visitors. Adding more activities to their visit will increase length of stay.
17. Put together a database of client profile, length of stay, how they heard about Gustavus, what did they do?
18. Update and maintain informational signage at ferry dock.
19. Attend travel shows both in state and out of state.
20. Put together a GVA committee to restart and manage the Saturday Market at the Salmon River Park.

21. Put together a committee to plan an Annual Event with debut in 2022.
22. Post on website Gustavus' Green Initiatives, ie DRC, Local Trails. This will appeal to eco-conscious visitor.
23. Increase number of memberships through accomplishing the aforementioned goals.
24. As the COVID-19 Pandemic persists, GVA will continue to work with the CoG, businesses and the community to promote safe travel protocols for both visitors and the community.

**CITY OF GUSTAVUS
RESOLUTION CY21-04**

**A RESOLUTION BY THE CITY OF GUSTAVUS ENCOURAGING GUSTAVUS RESIDENTS
AND VISTORS TO KEEP GUSTAVUS SAFE**

WHEREAS, the COVID-19 pandemic has generated a public health emergency that threatens to overwhelm our health care system and endangers the lives and the wellbeing of the citizens and economy of Gustavus; and,

WHEREAS, the citizens of Gustavus have made valiant efforts in taking personal prevention actions, which have kept the COVID-19 cases low in Gustavus and have prevented spread within Gustavus; and,

WHEREAS, citizens' personal and business prevention actions and the City's mitigation efforts enabled a limited 2020 summer business season and the opening of the Gustavus School for the 2020-21 school year for in-class sessions: and,

WHEREAS, for the Gustavus School to remain open and for Gustavus to enable a successful 2021 summer businesses season, all citizens of Gustavus and visitors will need to take all possible personal prevention actions provided by state health officials to contain the virus and prevent spread into our community; and,

WHEREAS, on November 9, 2020 the Gustavus City Council passed Resolution CY20-23 declaring a second local emergency in response to COVID-19 and a request for State and Federal Public Assistance; and,

WHEREAS, on February 14, 2021, Governor Dunleavy posted new State Health Advisories with recommendations for intrastate, interstate, international, and critical infrastructure travel; and

NOW, THEREFORE, BE IT RESOLVED: COVID-19 poses a risk to all Gustavus residents and visitors. Preventing the virus infection that causes COVID-19 cannot be done through community measures alone; we all must take the individual responsibility to protect ourselves, loved ones, neighbors, and our community's livelihood. The primary ways to do this are:

- 1) Wearing a cloth face covering/mask when in public settings and when you are around people outside your household.
- 2) Practicing social distancing by avoiding close contact and minimizing time spent indoors with persons outside your household.
- 3) Monitoring your health and staying at home when sick.
- 4) Practicing good hygiene by frequently washing your hands and disinfecting high touch surfaces in your home and workplace.
- 5) Getting vaccinated against the SARS-COV-2 virus infection
- 6) Testing whenever asymptomatic testing is available or when any COVID-19 symptom is present.

- 7) Planning and researching travel requirements and procedures before travel to communities & minimizing or curtailing travel when risk levels are high and or known community spread is evident.

Section 1. Protect your neighbor and yourself by wearing a cloth face covering/mask.

Wearing a cloth face covering or specifically manufactured mask is strongly recommended for all Gustavus residents and visitors two years of age and older, other than those with breathing problems and those who cannot remove the covering without assistance. Face coverings protect those around you and offer you significant protection.

- Make sure the face covering is made with at least two layers of fabric and covers both the nose and mouth.
- When removing the face covering, avoid touching the front of the face covering
- Wash your hands immediately after removing the face covering and before touching anything else.
- Wash cloth face coverings in hot, soapy, water between every use.

Section 2. Practice Social Distancing: Avoid close contact with people who are not in your household.

- Put at least six feet of distance between yourself and people who don't live in your household.
- Remember that people infected with the virus, but who do not have any symptoms, can also spread the virus.
- Keeping distance from others is especially important for people who are at higher risk of getting very sick.
- Minimize time indoors with individuals outside your household even if you can maintain a distance of six feet.
- Avoid all gatherings, even small ones, with persons who are not in your household.

Section 3. Monitor your health and stay home if you are sick.

- Be alert for symptoms. Watch for fever, cough, shortness of breath, muscle and body aches, new loss of taste or smell, and other symptoms of COVID-19. Monitor your temperature if symptoms develop.
- If you develop symptoms, stay home – even if symptoms are only mild.
- Get tested as soon as symptoms start, if you can, and stay away from others until your test results are back.

Section 4. Practice good hygiene.

- Wash your hands often.
- Cover coughs and sneezes.
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly.
- Increase ventilation by opening windows when able.
- Use noncontact methods of greeting each other

Section 5. Vaccination is strongly recommended.

- State and Federal public health authorities strongly recommend vaccination for all people for whom vaccination is not contraindicated by a medical condition. Approved vaccines are highly effective at preventing or reducing COVID-19 illness. Ask your

medical provider if you have any concerns about getting vaccinated to prevent COVID-19 illness.

- Vaccinations are available at the Gustavus SEARHC Clinic in accordance with State-determined patient prioritization.

Section 6. When to Test & Testing Guidance.

- Anybody with symptoms of COVID-19 should be tested.
- Some people without symptoms should also be tested, including:
 - a) When traveling into Gustavus or traveling into other remote communities
 - b) All close contacts of confirmed COVID-19 patients.
 - c) Residents in congregate living settings and other high-consequence settings
 - d) People with a prior positive test in the past 90 days, should NOT be re-tested.
- If you test positive, you need to isolate away from others to keep them safe. “Isolate” is the term used in association with individuals who are sick with, or have tested positive for, the virus that causes COVID-19. Isolation means staying home all the time and keeping away from household members as much as possible. More information is available on the CDC and DHSS webpages.
 - a) For most people with no, or mild, symptoms that are improving, isolation will be for ten days since your symptoms start, or if you never have any symptoms, ten days since you had your test. Consult with a healthcare provider or public health staff member if you have questions about how long you need to be in isolation.
 - b) You do not need to have a negative test to be cleared from isolation.
 - c) It is very important for people who test positive to notify anyone they may have had contact with while infectious.
 - d) Information on what counts as a “contact” can be found on the CDC webpages.
 - e) If you test positive and are unable to isolate safely, or need resources during your isolation period, contact your local public center. In Gustavus please call the Firehall (907-209-8393) or SEARHC Clinic (697-3008) to request assistance.
- If you have had close contact with a confirmed case you need to quarantine to keep others safe. “Quarantine” is the term used in association with individuals who have been exposed to someone with the virus that causes COVID-19. Quarantine means staying home all the time and keeping away from household members as much as possible. Information on when and how to quarantine is available on the CDC and DHSS webpages.
 - a) The preferred quarantine period is currently 14 days from the last exposure to a known case but may be shorter under certain circumstances for contacts who do not develop symptoms. Briefly, those two options apply as follows:
 - i) Seven-day quarantine with a molecular or antigen test <48 hours before the end of quarantine. Individuals must remain in quarantine until their test results are available.
 - ii) Ten-day quarantine.
 - b) There is some risk of post-quarantine transmission associated with discontinuing quarantine before 14 days. Individuals should continue to monitor themselves for symptoms for a full 14 days after their last contact with a confirmed case.

Section 7. Travel considerations.

- 1) Follow State of Alaska travel and CDC travel recommendations and have a COVID-19 test before travel or test at the Gustavus Point of Entry Testing Location upon arrival.

- 2) Assess the risks of travel including the mode of transportation and the level of spread of the virus in the location you will be traveling into or from.

EFFECTIVE DATE AND DURATION. This resolution shall be effective immediately upon adoption. A public service announcement shall be widely distributed providing public notice of the encouragements in this resolution. This resolution shall remain in effect as long as the City of Gustavus has local COVID-19 disaster declaration, or until modified or terminated by the Gustavus City Council.

PASSED and APPROVED by the Gustavus City Council this ____ day of March 2021, and effective upon adoption.

Brittney Cannamore, Mayor

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS
RESOLUTION CY21-05**

**A RESOLUTION BY THE CITY OF GUSTAVUS ENCOURAGING GUSTAVUS RESIDENTS
AND VISTORS TO HAVE A NEGATIVE COVID-19 TEST RESULT OR TAKE A TEST ON
ARRIVAL**

WHEREAS, the COVID-19 pandemic has generated a public health emergency that threatens to overwhelm our health care system and endangers the lives and the wellbeing of the citizens and economy of Gustavus; and,

WHEREAS, the first line of defense against virus spread into Gustavus is to prevent it from arriving with travelers; and,

WHEREAS, on November 9, 2020 the Gustavus City Council passed Resolution CY20-23 declaring a second local emergency in response to COVID-19 and a request for State and Federal Public assistance; and,

WHEREAS, on February 14, 2021, Governor Dunleavy posted new State health advisories with recommendation to intrastate travel, interstate and international travel, and critical infrastructure; and,

WHEREAS, the Governor's health advisories provide for the City of Gustavus, with its limited health care facilities and staffing, to enact more stringent mitigating measures.

NOW, THEREFORE, BE IT RESOLVED: The City of Gustavus hereby strongly encourages all arriving travelers by any mode of transportation into the City of Gustavus to complete the State of Alaska Travel Declaration Form and the Self Isolation Plan via the Alaska Travel Portal at www.alaska.covidsecureapp.com

Section 1. All Alaskan residents and non-resident interstate and intrastate travelers, arriving by any mode of transportation into the City of Gustavus, should use one of the following COVID-19 testing options and check in upon arrival at the local point of entry testing location:

- a) Pre-travel molecular-based test for SARS-CoV2 with negative results within 72 hours:
 - i) Strict social distancing upon arrival, then
 - ii) Continue strict social distancing until negative results are received from a second test taken at least 5 days after arrival, or until 14 days total have elapsed since arrival.
- b) Pre-travel molecular-based test for SARS-CoV2 without results:
 - i) Self-quarantine until test results are available and then strict social distance,
 - ii) Continue strict social distancing until negative results are received from a second test taken at least 5 days after arrival, or until 14 days total have elapsed.
- c) No pre-travel molecular-based test for SARS-CoV2 before arrival:
 - i) Everyone over the age of 11 years or older should test at the Gustavus Point of Entry Testing Location upon arrival, then
 - ii) Self-quarantine until test results are available and then follow strict social distancing.

- iii) Continue strict social distancing until negative results from a second test taken at least 5 days after arrival or until 14 days total have elapsed.
- d) Only Alaska residents traveling from out of state have the option to skip testing and self-quarantine for 14 days.

Section 2. Critical Infrastructure Workforce (CI) Travel Recommendations:

All workers arriving in Alaska from outside the state as part of the critical infrastructure workforce, fall under this section and do not qualify for the options listed in Section 1.

- 1) Fill out the City of Gustavus CI Form and return it by email to clerk@Gustavus-ak.gov *before travel*.
- 2) You must arrive at the Point of Entry testing location with a letter from the employer that:
 - a) Identifies the employer and employee by name; and
 - b) Details instructions on how the employee should travel to their job site in accordance with the employer's Community Workforce Protective Plan; and
 - c) Confirms the traveler is following the employer's Community Workforce Protective Plan on file with the State of Alaska that includes testing and/or quarantine provisions.

Section 3. COVID -19 Testing & Strict Social Distancing Exemptions – All travelers

- 1) Exemption for Prior confirmed positive results within 90 days of departure:
The traveler does not need to obtain a test for SARS-CoV2, either immediately before travel or upon arrival, if both of the following conditions are met:
 - a) The traveler provides proof of a previously positive result of a molecular based test for SARS-CoV2 within 90 days of departure: and
 - b) The traveler has been declared “recovered” by their state public health authorities, and
 - c) The traveler is currently asymptomatic.
- 2) Exemptions for fully vaccinated individuals:
 - a) Fully vaccinated travelers should follow pre-travel testing protocols, but do not need to follow strict social distancing while they are awaiting test results.

Section 4. Protocol: Prior to arrival in Gustavus from another Alaska community or state, you should:

- 1) Complete the State of Alaska Travel Declaration Form and the Self Isolation Plan via the Alaska Travel Portal at www.alaska.covidsecureapp.com.
- 2) Resident travelers and non-resident travelers who choose to take a test prior to travel should submit their results or proof of a test taken within 72 hours or have proof available to show airport screeners.
- 3) Travelers who indicate in the Alaska Travel Portal that they will be in Alaska for five days or more will receive a voucher within the Alaska Travel Portal that can be used for an optional second test five to 14 days after arrival. The voucher allows for a free follow up test at airport testing sites.
- 4) If the molecular-based test for SARS-CoV2 result is positive, the traveler must remain in self-isolation at their own expense. The traveler must contact the State of Alaska (1-800-478-0084) and must not travel until cleared by Public Health.

Section 5. Definitions:

- 1) Self-quarantine: Quarantine refers to the practice of separating individuals who have had close contact with someone with COVID-19 to determine whether they develop symptoms or test positive for the disease. Quarantine also reduces the risk of transmission if an individual is later found to have COVID-19.
 - a) Self-quarantine is recommended while waiting for the results of your first molecular-based test for SARS-CoV2.
 - b) Comply with all protocols related to your self-quarantine as set forth by your hotel or rented lodging.
- 2) Strict Social Distancing:
 - a) Strict social distancing is needed while you wait for test results.
 - b) You can be in an outdoor public place, but you should remain six feet away from anyone not in your immediate household, and you should wear a face covering. You should arrange curbside shopping or have food delivery.
 - c) You should not enter restaurants, bars, gyms, community centers, office buildings, and school or daycare facilities. Do not participate in any group activities, including sporting events and practices, weddings, funerals, or other gatherings.
- 3) Fully Vaccinated: Is defined as more than two weeks following receipt of the second dose in a two-dose series, or more than two weeks following receipt of one dose of a single-dose vaccine.
- 4) Essential Critical Infrastructure Workforce: The CI workforce has been defined in the Cyber and Infrastructure Security Agency (CISA) "Guidance on the Essential Critical Infrastructure Workforce" at:
https://www.cisa.gov/sites/default/files/publications/ECIW_4.0_Guidance_on_Essential_Critical_Infrastructure_Workers_Final3_508_0.pdf

EFFECTIVE DATE AND DURATION. This resolution replaces CY20-24 Resolution Encouraging Continued COVID-19 Prevention Efforts and shall be effective immediately upon adoption. A public service announcement shall be widely distributed providing public notice of the encouragements in this resolution. This resolution shall remain in effect until COVID-19 Point of Entry testing is no longer available, or until modified or terminated by the Gustavus City Council.

PASSED and APPROVED by the Gustavus City Council this ____ day of March 2021, and effective upon adoption.

 Brittney Cannamore, Mayor

 Attest: Karen Platt CMC, City Clerk

Quarterly Mayor's Report
City of Gustavus
Brittney Cannamore

December 2020

Social Media

- Corresponded with Cities of Angoon, Sitka, and Pelican in reference to City run Facebook pages. Also meet with the Clerk and Council Member Lewis to discuss City Run Social Media

Correspondence

- Worked with Librarians and City Administrator to help formulate COVID-19 phased reopening chart
- Met and emailed with several members of the community regarding Gustavus School COVID-19 Mitigation
- Emailed multiple community members regarding Wilson Road area flooding
- Wrote a letter to the community addressing Gustavus' 6th Resident Case

Meetings

- Mayor's Meetings with members of the public regarding internet service and grant support
- Zoom with council members Taylor, Clark, the City Administrator and the Kunats regarding Civil Work Permit

January 2021

Correspondence

- Submitted comments regarding AMHS Summer 2021 Schedule
- Submitted letter to ADOT regarding ditch cleaning

Gustavus School

- Continued efforts to formulate a Gustavus School/City Working Group. Wrote letters to Elizabeth Hooe (RSB Chair) and Bruce Houck (Chatham Superintendent) addressing Covid Mitigation Concerns.

Meetings

Met with Fire Chief Miller, members of the RSB, Superintendent Houck, Principle King, and Public Health Nurse Claire Geldhof. When twice monthly meetings were established, Council Member Buchheit agreed to take my place as a council presence. - Thank you, John!

February 2021

Correspondence

- Letter of Appreciation for NPS Rangers addressed to Superintendent Hooe at GLBA NP
- Letter of Appreciation for Jeff Jarvis addressed to Scott Gray at AKDOT
- Letter of Appreciation for City Treasurer, Phoebe Vanselow

Meetings

- Met with Leah Okin regarding GVA budget request