



CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

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

COUNCIL MEMBERS

Mayor Mike Taylor
Vice Mayor Kyle Bishop
Council Members: Janene Driscoll, Jim Mackovjak
Tania Lewis, Shelley Owens, Brian Taylor

CITY HALL

City Administrator – Kathy Leary
City Clerk, CMC - Karen Platt
City Treasurer – Ben Sadler
Phone: 907-697-2451 | clerk@gustavus-ak.gov

AGENDA

VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/82890145981?pwd=dGRxRkpNUHh2c0NVam1pOGwyL3BpQT09>

ID: 828 9014 5981 **PASSCODE:** 387855 **TEL:** 253 215 8782

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

- [1.](#) 10-07-2022 City Council Election Review Committee Meeting Minutes
- [2.](#) 10-10-2022 General Meeting Minutes
- [3.](#) 10-26-2022 Special Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

- [4.](#) Gustavus Visitors Association Quarterly Report
- [5.](#) Gustavus PFAS Action Coalition Quarterly Report
- [6.](#) Disposal and Recycling Center Quarterly Report
- [7.](#) City Treasurer Monthly Financials and Quarterly Report
- [8.](#) City Administrator General Meeting Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

- [9.](#) Certificate of Records Destruction
- [10.](#) FY23-10NCO Endowment Fund Grant Transfer Introduction (Public Hearing 12-12-2022)
- [11.](#) FY23-11NCO Departmental Budgets (Public Hearing 12-12-2022)
- [12.](#) FY23-12NCO FNBA to AMLIP Transfer 2023 (Public Hearing 12-12-2022)

ORDINANCE FOR PUBLIC HEARING

- [13.](#) FY23-07 Providing for the Amendment of City Ordinance Title 6 - City Departments and Contracted Services, Section 03.040 Services Provided (Introduced 10-10-2022)

[14.](#) FY23-08NCO Capital Project Funding 2023 (Introduced 10-10-2022)

[15.](#) FY23-09NCO Departmental Budgets (Introduced 10-10-2022)

UNFINISHED BUSINESS

NEW BUSINESS

[16.](#) CY22-23 Supporting AK Airlines Essential Air Service Program Compensation Application 2023-2025

[17.](#) Approval of the GVFD Code Blue Grant Proposal

CITY COUNCIL REPORTS

[18.](#) Mayors Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED ON: November 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 ELECTION REVIEW COMMITTEE
OCTOBER 07, 2022

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

ABSENT

Council Member Lewis Sharman

Reading of the City of Gustavus Vision Statement

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

1. Canvass Absentee, Questioned, Defective and Spoiled Ballots Cast in the October 4, 2022 General Election

Motion made by Council Member Furr that the Election Review Board Reject Questioned Ballot 1 that was not eligible to vote in the City of Gustavus.

Seconded by Mayor Taylor.

Motion made by Council Member Vanderzanden that the Election Review Board accept Absentee Ballot Letters A1-NNNN90 that have been properly cast by voters registered in the City of Gustavus.

Seconded by Council Member Lewis.

Hearing no objections, motion passes by unanimous consent.

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

Motion made by Council Member Lewis that the Election Review Board accept the tally of ballots as tallied and certify the report of Election Results.

Seconded by Council Member Mackovjak.

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

2. Certify Report of Election Results

that the Election Review Committee Accept the tally of ballots as tallied and certify the Report of Election Results.

3. Signing of Certificates of Election by Mayor and City Clerk

ADJOURNMENT

Hearing no objections, Mayor Taylor adjourned the meeting at 7:45 PM.

_____, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date

**CITY OF GUSTAVUS, ALASKA
REPORT OF ELECTION RESULTS
OCTOBER 4, 2022, GENERAL ELECTION**

The tally below is a true and accurate record of all regular votes cast in the **GENERAL** election held in the City of Gustavus, Alaska, on **OCTOBER 4, 2022**.

PART I: ELECTIVE OFFICES

OFFICE: CITY COUNCIL SEAT A, 3-YEAR TERM

<u>CANDIDATE</u>	<u>VOTE</u>
1. BRADLEY DONALD KING	<u>103</u>
2. SHELLEY OWENS	<u>143</u> Write In (with more than 5 votes each)
3. _____	_____ Write In (with more than 5 votes each)

OFFICE: CITY COUNCIL SEAT B, 3-YEAR TERM

<u>CANDIDATE</u>	<u>VOTE</u>
1. JANENE MARGARET DRISCOLL	<u>185</u>
2. PAUL PHILIP DZUBAY	<u>69</u>
3. _____	_____ Write In (with more than 5 votes each)

OFFICE: CITY COUNCIL SEAT D, 1-YEAR LEFT OF A 3-YEAR TERM

<u>CANDIDATE</u>	<u>VOTE</u>
1. BRIAN MITCHELL TAYLOR	<u>165</u>
2. NOËL ANN FAREVAAG	<u>94</u>
3. _____	_____ Write In (with more than 5 votes each)

PART II: BALLOT PROPOSITIONS AND QUESTIONS

Item #1.

PROPOSITION ____: YES ____ NO ____

PROPOSITION ____: YES ____ NO ____

PROPOSITION ____: YES ____ NO ____

QUESTION ____: YES ____ NO ____

QUESTION ____: YES ____ NO ____

QUESTION ____: YES ____ NO ____

PART III: ACCOUNTING OF BALLOTS

Item #1.

Total Ballots Issued:

375

1. Total Polling Day properly cast ballots 177
2. Total unused / destroyed ballots 104
3. Total Absentee Ballots cast: 90
Disposition:
 - a) Accepted 90
 - b) Rejected
4. Total Questioned Ballots cast: 1
Disposition:
 - a) Accepted
 - b) Rejected 1
5. Total Spoiled Ballots 3
6. Total Destroyed/Unused Ballots 108
(#2 + #3 b) + #4 b) + #5)
7. Total Ballots Accounted for: 375
(#1 + #2 + #3 + #4 + #5)

The tally of ballots was completed between the hours of 6 pm and 745 pm on October 7th, 2022.

Mike Taylor
Mike Taylor, Mayor

Karen Platt
ATTEST: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS
CITY COUNCIL GENERAL MEETING
OCTOBER 10, 2022**

MINUTES - PENDING

ROLL CALL

PRESENT

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

ABSENT

Council Member Joe Vanderzanden
Council Member Lewis Sharman

Reading of the City of Gustavus Vision Statement

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

Mayor Taylor expressed gratitude for our departing council members service and presented certificates for each of them.

1. Swearing in of new Council Member Seats A, B and D
City Clerk, Karen Platt conducted the swearing in of newly elected Council Members Shelley Owens - Seat A, Janene Driscoll - Seat B and Brian Tayler - Seat D.

2. Election of Mayor
Mayor Taylor opened the floor for Mayor nominations.

Council Member Mackovjak nominated Mayor Taylor.

Seconded by Council Member Lewis.

Hearing, no objections, the nomination for Mayor Taylor to serve as Mayor for the 2022-2023 term is accepted by unanimous consent.

3. Election of Vice Mayor
Mayor Taylor opened the floor for Vice Mayor nomination.

Council Member Lewis nominated Vice Mayor Kyle Bishop.

Seconded by Council Member Mayor Taylor

Vice Mayor Bishop accepted nomination.

Hearing, no objections, for nominee Kyle Bishop to serve the 2022-2023 term as Vice Mayor.

Item #2.

Hearing no objections, the nomination for Kyle Bishop to serve the 2022-2023 term has been accepted by unanimous consent.

APPROVAL OF MINUTES

4. 09-19-2022 General Meeting Minutes
5. 10-03-2022 Special Meeting Minutes

Motion made by Vice Mayor Bishop to approve by unanimous consent the 09-19-2022 General Meeting Minutes and the 10-03-2022 Special Meeting Minutes.

Seconded by Council Member Mackovjak.

Public Comment:
Liz Vanderzanden
Leah Okin

Council Comment:
Vice Mayor Bishop
Council Member Lewis
Council Member Owens
Council Member Driscoll

Hearing no objections, the minutes for 09-19-2022 General Meeting Minutes as amended and the 10-03-2022 Special Meeting Minutes as presented were adopted by unanimous consent.

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

6. Gustavus Volunteer Fire Department Quarterly Report
Gustavus Volunteer Fire Department Chief, Sol Martinez submitted a written report and provided an oral summary.
7. Marine Facilities Coordinator Quarterly Report
Marine Facilities Coordinator, Ben Sadler submitted a written report, and provided an oral summary.
8. City Clerk Quarterly Report
City Clerk, Karen Platt submitted a written report and provided an oral summary.
9. City Treasurer Monthly Financials
Acting City Treasurer, Ben Sadler submitted monthly financials.
10. City Administrator General Meeting Report

City Administrator, Kathy Leary submitted a written report and provided an oral summary.

Item #2.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Liz Vanderzanden
Leslie Sirstad
Leah Okin

CONSENT AGENDA

None

ORDINANCE FOR PUBLIC HEARING

11. FY23-05NCO AMLIP Gravel Pit Fund (Introduced 09-19-2022)
Mayor Taylor opened the Public Hearing at 8:15

Public Comment: None

Mayor Taylor closed the Public Hearing at 8:16

Motion made by Council Member Lewis to adopt FY23-05NCO AMLIP Gravel Pit Fund (Introduced 09-19-2022).

Seconded by Vice Mayor Bishop.

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member B. Taylor, Council Member Mackovjak, Council Member Owens, Council Member Driscoll

12. FY23-06NCO Capital Project Funding 2023 - Hardened Beach Trail (Introduced 09-19-2022)

Mayor Taylor opened the Public Hearing at 8:19 PM

Public Comment: None

Mayor Taylor closed the Public Hearing at 8:19 PM

Motion made by Council Member Mackovjak to adopt FY23-06NCO Capital Project Funding 2023 - Hardened Beach Trail (Introduced 09-19-2022).

Seconded by Vice Mayor Bishop.

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member B. Taylor, Council Member Mackovjak, Council Member Owens, Council Member Driscoll

Mayor Taylor called for at 5-minute recess at 8:20 PM.

Meeting reconvened at 8:29 PM

UNFINISHED BUSINESS

None

NEW BUSINESS

13. CY22-21 Resolution In Support of the Cordova Telephone Cooperative USDA Reconnect Grant Application

Motion made by Council Member Lewis to adopt CY22-21 Resolution In Support of the Cordova Telephone Cooperative USDA Reconnect Grant Application as revised by Mayor Taylor.

Seconded by Council Member Owens.

Cordova Telephone Cooperative CEO, Jeramiah Beckett provided background on Cordova Telephone Cooperative and overview of their USDA Reconnect Grant Application.

Public Comment:
Susan Warner

Council Comment:
Council Member Owens
Council Member Driscoll
Council Member B. Taylor
Mayor Taylor

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member B. Taylor, Council Member Mackovjak, Council Member Owens, Council Member Driscoll

14. CY22-20 Updating Policy and Procedure on Submission of Grant Proposals and Capital Requests of \$5,001 or Greater

Motion made by Mayor Taylor to adopt CY22-20 Updating Policy and Procedure on Submission of Grant Proposals and Capital Requests of \$5,001 or Greater.

Seconded by Vice Mayor Bishop.

Public Comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member B. Taylor, Council Member Mackovjak, Council Member Owens, Council

15. CY22-19 Resolution Updating Policy and Procedure for Submission of Small Grant Proposals (Less than \$15,001)

Motion made by Vice Mayor Bishop to adopt CY22-19 Resolution Updating Policy and Procedure for Submission of Small Grant Proposals (Less than \$15,001).

Seconded by Council Member Lewis.

Public Comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member B. Taylor, Council Member Mackovjak, Council Member Owens, Council Member Driscoll

16. Approve Scoping Document - Septage Storage Facility

Motion made by Mayor Taylor to approve the Scoping Document for a Septage Storage Facility.

Seconded by Council Member Mackovjak.

Public Comment: None

Council Comment:
Council Member Driscoll

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member B. Taylor, Council Member Mackovjak, Council Member Owens, Council Member Driscoll

17. FY23-07 Introduction Providing for the Amendment of City Ordinance Title 6 - City Departments and Contracted Services, Section 03.040 Services Provided (Public Hearing 11-14-2022)

Motion made by Council Member Lewis to approve the introduction of FY23-07 Providing for the Amendment of City Ordinance Title 6 - City Departments and Contracted Services, Section 03.040 Services Provided with a Public Hearing schedule for 11-14-2022.

Seconded by Vice Mayor Bishop.

Public Comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member B. Taylor, Council Member Mackovjak, Council Member Owens, Council Member Driscoll

18. FY23-08NCO Capital Project Funding 2023 Introduction (Public Hearing 11-14-2022)

Motion made by Council Member Mackovjak to approve the introduction of FY23-08NCO Capital Project Funding 2023 with a Public Hearing schedule for 11-14-2022.

Seconded by Council Member Owens.

Public Comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member B. Taylor, Council Member Mackovjak, Council Member Owens, Council Member Driscoll

19. FY23-09NCO Departmental Budgets Introduction (Public Hearing 11-14-2022)

Motion made by Vice Mayor Bishop moved to approve introduction of FY23-09NCO Departmental Budgets with a Public Hearing Scheduled for 11-14-2022.

Seconded by Council Member Lewis.

Public Comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member B. Taylor, Council Member Mackovjak, Council Member Owens, Council Member Driscoll

CITY COUNCIL REPORTS

20. Mayor's Report
Mayor Taylor submitted a written report and provided an oral summary.
Council Member Mackovjak - Outdoor Economy Conference

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, Mayor Taylor adjourned the meeting at 9:50 PM.

Mike Taylor, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date

**CITY OF GUSTAVUS
CITY COUNCIL SPECIAL MEETING
OCTOBER 26, 2022**

MINUTES - PENDING

ROLL CALL

PRESENT

Mayor Mike Taylor
Council Member Tania Lewis
Council Member Jim Mackovjak
Council Member Brian Taylor
Council Member Janene Driscoll
Council Member Shelley Owens

ABSENT

Vice Mayor Kyle Bishop

Reading of the City of Gustavus Vision Statement

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

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

None

CONSENT AGENDA

None

ORDINANCE FOR PUBLIC HEARING

None

UNFINISHED BUSINESS

None

NEW BUSINESS

1. CY22-22 Supporting Fiber Alaska USDA Reconnect Grant Application

Motion made by Council Member Owens to adopt CY22-22 A resolution in support of the Fiber Alaska USDA Reconnect Grant Application.
Seconded by Council Member Lewis.

Public Comment:
Janusz Kunat

Council Comment:
Council Member Owens

Voting Yea: Mayor Taylor, Council Member Lewis, Council Member Mackovjak,
Council Member Taylor, Council Member Driscoll, Council Member Owens

2. Appointment of City Treasurer

Motion made by Mayor Taylor to appoint Bend Sadler to the City Treasurer position, serving at the pleasure of the Gustavus City Council.

Seconded by Council Member Lewis.

Public Comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Council Member Lewis, Council Member Mackovjak,
Council Member Taylor, Council Member Driscoll, Council Member Owens

3. Swearing in of City Treasurer

City Clerk, Karen Platt conducted the swearing in of Ben Sadler to the City Treasurer Position.

CITY COUNCIL REPORTS

None

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Mackovjak - Intertie

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, Mayor Taylor adjourned the meeting at 6:30 PM

Mike Taylor, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date



Gustavus Visitors Association November Fourth Quarterly Report 2022

City Of Gustavus 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 Gustavus Visitors Association between August, September & October. With projected goals and objectives for November, December & January 2023.

Packet Includes:

- Progress Report
- Profit & Loss vs Actual July through September 2022
- Balance Sheet as of September 30, 2022

Gustavus Visitors Association Board of Directors:

President – Leah Okin
 Vice President – Robynn Jones
 Secretary – Cam Cacioppo
 Treasurer- Hillary Lesh
 Director Voting Member – Natalie Vaz
 Director Voting Member – Curtis Lindblom
 Voting Member At Large – Open Position

Employed positions:

Marketing Technician - Brian Taylor
 Marketing Coordinator - Leah Okin
 Administrator - Noel Ferevaag

Mission Statement

The mission of GVA is to enhance the economies of the City of Gustavus (CoG) through tourism marketing 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 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.

Completed to task August, September and October:-

- Maintained marketing and memberships.
 - Southeast Alaska Tourism Council (SATC)
 - Travel Alaska
 - Alaska Travel Industry Association (ATIA)
 - Travel Juneau
- Maintained website presence, photos and information listed on websites belonging to:
 - Travel Alaska
 - Travel Juneau
 - SATC
- Continued outreach to Aramark to place an informational Gustavus business rack card display in the Glacier Bay Lodge to support and showcase local businesses and encourage National Park visitors to journey into Gustavus.
- Continued outreach to the marketing department of Aramark to update the link and information about Gustavus on their websites
- Distributed 'Gustavus News Bulletin' for community and businesses, answering frequently asked questions in town. 177 subscribers and increasing with every posting.
- Maintaining GVA Events Calendar for both Visitors and the local community. This is a Calendar of All Gustavus events that may be viewed on one page may be added to your own iCal or Google calendar on any personal device to be viewed on the go and without scrolling back through Facebook.

<https://www.gustavusak.com/local-community/gustavus-events/>

- The Gustavus marketing film project:- The GVA welcomed film maker and sound specialist Richard Cooper (born and raised in Haines, Frostline Studios <http://www.frostlinestudios.com/>) into the October GVA Board meeting to outline the timeline and cost of a marketing film project and to discuss the content. Here is a link to a showcase of some films that Frostline Studios created for various Alaska towns centered in the visitor industry. A couple of them are just straight demo reels of glaciers and wildlife. <https://vimeo.com/showcase/8705605>
- Communicated with local Artists and Photographers to purchase images to be made into Gustavus postcards and sold at the local stores. Negotiations will continue to identify the cost to the GVA to purchase the image use rights. The goal is to showcase the diversity of artists and photographers, whilst marketing Gustavus.
- Printed out postcards for the 2023 marketing drive
- Put together marketing drive email, survey and overview of member benefits.
- Analyzed the results of our 3 month social media advertising campaign with Alaska Magazine - we ultimately decided not to continue with the expense as the traffic was low quality by our metrics (Lots of traffic, but very short visits and very few conversions)
- Ongoing edits to the content of the website
- Began the development of custom analytics reports using Google Datastudio, as Google's "universal" analytics platform which we have been using previously is set to be deprecated in mid 2023. The analytics in this report are from our new reports we're building out.

Objectives for November, December & January 2023.

- Email out & make calls for the 2023 membership drive
- Maintain Memberships and partnerships with:-
Alaska Travel Industry Association
Southeast Alaska Tourism Council
Travel Juneau
The Mile Post
The Alaska Magazine
- Re create marketing through KTOO and other radio stations
- Contact The Alaska Airlines Magazine to find out if they will be reinstating airline magazines in the seat backs. Which was on hold during Covid, if so reinstate our Gustavus marketing in the magazine.
- Build the GVA Social Media platform back up with regular posts
- Create and launch of our own Social Media Campaign
- Maintain The GVA's 501C status
- Maintain City and State records of GVA director positions and bi annual documentation
- Maintain our DUNS status
- Look for Grants that may assist marketing Gustavus as a destination.
- Join Green initiatives as a non profit and as a community, possibly working alongside the library with this objective.
- Implement a fix for (Not Set) tracking data in analytics reporting.
- Begin scoping the extent of changes necessary to add a Business members log-in and Account dashboard area, for eventual self service functionality of business member listing information as well as profile performance & analytics reporting.
- Create a template for business member reports.
- Continue to refine the new Quarterly analytics report format.

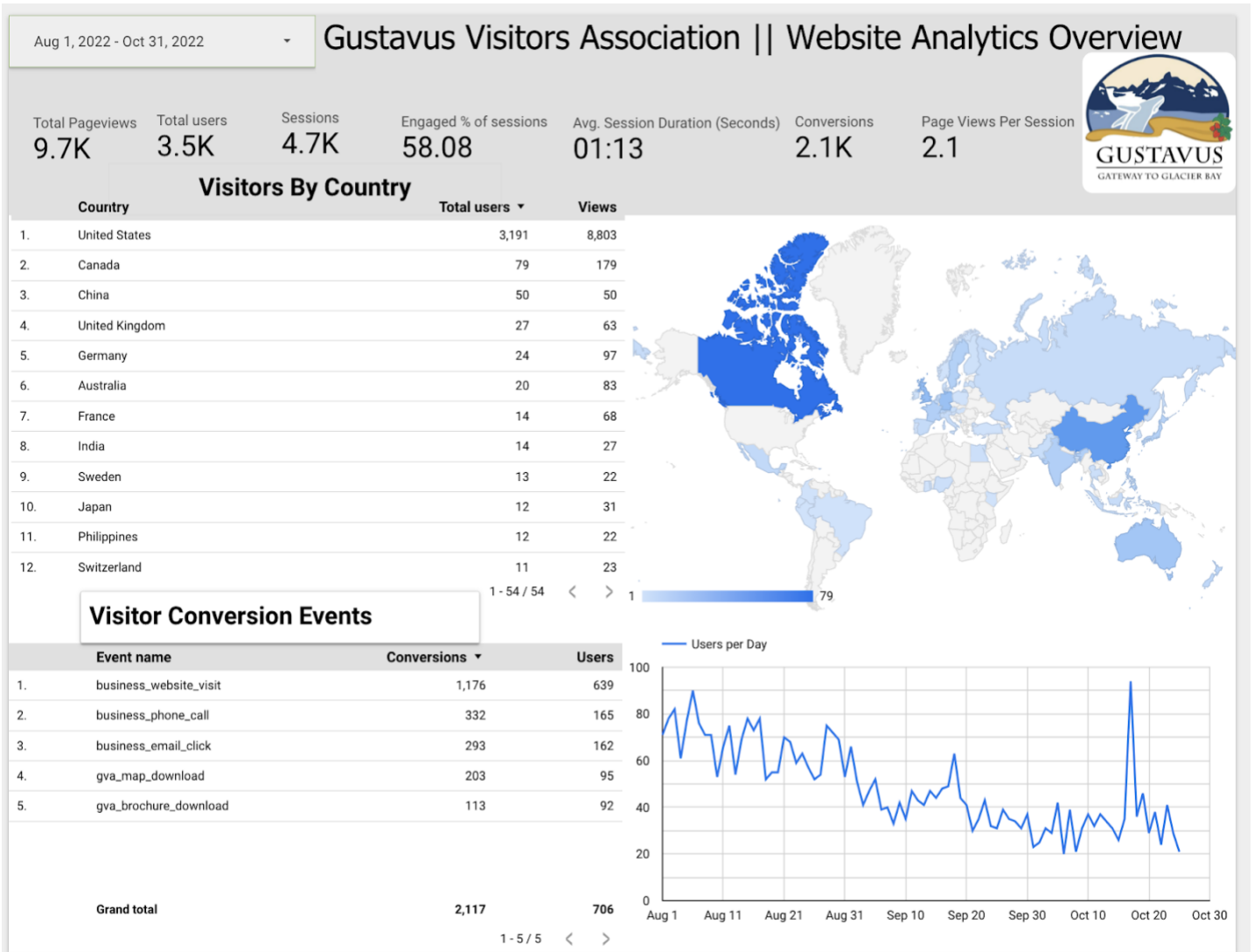
Analytics

Our previous analytics reports have come from a Google “Universal Analytics property”, that is being phased out.

To prepare for the deprecation of that platform, and to align with the modernization efforts for our tracking and reporting, we have built new, live feed, interactive reports to display our key metrics that we’ve been tracking before, as well as our new conversion metrics in greater detail.

These reports are a work in progress and may change layout slightly over time. Any city council or GVA business members who would like access to the live, interactive online report to explore more in detail can contact our marketing technician Brian Taylor for access.

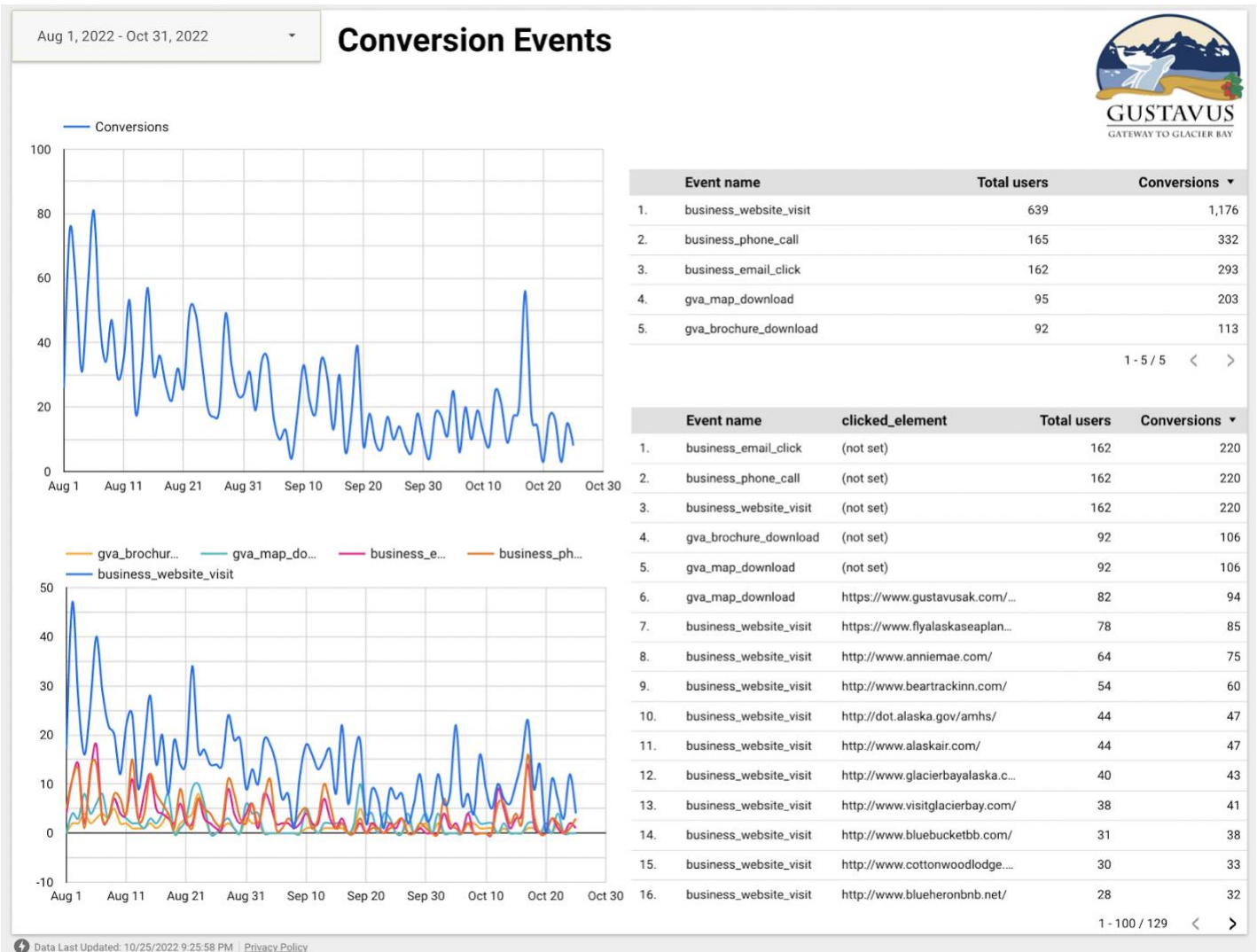
It is our aim to also develop live reports for business members to check when they please, and see the results of their listing on the GVA website.



As summer wanes and winter approaches, traffic on the GVA site has seen its typical seasonal slow, this year moving from ~70 visitors a day in August down to ~30 in October.

Over the period we had 2117 conversions on the site by 706 individual users.

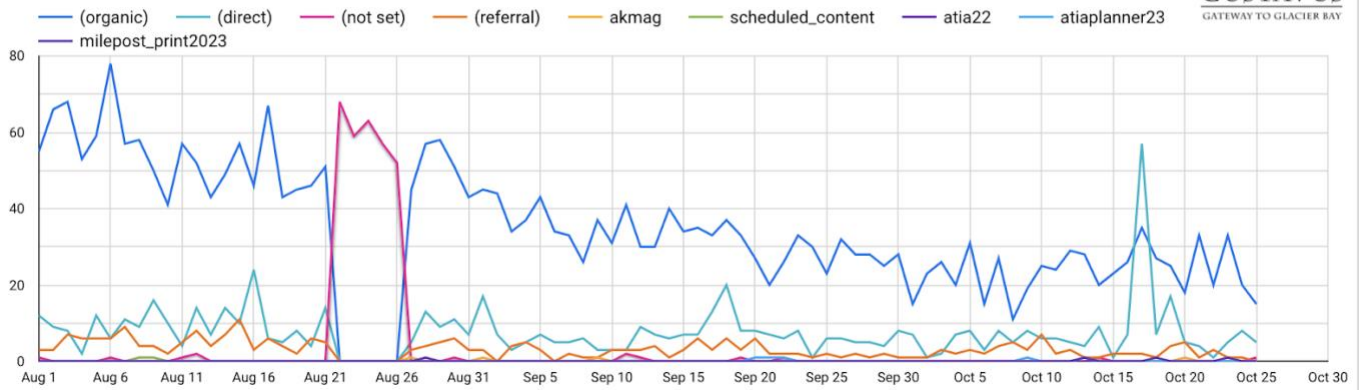
A note about conversion events that are missing detailed data about what page element was interacted with and show (not set): This is due to a flaw in the initial implementation of our conversion tracking, where after the first click on a page, parameters are cleared, and so any following clicks will not have data "set" for the element which is clicked. A fix has been researched and now only remains to be implemented. However, in the meantime, these "Not Set" conversion events give insight into how many users are converting more than once on a single page view.



By August 1st our social media campaign with Alaska Magazine had come to a close, and so the large majority of our traffic was coming to the site through our organic SEO reach, our organic traffic tends to be our highest converting and most engaged user group.

Our aim going forward is to re-engage our social media audience and begin running our own social media campaigns, with the expectation that it will yield higher quality traffic than we saw from the Alaska Magazine campaign.

Aug 1, 2022 - Oct 31, 2022



	Session medium	Session campaign	Views ▾	Total users	Sessions	% of engaged sessions	Conversions
1.	organic	(organic)	6,547	2,527	3,299	66.08	1,539
2.	(none)	(direct)	1,490	589	703	44.38	221
3.	referral	(referral)	880	235	304	73.68	179
4.	(not set)	(not set)	721	284	355	0	178
5.	digital	atiaplanner23	13	1	10	40	0
6.	print_magazine	milepost_print2023	7	1	4	50	0
7.	feed-display	akmag	6	4	6	0	0
8.	print	milepost_print2023	6	1	1	100	0
9.	tytanium	scheduled_content	4	2	2	50	0
10.	redirect	(not set)	1	1	1	0	0
11.	print	atia22	1	1	1	100	0
		Grand total	9,676	3,549	4,692	58.08	2,117

1 - 11 / 11 < >

Aug 1, 2022 - Oct 31, 2022



Page Views

	Page URL	Views ▾
1.	/	1,757
2.	/getting-to-gustavus/ferry-service	640
3.	/places-to-stay/	603
4.	/plan-your-trip/getting-to-gustavus/	530
5.	/brochure-and-map/	271
6.	/transportation/	268
7.	/accommodations	235
8.	/getting-around-gustavus/buds-rent-a-car-sales	193
9.	/things-to-do/fishing-and-whale-watching/	181
10.	/things-to-do/dining/	163
11.	/plan-your-trip/suggested-itineraries/	148
12.	/glacier-bay-national-park/glacier-bay-day-boat	145
13.	/local-community/gustavus-photo-galleries/	133
14.	/getting-around-gustavus/alaska-seaplanes	126
15.	/about-gustavus/the-city-of-gustavus/	123
16.	/getting-around-gustavus/tlc-taxi	121
17.	/plan-your-trip/	113
18.	/things-to-do/glacier-bay-national-park/	113
19.	/getting-around-gustavus/strawberry-point-taxi-tours	110
20.	/accommodations/annie-mae-lodge	103
21.	/things-to-do/	97
22.	/services/snug-harbor-liquor	93
23.	/accommodations/bear-track-inn	91
24.	/things-to-do/kayaking/	90
25.	/about-gustavus/glacier-bay-national-park-and-preserve/	86

Conclusion

This last quarter focused on setting up and looking at our website demographic reach, analyzing our success to reach our target audience and setting up a report structure for analytics.

The next quarter will focus on the membership drive and providing members with tangible data to reflect traffic brought to them through the GVA's efforts.

5:53 AM

11/02/22

Cash Basis

Gustavus Visitors Association
Profit & Loss Budget vs. Actual
 July 1 through November 2, 2022

Item #4.

	Jul 1 - Nov 2, 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
CityTax Revenue	35,600.00	35,600.00	0.00
Membership	437.08	4,320.00	-3,882.92
Total Income	36,037.08	39,920.00	-3,882.92
Gross Profit	36,037.08	39,920.00	-3,882.92
Expense			
Administration			
Postage	91.49	100.00	-8.51
Software	0.00	200.00	-200.00
Supplies	0.00	200.00	-200.00
Teleconference	0.00	180.00	-180.00
Total Administration	91.49	680.00	-588.51
Contractor Work			
Administrative	0.00	6,000.00	-6,000.00
Marketing Coordinator	0.00	14,400.00	-14,400.00
Total Contractor Work	0.00	20,400.00	-20,400.00
Fees/Licenses	0.00	800.00	-800.00
Marketing			
Equipment	0.00	100.00	-100.00
Memberships			
ATIA/Travel Alaska	0.00	140.00	-140.00
DTN Travel Juneau	0.00	400.00	-400.00
JCVB/Juneau Guide	400.00	0.00	400.00
SE AK Tourism Council (SATC)	0.00	1,000.00	-1,000.00
Memberships - Other	40.30	0.00	40.30
Total Memberships	440.30	1,540.00	-1,099.70
Online			
DTN Travel Juneau	0.00	400.00	-400.00
GVA Website	40.34	1,000.00	-959.66
Promotional Video	0.00	12,000.00	-12,000.00
Social Media	0.00	500.00	-500.00
Total Online	40.34	13,900.00	-13,859.66

5:53 AM

11/02/22

Cash Basis

Gustavus Visitors Association
Profit & Loss Budget vs. Actual
July 1 through November 2, 2022

Item #4.

	Jul 1 - Nov 2, 22	Budget	\$ Over Budget
Print / Digital Media			
Alaska Magazine ads	0.00	1,000.00	-1,000.00
Milepost	0.00	1,000.00	-1,000.00
Travel Alaska	0.00	500.00	-500.00
Total Print / Digital Media	0.00	2,500.00	-2,500.00
Marketing - Other	2,363.88	0.00	2,363.88
Total Marketing	2,844.52	18,040.00	-15,195.48
Total Expense	2,936.01	39,920.00	-36,983.99
Net Ordinary Income	33,101.07	0.00	33,101.07
Net Income	33,101.07	0.00	33,101.07

5:54 AM

11/02/22

Accrual Basis

Gustavus Visitors Association
Balance Sheet
 As of November 2, 2022

Item #4.

	Nov 2, 22
ASSETS	
Current Assets	
Checking/Savings	
FNBA	63,471.03
Total Checking/Savings	63,471.03
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	53,416.03
Fixed Assets	
Laptop	1,199.98
Total Fixed Assets	1,199.98
TOTAL ASSETS	54,616.01
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	115.30
Total Accounts Payable	115.30
Total Current Liabilities	115.30
Total Liabilities	115.30
Equity	
Opening Bal Equity	5,076.16
Retained Earnings	16,323.48
Net Income	33,101.07
Total Equity	54,500.71
TOTAL LIABILITIES & EQUITY	54,616.01

Gustavus PFAS Action Coalition (GPAC)
 11/09/2022 Quarterly Report to Gustavus City Council
 Submitted by Sally McLaughlin, GPAC Secretary/Treasurer

-Lance Mearig of ADOT notified us in late August that they had signed a notice-to-proceed with Shannon & Wilson for Plumestop evaluation. This was very welcome news! Lance provided us with the following details on the scope of work:

Prepare a feasibility study to explore several PlumeStop injection alternatives near the Gustavus Airport duck pond.

- *review the GPAC PFM data;*
- *meet with Regenesis, GPAC, and DOT&PF to identify potential injection areas and treatment goals;*
- *review other GPAC analytical data from the duck pond vicinity, if applicable;*
- *develop order-of-magnitude cost ranges for two or three alternatives; and recommend next steps.*

Identify the most effective treatment zone for long-term remediation will require higher resolution soil, groundwater, and surface water data for this area. The feasibility study will include professional recommendations for additional characterization and other next steps for planning PlumeStop injection. We do not expect to be able to recommend a specific treatment area and depth from currently available data.

The location and cost of PlumeStop will also depend on the duration of treatment and PFAS compounds being targeted. For example, an application designed to treat PFOS to 10 nanograms per liter (ng/L) for 5 years will require significantly less PlumeStop than an application designed to treat 18 or more PFAS compounds to 2.0 ng/L for 30 years. The feasibility study will describe the treatment goal for each alternative.

Provide a draft feasibility study to DOT&PF and Regenesis for review. Address comments and provide the final report to DOT&PF for distribution to GPAC, DEC, or other agencies as applicable.

As you can see, they are using the data collected by GPAC from the Passive Flux Meters that the City funded last November. So, once again, thank you for your support! It is very gratifying to be able to work closely with so many government agencies to pursue our goals.

- When originally forming our group in December of 2018, GPAC's mission included three primary goals:

- 1) Stop Further use of PFAS
- 2) Create public understanding of the full extent of the damage
- 3) Correct PFAS damage to the fullest extent possible

Our intent was to "work with local, state and federal agencies, as well as non-profits and universities, to address the issue in a cooperative way."

We can proudly say that we have accomplished all of these goals over the past four years and have reached a point where we feel our work is nearly done.

This will be our final quarterly report to the City Council. However, we will still be available for comment, questions or any issues that arise as the State proceeds toward Plumestop application. We will continue to monitor the process and will keep you informed of any developments.

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

My last quarterly report was at the August 8th General Meeting. My next quarterly report is scheduled for the February 13th, 2023 General Meeting.

General Operations and Management

Labor

Since my last report the most significant happening in the world of DRC labor was the City's hiring of Ian Barrier as the New DRC Operator. Ian started working at the DRC in July 2021 and now as a regular employee he is in a good position to take over management of the DRC after I retire. I am doing my best to go over the various aspects of managing the DRC in the time that I have left working with him.

With Ian's move to a regular position the DRC's Temporary Labor Pool (the Pool) currently has only one member, Paul Dzubay. Jeff Toms who had been working in the Pool since June has moved away.

Regarding the Pool, Ian and I may look at recruiting new members for the Pool on an on-going, year-round basis rather than using the once a year (November & December) method that I have traditionally used. The reason being there are more people around to recruit in the spring and summer and there is more work to offer them as well. Work in the winter for the Pool is generally just Saturday or the unplanned fill-in. Under the year-round, always advertising method, the application period for the Pool would be the entire year. As each application comes in, the individual would be interviewed and evaluated for inclusion in the Pool. If there were enough members in the Pool the application period could be closed for the rest of the year. Regardless of how the advertising period is managed, all hiring would continue to follow the City's procedure for the hiring of temporary staff.

Solid Waste Training Institute's (SWTI) proposal to turn waste plastic into lumber products

We all know there is too much plastic waste in the world. Traditional plastic recycling will never be able to catch up with how much plastic is generated as there is simply too much plastic material in circulation (much of that in the ocean) to be able to recycle it all. Worse still, much of the plastic in circulation is not considered recyclable. The plastic problem has fostered the development of technology and equipment for turning waste plastic into usable materials for construction, road paving etc.

Basically the process is:

1. sorting out the material you want to use from the waste stream
2. the selected material(s) is shredded and a blend of chosen materials is made
3. the material is heated and extruded into molds.

SWTI is a small Utah based company specializing in solid waste training. Chet Hovey, one of the directors for SWTI, first contacted me in July of 2017 and told me about his proposal to make building products out of our waste plastic and waste wood. They were also looking into the waste streams of Hoonah and Elfin Cove. Last year Chet was able to secure an EPA grant and together with some private funding to put together a pilot project to turn his idea into a reality.

Chet has purchased the equipment needed for the pilot project and installed it on a trailer and is planning on setting up the trailer in Juneau where there is three-phase power more easily available. At the DRC we would collect and package the various materials he is requesting and then transfer the materials to a pickup truck for a ferry ride to Juneau (these are small, pilot project quantities). For the pilot project the molds are 10" long and will be 2" x 2" or 2" x 4", textured and untextured. Feed stocks will be type 2(HDPE), types 1(PETE) & 2, mixed plastic, recovered landfilled plastics, Recovered textiles and all incoming

plastics and textiles.

This could be a very good solution to Gustavus's waste plastics. Rather than just landfilling the material, we could make it into a building product that can be sold to help recover the cost of making it or we could use the materials to improve the operation at the DRC such as using paving stones or planks that would help us deal with the mud in our waste mound. Projects like this would be supported by having a larger main building at the DRC to work in so that we can effectively house the machinery needed for the process.

The timing of the pilot project is June – July 2023.

Bright Side wood chips

I would like to thank Bright Side Tree Service of Juneau for the donation of several loads of wood chips they generated when they did work in Gustavus earlier this fall. Wood chips are an important part of our composting operation that we cannot produce them ourselves.

Community Chest

Under the skillful management of Annie Mackovjak the Chest had a good summer and moved a lot of merchandise.

Since my last report our sales desk volunteers have been: Maribeth Jarvis, Beck King, Mary Williams, Vicki Bender, Annie, Robynn Jones, Jeanette DeHart, and Vikki Garrett.

Sorting, purging, stocking and other site work has been performed by some of the sales crew and Betty Hanson, Denise Pratschner, Michelle Bray, Deb Johnson, Rose Marie Gray, Cheryl Smith, Joyce Gallagher, Kim Ney, Paula Kitcheu?, Heleen Buttram, Maggie. Sorry if I missed anyone. Many thanks to all the individuals who keep the Chest alive and thriving – we are all the beneficiary.

Capital Project Summaries

There are three important projects at the DRC which are in the planning and initial funding stages. Because these are such important, and expensive projects, I am developing an illustrated summary to help describe the projects and their importance to our operation. I will be expanding on my project descriptions for future reports as I get feedback from people and take in new information.

The three projects are:

1. New Composting Facility and Compost Yard Improvements
2. New Main Building
3. Purchase of a Horizontal Baler

The composting facility and new building projects have been in the works for a while and I have talked about them before. The idea of purchasing and installing the new baler to go along with the new building project is new. I figured since we are going to have a big price tag for the building, lets include the cost of purchasing and installing the new baler as part of the funding request. Also, the equipment on-site for building construction could aid in the installation of the baler.

Title: New Composting Facility/ Quonset replacement

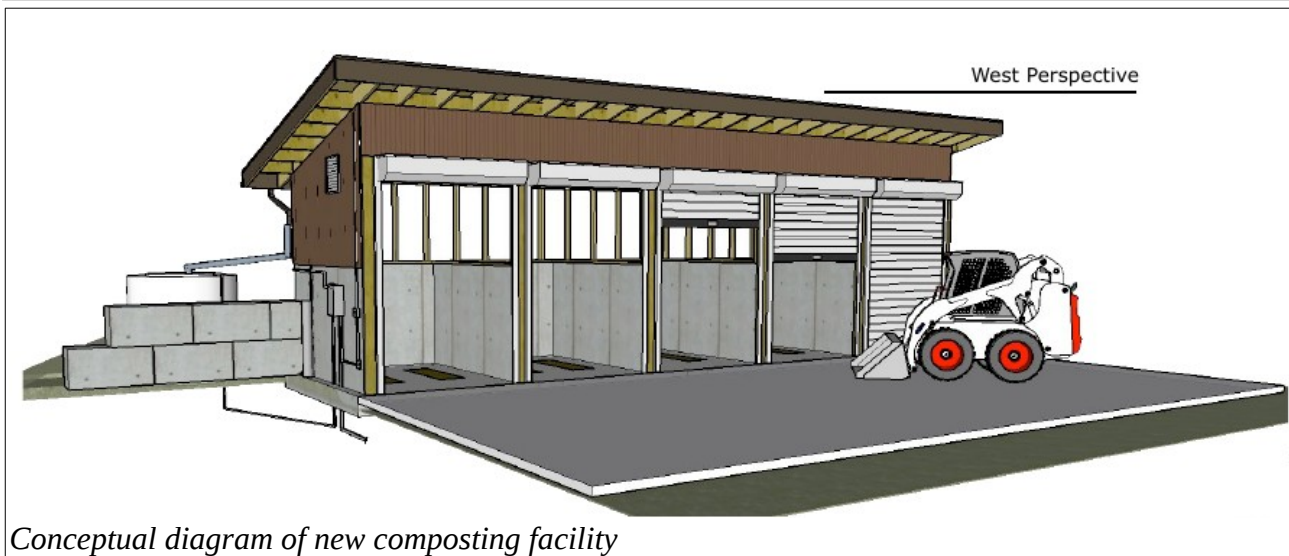
Summary: the goals of this project are:

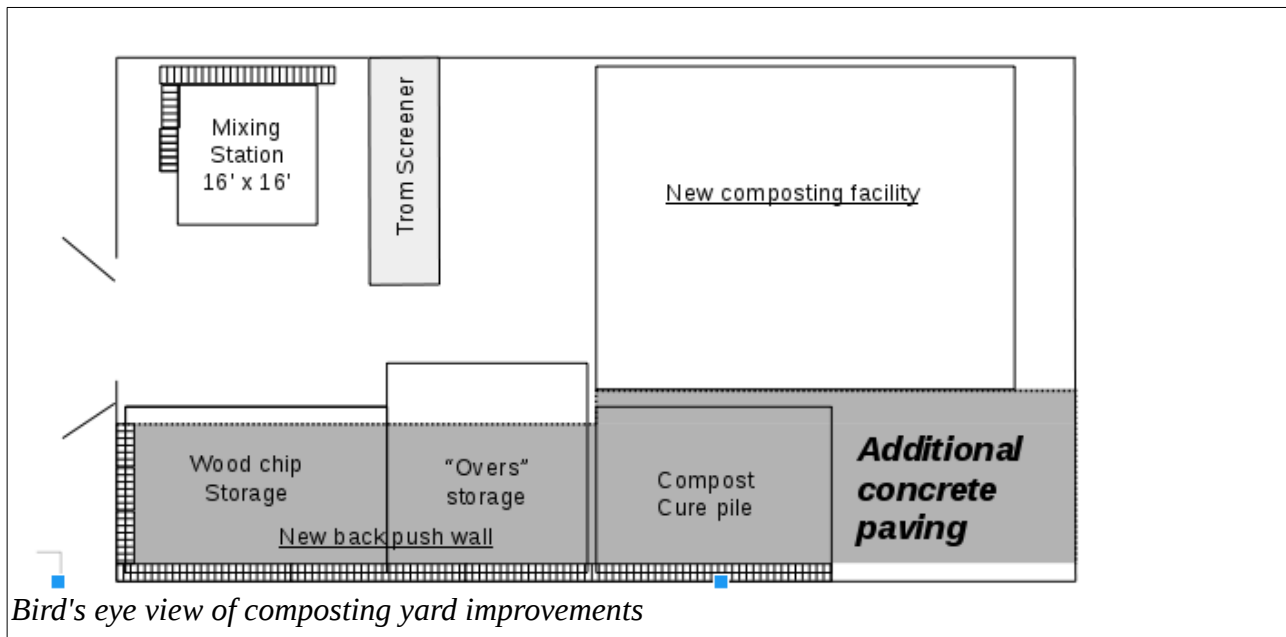
1. Replace the failing Quonset structure with a much more robust and usable composting facility. The new facility would be capable of processing greater amounts of material in a more temperature controlled manner by using ASP (aerated static piles). The new facility would have five bays for composting, would be constructed of concrete, and housed in a well built wood and metal structure
2. Pave most of the remaining unpaved area of the composting yard with concrete. Additionally, concrete push walls would be installed behind the piles of stored wood chips, sawdust, overs and curing compost. These improvements will make using the yard much easier for operator to use, allow for better recovery of stored materials and will reduce the spreading of invasive plant species by keeping invasive plants well away from the compost to be distributed.

Status: PND Engineers is putting together construction ready plans which are to be ready by December 2022

Scoping Document: Adopted February 2019. Needs to be updated once project costs are determined

Anticipated cost: Still being determined





Title: New main building

Summary: The new building will be designed to replace the functionality of 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 also 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.

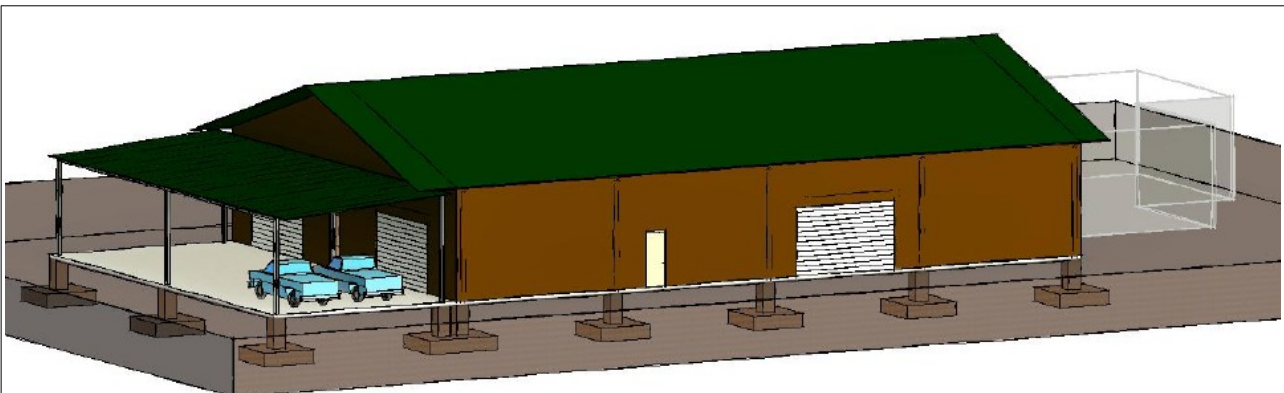
The new building will provide sufficient covered area for the public to deliver and sort their waste and provide adequate room for the equipment used to process that waste. An adequately sized building means our facility can continue to recycle over 50% of the communities waste stream well into the future. Recycling requires equipment such as a baler, shredder and glass pulverizer and we would like to be able to load the processing equipment with a loader when incoming volumes are high. All of this requires push-walls, ventilation and adequate space.

The existing landfill building will remain in place during the construction of the new building and will be converted to a storage area and maintenance shop

Status: PND Engineering has completed an initial conceptual drawing packet and estimated construction costs

Scoping document Adopted February 2020. Needs to be updated

Anticipated cost: depending on size \$3 - \$4.4 million



70' x 110' building with covered entry

Title: New horizontal baler

Summary: The baler is one of the cornerstone pieces of processing equipment in our facility. It turns a pile of loose garbage or several bins of aluminum cans into a single, compact bale. Baling densifies material which then makes it possible to efficiently move that material – either 150 feet to the mound or a thousand miles to the recycling facility. Shipping is expensive in a small, rural, end-of-the-spoke community like Gustavus and we need a baler that can produce as dense and compact bales as possible. The more weight you can get in a shipping container the lower your overall shipping costs per pound will be. Also, the more dense our bales of non-recyclable waste are the more material we will be able to get into our waste mound and the longer we will be able to use our finite disposal area.

Horizontal balers, while typically more expensive than vertical balers are much stronger as they can use more steel in the baling chamber without making the device top heavy. Horizontal balers have the additional advantage of using the force of the large hydraulic ram used for compaction to push finished bales out of the baling chamber. Vertical balers rely on a dump tray mechanism for bale removal that is simply not as robust and bales can get stuck in the baling chamber requiring powered equipment such as a loader with forks to remove the bale.

Status: Researching and soliciting quotes for the most suitable model baler

Scoping document: Being drafted for adoption in December

Anticipated cost: \$190,000 + shipping and installation



The end, thank you.

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

11/09/22

City of Gustavus Treasurer's report

Ben Sadler, Treasurer

Monday 11/14/2022

I would like to start by saying thank you to the City for again giving me the opportunity to serve as its treasurer. I will do what I can to maintain the high standards set by my predecessors and will fulfill my responsibilities to the best of my ability.

Since taking over I have been able to start getting our accounts up to date. I have been busy closing out the third quarter of the calendar year while learning the intricacies of my new position. I have been working closely with former treasurer and financial analyst Phoebe Vanselow. While maintaining the day-to-day operation she has been getting me up to speed on the City's current financial situation and the procedures put into place since I last held this position.

I have also been busy getting new council members and employees up to date on all of our accounts.

We are currently looking to see if we have met the threshold of \$750,000 in State and Federal funds (which automatically triggers an audit) or if we should have Altman, Roger's, and Co. (the City's accounting firm) review our books. As I am the third person to hold this position in three years I think it is time that we had a review to make sure we are using best practices and that everything is in order. The City did budget for this for FY23, and it is my recommendation that even if we are not required to, we still avail ourselves of this option.

I will be attending the annual Alaska Government Finance Officers Association conference in Anchorage in December.

I am currently setting up the Endowment fund working group with Council members Bishop, Driscoll, and Owens. They will be bringing their recommendations for which applicants to award Endowment Fund grants to this year to the December work session for council consideration. The grants are then on the agenda to be awarded at the December General Meeting.

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

	Jul - Oct 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Business License Fees	300.00	3,700.00	-3,400.00	8.1%
Donations	1,151.00	1,800.00	-649.00	63.9%
DRC Income				
Community Chest Sales	5,593.30	11,500.00	-5,906.70	48.6%
Landfill Fees paid @ City Hall	19,996.14	0.00	19,996.14	100.0%
Landfill Fees/Sales	26,583.43	90,450.00	-63,866.57	29.4%
Recyclable Material Sales	3,072.28	3,600.00	-527.72	85.3%
Total DRC Income	55,245.15	105,550.00	-50,304.85	52.3%
Federal Revenue				
American Rescue Plan Act	54,096.29	102,543.96	-48,447.67	52.8%
ARPA - 22-LGLR	161,525.64	161,525.64	0.00	100.0%
Disaster Assistance (FEMA funds)	0.00	95,000.00	-95,000.00	0.0%
Nat'l Forest Receipts-Encumbered	0.00	50,000.00	-50,000.00	0.0%
Payment In Lieu of Taxes	130,512.17	121,078.00	9,434.17	107.8%
Federal Revenue - Other	945.00			
Total Federal Revenue	347,079.10	530,147.60	-183,068.50	65.5%
Fundraising	0.00	600.00	-600.00	0.0%
Grant Income	48,592.79	500.00	48,092.79	9,718.6%
GVFD Income				
Ambulance Billing	-631.00	9,000.00	-9,631.00	-7.0%
ASP	689.17	600.00	89.17	114.9%
Training	0.00	150.00	-150.00	0.0%
Total GVFD Income	58.17	9,750.00	-9,691.83	0.6%
Interest Income	160.31	350.00	-189.69	45.8%
Lands Income				
Gravel Pit Gravel Sales	30,390.00	27,000.00	3,390.00	112.6%
Gravel Pit Bond (Bond - Gravel Pit Contractor)	-1,800.00			
Total Lands Income	28,590.00	27,000.00	1,590.00	105.9%
Lease Income	7,190.32	13,753.67	-6,563.35	52.3%
Marine Facilities Income				
Facilities Usage Fees				
Landing Craft Use Fee	2,000.00	0.00	2,000.00	100.0%
Single Use Fee	5.00	0.00	5.00	100.0%
Total Facilities Usage Fees	2,005.00	0.00	2,005.00	100.0%
Commercial Vessel Registration	500.00	0.00	500.00	100.0%
Private Vessel Registration				
Kayak Registration	60.00			
Private Vessel Registration - Other	1,435.00	0.00	1,435.00	100.0%
Total Private Vessel Registration	1,495.00	0.00	1,495.00	100.0%
Storage Area Fee	1,320.00	1,700.00	-380.00	77.6%
Marine Facilities Income - Other	0.00	17,500.00	-17,500.00	0.0%
Total Marine Facilities Income	5,320.00	19,200.00	-13,880.00	27.7%
State Revenue				
Community Assistance Program	90,577.16	77,598.84	12,978.32	116.7%
Shared Fisheries Business Tax	484.52	896.00	-411.48	54.1%
Total State Revenue	91,061.68	78,494.84	12,566.84	116.0%
Tax Income				
Retail Tax Income	293,461.47	400,000.00	-106,538.53	73.4%
Remote Sellers Retail Tax	27,938.79	35,000.00	-7,061.21	79.8%

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

	Jul - Oct 22	Budget	\$ Over Budget	% of Budget
Room Tax Income	87,102.70	90,000.00	-2,897.30	96.8%
Fish Box Tax	5,990.00	7,500.00	-1,510.00	79.9%
Penalties & Interest	1,373.84	4,000.00	-2,626.16	34.3%
Tax Exempt Cards	10.00	300.00	-290.00	3.3%
Total Tax Income	415,876.80	536,800.00	-120,923.20	77.5%
Total Income	1,000,625.32	1,327,646.11	-327,020.79	75.4%
Gross Profit	1,000,625.32	1,327,646.11	-327,020.79	75.4%
Expense				
Administrative Costs	1,677.87	35,000.00	-33,322.13	4.8%
Advertising	0.00	100.00	-100.00	0.0%
Bank Service Charges	1,489.18	4,750.00	-3,260.82	31.4%
Building				
Insurance	12,789.74	10,650.90	2,138.84	120.1%
Maintenance & Repair	1,403.76	9,900.00	-8,496.24	14.2%
Total Building	14,193.50	20,550.90	-6,357.40	69.1%
Contractual Services				
Ambulance Billing Expense	0.00	1,300.00	-1,300.00	0.0%
Managed IT Services	11,650.00	27,450.00	-15,800.00	42.4%
Contractual Services - Other	10,403.50	79,600.00	-69,196.50	13.1%
Total Contractual Services	22,053.50	108,350.00	-86,296.50	20.4%
Dues/Fees	6,935.56	10,050.00	-3,114.44	69.0%
Economic Development Services				
GVA	35,600.00	35,600.00	0.00	100.0%
Total Economic Development Services	35,600.00	35,600.00	0.00	100.0%
Election Expense	-49.01	250.00	-299.01	-19.6%
Emergency & Disaster	0.00	50,000.00	-50,000.00	0.0%
Equipment				
Equipment Fuel	1,279.52	2,200.00	-920.48	58.2%
Equipment Purchase	878.56	9,500.00	-8,621.44	9.2%
Insurance	317.77	242.49	75.28	131.0%
Maintenance & Repair	273.01	4,000.00	-3,726.99	6.8%
Equipment - Other	1,549.99	0.00	1,549.99	100.0%
Total Equipment	4,298.85	15,942.49	-11,643.64	27.0%
Events & Celebrations	0.00	4,100.00	-4,100.00	0.0%
Freight/Shipping	8,084.99	30,000.00	-21,915.01	26.9%
Fundraising Expenses	0.00	500.00	-500.00	0.0%
General Liability				
Public Entity Crime Coverage	75.54			
Cyber Liability	3,940.00			
General Liability - Other	17,250.15	19,963.00	-2,712.85	86.4%
Total General Liability	21,265.69	19,963.00	1,302.69	106.5%
Gravel Pit Fund	0.00	6,000.00	-6,000.00	0.0%
Library Materials				
Donated/Fundraised	0.00	700.00	-700.00	0.0%
Non-Fiction Add/Replacement	5.01	1,000.00	-994.99	0.5%
Library Materials - Other	1,395.31	1,000.00	395.31	139.5%
Total Library Materials	1,400.32	2,700.00	-1,299.68	51.9%
Marine Facilities				
Insurance	2,578.53	2,368.37	210.16	108.9%
Maintenance & Repairs	0.00	18,000.00	-18,000.00	0.0%

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

	Jul - Oct 22	Budget	\$ Over Budget	% of Budget
Total Marine Facilities	2,578.53	20,368.37	-17,789.84	12.7%
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses				
Wages	155,928.32	479,065.96	-323,137.64	32.5%
Payroll Taxes	14,875.09	42,340.35	-27,465.26	35.1%
Paid Time off	4,838.83	0.00	4,838.83	100.0%
Sick Leave	3,400.06			
Health Insurance (company paid)	0.00	26,803.20	-26,803.20	0.0%
Health Insurance Stipend	4,100.00	11,100.00	-7,000.00	36.9%
457(b) Employer Contribution	3,892.67	29,132.60	-25,239.93	13.4%
Health Insurance Reimbursement	-1,125.40			
Workers Comp Insurance	8,167.63	8,551.51	-383.88	95.5%
Payroll Expenses - Other	-6,393.53	230.00	-6,623.53	-2,779.8%
Total Payroll Expenses	187,683.67	597,223.62	-409,539.95	31.4%
Professional Services	3,115.00	25,000.00	-21,885.00	12.5%
Public Relations	0.00	1,000.00	-1,000.00	0.0%
Repair & Replacement Fund	0.00	16,545.71	-16,545.71	0.0%
Road Maintenance				
ARPA & FEMA Projects	4,602.00			
Grading	38,350.40	0.00	38,350.40	100.0%
Road Maintenance - Other	14,472.30	150,000.00	-135,527.70	9.6%
Total Road Maintenance	57,424.70	150,000.00	-92,575.30	38.3%
Stipend	750.00	10,000.00	-9,250.00	7.5%
Supplies				
Donated/Fundraised	0.00	700.00	-700.00	0.0%
Program	1,729.67	3,050.00	-1,320.33	56.7%
Supplies - Other	3,589.87	18,500.00	-14,910.13	19.4%
Total Supplies	5,319.54	22,250.00	-16,930.46	23.9%
Telecommunications	5,363.84	21,540.00	-16,176.16	24.9%
Training	1,649.41	6,950.00	-5,300.59	23.7%
Travel	3,909.83	8,000.00	-4,090.17	48.9%
Utilities				
Electricity	2,070.72	5,900.00	-3,829.28	35.1%
Fuel Oil	6,744.43	14,000.00	-7,255.57	48.2%
Utilities - Other	0.00	3,400.00	-3,400.00	0.0%
Total Utilities	8,815.15	23,300.00	-14,484.85	37.8%
Vehicle				
Fuel	291.20	1,200.00	-908.80	24.3%
Insurance	3,438.58	3,635.67	-197.09	94.6%
Maintenance & Repair	233.12	2,000.00	-1,766.88	11.7%
Mileage Reimbursement	814.79	1,950.00	-1,135.21	41.8%
Total Vehicle	4,777.69	8,785.67	-4,007.98	54.4%
Total Expense	398,337.81	1,255,319.76	-856,981.95	31.7%
Net Ordinary Income	602,287.51	72,326.35	529,961.16	832.7%
Other Income/Expense				
Other Income				
Prior-Year Cash Balance	0.00	300,000.00	-300,000.00	0.0%
Total Other Income	0.00	300,000.00	-300,000.00	0.0%
Net Other Income	0.00	300,000.00	-300,000.00	0.0%
Net Income	602,287.51	372,326.35	229,961.16	161.8%

City of Gustavus
Balance Sheet
 As of October 31, 2022

	Oct 31, 22
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	21.50
AMLIP Capital Improv Long-Term (0630598.2)	310,327.12
AMLIP Repair & Replacement (0630598.3)	328,826.26
AMLIP Road Maint - Unencumbered (0630598.4)	132,713.28
AMLIP Gravel Pit Fund (0630598.8)	18,049.70
AMLIP Reserve (0630598.12)	336,181.63
APCM.Endowment Fund	1,418,954.63
FNBA - Checking	1,889,235.59
FNBA Endowment Fund - Checking	65,770.53
Petty Cash	664.85
Total Checking/Savings	4,500,745.09
Accounts Receivable	
Accounts Receivable	22,538.01
Total Accounts Receivable	22,538.01
Other Current Assets	
Undeposited Funds	-6,498.33
Total Other Current Assets	-6,498.33
Total Current Assets	4,516,784.77
TOTAL ASSETS	4,516,784.77
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	465.75
Total Accounts Payable	465.75
Credit Cards	
Bank of America Alaska Air Visa	260.69
Total Credit Cards	260.69
Other Current Liabilities	
Deferred Income	13,190.00
Direct Deposit Liabilities (Direct Deposit Liabilities)	27,680.67
Payroll Liabilities	
State Unemployment	512.43
Total Payroll Liabilities	512.43
Total Other Current Liabilities	41,383.10
Total Current Liabilities	42,109.54
Total Liabilities	42,109.54
Equity	
Fund Balance	2,845,413.42
Opening Bal Equity	1,084,743.57
Net Income	544,518.24
Total Equity	4,474,675.23
TOTAL LIABILITIES & EQUITY	4,516,784.77

CITY ADMINISTRATOR'S REPORT November General Meeting

- Karen and I teleconferenced with Alaska Technical Solutions to review our contract with them. Discussed their deliverables, the timeliness of the deliverables and who the points of contact would be at the City. Karen and Ben will be the contacts to submit trouble tickets for technology issues. If you have any issues, please email Karen and Ben.
- Worked on getting access and signatory authority to our FNBA and other accounts. Then we had to do the same for Ben who has now been hired in the Treasurer position. Additionally, we had updated the signatures for the City Council.
- Continued work on the septic holding tank project with tank procurement and the agreement with septic company. We are currently awaiting a proposal from Juneau Septic. We intend to secure purchase of the tanks via an earnest money agreement. John Barry has researched additional tank specifications including restraint material and has begun work on the drawings so that he can submit them for the ADEC permit. Additionally, we created an announcement as requested by council member Driscoll at Monday's work session. You can see that document for details. We will need to amend the NCO funding documents to increase the project by \$7500. This is due to higher shipping costs for the tanks and the restraint material, and we anticipate that the design and permitting processes will increase from the original estimate.
- Thanks to Chief Martinez for instructing a First Aid CPR class last Friday to all of the City staff. Ben held down the fort at City Hall since he is an ETT and is already current on his certification. We are reviewing which City locations have AED's, the expiration dates of the pads and where else we might need to place one. Right now, there is not one at the DRC nor the Community Chest. We will also look at first aid kits and their contents.
- Reviewed and provided edits to the MOU with SEARHC drafted by Mayor Taylor.
- Filled in for Early and Absentee Voting when the Clerk wasn't available.
- Continue to wade through FEMA invoices and other documentation for reimbursement. Now that Ben is getting a handle on our accounts, we can pull reports to identify past invoices from the projects related to the 2020 flood and various mitigation measures. Tong Road culvert is now complete and that should wrap up our FEMA projects. Now to identify all the expenditures for the past couple of years and submit final reports and reimbursement requests.
- I submitted the basic information for the Good River Bridge Repair and Embankment Stabilization into the Project Intake Survey which begins the process to allow DOT&PF and AML to help applicants sort out prospective funding sources. Jim Mack has submitted the Bike Path project into the same intake survey. This submission is also considered our Notice of Intent to Apply. This intake process helps to determine which federal grants and state programs the project may be eligible for. I have been in contact with our grant writer who is on board to help us write a grant proposal for infrastructure or other funding once the sources are identified. We have meetings next week with DOT to evaluate the projects and determine the best course of action to apply for funds.
- We had a preliminary meeting with Dana Herndon at Senator Murkowski's Office on the DRC capital projects on how to prioritize funding requests. Do we submit separate requests or one big request? We have another meeting next week with her staff who actually is involved with congressional spending and the federal granting agencies. This all will depend on the election outcome. We are awaiting finished drawings from PND for the New Compost Facility so that project will be pretty much ready to submit if we decide to apply for just that project as a standalone.

- Worked with John Nixon on Electrification issues at City Hall. He and AP&T are discussing the best approach to take to upgrade and replace the line providing power to City Hall moving forward.
- Continued to field calls and complaints about the roads.
- Susan Warner stopped by City Hall to advise the mayor and I that she would be convening a neighborhood work group of local property owners in the Pine Street/Willow Way subdivision to address drainage and road issues. The intent as I understood it was to come up with some potential solutions to flooding and drainage. (hopefully agreed upon by the residents) They would then present their findings to the City. It will take some planning and coming together of local residents to correct the issue. It may also need a hydrology study to be conducted by the city.
- Held a staff meeting for employees to check in and provide updates for their departments, reviewed some Policy and Procedures, and welcomed Ian into his new position at the DRC.
- Comments or suggestions?

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

[illegible]

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 FY23-10NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2023**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. In Fiscal Year 2023, the following City held account balance transfers to be made for reasons stated.

Section 3. The budget is amended to reflect the changed estimates as follows:

Amounts

CITY HELD ACCOUNTS	Account Balance*	Amended balance	Change
	<i>*Approximate, this is a dynamic value.</i>		
APCM – Endowment Account	\$1,180,883.66	\$ 1,144,866.48	<\$ 36,017.18>
<i>2023 Endowment Funds for disbursement through grant application process, per motion at August 08, 2022 meeting.</i>			
FNBA Endowment Fund			
Checking account	\$ 65,770.53	\$ 101,787.71	\$ 36,017.18
<i>2023 Endowment Fund Grant Checking account for disbursement</i>			

Total Change in Account Balances	\$ 0.00
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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: November 14, 2022

DATE OF PUBLIC HEARING: December 12, 2022

PASSED and **APPROVED** by the Gustavus City Council this __th day of December, 2022.

Mike Taylor, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY23-11NCO
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
DEPARTMENT BUDGETS FOR FISCAL YEAR 2023**

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 2023 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		
EXPENSE	Original Budget	Amended Budget	Change
GVFD – Building Maintenance <i>Funding for upgrading garage door opening system to allow access when unpowered.</i>	\$ 3,000.00	\$ 6,000.00	\$ 3,000.00
Library – Building Maintenance	\$ 2,500.00	\$ 3,500.00	\$ 1,000.00
Admin – Building Maintenance	\$ 3,100.00	\$ 4,100.00	\$ 1,000.00
Admin – Travel <i>Additional funding needed to provide training for new City Employees and new City Council Members.</i>	\$ 2,500.00	\$ 10,500.00	\$ 8,000.00
Admin – Training <i>Additional funding needed to provide training for new City Employees and new City Council Members.</i>	\$ 750.00	\$ 2,750.00	\$ 2,000.00

Total Change in Expense	\$ 15,000.00
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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: November 14, 2022

DATE OF PUBLIC HEARING: December 12, 2022

PASSED and **APPROVED** by the Gustavus City Council this __th day of December, 2022.

Mike Taylor, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY23-12NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2023**

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 2023, the following City held account balance transfers are to be made for the reasons stated.

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

CITY HELD ACCOUNTS	Amounts		Change
	Account Balance*	Amended Balance	
	*Approximate, this is a dynamic value		
FNBA Checking Account	\$ 1,180,126.16	\$ 631,067.93	\$<549,058.23>
Returning funds removed from AMLIP Reserve account by FY22-13 NCO and reimbursed by DOI USFWS for Grandpa’s Farm Road bridge project.			
AMLIP Capital Long-Term	\$ 309,742.75	\$ 858,800.98	\$ 549,058.23

Total Change in City Held Account Balances	\$	0.00
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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: November 14, 2022

DATE OF PUBLIC HEARING: December 12, 2022

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2022.

Mike Taylor, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY23-07**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
CITY ORDINANCE TITLE 6 - CITY DEPARTMENTS AND CONTRACTED SERVICES,
CHAPTER 6.03 – WASTE DISPOSAL AND RECYCLING, SECTION 6.03.040 SERVICES
PROVIDED**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that City Ordinance Title 6 - City Departments and Contracted Services, Chapter 6.03 – Waste Disposal and Recycling, Section 6.03.040 Services Provided are to be amended as follows:

Bold and Underlined items are additions. ~~Strikethrough~~ items are deletions.

Title 6- CITY DEPARTMENTS AND CONTRACTED SOCIAL SERVICES

Chapter 6.03 – WASTE DISPOSAL AND RECYCLING

Section 6.03.040 – Services Provided

The DRC shall provide the following integrated services:

- (1) Acceptance and resale of donated reusable items;
- (2) Acceptance, processing and shipping of recyclable materials, such as glass, metal, plastic, and paper products;
- (3) Acceptance of organic materials such as food and yard waste for composting;
- (4) Acceptance of household and business waste and construction and demolition debris for land-filling;
- (5) Acceptance, processing, and shipping of selected household and business hazardous wastes;
- (6) Contracted waste pick-up for business and government facilities;
- (7) Resale of reusable items within the community with proceeds to support DRC operation or to fund special community humanitarian needs as approved by the DRC ~~advisory committee Manager~~ **or Community Chest volunteer work group;**
- (8) Sale of landfill-generated products such as compost, wood chips, crushed and pulverized glass with proceeds to support DRC operations.

(Ord. No. FY18-09 , § 3, 2-12-2018)

The DRC may provide the following services:

- (1) **Storage of septic waste in properly permitted holding tanks to be disposed of in accordance with all applicable federal, state and local laws by contract with a private business entity, if authorized by the Council and by contract as approved by the Council, which contract shall provide that the entity shall defend and indemnify the City from all damages and liability related to or resulting from the disposal process.**

Section 4. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

Date Introduced: October 10, 2022

Date of Public Hearing: November 14, 2022

PASSED and **APPROVED** by the Gustavus City Council this ____th day of _____, 2022

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY23-08NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2023**

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 2023, 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			
CP 22-04 Septic Storage Facility	\$	0.00	\$ 30,000.00	\$ 30,000.00
FNBA Checking Account	\$	1,313,065.73	\$ 1,283,065.73	\$ 30,000.00
This project is being funded by American Rescue Plan Act funds that are currently housed in FNBA Checking and allocated to the FY23 Operating Budget. \$30,000 is being removed from the operating budget with a concurrent NCO.				
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: *October 10, 2022*

DATE OF PUBLIC HEARING: *November 14, 2022*

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2022.

Mike Taylor, Mayor

Attest: Ben Sadler, Acting City Treasurer

Attest: Karen Platt CMC, City Clerk

CITY OF GUSTAVUS, ALASKA
ORDINANCE FY23-08NCO
(Mayor's Substitute)

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2023**

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 2023, 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			
CP 22-04 Septic Storage Facility	\$	0.00	\$ 37,500.00	\$ 37,500.00
FNBA Checking Account	\$	1,313,065.73	\$ 1,275,565.73	\$ 37,500.00
This project is being funded by American Rescue Plan Act funds that are currently housed in FNBA Checking and allocated to the FY23 Operating Budget. \$37,500 is being removed from the operating budget with a concurrent NCO.				

Total Change in City Held Account Balances		\$ 0.00
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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: *October 10, 2022*

DATE OF PUBLIC HEARING: *November 14, 2022*

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2022.

Mike Taylor, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY23-09NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2023**

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 2023, 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 changes as follows:

Budget Category	Amounts		
	Original Budget	Amended Budget	Change
INCOME			
Federal Revenue: American Rescue Plan	\$ 102,543.96	\$ 72,543.96	<\$ 30,000.00 >
\$30,000 is being removed from the operating budget to fund CP 22-04 Septage Storage Facility Construction with ARPA funds. See the concurrent NCO.			
Federal Revenue: Payment in Lieu of Taxes	\$ 121,078.00	\$ 130,512.17	\$ 9,434.17
State Revenue: Community Assist. Program	\$ 77,598.84	\$ 90,577.16	\$ 12,978.32
<hr/>			
Total Change in Income			< \$ 7,587.51 >

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: *October 10, 2022*

DATE OF PUBLIC HEARING: *November 14, 2022*

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2022.

Mike Taylor, Mayor

Attest: Ben Sadler, Acting City Treasurer

Attest: Karen Platt CMC, City Clerk

CITY OF GUSTAVUS, ALASKA
ORDINANCE FY23-09NCO
(Mayor's Substitute)

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2023**

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 2023, 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 changes as follows:

Budget Category	Amounts		
	Original Budget	Amended Budget	Change
INCOME			
Federal Revenue: American Rescue Plan	\$ 102,543.96	\$ 65,043.96	<\$ 37,500.00 >
\$37,500 is being removed from the operating budget to fund CP 22-04 Septage Storage Facility Construction with ARPA funds. See the concurrent NCO.			
Federal Revenue: Payment in Lieu of Taxes	\$ 121,078.00	\$ 130,512.17	\$ 9,434.17
State Revenue: Community Assist. Program	\$ 77,598.84	\$ 90,577.16	\$ 12,978.32
<hr/>			
Total Change in Income			< \$ 15,087.51 >

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: *October 10, 2022*

DATE OF PUBLIC HEARING: *November 14, 2022*

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2022.

Mike Taylor, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY22-23**

**A RESOLUTION BY THE CITY OF GUSTAVUS SUPPORTING THE APPLICATION FOR
COMPENSATION BY ALASKA AIRLINES UNDER THE ESSENTIAL AIR SERVICE
PROGRAM TO SERVE GUSTAVUS FOR MAY 2023 THROUGH APRIL 2025**

WHEREAS, Gustavus Alaska has benefited from passenger jet airliner service for decades before incorporation as the City of Gustavus; and,

WHEREAS, the Essential Air Service program subsidies have made reliable airliner passenger service feasible and economical for residents and visitors alike; and,

WHEREAS, summer activities in Gustavus and Glacier Bay greatly increase air travel into and out of Gustavus; and,

WHEREAS, the community, its residents, and businesses depend on summer visitors as an essential economic driver; and,

WHEREAS, many summer visitors are either unable or unwilling to travel on smaller air taxi aircraft for a visit to Gustavus and Glacier Bay; and,

WHEREAS, the having multiple competitive means of transport into Gustavus particularly during the busy summer season provides flexibility in travel opportunities; and,

WHEREAS, Alaska Airlines has provided reliable service to Gustavus with the support of the Essential Air Service program.

THEREFORE, BE IT RESOLVED, that the City of Gustavus supports the application of Alaska Airlines for compensation under the Essential Air Service program to provide service to Southeast Alaska communities including Gustavus for the period of May 2023 through April 2025 and encourages acceptance of the terms of the application.

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



November 3, 2022

Mr. Michael Gormas
Office of Aviation Analysis
U.S. Department of Transportation
1200 New Jersey Ave., S.E.
Washington, D.C. 20590

Re: Proposal to Provide EAS at Cordova, Gustavus, Petersburg, Wrangell, and Yakutat, Alaska

Dear Mr. Gormas:

Enclosed is the proposal of Alaska Airlines, Inc., to provide Essential Air Service to the communities of Cordova, Gustavus, Petersburg, Wrangell, and Yakutat, Alaska.

Also attached is the certification for a drug-free workplace, certification of nondiscrimination, and the certification pertaining to influencing activities.

Please do not hesitate to contact me if you have any questions or require additional information.

Sincerely,

Megan Ouellette
Managing Director
Government and Community Affairs
Alaska Airlines, Inc.

Alaska Airlines, Inc.
Essential Air Service at Cordova, Gustavus, Petersburg, Wrangell, and Yakutat, Alaska
Order 2022-10-1

Index of Exhibits

Exhibit	Title	Pages
AS-1	Narrative Statement	2
AS-2	Subsidy Request <ul style="list-style-type: none">- Combined- Passenger- Freighter	3
AS-3	Allocations by Community	1
AS-4	Schedules (Estimated)	2
AS-5	Completion Factors	1

Alaska Airlines, Inc.
Compensation Requirement
Order 2022-10-1
Essential Air Service to Cordova, Gustavus, Petersburg, Wrangell and Yakutat
DOT-OST-1998-4899

Narrative Statement

Alaska Airlines, Inc. (“Alaska Airlines”) is pleased to submit this proposal to serve the Southeast Alaska points of Cordova, Gustavus, Petersburg, Wrangell and Yakutat in response to Order 2022-10-1. Access to air service through the Essential Air Service (“EAS”) program is critical to these communities, which share important commercial and cultural ties to the region but that lack access to road systems. Alaska Airlines is proud to have supported these communities by providing reliable connectivity to each other and to the national and global air transportation system, and wishes to continue that support by virtue of this proposal.

Alaska Airlines requests an EAS averaged compensation level of \$14.8 million per year for a two-year contract period, which includes a \$14.2 million bid for passenger service and a \$0.6 million bid for freighter service. This combined bid will enable Alaska Airlines to continue offering the levels of service these communities need, with appropriate seasonal adjustments. While Alaska Airlines has always been mindful of increases in subsidy amounts during its long history of providing service to SE Alaska EAS markets, this proposal reflects a step-cost change to account for the current economic realities facing the industry, including rising labor and fuel costs, inflation, and supply chain constraints. Specifically, Alaska Airlines’ proposal reflects increases in operational costs, fuel, labor, and maintenance; additionally, the bid rectifies lingering changes in cost realities associated with serving this region related to the retirement of the 737 classic/combi aircraft that were not addressed in Alaska Airlines’ 2020 bid.

Alaska Airlines requests \$14.2 million in average annual compensation for jet aircraft passenger services to these communities with First Class, Premium, and main cabin seating options for our guests. Each passenger flight to/from these Southeast Alaska communities will offer passengers and shippers single-plane jet service to Juneau or Ketchikan and on to Alaska Airlines’ Anchorage or Seattle hubs. For service to/from Gustavus, Alaska Airlines proposes seasonal (summer-only) service to/from Juneau with the aircraft continuing on to either Anchorage or Seattle.¹

Alaska Airlines proposes maintaining its existing flight schedule as historically operated.² Under this proposal, Alaska Airlines would continue to provide twice-daily service³ to each market to ensure crucial connectivity that would not be possible with a single daily flight. A second flight enables same-

¹ In Year 1, Alaska Airlines intends to start service at Gustavus on a date to be determined between May 18, 2023 and June 1, 2023 and end summer service between August 10, 2023 and August 24, 2023. In Year 2, Alaska Airlines intends to start service at Gustavus on a date to be determined between May 23, 2024 and June 6, 2024 and end summer service between August 15, 2024 and August 29, 2024.

² Alaska Airlines requests the flexibility where necessary to adjust its passenger service schedule to meet the communities’ needs.

³ Twice-daily service would be provided to Cordova, Petersburg, Wrangell and Yakutat, with once-daily seasonal (summer-only) service to Gustavus.

day travel between these Southeast Alaska communities (Cordova, Yakutat, Wrangell, Petersburg, Juneau, Ketchikan, Sitka) in addition to providing service to Anchorage and Seattle, where passengers can connect onto flights to more than 120 cities that Alaska Airlines serves. For individuals traveling to these communities, a second flight provides the option to conduct day trips; a crucial benefit at certain times of the year when lodging reaches capacity.

Alaska Airlines also requests \$0.6 million to separately operate freighter service throughout Southeast Alaska beginning in summer 2023, which will allow Alaska Airlines to serve the air cargo needs of these communities. Alaska Airlines plans to operate 52 annual freighter flights for Cordova, Yakutat, Petersburg and Wrangell, pursuant to the enclosed schedule.⁴ Without EAS subsidy support, year-round freighter service would not be sustainable due to seasonality of demand. Alaska Airlines' request will ensure the continued provision of year-round service that is critical to meeting these communities' cargo needs.

The estimates in this proposal are based on costs associated with operating passenger and freighter Boeing 737-700 aircraft to/from Cordova, Gustavus, Petersburg, Wrangell and Yakutat. Alaska Airlines requests the flexibility to substitute aircraft with other 737 aircraft model types in some circumstances. For both passenger and freighter service, Alaska Airlines predicts an increase in fuel prices compared to 2020 by assuming a \$3.75 per gallon in Year 1 and \$3.50 per gallon in Year 2. This is forecasted based on Alaska Airlines' observed pricing.

Importantly, all of the jet aircraft Alaska Airlines would use to operate service under this proposal are equipped with Alaska Airlines' proprietary Required Navigation Performance ("RNP") technology. RNP technology provides computer-plotted landing paths with pinpoint accuracy by using a combination of onboard navigation technology and the Global Positioning System satellite network. All of Alaska Airlines' flight crews are trained in its use, enabling Alaska Airlines to reliably serve these communities even in inclement weather. Alaska Airlines' high completion factor for flights to/from these communities during the past two years is a testament to the reliable service Alaska Airlines provides.

As has been noted for years in Alaska Airlines' prior proposals, Alaska Airlines takes seriously its unique obligation to continue fulfilling its longstanding role as the critical transportation link for these communities (without access to road systems) to hubs within and beyond the state of Alaska. Alaska Airlines is committed to providing these communities not only a vital transportation link, but excellent service as well. Alaska Airlines' passenger jet service, combined with its freighter operation, will best serve the needs of Southeast Alaska residents and visitors.

⁴ Alaska Airlines requests the flexibility to adjust its freighter schedule where necessary to meet these communities' needs.

AS-2

Passenger + Freighter Service	Year 1 Final Bid May 2023 - April 2024			Year 2 Final Bid May 2024 - April 2025			Consolidated Bid May 2023 - April 2025		
	Cordova, Yakutat, Gustavus ⁷	Petersburg, Wrangell	Year 1 Total	Cordova, Yakutat, Gustavus ⁷	Petersburg, Wrangell	Year 2 Total	Cordova, Yakutat, Gustavus ⁷	Petersburg, Wrangell	Consolidated Total
Operating Revenue									
Passenger ¹	8,215,313	8,542,133	16,757,446	8,215,313	8,542,133	16,757,446	8,215,313	8,542,133	16,757,446
Freight/Mail ²	2,208,510	1,393,326	3,601,836	2,208,510	1,393,326	3,601,836	2,208,510	1,393,326	3,601,836
Trans. Related & Other	2,766,744	2,413,356	5,180,101	2,766,744	2,413,356	5,180,101	2,766,744	2,413,356	5,180,101
Total Operating Revenue	13,190,567	12,348,815	25,539,382	13,190,567	12,348,815	25,539,382	13,190,567	12,348,815	25,539,382
Operating Expenses									
Direct Operating Expenses									
Non-FuelExpense ³	13,097,120	10,818,268	23,915,388	14,294,631	11,735,675	26,030,307	13,695,876	11,276,971	24,972,847
Fuel Expense ⁴	4,844,101	3,030,023	7,874,124	4,844,101	3,030,023	7,874,124	4,844,101	3,030,023	7,874,124
Total Direct Operating Expenses	17,941,222	13,848,290	31,789,512	19,138,733	14,765,698	33,904,431	18,539,977	14,306,994	32,846,971
Indirect Operating Expenses									
Overhead ⁵	1,219,500	1,109,000	2,328,500	1,219,500	1,109,000	2,328,500	1,219,500	1,109,000	2,328,500
Ownership	1,739,181	1,360,341	3,099,521	1,739,181	1,360,341	3,099,521	1,739,181	1,360,341	3,099,521
Total Indirect Operating Expenses	2,958,681	2,469,341	5,428,021	2,958,681	2,469,341	5,428,021	2,958,681	2,469,341	5,428,021
Total Operating Expenses	20,899,902	16,317,631	37,217,533	22,097,413	17,235,039	39,332,452	21,498,658	16,776,335	38,274,993
Total Non-Operating Expenses	69,589	42,896	112,484	69,589	42,896	112,484	69,589	42,896	112,484
Operating Profit (Loss)	(7,778,924)	(4,011,711)	(11,790,636)	(8,976,435)	(4,929,119)	(13,905,554)	(8,377,680)	(4,470,415)	(12,848,095)
5% Return	1,048,475	818,026	1,866,501	1,108,350	863,897	1,972,247	1,078,412	840,962	1,919,374
Compensation	(8,827,399)	(4,829,738)	(13,657,136)	(10,084,785)	(5,793,016)	(15,877,801)	(9,456,092)	(5,311,377)	(14,767,469)

Notes

1-Passenger revenue flat vs 2021/2022 levels. Freight revenue based off 2021/2022 levels.

2- Freight revenue on passenger aircraft remains flat vs 2021/2022 levels

3- Increase in crew wages by 16% in year 1 and 4% in year 2. 5% increase maintenance expense in year 1 and 8% in year 2 off higher wages and expense increase in spare parts

4- Fuel estimated at \$3.75 per gallon in year 1 and \$3.50 in year 2

5-Based off 10% of per departure costs

6- Return of 5%

7-Gustavus service is summer only and passenger service only

AS-2

Passenger Service	Year 1 Final Bid May 2023 - April 2024			Year 2 Final Bid May 2024 - April 2025			Consolidated Bid May 2023 - April 2025		
	Cordova, Yakutat, Gustavus	Petersburg, Wrangell	Year 1 Total	Cordova, Yakutat, Gustavus	Petersburg, Wrangell	Year 2 Total	Cordova, Yakutat, Gustavus	Petersburg, Wrangell	Consolidated Total
Operating Revenue									
Passenger ¹	8,215,313	8,542,133	16,757,446	8,215,313	8,542,133	16,757,446	8,215,313	8,542,133	16,757,446
Freight/Mail ²	1,200,113	752,816	1,952,929	1,200,113	752,816	1,952,929	1,200,113	752,816	1,952,929
Trans. Related & Other	2,766,744	2,413,356	5,180,101	2,766,744	2,413,356	5,180,101	2,766,744	2,413,356	5,180,101
Total Operating Revenue	12,182,170	11,708,305	23,890,475	12,182,170	11,708,305	23,890,475	12,182,170	11,708,305	23,890,475
Operating Expenses									
Direct Operating Expenses									
Non-FuelExpense ³	12,320,311	10,298,320	22,618,631	13,450,742	11,174,946	24,625,688	12,885,527	10,736,633	23,622,160
Fuel Expense ⁴	4,524,850	2,893,982	7,418,832	4,524,850	2,893,982	7,418,832	4,524,850	2,893,982	7,418,832
Total Direct Operating Expenses	16,845,161	13,192,302	30,037,463	17,975,592	14,068,928	32,044,520	17,410,377	13,630,615	31,040,992
Indirect Operating Expenses									
Overhead ⁵	1,141,500	1,057,000	2,198,500	1,141,500	1,057,000	2,198,500	1,141,500	1,057,000	2,198,500
Ownership	1,626,984	1,289,376	2,916,360	1,626,984	1,289,376	2,916,360	1,626,984	1,289,376	2,916,360
Total Indirect Operating Expenses	2,768,484	2,346,376	5,114,860	2,768,484	2,346,376	5,114,860	2,768,484	2,346,376	5,114,860
Total Operating Expenses	19,613,646	15,538,677	35,152,323	20,744,077	16,415,304	37,159,380	20,178,861	15,976,991	36,155,852
Total Non-Operating Expenses	65,215	40,949	106,164	65,215	40,949	106,164	65,215	40,949	106,164
Operating Profit (Loss)	(7,496,690)	(3,871,322)	(11,368,012)	(8,627,121)	(4,747,948)	(13,375,069)	(8,061,906)	(4,309,635)	(12,371,540)
5% Return	983,943	778,981	1,762,924	1,040,465	822,813	1,863,277	1,012,204	800,897	1,813,101
Compensation	(8,480,633)	(4,650,303)	(13,130,936)	(9,667,586)	(5,570,760)	(15,238,346)	(9,074,110)	(5,110,532)	(14,184,641)

Notes

1-Passenger revenue flat vs 2021/2022 levels

2- Freight on passenger aircraft revenue remains flat vs 2021/2022 levels

3- Increase in crew wages by 19% in year 1 and 6% in year 2. 5% increase maintenance expense in year 1 and 8% in year 2 off higher wages and expense increase in spare part

4- Fuel estimated at \$3.75 per gallon in year 1 and \$3.50 in year 2

5-Based off 10% of per departure costs

6- Return of 5%

AS-2

Freighter Service	Year 1 Final Bid			Year 2 Final Bid			Consolidated Bid		
	May 2023 - April 2024			May 2024 - April 2025			May 2023 - April 2025		
	Cordova, Yakutat	Petersburg, Wrangell	Year 1 Total	Cordova, Yakutat	Petersburg, Wrangell	Year 2 Total	Cordova, Yakutat	Petersburg, Wrangell	Consolidated Total
Operating Revenue									
Passenger	-	-	-	-	-	-	-	-	-
Freight/Mail ¹	1,008,397	640,510	1,648,907	1,008,397	640,510	1,648,907	1,008,397	640,510	1,648,907
Trans. Related & Other	-	-	-	-	-	-	-	-	-
Total Operating Revenue	1,008,397	640,510	1,648,907	1,008,397	640,510	1,648,907	1,008,397	640,510	1,648,907
Operating Expenses									
Direct Operating Expenses									
Non-Fuel Expense ²	776,809	519,948	1,296,757	843,889	560,729	1,404,618	810,349	540,338	1,350,687
Fuel Expense ³	319,251	136,041	455,292	319,251	136,041	455,292	319,251	136,041	455,292
Total Direct Operating Expenses	1,096,061	655,989	1,752,049	1,163,141	696,770	1,859,911	1,129,601	676,379	1,805,980
Indirect Operating Expenses									
Overhead ⁴	78,000	52,000	130,000	78,000	52,000	130,000	78,000	52,000	130,000
Ownership	112,196	70,965	183,161	112,196	70,965	183,161	112,196	70,965	183,161
Total Indirect Operating Expenses	190,196	122,965	313,161	190,196	122,965	313,161	190,196	122,965	313,161
Total Operating Expenses	1,286,257	778,953	2,065,210	1,353,337	819,735	2,173,072	1,319,797	799,344	2,119,141
Total Non-Operating Expenses	4,374	1,946	6,321	4,374	1,946	6,321	4,374	1,946	6,321
Operating Profit (Loss)	(282,234)	(140,390)	(422,624)	(349,314)	(181,171)	(530,485)	(315,774)	(160,780)	(476,554)
5% Return ⁵	64,532	39,045	103,577	67,886	41,084	108,970	66,209	40,065	106,273
Compensation	(346,766)	(179,435)	(526,200)	(417,199)	(222,255)	(639,455)	(381,983)	(200,845)	(582,827)

Notes

1-Revenue forecast off 2021/2022 actuals

3- Increase in crew wages by 19% in year 1 and 6% in year 2. 5% increase maintenance expense in year 1 and 8% in year 2 off higher wages and expense increase in spare part

3- Fuel estimated at \$3.75 per gallon in year 1 and \$3.50 in year 2

4-Based off 10% of per departure costs

5- Return of 5%

AS-3

Subsidy Allocation by Community (averaged over 2 years)

Allocation: Passenger	
Cordova	\$4,320,331
Yakutat	\$4,348,600
Gustavus	\$405,178
Total	\$9,074,110
Wrangell	\$2,638,479
Petersburg	\$2,472,052
Total	\$5,110,532

Allocation: Freighter	
Cordova	\$44,586
Yakutat	\$42,838
Total	\$87,424
Wrangell	\$257,610
Petersburg	\$237,794
Total	\$495,403

AS-4

Passenger SE Alaska Market Schedule (Estimated— Flexibility Requested)

Flight #	Off-Peak			
	65	61	64	66
	↓	↓	↑	↑
Seattle	0800	0745	2036	2341
Ketchikan	0910 0955		1743 1658	
Wrangell	1046 1131		1620 1535	
Petersburg	1158 1243		1507 1422	
Juneau	1327 1417	0924 1014	1331 1241	2020 1811
Yakutat		1116 1206		1717 1627
Cordova		1259 1349		1535 1445
Anchorage	1603	1440	1100	1345

Flight #	Peak (Summer)					
	65	61	71	77	64	66
	↓	↓	↓	↓	↑	↑
Seattle	0812	0745	1340		2020	2213
Ketchikan	0921 1008				1718 1628	
Wrangell	1049 1139				1554 1504	
Petersburg	1202 1252				1441 1351	
Gustavus						
Juneau	1333 1423	0921 1011	1513 1603	1812	1306 1211	1848 1758
Gustavus			1640	1740		
Yakutat		1109 1159				1707 1617
Cordova		1252 1342				1526 1436
Anchorage	1605	1435			1035	1344

Source:

Off Peak: Winter 2022 schedule

Peak: Summer 2022 schedule

AS-4
Freighter SE Alaska EAS Market Schedule (Estimated - Flexibility Requested)
Not all flights operate on the same day of the week

Origin	Destination	Est Dprt Tm	Est Arrv Tm
SEA	WRG	7:15	8:45
WRG	JNU	9:30	10:20
SEA	PSG	8:10	9:35
PSG	JNU	10:20	11:00
ANC	CDV	14:00	14:50
CDV	YAK	15:35	16:25
YAK	JNU	17:10	18:00

AS-5

Completion Factors for SE AK EAS Markets

Data represents a 2 year span from October 2020 thru September 2022

Passenger Operating Stats			
Market	Scheduled	Operated	Completion Factor
ANCCDV	1,446	1,405	97.16%
CDVYAK	1,453	1,382	95.11%
GSTJNU	398	386	96.98%
JNUPSG	1,449	1,420	98.00%
JNUYAK	1,453	1,389	95.60%
KTNWRG	1,446	1,418	98.06%
PSGWRG	1,448	1,419	98.00%
Grand Total	9,093	8,819	96.99%

Freighter Operating Stats			
Station	Scheduled	Operated	Completion Factor
CDV	105	101	96.19%
PSG	102	72	70.59%
WRG	103	79	76.70%
YAK	105	95	90.48%
Grand Total	415	347	83.61%

**UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY
OFFICE OF AVIATION ANALYSIS**

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS
IN THE PERFORMANCE OF SUBSIDIZED ESSENTIAL AIR SERVICE**

A. The subsidized essential air service carrier certifies that it will, or will continue, to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the carrier's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of work supported by the subsidy be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment supported by the subsidy, the employee will--
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of conviction. Employers of convicted employees must provide notice, including position title, to the Office of Aviation Analysis. Notice shall include the order number of each affected subsidized service;
- (f) Taking one of the following actions, within 30 days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted--
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended, or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;

INSTRUCTIONS FOR CERTIFICATION

1. By signing and/or submitting this application or grant agreement, the subsidized essential air service carrier is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the subsidy. If it is later determined that the subsidized carrier knowingly rendered a false certification, or otherwise violated the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the subsidy application. If the subsidized carrier does not identify the workplaces at the time of application, or upon award if there is no application, the carrier must keep the identity of the workplaces on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the subsidized carrier's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (*e.g.*, all counters at the airports served by the carrier).
5. If the workplace identified to the agency changes during the performance of the subsidized service, the subsidized carrier shall inform the agency of the change, if it previously identified the workplace in question.
6. Definitions of terms in the Nonprocurement Suspension and Debarment common rule (49 CFR Part 29) and Drug-Free Workplace common rule (49 CFR Part 29, Subpart F) apply to this certification. Carriers' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 USC 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a subsidized carrier directly engaged in the performance of work supported by the subsidy, including: (i) All *direct charge* employees; (ii) All *indirect charge* employees unless their impact or involvement is insignificant to the performance of subsidized service; and (iii) Temporary personnel and consultants who are directly engaged in the performance of work supported by the subsidy and who are on the subsidized carrier's payroll. This definition does not include workers not on the payroll of the subsidized carrier (*e.g.*, volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the subsidized carrier's payroll; or employees of subrecipients or subcontractors in covered workplaces).

- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The subsidized essential air service carrier *may*, but is not required to, insert in the space provided below the site for the performance of work done in connection with the specific grant.

Places of Performance (street address, city, county, state, zip code). For the provision of essential air service, workplaces include outstations, maintenance sites, headquarters office locations, training sites and any other worksites where work is performed that is supported by the subsidy.

Check ☐ if there are workplaces on file that are not identified here.

Juliette Posa
Signature

October 28, 2022
Date

**UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY
OFFICE OF AVIATION ANALYSIS**

**TITLE VI ASSURANCE
(Implementing Title VI of the Civil Rights Act of 1964, as amended)**

**ASSURANCE CONCERNING NONDISCRIMINATION ON THE
BASIS OF DISABILITY IN FEDERALLY-ASSISTED PROGRAMS
AND ACTIVITIES RECEIVING OR BENEFITING FROM
FEDERAL FINANCIAL ASSISTANCE**

**(Implementing the Rehabilitation Act of 1973, as amended, and the
Air Carrier Access Act of 1986)**

49 CFR Parts 21 and 27 and 14 CFR Parts 271, and 382

Alaska Airlines, Inc. _____ (the Recipient) HEREBY AGREES THAT,
(Name of Recipient)

I. As a condition to receiving any Federal financial assistance from the Department of Transportation, it will comply: with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d--42 U.S.C. 2000d-4; all requirements imposed by or pursuant to: Title 49, Code of Federal Regulations, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation--Effectuation of Title VI of the Civil Rights Act of 1964; and other pertinent directives so that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department of Transportation. This assurance is required by Title 49, Code of Federal Regulations, section 21.7(a) and Title 14, Code of Federal Regulations, section 271.9(c).

II. As a condition to receiving any Federal financial assistance from the Department of Transportation, it will comply with: section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794); the Air Carrier Access Act of 1986 (49 U.S.C. 1374(c)); and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Part 27, Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefitting from Federal Financial Assistance, Title 14, Code of Federal Regulations, Part 382, Nondiscrimination on the Basis of Handicap in Air Travel; and other pertinent directives

so that no otherwise qualified person with a disability, be excluded from participation in, be denied the benefits of, be discriminated against by reason of such handicap in the provision of air transportation, or otherwise be subjected to discrimination under any program for which the Recipient receives Federal financial assistance from the Department of Transportation. This assurance is required by Title 49, Code of Federal Regulations, section 27.9 and Title 14, Code of Federal Regulations, sections 271.9(c) and 382.9.

III. It will promptly take any measures necessary to effectuate this agreement. The Recipient further agrees that it shall take reasonable actions to guarantee that it, its contractors and subcontractors subject to the Department of Transportation regulations cited above, transferees, and successors in interest will comply with all requirements imposed or pursuant to the statutes and Department of Transportation regulations cited above, other pertinent directives, and the above assurances.

IV. These assurances obligate the Recipient for the period during which Federal financial assistance is extended. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the statutes and Department of Transportation regulations cited above, other pertinent directives, and the above assurances.

V. These assurances are given for the purpose of obtaining Federal subsidy under the Essential Air Service Program and are binding on the Recipient, contractors, subcontractors, transferees, successors in interest, and all other participants receiving Federal subsidy in the Essential Air Service Program. The person or persons whose signatures appear below are authorized to sign this agreement on behalf of the Recipient.

VI. In addition to these assurances, the Recipient agrees to file: a summary of all complaints filed against it within the past year that allege violation(s) by the Recipient of Title VI of the Civil Rights Act of 1964, as amended, section 504 of the Rehabilitation Act of 1973, as amended, or the Air Carrier Access Act of 1986; or a statement that there have been no complaints filed against it. The summary should include the date the complaint was filed, the nature of the complaint, the status or outcome of the complaint (i.e., whether it is still pending or how it was resolved).

October 28, 2022

Date

JULIETTE RODRIGUEZ

Legal Name of Recipient

By: Juliette Rodriguez

Signature of Authorized Official

**UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY
OFFICE OF AVIATION ANALYSIS**

CERTIFICATION REGARDING INFLUENCING ACTIVITIES

**Certification for Contracts, Grants, Loans,
and Cooperative Agreements**

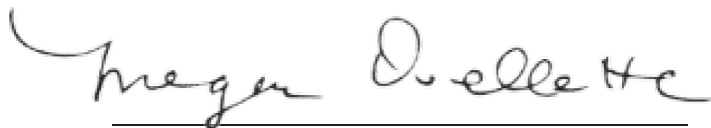
The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Influencing Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



Signature

10/31/2022

Date

Managing Director, Government & Community Affairs
Title

Alaska Airlines, Inc.
Air Carrier

Cordova, Gustavus, Petersburg, Wrangell, and Yakutat, Alaska
Essential Air Service Point(s) To Which Certification Applies



GVFD Code Blue Grant Proposal

Name: Sol Martinez

e-mail: sol.martinez@gustavus-ak.gov

Phone: 907-697-2707

I am writing the Gustavus City Council to approve the Gustavus Volunteer Fire Department to apply for the CODE Blue Grant to purchase a LUCAS Chest Compression System. This device is used during events where we need to do Cardiopulmonary Resuscitation (CPR). The LUCAS Device takes place of a person administration chest compressions which is the most labor-intensive part of a code (an event where someone's heart stops). This device is used country wide and studies have shown that is more effective in resuscitation of a patient than regular CPR. This also helps when there are not a lot of responders. A code event can take about six people to run smoothly and effectively, and much of the work goes into chest compressions. If we can purchase the LUCAS Device, it would lessen the workload for the volunteers.

I will be requesting \$21,831 to purchase a LUCAS 3 Chest Compression System from the Code Blue Grant Committee. The Grant requires a 10% match for equipment purchases which would make the city responsible for \$2,183.10. We have had great success in applying for the Code Blue Grant. This is the same grant we purchased our ambulance from and the stretcher, as well as other equipment purchases. The grant is open to submit applications starting September 22 and ends December 2nd.

Thank you for your consideration for applying for the Code Blue Grant.

Sol Martinez



LUCAS Chest Compression system specifications:

https://www.lucas-cpr.com/product_specifications/

CODE Blue Grant Link:

<https://www.sremsc.org/programs/>

PDF of application is in the packet as well.



1010 W Northern Lights Blvd, Anchorage, AK 99503
(907) 562-6449 FAX: (907) 562-9893 www.sremsc.org

APPLICATION PERIOD NOW OPEN FOR CODE BLUE PHASE 23

To: Subregion EMS Coordinators
Ambulance and First Responder Services and Rural Clinics

From: Michael M. Forcier
Chief Executive Officer

Date: September 9, 2022

Subject: Code Blue (Phase 23) Equipment Requests

DEADLINE TO APPLY: December 2, 2022

Can We Help?

Does your department have unmet EMS equipment needs? Is there an essential EMS equipment item that needs to be replaced? Do you need updated training equipment? Is your patient transportation vehicle in need of replacement or non-existent? Maybe Southern Region EMS Council (SREMSC) and the Code Blue project can help. It's time again for us to do the annual assessment of capital equipment needs of the services in the region and open the application period for the Code Blue grant project. If your service has equipment needs that fit the program criteria, we would like to help.

About Code Blue

Code Blue was developed in 1999 to help rural Alaskan communities fund some of their essential EMS equipment needs. State, federal, local government and private foundation funding has come together in a powerful partnership to help emergency medical services. The Code Blue project has helped many communities, by helping to replace worn out or aging equipment. Struggling volunteer services have gotten new equipment they might never have been able to afford. EMS providers are energized by the show of support. We have had good success with a variety of funding sources. The USDA-Rural Development project, the State of Alaska, the Rasmuson Foundation, the Denali Commission, local communities, borough governments, regional offices, and other agencies have come together to fund several million dollars in EMS equipment for rural Alaska since the program began. Contact Southern Region for information on current additional funding sources.

Southern Region is a strong advocate for you and your emergency medical service. We work very hard to get approved projects funded, but first you have to do your part.

Let's Get Started....

You can apply for one, or several items. ***Requested equipment must cost over \$300 per item (shipping and handling NOT included) and is expected to last more than three years.***

Expendables and supplies will not be considered. Code Blue funds a variety of items from immobilization kits, pediatric kits, to vacuum mattresses, CPR manikins and radios to ambulances and patient transport vehicles. The important thing is that it is something **essential** that you REALLY need to provide quality patient care or training.

Thorough and complete applications, with the appropriate letters and signatures, are vital. You can help us help you by explaining your need and telling your story.

First though, you'll need to put your request together in the format requested.

- If you prefer an Adobe Acrobat fillable form that you can complete and print it is available on our website, <https://www.sremsc.org/programs/#code-blue>.
- Use the form we provide and complete **all** the information requested.
- Follow the Application instructions.
- Please type (***OR PRINT CLEARLY***) on all forms.
- Attach the quote or catalog page with item circled, for the requested equipment.
- Attach letters of support from your agency and local businesses and government.
- If requesting communications equipment, attach the ***Communications Questionnaire***.
- All requests must be reviewed and signed by your service Medical Director, if applicable.
- All requests **must** be reviewed and signed by your Subregion EMS Coordinator for your area. The Subregion EMS Coordinators are listed in this packet.

Agency Match Requirement

Code Blue projects are funded through a variety of grant sources. They all have one thing in common - they look for a community commitment to, and support of, the project being requested. By signing the "Code Blue EMS Equipment Request Form" you are committing to your agency match. A letter committing your cash match also needs to be submitted with the application. Ten percent (10%) is the minimum acceptable match on equipment. Five percent (5%) is the minimum acceptable match on vehicles.

Eligibility

The ambulance or first responder service must have submitted the most recent annual Regional Community EMS survey.

The Application

The application is now available on our website, <https://www.sremsc.org/programs/#code-blue>. You may also use the enclosed Code Blue Equipment Request Form on which you present your request. Make copies if you need to, ***as each item must be on a separate page***. Be sure and get the signature of your EMS Medical Director (if this applies to your agency), then send the entire packet to your subregion EMS coordinator if applicable for review and signature. The ***completed*** applications must be received by Southern Region EMS Council **no later than December 2, 2022.**

If you provide service within an organized city, borough or municipality and you have submitted your request to them for inclusion on their capital list; please note that in your justification. These will be shared with your legislators and will add credibility to your local government's requests, and vice versa.

Definition of “Essential Equipment”

“Essential Equipment” means equipment that for the purposes of the Code Blue Project:

- is a durable item with a long life expectancy under normal use and has a cost of \$300 or more before shipping. Expendable items will not be funded.
- is required to ensure the safety of emergency medical services personnel;
- replaces frequently used equipment that is no longer serviceable or medically appropriate;
- is required to provide care in accordance with the appropriate core scope of practice/care delineated in 7 AAC 26.040, or other applicable regulation, and as supported by the appropriate physician medical director;
- is required to conform to the EMS Goals document; or
- is required to train emergency medical personnel at the Emergency Trauma Technician/ETT, Emergency Medical Technician – EMT-1, EMT-2 or EMT-3 level to the appropriate core scope of practice/care delineated in 7 AAC 26.040 and as supported by the appropriate physician medical director.

Items Not Eligible

Code Blue does not fund buildings, aircraft (fixed or rotor wing), extrication equipment, fire suppression equipment, turnouts-helmets-boots, office equipment, office computers or furniture, public access AEDs, equipment beyond the scope of practice, transitional ALMR equipment and/or equipment that has not been proven to be medically efficacious. We are happy to talk with you about other potential sources to which you can apply directly. If you have questions about what may or may not be eligible (or any other question), just give Michael Forcier at Southern Region a call at (907) 562-6449.

Vehicle Requests

If you request a patient transport vehicle or ambulance, please be aware of the following requirements:

1. The vehicle will be titled to the service or community, and SREMSC will be a lienholder on the title. The title will be held by SREMSC.
2. Full insurance coverage to include liability, comprehensive and collision is required to be maintained. If the vehicle has USDA funding, full coverage insurance is required until the vehicle is valued at less than \$5,000. SREMSC and the USDA must be listed as additional loss payees on the policy. The insurance will also hold harmless SREMSC, USDA (if applicable) and the State of Alaska.
3. Proof of insurance must be provided to SREMSC annually or as the policy is renewed.
4. The vehicle must be stored in a heated garage space.
5. An organized EMS service must be maintained and ensure that providers are trained in the use of the vehicle.
6. A control system to prevent loss, damage, and theft must be maintained.
7. The vehicle must be properly maintained and maintenance records must be kept up to date.
8. Vehicle requests must be accompanied by a letter from the governing entity stating they will be responsible for heated inside storage, insurance, vehicle registration and on-going maintenance of the vehicle.

9. SREMSC reserves the right to recover the vehicle in the case of non-monetary default, such as failure to operate, inadequate staffing, inadequate insurance and/or inadequate maintenance.
10. The vehicle may not be sold or transferred, without prior written approval from SREMSC.

The Review Process

Once the applications are submitted we go right to work on our part of this project so make sure that your application is thorough and complete when you send it in. Incomplete applications will not be considered.

The SREMSC Code Blue Review Committee considers each request in detail and makes recommendations to the full Board. Approved items will become part of the Southern Region proposal to the Code Blue Steering Committee. Projects from across the state are discussed during the Spring Code Blue meeting and the statewide Code Blue project list is then finalized. Not all items will be approved for that final statewide list.

Your requests are considered by (in order of review):

- | | |
|--|---------------------------------------|
| 1. Local Medical Director | 5. SREMSC Board of Directors |
| 2. Subregion EMS Coordinators (if applicable) | 6. Code Blue State Steering Committee |
| 3. SREMSC Staff | 7. State EMS Office Staff |
| 4. SREMSC Board of Directors Capital Equipment Committee | 8. Funding Agencies |

Next page: Application Checklist

DEADLINE TO SUBMIT IS December 2, 2022

Application Checklist – Code Blue Phase 23

Remember, to have the best chance of success at getting your capital projects funded, use the following checklist:

- ☐ Submit a separate “Code Blue EMS Equipment Request Form” for each item requested.
If you are asking for more than one of an item, (i.e. 2 suction units) only use one form.
- ☐ Follow the application instructions that accompany the Code Blue Request form.
- ☐ Include quote, catalogue page with item circled, or other documentation for the item cost. If your project is approved funding will not be available for at least one year later so let your vendors know to give you a quote that may include increased rates.
- ☐ Supply all documentation requested in this packet, complete with all signatures.
- ☐ If you’re asking for communications equipment, be sure to include the Communications Questionnaire with your application.
- ☐ Communications infrastructure projects will be considered only if they are accompanied by design, planning, and/or formal preliminary work-up to define the problem, propose the solution, and outline the costs.
- ☐ Include a letter committing to the largest cash match contribution you can gather. The higher the match, the more favorably the funding agencies view the individual projects. Minimum local match is 5% for vehicles and 10% for all other requests.
- ☐ Include letter(s) of support from your agency, local businesses, and local government, etc.
- ☐ Obtain ***ALL REQUIRED SIGNATURES***, EMS Agency Representative, Local EMS Medical Director, if applicable the Subregion EMS Coordinator ***BEFORE*** the request is submitted to SREMSC. Requests received without proper signatures will be considered incomplete and **will not** be considered.
- ☐ Include W-9 with application packet even if you have submitted one in the past.
- ☐ Call Michael M. Forcier at Southern Region at (907) 562-6449 if you have questions or contact your Subregion EMS Coordinator for assistance. We are happy to look over the application ahead of time, if you ask us, and give you feedback.
- ☐ Services submit the completed application and required documentation to your Subregion EMS Coordinator in time to be submitted to SREMSC by **December 2, 2022**

**CONTACT INFORMATION FOR
SUBREGION COORDINATOR REVIEW AND
SIGNATURE:**

Anchorage

Erich Scheunemann, District Chief/EMS
Chief Municipality of Anchorage Fire
Department 100 E. 4th Avenue
Anchorage, AK 99501-2506
Phone: 267-5090 Fax: 268-4977
Email: scheunemanea@ci.anchorage.ak.us

Copper River

Matt Lorenz
Copper River EMS Council
PO Box 529
Glennallen, AK 99588
Phone: 822-3671 Fax: 822-5170
Email: crems@cvinternet.net

**Aleutians/Pribilof Islands and Eastern
Aleutian Tribes**

Don Smith
Southern Region EMS Council
1010 W Northern Lights Blvd
Anchorage, AK 99503
Phone: 907-562-6449
Email: dsmith@sremsc.org

**Kenai Peninsula & Prince William
Sound**

Ryon Turley
Kenai EMS Coordinator
PO Box 844
Homer, AK 99603
Phone: 885-9891
Email: rturley@sremsc.org

Kodiak Island

Shanna Rockenbach
Kodiak Area Native Association
3449 Rezanof Drive East
Kodiak, AK 99615
Phone: 486-1354
Fax: 486-9827
Email:
shanna.rockenbach@kodiakhealthcare.com

Matanuska-Susitna Borough

Tracey Loscar
EMS Operations Chief
Matanuska-Susitna Borough
680 N. Seward Meridian Hwy.
Wasilla, AK 99654
Phone: 861-8012; 355-5550
Email: tracey.loscar@matsugov.us

Additional Information

Please don't forget

- include how you want the item shipped and shipping costs.
- Send PHOTOS of equipment upon receipt



Thank you for your help & time with this matter.

Your input is appreciated!

Please read this pamphlet before completing your Capital Equipment/ Code Blue forms.

1010 W Northern Lights Blvd.
Anchorage, AK 99507

Phone: 907-562-6449 Fax: 907-562-9893

Email: nparfireva@sremsc.org
or mforcier@sremsc.org

Capital Equipment/ Code Blue Guidelines

SOUTHERN REGION
EMS COUNCIL, INC.



Please read this pamphlet before completing your Capital Equipment/ Code Blue forms.

You are responsible for knowing all information in this pamphlet.

Please Note: completing this application is not a guarantee that you will receive the items requested. There is a rigorous approval process at both the regional and state level before funding is allocated.

Capital Equipment/ Code Blue Guidelines

Please use these guidelines to help you through the steps needed to complete the capital equipment request form properly.

If you have any questions regarding this procedure or process please do not hesitate to call : Michael M. Forcier, Chief Executive Officer or Julie Pannone, Finance Manager at 907-562-6449

Important points to remember.

Equipment Only

Code Blue Funding is for equipment ONLY. Training or expendible items such as supplies are not eligible.

List items that are \$300.00 or over.

Each item individually must be \$300.00
for example: 4 backboards \$100.00 each for a total of \$400.00 **does not qualify**.

Matching funds are required.

Please note that your squad or community will be required to provide **at least a 5% match for vehicles and a 10% match** for all other items requested. There is a possibility that your squad may have to provide additional funds if necessary.

Letters of support from your community.

Please include letters of support from your local community (i.e. Health clinic, Tribal Council, City or municipality.) **This letter MUST also include a statement of support for the Alaska Code Blue program.**

Be sure to include your justification.

In your own words describe why your squad needs the item and how it would help with your service. Please be specific and use as much detail as possible. If you do not include a justification with your request then that item will be disqualified from your request.

All Code Blue requests will be reviewed and prioritized by SREMSC. Statewide priorities for funding will also be set. Your justification and need are very important.

Include any item that your squad needs (items over \$300).

This includes anything from oxygen systems to ambulances, boats, etc. There is no maximum price limit; so include any important item your squad needs but can't afford.

Radio Requests

The FCC has mandated that all radios and radio licenses must be updated to "narrow banding" as of January 1, 2013. All radio equipment must meet this requirement.

Don't forget shipping & handling!

Don't forget to add shipping and handling to your items. You will be responsible for shipping charges if they are not included in your request.

Be as specific as possible:

List the name brand, model number, quantity, whether you will accept a substitute and specifications (size, type, style, etc.). Please include the item quote, catalog, website page etc.. Make a copy of the page and send it with your request.

You must prioritize your items:

This ensures that we know what is most needed by your squad and this is taken into consideration when critical decisions are made. **Only one item can be prioritized 1, 2, 3 etc.**

If you have a physician sponsor, he/she MUST sign your form, otherwise your request may be disqualified. (Particularly if the item is for ALS care.)

Make sure your form is COMPLETE:

Be sure to include prices for the item and shipping and handling, if it applies. If the form is not filled out completely your request may not be considered. **REQUEST AN INFLATED QUOTE AS FUNDING CAN TAKE UP TO 12 MONTHS.**

Code Blue Funding Limits:

Although these limits may change, current State Code Blue Funding limits are:

Ambulance (New/Remount):- \$55,000/\$45,000

Patient Transport Vehicle: \$45,000

Monitor/Defibrillator: \$15,000

Patient Transport Boat: \$15,000

Gurney : \$7,000

YOU MUST SEND IN YOUR REQUEST BY THE DEADLINE!

WE DO APPRECIATE YOUR EFFORTS

This is an important process--by following this procedure, you help strengthen the Code Blue Program. It also helps us maintain credibility, therefore increasing our chances of obtaining funding in the future.

We have received over 4 million dollars for Southern Region Code Blue projects. There is no guarantee of future funding, but we are optimistic that support will continue.

Please continue your support of our efforts to get you new equipment by following these guidelines, replying by the deadlines, and making a statement of support for Code Blue in your application.

Thank you for your time and I hope this pamphlet has been helpful.

Please read this pamphlet before completing your Capital Equipment/ Code Blue forms. You are responsible for knowing all information in this

1010 W Northern Lights Blvd

Anchorage, AK 99503

Phone: 907-562-6449 Fax: 907-562-9893

Email: nparfireva@sremsc.org or mforcier@sremsc.org



Southern Region EMS Council, Inc Code Blue EMS Equipment Request Form



Item #17.

Page ____ of ____

EMS Agency Name:	Contact Person:	Email Address:	
Mailing Address:	Physical Shipping Address:	Phone Number:	Fax Number:

PLEASE TYPE OR PRINT CLEARLY - ONE ITEM PER FORM - INCOMPLETE FORMS WILL NOT BE ACCEPTED

Model	Equipment Description	Unit Cost	Quantity	Shipping	Total Cost	*Priority	Quotes Attached? Y/N

Local Match Amount	Guaranteed By Whom	Match Letter Included
		A letter guaranteeing the required local match MUST be submitted with this request form.

Justification (Patient Transport Vehicle requests must include complete shipping plan and estimate. Attach additional sheets as needed)	New or Replaced Equipment? <input type="checkbox"/> New <input type="checkbox"/> Replacement

Maintenance Plan / Training Plan (Attach additional sheet if needed)

*Signature & Printed Name of EMS Agency Medical Director	*Date
*Signature & Printed Name of Subregion Coordinator	*Date

Signature & Printed Name of EMS Agency Representative	Date
Signature & Printed Name of Regional EMS Director	Date

* Complete this Section if Applicable

Revised SEP2022



Southern Region EMS Council, Inc

Code Blue EMS Equipment Request Form



Item #17.

Page ____ of ____

EMS Agency Name:	Contact Person:	Email Address:	
Mailing Address:	Physical Shipping Address:	Phone Number:	Fax Number:

PLEASE TYPE OR PRINT CLEARLY - ONE ITEM PER FORM - INCOMPLETE FORMS WILL NOT BE ACCEPTED

Model	Equipment Description	Unit Cost	Quantity	Shipping	Total Cost	*Priority	Quotes Attached? Y/N

Local Match Amount	Guaranteed By Whom	Match Letter Included
		A letter guaranteeing the required local match MUST be submitted with this request form.

Justification (Patient Transport Vehicle requests must include complete shipping plan and estimate. Attach additional sheets as needed)	New or Replaced Equipment?
	<input type="checkbox"/> New <input type="checkbox"/> Replacement

Maintenance Plan / Training Plan (Attach additional sheet if needed)

*Signature & Printed Name of EMS Agency Medical Director	*Date
*Signature & Printed Name of Subregion Coordinator	*Date

Signature & Printed Name of EMS Agency Representative	Date
Signature & Printed Name of Regional EMS Director	Date

* Complete this Section if Applicable

Revised SEP2022

Code Blue Communications Questionnaire Phase 23

(Note: Complete this form **ONLY** if you are requesting communications equipment)

Item #17.

Name of Service _____

Mailing address _____

Phone _____ Fax _____ Satellite Phone _____

Contact Person _____ Email: _____

Name of person completing this questionnaire _____

COMMUNITY PROFILE

1. Emergency number: 911 ☐ Other (please list) _____

2. Population of your response area: _____

3. Operational area in square miles: _____

4. Road Coverage miles: _____

5. Number of miles to nearest clinic: _____

Is there access to clinic by (circle each transport method): road ☐ water ☐ air ☐

6. Number of miles to nearest hospital: _____

Is there access to hospital by (circle each transport method): road ☐ water ☐ air ☐

7. Describe problems you may be having with your current communication system. What, if any, geographic barriers limit your radio communication? Attach additional sheets if needed.

SYSTEMS PROFILE

1. What type of radio(s) is your **service** currently using?

UHF ☐ CB ☐ VHF ☐ Marine ☐ Walkie-Talkie ☐ Ham ☐ Other ☐

2. Is your current system ALMR compatible? YES ☐ NO ☐ Don't Know ☐

3. Are you using ALMR? YES ☐ NO ☐

4. Who maintains your current system? _____

5. What other type of radios are used in your **community**?

UHF ☐ CB ☐ VHF ☐ Marine ☐ Walkie-Talkie ☐ HAM ☐ Other ☐

Is the system ALMR compatible? YES ☐ NO ☐ Don't Know ☐

6. Is your service responsible for local search and rescue? YES ☐ NO ☐

If no, what agency is? _____

7. Does your service assist with local search and rescue? YES ☐ NO ☐

8. Who is the contact for information about your service's communication system?

Name _____ Phone _____ Email _____

Mayor's Report for November 12, 2022, General Meeting
Drafted for deadline Wednesday Nov 9, 2022

Routine operations were the focus this month more than construction projects. Some highlights are:

1. SEARHC Gustavus Medical Clinic Memorandum of Understanding. On October 14, I met with Noble Johnston of SEARHC and Dr. Rod Vaught to discuss the relationship between the City and the SEARHC Clinic. Dr. Vaught is the GVFD medical director and serves also as the liaison between the SEARHC Clinic and the Gustavus community. We outlined terms for a memorandum of understanding (MOU) between the Clinic and the City. Following the meeting I drafted an MOU identifying how the City and Clinic will partner to support public health promotion and emergency medical response for Gustavus. Dr. Vaught, City Administrator Kathy Leary, and Fire Chief Sol Martinez reviewed and contributed to the draft before Dr. Vaught forwarded it to Noble Johnston for consideration and any edits from their side. We await a response from SEARHC and hope to finalize the MOU before the end of this year.

2. Septage Service. City Administrator Kathy Leary has taken the lead in planning and enabling septic pumping service for Gustavus from Juneau Septic. We have assigned John Barry, PE, to manage the project. John has inspected the two used 10,000-gal, double-walled, fiberglass tanks available for sale in Juneau and found them satisfactory but needing a few minor fiberglass repairs to the outer of the double walls. On October 10, John and I met with Paul Berry at the DRC to identify locations for possible installation of septage storage tanks on DRC property. John checked water depths in the DRC monitoring wells and has identified locations where the tanks could be safely buried. Even in the best locations, though, the tanks will need a gravel mound over them and an adjacent gravel pad from which a pump truck can discharge into the tanks or pump out of them. In addition, we will need to anchor the tanks securely to be sure they can't float out of the ground in high groundwater conditions. This anchor may require more construction expense than originally anticipated in the scoping document.

On October 15, I emailed City of Hoonah via their website to ask if they would be interested in offering septic pumping service here in Gustavus as a possible alternative or supplementary disposal channel. Hoonah has a new wastewater plant and I sought to give them a chance to offer service here as well. When I had no response, I followed up with a phone call on Oct 24. The administrative person I talked to said she had forwarded my email to the City Administrator and would remind him to reply. As of Nov 8, I have not heard back, so I gather they aren't interested in doing business.

While Kathy develops the agreement with Juneau Septic Pumping Service, John Barry is preparing plans and the RFQ for the tank installation. He will also file the DEC permit application for the septage storage facility. If we conclude the deal to purchase the tanks, we will pay for the minor fiberglass repairs in Juneau before shipping them to Gustavus.

If all goes well, we may be able to install the tanks by early spring and begin service soon thereafter.

Per the suggestion of the Council at the work session Nov 8 Kathy and I prepared a news release for the public regarding these developments.

3. Tong Road Drainage Improvement Project. Early in November Glacier Bay Construction completed the last of the FEMA-funded flood recovery projects. They replaced the culvert at the west end of Tong Road at the entrance to the Glacier Bay Country Inn driveway. The culvert had been filled with sediment during the December 2, 2020, flood so backed up water flowing westward in the ditch along Tong Road.

The culvert and cleaned ditch will be much more effective in capturing and diverting heavy-rain runoff from the adjacent agricultural unit and should prevent flooding into the subdivision along the west side of Toad Road as occurred in December 2020. Glacier Bay Construction has billed the project per their project RFQ quote and Kathy is preparing to submit the invoice for FEMA reimbursement. Thanks Justin and Ponch Marchbanks for getting this vital project done on schedule.

4. Road Maintenance. Glacier Bay Construction has also worked effectively to keep roads as drivable as possible despite heavy rains during October and early November. They managed to get most of the heavily traveled roads smooth before they froze this week. We hope they will stay mostly frozen and smooth awhile. They also have completed a substantial amount of brushing along city roads, especially in the Dolly Varden area, which will make plowing more effective this winter.

This year snowplowing was included in the annual maintenance contract, so we have not had to issue a special RFQ for plowing. Glacier Bay Construction will be plowing city roads as needed.

A big thank you is due to Janusz Kunat and his ByteNet crew for completing the relocation of junction posts along our new Wilson Road ditch at Jensen and Hemlock intersections. Relocation of the posts completed the work of the Wilson Road Drainage Improvement project ditch extension and will help safeguard those internet infrastructure components during snow plowing and other future maintenance work. The ByteNet crew is also securing and burying fiber cables at junction posts throughout the community. Their work will help assure system reliability throughout the system buildout. Thanks, Janusz!

5. Old Post Office Building. Thanks are due to the AP&T's Don Duke and Marty Rogers for installing power to the old post office building, which the City is renovating for lease as a bike shop. John Nixon will be installing the meter and checking internal circuits to make sure the power is in safe condition for Kenn Magowan to move in early this winter season to begin his renovations. We look forward to seeing the building cleaned up, repaired and into new productive use in time for the summer season.

6. Salmon River Park Playground Equipment. I was pleased on October 24 to have a visit at City Hall from Ms. Karen McSpadden's Gustavus School students and to hear their ideas for upgrading the playground equipment in the Salmon River Park. The students came to propose installation of equipment suitable for older and bigger children than the existing equipment accommodates. A wider range of equipment would be suitable for family and other groups with children of all ages and sizes. I was impressed and pleased that they advocated for the needs also of adults who bring the children to the park. They suggested handicapped access to the play area and benches for parents to sit on while children play. It was a joy to hear their suggestions. I will continue working with them over this winter to identify suitable equipment and develop a project to construct play-area improvements.

7. School District Planning Meetings. As Mayor of Gustavus I was invited to participate along with fellow Gustavus representatives Cam Cacioppo, Karen McSpadden, Jessie Soder, Jen Todd, and student representative Marina Todd, in a two-day Chatham School District planning meeting in Juneau, October 6-7. Superintendent Ralph Watkins and two facilitators from the Association of Alaska School Boards led 30-some participants from Chatham SD communities through development of a strategic plan draft for the District. It was a wonderfully productive session and I appreciated meeting and hearing from both the Gustavus representatives and those from the other towns. The facilitators commented that our school district is the most diverse of all those they work with in Alaska. Yet, across the district we share

common challenges, such as retaining students at our small community schools, upgrading, and maintaining facilities, strengthening community participation, and the sharing the skills and knowledge of community members.

The group reviewed compiled results of the District-wide survey completed in all the communities just before the meetings and discussed the challenges we saw for our local schools. The meeting participants developed a new vision and mission statements, identified shared values and beliefs, and laid out goals and objectives. The District staff is now developing a new written five-year strategic plan informed by the Juneau meeting. The Chatham School Board approved the new Vision and Mission statements at its October meeting.

I am impressed with the leadership of Superintendent Ralph Watkins. I followed up after the meeting with a letter to him offering the City's partnership toward strengthening the Gustavus School. While the School is independent of the City, the City-owned and -operated Gustavus Public Library serves also as the School Library. I bet it's the best in the District! Our two fine librarians have long teaching experience and dedication to young people's learning. Our Library connection offers an unusual opportunity to develop complementary learning programs for Gustavus students, which will expand beyond what the District can offer itself. Reading and study programs at the library, the Story Trail, and the Alaska S.L.E.D program outlined for us by our librarians at the November 6 work session are a few examples. I'm proud of our Librarians Jessie Soder and LeAnn Weikle for their enthusiasm for cooperating with the Gustavus School and helping Gustavus students excel.

8. Treasurer Position. Since the Council's approval at the special meeting October 26, Ben Sadler has jumped into the Treasurer position with enthusiasm. He is rapidly mastering the accounts and accounting systems, collecting revenue, and paying the bills on time. He has coordinated with City Administrator Kathy Leary to file for the remaining FEMA reimbursements for flood damage and mitigation work and with US Fish and Wildlife Service for our recently completed bridge project. FWS reimbursed the City for the bridge expense within a few days of Ben's application. Ben does this all while still covering fall tasks of his old job as Marine Facilities Coordinator. Working with former Council-member Joe Vanderzanden he managed the movement of the city wooden floats to their winter storage at the boat harbor and has arranged for vessel support to move the steel float to a new, protected winter anchorage in the Salmon River. Thanks, Joe Vanderzanden for pitching in on the float moves. Welcome aboard and thank you Treasurer Ben Sadler!

9. Another Successful Election Season. Thanks to City Clerk Karen Platt, Bre Ohlson, and their enthusiastic and dedicated team of election workers who made possible a flawless November election season in Gustavus. And thanks to all the Gustavus voters who voted early at City Hall, or by mail, or at the Community Center polling place. Elections here are a model for our entire Nation. Let us rejoice in our hometown democracy!

Mike Taylor
Mayor