



City of Gustavus
P.O. Box 1
Gustavus, AK 99826
Phone: (907) 697-2451

General Meeting Packet

August 10, 2020

City of Gustavus 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.

GENERAL MEETING

AUGUST 10, 2020

7:00 PM VIA ZOOM



Gustavus City Council:

Mayor (Seat C):

Calvin Casipit

calvin.casipit@gustavus-ak.gov

Term Expires 2020

Vice Mayor (Seat F):

Brittney Cannamore

brittney.cannamore@gustavus-ak.gov

Term Expires 2021

Council Member (Seat G):

Susan Warner

susan.warner@gustavus-ak.gov

Term Expires 2021

Council Member (Seat A):

Joe Clark

joe.clark@gustavus-ak.gov

Term Expires 2022

Council Member (Seat B):

Joe Vanderzanden

joe.vanderzanden@gustavus-ak.gov

Term Expires 2022

Council Member (Seat D):

Mike Taylor

mike.taylor@gustavus-ak.gov

Term Expires 2020

Council Member (Seat E):

Shelley Owens

shelley.owens@gustavus-ak.gov

Term Expires 2021

Gustavus City Hall:

City Administrator-Tom Williams

administrator@gustavus-ak.gov

City Clerk, CMC-Karen Platt

clerk@gustavus-ak.gov

City Treasurer-Phoebe Vanselow

treasurer@gustavus-ak.gov

1. Call to Order
2. Roll Call
3. Approval of Minutes
 - A. 07-13-2020 General Meeting
4. Mayor's Request for Agenda Changes
5. Committee/Staff Reports
 - A. GVFD-COVID-19 Update
 - B. Disposal and Recycling Center
 - C. Gustavus Children's Enhancement Program YE Expense/Progress Report
 - D. Gustavus Visitors Association YE Expense/Progress Report
 - E. Treasurer- Monthly Financial
 - F. City Administrator
6. Public Comment on Non-Agenda Items
7. Consent Agenda:
 - A. **FY21-04NCO** Introduction Providing for the Amendment of Departmental Budgets for FY21 (Public Hearing 09-21-2020)
 - B. **FY21-05NCO** Introduction for Transfer from AMLIP CARES Act account (Public Hearing 09-21-2020)
 - C. **FY21-06NCO** Introduction of Engine 27 Property Sale (Public Hearing 09-21-2020)
 - D. Approve Calculation of Endowment Fund Grant Amount for 2021 Award Cycle
 - E. Approve Amended Project Scoping for Library Roof/Building Repair
 - F. Approve Issuance of Library Roof/Building Repair RFP
8. Ordinance for Public Hearing:
 - A. **FY21-01NCO** Return FY20 Road Maintenance Funds (Introduced 07-13-2020)
 - B. **FY21-02NCO** Transfer FY21 Road Maintenance Funds (Introduced 07-13-2020)
 - C. **FY21-03NCO** AMLIP FY21 Repair & Replacement Contribution (Introduced 07-13-2020)
9. Unfinished Business:
10. New Business:
 - A. **FY21-07NCO** Introduction of Capital Projects Funding (Public Hearing 09-21-2020)
 - B. **FY21-08** Introduction of Proposed Changes to Section 4.13.070 – Endowment Fund Permissible Investments (Public Hearing 09-21-2020)
 - C. Motion to change the September 7th Work Session and September 14th General Meeting to the following respective weeks in honor of the Labor Day holiday.
11. City Council Reports
 - A. Warner-COVID-19 Economic Stabilization Task Force
12. City Council Questions and Comments
13. Public Comment on Non-Agenda Items
14. Executive Session
15. Adjournment

Join Zoom Meeting

<https://us02web.zoom.us/j/89652740273>

Meeting ID: 896 5274 0273

One tap mobile

+13017158592,,89652740273# US (Germantown)

+13126266799,,89652740273# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 896 5274 0273

Find your local number: <https://us02web.zoom.us/j/kmCKQh406>



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P.O. Box 1
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Approval of Minutes



**GUSTAVUS CITY COUNCIL
GENERAL MEETING MINUTES
July 13, 2020**

1. CALL TO ORDER:

A General Meeting of the Gustavus City Council is called to order on July 13, 2020 at 7:00 pm by Mayor Casipit. There are thirty (30) members of the public in attendance at via Zoom.

2. ROLL CALL:

Comprising a quorum of the City Council the following are present:

Mayor Casipit
Vice Mayor Cannamore
Council Member Clark
Council Member Vanderzanden
Council Member Warner
Council Member Taylor
Council Member Owens

There are 7 members present, and a quorum exists

City of Gustavus Vision Statement was read by Mayor Casipit

3. APPROVAL OF MINUTES:

A. 06-08-2020 General Meeting

B. 06-15-2020 Special Meeting

MOTION: Council Member Vanderzanden moved to approve by unanimous consent the General Meeting Minutes from 06-08-2020 and Special Meeting Minutes from 06-15-2020.

SECONDED BY: Vice Mayor Cannamore

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Hearing no objections, Mayor Casipit announced the General Meeting Minutes from 06-08-2020 and Special Meeting Minutes from 06-15-2020 approved by unanimous consent

4. MAYOR'S REQUEST FOR AGENDA CHANGES:

Hearing no objections, Mayor Casipit announced the agenda as set

5. COMMITTEE REPORTS/STAFF REPORTS:

A. GVFD-COVID-19 Update- Fire Chief/EOC Travis Miller provided a Quarterly written report and oral summary that included a COVID-19 update

B. Gustavus Public Library- Library Administrative Director, Bre Ohlson provided a written report and oral summary

C. Treasurer/Financial City Treasurer, Phoebe Vanselow provided a written quarterly report, monthly financials and an oral summary

D. City Administrator- City Administrator, Tom Williams provided a written report and oral summary

6. PUBLIC COMMENT ON NON-AGENDA ITEMS:

- 1) Julie Howell
- 2) Travis Miller
- 3) Leah Okin
- 4) Aimee Youmans
- 5) Justin Smith

7. CONSENT AGENDA:

A. Approval of ADEC Solid Waste 5-year Permit Renewal

B. FY21-01NCO Introduction Return FY20 Road Maintenance Funds (Public Hearing 08-10-2020)

C. FY21-02NCO Introduction Transfer FY21 Road Maintenance Funds (Public Hearing 08-10-2020)

MOTION: Council Member Clark moved to adopt the consent agenda as presented by unanimous consent

SECONDED BY: Council Member Taylor

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Hearing no objections, the Consent Agenda is passed by unanimous consent

8. ORDINANCE FOR PUBLIC HEARING:

A. FY20-20NCO Establishing CARES Act Alaska Municipal League Investment Pool (AMLIP) Account (Introduced 06-08-2020)

Mayor Casipit provided a summary and opened the Public Hearing at 8:10 pm

PUBLIC HEARING: None

Mayor Casipit closed the Public Hearing at 8:11 pm

MOTION: Council Member Taylor moved to approve adoption of FY20-20NCO Establishing CARES Act AMLIP Account (Introduced 06-08-2020)

SECONDED BY: Council Member Warner

COUNCIL COMMENT:

- 1) Warner

ROLL CALL VOTE ON MOTION:

YES: Warner, Owens, Taylor, Vanderzanden, Casipit, Cannamore, Clark

NO: 0

MOTION **PASSES**/FAILS 7/0

9. UNFINISHED BUSINESS:

10. NEW BUSINESS:

A. CY20-20 Mandating the Wearing of Cloth Face Masks

MOTION: Vice Mayor Cannamore moved to approve CY20-20 Mandating the Wearing of Cloth Face Masks

SECONDED BY: Council Member Taylor

PUBLIC COMMENT:

- 1) Aimee Youmans
- 2) Whitney Rapp
- 3) Annie Mackovjak

COUNCIL COMMENT:

- 1) Taylor
- 2) Clark
- 3) Owens

ROLL CALL VOTE ON MOTION:

YES: Vanderzanden, Warner, Casipit, Cannamore, Taylor, Owens

NO: Clark

MOTION **PASSES**/FAILS 6/1

B. CY20-21 Establishing CARES Act Small Business/Non-Profit Relief Grant Program

MOTION: Council Member Warner moved to approve CY20-19 Establishing CARES Act Small Business/Non-Profit Relief Grant Program

SECONDED BY: Vice Mayor Cannamore

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 1) Warner
- 2) Casipit

ROLL CALL VOTE ON MOTION:

YES: Owens, Cannamore, Casipit, Vanderzanden, Warner, Taylor, Clark

NO: 0

MOTION **PASSES**/FAILS 7/0

C. FY21-03NCO AMLIP FY21 Repair & Replacement Contribution (Public Hearing 08-10-2020)

MOTION: Council Member Vanderzanden moved to approve Introduction of FY21

03NCO AMLIP FY21 Repair & Replacement Contribution (Public Hearing 08-10-2020)

SECONDED BY: Mayor Casipit

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 1) Casipit

ROLL CALL VOTE ON MOTION:

YES: Warner, Casipit, Vanderzanden, Owens, Clark, Cannamore, Taylor

NO: 0

MOTION **PASSES**/FAILS 7/0

D. CY20-18 Endowment Fund Asset Allocation Plan

MOTION: Council Member Taylor moved to approve CY20-18 Endowment Fund Asset Allocation Plan Option

SECONDED BY: Council Member Warner

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 1) Taylor
- 2) Warner
- 3) Casipit

ROLL CALL VOTE ON MOTION:

YES: Vanderzanden, Owens, Taylor, Cannamore, Casipit, Clark, Warner

NO: 0

MOTION **PASSES**/FAILS 7/0

E. Approve Public Information Officer Emergency Operations Center Position Description

MOTION: Council Member Clark moved to approve PIO EOC Position Description

SECONDED BY: Council Member Taylor

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 1) Taylor
- 2) Casipit
- 3) Clark
- 4) Warner

ROLL CALL VOTE ON MOTION:

YES: Taylor, Owens, Vanderzanden, Casipit, Cannamore

NO: Clark, Warner

MOTION **PASSES**/FAILS **5/2**

11. CITY COUNCIL REPORTS:

- 1) Economic Stabilization Task Force-Council Member Warner
- 2) Marine Facilities Advisory Committee-Council Member Vanderzanden

12. CITY COUNCIL QUESTIONS AND COMMENTS:

- 1) Council Member Taylor-Gustavus Beach Park
- 2) Mayor Casipit-DHSS Additional Gustavus Restrictions request update

MOTION: Council Member Taylor moved to suspend the rules to go beyond 10:00 pm to finish our agenda.

SECONDED BY: Council Member Warner

ROLL CALL VOTE ON MOTION:

YES: Taylor, Vanderzanden, Clark, Warner

NO: Owens, Casipit, Cannamore

MOTION **PASSES**/FAILS **4/3**

13. PUBLIC COMMENT ON NON-AGENDA ITEMS: None

14. EXECUTIVE SESSION

15. ADJOURNMENT:

Hearing no objections, Mayor Casipit adjourns the meeting at 10:06 pm.



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Mayor's Request for Agenda Changes



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Phone: (907) 697-2451

Committee/Staff Reports





Contact Travis Miller
 Phone 907-697-2707
 Cell 907-209-8393
 Email travis.miller@gustavus-ak.gov
 Website cms.gustavus-ak.gov/

FOR IMMEDIATE RELEASE
 8/04/20

Third COVID-19 Positive Test in Gustavus

0	3	0	2
Gustavus Resident Cases	Gustavus Non-Resident Cases	Total Hospitalizations	Total Recovered Cases

Gustavus, August 4, 2020 – Today the Gustavus Emergency Operations Center received information on a positive test result for COVID-19. This is the third positive case in Gustavus.

This is a non-resident female, age 30-39, and is currently asymptomatic. The traveler arrived in Gustavus on August 2nd. She had taken a COVID-19 test prior to traveling into Alaska; these test results have not been reported. The traveler elected to take an additional test at the Gustavus airport, which was positive for COVID-19. She has been quarantined since her entry into Gustavus.

The Department of Health and Social Services Public Health Office will be investigating and doing their contact tracing. Any persons who may have been in contact with the individual will be notified.

The City of Gustavus urges people to adhere to all state mandates and City resolutions. Remain diligent and practice the health measures we've all learned in recent months: wash your hands often, avoid close contact with others and keep your social circle small, stay home if you feel ill, wear a face covering when around others, and clean and disinfect objects and surfaces on a regular basis.

Covid-19 symptoms are similar to the flu: fever, aches, cough, shortness of breath, and sometimes decreased sense of taste and smell. If you think you have contacted COVID-19 contact the SEARHC Clinic at 907-697-3008. Do not go to the clinic, call and make an appointment first.

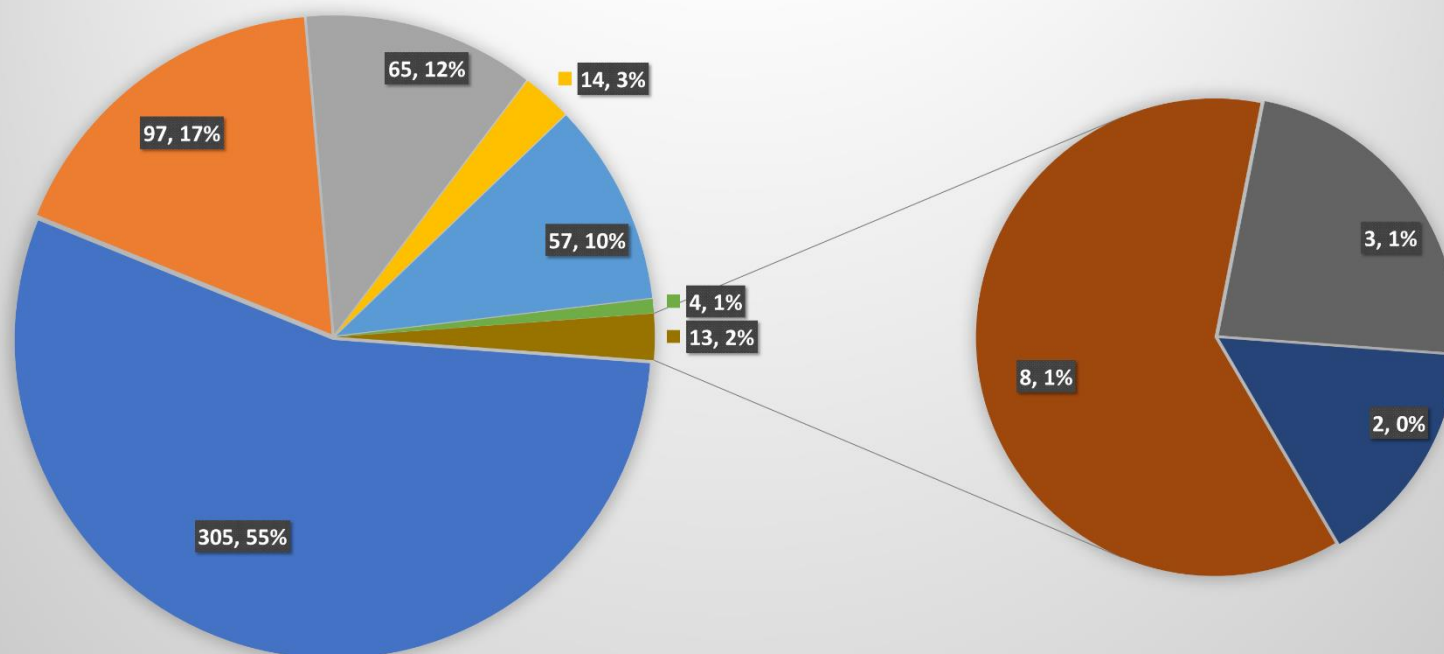
SEARHC Clinic & Airport Testing Results

Total Tests Performed	Test Results Pending	Negative Results	Positive Cases	Recovered Cases	Hospitalizations required	Resident Cases	Non-Resident Cases
244	6	237	2*	2	0	0	2

* One positive case is from someone who tested prior to departing to Alaska and was still waiting results upon arrival

Interstate Travel Declaration Questionnaire Answers for Gustavus

555 total interstate travelers



- Negative test within 72 hours
- Tested within 72 hours pending results
- Negative test within 5 days
- Tested within 5 days pending results
- No test within 5 days (tested at airport)
- No test within 5 days (Quarantine)
- No test within 5 days (Alaska resident)
- Recovered Asymptomatic
- Critical Infrastructure Workforce

Free Asymptomatic COVID-19 Testing

FIRST COME FIRST SERVE

Every Saturday

starting August 1, 2020 until December 19, 2020

from 9:00am until 1:00pm

at the SEARHC Gustavus Clinic

Do not call to make an appointment

Home Mailing Address: _____

Address	City	State	Zip code
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Phone #: E-mail Required:

PURPOSE AND BACKGROUND. The Southeast Alaska Regional Health Consortium (“SEARHC”) is testing Patient to determine if Patient is currently infected with the COVID-19 virus, pursuant to the SEARHC community-wide COVID-19 testing program, which is voluntary. SEARHC is a tribal health organization that provides comprehensive health services throughout Southeast Alaska, under the Alaska Tribal Health Compact and Funding Agreements with the U.S. Secretary of Health and Human Services as authorized by Title V of the Indian Self-Determination and Education Act of 1975, as amended, 25 U.S.C. §§ 5301-5423.

RELEASE OF RESULTS. Patient understands that SEARHC is required by law to report positive test results directly to the State of Alaska for the purposes of COVID-19 infection prevention and response. Patient also understands that this information is protected by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and SEARHC will use or disclose the information only as permitted by HIPAA and described in its Notice of Privacy Practices. Patient understands that the information may no longer be protected by HIPAA once disclosed to the State of Alaska, and SEARHC has no control over the State of Alaska's use or disclosure of results.

TESTING TYPE. Patient will do a **NASAL SELF-SWAB PCR TEST**. Patient understands and agrees that SEARHC has the absolute discretion to choose the brand and type of test(s) used based on available supplies, patient and workforce demands, as well as any guidance currently in effect issued by the Food and Drug Administration or Centers for Disease Control and Prevention. SEARHC may interpret the test samples in-house or send the samples to outside labs for

interpretation. Patient may request details about the type of testing used by SEARHC. Patient understands that test results may not be made available immediately after the test is performed, and may take several days or longer to arrive, depending on the availability of test analysis facilities, equipment, and supplies.

METHOD OF NOTIFICATION. SEARHC will notify Patient of the test results by encrypted e-mail or the Patient may arrange to pick up the results by calling the number listed above. Patient acknowledges and understands that SEARHC does not control or have responsibility for the security of Patient's chosen e-mail account in order to prevent unauthorized access to Patient's e-mail.

RISKS. Patient understands that testing for the COVID-19 virus and interpretation of the test results is not perfect, and false positives or false negatives are possible. Patient further understands that nasal testing for COVID-19 may cause gagging, coughing, discomfort, or minor nosebleeds.

WAIVER OF CLAIMS. SEARHC is not responsible for the State of Alaska's actions or decisions regarding COVID-19 infection response and prevention, including any actions in response to a positive COVID-19 test result, including if the result is a false positive. Patient agrees and understands that it is patient's responsibility to protect others from infection pending and after receipt of the test results. SEARHC is not responsible for the consequences of a false negative result, such as the unintentional infection of other individuals, and any resultant illness, injury or death. Patient voluntarily and on behalf of Patient and Patient's heirs and assigns, hereby releases and forever discharges SEARHC, its officers, directors, trustees, board members, providers employees, agents, attorneys and assigns from all claims, demands, actions and causes of action whatsoever, of any sort, whether known or unknown, arising now, in the future, from or relating to in any manner whatsoever, SEARHC's testing of Patient pursuant to this consent to testing, including SEARHC's negligence and any injury, illness or death resulting from the testing or from SEARHC's negligence in administering the testing or directing Patient during the self-swab, or SEARHC's disclosure of the test results to the State of Alaska as otherwise required by law.

BY SIGNING THIS AGREEMENT I AM REPRESENTING THAT I HAVE READ AND UNDERSTOOD THIS RELEASE OF TEST RESULTS AND WAIVER OF CLAIMS AND I AGREE TO BE BOUND BY ITS TERMS AND ASSUME ALL RISKS INHERENT IN OR ARISING FROM TESTING FOR COVID-19.

Patient (or Parent/Guardian on Minor's Behalf) Signature

DATED _____, 2020.

Gustavus Disposal & Recycling Center (DRC) Quarterly Staff Report
Paul Berry, DRC Manager/ Operator
Monday, August 10th, 2020

My last quarterly report was at the May 11^h General Meeting. My next quarterly report is scheduled for the November 9th General Meeting.

General Operations and Management

Labor

There have been no changes in the makeup of the DRC labor pool since my last report. Saturdays and Tuesdays remain two operator days even with the slower season but Thursdays have been changed to a one operator day with myself available to help out during any exceptionally busy times. In September the DRC will transition back to Saturday's being the only two operator days.

I have had an issue with one of the Pool staff not wanting to fully follow the City's CY20-20 mask resolution or DRC mask policy. That member of the staff is now working reduced hours and will no longer be working in the Scale House when customers are present or until the City's mandatory mask order has ended.

Glass pulverizer maintenance

With a slower summer, staff was able to do some important maintenance work on the glass pulverizer. I would like to thank Chris Smith for volunteering to apply harder (with a special welding machine) to some of the glass pulverizer's high wear surfaces.

Having local welders that are available and willing to help keep the DRC's equipment running is something very important to our operation. I would also like to thank Ponch Marchbanks for doing some welding repairs on our large CRAM-A-LOT baler last summer. I had neglected to thank him as part of my August report last year.

COVID-19 impacts

As mentioned in my last report I have been comparing monthly weight totals between an average of 2018 and 2019 weights to 2020 weights. Noticeable changes started to occur in March. Please see the table below:

Month	% reduction from the 2018 & 2019 average
March	21%
April	9%
May	40%
June	62%

In my November report I will have data for the full summer season. Basically this June's waste level was about the same as a pre-COVID April. The public has continued to respond well to our one car at a time policy. The Operators have also preferred this policy as well as it keeps things more controlled in the Scale House. As stated in the last report, once the City lifts COVID-19 restrictions the DRC will continue to regulate the number of cars coming into the facility but will set things up so that up to two or possibly three cars can be unloading at one time.

The compost scene

Not having Glacier Bay Lodge's food waste flowing into our composting operation this summer has reduced the scale of our composting operation. This of course will result in less compost for next spring. However, there was additional compost from last fall that did not have enough time to mature and be a part of this spring's sale that will be blended with this summer's material. So hopefully there will be an adequate quantity of compost available for next spring's sale.

The waste mound

An upside to the reduction in the amount of waste flowing into the DRC as a result of the COVID-19 crises, has been that the mound is growing at a slower rate. The periodic burial of the balefill with topsoil, usually a losing situation in a normal summer, has been easier now and staff has been able to properly bury all of last summer's and this past winter's bales.

New scale house software

The transition to the new Trash Flow software occurred on Wednesday, July 1st and has gone pretty well. I have trained the Pool on how to properly use the new software, developed a manual for typical tasks and am dealing with the occasional odd issues that come up in the process. Trash Flow has 24/7 support so any operator can contact them and have the support staff remote-in to our computer and work with the Operator to resolve any problems or explain a given task.

The next step in this upgrade process is to set-up the Treasurer with remote access to our Trash Flow database to allow her to be able see account balances and/or manage billing.

Submission of the City's 5 year solid waste permit renewal with ADEC

On July 14th I submitted all the permit renewal documents to Trisha Bower, our current ADEC Solid Waste Program Environmental Program Specialist. Trisha and other individuals have already asked to use our General Operations and Food Waste Composting plans as examples to be used by other communities seeking to improve their solid waste, food waste composting and recycling programs.

Community Chest

Of all the DRC's operations, without a doubt the Chest has been the one most effected by the COVID-19 pandemic. The City closed the Chest in mid-March and it has not reopened since (though there have been a few, by appointment, sales for individual customers in the interim). The Chest's main building, which is the core of the operation, was designed to have maximum retail space, so the isles are narrow. Because of the narrow isles and the style of construction used in the building, the facility has poor air circulation – this is not the best environment for preventing the spread of an airborne disease. While I would like to see the Chest reopen in September, that will be a challenge and there will have to be some changes first. A Plexiglas and flexible plastic barrier has been installed in the opening between the office where the sales person is and the area where the customer stand. There may be a shelf removal to open up the main entry way and allow for more space between customer and sales staff. I would like to clean and repaint the floor and install an out-swinging front door. I have also purchased a garage style tent to help with outdoor sales.

The biggest change will be in having one individual or family group in the store at one time. This will make for a much slower customer throughput in the store. Instead of the Chest being open twice a week for 2 – 3 hours each time, the Chest would be open on Saturdays only for up to five hours. Further, masks will be required by both staff and customers who wish to shop at the Chest until such a time that the Council lifts the mask mandate.

Unfortunately the City policy requiring the use of face masks in City facilities has triggered the resignation of our long-time primary volunteer at the Chest, Betsy Lesh. I am saddened

by her resignation and will greatly miss her efforts. The only thing I wish to say about the now highly political mask debate is, that in these situations where individuals take a non-negotiable position - there are no winners, we all lose something.

Solid Waste Management and Facility Planing Process (“SWMP”)

I have not made any progress on this front since my last report.

Capital Project Summaries

New Composting Facility/ Quonset replacement

Project description:

As described in previous reports, the objective of this project is to replace the failing Quonset structure with a properly engineered and more robust composting facility capable of processing greater amounts of material in a more temperature controlled way than our current operation does.

Project status:

As you will all recall I had worked with O2 Composting Systems & Training, Terra Construction & Design and Timberline Engineering to come up with a good set of plans for a new facility complete with an engineer’s stamp. The project went out to bid in May and the one bid received was over \$50,000 above what was available to the project. Due to financial limitations the City is experiencing during the COVID-19 crises and the high cost of the facility considering the amount of material to be processed in it on an annual basis, I decided it is best to go back to the drawing board and come up with something that is less expensive but still accomplishes all the goals of the project.

I have not been able to come up with a replacement project for this summer’s construction season so I am focusing on having something together by next spring.

In-flow Storage Area Project

More information about the purpose of this storage area can be found in earlier reports or in the DRC’s General Operations Plan.

Project Status:

Fairweather Construction completed their work on the project in mid-May and we have been moving into the new storage area during the course of the summer. It is very nice having adequate room to store the materials we recycle and to have the material located so close to the main building.

The next phase of this project is to install 8’ chain-link fencing around the storage area. I have selected chain-link that has integral brown colored slating to act as a visual barrier so that what is stored in the in-flow storage area will be hidden from the view along Boat Harbor Road. I hope to have the fencing project completed before my next report to the Council.

Household Hazardous Waste Facility

No change since my last report

This project is the purchase of a 20’ long x 8’ wide & 8’ high container designed for household hazardous waste storage. The unit includes spill containment, ventilation, shelving, and signage. The proposed container will be fully-constructed at a facility in the lower 48 and is ready to use upon arrival in Gustavus.

Project Status:

The funds for the purchase of this unit have been awarded by the Council. Now that the In-flow storage area project is complete, which includes an area for the unit, I will be going over the specifications and will be developing a list of at least three vendors that I will solicit quotes from. Shipping costs have changed since I last went over the costs for this project and I will need to ensure that we can get the new facility here and set up within the project's budget.

New Building

No change since my last report

The end, thank you.

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

08/05/20

Gustavus Disposal & Recycling Center
August 2020 Facility Statistics for
Fiscal Years 2016 – 20 (July 1st – June 30th)
Five Year Comparison

	FY16	FY17	FY18	FY19	FY20
Waste Stream¹					
Pounds of recyclables ² (<i>materials utilized</i>) % difference from FY16 % diff. from prev FY	191,650	183,821 -4% -4%	184,607 ³ -4% 0%	197,497 +3% +7%	171,173 -11% -13%
Pounds of non-recyclable trash (<i>the mound</i>) % difference from FY16 % diff. from prev FY	103,710	114,971 +11% +11%	137,262 +32% +19%	146,101 +41% +6%	125,919 +21% -14%
Total pounds waste delivered % difference from FY16 % diff. from prev FY	295,360	298,792 +1% +1%	321,869 +9% +8%	343,598 +16% +7%	297,092 +1% -14%
Cu. yards Construction/ Demolition waste (C/D) & ash (<i>uncompressed</i>)	164	110	92	102	82
Operating time					
Number of days receiving waste during reporting period (<i>incl. appointment days</i>)	218	223	243	241	233
Number of customer transactions	4,730	4,921	5,164	5,498	5,110
Pounds per day average	1,355	1,352	1,325	1,426	1,275
The processing of recyclables⁴					
Number of southbound recycle shipments	5	5	5	5	6
Recyclables baled for export to Seattle <u>in pounds</u>	80,102	79,384	85,281	84,019	70,027
<u>in bales</u>	85	88	87	90	76
Pounds of food waste composted	55,682	43,899	45,695	66,677	58,481
Pounds of glass bottles pulverized	50,890	47,810	46,920	43,260	33,500
Income & expense metrics					
Income (<i>all sources external of the City</i>)	\$85,651	\$82,462	\$95,837	\$102,365	\$91,024
Expense	\$95,940	\$115,247	\$146,669	\$140,786	Note 5
Cost per pound average ⁶	\$0.32	\$0.39	\$0.43	\$0.41	Note 4

07/28/20 (Version 1) compiled by paul.berry@gustavus-ak.gov

1 The waste delivered to the DRC “Inflow”.

2 Similar to note 4, this total will differ from annual reports.

3 Not all the mixed plastic that was landfilled had been deducted. This was corrected on the FY18 Annual Report

4 Baled weights do not include recyclables such as lead-acid batteries, TV's, fluorescent lamps etc. (several thousand pounds in all). The DRC's annual report is a better source of the total weight of all materials recycled.

5 All expense numbers are not available at this time. They will be reported in the FY20 Annual Report

6 Does not include C/D waste in the calculation



Gustavus Children's Enhancement Program
The Rookery at Gustavus
Preschool & Child Care Programs

FY 19-20 End of Year Report

July 1st, 2019 – June 30th, 2020



New addition to increase future capacity of our facility!

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The Rookery at Gustavus: Budget to Actual from 7/1/19 - 6/30/20

	Budget	Actual	% of	Page 2	Description
Revenue					
Program Revenue					
Tuition Preschool	15,000.00	11,555.48	77.0 %		
Preschool Scholarships	-6,700.00	-4,916.60	73.4 %		pair with \$4,550 total donated
Preschool Employee Benefit	0.00	-440.40	N/A		
Preschool Other Discounts	0.00	-328.76	N/A		
Tuition Child Care	60,000.00	35,892.90	59.8 %		
Child Care Discounts	-11,000.00	-8,638.24	78.50%		
Payment Processing Fees	600.00	507.35	84.6 %		
	57,900.00	33,631.73	58.1 %		COVID closure 29% of the year
Other Revenue					
City Social Services	13,890.00	13,890.00	100.0 %		THANK YOU!
Scholarship Fund	3,000.00	4,550.00	151.7 %		
Reimbursement for Professional Deve	3,000.00	8,534.52	284.5 %		more education - paired with higher expenses below
Alaska Airlines Dollars for Doers	1,500.00	2,230.00	148.7 %		
Interest & Cash Back	0.00	192.73	N/A		
Amazon Smile	250.00	225.15	90.1 %		
Donations	3,000.00	3,950.70	131.7 %		
	24,640.00	33,573.10	136.30%		
Fundraisers	19,000.00	20,712.22	109.0 %		
Grant Revenue					
Endowment Grant	0.00	2,143.31	N/A		from FY 2018-19
DEED Grant Reimbursements	35,517.50	40,768.19	94.20%		GCEP expensed more up front
AEYC Grant	0.00	2,800.00	N/A		71% COVID CARES Funding
EIDL Grant	0.00	10,000.00	N/A		COVID CARES Funding
Capacity Building	0.00	20,310.00	N/A		COVID CARES Funding
	35,517.50	76,021.50	219.70%		
Total Revenue	137,057.50	163,938.55	121.00%		
Expense					
Operational Expenses	5,760.00	9,048.66	157.10%		QuickBooks to a Child Care Accounting Software in July 2019 (different financial statements)
Personnel					
Payroll Executive Director	18,000.00	21,164.25	117.60%		due DEED grant & COVID
Payroll Program Administration	5,000.00	2,773.07	55.50%		
Payroll Preschool	28,822.50	14,503.32	50.30%		
Payroll Child Care	50,000.00	36,567.62	73.1 %		
Payroll Deep Cleaning	1,248.00	0.00	0.0 %		
Workers' Compensation Insurance	2,000.00	2,811.00	140.6 %		
Employee Appreciation	500.00	563.59	112.70%		
Professional Development Expenses	3,500.00	8,041.84	229.80%		
Payroll Taxes	5,750.00	5,788.60	100.70%		
	114,820.50	92,893.96	80.90%		
Fundraising Expenses	5,000.00	7,426.70	148.50%		purchased 2020 and 2021 calendars, merchandise to sell during COVID
Grants					
Endowment Fund Expenses	0.00	1,040.28	N/A		
DEED Grant Expenses	0.00	3,242.37	N/A		other DEED expenses included in payroll and operational
	0.00	4,282.65	N/A		
Total Expense	125,580.50	113,651.97	85.40%		
Total Revenue	137,057.50	163,938.55	120%		
Profit / Loss	11,477.00	50,286.58			

Profit of \$50k is in our checking account = \$32k due COVID revenue + \$27k decrease in program payroll

Gustavus Children's Enhancement Program
General Ledger Balance Sheet

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7/1/2019 to 6/30/2020

		Beginning	Report	Ending
		Balance	Period	Balance
		<u> </u>	<u> </u>	<u> </u>
Assets				
Current Assets				
900.00	Undeposited Payments	0.00	2,297.37	2,297.37
1000	Denali FCU Checking	8,033.82	40,219.29	48,253.11
1005	Chase Credit Card	-350.16	-1,184.00	-1,534.16
1001	Denali FCU Savings	32.21	-27.04	5.17
1002	Denali FCU CD	4,060.67	69.83	4,130.50
1003	Denali FCU Gaming	302.50	-302.50	0.00
1110	Accounts Receivable	0.00	7,650.44	7,650.44
1130	Petty Cash	387.00	-108.00	279.00
		<u>12,466.04</u>	<u>48,615.39</u>	<u>61,081.43</u>
Total of Assets:		12,466.04	48,615.39	61,081.43
Liabilities				
Current Liabilities				
2010.00	Federal Tax Liability	3,348.59	-3,348.59	0.00
2015.00	FICA (Social Security)	33.40	-33.40	0.00
2020.00	FICA (Medicare)	-0.01	0.01	0.00
2025.00	State Tax Liability	289.21	-289.21	0.00
		<u>3,671.19</u>	<u>-3,671.19</u>	<u>0.00</u>
Total of Liabilities:		3,671.19	-3,671.19	0.00
Equity				
Equity Accounts				
3010.00	Profit & Loss	8,794.85	0.00	8,794.85
		<u>8,794.85</u>	<u>0.00</u>	<u>8,794.85</u>
Total of Equity:		8,794.85	0.00	8,794.85
Current Earnings (as part of Equity)				
Current Earnings:		0.00	52,286.58	52,286.58
Equity:		8,794.85	0.00	8,794.85
Grand Total Equity:		8,794.85	52,286.58	61,081.43
Report Summary				
Total of Assets:		12,466.04	48,615.39	61,081.43
Total of Liabilities + Grand Total Equity:		12,466.04	48,615.39	61,081.43

The Future of Early Childhood Education in Gustavus

The Rookery at Gustavus has been closed since March 16th, 2020 due to COVID-19, and will remain closed for the foreseeable future. We have no intention of reopening until we can do so safely – for the children, our staff, and our community.

Quality, reliable, and affordable child care and preschool should be available to every family. When done well, the benefits are far reaching and numerous. Despite the amazing efforts of so many, we have continually struggled to create sustainable programming. While none of us want to give up on our vision of providing Gustavus with a “cost-effective, nurturing, and quality educational environment where play, exploration, community, and the natural world are stepping stones to learning,” we recognize there are changes that need to be made.

So where do we go from here? We don’t know what the best path forward looks like. We plan to use this time to seek solutions and hope to find resolution.

As of July, 1st, 2020, we have no staff on payroll. We have hired an independent contractor to maintain our compliance as a business, a licensed child care facility, and as a nonprofit organization; and to ensure our finances remain properly accounted for.

Sincerely,

Camille Bacon-Schulte, Kelly McLaughlin, and Emma Johnson
Board of Directors, Gustavus Children’s Enhancement Program



Gustavus Visitor's Association Year End Progress Report July 30, 2020

Board of Directors:

Robynn Jones – Chair

Leah Okin – Co- Chair, Marketing, Secretary

Trisha Dawson – Treasurer

Deborah Woodruff – voting board member.

Open position- Administrator

Packet inclusion:

- Progress Report
- Cedar Group Phase 1 Strategic Plan
- Gustavus Community Covid Partnership Building Trust meeting agenda
- Profit & Loss Budget vs Actual July 2019 through June 2020
- Balance Sheet as of June 30, 2020
- FY21 proposed Budget

Dear City of Gustavus and Council Members,

As you can imagine being an entity representing the visitor industry of Gustavus during this COVID-19 Pandemic has been quite the journey.

Due to this, I felt that a chronologic order of dates could best portray the time line and progress of events to outline accomplishments and activities of the GVA.

The GVA would like to take this opportunity to thank the Fire Chief, city administrator, city staff, city council members and the mayor for continued communication and collaboration during these difficult times.

In the absence of a chamber of commerce or a visitors bureau, the Gustavus Visitor's Association stepped up to the task of bridging the gap between the Gustavus visitor industry, general Gustavus businesses and the Gustavus community, successfully navigated economic and community responses and concerns. In doing so, a creation of enhanced relations between the City of Gustavus and the GVA gave light to a scope of mutual invested possibilities for the future moving forward to the strategic economic re- build over the next few years.

Marketing

The GVA engaged in sixteen zoom calls this summer with the Alaska Travel Industry and world wide travel organizations. The focus of these meetings was to gain an understanding of impact assessment, moving future trends of Alaska travel from cruise ships to independent travel, shifting destinations from world travel to North America travel, strategic bundles of community neighboring marketing connections and the need for travel associations and destination marketing organizations to work together in order to build a stronger Alaska Travel Industry.

Marketing accomplishments:

- Recruitment of Cedar Group Marketing consultancy in Juneau
- Creation of strategic marketing plan.
- Data collection of market research information from:
 - Glacier Bay National Park collected data
 - City of Gustavus historical community survey values and needs assessment data
 - Interviews with 8 community members with specific marketing questions
 - Surveys to visitor related Gustavus businesses.
- Recruitment of Sean Neilson for Social Media
- Updated travel agency memberships and accounts
- Revised media publishing, magazine and image profiles
- Up grades to the website.

GVA Year End Progress Report

Projected marketing with CARES ACT budgeted funding.

(Please see GVA July 6, 2020 CARES ACT/ Budget Clarification document for further details)

The GVA will be awarded \$28K to be used directly related to recovery of the economic damage caused by the COVID-19 Pandemic. These funds must be used in a timely manor, recorded accurately as to the use of this funding and create measurable accomplishments.

- Creation of Gustavus promotional video
- Complete overhaul of website
- Social Media building audience with paid campaigns
- Networking with current Gustavus visitor businesses to create a Gustavus message echoed across all individual websites
- Search Engine Optimized targeted audience campaigns.

Progress Report Chronological

Dates	Events	Further Documentation
January	Quarterly report submitted to CoG	See CoG file for report
Feb 7	GVA general meeting – GVA Phone disconnected move to online response	
March 2	GVA general meeting – Hired Katy Dighton for marketing, hired Lori Trummer for Administrator, hired Leah Okin for new president positions	
March 6	GVA Contacted Cedar Group Marketing Juneau	
March 19	FY21 Marketing Plan submitted to CoG	See CoG GVA file for plan
March 25	Covid -19 Pandemic begins to effect tourism and travel to Alaska	
April 3	Fire Chief Travis Miller asked GVA to find out ‘what businesses were planning to operate this summer?’	
April 4- 25	Contacted all businesses to create an updated spread sheet of all Gustavus businesses contact information including non visitor related businesses. Acting as a ‘chamber of commerce’ to assist with CoG & Incident Command Systems Community communication needs.	Spread sheet created
April 30	Spread sheet of businesses intent to operate given to Fire Chief ICS Command.	
May 4	Cedar Group zoom meeting – Discovery Process	See attached discovery process
May 6	Quarterly report submitted to CoG	See May quarterly report on file.

May 18	GVA Board meeting- change board titles to remain consistent with Bylaws – adopt titles of Chair and Co-chair. Vote Robynn Jones to Chair position and Leah Okin into Co-Chair position	
May 20	Membership drive dropping all membership dues to Free membership as economic relief for businesses	
May 21-25	COVID-19 Information on website – 5 pages of detailed mandates and information that will require daily updates.	
May 26	Cedar Group Questions identified for marketing research	See attached Cedar group information
June 4	GVA Board meeting – Leah Okin joins marketing position with Katy Dighton	
June 4 - 13	Cedar group 8 interviews of Gustavus residents	
June 9	CARES ACT budget proposal to CoG	See CARES ACT proposal document
June 14	Katy Dighton dissolved position of Marketing	
June 17	GVA Board Meeting	
June 25	GVA Board meeting continued	
June 25	Cedar Group Results of interviews and blue print of Marketing recommendations- strategic plan	See Cedar Group attached information Blue Print
July 1	GVA conducts a forum of invited attendees to a zoom meeting to discuss concerns between the visitor industry businesses currently operating and the health and safety of the Gustavus community	Agenda attached- 'Building Partnerships'
July 6	CARES ACT budget clarification for Economic relief to Gustavus visitor industry	See final CARES ACT budget submitted to CoG
July 8	GVA holds a second meeting with the community and visitor businesses. Public announcement, all public and all business opinions are encouraged	
July 10	Creation of document – Gustavus Covid-19 Community Response Plan – collaborative document of both visitor businesses and community members.	Document on CoG website
July 10 - 15	All (but one at present) businesses agreed and signed to be held accountable of this document	
July 12	Sean Neilson hired for Social Media.	
July 19	Administrator position termination – position open.	
July 30	End of year report submitted to CoG	

9:16 AM

07/24/20

Cash Basis

Gustavus Visitors Association

Profit & Loss Budget vs. Actual

July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
CityTax Revenue	30,938.00	32,000.00	-1,062.00
Membership - Waived/Covid	4,875.00	4,375.00	500.00
Total Income	35,813.00	36,375.00	-562.00
Gross Profit	35,813.00	36,375.00	-562.00
Expense			
Administration			
Equipment	1,334.59	1,440.00	-105.41
Postage	99.35	50.00	49.35
Software	164.97	0.00	164.97
Supplies	295.10	150.00	145.10
Teleconference	79.26	210.00	-130.74
Total Administration	2,034.07	1,850.00	184.07
Contractor Work			
Administrative	7,533.75	7,300.00	233.75
Marketing Director	7,633.75	13,000.00	-5,366.25
Total Contractor Work	15,167.50	20,300.00	-5,132.50
Fees/Licenses			
Banking	42.00	180.00	-138.00
Fees/Licenses - Other	50.00	200.00	-150.00
Total Fees/Licenses	92.00	380.00	-288.00
Marketing			
Design			
Alaska Grafix	0.00	450.00	-450.00
Graphic Design	0.00	300.00	-300.00
Total Design	0.00	750.00	-750.00
Equipment	2,105.96	0.00	2,105.96
Memberships			
ATIA/Travel Alaska	540.00	400.00	140.00
JCVB/Juneau Guide	0.00	400.00	-400.00
SE AK Tourism Council (SATC)	0.00	600.00	-600.00
Total Memberships	540.00	1,400.00	-860.00
Online			
GVA Website	1,948.24	4,055.00	-2,106.76
Total Online	1,948.24	4,055.00	-2,106.76
Print Media			
Alaska Airlines Magazine	25.00	700.00	-675.00
Brochure	0.00	1,000.00	-1,000.00
JCVB Travel Planner	186.66	0.00	186.66
Milepost	1,116.00	0.00	1,116.00
Total Print Media	1,453.03	1,700.00	-246.97
Radio			
KTOO Radio	0.00	400.00	-400.00
Total Radio	0.00	400.00	-400.00
Supplies	167.22	100.00	67.22
Travel Shows	0.00	2,000.00	-2,000.00
Marketing - Other	5,150.00	0.00	5,150.00
Total Marketing	11,364.45	10,405.00	959.45

9:16 AM

07/24/20

Cash Basis

Gustavus Visitors Association
Profit & Loss Budget vs. Actual
 July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget
Utilities			
cell phone	1,868.28	1,440.00	428.28
Total Utilities	1,868.28	1,440.00	428.28
Total Expense	30,526.30	34,375.00	-3,848.70
Net Ordinary Income	5,286.70	2,000.00	3,286.70
Other Income/Expense	-824.20		
Net Income	4,462.50	2,000.00	2,462.50

07/25/20

Accrual Basis

Gustavus Visitors Association

Balance Sheet

As of June 30, 2020

	Jun 30, 20
ASSETS	
Current Assets	
Checking/Savings	
FNBA	4,437.93
FNBA Savings	1,000.00
Total Checking/Savings	5,437.93
Accounts Receivable	
Accounts Receivable	125.00
Total Accounts Receivable	125.00
Total Current Assets	5,562.93
Fixed Assets	
Laptop	1,199.98
Total Fixed Assets	1,199.98
TOTAL ASSETS	6,762.91
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	67.82
Total Accounts Payable	67.82
Total Current Liabilities	67.82
Total Liabilities	67.82
Equity	
Opening Bal Equity	5,076.16
Retained Earnings	-2,486.88
Net Income	4,105.81
Total Equity	6,695.09
TOTAL LIABILITIES & EQUITY	6,762.91

5:34 PM

07/23/20

Cash Basis

Gustavus Visitors Association
FY21 Budget Proposal to City of Gustavus
July 2020 through June 2021

	Jul '20 - Jun 21	Budget
Ordinary Income/Expense		
Income		
CityTax Revenue	0.00	17,000.00
Stimulus Grant		
AK CARES Economic Recovery	0.00	28,000.00
Total Stimulus Grant	0.00	28,000.00
Total Income	0.00	45,000.00
Gross Profit	0.00	45,000.00
Expense		
Administration		
Supplies	0.00	600.00
Total Administration	0.00	600.00
Contractor Work		
Administrative	-2,160.00	8,750.00
Marketing Director	-5,000.00	14,250.00
Total Contractor Work	-7,160.00	23,000.00
Marketing		
Memberships	0.00	2,000.00
Online		
GVA Website	0.00	5,250.00
Social Media	500.00	7,150.00
Targeted Marketing	0.00	5,000.00
Total Online	500.00	17,400.00
Print Media	0.00	2,000.00
Marketing - Other	236.25	0.00
Total Marketing	736.25	21,400.00
Total Expense	-6,423.75	45,000.00
Net Ordinary Income	6,423.75	0.00
Net Income	6,423.75	0.00

5:34 PM

07/23/20

Cash Basis

Gustavus Visitors Association
FY21 Budget Proposal to City of Gustavus
 July 2020 through June 2021

	<u>\$ Over Budget</u>
Ordinary Income/Expense	
Income	
CityTax Revenue	-17,000.00
Stimulus Grant	
AK CARES Economic Recovery	-28,000.00
Total Stimulus Grant	-28,000.00
Total Income	-45,000.00
Gross Profit	-45,000.00
Expense	
Administration	
Supplies	-600.00
Total Administration	-600.00
Contractor Work	
Administrative	-10,910.00
Marketing Director	-19,250.00
Total Contractor Work	-30,160.00
Marketing	
Memberships	-2,000.00
Online	
GVA Website	-5,250.00
Social Media	-6,650.00
Targeted Marketing	-5,000.00
Total Online	-16,900.00
Print Media	-2,000.00
Marketing - Other	236.25
Total Marketing	-20,663.75
Total Expense	-51,423.75
Net Ordinary Income	6,423.75
Net Income	<u><u>6,423.75</u></u>



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Gustavus Visitors Association

Strategic Plan

To: Leah Okin, Gustavus Visitors Association
From: Will Race and Todd Antioquia,
Cedar Group
Re: Strategic Plan
Date: May 5, 2020

Phase 1: Strategic Plan

Approach:

Phase 1 – Research and Discovery

Cedar's research component will focus on your current and past objectives, aspirational goals, assessment of brand equity and gaps to achieve a robust strategic communications plan. Our research and audit process will identify conflicts or confusion with your intended brand and message, and also identify opportunities and consensus, building the foundation for our strategic development in phase two. This blueprint will be the model for a purposeful public relations and marketing plan built in phase two that will ultimately educate and enlighten members, the public, city officials and prospective travelers about the offerings that Gustavus provides for travelers and why they should visit in the summer of 2021 and beyond.

Deliverables:

The accumulated findings from the initial discussions with the principals of GVA will result in the following deliverables:

Strategic Blueprint that includes

- Interviews and SWOT analysis
- Summary of findings
- Data review
- Official phase two recommendations
- Communication and Marketing tactics needed for planning

Total Hourly Est. 25-30hrs

Total Cost Est. \$3,750-4,500.00

Principal

Todd Antioquia

X _____

Gustavus Visitors Association

Chair

Leah Okin

X _____

CEDAR DISCOVERY PROCESS



The Brand Blueprint will be presented in draft form with Cedar's recommendations and will be refined or modified based on your principal participants' feedback. The final blueprint is a collaborative effort we will guide the principals through to establish a clear roadmap for what is to come in the following project phases.

Attached is a blueprint development outline. Your institution is unique and your journey to build your brand, message and audience engagement is like no other. Every one of the blueprints we have built and utilized is as unique as our clients. We approach each project with an open mind and without expectation or assumption.

While we are unable to share actual client blueprints with you due to their proprietary nature, here samples of high elevation findings we have included in blueprints for some of our clients:

The American Indian Alaska Native Tourism Association is a national organization that provides business development and marketing tools to American Indian owned enterprises and also markets American Indian attractions to prospective travelers. Some of the unique priorities identified in the road map included: a strategic session with board principals to refine and build consensus around their aspirational goals and to develop new high elevation takeaways for their various audiences; improvement of internal communications technology, message development and velocity; enhancing trade show experience and deliverables; layout of primary web site structure and editorial style.

Sealaska Heritage Institute is a non-profit with the mission to protect, preserve and perpetuate the Southeast Alaska indigenous cultures of the Tlingit, Haida and Tsimshian people. After 34 years of successful program development they raised \$23 million to build the Walter Soboleff Building in Juneau to house their administrative and program offices. They embarked on a new visitor experience and vastly expanded their retail presence. They engaged Cedar to assess their needs and to implement the strategies. The blueprint identified: need for a logo and brand revolution; a brand architecture to align their program sub-brands and enhance the overall communication of the parent; a new comprehensive website; a brand and message strategy for the new visitor experience and retail space.

The Southeast Alaska Landless Corporation is a coalition of five Southeast Alaska communities that were wrongfully omitted from the 1971 Alaska Native Claims Settlement Act. They have been fighting for resolution for 48 years and needed a new approach to building support for their cause. Cedar was contracted to assess their needs and implement a strategy. The blueprint identified: need to create a naming convention relevant to a national audience; development of a new logo and brand associated with the new campaign name; a U.S. Congressional communication strategy and direct tactics; a new comprehensive website; an organized and curated social media presence; integration of community information meeting schedule and grass roots training sessions; print and electronic collateral; internal communication tool development; a media strategy; among many others. You may access the current work at withoutland.org.

Our blueprints work! Illustrating the why, how, what, timeline and cost, the blueprint we agree to will be the North Star to guide us through the development and implementation phases.

Cedar Group Interview Summary:

Gustavus Visitors Association compiled interviews.

As it relates to your business or area of expertise.

1. ***Describe the strengths of Gustavus's tourism industry.***

- Glacier Bay x3 brings in the majority of tourism. The wild landscape and beauty brings travelers and backpackers in year after year.
- Amazing wilderness and natural pristine environment x2
- **Unique** to the state of Alaska and Southeast x2
 - Travel - journey is worth it. Travel is part of the experience. Taxi and tour service is small enough to find your own way
- Very welcoming community x4
 - Everyone waves at each other
 - Music, arts, reading
 - Small
 - Quiet
 - Sustainable
 - Local coffee roaster
- Independent traveler guarantee
- The town isn't at full capacity and housing isn't an issue
- Great photography
- Airport access is great
- Ferry dock renovation
- Aramark concession contract with the lodge
- Salmon and halibut fishing is the second biggest draw

- World class kayaking
- Seafood is spectacular

2. Describe the weaknesses of Gustavus's tourism industry.

- There are potential capacity issues regarding restaurants and activities.
 - No restaurants x3
 - Only restaurant is at the lodge
 - Annie Mae Lodge is the only place to stay year round x3
- Transportation issues x4
 - Ferry schedule
 - Small commuter planes
- The city's view on tourism. It has been inconsistent and that can create challenges.
 - Lack of cohesive vision and plan
 - City council is a hindrance to the industry
 - Not in my backyard mentality
- Everything is piggybacked off of Glacier Bay
- Adventure tours via Hoonah are disconnected
- Mending relationships
- With Covid, the frustration is the outside-owned lodges
- Modern amenities
- Connectivity is an issue. Internet is a major hurdle that needs to be solved

3. Describe the threats of Gustavus's tourism industry.

- Business in town that is not locally-owned. Since Covid, there is the potential for small business buyouts. A lot of businesses are going to struggle.
 - Economic downturn:
 - Travelers don't return because of travel concerns with pandemic.
 - Not a lot of business opportunities
- Childcare crisis
- Summer work housing
- Over-exposure to visitors
 - Resource scarcity and disruption of quiet way of life
 - Overfishing x3 - sportfishing
- Not being inviting to the tourists or exclusionary
- Huna and Juneau expansion
 - Huna Totem development in Gustavus is a concern. 90% of the town is against it.
- Use of forest service lands for tourism
- Aging out
- Federal and State funding issues

4. *Describe the opportunities of Gustavus's tourism industry.*

- The number one way Gustavus would benefit the tourism industry is by an extended season. The standard tourism season is primarily June through July and by extending the shoulder into May or September, it could add a lot to the local economy.
 - Longer stay time and extended opportunities throughout the year
x5

- Highlight Gustavus's disconnect as a strength. The "Real Alaska."
 - Great getaway and "unplugged" opportunity
- Communities joining and creating unity x2
 - Town development and city support
 - Brand new community center
- Building onto the history and identifying the past x2
 - Showcasing the people and their knowledge
- Getting the independent travelers and experiential traveler
- The intelligence of the people that live in Gustavus is unique - many college degrees.
 - John Muir Alaska Leadership School

5. *Please describe the pre-Covid-19 traveler.*

- Backpackers! Over half of the guests are from out of the country.
 - International travelers
- The lodge caters to a large variety of clients. Families, tour companies, individuals, with the average age range 27-60 and the average stay being 2-5 days.
 - Independent traveler and mature family travel. Activity driven families. x2
- Hunters - 55+ and mostly men - high income
- A lot of small business owners
- Seawolf traveler is 62 and in the boomer demographic
- 95% are older - tour based traveler and ocean fisherman

6. *What is your ideal independent traveler demographic?*

- My ideal visitor would either be young families or independent travelers.
x4
 - More family travel, It fits in with the community and allows children to see and experience new things
- Elite and high-end traveler x2

7. *Have you made changes or have changes planned due to Covid-19?*

- We are currently following state standards. The city is following state standards. X4
- The town is taking it seriously but it is hard to control everyone. There is a bit of a divide between out of town lodge owners and in-towners. Testing will likely be in place next summer.
- Gustavus has a mitigation plan in place. Travel insurance, fully refundable. Public health is a priority.

8. *How would you describe the Gustavus's experience for an independent traveler?*

- I would start with the unbelievably sandy beaches and follow with the small-town feel. We have loads of wilderness to see and a great amount of community events.
 - It's magical and easy. The landscape is so unique it's surprising
 - The town is lovely, nice, and quaint x2
- Depends on the person and what they are into but overall, Gustavus has a lot to offer. There are national parks, fishing, and kayaking.
- Travel isn't a major issue. Working with Aramark to get travelers is a \$255 commission to get awareness that way. Aramark isn't community friendly typically, people find people via the internet. We would love to figure out how to get the 2 night stayers at the lodge to stay in town longer.

9. *What makes Gustavus different from other Southeast Alaskan towns?*

- The vibrant summers and **community**. There is always something going on.
 - Community is “True Alaska.” Everyone is friendly and full of adventure. We have a laid back and farm lifestyle. It really allows people to breathe x2
- Glacier Bay x2
- Topography is dramatically different, 360 degree view and size
- We have the longest beaches and young landscapes. The beauty is different from other places. Creativity is an added bonus.
 - Unique because of the pristine wild environment. Resources should be protected. It is a safe place to live, work, and play. We value freedom, independence, self-reliance, and privacy.
- Survey: How residents would rate appreciating their community -
 - 86% scenic beauty; clean air and water
 - 90% value the pristine environment, friendliness, lifestyle, safety, co-existing with wildlife

10. *How does Gustavus tell its story?*

- Glacier Bay - park is the number one employer
- Creative space and creative community
- Gustavus tells its stories in a fractured way from each business's perspective. There isn't unity in our voice.
 - The National Park and Gustavus have two different points of view. Gustavus is a working, homestead type of mentality. The National Park is pristine.
 - Our story revolves around the park and that is the draw of the place. The town isn't telling any story. There is no buzz around town about why you should stay there.

- The park and the town have a bit of an adversarial relationship. Glacier Bay doesn't acknowledge the town and the fishing lodges keep people away from the town and on the water. The story and revenues have gone downhill.
- History, Place, and Present. It's a real experience and not a picture.
- Travel shows and word of mouth. GVA has done a good job on ad advertising for the "Alaskan experience."
 - Alaska Airlines and the ferries have also helped with ads for the National Park.

11. *What do you like [most/least] about the way Gustavus has been marketed in the past?*

- The large scale marketing. It doesn't work. Things need to be targeted toward the independent traveler. Ad buys are a waste of money
 - Wasting energy on a board marketing plan
- Love it when we focus on our local knowledge and uniqueness in marketing
- Greatest thing Gustavus could do is change the name of the town to Strawberry Point, Alaska. This would be a good rebrand.
- I least enjoy that GVA is mainly made up of lodge owners. There needs to be more focus on independent/experiential travelers x2
- Kayak festival is needed
- I am not a fan of focusing on Glacier Bay. Gustavus is great and should stand on its own
- I have appreciated the local families focusing on weekend getaways in the past
- There needs to be a stronger web presence



June 22nd, 2020

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SUITE 304
JUNEAU, AK 99801
907-957-8462

GUSTAVUS VISITORS ASSOCIATION BLUEPRINT

GOAL: To provide a strategic path forward in communications and marketing that articulates how to increase the growth of the independent travel audience and/or lengthen the perception of the operating season.

Facing Challenges and Identifying Gaps

Note: Although it was not in our project scope, we wanted to note that through multiple interviews and conversations it was brought forward that the town and businesses of Gustavus need a forward-facing COVID-19 response and preparedness message. This frequently updated message should let travelers know what they can expect upon arrival, including whether business as usual exists.

Strategic Summary of Findings:

Cedar's findings summarize the many challenges that the Gustavus Visitors Association (GVA) faces when marketing their community to the broad public. Currently, the independent traveler is an aging demographic and the attempt to bring in new travelers and diversify those demographics has been too broad. There is also storytelling conflict — multiple brand stories and key messaging are expressed by competition and collaborating businesses, which can create distortion or struggle in how travelers choose where to visit as well as their overall perception of the community. These challenges are common, but there are numerous ways to resolve many of these issues and create meaningful change in the way the GVA conducts its communications and marketing that will be identified through future phases.

These changes are prioritized and focused on the audience identified with the highest rate of return for GVA — return travelers, independent families, independent artists, and independent adventure seekers. These four audiences were identified in conversations as the most important demographic pertaining to the success of increasing travelers in 2021. It is also important to note that

if there are budget restraints in developing marketing tactics, the target audiences should be reduced in order to get the best return and until GVA secures additional funds to broaden their market reach.

In addition to the audience, making sure a concise, engaging and unique story about the town is told in verbal and visual format is paramount. Currently the most consistent leading message emphasizes Glacier Bay. While Glacier Bay is an important value add, the priority messaging and emphasis should be on Gustavus to shift the balance of visitor time spent versus up the bay. We must reimagine how we entice people to stay at the gateway and describe the many benefits.

One other area of focus will be on how the shoulders of the travel season could be lengthened and henceforth advertised by the GVA to increase tourism in the early spring and late summer.

The key to success will be in the rebranding of Gustavus to showcase the people and place – the community – that make it uniquely spectacular. Through our research, we believe that although Gustavus is the “Gateway to Glacier Bay,” the town’s personality and offering is much more than that.

The current problem identified is that the visitor is primarily making their travel through Gustavus solely for Glacier Bay National Park as a result of the emphasis on Glacier Bay versus the community of Gustavus. A number of lodges indicate that as their relationship with the park ebbs and flows, there is less reason for people who are traveling through to stay in town and stimulate the local economy.

We will offer strategy on how to entice independent travelers as well as provide efficient methods that will help extend the overall length of their visit and time in the Gustavus community. The new strategy will solve the number one issue identified: expanding the independent traveler visitation and demographic to diversify the current aging visitor demographic trend.

KEY FINDINGS:

The Shadow of Glacier Bay

Problem: Although Glacier Bay is a world-famous destination, the increase in cruise travel has limited the benefit of independent travel and the Gustavus community as large cruise ship travel has increased capacity. Due to a divided relationship with Aramark concessions, the city receives little to no support. In fact, in recent years there have been stories of employees explicitly instructed to not recommend visits to town. So although people are flying into town to visit the Glacier Bay Lodge, they are often bussed directly to their location and never set foot in the town.

Solution: The GVA needs to rebrand and reimage what Gustavus is beyond Glacier Bay. This rebrand should visually attract travelers and entice them to stay solely in Gustavus or to add a day or two on to their vacation to explore the town. The imagery should translate and be appealing across various mediums (web, social, print). The narrative and visual messaging should be targeted to the four defined audiences of interest.

In addition, it would be beneficial to create a new relationship with Aramark public relations. Cedar has experience in vendor relations that could be valuable to serve as a negotiator in creating cross-marketing efforts and redefining the relationship of the town and park.

Define and Focus on Independent Travelers

Problem: Because of the diverse geography upon which travelers are coming from, there needs to be a visual representation of cohesive unity in the community regarding why Gustavus should be a haven for independent travelers as a unique, special destination that must be experienced. The current focus is on the Alaska tourism traveler. Through Cedar's interviews, there is a more specific traveler in mind that the entire community can rally behind and embrace when it comes to growth: the independent family, independent artists, and independent adventure travelers.

Solution: Tradeshow and general advertising should be rebooted to place an emphasis on digital media advertising. The imagery for each advertisement should match the targeted traveler. In addition to advertising, create a seasonal event in town that could be a showcase as to why the town is special. This would build awareness and inspire new travelers seeking a place to vacation, while moving Gustavus to top of mind in their planning.

Aging Demographic

Problem: The entirety of business interviews relayed concerns of an aging demographic of travelers. These ranged from first-time travelers to repeat travelers who have been coming to Gustavus for more than 20 years. This is a problem because the town is not medically built to handle an older population in case of emergency (e.g., COVID-19), but besides health concerns, a larger problem is that the current traveler demographic curve continues to trend toward aging out completely.

Solution: GVA needs to build off of a visual rebrand to define its desired growth and diversification of the visitor demographic. Multimedia assets need to be created to show prospective first-time travelers why a young family or young independent traveler would be interested in making the investment to visit Gustavus. This messaging can be accomplished through video and still imagery/photographs. It would be beneficial for the GVA to create “how-to” materials for GVA members to implement within their own marketing programs to enhance and diversity their demographics through similar tactics.

Communication on Hours of Operation (lengthening season)

Problem: The challenge stated by many when the topic of lengthening the tour season arose was the lack of cohesion and business buy-in. When travelers invest time and money for a vacation, they expect to have the necessities of food, housing and entertainment. If one of these is left out, it can negatively impact the quality of travel experience. If independent traveler “X” books a vacation in May because of impactful advertising, their experience and services should be comparable to June or July. If the traveler doesn’t have access to tours, food or satisfactory accommodation, it could greatly impact word-of-mouth marketing as well as online reviews.

Solution: There needs to be an investment into visuals and activities available in May and September and a solid advertising plan put forth. Targeting specific travel scheduling periods and sites would also be ideal. Another thing to consider is making sure that GVA members utilize their resources to focus on expressing their expanded services and hours of operation and to build awareness of the opportunities, or rather the missed opportunity of not investing in a community-wide extension of the community service season to visitors. We would recommend starting with the spring and focus on that time as to why it is a great time of year to visit.

PHASE TWO: PART ONE

Identified Needs:

3-5 Year Marketing Plan

- Creative Asset Re-brand
- Message and Story Update
- Photo & Video Asset Update
- Advertisement Strategy
- Web Strategy
- Events

GVA needs to clearly state what they offer to independent travelers beyond scenic beauty. The balance of showcasing people and place — and most important, experience — is vital.

Brand Hero and Tagline

Cedar would recommend re-branding the look and tagline to the city and eliminate the use of the term, “Gateway to Glacier Bay.” We believe through tagline and messaging we could make the city the hero of the story and treat Glacier Bay as a character in the plotline and as a value-add, secondary to the amazing offerings of Gustavus — similarly to how Juneau features the Mendenhall Glacier but focuses more on what makes up the offerings of the city.

Brand Campaign Creative Development

We need a call to action and a reason to outline why it is essential for independent travelers across the United States and the world to embrace and seek out the safe, clean, solace of Gustavus.

We believe the brand and campaign created must exude the *benefits* of traveling independently and spending time in the city of Gustavus.

The best opportunity to showcase and message the benefit and experience of Gustavus is to focus on post-COVID-19 lifestyle marketing, i.e., “**Safe travel and pristine location.**” This type of experience will be desired into the future. We need to make sure that travel and experience seem obtainable and available to everyone, including the affluent traveler who is among the desired demographic.

Exploring Gustavus will allow travelers to live better, take a mental health break, and be inspired. A creative spirit exists in the community that has the potential to be tapped into and showcase.

Safety will be the traveler's number one focus and priority when basing decisions. Being able to visit the remote COVID-19-free nature of Gustavus is an advantage. People will be able to relax and responsibly social distance. Additionally, the town of Gustavus is small enough to create a unified message and appearance of precaution, cleanliness and responsibility.

We must build value with family travelers and independent travelers.

We are living in a new age of transparency. Travelers want to see what their money will get them. In this post-COVID-19 world, people are going to want to know that they can get the same Alaskan experience and not be at risk of exposure.

Through Cedar's review of Gustavus' online resources, it has become apparent that the town needs imagery revolving around identifying the unique and creative nature of Gustavus. We believe that the GVA would not only benefit aesthetically in the materials stated above, but also would help explain and attract new visitors while building value in the city. Although the beauty of Glacier Bay is important, we have to also make sure that Gustavus beaches, art, coffee, farmer's markets, and other specialty landmarks are highlighted professionally.

We aim to capture an appealing original take on the creative, free-spirited nature of the city, and through photos, video and illustration bring Gustavus to the forefront of Glacier Bay. Illustration is a great tool to speak universally and visually. There are notable icons from the city that can be illustrated and used in portraying local uniqueness and genuine personality.



Gustavus Community Covid Partnership

Building Trust to Protect Health

Attendees

- Colleen Stansbury
- Curtis Lindblom
- Forrest Braden
- Greg Taylor
- Jake Ohlson
- Janey Olney
- Jen Landry
- Jim Mackovjac
- Kelly McLaughlin
- Mark Berry
- Rachel Parks
- Shelley Owens
- Josh Graves
- Susan Warner
- Toshua Parker
- Travis Miller
- Whitney Rapp
- Angler's Inn rep

Draft Objective:

Gustavus will have no community transmission of Covid-19 through conscientious actions by Gustavus businesses and the community through summer 2020.

A community protection plan addressed.

Can we agree on common best management practices to apply to all Gustavus businesses that can be communicated to the town to build trust? This might take the form of a core community/workforce protective plan and/or mitigation plan that can be added to, but cannot be reduced.

Background ([Mandates 10 and 18](#) are most relevant)

- Any state plans are public documents to be furnished to the City
- <https://covid19.alaska.gov/unified-command/protective-plans/>
- [Guidance for Developing and Submitting Community/Workforce Protective Plans](#) (template)
- [Example Mitigation Plan](#)

Topics to consider

1. Social distancing commitments
2. Facial covering commitments
3. Other infection control commitments (hand washing, hand sanitizer, health screenings, cleaning, guest turnover/length of stay, etc.)
4. Define "quarantine" (prior to first negative test result or 14 days) specific to operations in Gustavus

What does Quarantine mean?

Posted on June 12, 2020

When you are under quarantine, you must:

1. Proceed directly to your designated quarantine location. Remain in your designated quarantine location for a period of 14 days, or the duration of your stay in Alaska, whichever is shorter.
 1. You may leave your designated quarantine location only for medical emergencies or to seek necessary medical care.
 1. Do not visit any public spaces, including, but not limited to: pools, meeting rooms, fitness centers, or restaurants.
 1. Do not allow visitors in or out of your designated quarantine location other than a physician, healthcare provider, or individual authorized to enter the designated quarantine location by Unified Command.
2. Comply with all rules or protocols related to your quarantine as set forth by your hotel or rented lodging.

Category: [Quarantine and Minimizing Interactions](#)

5. Define “minimum interaction” (between first and second test) specific to operations in Gustavus

What does “minimize interaction” mean?

Posted on June 8, 2020

When a person has a negative test result, it provides value as a measure from a single point in time. That's why travelers with a single test result do not have to go into quarantine.

However, that single test doesn't account for possible exposure just before or after the test (for example, if you test before you travel, you could be exposed to another traveler who is carrying the virus).

Individuals are expected to get pre-tested, and with that negative test result they are asked to *minimize their public interactions* until they've received a second negative test result or 14 days have passed.

Minimizing interactions does not mean quarantine, but you do need to take more precautions than the usual COVID safety advice.

When you buy food, eat in outdoor settings. Order delivery if possible. Wear a face covering if you go into public areas. Take part in outdoor recreation (such as fishing) instead of visiting a museum. Postpone attending gatherings until after this window is over.

If you have to be in an indoor space, such as taking a short flight or riding in a shuttle to get to your lodge or outdoor activity, then everyone involved should wash their hands thoroughly and wear a face mask.

Please enjoy our beautiful state safely.

Category: [Quarantine and Minimizing Interactions](#)

6. Covid positive case isolates where? If evacuation necessary, how?
7. Arriving travelers testing requirements? Restrict to those only with first negative test in hand.
8. High contact employee testing requirements/opportunities?
9. How the city can support business in protecting community and employees. May we ask EOC to purchase a pallet of hand sanitizer , disinfecting wipes, gloves?

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08/04/20

Accrual Basis

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

	Jul 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Business License Fees	300.00	3,000.00	-2,700.00	10.0%
Donations	0.00	1,000.00	-1,000.00	0.0%
DRC Income	7,059.53	58,600.00	-51,540.47	12.0%
Federal Revenue				
Payment In Lieu of Taxes	113,760.06	115,000.00	-1,239.94	98.9%
Total Federal Revenue	113,760.06	115,000.00	-1,239.94	98.9%
Fundraising	0.00	800.00	-800.00	0.0%
GVFD Income	35.00	9,750.00	-9,715.00	0.4%
Interest Income	23.36	350.00	-326.64	6.7%
Lands Income	4,740.00	22,000.00	-17,260.00	21.5%
Lease Income	0.00	12,720.35	-12,720.35	0.0%
Library Income	0.00	500.00	-500.00	0.0%
Marine Facilities Income	4,690.00	10,200.00	-5,510.00	46.0%
State Revenue				
Community Assistance Program	75,000.00	55,506.42	19,493.58	135.1%
Shared Fisheries Business Tax	0.00	1,700.00	-1,700.00	0.0%
Total State Revenue	75,000.00	57,206.42	17,793.58	131.1%
Tax Income				
Retail Tax Income	48,576.31	185,000.00	-136,423.69	26.3%
Remote Sellers Retail Tax	8.35	20,000.00	-19,991.65	0.0%
Room Tax Income	1,476.75	4,500.00	-3,023.25	32.8%
Fish Box Tax	320.00	0.00	320.00	100.0%
Penalties & Interest	52.51	0.00	52.51	100.0%
Tax Exempt Cards	30.00	300.00	-270.00	10.0%
Total Tax Income	50,463.92	209,800.00	-159,336.08	24.1%
Total Income	256,071.87	500,926.77	-244,854.90	51.1%
Gross Profit	256,071.87	500,926.77	-244,854.90	51.1%
Expense				
Administrative Costs	650.00	2,000.00	-1,350.00	32.5%
Advertising	0.00	100.00	-100.00	0.0%
Bank Service Charges	338.87	2,275.00	-1,936.13	14.9%
Building	11,036.49	20,650.90	-9,614.41	53.4%
Contractual Services	2,170.00	72,400.00	-70,230.00	3.0%
Dues/Fees	507.00	8,300.00	-7,793.00	6.1%
Election Expense	0.00	250.00	-250.00	0.0%
Equipment	532.47	9,672.49	-9,140.02	5.5%
Events & Celebrations	0.00	3,925.00	-3,925.00	0.0%
Freight/Shipping	118.94	20,950.00	-20,831.06	0.6%
Fundraising Expenses	0.00	800.00	-800.00	0.0%
General Liability	11,072.61	11,317.32	-244.71	97.8%
Gravel Pit Fund	0.00	6,000.00	-6,000.00	0.0%
Library Materials	644.63	600.00	44.63	107.4%
Marine Facilities	2,368.37	3,368.37	-1,000.00	70.3%
Payroll Expenses	21,031.97	448,469.36	-427,437.39	4.7%
Professional Services	0.00	10,000.00	-10,000.00	0.0%
Public Relations	0.00	500.00	-500.00	0.0%

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08/04/20

Accrual Basis

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

	<u>Jul 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Repair & Replacement Fund	0.00	24,772.13	-24,772.13	0.0%
Road Maintenance	12,900.00	100,000.00	-87,100.00	12.9%
Stipend	0.00	3,000.00	-3,000.00	0.0%
Supplies	21,271.70	11,600.00	9,671.70	183.4%
Telecommunications	1,167.78	20,790.00	-19,622.22	5.6%
Training	0.00	5,250.00	-5,250.00	0.0%
Travel	0.00	7,000.00	-7,000.00	0.0%
Utilities	4,574.41	15,800.00	-11,225.59	29.0%
Vehicle	4,024.16	8,035.67	-4,011.51	50.1%
Total Expense	<u>94,409.40</u>	<u>817,826.24</u>	<u>-723,416.84</u>	<u>11.5%</u>
Net Ordinary Income	161,662.47	-316,899.47	478,561.94	-51.0%
Other Income/Expense				
Other Income				
Encumbered Funds	0.00	100,000.00	-100,000.00	0.0%
Prior-Year Cash Balance	0.00	217,000.00	-217,000.00	0.0%
Total Other Income	<u>0.00</u>	<u>317,000.00</u>	<u>-317,000.00</u>	<u>0.0%</u>
Net Other Income	<u>0.00</u>	<u>317,000.00</u>	<u>-317,000.00</u>	<u>0.0%</u>
Net Income	<u>161,662.47</u>	<u>100.53</u>	<u>161,561.94</u>	<u>160,810.2%</u>

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08/04/20

Accrual Basis

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Business License Fees	3,575.00	3,300.00	275.00	108.3%
Donations	2,531.00	2,528.00	3.00	100.1%
DRC Income	91,003.56	86,230.00	4,773.56	105.5%
Federal Revenue				
Natl Forest Receipts-Encumbered	44,228.25	44,228.25	0.00	100.0%
Payment In Lieu of Taxes	115,419.89	115,419.89	0.00	100.0%
Total Federal Revenue	159,648.14	159,648.14	0.00	100.0%
Fundraising	1,441.00	1,300.00	141.00	110.8%
GVFD Income	12,758.65	10,300.00	2,458.65	123.9%
Interest Income	362.22	300.00	62.22	120.7%
Lands Income	17,552.00	17,500.00	52.00	100.3%
Lease Income	13,125.67	12,720.35	405.32	103.2%
Library Income	727.60	500.00	227.60	145.5%
Marine Facilities Income	17,330.00	10,200.00	7,130.00	169.9%
Other Income	3,777.00	3,777.00	0.00	100.0%
State Revenue				
Community Assistance Program	82,845.41	82,845.41	0.00	100.0%
Shared Fisheries Business Tax	541.68	541.68	0.00	100.0%
Total State Revenue	83,387.09	83,387.09	0.00	100.0%
Tax Income				
Retail Tax Income	376,409.81	378,700.00	-2,290.19	99.4%
Remote Sellers Retail Tax	12.49	0.00	12.49	100.0%
Room Tax Income	78,574.79	77,000.00	1,574.79	102.0%
Fish Box Tax	12,190.00	13,000.00	-810.00	93.8%
Penalties & Interest	4,212.74	0.00	4,212.74	100.0%
Tax Exempt Cards	250.00	200.00	50.00	125.0%
Total Tax Income	471,649.83	468,900.00	2,749.83	100.6%
Total Income	878,868.76	860,590.58	18,278.18	102.1%
Gross Profit	878,868.76	860,590.58	18,278.18	102.1%
Expense				
Administrative Costs	2,013.88	2,000.00	13.88	100.7%
Advertising	150.00	100.00	50.00	150.0%
Bad Debt	2,598.10			
Bank Service Charges	2,973.90	2,675.00	298.90	111.2%
Building	23,970.86	26,107.42	-2,136.56	91.8%
Contractual Services	67,845.14	82,600.00	-14,754.86	82.1%
Dues/Fees	7,637.99	7,450.00	187.99	102.5%
Economic Development Services				
GVA	32,000.00	32,000.00	0.00	100.0%
Total Economic Development Services	32,000.00	32,000.00	0.00	100.0%
Election Expense	202.16	250.00	-47.84	80.9%
Equipment	20,493.31	23,097.60	-2,604.29	88.7%
Events & Celebrations	3,852.85	4,350.00	-497.15	88.6%
Freight/Shipping	23,433.22	24,180.00	-746.78	96.9%
Fundraising Expenses	936.27	950.00	-13.73	98.6%
General Liability	10,890.44	10,717.80	172.64	101.6%

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08/04/20

Accrual Basis

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Library Materials	505.96	600.00	-94.04	84.3%
Marine Facilities	1,878.76	4,851.36	-2,972.60	38.7%
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses	405,039.71	458,899.03	-53,859.32	88.3%
Professional Services	14,570.00	20,000.00	-5,430.00	72.9%
Public Relations	211.74	500.00	-288.26	42.3%
Repair & Replacement Fund	25,354.66	25,354.66	0.00	100.0%
Road Maintenance	108,353.63	110,000.00	-1,646.37	98.5%
Social Services				
GCEP dba The Rookery	13,890.00	13,890.00	0.00	100.0%
Total Social Services	13,890.00	13,890.00	0.00	100.0%
Supplies	14,932.99	19,315.00	-4,382.01	77.3%
Telecommunications	19,824.34	20,790.00	-965.66	95.4%
Training	8,422.94	10,400.00	-1,977.06	81.0%
Travel	7,816.87	7,816.87	0.00	100.0%
Utilities	15,413.80	16,700.00	-1,286.20	92.3%
Vehicle	5,089.45	8,445.93	-3,356.48	60.3%
Total Expense	840,302.97	934,540.67	-94,237.70	89.9%
Net Ordinary Income	38,565.79	-73,950.09	112,515.88	-52.2%
Other Income/Expense				
Other Income				
Encumbered Funds	65,771.75	65,871.75	-100.00	99.8%
Prior-Year Cash Balance	0.00	9,028.29	-9,028.29	0.0%
Total Other Income	65,771.75	74,900.04	-9,128.29	87.8%
Net Other Income	65,771.75	74,900.04	-9,128.29	87.8%
Net Income	<u>104,337.54</u>	<u>949.95</u>	<u>103,387.59</u>	<u>10,983.5%</u>

Capital Projects 2020-2025

Page 61 of 110

Capital Projects	Budget Requested	Amount Funded	Funded Project QuickBooks Class Name	Dept.	Short Form Complete	Full Scoping Document Submitted	Council Approval	Funded Date	Notes	Proposed Completion Date	Proposed Funding Source
Ongoing, funded for 2018:											
Household Hazardous Waste Facility	\$ 59,450.00	\$ 59,450.00	CP18-07 Household Haz Waste Fac	DRC	N/A	12/5/2016	12/12/2016	5/13/2019		2020	CIP, or AMLIP
Salmon River Harbor Clean-up & Kiosk	\$ 27,000.00	\$ 27,000.00	CP18-01 Salmon River Harbor	MF	N/A	1/3/2017	1/9/2017	6/11/2018		in progress	AMLIP
Wilson Rd. drainage improvement	\$ 40,000.00	\$ 40,000.00	CP18-02 Wilson Rd Drainage	Roads	N/A	1/26/2018	5/14/2018	6/11/2018	pending LIDAR analysis	on hold	AMLIP
LIDAR	\$ 28,400.00	\$ 28,400.00	CP18-04 LIDAR of Gustavus		4/5/2018	n/a	4/9/2018	6/11/2018		in progress	AMLIP
Community Chest facility maintenance	\$ 10,000.00	\$ 10,000.00	CP19-02 Community Chest Maint.	DRC	3/11/2019	N/A	3/11/2019	4/8/2019		in progress	AMLIP
Ongoing, funded for 2019:											
Library Roof Repair	\$ 50,000.00	\$ 50,000.00	CP19-08 Library Roof/Shed/Awning	Library	N/A	7/22/2019; revised 8/5/19; revised 8/3/20	7/22/2019; revised 8/5/19	8/12/2019	NCO pending for add'l funds	in progress	AMLIP R&R
Gustavus Beach Improvements: Phase 1	\$ 65,800.00	\$53,150.00	CP19-03 Gustavus Beach Improv.	Admin	N/A	3/11/2019	3/11/2019	4/8/2019		in progress	AMLIP
Compost Yard Improvement	\$ 111,585.00	\$ 111,585.00	CP19-06 DRC Composting Facility	DRC	N/A	1/2/2018, revised 3/11/19	1/15/2018, revised 3/11/19	5/13/2019		in progress	CIP, or AMLIP CP and R&R
Inflow Storage & HHW Facility Storage Area	\$26,400, then \$62,000	\$ 62,000.00	CP18-05 DRC Pre-Processing	DRC	N/A	9/16/2016, revised 3/11/19	9/16/2016, revised 3/11/19	5/13/2019	6/11/18 amended scoping document; 3/11/19 amended	in progress	CIP, or AMLIP
Funded for 2020:											
Lifepak15 Cardiac AED/Monitor	\$ 38,000.00			GVFD	1/28/2020	N/A	2/10/2020		awaiting grant award; NCO pending for city funds	in progress	Code Blue & CIP or AMLIP
Quick Attack/Wildland Firefighting Truck	\$ 80,000.00			GVFD	1/28/2020	N/A	2/10/2020			Near-term	CIP, or AMLIP CIP
Main Building Replacement	\$ 287,500.00			DRC	N/A	2/3/2020	2/10/2020			Near-term	
Fire Hall Rain Cistern System	up to \$25,000			GVFD						Near-term	
City Hall Copier/Printer/Scanner/Fax	\$ 5,500.00			Admin						Near-term	
Good River Bridge Repairs - engineering	\$ 25,000.00			Roads						Near-term	
City Road Improvements	\$ 30,000.00			Roads					plus \$40K from Wilson Rd. CF	Near-term	
Library Bike Shelter/Shed	\$ 25,000.00	\$ 15,000.00	CP19-08 Library Roof/Shed/Awning	Library	N/A	7/22/2019; revised 8/5/19	7/22/2019; revised 8/5/19	8/12/2019	only \$10,000 moved 8/12/19; \$5000 still to transfer	Near-term	AMLIP
Roof/Building Exp. - Architectural & Engineering	\$ 30,000.00			GVFD	N/A	2/9/2018	2/12/2018			Mid-range	CIP
Library Expansion - Architectural & Engineering	\$ 30,000.00			Library	3/1/2018		2/11/2019			Mid-range	CIP
Drinking Water Point-Source Project Dev.										Mid-range	
Baler Purchase	\$ 166,630.00			DRC	N/A					Mid-range	
Three Phase Power Installation				DRC						Mid-range	
Refurbish/Repurpose Composting Quonset	\$ 15,000.00			DRC						Mid-range	
Gravel Pit Improvements	\$ 500,000.00		CP19-07 Gravel Extraction Improv.	Lands	N/A	4/25/2019	5/13/2019	postponed		Mid-range	AMLIP
Structural Firefighting Gear	\$ 82,500.00			GVFD						Mid-range	
Salmon River Boat Harbor Fish Waste Disposal Bin				MF/DRC						Mid-range	
City Hall front room - carpeting, painting, windows	\$ 15,000.00			Admin	2/14/2018					Mid-range	
Landscape Design consulting				-split-	2/20/2018					Mid-range	
Utility Pick-up Truck	\$15-60,000.00			GVFD	2/15/2018					Mid-range	
Water Tender / Road Water Truck				GVFD	2/15/2018					Mid-range	
Grandpa's Farm Road Bridge & Culvert	\$ 250,000.00			Roads						Mid-range	USFWS and/or AKSSF
DRC Groundwater Monitoring Well Replacements	\$ 12,000.00			DRC						Mid-range	
DRC Glass Pulverizer - refurbish or replace	\$ 50,000.00			DRC						Mid-range	
Roof/Building Expansion	\$700,000			GVFD	N/A	2/9/2018	2/12/2018, revised 2/11/2019			Long-range	CIP - state, federal grant
Driveway Relocation or River Bank Stabilization				Admin	N/A					Long-range	AMLIP
Old P.O./Preschool building refurbish				Admin	2/20/2018					Long-range	
City Hall & Fire Hall Energy Audit Repairs				GVFD & Admin	3/1/2018	Res. CY18-12				Long-range	
Edraulic Extrication Equipment	\$35,000			GVFD	2/15/2018					Long-range	AFG
911 System Upgrade				GVFD						Long-range	
GVFD Electric Meter Installation				GVFD						Long-range	
Library Expansion				Library	3/1/2018					Long-range	
DRC Shredder				DRC						Long-range	
DRC "Waste to Energy" Equipment				DRC						Long-range	
DRC Drive-on/Vehicle Scale				DRC						Long-range	
DRC Equipment Garage				DRC						Long-range	
DRC Sytrofoam Densifier				DRC						Long-range	
Landfill Closure 4-8 years	long-term			DRC	N/A					Long-range	
City Vehicle				-split-	2/20/2018					Long-range	
Salmon River Harbor Waterless Restrooms	\$70-90,000.00			MF						Long-range	
Salmon River Harbor Public Floats				MF						Long-range	
CAPSIS 2018 submission											
CAPSIS 2019 submission											
CAPSIS 2020 submission											

Accounts Receivable Detail**As of 7/31/20**

\$13,310.70	Airport Screeners Contract - June invoice to DHSS
\$18,560.00	Airport Screeners Contract - July invoice to DHSS
\$4,345.62	Delinquent Sales Tax
\$2,569.40	Ambulance Transport Billing - In Progress
\$3,900.00	Fish-Box Tax Deferred Income
(\$29.42)	Net of Other Customer Account Balances
<hr/>	
\$42,656.30	Total

FNBA Checking Account - Unrestricted Funds Balance**As of 7/31/20**

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

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

FNBA Checking Account Balance: \$557,665.49

Obligated Funds Currently in Checking Account:

MF	CP18-01 Salmon River Harbor	(\$19,856.96)
	CP18-04 LIDAR of Gustavus	(\$7,868.59)
DRC	CP18-05 DRC Pre-Processing	(\$25,235.67)
DRC	CP18-07 Household Haz Waste Fac.	(\$59,450.00)
DRC	CP19-02 Community Chest Maint.	(\$741.84)
Admin	CP19-03 Gustavus Beach Improv.	(\$30,981.85)
DRC	CP19-06 DRC Composting Facility	(\$106,050.00)
Library	CP19-08 Library Roof/Awning/Shed	(\$60,000.00)
Library	FY21 PLA Grant	\$0.00
Library	SoA OWL Internet Subsidy	\$0.00
Roads	Encumbered road money	(\$5,468.37)
Roads	USFWS Chase Drvwy	(\$251.02)

Unrestricted Funds: **\$241,761.19**

Pending Transfers:

FY21-01NCO	FY20 Road Maint Funds - Return	(\$5,468.37)	
FY21-02NCO	FY21 Road Maint Funds - Withdrawal	\$37,875.70	
FY21-03NCO	FY21 AMLIP Repair & Replacement contribution	(\$24,772.13)	
FY21-05NCO	Transfer from AMLIP CARES Act Account	\$33,963.95	for March, April, May expenses
FY21-07NCO	Transfer from AMLIP for Capital Projects	\$118,850.10	for library roof and AED/monitor
	CARES Act expenditures - June 2020	\$30,153.49	submitted for approval 7/28/20
	CARES Act expenditures - July 2020	\$80,796.67	pending

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

FY21 budgeted operating expenses:	\$817,826.24
25% =	\$204,456.56
17% =	\$139,030.46
35% =	\$286,239.18

4:20 PM

08/04/20

Accrual Basis

City of Gustavus

Balance Sheet

As of July 31, 2020

	Jul 31, 20
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	49,351.99
AMLIP Capital Improv Long-Term (0630598.2)	486,619.50
AMLIP Repair & Replacement (0630598.3)	287,346.38
AMLIP Road Maint - Unencumbered (0630598.4)	259,242.96
AMLIP Road Maint - Encumbered (0630598.8)	32,411.12
AMLIP Reserve (0630598.12)	884,311.39
AMLIP CARES Act Relief Funds (0630598.13)	381,144.53
APCM.Endowment Fund	1,472,712.89
FNBA - Checking	557,665.49
FNBA Endowment Fund - Checking	12,516.24
Petty Cash	261.38
Total Checking/Savings	4,423,583.87
Accounts Receivable	
Accounts Receivable	42,656.30
Total Accounts Receivable	42,656.30
Total Current Assets	4,466,240.17
TOTAL ASSETS	4,466,240.17
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of America Alaska Air Visa	3,851.59
Total Credit Cards	3,851.59
Other Current Liabilities	
Deferred Income	3,900.00
Payroll Liabilities	
State Unemployment	740.15
Total Payroll Liabilities	740.15
Total Other Current Liabilities	4,640.15
Total Current Liabilities	8,491.74
Total Liabilities	8,491.74
Equity	
Fund Balance	3,292,767.43
Opening Bal Equity	1,084,743.57
Net Income	80,237.43
Total Equity	4,457,748.43
TOTAL LIABILITIES & EQUITY	4,466,240.17

Incoming Grants/Scholarships to City of Gustavus FY21

Dept.	Purpose	Date Received	Amount Awarded	QB Class Name	Amount Spent to Date	Remaining Funds	Notes
Library	Library Supplies	summer 2020	\$7,000.00	FY21 PLA Grant	\$0.00	\$7,000.00	State of AK Public Library Assistance (PLA) grant for library materials
	Reading with Rachel	8/3/2020	\$554.00	Reading with Rachel	\$554.00	\$0.00	Grant from Jon & Julie Howell
	Library Programs	summer 2020	\$1,500.00	SoA OWL Internet Subsidy	\$0.00	\$1,500.00	Alaska OWL monthly internet subsidy
	Library Programs	summer 2020	\$300.00	---	\$25.00	\$275.00	Alaska SLICE outreach program reimbursement
GVFD	GVFD Equipment	CY2020	\$36,000.00	Tsunami Siren Grant FY20	\$0.00	\$36,000.00	State of AK Div. of Homeland Sec. & Emergency Mgmt.
	GVFD Equipment	fall 2020	\$15,000.00	---	\$0.00	\$15,000.00	SEREMS Code Blue Grant 2020 - GVFD pays at least 10% match

\$60,354.00

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

Resolution	Grantee	Date Awarded	Amount Awarded	QB Class Name	Amount Disbursed to Date	Remaining Funds	Notes
CY19-21	Gustavus PFAS Action Coalition	12/9/2019	\$21,250.00	2020 EFG - GPAC	\$8,859.32	\$12,390.68	grant ends 12/10/20

CITY ADMINISTRATOR'S REPORT AUGUST GENERAL MEETING

CARES ACT SMALL BUSINESS/NONPROFIT GRANT FUNDING

The application review committee (Vice Mayor Cannamore, Council member Warner, Treasurer, and myself) reviewed the second round of grant applications and forwarded them to the Mayor for approval; the following is a result of the review. Letters to the applicants with the results are sent within 3 working days of approval by the Mayor. The letter contains language that reminds the applicant that a monthly report is due by the 5th of each month. Staff is constructing a report form, using the Endowment Grant as a template for recipient reporting.

Week 2 Review

BUSINESS/NONPROFIT	APPROVED/DENIED/PENDING
Glacier Bay Sea Kayaks	Approved
Arete Project	Approved
Fireweed Gallery	Approved
Blue Heron B&B	Approved
Steller Botanical Health	Approved
Fairweather Adventures	Approved
The Peddler's Pack	Approved
Fairweather Cabins	Approved
Sacred Fire Body Balancing	Approved
GVFDA	Approved

Week 1 Review

BUSINESS/NONPROFIT	APPROVED/DENIED/PENDING
Wild Alaska	Pending
Byte Networking	Pending
Gustavus Taxi	Approved
Sea Wolf Adventures	Approved
Gustavus Inn	Approved
Joanie Waller	Denied
Gustavus Historical Archives & Antiquities	Approved
Strawberry Point Taxi & Tours	Withdrawn
Sean Neilson Media	Approved
Gustavus Community Center	Approved
Aimee's Guest House	Approved
Shoreline Fiberworks	Approved
Gustavus Construction	Approved
James Proctor	Approved

The Council will be convening a work session for CARES Act funding grants on August 12, at 5:30 to discuss potential uses for the funds.



City of Gustavus
P.O. Box 1
Gustavus, AK 99826
Phone: (907) 697-2451

Public Comment on Non-Agenda Items



City of Gustavus
P.O. Box 1
Gustavus, AK 99826
Phone: (907) 697-2451

Consent Agenda

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY21-04NCO
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
DEPARTMENT BUDGETS FOR FISCAL YEAR 2021**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

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

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

Budget Category	Amounts		
	Original Budget	Amended Budget	Change
INCOME			
Federal Revenue: Payment in Lieu of Taxes	\$ 115,000.00	\$ 113,760.06	<\$ 1,239.94>
State Revenue: Community Assist. Program	\$ 55,506.42	\$ 75,000.00	\$ 19,493.58
Other Income: Prior-Year Cash Balance	\$ 217,000.00	\$ 153,175.75	<\$ 63,824.25 >
<hr/>			
Total Change in Income			<\$ 45,570.61>

EXPENSE			
	Original Budget	Amended Budget	Change
GVFD: Payroll	\$ 93,144.65	\$ 47,574.04	<\$ 45,570.61>
<i>The Fire Chief's payroll expenses July 1 – December 31, 2020 will instead be paid through CARES Act funds.</i>			

Total Change in Expense	<\$ 45,570.61>
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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: August 10, 2020

DATE OF PUBLIC HEARING: September 21, 2020

PASSED and **APPROVED** by the Gustavus City Council this ____ day of _____, 2020.

Calvin Casipit, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY21-05NCO**

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

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

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

CITY HELD ACCOUNTS	Amounts		Change
	Account Balance*	Amended Balance	
	*Approximate, this is a dynamic value.		
AMLIP CARES Act Relief Fund	\$ 381,144.53	\$ 347,180.58	<\$ 33,963.95>
FNBA Checking Account	\$ 557,665.49	\$ 591,629.44	\$ 33,963.95
This amount is the approved reimbursement for CARES Act eligible expenses incurred March 2020 (\$11,771.12), April 2020 (\$11,640.97), and May 2020 (\$10,551.86).			

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: August 10, 2020

DATE OF PUBLIC HEARING: September 21, 2020

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2020.

Calvin Casipit, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, CMC City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY21-06NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR
THE SALE OF FIRE ENGINE #27**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. For the Fiscal Year of 2021, the City of Gustavus is disposing of the real property of "Fire Engine 27" by sealed bid auction.

Section 3. Per ordinance 10.06.020, the real property disposal is explained as follows:

1. Fire Engine 27 is fully functional and is no longer necessary for municipal purposes.
2. Fire Engine 27 is a 1983 International, Model 1854 4x4, VIN # 1HTAR1853DHA14357.
3. This vehicle is owned by the City of Gustavus.
4. The purpose of the disposal is disposal of real property that is no longer needed by the City of Gustavus.
5. The method of disposal as defined in 10.06.03 is competitive disposal - sealed bid auction.
6. An estimated value of the interest in property is \$10-15,000, but it is functionally valued less than this due to the cost of shipping to transport it out of Gustavus. It cannot be transported on the Alaska Marine Highway System and instead would have to be shipped via landing craft.
7. The procedure for conducting the disposal and the time, place, and manner in which the proposed disposal shall occur are attached as a Fire Engine Sale Notice.

Section 4. The City of Gustavus fixed asset accounts will be amended following a successful sealed bid auction and property disposal.

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

DATE INTRODUCED: *August 10, 2020*

DATE OF PUBLIC HEARING: *September 21, 2020*

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2020.

Calvin Casipit, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt CMC, City Clerk



City of Gustavus Fire Engine Sale Notice

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Notice Date: September 22, 2020
Bids Due Date: October 6, 2020, 2:00 PM ADT, at City Hall

The City of Gustavus offers for sale the following vehicle that has been removed from service. This vehicle is being disposed of in accordance with City of Gustavus (CoG) ordinance 10.06.020 and non-code ordinance FY21-06. The vehicle is available for inspection at any time at the Gustavus Firehall throughout the bid period.

Vehicle: Engine #27 VIN: 1HTAR1853DHA14357 See photos attached.

Location: City of Gustavus, Firehall Property, 1806 Gustavus Road

Date, time, and place of sale: October 6, 2020, 2:00 PM, Gustavus City Hall

Fees, interest, and costs assessed: \$0.00

Minimum Bid: \$1.

Bid Terms: See below

Disclaimer: Engine #27 deployed Aqueous Film Forming Foam (AFFF) containing Perfluorooctanesulfonic acid (PFOS) in a firefighting event. The tanks containing the foam have been removed. The purchaser of the vehicle agrees to defend, indemnify and hold-harmless the City of Gustavus for all future use of the vehicle.

Bid terms: Bidders are encouraged to inspect the vehicle at the Gustavus Firehall prior to submitting bids. Bids may be made on the attached form (available from the City Treasurer (treasurer@gustavus-ak.gov) or at City Hall) or may be made on a reasonable facsimile with the same information. Sealed bids may be mailed to City Treasurer, City of Gustavus, PO Box 1, Gustavus, Alaska, 99826, or may be hand delivered to the Gustavus City Hall. Bids must be received at the City PO Box or at City Hall by the bid due date and time at the top of this notice. Bids received after this time will not be considered. Bids must be signed and sealed in an envelope clearly marked on the outside as "Fire Engine Sale Bid". Bid modifications are allowed if received before the bid due date and time. Bid modifications must be in a sealed envelope clearly marked "Fire Engine Sale Bid Modification". In the case of modified bids, only the latest bid modification submitted will be considered. Bids will not be opened before the bid due date and time.

Sale Terms: The fire engine will be sold to the highest bidder. This vehicle is sold "as-is, where-is" and without warranty. Payment by postal money order, cash, or credit card is due and must be received by the City Treasurer within 14 days of sale. Upon receipt of payment, the City of Gustavus will issue a bill of sale to the successful bidder and the purchaser may take possession of the vehicle. Within 30 days of the sale date Purchasers are responsible for removing the vehicle from the City of Gustavus Firehall property. If payment is not made within 14 days of sale, or it is not removed within the 30-day time limit, the sale will be voided by the City and payment not refunded unless other prior arrangements have been made with the City. The City may then offer the fire engine to the next highest bidder, or re-post it for sale.

Additional Bidding Information: Please contact the City of Gustavus Treasurer, Phoebe Vanselow, at 907-697-2451, or by email to Treasurer@gustavus-ak.gov, or call City Hall during normal business hours Monday through Thursday, 9:00am-4:00pm.

Signed,
Calvin Casipit
Mayor, City of Gustavus





City of Gustavus
Fire Engine Sale Bid Form

Page 74 of 110

Vehicle Identification Number: 1HTAR1853DHA14357

Date of Bid: _____

Bid Amount: \$_____

This is (circle one): an original bid a bid modification

Bidder Identification:

Name: _____

Address: _____

Phone: _____

Email (if available): _____

Statement: I have read and agree to the terms of the sale offer notice for this vehicle. I understand the fire engine is sold “as-is, where-is” and without warranty. If my bid is accepted, I agree to make payment of the bid amount to the City of Gustavus by mail or in person at City Hall within 14 days of the sale date. I understand the City of Gustavus will issue a bill of sale upon receipt of payment. I agree to remove the vehicle from the firehall property within 30 days.

Signed: _____ Date: _____

Calculation of Endowment Fund Grant Amount for 2021 Award Cycle
 Per CITY OF GUSTAVUS, ALASKA RESOLUTION CY19-14
 A RESOLUTION REVISING POLICY AND PROCEDURE
 FOR GUSTAVUS ENDOWMENT FUND GRANT AWARDS

TITLE: POLICY AND PROCEDURE FOR AWARDING GRANTS
 FROM THE ENDOWMENT FUND EARNINGS

APPLICABLE PROCEDURE (EXCERPT FROM FULL DOCUMENT):

The following steps shall be followed by the City Mayor or his/her designee:

1. Inflation-Adjusted Principal Value determination. By July 31st of each year, calculate the inflation-adjusted value as of June 30 of the original principal of the Fund, further adjusted as necessary per additions made over time to the principal, using the following steps applying the Anchorage Consumer Price Index (CPI) as posted in July for the first half of the calendar year by the Alaska Department of Labor at <http://www.labor.alaska.gov/research/cpi/cpi.htm>:

a) Determine the latest CPI index for Anchorage from the posted table.

New link: <http://live.laborstats.alaska.gov/cpi/index.cfm>

Latest CPI is 225.049 for first half of 2019 for Urban Alaska (formerly Municipality of Anchorage).

b) Determine the multiplier value by dividing the current CPI index by the 2004 index value of 165.6 (Average value for first half of 2004). $225.049 / 165.6 = 1.359$

c) Multiply the original value of the Fund (\$963,000) by the multiplier determined in step b. $\$963,000 \times 1.359 = \$1,308,717.00$

d) The result of the calculation in step c is the inflation-adjusted value of the original principal.

2. Present Market Value determination. Determine the present market value of the Fund as reported by the Fund manager for June 30 of the present year.

The present market value of the fund for June 30, 2020 was \$1,473,942.38.

3. Excess earnings determination. Calculate the excess earnings in the Fund, from which distributions may be made, by subtracting the inflation adjusted principal from the present market value of the Fund.

The excess earnings available as of June 30, 2020 were:

$\$1,473,942.38 - \$1,308,717.00 = \$165,225.38$

4. Available funding for fiscal year. Calculate the funding available as 3% of the average market value of the Fund at June 30 of the last five years.

Three percent of the average annual market value for five years through June 30, 2020 is calculated as:

June 2020:	\$1,473,942.38
June 2019:	\$1,466,213.91
June 2018:	\$1,438,854.93
June 2017:	\$1,429,287.74
June 2016:	\$1,398,474.52
Average:	\$1,441,354.70
3% of Average:	\$43,240.64

5. Grant funding availability determination. The maximum amount available for granting in the present year is 3% of Average Market Value or the present year Excess Earnings,

whichever is less. Un-awarded/unexpended grant funds from previous years over \$1,000 will be returned to the Endowment Fund account to earn interest for future awards.

Three percent of the five-year Average Market Value is \$43,240.64. The Excess Earnings amount is \$165,225.38. The lesser of the two is \$43,240.64. Unused grant funds remain from previous years for an additional \$12.53, so \$43,253.17 may be made available.

6. Announcement of grant application period. The City Council may, on September 1 of each year, or as early thereafter as possible, post an announcement to the Gustavus public of the availability of Endowment Fund Grants with the total amount available. The announcement shall include criteria for selection, an application procedure, project scoping document, and a deadline of October 31.

PROJECT SCOPING and DEVELOPMENT FORM

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

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

Part 1. Project Identification

Name of project: Library Roof Repair

Department: Library

Contact: Tom Williams

E-mail: jen.gardner@gustavus.lib.ak.us

Phone: 697-2350

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

1. What is the project?

At the direction of the Council, we began on the replacement of the metal roofing panels that have had gaping holes left in them from failure of the snow guards, and which has now turned into a reconstruction of the entire library roof from its peak downwards until the end of the rotted boards are reached. We have had an engineer on site who gave us a report with detailed information on how to deal with this issue.

Our roof, and the entire building, is constructed of SIP panels, which have poor performance history in Southeast Alaska. Problems have been attributed to moisture getting into the panels and rotting the sheathing. Typically the source of the moisture is interior condensation getting into the panels and turning to water. This, however, is not the case for our library. The engineer confirmed this by inspecting the attic, where there is no sign of rot.

Up on the roof, the metal ridge vent was removed to expose the tar paper, which was cut to expose the foam. The edges of the SIP top layer of sheathing had rot. There was also significant rot about a foot down from the ridge. The engineer did not look any further so the extent of the rot is unknown.

A local contractor has stated concerns that the damage to the building reaches beyond the roof and requires a comprehensive scope of work beyond what has been published in previous RFQ's. Given that three previous RFQ's have been published and the City has received no responses, staff believes it is necessary to take a different approach to discover the extent of the water damage to the building and modify the funding for the project to \$150,000.

2. Why is the project needed?

This project is needed to protect and preserve a large city investment.

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

Discovery and concern of water damage to the roof.

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

Repairing the roof of the Library is not part of any larger plan, at this time.

5. What is your timeline for project planning?

We need the project to happen as soon as possible. The longer we wait, the more rotten wood we'll have to replace. This project would likely begin and be completed during the summer of 2021.

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

Using the RFP approach, a budget of \$150,000 is determined to provide adequate funding for the anticipated work. However, if during the repairs a larger problem is discovered, additional funds may be necessary.

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

The RFP will ask the awardee to provide a scope of work based on professional expertise. The anticipated scenario is for the awardee to begin removing the damaged roofing as previously identified. The previous damage has been described as follows:

If there is rot under all of the furring strips, then the top layer of sheathing of the SIP is not performing as it should. To repair, the top plywood and foam would be cut out to allow a 'member' to be place in the panel, which would provide the span capacity of the assembly. The member would protrude out of the panel and take the place of the furring strips and provide the roof with a ventilation gap. There would be a seal and around the SIP to ensure moisture does not get into the panels. By assuming a snow load of 50 psf, three member sizes were calculated to work. For this option, the new member would act to carry the loads over the span and the SIP would only be used to provide the insulation. Screws should be used to connect the bottom of the SIP with the new rafter. All rafter splices should be strapped and rafters should be connected to bearing walls with A34 clips. Details of suggested repair are included in the Engineering Report in Appendix B.

As the work progresses, the work will reveal any further damage to the building. If additional repairs are necessary, we will request a brief report be prepared for the Council to review and determine the extent of the repairs to be completed and any adjustments to the funding budget.

With this approach, it is expected that a respondent to the RFP will have confidence that funding is in place to continue with a project that will resolve the damage without delays and/or additional costs to the contractor from restaging, material acquisition delays, etc.

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

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

Summary:

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

If the engineers’ assumption is incorrect and the rot is not occurring with all of the furring strips, with only localized areas of rot, we may be able to recommend a different repair option or limit the repair to the just the rotted area. Full exposure of the roof is needed to investigate the extent of the rot.

However, if the water damage extends beyond the previous evaluation and damage has occurred to other parts of the building, repairs will likely be necessary in order to stop continued deterioration and preserve the building.

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

The solution is to have a project that has a new assumption, one that continues with a more extensive repair project that continues beyond the roof and addresses water damage into the structural components of the building.

3. Identify your funding source(s).

This project will be funded by the City.

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

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

• Support for existing businesses		+	
• New business opportunities	+		
• Economic sustainability	+		
• Attractiveness of City to new residents/businesses		+	
City government performance?			
• Infrastructure quality/effectiveness/reach (more people)		+	
• Existing services		+	
• New services		+	
• Cost of City services		+	
• Tax income to City	+		
Transportation?			
• Air	+		
• Water	+		
• Roads	+		
Communications?	+		
• Internet	+		
• Phone	+		
• TV/radio			
Other? (type in)			

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

Repairing the roof will help preserve the library structure and ensure that it remains a very important resource to those who live in Gustavus and maintain the investment that the City of Gustavus has made in the building and its contents.

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

There are no other projects related or dependent on the repair of the roof.

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

No.

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

IF any state permits or inspections are required it will be the responsibility of the awardee.

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

Estimated initial cost: \$150,000. Once further damage can be assessed, an estimate will be provided.

7. Is an engineering design or construction estimate necessary?

If structural repairs are necessary, it may be necessary to have an engineer review to meet state building codes.

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

No new revenue will be generated.

Part 5. Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$	Training	\$
Engineering work	\$	Travel	\$
Permitting, inspection		Equipment	\$
Site work	\$	Contractual	\$
Construction	\$150,000	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$	Other (list)	\$
Other (list)	\$	Other (list)	\$
Other (list)		Total direct costs	\$
		Indirect costs	\$
		Income (fees, taxes)	\$
		Balance: costs-income	\$

Updated Latest Estimate Budget Line Items if Changed Date: _____

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

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

1. What service jobs will be needed for operation and maintenance?

None.

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

None.

3. What training is necessary to prepare local residents for jobs on this project?

None.

4. How many local businesses will be affected by this project and how?

We hope to employ one local construction company.

Part 7. Business Plan (Upon Council request)

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

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

Basic components of a business plan:

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

Part 8. Record of Project Planning and Development Meetings

1. Please document the manner in which public input was received.
 - Public comment on agenda item at committee or Council meeting
 - Special public hearing
 - Dates and attendance for the above.
 - Written comment from the public (please attach)
2. Please use the following chart to document committee meetings, Council reports, and so on. Did the committee make recommendations or requests? Did the Council make requests of the committee?

Meeting Record

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

Part 9. Feedback to the Council

With the understanding that this form must be adapted to a variety of projects, please provide feedback on how the form worked for your committee. Thank you for your suggestions.



City of Gustavus
P.O. Box 1
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Phone: (907) 697-2451

Ordinance for Public Hearing

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY21-01NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2020**

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 2020, the following City held account balance transfers are to be made for the reasons stated.

Section 3. For the Fiscal Year of 2020, the City held accounts are amended to reflect the changes as follows:

Amounts

CITY HELD ACCOUNTS	Account Balance*	Amended Balance	Change
<i>*Approximate, this is a dynamic value.</i>			
FNBA checking account	\$ 887,251.36	\$ 881,782.99	<\$ 5,468.37>
<i>AMLIP – Road Maintenance funds transferred for FY20 = \$65,771.75 net, while actual expenses for FY20 Road Maintenance = \$108,658.63, partially paid by \$44,228.25 in National Forest Receipts. Additional income from the sale of the roadside brusher and a donation offset FY20 Road Maintenance expenses another \$4127.00.</i>			
AMLIP – Road Maint-Encumbered	\$ 32,409.55	\$ 37,877.92	\$ 5,468.37
<i>The difference between actual funds transferred and actual expenses for FY20 Road Maintenance, encumbered for use as necessary for road maintenance in the future.</i>			

Total Change in Account Balances	\$ 0.00
----------------------------------	---------

Section 4. The FY20 City held accounts are 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: *July 13, 2020*

DATE OF PUBLIC HEARING: *August 10, 2020*

PASSED and **APPROVED** by the Gustavus City Council this __th day of August, 2020.

Calvin Casipit, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY21-02NCO**

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

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

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

Amounts

ACCOUNTS	Account Balance*	Amended Balance	Change
	<small>*Approximate, this is a dynamic value</small>		
AMLIP – Road Maint -Encumbered <small>Approximate account balance after FY21-01NCO transfer.</small>	\$ 37,877.92	\$ 0.00	<\$ 37,877.92>
FBNA Checking account <small>Encumbered funds transferred for FY21 Road Maintenance, per FY20-17NCO adopting the FY21 budget. The remainder of the FY21 Road Maintenance funds will be transferred with an NCO later in the fiscal year.</small>	\$ 887,251.36	\$ 925,129.28	\$ 37,877.92
<hr/>			
Total Change in City Held Account Balances		\$	0.00

Section 4. The FY21 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: July 13, 2020

DATE OF PUBLIC HEARING: August 10, 2020

PASSED and **APPROVED** by the Gustavus City Council this __th day of August, 2020.

Calvin Casipit, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY21-03NCO**

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

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

Section 3. For the Fiscal Year of 2021, the City held accounts are amended to reflect the changes as follows:

Amounts

CITY HELD ACCOUNTS	Account Balance*	Amended Balance	Change
	<i>*Approximate, this is a dynamic value.</i>		
FBNA Checking account	\$887,251.36	\$862,479.23	<\$ 24,772.13>
AMLIP – Repair & Replacement	\$287,319.22	\$312,091.35	\$ 24,772.13
<i>FY21 budgeted expenses for contributions to a Repair and Replacement Fund for every department.</i>			

Total Change in Account Balances	\$ 0.00
----------------------------------	---------

Section 4. The FY21 City held accounts are 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: *July 13, 2020*

DATE OF PUBLIC HEARING: *August 10, 2020*

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2020.

Calvin Casipit, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt CMC, City Clerk



City of Gustavus
P.O. Box 1
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Phone: (907) 697-2451

Unfinished Business



City of Gustavus
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Phone: (907) 697-2451

New Business

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY21-07NCO**

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

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

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

CITY HELD ACCOUNTS	Amounts		Change
	Account Balance*	Amended Balance	
	*Approximate, this is a dynamic value		
CP-19-08 Library Roof Repair/Shed/Awning	\$ 60,000.00	\$ 160,000.00	\$ 100,000.00
Additional funds transfer to support the roof repair RFP process. \$10,000 of the original account balance is earmarked for a bike/ storage shed.			
CP-20-01 Replacement AED/Monitor	\$ 0.00	\$ 18,850.10	\$ 18,850.10
As approved in the Capital Improvement Plan 2020-2025 on May 11, 2020. AED/Monitor is \$33,850.10, partially funded by Code Blue Grant of \$15,000.			
AMLIP Capital Improv Long-Term	\$ 486,619.50	\$ 369,029.40	<\$ 117,590.10>
AMLIP Repair & Replacement	\$ 287,346.38	\$ 286,086.38	<\$ 1,260.00>
Funds that had been saved for asset replacement for the current Monitor/Defibrillator.			
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: August 10, 2020

DATE OF PUBLIC HEARING: September 21, 2020

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2020.

Calvin Casipit, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY21-08**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE
AMENDMENT OF CITY ORDINANCE TITLE 4 REVENUE AND FINANCE CHAPTER
4.13 GUSTAVUS ENDOWMENT FUND, SECTION 4.13.070**

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 Title 4 Revenue and Finance Chapter 4.13, Section 4.13.070 be amended as follows:

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

Chapter 4.13 GUSTAVUS ENDOWMENT FUND

Section 4.13.070 - Permissible investments.

- (a) The City of Gustavus Endowment Fund may be invested in:
- (1) U.S. government treasury, agency, and instrumentality securities;
 - (2) Notes or bonds issued by the State of Alaska or its political subdivisions, or other states of the United States, maturing within two (2) years, with a credit rating of A-/A3 or better from two (2) national rating agencies;
 - (3) Federally insured or fully collateralized certificates of deposit of banks and credit unions, maturing within two (2) years;
 - (4) Repurchase agreements collateralized by U.S. Treasury securities and marked-to-market. If purchase agreements are overnight investments or if securities are collateralized in excess of one hundred two (102) percent, marked-to-market is not necessary;
 - (5) A state investment pool formed within the State of Alaska and comprised of agencies of the state and/or its political subdivisions;
 - (6) Money market mutual funds whose portfolios consist entirely of U.S. government securities; or
 - (7) Any of the following:
 - (A) Mortgage-backed and asset-backed obligations denominated in U.S. dollars with a credit rating of A-/A3 or better from two (2) national ratings agencies;

- (B) Corporate debt obligations of U.S. domiciled corporations denominated in U.S. dollars with a rating of A-/A3 or better from at least two (2) national ratings agencies;
- (C) Convertible debt obligations of U.S. domiciled corporations denominated in U.S. dollars with a credit rating of A-/A3 or better from two (2) national ratings agencies; or
- (D) Domestic equities, which taken as a whole, attempt to mirror the characteristics or replicate the Standard and Poor's 500 Index or another index of similar characteristics, including both mutual funds and exchange traded funds (ETFs).

Domestic equities, which taken as a whole, attempt to replicate the Standard and Poor's 400 Mid-Cap Index or another index of similar characteristics, including both mutual funds and exchange traded funds (ETFs).

Domestic equities, which taken as a whole, attempt to replicate the Standard and Poor's 600 Small-Cap Index or another index of similar characteristics, including both mutual funds and exchange traded funds (ETFs).

International equities, which taken as a whole, attempt to replicate the Financial Times Stock Exchange Developed ex-North America Index or another index of similar characteristics including both mutual funds and exchange traded funds (ETFs).

Equities, which taken as a whole, attempt to replicate the universe of domestic real estate investment trusts as represented by the Standard and Poor's REIT composite index or another index of similar characteristics, including both mutual funds and exchange traded funds (ETFs).

Emerging market equities, which taken as a whole, attempt to replicate the Financial Times Stock Exchange Emerging Index or another index of similar characteristics including both mutual funds and exchange traded funds (ETFs).

Global infrastructure equities, which taken as a whole, attempt to replicate the STOXX Global Broad Infrastructure Index, or a substantially similar index, including both mutual funds and exchange traded funds (ETFs).

Alternative beta funds, which taken as a whole, attempt to provide systematic exposure to trading strategies that emphasize return sources not found in traditional stock and bond portfolios, including both mutual funds and exchange traded funds (ETFs).

- (E) Bond funds which taken as a whole, attempt to replicate the Barclays Aggregate Index or another index of similar characteristics, including both mutual funds and exchange traded funds (ETFs).

Bond funds, which taken as a whole, attempt to replicate the Barclays US Treasury Inflation Securities Index or another index of similar characteristics, including both mutual funds and exchange traded funds (ETFs).

Bond funds, which taken as whole, attempt to replicate the Barclays Capital Global Treasury ex-US Capped Bond Index or another index of similar characteristics, including both mutual funds and exchange traded funds (ETFs).

Bond funds, which taken as a whole, attempt to replicate the Bloomberg Barclays US Gov/Credit 1-5 Year Index or another index of similar characteristics, including both mutual funds and exchange traded funds (ETFs).

Bond funds, which taken as a whole, attempt to replicate the Bloomberg Barclays US High Yield Very Liquid Index or another index of similar characteristics, including both mutual funds and exchange traded funds (ETFs).

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

Date Introduced: *August 10, 2020*

Date of Public Hearing: *September 21, 2020*

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2020.

Calvin Casipit, Mayor

Attest: Karen Platt CMC, City Clerk



City of Gustavus
P.O. Box 1
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City Council Reports

COVID-19 ECONOMIC STABILIZATION TEAM

AUGUST UPDATE 2020

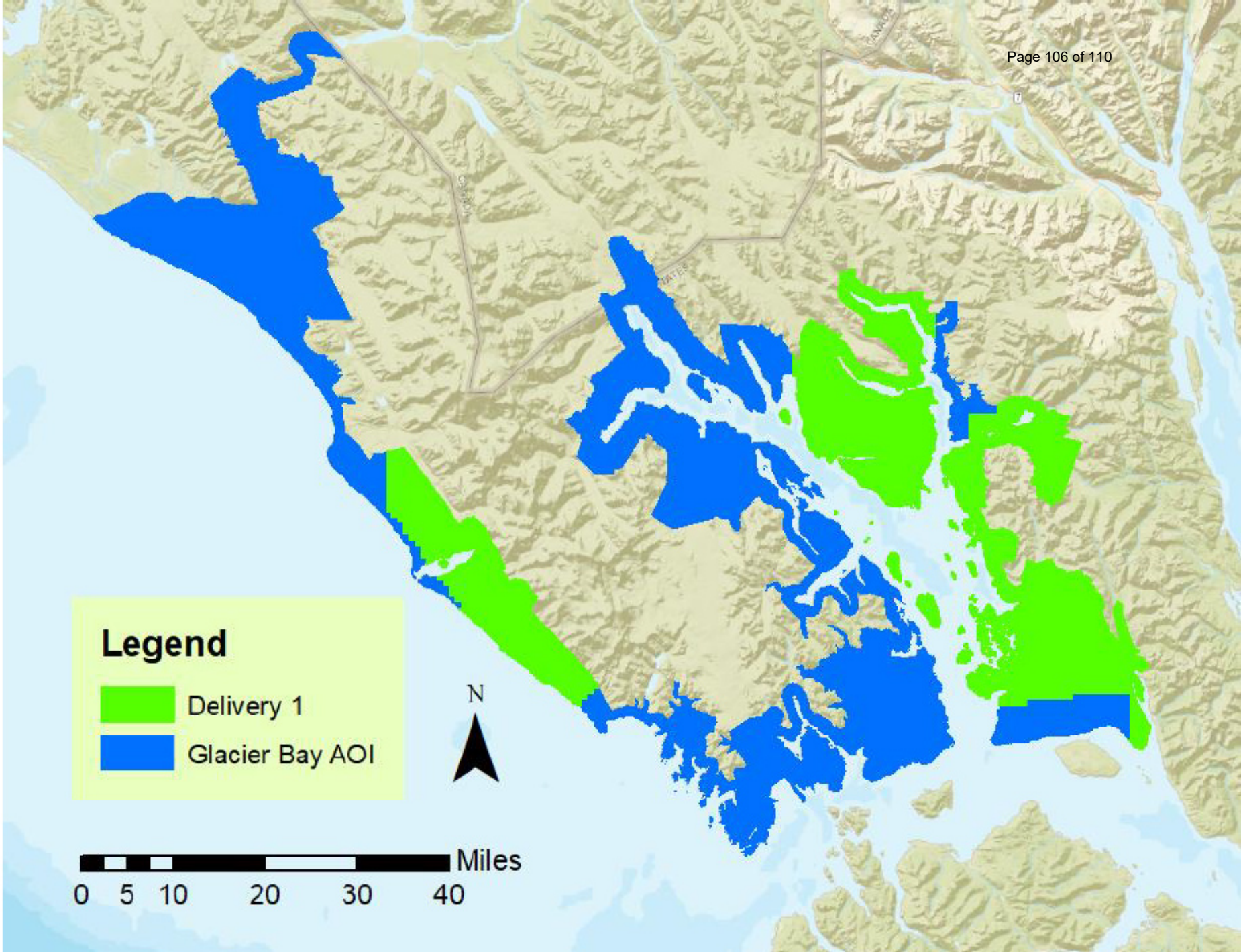
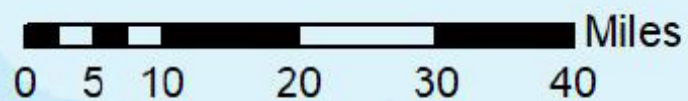
As an ad hoc Work Group, the Gustavus COVID-19 Economic Stabilization Task Force is currently on hold to await further needs of the Council. Four informal community conversations took place May 16th through June 18th with 58 participants and yielded the following continuing strands:

The first and second meetings concerned revitalizing our tourism industry and rejuvenating local business through focusing on increasing visitation, length of season, and length of stay. Much of that group then continued on, under the Gustavus Visitors Association's Leah Okin, for another two meetings to jointly develop a Gustavus COVID-19 Response Agreement, incorporating a closed-campus concept, and facilitate opening Gustavus for at least some visitation in a summer 2020 season. Vice-Mayor Cannamore also started with some volunteers to look at developing an annual Gustavus festival event of some kind.

An additional component of the second meeting was with regard to developing Gustavus as a science and learning visitor destination. Efforts among the Inian Islands Institute, Arete Project, and the Heacox's plan for an Alaska Leadership School are progressing. Furthermore, I have just begun work with a small group to develop and build a new experiential science exhibit, hopefully to be housed at the National Park. More on that as the project grows.

The third meeting focused on elevating local food production and our food security. Vice-Mayor Cannamore is moving forward with creating a proposal, with potential CARES Act funding, to address this coming winter's food supply and also to look at increasing local food production and storage capacity with a root cellar project.

Finally, the fourth session focused on two infrastructure projects rated with high priority in the Council sponsored December 2019 online infrastructure survey, being improving roads and developing a safe public drinking water supply. The consensus of the group was that efforts to advance both the water and roads improvements would both be furthered by waiting for the results of the LIDDAR data survey to inform our strategies. When Delivery One of that project becomes available, the Council may wish to invite Whitney Rapp to present the preliminary results and how they might inform these two projects. A map of the Delivery One area is attached.





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City Council Questions and Comments



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Phone: (907) 697-2451

Public Comment on Non-Agenda Items



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Executive Session



City of Gustavus
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Adjournment