



CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, March 11, 2024 at 7:00 PM
Gustavus City Hall

COUNCIL MEMBERS

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

CITY HALL

City Administrator – Kathy Leary
City Clerk – Liesl Barker
City Treasurer – Ben Sadler
Phone: 907-697-2451 | clerk@gustavus-ak.gov

AGENDA

VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/5155019406?pwd=UjNNbjB0T0czdnNreUdWSE1DUHJUQT09&omn=88961635860>

ID: 515 501 9406

PASSCODE: XXXXXXXX

TEL: 253-215-8782

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

1. 02-20-2024 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

2. Library Quarterly Report
3. Gustavus Visitors Association Quarterly Report
4. City Treasurer Monthly Report
5. City Administrator Monthly Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

ORDINANCE FOR PUBLIC HEARING

6. FY24-11NCO Returning Unused Capital Project Funds (Introduced 02-20-2024)

UNFINISHED BUSINESS

NEW BUSINESS

7. Approve CY24-XX Resolution by The City of Gustavus Supporting but recommending amendment of House Bill 365
8. Approve CY24-XX Resolution supporting the Continuation of the current Alaska Marine Highway System's Advisory Operations Board
9. Approve CY24-XX Resolution regarding the updating of the U.S. Forest Service's Tongass Land Management Plan
10. Approve CIP Project Development Form for Purchasing of a LUCAS Chest Compression Device
11. Approve CIP Project Development Form for Heat Pump Installations for City Buildings

12. Approve CIP Project Development Form for Purchase of Salmon River Harbor Tract B-2 and Adjacent River Tidelands

13. Creation of Land Advisory Committee

CITY COUNCIL REPORTS

14. Coffee with Council

15. Mayor's Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

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

ADA NOTICE

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

VISION STATEMENT

We envision a distinctive community:

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



CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Tuesday, February 20, 2024 at 7:00 PM
Gustavus City Hall

Item #1.

COUNCIL MEMBERS

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

CITY HALL

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MINUTES - PENDING

VIRTUAL MEETING INFORMATION

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ID: 515 501 9406

PASSCODE: 2451

TEL: 253-215-8782

ROLL CALL (13 seconds)

PRESENT

Mayor Shelley Owens
Vice Mayor Brian Taylor
Council Member Janene Driscoll
Council Member Rachel Patrick
Council Member Mike Taylor
Council Member Jim Mackovjak (late 7:15pm)

ABSENT

Council Member Kyle Bishop

Reading of the City of Gustavus Vision Statement (1minute 7 seconds)

Vision Statement read by Council Member Patrick.

APPROVAL OF MINUTES (1minute 50 seconds)

- 01-16-2024 General Meeting Minutes

Motion made by Vice Mayor B. Taylor to approve by unanimous consent the meeting minutes from the 01-16-2024 meeting.

Seconded by Council Member M. Taylor

Public Comment: None

Council Comment: None

Hearing no objections, the 01-16-2024 General Meeting Minutes were approved by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES (2 minutes 50 seconds)

City of Gustavus, Alaska
City Council General Meeting Minutes - PENDING
February 20, 2024
Page 1 of 7

There were no agenda changes.

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

COMMITTEE / STAFF REPORTS

2. Disposal and Recycling Center Quarterly Report *(3 minutes 48 seconds)*
 Disposal and Recycling Center Manager/Operator, Ian Barrier submitted a written report and provided an oral summary.
 Clarifying Questions:
 Council Member M. Taylor
 Council Member Driscoll
3. City Treasurer Monthly Report *(10 minutes 10 seconds)*
 City of Gustavus City Treasurer, Ben Sadler provided monthly financial documents and gave an oral summary.
 Clarifying question:
 Council Member Driscoll
4. City Administrator Monthly Report *(16 minutes 24 seconds)*
 City of Gustavus City Administrator, Kathy Leary provided a written and oral report.
 Clarifying questions: None

PUBLIC COMMENT ON NON-AGENDA ITEMS *(26 minutes 10 seconds)*

Public Comment:

Kimber Owen – TSA/ Alaska Airlines

James Kearns - Dock needs a wave barrier and Gravel Pit/Wilson Rd conditions

Sol Martinez - Tsunami Siren test reminder

CONSENT AGENDA *(31 minutes 6 seconds)*

City Treasure, Ben Sadler; DRC Manager, Ian Barrier; Fire Chief, Sol Martinez; and City Clerk, Liesl Barker provided brief description of items on consent agenda.

5. FY24-11NCO Introduction Returning Unused Capital Project Funds (Public Hearing 03-11-2024)
6. Approve CY24-03 Cost of Living Pay Adjustment
 Read by Vice Mayor B. Taylor
7. Approve CIP Project Development Form for DRC Balefill Expansion
8. Approve CIP Project Development Form GVFD Heating System
9. Approve CIP Project Development Form Wilson Rd. South End Drainage

Requests to have items removed from the consent agenda:

Public- None

Council - Council Member Driscoll asked for items 7- 9 to be moved from the consent agenda and to New Business.

Motion made by Council Member Mackovjak to adopt the consent agenda by unanimous consent as presented minus items 7, 8 and 9.

Seconded by Vice Mayor B. Taylor

Hearing no objections, the motion passed.

ORDINANCE FOR PUBLIC HEARING *(48 minutes 55 seconds)*

11. FY24-10NCO Surplus Transfer to AMLIP Capital Project Long Term (Introduced 01-16-2024)

Mayor Owens opened the public hearing at 7:50 PM.

Public Testimony: None

Mayor Owens closed the public hearing at 7:51 PM.

Motion made by Council Member M. Taylor to adopt FY24-10NCO Surplus Transfer to AMLIP Capital Project Long Term.

Seconded by Council Member Driscoll

Council Debate: None

Voting Yea: Mayor Owens, Vice Mayor Taylor, Council Member Driscoll, Council Member Patrick, Council Member Taylor, Council Member Mackovjak
Motion Passed.

UNFINISHED BUSINESS

None

NEW BUSINESS *(52 minutes 45 seconds)*

7. Approve CIP Project Development Form for DRC Balefill Expansion *(53 minutes)*

Motion made by Council Member M. Taylor to approve CIP Project Development Form Development for DRC Balefill Expansion.

Seconded by Council Member Patrick

Description of project by: Ian Barrier (Given earlier during consent agenda portion of meeting)

Public Comment: None

Council Debate:

Council Member Driscoll

Voting Yea: Mayor Owens, Vice Mayor Taylor, Council Member Driscoll, Council Member Patrick, Council Member Taylor, Council Member Mackovjak

Motion Passed.

8. Approve CIP Project Development Form GVFD Heating System

(1 hour 1 minutes 13 seconds)

Motion made by Council Member Patrick to approve the CIP Project Development Form for the Volunteer Fire Department Heating System.

Seconded by Council Member Driscoll

Description of project by: Fire Cheif, Sol Martinez (Given earlier during consent agenda portion of meeting)

Public Comment: None

Council Debate:

Council Member Driscoll

Council Member M. Taylor

Voting Yea: Mayor Owens, Vice Mayor Taylor, Council Member Mackovjak, Council Member Driscoll, Council Member Patrick, Council Member Taylor

Motion Passed.

9. Approve CIP Project Development Form Wilson Rd. South End Drainage

(1 hour 9 minutes 45 seconds)

Motion made by Council Member M. Taylor to approve CIP Project Development Form for the Wilson Rd. South End Drainage.

Seconded by Council Member Driscoll

Decription of project: Council Member M. Taylor (Given earlier during consent agenda portion of meeting)

Public Comment: None

Council Debate:

Council Member Driscoll

Council Member M. Taylor

Voting Yea: Mayor Owens, Vice Mayor Taylor, Council Member Mackovjak, Council Member Driscoll, Council Member Patrick, Council Member Taylor

Motion Passed.

12. Award Gravel Pit Contracts

(1 hour 12 minutes 52 seconds)

Motion made by Council Member Driscoll to award the Gravel Pit contracts to Fairweather construction for 5,000 cubic yards, Glacier Bay Construction Inc for 5,000 cubic yards, and Gustavus Landscaping and Construction for 1,500 cubic yards.

Seconded by Council Member M. Taylor

Description of project by:

Treasure, Ben Sadler (Given earlier during consent agenda portion of meeting)

City Administrator, Kathy Leary

Public Comment: None

Council Debate: None

Voting Yea: Mayor Owens, Vice Mayor Taylor, Council Member Driscoll, Council Member Patrick, Council Member Taylor, Council Member Mackovjak

Motion Passed.

13. Approve CY24-04 Resolution by The City of Gustavus Supporting House Bill 279, An Act Relating to The Local Boundary Commission

(1 hour 16 minutes 39 seconds)

Motion made by Council Member Mackovjak to approve Resolution CY24-04 The City of Gustavus Supporting House Bill 279, an Act Relating to The Local Boundary Commission.

Seconded by Council Member Driscoll

Read by: Council Member Driscoll

Description by: Mayor Owens

Public Comment: None

Council Debate: None

Voting Yea: Mayor Owens, Vice Mayor Taylor, Council Member Mackovjak, Council Member Driscoll, Council Member Patrick, Council Member Taylor

Motion Passed.

14. Approve CY24-05 Resolution Disputing The Qualifications of The Petition Submitted by The City of Hoonah for Incorporation of The Xunaa Borough

(1 hour 23 minutes 53 seconds)

Motion made by Council Member M. Taylor to approve Resolution CY24-05 Disputing the Qualifications of The Petition Submitted by The City of Hoonah for Incorporation of The Xunaa Borough.

Seconded by Council Member Driscoll

Read by: Council Member Driscoll

Description by:

Mayor Owens

Council Member M. Taylor

Public Comment: None

Council Debate:

Council Member M. Taylor

Mayor Owens

Council Member Driscoll

Voting Yea: Mayor Owens, Vice Mayor Taylor, Council Member Driscoll, Council Member Patrick, Council Member Taylor, Council Member Mackovjak

CITY COUNCIL REPORTS

15. Coffee with Council *(1 hour 37 minutes 56 seconds)*

Council Member Patrick submitted a written report and provided an oral summary.

Council Comment:

Council Member M. Taylor

Council Member Mackovjak

Mayor Owens

16. Mayor's Report *(1 hour 41 minutes 40 seconds)*

Mayor Owens submitted a written report and provided an oral summary.

Council Comment:

Council Member M. Taylor

Council Member Patrick

City Administrator Leary

City Clerk Barker

Council Member Driscoll

CITY COUNCIL QUESTIONS AND COMMENTS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS *(1 hour 54 minutes 00 seconds)*

Kimber Owen - unorganized borough

EXECUTIVE SESSION

None

ADJOURNMENT *(1 hour 57 minutes 01 seconds)*

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

POSTED ON: February 15, 2024 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

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Shelley K. Owens, Mayor

Date

Attest: Liesl M. Barker, City Clerk

Date

DRAFT General Meeting Agenda and Packet

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY24-11NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2024**

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 2024, the following City held account balance transfers are to be made for the reasons stated.

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

CITY HELD ACCOUNTS	Amounts		
	Account Balance*	Amended Balance	Change
FNBA Checking Account <i>Returning unused funds from closed Capital Projects to AMLIP Capital Project LT</i>	\$ 422,566.91	\$ 413,237.77	<\$ 9,329.14>
AMLIP Capital Project Current <i>Returning unused funds from closed Capital Projects to AMLIP Capital Project LT</i>	\$ 166,466.85	\$ 138,221.17	<\$ 28,245.68>
AMLIP Capital Project Long-Term <i>*Approximate, this is a dynamic value.</i>	\$ 753,794.40	\$ 791,369.22	\$ 37,574.82

Total Change in City Held Account Balances \$ 0.00

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

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

DATE INTRODUCED: *February 20, 2024*

DATE OF PUBLIC HEARING: *March 11, 2024*

PASSED and **APPROVED** by the Gustavus City Council this ___th day of _____, 2024.

Shelley K Owens, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY24-XX**

**A RESOLUTION BY THE CITY OF GUSTAVUS SUPPORTING BUT RECOMMENDING
AMENDMENT OF HB 365 TO EXTEND POWER COST EQUILIZATION CREDITS TO
SCHOOLS**

WHEREAS, the State of Alaska Power Cost Equalization (PCE) program, administered by the Alaska Energy Authority (AEA), provides economic support for residential customers and community facilities in rural Alaska communities with high energy costs and the AEA explains: *The PCE program reduces the electric rates paid by rural consumers to levels comparable to those paid by consumers in Anchorage, Fairbanks, and Juneau*; and,

WHEREAS, PCE applies to the first 750 kilowatt hours (kWh) that each resident purchases, per month. Additionally, Alaska communities each get an allotment of PCE for community facilities, calculated at a rate of 70 kWh per month times the number of residents; and,

WHEREAS, many rural Alaska communities have a limited number of community facilities, and by extension, utilize a limited amount of available community-facility PCE.

WHEREAS, according to data from its electric utility Alaska Power and Telephone Company, the community of Gustavus has recently been using approximately 3,500 kWh of its 46,060 kWh PCE allotment per month; a difference of 510,720 kWh per year; and,

WHEREAS, schools have been ineligible to receive community facility PCE as entities largely-funded by the State; and,

WHEREAS, energy costs represent a significant component of schools' operating costs and were the definitions of eligible community facilities changed, PCE could play a significant role in supporting school operating costs by allowing schools in rural communities to access existing, unutilized community-facility PCE; and,

WHEREAS, making schools eligible for community-facility PCE would help schools afford cleaner energy long-term and to avail themselves of federal grants that support beneficial electrification; and,

WHEREAS, in rural communities, school buildings serve as multipurpose community facilities, supporting a broad range of public uses and purposes; and

WHEREAS, HB 365 has been introduced to enable schools to qualify for PCE disbursements from the PCE Endowment; and,

WHEREAS, HB 365 would enable qualification of only the first 750 kWh of electric draw per month to qualify for PCE, but 750 kWh is a very small portion of a school’s monthly electricity draw; and,

WHEREAS, providing schools PCE credit for only 750 kWh will leave substantial eligible community PCE still untapped in most communities.

WHEREAS, Gustavus requests that communities underutilizing their community facility PCE allocation should be allowed to provide any utilized PCE allocation to the school or schools serving that community, after other community facilities have received their full allocations; and

NOW THEREFORE BE IT RESOLVED that the City Council of Gustavus, Alaska encourages passage of HB 365, providing it is modified to allow communities to provide their unutilized community facility PCE allocations to schools.

PASSED and **APPROVED** by the Gustavus City Council this 11th day of March 2024, and effective upon adoption.

Shelley K. Owens, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY24-XX**

**A RESOLUTION BY THE CITY OF GUSTAVUS SUPPORTING THE CONTINUATION
OF THE CURRENT ALASKA MARINE HIGHWAY SYSTEM'S ADVISORY
OPERATIONS BOARD**

WHEREAS, the Alaska Marine Highway System ferry service to Gustavus began in 2011 and has been crucial in providing reliable year-round access to Juneau and Hoonah; and,

WHEREAS, people in Gustavus go to Juneau to stock up on groceries, household supplies and building materials, for medical or dental care, to (except for the three-month period when Alaska Airlines serves Gustavus) catch Alaska Airlines flights, and for other reasons; and,

WHEREAS, the ferry system is less dependent on weather than are airplanes, and it gives people the option to take a vehicle to Juneau and allows them to transport more material home than on an airplane; and,

WHEREAS, Alaska is served best when ferry service is consistent and reliable; and,

WHEREAS, we all agree that there is work to do to ensure the Alaska Marine Highway System continues to provide its essential service, and at the top of the list is replacing the 59-year-old *Tustumena*, hopefully by a new vessel with a diesel-electric propulsion system, while at the same time, there is an organizational challenge that may impact service; and.

WHEREAS, the Alaska Marine Highway System is guided by an advisory operations board that has nine members, five of whom are appointed by the governor, and two each by the Senate president and House speaker; and,

WHEREAS, Alaska's governor has recently proposed an executive order (EO 131) that would allow the governor to appoint the entire board, arguing that a board that is more aligned would be able to more quickly get things done; and,

WHEREAS, the element of diversity in the board under the current system—which may be in the best long-term interest of maintaining the service the Alaska Marine Highway System provides—might disappear, and the board could potentially become entirely politicized; and,

WHEREAS, the current structure is important to the board functioning at a high level and is likely the most effective and efficient structure we can provide; and,

WHEREAS, the Alaska Legislature can, by majority vote, override the proposed executive order.

NOW THEREFORE BE IT RESOLVED that the City Council of Gustavus, Alaska Gustavus urges the Alaska Legislature to override Executive Order 131.

PASSED and **APPROVED** by the Gustavus City Council this XXth day of _____ 2024, and effective upon adoption.

Shelley K. Owens, Mayor

Attest: Liesl M. Barker, City Clerk

DRAFT General Meeting Agenda and Packet

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY24-XX**

A RESOLUTION BY THE CITY OF GUSTAVUS REGARDING THE UPDATING OF THE U.S. FOREST SERVICE’S TONGASS LAND MANAGEMENT PLAN

WHEREAS, Gustavus is situated proximate to the Tongass National Forest; and,

WHEREAS, Gustavus residents utilize Tongass National Forest lands and waters for recreation, subsistence, and for lumber; and,

WHEREAS, the Tongass National Forest provides valuable ecosystem services, among them helping maintain our clean air, purifying our water, and sequestering carbon; and,

WHEREAS, The U.S. Forest Service is required to update the current forest management plan, which dates from 1997; and,

WHEREAS, the revised plan will be, in the words of the U.S. Forest Service, the “overall guiding framework and foundation document that will guide resource management, decision-making and the vision of the Tongass National Forest into the future.”

NOW THEREFORE BE IT RESOLVED that the City Council of Gustavus, Alaska, urges the U.S. Forest Service to continue implementing its 2012 planning rule, which, in the words of the U.S. Forest Service, “requires incorporation of adaptive management, scientific basis on planning components, while acknowledging the need for flexibility and agility during times of change.”

AND BE IT FURTHER RESOLVED that the City Council of Gustavus, Alaska, urges the U.S. Forest Service to continue its efforts to conserve mature and old-growth forests.

AND BE IT FURTHER RESOLVED that the City Council of Gustavus, Alaska, urges the U.S. Forest Service to maintain the 2001 Roadless Rule on the Tongass National Forest.

PASSED and **APPROVED** by the Gustavus City Council this XXth day of _____ 2024, and effective upon adoption.

Shelley K. Owens, Mayor

Attest: Liesl Barker, City Clerk



Project Planning: Attachment B Project 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: GVFD Purchasing of a LUCAS Chest Compression Device

Department: [Gustavus Volunteer Fire Department](#) Contact: Sol Martinez

E-mail: sol.martinez@gustavus-ak.gov Phone 907-697-2707

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?
 - What are its goals and objectives?
 - The goal of this project is to purchase a LUCAS Chest Compression device. This device is used during events where we need to do Cardiopulmonary Resuscitation (CPR). The LUCAS Device is a mechanical chest compression device replacing manual chest compressions which is the most labor-intensive task in CPR. A Lucas Chest Compression device has been used country wide and studies have shown to be more effective in resuscitation of a patient than regular CPR. This also helps reduce the need for more responders during CPR. CPR without a mechanical compression device can take about six people to run smoothly and effectively, and much of the work goes into chest compressions. If we can purchase the LUCAS Device, it would lessen the workload for the volunteers.
 - Who/what will be aided by this project? Who are the targeted stakeholders/customers?
 - The Gustavus Volunteer Fire Department is built by a dedicated group of volunteers, but because of our small population pool, we are a small group and when a cardiac arrest happens it takes everyone to smoothly run a code, which runs for a minimum of 30 minutes. The volunteers and the community would be aided by the purchase of the Lucas device by elevating the most strenuous part of CPR. This will also grant us the ability to move the patient while compressions are taking place. This allows us to move the patient to a higher level of care.



- Is a preliminary survey necessary to identify the number of potential customers/users?
How will you design and conduct the survey?
 - There is no current need for a survey currently.
 - What is NOT covered by this project? What are its boundaries?
 - This is only to purchase the Lucas Chest Compression Device.
2. Why is the project needed?
- What community problem, need, or opportunity will it address?
 - The Lucas device will address the strain volunteers have during compressions. The Lucas device will give continuous compressions whether we move the patient or stay on scene.
 - What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?
 - Due to our location and scope of practice we are limited in what we can do. The best chance for someone who goes into cardiac arrest is to have continuous compressions, and early AED. Each time compressions are stopped, the chances of recovery lowers. Right now, we are limited to bring higher level of care (whether it is the Clinic provider, or medivac crew) to the scene. The Lucas device will allow us to move the patient from the scene to another location whether it is to the clinic or to the medivac plane, without interrupting compressions.
3. Where did the idea for this project originate? (Public comments, Council direction, committee work?)
- This project started in applying for the Code Blue grant in 2022 which we did receive the funds, however we only received \$7,000. Due to the cost being \$24,211.05, we are \$17,211.05 short for purchasing the Lucas device. We have till 2028 to spend the money or we will lose the funding.
4. Is this project part of a larger plan? (For example, the Gustavus Community Strategic Plan, or committee Annual Work Plan?)
- No
5. What is your timeline for project planning?
- By when do you hope to implement the project?
 - Right now, we are looking for additional funding for the purchase. We need approval from the council to start applying for grants that are over \$15,000.
 - Will the planning or final project occur in phases or stages?
 - As this is an equipment purchase. This will not be done in stages.
6. What is your budget for the planning process? Will you be using a consultant?
- There is no plan on using a consultant for this project.



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 total purchase of the device is \$24,211.05.
- Code Blue: \$7,000
- Total required for Lucas: \$17,211.05
- Breakdown of Lucas Purchase:
 - Lucas 3, v3.1 chest compression system, includes hard shell case, slim back plate, 2 patient straps, 1 stabilization strap, 2 suction cups, 1 rechargeable battery and instructions for se with each device: \$17,232.92
 - Lucas External power supply: \$393.60
 - Lucas 3 Battery -Dark Grey – Rechargeable LiPo: \$740
 - Lucas Desk – Top Battery Charger: \$1,244
 - Lucas Disposable Suction Cup (3 pack): \$158.10
 - Preventative maintenance/extended warranty (3 years): \$4,125.60
 - Freight: \$316.83
- Training: \$1,000 (Note: This can come out of the budget; the hope is we can bring in outside training already.)
- Contingencies: \$500 (Note: This is in case of price increases and / or unexpected expenses)
- Total: \$25,711.05
- Total needed for full funding: \$18,711.05

Parts 3 - 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.
 - a. The Lucas device is the only option for a mechanical chest compression device if we are to use the Code Blue grant funds. This device is widely used in multiple different departments. Airlift Northwest and Juneau use this device as well, which is where I have seen used in training during my EMT 2 class. The benefit of this is we can call upon multiple agencies for training.
2. What solution was chosen as the best and why is it the best?
 - a. Because we already received funds for the Lucas device, we are obligated to purchase the device if we are to use the funds.
3. Identify your funding source(s).
 - How will the project be funded initially, and for its operating life?
 - We initially applied for the Code Blue grant for funding the purchase of the Lucas device, which was awarded, but we only received \$7,000. We are



currently looking for additional funds. The total funds needed to purchase the Lucas are \$24,211.05.

- One funding option is for funding to come out of city funds. This would be a total of \$17,211.05 just for purchasing the device. See answer for question number 7. This is only for the purchase of the chest compression device, does not include the additional training and the contingency money. This would be the fastest option.
- One option is to apply for the Brothers Helping Brother grant program. This program is a non-profit which takes year-round applications for purchasing equipment. The eligibility requirements are you must serve a population of fewer than 10,000 people or organization must have less than 30 employees which a majority is volunteer or paid per call personnel. We have not applied for this organization before, so I do not know the likelihood of being awarded the additional funds.
- Another option is looking into the USDA for funds. We have reached out to them to see if there is any available funding, but we have had issues with getting funds from them in the past for other projects in the past.
- Is there a matching fund requirement? Please provide details.
 - There is no matching fund requirement for the Brothers Helping Brothers grant. The code blue grant does require a 10% match but considering that it does not fully fund the project, it is lost in the funds we need to come up with for purchasing the Lucas device.

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

Will this project affect:	No	Yes (+/-)	Maybe
Environmental quality? (+ = impact is beneficial; - = harmful)			
• Climate change	X		
• Streams/groundwater quality	X		
• Air quality	X		
• Soils/land quality	X		
• Fish/wildlife habitat, populations	X		
• Plant Resources (timber, firewood, berries, etc)	X		
• Invasive or pest species	X		
• Natural beauty of landscape or neighborhoods	X		
• Neighborhood character	X		
• Noise or other environmental impacts	X		
• Environmental sustainability	X		
• Hazardous substances use	X		
• Community waste stream	X		
• Light pollution at night	X		
Recreational opportunities?			
• Public land use and access	X		



• Trails/waterways	X		
• Parks	X		
• Public assembly/activities	X		
Education/training/knowledge & skill development?			
Public safety?		+	
Public health?		+	
Medical services?		+	
Emergency response?		+	
Economic performance & sustainability?			
• Employment of residents	X		
o Short-term (i.e. construction)	X		
o Long-term (operating and maintenance)	X		
• Cost of living reduction	X		
• Return on investment	X		
• Visitor opportunities/impressions/stays/purchases	X		
• Competitive business environment	X		
• Support for existing businesses	X		
• New business opportunities	X		
• Economic sustainability	X		
• Attractiveness of City to new residents/businesses	X		
City government performance?			
• Infrastructure quality/effectiveness/reach (more people)	X		
• Existing services	X		
• New services	X		
• Cost of City services	X		
• Tax income to City	X		
Transportation?			
• Air	X		
• Water	X		
• Roads	X		
Communications?			
• Internet	X		
• Phone	X		
• TV/radio	X		
Other? (type in)			

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

The Lucas device has no effect on the environment, but the benefits are with the responders. The LUCAS Device takes the place of manual chest compressions which is the most labor-intensive part of CPR. This device is used country wide and studies have shown that is more effective in resuscitation of a patient than regular compressions. This also helps when there are a



lack of responders. To effectively administer CPR, it takes about six people to run smoothly and effectively, and much of the work goes into chest compressions. If we can purchase the LUCAS Device, it would lessen the workload for the volunteers.

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

- Is this project dependent on other activities or actions?
 - This project is not dependent on any other project to move forward.
- If yes, describe projects, action or activities specifying phases where appropriate.

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?)

Once purchased we will look for additional training in the use of the Lucas device. While the device is relatively simple the strategy of using it would require practice. Because both Airlift Northwest and Juneau fire departments use the Lucas, we have the option to ask for additional training.

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

There are no regulatory permits for the purchase of this device.

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

7. Is an engineering design or construction estimate necessary?

There is no need for an engineering design or construction estimate for the Lucas device.

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?

There is no additional revenue to be collected for the purchase.



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	\$	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$23,894.22	Insurance	\$
Freight	\$316.83	Repair & maintenance	\$
Contingencies	\$500	Other (list)	\$
Other (list) Training	\$1000	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?
2. How many full-time, permanent jobs will this project create or retain?
 ___0___ Create/retain in 1-3 years
 ___0___ Create/retain in 3-5 years
3. What training is necessary to prepare local residents for jobs on this project?
4. How many local businesses will be affected by this project and how?

Submitted by: _____ Meeting Date: _____ Approved ___ Not Approved ___



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 (05/2018) is: http://va-interactive.com/tools/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

Submitted by: _____ Meeting Date: _____ Approved ___ Not Approved ___



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.

DRAFT General Meeting Agenda and Packet

Submitted by: _____ Meeting Date: _____ Approved___ Not Approved___

**CITY OF GUSTAVUS, ALASKA
PROJECT SCOPING and DEVELOPMENT FORM**

This form is to be used to document project planning and approval 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: **Heat Pump Installations for City Buildings**

City Department: **Administration** Contact: **Mike Taylor**
Email: **mike.taylor@gustavus-ak.gov** Phone: **907-697-2273**

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?
 - What are its goals and objectives?

Goals:

The primary goal is to reduce the City's carbon footprint by electrifying heating in city buildings using heat pump systems as the primary heating energy means. The secondary goal is to reduce reliance on expensive heating oil for existing heaters. Additional benefits are improved energy security, reduced energy cost volatility, and helping to keep system-wide costs affordable by spreading utility fixed costs over a greater sales volume. Heat pumps also offer air conditioning, which is useful during the peak of summer, and may be increasingly helpful depending on mid-term climate change trends, and weather pattern volatility.

By installing heat pumps in community facilities, the City of Gustavus will help to increase consumer awareness of and confidence in the technology. This will contribute to increased community conversion to heat pumps as a source of affordable heat from renewable energy sources.

City building heat will be supplied primarily from the local Falls Creek hydroelectric power facility. The existing oil-fired heating systems will be maintained as back up.

Objectives:

Likely buildings to have heat pump systems installed are:

Fire Hall.	One heat pump with two discharge units.
DRC Office.	One heat pump with one discharge unit
Old PO Bldg.	One heat pump with one discharge unit.
Community Chest:	One heat pump with one discharge unit.

Who/what will be aided by this project? Who are the targeted stakeholders/customers?
 The global climate will benefit from the reduction of carbon emissions and the city budget will benefit because electric costs are less volatile than fossil fuel costs. Indoor and outdoor air quality in the vicinity of the facilities will improve due to elimination of exhaust. Through this project, the City will demonstrate its commitment to our vision as a distinctive community that prospers while and by protecting its natural resources. The project will increase utilization of electric power from the Falls Creek Hydroelectric facility, which will help to keep system-wide costs affordable by spreading utility fixed costs over a greater sales volume.

- Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey?
 No survey is needed. The project manager will identify buildings and scope systems for those facilities.
- What is NOT covered by this project? What are its boundaries?
 The project addresses only heating systems. It does not address ventilation upgrades in City buildings. The Gustavus Public Library is not included in this project because the City is considering an addition to the library and could address a heat pump system as part of that project.

2. Why is the project needed?

- What community problem, need, or opportunity will it address?
 The project addresses three needs: 1) to be a responsible organization that reduces its carbon emission impact on the planet; 2) to stabilize energy costs in a volatile geopolitical environment with wildly varying fossil fuel prices; 3) to increase utilization of the Falls Creek Hydroelectric Facility and the kilowatt-hours delivered to customers, which will help keep energy costs affordable by spreading utility fixed costs over a greater sales base.
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?
 The project will improve City infrastructure by converting buildings to modern alternative energy heating source—our community hydroelectric facility. By increasing use of electric power demand, the City will help keep energy costs affordable by spreading utility fixed costs over a greater sales base.

The project will also qualify for a \$500 incentive payment for each community facility from our utility, Alaska Power & Telephone for each system installed in a building. (Confirmed by Jason Custer of APC, 4/21/22)

Heat pumps come with modern controls and programmability that exceeds what is possible via legacy systems. This allows energy consumers to program and fine-tune the units to fit their specific heating requirements, using energy more efficiently, reducing consumption, and preventing waste.

By reducing fuel oil use, the City will reduce the environmental risks of spilled fuel. Transferring, transporting, and storing oil in Alaska's pristine environment is an inherently risky activity, and operator error is not unknown.

Additionally, many rural communities experience theft of fuel, particularly during times of high fuel prices. Eliminating on-site fuel storage will protect the City from this risk.

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

The council considered this project a year ago but decided then only to install a heat pump at City Hall first to gain experience. We installed a MRCOOL brand, donated by the manufacturer as a demonstration project. The installed unit is a 36,000 btu/hour system with discharge units in two sections of City Hall. The system has proven capable of keeping the building warm with outdoor temperatures below 20F. At temperatures closer to zero supplementary heat from the legacy Toyo oil heaters was sometimes needed, at least in the early morning after a cold night.

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

No

- 5. What is your timeline for project planning?

- By when do you hope to implement the project?
The project may be constructed iteratively and could extend over a couple years. The first heat pump could be installed in Summer 2024.

- Will the planning or final project occur in phases or stages?
This may occur in stages depending on funding. Buildings would be done in priority.

- 6. What is your budget for the planning process? Will you be using a consultant?
Planning will be done by the project managers at no cost to the city. However, grant application by the grant writer is estimated at \$7071.

- 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.

Fire Hall.	One large (36btu/hr?) heat pump with two discharge units:	\$13,000
DRC Office.	One 12,000 btu/hour heat pump with one discharge unit:	\$ 6,500
Old PO Bldg.	One 12,000 btu/hour heat pump with one discharge unit:	\$ 6,500
Community Chest:	One 12,000 btu/hour heat pump with one discharge unit:	<u>\$ 6,500</u>
Subtotal:		\$35,500
Contingency:	Possible additional electrical requirements:	<u>\$ 4,500</u>
Total Cost:		\$40,000

Note: After installations the City will qualify for the AP&T heat pump installation incentive of \$500/building. That incentive for four buildings totals \$2000.

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.

No alternative approaches other than heat pumps were identified. However, within the heat pump plan there would be the options of using a contractor to install them or to self-install using city staff or volunteers.

Also, various configurations may be considered for the Fire Hall, including a heat pump for the upstairs only, with a single discharge unit, and keeping oil heat for the apparatus floor downstairs.

The City of Gustavus is aware that many rural housing developers and housing authorities (ex: Tlingit Haida Regional Housing Authority) are prioritizing heat pumps due to reliability, air quality benefits, economic benefits within the context of microgrid utility systems, and excellent performance in southeast Alaska's climate.

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

Heat pumps are the modern method of electrifying heating systems to reduce carbon emissions and air pollution that are characteristic of fossil-fueled heating systems.

3. Identify your funding source(s).

Potential funding sources include federal green-energy grants an Endowment Fund grant and capital funding from the City savings.

As noted above, local utility AP&T is prepared to commit \$500 in matching funds per facility via its utility heat pump incentive program.

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)	X		

• Invasive or pest species	X		
• Natural beauty of landscape or neighborhoods	X		
• Neighborhood character		+	
• Noise or other environmental impacts	X		
• Environmental sustainability		+	
• Hazardous substances use		+	
• Community waste stream		+	
• Light pollution at night	X		
Recreational opportunities?			
• Public land use and access	X		
• Trails/waterways	X		
• Parks	X		
• Public assembly/activities	X		
Education/training/knowledge & skill development?			+
Public safety?	X		
Public health?		+	
Medical services?	X		
Emergency response?	X		
Economic performance & sustainability?			
• Employment of residents			
o Short-term (i.e. construction)		+	
o Long-term (operating and maintenance)	X		
• Cost of living reduction	X		
• 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	X		
• New services	X		
• Cost of City services		+	
• Tax income to City	X		
Transportation?			
• Air	X		
• Water	X		
• Roads	X		
Communications?			
• Internet	X		

• Phone	X		
• TV/radio	X		
Other? (type in)			

2. How does this project provide benefits or add value in multiple areas? (E.g., benefits both to the environment and to business performance.)
 The project will reduce the City’s impact on global climate. It will benefit the reputation of the City of Gustavus as an environmentally distinctive community and government. It will reduce City dependence on fossil fuel, which is increasingly expensive and volatile in price. Increasing City purchase of electric energy will increase kilowatt-hour sales by the utility, which ultimately supports a lower base rate for the power from the fixed cost Falls Creek Hydroelectric Facility.
3. Are other projects related to or dependent on this project?
 - Is this project dependent on other activities or actions?
 Maybe
 - If yes, describe projects, action or activities specifying phases where appropriate.
 For the Fire Hall, installation of a heat pump may be integrated with other renovations or replacement of the existing boiler with a backup heating system.
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?
 None
6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project?

 Initial Cost:
 Operating Cost: Heat pumps are nearly maintenance free; a significant contrast to oil-based heating systems. The city will purchase more electricity, the cost of which is offset by not buying heating oil.
7. Is an engineering design or construction estimate necessary?
 No engineering design work is required. These systems are standard, manufactured units that can be installed by skilled trade workers.
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

Part 5. Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$0	Personnel	\$0
Project management	\$0	Benefits	\$0
Land, structures, ROW, easements	\$0	Training	\$0
Engineering work	\$0	Travel	\$0
Permitting, inspection		Equipment	\$0
Site work	\$0	Contractual	\$0
Construction	\$35,500	Supplies	\$0
Waste disposal	\$0	Utilities	\$0
Equipment	\$	Insurance	\$0
Freight	\$0	Repair & maintenance	\$
Contingencies	\$4,500	Other (list)	\$0
Other (list)	\$	Other (list)	\$0
Other (list)		Total direct costs	\$
		Indirect costs	\$
		Income (fees, taxes)	\$
		Balance: costs-income	

DRAFT General Meeting Agenda and Packet

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?
Operation and maintenance are relatively cost-free.
2. How many full-time, permanent jobs will this project create or retain?
 0 Create/retain in 1-3 years
 0 Create/retain in 3-5 years
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?
Two local businesses likely: Mechanical and Electrical contractors

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
M. Taylor and D. Weikle	4/19/22	N/A	N/A	Initial discussion	2

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.



Project Planning: Attachment B Project Development Form

This form is to be used to document project planning and approval 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: [Purchase of Salmon River Harbor Tract B-2 and Adjacent River Tidelands](#)

Department: [Marine Facilities](#) Contact: [TBD](#)
E-mail: Phone: 697-2451

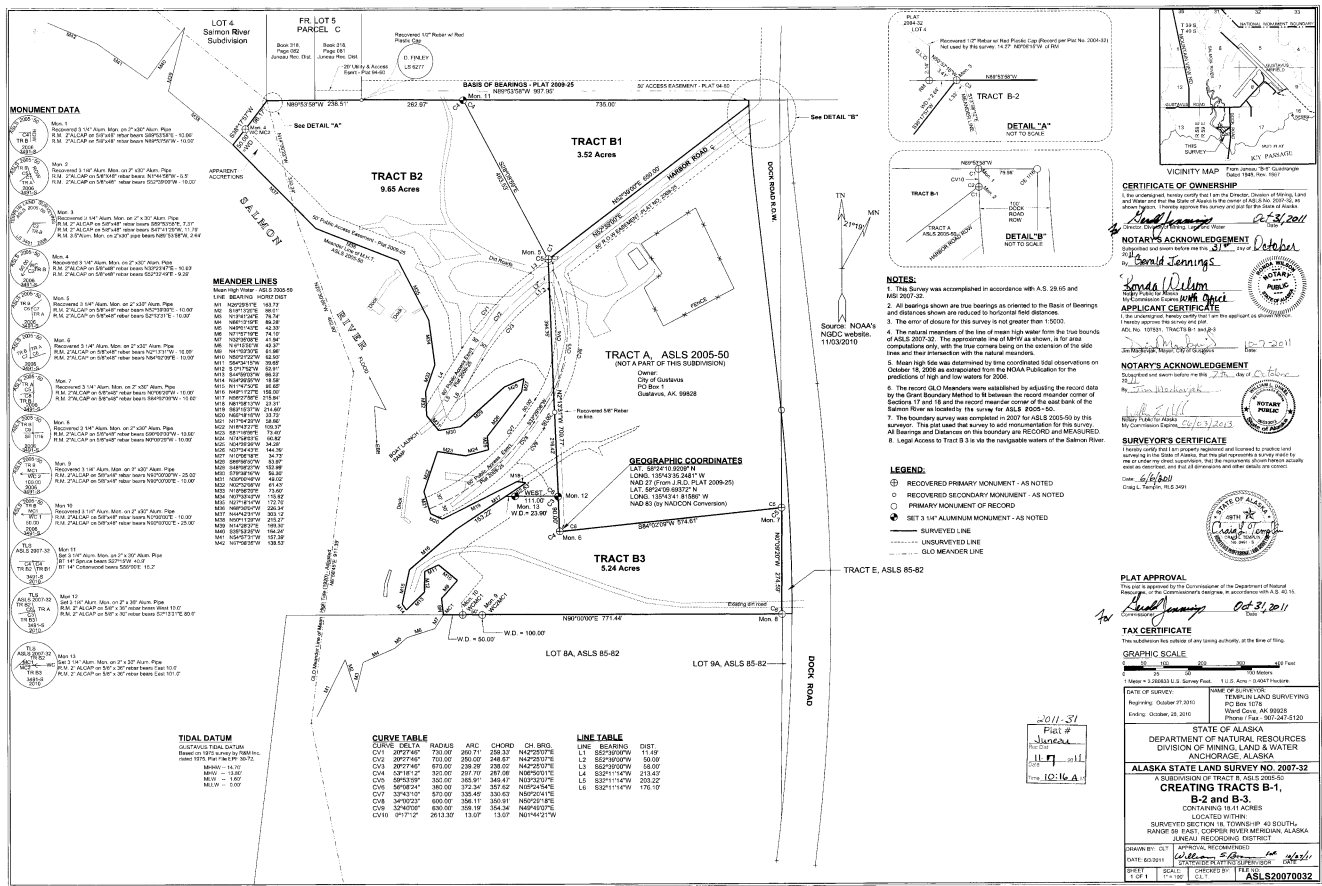
Part 2. Project Scope refers to a project's size, goals, and requirements. It identifies what the project is supposed to accomplish and the estimated budget (of time and money) necessary to achieve these goals. Changes in scope will need Council approval.

1. What is the project?

- What are its goals and objectives?
[The goal is to purchase the central 9.65 acre tract B2 of the Salmon River Harbor, and the adjacent river tidelands in front of Tracts B2 and B3, which would put the entire Salmon River Harbor under City of Gustavus ownership. See plat below.](#)
- Who/what will be aided by this project? Who are the targeted stakeholders/customers?
[The City of Gustavus and harbor users would be benefitted over time by having all three Harbor tracts under City ownership, rather than only the existing tracts B1 and B3 that were selected as municipal entitlement lands after the city was incorporated.](#)
- Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey?
[No survey needed. The city-managed harbor is widely used by Gustavus residents and businesses.](#)
- What is NOT covered by this project? What are its boundaries? [Boundaries would be those of Tract B2 and the river bottom in front of Tract B2 and Tract B3 out to mid channel. Tracts B1 and B3 are already owned by the City. Tract B2 has no river edge.](#)

Submitted by: _____ Meeting Date: _____ Approved _____ Not Approved _____

City of Gustavus, Alaska
Resolution CY18-14
Project Scoping and Development
Project Planning Attachment B
Page 1 of 7



2. Why is the project needed?

- What community problem, need, or opportunity will it address?
 The existing CRMA with DNR for the Harbor for the City was executed before the City took ownership of Tracts B1 and B3 and before the major harbor improvement project was completed in about 2008. The old CRMA is out of date in that it describes the harbor before the major cleanup projects and facility upgrades. The CRMA was intended to enable harbor construction but does not apply well to its current operations and management by the city. Full ownership by the City will allow us to retire the outdated 2007 cooperative resource management agreement (CRMA) with DNR. The City will be better positioned as the property owner to enforce regulations and to make harbor improvements such as removal of dilapidated privately-owned floats.
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?
 The City will be positioned to remove dangerous and dilapidated private floats and construct new public floats.

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

4. Is this project part of a larger plan? (For example, the Gustavus Community Strategic Plan, or committee Annual Work Plan?) **No**

City of Gustavus, Alaska
 Resolution CY18-14
 Project Scoping and Development
 Project Planning Attachment B

Submitted by: _____ Meeting Date: _____ Approved _____ Not Approved _____

5. What is your timeline for project planning?
- By when do you hope to implement the project? [Spring, 2024.](#)
 - Will the planning or final project occur in phases or stages? [No.](#)
6. What is your budget for the planning process? Will you be using a consultant? [Project will be carried out in-house with no planning expense.](#)
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. [No estimate is available yet. The State DNR says we must apply for the land transfer before they can give us a cost. We are told the City would need to pay for the Tract B2 at a rate set by the state, but the subtidal land could be transferred to the city at no cost. There may be a survey requirement for the subtidal area.](#)

Parts 3 - 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.
 - [Option 1 is no action. The 2007 CRMA would continue in place until its expiration in 2027 and harbor management would remain under its outdated descriptions and provisions. The existing CRMA prohibits commercial developments in the covered area.](#)
 - [Option 2 is to renegotiate a new CRMA with the State remaining as owner of Tract B2. Shortcomings of the old CRMA could be eliminated. The CRMA process takes quite a bit of time and would retain the split responsibilities and weaker City management authority.](#)
 - [Option 3. The preferred option is to purchase Tract B2 and related tidelands to place the entire harbor uniformly in City ownership and authority. The City would have uncontested authority to regulate or remove private floats in the tidelands. The City would be able to allow commercial uses on the site if desired that are now unauthorized by the State, such as boat repair or storage.](#)
2. What solution was chosen as the best and why is it the best? [Option 3, full City ownership is the best for the improved management flexibility and authority for operations oversight and regulation and the making of improvements.](#)
3. Identify your funding source(s).
 - How will the project be funded initially, and for its operating life?
 - Is there a matching fund requirement? Please provide details. [Funding would presumably be from City Capital Projects accounts. It is unlikely we could get a land purchase grant for this project.](#)

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

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

2. How does this project provide benefits or add value in multiple areas? (E.g., benefits both to the environment and to business performance.) **Full City ownership would enable the City to develop improvements that might include picnic areas, restrooms or more. The City could also lease space for some compatible commercial activities like boat repair, boat rentals, etc.**

3. Are other projects related to or dependent on this project? **No.**
 • Is this project dependent on other activities or actions? **No.**
 • If yes, describe projects, action or activities specifying phases where appropriate.

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? **The City will need to apply to DNR to purchase the lands and the subtidal area in the Salmon River. There are no permits known to be required for the land purchase. However, any future development of the site, such as construction of a float system, may require permits, but those developments are beyond the scope of this project.**

6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project? **No cost estimate for the purchase is available until we apply to DNR for the land transfer. There is no new operational cost associated with the land purchase. The Harbor would still be overseen by the Marine Facilities Coordinator or Harbor Master.**

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

8. Will operation of the project generate any revenue for the City such as sales, user fees, or new taxes? If so, how will the new revenue be collected? **Operation of the project may enable the City to lease areas for commercial uses in the future, but the land transfer does not, itself, generate new revenue.**

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	\$	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	\$

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?
 ___0___ Create/retain in 1-3 years
 ___0___ Create/retain in 3-5 years
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? **No businesses will be affected by the purchase, but approximately 20-30 could eventually be benefitted by any following improvements made to the harbor after the purchase.**

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 (05/2018) is: http://va-interactive.com/tools/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.

Submitted by: _____ Meeting Date: _____ Approved ___ Not Approved ___