



# CITY OF GUSTAVUS

## CITY COUNCIL GENERAL MEETING

Monday, September 11, 2023 at 7:00 PM  
In Person at Gustavus City Hall and Via Zoom

### COUNCIL MEMBERS

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

### CITY HALL

City Administrator – Kathy Leary  
City Clerk - Charity Smith  
City Treasurer – Ben Sadler  
Phone: 907-697-2451 | [clerk@gustavus-ak.gov](mailto:clerk@gustavus-ak.gov)

## AGENDA

### VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/86185376920?pwd=U2tZbktHVXM1RlovUHY2QnBGUVFzdz09>

**ID:** 861 8537 6920

**PASSCODE:** 646169

**TEL:** 1-253-215-8782

### ROLL CALL

**Reading of the City of Gustavus Vision Statement**

### APPROVAL OF MINUTES

- [1.](#) 08-14-2023 General Meeting Minutes

### MAYOR'S REQUEST FOR AGENDA CHANGES

### COMMITTEE / STAFF REPORTS

- [2.](#) Gustavus Public Library Quarterly Repot
- [3.](#) Treasurer Monthly Financials
4. City Administrator Report

### PUBLIC COMMENT ON NON-AGENDA ITEMS

### CONSENT AGENDA

### ORDINANCE FOR PUBLIC HEARING

- [5.](#) FY24-03NCO Capital Project Funding to AMLIP Reserve (Introduced 08-14-2023)
- [6.](#) FY24-04NCO AMLIP FY24 R&R (Introduced 08-14-2023)
- [7.](#) FY24-05NCO AMLIP Gravel Pit Fund (Introduced 08-14-2023)

### UNFINISHED BUSINESS

### NEW BUSINESS

8. Swearing in of City Clerk, Liesl Barker
- [9.](#) CY23-10 Establishing Policy and Procedure for Restricted Funds and AMLIP Account Management
- [10.](#) CY23-11 Resolution Appointing Election Officials for the 2023 Municipal Election
- [11.](#) FY24-06 Amendments to Title 3 - Personnel, Chapter 3.05, Section 3.05.010 and Section 3.05.020 (Public Hearing 10-09-2023)
- [12.](#) CY23-12 Updating The Benefits Policy And Procedure For Eligible Regular Position Employees

### CITY COUNCIL REPORTS

13. Mayors Report

**CITY COUNCIL QUESTIONS AND COMMENTS**

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

**EXECUTIVE SESSION**

**ADJOURNMENT**

**POSTED ON:** September 6, 2023 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.*



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Council Members: Janene Driscoll, Jim Mackovjak  
Tania Lewis, Shelley Owens, Brian Taylor

### CITY HALL

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Acting City Clerk – Karen Platt  
City Treasurer – Ben Sadler  
Phone: 907-697-2451 | [clerk@gustavus-ak.gov](mailto:clerk@gustavus-ak.gov)

## MINUTES - PENDING

### ROLL CALL

#### PRESENT

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

### Reading of the City of Gustavus Vision Statement

Counsel Member, Shelley Owens read the City of Gustavus Vision Statement.

### APPROVAL OF MINUTES

1. 07-07-2023 General Meeting Minutes

Motion made by Council Member Taylor to approve by unanimous consent the 07/07/2023 General Meeting Minutes.

Seconded by Vice Mayor Bishop

Hearing no objections, the minutes are approved by unanimous consent.

### MAYOR'S REQUEST FOR AGENDA CHANGES

Mayor Taylor removed Agenda Item 14. Review of Proposal Settlement Agreement and Release of All Claims with James F. Sarraco and Lisa L. Etherington in Sarraco v City of Gustavus and the State of Alaska with Legal Counsel at the request of the City Attorney.

Hearing no objections, Mayor Taylor announced the agenda set as presented minus Agenda Item 14. by unanimous consent.

### COMMITTEE / STAFF REPORTS

2. Gustavus Visitors Association YE Expense / Progress Report  
Gustavus Visitors Association President, Leah Okin submitted a YE Expense and Progress Report and provided an oral summary.
3. Disposal and Recycling Center Quarterly Report  
DRC Manager Ian Barrier submitted a written report and provided an oral summary.
4. City Treasurer Monthly Financials

City Treasurer, Ben Sadler submitted written quarterly report, monthly financials and provided an oral summary.

5. City Administrator Report

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

### **PUBLIC COMMENT ON NON-AGENDA ITEMS**

Colleen Stansbury - Surveillance Cameras

### **CONSENT AGENDA**

Motion made by Vice Mayor Bishop to adopt the Consent Agenda by unanimous consent.

Seconded by Council Member Taylor.

Hearing no objections, the Consent Agenda is adopted by unanimous consent.

6. FY24-03NCO Introduction of Capital Project Funding to AMLIP Reserve (Public Hearing 09-18-2023)
7. FY24-04NCO Introduction of AMLIP FY24 R&R (Public Hearing 09-18-2023)
8. FY24-05NCO Introduction of AMLIP Gravel Pit Fund (Public Hearing 09-18-2023)
9. Approve Calculation of the Endowment Fund Grant Amount for the FY24 Cycle
10. Approve Hiring of City Clerk applicant, Liesl Barker

### **ORDINANCE FOR PUBLIC HEARING**

11. FY24-02NCO Capital Project Funding to AMLIP Capital Project Current (Introduced 07-17-2023)

Mayor Taylor opened the Public Hearing at 7:57 P.M.

Public Comment: None

Mayor Taylor closed Public Hearing at 7:58 P.M.

Motion made by Council Member Driscoll to move that we introduce the Ordinance for the City of Gustavus Providing for the Amendment of the City Held Accounts in Fiscal Year 2023 to move the money to the Capital Project Account.

Seconded by Council Member Mackovjak.

Council Comment: None

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

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

12. CY23-09 Supporting the Alaska Department of Transportation and Public Facilities Airport Fence Upgrade Project

Motion made by Council Member Mackovjak to adopt CY23-09 Supporting the Alaska Department of Transportation and Public Facilities Airport Fence Upgrade Project

Seconded by Council Member Taylor

Public Comment: None

Council Comment:  
Council Member Lewis

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

### **CITY COUNCIL REPORTS**

#### 13. Mayor's Report

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

### **CITY COUNCIL QUESTIONS AND COMMENTS**

Council Member Owens - Surveillance Cameras

Mayor Taylor - Surveillance Cameras

Council Member Mackovjak - Safe Streets for All Grant

### **PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

### **EXECUTIVE SESSION**

None

### **ADJOURNMENT**

With no further business and hearing no objections, the meeting was adjourned at 8:43 P.M.

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### **VISION STATEMENT**

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## Quarterly Staff Report — September 2023

Gustavus Public Library #907.697.2350

LeAnn Weikle ~ Library Services Director [leann.weikle@gustavus.lib.ak.us](mailto:leann.weikle@gustavus.lib.ak.us)

Melisa Gomb ~ Library Administrative Director [melisa.gomb@gustavus.lib.ak.us](mailto:melisa.gomb@gustavus.lib.ak.us)

## General Library Statistics June, July, August 2023

	June	July	August
<b>Library Visitors</b>	640	533	452
<b>Books Checked Out</b>	967	769	577
<b>Movies Checked Out</b>	278	184	245
<b>Interlibrary Loans Checked Out</b>	26	26	41
<b>Digital Materials Checked Out</b>	134	143	144
<b>Other Materials Checked Out</b>	105	60	53
<b>Events Hosted at/by Library</b>	9	9	8

## Upcoming, Current, and Past Programming for Summer/Fall 2023

- Halloween Tricks & Treats and Library Harvest Photo Booth -  
Tuesday, October 31<sup>st</sup> It may be a combined event with the Gustavus Community Center and the Gustavus School.
- Spooky Read on the *Story Walk Trail* – October
- “Book Tasting” Gustavus Public School classes – dates TBD

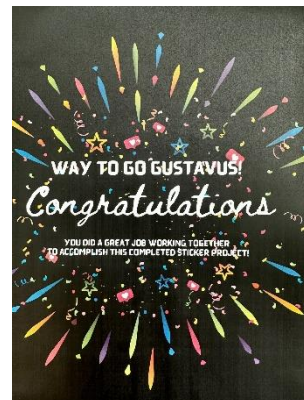




- Art Club 3.0 is coming this fall for elementary age students.
- Request for more adult programming options! Lots of leads on Travel Share Events and a History of Gustavus Photo Essay. Will continue to follow up. The Everybody Library Band is on pause.
- Gustavus Book Club “Finding Dorothy” met August 22. The next book is, The Island of Sea Women, meeting September 26
- Seed Library and Harvest Books and other displays - ongoing



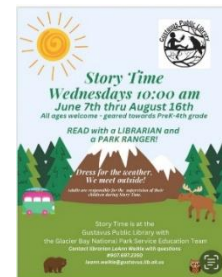
- *Let's Stick Together Gustavus* is complete!



- End of Summer Reading Celebration, August 19



- Fishing Day with Glacier Day National Park, August 16
- Books and Fish(ing)Camp, August 15-18, 9-3pm (ages: rising 1<sup>st</sup>-rising 6<sup>th</sup> graders)
- Chickaloonies Story Workshop, August 12 for Adults/Teens-Tweens/Kids
- Color with Lu* for Teens and Tweens, August 9<sup>th</sup>



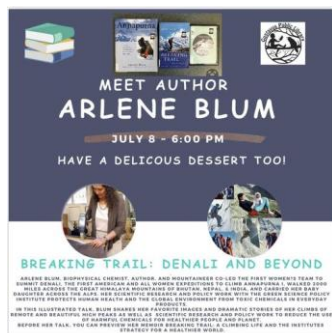
- Author/illustrator event: Sean Neilson/Kathy Hocker - Kids to Adults

*"Lamplugh the Glacier Dog,"* August 8th

- Book Making by Artemis, August 16<sup>th</sup> – Adults
- Nature and Book Arts Camp, July 18-21, 9-3pm (ages: rising 1<sup>st</sup>-rising 6<sup>th</sup> graders)



- o Arlene Blum author visit, *Annapurna, a Women's Place and Breaking Trail, a Climbing Story* July 8, 6pm – Adults



- o 4<sup>th</sup> of July Parade—we handed out 200+ popsicles and library bookmarks
- o July Grab and Go Kits: Beaded name bracelets - 40 kits - Kids to Adults
- o Reader's Theater and Book Character Camp, June 13-16, 9-3pm (ages: rising 1<sup>st</sup>-rising 6<sup>th</sup> graders)
- o Library Volunteer/Friends Work Party, June 10, 4-7
- o Summer Reading Story-Time, every Wednesday. June 7 to August 16
- o Summer Reading Kick-Off, Saturday June 3<sup>rd</sup>, 1-3pm
- o Gustavus Preschool Class Weekly Visits date and time TBD
- o Homeschool Story Time - starting September 13 - 12:30 pm
- o Class visits TBD
- o Books for Babies and 1000 Books Before K – ongoing
- o Test Proctoring (driver's license, EMT, AK STAR)
- o Curbside Services 5 days/week
- o Custom-made book boxes on request
- o Library Friends and Volunteers Meetings -quarterly

### Status of Active or Upcoming Grants

In April 2022, our library was awarded a \$10,000 Alaska Community Foundations Grant. During the Summer of 2023 we hosted three Library Literacy Camps and added to the Books for Babies program. The funding is being carefully spent each

year and will allow us to continue Library Literacy Camps and the Funding of Books for Babies and 1000 Books Before K for several more years.

The three camps all include literacy, literacy lessons, outdoor learning, active learning, time to “Just Read!” and fun!

- Reader’s Theater and Book Character Camp, June 13-16, 9-3pm (ages: rising 1<sup>st</sup>-rising 6<sup>th</sup> graders)



- Nature and Book Arts Camp, July 18-21, 9-3pm (ages: rising 1<sup>st</sup>-rising 6<sup>th</sup> graders)



- Books and Fish(ing) Camp, August 15-18, 9-3pm (ages: rising 1<sup>st</sup>-rising 6<sup>th</sup> graders)



Each year we apply for the PLA (Public Library Assistance) Grant. We were awarded a total of \$7,000 for FY24, which we budget for materials (books, periodicals, DVDs, etc.). We purchase approximately 50 books/DVDs/other items per month using funds from this grant. Please let us know if you have a book or DVD request. Though note, we are being very cautious in spending our materials budget as it was cut by 40 % overall for Fiscal Year 24.

We applied for the ILC (Interlibrary Cooperation) Grant which was due April 1. We have not received word on the status.

The OWL (Online With Libraries) Internet Award was also granted to us this year which, combined with our Library E-rate discount, reduces our monthly internet cost from \$1500 to \$50.

### Existing Projects and Programming

The ***Outdoor Library Shelter*** is nearly complete! It serves as a great space to give Gustavus Library patrons protection from the crazy Gustavus weather!





Upcoming is an art mural by Gustavus resident Jess Mulligan. The mural will highlight the Orca Whale skeleton, Keet'k that is hosted at the library. The white wall above the entrance to the Children's Room is where the mural will be painted. A HUGE THANK YOU to Alice Waverley. She made the Gustavus Library the benefactor of Brian Waverley's memorial. The cost of this project is being paid for by memorial donations. Thank you to all that contributed!

**New!** Gustavus Library T-Shirts are available to purchase for \$25.



**We appreciate our volunteers!** Many of them have projects they are working on while they work their shifts at the library. Our library would not be the same without ALL of them. **We are in the season of shifting from summer volunteers to fall and winter volunteers.** Many new ones are needed. Please consider volunteering or recruiting a neighbor!

### Past, Current, or Upcoming Trainings

For continuing education, Melisa is registered to attend Candid Learning's *Introduction to Finding Grants* webinar on September 6<sup>th</sup>, the *Grants for Public Libraries (Indiana State Library)* webinar on September 12<sup>th</sup>, and *Data Can Make the Difference! (Texas State Library and Archives Commission)* on September 14<sup>th</sup>.

LeAnn completed the *Alaska Reads ~ Keys to Literacy* summer class and is registered for the September 6<sup>th</sup> "Learn Libby" eBook app updates and training.

**Thank you to our City Council!**

We appreciate all your efforts on behalf of Gustavus.

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**July through August 2023**

	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Business License Fees	225.00	3,500.00	-3,275.00	6.4%
Donations	60.00	1,000.00	-940.00	6.0%
<b>DRC Income</b>				
C Chest paid at City Hall	95.00			
Community Chest Sales	3,390.50	13,500.00	-10,109.50	25.1%
Landfill Fees paid @ City Hall	11,110.39			
Landfill Fees/Sales	14,585.73	75,000.00	-60,414.27	19.4%
Recyclable Material Sales	297.05	3,600.00	-3,302.95	8.3%
<b>Total DRC Income</b>	<b>29,478.67</b>	<b>92,100.00</b>	<b>-62,621.33</b>	<b>32.0%</b>
<b>Federal Revenue</b>				
ARPA - 22-LGLR	33,904.06	35,987.92	-2,083.86	94.2%
Natl Forest Receipts-Encumbered	0.00	45,000.00	-45,000.00	0.0%
Payment In Lieu of Taxes	152,913.58	130,000.00	22,913.58	117.6%
<b>Total Federal Revenue</b>	<b>186,817.64</b>	<b>210,987.92</b>	<b>-24,170.28</b>	<b>88.5%</b>
Fundraising	0.00	600.00	-600.00	0.0%
Grant Income	0.00	13,000.00	-13,000.00	0.0%
<b>GVFD Income</b>				
Ambulance Billing	-2,259.29	9,000.00	-11,259.29	-25.1%
ASP	85.00	1,500.00	-1,415.00	5.7%
Training	0.00	150.00	-150.00	0.0%
<b>Total GVFD Income</b>	<b>-2,174.29</b>	<b>10,650.00</b>	<b>-12,824.29</b>	<b>-20.4%</b>
Interest Income	247.95			
<b>Lands Income</b>				
Gravel Pit Gravel Sales	19,200.00	40,000.00	-20,800.00	48.0%
<b>Total Lands Income</b>	<b>19,200.00</b>	<b>40,000.00</b>	<b>-20,800.00</b>	<b>48.0%</b>
<b>Lease Income</b>				
Rent	2,000.00			
Lease Income - Other	7,190.32	16,011.00	-8,820.68	44.9%
<b>Total Lease Income</b>	<b>9,190.32</b>	<b>16,011.00</b>	<b>-6,820.68</b>	<b>57.4%</b>
Library Income	0.00	500.00	-500.00	0.0%
<b>Marine Facilities Income</b>				
Facilities Usage Fees				
Landing Craft Use Fee	900.00			
Single Use Fee	45.00			
Facilities Usage Fees - Other	0.00	2,000.00	-2,000.00	0.0%
<b>Total Facilities Usage Fees</b>	<b>945.00</b>	<b>2,000.00</b>	<b>-1,055.00</b>	<b>47.3%</b>
Commercial Vessel Registration				
Kayak Registration	20.00			
Commercial Vessel Registration - Other	0.00	15,000.00	-15,000.00	0.0%
<b>Total Commercial Vessel Registration</b>	<b>20.00</b>	<b>15,000.00</b>	<b>-14,980.00</b>	<b>0.1%</b>
Private Vessel Registration	1,130.00	5,000.00	-3,870.00	22.6%
Storage Area Fee	310.00	2,250.00	-1,940.00	13.8%
<b>Total Marine Facilities Income</b>	<b>2,405.00</b>	<b>24,250.00</b>	<b>-21,845.00</b>	<b>9.9%</b>
<b>State Revenue</b>				
Community Assistance Program	0.00	80,000.00	-80,000.00	0.0%
Shared Fisheries Business Tax	0.00	632.77	-632.77	0.0%
<b>Total State Revenue</b>	<b>0.00</b>	<b>80,632.77</b>	<b>-80,632.77</b>	<b>0.0%</b>
Tax Income				



**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**July through August 2023**

	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
Retail Tax Income	121,410.26	415,000.00	-293,589.74	29.3%
Remote Sellers Retail Tax	21,705.50	56,000.00	-34,294.50	38.8%
Room Tax Income	27,469.69	105,400.00	-77,930.31	26.1%
Fish Box Tax	1,640.00	8,000.00	-6,360.00	20.5%
Penalties & Interest	492.55	1,000.00	-507.45	49.3%
Tax Exempt Cards	20.00	300.00	-280.00	6.7%
<b>Total Tax Income</b>	<b>172,738.00</b>	<b>585,700.00</b>	<b>-412,962.00</b>	<b>29.5%</b>
<b>Total Income</b>	<b>418,188.29</b>	<b>1,078,931.69</b>	<b>-660,743.40</b>	<b>38.8%</b>
<b>Gross Profit</b>	<b>418,188.29</b>	<b>1,078,931.69</b>	<b>-660,743.40</b>	<b>38.8%</b>
<b>Expense</b>				
Administrative Costs	3,143.66	35,000.00	-31,856.34	9.0%
Advertising	0.00	100.00	-100.00	0.0%
Bank Service Charges	2,463.78	4,750.00	-2,286.22	51.9%
<b>Building</b>				
Insurance	15,336.68	12,658.62	2,678.06	121.2%
Maintenance & Repair	723.55	4,200.00	-3,476.45	17.2%
<b>Total Building</b>	<b>16,060.23</b>	<b>16,858.62</b>	<b>-798.39</b>	<b>95.3%</b>
<b>Contractual Services</b>				
City Engineer	0.00	20,000.00	-20,000.00	0.0%
Ambulance Billing Expense	113.82	1,300.00	-1,186.18	8.8%
Managed IT Services	4,170.00	25,020.00	-20,850.00	16.7%
Contractual Services - Other	7,172.00	37,560.00	-30,388.00	19.1%
<b>Total Contractual Services</b>	<b>11,455.82</b>	<b>83,880.00</b>	<b>-72,424.18</b>	<b>13.7%</b>
<b>Dues/Fees</b>	<b>1,710.02</b>	<b>10,457.00</b>	<b>-8,746.98</b>	<b>16.4%</b>
<b>Economic Development Services</b>				
GVA	41,400.00	41,400.00	0.00	100.0%
<b>Total Economic Development Services</b>	<b>41,400.00</b>	<b>41,400.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Election Expense</b>	<b>0.00</b>	<b>250.00</b>	<b>-250.00</b>	<b>0.0%</b>
<b>Emergency &amp; Disaster</b>	<b>0.00</b>	<b>50,000.00</b>	<b>-50,000.00</b>	<b>0.0%</b>
<b>Equipment</b>				
Equipment Fuel	712.33	2,200.00	-1,487.67	32.4%
Equipment Purchase	251.54	9,950.00	-9,698.46	2.5%
Insurance	298.09	278.86	19.23	106.9%
Maintenance & Repair	5,816.56	6,000.00	-183.44	96.9%
<b>Total Equipment</b>	<b>7,078.52</b>	<b>18,428.86</b>	<b>-11,350.34</b>	<b>38.4%</b>
<b>Events &amp; Celebrations</b>	<b>120.00</b>	<b>4,400.00</b>	<b>-4,280.00</b>	<b>2.7%</b>
<b>Freight/Shipping</b>	<b>910.79</b>	<b>31,000.00</b>	<b>-30,089.21</b>	<b>2.9%</b>
<b>Fundraising Expenses</b>	<b>0.00</b>	<b>500.00</b>	<b>-500.00</b>	<b>0.0%</b>
<b>General Liability</b>				
Public Entity Crime Coverage	122.49			
Cyber Liability	2,817.00			
General Liability - Other	14,578.68	20,700.00	-6,121.32	70.4%
<b>Total General Liability</b>	<b>17,518.17</b>	<b>20,700.00</b>	<b>-3,181.83</b>	<b>84.6%</b>
<b>Gravel Pit Fund</b>	<b>0.00</b>	<b>6,000.00</b>	<b>-6,000.00</b>	<b>0.0%</b>
<b>Library Materials</b>				
Donated/Fundraised	0.00	800.00	-800.00	0.0%
Non-Fiction Add/Replacement	0.00	7,700.00	-7,700.00	0.0%
<b>Total Library Materials</b>	<b>0.00</b>	<b>8,500.00</b>	<b>-8,500.00</b>	<b>0.0%</b>
<b>Marine Facilities</b>				
Insurance	5,804.01	2,722.48	3,081.53	213.2%

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**July through August 2023**

	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
Maintenance & Repairs	0.00	3,000.00	-3,000.00	0.0%
<b>Total Marine Facilities</b>	<b>5,804.01</b>	<b>5,722.48</b>	<b>81.53</b>	<b>101.4%</b>
Occupational Health	0.00	500.00	-500.00	0.0%
<b>Payroll Expenses</b>				
Wages	67,950.85	442,498.49	-374,547.64	15.4%
Payroll Taxes	8,111.55	39,047.21	-30,935.66	20.8%
Paid Time off	2,526.19			
Sick Leave	1,984.67			
Health Insurance (company paid)	2,365.50	26,493.60	-24,128.10	8.9%
Health Insurance Stipend	950.00	9,600.00	-8,650.00	9.9%
457(b) Employer Contribution	1,892.32	29,220.00	-27,327.68	6.5%
Workers Comp Insurance	7,657.59	8,979.10	-1,321.51	85.3%
Payroll Expenses - Other	-10,786.48	230.00	-11,016.48	-4,689.8%
<b>Total Payroll Expenses</b>	<b>82,652.19</b>	<b>556,068.40</b>	<b>-473,416.21</b>	<b>14.9%</b>
Professional Services	440.00	15,000.00	-14,560.00	2.9%
Public Relations	399.00	500.00	-101.00	79.8%
Repair & Replacement Fund	0.00	16,595.71	-16,595.71	0.0%
<b>Road Maintenance</b>				
Grading	7,775.00			
Snow Plowing	0.00	65,000.00	-65,000.00	0.0%
Road Maintenance - Other	0.00	85,000.00	-85,000.00	0.0%
<b>Total Road Maintenance</b>	<b>7,775.00</b>	<b>150,000.00</b>	<b>-142,225.00</b>	<b>5.2%</b>
Stipend	0.00	6,000.00	-6,000.00	0.0%
<b>Supplies</b>				
Donated/Fundraised	500.00	800.00	-300.00	62.5%
Program	29.89	2,050.00	-2,020.11	1.5%
Supplies - Other	4,099.92	20,400.00	-16,300.08	20.1%
<b>Total Supplies</b>	<b>4,629.81</b>	<b>23,250.00</b>	<b>-18,620.19</b>	<b>19.9%</b>
Telecommunications	2,843.64	20,412.00	-17,568.36	13.9%
Training	700.00	11,950.00	-11,250.00	5.9%
Travel	440.40	13,700.00	-13,259.60	3.2%
<b>Utilities</b>				
Electricity	1,587.29	9,700.00	-8,112.71	16.4%
Fuel Oil	289.05	7,900.00	-7,610.95	3.7%
<b>Total Utilities</b>	<b>1,876.34</b>	<b>17,600.00</b>	<b>-15,723.66</b>	<b>10.7%</b>
<b>Vehicle</b>				
Fuel	91.72	1,200.00	-1,108.28	7.6%
Insurance	3,225.58	3,635.67	-410.09	88.7%
Maintenance & Repair	1,654.23	2,000.00	-345.77	82.7%
Mileage Reimbursement	0.00	2,150.00	-2,150.00	0.0%
<b>Total Vehicle</b>	<b>4,971.53</b>	<b>8,985.67</b>	<b>-4,014.14</b>	<b>55.3%</b>
<b>Total Expense</b>	<b>214,392.91</b>	<b>1,178,508.74</b>	<b>-964,115.83</b>	<b>18.2%</b>
<b>Net Ordinary Income</b>	<b>203,795.38</b>	<b>-99,577.05</b>	<b>303,372.43</b>	<b>-204.7%</b>
<b>Other Income/Expense</b>				
Other Income				
Prior-Year Cash Balance	0.00	100,000.00	-100,000.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>100,000.00</b>	<b>-100,000.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>100,000.00</b>	<b>-100,000.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>203,795.38</b>	<b>422.95</b>	<b>203,372.43</b>	<b>48,184.3%</b>

**City of Gustavus**  
**Balance Sheet**  
 As of September 5, 2023

	<u>Sep 5, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	243,936.91
AMLIP Capital Improv Long-Term (0630598.2)	795,079.67
AMLIP Repair & Replacement (0630598.3)	356,435.16
AMLIP Road Maint - Unencumbered (0630598.4)	251,561.95
AMLIP Gravel Pit Fund (0630598.8)	18,618.12
AMLIP Reserve (0630598.12)	483,179.24
APCM.Endowment Fund	1,494,902.12
FNBA - Checking	726,480.64
FNBA Endowment Fund - Checking	58,807.12
Petty Cash	904.21
Total Checking/Savings	4,429,905.14
Accounts Receivable	
Accounts Receivable	19,130.99
Total Accounts Receivable	19,130.99
Total Current Assets	4,449,036.13
Fixed Assets	
Property & Equipment	-8,199.00
Total Fixed Assets	-8,199.00
<b>TOTAL ASSETS</b>	<b><u>4,440,837.13</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	44,551.57
Equity	
Fund Balance	3,141,263.42
Opening Bal Equity	1,084,743.57
Net Income	170,278.57
Total Equity	4,396,285.56
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>4,440,837.13</u></b>

**Accounts Receivable Detail****As of 08/31/2023**

\$3,612.00	Delinquent Sales Tax
\$10,399.18	Ambulance Transport Billing - In Progress
\$4,973.33	Fish-Box Tax Deferred Income
\$146.48	Net of Other Customer Account Balances
<b>\$19,130.99</b>	<b>Total</b>

**FNBA Checking Account - Unrestricted Funds Balance****As of 08/31/2023**

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: **\$726,480.64**

Obligated Funds Currently in Checking Account:

MF	CP18-01 Salmon River Harbor	\$0.00
Roads	CP18-02 Wilson Rd Drainage	\$0.00
Admin	CP19-03 Gustavus Beach Improv.	\$0.00
DRC	CP19-06 DRC Composting Facility	\$0.00
Library	CP19-08 Library Roof/Awning/Shed	\$0.00
Admin	CP21-02 Refurbish Old P.O.	\$0.00
Roads	CP21-03 Good River Bridge Repairs	\$0.00
MFC	CP21-04 MFC Building at SRBH	\$0.00
DRC	CP21-05 DRC Main Bldg Replacement: Design	\$0.00
MF	CP21-06 Fish Waste Disposal	\$0.00
GVFD	CP22-01 Structural Fire Gear	\$0.00
MFC	CP22-02 Marine Facility Vessel	\$0.00
Beach	CP22-03 Beach Hardened Trail	\$0.00
Admin	CP22-04 Septage Storage Facility	\$0.00
GVFD	CP23-01 Radio Tower	\$0.00
Roads	CP23-02 Cul de sac Improvement	(\$9,329.14)
Admin	CP23-03 SRP Playground Equipment	(\$38,000.00)
Library	FY24 PLA Grant	\$0.00
Library	SoA OWL Internet Subsidy	(\$2,460.00)
Roads	USFWS Chase Drvwy	(\$251.02)

Unrestricted Funds: **\$676,440.48**

**Pending Transfers:**

FY24-XX	Moving surplus to AMLIP Reserve	\$300,000.00	Public Hearing 09/18/2023
FY24-XX	Yearly transfer to AMLIP Repair & Replace	\$16,545.71	Public Hearing 09/18/2023
FY24-XX	Yearly transfer to AMLIP Gravel Pit fund	\$6,000.00	Public Hearing 09/18/2023

Per the Unrestricted Fund Balance Policy (Res. CY18-18), the unrestricted fund balance should be 17-35% of

FY24 budgeted operating expenses:	<b>\$1,173,108.74</b>
25% =	<b>\$293,277.19</b>
17% =	<b>\$199,428.49</b>
35% =	<b>\$410,588.06</b>

0630598.1 AMLIP Capital Project Current - Funds allocated through NCOs for funded Capital Projects			Date and NCO
	AMLIP	Project	
MF	CP18-01 Salmon River Harbor	(\$9,856.96)	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Admin	CP19-03 Gustavus Beach Improv.	(\$5,339.30)	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
DRC	CP19-06 DRC Composting Facility	(\$79,443.50)	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Library	CP19-08 Library Roof/Awning/Shed	(\$39,495.00)	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Admin	CP21-02 Refurbish Old P.O.	(\$6,730.67)	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Roads	CP21-03 Good River Bridge Repairs	(\$3,665.54)	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
MF	CP21-04 MFC Building at SRBH	(\$1,323.29)	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
DRC	CP21-05 DRC Main Bldg Replacement: Design	(\$1,786.60)	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
MF	CP21-06 Fish Waste Disposal	(\$2,980.03)	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
MF	CP22-02 Marine Facility Vessel	(\$30,000.00)	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Beach	CP22-03 Beach Hardened Trail	(\$13,000.00)	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Admin	CP22-04 Septage Storage Facility	(\$5,608.08)	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
GVFD	CP23-01 Radio Tower	(\$38,735.88)	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Roads	CP23-02 Cul de sac Improvement	(\$5,972.06)	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
		(\$243,936.91)	\$0.00

## Pending Transfers:

FY24-XX	Surplus to AMLIP Reserve	\$300,000.00	Introduced 08/14/2023, Public Hearing 09/18/2023
FY24-XX	Yearly Transfer Repair and Replace funds	\$16,545.71	Introduced 08/14/2023, Public Hearing 09/18/2023
FY24-XX	Yearly Transfer Gravel Pit funds	\$6,000.00	Introduced 08/14/2023, Public Hearing 09/18/2023

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY24-03NCO**

**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:

<b>CITY HELD ACCOUNTS</b>	<b>Amounts</b>		
	<b>Account Balance*</b>	<b>Amended Balance</b>	<b>Change</b>
FNBA Checking Account	\$ 984,734.40	\$ 684,734.40	<\$ 300,000.00>
<i>Capital Project funds from are being moved to AMLIP accounts per the City's new Restricted Funds and AMLIP policy and new City Banking policy.</i>			
AMLIP Reserve	\$ 479,641.39	\$ 779,641.39	\$ 300,000.00
<i>*Approximate, this is a dynamic value.</i>			

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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 14, 2023*

**DATE OF PUBLIC HEARING:** *September 11, 2023*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_<sup>th</sup> day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mike Taylor, Mayor

\_\_\_\_\_  
Attest: Ben Sadler, City Treasurer

\_\_\_\_\_  
Attest: Kathy Leary, City Administrator



**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY24-04NCO**

**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 Fiscal Year of 2024, City held accounts are amended to reflect the changes as follows:

**Amounts**

<b>CITY HELD ACCOUNTS</b>	<b>Account Balance*</b>	<b>Amended Balance</b>	<b>Change</b>
FBNA Checking account <i>*Approximate, this is a dynamic value.</i>	\$1,016,580.61	\$1,000,034.90	<\$ 16,545.71>
AMLIP – Repair & Replacement <i>FY24 budgeted expenses for contributions to a Repair and Replacement Fund for every department.</i>	\$ 355,016.17	\$ 371,561.88	\$ 16,545.71

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Total Change in Account Balances	\$ 0.00
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**Section 4.** The FY24 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:** August 14, 2023

**DATE OF PUBLIC HEARING:** September 11, 2023

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_th day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mike Taylor, Mayor

\_\_\_\_\_  
Attest: Ben Sadler, City Treasurer

\_\_\_\_\_  
Attest: Karen Platt, Acting City Clerk

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY24-05NCO**

**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		Amended Balance	Change		
	Account Balance*					
	*Approximate, this is a dynamic value.					
AMLIP Gravel Pit Fund	\$	18,544.00	\$	24,544.00	\$	6,000.00
Contribution to this AMLIP account per the FY24 approved budget.						
FNBA Checking Account	\$	1,016,580.61	\$	1,010,580.61	<\$	6,000.00>
Total Change in City Held Account Balances					\$	0.00

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

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

**DATE INTRODUCED:** August 14, 2023

**DATE OF PUBLIC HEARING:** September 11, 2023

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_th day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mike Taylor, Mayor

\_\_\_\_\_  
Attest: Ben Sadler, City Treasurer

\_\_\_\_\_  
Attest: Karen Platt, Acting City Clerk

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY23-10**

**A RESOLUTION ESTABLISHING A POLICY AND PROCEDURE  
FOR RESTRICTED FUNDS AND AMLIP ACCOUNT MANAGEMENT**

**WHEREAS**, the City of Gustavus's annual operating budget continues to yield a surplus each year; and,

**WHEREAS**, the City of Gustavus's current policy of moving funds from its investment accounts into the City's non-interest bearing checking account prior to the start of each capital project, costs the City interest income in excess of thousands of dollars each year; and,

**WHEREAS**, the Gustavus City Council has instructed the City Treasurer to create a Policy & Procedure that outlines the correct steps for allocating funds from one account to another in a manner that produces the highest yields from its current monetary assets; and,

**WHEREAS**, formal action is needed to adopt Policy and Procedure in order to manage restricted funds in the future.

**NOW THEREFORE BE IT RESOLVED**, that the Gustavus City Council adopts the document entitled "Policy and Procedure for Restricted Fund Balance and AMLIP Account Management", as presented by this Resolution.

**PASSED and APPROVED** by the Gustavus City Council this \_\_\_\_ day of \_\_\_\_\_, 2023, and effective upon adoption.

\_\_\_\_\_  
Mike Taylor, Mayor

\_\_\_\_\_  
Attest: Ben Sadler, City Treasurer

## AMLIP Account Management

### POLICY

The City of Gustavus has determined it to be sound financial practice to maintain funds which exceed that needed to pay near-term obligations in interest-bearing accounts managed by the Alaska Municipal League Investment Pool (AMLIP) and to move funds to a non-interest-bearing checking account only as they are needed to pay bills for projects being completed. The AMLIP account is split into specific AMLIP sub-accounts which shall be used to set aside funds for key categories of savings as set forth in the City Code of Ordinances. Furthermore, a reserve account shall be maintained to cover unexpected variations in revenue or expenses due to extraordinary circumstances that may push the budget into deficit or challenge the City's ability to meet its financial obligations. Interest earned in AMLIP savings accounts shall accrue to the balance in the specific account but may be re-assigned to another category of account or appropriated to projects or the operating budget by the Council when accounts are rebalanced. At the start of each fiscal year the Treasurer will recommend to the Council that the funds held in these accounts be reviewed and adjusted in accordance with the policy herein.

### PROCEDURE

The treasurer shall set up and manage AMLIP funds as follows:

#### AMLIP Capital Improvement – Current

The AMLIP account “Capital Improvement – Current” is an interest-bearing holding account for all funds appropriated for Capital Projects by the City Council and approved through the NCO process. Funds placed in this account will be withdrawn and put in a checking account as needed to pay for the expenses incurred for the projects for which they were allocated. The treasurer will track these funds and will return any unused funds to a source account upon the completion of each project.

Upon approval of a Capital Project a two-step NCO will be created by the City treasurer to move funds from the source account into AMLIP account Capital Improvement -Current and from Capital Improvement – Current into the City's checking account. Once the NCO has been approved by the City Council, the treasurer will have the funds moved from the source account into AMLIP account Capital Improvement – Current. Transferring these allocated funds into the City's checking account to pay for the construction project will be delayed until the project is underway, and the funds are needed to pay the project's expenses. The treasurer will create a document tracking these funds and will return any unused funds to a source account upon the completion of each project in which funds were allocated.

#### AMLIP Capital Improvement – Long-term

The AMLIP account “Capital Improvement – Long-term” is an interest-bearing holding account for surplus funds or other funds the City Council deems appropriate to save for future Capital Projects. The City Council can at any time instruct the treasurer to move funds to or from Capital Improvement – Long-term through the NCO process for Capital project funding or other project funding as the City Council deems appropriate.

### AMLIP Repair and Replace \*

The AMLIP account “Repair and Replace” is an interest-bearing holding account for the City’s Repair and Replace (R&R) savings for major infrastructure assets. Each year the treasurer will recommend that an expenditure of funds, based on the 10% or 10-year philosophy (see appendix 1), be inserted into the budget. This amount will be included in the operating budget and approved through the budget process. With final budget approval, the treasurer will prepare an NCO for council approval to move the appropriated annual R&R savings contribution from a source account, e.g., checking, into the AMLIP R&R account. These funds will be held until the City Council deems it necessary to expend them for repairing or replacing the City’s assets for which they are being held. AMLIP R&R savings shall not be appropriated for uses other than repair or replacement of infrastructure assets.

### AMLIP Gravel Pit Fund

The AMLIP Gravel Pit Fund is an interest-bearing holding account for funds set aside to be used for future gravel pit infrastructure expansion or equipment purchases. Each budget cycle, the mayor and treasurer will recommend to the Council an operating budget appropriation to the AMLIP Gravel Pit Fund. With final budget approval, the treasurer will prepare an NCO to transfer these funds from an appropriate source account into the AMLIP Gravel Pit Fund account. AMLIP Gravel Pit Funds shall not be appropriated for uses other than as needed for the gravel pit.

### AMLIP Operating Budget Backup Fund

### AMLIP Reserve

The AMLIP Reserve is an interest-bearing holding account for operating budget backup and for surplus funds the City has not allocated or appropriated to any other account. The City Council may direct the treasurer to move any portion of surplus funds from checking or other AMLIP accounts into AMLIP account Reserve. It is the intent of this policy that the AMLIP Reserve balance be maintained above the current year’s approved operating budget, only to be drawn from under exceptional circumstances such as an unexpected shortfall in budgeted revenue, or fiscal crisis that challenges the City’s ability to meet its obligations. At the beginning of the new fiscal year, the treasurer shall assure that the AMLIP Reserve account balance equals or exceeds the approved new fiscal year operating budget. If necessary, the treasurer shall prepare an NCO for council approval to adjust the AMLIP Reserve balance to meet or exceed the policy minimum.

\* Appendix 1.

For replacement of items with a life expectancy of more than one year but not more than ten years, the city should set aside 100% of the replacement value in order to purchase the item when needed. To calculate the amount to set aside each year, divide the replacement cost by its life expectancy.

For replacement of items with a life expectancy of more than ten years, the city should set aside 10% of the replacement value of each item. To determine the amount to set aside each year, multiply the estimated replacement cost by 10%, then divide that by the life expectancy of the asset. These are typically larger assets that the city would be looking for outside replacement funding for, and the R&R savings could be used as a down payment for a loan, a match for a grant, etc.



**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY23-11**

**A RESOLUTION BY THE CITY OF GUSTAVUS APPOINTING ELECTION OFFICIALS FOR  
THE 2023 MUNICIPAL ELECTION**

**WHEREAS**, the City of Gustavus Code of Ordinance 5.10.130 (b) requires that for each municipal election “Prior to each election, the clerk with the approval through a resolution of the council, shall appoint at least three (3) city voters as election officials/judges to be the election board at the designated polling place.”; and,

**WHEREAS**, one election official shall be designated chair of the board. The election officials shall not be council members, candidates for office, or immediate relatives of candidates; and,

**WHEREAS**, if an appointed election official fails to appear and subscribe to the oath on election day or becomes incapacitated during the time of the election or the counting of the ballots, the remaining officials shall appoint a qualified voter to fill the vacancy; and,

**WHEREAS**, the City of Gustavus Council hereby authorizes the following qualified electors:

Karen Platt	Chairperson/Official	Dawn Walker	Election Official
Bre Ohlson	Election Official	Liesl Barker	Election Official
Jai Crapella	Election Official	Sylvia Martinez	Election Official
Susan Brook	Election Official	Gus Martinez	Election Official
Yarrow Platt	Election Official		

**WHEREAS**, the clerk may appoint as many election officials as needed to conduct an orderly election and to relieve the election officials of undue hardship.

**NOW THEREFORE BE IT RESOLVED**, that the Gustavus City Council approves these electors as the 2023 Municipal Election Officials:

**AMENDMENT PASSED** and **APPROVED** by the Gustavus City Council this XX<sup>th</sup> day of September, 2023, and effective upon adoption.

\_\_\_\_\_  
Mike Taylor, Mayor

\_\_\_\_\_  
Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY24-06**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE  
AMENDMENT OF CITY ORDINANCE TITLE 3-PERSONNEL CHAPTER 3.05 – EMPLOYEE  
BENEFITS, SECTION 3.05.010 – CITY OF GUSTAVUS BENEFITS POLICY, SECTION  
3.05.020 - HOLIDAYS**

**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 3-Personnel be amended as follows:

~~Strikethrough~~ words indicate deleted and **underlined** words are additions.

Chapter 3.01 - GENERAL PROVISIONS AND DEFINITIONS

**Section 3.01.010 - Statement of purpose.**

- (a) It is the purpose of this title to establish a system of personnel administration based on merit and professional methods of recruitment, selection, employment, promotion, transfer, removal, and discipline of personnel, both employed and voluntary, and to establish other conditions of employment with the City of Gustavus. Toward that end, the city intends:
- (1) To recruit, select, advance and compensate employees on the basis of merit and relative qualifications, ability, knowledge and skills, including open consideration of qualified applicants for appointment;
  - (2) To assure fair treatment in all aspects of personnel administration without regard to political affiliation, race, color, national origin, age, sex, sexual orientation, gender identity, religion, marital or veteran status, ancestry, disability or other legally-protected status;
  - (3) To provide employment subject to the city's need to accomplish work, availability of funds, and continued effective performance and acceptable conduct of the employees;
  - (4) To enable efficient work by all city employees through personnel administration, with systems for assigning employee duties, responsibilities and authority, job-related training, supervision and performance appraisal, appropriate compensation including pay and benefits, and recognition for exceptional service; and
  - (5) To inform employees of their rights, benefits and responsibilities.

**Section 3.01.020 - Definitions.**

- (a) *Department*: An administrative or functional division of the municipality established by ordinance.
- (b) *Discharge*: The involuntary employment termination initiated by the city.

- (c) *Employee*: A person working for the city for wages or salary in a regular or temporary position.
- (d) *Exempt position*: Exempt positions are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act.
- (e) *Grievance*: Any dispute initiated by an employee or a group of employees involving the interpretation, application or alleged violation of any section of this title, except for disputes that are expressly excluded from the grievance procedure.
- (f) *Layoff*: The involuntary employment termination initiated by the city council for non-disciplinary reasons.
- (g) *Nonexempt position*: Nonexempt positions are not exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act and similar State of Alaska law.
- (h) *Overtime*: Any time worked by a nonexempt employee in excess of forty (40) hours per week.
- (i) *Position*: A group of duties and responsibilities that require the services of an employee on a part-time or full-time basis.
- (j) *Position description*: A position description (PD) is a structured document assigning work to a given position as it is expected to be performed after customary orientation and training. It identifies the typical duties and responsibilities of the position, including the typical education, training and skills required to perform the typical duties and responsibilities of the position. It also describes how the position relates to other positions within and outside the department. The PD will describe the permanent duties and responsibilities that are assigned to and performed by the position; however, PDs are not intended to cover every kind of work assignment a position may have. Rather, PDs cover those work assignments that are predominant, permanent and recurring. Position descriptions will be the basis for employee performance evaluations.
- (k) *Regular position*: A regular position is a full-time (forty (40) hours per week, or two thousand eighty (2,080) hours per year) or a part-time (less than forty (40) hours per week, or less than two thousand eighty (2,080) hours per year) year-around position. Actual work hours each week may vary with season or with work load. Employees holding regular positions may qualify for or access City of Gustavus benefit programs.
- (l) *Resignation*: The voluntary separation from city employment initiated by an employee.
- (m) *Supervisor*: The mayor, city administrator, or an employee in a regular position whose position description includes specific supervisory duties or who has been assigned supervision of temporary employees for a specific project or function.
- (n) *Temporary position*: A temporary position is one in which an employee is hired as an interim replacement, or to supplement temporarily the work force on a seasonal or other basis, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employees in temporary positions are not eligible for City of Gustavus benefits programs.
- (o) *Termination*: An involuntary separation by the city of an employee from city employment due to reductions in force due to budgetary considerations; or, an involuntary disciplinary separation by the city of an employee from city employment.
- (p) *Volunteers*: Volunteers are individuals providing services or labor to the city for no compensation and who are not entitled to any pay or benefits. Gustavus Volunteer Fire Department firefighters and emergency medical responders on a current roster are volunteers; however, they may be entitled to workers' compensation insurance coverage.
- (q) *Workplace*: Any premises owned, leased, or otherwise managed by the City of Gustavus, including, but not limited to, real property, rights of way, easements, facilities, buildings, rooms, vehicles and equipment, used for the performance of city work by city employees.

### **Section 3.01.030 - Severability.**

If any section or subsection of this title shall at any time be illegal or unenforceable, the remaining provisions shall not be affected thereby and shall remain valid and enforceable to the extent permitted by law.

## Chapter 3.02 - BASIC EMPLOYMENT PROVISIONS

### **Section 3.02.010 - At-will employment.**

The City of Gustavus is an "at-will" employer.

### **Section 3.02.020 - Equal employment opportunity.**

- (a) In order to provide equal employment and advancement opportunities to all individuals, employment decisions of the City of Gustavus will typically be based on merit, qualifications, and abilities. The City of Gustavus shall not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or on any other basis that is prohibited by federal, state, or local law.
- (b) This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination, and access to benefits and training.
- (c) An employee may not be discharged, threatened or otherwise discriminated against regarding the employee's compensation, terms, conditions, location, or privileges of employment for reporting suspected or actual discrimination governed by (a) and (b) of this section.
- (d) An employee may not be discharged, threatened or otherwise discriminated against regarding the employee's compensation, terms, conditions, location, or privileges of employment for any reason outlined in AS 39.90.100 regarding protection for whistleblowers.
- (e) Although employment decisions may be based on merit, qualifications, and abilities, employment with the City of Gustavus remains at all times at-will employment.

### **Section 3.02.030 - Hiring of relatives.**

- (a) No persons may be employed in a position supervised by a relative. If an employee and the employee's supervisor should marry or enter a relationship similar to marriage, they shall elect which employee may continue with the department and which employee shall terminate or transfer.
- (b) For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

### **Section 3.02.040 - Immigration law compliance.**

- (a) The City of Gustavus is committed to employing only United States citizens and aliens who are authorized to work in the United States.
- (b) In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

## Chapter 3.03 - RECRUITMENT PROCEDURES

### **Section 3.03.010 – Position vacancies and publicity.**

- (a) In order to attract an adequate number of candidates for present or anticipated vacancies and to ensure that present employees are informed of opportunities to apply for vacant positions, the mayor, or the mayor's designee, will publish or post notice of position vacancies as follows:
  - (1) Position vacancy announcements shall be posted in at least three (3) public places within the City of Gustavus, to include the council chambers, for a minimum of ten (10) days.
  - (2) At the mayor's discretion, positions may also be advertised by using any, or any combination of, state or other employment services, or by using any print or electronic media including but not limited to newspapers and relevant professional or trade publications.
  - (3) All position vacancy notices shall include at least the following:
    - (A) The position title, employment category, essential responsibilities, job qualifications and requirements, the time, place and manner of completing applications, the application deadline, pay rate or salary range, employment category, and other pertinent information.
    - (B) Notice that all positions are located within the City of Gustavus and all work will be conducted in the City of Gustavus, unless the employee is on an authorized business or training trip or is authorized to conduct business while on approved absence.
    - (C) An equal opportunity statement.
    - (D) A statement that reasonable accommodation to facilitate the submission of an application is available on request.
- (b) Publicity for all position vacancies shall be conducted for a sufficient period of time to ensure reasonable opportunity for persons to apply and to be considered for employment. Position vacancies shall be formally announced for at least ten (10) working days prior to the closing date for filing applications. The position may remain open until a qualified candidate is found.

( [Ord. No. FY15-04, § 3, 8-11-2014](#) )

### **Section 3.03.020 - Employment application form.**

- (a) To ensure consistency and completeness in the application process, all applicants for employment in regular positions with the City of Gustavus will fill out the City of Gustavus Employment Application Form, adopted and amended by motion by the city council.
- (b) All advertisements and postings of vacant positions shall contain a position description or provide directions for obtaining a position description.
- (c) Application forms shall not elicit any information concerning race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other information that is prohibited by federal, state, or local law.
- (d) Persons who for reasons of physical or mental disability are unable to complete the application in its regular form, may request reasonable accommodation in the application process.

### **Section 3.03.030 - Certification statement.**

To be considered for employment, an applicant must include, as part of the applicant's application for employment, a signed and dated certification that states as follows:

I certify that the information I have entered on this form is true and complete to the best of my knowledge. I have read and understand the position description for this job, a copy of which is attached to and made a part of this application. I believe that I am qualified to assume and perform the duties and responsibilities of this position. I understand that if I deliberately conceal or enter false information on this form, that I may be removed from my job; that nothing contained in this employment application or in the granting of an interview is intended to create a contract between me and the City of Gustavus for either employment or the provision of any benefits; that information in this application will become part of the public record; and that for the purpose of this certification, a photocopy of my original signature shall have the same force and effect as my original signature. I hereby authorize the City of Gustavus, or its agents, to contact the references I provided as part of this application to obtain additional information relevant to my position-related background, education, skills and abilities. I understand that, prior to making any offer of employment, the City of Gustavus may request my authorization to conduct a confidential background check to obtain additional information relevant to this employment application.

## Chapter 3.04 - EMPLOYMENT STATUS AND RECORDS

### Section 3.04.010 - Employment categories.

The City of Gustavus recognizes the following categories of employment:

- (a) *Nonexempt or exempt.* Each position is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt positions are not exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. Exempt positions are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act and any similar State of Alaska law. A position's exempt or nonexempt classification may be changed only upon written notification by the Mayor of the City of Gustavus and after first confirming compliance with federal and state law.
- (b) *Regular or temporary.* In addition to the above categories, each employee will belong to one (1) of the following employment categories:
  - (1) *Regular position.* A regular position is a full-time or a part-time year-around position. Actual work hours each week may vary with season or with work load. Employees holding regular positions may qualify for or access City of Gustavus benefit programs. An employee entering a regular position for the first time with the city must complete a probationary period, after which the employee may be eligible for the City of Gustavus benefit programs as set forth in the City of Gustavus Benefits Policy, as amended. Completing a probationary period only impacts an employee's eligibility for benefits and does not alter his or her status as an employee at-will.
    - (A) *Regular full-time.* A regular full-time position is one in which the work required is expected to constitute forty (40) hours per week, or two thousand eighty (2,080) hours per year.
    - (B) *Regular part-time.* A regular part-time position is one in which the work required is expected to constitute fewer than forty (40) hours per week, or fewer than two thousand eighty (2,080) hours per year.
  - (2) *Temporary position.* Employment assignments in this category are of limited duration. A temporary position is one in which an employee is hired as an interim replacement, or to supplement temporarily the work force on a seasonal or other basis, or to assist in the completion of a specific project. Employment beyond the initially stated period, which first must be approved in writing by the mayor, does not in any way imply a change in employment status.



While temporary employees receive all legally-mandated benefits (such as workers' compensation insurance and social security), they are ineligible for all the other benefit programs offered by the City of Gustavus.

- (c) The employment categories set forth in this section do not guarantee employment for any specified period of time. No employee shall have any right to continued employment in any particular position. The city council may, in its sole and exclusive discretion, eliminate any position for any reason including, but not limited to, lack of work, lack of funds, departmental reorganization, or reassignment of duties.

### **Section 3.04.020 - Position descriptions.**

- (a) The City of Gustavus will prepare and maintain current position descriptions for all regular full-time and regular part-time positions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing appropriate compensation levels and hiring criteria, and setting standards for employee performance evaluations.
- (b) The mayor and/or city administrator will prepare, subject to council approval by motion, position descriptions for all regular full-time and regular part-time positions.
- (c) The mayor and/or the city administrator will review all position descriptions at least annually to determine whether they are current and reflect the existing needs of the city. Further, the mayor will review the position description of any vacant position to determine whether it is current and reflects the existing needs of the city prior to recruiting to fill that vacancy. The mayor and/or city administrator will prepare, subject to council approval by motion, any revisions to position descriptions.
- (d) A position description will include the following:
- (1.) Elements of the position description:
    - Position title;
    - Exempt or nonexempt under Fair Labor Standards Act;
    - Based at (city department or functional unit);
    - Position reports to;
    - Position purpose summary (ideally one (1) sentence);
    - Essential duties and responsibilities;
    - Supervisory responsibilities (if any);
    - Hours of work;
    - Required or desired minimum qualifications (education, training, experience, specific abilities or skills, etc.);
    - Special requirements (licenses, certificates, endorsements, etc.);
    - Physical demands (including tools used);

(2.) Work environment:

(A) Description of typical work environment for the position.

(B) The typical location(s) in the City of Gustavus where the work will take place.

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position. This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position. The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the city and requirements of the position change.

### **Section 3.04.030 - Probationary period for regular positions.**

- (a) The probationary period provides new and newly-transferred or promoted employees with an on-the-job orientation and training period. During the probationary period, the mayor and/or city administrator and the supervisor will review, guide, direct, provide necessary on-the-job orientation and training, examine, evaluate and monitor the conduct, capacity, efficiency, skill, responsibility, integrity, and effectiveness of the probationary employee to determine whether the employee is fully qualified for employment in the position to which the employee has been appointed.
- (b) Length of probationary period.
  - (1) The probationary period for a regular position is typically six (6) calendar months; however, the actual length of the probationary period shall be set by the mayor/city administrator with the supervisor in writing at the time of employment and shall be based upon an assessment of the employee's qualifications for and readiness to assume the full duties and responsibilities of the position. Probationary period may be shortened if, in the opinion of the Supervisor, City Administrator, and Mayor the employee has satisfied the purpose of probation.
  - (2) If the mayor/supervisor determines that the designated probationary period does not allow sufficient time to evaluate thoroughly the employee's performance, the mayor/supervisor, in his/her sole discretion, may extend the probationary period once, in writing, for a specified period not to exceed three (3) months.
- (c) At the conclusion of the initial or the extended probationary period, the mayor/supervisor will prepare a written evaluation of the employee's performance in the position.
  - (1) If at any time during the probationary period the mayor/supervisor determines that the employee does not satisfactorily meet the requirements of the job for any reason, the city may terminate the probationary employee from that position.
  - (2) If the employee satisfactorily meets the requirements of the job, the mayor will provide written notice to the employee that the employee has successfully completed the probationary period.
- (d) Although the City of Gustavus imposes a probationary period for purposes of training and evaluation, the city remains at all times an "at-will" employer.

#### **Section 3.04.040 - Personnel files.**

- (a) The City of Gustavus will maintain a personnel file on each employee. The personnel file will include such information as the employee's job application form, position description(s), records of training, documentation of performance appraisals and wage adjustments, timesheets and payroll records, and other employment records.
- (b) Personnel files are the property of the City of Gustavus and are considered confidential to the extent allowable by law. Accordingly, the city shall restrict access to an employee's personnel file to the mayor, the employee's direct supervisor, the employee accessing his or her own personnel file, the city's legal counsel, and the city treasurer. The restriction on access to personnel files does not apply to a proper public information request for the pay rate of employees. The city will comply with court orders, subpoenas, and releases that compel the release of information from an employee's personnel file.
- (c) With reasonable advance notice, an employee may review and make copies of their own personnel file within city hall in the presence of the mayor or the city clerk.

#### **Section 3.04.050 - Employment reference inquiries.**

Only the mayor or city administrator may respond to those reference inquiries submitted in writing; the city's response will also be in writing. Unless a written waiver form allowing the

release of personnel file information is received from a former employee, responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

### **Section 3.04.060 - Personnel data changes.**

It is the responsibility of the employee, including those on leave without pay status, to promptly notify the city of any changes in personal data, such as: Personal mailing addresses, telephone numbers, individuals to be contacted in the event of emergency, educational accomplishments, training certificates, and similar information.

### **Section 3.04.070 - Performance evaluation of regular position employees.**

- (a) The city council shall establish and amend, from time to time, by resolution, a written policy and procedure for performance evaluations of regular position employees.
- (b) The city will utilize an employee performance evaluation program to assist the City of Gustavus in maintaining the highest quality employees and highest quality performance. The city's employee performance evaluation program will provide for regular and routine evaluation by the mayor or employee's direct supervisors if other than the mayor, of employee performance of position duties and responsibilities and to provide a vehicle for communication between employees and their supervisors regarding job performance, including discussion of needs and means for improving work performance. Performance evaluations shall also be considered in decisions affecting merit-based salary or wage increases, promotions, demotions, dismissals, order of layoff, order of reemployment, placement and training needs.
- (c) Employees in regular positions shall be evaluated by the mayor, or the employee's immediate supervisor if other than the mayor. Any recommendations for bonuses or merit-based salary or wage raises or change of status will be brought before the city council for consideration in the next budget cycle.
- (d) All performance evaluations shall be in writing in a format approved by the city council, with one (1) copy given to the employee when the supervisor schedules an appointment to discuss the evaluation, and one (1) copy to be placed in the employee's personnel file. Each employee's performance shall be evaluated at the following periods:
  - (1) Prior to end of probationary period. Each employee appointed to a regular full-time or regular part-time position will be evaluated at least once during the probationary period. The employee must have an overall evaluation of at least "satisfactory" at the conclusion of the probationary period in order to continue employment in a regular position with the City of Gustavus.
  - (2) Annual. Each employee in a regular full-time or regular part-time position shall receive an annual performance evaluation on or close to their anniversary date of hire or promotion.
- (e) The conduct of performance evaluations by the City of Gustavus does not restrict, limit, or otherwise change the at-will employment status of each City of Gustavus employee. Evaluations do not guarantee a cost-of-living adjustment, wage increase, step increase, or bonus of any kind.
- (f) Employees who receive an overall rating of "unsatisfactory" on any aspect of their annual or special evaluations may be subject to measures that the city deems necessary or appropriate to ensure that employees meet or exceed standards required for that position. Such measures may include demotion or termination based on an inability to satisfactorily perform the necessary and essential functions of the position.
- (g) An employee may submit written comments responding to that employee's performance evaluation. Such comments shall be submitted to the evaluating supervisor within five (5)

city business days from the date of the employee's evaluation review. Such comments shall be attached to, and included with, the performance evaluation in the employee's personnel file.

- (h) Performance evaluations shall not be subject to the grievance procedure. An employee may file a grievance if he/she believe the evaluation procedure has not been followed in accordance with the Policy and Procedure for a Regular Position Employee Performance Evaluation. In addition, an employee may file a grievance if he/she believes an issue exists which is provided in Section 3.08.100 – Grievance Procedure.
- (i) Special. In addition to an employee's annual performance evaluation, the mayor or the employee's direct supervisor, if other than the mayor, may complete a special performance evaluation whenever there is significant change in the employee's performance, or at any other time for any other reason deemed sufficient by the mayor or the employee's direct supervisor. Special evaluations are subject to the provisions of Sections 3.04.070(a) through (f).

## Chapter 3.05 - EMPLOYEE BENEFITS

### Section 3.05.010 - City of Gustavus benefits policy.

- (a) The city council shall establish and amend, from time to time, by resolution, a written benefits policy, which shall describe various non-wage compensations that the city provides to employees in addition to normal wages or salaries.
- (b) Any change, amendment, or alteration to benefits shall apply to all regular position employees upon the effective date of the change, amendment, or alteration, even if an employee was hired before the effective date of the change, amendment or alteration to the benefits.
- (c) Written notice will be given to regular position employees one (1) month in advance of any change, amendment, or alteration to benefits or to eligibility for benefits.

### Section 3.05.020 - Holidays.

#### **Repealed – October 9, 2023**

#### **See Policy and Procedure Title 03 Benefits for Eligible Regular Employees**

- ~~(a) City of Gustavus workplaces will be closed on the holidays listed below:~~

<del>New Year's Day</del>	<del>January 1</del>
<del>Presidents' Day</del>	<del>Third Monday in February</del>
<del>Memorial Day</del>	<del>Last Monday in May</del>
<del>Independence Day</del>	<del>July 4</del>
<del>Labor Day</del>	<del>First Monday in September</del>
<del>Veterans Day</del>	<del>November 11 (or as observed)</del>
<del>Thanksgiving</del>	<del>Fourth Thursday in November</del>
<del>Day after Thanksgiving</del>	
<del>Christmas</del>	<del>December 25</del>

- ~~(b) The City of Gustavus will grant paid holiday time off to all eligible employees. Holiday pay will be calculated based on the employee's straight time pay rate as of the date of the~~

~~holiday. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime. Regular position employees will not receive compensation for a holiday that occurs on a day that the employee is on an unpaid leave of absence.~~

- ~~(c) For city employees whose normal work week is Monday through Friday, if a city observed holiday falls on a Saturday, the holiday will be observed on the previous Friday, and if a city observed holiday falls on Sunday, the holiday will be observed the following Monday. For city employees working on Saturday, if the city observed holiday falls on Saturday, it will be observed on that day. All city workplaces will be closed on Sunday.~~

~~(Ord. of 2-2-2015)~~

#### Chapter 3.06 - TIMEKEEPING/PAYROLL

##### **Section 3.06.010 - Timekeeping.**

- (a) Nonexempt employees shall accurately record the time they work each day.
- (b) Altering, falsifying, or tampering with time records may be cause for disciplinary action up to and including termination of employment.
- (c) Employees will sign their time records at the end of each pay period to certify the accuracy of all time recorded. Time sheets also may be sent electronically. The supervisor will review and initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

##### **Section 3.06.020 - Overtime (nonexempt positions).**

- (a) The mayor or an employee's supervisor may require regular position nonexempt full-time employees to work overtime hours if needs cannot be met during regular working hours.
- (b) All overtime work must receive the supervisor's prior authorization. The mayor or immediate supervisor will place a note with the employee's time record documenting the reason for requesting or authorizing overtime work.
- (c) Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour requirements. Overtime pay is calculated at one and one-half (1½) times the employee's regular pay rate. Overtime pay is based on actual hours worked over forty (40) hours per week.
- (d) Paid time off will not be considered hours worked when calculating overtime.

##### **Section 3.06.030 - Pay days and paychecks.**

- (a) All employees will be paid monthly by the fourth (4th) business day of the following month. Each paycheck will include earnings for all work performed through the end of the monthly pay period.
- (b) As, and to the extent required by law, the city will make certain deductions, including but not limited to federal income tax withholding, social security and Medicare taxes, and state unemployment tax, from employee's paychecks.

##### **Section 3.06.040 - Employment termination.**

Termination of employment may be by resignation, discharge or layoff.

#### Chapter 3.07 - WORK CONDITIONS AND HOURS

### **Section 3.07.010 - Workplaces and work schedules.**

City employees shall report to the workplace assigned by the mayor, city administrator or their supervisors at the times and on the schedules determined and designated by the mayor or their supervisors.

### **Section 3.07.020 - Rest and meal periods.**

- (a) Each workday, employees will be provided with two (2) each fifteen-minute rest periods per eight-hour work shift. To the extent practical rest periods will be in the middle of work periods. Rest periods are counted and paid as time worked, and employees must not be absent from their workstations beyond the allotted rest period time.
- (b) Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for the time.

### **Section 3.07.030 - Training.**

- (a) The City of Gustavus may require an employee to attend a training or other educational program to acquire, refresh, or upgrade skills relevant to their job.
- (b) Employees may request city financial support to attend conferences or training workshops sponsored by institutions or professional organizations. The subject matter to be presented must relate directly to the employee's position and must provide a benefit to departmental operations. The above will not preclude an employee from requesting vacation time or leave of absence without pay to attend any conference or training of his/her choice; provided that the city reserves full and absolute discretion to grant or deny such request.
- (c) Each employee attending an approved training or other educational program shall submit a written statement stating the benefit of the training to the city and shall provide an itemized estimate of reimbursable out-of-pocket expenses that the employee anticipates incurring to attend the training. In most cases these expenses will be anticipated in the annual work plan and included in the department budget.
- (d) The employee's application will be reviewed by the mayor or city administrator, who will grant or deny permission for the employee's participation in the conference or training workshop that is paid for by the city or for which the city will approve use of vacation or leave of absence without pay.

### **Section 3.07.040 - Travel expenses for authorized business or training.**

- (a) The City of Gustavus will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the mayor or city administrator.
- (b) When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the city. Employees are expected to limit expenses to reasonable amounts pursuant to the small procurement under \$10,000 policy and procedure.

### **Section 3.07.050 - Unpaid leave.**

- (a) Unpaid leaves of absence may be granted to regular position employees on a case-by-case basis at the discretion of the mayor. The duration and reason for the absence will be documented in writing and signed by both the mayor and the employee.
- (b) Failure of an employee to return from any leave without pay on or before the designated date without prior notice by the employee and approval by the mayor may be considered cause for termination and the denial of reemployment with the city.
- (c) An employee on an unpaid leave of absence is not eligible for holiday pay and will not accrue paid-time-off during the period of unpaid leave.

### **Section 3.07.060 - Smoking, drug and alcohol use.**

- (a) In keeping with the intent of the City of Gustavus to provide a safe and healthy work environment, smoking is prohibited throughout the workplace. This policy applies equally to all employees, elected officials, volunteers, customers, visitors, and others at city workplaces.
- (b) No employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs, while conducting city business. The legal use of prescribed drugs is permitted on the job only if the medical prescription is current, the use of the prescribed drugs is consistent with the medical prescription, and if such use does not impair an employee's ability to perform the functions of the job efficiently, safely and effectively.
- (c) Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment.

## **Chapter 3.08 - EMPLOYEE CONDUCT AND WORK RULES**

### **Section 3.08.010 - Standards of conduct.**

- (a) City employees shall abide by the law.
- (b) Employees are responsible for proper conduct in the maintenance of production and service standards, use of work time; cooperation with supervisors and other employees; use of city equipment and materials, respect for other employees and their property, conformance with lawful dress codes and appearance standards, and the protection of confidential information.
- (c) Any person holding a city position as an employee or as a volunteer, shall employ a respectful, professional manner.
- (d) Employee behavior that may result in disciplinary action, up to and including termination of employment, may include, but not be limited to:
  - (1) Theft or inappropriate removal or possession of city property;
  - (2) Falsification of timekeeping records;
  - (3) Working under the influence of alcohol or illegal drugs;
  - (4) Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace while on duty or while operating employer-owned vehicles or equipment;
  - (5) Fighting or threatening violence in the workplace;
  - (6) Boisterous or disruptive activity in the workplace;
  - (7) Negligence or improper conduct leading to damage of employer or customer property;
  - (8) Sexual or other unlawful or unwelcome harassment;
  - (9) Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace;
  - (10) Excessive absenteeism or any absence without notice;
  - (11) Unsatisfactory performance or conduct;
  - (12) Breach of confidentiality;

(13) Violations of conflict of interest policies as set forth in Title 2, as amended.

### **Section 3.08.020 - Attendance and punctuality.**

- (a) To maintain a safe and productive work environment, the city requires employees to be reliable and to be punctual in reporting for scheduled work. The city requires employees to notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.
- (b) Failure to provide notification in advance of anticipated tardiness or absence may subject an employee to disciplinary action up to and including termination of employment.

### **Section 3.08.030 - Return of property.**

Employees are responsible for all city property, including but not limited to tools, equipment, vehicles, machinery, books, papers, documents including digital documents, materials, or other written information issued to them or in their possession or control. All such city property must be returned by employees to their supervisor, the mayor or the city clerk on or before an employee's last day of work.

### **Section 3.08.040 - Solicitation.**

Employees may not solicit or distribute literature relating to non-city organizations, activities, or events in, on, or at any workplace during working time unless approved by the mayor, city administrator, or department supervisor.

### **Section 3.08.050 – Computer, e-mail, Internet, social media, and telephone usage**

All use of the city's computers and related software, including use for composing, sending, receiving and reviewing e-mail messages or accessing the Internet, shall be limited to city business only. Likewise, the use of telephones, facsimile machines or any similar devices or services shall be limited to city business only.

City employees may use government property only as authorized. Employees may occasionally use City landline telephones for personal calls when they are necessary, provide a benefit to the City, and do not result in any additional costs to the City. Such calls are deemed to be in the interest of the City to the extent they enable employees to remain at work, thereby increasing government efficiency. Personal phone calls may not adversely affect the performance of official duties or the employee's work performance, must be of reasonable duration and frequency, and could not reasonably be made during non-duty hours.

It is important to note that any email on any City of Gustavus device system may become an official record. Employees have no right to privacy for email transmissions, the City may be required to release employee emails pursuant to court, legal, or Congressional orders.

The City has an overriding interest and expectation in deciding what is “spoken” on its behalf on social media sites. To address the fast-changing landscape of the Internet and the way



residents communicate and obtain information online, social media use by city representatives shall be conducted according to the Social Media Policy and Procedure.

Violations of this section shall be a cause for disciplinary action, up to and including termination.

### **Section 3.08.060 - Sexual harassment.**

The City of Gustavus does not and will not tolerate sexual harassment involving city employees. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Sexual harassment shall be a cause for disciplinary action, up to and including termination.

### **Section 3.08.070 - Workplace violence policy.**

The City of Gustavus does not and will not tolerate workplace violence. Workplace violence includes acts or threats of physical violence, including intimidation, harassment or coercion, which involve city employees. Workplace violence includes, but is not limited to:

- Threat or actual physical or aggressive contact.
- Threat or actual destruction of city or an individual's property, including acts of sabotage.
- Harassing or threatening telephone calls, e-mails or faxes.
- Possession, use, threat of use, or brandishing of a gun, knife or other weapon of any kind.
- Stalking.
- Veiled threats of physical harm or similar intimidation.

Workplace violence shall be a cause for disciplinary action, up to and including termination.

### **Section 3.08.080 - Non-retaliation policy.**

It is the policy of the city to prohibit the taking of any adverse employment action in retaliation against those who in good faith report or participate in investigations into complaints of alleged violations of local, state or federal law for that reporting or participation.

Any violation of the city's non-retaliation policy involving city employees may be a cause for disciplinary action, up to and including termination.

### **Section 3.08.090 - Progressive discipline.**

- (a) The city council may establish and amend, from time to time, by resolution, a written progressive discipline policy, which shall describe the steps to be taken to address disciplinary problems. To ensure that the city administers employee discipline in an equitable and consistent manner, the city council hereby establishes the following progressive employee discipline policy.
- (b) Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may lead to termination of employment. The city, in its sole discretion, may bypass one (1) or more steps in the progressive disciplinary procedure. Nothing herein is intended to, or shall, change the city's right to terminate any employee at will, any time,

with or without cause, regardless of which, if any, lesser discipline steps have been used or not used or that might otherwise be applicable.

- (c) Certain types of employee problems are serious enough to justify immediate suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.
- (d) Each disciplinary action shall be documented in a memorandum signed by the employee and supervisor and placed in the employee's personnel file.

### **Section 3.08.100 - Grievance procedure.**

- (a) The City of Gustavus desires to resolve fairly and promptly employee complaints arising in or relating to the workplace. Accordingly, employees who have a complaint relating to wages, hours or working conditions are required to follow this three-step grievance procedure.
  - (1) *Step 1. Informal discussion.* The aggrieved employee or group of employees shall orally present the grievance to the immediate supervisor within three (3) working days of its occurrence, not including the day of the occurrence. The supervisor shall give his/her oral reply within five (5) working days of the date of presentation of the grievance, not including the date of presentation.
  - (2) *Step 2. File written grievance.* If the grievance is not resolved in step 1, the employee or group of employees shall reduce the grievance to writing. The grievance shall be dated and signed by the aggrieved employee or group of employees and shall be presented to the mayor within five (5) working days after the supervisor's oral reply is given, not including the day the answer is given. If the employee, or group of employees, does not file the grievance in writing within five (5) working days after the supervisor's oral reply as provided in step 1 of the grievance procedure, the city will deem the grievance resolved. The mayor shall reply in writing to the grievance within ten (10) working days of the date of the presentation of the written grievance, not including the day of the presentation.
  - (3) *Step 3. Appeal to the city council.* If the grievance is not resolved in step 2, the employee or group of employees shall present the written grievance along with all pertinent correspondence, records and information accumulated to date to the city council, which will review and consider the grievance, meeting in executive session when appropriate. If the employee, or group of employees, does not present the grievance to the city council within ten (10) working days after the mayor's written response as provided in step 2 of the grievance procedure, the city will deem the grievance resolved or waived. The city council shall inform the employee of its decision within fifteen (15) working days of receipt of the written grievance and related materials and forward a copy of its written response to the mayor for placement in the employee's personnel file. The city council's decision will be final.
- (b) The employee or group of employees may discontinue the grievance procedure at any step.

### **Section 3.08.110 - Volunteers.**

- (a) No employee-employer relationship is created through service on an advisory committee or board.
- (b) Advisory committees and boards shall not have supervisory oversight of city employees.

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

**Date Introduced:** *Sept 11, 2023*

**Date of Public Hearing:** *October 9, 2023*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mike Taylor, Mayor

\_\_\_\_\_  
Attest: Liesl Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY23-12**

**A RESOLUTION BY THE CITY OF GUSTAVUS UPDATING THE BENEFITS POLICY AND  
PROCEDURE FOR ELIGIBLE REGULAR POSITION EMPLOYEES**

**WHEREAS**, the City of Gustavus values its employees and intends to compensate employees competitively within our region; and

**WHEREAS**, the City of Gustavus wishes to provide adequate benefits for its qualifying employees for their health and financial security; and

**WHEREAS**, the City of Gustavus recognizes that from time to time these policies need to be updated or amended; and

**WHEREAS**, the City of Gustavus recognizes that formal action is needed to further clarify procedures under the City of Gustavus Policy and Procedure For Eligible Regular Position Employees.

**NOW THEREFORE, BE IT RESOLVED** that effective upon adoption, the City of Gustavus updates its Employee Benefits Policy and Procedure for Eligible Regular Position Employees as attached:

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_<sup>th</sup> day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mike Taylor, Mayor

\_\_\_\_\_  
Attest: Liesl Barker, City Clerk

## CITY OF GUSTAVUS

### POLICIES AND PROCEDURES

#### **TITLE: CITY OF GUSTAVUS BENEFITS POLICY AND PROCEDURE FOR ELIGIBLE REGULAR POSITION EMPLOYEES EFFECTIVE SEPTEMBER 11<sup>TH</sup>, 2023**

#### **BACKGROUND:**

By Ordinance FY2012-13 adopted April 12, 2012, the Gustavus City Council approved a major revision to Title 3, Personnel. Revised Title 3 provides that it is the policy of the City of Gustavus to establish and amend, from time to time, by resolution, a written benefits policy, which describes various non-wage compensations that the City provides to employees in addition to wages or salaries. [CoG 3.05.01]

Consistent with the provisions of revised Title 3, the City Council adopted by Resolution 2018-01 this "City of Gustavus Benefits Policy," which applies to all eligible Regular Position employees. This updated policy, effective, replaces all previous City of Gustavus benefits and leave policies. [CoG 3.04.01(b) (1)]

#### **I. Health Insurance**

The City of Gustavus offers a group health insurance plan to all Regular Exempt and Non-Exempt Position employees. This self-only plan (no spouse or dependent coverage) is offered to all eligible employees, and the City may only exempt those eligible employees who provide proof that they have health insurance offered by other means.

Any qualified employees opting into the City's healthcare plan will enter at a City/Employee 80%/20% contribution ratio respectively.

For those employees who do not choose to elect the group health insurance plan offered by the City, a \$200.00 monthly stipend is offered. This stipend is similar to a monthly bonus in that it is subject to payroll taxes, is reported as income, does not count toward the accrual of paid time off (PTO), and is not included in the base wages considered for the City match in the Retirement Savings Plan. The stipend is included during the regularly scheduled payroll.

#### **POLICY:**

To qualify for participation in this program, the employee must be ~~(4)~~ a Regular Exempt or Non-Exempt Position employee. For employees that elect not to participate in the health insurance program offered by the City, evidence that they are insured via other means is required.

#### **PROCEDURE:**

(A) For those employees NOT selecting City provided insurance:

On a monthly basis, the City Treasurer will add the health insurance stipend to the employee's paycheck in an amount of \$200 gross wages for all Regular Exempt and non-Exempt employees. All stipend amounts are subject to tax reporting and withholding, and the employee will be paid a net amount. If an employee is on unpaid leave during the month and drops below an average of 20 hours worked per week for

the month, the stipend will be prorated based on the percentage of the actual hours worked divided by 20 hours per week for the month.

Employees declining enrollment because of other health care coverage may in the future enroll if they have involuntarily lost their other coverage and an enrollment application is received by the insurance company within 60 days after their other coverage ends. See the group insurance documentation for details.

(B) For those employees enrolling in City provided insurance:

Employees may enroll during the group health plan renewal period each summer with coverage beginning September 1. For new employees, enrollment is effective on the first of the month following the date of hire, or as prescribed by the Insurance providers policy and procedure. Prior to September 1 each year, the Employees may enroll in the city insurance program, or decline enrollment with proof of other coverage, for the following 12 months. Employees may not cancel insurance or sign up for insurance except during this open enrollment period unless they meet the exceptions provided by the insurance company. See the group insurance documentation for details.

If an employee is on unpaid leave during the month and drops below an average of 20 hours worked per week, the city-paid portion of the premium will be prorated based on the percentage of the actual hours worked divided by 20 hours per week for the month with the employee responsible for paying the city for the remainder of the premium before their next paycheck is issued. For employees with an unpaid furlough, the employee may either pay the full premium cost in advance to the city each month for the months not working or may cancel their enrollment and re-enroll once they begin working again. For employees with an assigned work schedule of less than 20 hours per week for the month (e.g. no unpaid leave is being taken), the city-paid portion will remain at 80%.

## **II. Deferred Compensation Program, a 457(b) Retirement Savings Plan**

The City participates in a 457(b)-deferred compensation program with Lincoln Financial Group. A 457(b) plan is a type of tax-advantaged deferred-compensation retirement plan that is available to state or local governments and their agencies. The employer provides the plan and the employee defers compensation into it on a pre-tax basis. Participation is voluntary. The participant contributes a flat amount or percentage of his/her choice each month, which is withdrawn from the monthly paycheck. The City will match the employee's monthly contribution up to a maximum of 7% of the employee's straight time pay, overtime pay, and paid time off pay for the month. Health insurance stipends are not included in the percentage matched. Regular Position employees may contact the City Clerk or Treasurer for more information.

## **III. Paid Holidays [CoG 3.05.02]**

The City of Gustavus observes the following ten holidays:

1. New Year's Day (January 1)
2. Martin Luther King Day
3. President's Day (third Monday in February)
4. Memorial Day (last Monday in May)

5. Independence Day (July 4)
6. Labor Day (first Monday in September)
7. Veterans Day (November 11)
8. Thanksgiving (fourth Thursday in November)
9. Day after Thanksgiving
10. Christmas (December 25)

- The City will grant an eight-hour day of paid holiday time to all full-time Regular Position employees or a pro-rated amount based on the employee's approved base hours. The Table below is an example of calculating holidays.

Hours of Holiday Pay	Work Schedule
8	full-time employee
7	87.5% (35 hours/week)
6	75% (30 hours/week)
4	50% (20 hours/week)

- Holiday pay will be calculated based on the employee's straight-time pay rate as of the date of the holiday. Paid time off for holidays will not be counted as hours worked for the purpose of determining overtime. Employees will not receive additional compensation when a recognized holiday falls on a day an employee is on Paid Time Off. Employees will not receive compensation for a holiday that occurs on a day that the employee is on an unpaid leave of absence.
- For city employees whose normal work week is Monday through Friday, if a city-observed holiday falls on a Saturday, the holiday will be observed on the previous Friday, and if a city-observed holiday falls on Sunday, the holiday will be observed the following Monday. For city employees working on Saturday, if the city-observed holiday falls on Saturday, it will be observed on that day. All city workplaces will be closed on Sunday.

#### IV. Sick Leave and Paid Time Off (PTO)

##### Sick Leave

The City of Gustavus is aware that from time to time employees need to take care of sick family members or need to take time to address an illness. This benefit will be granted to all Regular Position employees in a pro-rated amount based on the employee's approved base hours. The City will grant 40 hours of paid sick leave per fiscal year. The Table below is an example of calculating the benefit.

Hours of Sick Leave	Work Schedule
40	full-time employee
35	87.5% (35 hours/week)
30	75% (30 hours/week)
20	50% (20 hours/week)

This benefit can be used for personal sick time, sick time to care for a family member within the employee's household, and travel to doctor's appointments or care facility. Absence for periods that exceed three (3) working-days may require a doctor's note or other documentation of the requirement for the absence from a professionally recognized care provider.

The following provisions apply to the Sick Leave benefit:

- Sick Leave does not have a cash monetary value and cannot be sold back to the City.
- Sick leave may accrue without restriction.
- Annual sick leave allocation begins July 1 of each year.
- An employee must receive approval from his/her supervisor for Sick Leave. In cases of emergency illness, an employee must let his/her supervisor know about the absence as soon as possible.

## PTO

The City of Gustavus recognizes that employees have diverse needs for time off from work. PTO will cover all forms of personal time off and vacation. This benefit will be granted to all Regular Position employees in proportion to the hours worked each month.

Paid Time Off is a provision for time taken off from an employee's regularly scheduled work hours. PTO may not be applied to days and hours the employee is not scheduled to work. With the exception of the permitted 120-hour carry-over of unused PTO hours at the start of a new fiscal year, PTO not taken during regularly scheduled work hours will be forfeited. Unused accrued PTO is cashed out only when an employee terminates.

- An employee's annual PTO benefit accrues in accordance with employment longevity as shown in the table below. Accrual rates for a new longevity category begin on the first day of the month of the employment anniversary.
- Annual PTO benefit accruals begin July 1 of each year and end June 30 of each year.
- A maximum of 120 hours of PTO may be carried over into the next fiscal year, **unless under extenuating circumstances as determined by the Mayor, an employee may exceed the maximum 120 hours of PTO and carryover the balance into the next fiscal year.**
- Accrued PTO hours beyond 120 at the end of the fiscal year will be forfeited **unless extenuating circumstances are approved by the Mayor.**
- An employee must receive approval from his/her supervisor for planned PTO. Approval of PTO is contingent upon the needs of the department/facility. Scheduling of PTO will attempt to balance the needs of the individual and the department/facility. In cases of emergency or illness, an employee must let his/her supervisor know about the absence as soon as possible.
- Upon termination an employee shall be paid the value at the time of cash-out of remaining PTO.



- PTO must be used in full before an employee may request unpaid leave.

## Longevity Categories

PTO is accrued on an hourly basis and is credited on the monthly paycheck in proportion to the actual hours paid that month. Accruals are based on longevity, that is, the number of years employed in a Regular Position with the City of Gustavus. The following table depicts Annual PTO accrual for a fulltime Regular Position, 2,080 hours/year.

Longevity (calculated from the employee's first day of work, regardless of FTE)	Annual PTO Accrual, Fulltime equivalent (FTE)	Accrual Rate of PTO hours per actual hours paid*
Less than two (2) years	80 hours	0.03833
Two (2) through five (5) years	120 hours	0.05778
Six (6) or greater years	160 hours	0.07694

\*"Actual hours paid" means the total paid hours, including holiday hours and used PTO hours, but not including bonuses, stipends, or pay adjustments when correcting a payroll error.

## Formula

- The same accrual rate works for any employee in a given Longevity Category. Accrual rate = annual PTO accrual allotment divided by 2080, then rounded to what the QuickBooks payroll software allows.
- Accrued PTO hours on a monthly (or any) paycheck for hourly employees = (number of hours paid) x (accrual rate)
- Accrued PTO hours on a monthly paycheck for salaried employees = (annual hours of PTO accrual from the table above)/12 months (prorated if unpaid leave is used that month)

## Jury Duty / Jury Leave

In order that city employees may fulfill their civic responsibility as jurors or subpoenaed witnesses, all regular employees are granted leave of absence with pay for these purposes. It is the responsibility of the employee to keep her/his supervisor or department head informed of the anticipated time to be spent away from the job for this purpose. Employees will be compensated for jury duty that occurs on their regularly scheduled workday in the amount listed in their base hour's agreement.

Any pay received by regular employees from a court system must be promptly submitted by the employee to the city to offset part of the cost of such absences.

Temporary employees receive leave without pay and may retain the payment from the court. The Table below is an example of calculating jury duty/jury leave.

Hours of Jury Duty/Leave Pay	Work Schedule
8	full-time employee
7	87.5% (35 hours/week)
6	75% (30 hours/week)
4	50% (20 hours/week)

## **V. Compensatory Time Off**

The City of Gustavus does not offer Compensatory Time Off.

## **VI. Flexible Work Schedule**

The City of Gustavus recognizes that alternative work schedules can foster a positive work/life balance. To this end, regular position employees may be allowed by their supervisor to have a flexible work schedule. Hours worked by each regular position employee may be flexed during the work month as approved by their supervisor, provided core business hours are covered and job duties are being completed. The Mayor and/or City Administrator may designate core hours for each employee. For non-exempt employees, hours worked per week may not exceed 40 hours without prior approval for overtime (Municipal Code 3.06.020).

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Signed

Mayor of the City of Gustavus

Date

## Mayor's Report

### General Meeting for September 11, 2023

**It's been a busy month again at City Hall and we are pleased to report progress on several fronts.**

**We are delighted to welcome our new City Clerk, Leisl Barker, to the City team!**

Leisl and her family have moved to Gustavus from back east. Her husband Leland joins the ranger team at Glacier Bay National Park. We were lucky to recruit Leisl to our Clerk position as she brings a wealth of administrative and management experience. She and her three children got off the ferry on Tuesday and the kids went directly to their new Gustavus School classes. Leisl came to our work session Tuesday night Sept. 5, and worked with former Clerk Karen Platt to get oriented to our meeting processes. It's wonderful to have Leisl on board now and *we continue to be very grateful for the continuing support from previous clerk Karen Platt* during the transition. We look forward to getting back to a steady productive schedule with full staffing at City Hall, the election coming up soon, and returning to our previous longer open hours for the public.

**Library Bike Shelter is complete.**



*Thanks to contractor Matt Davis of Terra Construction for the nice job building our new Library bike shelter, completed over the Labor Day Holiday weekend. The shelter, designed by PND Engineers, is sturdy and attractive. It should serve us for many decades. There is plenty of room for to park bikes out of the rain and snow and for laptop users to connect to the library's WiFi service. We may add a narrow, wall-mounted worktable and bench for WiFi users along the left side near where you see the bike in the photo. Until then the picnic table will serve for that purpose. So*



please ride your bikes to the library and park them out of the rain for your convenience. And we invite you also to make use of the free Wi-Fi service complements of the City of Gustavus!

**Road turnarounds and Glen's Ditch Road improvements completed.**

*Thanks to Glacier Bay Construction for fine work to complete turnarounds at Porcupine St., Meadow Ln, Mary's Rd, and for the nice rebuild of Glen's Ditch Rd from Same Old Road to the Nagoonberry Trail parking area. These turnaround and road improvements will enable more effective snow plowing service and improve the appearance and serviceability of the roads for these neighborhoods. Work continues in September to complete the last turnaround in this project at Extratuff Rd.*



Mary's Road Turnaround



Glen's Ditch Road Improvement

**Beach Park Developments**

Last month we reported on our efforts to prevent off road motorized travel on Beach Park lands in accordance with the development plan in the Cooperative Resource Management Agreement with the State of Alaska. The logs we placed along the edges of Dock Road to delineate the motor vehicle boundary have effectively prevented further vehicle damage to the fireweed meadows on the west side. Thanks to everyone for conforming to these protective measures for the beauty of the meadows and the trails thereon.

At the suggestion of several residents we have not replaced the "No motor vehicles" signs that were stolen in July. The idea has been that people already know that the beach lands are off limits to motorized vehicles (although we allow bikes and even e-bikes beyond the vehicle barriers), and that signs are not needed. We will continue to monitor the situation and hope to minimize signs. However, on Sunday, September 10, after the Demolition Derby several ATV riders who came over for the day for the event drove around barriers on the east side of the dock entrance and tore up vegetation and tracked up the beach strand. Perhaps without the signs to tell them otherwise they felt it was OK to race around there. We may need to place a couple discrete signs in that area to make it clear that ATVs are not allowed beyond the lob limits. We will take a new look at what is needed in the Fall.

DNR representatives are planning to come out some time this month to visit DNR lands, including the beach park and we will ask their ideas for protecting the resources there while providing for enjoyment of them by the public.

**Heat Pump shelter completed at City Hall.**

*Thanks to Zach Williams* for a very nice job building a weather shelter for the heat pump outdoor compressor unit for the MRCOOL heat pump system at City Hall. The shelter completes the heat pump installation project. We invite anyone interested in heat pumps and particularly those with do-it-yourself installations to stop by City Hall for a tour of our new system.



**AP&T rate case filed.**

AP&T, our electric power service provider, has filed a new rate case as required periodically by the Regulatory Commission of Alaska. Rate cases set the base electric rate for about three-year periods. Our current rates are based on costs from the Utility's 2019 year. A regulated electric utility cannot raise rates continuously as other private enterprises do to reflect inflation, so it must wait until the next opportunity for a rate case. Since the 2020 rate-setting exercise, there has been substantial inflation, as we all know, so the utility has some catching up to do to adjust rates to reflect their current costs and achieve the legally-allowable and reasonable return on their investment. Details of the rate proposal were summarized by Jason Custer, AP&T VP for regulatory affairs in the one-page document I have attached to this report. While a substantial base rate increase is proposed, some of it will be offset by power cost equalization credits for qualified ratepayers. Also, all power sales to the National Park Service facilities at Bartlett Cove will be credited back to rate payers to reduce the base rate. AP&T also will for the first time propose optional time of use rates so that users who can shift some of their electrical load (such as for charging electric cars or using heat pumps) to the hours of 7:00 pm to 7:00 am, will have reduced rates for those hours. The benefit will be to reduce the need to supplement hydropower with expensive diesel generation during times of marginal flow. The more we can keep the diesels off, the lower will be the Cost of Power Adjustment (COPA) portion of our bill. I don't intend to propose the City take a position on the Rate Case and rather to trust the Regulatory Commission of Alaska to assure that the costs documentation by the utility properly supports the utility request and that ratepayers are being treated fairly. However, local ratepayers are urged to review the summary I have attached and seek any more information from the RCA web page.

*Mike*

Mike Taylor  
Mayor, City of Gustavus



## **Updating AP&T's Power Rates to Reflect Changing Costs of Operations**

*August 18, 2023*

Since 2019, inflation has significantly increased the costs of living and doing business in rural Alaska. Just like you, Alaska Power & Telephone (AP&T) has experienced its effects. In response to the rising cost of providing services, its power subsidiary, Alaska Power Company (APC), has filed a request to the Regulatory Commission of Alaska (RCA) for a rate increase.

Unlike our vendors and suppliers, APC cannot increase prices at its own discretion, in step with rising costs. Instead, it must request RCA approval for new rates. Despite our employees' best efforts to manage expenses, the actual cost of operations in 2022 indicates that APC experienced a revenue deficiency of \$3,655,594.00, and must increase its rates to offset this shortfall.

This is difficult news for our customers, as well as for our company. We do not like having to increase the price of an essential service. At the same time, APC must be able to generate enough revenue to provide safe, efficient service to the families and businesses that depend upon us.

**AP&T is committed to transparency and fairness to the customers we serve.** Here is how you can be certain these principles will be upheld during APC's rate case:

1. **Public Disclosure. APC's filing is a public process.** The initial filing is available for public review here: <https://rca.alaska.gov/RCAWeb/Filings/EDocList.aspx?id=32294758-d3ae-49d5-85ce-fc39142bcd2> Updates will be posted to the RCA's website throughout the process.
2. **Justifiable Costs Based on Actual Operations.** APC filed a "Revenue Requirement Study" that provides significant detail on its actual cost of operations in 2022, and its revenue shortfall. This study is included in the filings at the link above.
3. **Fair Rate Design.** APC hired a consulting firm to develop "Cost of Service" and "Rate Design" studies that analyze the costs involved in serving various customer types. APC's rates are based on the outcome of these studies.
4. **Third Party Review by Multiple Analysts.** To protect the public interest, the RCA will ask the Office of the Attorney General, Regulatory and Public Affairs section (RAPA) to participate in the docket. Once in the case, RAPA will scrutinize APC's filing, raising questions and requesting additional information.
5. **The RCA Determines Rates.** APC requests rates, but the RCA ultimately determines what is just and reasonable.

A rate case process typically takes 15 months, due to the detailed review and analysis required. APC requested a 15% interim rate increase to help cover revenue shortfalls during the review period to ensure continuity of operations. This increase would be implemented no earlier than October 1, 2023.

APC's rate case also proposes forward-thinking features that will be beneficial to our customers.

1. **Time of Use Rates.** Optional "time of use" rates, allowing customers to benefit from lower pricing during "off-peak" times.
2. **IPEC and NPS Rates.** Rates specific to Inside Passage Electrical Cooperative and the National Park Service facilities in Gustavus.
3. **Improved Consistency.** Reorganization of Gustavus' hydropower assets, so that the community's PCE is calculated similarly to PCE in other APC service areas with hydropower assets.

AP&T welcomes feedback and engagement from its customers; it helps us to better serve you, and to be a stronger company. If you have any questions, please feel free to reach out to Jason Custer, Vice President of Regulatory & Government Affairs, at [Jason.c@aptalaska.com](mailto:Jason.c@aptalaska.com). Thank you for your patience during this difficult process.