



# CITY OF GUSTAVUS

## CITY COUNCIL GENERAL MEETING

Monday, October 09, 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 – Liesl Barker  
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/5155019406?pwd=NjNtem1QSVNCQVFxd1dWVlVEb0xxQT09>

**ID:** 515 501 9406 **PASSCODE:** 6972451 **TEL:** 253-215-8782

### ROLL CALL

#### Reading of the City of Gustavus Vision Statement

1. Swearing in of New Council Members Seats C and D
2. Council Election of Mayor
3. Council Election of Vice Mayor

### APPROVAL OF MINUTES

4. 09-11-2023 General Meeting Minutes.

### MAYOR'S REQUEST FOR AGENDA CHANGES

### COMMITTEE / STAFF REPORTS

5. Gustavus Volunteer Fire Department Quarterly Report
6. Gustavus City Clerk Quarterly Report
7. Gustavus Marine Facilities Quarterly Report
8. City Treasurer Monthly Financials
9. City Administrator Report

### PUBLIC COMMENT ON NON-AGENDA ITEMS

### CONSENT AGENDA

10. FY24-07 Introduction Providing for the Amendment of The City Held Accounts in FY24 (Public Hearing 11/13/23)
11. FY24-08NCO AMLIP Reserve (Public Hearing 11-13-2023)
12. FY24-09NCO Capital Current Transfer (Public Hearing 11-13-2023)

### ORDINANCE FOR PUBLIC HEARING

13. FY24-06 Amendments to Title 3 - Personnel, Chapter 3.05, Section 3.05.010 and Section 3.05.020 (Introduced 09-11-2023)

### UNFINISHED BUSINESS

### NEW BUSINESS

- [14.](#) Award RFQ- FY24-02 - Emergency Gravel Stockpile
- [15.](#) Contract Extension of RFQ FY23-01RM for Snow Removal
16. Motion to Write-Off Ambulance Bad Debt from 2020-2022

#### **CITY COUNCIL REPORTS**

- [17.](#) Mayor's Report

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

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

#### **EXECUTIVE SESSION**

#### **ADJOURNMENT**

**POSTED ON:** October 4, 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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Vice Mayor Kyle Bishop  
Council Members: Janene Driscoll, Jim Mackovjak  
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## MINUTES PENDING

### ROLL CALL

#### PRESENT

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

#### ABSENT

Vice Mayor Kyle Bishop

### Reading of the City of Gustavus Vision Statement

Council Member, B. Taylor read the City of Gustavus Vision Statement.

### APPROVAL OF MINUTES

- 08-14-2023 General Meeting Minutes

Motion made by Mayor Taylor to approve by unanimous consent the 08/14/2023 General Meeting Minutes.

Seconded by Council Member Taylor

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

### MAYOR'S REQUEST FOR AGENDA CHANGES

There were no agenda changes.

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

### COMMITTEE / STAFF REPORTS

- Gustavus Public Library Quarterly Repot

Gustavus Public Librarians provided a written report and Library Services Director, LeAnn Weikle provided an oral summary.

3. Treasurer Monthly Financials

City Treasurer, Ben Sadler submitted monthly financial reports and was available to answer questions.

4. City Administrator Report

City Administrator, Kathy Leary provided an oral report summary.

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

**CONSENT AGENDA**

None

**ORDINANCE FOR PUBLIC HEARING**

5. FY24-03NCO Capital Project Funding to AMLIP Reserve (Introduced 08-14-2023)

Mayor Taylor opened the Public Hearing at 7:45P.M.

Public Comment: None

Mayor Taylor closed Public Hearing at 7:45P.M.

Motion made by Council Member Mackovjak to pass an ordinance for the City of Gustavus providing for the amendment of the city held accounts for the fiscal year 2024 it is ordinance FY24-03NCO Capital Project Funding to AMLIP Reserve as introduced on 08-14-2023.

Seconded by Council Member Taylor.

Council Comment: None

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

6. FY24-04NCO AMLIP FY24 R&R (Introduced 08-14-2023)

Mayor Taylor opened the Public Hearing at 4:49P.M.

Public Comment: None

Mayor Taylor closed Public Hearing at 7:49P.M.

Motion made by Council Member Lewis to adopt FY24-04NCO AMLIP FY24 R&R as introduced on 08-14-2023.

Seconded by Council Member Owens.

Council Comment: None

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

7. FY24-05NCO AMLIP Gravel Pit Fund (Introduced 08-14-2023)

Mayor Taylor opened the Public Hearing at 7:51 P.M.

Public Comment: None

Mayor Taylor closed Public Hearing at 7:52P.M.



Motion made by Council Member Owens to adopt FY24-05NCO AMLIP Gravel Pit Fund as introduced on 08-14-2023.

Seconded by Council Member Lewis.

Council Comment: None

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

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

8. Swearing in of City Clerk, Liesl Barker

Acting City Clerk, Karen Platt performed the swearing in of Liesl Barker as the new Gustavus City Clerk.

9. CY23-10 Establishing Policy and Procedure for Restricted Funds and AMLIP Account Management

Motion made by Council Member Taylor to approve Resolution CY23-10 Establishing Policy and Procedure for Restricted Funds and AMLIP Account Management

Seconded by Council Member Driscoll.

Public Comment: None

Council Comment:

Council Member B. Taylor

Council Member T. Lewis

Mayor M. Taylor

Council Member S. Owens

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

10. CY23-11 Resolution Appointing Election Officials for the 2023 Municipal Election

Motion made by Council Member Lewis to adopt Resolution CY23-11 Resolution Appointing Election Officials for the 2023 Municipal Election

Seconded by Council Member Taylor.

Public Comment: None

Council Comment: None

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

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)

Motion made by Mayor Taylor to approve the introduction of FY24-06 Amendments to Title 3 - Personnel, Chapter 3.05, Section 3.05.010 and Section 3.05.020 with a Public Hearing taking place on 10-09-2023.

Seconded by Council Member Mackovjak.

Public Comment: LeAnn Weikle

Council Comment: None

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

12. CY23-12 Updating The Benefits Policy And Procedure For Eligible Regular Position Employees

Motion made by Council Member Driscoll to adopt Resolution Updating The Benefits Policy And Procedure For Eligible Regular Position Employees.

Seconded by Council Member Lewis.

Public Comment: LeAnn Weikle

Council Comment:

Council Member: J. Driscoll

Council Member: B. Taylor

Mayor M. Taylor

Council Member T. Lewis

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

## **CITY COUNCIL REPORTS**

13. Mayors Report

Mayor Taylor commented on the upcoming election review committee meeting on October 6th, 2023 at 6pm.

## **CITY COUNCIL QUESTIONS AND COMMENTS**

Council Member T. Lewis

Council Member S. Owens

Mayor Taylor

Council Member Taylor

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

Susan Warner - appreciation for holding meetings over zoom

## **EXECUTIVE SESSION**

None

## **ADJOURNMENT**

With no further business and hearing no objections, the meeting was adjourned at 9:28 P.M.

### ADA NOTICE

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# GVFD Quarterly Report

EMS Calls: 11. Fire Calls: 0

The Gustavus Volunteer Fire Department has been busy keeping up with the paperwork that comes with the calls. One large item which I am sure people have noticed is, the Gustavus Volunteer Fire Department no longer has the large wooden pole that held a radio antenna. We were able to use the tower that was purchased back in 2009 and had it erected in the back of the fire hall and installed a new antenna and cable on top of it. With it installed we can reach areas with more clarity than we did before. In testing out the range, we were able to reach out down Mountain View and the park, with more clarity than before.

I have been dealing with maintenance issues the vehicles, with the steering and booster pump going out and now the alternators going out in the ambulance. The steering and booster pump have been fixed but we are waiting for the parts to come in for the alternators; they have been ordered, and depending on shipping may have been fixed already, when you are reading this. I also have been replacing leaky valves on the fire engine and have been planning on replacing another valve on the fire engine in the hopes of getting it to pass its engine capacity test. The engine works just trying to get it ironed out to get it working better.

In the last week of September Johan and I were able to attend the 2023 Fire Conference. This is the second time for me to attend the Alaska Fire Conference and the classes were, again, worth attending. The first two days were dedicated to an engine operation class where we went through some basic fire training. This included some door breaching, room searching, hose packing, and moving water filled hoses. Thursday was dealing with operations on how Denver runs their fire operations in which I will be looking into incorporating some of the strategies to our operations here. The last day is going over health of a fire fighter, which was a doctor going over his studies on how different ways you can go about extending your mobility as one grows older.

I was able to get my Basic EMS Instructor license in which I will be able to be better qualified to instruct responders in EMS operations. I will also be qualified to teach ETT and EMT 1 classes. Currently we contracted with Lexipol to write the narratives for applying for the AFG grant to purchase a new water tender to replace Tanker 2. We are also looking into sending volunteers to the EMS Symposium up in Anchorage and I am planning to head to Hoonah to help and gain experience in teaching an EMT 1 class.

As you may see from the NCO, we are working on putting more money into the budget to provide more training opportunities and equipment for the Gustavus Volunteer Fire Department. One of these items is called Regroup. This program provides different options for the city to send out important information in two ways. One is a non-emergency send out; this only goes to people who signed up for the program, this can be used for road work in your area. The emergency side of this operates like the Amber alert system where you do not need to sign up and it will only be used during emergencies that can cause property or life hazards. Emergencies would be like a wildland fire, and tsunamis.

Thank you everyone. As always, we are looking for more volunteers to join our dedicated crew of responders. Stay Safe.

**Quarterly Clerk Report**  
**10.09.2023**  
**Submitted by: Liesl Barker**

Item #6.

Although this is a quarterly report I personally can only report on the last 4 weeks since I began the position of City Clerk. During that time, I have learned a lot about elections, preparation work for council meetings, taking minutes, post meeting duties, editing the website, and sending out public notices. I had the opportunity to meet many of the citizens of Gustavus in the last few weeks, which was wonderful. My main priority will be to continue to keep up with the operational needs of city hall while working on attending more training to increase my knowledge about performing clerk duties.

- Gustavus City Elections
  - The city election went well this year. We had a total of 176 Gustavus citizens who participated in the election making that approximately 31% of all registered voters. I wanted to thank all of the volunteers who helped run a smooth election day at the poll. I will be re-setting and preparing for next year's election process of the course of the next week. 2024 will be a busy election season with REAA Election, Gustavus City Elections, Primary Elections, and General Election.
- Trainings
  - Over the course of the last month, I have had the opportunity to participate in a few online training courses; REAA absentee voting training, archive social training, Municode website training and a clerk virtual summit. This was all in addition to working with Treasure, Ben Sadler and previous city clerk, Karen Platt on a regular basis.
  - I will be attending the Alaska Association of Municipal Clerks (AAMC) Conference in December as well as the Rural Utility Business Advisor (RUBA) training in February of 2024.
- Additional Tasks completed.
  - Updated Ordinance Log
  - Became a member of AAMC (Alaska Association of Municipal Clerks)
  - Obtained administrative status for the city website, email News group, and city Facebook page.
- Future Goals
  - Over the next month it is my goal to join several different municipal clerk and parliamentary organizations. These memberships will allow me to partake in courses to achieve the status of Certified Municipal Clerk and Registered Parliamentarian. These processes are not quick and can take several years to accrue enough educational credits. Next month I will apply for my Alaska Notary Public Commission. I had to wait 30 days after becoming an Alaskan resident to apply. I will also be participating in training through REAA about the voter's registration process.
  - I will be working on learning more about the retention schedule. Part of the process will be sorting previous email communications and updating their retention schedule.
  - Proposing possible changes to title 5 Ordinance prior to next election with regards to personal representative needs/ caregiver provision under Section 5.40.110.
- The council attendance report is attached below.

Meeting Date	Seat A-exp. 2025	Seat B-exp. 2025	Seat C-exp. 2023	Seat D-exp. 2023	Seat E-exp. 2024	Seat F-exp. 2024	Seat G-exp. 2024	Item #6.
	Owens	Driscoll	Lewis	B Taylor	Mackovjak	Bishop	M T	
10-10-2022 General Meeting								
10-26-2022 Special Meeting								
11-07-2022 Regular Work Session								
11-14-2022 General Meeting								
12-01-2022 Regular Work Session								
12-12-2022 General Meeting								
01-09-2023 Regular Work Session								
01-16-2023 General Meeting								
01-30-2023 Work Session CIP								
02-06-2023 Regular Work Session								
02-13-2023 General Meeting								
02-27-2023 Work Session FY24 Budget								
03-06-2023 Regular Work Session								
03-13-2023 General Meeting								
03-15-2023 Town Hall FY24 Budget								
03-20-2023 Work Session FY24 Budget								
04-03-2023 Regular Work Session								
04-10-2023 General Meeting								
05-01-2023 Regular Work Session								
05-08-2023 General Meeting								
06-12-2023 Regular Work Session								
06-19-2023 General Meeting								
06-26-2023 Special Meeting								
07-10-2023 Regular Work Session								
07-17-2023 General Meeting								
08-07-2023 Regular Work Session								
08-14-2023 General Meeting								
09-05-2023 Regular Work Session								
09-11-2023 General Meeting								
10-2-2023 Regular Work Session								
10-06-2023 Special Meeting -								

**Quarterly Clerk Report**  
**10.09.2023**  
**Submitted by: Liesl Barker**

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

Section 2.20.100 - Vacancies.

(f) Is unexcused from any five (5) meetings in a calendar year including, but not limited to work sessions, and regular or special meetings.

Section 2.30.040 - City council member attendance policy for regular meetings.

(a) Any absence of a city council member from a regular meeting of the city council shall be deemed to be unexcused unless the city council member is absent from the meeting as a result of attending to official business on behalf of the City of Gustavus, for extenuating medical reasons, or for other significant cause as determined by the city council, in which case the absence shall be deemed to be excused.

## Marine Facilities Coordinator Quarterly Report

10/04/2023

### Dock/Beach area

- Skiff float problem of allegedly causing punctures of charter boat inflatable dinghies early this summer was for the most part remedied through regular inspection and maintenance of protruding fasteners, scraping of barnacles on lower edge of skiff float at low tide, and through talking to charter boat captains about tying inflatables off on sheet pile end of dock instead of using skiff floats.
- Bumper boards on outer edge of dock floats are becoming worn and some have fallen off. I added fasteners to some existing boards and plan on replacing missing boards and doing thorough inspection of existing boards after floats have been moved into the river for safety and ease of installation.
- Collar bolts on main float tend to loosen over time requiring regular tightening. Will look into solutions to prevent this such as lock washers, lock tight, maybe a bigger wrench.
- Logs placed along side of dock road have been a success at preventing further illegal off road activity. Evidence of motorcycle tracks were observed 2 or 3 times since logs were placed but caused only minimal damage. We lost a couple of no vehicle and no camping signs due to theft however logs have prevented any further off road activity and I haven't seen a problem with illegal camping. Not sure if these signs are now needed.
- Kids don't float and courtesy life jacket program is a success although they do tend to disappear fairly rapidly which caused a shortage of some sizes. Mainly adult. We have contacted the program about obtaining more for next year and should be resupplied by next summer.

### Bathrooms/trash and recycling cans

- Evidence of home and boater trash and recycling being dumped regularly throughout the summer. Sometimes containers were filled up daily. I installed aluminum plates with 5 inch holes over each trash and recycling can. The idea was to prevent the dumping of large items and required illegal dumping culprits to break down their garbage to fit into cans which hopefully would discourage the problem to continue. This may have discouraged some but I ended up just getting excessive amounts of trash that was broken up into smaller portions. A seasonal problem that has not continued into this off season.
- Occasional dumping of honey buckets into toilets throughout summer. Sometimes spilling on floor and causing a major cleaning. I installed a sign, No honey buckets, on front of bathrooms and may have actually had an affect on slowing the practice down somewhat. I had no issues with this after putting up the sign.



**Marine Facilities Coordinator Quarterly Report cont.****10/04/2023**Boat harbor

- Built forms, poured concrete slab, and installed new trash, recycling, and fish waste disposal containers in boat harbor near marine facilities shed. Opened up new disposal site on August 9. Fish waste disposal started slowly but picked up after word got out. From August 14 until September 9 there was fish waste to remove daily. Sometimes stinky and rotten and sometimes up to 75 lbs. After the first weekend where fish sat in container for 3 days I ended up closing it on weekends. The fish waste container needs to be emptied daily. Free fish waste disposal was obviously more preferred than paying for disposal at DRC. This is an issue that needs to be addressed. Most people were choosing the free option. I don't have a problem emptying the bin, I think we just need to make fish disposal free at DRC to prevent the excessive dumping of fish in the bin. Ideas anyone? I closed the boat harbor fish waste container on AUGUST 9 due to this discrepancy.
- We had one instance of fish being dumped next to boat harbor launch ramp after fish waste receptacle was opened for usage
- Investigated the possibility of having water supply near boat harbor trash and fish waste cans that would provide water for cleaning fish waste container and potentially be available for residents for rinsing off boats and trailers etc. I discussed this with local contractor who said a branch off the DRC water supply may be most cost effective option entailing running 300 foot line from DRC to boat harbor shed area and installing a hydrant valve which would not need to be drained yearly. Seems like a good idea that could be put in use next summer. Currently I have a rainwater catchment from shed.

Misc.

- No major issues with charter boat operators. Fish dumping issues from dock seemed minimal and sea lion activity appeared to have dropped around the dock area.
- There were several very stormy days at dock where I observed some dangerous situations. I spent 3 hours on September 1 securing skiffs and assisting charter boats with unloading passengers. Dock was thrashing violently as passengers attempted to offload. One passenger came very close to falling between dock and boat they were offloading from. I and another passenger grabbed him and pulled to safety. The open exposure of our dock needs to be addressed. I don't have the answer. Periodic dock safety discussions might bring in some ideas to address the problem.

Larry Platt

Marine Facilities Coordinator 10/4/2023



**0630598.1 AMLIP Capital Project Current - Funds allocated through NCOs for funded  
Capital Projects**

		AMLIP	Project	Remaining
MF	CP18-01 Salmon River Harbor	\$9,856.96		\$9,856.96
Admin	CP19-03 Gustavus Beach Improv.	\$5,339.30		\$5,339.30
DRC	CP19-06 DRC Composting Facility	\$79,443.50		\$79,443.50
Library	CP19-08 Library Roof/Awning/Shed	\$39,495.00	\$38,314.22	\$1,180.78
Admin	CP21-02 Refurbish Old P.O.	\$6,730.67		\$6,730.67
Roads	CP21-03 Good River Bridge Repairs	\$3,665.54		\$3,665.54
MF	CP21-04 MFC Building at SRBH	\$1,323.29		\$1,323.29
DRC	CP21-05 DRC Main Bldg Replacement: Design	\$1,786.60		\$1,786.60
MF	CP21-06 Fish Waste Disposal	\$2,770.05	\$209.98	\$2,560.07
MF	CP22-02 Marine Facility Vessel	\$30,000.00		\$30,000.00
Beach	CP22-03 Beach Hardened Trail	\$13,000.00		\$13,000.00
Admin	CP22-04 Septage Storage Facility	\$5,608.08		\$5,608.08
GVFD	CP23-01 Radio Tower	\$38,735.88	\$38,735.88	\$0.00
Roads	CP23-02 Cul de sac Improvement	\$5,972.06		\$5,972.06
		\$243,726.93	\$77,260.08	\$166,466.85

**Pending Transfers:**

FY24-08	Transfer funds to AMLIP Reserve	\$389,329.50
FY24-09	Transfer funds from AMLIP Current to AMLIP CAP Project LT	\$77,260.08
FY24-07	Amendment of Department Budgets	\$69,025.00

**Date and NCO**

Moved to AMLIP Current 08/15/2023 - NCO FY24-02  
Moved to AMLIP Current 08/15/2023 - NCO FY24-02  
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Moved to AMLIP Current 08/15/2023 - NCO FY24-02

Introduced 10/09/2023, Public Hearing 11/13/2023  
Introduced 10/09/2023, Public Hearing 11/13/2023  
Introduced 10/09/2023, Public Hearing 11/13/2023

**City of Gustavus**  
**Balance Sheet**  
 As of September 30, 2023

	<u>Sep 30, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
AMLIP Capital Improv Current (0630598.1)	243,936.91
AMLIP Capital Improv Long-Term (0630598.2)	798,420.75
AMLIP Repair & Replacement (0630598.3)	374,478.69
AMLIP Road Maint - Unencumbered (0630598.4)	252,619.04
AMLIP Gravel Pit Fund (0630598.8)	24,696.36
AMLIP Reserve (0630598.12)	785,209.64
APCM.Endowment Fund	1,476,957.80
FNBA - Checking	325,269.42
FNBA Endowment Fund - Checking	46,258.24
Petty Cash	534.21
<b>Total Checking/Savings</b>	4,328,381.06
<b>Accounts Receivable</b>	18,746.64
<b>Other Current Assets</b>	5,858.93
<b>Total Current Assets</b>	4,352,986.63
<b>Fixed Assets</b>	-8,199.00
<b>TOTAL ASSETS</b>	<b><u>4,344,787.63</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	87,946.33
<b>Total Liabilities</b>	87,946.33
<b>Equity</b>	
Fund Balance	3,141,331.20
Opening Bal Equity	1,084,743.57
Net Income	30,766.53
<b>Total Equity</b>	4,256,841.30
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>4,344,787.63</u></b>

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

	Jul - Sep 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Business License Fees	325.00	3,500.00	-3,175.00	9.3%
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	5,206.50	13,500.00	-8,293.50	38.6%
Landfill Fees paid @ City Hall	17,930.91			
Landfill Fees/Sales	20,732.17	75,000.00	-54,267.83	27.6%
Recyclable Material Sales	297.05	3,600.00	-3,302.95	8.3%
<b>Total DRC Income</b>	<b>44,261.63</b>	<b>92,100.00</b>	<b>-47,838.37</b>	<b>48.1%</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>
<b>Fundraising</b>	<b>0.00</b>	<b>600.00</b>	<b>-600.00</b>	<b>0.0%</b>
<b>Grant Income</b>	<b>0.00</b>	<b>13,000.00</b>	<b>-13,000.00</b>	<b>0.0%</b>
<b>GVFD Income</b>				
Ambulance Billing	-2,259.29	9,000.00	-11,259.29	-25.1%
ASP	110.00	1,500.00	-1,390.00	7.3%
Training	0.00	150.00	-150.00	0.0%
<b>Total GVFD Income</b>	<b>-2,149.29</b>	<b>10,650.00</b>	<b>-12,799.29</b>	<b>-20.2%</b>
<b>Interest Income</b>	<b>297.90</b>			
<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>
<b>Library Income</b>	<b>0.00</b>	<b>500.00</b>	<b>-500.00</b>	<b>0.0%</b>
<b>Marine Facilities Income</b>				
Facilities Usage Fees				
Landing Craft Use Fee	900.00			
Single Use Fee	85.00			
Facilities Usage Fees - Other	0.00	2,000.00	-2,000.00	0.0%
<b>Total Facilities Usage Fees</b>	<b>985.00</b>	<b>2,000.00</b>	<b>-1,015.00</b>	<b>49.3%</b>
<b>Commercial Vessel Registration</b>				
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>
<b>Private Vessel Registration</b>				
Kayak Registration	30.00			
Private Vessel Registration - Other	1,190.00	5,000.00	-3,810.00	23.8%
<b>Total Private Vessel Registration</b>	<b>1,220.00</b>	<b>5,000.00</b>	<b>-3,780.00</b>	<b>24.4%</b>
<b>Storage Area Fee</b>	<b>460.00</b>	<b>2,250.00</b>	<b>-1,790.00</b>	<b>20.4%</b>
<b>Total Marine Facilities Income</b>	<b>2,685.00</b>	<b>24,250.00</b>	<b>-21,565.00</b>	<b>11.1%</b>
<b>State Revenue</b>				
Community Assistance Program	0.00	80,000.00	-80,000.00	0.0%

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

	Jul - Sep 23	Budget	\$ Over Budget	% of Budget
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>
<b>Tax Income</b>				
Retail Tax Income	126,133.24	415,000.00	-288,866.76	30.4%
Remote Sellers Retail Tax	28,992.72	56,000.00	-27,007.28	51.8%
Room Tax Income	30,463.02	105,400.00	-74,936.98	28.9%
Fish Box Tax	1,640.00	8,000.00	-6,360.00	20.5%
Penalties & Interest	495.41	1,000.00	-504.59	49.5%
Tax Exempt Cards	20.00	300.00	-280.00	6.7%
<b>Total Tax Income</b>	<b>187,744.39</b>	<b>585,700.00</b>	<b>-397,955.61</b>	<b>32.1%</b>
<b>Total Income</b>	<b>448,432.59</b>	<b>1,078,931.69</b>	<b>-630,499.10</b>	<b>41.6%</b>
<b>Gross Profit</b>	<b>448,432.59</b>	<b>1,078,931.69</b>	<b>-630,499.10</b>	<b>41.6%</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	3,105.69	4,750.00	-1,644.31	65.4%
<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	6,255.00	25,020.00	-18,765.00	25.0%
Contractual Services - Other	7,172.00	37,560.00	-30,388.00	19.1%
<b>Total Contractual Services</b>	<b>13,540.82</b>	<b>83,880.00</b>	<b>-70,339.18</b>	<b>16.1%</b>
<b>Dues/Fees</b>	<b>1,910.02</b>	<b>10,457.00</b>	<b>-8,546.98</b>	<b>18.3%</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	946.07	2,200.00	-1,253.93	43.0%
Equipment Purchase	827.23	9,950.00	-9,122.77	8.3%
Insurance	298.09	278.86	19.23	106.9%
Maintenance & Repair	6,122.47	6,000.00	122.47	102.0%
<b>Total Equipment</b>	<b>8,193.86</b>	<b>18,428.86</b>	<b>-10,235.00</b>	<b>44.5%</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>5,401.34</b>	<b>31,000.00</b>	<b>-25,598.66</b>	<b>17.4%</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	109.29	7,700.00	-7,590.71	1.4%

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

	Jul - Sep 23	Budget	\$ Over Budget	% of Budget
Total Library Materials	109.29	8,500.00	-8,390.71	1.3%
Marine Facilities				
Insurance	5,804.01	2,722.48	3,081.53	213.2%
Maintenance & Repairs	0.00	3,000.00	-3,000.00	0.0%
Total Marine Facilities	5,804.01	5,722.48	81.53	101.4%
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses				
Wages	102,693.08	442,498.49	-339,805.41	23.2%
Payroll Taxes	11,294.17	39,047.21	-27,753.04	28.9%
Paid Time off	2,964.68			
Sick Leave	2,153.67			
Health Insurance (company paid)	4,828.59	26,493.60	-21,665.01	18.2%
Health Insurance Stipend	1,500.00	9,600.00	-8,100.00	15.6%
457(b) Employer Contribution	3,690.80	29,220.00	-25,529.20	12.6%
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%
Total Payroll Expenses	125,996.10	556,068.40	-430,072.30	22.7%
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%
Road Maintenance				
Grading	23,667.50			
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%
Total Road Maintenance	23,667.50	150,000.00	-126,332.50	15.8%
Stipend	0.00	6,000.00	-6,000.00	0.0%
Supplies				
Donated/Fundraised	500.00	800.00	-300.00	62.5%
Program	29.89	2,050.00	-2,020.11	1.5%
Supplies - Other	4,733.70	20,400.00	-15,666.30	23.2%
Total Supplies	5,263.59	23,250.00	-17,986.41	22.6%
Telecommunications	3,660.10	20,412.00	-16,751.90	17.9%
Training	700.00	11,950.00	-11,250.00	5.9%
Travel	769.60	13,700.00	-12,930.40	5.6%
Utilities				
Electricity	2,349.79	9,700.00	-7,350.21	24.2%
Fuel Oil	2,702.16	7,900.00	-5,197.84	34.2%
Total Utilities	5,051.95	17,600.00	-12,548.05	28.7%
Vehicle				
Fuel	269.92	1,200.00	-930.08	22.5%
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%
Total Vehicle	5,149.73	8,985.67	-3,835.94	57.3%
Total Expense	287,404.66	1,178,508.74	-891,104.08	24.4%
Net Ordinary Income	161,027.93	-99,577.05	260,604.98	-161.7%
Other Income/Expense				
Other Income				
Prior-Year Cash Balance	0.00	100,000.00	-100,000.00	0.0%
Total Other Income	0.00	100,000.00	-100,000.00	0.0%
Net Other Income	0.00	100,000.00	-100,000.00	0.0%



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

Item #8.

	Jul - Sep 23	Budget	\$ Over Budget	% of Budget
Net Income	161,027.93	422.95	160,604.98	38,072.6%

**Accounts Receivable Detail****As of 09/30/2023**

\$3,612.00	Delinquent Sales Tax
\$10,014.83	Ambulance Transport Billing - In Progress
\$4,973.33	Fish-Box Tax Deferred Income
\$146.48	Net of Other Customer Account Balances
<b>\$18,746.64</b>	<b>Total</b>

**FNBA Checking Account - Unrestricted Funds Balance****As of 09/30/2023**

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: \$325,269.42

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	(\$7,000.00)
Library	SoA OWL Internet Subsidy	(\$2,460.00)
Roads	USFWS Chase Drvwy	(\$251.02)

Unrestricted Funds: **\$268,229.26**

**Pending Transfers:**

FY24-08	Transfer funds to AMLIP Reserve	\$389,329.50 Juced 10/09/2023, Public Hearing 11/13/2023
FY24-09	Transfer funds from AMLIP Current to AMLIP CAP Project LT	\$77,260.08 Juced 10/09/2023, Public Hearing 11/13/2023
FY24-07	Amendment of Department Budgets	\$69,025.00 Juced 10/09/2023, Public Hearing 11/13/2023

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

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>

## CITY ADMINISTRATOR'S REPORT October 2023 General Meeting

- I attended the Southeast Conference Annual Meeting in Sitka. The Southeast Conference supports activities that promote strong economies, healthy communities, and a quality environment in Southeast Alaska. See the website for their mission and issues and industries they support. Here is their website: <https://www.seconference.org/annual/> I am including the meeting agenda as an attachment. If you have any questions about the presentations or subject matter, please let me know.
  - Of particular interest was Southeast Alaska by the Numbers presentation by Meilani Schijvens of Rain Coast Data. Interesting that Gustavus had one of the highest positive economic outlook percentages of SE cities. <https://www.seconference.org/wp-content/uploads/2023/09/Southeast-Alaska-by-the-Numbers-2023-PPT.pdf> Not shown in this report but on the Business Climate Survey was that there were only 3 respondents to the survey from Gustavus. <https://www.seconference.org/wp-content/uploads/2023/05/Southeast-Alaska-Business-Climate-2023.pdf> When I asked Meilani about it, and how those few numbers might it have skewed the data, she thought it might be a mistake and said she would look into it. For those who are interested in any of the conference presentations, they are located here: <https://www.seconference.org/2023-annual-meeting-presentations/>
  - Another item of interest was the Mariculture Cluster presentations. <https://www.alaskamariculturecluster.org/> Dan Lesh is now Deputy Director of SE Conference and heads up this initiative. He would like to come out to Gustavus to put on an informational presentation of the initiative – its outreach, innovations and successes. Bobbi Hudson, Executive Director of the Pacific Shellfish Institute would also likely be able to co-present with an overview of what shellfish mariculture looks like on the west coast. This is a perfect opportunity for the community to look at entrepreneurship and economic diversification in our region.
  - Electrical Rate increases were discussed after Curtis Thayer of the Alaska Energy Authority made his presentation.
  - I introduced myself to Craig Tornga, the new Director of AMHS, and we discussed schedules and the port fee nomenclature being updated on the website so that folks don't think the City of Gustavus is charging the fee. This has been accomplished and everyone who was charged double due to a programming glitch, should now be reimbursed. Mr. Tornga seems like a person who can hopefully steer the AMHS in a better direction by updating vessels through their Fleet Replacement Plan and recruiting crew members.
  - Alaska Airlines had their Regional VP in attendance as well as other employees. I discussed our ongoing support for Essential Air Service and indicated that I hoped they would extend their schedule until Labor Day next year.
  - I also met the new Commissioner of Natural Resources, John Boyle, who was talking about Municipal Land Allotments and how they intended to work with municipalities to expand availability. Among other items, I talked a bit with him about land acquisition in the boat harbor in between the two parcels currently under city ownership.
  - There was discussion on investing in SE in Rural Alaska communities and should our funds be used toward economic development or just to earn and grow?
  - The scholarship auction on Wednesday evening was quite enjoyable and if I remember correctly, they brought in over \$60,000, the amount of which is the highest ever raised.

- From there, I attended the Alaska Infrastructure Development Symposium in Anchorage. This event was co-sponsored by the Alaska Municipal League, The Alaska Federation of Natives and our congressional delegation. <https://akfederalfunding.org/alaska-infrastructure-development-symposium/>
  - Besides General sessions on planning and implementation progress there were regular plenary sessions with Bryan Fisher, Alaska DHS&EM – State and Local Cybersecurity, Randy Bates, Alaska DEC – State Revolving Fund and Thomas Lochner, Alaska Broadband Office.
  - There was a lively discussion on “Project Bundling” and how that might work, particularly in rural areas, in order to reduce construction costs for mobilizing and demobilizing projects. It’s a giant puzzle to figure this out but there is a group of folks at the governor’s office and various federal agencies committed to trying to figure it out. I mentioned they/departments would first have to streamline grant submittal and review schedules, NOFO’s, match requirements and barge and construction schedules if this were to be a successful endeavor.
  - Tuesday was an all-day session of concurrent exhibitors of various agencies who offer grants and guidance, data and technical support. I visited several agencies including staff from Senator Murkowski’s and Senator Sullivan’s offices. EPA folks were not as helpful as I was hoping and did not have the information that I was looking for about our SWIFR application. I am still following up on this. See above symposium link to view which subjects/agencies were available.
  - Wednesday had grant/project implementation work sessions. I attended several sessions:
    - Project Pre-Development for Grant Writing,
    - Benefit Cost Analysis 101 for Grant Writing. (Note to all – Hire someone to do this!)
    - Addressing Disadvantage and Equity in Grant Applications
    - Regional Transportation Plan session with ADOT Deputy Director of Planning and including our South Coast Planner, Sarah Cripe.
- Septage update – Trevor Richards told me they have mostly emptied the holding tanks and are super tied up in Juneau at the moment but hope to make another few trips out before winter.
- Senator Kiehl and Representative Story will be in Gustavus for a Town Hall on November 7<sup>th</sup>. 1:30 at the school and 5:30 at the library.
- Gustavus is now part of a group of municipalities working on a bundled application for a USDA Community Wildfire Defense Grant. (CWDG) Applications are due by October 31, 2023. AML intends to apply for a CWPP development grant which they will manage, track, and report. The purpose of this grant is to assist with mitigating the risk created by wildfires by creating a new or revising an existing (more than 5 years old) Community Wildfire Protection Plan (CWPP). Chief Martinez will be the primary contact for this process.
- Thanks again to Shelly Owens and all of our election volunteers who stepped up to assist with the election polls, paperwork and processes.
- We are still waiting to hear about being awarded a Cybersecurity Risk Assessment Grant via State Homeland Security and Emergency Management.
- We are still waiting for the Grant Award documentation for our CIP planning through Village Safe Water.



## 2023 Annual Meeting Agenda

Tuesday, September 19<sup>th</sup>, Sitka's Harrigan Centennial Hall

- 7:00 AM **Registration-** Sponsored by Wostmann & Associates, Inc.
- 7:00 AM **Breakfast-** Sponsored by the Alaska Committee
- 8:00 AM **Opening Ceremony** – USCG Sitka Color Guard, National Anthem & Alaska Flag Song,  
**Welcome Panel** – **Lacey Simpson**, Southeast Conference President, City of Ketchikan  
**Mayor Steven Eisenbeisz**, City and Borough of Sitka  
**Chairman Woody Widmark**, Sitka Tribe of Alaska  
**Richard (Chalyee Éesh) Peterson**, President, Central Council of the Tlingit and Haida Indian Tribes of Alaska
- 8:20 AM Welcome Panel Q&A, What makes a successful community, region – and conference?!
- 8:45 AM **Southeast Alaska by the Numbers - Meilani Schijvens**, Rain Coast Data
- 9:15 AM **Natural Resources – Industry Forecast** – facilitated by **Leila Kimbrell**, Executive Director, RDC  
**Liz Cornejo**, AMA Executive Committee, VP Dow Alaska  
**Kara Moriarty**, President/CEO, AK Oil & Gas Assoc.  
**Jeremy Douse**, Northern Regional Forester
- 10:00 AM **Break-** Sponsored by Cruise Lines International Association Alaska
- 10:30 AM **Visitor Industry** – facilitated by **Scott Habberstad**, Alaska Airlines  
**Rachel Roy**, Executive Director, Visit Sitka, Chair, Southeast AK Tourism Council  
**Renée Limoge Reeve**, VP of Government and Community Relations, CLIAA  
**Jillian Simpson**, President & CEO, ATIA, **Camille Ferguson**, Sitka Tribes of Alaska  
**Wendy Lindskoog**, Regional VP, Royal Caribbean  
**Alix Pierce**, City and Borough of Juneau Tourism Manager
- 11:45 am **Luncheon Keynotes:** – Sponsored by University of Alaska, Southeast  
**Tyson Gallagher**, Chief of Staff, Governor Dunleavy  
**Russell Dick**, Huna Totem Corp. Investing in Rural Communities
- 1:15 PM **Transportation Outlook**  
**Milo Booth**, Director of Tribal Affairs, Tribal Governmental Affairs, U.S. Department of Transportation  
**Marilyn Romano**, Regional Vice President, Alaska Airlines  
**Panel Discussion: the future of Southeast Transportation**  
**Christopher Goins**, Southcoast Region Director, DOT  
**Craig Tornga**, Marine Director, (AMHS)  
**Adison Spafford**, Community Resiliency Coordinator, DOT  
**Ron Curtis**, IFA update
- 2:30 PM **Transportation Workforce**  
**Mike Murray**, MMP, **Jeff Duncan**, MEBA, **Earling Walli**, IBU
- 3:00 PM **Break-** Sponsored by Visit Sitka and Greater Sitka Chamber of Commerce
- 3:30 PM **State of Alaska Southeast Legislator's Forum** - A discussion of State policies, programs and regional needs
- 5:30-7:30 PM **Community Reception-** Sitka Sound Cruise Terminal, 4513 Halibut Point Rd  
*(Bus Transportation provided to and from Harrigan Hall starting at 5:15.)*  
**Dinner on your own**







- 7:00 AM **Registration** Sponsored by – Wostmann & Associates, Inc.
- 7:15 AM **Breakfast** Sponsored by Morris Communications
- 8:00 AM **Welcome Back** – President Lacey Simpson, City of Ketchikan  
Meet the candidates running for election to SEC board seats, Polls Open
- 8:15 AM **Investing in SE Alaska's Rural Communities – How to Measure ROI:** facilitated by Susan Bell Garrett Boyle – Executive Director, Denali Commission, Alana Peterson, Executive Director, Spruce Root Randy Ruaro, Executive Director, AIDEA, Will Ware, Chief Development Officer, Tlingit & Haida, Deven Mitchell, CEO, Alaska Permanent Fund Corporation,
- 9:15 AM **A Conversation with Alaska's Commissioners**  
Julie Sande, DCCED, Cathy Munoz, DOLWD, John Boyle, DNR, Adam Crum, DOR,
- 10:00 AM **Break**
- 10:30 AM **The Alaska Mariculture Cluster & Fisheries**  
**Build Back Better** – Alex Jones, EDA Acting Program Lead, BBBRC Program, Juliana Leggitt, Dan Lesh, SE Conference, Alana Peterson, Brooke Leslie, Spruce Root, Julie Decker, AK Fisheries Development Foundation, Jason Lessard, AMA, Nick Mangini, SWAMC, John Seal, CFO, Oceanium, Richard Peterson, President Tlingit & Haida, Greg Smith, ASMI, Cora Campbell, Silver Bay Seafoods, Scott Wagner, NSRAA
- 12:00 PM **Luncheon** – sponsored by ASMI  
Keynote Speaker: Cristina Killingsworth, Deputy Assistant Secretary for Policy and External Affairs, EDA  
Video address by U.S. Senator Lisa Murkowski
- 1:15 PM **Energy Committee**  
Curtis Thayer, Alaska Energy Authority, Executive Director, Co-Chair Energy Security Task Force  
Sam Spofforth, DOE/NREL, Clean Cities – is Alaska next?  
Luke Briant, Director - Marine Solutions Americas, Siemens Energy  
followed by **Energy Project Updates** (from the floor as time allows)
- 2:30 PM **Healthcare Spotlight**  
Cate Buley, MD, FAAFP FACHE, SEARHC
- 2:45 PM **Legislative Prognostication: "Almost Solved?"** - Larry Persily
- 3:00 PM **Break** (polls close)
- 3:30 PM **Workforce Development: Maritime Works, FSMI**  
Facilitated by Cari-Ann Carty, Executive Director, Alaska Safety Alliance  
Cathy Munoz, Acting Commissioner, AK Dept of Labor, Mariko Selle, Maritime Director, Alaska Safety Alliance, Ralph Wolfe, Seacoast Indigenous Guardians Network, Tlingit & Haida, Jocelyn Fenton, Denali Commission,
- 4:00 PM **University of Alaska Update**  
Aparna Palmer, Chancellor, UAS with introduction by Susan Bell, Senior Advisor, University of Alaska.
- 5:30 PM **Awards Banquet & UAS Scholarship Auction** Mark Scheer & KC Hostetler, Auctioneers





- 7:00 AM **Registration Sponsored by – Wostmann & Associates, Inc.**
- 7:15 AM **Breakfast**
- 8:00 AM **Welcome –Lacey Simpson**, Southeast Conference President
- 8:05 AM **Federal Update – Live from DC: U.S. Senator Dan Sullivan**
- 8:30 AM **Membership Meeting**
- 
- 9:30 AM **Break sponsored by: The Landing Hotel, Ketchikan**
- 10:00 AM **Broadband Initiatives – Connecting Southeast to the World**  
*Facilitated by* **Christine O’Conner**, Executive Director, Alaska Telecom Association  
**Chris Cropley**, Tlingit & Haida Central Council Tribal Broadband Initiative  
**Tyler Sachtleben**, NTIA Federal Program Officer – Alaska, **Jason Custer**, V.P., AP&T
- 
- 10:45 AM **Housing Challenges to the Southeast Economy**  
**Jackie Pata**, President & CEO, T&H Regional Housing,  
**Nolan Klouda**, Executive Director, UACED  
**Randy Hughey**, Executive Director, Sitka Community Land Trust
- 
- 11:15 AM **Emerging Opportunities in the Outdoors**  
*Facilitated by:* **Lee Hart**, Founder, Alaska Outdoor Alliance  
**Zak Kirkpatrick**, Chief Marketing Officer, Allen Marine  
**Katie Riley**, Deputy Director, Sitka Conservation Society  
**Carl Ramseth**, General Manager & Co-Owner, Alaska Seaplanes
- 
- 11:45 AM **Luncheon –sponsored by Sealaska**  
**OneUSDA Southeast Alaska Sustainable Strategy (SASS)**  
 Keynote Speaker: **Deputy Under Secretary Farah Ahmad**, USDA Rural Development
- 
- 1 PM **Southeast Alaska Sustainable Strategy Stakeholder’s Workshop**  
 Next Steps for Investment proposals, Technical Assistance and Project Development  
**Economic Impacts of SASS, Year One: Meilani Schijvens**, Rain Coast Data  
**Partner Showcase:** Southeast Conference overview, case study: POW Mariculture Processing facility  
**Partner Showcase:** Tlingit & Haida overview, case study: Food Security in Rural Communities  
**Partner Showcase:** Spruce Root overview, case study: SSP SASS Capacity Building Showcase
- 
- 2:30 PM **Closing remarks and Conclusion - OneUSDA and Partner Leadership Panel with Central Council of the Tlingit and Haida Indian Tribes of Alaska, Spruce Root, Southeast Conference and OneUSDA team**
- 
- 3:00 PM **Adjourn for flights home and Rural Development Rural Partners Roundtable**  
*\*Sign up for airport shuttles at registration table by 12pm on Thursday*



# Alaska Infrastructure Development Symposium



[Follow on Zoom](#)

**Monday, September 25**

Infrastructure Progress and Potential

**9:00am | Fore Deck:** Welcome and Introductions

- Nils Andreassen, Alaska Municipal League
- Nicole Borromeo, Alaska Federation of Natives
- Shareen Crosby, Office of Infrastructure, State of Alaska

**9:30am | Fore Deck:** State of Alaska, Planning and Implementation Progress

- Katherine Keith, Alaska DOT& PF
- Curtis Thayer, Alaska Energy Authority
- Akis Gialopsos, Alaska Housing Finance Corporation

**10:30am | Break & Networking**

**11:00am | Fore Deck:** State of Alaska, Planning and Implementation Progress

- Bryan Fisher, Alaska DHS&EM
- Randy Bates, Alaska DEC
- Thomas Lochner, Alaska Broadband Office

**11:45am | Lunch (Buffet)** - seating in Adventure, Endeavor, Resolution

**1:30pm | Fore Deck:** Partner Projects, Planning and Implementation Progress

- Dustin Madden and Francine Moreno, ANTHC
- Nicole Borromeo, AFN
- Jasmin Boyle, RurAL CAP
- Teri Cothren, University of Alaska
- Nils Andreassen, Alaska Municipal League

**3:00pm | Break & Networking**

**3:30pm | Fore Deck:** Project Bundling

- Katherine Keith, Alaska DOT&PF
- Shareen Crosby, Office of the Governor

**4:30pm | Adjourn**





# Alaska Infrastructure Development Symposium

Item #9.

**Tuesday, September 26**

Infrastructure Grants Symposium Hosted by Alaska Congressional Delegation

**10:00am | Concurrent Exhibit Rooms:**

- Club Room 1: **Energy**
- Club Room 2: **Transportation**
- Whitby: **Water and Sewer, Solid Waste**
- Resolution: **Resilience & Environmental**
- Easter Island: **Broadband**
- Whale's Tail: **Intersecting Issues**

**11:30am |** Lunch boxes provided in all rooms

**1:30pm | Concurrent Exhibit Rooms:**

- Club Room 1: **Energy**
- Club Room 2: **Transportation**
- Whitby: **Water and Sewer, Solid Waste**
- Resolution: **Resilience & Environmental**
- Easter Island: **Broadband**
- Whale's Tail: **Intersecting Issues**

**4:00pm | Adjourn**

**5:00pm | Quarterdeck: Reception**



Follow on Zoom

# Alaska Infrastructure Development Symposium

Item #9.

#AKInfrastructure

Development

**Wednesday, September 27**

Infrastructure Implementation Work Sessions

## **8:30am | Concurrent Sessions 1**

- Resolution: **EV Deployment in Rural Alaska**
  - Josi Hartley, Alaska Energy Authority
- Club Room 2: **Sustainable Energy Planning**
  - Griffin Plush, Alaska Municipal League
  - Dustin Madden, ANTHC
- Whitby: **Broadband Workforce Development Strategy**
  - Marcia Olson and Mike Andrew
- Quarterdeck: **Project Pre-Development – Grant Writing**
  - Kiernan Maletsky, HDR
- Easter Island: **Strengthening Communities with Water/Sewer Projects**
  - Angela Engelkes, Alaska Municipal League

## **10am | Break & Networking**

## **10:30am | Concurrent Sessions 2**

- Resolution: **Alaska Grid Resilience Planning**
  - Bryan Carey, PE, Alaska Energy Authority
  - Olivia Lee, Grid Deployment Office
- Club Room 2: **Sustainable Energy Planning (continued)**
  - Griffin Plush, Alaska Municipal League
  - Dustin Madden, ANTHC
- Whitby: **State Revolving Fund**
  - Carrie Bohan, DEC
- Quarterdeck: **Benefit Cost Analysis 101 – Grant Writing**
  - Stanley Wu, HDR
- Easter Island: **Disaster Resilience and Response**
  - Erin Reinders, Alaska Municipal League

**12:00pm | Lunch:** Continue your conversations (box lunches available)

# Alaska Infrastructure Development Symposium



Follow on Zoom

**Wednesday, September 27**

**Infrastructure Implementation Work Sessions**

**1:30pm | Concurrent Sessions 3**

- Whitby: **Affordable Connectivity Program**
  - Jacquie Braden, Rural CAP
- Resolution: **Addressing Disadvantage and Equity in Grant Applications**
  - Cathy LaFata, HDR
  - Laurie Cummings, HDR
- Club Room 1: **Statewide Transportation Equity Planning**
  - Judy Chapman, DOT&PF
- Easter Island: **Building Code Review**
  - AHFC
- Club Room 2: **Energysched in Northwest and Southeast Alaska**
  - Rob Roys, Launch Alaska

**3:00pm | Break & Networking**

**3:30pm Concurrent Sessions 4**

- Club Room 1: **Energy Project Intake Hub**
  - Erin Reinders, Alaska Municipal League
- Easter Island: **Leveraging Drone Technology (ARROW)**
  - Ryan Marlow, UAS Program Coordinator, DOT&PF
- Resolution: **Building Partnerships for Effective Grant Proposals**
  - Roundtable Discussion
- Club Room 2: **Regional Infrastructure Plans**
  - Judy Chapman, Alaska DOT&PF
- Whitby: **Data Management and Review**
  - Mike Jones, ISER

**5:00pm | Adjourn**



THE STATE  
of ALASKA







**SOUTHEAST  
CONFERENCE**

Item #9.

# SOUTHEAST ALASKA

By the Numbers  
2023

Prepared by

**Rain Coast  
Data**



2022  
compared to 2021

# Southeast Alaska's Economic Grade

Item #9.

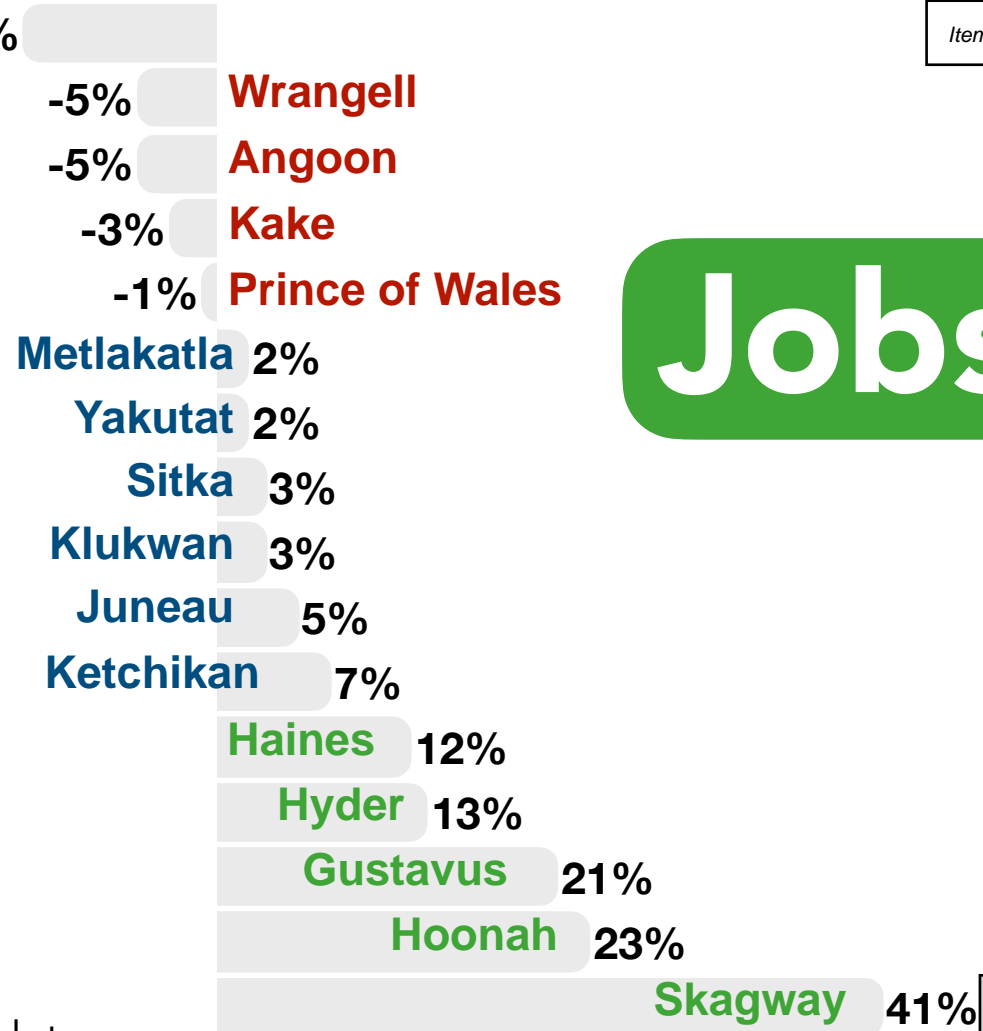
# A

**Jobs +5%**

**+2,200**

# Southeast Alaska Employment Change 2021 to 2022

Juneau = +875  
Ketchikan = +470  
Skagway = +250  
Sitka = +130



# Jobs

Thanks to Alaska Department of Labor for data



**Wages +11%**

**+ \$252**  
**million**

# Federal Investment

Item #9.

- Infrastructure Bill = \$220 million+
- Build Back Better (Mariculture) = \$49 million
- RAISE = \$45 million
- Southeast Alaska Sustainability Strategy = \$25 M
- Covid Relief = \$600 million
- Inflation Reduction Act
- HUD \$31 million

= \$1  
Billion

# The Whole Southeast Alaska Economy 2022

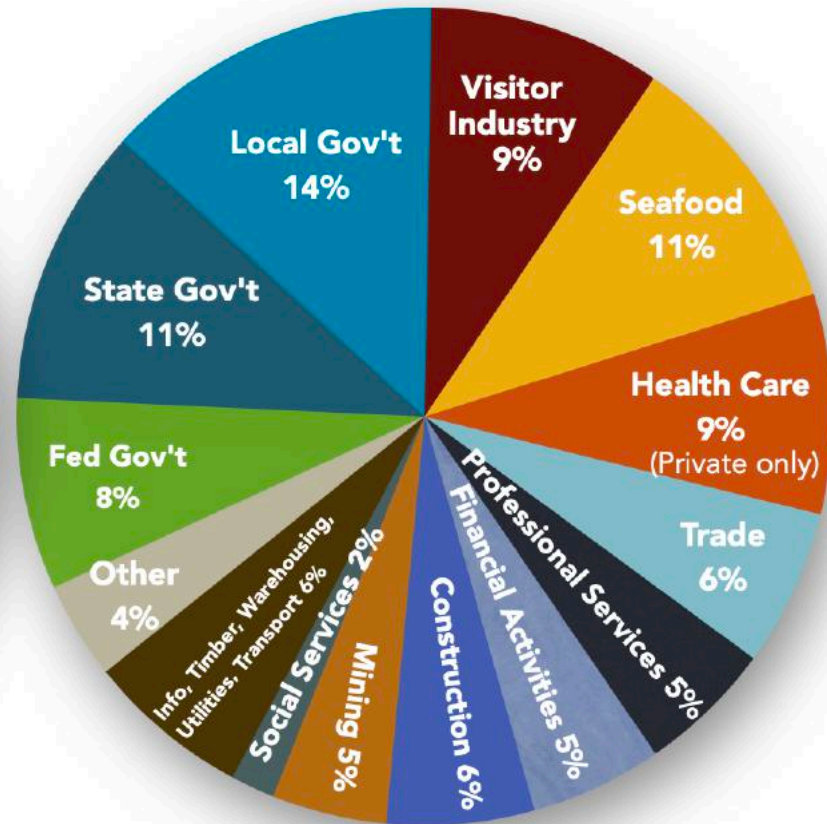
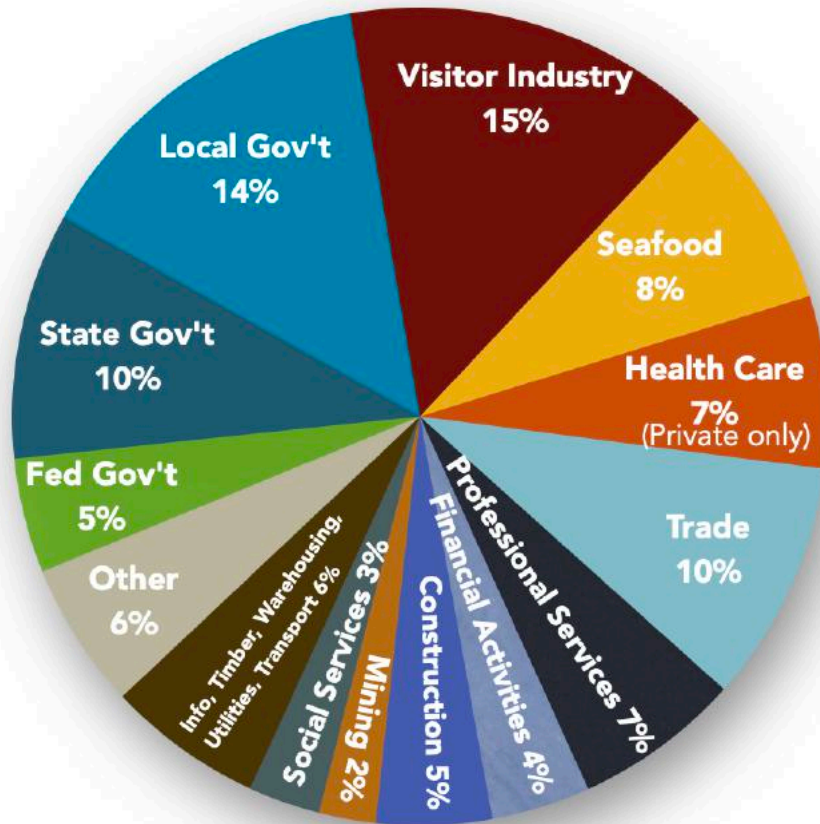
Item #9.

44,450 Jobs

UP 2,200 JOBS IN 2022 +5%

\$2.6 Billion Earnings

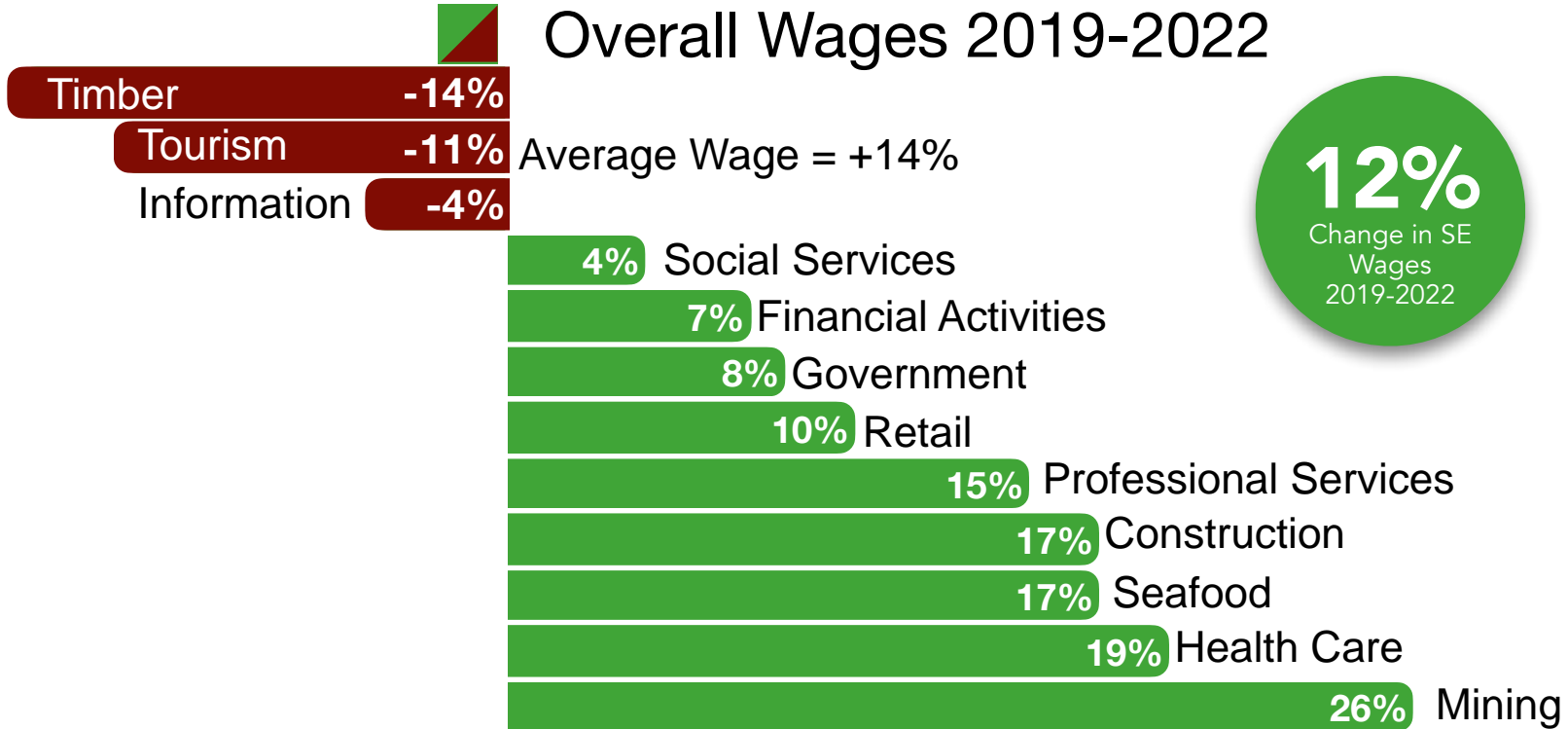
UP \$252 MILLION +11%



# Overall Wages 2019-2022

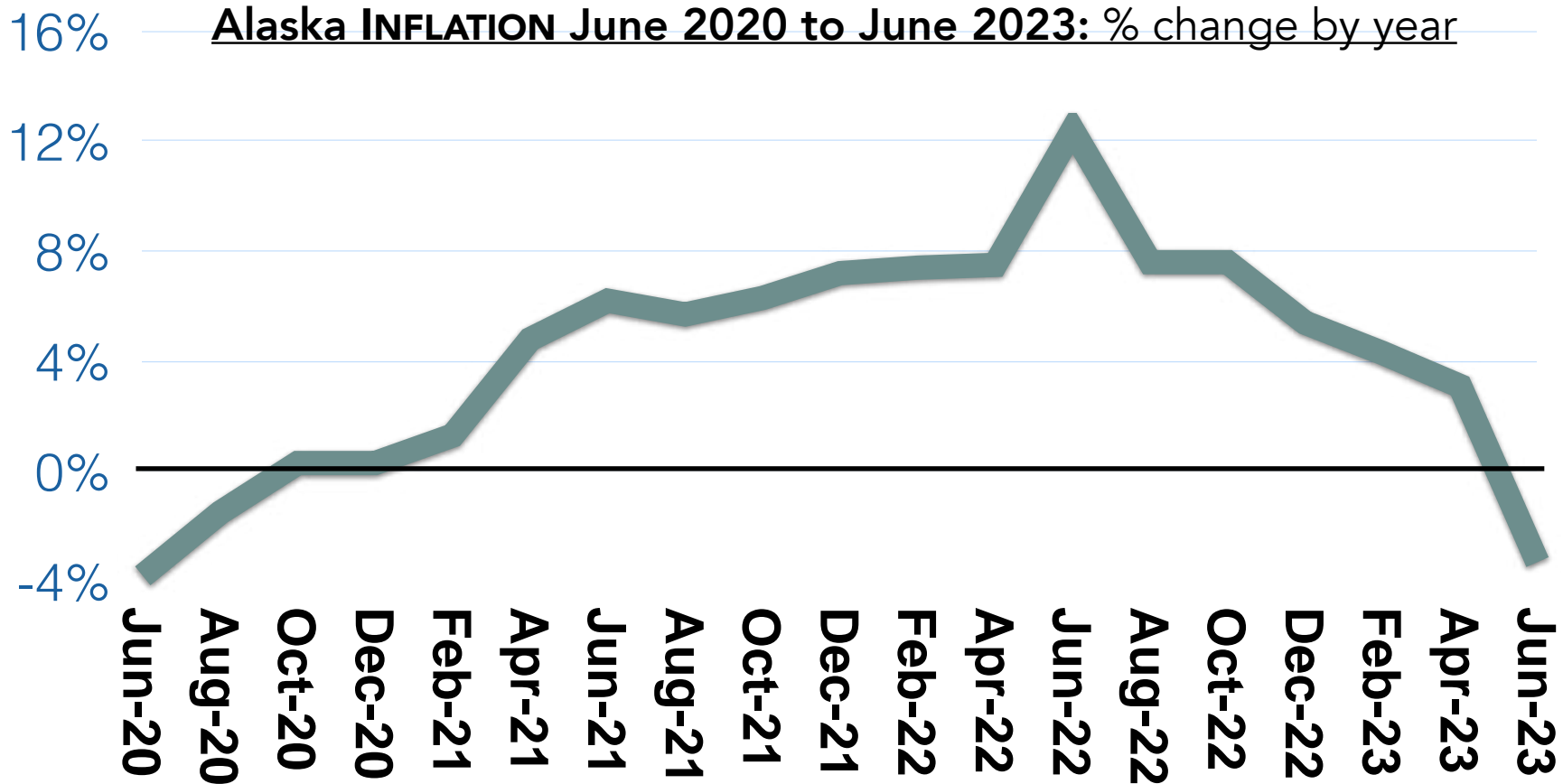
Item #9.

**Change in Overall Wages 2019-2022: +\$277 million**



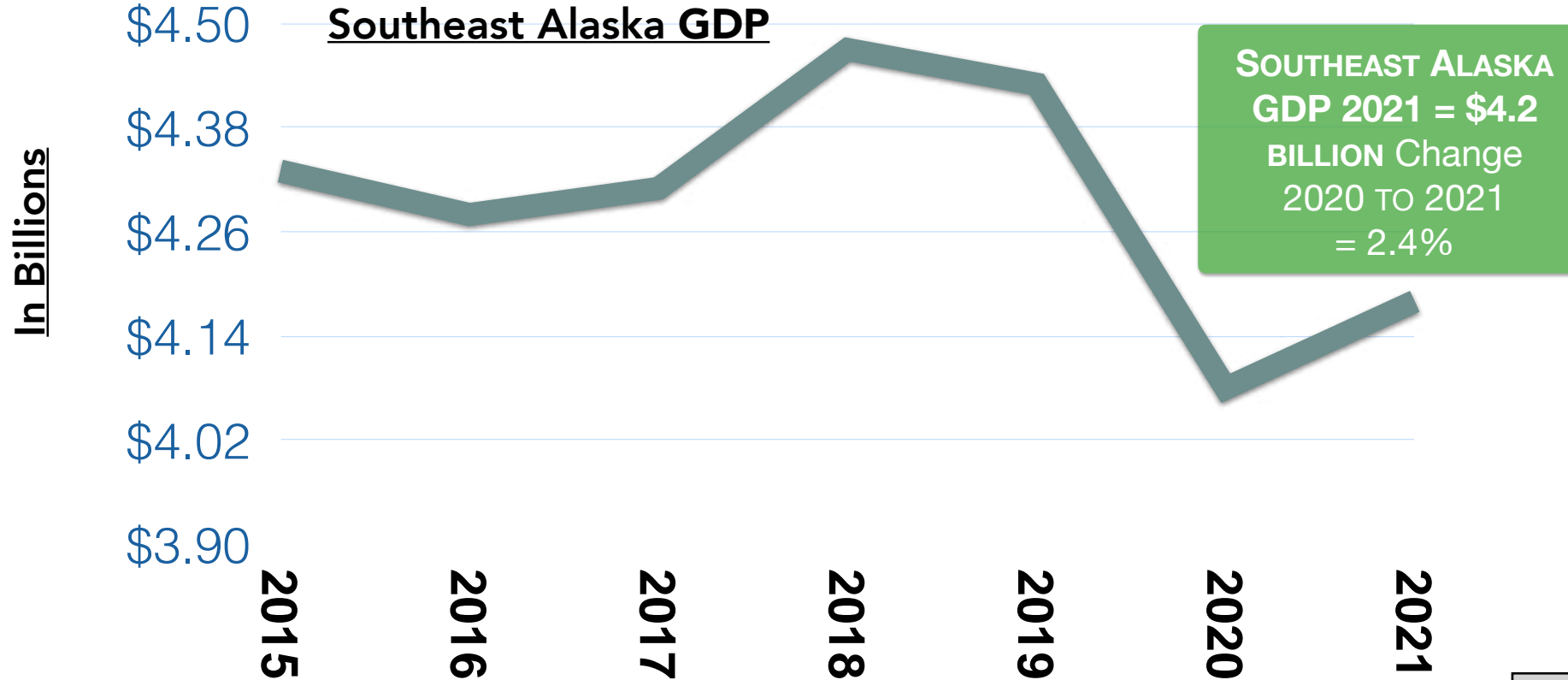
# Inflation is Decreasing

Item #9.



# Regional GDP is Up

Item #9.



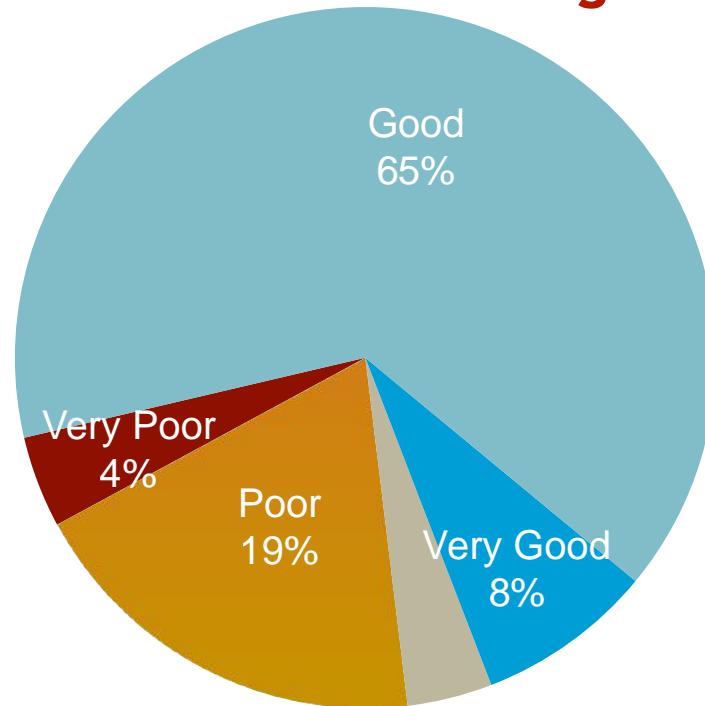
# Best Business Climate Since Survey Started in 2010

Item #9.

**Southeast Alaska:** How do you view the overall business climate **right now**?

**73% Positive** / **23% Negative**

Nearly three-quarters (73%) have a positive view of the Southeast business climate, making it the highest rated business climate since surveying began in 2010.

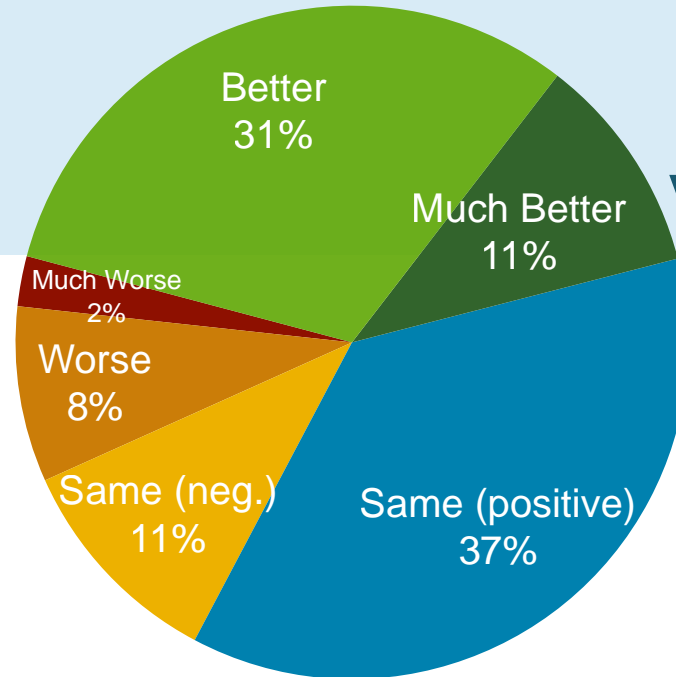


**370**  
Business  
Leaders

# The Outlook is also Quite Good

Item #9.

**Southeast:** What is the economic outlook for your business or industry?



42% say next year will be even better

21%  
Negative

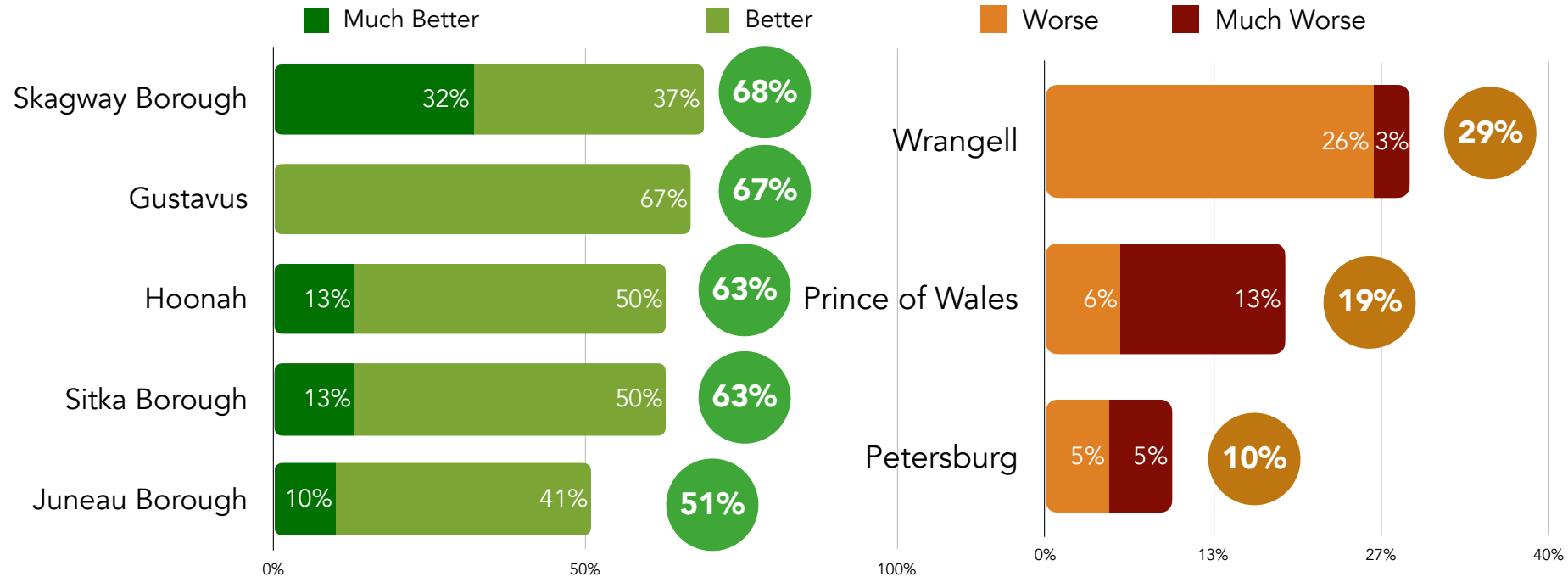
79%  
Positive



# Southeast Economic Outlook: by Community

Item #9.

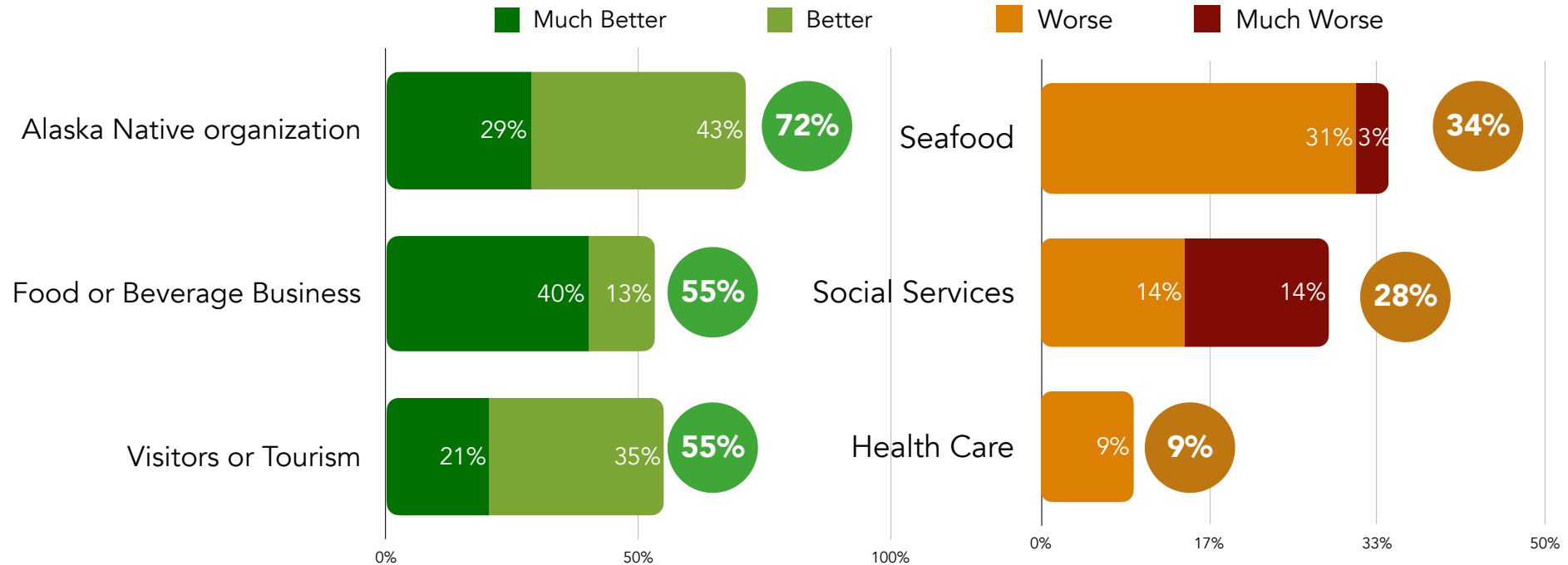
**2023:** What is the economic outlook for your business or industry?



# Southeast Economic Outlook: by Industry

Item #9.

**2023:** What is the economic outlook for your business or industry?



# Tribal Government

## 1,250 jobs

#1

Growth Sector  
in Region

12%

Job Growth

20%

Wage  
Growth

10%

of regional  
Gov't jobs





# Tourism

# Passenger Arrivals 2022

Item #9.

**+1.2 Million  
People**

(Air, cruise, ferry)

**compared to 2021**



# TOURISM

**UP 5% JOBS IN 2022**  
**WAGES UP BY 7%**

**2023 UP BY 5%**



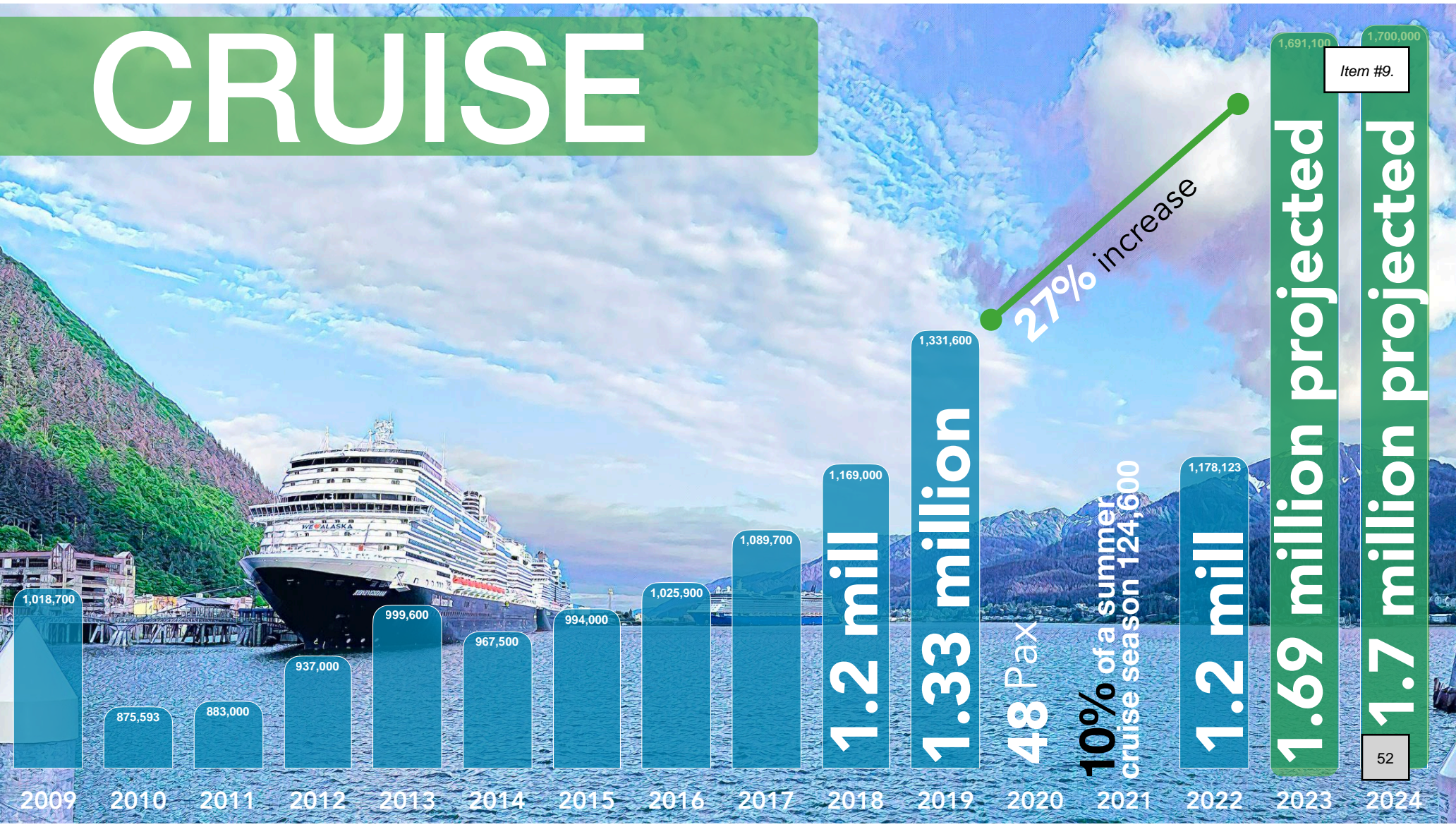
# 2023

## Compared to 2022

*"We are halfway through the season, but 2023 is clearly going to be our best year ever."*



# CRUISE





# 2024 Cruise Schedule

**First Ship** - April 8th, 2024

**Last Ship** - October 26th, 2024

**Total Passengers** = 1.7 million



April

May

June

July

Aug

Sept

Oct

7 month season



2024

CRUISE

SE Passengers



# Arriving Air Passengers Jan-Aug

Item #9.

Surpassed 2019 levels

June 2023 was the  
best June on record  
for passenger  
arrivals



2018



2019



2020



2021

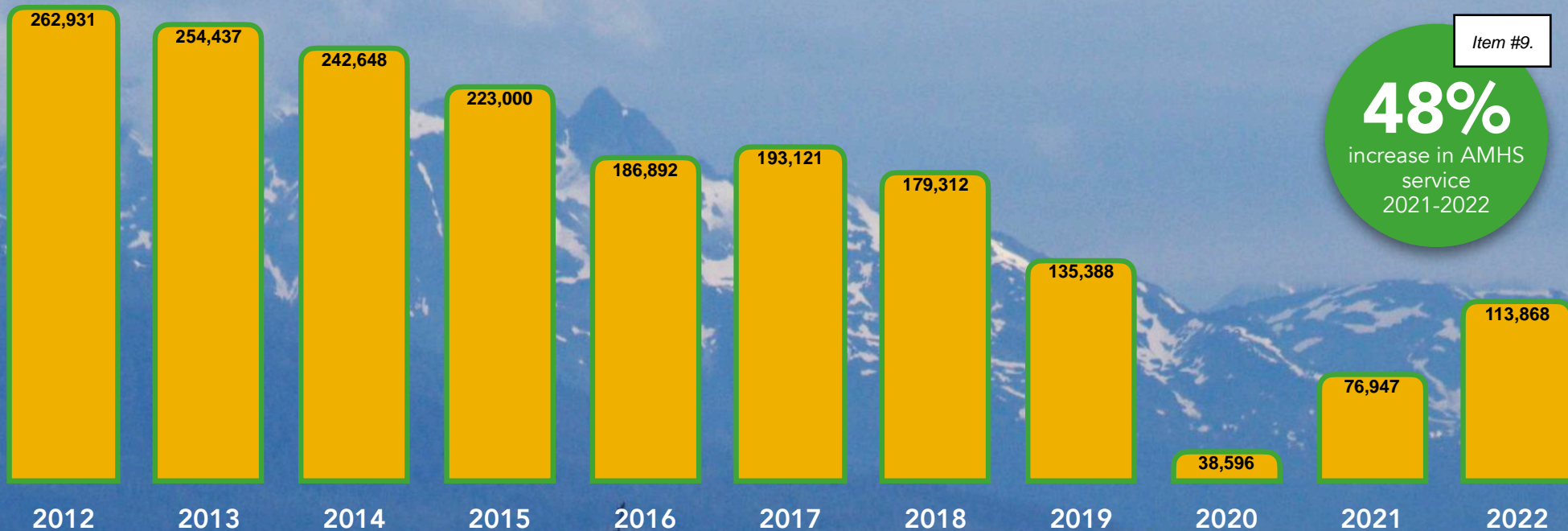


2022



2023





**AMHS**  
SE Passengers

# Top private sector industry in 2022

Item #9.

A photograph of a fishing boat named 'SANDRA JO' on the ocean. The boat is white with a yellow cabin and has its fishing gear, including a large net, extended. In the background, other fishing boats are visible on the horizon. The word 'Seafood' is overlaid in large white letters at the bottom of the image.

# Seafood



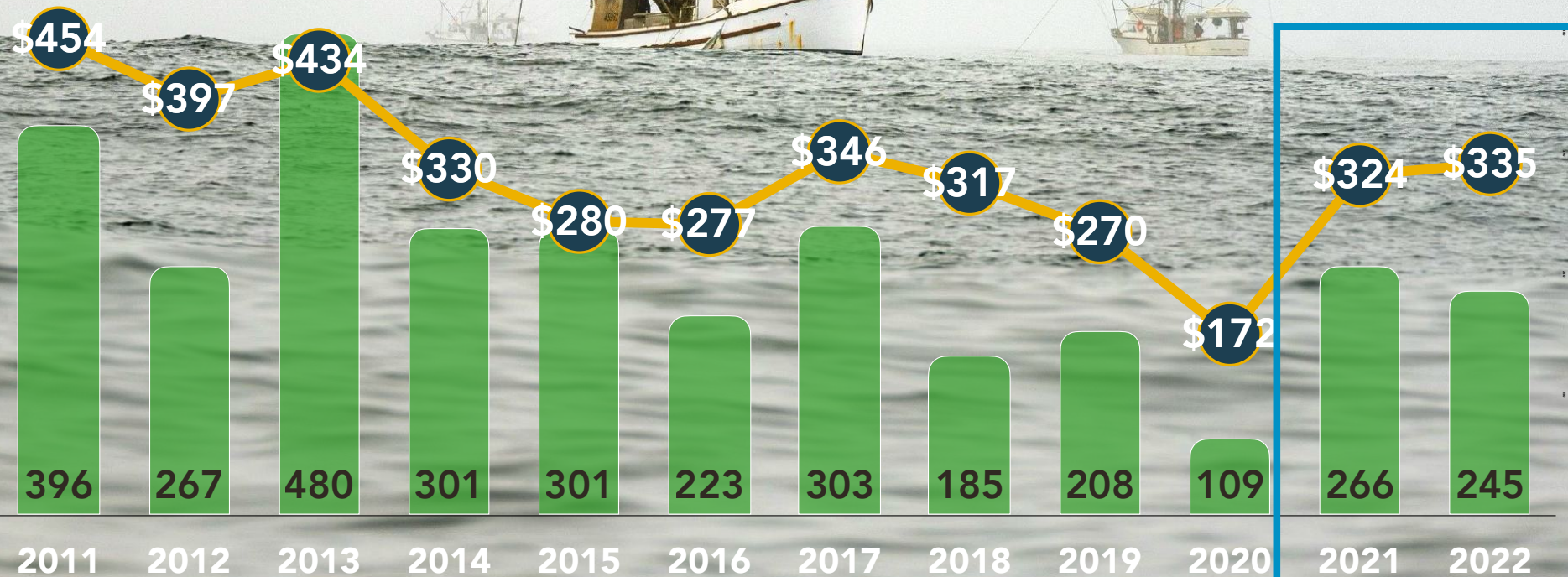
# SEAFOOD

Total POUNDS 245 MILLION

Total VALUE \$335 MILLION

Item #9.

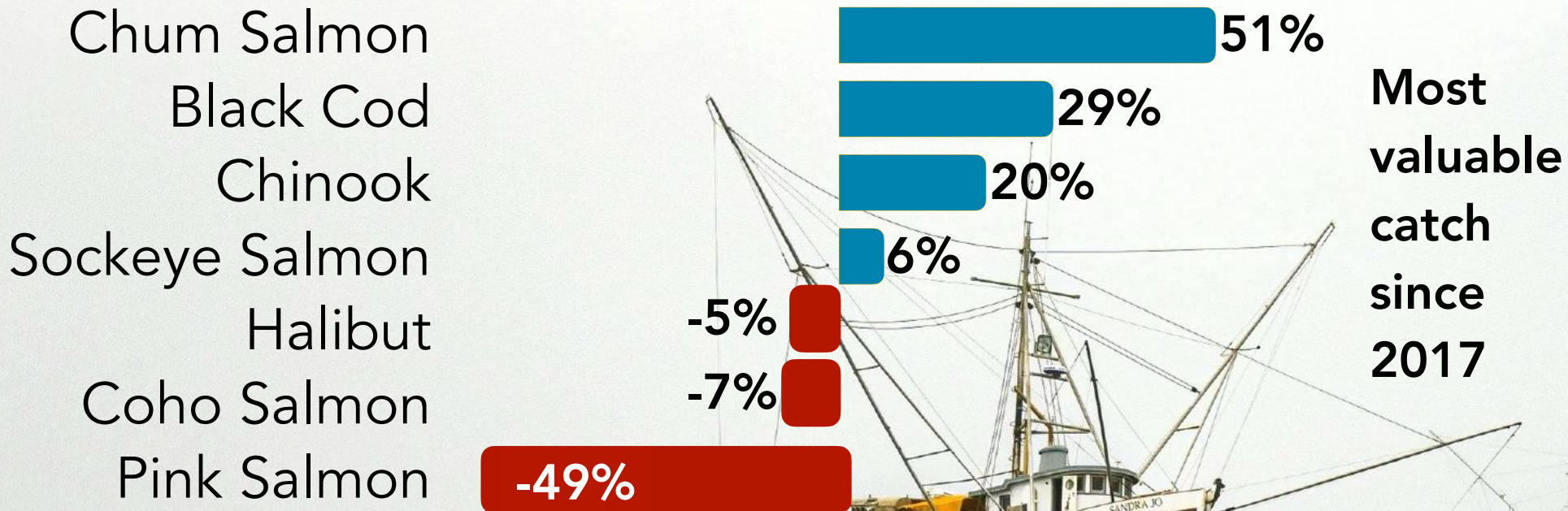
● value  
■ Landed Pounds (millions)





# 2022 **CATCH** COMPARED TO 2021

Item #9.



+\$35

Increased Catch  
Value in Millions

+15%



# Value Added

Item #9.

The background of the slide is a photograph of several fishing boats on a choppy sea under an overcast sky. The boat in the center is white with yellow accents and has 'SANDRA JO' written on its side. Other boats are visible in the distance.

**\$900** Value of Seafood  
Processed in  
Millions **+32%**



# #2 Best Youth Job Market in the US

Item #9.

16 to 24  
YEAR  
OLDS

# #3 Best Place to Get a Summer Job

# HEALTH CARE

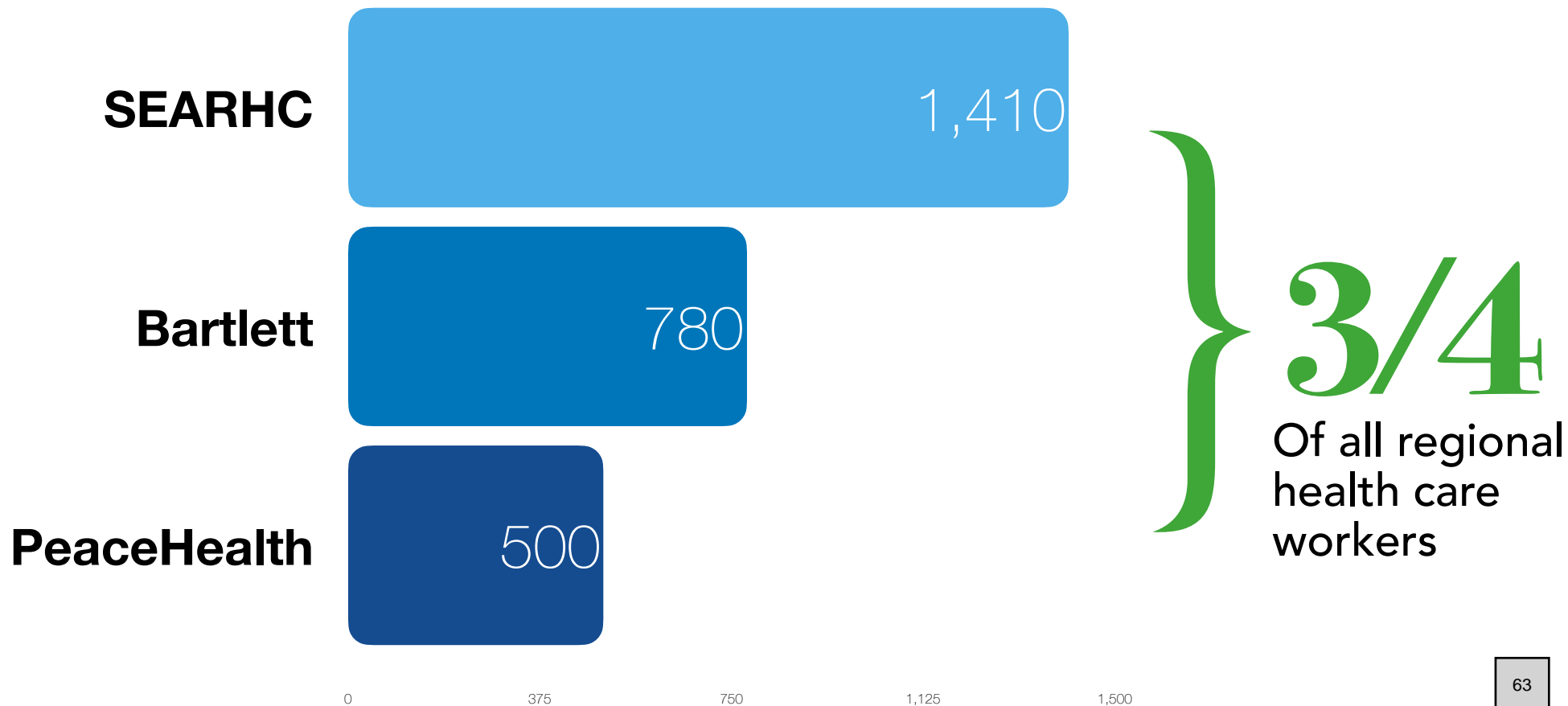
Item #9.

**UP 32 JOBS IN 2022 1%  
WAGES UP BY 9%**

**2023 UP BY 3%**

# Top Health Care Employers Southeast

Item #9.



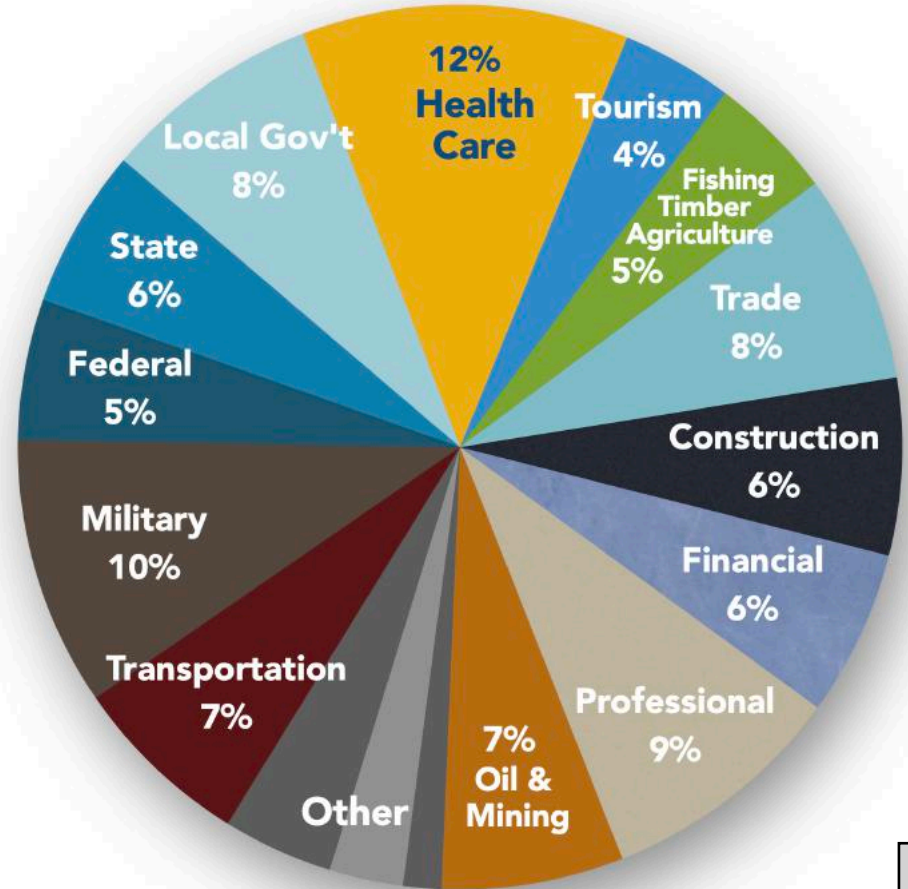


# Alaska Workforce Earnings

Item #9.

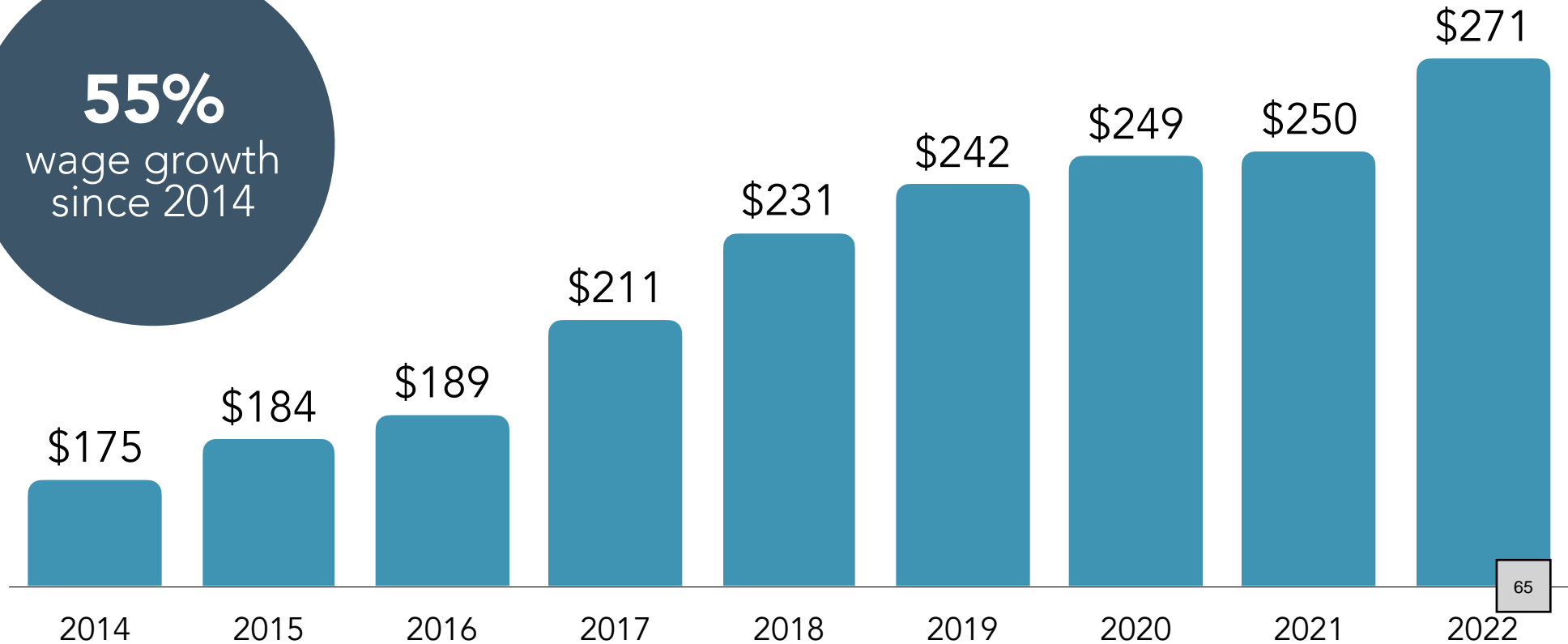
Workforce earnings in healthcare are higher than any other sector in Alaska

**\$3 billion** in direct wages



# Total SE Alaska Healthcare Wages in Millions

**55%**  
wage growth  
since 2014



# MINING

UP 104 JOBS IN 2022  
WAGES UP BY 12%

2023 UP BY 3%



# CONSTRUCTION

Item #9.

**UP 12 JOBS IN 2022**  
**WAGES UP BY 8%**

**2023**  
**UP BY 2%**

*“There are plenty of opportunities. The outlook would be good if we could find more workers.”*



# GOVERNMENT

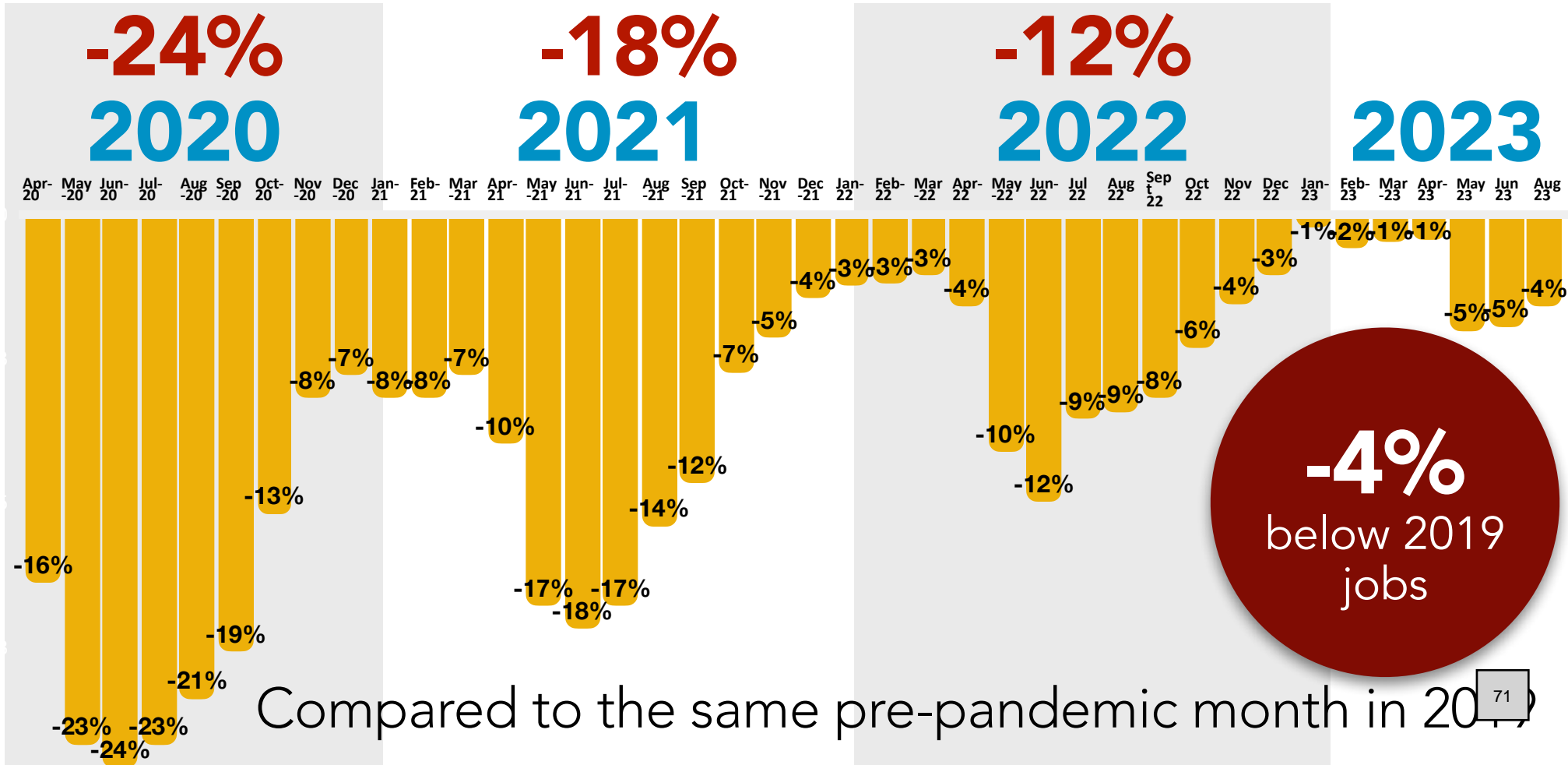
UP 58 JOBS IN 2022

WAGES UP BY 3%

But not all  
the news can  
be good...

# Jobs not quite back to 2019...

Item #9.



# Southeast Alaska Pandemic **Economics**

Item #9.

Change in **Aug 2023 Jobs** compared to **Aug 2019 Levels: -1,900 jobs**

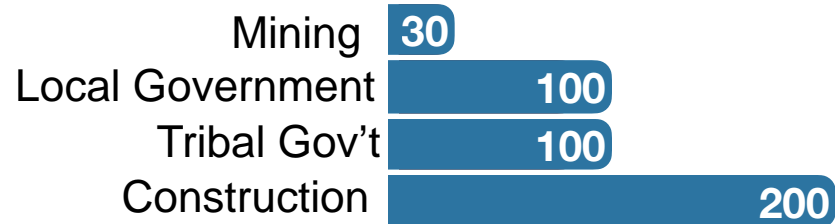
July 2023 versus July 2019 job counts



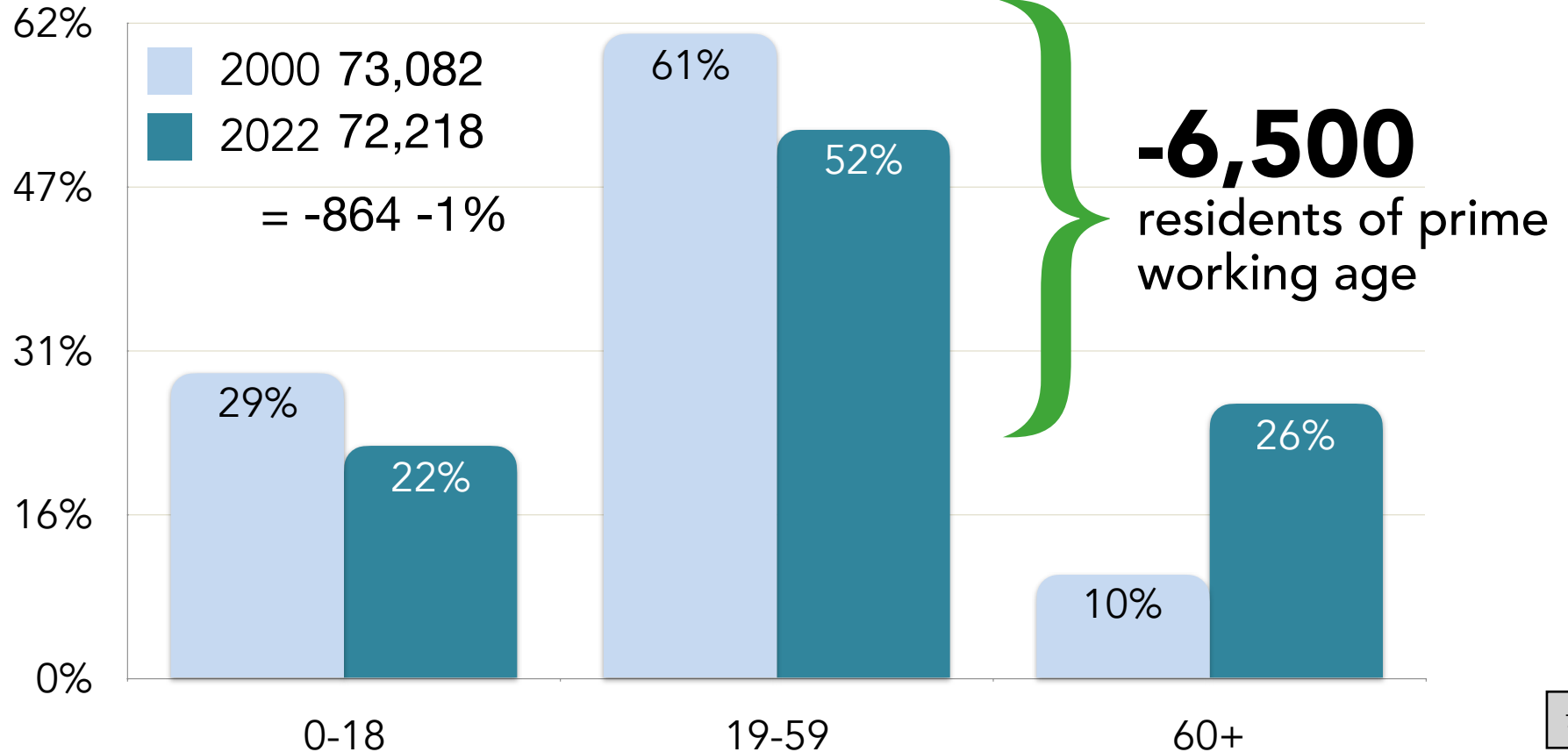
Back to  
2019 job  
levels

Health Care  
Federal Government  
Transportation  
Professional Services  
Financial Activities

**-4%**  
below 2019  
jobs



# Southeast Population by Age, 2000-2022



# Southeast Worker Retention & Turnover Survey

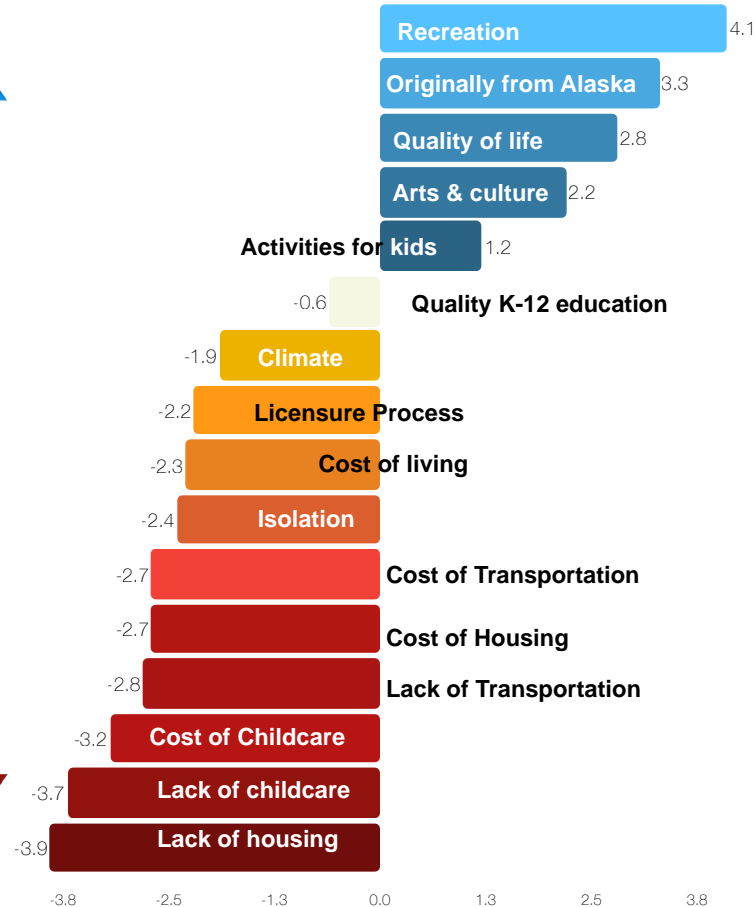
Item #9.

Southeast Alaska business leaders were asked to rank the significance of factors that result in hiring and long term retention, or in staff turnover or not taking the job. This is an overall ranking of their responses.

Why they come/stay at SE Jobs:

- 1) **Recreation** opportunities, because
- 2) they are originally **from here**, and
- 3) the for high **quality of life**.

Key to Retention  
Key to Turnover

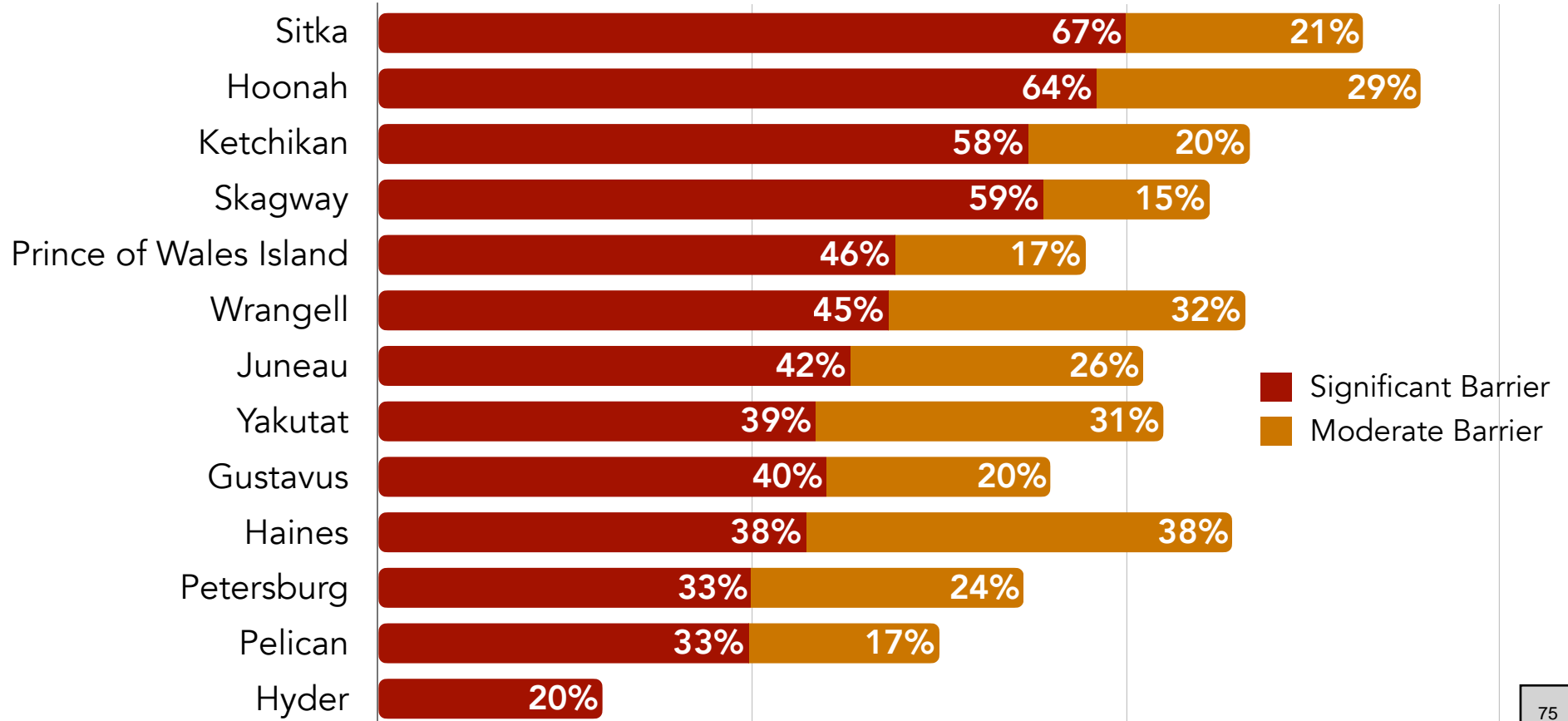


Why they leave/don't take jobs in SE:

- 1) **Housing** (lack of and costs)
- 2) **Childcare** (lack of and costs)
- 3) **Transportation** (lack of and costs)

# “How does housing availability impact your business in Southeast Alaska?”

Item #9.



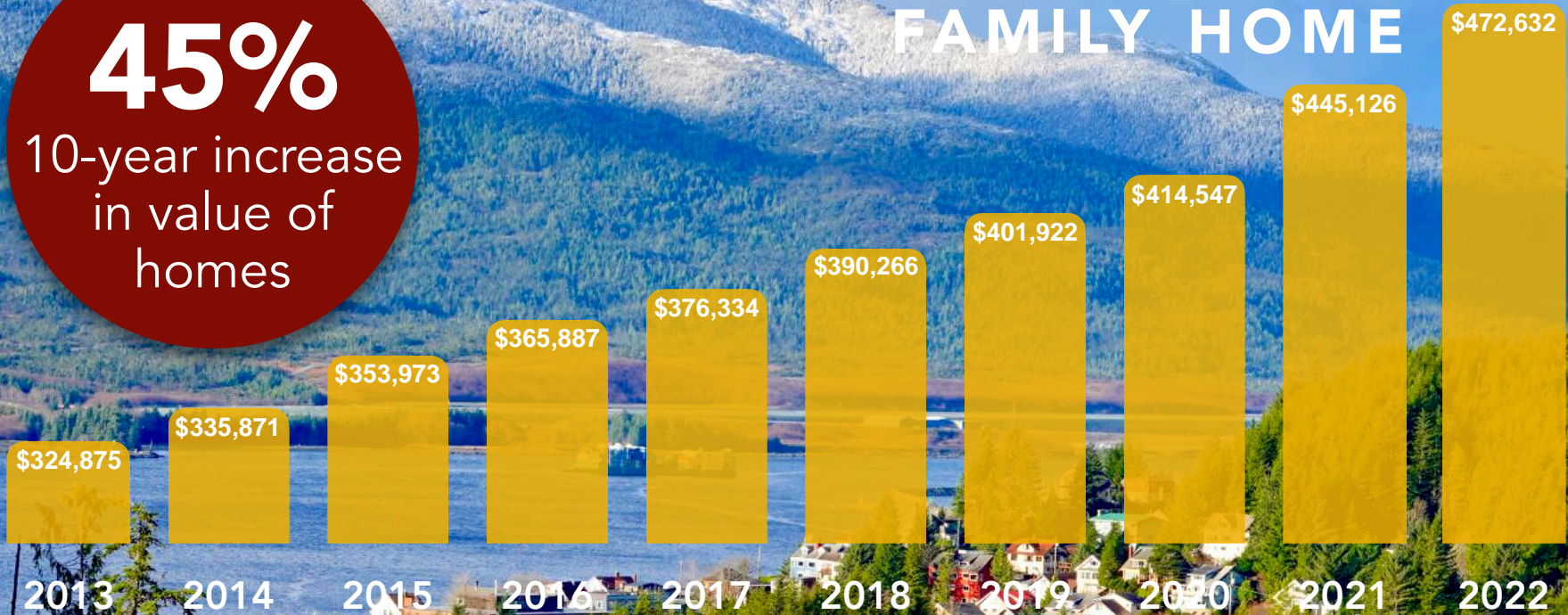


# AVERAGE VALUE SINGLE-FAMILY HOME

Item #9.

45%

10-year increase  
in value of  
homes

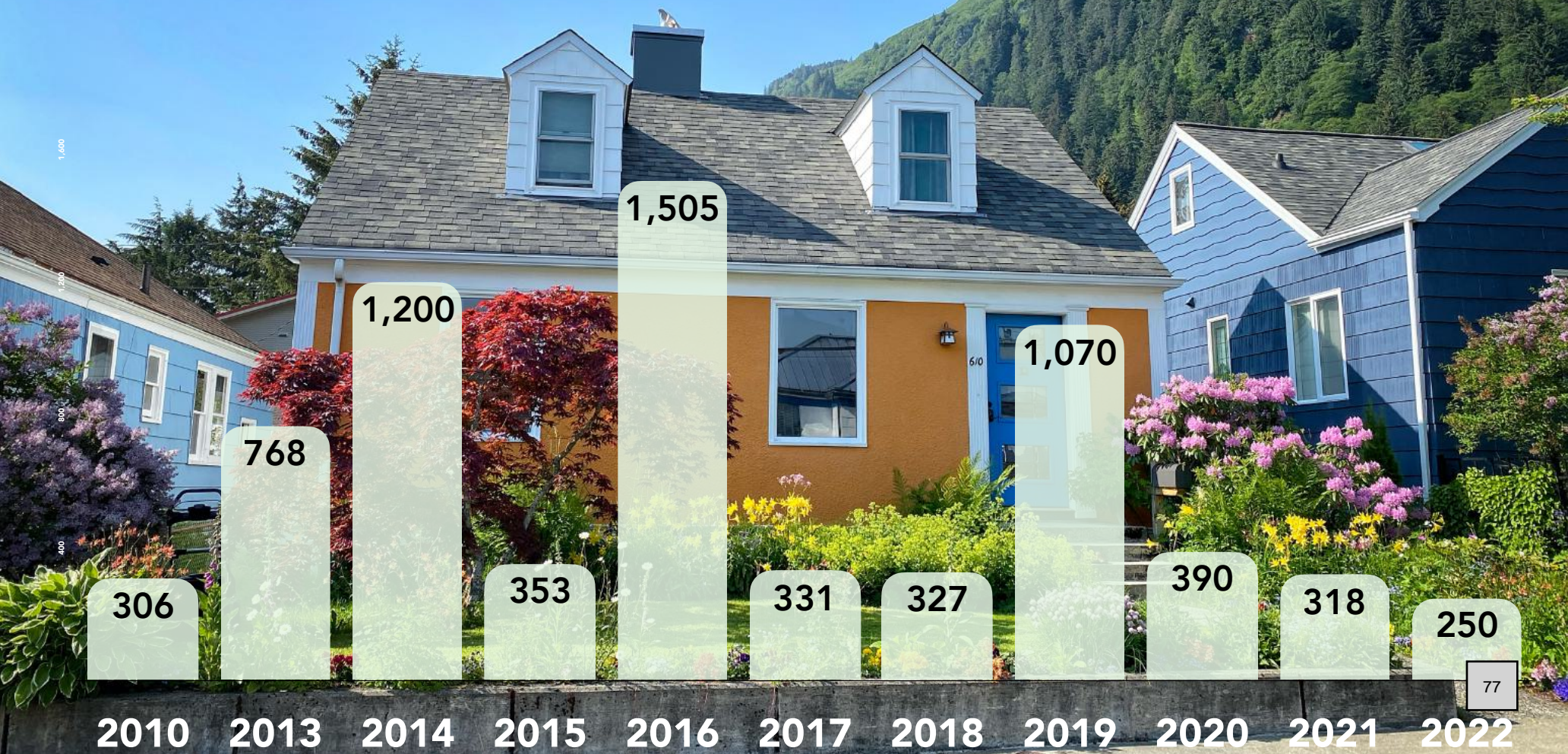


Juneau and Ketchikan average



# SOUTHEAST NEW HOUSING PERMITS

Item #9.





# POPULATION

Item #9.

72,218

POPULATION DOWN 150 2019 TO 2022

2000

2001

2002

2003

2004

2005

2006

2007

2008

2009

2010

2011

2012

2013

2014

2015

2016

2017

2018

2019

2020

2021

2022

78

ALASKA · STATE · CAPITOL

# Oh State jobs...

## Southeast State Jobs

State jobs in the region are  
down for the 11th year in a row  
**1,400 jobs lost since 2012**

# 25%

decline in SE  
State jobs  
2012-2023

## Down 160 Jobs in 2023

Year	Jobs
2012	5,574
2013	5,516
2014	5,504
2015	5,282
2016	4,940
2017	4,820
2018	4,771
2019	4,705
2020	4,438
2021	4,403
2022	4,334
2023	4,175



# Avg. Daily Volume of the Trans Alaska Pipeline System and Inflation Adjusted Price Per Barrel, 1978-2023

Item #9.

Pricing volatility, decreasing volume

Average  
Daily  
Volume

Average  
Price per  
Barrel

\$100  
2022

\$78  
2023

\$42  
2020

1978 1979 1980 1981 1982 1983 1984 1985 1986 1987 1988 1989 1990 1991 1992 1993 1994 1995 1996 1997 1998 1999 2000 2001 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022 2023

80

# Lower earnings mean Permanent Fund could run out of spendable money by 2026

By JAMES BROOKS  
*Alaska Beacon*

The spendable portion of the Alaska Permanent Fund is dwindling and could be exhausted entirely within three years, fund leaders were told during a regular quarterly meeting on Wednesday, July 12, in Anchorage.

Deven Mitchell, CEO of the Alaska Permanent Fund Corp., presented the results of limited modeling that estimates the fund's performance over the next three years.

Under the "low" scenario, the fund would be unable to pay for state services or dividends by summer 2026. The "mid" scenario calls for the spendable portion of the fund to be exhausted by summer 2027.

Mitchell noted that the "low" forecast is "potentially optimistic" because it anticipates an inflation rate of 2.5%, and actual rates have been higher than that.

"The outcomes of this are quite troubling, and they're quite troubling regardless of how you model it," said Craig Richards, a member of the corporation's board of trustees, reacting to Mitchell's presentation.

"It's a big deal," Richards said. The board of trustees is scheduled to examine the issue

in further detail at a meeting in September and could recommend legislative action to fix the problem.

An annual transfer from the fund to the state treasury makes up more than half of the state's general-purpose revenue, paying for services and the annual Permanent Fund dividend, but spending from the fund exceeded earnings in the fiscal year that ended in June 2022 and likely did so again in the fiscal year that just ended.

Exact year-end figures were not yet available on July 12, but as of May 31, the Permanent Fund's total fund balances stood at just under \$76.1 billion. On the same date in 2022, they were \$79.5 billion.

The fund consists of two main accounts. One account, the fund's principal, cannot be spent without amending the state constitution. That principal is invested, and money earned from those investments goes into a second account, the earnings reserve.

That earnings account can be spent with a simple majority vote of the Alaska Legislature and the assent of the governor. As of May 31, only \$4.8 billion of the earnings reserve is uncommitted and available for spending.

In 2018, the Legislature ap-

proved an automatic system that transfers a 5% average of the fund's total value from the earnings reserve to the state treasury for spending.

That transfer, coupled with cuts to public services, a smaller dividend and other state savings, has allowed the state to avoid imposing a statewide sales tax or income tax or raising oil taxes despite drops in oil revenue.

Some observers have said that dividend and service cuts are themselves a tax, and legislators have been repeatedly warned that the Permanent Fund alone cannot provide a sustainable financial basis for the state.


Nevertheless, lawmakers have been unable to agree on an alternative, and the latest modeling follows three other prior rounds of economic modeling by a variety of outside firms and internal groups that show growing risk.

One potential solution, endorsed by the trustees in 2020, calls for a constitutional amendment that merges the principal and the earnings reserve into a single account. Doing so would solve the looming available-cash threat.

*The Alaska Beacon is an independent, donor-funded news organization. [Alaskabeacon.com](http://Alaskabeacon.com).*

# Permanent Fund Declines

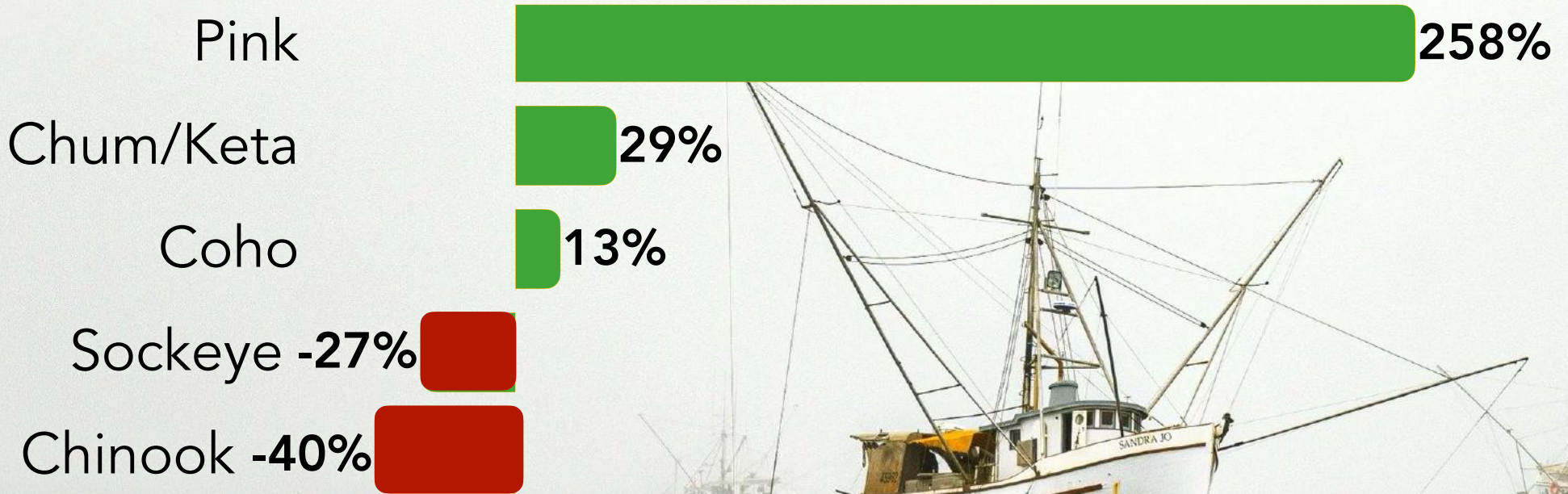
Item #9.

- 
- Fund posting negative returns for the first time in a decade
  - Without sufficient earnings the fund will be unable to pay for state services or dividends by 2026



# 2023 **CATCH** COMPARED TO 2022

Item #9.



Despite a solid catch

- **Oversupply on global markets collapsed salmon prices**
- **Russia war in Ukraine**
- **China processing Russia fish**



# Top Stories of the Southeast Economy

Item #9.

- 1) We have an 'A' economy 2022
- 2) Jobs were up 5%, wages were up 11%, GDP was up, and Inflation is coming down
- 3) \$1+ billion in federal funding was key
- 4) Best business climate ever, according to business leaders
- 5) Seafood was #1, most valuable catch since 2017, record value-added processing
- 6) Tourism is back and thriving - stable numbers for 2024 projected
- 7) We have the 2nd best youth job market in the US
- 8) Tourism, government, healthcare, retail, construction, professional & business services, transportation, and mining are all growing
- 9) Labor, housing, and child care shortages
- 10) State government fiscal woes are worrisome
- 11) Low salmon prices now and moving forward

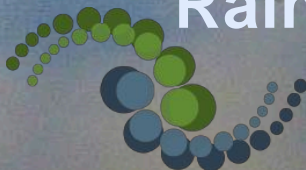


**SOUTHEAST  
CONFERENCE**

Item #9.

# Thank You

**Rain Coast  
Data**



**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY24-07NCO  
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
DEPARTMENT BUDGETS FOR 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 estimated expenditures have changed from the estimates in the approved budget.

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

<b>Budget Category</b>	<b>Amounts</b>		
	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Change</b>
<b>INCOME</b>			
FY23 Surplus Carry Over	\$ 100,000.00	\$ 169,025.00	\$ 69,025.00
<hr/>			
Total Change in Income			<b>\$ 69,025.00</b>
<b>EXPENSE</b>			
	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Change</b>
Admin:Building Maintenance	\$ 500.00	\$ 2,500.00	\$ 2,000.00
Admin:Dues & Fees	\$ 6,500.00	\$ 8,000.00	\$ 1,500.00
Admin:Payroll	\$ 240,430.55	\$ 234,430.55	\$ <6000.00>
Admin:Training	\$ 2,750.00	\$ 4,000.00	\$ 1,250.00
Admin:Travel	\$ 8,500.00	\$ 13,000.00	\$ 5,000.00
DRC:Equipment Equipment Purchase	\$ 2,850.00	\$ 4,350.00	\$ 1,500.00
GVFD:Building Maintenance	\$ 500.00	\$ 6,000.00	\$ 5,500.00
GVFD:Contractual	\$ 2,000.00	\$ 6000.00	\$ 4,000.00
GVFD:Dues & Fees	\$ 1,750.00	\$ 4,500.00	\$ 2,750.00
GVFD:Equipment Purchase	\$ 4,000.00	\$ 4,600.00	\$ 600.00
GVFD:Payroll Expenses	\$ 82,831.17	\$ 90,000.00	\$ 8,000.00
GVFD:Training	\$ 7,000.00	\$ 12,000.00	\$ 5,000.00
GVFD:Travel	\$ 2,500.00	\$ 7,500.00	\$ 5,000.00
Library:Building Maintenance	\$ 2,000.00	\$ 3,500.00	\$ 1,500.00

Library:Library Materials	\$ 8,500.00	\$ 14,000.00	\$ 5,500.00
Library;Library Program Supplies	\$ 2,050.00	\$ 2,975.00	\$ 925.00
Roads:Road Maintenance	\$ 85,000.00	\$ 116,000.00	\$ 31,000.00

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Total Change in Expense **\$ 69,025.00**

**Section 4.** The budget is hereby amended as indicated and any portion of the approved budget inconsistent with this amendment is repealed.

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

**DATE INTRODUCED:** *October 9, 2023*

**DATE OF PUBLIC HEARING:** *November 13, 2023*

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

\_\_\_\_\_, Mayor

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

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



**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY24-08NCO**

**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>
AMLIP Road Maintenance	\$ 251,561.95	\$ 0.00	<\$ 251,561.95>
<i>Unencumbered Road Maintenance funds are being moved to AMLIP Reserve and AMLIP Road Maintenance is being closed per the City's new Restricted Funds and AMLIP policy.</i>			
AMLIP Capital Improv – Long-Term	\$ 795,079.67	\$ 657,312.12	<\$ 137,767.55>
<i>Transferring funds to AMLIP Reserve per the City's new Restricted Funds and AMLIP policy.</i>			
AMLIP Reserve	\$ 789,179.24	\$ 1,178,508.74	\$ 389,329.50

*\*Approximate, this is a dynamic value*

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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:** *October 9, 2023*

**DATE OF PUBLIC HEARING:** *November 13, 2023*

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

\_\_\_\_\_, Mayor

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

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



**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY24-09NCO**

**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>
AMLIP Current – CP23-01 GVFD <i>Project was completed in FY24. Returning funds to AMLIP Capital Improv Long-Term account.</i>	\$ 38,735.88	\$ 0.00	<\$ 38,735.88>
AMLIP Current – CP19-08 Library <i>Project was completed in FY24. Returning funds to AMLIP Capital Improv Long-Term account.</i>	\$ 39,495.00	\$ 1,180.78	<\$ 38,314.22>
AMLIP Current – CP21-06 MF <i>Project still, in progress. Returning funds to AMLIP Capital Improv Long-Term account.</i>	\$ 2,770.05	\$ 2,560.07	<\$ 209.98 >
AMLIP Capital Improv Long-Term* <i>*Approximate, this is a dynamic value.</i>	\$ 795,079.67	\$ 872,339.75	\$ 77,260.08
Total Change in City Held Account Balances			\$ 0.00

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

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

**DATE INTRODUCED:** October 09, 2023

**DATE OF PUBLIC HEARING:** November 13, 2023

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

\_\_\_\_\_, Mayor

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

\_\_\_\_\_  
Attest: Liesl 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.

\_\_\_\_\_  
, Mayor

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

## Bid Opening for RFQ FY24-02

Date of opening: 09/28/2023 Place: Gustavus City Hall Time: 1:35 PM

1. Bid Envelope received on 9/28/2023  
Gustavus Landscaping and Construction Total bid: \$ 8,600

- ☒ Bid Form
- ☐ Bid schedule
- ☐ Bid modification (if applicable) \*
- ☐ Contractor Registration
- ☐ Business License

2. Bid Envelope received on 9/28/23  
Fairweather Construction Total bid: \$ 11,200

- ☒ Bid Form
- ☐ Bid schedule
- ☐ Bid modification (if applicable) \*
- ☐ Contractor Registration
- ☐ Business License

3. Bid Envelope received on 9/28/23  
Glacier Bay Construction Total bid: \$ 6,100

- ☐ Bid Form
- ☐ Bid schedule
- ☐ Bid modification (if applicable) \*
- ☐ Contractor Registration
- ☐ Business License

City Clerk, Liesl Barker and Project Manager, John Barry verified the lowest responsible bidder to be Glacier Bay Construction.

Liesl Barker 9/28/23  
 Liesl Barker, City Clerk Date

John Barry 9/28/23  
 John Barry, Project Manager Date

**City of Gustavus**

P.O. Box 1

Gustavus, AK 99826

Phone: (907) 697-2451

Fax: (907) 697-2136

Email: [treasurer@gustavus-ak.gov](mailto:treasurer@gustavus-ak.gov)**Project: RFQ FY24-02****Emergency Gravel  
Stockpile****Subject: Notice of Intent to Award****Date:** September 28, 2023

Bids for construction of the Emergency Gravel Stockpile, Project RFQ FY24-02, were opened and read on Thursday, September 28, 2023, at the Gustavus City Hall by City Clerk Liesl Barker and Project Manager John Barry. The low bidder is Glacier Bay Construction, Inc. of Gustavus, Alaska with a total bid price of \$6100 to furnish the equipment and labor to construct the Emergency Gravel Stockpile.

This is a Notice of Intent to Award only. Award of this contract is contingent on City Council action to award that is on the agenda for the October 9 General Meeting.

John Barry  
Project Manager  
City of Gustavus

## Bid Opening for RFQ FY24-03

Date of opening: 09/28/2023 Place: Gustavus City Hall

Time: 1345hrs

1. Bid Envelope received on \_\_\_/\_\_\_/\_\_\_

N/A

Total bid: \$ \_\_\_\_\_

- ☐ Bid Form
- ☐ Bid schedule
- ☐ *Bid modification (if applicable) \**
- ☐ Contractor Registration
- ☐ Business License

2. Bid Envelope received on \_\_\_/\_\_\_/\_\_\_

N/A

Total bid: \$ \_\_\_\_\_

- ☐ Bid Form
- ☐ Bid schedule
- ☐ *Bid modification (if applicable) \**
- ☐ Contractor Registration
- ☐ Business License

City Clerk, Liesl Barker and Project Manager, John Barry verified the lowest responsible bidder to be No Bids Redeved at this time.



Liesl Barker, City Clerk

9/28/23

Date



John Barry, Project Manager

9/28/23

Date





P.O. Box 389  
Gustavus, AK 99826  
907-209-0514  
gbciak@gmail.com

October 2, 2023

To: City of Gustavus

Please consider this letter as a proposal and agreement to extend the Winter maintenance portion of RFQ FY23-01RM into the FY24 Winter season at the same unit costs and "minimum snowplow service for winter", removing any excluded roads noted in the RFQ. Any winter road sanding call outs to be provided on an approved time and material basis, as able.

Sincerely,

Davita Marchbanks, President  
Glacier Bay Construction, Inc.



## **SECTION 215 SNOW PLOWING**

Item #15.

### 215-1.01 Description

This work consists of plowing snow from specified City roadway surfaces and from special areas of City property such as driveways, parking areas, and the boat harbor uplands.

### 215-2.01 Plowing Requirements

The roadway surface shall be cleared of snow from roadway shoulder to roadway shoulder each time it is plowed. Contractor shall plow snow evenly to both sides of the road such that berms along both sides are approximately equal throughout the winter—unless otherwise agreed by the Road Committee. The cleared width shall not be allowed to narrow as consecutive plowings occur. Snow berms shall be winged back at road intersection radii to a maximum height of 30 inches measured from the roadway centerline. If the contractor has to push snow berms back during winter to maintain roadway width, this work shall not be paid.

Gravel shall not be plowed off the road surface. It is acceptable to leave up to two inches of snow or hard pack on the road surface over the gravel. If the Contractor plows substantial amounts of gravel off the road, such that gravel, sand, and/or rocks from the road are deposited beyond the ditch or beyond the constructed back slope of the road embankment, the Contractor will be debarred from performing road maintenance for the City of Gustavus for three years.

The Contractor shall be responsible for all damages he causes to the roadway surface and damages to any facilities, public or private, located in or along the roadway.

Traffic surfaces of special areas such as City driveways and parking lots and the boat harbor uplands shall be cleared of snow and the snow shall be piled at locations designated by the Road POC.

All snow plowing shall commence within 12 hours from the time the Contractor is called out by the Road POC unless otherwise arranged with the POC. The Road POC shall designate to the Contractor the name(s) of person(s) with authority to call out the snow plowing.

### 215-3.01 Method of Measurement

Snowplowing of city roads will be measured by miles of road plowed. City road lengths have been determined by the Road POC and are provided to the Contractor at the time of bidding. The Committee shall specify to the Contractor which roads are to be plowed. The Road POC will call out the Contractor to plow snow on specified roads before 12 inches of fresh snow has accumulated. Fresh snow is defined as snow less than one week old.

Special areas such as City driveways, parking areas, and the boat harbor will each have unit prices per complete plowing as determined in the bid.

### 215-4.01 Basis of Payment

Snow plowing will be paid for at the contract bid unit price per mile for specified roads, and per contract bid unit price for plowing for specified special areas, completed, and accepted by the Road POC. The Road POC may order plowing of snow under special conditions, or in locations not addressed in the bid documents, and make payment according to the contractor's hourly billing rate for the equipment used.

**END OF SECTION**

Snowplowing					
Specification Item # (cont)	Pay Item	Est. Quantity	Pay Unit	Unit Cost	Total Cost
215	* City Roads	22.89	Miles	280	N/A
215	City Hall Driveway and Parking	1	Each	155	N/A
215	Library Driveway and Parking	1	Each	175	N/A
215	Community Chest Parking	1	Each	118	N/A
215	Boat Harbor Ramp, 72 hr parking	1	Each	575	N/A
215	DRC Driveway and Parking	1	Each	85	N/A
215	Fire Hall Paved Apron	1	Each	55	N/A
215	Plowing Roads & Lots			Minimum* Snowplow Service for winter	65,000 <sup>00</sup>
<b>Total Bid</b>	Sum of General Maintenance + Snowplow Minimum	N/A	N/A	<b>Total Bid</b>	237,751.20

\* Jensen, Spruce  
Xtra Huff,  
Meadow Lane,  
Good River/Dickey  
Intersection to  
end, Pleasant Ave  
Porcupine &  
Glenns Ditch  
to Magoon Trail  
excluded.

\* Snowplowing to be billed at unit costs in table with a minimum seasonal payment.

Please list all equipment to be used in this contract and the individual hourly rates for use in work not in bid schedule.

#### Equipment Item Description

#### Hourly Rate

Cat 130G/road blading	220 <sup>00</sup>
Cat 130G/snow plowing	300 <sup>00</sup>
Kobelco 21 MT excavator	220 <sup>00</sup>
10 cu dump	175 <sup>00</sup>
Plow truck	275 <sup>00</sup>
Bobcat 7740 c <sup>1</sup> /snow	250 <sup>00</sup>
Bobcat E60 6MT excavator	170 <sup>00</sup>
Deere 544G Wheel loader	250 <sup>00</sup>
Cat D3B	160 <sup>00</sup>

Date of Bid 7-11-22

Business License # AK 305980 Contractor's License Number # CONE 30143

Insurance Company Liberty Mutual Policy Date \_\_\_\_\_ Provided ☒ on file

Business Name Glacier Bay Construction, Inc.

Mailing Address P.O. Box 389 - Gustavus Physical Location 98 Gustavus Rd - Gustavus

Cell or Business Phone # 907-209-0574 Fax # \_\_\_\_\_

By \* Kenneth L. Marchbanks  
Print Name

\* [Signature]  
Signature

\* with conditions identified by \*, see full RFP document

## Mayor's Report

October 9, 2023, General Meeting  
(Drafted for packet deadline 10-4-23)

**It's October, the end of one council year and the start of a new one.** This last month has seen the administration focused on routine functions and training/networking opportunities more than on completing infrastructure improvement projects. City Administrator Kathy Leary has participated in Alaska Municipal League and Southeast Conference meetings in Anchorage and Sitka to build our opportunities for grant funding of our priority infrastructure projects and to keep Gustavus at the table regarding regional issues of concern such as Ferry service. Treasurer Ben Sadler attended a two-day AML meeting in Anchorage focusing on municipal taxation, building his knowledge in that area critical to funding our city fairly and effectively over the long term. And Fire Chief Sol Martinez attended the annual State Fire Conference, with vital sessions on subjects key to building our response readiness and capability. I very much appreciate the willingness of our key staff members to travel to meetings such as these to represent our City, to build vital connections with people in organizations we deal with, and to gain knowledge and skills that help us mature as a municipal government.

**Staff changes** always mean some temporary stress to our thinly-staffed organization; they are inevitable but also offer opportunities for fresh ideas and leadership. We support the need for our employees to take advantage of new opportunities, even when that means losing them from City service. We hope their time with the city has helped them build skills and experience that enables personal and professional growth. We are proud to have had them as colleagues during their time with the City of Gustavus.

We have been fortunate to fill the positions opened this year with very capable and motivated new employees. Ian Barrier stepped into very big shoes taking over for retiring Paul Berry at the DRC. Customer service there hasn't missed a beat. Larry Platt cruised into the Marine Facilities Coordinator role ready to apply his wealth of experience in the marine environment. Melisa Gomb stepped up to the Administrative Library Director position bringing broad library experience to our prized Public Library. Liesl Barker joined us as City Clerk, also bringing valuable administrative and customer-service experience. With the help of outgoing clerk Karen Platt and council member Shelley Owens, she got us ready for a successful election this week. And, this week Leah Okin has accepted the temporary position of EMS Coordinator for the Gustavus Volunteer Fire Department. She is an experienced EMS responder and will be key to building the response-readiness and skills of our dedicated EMTs. Thank you all!

**This year saw many completed infrastructure improvement projects** that assure better service to our public and make life easier. I'm particularly pleased to see:

- The hardened access trail and campfire improvements at the Beach Park;  
The newly upgraded and relocated "Welcome to Gustavus" Kiosk that greets and informs visitors arriving on the ferry;
- Multiple road improvements for function, appearance, and snowplowing capability;
- Progress to renovate the old Post Office/Preschool building to productive service as a bike shop;
- The library bike shelter open and in use;
- The new septage storage facility by the DRC, which has enabled the pumping of dozens of septic tanks, much to customer relief;
- A new, taller radio tower broadcasting now from the Fire Hall,



- Installation of a heat pump system for City Hall;
- A new power line across the Salmon River Park to City Hall.
- City facilities dressed up with flowers planted at the park and library and in hanging baskets and
- Softball players enjoying a sunny summer season enabled by the new City permit from DOT&PF.
- City potable water supplies continue to test safe from PFAS contamination.

**Routine city services run quietly in the background:** The library excites readers with fine programs and collection additions; the DRC keeps our waste stream flowing contributing to a clean and health community; the roads are kept graded, the brushy edges cleared, and the snow removed despite real weather challenges; dedicated Fire Department volunteers are quick to respond when emergencies call; the marine facilities support busy summer commercial and recreational activities; the floats get moved to summer position and back to winter safe storage; City parks draw residents and visitors alike for recreation and public events; when the phone rings at City Hall, callers get friendly service; our finances are well-controlled and accounted for—we run a large operating surplus each year, which allows investment in capital improvements; grants fund key service and infrastructure improvements; and our staff is enabled to provide quality service that rewards their dedication to the community. *I am so grateful for, and proud of, our fine employees who make this all possible.*

**Key infrastructure projects remain open and will need focus during the coming year:**

- Salmon River Park play equipment addition—the equipment is in manufacturing and should ship to us this month. We will install it as soon as possible, weather permitting.
- Good River Bridge repairs—we continue to look for grant funding to address wear and tear of the 1985 structure and are looking into various approaches to assuring it will serve our community for another four decades.
- DRC Baler and compost buildings—City Administrator Kathy Leary continues to work closely with Senator Murkowski's office to keep funding earmarked for these improvements. They are key to the long-term effectiveness of our waste management program.
- Bike/pedestrian side path—we continue to seek grant funding and to work with Alaska DOT&PF to develop a safe route, separated from motorized vehicles, along Gustavus Road and Mountain View Road for pedestrians and bike riders. Sharing the road with cars whizzing by at 45 mph is not a safe situation for anyone on foot or on bike, let alone for commuting school children.
- Wilson Road drainage improvements—we need to expand the ditches and install new culverts to handle flooding from extreme rain events.
- Same Old Road—new ditches and culverts to prevent flooding and direct local rainfall toward Glens Ditch.
- Glens Ditch cleaning from Gustavus Road to the Nagoonberry Trail parking area—DOT&PF no longer accepts responsibility for keeping what previously was a platted DOT drainage easement along Glens Ditch. The city will need to assure that this critical drainage route along our Glens Ditch Road easement remains effective. The work will include replacing several undersized culverts.
- Heat pump installations for other City buildings—I hope we will continue to install heat pump systems for more city buildings as a means of assuring lower, more stable heating costs with reduced carbon emissions. It's the responsible thing to do.

**Community resilience building should be a focus for the next year.** The flooding here in Gustavus in December 2020 demonstrated the damage that large, climate-change-driven events can cause in our town. Events in Juneau and Maui in recent months reinforce the need for all municipalities to upgrade infrastructure and preparedness for emergency response to disasters of increasing scale with climate change and other drivers. Here in Gustavus our primary disaster potentials are:

- Flooding from atmospheric river events,
- Heavy snowfall events or heavy overall snow winters that stress our ability to keep roads open and functional,
- Wildfire that spreads through dry grasses (like those at Maui) and dense forests;
- Earthquake
- Tsunami
- Mass casualty events

**Our rising population means more residents, businesses, structures, and visitors at risk of fires and an increasing level of EMS calls.**

In response, since December 2020, we have applied over \$200,000 in FEMA funding, plus city capital funding toward substantial road system improvements that enhance serviceability and will capture and control flood water in extreme events. We have improved road cul-de-sacs and road edges to provide for more effective snow removal. These improve resilience but as noted above, *there is more to do*.

Regardless of infrastructure hardening and improvements, we will still have emergencies that require immediate response to aid citizens. We have a capable volunteer fire department, but dedicated volunteers are stretched thinly and need more skill development to meet future service demands. It is time to take our department to a new, higher level. Fire Chief Sol Martinez has been tasked with building department capacity through recruiting and skill development training to position us for the challenges of the future. In support of his efforts, we have added a temporary EMS Coordinator to focus on boosting training and readiness of the EMS side. This month we invited Fire Department Medical Director Dr. Rod Vaught, MD, and retired Sitka Fire Chief Dave Miller to work with Chief Martinez to review our department and provide guidance for making step improvements. The review team will report results to the council. Note that these two performed a similar service for us back in 2016 that led to substantial training improvements then. I am so pleased that they are willing to assist us again in this manner. In further support of strengthening of the department, we have included a substantial boost in training and travel funding for Fire Department staff and volunteers in the budget adjustment NCO on the agenda for introduction this month. The funding source is identified surplus revenue carry over from the last fiscal year—money already in the bank. Putting some of last year's surplus toward assuring more effective emergency response in Gustavus is a valuable investment.

**In closing I must express my gratitude to the candidates** who offered their community service in standing for election to the City Council and to the local and District School boards. We can all be proud of our local democracy in support of a community that works!

*Mike*

Mike Taylor  
Mayor, City of Gustavus