



# CITY OF GUSTAVUS CITY COUNCIL SPECIAL MEETING

Monday, June 03, 2024 at 5:30 PM  
Gustavus City Hall

## COUNCIL MEMBERS

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

## CITY HALL

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

## AGENDA

### VIRTUAL MEETING INFORMATION

<https://rb.gy/4kfxi6>  
**ID:** 515 501 9406    **PASSCODE:** 2451    **TEL:** 253-215-8782

### ROLL CALL

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

### NEW BUSINESS

1. Award RFQ FY24-05 GVFD Building Painting Project
2. FY24-18NCO Repair and Replace Funding 2024 Firehall Building Painting

### ADJOURNMENT

**POSTED ON:** May 29, 2024 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.*

**Bid Opening for RFQ FY24-05**

Date of opening: 05/28/24 ~~05/17/24~~ Place: Gustavus City Hall Time: 11:03AM

1. Bid Envelope received on 05/24/24  
Clinton Ventures LLC

Total bid: \$ 26,900.00

- 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 City Treasurer, Ben Sadler verified the lowest responsible bidder to be Clinton Ventures LLC.

[Signature] 5/28/24  
Liesl Barker, City Clerk      Date

[Signature] 5/28/24  
Ben Sadler, City Treasurer      Date



**City of Gustavus, Alaska**  
 PO Box 1  
 Gustavus, Alaska 99826

Phone: 907-697-2451  
 Fax: 907-697-2136  
 Email: treasurer@gustavus-ak.gov

**Project: RFQ FY24-05 (ADDENDUM #1)**  
**Gustavus Firehall Building**  
**Painting request for Quotation**

COVER SHEET

Important Dates:

**Issue date: May 17, 2024**

**Bid Submittal Due: May 28, 2024**

Deliver to: Gustavus City Hall  
 By: 11:00 a.m.

**Bid Opening: May 28, 2024**

Location: Gustavus City Hall  
 Time: 11:00 a.m.

**Subject:** Addendum # 1 to RFQ FY24-05

**Date:** May 1, 2024

Due to clarifying questions and after further consideration, we are adding this information to RFQ FY24-05 previously announced on May 1, 2024. Because of this change, we are extending the bid submittal due date until May 28, 2024, at 11:00 AM and the Bid Opening will commence directly after that.

This change will be included in a revised RFQ FY24-05 that will be issued to the successful bidder and referred to in future correspondence regarding the award of the contract.

In addition to the revised submittal date indicated above, please see the list of changes below.

1. Clean all exterior siding and trim with Benjamin Moore Clean (product number 0018) or Jomax, or equivalent, according to Manufacturer's instructions;
2. Remove all loose paint by scraping or sanding the peeling areas;
3. After the siding/trim are dry: prime raw cement siding surfaces with Exterior Masonry Primer- Benjamin Moore product number 609, or equivalent, according to Manufacturer's instructions;
4. Apply one coat of Benjamin Moore "Aura" Low Luster (Product number 634), or equivalent, to all body/siding of the building according to all body/siding of the building according to Manufacturer's instructions;
5. Apply one coat of Benjamin Moore "Aura" Soft-Gloss (product number 632), or equivalent, to All trim (windows/facia/soffits, etc.) according to Manufacturer's instructions.

All suggested products are on a designed basis. Substitutions may be allowed if they meet or exceed Design Basis criteria.



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Phone: 907-697-2451  
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 Email: [treasurer@gustavus-ak.gov](mailto:treasurer@gustavus-ak.gov)

**Project: RFQ FY24-05**  
**Gustavus Firehall Building**  
**Painting Request for Quotation**

COVER SHEET

Important Dates:

**Issue Date: May 1, 2024**

**Bid Submittal Due: May 24, 2024**

Deliver to: Gustavus City Hall  
 By: 11:00 a.m.

**Bid Opening: May 24, 2024**

Location: Gustavus City Hall  
 Time: 11:00 a.m.

Bid submissions are being accepted for the repainting of the Gustavus Volunteer Fire Department Building. Bidders are asked to provide a quote to clean and paint the exterior of the building.

Tasks include but not limited to pressure washing the exterior building, scraping, sanding, masking, (re)caulking window siding, and painting all exterior building which was painted before. This includes, siding, trim, and anything else that was originally painted.

The paint color will be as close to the current paint color as possible, the plan is to not change the color of the building. The current exterior material is a cement siding, and the window trim is wood. The cement siding paint will require 100% acrylic or acrylic latex paint. The trim and underskirt are wood and will only need water base paint.

The supplies and equipment required to paint, and pressure wash the exterior of the building are to be supplied by the contractor, hereinafter "Contractor". If it is determined that any trim and/or siding needs to be replaced prior to painting, Contractor will bring it to the attention of the project manager, and it can be supplied by the City.

Contractor must schedule work with Fire Chief prior to commencing work to ensure access to and protection of response vehicles.

The terms and conditions in this document shall become part of any contract resulting from this Invitation for Bid. Your bid must be received at the location and by the date and time shown above. Bids shall be submitted on the form furnished and must include original signatures.

**SUBMITTALS:**

Contractor shall submit to the Project Manager for approval cut sheets on the paints to be used for the project.

Contractor shall submit to the Project Manager for approval a plan for worker fall protection to be applied for all work above the first-floor level on the structure.

Contractor shall submit for approval by the Project Manager copies of Contractor's license, business license, and insurance certificates.

The City Council will award this project and the Project Manager will issue a notice to proceed only after receiving and approving the required submittals.

**THE PERIOD OF PERFORMANCE** for this work is from the date of award to June 30, 2024, unless otherwise agreed to by the City Project Manager. Throughout the period, Contractor is responsible for keeping and submitting monthly work logs and billing records to the City Treasurer.

**Contractor Bid Submission Form**

Paint and clean the exterior, as listed in description, of the Gustavus Volunteer Fire Department Building.

In providing a signature on this cover sheet, the Bidder agrees to all Terms and Conditions of this RFQ.

Date of Bid \_\_\_\_\_

Contractor Business Name \_\_\_\_\_

Business License # \_\_\_\_\_ Contractor's License Number # \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy Date \_\_\_\_\_ Provided

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Physical Location \_\_\_\_\_

Cell or Business Phone # \_\_\_\_\_ Email \_\_\_\_\_

Project Element Quotes:

1. Painting of exterior of the GVFD Building: Total Bid \$ \_\_\_\_\_

By \_\_\_\_\_  
Print Name Signature

Title \_\_\_\_\_

## **GENERAL PROVISIONS**

### **INSTRUCTIONS TO BIDDER**

- Bidder must submit quotes for all bid schedule items listed.
- Bid Schedule sheets must be manually signed (original signature).
- Erasure or other changes made to the Bid Schedule sheets must be initialed by the person signing the bid. Note: "White Out" or other liquid correction methods must be initialed.
- The quotes must be sealed in an envelope with RFQ number, opening date, and Contractor's name written on the outside of the envelope.
- Any response not meeting the requirements of the bidding documents shall be considered non-responsive.
- Offers made in accordance with the bidding documents must be good and firm for a period of ninety days from the date of bid opening unless otherwise noted.
- Bids will be received at the time and place stated in the bidding documents. It is the sole responsibility of the bidder to see that the bid is submitted on time. Any bid received after the scheduled opening time will not be considered but will be held unopened. No responsibility will be attached to any officer for the premature opening of or failure to open a bid not properly addressed and identified.
- The City of Gustavus, hereinafter "City," may accept or reject any or all bids for good cause shown, to waive minor deviations from the specifications, and to waive any informality in bids received, when such acceptance, rejection, or waiver is in the best interest of the City. Informalities in bids are matters of form rather than substance evident from the bid document, or insignificant mistakes that can be waived or corrected without prejudice to other bidders; that is, the effect on price, quantity, quality, delivery, or contractual conditions is negligible, and waiver of the informality does not grant the bidder a competitive advantage.
- City may cancel the RFQ if such cancellation is in the best interest of the City.
- It is the responsibility of the bidder to obtain a current copy of all bid documents from the City Treasurer.
- If any Addenda is issued pertaining to the bidding documents and subject Addenda are not acknowledged, the bid will be considered non-responsive.
- Faxed transmittals will not be accepted unless specifically noted on the cover sheet and agreed to by the City Project Manager.

- Each bid shall be made on the form provided by City or copy thereof and shall be signed by the bidder with signature in full.
- After depositing a bid, a bidder may withdraw, modify, or correct his bid, providing City receives the request for such withdrawal, modification, or correction before the time set for opening bids. The original bid, as modified by such written communication will be considered as the bid. No bidder will be permitted to withdraw his bid after the time set for opening bids.
- Contractor shall perform the duties specified in this solicitation. Contractor understands that City makes no representation that it will look exclusively to Contractor for the type of goods or services requested. Contractor will perform the duties under this agreement as an independent contract. City assumes no responsibility for any interpretation or representations made by any of its officers or agents unless such interpretations or representations are made by Addenda.

### **METHOD OF AWARD**

The award will be made to the lowest responsive, responsible bidder meeting all the requirements. In determining whether the lowest bidder is “responsible” the City Council shall consider:

- a. The price;
- b. Current General Contractor or Painting Specialty Contractor license, and business license;
- c. Local bidder (proposer) preference;
- c. The experience, capacity, and skill of the bidder to perform the contract within the time and amount desired;
- d. The potential bidder’s reputation, honesty and integrity shown in the commission of previous City contracts;
- e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract and City;
- f. The sufficiency of the financial resources and ability of the bidder to perform the contract.

**Local Bidder (Proposer) Preference:** In accordance with City of Gustavus Code 4.17.190, a qualified responsible bidder who maintains an office within the City of Gustavus may be awarded the contract in preference if their bid does not exceed the lowest responsible bid by a non-local bidder by more than five percent.

When the award is given to someone other than the lowest bidder, a full and complete written statement of reasons will be delivered to the unsuccessful low bidder or bidders and filed with the other papers relating to the transaction.

The City Council may reject the bid of a bidder who is in arrears on taxes, permits, special assessments and/or any other monies that may be due City or who failed to fulfil a previous contract with City.



**PURCHASE ORDER/CONTRACT**

It is the intent of the City to use a purchase order and the bidding documents to establish the contractual relationship between City and the lowest responsive, responsible bidder. The following conditions shall apply:

- a. The unilateral right of City to order, in writing, temporary stopping of work or delaying performance that does not alter the scope of the contract;
- b. Liquidated damages;
- c. Termination of the contract for default;
- d. Termination of the contract in whole or in part for the convenience of the City.

**CONTRACTOR LICENSE**

Contractor shall hold a current license as a General Contractor or a Painting Specialty Contractor in the State of Alaska.

**SUBCONTRACTING**

Subcontracting is permitted when authorized in writing by the City Project Manager. In the event that subcontracting is authorized, the general contractor is responsible to City to verify insurance on all subcontractors and furnish copies of same to City. All subcontractors must carry and show proof of the minimum limits of liability insurance.

**INSURANCE**

Contractor must meet and have in place the insurance requirements listed below at all times during the period set out above.

**INDEMNIFY AND HOLD HARMLESS**

The bidder shall defend and indemnify City, its officers, agents, and employees, against any claims, loss, or damages arising from injury to person(s), damage to property, or economic loss, arising out of, in whole or in part, the bidder's performance or non-performance of its duties under this agreement and any defects in the goods and services provided by the bidder. This duty to defend and indemnify shall include responsibility for all damages, costs, and attorney fees. This obligation shall continue in nature and extend beyond the term of this agreement.

**END OF GENERAL PROVISIONS**

## SUPPLEMENTAL CONDITIONS

1. Some of the elements of the bid schedule may be subject to the provisions of Alaska Statutes Title 36. AS Title 36 provides for the payment of prevailing rates of pay on public construction or public works as published in the current *State of Alaska Department of Labor Wage and Hour Administration Pamphlet No. 600* and requires weekly submission of certified payrolls.

Public construction or public works means the on-site field surveying, erection, rehabilitation, alteration, extensions or repair, including painting or redecorating of buildings, highways or other improvements to real property under contract for the state, a political subdivision of the state, or a regional school board.

It is the bidder's responsibility to study the elements of bid schedule and determine the applicability of provisions of AS Title 36. If you have questions regarding the applicability of Alaska Statute to the work to be performed, please contact the Department of Labor, Wage and Hour Administration, 1111 W 8th St, Juneau, AK, or call (907) 465-4842.

2. Bidders are encouraged to visit the premises to ascertain pertinent conditions, such as the area, location, accessibility, and general character of the premises. Bidders assume the risk that actual site conditions differ from the proposed contract documents or from those ordinarily encountered.

3. Contractor shall supply knowledgeable and competent crafts persons, with tools and equipment, capable of doing the required work.

4. City reserves the right to increase or decrease quantities to the limits of the available funding.

5. All work required under the Contract shall be completed in a timely manner. Failure to complete work in a timely manner shall be grounds for termination of this Contract. In case of default by Contractor, for any reason whatsoever, City may procure the goods or services from another source and hold Contractor responsible for any resulting increase in cost or other remedies under law or equity.

6. Debarment or Suspension: The Gustavus City Council may debar (for a period of not more than three years) or suspend (for a period of not more than three months) a person for cause from consideration for award of contracts. The causes for debarment include but are not limited to:

a. Deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract, or

b. A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of Contractor shall not be considered to be a basis for debarment.

7. Contractor shall be responsible for any damage sustained by any and all parties affected by utility outages caused by Contractor unless it is determined said utilities do not meet PUC Standard installations i.e., bury depth, or setback requirements. Contractor shall make all necessary efforts to prevent damage, i.e. the location of electrical or telephone wire, and shall make all necessary efforts to promptly repair and restore facilities or equipment damaged as a result of such outages.
8. Contractors submitting a bid for this contract shall have and keep in effect an Alaska Business License, a City of Gustavus Business Permit, and an Alaska Contractors License. Contractor shall be responsible for any additional licenses and/or permits required in the locality of the work. Contractor shall further be responsible for current licenses for all subcontractors and suppliers, if allowed, as required by law, during the term of the Contract and provide proof thereof upon request. If proof of required licensure is not submitted to the City Treasurer within 10 days of bid closure, then the bidder shall be determined to be non-responsive.
9. Gustavus Fire Chief Sol Martinez will serve as the City Project Manager with authority to approve work scheduled under this contract.
10. Other Goods and Services:
- a. In addition to specifications included in this RFQ, other work relating to this project may be required to fulfill the scope of the agreement and may be proposed by Contractor or requested by the City Project Manager.
  - b. At the City Project Manager's discretion, Contractor may be requested to provide a written quotation prior to the work and in such case shall proceed only upon written (or e-mailed) notice by the City Project Manager. The City Project Manager shall have the right to reject any such quotation and to independently contract with another party to perform the requested work.
  - c. After completion of the work, Contractor shall provide to the City Project Manager all material invoices and receipts and a log of equipment and/or labor time for payment.
11. Billing and Payment: Contractor may submit billing at the end of the month for work completed during the month. The approved billing shall be paid within 30 days.
12. Convenience Termination: This contract may be terminated by: (A) mutual consent of the parties, (B) for the convenience of City, provided that City notifies Contractor in writing of its intent to terminate under this paragraph at least 10 days prior to the effective date of the termination. (C) For cause, by either party where the other party fails in any material way to perform its obligations under this contract; provided, however, that as a condition of the exercise of its right of

termination under this paragraph the terminating party shall notify the other party of its intent to terminate this contract and state with reasonable specificity the grounds therefore, and the defaulting party shall have filed within 30 days of receiving the notice to cure the default. (D) Termination pursuant to this section shall not affect the parties' continuing obligations under this contract and all other portions shall continue to be in full force and effect. City shall pay Contractor for all satisfactory work performed before notice of termination.

**END OF SUPPLEMENTAL CONDITIONS**

## INSURANCE REQUIREMENTS

During the term of the contract, Contractor shall obtain and maintain in force the insurance coverage specified in this section with an insurance company rated “Excellent” or “Superior” by A. M. Best Company or as specifically approved by the City Council.

Limits: Contractor shall obtain insurance for not less than the following limits:

- Commercial general liability: coverage written on an occurrence basis with limits of not less than \$1,000,000 per occurrence;
- Comprehensive automobile liability: \$1,000,000 combined single limit;
- Workers’ compensation: \$100,000 each accident, \$500,000 disease--policy limit, and \$100,000 disease--each employee.

Automobile Liability Insurance: All autos, or all owned, non-owned, and hired automobiles must be insured when Contractor is using them to do work under this Agreement. If Contractor submits insurance covering only scheduled autos, then Contractor must assure that any additional vehicles are insured before using them in the work under this contract.

Workers’ Compensation: Any employee of Contractor must be covered by workers’ compensation insurance during the term of the Agreement. This policy must be endorsed with a waiver of subrogation in favor of City. Contractor is not required to provide a certificate of workers’ compensation insurance if Contractor certifies in a manner acceptable to City that Contractor has no employees subject to the Act. Contractor is not required to provide a certificate of workers’ compensation covering certain employees under the following circumstances: Corporations - If the executive officer claims an exemption, then Contractor must provide a certificate of waiver for that officer from the Alaska Department of Labor; Sole Proprietors – Contractor must sign a workers’ compensation release on a form provided by City or have the exemption indicated on their Certificate of Insurance; Partnerships - Every partner must sign a workers’ compensation release on a form provided by City.

Alternate Coverage: A combination of primary and excess/umbrella policies may be used to fulfill the insurance requirements of this section.

Additional Insured: During the contract term, Contractor shall add and maintain City as an additional insured in Contractor’s commercial general liability policy. This policy will provide primary coverage for City, and it will provide that the policy treats each additional insured as though the insurer had issued separate policies.

Certificate of Insurance: Prior to commencing any work under this Agreement, Contractor will provide a certificate of insurance in a form acceptable to City showing that Contractor has the required insurance coverage.

Cancellation: Contractor must assure that City receives notice if Contractor’s insurance is going to be canceled, not renewed, or changed. The

certificate of insurance must say that the insurer will notify City at least 30 days before the insurer cancels, refuses to renew, or materially changes the coverage.

Item 1.

Increased Coverage: If during the Agreement term City requires higher limits of insurance than those listed in this section, and if the insurer increases the premium as a result of the higher limits of insurance, then City will pay the Contractor the difference between the new and old premiums.

Subcontracting: Contractor is responsible to City to verify insurance on all subcontractors and furnish copies of it to City upon request. All subcontractors must carry and show proof of the minimum limits of liability indicated above.

**END OF INSURANCE REQUIREMENTS**



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

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

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

**Part 1. Project Identification**

Name of Project: Gustavus Volunteer Fire Hall Exterior Painting

City Department: [Fire Department](#) Contact: Sol Martinez

E-mail: [sol.martinez@gustavus-ak.gov](mailto:sol.martinez@gustavus-ak.gov) Phone: 907-697-2707

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

1. What is the project?
  - What are its goals and objectives?
    - The goal of this project is to paint the exterior of the Gustavus Volunteer Fire Department building. This will help maintain the value of the building. Due to the building not being painted for several years, the paint is starting to fade and there are spots of peeling paint to either damage or the type of paint. There is also a drip edge on the roof which was not put in place causing the water to miss the gutter and causing possible rot to the eaves.
  - Who/what will be aided by this project? Who are the targeted stakeholders/customers?
    - The Gustavus Volunteer Fire Department will be aided by this project by maintaining the value of the building and the raising the moral of the employees and volunteers of the City of Gustavus.
  - Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey?
    - No.
  - What is NOT covered by this project? What are its boundaries?
    - We will not be expanding the building the building with this project. If there is major rot in places where we need to replace the siding or window siding, we may need to replace pieces of the boards.



2. Why is the project needed?

- What community problem, need, or opportunity will it address?
  - This will provide a more professional look for the community and will better maintain our building allowing our Fire Hall last longer and looking good.
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?
  - The only problem this address is an economic need. Putting a fresh coat of paint on the exterior of the building will prevent future rot and help maintain the value of the building.

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

- This project originated from a request from Mayor Mike Taylor. The Fire Hall has been neglected for several years and has needed a fresh coat of paint.

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

- This project is only for maintaining our current buildings

5. What is your timeline for project planning?

- By when do you hope to implement the project?
 

The hope is to finish the painting of the building by the end of summer 2022 if weather allows. However, with the time getting close to the end of painting weather, this may be pushed to the summer of 2023. This also depends on the availability of the qualified painters in town.
- Will the planning or final project occur in phases or stages?
 

No.

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

Paint: \$600  
 Freight: \$100  
 Labor: \$1000  
 Contingency (10%): \$1000  
 Total Project: \$2,700

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

Total Cost: \$2,700

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



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

**Summary:**

1. What alternative approaches or solutions were considered? Make a business case for your top two or three options by discussing how effectively each would fulfill the project goals, and by comparing the economic, social, and environmental costs vs. benefits of each one.
  - a. While there is no alternative for paint, it could be a possibility to ask for volunteers to paint the building. This may create varying levels of quality and the need to rent out equipment.
  
2. What solution was chosen as the best and why is it the best?
  - a. The best solution would be to contract out painters to have the building painted professionally. This would require the workers to have the equipment needed to paint the high places of the building.
  
3. Identify your funding source(s).
  - a. Potential funding sources would be through City funds. There could be a mini grant but due to majority of the grants are not made for general maintenance.

**Part 4. Environmental, Social, Financial Impacts**

1. Project Impacts Checklist

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

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

2. How does this project provide benefits or add value in multiple areas? (E.g., benefits both to the environment and to business performance.)  
 The project enhances the look of the Fire Hall allowing more of a professional look and a general upkeep of City buildings.

3. Are other projects related to or dependent on this project?
  - Is this project dependent on other activities or actions?  
No
  - If yes, describe projects, action or activities specifying phases where appropriate.
  
4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity? (e.g., will the construction of a new facility require additional roads or road maintenance or more internal City staffing?)  
No
  
5. What regulatory permits will be required and how will they be obtained?  
There will be no need to receive a permit to paint the Fire Hall building
  
6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project?  
Painting Building should happen every five years to protect the integrity and value of the building.
  
7. Is an engineering design or construction estimate necessary?  
No.
  
8. Will operation of the project generate any revenue for the city such as sales, user fees, or new taxes? If so, how will the new revenue be collected?  
No.

**Part 5. Project Budget**

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$0	Personnel	\$0
Project management	\$0	Benefits	\$0
Land, structures, ROW, easements	\$0	Training	\$0
Engineering work	\$0	Travel	\$0
Permitting, inspection		Equipment	\$0
Site work	\$1000	Contractual	\$0
Construction	\$0	Supplies	\$0
Waste disposal	\$0	Utilities	\$0
Equipment	\$600	Insurance	\$0
Freight	\$100	Repair & maintenance	\$0
Contingencies	\$1000	Other (list)	\$0
Other (list)	\$	Other (list)	\$0
Other (list)		Total direct costs	\$2700
		Indirect costs	\$00
		Income (fees, taxes)	\$

		Balance: costs-income	\$2700
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Updated Latest Estimate Budget Line Items if Changed Date: \_\_\_\_\_

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

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

1. What service jobs will be needed for operation and maintenance?
2. How many full-time, permanent jobs will this project create or retain?  
 \_\_\_\_\_ Create/retain in 1-3 years  
 \_\_\_\_\_ Create/retain in 3-5 years
3. What training is necessary to prepare local residents for jobs on this project?
4. How many local businesses will be affected by this project and how?

**Part 7. Business Plan (Upon Council request)**

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

There are a number of good Internet sites that will assist you in developing a business plan.



Basic components of a business plan:

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

**Part 8. Record of Project Planning and Development Meetings**

1. Please document the manner in which public input was received.
  - Public comment on agenda item at committee or Council meeting
  - Special public hearing
  - Dates and attendance for the above.
  - Written comment from the public (please attach)

2. Please use the following chart to document committee meetings, Council reports, and so on. Did the committee make recommendations or requests? Did the Council make requests of the committee?

**Meeting Record**

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

**Part 9. Feedback to the Council**

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

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY24-18NCO**

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

**BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:**

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

**Section 2.** For the Fiscal Year of 2024, the following City held account balance transfers are to be made for the reasons stated.

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

CITY HELD ACCOUNTS	Amounts		
	Account Balance*	Amended Balance	Change
CP24-02 Firehall Building Painting	\$ 0	\$ 26,900.00	\$ 26,900.00
AMLIP Repair & Replace	\$ 387,528.92	\$ 360,628.92	<\$ 26,900.00>
Total Change in City Held Account Balances			\$ 0.00

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

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

**DATE INTRODUCED:** June 3, 2024  
**DATE OF PUBLIC HEARING:** June 10, 2024

**PASSED** and **APPROVED** by the Gustavus City Council this XX day of June, 2024.

\_\_\_\_\_  
Shelley K Owens, Mayor

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

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