



CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

Monday, May 12, 2025 at 7:00 PM
Gustavus City Hall

COUNCIL MEMBERS

Mayor Sally McLaughlin
Vice Mayor Shelley Owens
Council Members: Susan Warner, Geoff Fosse,
Jim Kearns, Lucas Beck, Mike Taylor

CITY HALL

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

AGENDA

VIRTUAL MEETING INFORMATION

ID: 515 501 9406

PASSCODE: XXXXXXXX

TEL: 253-215-8782

ROLL CALL

Reading of the City of Gustavus Mission Statement

APPROVAL OF MINUTES

1. 04-14-2025 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

2. Policy Advisory Committee (Endowment Fund) Monthly Report
3. Disposal and Recycling Center Quarterly Report
4. Marine Facilities Quarterly Report
5. City Treasurer Monthly Report
6. City Administrator Monthly Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

7. FY25-XX Providing for the amendment of 1.02.030 ordinance procedure

ORDINANCE FOR PUBLIC HEARING

8. FY25-15 Amendment of Title 1 Chapter 1 Section 020 Definitions (Introduced 04-14-2025)
9. FY25-16 Amendment of Title 2 Chapter 10 Section 020 Qualifications (Introduced 04-14-2025)
10. FY25-17 Amendment of Title 2 Chapter 20 Section 020 Qualifications of Council Members (Introduced 04-14-2025)
11. FY25-18 Amendment of Title 6 Chapter 01 Section 030 Library Advisory Committee (Introduced 04-14-2025)
12. FY25-19 Amendment of Title 6 Chapter 03 Section 050 Staff (Introduced 04-14-2025)
13. FY25-20 Repeal of Title 6 Chapter 04 Section 030 Roads Advisory Committee (Introduced 04-14-2025)

- [14.](#) FY25-21 Repeal of Title 6 Chapter 08 Section 040 Environmental Advisory Committee (Introduced 04-14-2025)
- [15.](#) FY25-22 Repeal of Title 8 Chapter 02 Section 040 Marine Facilities Advisory Committee (Introduced 04-14-2025)
- [16.](#) FY25-23 Amendment of Title 10 Chapter 01 Section 010 Definitions (Introduced 04-14-2025)
- [17.](#) FY25-24NCO Amendment of the City held accounts in fiscal year 2025 (Introduced 04-14-2025)

UNFINISHED BUSINESS

NEW BUSINESS

- [18.](#) CY25-XX A resolution amending policy and procedure for a regular position employee performance evaluation
19. FY25-XX NCO Fiscal Year 2026 Budget (Public Hearing 06-09-2025)

CITY COUNCIL REPORTS

20. Mayor Monthly Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

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

ADA NOTICE

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

MISSION STATEMENT

The City of Gustavus is a distinctive Alaskan City that provides high quality public services in a thoughtful, cost effective and professional manner to sustain a safe, beautiful tolerant environment to live, work, and play with respect for individual freedom and each other.



CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

Monday, April 14, 2025 at 7:00 PM
Gustavus City Hall

COUNCIL MEMBERS

Mayor Sally McLaughlin
Vice Mayor Shelley Owens
Council Members: Susan Warner,
Lucas Beck, Mike Taylor

CITY HALL

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MINUTES - PENDING

VIRTUAL MEETING INFORMATION

<https://tinyurl.com/5eskbwum>

ID: 515 501 9406

PASSCODE: 2145

TEL: 253-215-8782

ROLL CALL

PRESENT

Mayor Sally McLaughlin
Vice Mayor Shelley Owens (via zoom)
Council Member Susan Warner
Council Member Lucas Beck
Council Member Mike Taylor
Council Member James Kearns
Council Member Geoffrey Fosse (appointed/sworn in)



Reading of the City of Gustavus Mission Statement

Mission Statement read by Council Member Kearns.

APPROVAL OF MINUTES

1. 03-10-2025 General Meeting Minutes
2. 03-12-2025 Special Meeting Minutes

Motion made by Council Member Kearns to approve by unanimous consent the 03-10-2025 General Meeting Minutes and the 03-12-2025 Special Meeting Minutes.

Seconded by Council Member Taylor

Public Comment: None

Council Comment: None

Hearing none, the 3-10-2025 General Meeting Minutes and the 03-12-2025 Special Meeting Minutes were approved by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES

Mayor McLaughlin asked to move item number 26, Alaska Department of Fish and Game - Gustavus Subsistence Data Review to present prior to item number 3, which is before the first of the committee and staff reports.

Council Comment: None

Hearing no objections, Mayor McLaughlin announced the agenda set by unanimous consent.

COMMITTEE / STAFF REPORTS

26. Alaska Department of Fish and Game - Gustavus Subsistence Data Review
Alaska Fish and Game Representative, Molly Brown provided a presentation about the Gustavus subsistence data findings.
Council Clarifying Questions:
Council Member Kearns
Council Member Taylor
3. Policy Advisory Committee (Endowment Fund) Monthly Report
Policy Advisory Committee member, Lucas Beck provided an oral report. The Policy Advisory Committee, secretary, Sandi Marchbanks submitted a written report.
Council Clarifying Questions:
Council Member Warner
4. Gustavus Volunteer Fire Department Quarterly Report
Fire Chief, Sol Martinez submitted a written report and provided an oral summary.
Council Clarifying Questions:
Council Member Beck
Mayor McLaughlin
EMS Coordinator Okin
5. City Clerk Quarterly Report
City Clerk, Liesl Barker submitted a written report and provided an oral summary.
Council Clarifying Questions: None
6. City Treasurer Monthly Report
City of Gustavus City Treasurer, Ben Sadler provided monthly financial documents and gave an oral summary.
Clarifying Questions: None
7. City Administrator Monthly Report
City of Gustavus City Administrator, Kathy Leary provided a written report and provided an oral report.
Clarifying Questions: None

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

CONSENT AGENDA

8. FY25-15 Amendment of Title 1 Chapter 1 Section 020 Definitions (Public Hearing 05-12-2025)
9. FY25-16 Amendment of Title 2 Chapter 10 Section 020 Qualifications (Public Hearing 05-12-2025)
10. FY25-17 Amendment of Title 2 Chapter 20 Section 020 Qualifications of Council Members (Public Hearing 05-12-2024)
11. FY25-18 Amendment of Title 6 Chapter 01 Section 030 Library Advisory Committee (Public Hearing 05-12-2025)
12. FY25-19 Amendment of Title 6 Chapter 03 Section 050 Staff (Public Hearing 05-12-2025)
13. FY25-20 Repeal of Title 6 Chapter 04 Section 030 Roads Advisory Committee (Public Hearing 05-12-2025)
14. FY25-21 Repeal of Title 6 Chapter 08 Section 040 Environmental Advisory Committee (Public Hearing 05-12-2025)
15. FY25-22 Repeal of Title 8 Chapter 02 Section 040 Marine Facilities Advisory Committee (Public Hearing 05-12-2025)
16. FY25-23 Amendment of Title 10 Chapter 01 Section 010 Definitions (Public Hearing 05-12-2025)
17. FY25-24NCO Amendment of the City held accounts in fiscal year 2025 (Public Hearing 05-12-2025)

Motion made by Council Member Taylor to adopt the consent agenda by unanimous consent as presented.

Seconded by Council Member Kearns

Hearing no objections, the motion passed.

ORDINANCE FOR PUBLIC HEARING

None

UNFINISHED BUSINESS

18. FY25-09 Introduction providing amendment of 2.40.150 Committees (Public Hearing 05-12-2025)

Motion made by Council Member Kearns to postpone indefinitely FY25-09 Introduction for providing for amendment of 2.40.150 Committees.

Seconded by Council Member Warner

Council Debate: None

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns

7 yea/ 0 nay

Motion Passed

NEW BUSINESS

19. Appointment and swearing in of new City Council Member to fill seat C, term expiring 10-13-2025

Motion made by Council Member Beck to nominate city council applicant; Geoffrey Fosse to fill council member seat c with a term expiring on 10-13-2025.

Seconded by Council Member Taylor

No Debate on this item

*Clerk distributed ballots to all Council Members, collected them and announced results.

6 votes for Fosse

Motion made by Council Member Kearns to swear in Geoffrey Fosse to fill city council seat C with a term expiring on 10-13-2025 by unanimous consent.

Seconded by Council Member Warner

Hearing no objections, motion passed.

Clerk Barker swore in Geoffrey Fosse.

20. CY25-06 A Resolution Updating Policy and Procedure for Authorized Administrative Account Access for City of Gustavus Accounts

Motion made by Council Member Taylor to approve CY25-06 A Resolution Updating Policy and Procedure for Authorized Administrative Account Access for City of Gustavus Accounts.

Seconded by Council Member Kearns

Public Comment: None

Council Debate:

Mayor McLaughlin

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns, Council Member Fosse

7 yea/ 0 nay

Motion Passed

21. CY25-07 A resolution to authorize an additional 2-year extension for managed IT services with Alaska Technical Solutions

Motion made by Council Member Warner to approve CY25-07 A resolution to authorize an additional 2-year extension for managed IT services with Alaska Technical Solutions.

Seconded by Council Member Kearns

Public Comment: None

Council Debate:

Council Member Taylor

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns, Council Member Fosse

7 yea/ 0 nay

Motion Passed

22. CY25-08 A resolution in support of the Southeast Alaska 2030 Economic Plan

Motion made by Council Member Beck to approve CY25-08 A resolution in support of the Southeast Alaska 2030 Economic Plan.

Seconded by Council Member Kearns

Public Comment: None

Council Debate: None

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns, Council Member Fosse

7 yea/ 0 nay

Motion Passed

23. CY25-09 A resolution authorizing the participation in Alaska Public Risk Alliance

Motion made by Council Member Kearns to approve resolution CY25-09 resolution by the City of Gustavus authorizing participation in Alaska Public Risk Alliance.

Seconded by Council Member Beck

Public Comment: None

Council Debate: None

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns, Council Member Fosse

7 yea/ 0 nay

Motion Passed

24. FY25-14 Ordinance to repeal and replace 2.40.150 Committees (Public Hearing 05-12-2025)

Motion made by Council Member Owens to introduce FY25-14 Ordinance to repeal and replace 2.40.150 Committees (Public Hearing 05-12-2025).

Seconded by Council Member Taylor

Public Comment: None

Council Debate:

Council Member Beck

Council Member Owens

Council Member Taylor

Council Member Kearns

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns, Council Member Fosse

7 yea/ 0 nay

Motion Passed

25. Approve City of Gustavus Capital Improvement Plan 2025-2029

Motion made by Council Member Beck to approve City of Gustavus Capital Improvement Plan 2025-2029.

Seconded by Council Member Warner

Public Comment: None

Council Debate:

Council Member Kearns

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns, Council Member Fosse

7 yea/ 0 nay

Motion Passed

CITY COUNCIL REPORTS

27. Mayor Monthly Report

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

Clarifying Questions:

Council Member Warner

Council Member Kearns

Clerk Barker

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Taylor - Hydroelectric consumption for Gustavus

Council Member Warner - Update on Beach Meadow Project and May art show

Council Member Kearns - Alaska Airlines information

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 8:56 PM.

POSTED ON: April 9, 2025 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.

MISSION STATEMENT

The City of Gustavus is a distinctive Alaskan City that provides high quality public services in a thoughtful, cost effective and professional manner to sustain a safe, beautiful tolerant environment to live, work, and play with respect for individual freedom and each other.

Sally A. McLaughlin, Mayor

Date

Attest: Liesl M. Barker, City Clerk

Date

**CITY OF GUSTAVUS
ORDINANCE FY25-XX**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
TITLE 1 CHAPTER 2 SECTION 030 ORDINANCE PROCEDURE.**

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 1 Chapter 02 Section 030 to be amended as follows :

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

TITLE 1- General Provisions

Chapter 1.02- Ordinances

Section 1.02.030 – Ordinance Procedure

Section 1.02.030 Ordinance procedure.

- (a) An ordinance may be presented for consideration only by a member of the city council or a committee selected by the city council for the purpose of writing and/or amending a particular ordinance or section of ordinance, or by the mayor at any regular or special meeting of the city council.
- (b) Upon presentation of an ordinance, copies shall be ~~furnished~~ supplied to each city council member and to the mayor. Upon presentation, an ordinance shall be rejected, deferred, referred to committee, or accepted as being introduced.
- (c) ~~Promptly after introduction, the city council shall publish the ordinance and a notice setting out the time and place for a public hearing on the ordinance. The public hearing of an ordinance shall follow publication by at least five (5) days; it may be held at a regular or special city council meeting and may be postponed from time to time.~~

After introduction, a summary of the ordinance and the time and place of the hearing shall be published by the clerk. The notice shall be published not less than five days prior to the date of public hearing in accordance with AS29.25.020 and 29.71.800. When following the titling procedure established in 1.02.040 a-d the title will fulfill the summary requirements.

- (d) At the public hearing, copies of the ordinance shall be distributed to all persons present who request them, or the ordinance shall be read in full. At the public hearing, all interested persons shall have an opportunity to be heard; the city council may develop rules regulating the public hearings that do not unduly restrict the opportunity to be heard.

- (e) After the public hearing, the city council shall consider the ordinance and may adopt it with or without amendment.
- (f) If a proposed ordinance is amended by the city council after the public hearing and the amendment(s) are so substantial that they change the ordinance's basic character, the proposed ordinance shall be treated as a newly-introduced proposed ordinance and shall follow all the steps required for adoption of an ordinance.
- (g) ~~The city council shall type or print and make available copies of adopted ordinances for distribution to three (3) locations that are open to the public; other copies shall be available at cost of copying as determined by the city council by resolution.~~

The clerk shall make printed copies of adopted ordinances available to be public upon request. Each ordinance after adoption shall be codified.

- (h) Ordinances take effect upon adoption or at a later date specified in the ordinance.
- (i) As used in this section, the term "publish" means that the proposed ordinance and notice of hearing shall be posted within the city in three (3) locations open to the public, one (1) of which shall be the city office(s), for a period of not less than five (5) days.

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

Date Introduced: May 12, 2025

Date of Public Hearing: June 9, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of XXXX, 20XX

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY25-15**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
TITLE 1 CHAPTER 01 SECTION 020 DEFINITIONS.**

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 1 Chapter 01 Section 020 to be amended as follows:

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

TITLE 1

Chapter 1.01

Section 1.01.020

The following definitions apply to this Code and all city ordinances unless the plain meaning requires otherwise:

Administrator: The City administrator.

Alaska resident: A person who is physically present in the state with the intent to remain in the state indefinitely, as demonstrated through the establishment and maintenance of customary ties indicative of Alaska residence defined in 15 AAC 23.143.

City: The City of Gustavus, Alaska, or the area within the territorial limits of the City of Gustavus, Alaska.

Clerk: The city clerk.

~~*Clerk/treasurer:* The city clerk or city treasurer.~~

Code: The Code of Ordinances, City of Gustavus, Alaska; Gustavus City Code.

Council: The City Council of Gustavus, Alaska.

Domicile: the single permanent home of a person from which the person has no intention of moving.

Law: Applicable federal law, the Constitution and statutes of the State of Alaska, the ordinances of the city, and when appropriate, any and all rules and regulations which may be promulgated thereunder.

Person(s): A corporation, joint venture, joint stock company, company, partnership, firm, club, association, organization, business, trust, or society, as well as a natural person.

Publish: To post a notice within the city in three (3) locations open to the public, one (1) of which shall be the city office(s), for a period of not less than five (5) days.

State: The State of Alaska.

Treasurer: The city treasurer.

Voter: A United States citizen who is ~~qualified~~ **registered** to vote **as an Alaska resident and who is not registered to vote in another state or other jurisdiction**, ~~in state elections, who~~ has been a resident of the City of Gustavus for thirty (30) days immediately preceding the election, **and who** ~~is registered to vote in state elections, and~~ has not been convicted of a felony involving moral turpitude unless that person's civil rights have been restored.

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

Date Introduced: April 14, 2025

Date of Public Hearing: May 12, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of XXXX, 2025

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY25-16**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
TITLE 2 CHAPTER 10 SECTION 020 QUALIFICATIONS.**

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 2 Chapter 10 Section 020 to be amended as follows:

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

TITLE 2

Chapter 2.10

Section 2.10.020

- (a) The mayor shall be a ~~qualified~~ city voter **who maintains a Gustavus domicile.**
- (b) If the mayor ceases to be eligible to be a city voter, **domiciled in Gustavus,** he or she is no longer mayor or council member.

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

Date Introduced: April 14, 2025

Date of Public Hearing: May 12, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of XXXX, 2025

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY25-17**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
TITLE 2 CHAPTER 20 SECTION 020 QUALIFICATIONS OF COUNCIL MEMBERS.**

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 2 Chapter 20 Section 020 to be amended as follows:

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

TITLE 2

Chapter 2.20

Section 2.20.020

- (a) ~~A Council~~ **council** members shall be ~~qualified~~ **a** city voters ~~who maintains a Gustavus domicile.~~
- (b) A council member who ceases to be eligible to be a city voter **domiciled in Gustavus** immediately forfeits his or her office.
- (c) In order to serve as a council member, a person must be a **domiciled** resident of the City of Gustavus for one (1) year immediately prior to the date of the election.

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

Date Introduced: April 14, 2025

Date of Public Hearing: May 12, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of XXXX, 2025

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY25-18**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE REPEAL OF TITLE
6 CHAPTER 01 SECTION 030 LIBRARY ADVISORY COMMITTEE.**

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 6 Chapter 01 Section 030 to be amended as follows:

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

TITLE 6

Chapter 6.01

Section 6.01.030

~~Section 6.01.030 Library advisory committee.~~

~~There may be created a library advisory committee, that supports the librarian(s) in the operation of the library.~~

~~{Ord. No. FY18-09, § 3, 2-12-2018}~~

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

Date Introduced: April 14, 2025

Date of Public Hearing: May 12, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of XXXX, 2025

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY25-19**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
TITLE 6 CHAPTER 03 SECTION 050 STAFF.**

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 6 Chapter 03 Section 050 to be amended as follows:

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

TITLE 6

Chapter 6.03

Section 6.03.050

Section 6.03.050 Staff.

- (a) The DRC paid staff shall consist of:
- (1) A department head/(DRC) manager responsible for administration, planning, budgeting, public relations, agency contacts, permitting, regulatory compliance, supervision of DRC employees and volunteers and general operation of DRC facilities. The department head/manager shall be supervised by the mayor or chief administrative officer.
 - (2) A (DRC) operator responsible for all duties and activities to provide DRC services and to maintain the DRC facilities and equipment. The manager and operator duties may be combined into one (1) regular position or divided between two (2) regular positions. If the positions are divided between two (2) individuals, the manager is the supervisor for the operator.
 - (3) One (1) or more temporary DRC assistant operators, whose duties shall include labor and activities to support the DRC operator. The temporary DRC assistant operator(s) are supervised by the DRC operator.
- (b) The DRC is authorized to accept the labor of unpaid volunteers for DRC operations at the landfill site under the supervision and training of DRC paid staff.
- (c) The DRC is authorized to accept the labor of unpaid volunteers for the acceptance, processing, and resale of donated reusable items at the community chest site under the supervision of the ~~community chest advisory subcommittee.~~ **DRC manager/operator or designee.**

- (d) The DRC manager/operator has the authority to negotiate, but not enter into, mutual aid agreements and contracts with other agencies, with review by the city attorney.

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

Date Introduced: April 14, 2025

Date of Public Hearing: May 12, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of XXXX, 2025

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY25-20**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE REPEAL OF TITLE
6 CHAPTER 04 SECTION 030 ROADS ADVISORY COMMITTEE.**

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 6 Chapter 04 Section 030 to be amended as follows:

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

TITLE 6

Chapter 6.04

Section 6.04.030

Section 6.04.030 Roads advisory committee.

- ~~(a) There may be created a standing roads advisory committee that supports the administration in directing road maintenance projects and contracts. The board will have guidelines and objectives specified in policy and procedure. The board shall provide a quarterly report to the city council. Members of the city council may serve on the board as specified in Section 2.40.150, but may not serve as chair.~~
- ~~(b) In the absence of a standing committee the mayor or chief administrative officer shall be responsible for the committee's duties.~~
- ~~(c) Special projects. The road committee is authorized by the city to submit funding proposals to the State of Alaska, the federal government, or the Gustavus City Council for special road improvement projects that fall outside those activities considered as routine maintenance.~~

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

Date Introduced: April 14, 2025

Date of Public Hearing: May 12, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of XXXX, 2025

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY25-21**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE REPEAL OF TITLE
6 CHAPTER 08 SECTION 040 ENVIRONMENTAL ADVISORY COMMITTEE.**

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 6 Chapter 08 Section 040 to be amended as follows:

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

TITLE 6

Chapter 6.08

Section 6.08.040

~~Section 6.08.040 Environmental advisory committees.~~

~~The City of Gustavus may establish an environmental services advisory committee or subject specific environmental advisory committees to advise the mayor and the council on general or specific environmental issues that generally impact the community. If the council establishes any committee or committees under this section, the council shall establish the number of persons on the committee, the scope of the committee's authorized work, the length of the term of the committee, and appoint persons to the committee. The council may, in its discretion, terminate any committee created under this section at any time.~~

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

Date Introduced: April 14, 2025

Date of Public Hearing: May 12, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of XXXX, 2025

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY25-22**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE REPEAL OF TITLE
8 CHAPTER 02 SECTION 040 MARINE FACILITIES ADVISORY COMMITTEE.**

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 8 Chapter 02 Section 040 to be amended as follows:

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

TITLE 8

Chapter 8.02

Section 8.02.040

Section 8.02.040 Marine facilities advisory committee.

- ~~(a) There is established the marine facilities advisory committee, which shall consist of at least four (4) members appointed by the Gustavus City Council. To the extent possible, appointments to the marine facilities advisory committee shall include persons having marine, engineering, financial, and other skills relevant to harbor facility affairs. Appointments shall be for three (3) years, after which a former member is required to wait at least one (1) year before applying for re-appointment. Initial appointments shall be for staggered terms of two (2) and three (3) years.~~
- ~~(b) Each committee member shall be a qualified voter residing in the City of Gustavus.~~
- ~~(c) The marine facilities advisory committee shall meet at least quarterly, or as needed.~~
- ~~(1) At least one (1) member of the marine facilities advisory committee shall be physically present at the designated meeting place in Gustavus for each meeting.~~
- ~~(2) Marine facilities advisory committee member(s) physically absent from Gustavus may participate by teleconference or other internet platform being utilized by the city.~~
- ~~(3) If the marine facilities advisory committee falls below three (3) members, the Gustavus City Council shall assume the responsibilities of the committee while recruiting members.~~
- ~~(d) Duties. The marine facilities advisory committee shall review with the harbormaster harbor facility operations, management, administration, ordinances, policies, fees and charges, and shall recommend changes to the harbormaster and city council as necessary or appropriate. The chair of the marine facilities advisory committee shall report to the Gustavus City Council as necessary, but not less than once each calendar quarter.~~

~~(e) Vacancies. A vacancy in the marine facilities advisory committee shall exist under the following conditions:~~

- ~~(1) If a person appointed to membership fails to qualify and take office within thirty (30) days of appointment;~~
- ~~(2) If a member departs from the City of Gustavus with the intent to remain away for a period of one hundred twenty (120) or more days;~~
- ~~(3) If a member submits his or her resignation to the Gustavus City Clerk;~~
- ~~(4) If a member fails to attend three (3) consecutive marine facilities committee meetings.~~

~~(f) Vacancies declared and filled by Council. A vacancy shall be declared if one of the conditions in (e) prevails. The vacancy shall be filled according to provisions in Title 2.~~

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

Date Introduced: April 14, 2025

Date of Public Hearing: May 12, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of XXXX, 2025

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY25-23**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
TITLE 10 CHAPTER 01 SECTION 010 DEFINITIONS.**

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 10 Chapter 01 Section 010 to be amended as follows:

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

TITLE 10

Chapter 10.01

Section 10.01.010

For the purpose of this title, unless the context otherwise requires:

Abstract of title: A condensed history of the title to land together with a statement of all liens, charges, or liabilities to which the land may be subject.

Abandoned property: Those objects which no one claims and which after reasonable search and notice, the mayor or the mayor's designee can find no one to claim, or can find definite evidence some person has abandoned.

Appraisal: An estimation of value of property by a qualified appraiser.

Building inspector: Reserved.

Casual use: The temporary, safe, non-exclusive, non-surface-disturbing and non-commercial use of city land and includes but is not limited to such uses as:

- (1) Hiking;
- (2) Hunting;
- (3) Fishing;
- (4) Short-term camping;
- (5) Picnicking;
- (6) Skiing;
- (7) Snow machining;
- (8) Berry picking;
- (9) Bicycling.

City boundaries: The city limits, established when the city is incorporated, inside which all city ordinance are enforceable.

Competitive disposal: A disposal of property wherein no preference is shown to any prospective bidder or group of bidders.

Condition subsequent: An event that occurs after transfer of title which will act to restore title to the maker of the condition.

Contract of sale: A contract between a willing seller and a willing buyer to transfer title to property.

Deed of trust: An instrument, taking the place and serving the uses of a mortgage, by which legal title to real property is placed in a trustee, to secure the repayment of a sum of money or the performance of other conditions.

Disposal: The act of giving away or selling; the transfer of interest in property.

Disputed claims: Claim for property that is protested by another, or for property which is also claimed by another.

Domiciled resident: One who **is a Gustavus resident who has resided-resides** in the City ~~for at least the thirty (30) days previous~~, maintains an address in the City, and intends to make the City his/her permanent ~~resident~~ **residence. There can only be one (1) domiciled residence.**

Easement: A right of privilege in another's land, such as the right to cross for a specific purpose. Easements allow passage across real property without granting any other ownership rights in that property.

Eminent domain: The power of a municipality to convert private property to a public use.

Equitable interest: A claim (in property or other) which should be recognized in the interest of fairness or equity.

Evaluate: To judge the quality of.

Fair market value: The highest price, described in terms of money, which the property would bring if exposed for sale for a reasonable time in the open market, with a seller, willing but not forced to sell, and a buyer, willing but not forced to buy, both being fully informed of all the purposes for which the property is best adapted or could be used.

Federal entity: The federal government or an agency thereof.

Hazardous use: A use involving danger; perilous; risky to human health and well-being.

Interest: In property: A right, claim, title, or legal share in that property. Refers to the "bundle of rights," which may be transferred or conveyed separately or in total. Methods of transfer include deed, lease, or easement.

Inventory: A list of property, containing a description of each article of property.

Land: Includes all real property and all rights in real property of whatever kind or nature and under the jurisdiction of the municipality.

Lease: Leases are used to dispose of specific interests in real property without transferring ownership of that property.

A contract for exclusive possession of lands for a determinate period.

Legal description: That part of a conveyance document which identifies the land or premises intended to be affected by that conveyance.

Litigation: Contract in a court of justice for the purpose of establishing a right.

Lottery: A plan whereby the right to obtain interest in property, either by purchase or gift, is decided by luck or chance through some type of drawing of names.

Mean high tide: The tidal datum plane of the average of all the high tides as would be established by the National Oceanic and Atmospheric Administration for Gustavus.

Mean high tide line: The intersection of the datum plane of mean high tide with the shore.

Mean low tide: The tidal datum plane of the average of the low tides as established by the National Oceanic and Atmospheric Administration for Gustavus.

Mean lower low tide: At any place subject to tidal influence shall be interpreted as the tidal datum plane of the average of the lower of the two (2) low tides of each day as established by the National Oceanic and Atmospheric Administration for Gustavus.

Miscellaneous property: Any tangible property or items owned by the city and used for municipal purposes which is not land or permanently attached to land and more particularly as defined in AS 29.78.010(10).

Motor vehicle: Any ground-travelling conveyance powered by an electric motor or internal-combustion engine, including, but not limited to, cars, trucks, motorcycles, scooters, powered bicycles, all-terrain vehicles, snow machines, construction equipment, hovercrafts, and golf carts. Motor vehicles do not include, for the purposes of this title, powered wheelchairs conveying disabled persons.

Municipality: A unit of local government organized under the laws of the State of Alaska.

Non-Code ordinance: An ordinance that is not part of the permanent City Code.

Nonprofit corporation: An organization formed under the laws of the State of Alaska not to obtain a profit, but to supply an essential service to its constituents.

Obnoxious use: A use which people may find objectionable, disagreeable, offensive, displeasing.

Personal property: Only tangible personal property and that property which is not land or permanently attached to land and more particularly as defined in AS 29.78.010(10). However, for purposes of sale, items and fixtures attached to land shall be deemed personal property if intended to be removed from the land and items intended to become fixtures shall be considered personal property until so affixed.

Public and charitable lands: Land acquired by City of Gustavus from the State of Alaska for use by the public which may not be disposed of, or sold, but can be returned to the State of Alaska.

Public interest: Something in which the public, the community at large, has some pecuniary interest (having to do with money), or some interest by which their legal rights or liabilities are affected.

Public nuisance: Whatever annoys, injures or endangers the safety, health, comfort, or repose of the public; offends public decency, interferes with, obstructs, or renders dangerous any street, highway, navigable lake or stream, or in any way renders the public insecure in life or property, is declared to be a "public nuisance." Public nuisances shall include, but not be limited to, whatever is forbidden by any provision of this title or any ordinance of the City of Gustavus.

Public outcry auction: Sale of property to the highest bidder, at a public auction, where

each prospective buyer has the right to enter successive bids until a price is reached at which to higher subsequent bid is made.

Public service: Activities and enterprises which specially serve the needs of the general public.

Reclaimed or constructed tide or contiguous submerged lands: Those lands resulting by purposeful filling of tide or contiguous submerged lands to an elevation above the extreme high tide line.

Referendum: A method of submitting an important measure to the direct vote of the whole people.

Revert: With respect to property, title to go back to and lodge in former owner.

Review board: Three (3) city council members designated by the mayor to hear presentations concerning violations of sections of this chapter and determine the disposition of the charged violation and fine amount(s), if any.

Sealed bid: A written offer to purchase property placed in an envelope and opened along with all other bids (if any) at a public bid opening.

Singular number includes the plural.

State: The State of Alaska or an agency thereof.

Submerged lands: Those lands covered by tidal waters between the line of mean low tide and seaward to the municipal boundary or as may hereafter be properly claimed by the municipality.

Substantial improvement: A major change or addition to land or real property that makes it more valuable.

Temporary use: An exclusive use of city land which has duration of one (1) year or less, involves minimal disturbance to the land, and does not allow permanent structures or improvements exceeding one thousand dollars (\$1,000.00).

Tidelands: Those lands which are periodically covered by tidal waters between the elevations of mean high tide and mean low tides.

Tract of land: Those parcels of land combined for convenience of survey or sale.

Upland owner: The person who owns, or holds a long term lease to property immediately upland of the tideland's parcel to be leased. For purposes of this definition, uplands may include other tideland upland of the parcel to be leased.

Valid claim: A legally enforceable claim by a third party.

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

Date Introduced: April 14, 2025

Date of Public Hearing: May 12, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of XXXX, 2025

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY25-24NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2025**

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 2025, the following City held account balance transfers are to be made for the reasons stated.

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

CITY HELD ACCOUNTS	Amounts		Amended Balance	Change
	Account Balance*			
	*Approximate, this is a dynamic value			
CP-25-01 City Hall Meter <i>Funding to be transferred directly to FNBA Checking for advance of construction costs and immediate use</i>	\$ 0.00	\$ 16,089.26	\$ 16,089.26	
AMLIP Capital Improv Long-Term	\$ 661,096.72	\$ 645,007.46	\$ 16,089.26	
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: April 14, 2025

DATE OF PUBLIC HEARING: May 12, 2025

PASSED and **APPROVED** by the Gustavus City Council this ____th day of _____, 2025.

Sally A. McLaughlin, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl M. Barker, City Clerk

CITY OF GUSTAVUS

Policies and Procedures

Title: City of Gustavus Policy and Procedure for a Regular Position Employee Performance Evaluation

Authority

City of Gustavus, 3.04.07 Performance Evaluation of Regular Position Employees. End of probationary period; annual; special.

Policy

It is the policy of the City of Gustavus to utilize an employee performance evaluation program to assist the City in maintaining the highest quality employees and highest quality performance. Performance evaluations share the following common objectives:

1. To optimize the application of human resources toward the achievement of City service goals.
2. To provide an opportunity for the supervisor and employee to review, evaluate and align the working relationship between the employee and the City.
3. To provide an opportunity for the supervisor to manage performance on a scheduled basis.
4. To make effective use of employee skills.
5. To facilitate skill development and performance improvements.
6. To provide acknowledgement of work done.
7. To gain new information and ideas from employees.
8. To clarify job expectations and discuss opportunities for improvements, development and goals for the next period.
9. To provide an opportunity for employees to create an individual development plan.

Procedure

1. Supervisor schedules date for evaluation discussion at least ten working days in advance of a performance evaluation and asks the City Clerk to provide employee with an Employee Self-Evaluation and Development Plan form.
2. Employee submits self-evaluation form at least three working days prior to evaluation discussion.
3. Supervisor fills out Regular Position Employee Performance Evaluation form informed by guidance from Title 3, position description, personnel memos, employee self-evaluation, previous performance evaluations, observations during the review period, and interactions with supervisor, colleagues, the public, etc. The supervisor will provide specific examples for ratings in the comments section.
4. Supervisor discusses evaluation with employee in a private city location.
 - a. Employee signs evaluation and receives a copy
 - b. Supervisor's evaluation and employee self-evaluation are placed in personnel file
5. Employee is given the opportunity to respond in writing to supervisor comments or to indicate that he/she has no comments and submit signed response form to City Clerk within five working days of the evaluation meeting. Response will be placed in personnel file. Performance evaluations shall not be subject to the grievance procedure [3.04.07(f)].
6. In the cases of the City Clerk, City Treasurer, and City Administrator, the evaluation forms will be filled out in an Executive Session discussion of the Council and approved by motion in an open meeting.

Following the executive session an evaluation discussion will be scheduled with the employee, the mayor and two council members.

7. Forms to be used in the evaluation process are adopted as Appendices to this Policy and Procedure document. Spacing within each category may be expanded or decreased as appropriate.

Appendices

Appendix A: Employee Self-Evaluation and Development Plan

Appendix B: Regular Position Employee Performance Evaluation

Appendix C: Notice of Work-Performance Deficiencies and Performance Action Plan

Note: This form may be used by a supervisor after any meeting with an employee in which work-performance deficiencies and remedies are discussed.

Signed: Sally A. McLaughlin, Mayor of the City of Gustavus

Date

CITY OF GUSTAVUS

Employee Self-Evaluation and Development Plan

To be filled out by City Clerk and submitted to employee

Check one: Probationary_____ Annual _____ Special _____.

Review period: _____ through _____.

Discussion date with supervisor scheduled for _____.

Self-evaluation due back in City Hall by 4 pm on _____.

Supervisor name and title _____.

To be filled out by employee

Please take one hour of your work time to address the following in the context of your Position Description and performance during the review period. Return this form to the City Clerk by the date and time indicated above.

Employee Name**Department****Position Title****Date of Hire****1. Achievements**

Please list three examples of your work in this review period that you find most noteworthy. How have these achievements contributed to your department and to the community?

2. Training during Review Period

A. What training did you receive during this review period?

B. How have you applied this training to your job?

3. Position-Related Personal Development Goals

In what areas of job performance and productivity would you like to improve your skills? Are you working toward a job-related certification?

4. Training Goals

What training would you like to receive in the next twelve months? How will this training enhance your job performance and productivity? Will this training help you attain a job-related certification?

5. Departmental Project Goals

Please list two primary goals for the next twelve months. How will these contribute to the department and community? How do you plan to execute them? What are the steps? By what date do you hope to accomplish each goal? How can the City be of assistance?

6. Problems or Concerns

Please describe any current or recurring obstacles you are experiencing or that you have experienced during the review period that impede the performance of your responsibilities or that adversely impact your working environment.

7. Compensation Owed

Please identify any and all compensation which you believe is owed to you but has not been paid.

Employee signature

Date

CITY OF GUSTAVUS

REGULAR POSITION EMPLOYEE PERFORMANCE EVALUATION

Check one: Probationary _____ Annual _____ Special _____.

Review Period _____ to _____.

Employee Name

Department

Date of Hire

Position Title

Date of Last Review

Date of This Review

Name of Reviewing Supervisor

Ratings

Satisfactory (S)

The employee's performance meets basic job expectations and City standards.

Needs Improvement (NI)

The employee's performance fails to meet job expectations and/or City standards. Provide specific examples. Recommendations for improvement will follow in the final "Summary and Recommendations" section.

1. Accomplishments (List major job achievements of the past year or since the last evaluation, based on observation and with reference to the employee self-evaluation.)

2. Job Knowledge (Employee possesses a clear understanding of the responsibilities and tasks s/he must perform; keeps up with developments in the field; applies knowledge gained from time and training within the position.)

Rating:

Comments:

- 3. Job Performance** (QUALITATIVE—Complies with City policies and procedures, such as procurement, time sheets; oral and written communication skills; neatness, thoroughness, accuracy; professional manners and comportment; customer service; overall quality of employee's work.)

Rating:

Comments:

- 4. Job Productivity** (QUANTITATIVE—employee demonstrates a commitment toward achieving results beneficial to the City; tasks are completed efficiently and effectively in terms of time and cost. Ability to plan, prioritize, organize. Deadlines are met. Handles pressure. Employee eliminates unnecessary work and activities that do not add value.)

Rating:

Comments:

- 5. Dependability** (Employee can be relied upon to complete tasks and is conscientious about his/her attendance and timeliness. Performs tasks delegated or assigned by supervisor and communicates results.)

Rating:

Comments:

- 6. Cooperation** (Employee demonstrates a willingness to work with associates, subordinates, supervisors, volunteers, agency representatives and the general public; flexibility and adaptability.)

Rating:

Comments:

- 7. Initiative** (Employee demonstrates an ability to think and act independently. Originates innovative ideas and methods to improve job performance and productivity.)

Rating:

Comments:

- 8. Work Environment/Safety** (Follows safety regulations and actively contributes to a safe and pleasant workplace.)

Rating:

Comments:

- 9. Integrity** (Deals with others in a fair, honest, straightforward manner; is trustworthy; takes responsibility for failures and shares credit for successes; uses appropriate discretion and is sensitive to confidentiality.)

Rating:

Comments:

SUMMARY AND RECOMMENDATIONS

(Deficiencies will be addressed in “Work Performance Deficiencies and Performance Improvement Plan”)

Supervisor Signature

Date

Supervisor Position Title

Signature of Mayor
(if Mayor is not direct supervisor)

Date

Has this report been discussed with the Employee? Yes _____ No _____

Date of discussion _____

If "no," provide reason:

Employee signature, acknowledging receipt of a copy of the Performance Evaluation and an optional Response form (due in City Hall in five working days, if the employee chooses to respond).

Employee signature

Date

CITY OF GUSTAVUS**Notice of Work-Performance Deficiencies
and Performance Action Plan****Date:****To
Employee Name:****Position:**

At our recent meeting on _____, 20____, we discussed your unsatisfactory job performance. This letter is a written confirmation of that meeting. At that time you were cautioned that your performance was not acceptable in the following respects:

As stated in the meeting you have been given an unsatisfactory performance rating, based on the above factors. In order to retain employment with the City of Gustavus, your performance must improve, and you must adopt the following performance action plan:

Please accept this notice as constructive advice. We expect to see continuing improvement in your job performance.

Sincerely,

Supervisor signature

Receipt acknowledged by employee:

Employee Signature

Date

Original to be placed in personnel file; one copy to employee.

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY25-XX**

**A RESOLUTION OF THE GUSTAVUS CITY COUNCIL AMENDING POLICY AND
PROCEDURE FOR A REGULAR POSITION EMPLOYEE PERFORMANCE EVALUATION**

WHEREAS, the Gustavus City Council adopted a revision of Title 2, Administration, by Ordinance FY25-10 on February 10, 2025, more specifically Title 2.50.070, City Administrator, and

WHEREAS, the current City of Gustavus Policy and Procedure for Regular Positions Employee Performance Evaluation which was approved by CY14-25 on August 11, 2014, A Resolution of the Gustavus City Council establishing policy and procedure for a regular position employee performance evaluation needs to be amended to include the City Administrator, and,

WHEREAS, the Council recognizes the need to establish a consistent and impartial procedure for the evaluation of city staff with regard to employee performance;

NOW THEREFORE BE IT RESOLVED, the Gustavus City Council adopts this amended Policy and Procedure for A Regular Position Employee Performance Evaluation.

PASSED and **APPROVED** by the Gustavus City Council this XX day of _____, 2025.

Sally A McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk