

CITY OF GUSTAVUS

P.O. Box 1
Gustavus, Alaska 99826



**COUNCIL MEETING PACKET
SPECIAL MEETING
AUGUST 26, 2013**

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Mayor's Request for Agenda Changes
5. Committee Reports
6. Public Comment on Non-agenda Items
7. Consent Agenda
8. Ordinance for Public Hearing
9. Unfinished Business
10. New Business

A. Discussion and Possible Action regarding the approval of RFP #CoG FY14-01 Auditing Services for FY11, FY12 and FY13.

B. Discussion and Possible Action regarding the approval of the Fire Chief Job Description.

C. Discussion and Possible Action regarding the City Clerk/Treasurer Position, the Role of DCCED, and the hiring of a Temporary Bookkeeper.

11. Staff Reports
12. City Council Reports
 - A. Mayor's Report
 - B. City Clerk Report
13. City Council Questions and Comments
14. Public Comment on Non-agenda Items
15. Executive Session
16. Adjournment

City of Gustavus

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Item No. 1 Call to Order

Recommended Action:

The Mayor is to call the meeting of the City Council to order.

Item No. 2 Roll Call – City Clerk

Recommended Action:

The City Clerk conducts a roll call of each elected and duly qualified Council Member.

Item No. 3 Approval of Minutes

No previous Minutes will be read or approved at this Special Meeting

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Item No. 4 Mayor's Request for Agenda Changes:

This is the opportunity for the Mayor to request any changes or revisions to the agenda. If there are any changes since the first publication of the agenda, those changes should be announced and approved.

Item No. 5 Committee Reports

No Committee Reports are expected for this special meeting

Item No. 6 Public Comment on Non-Agenda Items

This is the opportunity for the public to speak on items that are not included on the Special Meeting Agenda.

Item No. 7 Consent Agenda

There is no consent agenda for this Special Meeting

Item No. 8 Ordinance for Public Hearing:

There is no Ordinance for Public Hearing for this Special Meeting.

Item No. 9 Unfinished Business

There is no unfinished business for this Special Meeting.

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Item No. 10A. New Business

- A. Discussion and possible action regarding the approval of RFP #CoG FY14-01 submitted by Altman/Rogers firm.

The Mayor announces that this is a public hearing for the RFP, and is there any:

Oral Testimony –

Written Testimony –

Recommended Action:

Move to approve the submission by Altman/Rogers to audit FY13 for \$22,500.00

Move to approve the submission by Altman/Rogers to audit FY11 for \$17,000.00

Move to approve the submission by Altman/Rogers to audit FY12 for \$17,000.00

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Item No. 10B. New Business

B. Discussion and possible action regarding the approval of the Fire Chief job description.

The Mayor announces that this is a public hearing for the job description for the Gustavus Volunteer Fire Department Fire Chief, and if there is any:

Oral Testimony –

Written Testimony –

Recommended Action:

Move to approve the Fire Chief job description as presented.

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Item No. 10C. New Business

C. Discussion and possible action regarding the City Clerk/Treasurer Position, the Role of DCCED, and the hiring of a temporary bookkeeper.

The Mayor announces that this is a public hearing for the discussion regarding the City Clerk/Treasurer Position. The Mayor explains the role of DCCED in the execution of the upcoming city elections. The Mayor suggests the hiring of a temporary bookkeeper and if there is any:

Oral Testimony –

Written Testimony –

Recommended Action:

Discuss dividing the City Clerk/Treasurer position into two positions. The Deputy City Clerk position would become a regular part-time position (30 hrs. per week including meetings @\$22.00/hr) and the City Clerk/Treasurer position would remain a full-time position (40 hrs. per week @\$25.00/hr) with emphasis on finance.

Justification for creating an additional position:

1. Tremendous backlog due to the resignation of the previous City Clerk/Treasurers.
2. We are going into an audit, which will be extremely time-consuming.
3. We are implementing a records retention policy. We have 9 years of documents to categorize according to state retention regulations.

City Clerk/Treasurer Position

Initial screening for interview pool and primary selection criteria

1. Background in working with municipal government
Under “Knowledge, Skills, Abilities,” POSITION DESCRIPTION calls for “knowledge of municipal government operations,” and “Knowledge of municipal government laws and regulations, preferably in Alaska.”
 - a. Capacity
 - b. Length of time
2. Clerical and administrative experience in an office setting
POSITION DESCRIPTION calls for five years of secretarial, office management or administrative experience. POSITION DESCRIPTION says municipal experience is preferred.
 - a. Capacity
 - b. Length of time
3. Experience in bookkeeping and other aspects of accounting and financial management. POSITION DESCRIPTION calls for three years experience in accounting, including computer-based accounting.
 - a. Capacity
 - b. Length of time
 - c. Specific skills and experience:
 - (1) Accounts payable/receivable
 - (2) Payroll
 - (3) Sales tax
 - (4) Budget preparation
 - (5) Demonstrated computer proficiency with MS-Word, MS-Excel, MS-Publisher, and QuickBooks
4. Experience with records management
5. Writing and public speaking skills
6. Evidence of effective work with the public
7. Evidence of ability to work as cooperative team player
8. For final selection: Results of reference checks and interview questions.

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Agenda Item
11

Item No. 11. Staff Reports

No staff reports are expected for this special meeting.

Agenda Items
12a – 12b

Item No. 12 City Council Reports

- a. Mayor's Report: This is the opportunity for the Mayor to give any verbal or written report as to the different events or announcements that he/she is involved with.

- b. City Clerk's Report: This is the opportunity for the City Clerk to give any verbal or written report on upcoming events, meetings, or announcements of any special occasion.