



City of Gustavus
P.O. Box 1
Gustavus, AK 99826
Phone: (907) 697-2451

COUNCIL PACKET
January 3, 2013 SPECIAL MEETING



CITY COUNCIL MEETING AGENDA

SPECIAL MEETING

JANUARY 3, 2013 - THURSDAY

8:00PM @ CITY HALL

Lou Cacioppo

Mayor

lou.cacioppo@gustavus-ak.gov

Mayor Term Expires 2013

Council Seat Term Expires 2013

Noël Farevaag

Vice Mayor

noel.farevaag@gustavus-ak.gov

Term Expires 2014

Morgan DeBoer

Council Member

morgan.deboer@gustavus-ak.gov

Appointed Until October 2013

Term Expires October 201

Phil Hawley

Council Member

phil.hawley@gustavus-ak.gov

Term Expires 2015

Jim Mackovjak

Council Member

jim.mackovjak@gustavus-ak.gov

Term Expires 2013

Sandi Marchbanks

Council Member

sandi.marchbanks@gustavus-ak.gov

ak.gov

Term Expires 2014

Tim Sunday

Council Member

tim.sunday@gustavus-ak.gov

Term Expires 2015

COUNCIL MEETINGS:

Work Sessions:

1st & 3rd Thursdays

General Meeting:

2nd Thursday

1. Call to Order
2. Roll Call
3. Approval of Minutes: None
4. Mayor's Request for Agenda Changes:
5. Committee Reports: None
6. Public Comment on Non-Agenda Items
7. Consent Agenda: None
8. Ordinance for Public Hearing: None
9. Unfinished Business: None
10. New Business:
 - A. Approval of Amendment For Mt. View Drainage Fish Passage Design Project
 - B. FY13-11NCO—Amending the Road Budget—Publish
 - C. Resolution 2012-27 Bypass Competitive Bid—DOWL
 - D. Approve & Authorize Mayor To Sign Short Form Agreement Between City of Gustavus & DOWL For Engineering For Mt. View Drainage Fish Passage Design
 - E. Resolution 2013-01 Revise & Amend City of Gustavus Policies & Procedures Attachment B Project Scoping & Development Form
11. Staff Reports: None
12. City Council Reports
 - A. Mayor's report
 - B. City Clerk report
13. City Council Questions and Comments
14. Public Comments on Non-Agenda Items
15. Executive Session
16. Adjournment



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



In Reply Refer To:
JFWFO

Lou Cacioppo
Mayor
City of Gustavus
1802 Gustavus Rd
P.O. Box 1
Gustavus, AK 99826

Subject: Notice of Award Change, **Revision 001** to Financial Assistance Award **F12AC01022**

Dear Mr. Cacioppo,

Your organization's request for award amendment to U.S. Fish and Wildlife Service (USFWS) Award **F12AC01022** under CFDA # 16.608 Fish Passage is approved effective November 27, 2012. This award is amended as follows:

The original timeline of outcomes of this award has been changed. The new timeline for project tasks is as follows:

TASK/Milestone	Anticipated Completion Date
Stream crossing design drawings, materials list, and cost estimate – 65% complete	February 15, 2013
Stream crossing design drawings, materials list, and cost estimate – 95% complete	April 15, 2013
Stream crossing design drawings, materials list, and cost estimate – 100% complete; design study report	June 15, 2013
Provide a Final Federal Financial Report (SF-425) and a final project report. ***Note: <i>Both final SF-425 and Final Report must be approved by the Service Project Officer prior to final drawdown.</i>	March 31, 2014

The original scope of work will be changed as follows: A fish passage improvement design for the Chase Drive site will be replaced with a design for Good River Road.

This amendment is made at no additional cost to the U.S. Government.

U.S. Fish & Wildlife Service John Duda Fish and Wildlife Biologist Jackson Park and Wildlife Field Office 3000 Vantage Park Blvd., Suite 201 Jackson, Alaska 99201 907.766.1149 John.Duda@usfws.gov	Idaho Department of Fish and Game Lynette Stenstrom City Clerk P.O. Box 1 Gardenes, AK 99226 Phone 907.497.2401 clerk@idfg.state.ak.gov
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Contact John Haskins with any questions. Please include the CPE® document number assigned to this article in all written communications.

Sincerely,
**Richard
Primmer**
Richard Primmer
Agreement of Client/Contract Specialist
Division of Contracting and General Services
U.S. Army and Air Force

Specialty Operations Contract Specialist
Contracting Specialist
Contracting Specialist
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Contracting Specialist

[illegible]



**City of Gustavus, Alaska
Ordinance No. FY13-11NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE
AMENDMENT OF THE ROAD BUDGET FOR FISCAL YEAR 2013**

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 2013, estimated expenditures have changed from the estimates in the approved budget.

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

Budget Category	Amounts		
	Original Budget	Amended Budget	Change
INCOME			
Grant	\$55,490.00	\$55,700.00	+\$210.00
EXPENSE			
Contractual Services	\$55,490.00	\$55,700.00	+\$210.00

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

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

DATE INTRODUCED: January 3, 2013

DATE OF PUBLIC HEARING: February 14, 2013

PASSED and APPROVED by the Gustavus City Council this _____ day of _____, 2013.

Lou Cacioppo
Mayor

Attest: Kapryce Manchester, MMC
City Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION 2012-27**

**A RESOLUTION TO BY-PASS THE COMPETITIVE BID PROCESS AND AWARD
THE CONTRACT TO DOWL HKM FOR ADDITIONAL DESIGN WORK ON
THE MOUNTAIN VIEW DRAINAGE FISH PASSAGE IMPROVEMENT
PROJECT**

WHEREAS, Section 4.17.030 Competitive , of the Gustavus Administrative Code provides that:

- a. All purchases of and contracts for supplies and contractual services shall, except as specifically provided in this chapter, be based wherever possible on competitive bids.
- b. When competitive bids are not deemed to be practical, a purchase or contract for supplies may be entered into if the Council certifies in writing by resolution that competitive bids are impractical, reciting the reasons therefore, and specifies how the purchase shall be made or the contract shall be entered into.

And,

WHEREAS, engineering design work for the Mountain View Drainage Fish Improvement Project, has been funded entirely by a grant from the U.S. Fish and Wildlife Service (USFWS); and,

WHEREAS, the first phase engineering design for the stream survey and for the culvert replacement at Good River Road was competitively bid in accordance with City of Gustavus regulation ; and,

WHEREAS, Dowl HKM was the successful bidder for first phase survey and engineering design and has completed that phase successfully within budget; and,

WHEREAS, the FWS wishes to continue funding design work for the remaining four culvert replacements at Lukes driveway, Spruce Lane, Tong Road and the Good River Crossing by contract with Dowl HKM; and,

WHEREAS, the City of Gustavus Road Committee has recommended replacing culverts at the four locations as a means of improving road safety at Spruce Lane and Tong Road and of providing for fish passage improvement along the stream; and,

WHEREAS, competitive bidding for additional design work on this project is impractical because Dowl HKM holds the data from the first phase of the project and is therefore best suited to continue efficiently, and without delay, the design work for the remaining four culvert replacements; and,

WHEREAS, Dowl HKM has submitted a proposal (copy attached) to complete the additional design work for a price of \$55,700, with funding entirely by the USFWS; and,

WHEREAS, a contract (copy attached as Exhibit A) has been developed by US FWS to provide the design work for the Mountain View Drainage Fish Passage Project design of culvert replacements at Lukes driveway, Spruce Lane, Tong Road and the Good River crossing in accordance with the Dowl HKM proposal.

AND NOW THEREFORE BE IT RESOLVED, the Gustavus City Council bypasses the competitive bid process and awards the contract to Dowl HKM for the Mountain View Drainage Fish Passage Project design of culvert replacements at Luke driveway, Spruce Lane, Chase driveway, and Tong Road, with full funding by U.S. Fish and Wildlife Service, in the amount of \$55,700.

PASSED and APPROVED by the Gustavus City Council, this 3rd day of January, 2013.

Lou Cacioppo, Mayor

Noel Farevaag, Vice Mayor

Jim Mackovjak, Council Member

Sandi Marchbanks, Council Member

Tim Sunday, Council Member

Phil Hawley, Council Member

Morgan DeBoer, Council Member

Attest: Kapryce Manchester, MMC
City Clerk

SHORT FORM OF AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES

THIS IS AN AGREEMENT effective as of October 3, 2012 ("Effective Date") between

City of Gustavus ("Owner")

and

DOWL HKM ("Engineer").

Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as follows:

Gustavus Fish Passage Improvements ("Project").

Engineer's Services under this Agreement are generally identified as follows:

Refer to attached Appendix 1.

Owner and Engineer further agree as follows:

1.01 *Basic Agreement and Period of Service*

- A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above. Owner shall pay Engineer for its services as set forth in Paragraphs 7.01 and 7.02.

~~B. Engineer shall complete its services within a reasonable time, or within the following specific time period: [Here insert any specific completion date, or the time for completion in days, weeks, or months from the Effective Date].~~

~~C.~~ B. If the Project includes construction-related professional services, then Engineer's time for completion of services is conditioned on the time for Owner and its contractors to complete construction not exceeding 12 months. If the actual time to complete construction exceeds the number of months indicated, then Engineer's period of service and its total compensation shall be appropriately adjusted.

2.01 *Payment Procedures*

- A. *Invoices:* Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of

notwithstanding, VVowner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, then the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if any) from and forthwith thereafter. In addition, Engineer may, after giving written days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for Owner's expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension. Payments will be considered late if interest and fees to principal.

- The obligor's consent to performance under this Agreement may be manifested in
1. *For example:*
 2. *the obligor pays the obligee within seven (7) days of the date of substantial delivery of the goods or services to the obligee in accordance with the Agreement (as evidenced by the receipt or invoice) or the obligor provides the obligee with a written acknowledgment of receipt of the goods or services; or*
 3. *the obligor:*
 4. *upon seven days written notice of the obligor's demand that the obligee perform or perform the goods or services to the obligor, the obligee:*
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6. The cost of any information under Paragraph 10, together with the related reasonable costs, shall be borne by the person submitting the information, including any costs incurred by the person submitting the information in connection with the information.
10. Access, storage and distribution
- A. Access and storage: Every member of the company, including shareholders and legal representatives of each and every member, shall have access to the information under Paragraph 10, in the form and manner specified in the company's internal control system, and shall have access to the information, including the information, in the form and manner specified in the company's internal control system.
- B. Access and storage: Every member of the company, including shareholders and legal representatives of each and every member, shall have access to the information under Paragraph 10, in the form and manner specified in the company's internal control system, and shall have access to the information, including the information, in the form and manner specified in the company's internal control system.
- C. Access and storage: Every member of the company, including shareholders and legal representatives of each and every member, shall have access to the information under Paragraph 10, in the form and manner specified in the company's internal control system, and shall have access to the information, including the information, in the form and manner specified in the company's internal control system.
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- B. Access and storage: Every member of the company, including shareholders and legal representatives of each and every member, shall have access to the information under Paragraph 10, in the form and manner specified in the company's internal control system, and shall have access to the information, including the information, in the form and manner specified in the company's internal control system.
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1. The first part of the document is a list of the names of the members of the committee who have been appointed to the various sub-committees. The names are listed in alphabetical order of the last name.

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Mountain View Strategic Risk Planning Supplement - Design

Background

The purpose of this plan is to provide a strategic vision for the Mountain View Strategic Risk Planning Supplement, which will be the subject of the strategic risk planning process.

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