

**CITY OF UNALASKA
UNALASKA, ALASKA
REGULAR MEETING
TUESDAY, DECEMBER 12, 2017, 6:00 PM
UNALASKA CITY HALL COUNCIL CHAMBERS
AGENDA**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

RECOGNITION OF VISITORS

ADDITIONS TO AGENDA

MINUTES OF PREVIOUS MEETINGS: November 28, December 2 and December 5, 2017

FINANCIAL REPORT

BOARD/COMMISSION REPORTS

MANAGER'S REPORT: In the packet

AWARDS/PRESENTATIONS: Mayor - UCSD Teams (Swimming & Volleyball)

COMMUNITY INPUT / ANNOUNCEMENTS

PUBLIC INPUT ON AGENDA ITEMS

LEGISLATIVE

PUBLIC HEARING

1. ORDINANCE 2017-11 – SECOND READING: An Ordinance of the Unalaska City Council amending Unalaska Municipal Code Chapter 2.08 to create the office of Vice Mayor, Chapter 2.12 to clarify vacancy conditions, Chapter 2.20 to prohibit telephonic participation in executive sessions, define Sergeant at Arms, and clarify council directives, Chapter 2.64 to pay Planning Commissioners, Chapter 2.84 to clarify bonding requirements, Chapter 2.88 to clarify definition of substantial financial interest, Chapter 2.92 to update definition of "document" and Chapter 2.96 to define orders of interim succession for emergency preparedness purposes.

WORK SESSION

1. Presentation: Public Utilities Update (First of Two)
2. Discussion: Budget Calendar and CMMP Process Timeline
3. Discussion: Community Support Guidelines
4. Discussion: UMC Fencing Project Overview

RECONVENE TO REGULAR SESSION

CONSENT AGENDA

UNFINISHED BUSINESS

1. ORDINANCE 2017-11 – SECOND READING: An Ordinance of the Unalaska City Council amending Unalaska Municipal Code Chapter 2.08 to create the office of Vice Mayor, Chapter 2.12 to clarify vacancy conditions, Chapter 2.20 to prohibit telephonic participation in executive sessions, define Sergeant at Arms, and clarify council directives, Chapter 2.64 to pay Planning Commissioners, Chapter 2.84 to clarify bonding requirements, Chapter 2.88 to clarify definition of substantial financial interest, Chapter 2.92 to update definition of "document" and Chapter 2.96 to define orders of interim succession for emergency preparedness purposes.

NEW BUSINESS

1. RESOLUTION 2017-67: Resolution of the Unalaska City Council authorizing the City Manager to enter into an agreement with Ron Moore Metal Recycling to ship nets from the City of Unalaska's landfill to Seattle, in the amount of \$232,000
2. RESOLUTION 2017-70: Resolution of the Unalaska City Council authorizing the City Manager to enter into an agreement with Iliuliuk Family Health Services, Inc., for disbursement of emergency assistance funds for the operation of the clinic.
3. RESOLUTION 2017-71: Resolution of the Unalaska City Council authorizing funding for travel, per diem and salaries for two members of the Alaska Marine Pilots Association to participate in a ship simulation study as part of the analysis of the proposed deepening of the entrance channel to Dutch Harbor, to be credited as in-kind payment with the United States Army Corps of Engineers in an amount not to exceed \$17,000.

COUNCIL DIRECTIVES TO CITY MANAGER

COMMUNITY INPUT / ANNOUNCEMENTS

ADJOURNMENT

**CITY OF UNALASKA
UNALASKA, ALASKA
REGULAR MEETING
TUESDAY, NOVEMBER 28, 2017, 6:00 PM
UNALASKA CITY HALL COUNCIL CHAMBERS
MINUTES**

The regular meeting of the Unalaska City Council was called to order at 6:00 pm, November 28, 2017, in the Unalaska City Hall Council chambers. Roll was taken:

PRESENT

Frank Kelty, Mayor
Dennis Robinson
Roger Rowland
James Fitch (Telephonic)
Alejandro Tungul
David Gregory

ABSENT:

Shari Coleman (Excused)

PLEDGE OF ALLEGIANCE: Mayor Kelty led the Pledge of Allegiance.

RECOGNITION OF VISITORS

- Brian Meissner, ECI Alaska Architecture
- Brooks Chandler, City Attorney
- Darlene Dumais-Allen, CFO, IFHS
- Stephen Veitch, GovHr (telephonic)

ADDITIONS TO AGENDA

Added:

- PUBLIC HEARING: ORDINANCE 2017-14 BUDGET AMENDMENT NO. 2 – SECOND READING: *Creating a Budget Amendment to transfer \$500,000 from the General Fund Budgeted Surplus to Increase the Grants to Non-Profits to help fund the Iliuliuk Family Health Services (IFHS) Emergency Assistance Support Request*

Removed:

- NEW BUSINESS: Mayor Travel: *Bairdi Tanner Crab Workshop, Bering Sea Fishery Research Foundation, December 18-19, 2017, Juneau*

MINUTES OF PREVIOUS MEETING: Robinson made a motion to approve the October 24, 2017 meeting minutes; Rowland seconded. Motion passed by consensus.

FINANCIAL REPORT

BOARD/COMMISSION REPORTS: Planning Commission Meeting Minutes, July 20, 2017 and August 17, 2017

MANAGER'S REPORT: In the packet

AWARDS/PRESENTATIONS: Volunteer Captain Salvador Alvarado, Governor's Emergency Medical Service Provider of the Year Award, presented November 10, 2017 during the 43rd annual EMS symposium in Anchorage

COMMUNITY INPUT/ANNOUNCEMENTS:

- Mayor Kelty extended apologies to community member
- Mayor Kelty extended congratulations to PCR – Christmas Tree Lighting Ceremony
- Girl Scouts
 - Food Drive - Thank you to community for donations
- Arts Council
 - 1st Fridays – December 1, 2017 6:30 pm – 8:30 pm at Expedition Park
 - Annual Arts and Crafts Fair
- UCSD
 - Lady Raiders Volleyball – State Competition
 - Wrestling Team – Regionals
 - Basketball Season begins
 - Poetry Out-Loud
 - Holiday Band Concert
 - Eagle's View Elementary Winter Program
- Piano Recital
- Annual Firefighters Ball
- PCR
 - Holiday Bazaar
 - Santa Fun Run
- Ballyhoo Lions – Raffle Tickets available

PUBLIC TESTIMONY ON AGENDA ITEMS

LEGISLATIVE

PUBLIC HEARING: ORDINANCE 2017-14 BUDGET AMENDMENT NO. 2 – SECOND READING:
Creating a Budget Amendment to Transfer \$500,000 from the General Fund Budgeted Surplus to Increase the Grants to Non-Profits to help fund the Iliuliuk Family Health Services (IFHS) Emergency Assistance Support Request.

Mayor Kelty opened the Public Hearing. Hearing no testimony the Public Hearing was closed.

WORK SESSION

1. Presentation: City Manager Recruitment Update and Schedule
2. Presentation: Library Improvement Project
3. Presentation: Fire Department Status Update
4. Discussion: IFHS Clinic Funding Request
5. Discussion: Title 2 Revisions

RECONVENE TO REGULAR SESSION

CONSENT AGENDA

UNFINISHED BUSINESS

1. ORDINANCE 2017-14 BUDGET AMENDMENT NO. 2 – SECOND READING: Creating a Budget Amendment to Transfer \$500,000 from the General Fund Budgeted Surplus to Increase the Grants to Non-Profits to help fund the Iliuliuk Family Health Services (IFHS) Emergency Assistance Support Request

Robinson made a motion to adopt Ordinance 2017-14; Rowland seconded.

Roll Call Vote: Fitch – yes; Rowland – yes; Robinson – yes; Tungul – yes; Gregory – yes.

Motion passed. 5-0.

NEW BUSINESS

1. RESOLUTION 2017-64: A Resolution of the Unalaska City Council authorizing an expenditure in the amount of \$_____ from council contingency to sponsor the Alaska Fisheries Development Foundation's Annual Alaska Symphony of Seafood Contest

Robinson made a motion to adopt Resolution 2017-64; Tungul seconded.

Robinson made a motion to amend Resolution 2017-64 and insert \$1000; Gregory seconded.

Roll Call Vote on amended motion: Fitch – yes; Rowland – yes; Robinson – yes; Tungul – yes; Gregory – yes. Motion passed. 5-0

Rowland made a motion to amend Resolution 2017-64 and insert \$2500; Tungul seconded.

Roll Call Vote on amended motion: Gregory – yes; Fitch – yes; Rowland – yes; Robinson – yes; Tungul – yes. Motion passed. 5-0.

Roll Call Vote on main motion as amended: Rowland – yes; Robinson – yes; Tungul – yes; Gregory – yes; Fitch – yes.

Motion passed. 5-0.

2. RESOLUTION 2017-65: A Resolution of the Unalaska City Council confirming the Mayor's appointment of Harriet Berikoff and William Homka as the City's representatives on the Iliuliuk Family & Health Services Board

Tungul made a motion to adopt Resolution 2017-65; Gregory seconded.

Roll Call Vote: Rowland – yes; Robinson – yes; Tungul – yes; Gregory – yes; Fitch - yes.

Motion passed. 5-0.

3. ORDINANCE 2017-11 – FIRST READING: An Ordinance of the Unalaska City Council amending Unalaska Municipal Code Chapter 2.08 to create the office of Vice Mayor, Chapter 2.12 to add compensation for council members for work sessions and clarify vacancy conditions, Chapter 2.20 to prohibit telephonic participation in executive sessions, define Sergeant at Arms, and clarify council directives, Chapter 2.44 to update Fire Chief and Deputy Chief of Police positions, Chapter 2.64 to pay Planning Commissioners, Chapter 2.84 to clarify bonding requirements, Chapter 2.88 to clarify definition of substantial financial interest, Chapter 2.92 to update definition of "document" and Chapter 2.96 to define orders of interim succession for emergency preparedness purposes

Rowland made a motion to move Ordinance 2017-11as amended to second reading and public hearing on December 12, 2017; Robinson seconded.

Roll Call Vote: Robinson – yes; Tungul – yes; Gregory - yes; Fitch - yes; Rowland – yes.

Motion passed. 5-0.

4. Mayor and Council Travel: North Pacific Fisheries Management Council Meeting, December 4-11, 2017, Anchorage

Rowland made a motion to approve Mayor travel to the North Pacific Fisheries Management Council Meeting, December 4-11, 2017; Tungul seconded.

Roll Call Vote: Rowland – yes; Robinsons – yes; Tungul – yes; Gregory – yes; Fitch - yes.

Motion passed 5-0.

5. Mayor Travel: Bairdi Tanner Crab Workshop, Bering Sea Fishery Research Foundation, December 18-19, 2017, Juneau

9:17 pm – Rowland made a motion to enter into Executive Session; Robinson seconded

EXECUTIVE SESSION: Legal advice regarding hiring an outside investigator

10:30 pm – adjourned back to Regular Session

RECONVENE TO REGULAR SESSION

6. RESOLUTION 2017-66: A Resolution of the Unalaska City Council authorizing the City Manager to enter into an agreement with _____ in an amount not to exceed \$_____ to conduct an investigation into the sequence of events that took place on June 24, 2017, that led to an ongoing investigation

Rowland made a motion to adopt Resolution 2017-66; no second.
Motion dies for lack of second.

COUNCIL DIRECTIVES TO CITY MANAGER

COMMUNITY INPUT / ANNOUNCEMENTS

ADJOURNMENT: The meeting was adjourned at 10:40 pm.

Marjie Veeder
City Clerk

**CITY OF UNALASKA
UNALASKA, ALASKA
SPECIAL MEETING
SATURDAY, DECEMBER 2, 2017, 9:00 A.M.
UNALASKA CITY HALL COUNCIL CHAMBERS
MINUTES**

The special meeting of the Unalaska City Council was called to order at 9:04 a.m., on December 2, 2017, in the Unalaska City Hall Council chambers. Roll was taken:

PRESENT:

Frank Kelty, Mayor
Shari Coleman
David Gregory
Dennis Robinson
Roger Rowland
Alejandro Tungul

ABSENT:

James Fitch (Excused)

Others present: Interim City Manager Nancy Peterson; HR Manager Kelly Stiles

Rowland made a motion to enter into Executive Session; Gregory seconded.
Motion passed 5-0.

EXECUTIVE SESSION: Discuss candidates for City Manager.

At 12:01 p.m. Tungul made a motion to reconvene to regular session; Gregory seconded.
Motion passed 5-0.

Gregory made a motion to authorize the Interim City Manager to invite the following City Manager applicants and their respective spouses to travel Unalaska for on-site interviews during the 3rd week of December 2017:

1. Warren P. Brown;
2. Ian A. McGaughey;
3. Thomas E. Thomas; and
4. Erin W. Reinders

Motion seconded by Tungul.
Motion passed 5-0.

ADJOURNMENT: The meeting was adjourned at 12:02 p.m.

Marjie Veeder
City Clerk

**CITY OF UNALASKA
UNALASKA, ALASKA
SPECIAL MEETING
TUESDAY, DECEMBER 5, 2017, 5:30 PM
Please Note Time Change
UNALASKA CITY HALL COUNCIL CHAMBERS
MEETING**

The special meeting of the Unalaska City Council was called to order at 5:30 pm, December 5, 2017, in the Unalaska City Hall Council chambers. Roll was taken:

PRESENT:

Frank Kelty, Mayor	(Telephonic)
Dennis Robinson	
Roger Rowland	
James Fitch	(Telephonic)
Alejandro Tungul	
David Gregory	
Shari Coleman	

ABSENT:

None

Gregory made a motion to appoint Council Member Rowland Mayor Pro Tem; Robinson seconded. Roll Call Vote: Coleman – yes; Rowland – yes; Robinson – yes; Tungul – yes; Gregory – yes; Fitch – yes. Motion passed. 6-0.

PLEDGE OF ALLEGIANCE: Mayor Pro Tem Rowland led the Pledge of Allegiance.

PUBLIC INPUT ON AGENDA ITEMS: None

WORK SESSION: Discuss extension of the City Manager recruitment process until January and postpone the interviews with candidates to a later date.

Robinson made a motion to adjourn into Work Session; Gregory seconded. Motion passed by consensus.

Nancy Peterson, Interim City Manager, led the discussion and answered Council's questions.

RECONVENE TO REGULAR SESSION

NEW BUSINESS

1. Motion to extend the recruitment process until January and postpone the interviews with candidates to a later date.

Robinson made a motion to extend the recruitment process until January and postpone the interviews with candidates to a later date; Tungul seconded.

Roll Call Vote: Tungul – yes; Gregory – no; Fitch – yes; Coleman – yes; Rowland – no; Robinson – yes. Motion passed. 4-2.

ADJOURNMENT: The meeting adjourned at 5:59 pm.

Marjie Veeder
City Clerk

TO: Mayor and Council
FROM: Nancy Peterson, Interim City Manager
SUBJECT: City Manager's Report
DATE: 12/12/2017

F/V AKUTAN: F/V Akutan has been holding steady at anchor through the most recent storms. As of December 4, 2,800 lbs. of ammonia have been removed. Resolve Magone Marine and their subcontractor continue to remove ammonia, the Portable chlorine tank and lead batteries. Resolve will reassess the concrete floor in the fish hold that was saturated in diesel and remove any free product if necessary. Operations are anticipated to last 2-4 days and will be timed around weather windows. We have postponed the work session presentation to discuss the future of the vessel until January so we can gather additional information.

UMC DOCK PROJECT: The UMC Project is progressing on schedule and within budget. The sheet piling and vibra-compaction is complete on all 22 cells. Thirty-seven of the ninety-five crane rail pipe piles are installed. Preparations for the grading and working surface for Position 4 in front of the warehouse are on schedule to be accessible for A season. The Contractor will be taking a break December 18 through January 3, 2018. There will be representation on the island for any needed requirements and their barge will remain at City dock.

DELTA WAY EMERGENCY SEWER LINE REPAIRS: Northern Alaska Contractors completed work on the sewer line repairs on December 7, 2017. The 8-inch sewer main was slip lined from the intersection of East Point Road and Biorka to the Delta Western Dock. This work successfully sealed a hole in the pipe that was leaking groundwater and oil. During the repair work, the contractor also videotaped the inside of the sewer main going up Biorka and the portion going towards Ballyhoo. Additional deterioration is observed in these sections of the sewer line and manholes. Staff is monitoring these sections of the line to determine if there are further leaks occurring and will make plans for repairs if required. Staff is currently working with the contractor to identify options for a more comprehensive repair in the future. Solutions will be recommended through the FY19 CMMP process.

CITY MANAGER RECRUITMENT: I have been working with GovHR to revise the schedule for recruitment of additional candidates for the City Manager Interview pool. Attached is our recommended schedule, showing the next review of candidates on January 5th, with interviews the first of February. We intend to continue with the "open until filled" designation which allows candidates to continue to submit applications beyond the January 5th application review date.

The 3 current applicants have all been notified of the postponement of the interview schedule and have expressed a desire to remain as finalists for the City Manager position.



12/6/17

City of Unalaska

City Manager

Extended Recruitment Timetable (Open-Ended)

December 6-8	Consultant places/reinstates ads at selected sites.
Week of December 11	Consultant reinstitutes outreach to target database.
January 5	Advertised application review date.
January 5 until filled	Consultant reviews applications; conducts Skype interviews; completes preliminary due diligence and reference checks. Selected candidates complete one-way video interviews.
January 19	Consultant forwards supplemental Recruitment Report to client.
January 23	Consultant meets with client via teleconference to present additional recommended candidates; client selects additional candidates for on-site interviews.
January 24-31	Consultant completes additional due diligence on selected additional candidates.
February 1 - 4	On-site first (and second if needed) interviews. Client extends offer to successful candidate.

CITY OF UNALASKA
UNALASKA, ALASKA

ORDINANCE 2017-11

AN ORDINANCE OF THE UNALASKA CITY COUNCIL AMENDING UNALASKA MUNICIPAL CODE CHAPTER 2.08 TO CREATE THE OFFICE OF VICE MAYOR, CHAPTER 2.12 TO CLARIFY VACANCY CONDITIONS, CHAPTER 2.20 TO PROHIBIT TELEPHONIC PARTICIPATION IN EXECUTIVE SESSIONS, DEFINE SERGEANT AT ARMS, AND CLARIFY COUNCIL DIRECTIVES, CHAPTER 2.64 TO PAY PLANNING COMMISSIONERS, CHAPTER 2.84 TO CLARIFY BONDING REQUIREMENTS, CHAPTER 2.88 TO CLARIFY DEFINITION OF SUBSTANTIAL FINANCIAL INTEREST, CHAPTER 2.92 TO UPDATE DEFINITION OF “DOCUMENT”, AND CHAPTER 2.96 TO DEFINE ORDERS OF INTERIM SUCCESSION FOR EMERGENCY PREPAREDNESS PURPOSES.

BE IT ENACTED by the City Council of the City of Unalaska:

Section 1: Form. This is a Code ordinance

Section 2: Section 2.08.050 of the Unalaska Code of Ordinances is hereby amended to read as follows:
[additions are underlined, deletions are overstruck]

2.08.050 VICE MAYOR AND MAYOR PRO TEM.

(A) The City Council, at the first meeting immediately following certification of a regular municipal election, shall appoint, from among its members, a Vice Mayor. The Vice Mayor shall serve for a term of one (1) year.

(B) Should the office of Mayor become vacant, or if the Mayor is temporarily absent or disabled, or is unable to act, the Vice Mayor shall fulfil the duties of the Mayor until the Mayor resumes his or her official duties or until a new Mayor is qualified under this chapter.

(C) Should the office of Mayor and Vice Mayor become vacant, or if the existing Mayor and Vice Mayor are temporarily absent or disabled, or are is unable to act, the City Council may appoint, from among its members, a Mayor pro tem, to serve until the Mayor or Vice Mayor resumes his or her official duties or until a new Mayor is qualified under this chapter.

(D) A member of the City Council shall not receive additional compensation for serving as Vice Mayor or Mayor pro tem.

Section 3: Subsection 2.12.050(A)(10) of the Unalaska Code of Ordinances is hereby amended to read as follows: [additions are underlined, deletions are overstruck]

2.12.050 VACANCY ON CITY COUNCIL.

(10) Fails to attend at least seventy-five percent (75%) of regularly-scheduled meetings that are held within a twelve (12)-month period beginning January 1 each year.

Section 4: Subsection 2.20.075(D) of the Unalaska Code of Ordinances is hereby amended to read as follows: [additions are underlined, deletions are overstruck]

2.20.075 TELEPHONIC PARTICIPATION.

(D) Council member telephonic participation in executive sessions is prohibited. ~~If a motion to hold an executive session is made during a publicly noticed Council meeting, and any member of the Council is absent and that absence is excused, the City Clerk shall attempt, but is not required, to contact the absent member to determine if he or she desires to participate in the executive session.~~

Section 5: A new Section 2.20.110 is added to Unalaska Code of Ordinances Chapter 2.20 to read as follows: [additions are underlined]

2.20.110 DUTIES OF THE SERGEANT AT ARMS AT CITY COUNCIL MEETINGS.

The Sergeant At Arms shall maintain order during City Council meetings at the direction of the Mayor. If Council members or meeting attendees are disruptive, the Sergeant may warn them and, in extreme cases, escort them out of the meeting. The Sergeant At Arms is also responsible for security during the meeting. The Director of Public Safety shall serve as the Sergeant At Arms during Council meetings.

Section 6: Section 2.20.025 of the Unalaska Code of Ordinances is hereby amended to read as follows: [additions are underlined, deletions are overstruck]

2.20.025 AGENDA.

(A) The Council agenda is developed by the Mayor and the City Manager, in consultation with the City Clerk. It is subject to approval by the Council.

(B) Council members requesting an item be placed on the agenda shall submit a written request to the City Clerk's Office, on a form provided by the Clerk, at least two (2) weeks prior to the Council meeting at which the member would like the item addressed.

(C) Council members must comply with the advance request requirement of division (B) of this section, unless the Council member submits a written request to the City Clerk's Office on a form provided by the Clerk, and also secures the written support of at least two (2) other Council members to initiate an agenda item, in which case the request must be presented to the City Clerk at least five (5) days prior to the meeting at which the member would like the item addressed.

(D) The Council may, at any time during a meeting and by a majority vote, approve a motion to amend the agenda in order to add or to delete items from the agenda; provided, however, that no action item may be added to the agenda in this manner.

- (1) For purposes of this ~~division~~ subsection, an “action item” is any item which:
- (a) Introduces an ordinance or a resolution;
 - (b) Requires an ordinance or a resolution;
 - (c) Awards a contract;
 - (d) Expends budgeted funds or authorizes expenditure of budgeted funds in excess of ten thousand dollars (\$10,000);
 - (e) Due to its complexity, requires more extensive public notice; or
 - (f) Directs the City Manager or the City Attorney to (i) investigate, (ii) report, or (iii) prepare a document for future consideration by the Council, regarding an item which does not appear on the published agenda.

- ~~(2) This division is intended to allow additions to the agenda which:~~
- ~~(a) Direct the City Manager or the City Attorney to investigate and/or to report on an issue;~~
 - ~~(b) Direct the City Manager to prepare a document or other item for future consideration by the Council;~~
 - ~~(c) Request the Council to hold an executive session concerning an item which appears on the published agenda, or ~~conclude~~ an item which may be added under this division;~~
 - ~~(d) Are for the purpose of receiving information only; or~~
 - ~~(e) Are other minor matters of a similar nature as those listed in (2)(a) through (2)(d) of this division.~~

(E) The Council may direct the City Manager or the City Attorney to (i) investigate, (ii) report, or (iii) prepare a document for future consideration by the Council, regarding an item which appears on the published agenda, without amending the agenda.

Section 7: Section 2.44.020 of the Unalaska Code of Ordinances is hereby amended to read as follows:
[additions are underlined, deletions are overstruck]

2.44.020 DIRECTOR OF PUBLIC SAFETY.

The Director of Public Safety shall be appointed by the City Manager and shall hold office at the discretion of the City Manager. The Director of Public Safety shall also hold the title of Chief of Police and serve as the Sergeant at Arms during City Council meetings.

Section 8: A new Section 2.60.120 is added to the Unalaska Code of Ordinances Chapter 2.60 to read as follows: [additions are underlined]

2.60.120 NO COMPENSATION

Members of committees or commissions governed by this Chapter shall not receive compensation for serving on such committees or commissions.

Section 9: A new section 2.64.040 is added to the Unalaska Code of Ordinances Chapter 2.64 to read as follows: [additions are underlined]

2.64.040 COMPENSATION OF PLANNING COMMISSIONERS.

The salary of members of the Planning Commission shall be one hundred dollars (\$100) per scheduled regular meeting or special meeting. The salary may not exceed two hundred dollars (\$200) in a single calendar month. Historic Preservation Commission meeting held the same evening as a Planning Commission meeting shall not constitute a separate meeting for the purposes of calculating salary. Standalone Historic Preservation Commission meetings, however, constitute a separate meeting for the purposes of calculating Planning Commissioner salary. No ex officio member shall receive additional compensation under this section, except pre-approved per diem for travel authorized by the City, or as provided by this Code.

Section 10: Section 2.84.010 of the Unalaska Code of Ordinances is hereby amended to read as follows: [additions are underlined, deletions are overstruck]

2.84.010 OFFICIAL BONDS.

(A) CITY TREASURER. The City Treasurer shall, before entering upon the duties of the office, give a corporate surety bond to the City in an amount not less than two hundred fifty thousand dollars (\$250,000). The bond shall be conditioned on the Treasurer agreeing to faithfully and honestly collect, keep, and disburse all monies belonging to the City. The bond shall be filed with and kept by the Department of Administration.

(B) CITY NOTARIES. City officers and employees serving as notaries due to their job duties and responsibilities shall be bonded per the requirements of the State of Alaska.

(C) ~~(B)~~ OTHER OFFICERS AND EMPLOYEES. ~~Every City officer and employee who collects, has custody of, or disburses any public monies, or who has custody of and issues materials, supplies, and equipment, must prior thereto, at the expense of the City, furnish to the City and maintain in full force and effect a corporate surety bond in an amount not less than five hundred thousand dollars (\$500,000).~~ Other City officers and employees who collect, have custody of, or disburse public monies, materials, supplies, or equipment shall be bonded on a case by case basis as determined by the City Manager and/or City Council.

(D) ~~(C)~~ PREMIUMS ON BONDS. The premiums on all official bonds shall be paid by the City.

~~(D) OFFICERS TO BE BONDED. Until and unless bonded as required herein, no officer or employee of the City shall handle any public monies, materials, supplies, and equipment at any time, except employees supervised by bonded officers or employees may do so under their~~

~~specific direction and control.~~

Section 11: Subsection 2.88.030(B) of the Unalaska Code of Ordinances is hereby amended to read as follows: [additions are underlined, deletions are overstruck]

(B) The following does not constitute a vote on a question on which the City Council or committee or commission member has a substantial financial interest:

(1) A vote to adopt or approve a variance request, a conditional use request, or an amendment to a zoning text or map unless the member of the City Council or commission member is directly or indirectly the applicant initiating the request;

(2) A vote on the question of recommending, approving, or directing condemnation proceedings; or

(3) The final vote to adopt the annual budget ordinance.

Section 12: Section 2.92.040 of the Unalaska Code of Ordinances is hereby amended to read as follows: [additions are underlined, deletions are overstruck]

2.92.040 DEFINITION.

As used in this section, the word “document” means recorded information that documents a transaction or activity by or with any public officer, agency or employee of the City government. Regardless of physical form or characteristic, the recorded information is a document if it is produced, collected, received, or retained ~~in pursuance of law or~~ in connection with the transaction of public business and if it is preserved for its informational value or as evidence of the organization or operation of the City. The medium on which such information is recorded may be, but is not limited to paper, film, ~~magnetic, optical or solid state devices which can store electronic signals,~~ tapes, mylar, ~~linen, silk or vellum~~ and electronic files stored on a computer hard drive, a computer server, telecommunications equipment or other electronic device. The general types of records may be, but are not limited to books, papers, letters, electronic mail, text messages, digital files, documents, printouts, photographs, films, tapes, ~~microfiche, microfilm, photostats,~~ sound recordings, maps, and drawings, ~~and any representations held in computer memory.~~ “Document” does not include proprietary software programs.

Section 13: A new Section 2.96.075 is added to the Unalaska Code of Ordinances Chapter 2.96 to read as follows: [additions are underlined]

2.96.075 INTERIM SUCCESSION OF DEPARTMENT DIRECTORS FOR EMERGENCY PREPAREDNESS PURPOSES.

(A) Should the City Clerk position become vacant or should the City Clerk be absent or unable to perform the duties of the office, the interim succession of the City Clerk shall be the Deputy City Clerk.

(B) Should the Director of Finance position become vacant or should the Director of Finance be absent or unable to perform the duties of the office, the order of interim succession of the Director of Finance shall be as follows:

- (1) The Controller;
- (2) The Information Systems Supervisor.

(C) Should the Director of Planning position become vacant or should the Director of Planning be absent or unable to perform the duties of the office, the interim succession of the Director of Planning shall be the Assistant City Manager.

(D) Should the Director of Public Works position become vacant or should the Director be absent or unable to perform the duties of office, the order of interim succession of the Director of Public Works shall be as follows:

- (1) The Director of Public Utilities;
- (2) The Deputy Director of Public Utilities.

(E) Should the Director of Parks, Culture and Recreation position become vacant or should the Director of Parks, Culture and Recreation be absent or unable to perform the duties of office, the order of interim succession shall be as follows:

- (1) Recreation Manager;
- (2) Operations Manager.

(F) Should the Director of Public Utilities position become vacant or should the Director be absent or unable to perform the duties of the office, the order of interim succession of the Director of Public Utilities shall be as follows:

- (1) The Deputy Director of Public Utilities;
- (2) The Director of Public Works.

(G) Should the position of Director of Ports and Harbors become vacant or should the Director be absent or unable to perform the duties of the office, the order of the interim succession of the Director of Ports and Harbors shall be as follows:

- (1) The Deputy Director of Ports & Harbors;
- (2) The Harbor Master.

Section 14: Effective Date: This ordinance shall be effective as of January 1, 2018.

PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE UNALASKA CITY COUNCIL THIS _____ DAY OF _____, 2017.

MAYOR

ATTEST:

CITY CLERK

MEMORANDUM TO COUNCIL

TO: MAYOR AND CITY COUNCIL MEMBERS
FROM: ERIN REINDERS, ASSISTANT CITY MANAGER
THRU: NANCY PETERSON, INTERIM CITY MANAGER
DATE: DECEMBER 12, 2017
RE: ORDINANCE 2017-11 – TITLE 2 REVISIONS

SUMMARY: Ordinance 2017-11 is a comprehensive update of Title 2 of the Unalaska Code of Ordinances. Changes now can be divided in to three main groups: *Ad-Hoc Committee Recommendations*, *Emergency Operations Requirements*, *Legal and Insurance Representative Recommendations*. A fourth group that was included in the draft ordinance considered at the first reading, pertaining to *Department of Public Safety Organizational Structure Revisions*, has been deleted. Staff recommends approval of Ordinance 2017-11 at this time.

PREVIOUS COUNCIL ACTION: This ordinance is the culmination of work that has taken place over the past several months. The first time Council saw this together in one document was at the October 10, 2017 Work Session. Given the changes in staffing and council that have recently occurred, the Council reviewed the document again at the October 24, 2017 Work Session.

On November 28, 2017 Council voted to remove the *Department of Public Safety Organizational Structure Revisions* to allow for a more comprehensive approach of the overall organizational structure of the City. Council also voted to remove to proposed Council pay for standalone Work Sessions at that same meeting. The version of Ordinance 2017-11 in this packet includes these changes.

BACKGROUND: The revisions to Title 2 that are being brought forward in this ordinance were crafted based on suggestions from different user groups and were originally divided into four broad categories. Only three categories currently remain.

DISCUSSION: For discussion purposes, the proposed changes now can be divided into three main groups. The version of Ordinance 2017-11 in this packet includes changes that City Council voted on at the November 28, 2017 Council meeting. If Council wishes to delete or revise additional portions, Council members may refer to the Section number in making their amendment. For convenience sake, the section number for each of the changes in the ordinance is outlined in this memo.

Ad-Hoc Committee Recommendations

The first group of proposed changes comes from an ad-hoc committee of the Mayor, Council Members Gregory and Waldron, the former City Clerk Cat Hazen and the Previous City Manager and directly impact Council. These include:

- *Section 2.* The creation of the vice mayor position, who would be a City Council member and appointed by the City Council following a regular municipal election on an annual basis. *In discussions with 15 City Clerks in Alaska, Unalaska's City Clerk found that 14 of the communities elect or appoint a Deputy or Vice Mayor. In 10 of these communities, the Deputy/Vice serves for one year; in 2 communities the Deputy/Vice serves for their term in office; and in 2 communities the Deputy/Vice serves at the Mayor's discretion. In all 14 of communities, this topic is addressed in their City Code of Ordinances.*
- *Section 3.* Clarification of attendance requirements for Council with a vacancy on council being considered if a member fails to attend at least 75 percent of regularly scheduled meetings in a 12 month period beginning on January 1 of each year.
- *Section 4.* The elimination of telephonic participation in Executive Sessions by Council.
- *Section 5 and 7.* Adds the definition of duties of the sergeant at arms and assigns the duty of serving as sergeant at arms to the Director of Public Safety.
- *Sections 8 and 9.* Adding compensation for Planning Commissioners in the amount of \$100 per regular or special meeting, not to exceed \$200 per calendar month. At this point in time they receive no compensation.
- *Section 11.* Clarification of conflict of interest rules when voting on the budget. This allows for all council members to participate in the final vote adopting the annual budget ordinance.

Emergency Operations Requirements

The second group of changes came from the previous City Manager to improve Emergency Operations. The State of Alaska, Department of Homeland Security and Emergency Management recommended in 2012 that the Department of Public Safety clearly defined a line of succession in City Code for the purposes of emergency management. This was accomplished as part of the Title 2 revisions in 2014. The currently proposed wording in Ordinance 2017-11 is the natural next step to address the roles of other Department Directors in cases of emergency. This includes:

- *Section 13.* Outlining the orders of interim succession for department directors in emergency situations when a Director is not available. In previous drafts of Ordinance 2017-11, the proposed changes were sprinkled throughout Title 2, but in the effort to clarify that this applies to Emergency Operations, the changes have been relocated to a different portion of Title 2 that specifically addresses Emergency Preparedness and Response.

Legal and Insurance Representative Recommendations

The third group of proposed changes was suggested by City Staff with the help of our attorneys and insurance representatives. These include:

- *Section 6.* Clarifying what may be added to the Council Meeting Agenda, guidance on how directives may be given to the City Manager and recommendations from the City Attorney for removing potentially conflicting language. This change was not included in previous draft

versions of Ordinance 2017-11, but was identified as needed in response to recent directives that were issued.

- *Section 10.* Clarifying bonding requirements for key positions, namely our City Notaries and the Finance Director who, per code, also serves as the Treasurer.
- *Section 12.* Updating the definition of “documents” to include references to newer technologies such as computers, digital documents, email, and text messages.

ALTERNATIVES: The Council may move forward with the approval process of this Ordinance in its current form, or recommend changes to it through amendment.

FINANCIAL IMPLICATIONS: No significant implications are anticipated.

LEGAL: The ordinance has been reviewed by City Attorney.

STAFF RECOMMENDATION: Staff recommends approval of Ordinance 2017-11.

PROPOSED MOTION: “I move to approve Ordinance 2017-11.”

If Council wishes to delete or revise portions, Council members may refer to the Section number in making their amendment. For convenience sake, the section number for each of the changes in ordinance is outlined in this memo.

CITY MANAGER’S COMMENTS: This draft has been prepared at the direction of the Mayor and City Council, and with the involvement of the numerous members of City Staff, and the assistance of the City Attorney.

Electrical Department Update



Terminologies

- ✿ KW - Kilowatt : 1 Kilowatt = 1,000 Watts.
- ✿ MW - Megawatts : 1 MW = 1,000 KW or 1,000,000 Watts.
- ✿ kV – Kilovolts: 1 kV = 1,000 Volts.
- ✿ GenSet – Generator Set = Engine and Generator.
- ✿ COPA – Cost of Power Adjustment = Fuel Cost Charged to a Utility Bill.

Electrical Power Production

Electrical Power is produced:

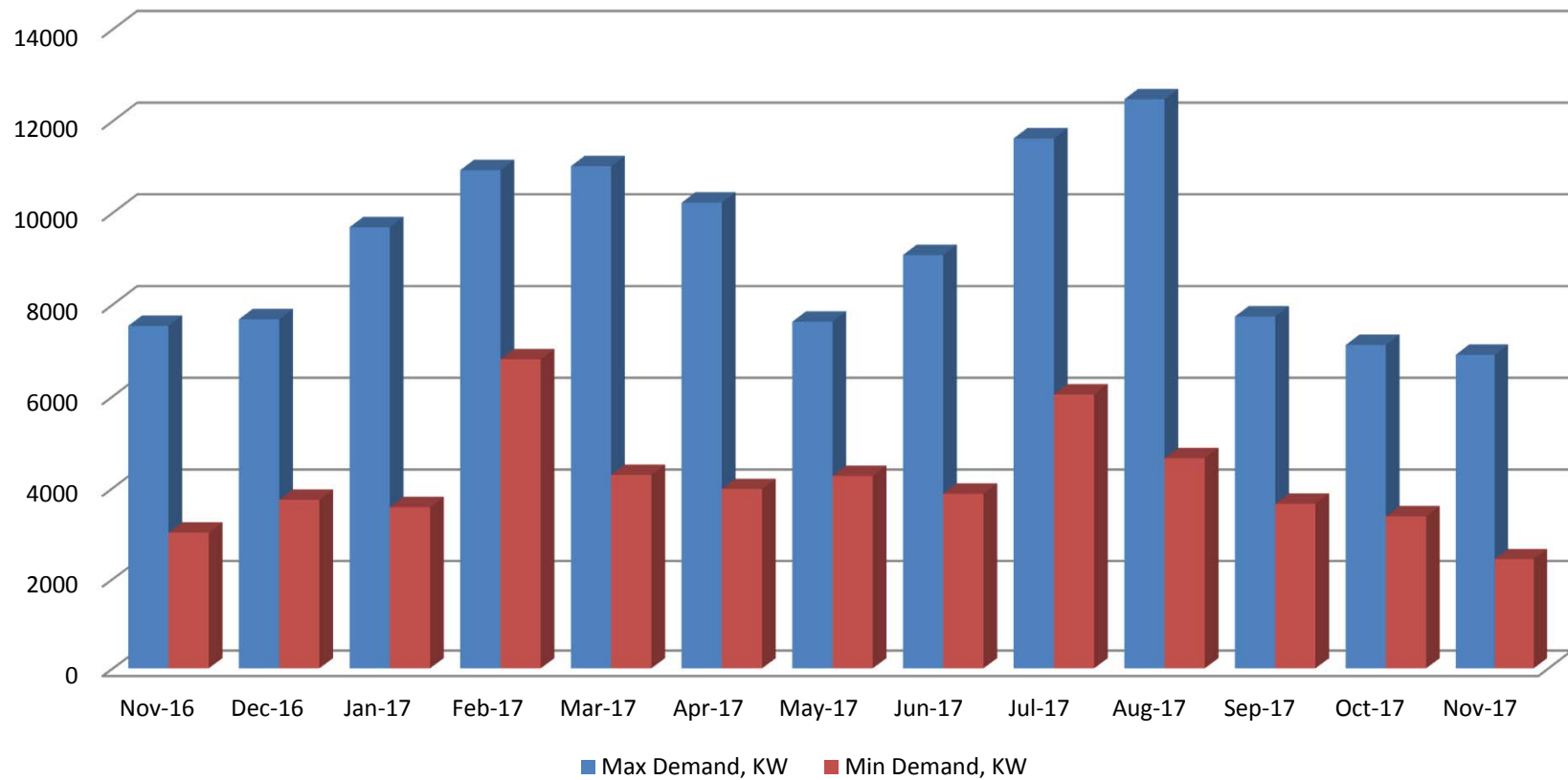
- ✿ 2 - 5.2 MW Wartsila GenSets.
- ✿ 2 - 4.4 MW C280 Caterpillar GenSets.
- ✿ 1 – 1.0 MW 3516 Caterpillar GenSet (Valley)
- Total Capacity of 20.2 MW.
- 75% to 80% = 16MW Capacity.

80% or 16MW Capacity

- ⚡ Normal GenSet operating guidelines dictate that we operate our GenSets at 80% capacity.
 - ⚡ Less environmental Impact.
 - ⚡ Lowers maintenance cost.
 - ⚡ Gives us room in case the load increases.

One Year's Demand

Powerhouse Demand



Rates

Electrical rates have been stable for the last 10 years. This has been accomplished by:

- Plant efficiency, which keeps our production cost low.
- Increasing revenue with additional electrical sales.

New Requests For Power

⚡ Alyeska:

- ⚡ Started receiving industrial power in 2015.
- ⚡ Increased load to 3.5 MW in 2016.

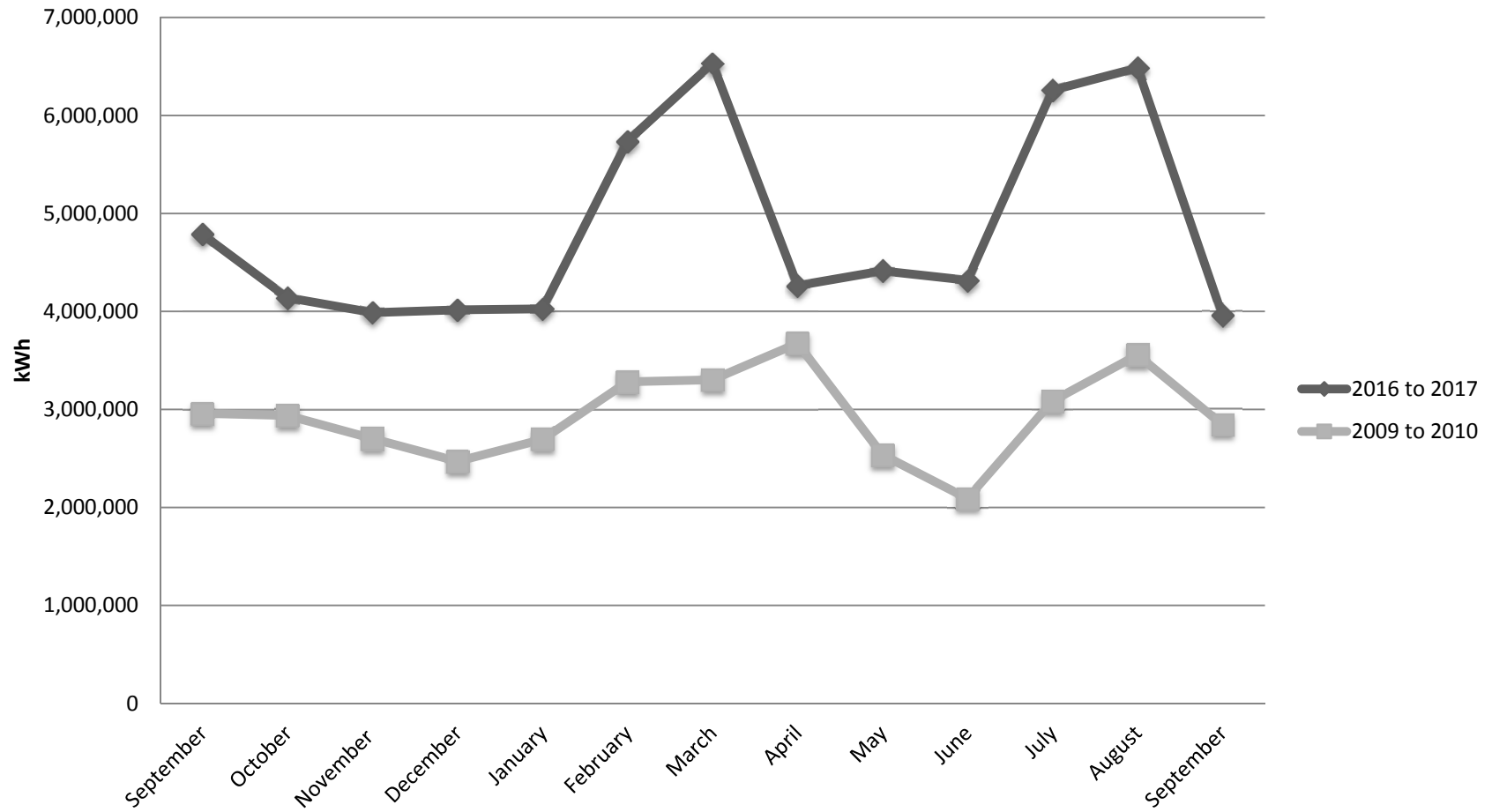
⚡ Westward:

- ⚡ Started receiving industrial power in 2014.
- ⚡ Increased load from 1 MW to 4.0 MW in 2017.

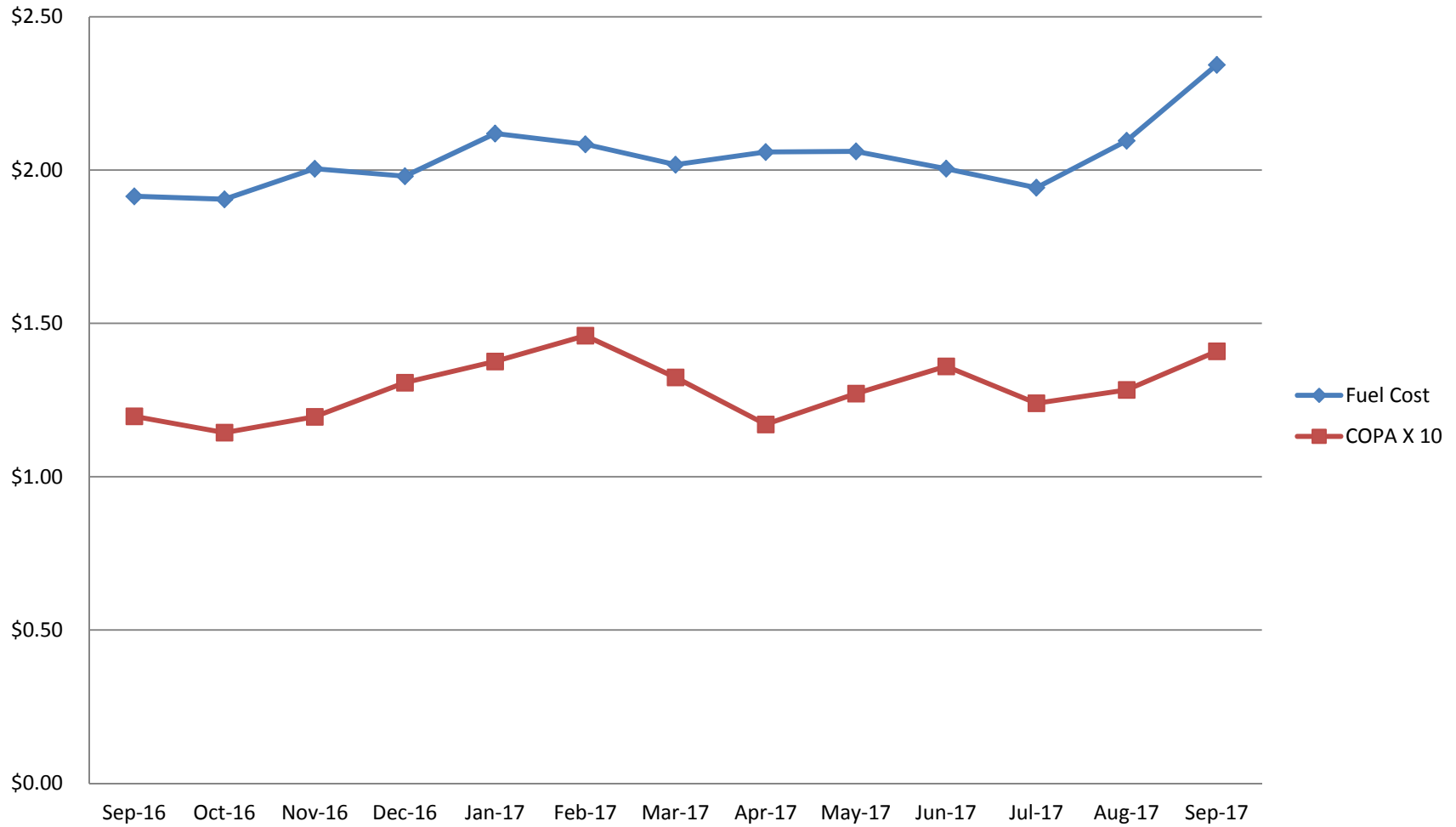
⚡ Northern Victor:

- ⚡ Requested 4.0 MW in 2017.
- ⚡ Were notified we could supply them with 1 MW.

Electric Sales



Fuel Cost vs COPA



Reliability

- Unscheduled **Partial** power outage for the FY 2016 is 0 hour, 34 minutes.
- Scheduled **Partial** power outage for FY 2016 is 7 hours and 15 minutes.
- Unscheduled **Total** power outage for FY 2016 is 0 hours and 20 minutes.
- Scheduled **Total** power outage for FY 2016 is 0 hours and 0 minutes.

Future Priorities

- ⚡ Increase Efficiency.
- ⚡ Increase the Systems Reliability.
- ⚡ Strengthen or Replace the Distribution Infrastructure where needed.
- ⚡ Complete the Wind Study.
- ⚡ Renewable Energy.

FY19 CMMP & Budget Process Timeline

11/28/2017	Staff	CMMP Kickoff Meeting: Review of Process from Planning Director. Initial discussion of projects, focus on new projects.	Discussion
12/12/2017	Council	Council Review & comment on Budget Schedule and Process (CMMP, Community Grants, & City Budget)	Discussion
12/18/2017	Staff	Deadline for New CMMP Nominations & Updates to Existing CMMP Projects	Deadline
1/5/2018	Staff	CMMP Staff and City Manager: Meeting to review nominations, provide feedback, and prioritize projects	Discussion
1/12/2018	Committee	CMMP Technical Review Committee: Review nominations, identify questions and feedback, evaluate and prioritize projects	Discussion
1/23/2018	Council	Presentation of Revenue Projections and Determination of Budget Goals	Discussion
1/26/2018	Staff	Updated CMMP Nominations & Supporting Documentation Deadline	Deadline
2/2/2018	Staff	CMMP Staff and City Manager: Review updated and compiled nominations for final clarification	Discussion
2/9/2018	Committee	CMMP Technical Review Committee: Review updated and compiled nominations for final clarification and to evaluate & prioritize projects	Discussion
2/9/2018	Staff	Departmental Budget Deadline	Deadline
2/13/2018	Council	Draft CMMP Presentation to City Council (Planning Director)	Discussion
2/20-23/2018	Staff	City Manager and Finance Director meet with Departments to review budget and confirm capital requests for FY19	Discussion
3/2/2018	Staff	CMMP Staff and City Manager: Review Draft CMMP for comment and suggestions	Discussion
3/9/2018	Committee	CMMP Technical Review Committee: Review Draft CMMP for comments, suggestions and recommendations to Council	Recommendation
3/16/2018	Staff	Updated Departmental Budget Deadline, Goals and Objectives Deadline	Deadline
3/23/2018	Staff	Distribution of draft budgets, CMMP and UCSD budget to Council	Deadline
3/26/2018	Council	Special Budget presentation: Overview, City Departments & UCSD	Discussion
3/27/2018	Council	Special Budget presentation: CMMP, Budget, & Community Grant Requests (applicants presentations)	Discussion
4/20/2018	Staff	CMMP Distribution to Council with meeting packet	Deadline
4/24/2018	Council	Set up contribution amount for UCSD; Define Community Support Grant Awards; and Adopt FY 19-23 CMMP	Resolutions
		Budget follow-up questions, comments & direction	Discussion
5/8/2018	Council	First reading of FY19 Budget	Ordinance
		Set property mill rate	Resolution
5/22/2018	Council	Public hearing, adoption of FY19 budget	Ordinance

MEMORANDUM TO COUNCIL

TO: Mayor and City Council Members
THROUGH: Nancy Peterson, City Manager
FROM: Debra Hanson-Zueger, Risk Manager
DATE: December 12, 2017
SUBJECT: Annual Council Review of the Community Support Program in Preparation for the FY19 Grant Cycle

SUMMARY: Every year, City Council reviews the Community Support Program guidelines, application, and its supporting documents, and determines the funding level. Staff has made no revisions to the Community Support Program process or documents and is asking for concurrence for the FY19 grant cycle on the application availability date of Wednesday, December 27, 2017, and the completed application due date of Thursday, February 1, 2017, by 4:00 p.m.. No Council action is required this evening.

PREVIOUS COUNCIL ACTION: Council adopted the Community Support Program Guidelines and approved the application evaluation sheet through Resolution 2002-88 on December 17, 2002. The policy was revised slightly on December 8, 2003 through Resolution 2003-76. The policy was further revised on December 13, 2005 prior to the FY07 funding year, at which time the City's old account codes were replaced by the new MUNIS account numbers in the guidelines and the grace period for submitting audited financial statements was extended from six to seven months. The policy was revised on December 12, 2006 through Resolution 2006-57 to clarify the role, function and size of the review committee. Council revised the program in 2010 through Resolution 2010-75 to correct confusing sections in the application. In 2015, through Resolution 2015-68, Staff streamlined the program guidelines and application in order to reduce the sheer number of application pages required for review. Council passed Resolution 2016-78 on December 22, 2016 which further refined the guidelines and application documents and changed the application review process.

BACKGROUND: Over the years, the Community Support Program has grown in popularity, cost, and administrative complexity. In FY90, for example, the Council gave a total of \$103,381 to five organizations and by FY18 the total support given to ten non-profits totaled \$1,177,944. Prior to 1996, Council made the funding decisions on requests submitted by non-profits as they came in. From 1996 through 2005, Council appointed special committees to review and evaluate the applications and to make funding recommendations to Council. Due to growing difficulty in finding people to serve on the review committee and in an effort to streamline the process, Council chose to appoint smaller three-member committees which consisted of the Mayor, Assistant City Manager, and a Member of the Public from FY06 through FY17. On December 22, 2016 Council passed Resolution 2016-78 which requires Community Support applicants to present their funding requests directly to Council instead of using a review committee for the FY18 budget cycle.

DISCUSSION: Revisions to the Community Support Program approved by Council in December of 2016 were helpful in further streamlining the application process and improving the efficiency and effectiveness of the Community Support Program. No revisions are needed or recommended at this time. The Community Support Program guidelines, FY19 application, and its supporting documents are

included in the Council Packet. Staff has set the application availability date of Wednesday, December 27, 2017, and the due date for completed applications for Thursday, February 1, 2018, by 4:00 p.m.

ALTERNATIVES: The memo and presentation are for informational purposes only. If Council wishes to see changes in the existing Community Support program processes or its documents, Staff can bring forward suggested revisions at a future meeting for additional discussion and formal Council action. Staff has set application availability for Wednesday, December 27, 2017 and an application due date of Thursday, February 1, 2018, by 4pm.

FINANCIAL IMPLICATIONS: Council sets the annual funding level for the Community Support Program with their budget goals in January. The total community support funding available is calculated using an established formula which is 3.4642% of the average revenue for the General Fund and Bed Tax fund for the five most recently completed fiscal years. There are no financial implications due to changes in the Community Support Program guidelines, processes or documents. Any implications depend on the amount Council sets as the FY19 funding goal for the program. Last year the formula derived **\$1,141,871** as the Community Support Program funding goal.

STAFF RECOMMENDATION: Staff recommends no changes to the Community Support program processes or its documents.

PROPOSED MOTION: No Council action is required.

CITY MANAGER'S COMMENTS: The Community Support Program process and supporting documents have been working well and no further revision is recommended at this time.

City of Unalaska



FY19 Community Support Program Guidelines

CITY OF UNALASKA

Community Support Program

GENERAL INFORMATION

Purpose: The City Council of the City of Unalaska has established a Community Support Program to provide funds in the form of annual grants to assist with the operating budgets for local and regional non-profit agencies that provide health and safety resources or the enhance the quality of life for residents of Unalaska. All City funds awarded under the Community Support Grant program must directly benefit the community of Unalaska.

Scope: Funding through the Community Support Program is available to local and regional non-profit entities whose requests meet the described purpose of the program for the delivery of local programs and services, or programs and services that provide direct benefits to local residents.

Eligibility: Entities eligible for the program shall be community-based and regional non-profit organizations that are tax exempt under §501(c) of the Internal Revenue Service Code. Eligible entities must use City funds for the delivery of local programs and services that provide health and safety resources or enhancement of the quality of life for residents. All eligible non-profits wishing to apply for City funding must complete an application.

General Program Guidelines

Application:

- Applications will be made available at City Hall each year based on the City's annual budget preparation calendar. All interested, eligible, non-profit entities must complete and submit an application. Assistance is available through the City of Unalaska, Department of Administration. Applicants must abide by all requirements set forth in the application.

Submission of Application:

- Completed applications must be submitted to the City of Unalaska on the application form(s) provided by the City, in the format and order outlined in the application, must include all required attachments, and must be submitted by the deadline set in the application.

Administrative Review

- Administration shall review all submissions. **If an application is missing information, or other corrections are needed, the applicant will be contacted and given seven calendar days, starting the day after contact, to submit a correction.** If the applicant declines the correction offer, or a corrected application is not submitted by the correction deadline, the original application will stand as the official submission.
- After review, Administration will prepare a summary. The summary, along with the applications, will be submitted to City Council.

City Council Review and Evaluation:

City Council will review all grant applications. In an effort to avoid conflicts of interest and to promote fairness, any Council Member who is an employee, board member, or has any other association with an agency that has applied for City funding, should recuse themselves from the application review of their associated agency.

Applications will be reviewed and evaluated as follows:

1. Copies of applications and Administration's summary will be provided to City Council. Applications will be evaluated by Council based on:
 - applicant responses and adherence to application requirements;
 - timeliness and completeness of submission; and
 - overall funding available based on the funding formula.

For agencies receiving previous funding from the City, in addition to the above, the following below will also be taken into consideration:

- timeliness of required reporting from the previous grant year;
 - adherence to grant management requirements;
 - agency performance as demonstrated through reports and financial audits as required for each agency; and
2. City Council will determine the Community Support Program total funding available based on 3.4642% of the average revenue for the General Fund and Bed Tax fund for the five most recently complete fiscal years.
 3. **During the City's budget cycle, grant applicants will be required to present their request to Council. An applicant representative must also attend Council meetings when the agenda contains Community Grant business** to provide additional information and answer any questions Council may have regarding their agency's application.
 4. After reviewing all Community Grant submissions, Council will determine grant recipients and funding levels.

Disbursement of Grant Awards:

Grantees will be notified of their awards by the City Department of Administration. Upon receipt of this notification, the Grantee shall sign a grant agreement with the City. **Awards under \$25,000 are disbursed in August of 2018, in one lump sum. Awards \$25,000 and over will be disbursed in equal monthly payments, beginning in July of 2018.** Grant payments will be mailed to the Grantee's address listed in the application paperwork unless other arrangements have been made. Programs will not be funded retroactively.

GRANTEE RESPONSIBILITIES

Administering the Community Support Grant

Grantee shall manage grant funds in accordance with this City of Unalaska FY19 Community Support Program Guidelines adopted by Unalaska City Council. Grantee shall abide by the requirements set forth in these guidelines, the grant agreement, and the grant application.

I. General Responsibilities:

1. All Grantees shall sign a grant agreement prior to the disbursement of funds.
2. To the extent consistent with the purpose for which funds are made available under this program, the services and facilities provided by the grantee will be available to the general public, and **Grantee shall not discriminate in the administration of these services based on race, religion, color, national origin, age, sex, physical or mental disability, marital status, changes in marital status, pregnancy, or parenthood.**
3. All promotional or printed material for any program funded in whole or in part through the City of Unalaska Community Support Program shall include the following statement: **“This program is partially funded by the Citizens of the City of Unalaska.”**

II. Financial Management

4. The Grantee shall establish and maintain a financial management system conforming to generally accepted accounting principles.
5. The financial management system shall do the following:
 - Provide accurate, current, and complete disclosure of all financial transactions relating to the City of Unalaska Community Support Program;
 - **Track City grant funds in a separate account in the agency’s accounting system;**
 - Effectively control and account for all City funds and property and/or equipment purchased with those funds; and
 - **Provide accounting records supported by source documentation from the agency’s accounting system.**

III. Use of City Funds

6. **Grantee shall expend City grant funds only to perform the services, functions and activities described in the FY19 grant application and budget approved by Unalaska City Council.**
7. **Grantee must contact Administration immediately for the following budget changes:** Please submit change(s) in writing, explain the reason for the change, and provide a copy of the revised budget:
 - Any change within the budget category greater than **\$2,500**;
 - Any transfer of funds between budget category;
 - Use of funds which would deviate from the budget category on the original budget; and

- If a position funded by the City becomes vacant it must be reported to Administration immediately, and a new budget plan submitted for review as soon as possible;
 - **Budget changes under \$2,500, though not immediately reportable, must still be shown on a revised budget submitted with the next required report.**
8. Budget changes are reviewed by Administration. Changes within a budget category that do not exceed **\$5,000** will be reviewed by Administration. Council will be notified via the City Manager's report of changes within a budget category in excess of **\$5,000**, or transfers between budget categories.

IV. Return of City Funds

9. **Unexpended funds: All FY19 unexpended grant funds will be returned to the City of Unalaska by August 15, 2019.** Requests to reallocate unexpended FY19 funds must be submitted to Administration by **June 1, 2019**.
10. **Unauthorized use of funds:** Any funds not spent as authorized in the grant will be subject to review and return.
11. **Failure to fulfill the terms of the Agreement:** Should a grantee fail to fulfill the terms of the application and agreement with the City, or should a grantee, for any reason, no longer provide the services identified in the application, unexpended funds will be returned to the City. Additionally, equipment purchased with City funds will be returned to the City within thirty (30) days of the failure of the entity to fulfill the terms of the grant awarded by the City

V. Reporting Requirements

Grantees will submit reports to City Council as required. Frequency of reporting and requirements are based on the amount of funding received. The City reserves the right to require additional or more frequent reporting.

12. **Grantees receiving less than \$25,000 per year from the City of Unalaska for an ongoing program, or a single program or event shall submit the following:**
- **Annual Report (due August 31, 2019)**: report shall describe the success of the program, how the goals and objectives set forth in the program were met, and shall contain a financial report detailing the expenditure of City funds.
13. **Grantees receiving more than \$25,000 per year from the City of Unalaska shall submit the following:**
- **Mid-Year Report (due January 31, 2019)**. Contains the information for FY19 quarters 1 & 2 and will consist of:
 - ✓ **Cover letter:** written on grantee's letterhead, addressing City Council. Cover letter should contain the time period of the report and explain that which cannot be reflected in the financial or goals' report spreadsheets.
 - ✓ **Financial report spreadsheet: Using the spreadsheets provided by the City,** complete FY19 quarters one and two on the spreadsheet, and include as backup, the financial

- documents printed from the software program used to manage the grant.
- ✓ **Goals report spreadsheet: Using the spreadsheets provided by the City**, complete FY19 quarters one and two on the spreadsheet.
- **Final report (Due August 31, 2019)** contains the information for quarters three and four and summarizes the entire year:
 - ✓ **Cover letter with brief annual wrap up commentary:** on grantee's letterhead, addressing City Council. Should contain the time period of the report. should contain financial and goal highlights for quarters three and four, then summarize the entire year, including how fiscal year ended up (was money returned?), and a goals summary (were goals met?).
 - ✓ **Financial report spreadsheet: Using the spreadsheets provided by the City**, complete FY19 quarters three and four to complete the spreadsheet. Include as backup for the whole year, the financial documents printed from the software program used to manage the grant.
 - ✓ **Goals report spreadsheet: Using the spreadsheets provided by the City**, complete FY19 quarters three and four to complete the spreadsheet.
- **Financial Audit (due 7 months after the Grantee fiscal year end):** grantees receiving \$25,000 or more shall submit an Audited Annual Financial Statement performed by a recognized CPA firm within seven (7) months after the Grantee's fiscal year end.

14. Grantee must notify the City immediately of the following:

- Grantee is no longer able to deliver programs or services as described in the approved application and budget, for whatever reason;
- Grantee is no longer able to abide by the terms and conditions of these guidelines or the signed grant agreement, for whatever reason; and
- Grantee's non-profit status has changed.

Failure to submit reports or to notify City as required in a timely manner may result in immediate cessation of all current grant funding. Future grant applications may not be considered if a grantee fails to meet its reporting and notification requirements, or if reports are consistently submitted late, or Grantee fails to notify the City as required.

Reports may be hand delivered to City Hall, Department of Administration, emailed, or mailed. Other notifications, etc. may be reported via telephone.

City of Unalaska
Dept. of Administration; c/o Risk Manager
PO Box 610, Unalaska AK 99685
Email: riskmanager@ci.unalaska.ak.us
Phone: 907 581-1252 or 581-1251 ext. 1202
Fax: 907 581-4469

VI. Insurance

Grantees receiving \$25,000 or more must provide a current certificate of insurance reflecting the following coverage:

- **Commercial General Liability:** insurance of not less than \$1,000,000 per occurrence
- **Workers' Compensation:** coverage no less than is required by Alaska State Statute
- **Professional Liability:** required for agencies providing medical, legal and/or counseling services
- **Additional Insured:** The City of Unalaska shall be named as an additional insured on all policies except Professional Liability and Workers' Compensation
- **Waiver of Subrogation:** a waiver of subrogation in favor of the City of Unalaska must be in place
- *All policies must have a 30 day cancellation clause*

VII. Licenses

Grantee shall obtain and maintain current all local, State, and Federal professional and business licenses required for operation, and comply with all required local, State, and Federal regulations and requirements.

VIII. Tax Exempt Status

Grantee shall submit all annual paperwork required to keep and maintain tax exempt status. Loss of tax exempt status may result in loss of City funding.

POLICY HISTORY

12/17/02 Council adopted Community Support Guidelines by Resolution 2002-88.

12/08/03	Revised by Resolution 2003-76.
12/13/05	Revised by Resolution 2005-75.
12/12/06	Revised by Resolution 2006-57.
12/28/10	Revised by Resolution 2010-75.
12/08/15	Revised by Resolution 2015-68.
12/28/16	Revised by Resolution 2016-78.



**CITY OF UNALASKA
FY19 COMMUNITY
SUPPORT APPLICATION**

CITY OF UNALASKA FY19 COMMUNITY SUPPORT

APPLICATION TITLE PAGE

ORGANIZATION _____ YEAR FORMED _____

MAILING ADDRESS _____ CITY: _____ STATE: _____ ZIP _____

CHIEF EXECUTIVE NAME & TITLE _____

CONTACT'S NAME & TITLE (if different) _____

PHONE NUMBER _____ EMAIL _____

ORGANIZATION'S FISCAL YEAR: from _____ to _____

FY18 Award _____ FY19 Request _____ Program Total Budget _____

IF REQUESTING MORE FOR FY19 THAN AWARDED IN FY18 BRIEFLY EXPLAIN WHY:

SUMMARY OF FY19 SOURCES OF INCOME

GRANTS:	City: _____%	OTHER: Fees/Earned Income: _____%
	State: _____%	Fundraising: _____%
	Federal: _____%	In Kind: _____%
	Other Grants: _____%	Other Income: _____%

Please list primary budget categories the City will be funding (do not include sub items):

Did applicant attend a City Grant Workshop? Yes _____ No _____

IRS Non Profit Status: is organization's filing status current? Yes _____ No _____

Alaska Incorporation Status: is organization's filing status current? Yes _____ No _____

By signing below, the Chair/Board President of the Board of Directors and the Director/Executive acknowledge all contents of this application have been reviewed and approved by the Board of Directors. The signatures further indicate that all contents of the FY19 City of Unalaska Application Packet and the FY19 Community Support Guidelines, both approved by Unalaska City Council, have also been reviewed and will be followed by the organization.

Chair/President, Board of Directors

Date

Director/Executive Director/General Manager

Date

CITY OF UNALASKA FY19 COMMUNITY SUPPORT SUBMISSION & FORMATTING REQUIREMENTS

The application and attachments must be submitted on the forms provided, in the format requested, and in the order outlined in these instructions. Deviation from the given instructions, formatting, etc., may disqualify the application. If you have any questions, or if you need assistance, please contact the Risk Manager at 581-1251, ext. 1202, or email at riskmanager@ci.unalaska.ak.us.

DEADLINE:

Completed application packets are due by 4:00 p.m., Thurs., Feb. 1, 2018.

Late or incomplete packets may affect funding.

APPLICATION FORMAT REQUIREMENTS:

Please format the application on a thumb drive or the email as noted below:

- **Thumb drive** should contain two folders, one named "application" and one named "single files". The application folder should contain the application bound as one PDF document; the single files folder should contain all the single files in their original format that were bound into the one PDF document,
- **E-mail** should contain the bound PDF document and the single files in their original format as attachments.

SUBMITTING COMPLETED APPLICATION PACKETS:

- **Email:** you may email the application as described above. Please email to riskmanager@ci.unalaska.ak.us. The Risk Manager will send a return email acknowledging the application was received. If you do not receive a return email, please contact the Risk Manager at 581-1251, ext. 1202, to make sure the application was received;
- **Hand Deliver:** deliver the thumb drive to the Risk Manager's office located in Administration, at City Hall, by the deadline;
- **Mail:** mail the thumb drive to: **City of Unalaska, Attn: Risk Manager, P.O. Box 610, Unalaska, AK 99685**. Mail must be postmarked February 1, 2018;

APPEARANCE OF THE APPLICATION

- A. Page Format:** The application must be typed using a font size no larger than 12 and no smaller than 10. One inch margins must be maintained on the top, bottom and sides of each page.
- B. Page Restrictions:** Please follow the page restrictions for each section. Do not add extra items.
- C. Page Order:** Please arrange the pages using the Roman numerals and capital letters in the order they appear in the application as shown below:
 - I. EXECUTIVE SUMMARY**
 - A. Executive Summary:** Your narrative.
 - II. ORGANIZATION INFORMATION**
 - B. Organization Description:** Your narrative. . . and so on.
- D. Pagination:** Each page of the application, except for the Title page, should be numbered, and continuous pagination should be used for the application and attachments. The Application Title Page is the first page, not numbered, then page two is the Executive Summary page. (See order page)
- E. Footer:** Please format footer like the one on the bottom of this page, substituting your organization's name in place of City of Unalaska.

City of Unalaska FY19 Community Support Application

PLEASE LIMIT THE LENGTH OF THE ENTIRE PROPOSAL, EXCLUDING ATTACHMENTS, TO A TOTAL OF FIFTEEN (15) PAGES (see page limits after main titles).

I. EXECUTIVE SUMMARY (one (1) page)

- A. **Executive Summary:** *Include your mission statement here.* Write a brief statement of the need being addressed, brief description of the planned project as it addresses the identified need, and amount of funding requested for FY19;

II. ORGANIZATION INFORMATION (who are you?) (five (5) pages)

- B. **Organization Programming (What do you do?):** Write a brief summary/outline of the programs/services that are currently being offered in the community. (Describe staff roles in E.)
- C. **Organization History and Experience (How long have you done it?):** Describe the organization's history and experience in delivering programs/services in the community;
- D. **Community Relevance (How are you important/unique?):** List any similar organizations/programs/services, how your organization differs, and how your organization currently works cooperatively with similar organizations;
- E. **Program/Service Delivery (who does what?):** Describe the structure of management, staff, and volunteers in your organization and their role in delivering programs/services to the target population.
- F. **Director/Staff/Volunteer training (How are you qualified?):** Briefly describe how the organization trains directors, managers, employees and volunteers.
- G. **Director and Staff Evaluation:** Are the Director and Staff evaluated regularly? Please describe the method of evaluation and how often it occurs.
- H. **Governing Body/Board:** Provide a current list of board members including the following information for each member: board tenure, training, and organization affiliations, if any. Explain the role of the board or governing authority in your organization. Does the Board conduct self -evaluations?
- I. **Program Evaluation:** How does the organization measure the program's success or effectiveness?

III. PROPOSAL (What do you need?) (six (6) pages, doesn't include budget spreadsheets)

- J. **Need:** Describe the community need(s) this proposal will address;
- K. **Target Population:** Describe the target population(s) the organization will serve, how the target population will benefit, and how the community will benefit as a whole.
- L. **Proposal Description/Proposed Project:** Describe/explain the proposed services or program. How will it serve the target population(s) needs? How will the program/services be adjusted to changes in the target population's and community's needs?
- M. **Goals & Objectives:** List **at least one (1), but not more than three (3)** primary goals, objectives, timeline, and anticipated impact;
- N. **Other Resources:** Describe the organization's other potential and actual sources of non-monetary support for this proposal (i.e. volunteers, other community organizations, in kind services, etc.);
- O. **Program Budget & Narrative: Spreadsheets:** **Use the Estimated Revenue and Expenditure Budget Spreadsheets provided.** Keep budget categories and their order the same, but adjust to your organization as needed. Enter zero in the budget category(s) that do not pertain to your organization and add budget categories if necessary. You may change the budget category detail to fit your organization. **Budget Narrative: Expenditures:** Please list the budget category, then detail item, and provide a brief description/narrative. (Example: In the Personnel category-General Manager: "This position leads our organization..."). **Revenues:** List and briefly describe each source of revenue. **Clearly explain any requests for an increase or decrease in funding from the City.**
- P. **Financial Management:** Describe how the organization plans to administer City grant funds to assure financial accountability.

IV. GOALS ANALYSIS/CHANGES FROM PREVIOUS YEAR'S PROGRAM (three (3) pages)

- Q. **Goals & Objectives:** Discuss: Were the previous years' goals/objectives were met? If not, why? What changes will be made to accomplish future goals and objectives?
- R. **Significant Changes from Previous Year:** Discuss any significant changes in your organization in the following areas: Changes in the Target population; Changes in need; program/service additions or reductions; Changes in staffing patterns or positions; Changes in the Governing Body; Any other significant changes.

**City of Unalaska FY19 Community Support
APPLICATION ATTACHMENTS**

Please attach the following behind the narrative portion of the application:

- S. Summary report of actual income (show funding sources) and expenses for the last full fiscal year (FY17).** Please use the spreadsheets provided and provide documentation from your organization's accounting software for back up (Example: Quick Books or other accounting software report).

*Note - You may submit the FY17 City Reporting Expenditures and Revenue Spreadsheets and backup to fulfill this requirement after modifying the title to read: "City of Unalaska Community Support FY17 Financial Summary" and adding your organization's name in the title.

- T. Most recent audited financial statement** (required if requesting \$25,000 or more).

- U. Proof of Non Profit Status. Please provide a copy of:**

- **Current AK State Certificate of Incorporation**

AND

- **Current IRS filing form, examples below:**
 - Most current copy of IRS E-post card, 990N,
 - Most current copy of filing IRS 900 or 990EZ Form, or
 - Other most current proof of IRS filing.

(Do not attach the entire tax return, just proof that the required IRS paperwork has been filed)

OR

- **Proof of tribal status**

- V. Letters of recommendation (OPTIONAL, limit 3).** Please do not solicit letters from the Mayor, City Council Members, or City Administration. **Letters must be submitted with application. Do not have letters mailed separately, they will not be included as part of the application.**

IMPORTANT:

- **Please keep total pages to 15**, not including budget spreadsheets and attachments. **Do not change the order of the application.**
- Some adjustments may be made to the section totals, for example, if 7 pages are needed in Section III, section IV could be adjusted to 2 pages.
- Do not deviate from the given format.
- You may have less than 15 pages.
- Sometimes, some things just don't change.
- You may request a completed sample budget.

Please submit requested information only. Additional pages, title pages, etc. will be removed from the final submission to Council. If additional information is needed your organization will be contacted.

Travel			City Request	%	Grant A	%	Grant B	%	Cash	%	Other	%	In Kind	%	Total	%		
Travel - Staff	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!
Travel - Other	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!
Travel Total	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!

Training			City Request	%	Grant A	%	Grant B	%	Cash	%	Other	%	In Kind	%	Total	%		
Travel - Staff	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!
Travel - Other	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!
Training Total	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!

Professional Services			City Request	%	Grant A	%	Grant B	%	Cash	%	Other	%	In Kind	%	Total	%		
Audit	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!
Bookkeeping	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!
Insurance	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!
Licensure	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!
Professional Services Total	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!

Other/Misc.			City Request	%	Grant A	%	Grant B	%	Cash	%	Other	%	In Kind	%	Total	%		
Fundraising Overhead	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!
Miscellaneous	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!
Other/Misc. Total	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!

Project Totals			City Request	%	Grant A	%	Grant B	%	Cash	%	Other	%	In Kind	%	Total	%		
	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!	\$	-	#DIV/0!

City of Unalaska FY19 Community Support Program Budget

**CITY OF UNALASKA FY19 COMMUNITY GRANT PROGRAM ESTIMATED
REVENUES - Non-Profit Name Here**

****Use this to complete letter O, in Section III of application****

Estimated Revenue Total	\$ -	#DIV/0!
--------------------------------	-------------	----------------

Fees for Services (cash)	Amounts	% of Total Revenue
	\$ -	#DIV/0!
	\$ -	#DIV/0!
	\$ -	#DIV/0!
Fees for Services Total	\$ -	#DIV/0!

Grants	Amounts	% of Total Revenue
Local - City	\$ -	#DIV/0!
State -	\$ -	#DIV/0!
Federal -	\$ -	#DIV/0!
Other -	\$ -	#DIV/0!
Grants Total	\$ -	#DIV/0!

Fundraising (cash)	Amounts	% of Total Revenue
	\$ -	#DIV/0!
	\$ -	#DIV/0!
	\$ -	#DIV/0!
Fundraising Total	\$ -	#DIV/0!

In Kind Donations	Amounts	% of Total Revenue
	\$ -	#DIV/0!
	\$ -	#DIV/0!
	\$ -	#DIV/0!
	\$ -	#DIV/0!
	\$ -	#DIV/0!
	\$ -	#DIV/0!
	\$ -	#DIV/0!
In Kind Donation Total	\$ -	#DIV/0!

Other Sources of Revenue	Amounts	% of Total Revenue
Misc. Cash & Other Contributions	\$ -	#DIV/0!
	\$ -	#DIV/0!
	\$ -	#DIV/0!
Other Sources of Revenue Total	\$ -	#DIV/0!

Estimated Revenue Total	\$ -	#DIV/0!
--------------------------------	-------------	----------------

City of Unalaska Community Support FY17 Financial Summary

Organization Name: _____

**** This form may be used to complete letter S in the Attachments Section of the Application****

Expenditures

Budget Category - Personnel	City of Unalaska Approved Budget	City Funds Expended Q1	City Funds Expended Q2	City Funds Expended Q3	City Funds Expended Q4	Expended YTD	% Expended
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

Budget Category - Services	City of Unalaska Approved Budget	City Funds Expended Q1	City Funds Expended Q2	City Funds Expended Q3	City Funds Expended Q4	Expended YTD	% Expended
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

Budget Category - Special Expenses	City of Unalaska Approved Budget	City Funds Expended Q1	City Funds Expended Q2	City Funds Expended Q3	City Funds Expended Q4	Expended YTD	% Expended
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

Budget Category - Other Expenses	City of Unalaska Approved Budget	City Funds Expended Q1	City Funds Expended Q2	City Funds Expended Q3	City Funds Expended Q4	Expended YTD	% Expended
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

	FY17 Total Budget	Quarter One	Quarter Two	Quarter Three	Quarter Four	Expended YTD	% Expended
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

Budget Surplus	\$ -
Funds Due Back to City	\$ -

Agency: _____

Date: _____

Evaluator: _____

City of Unalaska FY19 Community Support Application Evaluation Worksheet

Does the Agency clearly explain and/or identify the following:		NOTES
Sections I & II		
	♦ Agency mission and experience serving the community (A, B, C)	
	♦ Agency relevance to the community (D)	
	♦ How programs & services are delivered to the community (E)	
	♦ Board, Management, Staff, and Volunteers training (F, G)	
	♦ Organization Governing structure (H)	
	♦ How Board, Management, Staff, and Volunteers are evaluated (I)	
Section III (J, K, L, M, N) & IV		
	♦ The community need and target population (J, K)	
	♦ The proposed program, project, or service (L)	
	♦ Three Goals and Objectives listed (M.)	
	♦ Other non-monetary support for proposal (N)	
	♦ Previous years' goals & Objectives Analysis (Q)	
	♦ Significant changes from previous year (R)	

Agency: _____

Date: _____

Evaluator: _____

City of Unalaska FY19 Community Support Application Evaluation Worksheet

Does the Agency clearly explain and/or identify the following:		NOTES
Budget Evaluation (O, P)		
	♦ Budget categories/items support identified need, program & services	
	♦ Budget uses City funds to directly benefit Unalaska residents	
	♦ Justification for an increase in City funding request (if applicable)	
	♦ Actively pursues outside sources of funding (if not, why?)	
	♦ How are City funds are administered to assure accountability (P)	
Application Attachments (S) & (T - applicants \$25,000 & over)		
	♦ Summary report of actual income (showing funding resources) and expenses for the last full fiscal year (FY17) (S)	
	♦ Most recent audited Financial Statement (T)	

CITY OF UNALASKA

FY19 Community Support Program Grant Agreement

This Agreement is entered into this _____ day of _____ 2018 by and between the Grant Seeker ("Grantee") and the City of Unalaska ("Grantor").

WHEREAS, Grantor has appropriated funds for community support; and

WHEREAS, the community support application of Grantee for such funds has been approved,

NOW THEREFORE, for and in consideration of the mutual covenants herein contained, the parties hereto acknowledge and agree as follows:

I. Grantor agrees as follows:

- a. Funds approved by the Unalaska City Council in the amount of \$xxx,xxx will be furnished for the purpose of funding the original budget submitted with the FY19 Community Support Grant Application.
- b. After execution and approval of this Agreement, funding for awards under \$25,000 will be disbursed in one lump sum, in August of 2018; funding for awards \$25,000 and over will be disbursed in equal monthly payments, beginning in July of 2018.

II. Grantee agrees as follows:

- a. Grantee shall comply with all requirements contained within the **City of Unalaska FY19 Community Support Program Guidelines ("COUCSPG")** adopted by Unalaska City Council on December 22, 2016.
- b. Grantee shall manage grant funds in accordance with the COUCSPG.
- c. Grantee shall expend City grant funds only to perform the services, functions and activities described in the FY19 grant application and budget approved by Unalaska City Council.
- d. Grantee shall establish and maintain a financial management system conforming to generally accepted accounting principles.
- e. The financial management system shall do the following:
 - Provide accurate, current, and complete disclosure of all financial transactions relating to the City of Unalaska Community Support Program;
 - Track City grant funds in a separate account in the agency's accounting system;
 - Effectively control and account for all City funds and property and/or equipment purchased with those funds; and
 - Provide accounting records supported by source documentation.
- f. Grantee must immediately notify Grantor of changes in the approved budget as required in the COUCSPG;

- g. Grantee shall submit financial reports, audits, and other reports as required in the COUCSPG;
- h. Failure to submit any required report in a timely manner for this FY19 grant award, and for prior year awards that require reports to be submitted during FY19, may result in cessation of all current grant funding. Future grant applications may not be considered if required reports are not submitted or if they are consistently submitted late.
- i. Any unexpended funds and funds not spent as authorized in the approved grant will be paid back to Grantor by August 15, 2019.
- j. Should Grantee fail to fulfill the terms of this agreement, the requirements of the COUCSPG, or the terms of the approved application, or, should Grantee for any reason, no longer provide the services identified in the approved application, unexpended funds will be returned to Grantor. Additionally, equipment purchased with funds provided through the City of Unalaska Community Support Program will be returned to the Grantor within thirty (30) days of the failure of Grantee to fulfill the terms of the grant awarded by Grantor.

Indemnity. Grantee acknowledges that Grantor is serving only as a funding source for the agency and, as such, is not liable in any manner for any claims or damages arising during or as a result of the services provided by the agency. Grantee shall defend and save harmless Grantor, its employees, elected officials, volunteers, and representatives from and against all losses, damages, liabilities, expenses, and claims demands against Grantee while performing under the terms of this Agreement.

Insurance. **Entities receiving \$25,000 or more from the City must provide the City with a current certificate of insurance per the requirements listed in the COUCSPG .**

Discrimination Prohibited. To the extent consistent with the purpose for which funds are made available under this program, the services and facilities provided by Grantee will be available to the general public, and Grantee shall not discriminate in the administration of these services based on race, religion, color, national origin, age, sex, physical or mental disability, marital status, changes in marital status, pregnancy, or parenthood.

Grant Cancellation. Grantor reserves and may exercise the right to rescind this grant and seek recovery of payments made under the grant if the grant application or other information provided by Grantee relating to the proposed services is found to contain incorrect or misleading information or if this Agreement is violated.

Applicable Laws. Grantee agrees to comply with all local, state, and federal ordinances, statutes, laws, and regulations applicable to the services provided by the agency. Violation of any such ordinance, statute, law, or regulation is a violation of this grant agreement.

Records and Audit. By accepting this award and signing this Agreement, Grantee or designee may become subject to inspection and audit by Grantor at all reasonable times.

As a result, Grantee may be required to permit Grantor or designee to have access to its records and financial statements for a period of one year from the date of receipt of the Final Report.

In WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement on the respective date indicated below.

CITY OF UNALASKA

GRANT SEEKER

By: _____

By: _____

Its: City Manager

Its: Chair, Board of Directors

Dated: _____

Dated: _____

City of Unalaska Community Support Reporting Instructions

for full requirements please see the Community Support Program Guidelines

Reporting Requirements: The City Grant Agreement requires that all City Funds be tracked in a separate account in the organization's accounting system.

Before your first report is due, set up your organization's information on the budget and goals spreadsheets. If you do not have these, contact the City.

Your Reports consist of:

- **A Cover Letter Summary** on your organization's letterhead and addressed to City Council. In the cover letter summary you may discuss, clarify, or explain anything on the financial or goals spreadsheets that is not clear, mention any other accomplishments, fundraising event outcomes, etc. **Goals Spreadsheets** complete for the required reporting period,
- **Financial Spreadsheets** complete for the required reporting period, with documentation (see below),
- **Financial Reports** from your organization's accounting system that provide documentation for the numbers in the Financial Spreadsheets above.
- **Notifications:** Please remember to follow the Community Grant Guidelines if you need to make changes to your budget or a significant event occurs, such as a position funded by the City grant is vacant. These events need to be reported to the City immediately in addition to being noted in the next report. Debbie Zueger, Risk Manager at 581-1251, ext. 1202, riskmanager@ci.unalaska.ak.us, is the City Community Grant Program Manager.

Mid-Year Report:

- **Cover Letter** – Prepare cover letter, on organization's letterhead, adding any additional information. If there were any budget changes please be sure to highlight them in the narrative. Remember to immediately report budget changes as required in the Guidelines.
- **Goals** – Complete the goals spreadsheet for quarters one and two.
- **Financials** - Print reports from your accounting system that contain quarter one and two expenditure and revenue information for the City Community Support grant funds. You will use the information on these reports to complete the required expenditure and revenue spreadsheets, and attach them to the completed spreadsheets as back up.

Year End Report: Use the same format above continuing on the same spreadsheets. Complete the Financial and Goals spreadsheets for quarters three and four. On the Cover Letter Summary discuss, clarify, or explain anything on the financial or goals spreadsheets that is not clear for quarters three and four, then do a summary wrap up of the entire year.,

Submitting Reports: Email the completed Excel workbook, financial reports, and cover letter summary to riskmanager@ci.unalaska.ak.us, if this is not possible you may mail hard copies to: City of Unalaska, Attn. Risk Manager, PO Box 610, Unalaska, AK 99685. Or you may drop off hard copies at City Hall in the Administration Department.

Professional Services	City of Unalaska Approved Budget	City Funds Expended - Mid Year Report			City Funds Expended - Final Report		Expended YTD	% Expended
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

Other/Misc.	City of Unalaska Approved Budget	City Funds Expended - Mid Year Report			City Funds Expended - Final Report		Expended YTD	% Expended
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

	FY19 Total Budget	City Funds Expended - Mid Year Report		City Funds Expended - Final Report		Expended YTD	% Expended
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
					Budget Surplus	\$ -	
					Due Back to City	\$ -	

FY19 CITY OF UNALASKA GOAL 1 REPORT

Mid-Year ____

Final ____

Organization Name: _____

____ Original

____ Revised

GOAL #1:

Objectives:	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
Objective 1.1:				
Objective 1.2				
Objective 1.3				
Objective 1.4				
Objective 1.5				
Objective 1.6				
Objective 1.7				
Objective 1.8				

FY19 CITY OF UNALASKA GOAL 2 REPORT

Mid-Year ____

Final ____

Organization Name: _____

____ Original

____ Revised

GOAL #2:

Objectives:	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
Objective 1.1:				
Objective 1.2				
Objective 1.3				
Objective 1.4				
Objective 1.5				
Objective 1.6				
Objective 1.7				
Objective 1.8				

FY19 CITY OF UNALASKA GOAL 3 REPORT

Mid-Year _____

Final _____

Organization Name: _____

____ Original

____ Revised

GOAL #3:

Objectives:	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
Objective 1.1:				
Objective 1.2				
Objective 1.3				
Objective 1.4				
Objective 1.5				
Objective 1.6				
Objective 1.7				
Objective 1.8				

MEMORANDUM TO COUNCIL

TO: MAYOR AND CITY COUNCIL MEMBERS
FROM: NANCY PETERSON, CITY MANAGER
DATE: DECEMBER 12, 2017
RE: UMC FENCING PROJECT OVERVIEW PRESENTATION

The City received a grant from the Department of Homeland Security to install security fencing at the UMC dock. The deadline for completion of the grant project is September 30, 2018. City administration is working through an effective approach to completing this project in concert with the UMC Position 3 and 4 Replacement Project that is currently underway.

The Port Department will provide an overview of the project and challenges that have been encountered, with recommendations to move forward with completion of the project.

**CITY OF UNALASKA
UNALASKA, ALASKA**

RESOLUTION NO. 2017-67

A RESOLUTION OF THE UNALASKA CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH RON MOORE METAL RECYCLING TO SHIP NETS FROM THE CITY OF UNALASKA LANDFILL TO SEATTLE, IN THE AMOUNT OF \$232,000.

WHEREAS, the Solid Waste Division has a program established to stockpile used fishing nets so that they are not disposed of in the Landfill; and

WHEREAS, disposal of the nets in the Landfill would use up approximately 5% of the space of the Landfill on an annual basis; and

WHEREAS, the City has identified a vendor in Seattle who will take the nets and ship them to Asia for recycling; and

WHEREAS, shipment of the nets to the Seattle vendor is an environmentally responsible and cost-effective approach to the disposal of the nets; and

WHEREAS, the City of Unalaska solicited bids on October 2, 2017 for the shipment of 580 tons of nets from Unalaska to Seattle; and

WHEREAS, the City of Unalaska received one bid for the shipment of 580 tons of nets from Unalaska to Seattle; and

WHEREAS, it has been determined that Ron Moore Metal Recycling is an experienced firm and was found to be a responsive bidder.

NOW, THEREFORE, BE IT RESOLVED that the Unalaska City Council authorizes the City Manager to enter into an agreement with Ron Moore Metal Recycling to ship nets from the City Landfill to Seattle in the amount of \$232,000.

PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE UNALASKA CITY COUNCIL THIS _____ DAY OF DECEMBER, 2017.

MAYOR

ATTEST:

CITY CLERK

MEMORANDUM TO COUNCIL

TO: MAYOR AND CITY COUNCIL MEMBERS
FROM: DAN WINTERS, DPU DIRECTOR
THRU: NANCY PETERSON, CITY MANAGER
DATE: DECEMBER 12, 2017
RE: A RESOLUTION OF THE UNALASKA CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH RON MOORE METAL RECYCLING TO SHIP NETS FROM THE CITY OF UNALASKA LANDFILL TO SEATTLE, IN THE AMOUNT OF \$232,000.

SUMMARY: Through Resolution 2017-67, Staff requests approval for the City Manager to enter into an agreement with Ron Moore Metal Recycling to ship approximately 580 tons of Nets from the City Landfill to Seattle in the amount of \$232,000.

PREVIOUS COUNCIL ACTION: At the June 13, 2017 Council meeting, Council approved Resolution 2017-44, which authorized the City Manager to enter into agreement with DeForge Maritime Towing and Ron Moore Metal Recycling to ship 200 junk vehicles and 900 tons of scrap metal from the City of Unalaska's Landfill in the amount of \$275,000.

BACKGROUND: The Solid Waste Division has a program established to stockpile used fishing nets at the Landfill so that they are not disposed of in the Landfill. These items accumulate to the extent of approximately 250 tons per year. Presently there are 580 tons of bagged nets at the Landfill that need disposal.

DISCUSSION: Disposal of the nets in the Landfill would use up approximately 5% of the space of the Landfill on an annual basis. The City has identified a vendor in Seattle that will take the nets and ship them to Asia for recycling.

On October 2, 2017, Staff solicited a Request for Quotes (RFQ) to interested parties to remove the 580 tons of bagged nets from the Landfill, ship them to the Port of Seattle, off-load them from the barge and then deliver them to the vendor. The RFQ was also posted on the City Website for over 30 days. On November 7, 2017, the City received one quote to perform the work, from Ron Moore Recycling, for \$232,000.

Staff has researched the cost of performing these operations in house and found that it would take 37 shipping vans to ship 580 tons of nets directly to Asia. The cost of shipping a van to Asia from Unalaska is approximately \$8,000 per van for a total of \$296,000. This figure does not include the cost of labor to load the vans at the Landfill. The Solid Waste Division does not have the manpower to perform the work in-house, so a minimum of two additional part-time workers would need to be hired just to load the vans. Staff estimates the total cost of performing the work in-house is over \$300,000.

The City has been able to ship out nets previously as part of the Junk Vehicles and Metal Recycling projects. However, this year, the lowest quote for shipping the current number of junk vehicles, metal, and the nets from the Landfill to an off-island disposal site was \$650,000. Staff rejected the quotes because that level of funding was not available in the Utility's budget. Staff contacted DeForge Maritime Towing, who had an empty barge returning to Seattle around the time of the bid opening, and was able to contract with them to take the vehicles and scrap metal for \$275,000. DeForge would not take the nets because of the added cost of getting them to the vendor once they reached Seattle.

The timing for removing nets that are stockpiled at the Landfill is important. There have to be enough nets available to make it worthwhile for the contractor, but we don't want so many nets to accumulate that the cost for removal is overwhelming to the Utility's fund within a budget year. Shipping these nets off-island saves approximately 400 cubic yards of landfill space and prolongs the landfill cell use by 19 days annually.

Shipment of the nets to the Seattle vendor is an environmentally responsible and cost-effective approach to the disposal of the nets. Staff recommends adoption of Resolution 2017-67, which will allow the shipping of the accumulated nets from the Unalaska Landfill to a Seattle vendor for recycling.

ALTERNATIVES: Staff has researched other methods for shipping nets and similar material off the island and found that shipping by barge is the most cost effective. Disposing of the nets in the landfill will reduce the life of the landfill cells and force the City to construct new cells sooner.

FINANCIAL IMPLICATIONS: This project will be paid by the Solid Waste Proprietary Fund retained earnings. The total cost for this contract will be \$232,000.

LEGAL: Not applicable.

STAFF RECOMMENDATION: Staff recommends approval of Resolution 2017-67.

PROPOSED MOTION: "I move to approve Resolution 2017-67."

CITY MANAGER'S COMMENTS: I support approval of Resolution 2017-67 in order to extend the life of the landfill and responsibly dispose of the nets through recycling.

CITY OF UNALASKA, ALASKA
 Department of Public Works
 Bagged Net and Line Removal & Disposal
 November 7, 2017
 2:00 p.m.
 Council Chambers

Contractor / Business Name	Bid Form Used?	Bid Bond	Licenses		Item 1 Bagged Net & Line				Total Bid
			State Contractor	State Business					
R.L. Moore Metal Recycling	x			x	\$ 232,000.00				\$ 232,000.00
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -

Roxanna Winters 
 Witness


 Grace Magpantay
 Witness

START : 2:03 PM
 END : 2:10 PM

QUOTE PROPOSAL FORM
 City of Unalaska
 Bagged Net and Line Removal & Disposal Project

ITEM NO.	ESTIMATED QUANTITY	DESCRIPTION (Write Unit Bid Price in Words)	UNIT PRICE	TOTAL PRICE
X.A.	<u>580 tons</u>	Bagged Net and Line Removal & Disposal <u>\$400 per ton</u> Per Ton		\$232,000.00

Total Price Quote: two hundred thirty two thousand dollar.

Total Price Quote (in words): four hundred per ton

Company Name: R.L. MOORE METAL RECYCLING

Name and Title (Printed): RON MOORE (OWNER)

Signature: Ron Moore

Date: 10/26/2017

Alaska Contractor's License No. _____ Alaska Business License No. 973027

**CITY OF UNALASKA
UNALASKA, ALASKA**

RESOLUTION 2017-70

A RESOLUTION OF THE UNALASKA CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH ILIULIUK FAMILY HEALTH SERVICES, INC. FOR DISBURSEMENT OF EMERGENCY ASSISTANCE FUNDS FOR THE OPERATION OF THE CLINIC.

WHEREAS, Iliuliuk Family Health Services, Inc., is a 501(c)(3) non-profit organization that was founded in 1972, as a non-profit healthcare center; and

WHEREAS, Iliuliuk Family Health Services, Inc., serves all persons requesting treatment, regardless of their ability to pay, and promotes physical, psychological, social and spiritual health and well-being; and

WHEREAS, Iliuliuk Family Health Services, Inc., is the only provider of after-hours Urgent Care Services for the citizens of Unalaska; and

WHEREAS, Ordinance 2017-14 authorized grant funds for an Emergency Assistance Support program to be made available to Iliuliuk Family Health Services, Inc. for emergency support of clinic operations through December 31, 2018; and

WHEREAS, the City of Unalaska has determined that providing such assistance is in the public interest of the citizens of Unalaska, many of whom depend on the clinic for their primary medical care; and

WHEREAS, these grant funds may be used to support the clinic's efforts to re-structure their operations in a manner that will lead to long-term sustainability of the organization; and

WHEREAS, terms and conditions have been established for how the funds will be disbursed, the documentation that will be required to determine that a financial emergency exists and the reporting requirements necessary for compliance with the grant.

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council approves the Emergency Assistance Support Request Grant Agreement between the City of Unalaska and Iliuliuk Family Health Services, Inc., as presented; agrees to fund the program for an amount not to exceed \$500,000; and authorizes the City Manager to sign the agreement on behalf of the City of Unalaska.

PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE UNALASKA CITY COUNCIL THIS ____ DAY OF _____ 2017.

MAYOR

ATTEST:

CITY CLERK

MEMORANDUM TO COUNCIL

TO: MAYOR AND CITY COUNCIL MEMBERS
FROM: NANCY PETERSON, CITY MANAGER
DATE: DECEMBER 12, 2017
RE: RESOLUTION 2017-70 AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH ILIULIUK FAMILY HEALTH SERVICES, INC. FOR DISBURSEMENT OF EMERGENCY ASSISTANCE FUNDS FOR THE OPERATION OF THE CLINIC

SUMMARY: The City Council approved a budget amendment on November 28, 2017 to set aside funding in the amount of \$500,000 for Clinic Emergency Assistance Support. City administration has worked with the staff of Iliuliuk Family Health Services, Inc. to develop the terms and conditions for the agreement that will enable the City to disburse the emergency assistance funds to the clinic. Staff recommends approval of Resolution 2017-70.

PREVIOUS COUNCIL ACTION: Council heard a presentation by the IFHS Executive Director at their October 10, 2017 meeting. No formal action was taken, but the general consensus was to have the City Manager explore options for an Emergency Assistance Agreement with the Clinic and to draft a budget amendment that would allow for some level of support to be provided.

The City Council approved Ordinance 2017-14, creating a budget amendment to set aside grant funding in the amount of \$500,000 for the Clinic Emergency Assistance Support on November 28, 2017.

BACKGROUND: The Iliuliuk Family Health Services, Inc. has requested emergency funding from the City of Unalaska to assist with the operation of the Clinic, if needed. The City Council approved setting aside up to \$500,000 of grant funds to be disbursed to the Clinic, if a financial emergency arises in their operations. Resolution 2017-70 approves the Agreement, including the terms and conditions for how the funds will be disbursed, as well as documentation that will be required to determine that a financial emergency exists.

DISCUSSION: The purpose of providing the grant funds to the Clinic is to provide them with a “safety net” for the upcoming months as they make changes in their operations in order to increase their revenues and decrease their expenses. Some of their proposed changes include items such as reducing their rates and fees which may initially result in lower revenues while they work to rebuild their client base. They also propose new expenditures such as adding a tele-pharmacy program which down the road will result in new revenues, but has an initial cost of approximately \$55,000. The availability of these grant funds will support the clinic’s efforts to re-structure their operations in a manner that will lead to long-term sustainability of the organization.

The budget amendment approved on November 28, 2017 set aside \$500,000 of grant funds to support emergency assistance requests from the IFHS Clinic, if needed. The next step in providing the funding to the clinic is to define the terms and conditions of the Agreement which will establish the requirements for determining that a financial emergency exists and allow for the disbursement of the funds.

City Administration and the Clinic have agreed to the following terms and conditions:

I. Grantor agrees as follows:

- a. To make funds available in an amount not to exceed \$500,000, to the Grantee for the purpose of funding emergency support for the operation of the Iliuliuk Clinic, under the following terms and conditions:
 1. Evidence of the need for emergency support shall be demonstrated if the Grantee's operating cash reserves fall below \$400,000;
 2. Funds shall be provided as a reimbursement for expenditures;
 3. Funds shall be made available on a monthly basis. Funding provided in any month shall not exceed the amount required to increase the Grantee's operating cash reserves to \$400,000; and
 4. Funds shall be made available through December 31, 2018.

II. Grantee agrees as follows:

- a. To provide the following documentation as evidence to demonstrate the need for an emergency support request:
 1. Current Balance Sheet;
 2. Income Statement; and
 3. Reconciled Bank Statements for all cash and investment accounts through the month end period preceding the request.
- b. Grantee shall expend City emergency support funds only to support maintaining operations of the Iliuliuk Clinic.
- c. Grantee shall not expend funds for any new capital projects or programs, with the exception of the Tele-Pharmacy program, without prior written approval through a resolution by the City Council.
- d. Prior to distribution of any funds, the Grantee shall establish and maintain a financial management system conforming to generally accepted accounting principles, that demonstrates the following capabilities:
 1. The financial management system shall do the following:
 - Provide accurate, current, and complete disclosure of all financial transactions relating to the City of Unalaska's emergency support;
 - Track City emergency funds in a separate account in the agency's accounting system;

- Effectively control and account for all City funds and property and/or equipment purchased with those funds; and
 - Provide accounting records supported by source documentation.
- e. Grantee shall provide a written monthly report of the Clinic’s status, including a current Balance Sheet, Income Statement, Bad Debt writ-offs and a narrative overview of Clinic operations. Reports shall be provided by the 10th of each month, beginning January 10, 2018.
 - f. Grantee shall provide a written quarterly report to the City Council, documenting the current financial status and the projected cash reserves for the upcoming quarter. Reports shall be provided on March 31, June 30, September 30 and December 31, 2018.
 - g. Grantee shall continuously look for operating efficiencies to reduce the need for emergency support.
 - h. Grantee must immediately notify Grantor, in writing, of any significant changes in revenues and/or expenditures.
 - i. Grantee shall submit a copy the FY2017 audited financial statements no later than January 31, 2018.

City Administration met with Mr. Kaech, Clinic Executive Director, and Ms. Dumais-Allen, Clinic CFO on December 5th to review the terms and conditions. There were no issues or concerns with the recommended requirements and the clinic confirmed their ability to comply.

ALTERNATIVES: Council may choose to add additional terms or conditions or remove certain terms or conditions.

FINANCIAL IMPLICATIONS: Funding will be provided to the Clinic, in an amount not to exceed \$500,000, under the terms and conditions established by the proposed Agreement. Funding for the Emergency Assistance Support will be available through December 2018.

LEGAL: The City Attorney has reviewed the Grant Agreement.

STAFF RECOMMENDATION: Staff recommends moving forward with the Agreement as attached.

PROPOSED MOTION: I move to approve Resolution 2017-70.

CITY MANAGER’S COMMENTS: The recommended terms and conditions of the Grant Agreement establish clear requirements for determining “need” and define the manner in which funds will be disbursed. The terms and conditions also identify the documentation requirements and the performance obligations with which the Clinic must comply in order to receive funds from the program.

CITY OF UNALASKA

Iliuliuk Family and Health Services, Inc. Emergency Assistance Support Request - Grant Agreement

This Agreement is entered into this ____ day of _____ by and between the Iliuliuk Family and Health Services, Inc., an Alaskan non-profit corporation ("Grantee") and the City of Unalaska, an Alaskan municipal corporation ("Grantor").

WHEREAS, Grantor has appropriated funds for an Emergency Assistance Support Request based in part, on a finding that providing such assistance is in the public interest of the citizens of Unalaska many of whom depend on Grantee for their primary medical care; and

WHEREAS, funding, in an amount not to exceed \$500,000, has been budgeted and shall be made available to the Grantee based on the terms and conditions outlined in this Agreement.

NOW THEREFORE, for and in consideration of the mutual covenants herein contained, the parties hereto acknowledge and agree as follows:

I. Grantor agrees as follows:

- a. To make available funds in an amount not to exceed \$500,000, to the Grantee for the purpose of funding emergency support for the operation of the Iliuliuk Clinic, under the following terms and conditions:
 1. Evidence of the need for emergency support shall be demonstrated if the Grantee's operating cash reserves fall below \$400,000.
 2. Funds shall be provided as a reimbursement for expenditures;
 3. Funds shall be made available on a monthly basis; Funding provided in any month shall not exceed the amount required to increase the Grantee's operating cash reserves to \$400,000.
 4. Funds shall be made available through December 31, 2018.

II. Grantee agrees as follows:

- a. To provide the following documentation as evidence to demonstrate the need for an emergency support request:

1. Current Balance Sheet
 2. Income Statement
 3. Reconciled Bank Statements for all cash and investment accounts, through the month end period preceding the request.
- b. Grantee shall expend City emergency support funds only to support maintaining operations of the Iliuliuk Clinic.
- c. Grantee shall not expend funds for any new capital projects or programs, with the exception of the Tele-Pharmacy program, without prior written approval through a resolution by the City Council.
- d. Prior to distribution of any funds, the Grantee shall establish and maintain a financial management system conforming to generally accepted accounting principles, that demonstrates the following capabilities:
1. The financial management system shall do the following:
 - Provide accurate, current, and complete disclosure of all financial transactions relating to the City of Unalaska's emergency support;
 - Track City emergency funds in a separate account in the agency's accounting system;
 - Effectively control and account for all City funds and property and/or equipment purchased with those funds; and
 - Provide accounting records supported by source documentation.
- e. Grantee shall provide a written monthly report of the Clinic's status, including a current Balance Sheet, Income Statement, Bad Debt write-offs and a narrative overview of Clinic operations. Reports shall be provided by the 10th of each month, beginning January 10, 2018.
- f. Grantee shall provide a written quarterly report to the City Council, documenting the current financial status and the projected cash reserves for the upcoming quarter. Reports shall be provided on March 31, June 30, September 30 and December 31, 2018.
- g. Grantee shall continuously look for operating efficiencies to reduce the need for emergency support.
- h. Grantee must immediately notify Grantor, in writing, of any significant changes in revenues and/or expenditures.

- i. Grantee shall submit a copy the FY2017 audited financial statements no later than January 31, 2018.

Indemnity. Grantee acknowledges that Grantor is serving only as a funding source for the agency and, as such, is not liable in any manner for any claims or damages arising during or as a result of the services provided by the agency. Grantee shall defend and save harmless Grantor, its employees, elected officials, volunteers, and representatives from and against all losses, damages, liabilities, expenses, and claims demands against Grantee which arise from or relate to services provided by Grantee during the term of this Agreement.

Insurance. Grantee shall provide a current certificate of insurance reflecting the following coverage:

- *Commercial General Liability:* insurance of not less than \$1,000,000 per occurrence
- *Workers' Compensation:* coverage no less than is required by Alaska State Statute
- *Professional Liability:* required for agencies providing medical, legal and/or counseling services with commercially reasonable limits of liability
- *Additional Insured:* The City of Unalaska shall be named as an additional insured on all policies except Professional Liability and Workers' Compensation
- *Waiver of Subrogation:* a waiver of subrogation in favor of the City of Unalaska must be in place
- *Cancellation:* All policies must have a 30 day cancellation clause requiring at least 30 days advance notice to City of cancellation of coverage.

Discrimination Prohibited. To the extent consistent with the purpose for which funds are made available under this program, the services and facilities provided by Grantee will be available to the general public, and Grantee shall not discriminate in the administration of these services based on race, religion, color, national origin, age, sex, physical or mental disability, marital status, changes in marital status, pregnancy, or parenthood.

Grant Cancellation. Grantor reserves and may exercise the right to rescind this grant upon not less than fourteen (14) days advance written notice to Grantee and seek recovery of payments made under the grant if the grant application or other information provided by Grantee relating to the proposed services is found

to contain incorrect or misleading information or if this Agreement is violated by Grantee.

Applicable Laws. Grantee shall comply with all local, state, and federal ordinances, statutes, laws, and regulations applicable to the services provided by Grantee. Violation of any such ordinance, statute, law, or regulation is a violation of this grant agreement.

Records and Audit. By accepting this emergency support and signing this Agreement, Grantee or designee may become subject to inspection and audit by Grantor at all reasonable times.

As a result, Grantee may be required to permit Grantor or designee to have access to its records and financial statements during regular business hours upon not less than twenty-four (24) hours advance written notice for a period of one year from the date of receipt of the Final Report.

Notices. All notices required or permitted under this Agreement shall be personally delivered or sent by certified mail, postage prepaid, to the parties at the following addresses:

To Grantor: City of Unalaska
Attn: City Manager
P.O. Box 610
Unalaska, Alaska 99685

To Grantee: Iliuliuk Family and Health Services, Inc.
Attn: Chief Executive Officer
PO Box 144
Unalaska, AK 99685

Any notice or demand which must be given or made by the Grantor or the Grantee shall be in writing and shall be complete if personally delivered or sent by United States certified mail to the address shown above, or to such other address as each of the parties may designate in writing from time to time.

Integration and Modification. This Agreement is fully integrated and contains the entire agreement between the parties hereto with respect to its subject matter.

Amendments. This Agreement may not be modified or amended except by a document signed by both parties hereto, and any purported amendment or modification shall be without legal effect until reduced to writing and signed by both parties hereto.

Severability of Clauses of Agreement. If any clause, or provision, herein contained, shall be adjudged to be invalid or unenforceable, it shall not affect the validity or enforceability of any other clause or provision of this Agreement or give any cause of action in favor of either party as against the other.

Applicable Law. This Agreement shall be governed by the laws of the State of Alaska. The venue for any dispute between the parties shall lie exclusively with the courts for the Third Judicial District for the State of Alaska at Anchorage, or, alternatively, with the United States District Court for the District of Alaska at Anchorage, unless a non-waivable federal or Alaska law should require to the contrary.

In WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement on the respective date indicated below.

CITY OF UNALASKA

GRANTEE

By: _____

By: _____

Its: City Manager

Its: Chair, Board of Directors

Dated: _____

Dated: _____

**CITY OF UNALASKA
UNALASKA, ALASKA**

RESOLUTION 2017-71

A RESOLUTION OF THE UNALASKA CITY COUNCIL AUTHORIZING FUNDING FOR TRAVEL, PER DIEM AND SALARIES FOR TWO MEMBERS OF THE ALASKA MARINE PILOTS ASSOCIATION TO PARTICIPATE IN A SHIP SIMULATION STUDY AS PART OF THE ANALYSIS OF THE PROPOSED DEEPENING OF THE ENTRANCE CHANNEL TO DUTCH HARBOR, TO BE CREDITED AS IN-KIND PAYMENT WITH THE UNITED STATES ARMY CORPS OF ENGINEERS IN AN AMOUNT NOT TO EXCEED \$17,000.

WHEREAS, the Unalaska City Council authorized a 50/50 cost-share agreement with the United States Army Corps of Engineers (USACE) for a feasibility study to dredge the entrance into Dutch Harbor; and

WHEREAS, this cost-share agreement allows the City to contribute in-kind services to meet a portion of the expenses of the agreement; and

WHEREAS, the USACE has requested that the City of Unalaska pay for travel, per diem and salary for two Alaska Marine Pilots to travel Mississippi to participate in a Ship Simulation study as an in-kind contribution; and

WHEREAS, the USACE has reviewed expenses for travel, per diem and salary for the Alaska Marine Pilots and determined they are reasonable; and

WHEREAS, this in-kind contribution toward the Ship Simulation study will allow the feasibility study to remain on schedule; and

WHEREAS, the City of Unalaska has appropriated funds within the Entrance Channel Dredging Project budget to pay for travel, per diem and salary for the Alaska Marine Pilots.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Unalaska authorizes funding for travel, per diem and salary for two members of the Alaska Marine Pilots Association to participate in a ship simulation study as part of the analysis of the proposed deepening of the entrance channel to Dutch Harbor, in an amount not to exceed \$17,000.

PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE UNALASKA CITY COUNCIL THIS ____ DAY OF DECEMBER 2017.

MAYOR

ATTEST:

CITY CLERK

MEMORANDUM TO COUNCIL

TO: MAYOR AND CITY COUNCIL MEMBERS
FROM: PEGGY MCLAUGHLIN, PORTS DIRECTOR
THRU: NANCY PETERSON, CITY MANAGER
DATE: DECEMBER 12, 2017
RE: A RESOLUTION OF THE UNALASKA CITY COUNCIL AUTHORIZING FUNDING FOR TRAVEL, PER DIEM AND SALARIES FOR TWO MEMBERS OF THE ALASKA MARINE PILOTS ASSOCIATION TO PARTICIPATE IN A SHIP SIMULATION STUDY AS PART OF THE ANALYSIS OF THE PROPOSED DEEPENING OF THE ENTRANCE CHANNEL TO DUTCH HARBOR, TO BE CREDITED AS IN-KIND PAYMENT WITH THE UNITED STATES CORPS OF ENGINEERS IN AN AMOUNT NOT TO EXCEED \$17,000.

SUMMARY: This resolution authorizes the payment of travel expenses, per diem and salary for two Alaska Marine Pilots to travel to Mississippi to participate in a Ship Simulation study for the Entrance Channel Dredging project. This expenditure will be considered an in-kind payment toward our cost share agreement with the United States Army Corps of Engineers (USACE). Funds for the payment of these expenses shall come from the Entrance Channel Dredging Project. This expenditure is not to exceed: \$17,000.

PREVIOUS COUNCIL ACTION: On June 28, 2016 Council approved Resolution 2016-48 authorizing the City Manager to enter into an agreement with the United States Army Corps of Engineers for the Dredging of the Entrance Channel.

BACKGROUND: The City Council agreed to enter into a cost-share program with the Corps of Engineers for the Unalaska (Dutch Harbor) Channels Feasibility Study. The purpose of the study is to analyze the proposed deepening of the entrance channel to Dutch Harbor. This is a 50/50 cost-share program and the City's portion is not to exceed \$1,500,000. The City's match can be made in part through "in-kind" services and the USACE has requested the City to fund the pilots' costs for the simulation as an in-kind payment.

DISCUSSION: The USACE has determined that a ship simulation study conducted at the U.S. Army Engineering Research and Development Center's Coastal and Hydraulics Laboratory Ship/Tow Simulator facility in Mississippi will be an effective and cost efficient way to analyze the proposed deepening of the entrance channel to Dutch Harbor.

This portion of the feasibility study will conduct simulations of ships coming in over the bar at the entrance channel at varying depths and in varying conditions. The Alaska Marine Pilots are the piloting agency for this region and are the only organization with pilots qualified to participate in this study.

The City of Unalaska has committed to participating in this feasibility study through a cost-share program. This program is designed to split the costs of the feasibility study with the USACE. The USACE has requested that City pay for the travel expenses, per diem and salaries of two marine pilots to run through the various simulations. The city will receive full credit for the amount paid as part of our in-kind contribution to the project. This cost will be paid out of the project budget approved by the Council in the previous budget cycle and no additional funds for the project are required to accomplish this task.

Simulation tests are tentatively scheduled for the end of January 2018, and this resolution authorizes the payment of the travel expenses, per diem and salary for the two pilots to travel to Mississippi. Having the City pay for this portion of the Ship Simulation study will help expedite the process for the USACE and enable the simulation testing to happen in a timeframe that works with the study deadlines.

The USACE representative has reviewed the Alaska Marine Pilots' expense proposal and agrees that it is reasonable for the costs associated with traveling to the simulation. The USACE will be paying for all other costs of the simulation study (approximately \$90,000).

By conducting the simulations in January, the USACE has indicated that the feasibility study will remain on track for completion within the allotted three year study timeline.

Staff recommends approving the funding for the pilots in an amount not to exceed \$17,000.

ALTERNATIVES: Council could choose not to support Resolution 2017-71.

FINANCIAL IMPLICATIONS: This payment will be considered an in-kind payment toward the City's agreement with the USACE for the feasibility study for the dredging of the entrance channel project.

LEGAL: Not applicable.

STAFF RECOMMENDATION: Staff recommends approving this Resolution 2017-71.

PROPOSED MOTION: I move to approve Resolution 2017-71.

CITY MANAGER'S COMMENTS: I support approval of Resolution 2017-71. This USACE Ship Simulation study will provide real-time ship simulations with harbor pilots to analyze the deepening proposal for the Dutch Harbor Entrance Channel Dredging project. This information is critical to the success of the project. Having the City pay for the Marine Pilots expenses is a beneficial way to meet our in-kind contribution requirements for the project.