

UNALASKA CITY COUNCIL

Unalaska, Alaska

Regular Meeting
Tuesday, March 27, 2018
6:00 p.m.

AGENDA

Unalaska City Hall
Council Chambers
43 Raven Way

-
1. Call to order
 2. Roll call
 3. Pledge of allegiance
 4. Recognition of visitors
 5. Adoption of agenda
 6. Awards / Presentations
 - a. Oath of Office – Thomas E. Thomas, City Manager
 - b. Oath of Office – Ramona Thompson, Fire Chief
 - c. Annual Report from the Historic Preservation Commission
 7. Minutes of previous meeting: March 13, 2018
 8. Reports
 - a. City Manager
 - b. Historic Preservation Commission meeting minutes, December 21, 2017
 - c. Planning Commission meeting minutes, February 15, 2018
 9. Community Input / Announcements
 10. Public testimony on agenda items
 11. Legislative
 12. Public hearings
 13. Work session
 - a. Community Grant and Capital Grant Applicant Presentations
 - i. Aleutian Pribilof Islands Association (APIA)
 - ii. Iliuliuk Family and Health Services - Behavioral Health
 - iii. Museum of the Aleutians
 - iv. Unalaska Community Broadcasting
 - v. Unalaska Senior Citizens
 - vi. Unalaska Dutch Harbor Convention & Visitor Bureau
 - vii. Unalaskans Against Sexual Assault and Family Violence (USAFV)
 - viii. Aleutian Arts Council
 - ix. Qawalangin Tribe Culture Camp
 - x. Russian Orthodox Sacred Sites in Alaska (ROSSIA) on behalf of the Holy Ascension Cathedral Restoration Committee
 14. Consent agenda
 15. Regular agenda
 - a. Unfinished Business
 - b. New Business
 - i. Resolution 2018-21: A Resolution of the Unalaska City Council authorizing the City Manager to enter into an agreement with ECI Hyer, Inc., to perform the Tom Madsen Airport Terminal Roof Assessment Project in the amount of \$32,803
 - ii. Resolution 2016-26: A Resolution of the Unalaska City Council authorizing waivers for failure to file timely applications for the Senior Citizen Property Tax Exemption for Malcom J. "Jimmer" McDonald, Mary H. Lekanoff and Gertrude D. Svarny
 16. Council Directives to City Manager
 17. Community Input / Announcements
 18. Adjournment

CITY OF UNALASKA

CITY MANAGER'S OATH OF OFFICE

I, THOMAS E. THOMAS, DO SOLEMNLY SWEAR THAT I WILL HONESTLY, FAITHFULLY, AND IMPARTIALLY PERFORM THE DUTIES OF CITY MANAGER OF THE CITY OF UNALASKA IN TRUE ACCORD WITH THE CONSTITUTION OF THE UNITED STATES OF AMERICA, THE LAWS OF THE STATE OF ALASKA, AND THE CODE OF ORDINANCES OF THE CITY OF UNALASKA.

I TAKE THIS OATH FREELY, WITHOUT THE LEAST EQUIVOCATION, MENTAL RESERVATION, OR SELF-EVASION OF MIND, WHATSOEVER.

THOMAS E. THOMAS

DATE

ATTEST:

CITY CLERK

CITY OF UNALASKA

FIRE CHIEF'S OATH OF OFFICE

I ***PLEDGE*** TO FAITHFULLY, HONESTLY AND IMPARTIALLY DISCHARGE THE DUTIES OF ***FIRE CHIEF*** TO THE BEST OF MY ABILITY; I WILL HONOR AND RESPECT THE MISSION, GOALS, VALUES AND POLICIES OF THE CITY OF UNALASKA AND THE DEPARTMENT OF PUBLIC SAFETY;

I ***SWEAR*** TO OBEY THE LAWFUL ORDERS OF MY SUPERIORS; TO ABIDE BY THE FIRE SERVICE CODE OF ETHICS; TO SUPPORT THE CONSTITUTION OF THE UNITED STATES AND THE STATE OF ALASKA; AND TO OBSERVE AND UPHOLD THE LAWS OF THE UNITED STATES, THE STATE OF ALASKA, AND THE CITY OF UNALASKA;

I ***WILL*** AT ALL TIMES RESPECT THE PROPERTY AND RIGHTS OF ALL MEN AND WOMEN, RECOGNIZING THE BADGE OF MY OFFICE IS A SYMBOL OF PUBLIC FAITH AND TRUST; AND

I ***TAKE*** THIS OATH KNOWING FULL WELL THE RESPONSIBILITY OF MY OFFICE, AND PROMISE TO ACT AT ALL TIMES WITH INTEGRITY, HONESTY, AND HONOR, SO HELP ME GOD.

RAMONA THOMPSON

DATE

ATTEST:

CITY CLERK

**CITY OF UNALASKA
HISTORIC PRESERVATION COMMISSION
2017 ANNUAL REPORT**



This annual report is designed to serve multiple functions: to summarize the historic preservation activities of the Unalaska Historic Preservation Commission; to serve as a resource document; to note future historic preservation related activities; and to meet the requirements of § 2.60.090, Unalaska Code of Ordinances.

The following residents of Unalaska served on the City of Unalaska's Historic Preservation Commission throughout 2017:

Chair Jessica Earnshaw (Resigned after meeting of August 17, 2017)

Chair Billie Jo Gehring (Elected at meeting of August 17, 2017)

Vice Chair Travis Swangel

Vicki Williams

Lottie Roll

Helen Brown (Appointed August 18, 2017)

City Manager (David Martinson, Erin Reinders)

Planning Director (Erin Reinders and William Homka)

The Historic Preservation Commission is supported by the City of Unalaska's Planning Department, which consists of:

William Homka, AICP, Planning Director

Thomas Roufos, Associate Planner

James Price, GIS Administrator

Judy Huling, Administrative Assistant

HISTORIC PRESERVATION COMMISSION
RESOLUTION 2018-01

In accordance with § 2.60.090 of the Unalaska Code of Ordinances, the City of Unalaska's Historic Preservation Commission officially adopts the following annual report, filing the same with the Unalaska City Council.

CITY OF UNALASKA
HISTORIC PRESERVATION COMMISSION

BY: _____

Billie Jo Gehring
Commission Chair

Bil Homka, AICP
Secretary of the Commission

DATE OF ADOPTION: 3-15-18

INTRODUCTION

City Council approved Ordinance 2014-05 in 2014 which amended various sections of Title 2 of the Unalaska Code of Ordinances, including sections related to Historic Preservation. The Planning Department and Parks, Culture, and Recreation Department consulted with the City Attorney regarding the selection process of Historic Preservation Commissioners. Approved changes created a new UCO 2.76.015, stating that the Historic Preservation Commission membership is the Planning Commission membership, including the Planning Commission's *ex officio* members (*i.e.*, the City Manager and the Director of Planning). While remaining non-voting for Planning Commission decisions, the City Manager and Director of Planning would be full members of the HPC.

Unalaska Code of Ordinances §2.76.040 identifies the duties and responsibilities of the HPC. This is based on the requirements of local governments participating in the Alaska Certified Local Government Historic Preservation Program. The duties and responsibilities are listed below.

- To survey and inventory community historic resources including historic, architectural, and archaeological resources within the community;
- To review nominations to the National Register of Historic Places and consulting with federal and State authorities in section 106 reviews under the National Historic Preservation Act;
- To act in an advisory role to other officials, and to City Departments regarding the identification and protection of local historic and archaeological resources and historic preservation planning;
- To enforce state historic preservation laws. The Historic Preservation Commission shall support the enforcement of the Alaska Historic Preservation Act;
- To review, and where it is deemed appropriate, recommend nominations to or deletions from the Unalaska Register of Historic Places to the Unalaska City Council twice yearly.

§ 2.60.090 of the Unalaska Code of Ordinances requires each board and committee to submit an annual report which summarizes the activities which have occurred during the previous year. The Annual Report is a mechanism for monitoring those activities and for presenting to the City Council the goals and objectives for historic preservation in the coming year.

SUMMARY OF HISTORIC PRESERVATION COMMISSION ACTIONS FOR 2017

I. General Statistics (January 1, 2017 – December 31, 2017)

The Historic Preservation Commission, with support from the Planning Department, took the following actions.

HPC Summary of Activities	2015	2016	2017
Ordinance Changes	-	-	-
General Resolutions	1/1	1/1	3/3
Survey/Inventory of Historic Properties	1/1	1/1	-
Preservation Planning Activities	-	-	-
National Register Participation	-	-	-
Historic Property Protection	-	-	-
Public Education Projects	-	-	-
Historic Preservation Grants	1/1	-	-
TOTAL MEETINGS	3	3	3

II. Historic Preservation Commission Recommendations to Council

There were no recommendations to Council.

III. Historic Preservation Commission Actions

The Historic Preservation Commission approved the 2016 annual report and had several USACoE Cleanup Approvals, and discussions.	
<i>January 19, 2017: Approved of Annual Report and filed with City Council.</i>	The Historic Preservation Commission approved Resolution 2017-01 , a resolution approving the HPC 2016 Annual Report.
<i>April 27, 2017: Approved Resolution</i>	The Historic Preservation Commission approved Resolution 2017-02 : A Resolution To Approve The Federal Undertaking Of Conducting Remediation Actions At Three Areas Near Unalaska, Alaska At Fort Schwatka, Fort Mears in Unalaska Valley, and Agamgik Bay.
<i>April 27, 2017: Approved Resolution</i>	The Historic Preservation Commission approved Resolution 2017-03 : A Resolution To Approve The Federal Undertaking Of Conducting Environmental Investigations At Cape Prominence Aircraft Warning System Station, Alaska.
<i>December 21, 2017: Discussed the 150th Anniversary of the Alaska Treaty of Cession.</i>	The Historic Preservation Commission received information from the National Park Service celebrating the 150 th Anniversary of the Alaska Treaty of Cession.

IV. Historic Preservation Goals for 2018

- Improve public engagement with historic preservation, including website improvements, celebrating Preservation Month in May, and improving kiosks/signage/wayfinding.
- Suggest list of sites to City Council for the Unalaska Register of Historic Places and explore ideas for a Historic Preservation Ordinance Amendment.
- Continue working toward addressing the action items identified in the 2011 Comprehensive Plan as they relate to Historic Preservation.
- Consider creation of Historic Preservation regulations and protections.

UNALASKA CITY COUNCIL
Unalaska, Alaska

Regular Meeting
Tuesday, March 13, 2018
6:00 p.m.

MINUTES

Unalaska City Hall
Council Chambers
43 Raven Way

1. Call to order

The regular meeting of the Unalaska City Council came to order at 6:00pm, March 13, 2018, in the Unalaska City Hall Council chambers.

2. Roll call

Present

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

Absent:

None

3. Pledge of allegiance: Mayor Kelty led the Pledge of Allegiance.

4. Recognition of visitors

- L. Diane Casto; Council on Domestic Violence and Sexual Assault
- Andre' B. Rosay; University of Alaska Anchorage, College of Health/Justice Center
- M. Lynn Crane, USAFV
- Rachelle Hatfield, UAF Aleutian Pribilof Center, ABE Specialist, Unalaska
- Paula Cullenberg, Alaska Sea Grant, Director
- Melissa Good, UAF
- Phillip Boyles and Associate, Financial Planners

5. Adoption of agenda

Robinson made a motion to adopt the agenda; Gregory seconded.
Motion passed by consensus.

6. Awards / Presentations

- a. Award: Jacob Whitaker – 10 years of service to the City of Unalaska
- b. Presentation: USAFV and the University of Alaska Anchorage Justice Center presentation regarding a study done on Intimate Partner Violence in 2014 / 2015, presenting findings from the Aleutian Island region
- c. Presentation: Rachelle Hatfield, UAF Aleutian Pribilof Center, ABE Specialist, Unalaska

7. Minutes of previous meeting: February 27, 2018

Robinson made a motion to adopt the meeting minutes of the February 27, 2018 meeting; Fitch seconded.
Motion passed by consensus.

8. Reports: City Manager

9. Community Input / Announcements

- USAFV – “Soup-Off”
- Raider Basketball – State Tournament
- GCI – LTE launch update
- “Eagle Warning” signage
- Unalaska United Methodist Church - “2nd Blessings

- PCR Easter “Egg Stuffing”
- Ballyhoo Lions – Easter Breakfast

10. Public testimony on agenda items

11. Legislative: Certification of March 6, 2018 Recall Election results

Robinson made a motion to Certify Election Results; Tungul seconded.

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

Motion passed 6-0.

12. Public hearing

Mayor Kelty opened the Public Hearing for Ordinance 2018-03.

Ordinance 2018-03, Second Reading, Creating Budget Amendment #4 to the Fiscal Year 2018 budget, increasing the Wastewater Fund-Transfers to Capital Projects to fund completion of the Delta Way Sewer Line Repairs Project; Increasing the Solid Waste Fund-Operating Expenses, to pay for removal costs of bagged nets & fishing line from the landfill; increasing the Solid Waste Fund-Transfers to Capital Projects, to fund the Landfill Cells 3 & 4 Partial Closure Project; Increasing Ports & Harbors-UMC Fencing Project based on bids received and reducing the Ports & Harbors UMC Expansion Project contingency funds
Hearing not testimony, the Public Hearing closed.

13. Work session

Tungul made a motion to move into Work Session; Robinson seconded.

Motion passed by consensus.

- Presentation: Utilities Update – Water Utility Services
- Presentation: Funding Request from Alaska Sea Grant Program for the Unalaska Marine Advisory position: one month of salary and benefits, approximately \$13,251
- Discussion: Inexplicit guidelines governing placement of campaign-related postings and paraphernalia. Item sponsored by Council Member Coleman.

14. Consent agenda

15. Regular agenda

a. Unfinished Business

- Ordinance 2018-03, Second Reading, Creating Budget Amendment #4 to the Fiscal Year 2018 budget, increasing the Wastewater Fund-Transfers to Capital Projects to fund completion of the Delta Way Sewer Line Repairs Project; Increasing the Solid Waste Fund-Operating Expenses, to pay for removal costs of bagged nets & fishing line from the landfill; increasing the Solid Waste Fund-Transfers to Capital Projects, to fund the Landfill Cells 3 & 4 Partial Closure Project; Increasing Ports & Harbors-UMC Fencing Project based on bids received and reducing the Ports & Harbors UMC Expansion Project contingency funds

Robinson made a motion to adopt Ordinance 2018-03; Fitch seconded.

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

Motion passed 6-0.

b. New Business

- Resolution 2018-16: A Resolution of the Unalaska City Council authorizing the City Manager to enter into an agreement with Turnagain Marine Construction Company to construct the UMC Security Fencing Project for \$367,360

Robinson made a motion to adopt Resolution 2018-16; Tungul seconded.

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

Motion passed 6-0.

- ii. Resolution 2018-22: A Resolution of the Unalaska City Council authorizing the City Manager to enter into an agreement with Northern Alaska Contractors, LLC, to construct the Landfill Cells 3 & 4 Partial Closure Project for \$1,031,000

Robinson made a motion to adopt Resolution 2018-22; Fitch seconded.

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

Motion passed 6-0.

- iii. Resolution 2018-23: A Resolution of the Unalaska City Council authorizing the City Manager to enter into an agreement with Superior LLC to provide an integrated CAD/RMS software system for the Department of Public Safety in the amount of \$408,911.79 for installation and implementation and one year of support services

Robinson made a motion to adopt Resolution 2018-23; Fitch seconded.

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

Motion passed 6-0.

16. Executive Session regarding union contract negotiations with the Public Safety Employees Association (PSEA)
Fitch made a motion to move into Executive Session to discuss matters which if immediately disclosed may adversely affect the finances of the City; Robinson seconded.

17. Council Directives to City Manager

Robinson made a Directive to City Manager to include the Sea Grant Funding request in the budget in the amount of \$13,594 coming out of Council Sponsorship Fund; Tungul seconded.

18. Community Input / Announcements

Ramona Thompson – Fire Chief

19. Adjournment

Fitch made a motion to adjourn the meeting; Tungul seconded.

Motion passed by consensus.

The meeting adjourned at 9:24pm.

Marjie Veeder
City Clerk

rfw

**CITY OF UNALASKA, ALASKA
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
THURSDAY, DECEMBER 21, 2017
UNALASKA CITY HALL COUNCIL CHAMBERS
MINUTES**

CALL TO ORDER: Acting Chair Gehring called the meeting to order at 8:06 PM.

ROLL CALL

Commissioners Physically Present

Vicki Williams
Travis Swangel
Bil Homka, Planning Director
Erin Reinders, Acting City Manager
Billie Jo Gehring
Lottie Roll

Commissioners Absent

Helen Brown

Staff Present

Thomas Roufos, Associate Planner

REVISIONS TO THE AGENDA: *None*

APPEARANCE REQUESTS: *None*

ANNOUNCEMENTS: *None*

MINUTES: Commissioner Williams made a motion to approve the minutes from July 20, 2017. Commissioner Roll seconded. Motion passed.

PUBLIC HEARING

None

OLD BUSINESS

None

NEW BUSINESS

1. Discuss the 150th Anniversary of the Alaska Treaty of Cession.
Mr. Homka shared information he received from the National Park Service. He stated he would be sharing the annual reports for both the Planning Commission and the Historic District Commission before submission.
Mr. Homka stated he was glad that Travis attended the planning conference. Commissioner Swangel shared that he received a wealth of information from the conference and it was well worth attending. Action Chair Gehring asked for copies of the 150th Anniversary brochure for each of the Commissioners.

WORKSESSION


None

ADJOURNMENT: Acting Chair adjourned the meeting at 8:13 PM.

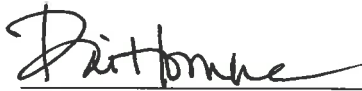
PASSED AND APPROVED THIS 15th DAY OF FEBRUARY, 2018 BY THE CTY OF UNALASKA PLANNING COMMISSION.



Billie Jo Gehring
Acting Commission Chair



Date



Bil Homka, AICP
Secretary of the Commission

3-15-08

Date

Prepared by Morgyn McConnell, Administrative Assistant

**CITY OF UNALASKA, ALASKA
PLANNING COMMISSION & PLATTING BOARD
REGULAR MEETING
THURSDAY, FEBRUARY 15, 2018, 6:00 P.M.
UNALASKA CITY HALL COUNCIL CHAMBERS
MINUTES**

CALL TO ORDER: Acting Chair Gehring called the meeting to order at 6:01 PM.

ROLL CALL

Commissioners Physically Present

Thomas Bell
Helen Brown
Billie Joe Gehring
Vicki Williams
Travis Swangel

Commissioners Absent

Staff Present

Bil Homka, Planning Director
Thomas Roufos, Associate Planner
Judy Huling, Administrative Assistant

REVISIONS TO THE AGENDA: Added Oath of Office, Appointment of Chair, Changes in titles of Resolutions
Commissioner Swangel motioned to approve the Agenda as revised. Commissioner Williams seconded. Motion passed.

OATH OF OFFICE: Chair Gehring administered Oath of Office to Thomas Bell.

ELECTION OF BOARD CHAIRPERSON: Commissioner Swangel nominated Acting Chair Gehring. Commissioner Williams seconded the nomination.
Vote was unanimous. Acting Chair Gehring accepted the nomination.

ANNOUNCEMENTS: Mr. Homka stated the 2017 Annual Report would be presented to the City Council at their next meeting on February 27th and asked if anyone from the Commission would be willing to make that presentation. Chair Gehring volunteered to make the presentation.
Mr. Homka also shared the new City Manager, Thomas Thomas, would be starting March 17th or 18th.
Chair Gehring said the Chocolate tasting the previous evening was well attended and wonderful.

MINUTES: Commissioner Williams made a motion to accept the minutes from December 21, 2017 and January 18, 2018. Commissioner Swangel seconded. Motion passed.

PUBLIC HEARING

1. **RESOLUTION 2018-01:** A RESOLUTION APPROVING THE PLANNING COMMISSION & PLATTING BOARD 2017 ANNUAL REPORT AND FILING THE SAME WITH THE UNALASKA CITY COUNCIL

Commissioner Swangel noted an incorrect date in the report. Mr. Roufos gave a summary of the report and invited the Commission to make any additions as needed. Mr. Homka also gave his summary and invited the Commission to add any items they felt were important to be included in the Report.

Chair Gehring stated that they would consider **Resolution 2018-02** and **Resolution 2018-03** together as they related to the same project.

2. **RESOLUTION 2018-02:** A RESOLUTION APPROVING A CONDITIONAL USE FOR A THREE STORY APARTMENT STRUCTURE LOCATED ON LOT 9, BLOCK 1 OF USS 1992, UNALASKA TOWNSITE, AT 28 N. 2ND STREET
3. **RESOLUTION 2018-03:** A RESOLUTION APPROVING A REAR YARD SETBACK VARIANCE OF THREE FEET AND A SIDE YARD SETBACK VARIANCE OF FOUR FEET FOR A THREE STORY APARTMENT STRUCTURE LOCATED ON LOT 9, BLOCK 1 OF USS 1992, UNALASKA TOWNSITE, AT 28 N. 2ND STREET

Mr. Honan was invited to speak to the Commission. He explained his reasons for requesting the variance. The additional apartments would be used to generate income for helping people who are stranded in town.

Commissioner Gehring asked why it was called Alexandria House. Mr. Honan shared it was the name of the daughter of the man who donated the property for the purpose of helping the stranded. Mr. Honan looked up the meaning of the name and it was "helper and defender of mankind." He felt that was fantastic.

Commissioner Swangel noted that there were three lots that encompassed the site and that the staff had recommended they be combined into one. He asked if Mr. Honan had any intention of doing so. Mr. Honan stated he would love to do it.

Commissioner Swangel asked for clarification on the use of the property other than the shed under consideration. Mr. Honan stated the downstairs was commercial and the upstairs had received a variance for one residential unit. The residential unit is used as a short-term option, mostly for business people in need of accommodation with a minimum of three days and maximum of usually two weeks. Donations are accepted and used to meet the needs of people stranded in Unalaska. One office downstairs is rented, and one is available. A large room in the downstairs is used for meetings and events.

Mr. Honan explained why he was planning to use the existing foundation and what he is currently planning for each of the three stories. The first story would continue to be used for storing maintenance items with possibly an efficiency unit as room permits. The second and third stories would be used for one-bedroom studio units. Right now they have the stairway proposed on the Fox Alley side. They prefer to keep the view of the bay clear.

Commissioner Swangel asked the staff if it was a big deal to have the three lots turned into one lot. Mr. Homka stated it would probably require a plat to join the lots into one. It would involve getting a surveyor. The staff did not recommend it being made a condition of the variance, only that Mr. Honan meet with the Planning staff to talk about the possibility of joining the lots into one lot.

Chair Gehring stated that one of the conditional uses was that it not be used for overnight emergency or transient housing. She asked for clarification of Mr. Honan's statement that people had stayed in the current Alexandria House residential unit for days or weeks. Mr. Honan stated that those people that had stayed were engineers, the vet, people that were traveling through town visiting family, wanting someplace to stay for a few days. The suggested donation is \$140/night. The people who have stayed there are not the people who show up at his door in need of emergency help.

Chair Gehring stated that items four and five were dealing with the same project, so they would have public hearing on both resolutions together.

4. **RESOLUTION 2018-04:** A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR A CELLULAR TOWER ON LOT 2, TRACT B-2, BLUEBERRY HILL SUBDIVISION SATELLITE DISH ADDITION, PLAT 2018-01
5. **RESOLUTION 2018-05:** A RESOLUTION APPROVING A FRONT SETBACK VARIANCE OF EIGHT FEET FOR A CELLULAR TOWER ON LOT 2, TRACT B-2, BLUEBERRY HILL SUBDIVISION SATELLITE DISH ADDITION, PLAT 2018-01

Mr. Emmitt Fitch was invited to speak to the Commission. Mr. Fitch stated his intent to do an LTE with this tower. The tower would enable him to reach all parts of the valley with coverage.

Commissioner Swangel asked if there would be any potential problem with damage to neighboring residential property if the tower were to fall. Mr. Fitch stated that there was no development close enough to be affected and any future development would probably not be done close enough to be affected because of the topography of the area. The tower they planned to build is the strongest available at this time. The tower is 30' tall. The intention is for the foundation to be at ground level. If the foundation ends up being above grade the tower may end up reaching 35' above ground level. The tower will be shorter than the satellite dish on the same lot and shorter than the water tower on the next lot.

Chair Gehring asked if they might have any reason to go taller at a future time. Mr. Fitch explained that current technology actually works better at lower levels rather than higher elevations used in the past.

OLD BUSINESS

No Items

NEW BUSINESS

1. **RESOLUTION 2018-01:** A RESOLUTION APPROVING THE PLANNING COMMISSION & PLATTING BOARD 2017 ANNUAL REPORT AND FILING THE SAME WITH THE UNALASKA CITY COUNCIL

Commissioner Swangel made a motion to approve **Resolution 2018-01**. Commissioner Brown seconded.

Chair Gehring asked if there was any additional discussion on this resolution. Hearing none, a vote was called for. Motion passed.

2. **RESOLUTION 2018-02:** A RESOLUTION APPROVING A CONDITIONAL USE FOR A THREE STORY APARTMENT STRUCTURE LOCATED ON LOT 9, BLOCK 1 OF USS 1992, UNALASKA TOWNSITE, AT 28 N. 2ND STREET

Commissioner Williams made a motion to approve **Resolution 2018-02**. Commissioner Swangel seconded.

Chair Gehring asked if there were any additional comments from staff. Mr. Roufos stated that the conditional use would be for three residential units on a commercial lot. Commissioner Swangel asked if the resolution should be changed to two units due to the applicant's plans to keep the first level for maintenance and storage. After discussion it was determined that the resolution should remain as written to allow the applicant to put an efficiency apartment on the first floor if space permitted.

After asking for any additional comments, Chair Gehring asked for a roll call vote on the motion to approve the resolution. Motion passed unanimously.

3. **RESOLUTION 2018-03:** A RESOLUTION APPROVING A REAR YARD SETBACK VARIANCE OF THREE FEET AND A SIDE YARD SETBACK VARIANCE OF FOUR FEET FOR A THREE STORY APARTMENT STRUCTURE LOCATED ON LOT 9, BLOCK 1 OF USS 1992, UNALASKA TOWNSITE, AT 28 N. 2ND STREET

Commissioner Swangel made a motion to approve **Resolution 2018-03**. Commissioner Bell seconded.

Chair Gehring asked for staff comments. Mr. Roufos gave the staff report, explaining the current set-back requirements of the lot and the reasons for the variance request.

Commissioner Swangel asked how many parking places were on the property. Mr. Honan stated there were nine parking spots on the property itself. It was determined there would be ample room for parking as required by code. It was also stated by Mr. Roufos that Blue Fox Alley would not be used for parking.

Chair Gehring asked if there was any additional discussion. Mr. Roufos stated that Rufina Shaishnikoff had expressed her concerns to Planning staff. She was opposed to the three story height. She felt it was too tall on too

small of a foundation. She was afraid it would be blown over in a strong wind. She said historically neighbors had to build within set-back requirements after tearing their buildings down. She didn't think it was fair he would be able to build up on the same footprint. She suggested adding the 3 units to the existing Alexandria house/Elbow Room building.

Hearing no further discussion, Chair Gehring asked for a roll call vote. Motion passed unanimously.

4. **RESOLUTION 2018-04:** A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR A CELLULAR TOWER ON LOT 2, TRACT B-2, BLUEBERRY HILL SUBDIVISION SATELLITE DISH ADDITION, PLAT 2018-01

Commissioner Swangel made a motion to approve **Resolution 2018-04**. Commissioner Brown seconded.

Chair Gehring asked for additional staff comments. Mr. Roufos stated that the conditional use was required because of current zoning for that property. He said staff was looking at the possibility of rezoning that area to public/quasi-public to allow it to be used as necessary for expansion of technology and communication services.

Commissioner Swangel felt that the proposed area was an appropriate place for a tower.

Hearing no further comments, Chair Gehring asked for a vote. Motion passed.

5. **RESOLUTION 2018-05:** A RESOLUTION APPROVING A FRONT SETBACK VARIANCE OF EIGHT FEET FOR A CELLULAR TOWER ON LOT 2, TRACT B-2, BLUEBERRY HILL SUBDIVISION SATELLITE DISH ADDITION, PLAT 2018-01

Commissioner Swangel made a motion to accept **Resolution 2018-05**. Commissioner Bell seconded.

Chair Gehring asked for staff report. Mr. Roufos explained the reasons for the variance request and that staff felt the conditions for a variance had been met.

Commissioner Swangel felt the commission should not get in the habit of granting permission for towers to be built on the edge of a property, but he felt this was clearly a case where the location made sense.

Hearing no further discussion, Chair Gehring called for a vote on approving this resolution. Motion passed unanimously.

WORKSESSION

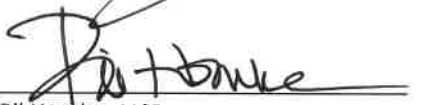
No Items

ADJOURNMENT: Commissioner Williams called for adjournment. Meeting was adjourned at 7:07pm.

PASSED AND APPROVED THIS 15th DAY OF MARCH, 2018 BY THE CTY OF UNALASKA PLANNING COMMISSION.


Billie Jo Gehring
Commission Chair

3-15-18
Date


Bil Homka, AICP
Secretary of the Commission

3-15-18
Date

Prepared by Judith Huling, Administrative Assistant

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Debra Hanson Zueger, Risk Manager
Through: Thomas E. Thomas, City Manager
Date: March 27, 2018
Re: Community Support Grant & Capital Grant Program

SUMMARY: During the FY19 grant application cycle, the City of Unalaska received nine (9) Community Support application submissions and one (1) Capital Request application submission, all which have been reviewed by Staff and now pass to City Council for review. Staff does not provide recommendations, as the ultimate choice on how to fund the application requests rests upon the City Council. However, to aid in the decision making process and to better communicate the financial impact on the FY19 budget, staff has included in the council packet a summary review sheet for each applicant and a summary of grant requests for the last five years. Applications are provided to Council separately.

PREVIOUS COUNCIL ACTION: Each year from FY06 through FY17 Council established a special committee that was charged with reviewing and scoring the applications using the Council- approved evaluation tool; however, on December 27, 2016 Council passed Resolution 2016-78 eliminating the Grant Review Committee, allowing Staff to do a preliminary review of all applications and then pass the applications to Council along with a review and other informational documents. Grant applicants are now required to appear in person before Council to give a brief overview of their request and answer Council questions.

BACKGROUND: The City of Unalaska received nine (9) Community Support Grant Requests, and one (1) capital request. All submissions have been reviewed and summarized by staff. All requests were completed and submitted in a timely manner. All applications requests are included in the Council Packet.

DISCUSSION: Council sets the annual funding level for this program with their budget goals in January. Based on 3.4642% of the average revenue for the General Fund for the five most recently completed fiscal years plus the Bed Tax amount from the most recently completed fiscal year, to be distributed would be **\$1,197,253**. Although the target has remained at the 3.4642%, the actual granting rate over the past 10 years ranges from 3.03% to 3.91%.

The FY19 Community Support request totals \$1,223,752 (3.53%). Requesting agencies include: APIA, Iliuliuk Family Services-Behavioral Health, Museum of the Aleutians, Unalaska Community Broadcasting, Unalaska Senior Citizens, UPDHCVB, USAF, Aleutian Arts Council, and the Q-Culture Camp.

The FY19 Non-Profit Capital request totals \$50,000 (0.15%) The requesting non-profit is ROSSIA.

The combined total for the FY19 Community Support and FY19 Non-Profit Capital is \$1,273,752 (3.68%). Although this total is \$76,499 more than the funding

goal of \$1,197,253, the percentage of funding falls with the range funded over the past 10 years. Tables displaying the Community Support Grant funding history in actual dollar amounts, with current year requests, are included in your packet.

ALTERNATIVES: Council may choose to fully fund the requests as submitted or make reductions where deemed necessary.

FINANCIAL IMPLICATIONS: Financial implications depend on the amount Council chooses to fund the grant requests. To aid in decision making, the fully requested amounts for the Community Support Grant and the Non-Profit Capital Grant have been incorporated into the draft budget presented this evening.

LEGAL: N/A

STAFF RECOMMENDATION: Staff is providing the attached documents and reports for informational purposes.

PROPOSED MOTION: None required.

CITY MANAGER COMMENTS: The goal is for the information included here to assist City Council in making their granting decisions.

ATTACHMENTS:

- ☐ Community Support Grant Application Review Summary Sheet
- ☐ Community Grant Requests and Awards – Last Five Years

FY19 COMMUNITY GRANT REQUESTS & AWARDS - LAST FIVE YEARS

AGENCY NAME	FY14 REQ	FY14 AWARD	FY15 REQ	FY15 AWARD	FY16 REQ	FY16 AWARD	FY17 REQ	FY17 AWARD	FY18 REQ	FY18 Award	FY19 REQ
*APIA	\$ 111,840	\$ 111,840	\$ 106,566	\$ 106,566	\$ 148,932	\$ 148,932	\$ 122,825	\$ 122,825	\$ 124,932	\$ 124,932	\$ 120,500
*Iliuliuk Family Services - Behavioral Health	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 170,000	\$ 170,000	\$ 170,000	\$ 170,000	\$ 170,000	\$ 170,000	\$ 180,000
*Museum of the Aleutians	\$ 271,960	\$ 271,960	\$ 291,724	\$ 291,724	\$ 294,106	\$ 294,106	\$ 294,106	\$ 294,106	\$ 294,196	\$ 294,196	\$ 308,146
Unalaska Community Broadcasting	\$ 89,500	\$ 89,500	\$ 92,000	\$ 92,000	\$ 92,000	\$ 92,000	\$ 96,600	\$ 96,600	\$ 96,600	\$ 96,600	\$ 96,600
*Unalaska Senior Citizens	\$ 49,800	\$ 49,800	\$ 49,800	\$ 49,800	\$ 49,800	\$ 49,800	\$ 49,800	\$ 49,800	\$ 49,800	\$ 49,800	\$ 55,000
*UPDHCVB	\$ 156,778	\$ 156,778	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 190,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 200,000
USAFV	\$ 170,926	\$ 170,926	\$ 203,611	\$ 203,611	\$ 216,516	\$ 216,516	\$ 216,516	\$ 216,516	\$ 229,506	\$ 229,506	\$ 229,506
Aleutian Arts Council	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
*Q-Culture Camp	\$ 25,000	\$ 25,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,800
UDA							\$ 13,024	\$ -	\$ 4,000	\$ 4,000	\$ -
ROSSIA (Capital Request)											\$ 50,000
TOTALS	\$ 1,045,804	\$ 1,045,804	\$ 1,112,701	\$ 1,112,701	\$ 1,180,354	\$ 1,180,354	\$ 1,186,871	\$ 1,158,847	\$ 1,178,034	\$ 1,178,034	\$ 1,274,552

*Requesting more than last year

*Requesting less than last year

CURRENT YEAR COMMUNITY SUPPORT GRANT AND NON-PROFIT CAPITAL REQUESTS

	Community Support	Grant Rate %
APIA	\$ 120,500	
IFHSBH	\$ 180,000	
MOTA	\$ 308,146	
UCB	\$ 96,600	
USC	\$ 55,000	
UPDHCVB	\$ 200,000	
USAFV	\$ 229,506	
AAC	\$ 10,000	
Q-Tribe	\$ 24,800	
ROSSIA	\$ 50,000	
Total	\$1,274,552	3.6879%

**FY19 Funding Target	\$ 1,197,253	3.4642%
Total FY19 Requests	\$ 1,274,552	3.6879%
Difference	\$ (77,299)	-0.2237%

**The Funding Target is based on 3.4642% of the average revenue for the General Fund for the last five full fiscal years plus the last full year of Bed Tax revenue

FY19 City of Unalaska Community Support Grant Application Review Summary Sheet

Organization Name: Aleutian Arts Council (AAC)

AAC is requesting the same amount as awarded in FY18.

City In kind Contributions: Free storage space at Burma Road Chapel

FY18 Award	Amounts	FY19 Request	Amounts
Event Rental, Refreshments, Supplies	\$ 2,500.00	Event Rental, Refreshments, Supplies	\$ 2,500.00
Performer Airfare	\$ 3,000.00	Performer Airfare	\$ 3,000.00
Performer Lodging/Car Rental	\$ 1,000.00	Performer Lodging/Car Rental	\$ 1,000.00
Performer Honorarium	\$ 2,500.00	Performer Honorarium	\$ 2,500.00
T-Shirt Expense	\$ 1,000.00	Miscellaneous	\$ 1,000.00
Total FY18 Award	\$ 10,000.00	Total FY19 Request	\$ 10,000.00

Application Highlights

- AAC is requesting funding for program costs and supplies, performer travel/lodging and honorariums, and other/misc. AAC is funded primarily through the community support grant, program fees, fundraisers, and memberships. Federal and State grants for arts programs are extremely limited.
- AAC is the only applicant with no paid staff and relies entirely on its board members and other volunteers to plan and deliver programs and events.
- Volunteers provide unique, family friendly, well-loved programs that Unalaskans look forward to year after year such as; Fall and Spring Coffee Houses featuring local and visiting artists and performers, the Arts and Crafts Fair, Just Desserts, the Community Art Show, Recycled Art Event, and annual T-Shirt design contest, as well as the annual piano tuner service. In FY18 AAC introduced First Fridays which is a casual event that highlights local talent and promotes community bonding. AAC partners with other community groups such as UCSD, PCR, MOTA, Hearts and Hands Project, the Methodist Church, etc., as much as possible to bring these events to the community.
- Because of the lapse in non-profit status in FY17, which was reinstated, in FY18 AAC board of directors began evaluating and updating fiscal and reporting policies and procedures. The board also instituted mandatory board training conducted by the President of the board to be completed each year in August at the beginning of the event calendar.

Application Findings/Other Information:

- Application submitted on time;
- Applicant has attended a recent city Grant Workshop;
- All application requirements were met. Letters of Support included, but these are optional;
- FY17 Annual Report submitted; FY18 Annual Report is not due until August;
- No audit is required per the Community Support Guidelines, as the request is under \$25,000;

FY19 City of Unalaska Community Support Grant Application Review Summary Sheet

Organization Name: Aleutian Pribilof Islands Association (APIA)

APIA is requesting \$4,432 (3.55%) less than in FY18

FY18 Award	Amounts	FY19 Request	Amounts
Post-Doctoral Clinical Psychology Intern (.60FTE)	\$ 45,000.00	Post-Doctoral Clinical Psychology Resident (.60 FTE)	\$ 45,000.00
		Behavioral Health Clinician (.30 FTE)	\$ 24,978.00
Office Coordinator (.70 FTE)	\$ 37,100.00	Office Coordinator (.30 FTE)	\$ 12,122.00
Benefits: Post-Doctoral Clinical Psychology Intern (.60 FTE)	\$ 13,500.00	Benefits: Post-Doctoral Clinical Psychology Resident (.60 FTE)	\$ 17,100.00
		Benefits: Behavioral Health Clinician (.30 FTE)	\$ 9,492.00
Benefits: Office Coordinator (.70 FTE)	\$ 15,582.00	Benefits: Office Coordinator (.30 FTE)	\$ 4,849.00
Facilities - Maintenance	\$ 1,500.00	Program - Community Outreach	\$ 250.00
Program - Supplies	\$ 3,250.00	Program - Supplies	\$ 1,459.00
Travel - Staff	\$ 7,500.00	Commodities-Food	\$ 2,500.00
		Travel - Staff	\$ 500.00
Training - Staff	\$ 1,500.00	Training - Staff	\$ 1,500.00
		Other/ Misc.	\$ 250.00
Total FY18 Award	\$ 124,932.00	Total FY19 Request	\$ 120,500.00

Application Highlights

- This community grant request will fund personnel costs, program costs, travel, training, commodities and other/misc. for the Oonalaska Wellness Center (OWC) located on Standard Oil Hill.
- APIA is currently the only State of Alaska certified provider for comprehensive mental health and substance abuse services in Unalaska.
- APIA provides comprehensive services to the Unangan and the entire Unalaska community, including community outreach, drug and alcohol prevention efforts, case management services, individual, couples, and family therapy, psychological assessments, elder support, classroom observations, culture classes/events and the State Alcohol and Drug Information School (ADIS) classes.
- APIA will continue to focus on and provide the most requested services in Unalaska which are centered on substance abuse prevention and treatment, diabetes awareness/access to healthy foods and services for Elders.
- In addition to the above APIA will also direct prevention and outreach efforts toward youth and adults with programs such as anti-bullying, suicide prevention, weekly men's gatherings and healthy lifestyles.
- In response to the rise in opioid use and other substance abuse, in addition to their regular substance abuse program, in winter of 2018 APIA is partnering with Eastern Aleutian Tribes to grow their services in the region to include an intensive outpatient program for substance abuse disorders. The program will be 10 hours per week for 12 weeks of treatment.
- APIA collaborates with several other agencies in the community and the region and often provides funding and support so other agencies may provide a variety of services. APIA has also provided training for organizations such as USAFV, PCR and Library Staff, school faculty, EMS providers and clinic staff.
- APIA collaborates and coordinates with Iliuliuk Family Health Services Behavioral Health to ensure that each patient gets the best and most appropriate care possible. Together these two organizations also partner to ensure that Unalaska has 365/24/7 mental health services coverage.

Application Findings/Other Information:

- Application submitted on time;
- Applicant has attended a recent City Grant Workshop;
- All application requirements were met. Letters of Support are optional;
- All FY18 has been timely and is current.

FY19 City of Unalaska Community Support Grant Application Review Summary Sheet

Organization Name: Iliuliuk Family Health Services Behavioral Health (IFHSBH)

IFHSBH is requesting \$10,000 more than in FY18 to help fund new Behavioral Health Assistant (BHA) position.

FY18 Award	Amounts	FY19 Request	Amounts
Director	\$ 80,000.00	Director (FT)	\$ 59,850.00
Clinician	\$ 33,284.00	Director Benefits	\$ 16,200.00
Behavioral Health Assistant (BHA)	\$ 16,436.00	Clinician (FT)	\$ 44,100.00
BH Staff Benefits	\$ 30,000.00	Clinician Benefits	\$ 16,200.00
On Call Counselors/Medical Providers	\$ 4,000.00	Behavioral Health Assistant (FT)	\$ 28,828.00
Equipment	\$ 2,000.00	Behavioral Health Assist Benefits	\$ 12,000.00
		Program Supplies	\$ 2,821.20
Total FY18 Award	\$ 170,000.00	Total FY19 Request	\$ 180,000.00

Application Highlights

- This request is for Iliuliuk Family Health Services – Behavioral Health only and will fund salaries, benefits and program supplies. Primary sources for funding for IFHSBH are the Community Support Program and IFHS patient revenues. Funding supports individual (adult, adolescent and children), and family counseling, specialty mental health counseling, out-patient substance abuse treatment, trauma treatment, primary care integration with behavioral health services, pain management, on call crisis line, case management; assessments and evaluations, community access to information, prevention, education, outreach/awareness, diagnosis, consultation, advocacy and referral services. IFHSBH has available a Certified Substance Abuse Clinician and a trained Eye Movement Desensitization Reprocessing (EMDR) therapist.
- The remote environment of Unalaska has many variables that can contribute to mental health and substance abuse issues. Remote living, isolation, lack of family support nearby, long work hours, and other stressors can increase the probability of depression, anxiety and substance abuse. The results of these stressors can manifest in behavioral health and substance abuse issues. IFHSBH serves all patients regardless of their ability to pay. Non-reimbursable services and contacts, such as contacts made with teachers and students, support for City Fire/EMS/Police staff, family/parenting services, the new moms' program, processor outreach, Youth Connect and Family Program, State requested crises evaluations for incarcerated individuals, assessment, and outreach for those without insurance represent a significant portion of services to the community and would not be possible without City grant support.
- Because IFHS Clinicians are located in the clinic building they are in the unique position to be able to work directly with IFHS health care providers to offer patients onsite integration of medical and behavioral health services. Patients who are initially reluctant to directly seek behavioral health services are more likely to do so when initially contacted by an IFHSBH clinician with their healthcare provider in the exam room setting. IFHSBH clinicians are also available onsite when an individual or family is going through a medical crisis, or when an immediate behavioral health intervention is needed. Health care providers can get immediate assistance from IFHSBH.
- IFHSBH collaborates and coordinates with APIA Behavioral Health to ensure that the patient gets the best and most appropriate care possible. These two organizations also partner to ensure that Unalaska has 365/24/7 mental health services coverage.
- In FY17 IFHSBH reported an increase in case management needs and additional administrative support for our clinicians. Since then IFHSBH has nearly doubled its output in services, and the need for services is expected to

continue to grow. A full time Behavioral Health Assistant (BHA) has been hired to assist with case management, outreach and research.

Application Findings/Other Information:

- Application submitted on time;
- Letters of Support are optional;
- Midyear report was on time and financial reports are greatly improved with the addition of a new director and finance staff. IFHS is currently transitioning from the old recordkeeping system to QuickBooks and anticipate a complete transition sometime in March of 2018.
- Current audit report received on 3/20/2018

FY19 City of Unalaska Community Support Grant Application Review Summary Sheet

Organization Name: **Museum of the Aleutians (MOTA)**

MOTA is requesting \$14,040 (4.77%) more than in FY18 for salary increases to make the Education Programs Coordinator position more competitive, to raise the Visitor Services Representative position to reflect the change to a year round position and to increase the Director and Collections Managers' salaries by 2%.

City In kind Contributions: Museum building, building insurance, maintenance and repairs, inside and out

FY18 Award	Amounts	FY19 Request	Amounts
Executive Director (FT)	\$ 50,000.00	Executive Director (FT)	\$ 52,850.00
Collections Manager	\$ 45,000.00	Collections Manager	\$ 46,100.00
Educational Programs Manager	\$ 40,000.00	Educational Programs Manager	\$ 48,000.00
Visitor Services Representative	\$ 10,000.00	Visitor Services Representative	\$ 16,000.00
Benefits-Health Insurance-Executive Director	\$ 10,000.00	Benefits-Health Insurance-Executive Director	\$ 10,000.00
Benefits-Health Insurance-Collections Manager	\$ 10,000.00	Benefits-Health Insurance-Collections Manager	\$ 10,000.00
Benefits-Health Insurance-Education Programs Manager	\$ 10,000.00	Benefits-Health Insurance-Education Programs Manager	\$ 10,000.00
Payroll-Liabilities-IRS & State	\$ 15,144.00	Payroll-Liabilities-IRS & State	\$ 15,144.00
Communications	\$ 2,000.00	Communications	\$ 2,000.00
Utilities (Electricity, Fuel & Trash Disposal)	\$ 64,000.00	Utilities (Electricity, Fuel, & Trash Disposal)	\$ 54,000.00
Facilities Rent & Maintenance	\$ 1,000.00	Facilities Maintenance	\$ 1,000.00
		Program Supplies	\$ 2,000.00
Dues, Fees & Subscriptions	\$ 2,500.00	Dues, Fees, Subscriptions	\$ 1,000.00
Equipment Purchase/Lease	\$ 2,000.00	Equipment Purchase/Lease	\$ 1,000.00
Equipment Maintenance	\$ 1,000.00	Equipment Maintenance	\$ 2,000.00
Travel-Staff	\$ 5,000.00	Travel-Staff	\$ 5,500.00
Training-Staff	\$ 4,552.00	Training - Staff	\$ 4,552.00
Audit	\$ 4,000.00	Audit	\$ 4,000.00
Financial Manager	\$ 15,000.00	Financial Manager	\$ 15,000.00
		Insurance	\$ 5,000.00
Janitor	\$ 3,000.00	Janitor	\$ 3,000.00
Total FY18 Award	\$ 294,106.00	Total FY19 Request	\$ 308,146.00

Application Highlights

- This request is for salaries, benefits, payroll taxes, facilities costs, program costs, supplies, equipment purchase and maintenance, travel, training, insurance and other professional services. Although grants are available for collections, grants do not exist for operations. Some operational costs are covered through other sources of funding such as memberships, gaming, fundraising and donations, but without the community support assistance MOTA would not be able to operate.
- MOTA is in its 20th year of operation and has become the center of for Aleutian archaeological collection curation. MOTA houses over 500,000 artifacts and ecofacts and 300,000 ethnographic and historical artifacts. MOTA provides a safe repository for the cultural heritage of the Unangan people, as well as other cultures that occupied the Aleutian Islands.
- MOTA offers the public permanent and changing exhibits to educate and inform people of all ages about the history and culture of the Aleutian Islands region. MOTA's educational outreach programs serve all residents of

Unalaska. MOTA has a strong partnership with other organizations in the community. MOTA works with the University of Alaska, Fairbanks Interior Aleutian Campus and Marine Advisory Program to host lectures for Museum patrons and visitors on a wide variety of topics, serves as a resource for teachers and students at the Unalaska City School, hosts presentations and exhibits in conjunction with the Qawalangin Tribe's Camp Qungaayux, partners with Unalaska Community Broadcasting to provide coverage of Museum events and to prepare educational video programs for Museum exhibits and works closely with the CVB to adjust its hours to accommodate visitors. MOTA is a primary source of information about the region and its history for residents, visitors, and the outside media and also serves as a venue for receptions, tours, and other events.

- MOTA is still rebuilding after its previous closure, but has made great progress. City funding continues to be critical, especially while MOTA re-establishes fundraising programs and rebuilds other sources of revenue and gets staff fully in place and full trained. MOTA continues to obtain funding through other sources and has been successful in securing grants for educational projects, exhibits, collections work and technological improvements. MOTA will continue to build fundraising programs in hopes of reducing funding from the City in the future.

Application Findings/Other Information:

- Application was on time;
- Applicant has attended a recent City grant workshop
- All application requirements were met; Letters of Support are optional
- All FY18 reporting has been timely and is current;

FY19 City of Unalaska Community Support Grant Application Review Summary Sheet

Organization Name: Qawalangan Tribe (Q-Tribe)

Q-Tribe is requesting the same amount as in FY18.

City In kind Contributions: Road maintenance to Humpy Cove and waste removal from the sanitation facilities located at Humpy Cove campsite.

FY18 Award	Amounts	FY19 Request	Amounts
Mentor Stipends	\$ 16,500.00	Mentor Stipends	\$ 16,500.00
Program Supplies	\$ 2,000.00	Program Supplies	\$ 2,000.00
Mentor/Guest travel, lodging, vehicles	\$ 5,500.00	Mentor/Guest travel, lodging & vehicles	\$ 5,500.00
Total FY18 Award	\$ 24,000.00	Total FY19 Request	\$ 24,000.00

Application Highlights

- Q-Tribe's request is solely to assist with funding Camp Qungaayux (Q-Camp). Funds will be used for stipends for mentors; travel, lodging and vehicle rental for mentors/guests and program supplies.
- Q-Camp is a unique program that brings Unangan Elders, Mentors, and Western Science Biologists together to teach traditional subsistence, cultural and environmental practices to future generations to encourage cultural and environmental awareness and longevity.
- Q-Camp is open to all local students in grades 4th through 12th, as well as all students from the communities of Atka, Akutan and Nikolski.
- Due to the success of adding an additional day, Camp Q will continue as a seven day culture camp experience. Early dismissal for the 4th grad group will continue to allow more efficient timing of transporting students back to town and provides a routine with which they are familiar.
- The Q-Tribe works with Channel 8 to video the daily activities with the end result being a camp documentary that is broadcast and shared with the community on Channel 8.

Application Findings/Other Information:

- Application was on time;
- All application requirements were met; Letters of Support are optional;
- FY18 Annual Report not due until August;
- No Audit required, as request is under \$25,000.

FY19 City of Unalaska Community Support Grant Application Review Summary Sheet

Organization Name: Russian Orthodox Sacred Sites in Alaska (ROSSIA)

ROSSIA is requesting one time funding for Program/Building Supplies for a Fire Suppression System.

FY18 Award	Amounts	FY19 Request	Amounts
NA		Program/Building Supplies	\$ 50,000.00
Total FY18 Award	NA	Total FY19 Request	\$ 50,000.00

Application Highlights

- ROSSIA is submitting this grant request on behalf of the Holy Ascension Cathedral Restoration Committee. ROSSIA was formed in 2002 with a mission to preserve Alaska's historic Russian Orthodox churches and their historic articles and furnishings.
- The Holy Ascension Cathedral built in 1896 holds 120 years of history, culture and worship in Alaska and Unalaska. To lose this landmark would be a significant cultural and historical loss to the people in Unalaska, individuals and families across the state, cultural tourists and Russian Orthodox people around the world. The church and the icons within are priceless and irreplaceable.
- Currently the historic Holy Ascension Cathedral building and its artifacts are at risk from the perils of fire. The building is one of the oldest remaining orthodox churches in Alaska because fire has destroyed others.
- City funds would be used to install a special high fog water mist fire suppression system that will protect the church building and artifacts from fire and will mitigate some of the damaging effects of a regular water sprinkler system.
- Outside funding is available but the full funding is dependent on the ability to raise matching funds

Application Findings/Other Information:

- Application submitted on time;

FY19 City of Unalaska Community Support Grant Application Review Summary Sheet

Organization Name: Unalaska Community Broadcasting (UCB)

UCB is requesting the same amount as awarded last year.

City In kind Contributions: Studio and Office space in Burma Road Chapel

FY18 Award	Amounts	FY19 Request	Amounts
Arts & Culture Director (FT)	\$ 50,560.00	Personnel-Arts & Culture Director (FT)	\$ 51,190.00
Arts & Culture Producer 2 (FT)	\$ 15,027.00	Arts & Culture Producers	\$ 13,678.00
Arts & Culture Producer 1 (PT)	\$ 2,846.00		
Employee Benefits - Arts & Culture Director	\$ 12,545.00	Benefits-Arts & Culture Director	\$ 12,997.00
Payroll -FICA	\$ 5,400.00	Payroll-FICA	\$ 5,052.00
Payroll- ESC	\$ 691.00	Payroll-ESC	\$ 468.00
Workers' Compensation	\$ 1,430.00	Workers' Compensation	\$ 1,104.00
Utilities	\$ 4,200.00	Facilities-Utilities	\$ 4,441.00
Internet Services	\$ 3,901.00	Internet Services	\$ 7,670.00
Total FY18 Request	\$ 96,600.00	Total FY19 Request	\$ 96,600.00

Application Highlights

- This request is related to television costs and will fund salaries, benefits, payroll expenses, utilities and internet service. KUCB radio receives significant funds from the State of Alaska and the Corporation for Public Broadcasting. Channel 8 does not qualify for State or Federal funding because of the small population base, and does not have the required level of non-federal financial support. Channel 8 has historically only been funded by the City of Unalaska Community Support Grant, the support of viewers and fundraisers.
- For over thirty years Channel 8 has been the only broadcast television service in Unalaska delivering locally originated television content as well as state and national programming. The Arts and Culture staff of UCB are responsible for producing the Community Calendar, Talk of the Town, Flash Unalaska, Flash News, Island Interviews, Thursday Talks, Channel 8 Rewind, as well as candidates forums during elections, City Council meeting coverage, and productions of local events. UCB recently co-curated an exhibit with MOTA and produced a documentary on 20 years of Camp Qungaayux which will air statewide this spring.
- Channel 8 also serves as a centralized information source for Unalaska, publicizing community events, jobs, health, safety and emergency information.
- Community members who do not have cable television can receive Channel 8's signal, as well as Channel 4 (ARCS), and it may be possible to add more channels with future transmitter upgrades.
- Channel 8 maintains a library of audio and video history that depicts life in Unalaska and local events that have occurred over the last thirty plus years.
- Channel 8 offers an extensive volunteer training program for adults and youth who are interested in learning about audio/video production which gives anyone in the community an opportunity to create and broadcast a program.
- UCB has worked diligently to keep costs down by partnering with other public media organizations around the state to share content on a daily basis and trade programming.

Application Findings/Other Information:

- Application submitted on time;
- Applicant has attended a recent City Grant Workshop;
- All application requirements were met. Letters of Support are optional;
- FY18 reporting has been timely and is current.

FY19 City of Unalaska Community Support Grant Application Review Summary Sheet

Organization Name: Unalaska/Port of Dutch Harbor Visitor & Convention Bureau (UPDHCVB)

UPDHCVB is requesting \$25,000 (14.29%) more than awarded last year to rebrand the Unalaska CVB, to purchase a new printer, add a seasonal Cruise Ship Coordinator position, and increase the Executive Director Salary.

City In kind Contributions: \$1 annual rent for Burma Road Chapel,

FY18 Award	Amounts	FY19 Request	Amounts
Executive Director FT	\$ 53,000.00	Executive Director FT	\$ 60,000.00
Operations Assistant PT	\$ 20,000.00	Operations Assistant PT	\$ 15,000.00
Outreach Coordinator PT	\$ 5,000.00	Cruise Ship Coordinator PT	\$ 10,000.00
Personnel-Benefits-Executive Director	\$ 7,200.00	Personnel-Benefits-Executive Director	\$ 4,500.00
Payroll Taxes	\$ 8,849.00	Payroll Taxes	\$ 8,500.00
Facilities-Rent, Communications, Utilities, Insurance	\$ 14,201.00,	Facilities-Rent, Communications, Utilities, Insurance	\$ 16,501.00
Program/Supplies- Printing, Advertising, Dues, Fees	\$ 22,450.00	Program/Supplies- Printing, Advertising, Dues, Fees, community Outreach	\$ 22,450.00
Equipment	\$ 1,000.00	Equipment purchase/Maintenance	\$ 6,500.00
Commodities-Office Supplies	\$ 1,500.00	Commodities-Office Supplies	\$ 3,000.00
Travel-Staff, Other	\$ 8,000.00	Travel-Staff, Other	\$ 10,000.00
Training-Staff, Other	\$ 5,000.00	Training-Staff, Other	\$ 5,000.00
Professional Svcs.-Audit, Bookkeeper, Brochures, Website	\$ 28,800.00	Professional Svcs.-Audit, Bookkeeper, Brochures, Website	\$ 37,250.00
		Other/Misc. - Fundraising Overhead	\$ 1,299.00
Total FY18 Award	\$ 175,000.00	Total FY19 Request	\$ 200,000.00

Application Highlights

- This request is for personnel costs, facilities, program and office supplies, equipment, professional services, training, travel and miscellaneous. It is through the Bed Tax and the community support grant that UPDHCVB is able to continue the services provided to the community.
- UPDHCVB is the sole entity that promotes and encourages travel to Unalaska. UPDHCVB promotes Unalaska and its businesses by annually printing and distributing over 12,000 UPDH Visitor Guides worldwide as well as placing advertisements promoting UPDH on social media, websites and other print media.
- As Unalaska and Alaska in general become increasingly popular tourist destinations, more and more cruise ships are stopping in Unalaska. UPDHCVB is the primary point of contact in Unalaska for cruise ships visiting our community. UPDHCVB organizes and navigates the complex process required to service these ships, greets and manages passengers while they are onshore, directs them away from industrial areas to local points of interest and businesses, and provides them with local maps, trail maps and other information about local sights and scenes. UPDHCVB also greets and services each ferry during the ferry season and directs visitors who walk in at their offices in the same manner.
- UPDHCVB acts as a reliable source of information about Unalaska and receives hundreds of email and phone inquiries. Upon request UPDHCVB provides a relocation packet for prospective residents, new employees, and others new to the community. During fishing seasons, Visitor Guides and local maps are distributed to the local processing plant offices to be distributed to newly arrived workers.
- For many local businesses the annual visitor's guide and other print media distributed by UPDHCVB is their only form of off island advertising. Local businesses are also encouraged to sponsor a table at the annual wine tasting fundraiser event to promote their business. UPDHCVB also notifies local businesses to let them know when cruise ships coming to town so that they may better plan and prepare for the influx of potential customers.

Application Findings/Other Information:

- Application submitted on time;
- Applicant has attended a recent City grant workshop;
- All application requirements were met. Letters of Support are optional;
- FY18 goals report was on time, but the financials were late due to the bookkeeper travel; UPDHCVB notified the City it would be late.

FY19 City of Unalaska Community Support Grant Application Review Summary Sheet

Organization Name: **Unalaskans Against Sexual Abuse and Family Violence (USAFV)**

USAFV is requesting the same amount as in FY18.

FY18 Award	Amounts	FY19 Request	Amounts
Executive Director - Salary (FT)	\$ 21,353.00	Personnel -Executive Director - Salary (FT)	\$ 21,353.00
Programs Services Coordinator (FT)	\$ 22,337.00	Programs Services Coordinator (FT)	\$ 22,337.00
Program Services Advocate (FT)	\$ 15,337.00	Program Services Advocate (FT)	\$ 15,337.00
Program Advocate (PT)	\$ 6,500.00	Program Advocate (PT)	\$ 6,500.00
Rural Immigrant Victim Advocate (PT)	\$ 1,500	Rural Immigrant Victim Advocate (PT)	\$ 1,500.00
Nighttime Shelter Advocate (PT)	\$ 23,957.00	Nighttime Shelter Advocate (PT)	\$ 23,957.00
Student Advocate (PT)	\$ 1,980.00	Student Advocate (PT)	\$ 1,980.00
Temporary Shelter Project Workers (PT)	\$ 2,400.00	Temporary Shelter Project Workers (PT)	\$ 2,400.00
On-Call Stipend (FTE)	\$ 3,400.00	On-Call Stipend (FTE)	\$ 3,400.00
Anniversary Bonus (FTE only)	\$ 7,500.00	Anniversary Bonus (FTE only)	\$ 7,500.00
Benefits-Executive Director	\$ 9,867.00	Benefits -Executive Director	\$ 9,867.00
Benefits-Program Services Coordinator	\$ 9,867.00	Program Services Coordinator	\$ 9,867.00
Benefits-Program Services Advocate	\$ 9,867.00	Program Services Advocate	\$ 9,867.00
FICA/ESC/Medicare	\$ 8,871.00	Payroll Expense-FICA/ESC/Medicare	\$ 8,871.00
Rents/Leases	\$ 1,929.00	Facilities -Rents/Leases	\$ 1,929.00
Communications	\$ 7,050.00	Communications	\$ 7,050.00
Utilities	\$ 2,700.00	Utilities	\$ 2,700.00
Maintenance	\$ 2,400.00	Maintenance	\$ 2,400.00
Program Supplies	\$ 3,000.00	Program/Supplies -Program Supplies	\$ 3,000.00
Community Outreach Costs	\$ 3,000.00	Outreach Costs	\$ 3,000.00
Advertising	\$ 3,500.00	Advertising	\$ 3,000.00
Dues, Fees, Subscriptions	\$ 1,000.00	Dues, Fees, Subscriptions	\$ 4,000.00
Equipment Maintenance	\$ 1,000.00	Equipment - Maintenance	\$ 5,000.00
Food	\$ 21,942.00	Commodities -Food	\$ 21,942.00
Household Supplies	\$ 2,000.00	Household Supplies	\$ 2,000.00
Office supplies	\$ 2,000.00	Office Supplies	\$ 2,000.00
Travel-Staff	\$ 5,635.00	Travel - Staff	\$ 5,635.00
Travel-Other	\$ 2,285.00	Travel - Other	\$ 2,285.00
Training-Board & Staff	\$ 1,500.00	Training - Board & Staff	\$ 1,500.00
Training-Other	\$ 500.00	Training - Other	\$ 500.00
Audit	\$ 4,805.00	Professional Services -Audit	\$ 4,805.00
Bookkeeping	\$ 5,020.00	Bookkeeping	\$ 5,020.00
Insurance	\$ 4,004.00	Insurance	\$ 4,004.00
Fundraising Overhead	\$ 1,500.00	Other -Fundraising Overhead	\$ 1,500.00
Misc... Expense	\$ 1,500.00	Misc. Expense	\$ 1,500.00
Total FY18 Award	\$ 229,506.00	Total FY19 Request	\$ 229,506.00

Application Highlights

- USAFV is requesting funding for salaries and benefits, facilities, program costs/supplies, equipment, commodities, travel, training, professional services and other/miscellaneous expenses.
- Since 1982 USAFV has operated a 24 hour crisis line and a shelter for survivors of domestic violence, sexual assault, child or elder abuse, stalking, incest and others in crisis. USAV provides crisis intervention, shelters women and men due to abuse, homelessness, or being stranded, assist with safety planning, legal, criminal, medical and other systems advocacy, information, referrals, food assistance, emergency transportation, education, and outreach services.
- USAFV serves all members of the community. USAFV provides shelter and assistance for those in need either at the center or at facilities other than USAFV.
- Because of their long history in the community USAFV is viewed as a “catchall” for people in crisis. Because of this USAFV is often the first point of contact for people in crisis. No matter what the problem, when people call upon USAFV they do their best to support them in accessing the resources and services they need.
- USAFV works closely with other agencies in the community, such as APIA, IFHSBH, DPS, faith based organizations, etc., to refer people to the appropriate agency for assistance. USAFV has a long history of collaboration with other local agencies and led the way in establishing the Unalaska Interagency Cooperative (UIC), an informal group that meets for the sole purpose of sharing information, resources and coordinating services to the community
- USAFV operates as Unalaska’s food bank providing hundreds of food boxes to individuals and families every year. When boats or other entities donate large quantities of food, USAFV ensures it is distributed throughout the community to those groups and individuals who need it the most.
- USAFV recognizes that outreach and education are the keys to preventing future violence and creating a safer community and to that end focus on outreach and education whenever funding and staffing allows.
- **Application Findings/Other Information:**
- Application submitted on time;
- Applicant has attended a recent city grant workshop;
- All application requirements were met. Letters of Support are optional;
- FY18 midyear report was 5 days late due to bookkeeper being out of town; USAFV notified the City;

FY19 City of Unalaska Community Support Grant Application Review Summary Sheet

Organization Name: Unalaska Senior Citizens (USC) – Nutrition & Transportation Services

USC is requesting \$5,200 (10.4%) more than in FY19 to fund an additional bus driver. USC has not requested a permanent increase in funding since FY09.

FY18 Award	Amounts	FY19 Request	Amounts
Executive Director (FT)	\$19,188.00	Executive Director (FT)	\$ 19,188.00
Kitchen Staff Position 1 (PT)	\$6,140.00	Kitchen Staff Position 1 (PT)	\$ 6,140.00
Kitchen Staff Position 2 (PT)	\$1,311.00	Kitchen Staff Position 2 (PT)	\$ 6,140.00
		Bus Driver (PT)	\$ 5,200.00
Homemaker (PT)	\$1,311.00	Homemaker (PT)	\$ 1,311.00
Payroll Expenses	\$5,149.00	Payroll Expenses	\$ 5,149.00
Communications	\$2,000.00	Communications	\$ 2,000.00
Food & Food Supplies	\$6,222.00	Food & Food Supplies	\$ 6,222.00
Fuel	\$1,000.00	Fuel	\$ 1,000.00
Office Supplies	\$1,300.00	Office Supplies	\$ 350.00
Audit & Taxes	\$1,000.00	Audit & Taxes	\$ 1,000.00
Insurance (vehicle, General Liability, etc.)	\$1,300.00	Insurance (vehicle, General Liability, etc.)	\$ 1,300.00
Total FY18 Award	\$ 49,800.00	Total FY19 Request	\$ 55,000.00

Application Highlights

- This request is for the nutrition and transportation program and will fund salaries, facilities, program costs, office supplies and professional services. The nutrition and transportation program is primarily funded through the City of Unalaska Community Support Grant funds and the State of Alaska, with minimal Federal dollars. USC also receives generous donations and contributions from local businesses, other non-profits and local residents.
- USC is the sole entity in Unalaska providing nutrition and transportation services at no cost to Senior Citizens 60 and over. This program provides seniors with healthy, nourishing lunches at the Senior Center, and delivers meals to homebound seniors, as well as provides safe, comfortable transportation to and from the post office, stores, community events, church and the clinic.
- Nutritious lunches are served five days a week at the Senior Center. For homebound seniors, hot lunches are delivered to their door. For some seniors, the delivery person may be their only human interaction for day. Lunch deliveries also serve as a senior safety check. Food boxes are also delivered quarterly. These food boxes contain pantry items that ensure individuals have nutritious items available at all times. Safeway cards are also given as needed.
- USC provides seniors with disabilities, poor eyesight, or those who are unable to drive free transport to and from lunch, shopping trips, post office, clinic visits, bank, church and community events. Many seniors who did not have this service would be homebound. The transportation program allows seniors who cannot drive to remain active and involved in their community, as well as enable them to get to the clinic for regular health checks.

Application Findings/Other Information:

- Application submitted on time;
- All application requirements were met. Letters of support are optional;
- All FY18 reporting has been timely and is current.

CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION 2018-21

A RESOLUTION OF THE UNALASKA CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH ECI HYER, INC. TO PERFORM THE TOM MADSEN AIRPORT TERMINAL ROOF ASSESSMENT PROJECT IN THE AMOUNT OF \$32,803

WHEREAS, the Tom Madsen Airport Terminal Roof Assessment Project is an approved component of the City of Unalaska Capital & Major Maintenance Program; and

WHEREAS, Staff publicly advertised a Request for Qualifications to perform the Assessment Project and received six (6) proposals; and

WHEREAS, ECI HYER, INC., an experienced design firm, was determined through an extensive scoring process to be the most qualified firm to perform the work; and

WHEREAS, funding is available in the Capital Project budget for the work.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Unalaska authorizes the City Manager to enter into an Agreement with ECI Hyer, Inc., to perform the Tom Madsen Airport Roof Assessment Project for \$32,803.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on March 27, 2018.

Frank Kelty
Mayor

ATTEST:

Marjie Veeder
City Clerk

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Tom Cohenour, Director of Public Works
Through: Thomas Thomas, City Manager
Date: March 13, 2018
Re: Resolution 2018-21: Award the Tom Madsen Airport Terminal Roof Assessment Project to ECI Architects for \$32,803

SUMMARY: Six firms responded to our Request for Qualifications (RFQ) to perform the Airport Terminal Roof Assessment. Resolution 2018-21 will award the Tom Madsen Airport Terminal Roof Assessment Project to the highest ranked firm, ECI Hyer, Inc.(ECI), for \$32,803.

PREVIOUS COUNCIL ACTION: Council funded this project via the FY2018 CMMP and Ordinance 2017-07, adopted May 24, 2017. Other Council action regarding the Tom Madsen Airport Terminal includes the award of the design and construction of the building in 1995-1996, the award of the design and construction of the Parking Lot Improvements and Handicap Ramp Replacement in 2004, and the award of the design and construction of the Terminal Renovation Project in 2006.

BACKGROUND: Since the Terminal's construction, the roof has experienced periodic water infiltration. Several attempts to repair the roof using both in-house labor and an outside contractor have enjoyed limited success. Recent repaneling and sealing of the clerestory (skylight) end walls in the summer of 2017 held off major leaks over the winter but are stop-gap measures at best; a long-term solution must be found. The deliverable for this contract will provide us with an assessment of the existing roof and building condition and offer repair and/or replacement options to permanently solve the problems. The CMMP Summary Sheet ([Attachment A](#)) provides additional background information.

DISCUSSION: A Request for Qualifications to perform the Roof Assessment was publicly posted in January 2018 with 6 companies responding. All 6 Technical Proposals were evaluated and scored ([Attachment B](#)) by a team of City employees from the Department of Public Works and the Ports Department. The three highest scored Respondents were then individually interviewed telephonically, their Price Proposals opened afterwards, and the top three were rescored ([Attachment C](#)). The rescoring included the combination of the Technical Proposal, interview responses, and the Price Proposal. The rescoring resulted in ECI being the best qualified firm to perform the Airport Terminal Roof Assessment. ECI's Price Proposal ([Attachment D](#)) and the Consultant Agreement with Scope of Services contract ([Attachment E](#)) are included with this memo.

ALTERNATIVES: Council could choose to re-advertise the RFQ to a wider audience or to abandon the project. To re-advertise may well result in another winter of leaks, and to abandon the project will guarantee it.

FINANCIAL IMPLICATIONS: ECI's \$32,803 price proposal is well within the total available project budget which is \$140,000.

LEGAL: N/A

STAFF RECOMMENDATION: Staff recommends awarding the Tom Madsen Airport Terminal Roof Assessment work to ECI Hyer, Inc. for \$32,803.

PROPOSED MOTION: I move to adopt Resolution 2018-21.

CITY MANAGER COMMENTS: I recommend adoption of Resolution 2018-21.

ATTACHMENTS:

CMMP Project Summary Sheet..... Attachment A
Scoring Sheet – First Round Attachment B
Scoring Sheet – Post Interview..... Attachment C
ECI Price Proposal Attachment D
Consulting Services Contract with Scope of Services Attachment E

FY18-22 CMMP

AIRPORT TERMINAL ROOF REPLACEMENT | PORTS FUND

PROJECT DESCRIPTION: The Unalaska Airport Terminal Building has a one level roof with a raised clerestory. The building is an approximately 16,200 SF facility with an Inverted Roof Membrane Assembly (IRMA) that slopes to internal roof drains. IRMA is a variation of a hot roof design that was popular during the 1980's. The design relies on insulation that is placed on top of a waterproof membrane which covers the structural deck. Concrete pavers (ballast) placed over the entire roof hold down the insulation. History has proven that the pavers deteriorate rapidly compared to the membrane and debris and organics accumulate in joints and prevent water access to roof drains. Inspection of the membrane is complicated due to the difficulty in removing the pavers and insulation. Roof leaks are very difficult to locate.

PROJECT NEED: Chronic leaks have been reported at isolated areas during periods of high wind and rain. At present, two permanent, under ceiling water catchment systems consisting of plastic, drain pan, hose, and 5 gallon buckets merely contain the leaks inside the building. Numerous attempts have been made over the years to repair the leaks which have all achieved limited success. An architectural / engineering firm was hired in 2008 to design a repair which was then publicly bid and the repairs were made. This too failed to achieve lasting success in preventing roof leaks.

DEVELOPMENT PLAN & STATUS (INCLUDE PERMIT AND UTILITY REQUIREMENTS): A new peaked gable roof with adequate pitch to achieve lasting success and eliminate roof leaks is in the concept stage.

COST & FINANCING DATA: Funding for an architectural / engineering firm to perform an on-site inspection, evaluation, and produce plans, specifications, and bid package for a peaked gable roof design that will permanently resolve the leaky roof issue is being sought. The budgetary estimate for the design services is estimated to be \$140,000. Actual costs will not be known until an RFP is publicly posted and proposals received.

ESTIMATED PROJECT & PURCHASE TIMELINE

Inception/Concept: FY17

Pre Design: FY18

Engineering/Design: FY18

Construction: FY19



REVENUE SOURCE	EXISTING FUNDS	FISCAL YEAR FUNDING REQUESTS					
		FY18	FY19	FY20	FY21	FY22	Total
General Fund							
1% Sales Tax							
Grant							
Proprietary Fund (Ports)		\$140,000					
TOTALS		\$140,000					

Requested Funds: Architectural & Engineering

Proposal Evaluation
Tom Madsen Airport

Technical Attributes

	Weight	%
Professional Qualifications	40	40.0%
Experiences and References	30	30.0%
Narrative	30	30.0%
Technical Proposal Raw Score	100	--
Technical Proposal Adjusted Score	--	100%

--	--	--	--	--	--	--	--	--

907	GDM	JYL	Rhode	Wolf	ECI			
83.0	89.0	91.0	78.0	91.0	93.0			
81.0	91.0	94.0	79.0	88.0	92.0			
81.0	92.0	92.0	76.0	91.0	92.0			
81.8	90.5	92.2	77.7	90.1	92.4			
81.8%	90.5%	92.2%	77.7%	90.1%	92.4%			

Enter the Price Proposal (if any) in USD

Cost Attributes

	Weight	%
Cost USD	--	--
Price Proposal Score	--	0%

907	GDM	JYL	Rhode	Wolf	ECI			
0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			

Total Score
Ranking

81.8%	90.5%	92.2%	77.7%	90.1%	92.4%			
5	3	2	6	4	1			

Proposal Evaluation
Tom Madsen Airport

Technical Attributes

Weight %

Professional Qualifications

40 40.0%

Experiences and References

30 30.0%

Narrative

30 30.0%

Technical Proposal Raw Score 100 --
 Technical Proposal Adjusted Score -- 100%

Cost Attributes

Weight %

Cost USD

-- --

Price Proposal Score -- 0%

**Total Score
 Ranking**

--	--	--	--	--	--	--	--	--

JYL	GDM	ECI						
95.0	90.0	100.0						
96.7	90.0	98.3						
95.0	90.0	100.0						
95.5	90.0	99.5						
95.5%	90.0%	99.5%						

Enter the Price Proposal (if any) in USD								
--	--	--	--	--	--	--	--	--

JYL	GDM	ECI						
0.0%	0.0%	0.0%						
95.5%	90.0%	99.5%						
2	3	1						

Professional Services Fee Proposal

Attachment D

Client City of Unalaska**Project** Tom Madsen Airport Roof Analysis and Feasibility Studies**ECI #** 18-xxxx**Terms:** Time & Expense, Not-to-Exceed**Date:** 03/15/18**Project:**

1. Develop recommendations for a replacement roof system for the airport terminal building. Compile in a manner that allows the City to strategize and plan for future reroofs for other City-owned buildings. Specific to the airport, include a long-term strategy to eliminate leaks at the clerestory.
2. Prepare a high-level feasibility study for renewal of the airport building envelope. Include a prioritized and cost-loaded 'deferred maintenance road map' that can be used for capital planning.
3. Determine how best to fit Ravn Alaska into the terminal, should such a need arise.



		\$170	\$135		\$280	\$95			
		Principal / Arch V Brian	Architect III Karen	ECI Subtotal	Specialist Rocco Romero	Cost Estimator Ken Castner	Subconsultant Subtotal	Admin Markup	
110	Terminal Building Roof & Building Envelope Study								
	Task 1: Review documents and prepare initial concepts	27		\$ 4,590	25		\$ 7,000	\$ 700	
	Task 2: Prepare order-of-magnitude estimate	4		\$ 680	2	20	\$ 2,460	\$ 246	
	Task 3: Site visit to review findings	12		\$ 2,040	12		\$ 3,360	\$ 336	
	Task 4: Finalize report	10		\$ 1,700	8		\$ 2,240	\$ 224	
				\$ -			\$ -	\$ -	
				\$ -			\$ -	\$ -	
		53	0	\$ 9,010	47	20	\$ 15,060	\$ 1,506	\$ 25,576
120	Ravn Alaska Test Fit			\$ -					
	Task 5: Produce concept floor plans to fit Ravn Alaska into terminal	4	20	\$ 3,380			\$ -	\$ -	
				\$ -			\$ -	\$ -	
				\$ -			\$ -	\$ -	
		4	20	\$ 3,380	0	0	\$ -	\$ -	\$ 3,380
	LABOR SUBTOTAL	57	20	\$ 12,390	47	20	\$ 15,060	\$ 1,506	\$ 29,023
	Expenses								
	Travel Expenses (reimbursable at cost; meals at per diem)			\$ 3,780			\$ -	\$ -	\$ 3,780.00
TOTAL ESTIMATED SERVICES									\$ 32,803

CITY OF UNALASKA

Consultant Agreement

City of Unalaska Tom Madsen Airport Terminal Roof Replacement

PROJECT / FILE NO. 18601

Prepared By:

**City of Unalaska
P.O. Box 610
Unalaska, Alaska 99685
907.581.1260**

TABLE OF CONTENTS

I.	Agreement	
II.	Scope of Services	Exhibit “A”
III.	Contract Schedule	Exhibit “B”
IV.	Fee Proposal	Exhibit “C”

AGREEMENT FOR CONSULTING AND RELATED SERVICES

THIS AGREEMENT is entered into this _____, 2018, by and between **ECI Hyer, Inc.** (hereinafter called "Consultant"), and the **CITY OF UNALASKA** (hereinafter called "City").

WITNESSETH THAT:

WHEREAS City desires to engage Consultant to render consulting and related services for the performance of an **City of Unalaska Tom Madsen Airport Terminal Roof Replacement** and
WHEREAS Consultant represents that it has the experience and ability to perform such services;
and

WHEREAS the parties hereto desire to enter into a basic agreement setting forth the terms under which Consultant will, as requested, perform such work;

NOW THEREFORE the parties hereto do mutually agree as follows:

1. Employment of Consultant

Consultant agrees to provide professional services in accordance with the provisions of this Agreement. A written description of the work to be performed, schedule and compensation is set out in **Exhibits A-C** of this Agreement.

2. Performance

Consultant agrees to perform the work described in **Exhibit A- Scope of Services**; however, the Consultant is not authorized to perform any work or incur any expense which would cause the amount for which he is entitled to be paid under this Agreement to exceed the amount set forth in **Exhibit C – Fee Proposal** without the prior written approval of the City. All services shall be rendered in accordance with the schedule set forth in **Exhibit B – Contract Schedule**.

The work shall include but not be limited to the following: furnishing all equipment, transportation, per diem, travel, and supplies to perform all scopes of work that are authorized under the State of Alaska's Professional Engineering License, in connection with the **City of Unalaska Tom Madsen Airport Terminal Roof Replacement**.

3. Fee

After receipt of a periodic billing for said services, the City agrees to pay Consultant as compensation for the services under this Agreement such sums of money as set forth in **Exhibit C** of this Agreement. The amount payable to the Consultant shall not exceed the amount specified in **Exhibit C**.

4. Payments

City agrees to make monthly payments to Consultant as services are performed and costs are incurred, provided Consultant submits a proper invoice for each payment, in such form accompanied by such evidence in support thereof as may be reasonably required by the City. City may, at its option, withhold ten percent (10%) from each monthly payment pending satisfactory completion of the work by Consultant. All invoices are otherwise due and payable within thirty (30) days of receipt by City. City shall pay Consultant for the services identified in **Exhibit A** the **Not to Exceed Total Fee of \$32,803**. The Not to Exceed Total Fee is based on the distribution of the Not to Exceed Total Fee between tasks set forth in **Exhibit A**. The portion of the Not to Exceed Total Fee billed and paid for Consultant's services shall be equal to the proportion of services actually completed for each task set forth in **Exhibit A** during the billing period to the fee total specified for that task.

5. Personnel

Consultant agrees to furnish all personnel necessary for expeditious and satisfactory performance of this Agreement, each to be competent, experienced, and well qualified for the work assigned. No person objected to by the City shall be employed by Consultant for work hereunder.

6. Independent Contractor Status

In performing under this Agreement, Consultant acts as an independent contractor and shall have responsibility for and control over the details and means for performing the consulting services required hereunder.

7. Indemnification

Consultant shall defend and save harmless City or any employee, officer, insurer, or elected official thereof from and against losses, damages, liabilities, expenses, claims, and demands but only to the extent arising out of any negligent act or negligent omission of Consultant while performing under the terms of this contract.

City shall defend and save harmless Consultant or any employee, officer, or insurer thereof from and against losses, damages, liabilities, expenses, claims, and demands but only to the extent arising out of any negligent act or negligent omission of City while performing under the terms of this contract.

8. Assignment

Consultant shall not assign this Agreement or any of the monies due or to become due hereunder without the prior written consent of City.

9. Subcontracting

Consultant may not subcontract its performance under this Agreement without prior written consent of City. Any subcontractor must agree to be bound by terms of this Agreement.

10. Designation of Representatives

The Parties agree, for the purposes of this Agreement, the City shall be represented by and may act only through the Deputy Director of Public Works or such other person as he may designate in writing. Consultant shall advise City in writing of the name of its representative in charge of the administration of this Agreement, who shall have authority to act for and bind Consultant in connection with this Agreement.

11. Termination

Either party shall have the right to terminate this Agreement in whole or in part at any time and for reasonable cause, by delivery of thirty (30) days written notice, specifying the extent and effective date thereof. After receipt of such notice, Consultant shall stop work hereunder to the extent and on the date specified in such notice, terminate all subcontracts and other commitments to the extent they relate to the work terminated, and deliver to City all designs, computations, drawings, specifications and other material and information prepared or developed hereunder in connection with the work terminated.

In the event of any termination pursuant to this clause, Consultant shall be entitled to be paid as provided herein for direct labor hours expended and reimbursable costs incurred prior to the termination pursuant to Section 3 hereof, and for such direct labor hours and reimbursable costs as may be expended or incurred thereafter with City's approval in concluding the work terminated, it being understood that Consultant shall not be entitled to any anticipated profit on services not performed. Except as provided in this clause, any such termination shall not alter or affect the rights or obligations of the parties under this Agreement.

12. Ownership and Use of Documents

Work products produced under this Agreement, except items which have pre-existing copyrights, are the property of the City. Payments to the Consultant for services hereunder include full compensation for all work products produced by the Consultant and its Subcontractors and the City shall have royalty free nonexclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, such work products.

Should the City elect to reuse work products provided under this Agreement for other than the original project and/or purpose, the City will indemnify the Consultant and its Subcontractors against any responsibilities or liabilities arising from such reuse. Additionally, any reuse of design drawings or specifications provided under this Agreement must be limited to conceptual or preliminary use for adaptation and the original Consultant or Subcontractor's signature, professional seals and dates removed. Such reuse of drawings and specifications, which require professional seals and dates removed, will be signed, sealed and dated by the professional who is in direct supervisory control and responsible for all adaptation.

13. Insurance

- A. During the term of the contract, the Consultant shall obtain and maintain in force the insurance coverage specified in these requirements. Such coverage shall be with an insurance company rated "Excellent" or "Superior" by A. M. Best Company, or a company specifically approved by the City.
- B. The Consultant shall carry and maintain throughout the life of this contract, at its own expense, insurance not less than the amounts and coverage herein specified, and the City of Unalaska, its employees and agents shall be named as additional insured under the insurance coverage so specified and where allowed, with respect to the performance of the work. There shall be no right of subrogation against the City or its agents performing work in connection with the work, and this waiver of subrogation shall be endorsed upon the policies. Insurance shall be placed with companies acceptable to the City of Unalaska; and these policies providing coverage thereunder shall contain provisions that no cancellation or material changes in the policy relative to this project shall become effective except upon 30 days prior *written* notice thereof to the City of Unalaska.
- C. Prior to commencement of the work, the Consultant shall furnish certificates to the City of Unalaska, in duplicate, evidencing that the Insurance policy provisions required hereunder are in force. Acceptance by the City of Unalaska of deficient evidence does not constitute a waiver of contract requirements.
- D. The Consultant shall furnish the City of Unalaska with certified copies of policies upon request. The minimum coverages and limits required are as follows:
 - 1. Workers' Compensation insurance in accordance with the statutory coverages required by the State of Alaska and Employers Liability insurance with limits not less than

\$1,000,000 and, where applicable, insurance in compliance with any other statutory obligations, whether State or Federal, pertaining to the compensation of injured employees assigned to the work, including but not limited to Voluntary Compensation, Federal Longshoremen and Harbor Workers Act, Maritime and the Outer Continental Shelf's Land Act.

2. Commercial General Liability with limits not less than \$1,000,000 per Occurrence and \$2,000,000 Aggregate for Bodily Injury and Property Damage, including coverage for Premises and Operations Liability, Products and Completed Operations Liability, Contractual Liability, Broad Form Property Damage Liability and Personal Injury Liability.
 3. Commercial Automobile Liability on all owned, non-owned, hired and rented vehicles with limits of liability of not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per each accident or loss.
 4. Umbrella/Excess Liability insurance coverage of not less than \$1,000,000 per occurrence and annual aggregate providing coverage in excess of General Liability, Auto Liability, and Employers Liability.
 5. If work involves use of aircraft, Aircraft Liability insurance covering all owned and non-owned aircraft with a per occurrence limit of not less than \$1,000,000.
 6. If work involves use of watercraft, Protection and Indemnity insurance with limits not less than \$1,000,000 per occurrence.
 7. Professional Liability insurance with limits of not less than \$1,000,000 per claim and \$1,000,000 aggregate, subject to a maximum deductible \$10,000 per claim. The City of Unalaska has the right to negotiate increase of deductibles subject to acceptable financial information of the policyholder.
- E. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Consultant shall provide a financial guarantee satisfactory to the City

guaranteeing payment of losses and related investigations, claim administration and defense expense.

- F. All insurance policies as described above are required to be written on an “occurrence” basis. In the event occurrence coverage is not available, the Consultant agrees to maintain “claims made” coverage for a minimum of two years after project completion.
- G. If the Consultant employs subcontractors to perform any work hereunder, the Consultant agrees to require such subcontractors to obtain, carry, maintain, and keep in force during the time in which they are engaged in performing any work hereunder, policies of insurance which comply with the requirements as set forth in this section and to furnish copies thereof to the City of Unalaska. This requirement is applicable to subcontractors of any tier.

14. Claims Recovery

Claims by City resulting from Consultant’s failure to comply with the terms of and specifications of this contract and/or default hereunder may be recovered by City by withholding the amount of such claims from compensation otherwise due Consultant for work performed or to be performed. City shall notify Consultant of any such failure, default or damage therefrom as soon as practicable and no later than 10 days after discovery of such event by written notice. Nothing provided herein shall be deemed as constituting an exclusive remedy on behalf of City, nor a waiver of any other rights hereunder at law or in equity. Design changes required as a result of failure to comply with the applicable standard of care shall be performed by the Consultant without additional compensation.

15. Performance Standard

Services performed under this Agreement will be performed with reasonable care or the ordinary skill of the profession practicing in the same or similar location and under similar circumstances and shall comply with all applicable codes and standards.

16. Compliance with Applicable Laws

Consultant shall in the performance of this Agreement comply with all applicable federal, state, and local laws, ordinances, orders, rules, and regulations applicable to its performance hereunder, including without limitation, all such legal provisions pertaining to social security, income tax withholding, medical aid, industrial insurance, workers' compensation, and other employee benefit laws. Consultant also agrees to comply with all contract provisions pertaining to grant or other funding assistance which City may choose to utilize to perform work under this Agreement. The Consultant and all subcontractors must comply with state laws related to local hire and prevailing wages.

17. Records and Audit

Consultant agrees to maintain sufficient and accurate records and books of account, including detailed time records, showing all direct labor hours expended and all reimbursable costs incurred and the same shall be subject to inspection and audit by City at all reasonable times. All such records and books of account pertaining to any work performed hereunder shall be retained for a period of not less than six (6) years from the date of completion of the improvements to which the consulting services of this Agreement relate.

18. Reporting of Progress and Inspection

Consultant agrees to keep City informed as to progress of the work under this Agreement by providing monthly written progress reports, and shall permit City to have reasonable access to the work performed or being performed, for the purpose of any inspection City may desire to undertake.

19. Form of City Approval

Except as otherwise provided in this Agreement, City's requests and approvals, and Consultant's cost estimates and descriptions of work to be performed, may be made orally where necessary, provided that the oral communication is confirmed immediately thereafter in writing.

20. Duration of Agreement

This agreement is effective for a period of one (1) year from the date first shown above. The agreement may be extended by the mutual written agreement of City and Consultant.

21. Inspections by City

The City has the right, but not the duty, to inspect, in the manner and at reasonable times it considers appropriate during the period of this Agreement, all facilities and activities of the Consultant as may be engaged in the performance of this Agreement.

22. Endorsements on Documents

Endorsements and professional seals, if applicable, must be included on all final plans, specifications, estimates, and reports prepared by the Consultant. Preliminary copies of such documents submitted for review must have seals affixed without endorsement (signature).

23. Notices

Any official notice that either party hereto desires to give the other shall be delivered through the United States mail by certified mail, return receipt requested, with postage thereon fully prepaid and addressed as follows:

To City:

Tom Cohenour, Dir. of Public Works
City of Unalaska
Box 610
Unalaska, Alaska 99685

To Consultant:

Brian Meissner, Principal Architect
ECI Hyer, Inc.
3909 Arctic Boulevard, Suite 103
Anchorage, Alaska 99503

The addresses hereinabove specified may be changed by either party by giving written notice thereof to the other party pursuant to this paragraph.

24. Venue/Applicable Law

The venue of any legal action between the parties arising as a result of this Agreement shall be laid in the Third Judicial District of the Superior Court of the State of Alaska and this contract shall be interpreted in accordance with the laws of the State of Alaska.

25. Attorney's Fees

In the event either party institutes any suit or action to enforce its right hereunder, the prevailing party shall be entitled to recover from the other party its reasonable attorney's fees and costs in such suit or action and on any appeal therefrom.

26. Waiver

No failure on the part of City to enforce any covenant or provisions herein contained, nor any waiver of any right hereunder by City, unless in writing and signed by the parties sought to be bound, shall discharge or invalidate such covenants or provisions or affect the right of City to enforce the same or any other provision in the event of any subsequent breach or default.

27. Binding Effect

The terms, conditions and covenants contained in this Agreement shall apply to, inure to the benefit of, and bind the parties and their respective successors.

28. Entire Agreement/Modification

This agreement, including Exhibits A-C, and the Consultant's proposal dated 3/15/2018 constitutes the entire Agreement between the parties with respect to the subject matter hereof, and all prior negotiations and understandings are superseded and replaced by this Agreement and shall be of no further force and effect. No modification of this Agreement

shall be of any force or effect unless reduced to writing, signed by both parties and expressly made a part of this Agreement.

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

CONSULTANT: ECI HYER, INC..

CITY OF UNALASKA, ALASKA

By: _____
_____, Its _____

By: _____
Thomas Thomas, City Manager

State of Alaska)
) ss.
Third Judicial District)

State of Alaska)
) ss.
Third Judicial District)

The foregoing instrument was acknowledged before me on the ____ day of _____, 2018, by _____, the _____ of ECI HYER, INC., a _____ Corporation, on behalf of the corporation.

The foregoing instrument was acknowledged before me on the ____ day of _____, 2018, by Thomas Thomas, City Manager for the City of Unalaska, a First Class Alaska Municipal Corporation, on behalf of the City of Unalaska.

Notary Public, State of Alaska
My Commission Expires _____

Notary Public, State of Alaska
My Commission Expires _____

CITY OF UNALASKA

EXHIBIT “A” SCOPE OF SERVICES

1. Develop recommendations for a replacement roof system for the airport terminal building. Compile in a manner that allows the City to strategize and plan for future reroofs for other City-owned buildings. Specific to the airport, include a long-term strategy to eliminate leaks at the clerestory.
2. Prepare a high-level feasibility study for renewal of the airport building envelope. Include a prioritized and cost-loaded ‘deferred maintenance road map’ that can be used for capital planning.
3. Determine how best to fit Raven Alaska into the terminal, should such a need arise.

CITY OF UNALASKA

**EXHIBIT “B”
SCHEDULE**

Completion date is July 30, 2018

CITY OF UNALASKA

**EXHIBIT “C”
FEE PROPOSAL**

CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION 2018-26

A RESOLUTION OF THE UNALASKA CITY COUNCIL AUTHORIZING WAIVERS FOR FAILURE TO FILE TIMELY APPLICATIONS FOR THE SENIOR CITIZEN PROPERTY TAX EXEMPTION FOR MALCOM J. "JIMMER" MCDONALD, MARY H. LEKANOFF AND GERTRUDE D. SVARNY

WHEREAS, through Alaska Statute (AS) 29.45.030 and Unalaska Code of Ordinances (UCO) 6.28.030, citizens who are age 65 or older are allowed a \$150,000 property tax exemption on the assessed value of real property they own and occupy as their primary abode and permanent place of residence, provided they file an application on the form provided by the State and made available to them by the City Clerk's Office; and

WHEREAS, UCO 6.28.030(F) sets the deadline for filing as March 1st of each year; and

WHEREAS, Malcom J. "Jimmer" McDonald, Mary H. Lekanoff and Gertrude D. Svarny, senior citizens, did not file timely applications but have requested waivers be granted and that their applications be accepted as if timely filed; and

WHEREAS, AS 29.45.030(F) and UCO 6.28.030(F) state that the City Council may, for good cause shown, waive a claimant's failure to make timely application for exemption and authorize the assessor to accept the application as if timely filed;

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council authorizes waivers for failure to timely file applications for the senior citizen property tax exemption for Malcom J. "Jimmer" McDonald, Mary H. Lekanoff and Gertrude D. Svarny.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on March 27, 2018.

Frank Kelty
Mayor

ATTEST:

Marjie Veeder
City Clerk

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Marjie Veeder, City Clerk
Through: Thomas E. Thomas, City Manager
Date: March 27, 2018
Re: Resolution 2018-26: A Resolution of the Unalaska City Council authorizing waivers for failure to file timely applications for the Senior Citizen Property Tax Exemption for Malcom J. "Jimmer" McDonald, Mary H. Lekanoff and Gertrude D. Svarny

SUMMARY: The State of Alaska and the City of Unalaska, on behalf of the State, provide a \$150,000 property tax exemption on the assessed value of real property owned by residents who are age 65 and older. UCO 6.28.030(F) sets March 1st each year as the deadline for submitting an application to the program.

Malcom J. "Jimmer" McDonald, Mary H. Lekanoff and Gertrude D. Svarny, senior citizens, failed to make timely application for the exemption, but have written letters of appeal asking that the deadline be waived and their late applications be accepted.

Through Resolution 2018-26, Council is asked to authorize waivers of the March 1st deadline for filing for the senior citizens property tax exemption for these three people.

PREVIOUS COUNCIL ACTION: Before 2014, Council did not act on any such requests. Starting in 2014, Council has granted six similar requests:

2014 Rita Hawley, Vincent Tutiakoff and Arnold Dushkin
2015 Nicholai Lekanoff and Irene McGlashan
2016 Mary H. Lekanoff

BACKGROUND: Through Alaska Statute (AS) 29.45.030 and Unalaska Code of Ordinances (UCO) 6.28.030, senior citizens who are age 65 and older are allowed a \$150,000 property tax exemption on the assessed value of real property they own and occupy as their permanent place of residence, provided they file an application on the form provided by the State and made available to them by the City Clerk's Office. UCO 6.28.030(F) sets the deadline for filing in Unalaska as March 1st of each year. However, per UCO 6.28.030(F), the City Council may waive a claimant's failure to make timely application and authorize the assessor to accept the application as if timely filed. The property for which the exemption is claimed must be "real property owned and occupied as the primary residence and permanent place of abode" by the senior citizen (AS 29.45.030).

DISCUSSION: Each year, during the January 1 through March 1 application period, in an effort to ensure that all eligible property owners can take advantage of the senior citizen property tax exemption, the Clerk's office advertises the exemption program by posting flyers, sending "blast-faxes", running public service announcements on local radio and television, and putting information on the City website.

Additionally, all persons who filed for the exemption in past years, including these three applicants, received direct notification in the form of a letter setting out the deadlines along with the application for the exemption.

After the March 1 deadline passed, the Clerk's office received letters from Jimmer McDonald, Mary Lekanoff and Gertrude Svarny requesting waivers of the March 1st application deadline which, if granted, will allow the City Clerk to accept their applications for the senior citizen tax exemption as if they had been timely filed.

Mr. McDonald said he thought the deadline was March 31; Ms. Lekanoff said she forgot to apply again (she applied late last year and was granted a waiver); and Ms. Svarny said the application paperwork "got lost in the shuffle". None of these applicants are first time filers.

Unalaska Code of Ordinances 6.28.030(F) authorizes the City Council, "for good cause shown", to "waive the failure to make timely application for the exemption year and authorize the assessor to accept the application as if timely filed."

ALTERNATIVES: Deny the waivers; or authorize the waivers and accept the late applications as if they were filed timely.

FINANCIAL IMPLICATIONS: With a mil rate of 10.5, authorizing the exemption of \$150,000 of assessed value will result in a loss of \$1,575 for each of the three applicants, for a total loss of \$4,725 real property tax revenue.

LEGAL: None sought.

STAFF RECOMMENDATION: This is a Council decision.

PROPOSED MOTION: I move to adopt Resolution 2018-26.

CITY MANAGER COMMENTS: None. This is a Council decision.

ATTACHMENTS:

1. UCO 6.28.030(E) and (F)
2. Applications and Letters of Appeal received from McDonald, Lekanoff and Svarny


UCO § 6.28.030 REQUIRED EXEMPTIONS ...

(E) The real property owned and occupied as a permanent place of abode by a (1) resident sixty-five (65) years of age or over, (2) disabled veteran, or (3) resident at least sixty (60) years old who is the widow or widower of a person who qualified for an exemption under (1) or (2) of this subsection, is exempt from taxation on the first \$150,000 of the assessed value of the real property. In a case of hardship, the City of Unalaska hereby provides for exemption beyond the first \$150,000 of assessed value in accordance with regulations of the State of Alaska. Only one (1) exemption may be granted for the same property and, if two (2) or more persons are eligible for an exemption for the same property, the parties shall decide between or among themselves which shall receive the benefit of the exemption. Real property may not be exempted under this subsection if the assessor determines, after notice and hearing to the parties concerned, that the property was conveyed to the applicant primarily for the purpose of obtaining the exemption. The determination of the assessor may be appealed under AS 44.62.560-44.62.570.


(F) No exemption may be granted under (A)(8) or (E) of this section except upon written application for the exemption on a form prescribed by the State assessor for use by local assessors or upon a form established by the City Assessor. The claimant must file the application no later than March 1 of the assessment year for which the exemption is sought. The City Council for good cause shown may waive the claimant's failure to make timely application for the exemption for that year and authorize the assessor to accept the application as if timely filed. The claimant must file a separate application for each assessment year in which the exemption is sought. If an application is filed within the required time and approved by the assessor, the assessor shall allow an exemption in accordance with the provisions of this section. If a claimant whose failure to file by March 1 of the assessment year has been waived as provided in this subsection and application for exemption is approved, the amount of tax which the claimant may have already paid for the assessment year for the property exempted shall be refunded to the claimant. The assessor shall require proof in the form the assessor considers necessary of the right to and amount of an exemption claimed under (A)(8) or (E) of this section, and shall require a disabled veteran claiming an exemption under (E) of this section to provide evidence of the disability rating. The assessor may require proof under this section at any time.

RECEIVED

MAR 12 2018



**SENIOR CITIZEN/DISABLED VETERAN
PROPERTY TAX EXEMPTION APPLICATION**
 AS 29.45.030 (e)-(i)



1. Name of Municipality: <u>Un Alaska</u>		2. Property Tax I.D.:	3. Tax Year <u>2018</u>
4. Name of Applicant: <u>Malcolm J. McDonald</u>		5. [Redacted]	6. Social Security #
7. Name of Spouse: <u>Alyssa McDonald</u>		8. [Redacted]	9. Social Security #
10. Mailing Address: <u>P.O. Box 920452</u> <u>Dutch Harbor, AK. 99692</u>		11. Residential Physical Address: <u>427 Haystack Drive</u> <u>Un Alaska, AK.</u>	
2. Home Phone: <u>907-581-1386</u>	Message Phone:		13. Please check one of the following <input checked="" type="checkbox"/> I am applying as a Senior Citizen age 65 or older <input type="checkbox"/> I am applying as a widow or widower, age 60-64, of a previously qualified applicant. <input type="checkbox"/> I am applying as a Disabled Veteran
14. Type of Dwelling: <input checked="" type="checkbox"/> single family <input type="checkbox"/> condominium <input type="checkbox"/> mobile home <input type="checkbox"/> duplex <input type="checkbox"/> other _____			
15. Is this your permanent place of abode? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, permanent residential address is:			16. Is your home on land you own? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, % of ownership If no, owner's name:
17. Is any portion of this property used for commercial or rental purposes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, percentage: _____ %			
18. Certification: I hereby certify that the answers given on this application are true and correct to the best of my knowledge. I understand that a willful misstatement is punishable by a fine or imprisonment under AS 11.56.210.			
Date: <u>3-11-18</u>		Signature of Applicant: <u>Malcolm J. McDonald</u>	

Following is for Local Assessor/Clerk Use Only

<input type="checkbox"/> New Filing	<input checked="" type="checkbox"/> Prior Filing	<input type="checkbox"/> Approved	<input checked="" type="checkbox"/> Denied (late filing)
-------------------------------------	--	-----------------------------------	--

Proof Provided: ☐ Age ☐ Disability (DAV)
☐ Ownership Verified By: _____

Parcel Number and/or Legal Description: 0409084; Lot 2 Block 2 USS 4988A

Comments:

Property Value	Land <u>40,000</u>	Building <u>319,300</u>	Total <u>359,300</u>
Secondary lots			

Adjustments:

Ownership	%	Total	Property Value: \$ _____
Commercial/Rental	% _____		() _____
Subtotal:			\$ _____

If Subtotal exceeds \$150,000, use this figure: \$ 150,000

	SC/DAV Exempt Value	Tax Code Area	Mill Rate	SC/DV Exempt Taxes
Borough	_____	_____	_____	_____
City	_____	_____	_____	_____
Total SC/DAV Exempt		Tax Amount	\$ _____	

RECEIVED
MAR 12 2018

March 11, 2018

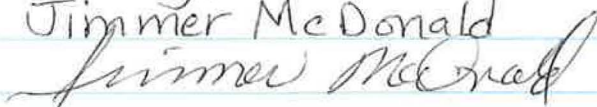
Jimmer McDonald
P.O. Box 920452
Dutch Harbor, AK. 99692

Dear Mayor and City Council,

I respectfully request a wavier on the 3-1-2018 application for a property tax exemption. I thought the 3-31-2018 deadline for applying for a \$200.00 Senior Citizen Sales Tax Refund was also the deadline for property tax exemption. The letter explaining both applications are on the same page.


Sincerely,

Jimmer McDonald




RECEIVED

MAR 14 2018



**SENIOR CITIZEN/DISABLED VETERAN
PROPERTY TAX EXEMPTION APPLICATION**
AS 29.45.030 (e)-(i)



1. Name of Municipality: <u>Unalaska</u>		2. Property Tax I.D.: <u>03-04-946</u>	3. Tax Year: <u>2018</u>
4. Name of Applicant: <u>MARY H. LEKANOFF</u>		5. Birth date: [REDACTED]	6. Social Security #: [REDACTED]
7. Name of Spouse: _____		8. Spouse date: _____	9. Spouse SSN: [REDACTED]
10. Mailing Address: <u>P.O. Box 63</u>		11. Residential Physical Address: <u>90 Lake Drive (off Hwy)</u>	
2. Home Phone: <u>581-2790</u>	Message Phone: <u>907-359-2790</u>	13. Please check one of the following	
14. Type of Dwelling: <input checked="" type="checkbox"/> single family <input type="checkbox"/> condominium <input checked="" type="checkbox"/> mobile home <input type="checkbox"/> duplex <input type="checkbox"/> other _____		<input checked="" type="checkbox"/> I am applying as a Senior Citizen age 65 or older <input type="checkbox"/> I am applying as a widow or widower, age 60-64, of a previously qualified applicant. <input type="checkbox"/> I am applying as a Disabled Veteran	
15. Is this your permanent place of abode? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, permanent residential address is: _____		16. Is your home on land you own? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, % of ownership _____ If no, owner's name: _____	
17. Is any portion of this property used for commercial or rental purposes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, percentage: _____ %			
18. Certification: I hereby certify that the answers given on this application are true and correct to the best of my knowledge. I understand that a willful misstatement is punishable by a fine or imprisonment under AS 11.56.210.			
Date: <u>2-14-18</u>		Signature of Applicant: <u>Mary H. Lekanoff</u>	

Following is for Local Assessor/Clerk Use Only

<input type="checkbox"/> New Filing	<input checked="" type="checkbox"/> Prior Filing	<input type="checkbox"/> Approved	<input checked="" type="checkbox"/> Denied (late filing)
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Proof Provided: ☐ Age ☐ Disability (DAV)
☐ Ownership Verified By: _____

Parcel Number and/or Legal Description: 0307946; Lot 5 Block 211 Ivliuk Lake Subd.

Comments: _____

Property Value	Land <u>34,200</u>	Building <u>148,005</u>	Total <u>182,205</u>
Secondary lots	_____	_____	_____

Adjustments:

Ownership	%	Total Property Value:	\$ _____
Commercial/Rental	%		()
Subtotal:			\$ _____

If Subtotal exceeds \$150,000, use this figure: \$ 150,000

	SC/DAV Exempt Value	Tax Code Area	Mill Rate	SC/DV Exempt Taxes
Borough	_____	_____	_____	_____
City	_____	_____	_____	_____
Total SC/DAV Exempt			Tax Amount	\$ _____

3-14-18



Mayor & Council


I would like the Senior Citizen Disabled
Veteran Property Tax Exemption Deadline
of March 1st be waived.

The reason is because I forgot
about it again as I did last year -
Very Sorry about that.


Mary H. LeKamf

RECEIVED

MAR 15 2018



**SENIOR CITIZEN/DISABLED VETERAN
PROPERTY TAX EXEMPTION APPLICATION
AS 29.45.030 (e)-(i)**



1. Name of Municipality: <u>City of Unalaska</u>		2. Property Tax ID: <u>90307502</u>	3. Tax Year: <u>2018</u>
4. Name of Applicant: <u>Gertrude D. Svarny</u>		5. Birth date: [REDACTED]	6. Social Security #: [REDACTED]
7. Name of Spouse: <u>deceased - Samuel</u>		8. Birth date: [REDACTED]	9. Social Security #: [REDACTED]
10. Mailing Address: <u>Box 197 Unalaska AK 99685</u>		11. Residential Physical Address: <u>316 Bayview Av</u>	
2. Home Phone: <u>(907) 581-1597</u>	Message Phone: <u>(907) 581-3710</u>	13. Please check one of the following	
14. Type of Dwelling:		<input checked="" type="checkbox"/> I am applying as a Senior Citizen age 65 or older <input type="checkbox"/> I am applying as a widow or widower, age 60-64, of a previously qualified applicant. <input type="checkbox"/> I am applying as a Disabled Veteran	
<input checked="" type="checkbox"/> single family <input type="checkbox"/> condominium <input type="checkbox"/> mobile home <input type="checkbox"/> duplex <input type="checkbox"/> other _____			
15. Is this your permanent place of abode? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, permanent residential address is: _____		16. Is your home on land you own? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, % of ownership _____ If no, owner's name: _____	
17. Is any portion of this property used for commercial or rental purposes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, percentage: _____ %			
18. Certification: I hereby certify that the answers given on this application are true and correct to the best of my knowledge. I understand that a willful misstatement is punishable by a fine or imprisonment under AS 11.56.210.			
Date: <u>3/15/2018</u>		Signature of Applicant: <u>Gertrude D. Svarny</u>	

Following is for Local Assessor/Clerk Use Only

<input type="checkbox"/> New Filing	<input checked="" type="checkbox"/> Prior Filing	<input type="checkbox"/> Approved	<input checked="" type="checkbox"/> Denied (late filing)
-------------------------------------	--	-----------------------------------	--

Proof Provided: ☐ Age ☐ Disability (DAV)
☐ Ownership Verified By: _____

Parcel Number and/or Legal Description: Lot 1 Block 4 USS 1992; 0307502

Comments: _____

Property Value	Land <u>66,800</u>	Building <u>153,985</u>	Total <u>220,785</u>
Secondary lots	_____	_____	_____
Adjustments:			
	Total	Property Value:	\$ <u>220,785</u>
Ownership	% _____		
Commercial/Rental	% _____		()
	Subtotal:	\$	_____
	If Subtotal exceeds \$150,000, use this figure:		\$ <u>150,000</u>

	SC/DAV Exempt Value	Tax Code Area	Mill Rate	SC/DV Exempt Taxes
Borough	_____	_____	_____	_____
City	_____	_____	_____	_____
	Total SC/DAV Exempt	Tax Amount	\$ _____	

Gertrude D. Svarny

PO Box 197

Unalaska, Alaska 99685



March 15, 2018

Mayor and City Council

City of Unalaska

PO Box 610

Unalaska, Alaska 9968

Re: Senior Citizen Property Tax Exemption Application

Mayor and Council:

I would like to request that you accept my application for a Senior Citizens Property Tax Exemption. I am filing after the deadline because the paperwork got lost in the shuffle. I have been receiving this tax exemption for years and truly appreciate it. Thank you for your consideration

Regards,

Gertrude D. Svarny

A handwritten signature in dark ink, appearing to read "Gertrude D. Svarny", written in a cursive style.

Cc: file