

CITY OF UNALASKA  
UNALASKA, ALASKA

ORDINANCE 2018-08

CREATING BUDGET AMENDMENT #1 TO THE FISCAL YEAR 2019 BUDGET, INCREASING GENERAL FUND TRANSFERS TO FUND FY19 CAPITAL PROJECT EXPENDITURES FOR THE CAPTAINS BAY ROAD PROJECT, AND RECOGNIZING TRANSFERS IN AND INCREASING EXPENDITURES IN THE PROJECT FUND

BE IT ENACTED BY THE UNALASKA CITY COUNCIL

Section 1. Classification: This is a non-code ordinance.  
Section 2. Effective Date: This ordinance becomes effective upon adoption.  
Section 3. Content: The City of Unalaska FY19 Budget is amended as follows:

- A. That the following sums of money are hereby accepted and the following sums of money are hereby authorized for expenditure.
- B. The following are the changes by account line item:

**Amendment No. 1 to Ordinance #2018-04**

		<u>Current</u>	<u>Requested</u>	<u>Revised</u>
<b>I. OPERATING BUDGETS</b>				
<b>A. General Fund</b>				
Sources				
	Current year budget remaining surplus	1,480,854	1,000,000	480,854
Uses				
	Transfers out - Capital Projects Gen Gov	1,401,665	1,000,000	2,401,665
<b>II. CAPITAL BUDGETS</b>				
<b>B. Public Works - Project Budget</b>				
Sources				
	Transfers in - General fund	PW19A 250,000	1,000,000	1,250,000
Uses				
	Captains Bay Road & Utility Improvements	PW19A 250,000	1,000,000	1,250,000

PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE UNALASKA CITY COUNCIL ON JULY 25, 2018.

  
Frank Kelly  
Mayor

ATTEST:

  
Marjie Veeder  
City Clerk



**Fiscal Year 2019 Budget Amendment 1  
and Schedule of Proposed Accounts**

	<u>Org</u>	<u>Object</u>	<u>Project</u>	<u>Current</u>	<u>Requested</u>	<u>Revised</u>
<b>1) <u>General Fund - Operating Budget</u></b>						
<b>Sources:</b>						
Current Year Budgeted Surplus				1,480,854.00	(1,000,000.00)	480,854.00
<b>Uses:</b>						
Transfer to Gen Gov Capital Projects Fund	01029854	59920		1,401,665.00	1,000,000.00	2,401,665.00
<b>2) <u>Public Works - Capital Budget</u></b>						
<b>Sources:</b>						
Transfers in - General Fund	31019848	49100	PW19A	(250,000.00)	(1,000,000.00)	(1,250,000.00)
<b>Uses:</b>						
Captains Bay Road - Engineering	31021553	53240	PW19A	250,000.00	1,000,000.00	1,250,000.00

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## MEMORANDUM TO COUNCIL

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To: Mayor and City Council Members  
From: Lori Gregory, DPW/DPU Office Manager  
Through: Dan Winters, Acting Director, Department of Public Works  
Through: Thomas Thomas, City Manager  
Date: July 10, 2018  
Re: Ordinance 2018-08, Budget Amendment Request for Captains Bay Road & Utility Improvements Project in the amount of \$1,000,000 to fund Phased Design work

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**SUMMARY:** Captains Bay Road is the most likely area to have industrial development, which will have a positive economic impact to the City. Adding utilities and paving to this road will insure this growth. Staff let an open Request for Qualifications for the Captains Bay Road & Utility Improvements Project (PW19A), and three proposals for the work were received. HDL Engineering Consultants, LLC (HDL) was selected by a team of City Staff to perform the Phase 1 design for this project; however, the cost for all phases of the work set forth in the RFQ exceeds the Project's FY19 budget. This Budget Amendment Ordinance will move \$1,000,000 in funding slated for FY20 and FY21 from the General Fund into the Project's Budget in order to fund Phase 1 Design.

**PREVIOUS COUNCIL ACTION:** During the Fiscal Year 2019 CMMP discussion with Council, a directive was given to the City Manager to move the Captains Bay Road and Utilities Improvement Project to the F19 CMMP. Council also conveyed that they wanted the project "shovel ready" so the project would be ready for application for grants. Council funded this project via the FY2019-2023 CMMP and the FY19 Operating & Capital Budget Ordinance 2018-04, approved and adopted on May 22, 2018. That Ordinance provided \$250,000 in initial funding for the work. Council approved Resolution 2018-48 earlier this evening, awarding portions of the Phase 1 of the design work to HDL for \$195,868.

**BACKGROUND:** A Request for Qualifications for design services for the project was sent directly to certain engineering firms and advertised on the City website for 30 days. Three proposals were received, a team of City Staff scored them, interviews were held with the proposers and then a second round of scoring was conducted. HDL Engineering Consultants received the highest overall score.

**DISCUSSION:** The first portion of the requested scope of services was awarded earlier this evening for \$195,868, leaving a project balance of \$54,132. Staff requests \$1,000,000 in funding that has been scheduled via the CMMP for FY20 and FY21 be added to the current Project budget in order to continue moving forward to the next phases of design. Staff will return to Council for a Contract Addendum to award the remaining phases of the work requested in the RFQ once funding is secured.

**ALTERNATIVES:** Council has asked the City Manager to fast track the design of this project. In order to accomplish this goal, the funding set for later years needs to be available now. Therefore, Staff sees no alternative to approving the fast tracking of the budget to keep the project on Council's timeframe.

**FINANCIAL IMPLICATIONS:**

G/L CODE	DESCRIPTION	ORIGINAL BUDGET (FY19)	EXPENSED or ENCUMBERED	CURRENT BUDGET	THIS REQUEST	REVISED BUDGET
3102-1553-53240 PW19A	Engineering & Architectural	\$208,500	\$ 195,868	\$ 12,632	\$ 1,000,000	\$ 1,012,632
3102-1553-53300 PW19A	Other Professional	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000
3102-1553-53430 PW19A	Survey Services	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000
3102-1553-55310 PW19A	Telephone	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000
3102-1553-55901 PW19A	Advertising	\$ 500	\$ -	\$ 500	\$ -	\$ 500
3102-1553-55907 PW19A	Permit Fees	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 20,000
		\$250,000	\$ 195,868	\$ 54,132	\$ 1,000,000	\$ 1,054,132

**LEGAL:** Not Applicable

**STAFF RECOMMENDATION:** Staff recommends Council adopt Ordinance 2018-08.

**PROPOSED MOTION:** I move to approve Ordinance 2018-08 and schedule it for second reading and public hearing on July 24, 2018.

**CITY MANAGER COMMENTS:** I recommend approval of Ordinance 2018-08 and setting it for second reading and public hearing on July 24, 2018.

**ATTACHMENTS:** None.