

CITY OF UNALASKA  
UNALASKA, ALASKA

ORDINANCE NO. 2021-08

CREATING BUDGET AMENDMENT #6 TO THE FISCAL YEAR 2021 BUDGET, RECOGNIZING STATE DHSS GRANT REVENUE OF \$210,171.93 AND INCREASING EXPENDITURES BY \$210,171.93 IN THE CORONAVIRUS RELIEF SPECIAL REVENUE FUND TO IMPROVE ACCESS TO COVID-19 VACCINE AND DECREASE HEALTH INEQUITIES

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 FY21 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. 6 to Ordinance #2020-10**

**I. OPERATING BUDGETS**

**A. Coronavirus Relief Special Revenue Fund**

Sources:

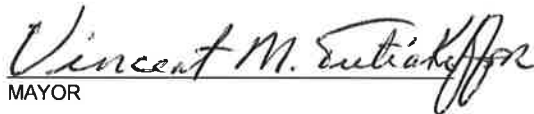
	<u>Current</u>	<u>Requested</u>	<u>Revised</u>
State of Alaska DHSS Grant	\$ -	\$ 210,172	\$ 210,172

Uses:

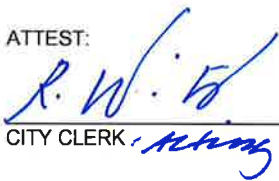
COVID-19 Recovery and Prevention - DHSS:

Personnel	\$ -	\$ 93,000	\$ 93,000
Other Professional Services	\$ -	\$ 105,000	\$ 105,000
Supplies	\$ -	\$ 12,172	\$ 12,172

PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE UNALASKA CITY COUNCIL THIS 27<sup>th</sup> DAY OF April 2021

  
MAYOR

ATTEST:

  
CITY CLERK



**City of Unalaska**  
**Summary of Budget Amendment and Schedule of Proposed Accounts**  
**Budget Amendment 6 to the FY21 Budget**

1) Coronavirus Relief Special Revenue Fund

Add \$210,171.93 to Misc.State Operating Grants to recognize revenue from a State of Alaska Dept. of Health and Social Services COVID-19 grant

Add \$93,000.00 to personnel expenditures for COVID-19 testing and vaccination activities

Add \$117,171.93 to operating expenditures for COVID-19 testing and vaccination activities

1) **Coronavirus Relief Special Revenue Fund**

**Sources:**

Misc. State Operating Grants

Org	Object	Project	Current	Requested	Revised
130A1941	42199	EM005	\$ -	\$ 210,171.93	\$ 210,171.93

**Uses:**

*Personnel*

Salaries and Wages

Temporary Employees

Overtime

Health Insurance

FICA

PERS

Unemployment Insurance

Worker's Compensation

Other

130A1951	51100	EM005	\$ -	\$ 45,000.00	\$ 45,000.00
130A1951	51200	EM005	\$ -	\$ 6,099.00	\$ 6,099.00
130A1951	51300	EM005	\$ -	\$ 5,000.00	\$ 5,000.00
130A1951	52100	EM005	\$ -	\$ 15,810.00	\$ 15,810.00
130A1951	52200	EM005	\$ -	\$ 4,185.00	\$ 4,185.00
130A1951	52300	EM005	\$ -	\$ 13,950.00	\$ 13,950.00
130A1951	52400	EM005	\$ -	\$ 259.00	\$ 259.00
130A1951	52500	EM005	\$ -	\$ 2,325.00	\$ 2,325.00
130A1951	52900	EM005	\$ -	\$ 372.00	\$ 372.00

*Operating*

Other Professional Services

Equipment Rental

General Supplies

130A1952	53300	EM005	\$ -	\$ 105,000.00	\$ 105,000.00
130A1952	54420	EM005	\$ -	\$ 9,000.00	\$ 9,000.00
130A1952	56100	EM005	\$ -	\$ 3,171.93	\$ 3,171.93

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## MEMORANDUM TO COUNCIL

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To: Mayor and City Council Members  
From: Edward Keough, Finance Director  
Through: Erin Reinders, City Manager  
Date: April 13, 2021  
Re: Ordinance 2021-08, creating budget amendment #6 to the fiscal year 2021 budget, recognizing state DHSS grant revenue of \$210,171.93 and increasing expenditures by \$210,171.93 in the Coronavirus Relief Special Revenue Fund to improve access to COVID-19 vaccine and decrease health inequities

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**SUMMARY:** This ordinance will amend the fiscal year 2021 operating budget to accept a grant in the amount of \$210,171.93 from the State of Alaska Department of Health and Social Services Division of Public Health and provide for expenditures of the same amount to implement community-driven strategies that support COVID-19 vaccination efforts.

**PREVIOUS COUNCIL ACTION:** On June 9, 2020 Council adopted the FY21 budget with Ordinance 2020-10. Council has passed 5 previous amendments to the FY21 budget.

**BACKGROUND:** On March 12, 2021, the City of Unalaska applied for funding from the State of Alaska Department of Health and Social services to implement COVID-19 prevention strategies in the community. Alaska DHSS has notified the City that we have qualified for \$210,171.93, contingent upon compliance with the Memorandum of Agreement. The Memorandum of Agreement is in the process of being signed at the state level.

**DISCUSSION:** The stated purpose of the DHSS grant program is to improve efforts and increase access to COVID testing, build capacity to increase access to COVID vaccines, and implement strategies that decrease health inequities.

In order meet the program goals the City has engaged with a local vaccine coordination committee in conjunction with the Qawalangin Tribe, the IFHS Clinic, and the APIA – Oonalaska Wellness Center. The community-wide scope of these mass vaccination clinics addresses the need to decrease health inequities within Unalaska in addition to increasing access to the COVID vaccine.

The grant funds will be used to cover costs incurred to provide mass vaccination clinics in our community. The clinics are staffed by a combination of City Fire/EMS and PCR employees and medical personnel from IFHS and the APIA - Oonalashka Wellness Center. \$198,000 of the grant funds will be used for these staffing costs. The additional grant funds will be used for supplies and equipment rental required to stage the clinics. If funding remains after mass vaccination clinics are no longer necessary, remaining funds may be used to support other vaccination and testing efforts.

**ALTERNATIVES:** Council could elect to not agree to the terms of the grant agreement and forfeit the opportunity to recover costs incurred as a result of the City's efforts in responding to the COVID-19 pandemic

**FINANCIAL IMPLICATIONS:** Adds \$210,171.93 of grant revenue and authorizes the same amount of expenditures in the Coronavirus Relief Special Revenue Fund.

**LEGAL:** None

**STAFF RECOMMENDATION:** Staff recommends approval.

**PROPOSED MOTION:** I move to schedule Ordinance 2021-08 for public hearing and second reading on April 27, 2021.

**CITY MANAGER COMMENTS:** I support approval of this ordinance.

**ATTACHMENTS:** Memorandum of Understanding



**Memorandum of Understanding Between**  
**State of Alaska - Department of Health and Social Services**  
**Division of Public Health – COVID-19 Emergency Operations Center (DPH-EOC)**  
**- and -**  
**City of Unalaska**

**I. PURPOSE AND SCOPE**

The purpose of this MOA is to provide funding to government entities to implement community-driven strategies that support COVID-19 related activities. These activities include improving efforts and increase access to COVID-19 testing in the community, building capacity to increase access to COVID-19 vaccine in the community and implementing strategies that decrease health inequities, as well as other COVID-19 related recovery and prevention strategies.

**II. THE DPH AGREES TO:**

Provide support to the community on COVID-19 vaccine administration, testing, and other COVID-19 related activities. The COVID-19 EOC Team is available to consult and provide technical assistance to government entities and to pre-approved pass-through recipients of award funding. The team will also ensure that approved activities meet the funding requirements.

**III. THE CITY OF UNALASKA AGREES TO:**

Expand access to COVID-19 vaccinations, provide mobile COVID-19 vaccine administration, and implement strategies to reduce COVID-19 related health inequities.

Recipient must establish/maintain/provide electronic reporting of SARS-CoV2/COVID-19 laboratory data to CDC daily per the guidance provided by CDC (e.g., CELR). This includes all testing (e.g., positive/negative, PCR, Point-of-Care, etc.) and complete data elements (e.g., race/ethnicity) per CARES legislation and ELC performance measures.

Any additional activities not specifically stated in the application must be received prior to approval from the COVID-19 EOC Team.

IV. JOINT RESPONSIBILITIES:

Both parties will make a good faith effort to communicate about any issues that might arise that will impact the timeliness of activities, reporting, or payment.

V. PERIOD OF AGREEMENT AND TERMINATION:

This agreement will terminate on March 31, 2022 and receipts must be for activities prior to this date. Funds are intended to be used to support staff time (including overtime), supplies, and other materials as needed to support COVID-19 related activities.

VI. TERMS OF PAYMENT

The State agrees to pay the City of Unalaska up to \$210,171.93 over the term of this agreement.

The Contractor will submit monthly invoices detailing services performed in accordance with appendix A.

The invoice must:

- reference the contractor's name, address and phone number
- reference the contract number: C0621-540-L (actual contract number);
- include an invoice number
- Reference the Alaska Division of Public Health – COVID Admin

The Contractor shall submit final invoices to the address specified below no later than 30 days after March 31, 2022. Failure to include the required information on the invoice may cause an unavoidable delay to the payment process. The State will pay all invoices within thirty (30) days of invoice approval by the Project Director.

Email invoices to:

[covidadmin@alaska.gov](mailto:covidadmin@alaska.gov)

(please reference *Community MOA Reimbursement Request* in the subject line)

Notwithstanding any other provision of this contract, it is understood and agreed that the State shall withhold reimbursement at any time the Contractor fails to comply with the terms of the MOA.

VII. GRANT COMPLIANCE FROM THE FEDERAL NOTICE OF GRANT AWARD

- Recipients must comply with the Terms and Conditions of this award, all Code of Federal Regulations, and the Alaska Administrative Manual.
- In addition to the federal laws, regulations, policies, and CDC General Terms and Conditions for Non-research awards at <https://www.cdc.gov/grants/federalregulationspolicies/index.html>, the Centers for Disease Control and Prevention (CDC) hereby incorporates Notice of Funding Opportunity (NOFO) number CK19-1904 entitled "Cooperative Agreement for Epidemiology and Laboratory Capacity (ELC), which is hereby made a part of this non-research award, hereinafter referred to as the Notice of Award (NoA).
- Coronavirus Disease 2019 (COVID-19) Funds: A recipient of a grant or cooperative agreement awarded by the Department of Health and Human Services (HHS) with funds made available under the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020 (P.L. 116-123); the Coronavirus Aid, Relief, and Economic Security Act, 2020 (the "CARES Act") (P.L. 116-136); the Paycheck Protection Program and Health Care Enhancement Act (P.L. 116-139); and/or the Consolidated Appropriations Act,

2021, Division M – Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (P.L. 116-260), agrees, as applicable to the award, to: 1) comply with existing and/or future directives and guidance from the Secretary regarding control of the spread of COVID-19; 2) in consultation and coordination with HHS, provide, commensurate with the condition of the individual, COVID-19 patient care regardless of the individual's home jurisdiction and/or appropriate public health measures (e.g., social distancing, home isolation); and 3) assist the United States Government in the implementation and enforcement of federal orders related to quarantine and isolation.

- To achieve the public health objectives of ensuring the health, safety, and welfare of all Americans, Recipient must distribute or administer vaccine without discriminating on non-public-health grounds within a prioritized group. This includes, but is not limited to, immigration status, criminal history, incarceration, or homelessness. To this end, and to help achieve the public health imperative of widespread herd immunity to COVID-19, Recipient must administer or distribute vaccine to any and all individuals within a prioritized group in the same timeframe, taking into account available vaccine doses. For example, if meatpacking plant workers are a prioritized group, then all workers in that group, including undocumented immigrants, must be vaccinated to help assure that the plant is in a position to safely resume essential functions. In addition, to the extent applicable, Recipient will comply with Section 18115 of the CARES Act, with respect to the reporting to the HHS Secretary of results of tests intended to detect SARS-CoV-2 or to diagnose a possible case of COVID-19. Such reporting shall be in accordance with guidance and direction from HHS and/or CDC. HHS laboratory reporting guidance is posted at: <https://www.hhs.gov/sites/default/files/covid-19-laboratory-data-reporting-guidance.pdf>.
- Further, consistent with the full scope of applicable grant regulations (45 C.F.R. 75.322), the purpose of this award, and the underlying funding, the recipient is expected to provide to CDC copies of and/or access to COVID-19 data collected with these funds, including but not limited to data related to COVID-19 testing. CDC will specify in further guidance and directives what is encompassed by this requirement.
- This award is contingent upon agreement by the recipient to comply with existing and future guidance from the HHS Secretary regarding control of the spread of COVID-19. In addition, recipient is expected to flow down these terms to any subaward, to the extent applicable to activities set out in such subaward.

**Unallowable Costs:**

- Resources funded by another HSS Contract or HSS-Cares source
- Purchase of vehicles
- Reimbursement of pre-award costs
- Research
- Indirect costs associated with the award
- Food and/or water for events
- Hospital bill or insurance claims
- Clinical care (except as otherwise noted in Domain 5 and as may be provided in further guidance from CDC)
- Publicity and propaganda (lobbying):
- Other than for normal and recognized executive-legislative relationships, no funds may be used for:
  - publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
  - the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body
  - See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients: [https://www.cdc.gov/grants/documents/Anti-Lobbying\\_Restrictions\\_for\\_CDC\\_Grantees\\_July\\_2012.pdf](https://www.cdc.gov/grants/documents/Anti-Lobbying_Restrictions_for_CDC_Grantees_July_2012.pdf)
  - All unallowable costs cited in CDC-RFA-TP18-1802 remain in effect, unless specifically amended in this guidance, in accordance with 45 CFR Part 75 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.

VII. CONTACT INFORMATION

DPH-EOC primary point of contact: Marie Jackman  
Division of Public Health, COVID Public Health Specialist  
3601 C Street, Suite 722  
Anchorage AK 99503  
Office: 907-310-6092  
Email: [marie.jackman@alaska.gov](mailto:marie.jackman@alaska.gov)

City of Unalaska primary point of contact: Patrick Shipp  
City of Unalaska, Fire Chief  
Office: 907-581-5330  
Email: [pshipp@ci.unalaska.ak.us](mailto:pshipp@ci.unalaska.ak.us)


City of Unalaska finance contact: Edward Keough  
City of Unalaska, Finance Director  
Office: 907-581-1251 Ext. 3111  
Email: [ekeough@ci.unalaska.ak.us](mailto:ekeough@ci.unalaska.ak.us)

City of Unalaska additional contact: Erin Reinders  
City of Unalaska, City Manager  
Office: 907-581-1251  
Email: [ereinders@ci.unalaska.ak.us](mailto:ereinders@ci.unalaska.ak.us)

VIII. SIGNATURES

By signature of the below, both parties agree to the terms of this MOA.

City of Unalaska

By:  \_\_\_\_\_ Date: 4/6/21  
Erin Reinders, City Manager, City of Unalaska

State of Alaska

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Marie Jackman, DPH-EOC Program Contact

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Heidi Hedberg, EOC/Unified Commander & DPH Director

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Jason Grove, Procurement Manager