

Regular Meeting
Tuesday, September 13, 2022
6:00 p.m.



Unalaska City Hall
Council Chambers
43 Raven Way

Council Members
Thomas D. Bell
Darin Nicholson
Daneen Looby

Council Members
Dennis M. Robinson
Alejandro R. Tungul
Shari Coleman

*To Provide a Sustainable Quality of Life
Through Excellent Stewardship of Government*

UNALASKA CITY COUNCIL

P. O. Box 610 • Unalaska, Alaska 99685
Tel (907) 581-1251 • Fax (907) 581-1417 • www.ci.unalaska.ak.us

Mayor: Vincent M. Tutiakoff Sr. **City Manager:** Chris Hladick
City Clerk: Marjie Veeder, mveeder@ci.unalaska.ak.us

COUNCIL MEETING ATTENDANCE

The community is encouraged to attend meetings of the City Council:

- In person at City Hall
- Online via ZOOM (link, meeting ID & password below)
- By telephone (toll and toll free numbers, meeting ID & password below)
- Listen on KUCB TV Channel 8 or Radio Station 89.7

PUBLIC COMMENT

The Mayor and City Council value and encourage community input at meetings of the City Council. There is a time limit of 3 minutes per person, per topic. Options for public comment:

- In person
- By telephone or ZOOM - notify the City Clerk if you'd like to provide comment using ZOOM features (chat message or raise your hand); or *9 by telephone to raise your hand; or you may notify the City Clerk during regular business hours in advance of the meeting
- Written comment is accepted up to one hour before the meeting begins by email, regular mail, fax or hand delivery to the City Clerk, and will be read during the meeting; include your name

ZOOM MEETING LINK: <https://us02web.zoom.us/j/85203975430>

Meeting ID: 852 0397 5430 / **Passcode:** 977526

TELEPHONE: Meeting ID: 852 0397 5430 / **Passcode:** 977526

Toll Free numbers: (833) 548-0276; or (833) 548-0282; or (877) 853-5247; or (888) 788-0099

Non Toll Free numbers: (253) 215-8782; or (346) 248-7799; or (669) 900-9128

AGENDA

1. **Call to order**
2. **Roll call**
3. **Pledge of Allegiance**
4. **Recognition of Visitors**
5. **Adoption of Agenda**
6. **Approve Minutes of Previous Meetings:** [August 9](#); [August 19](#); and [August 25, 2022](#)

7. **Reports**

- a. [City Manager](#)

8. **Community Input & Announcements** *Members of the public may provide information to council or make announcements of interest to the community. Three-minute time limit per person.*

9. **Public Comment on Agenda Items** *Time for members of the public to provide information to Council regarding items on the agenda. Members of the public may also speak when the issue comes up on the regular agenda by signing up with the City Clerk. Three-minute time limit per person.*

10. **Work Session** *Work sessions are for planning purposes, or studying and discussing issues before the Council.*

- a. Presentation: [Annual Audit Planning, Fiscal Year Ended June 30, 2022](#) - Kelly Mayes, BDO Assurance Manager
- b. Presentation and Discussion: [Lease spaces in the Tom Madsen Airport Terminal Building](#) – Peggy McLaughlin, Director of Ports & Harbors
- c. Presentation and Discussion: [Proposed code change to allow council participation by telephone in executive session; and adding “other electronic means”](#) – Marjie Veeder, City Clerk

11. **Consent Agenda** *Approval of non-controversial or routine items, accomplished without debate and with a single motion and vote. Council members may request an item be moved to the regular agenda for discussion purposes.*

- a. [Resolution 2022-37: Authorizing the Sale of Surplus Personal Property](#)
- b. [Resolution 2022-38: Appointing Judges and Clerks for the Regular Municipal Election on October 4 2022, and Judges to serve on the Canvass Committee](#)
- c. [Resolution 2022-39: Approving the Mayor’s Appointment of Noel Rea to the Parks, Culture and Recreation Committee](#)

12. **Regular Agenda** *Persons wishing to speak on regular agenda items must sign up with the City Clerk. Three-minute time limit per person.*

- a. [Reconsider Resolution 2022-32 Authorizing the City Manager to enter into a sublease agreement with TransNorthern, LLC / Dena’ina Air Taxi for Space “A” at the Tom Madsen Airport Terminal Building](#)
- b. [Resolution 2022-40: Authorizing the City Manager to enter into an agreement with OptimEra for electric lineman services](#)
- c. [Approve travel for the Mayor and/or City Council Members to the October meeting of the North Pacific Fishery Management Council in Anchorage, Alaska \(October 6-11\)](#)

13. **Council Directives to City Manager**

14. **Community Input & Announcements** *Members of the public may provide information to council or make announcements of interest to the community. Three-minute time limit per person.*

15. **Adjournment**

Regular Meeting
Tuesday, August 9, 2022
6:00 p.m.



Unalaska City Hall
Council Chambers
43 Raven Way

Council Members
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Daneen Looby

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MINUTES

1. **Call to order.** Council Member Alejandro Tungul called the regular meeting of the Unalaska City Council to order on August 9, 2022, at 6:00 p.m.

Appointment of Mayor Pro Tem. Nicholson made a motion to appoint Tungul as Mayor Pro Tem, second by Looby. There being no objection, motion adopted by consensus.

2. **Roll call.** Acting City Clerk called the roll. Council Members Bell, Coleman, Looby, Nicholson and Tungul were present in person, with Mayor Tutiakoff participating via Zoom; Council Member Robinson was absent. Mayor Pro Tem announced establishment of a quorum.

Looby read the City's Mission Statement: To provide a sustainable quality of life through excellent stewardship of government.

3. **Pledge of Allegiance.** Tungul led the Pledge of Allegiance.
4. **Recognition of Visitors.** Mayor Pro Tem recognized Amy Stanford, City of Unalaska's HR Director.
5. **Adoption of Agenda.** Coleman moved to adopt the agenda with second by Bell. There being no objection, the agenda was adopted by consensus.
6. **Approve Minutes of Previous Meeting.** Looby moved to approve the proposed minutes of the July 26, 2022 council meeting as presented, with second by Nicholson. There being no objection, the proposed minutes were approved by consensus.

7. Reports

- a. The Financial Reports for June 2022 were included in the packet. Interim Finance Director Clay Darnell responded to Council questions.
- b. The City Manager's Report was included in the packet. Steve Tompkins, Acting DPU Director responded Council questions.

8. **Community Input & Announcements.** The Mayor Pro Tem provided an opportunity for community input and announcements, which were offered by: Roger Blakeley, PCR Director mentioned the following events: Heart of the Aleutians Festival will be on Saturday, August 20, 2022 from 12 pm until 6 pm. Lip Sync contest will be at 2:00 pm on the same date, Bunker Hill Endurance Challenge will be on August 27, the 7th Annual Silver Salmon Derby will be from September 2-16. Acting City Clerk mentioned that the State Primary & Special Election will be on August 16th, deadline for 1st

half property tax payment and the deadline to declare candidacy for Mayor, Council seats C and D and School Board seats C and D will be on August 22, 2022 and finally, local municipal election will be on October 4, 2022.

9. **Public Comment on Agenda Items.** None.

10. **Public Hearing**

- a. The Mayor Pro Tem opened the Public Hearing for Ordinance 2022-12: Approving a Zoning Amendment from Holding Zone to Marine Dependent/Industrial on Lot 2, USS 8449 (LFS Captains Bay). No testimony offered; hearing closed.
- b. The Mayor Pro Tem opened the Public Hearing for Ordinance 2022-13: Approving a Zoning Amendment from Unzoned Tidelands to Developable Tidelands District for 1.156 acres adjacent to Tract A, ATS 1360 Tidelands Area. No testimony offered; hearing closed.
- c. The Mayor Pro Tem opened the Public Hearing for Ordinance 2022-14: Creating Budget Amendment #1 to the Fiscal Year 2023 Budget, appropriating \$647,220 from the General Fund for an increase to the Public Library Improvements Project. No testimony offered; hearing closed.
- d. The Mayor Pro Tem opened the Public Hearing for Ordinance 2022-15: Authorizing the City Manager to dispose of personal property, specifically a 1997 Pierce Saber Aerial Apparatus, to an Alaska Municipal Corporation or agency thereof. No testimony offered; hearing closed.

11. **Work Session.** Nicholson moved to go into work session; second by Bell. There being no objection, the Mayor Pro Tem announced council is in work session.

Work Session began at 6:22 p.m.

Review Brownfields Plan – Thomas Roufus, Associate Planner

The Mayor Pro Tem provided the opportunity for public comment. None provided. Thomas Roufus and Bil Homka responded to Council questions.

Coleman moved to reconvene to regular session; second by Bell. No objection.

Back in regular session at 6:49 p.m.

12. **Consent Agenda.** Bell moved to adopt the items on the Consent Agenda, listed below; second by Nicholson. Roll Call Vote: all Council Members voted in the affirmative; motion adopted 5-0, adopting all items on the Consent Agenda.

- a. Ordinance 2022-12: Approving a Zoning Amendment from Holding Zone to Marine Dependent/Industrial on Lot 2, USS 8449 (LFS Captains Bay)
- b. Ordinance 2022-13: Approving a Zoning Amendment from Unzoned Tidelands to Developable Tidelands District for 1.156 acres adjacent to Tract A, ATS 1360 Tidelands Area
- c. Ordinance 2022-15: Authorizing the City Manager to dispose of personal property, specifically a 1997 Pierce Saber Aerial Apparatus, to an Alaska Municipal Corporation or agency thereof

13. Regular Agenda

- a. Ordinance 2022-14: 2nd reading, Creating Budget Amendment #1 to the Fiscal Year 2023 Budget, appropriating \$647,220 from the General Fund for an increase to the Public Library Improvements Project

Coleman moved to adopt Ordinance 2022-14; second by Nicholson.

The City Manager reviewed the proposed Ordinance and responded to Council questions.

The Mayor Pro Tem provided the opportunity for public comment; none offered.

Roll call vote: all council members voted in the affirmative; motion passed 5-0.

- b. Resolution 2022-36: Approving Unalaska Senior Citizens to retain and reallocate FY22 and FY23 grant funding for the purchase of a vehicle

Looby moved to adopt Resolution 2022-36; second by Bell.

The City Manager reviewed the proposed Resolution and responded to Council questions.

The Mayor Pro Tem provided the opportunity for public comment; none offered.

Roll call vote: all council members voted in the affirmative; motion passed 5-0.

14. **Community Input & Announcements.** The Mayor Pro Tem provided a final opportunity for community input and announcements; none offered.

15. **Council Directives to City Manager.** None

16. **Executive Session.** Nicholson moved to go into Executive Session to discuss the candidates for City Manager, a matter which, if discussed in public, may harm the reputation of one or more of the candidates. Present in Executive Session will be Council Members physically present, Chris Hladick and Mayor Tutiakoff by telephone and Human Resources Manager Amy Stanford. Second by Bell. There being no objection, the Mayor Pro Tem announced Executive Session beginning at 7:06 p.m.

- a. Discuss City Manager Applicants

On motion by Bell and second by Nicholson, with no objection, Executive Session ended at 7:57 p.m.

Back on the record at 7:59 p.m.

The Mayor Pro Tem announced that no formal action was taken in Executive Session.

17. **Adjournment.** Having completed all items on the agenda, the Mayor Pro Tem adjourned the meeting at 8:00 p.m.

These minutes were approved by the Unalaska City Council on September 13, 2022.

Marjie Veeder, CMC
City Clerk

Special Meeting
Friday, August 19, 2022
6:00 p.m.



Unalaska City Hall
Council Chambers
43 Raven Way

Council Members
Thomas D. Bell
Darin Nicholson
Daneen Looby

Council Members
Dennis M. Robinson
Alejandro R. Tungul
Shari Coleman

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MINUTES

1. **Call to order.** Mayor Tutiakoff called the special meeting of the Unalaska City Council to order on August 19, 2022 at 6:00 p.m.
2. **Roll call.** The Mayor and Council Members Bell, Coleman, Looby, Nicholson and Tungul were present in person while Robinson was absent. The Mayor announced quorum was established.
3. **Executive Session.** Coleman moved to go into Executive Session to interview a candidate for city manager and discuss city manager candidates, matters which, if discussed in public, could harm the reputation of one or more of the candidates. Present in executive session will be the Mayor, City Council Members physically present, Interim City Manager Chris Hladick and HR Manager Amy Stanford. Second by Tungul.
There being no objection, the Mayor announced Executive Session beginning at 6:03 p.m.
 - a. Interview City Manager Candidate Stephen JellieOn motion by Tungul and second by Bell, with no objection, Executive Session ended at 8:29 p.m.
4. **Adjournment.** Having completed all items on the agenda, the Mayor adjourned the meeting at 8:29 p.m.

These minutes were approved by the Unalaska City Council on September 13, 2022.

Marjie Veeder, CMC
City Clerk

Special Meeting
Thursday, August 25, 2022
6:00 p.m.



Unalaska City Hall
Council Chambers
43 Raven Way

Council Members
Thomas D. Bell
Darin Nicholson
Daneen Looby

Council Members
Dennis M. Robinson
Alejandro R. Tungul
Shari Coleman

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Mayor: Vincent M. Tutiakoff Sr. **City Manager:** Chris Hladick
City Clerk: Marjie Veeder, mveeder@ci.unalaska.ak.us

MINUTES

1. **Call to order.** Mayor Tutiakoff called the special meeting of the Unalaska City Council to order on August 19, 2022 at 6:02 p.m.
2. **Roll call.** The Mayor and Council Members Coleman, Looby, Nicholson, Tungul and Robinson (arrived late) were present in person while Bell was absent. The Mayor announced a quorum was established.
3. **Executive Session.** Looby moved to go into Executive Session to interview a candidate for city manager and discuss city manager candidates, matters which, if discussed in public, could harm the reputation of one or more of the candidates. Present in executive session will be the Mayor, City Council Members physically present, Interim City Manager Chris Hladick and HR Manager Amy Stanford. Second by Nicholson.

There being no objection, the Mayor announced Executive Session beginning at 6:05 p.m.
 - a. Interview City Manager Candidate William HomkaOn motion by Robinson and second by Tungul, with no objection, Executive Session ended at 7:58 p.m.
4. **Adjournment.** Having completed all items on the agenda, the Mayor adjourned the meeting at 8:00 p.m.

These minutes were approved by the Unalaska City Council on September 13, 2022.

Marjie Veeder, CMC
City Clerk

Manager's Report
September 13, 2022

From: Chris Hladick, Interim City Manager
Bil Homka, Acting City Manager

1. **Janet Coit, Assistant Administrator for NMFS:** I believe her visit to Unalaska on the 26th of August was a success. The reception that night was well attended. Thanks to the mayor and council members who attended. I saw her off on Saturday and she said she really enjoyed getting to come to Unalaska.
2. **Fireworks:** Council's FY23 budget contains \$35,000 for fireworks, plus \$5,000 for additional expenses. Based on an informal estimate from Lantis, the New Year's Eve show will cost approximately \$35,000 (14% increase over last year). Additional funds are also needed to complete and repair the fireworks trailer and it is believed that \$5,000 will not cover the cost of completing and repairing the trailer. Please see the attached memo from the Acting Fire Chief for further information. Council must decide if they want to pay for two shows in FY23 – New Year's Eve and 4th of July. If the decision is made for two shows, a budget amendment will be needed to cover the cost of a 4th of July show. Staff requests a directive to the City Manager with Council's wishes.
3. **Alaska Airlines:** I am working on putting together a teleconference with Alaska, Ravn, and representatives of the Seafood processing community to talk about air service. Waiting to hear back from Scott Haberstadt of Alaska Airlines.
4. **FAA:** Apparently the FAA is making a determination in regards to designation for Unalaska and Sand Point so that Saab 2000 can land in both communities. Have been trying to get to the bottom of this for several days now. Apparently the FAA representative is moving to Anchorage and is in transit. The third one in two years. Even if the designation is made, Aleutian Airways only has approval one on Saab which means scheduled air service will not start until the second one comes on line.
5. **Dredging of the Bar:** The Corps of engineers will begin benthic surveys of the bar in September and October. This information is needed to finalize the design of the channel they plan to construct coming across the bar at the entrance of Dutch Harbor. It is so good to have this project moving. Brad Gilman and I started this process in the 2008 timeframe. Thanks to Senator Murkowski for the recent congressionally directed spending to make this project happen. The question is, once we dredge the bar how big will the ships be that come in and can we service them? The local Marine Pilots were instrumental in getting the project started and assisting the Corps with much needed information about the problems ships were having at low tide.
6. **Captain's Bay Road:** Bil Homka is working on a detailed plan for the project which will be presented to the council as there will be some decisions to make about amenities, etc. Additionally, what Trident decides will impact the scope of the project. This is definitely a priority for staff right now.

7. **Terminal Facility:** Later this fall staff in the planning department will present to the city council a draft of a public process for addressing the Terminal Facility. We need to start now.
8. **Federal Guests:** On Sept. 7 Bil Homka participated in meetings organized by the Q-Tribe and Ounalashka Corporation. Guests in attendance included Alicia Sylvester, Senior Advisor and Liaison for Native American Affairs for the Department of Defense and Anisha Downs, National Program Manager at US Army Corps of Engineers.
9. **Vacation:** I will be out of pocket from Sept 7th - 15th. Bil Homka will be in charge while I am away.



City of Unalaska
Fire & Emergency Medical Services
29 Safety Way / POB 370
Unalaska, Alaska 99685
TEL (907) 581-5330 FAX (907) 581-5024



MEMO

Date: 09/04/2022

To: Chris Hladick, Interim City Manager

From: Ben Knowles, Acting Fire Chief

Re: Fireworks FY23

This memo is to serve as information by providing background for community fireworks in the 2023 fiscal year. I believe that this budget needs to be revisited and discussed upon to alleviate potential funding issues for future community fireworks displays.

The Unalaska Fire Department (UFD) and Department of Public Works (DPW) has been predominately operating the fireworks for the city since FY22. Last year DPW worked hard to construct a 52 foot trailer that can be dedicated to 1.3g (commercial/professional grade) fireworks display. This was the more fiscally responsible way to handle the amount of damage that we were doing to the road divisions "low-boy" trailer each year. The trailer frame and bed is complete but still needs to have racks and firing boards built and installed to render it useable for a display.

The city council budget is about \$40,000 dollars allocated in a line item for what is believed to cover both NYE and Independence Day fireworks shows within the fiscal year. After a preliminary inquiry with Lantis fireworks, who historically has been our recipient of the funds, approximates that the show for NYE 2023 will cost about \$35,000. This cost is a 14% increase from last year. This leaves us with no contingency for the NYE 2023 display and a zero balance to fund Independence Day 2023.

Independence Day 2022 was covered by a community support grant to the Alaska State Firefighters Association – Unalaska Chapter and was a 1.4g (consumer/non-professional) fireworks show. That grant was awarded for \$20,000.

CC: Michelle Price; Tom Cohenour



REPORT TO MEMBERS OF THE CITY
COUNCIL

CITY OF UNALASKA

AUDIT PLANNING: YEAR ENDED JUNE 30, 2022

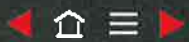


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FULL REPORT

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The following communication was prepared as part of our audit, has consequential limitations, and is intended solely for the information and use of those charged with governance (e.g., City Council) and, if appropriate, management of the City, and is not intended and should not be used by anyone other than these specified parties.



Welcome

July 19, 2022

Members of the City Council
City of Unalaska

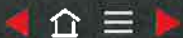
Professional standards require us to communicate with you regarding matters related to the audit that are, in our professional judgment, significant and relevant to your responsibilities in overseeing the financial reporting process. This document provides an overview of our plan for the audit of the financial statements, schedule of expenditures of federal awards and schedule of state financial assistance of City of Unalaska, Alaska (the City) as of and for the year ended June 30, 2022, including a summary of the nature, scope, and timing of the planned audit work.

We are pleased to be of service to the City and look forward to discussing our audit plan, as well as other matters that may be of interest to you.

Respectfully,

BDO USA, LLP

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Executive Summary





Responsibilities

BDO USA, LLP, as your auditor, is responsible for forming and expressing an opinion(s) about whether the financial statements, the schedule of expenditures of federal awards, and the schedule of state financial assistance that have been prepared by management, with your oversight, are prepared, in all material respects, in conformity with accounting principles generally accepted in the United States of America. In addition, our audit will be conducted in accordance with standards for financial audits contained in the *Government Auditing Standards*, issued by the Comptroller General of the United States, Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards* (Uniform Guidance) and *State of Alaska Audit Guide and Compliance Supplement for State Single Audits* (State Audit Guide). The audit of the financial statements does not relieve you of your responsibilities and does not relieve management of their responsibilities. The engagement letter, a copy of which has been provided to you, includes specific details regarding the auditor's and management's responsibilities.

Audit Strategy

Overall, our audit strategy is to assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design further audit procedures responsive to assessed risks. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. In connection with our audit, we will obtain a sufficient understanding of the City's internal control to plan the audit of the financial statements. However, such understanding is required for the purposes of determining our audit procedures and not to provide any assurance concerning such internal control. In addition, *Government Auditing Standards* require that we also plan and perform the audit to obtain reasonable assurance about whether the City has complied with applicable laws, regulations and the terms and conditions of the federal and state awards that may have a direct and material effect on each of City's major federal and state programs.

We focus on areas with higher risk of material misstatement (whether due to error or fraud). Our audit strategy includes consideration of:

- ▶ prior year audit results together with current year preliminary analytical review, including discussions with management and those charged with governance regarding the City's operations,
- ▶ inherent risk within the City,
- ▶ recent developments within the industry, regulatory environment and general economic conditions,
- ▶ recently issued and effective accounting and financial reporting guidance,
- ▶ the City's significant accounting policies and procedures, including those requiring significant management judgments and estimates and those related to significant unusual transactions,
- ▶ the control environment and the possibility that the control system and procedures may fail to prevent or detect a material error or fraud,
- ▶ Information about systems and the computer environment in which the related systems operate,
- ▶ a continual assessment of materiality thresholds based upon qualitative and quantitative factors affecting the City, and
- ▶ internal control over compliance with requirements that could have a direct and material effect on a major federal and state program in order to determine our auditing procedures.

Planned Scope

Based upon our initial assessment, our planned scope for the audit is described below:

- ▶ The areas indicated below relate to significant and normal risks identified during our risk assessment procedures:
 - Management Override of Controls
 - Fraud Risk
 - Revenue Recognition
 - Federal and State Grants
 - Solid Waste Landfill
 - Implementation of GASB Statement 87 - Leases
 - Pension and Other Post employment Benefits and Related Disclosures
 - Single Audit in Accordance with the Uniform Guidance and State Single Audit Guide
 - Evaluation of Related Party Relationships and Transactions
 - Other Matters, including Significant Unusual Transactions
- ▶ Our audit strategy involves extensive partner involvement in all aspects of the planning and execution of the audit. Our goals include focusing resources on high-risk areas and other areas of concern for management and the City Council.
- ▶ Overview of the nature of the audit of group financial statements:
 - The audit of the City requires financial presentation for all components of the reporting entity. The reporting entity is comprised of the City, itself (its funds and accounts) as well as its "component units" as defined by GAAP. This collection of individual reporting entities comprises the "Group". The City audit is considered the "Group Audit".
 - Included within the reporting entity is Unalaska City School District (UCSD). The component unit is audited by separate accounting firm, Altman, Rogers & Co., the component auditor. As part of our planned audit strategy, we will initiate required communication with the component auditor to include confirmation of their independence with respect to the entire group, identification of related parties of the component entity, identification of audit risks, and other required communication.



Planned Scope

- ▶ We will plan and perform the audit of the financial statements for the year ended June 30, 2022, in accordance with *Government Auditing Standards*.
- ▶ We will consider the City's internal control over financial reporting as a basis for designing audit procedures for the purpose of expressing our opinion(s) on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- ▶ We will perform tests of compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions is not an objective of our audit.
- ▶ We will plan and perform the audit of the Schedule of Expenditures of Federal Awards (SEFA) and Schedule of State Financial Assistance (SSFA) for the year ended June 30, 2022, in accordance with GAS, the Uniform Guidance and the State Audit Guide and will issue an in relation to opinion.
- ▶ We will consider internal control over compliance with requirements that could have a direct and material effect on a major federal and state program in order to determine our auditing procedures for the purpose of expressing an opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance and the State Audit Guide.



Overall Audit Timeline

The following represents our anticipated schedule with regard to our audit of the annual financial statements of the City:

	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Planning	✓	✓	✓					
Interim Fieldwork				✓				
Year-End Fieldwork					✓	✓	✓	
Release Reports on Financial Statements							✓	✓



Independence

Our engagement letter to you dated July 19, 2022, describes our responsibilities in accordance with professional standards and certain regulatory authorities with regard to independence and the performance of our services. This letter also stipulates the responsibilities of the City with respect to independence as agreed to by the City. Please refer to that letter for further information.

Client Service Team

As a matter of policy, we attempt to provide continuity of service to our clients to the greatest extent possible. Where engagement team rotation is necessary, we will discuss this matter with you and determine the appropriate individual to be assigned to the engagement based on particular experience, expertise, and engagement needs.

We are pleased to be of service to the City and look forward to answering questions you may have regarding our audit plan as well as other matters that may be of interest to you.

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KEVIN LAEMMRICH
Assurance Senior
(907) 770-2239 / klaemmrich@bdo.com



Appendix



Implementation of New GASB Standards

The Governmental Accounting Standards Board (GASB) has issued several new accounting standards with upcoming implementation dates (effective dates are adjusted for the issuance of GASB Statement No. 95, Postponement of the Effective Dates of Certain Authoritative Guidance). The statements are as follows:

- *GASB Statement No. 87 - Leases* - Effective for year-end June 30, 2022, This Statement addresses accounting and financial reporting for certain lease assets and liabilities for leases that previously were classified as operating leases. This Statement establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset.
- *GASB Statement No. 89 - Accounting for Interest Cost Incurred before the End of a Construction Period* - Effective for year-end June 30, 2022. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus.

Implementation of New GASB Standards, continued

- *GASB Statement No. 91 - Conduit Debt Obligations* - Effective for year-end June 30, 2023. This Statement provides a single method of reporting conduit debt obligations by issuers and eliminates diversity in practice associated with commitments extended by issuers, arrangements associated with conduit obligations, and related note disclosures. This Statement clarifies the definition of a conduit debt obligation and establishes standards for related accounting and financial reporting.
- *GASB Statement No. 92 - Omnibus 2020* - Provisions of this Statement related to the effective date of Statement No. 87 and Implementation Guide 2019-3, reinsurance recoveries, and terminology used to refer to derivative instruments are effective upon issuance. The effective date for all other provisions of the Statement are to be implemented for year-end June 30, 2022. This Statement addresses a variety of topics such as leases, the applicability of Statement No. 73 and Statement No. 74 for reporting assets accumulated for postemployment benefits, the applicability of Statement No. 84 to postemployment benefit arrangements, the measurements of liabilities and assets related to asset retirement obligations in a government acquisition, reporting of public entity risk pools, referencing to nonrecurring fair value measurements, and terminology used to refer to derivative instruments.

Implementation of New GASB Standards, continued

- *GASB Statement No. 93 - Replacement of Interbank Offered Rates* - The provisions of this Statement, except for paragraph 11b, 13 and 14, are required to be implemented for year-end June 30, 2021. The requirements in paragraph 11b, 13 and 14 are required to be implemented for year-end June 30, 2022. This Statement addresses accounting and financial reporting implications that result from the replacement of an interbank offered rate (IBOR).
- *GASB Statement No. 94 - Public-Private and Public-Public Partnerships and Availability Payment Arrangements* - Effective for year-end June 30, 2023. The primary objective of this Statement is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs) and also provides guidance for accounting and financial reporting for availability payment arrangements (APA).
- *GASB Statement No. 96 - Subscription-Based Information Technology Arrangements* - Effective for year-end June 30, 2023. This statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users. This statement, among other things, defines a SBITA, establishes that a SBITA results in a right-to-use subscription asset (an intangible asset) and a corresponding subscription liability, provides capitalization criteria for outlays other than subscription payments, and requires note disclosures regarding a SBITA.

Implementation of New GASB Standards, continued

- *GASB Statement No. 97 - Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans* - Effective for year-end June 30, 2022, except the portion of the pronouncement related to component unit criteria, which is effective for year-end June 30, 2020. This statement modifies certain guidance contained in Statement No. 84 and enhance the relevance, consistency, and comparability of the accounting and financial reporting for Internal Revenue Code (IRC) Section 457 deferred compensation plans (Section 457 plans) that meet the definition of a pension plan and for benefits provided through those plans.
- *GASB Statement No. 98 - The Annual Comprehensive Financial Report* - Effective for year-end June 30, 2022. Earlier application is encouraged. This Statement establishes the term annual comprehensive financial report and its acronym ACFR. That new term and acronym replace instances of comprehensive annual financial report and its acronym in generally accepted accounting principles for state and local governments.

Implementation of New GASB Standards, continued

- *GASB Statement No. 99 - Omnibus 2022* - Provisions of this Statement related to extension of the use of LIBOR, accounting for SNAP distributions, disclosures of nonmonetary transactions, pledges of future revenues by pledging governments, classification of certain provisions in Statement 34, as amended, and terminology updates related to Statement 53 and Statement 63 are effective upon issuance. The effective date for the provisions of this Statement related to leases, PPPs, and SBITAs are to be implemented for year-end June 30, 2023. The effective date for the provisions of this Statement related financial guarantees and the classification and reporting of derivative instruments within the scope of Statement 53 are to be implemented for year-end June 30, 2024.
- *GASB Statement No. 100 - Accounting Changes and Error Corrections* - an amendment of GASB Statement No. 62 - Effective for year-end June 30, 2024. Earlier application is encouraged. The primary objective of this Statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability.

Implementation of New GASB Standards, continued

- *GASB Statement No. 101 - Compensated Absences* - Effective for year-end June 30, 2025. Earlier application is encouraged. The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures.

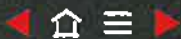
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MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Marjie Veeder, City Clerk
Through: Chris Hladick, City Manager
Date: September 13, 2022
Re: Work Session - Amending code to remove the prohibition of Council Members participating in executive session by telephone; and expanding telephonic participation in meetings to include “other electronic means”

SUMMARY: Since 2017, Unalaska’s Code of Ordinances has prohibited participation in executive session by telephone. At the direction of the former City Manager, the City Clerk prepared a draft ordinance amending code to allow participation in executive session by telephone as well as “other electronic means”; and expanding participation in regular meetings to include “other electronic means”, such as online platforms like Zoom. This is a work session item for discussion this evening to determine if Council is in favor of such an amendment. A proposed ordinance is attached. If Council is in favor, perhaps a directive to the City Manager would be in order to bring forth the ordinance for consideration and action at a future meeting.

PREVIOUS COUNCIL ACTION: Previous Council action related to this section of code includes the following:

1. Ordinance 2006-10, adopted on May 23, 2006: This ordinance added § 2.20.075 to the code and specifically allowed telephonic participation in executive session by mayor and council members, but limited the number of council members participating by telephone to two.
2. Ordinance 2015-09, adopted May 12, 2015: This ordinance added language to § 2.20.075, paragraph (A), but maintained in paragraph (B) the language allowing telephonic participation in executive session.
3. Ordinance 2015-20, adopted November 10, 2015: Again, § 2.20.075(A) was amended, but telephonic participation in executive session was maintained.
4. Ordinance 2017-11, adopted December 12, 2017: Subparagraph (D) was added to § 2.20.075, stating “Council member telephonic participation in executive sessions is prohibited.” This change was made, along with many others, in a comprehensive update of Title 2 in 2017.

BACKGROUND AND DISCUSSION: UCO §2.20.075 is set out below, reflecting the changes proposed by the City Clerk. New language is underlined; and deleted language is ~~overstruck~~.

§ 2.20.075 TELEPHONIC PARTICIPATION BY TELEPHONE OR OTHER ELECTRONIC MEANS

(A) A Council member or the Mayor may participate ~~via~~ by telephone or other electronic means, in any meeting or work session, including executive session, up to six times annually. Additional meetings by telephone or other electronic means

may be considered by the Mayor or Mayor pro-tem depending on the circumstances which prevent the person's physical attendance at the meeting. A City Council meeting or executive session must have at least three members physically present. Any member participating by telephone or other electronic means shall be considered present at the meeting or session for all purposes under this chapter. In order to participate by telephone or other electronic means, the member or the Mayor must declare in advance to the City Clerk that out of town travel or other circumstances prevents physical attendance at the meeting. If the Mayor chooses to participate via telephone or other electronic means, the Council shall appoint a Mayor pro tem to preside in the Mayor's stead.

(B) Notice under this section is acceptable, if provided in writing or via electronic mail, and must include a short description of the circumstances which prevent the person's physical attendance at the meeting.

(C) Telephonic participation shall be refused by the Mayor if, at any time, it appears that technical capabilities or other interference does not allow all persons, whether physically present or not, to hear and engage in discussion. Where practicable, any written materials or other information presented during the meeting should be made available to persons participating via telephone or other electronic means.

~~(D) Council member telephonic participation in executive sessions is prohibited.~~

There are two basic changes proposed: (1) removing the prohibition of participation executive session by telephone; and (2) adding participation by "other electronic means". The changes are discussed separately below.

PROHIBITION OF TELEPHONIC PARTICIPATION IN EXECUTIVE SESSION

The changes to Title 2 adopted in 2017 with Ordinance 2017-11, when the prohibition to telephonic participation in executive session was added, were part of a comprehensive update to Title 2. The pertinent language from Ordinance 2017-11 read as follows:

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

2.20.075 TELEPHONIC PARTICIPATION.

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

The ordinance containing the comprehensive update of Title 2 was discussed at several council meetings over a number of months in 2017. The staff memos from that time do not shed any light on the reason behind the prohibition of telephonic participation in executive session. The memos simply state that the ordinance prohibits telephonic participation in executive session. The

recommendation for the prohibition came from an Ad-Hoc Committee consisting of the then-Mayor and two Council Members, along with the former City Clerk and City Manager. None of the committee members are presently an elected official or employee of the city. At that point in time, our City Attorney was very concerned about the security and confidentiality of executive sessions because anyone who had the number could call in and listen, potentially undetected.

I listened to the audio recordings of the council meetings when this topic was discussed and the security and confidentiality of executive session was a stated concern. One council member stated they were in favor of this prohibition because there was no control over who might be listening to the executive session by telephone, either another party in the room with a council member, or someone calling into the telephone conference line who was not a council member. This concern has been partially addressed by obtaining a new executive session telephone conference number which is not disclosed to anyone but the authorized participants. Also, we can change the executive session call in number as frequently as we choose to do so. Further, if we begin using the Zoom platform for executive session, there are additional security features to prevent uninvited participants listening in on executive session.

If elected officials are to be trusted to maintain the confidentiality of matters discussed in executive session, they should also be trusted not to allow others to listen to the discussion in executive session. The City Attorney has advised elected officials to ensure they are in a private setting while participating remotely, and to take steps to prevent others from overhearing the discussion. Anyone participating in executive session remotely should take these steps.

Another stated concern in 2017 was when council reconvenes to regular session to vote on an issue discussed in executive session. If a council member was out of town and unable to participate in executive session remotely, they are being asked to vote on a matter without the benefit of hearing and participating in the executive session discussion with their fellow council members. Council may recall a recent example of this when two council members participated by telephone in the May 24 council meeting, which was continued on May 26, 2022. These council members were not allowed to participate by telephone in the executive session discussion of three collective bargaining agreements either evening. Following executive session, those council members voted on three resolutions, without the benefit of hearing and participating in that discussion with their fellow council members and staff. This is not an ideal situation.

The Mayor, attorneys, consultants and staff are allowed to participate in executive session by telephone. Council members should be provided the same opportunity.

It would be ideal if all Council Members are physically present at every meeting. The best discourse is had when all participants are present in person with one another, in the same room and able to hear and observe the other participants. There are many nuances of communication that are nonverbal, and this is lost in part during remote participation in meetings, especially since local internet bandwidth doesn't presently support video. For this reason, we propose keeping the restriction to remote participation to six times per year; and keeping the requirement that at least three council members must be physically present.

OTHER ELECTRONIC MEANS

During the COVID-19 pandemic emergency and related social distancing measures, the City Manager issued an Emergency Order suspending the provisions of UCO §2.20.075 regarding council member participation in meetings by telephone. This allowed Council Members to attend

by telephone more than six meetings per year, and also allowed telephonic participation in executive session during the declared emergency.

During this time, the city began using the online meeting platform Zoom for remote participation in council meetings. Online platforms are an improvement over simple telephone conferences, due to the security features and controls available. These features include the ability to mute participants to prevent disruption; displaying documents; virtual waiting rooms (participants must be added to a meeting by the host); and other controls to provide a better experience for all participants, both in chambers and remotely.

The COVID-19 pandemic and associated societal changes demonstrate that remote participation in meetings, including Unalaska City Council meetings, is generally more accepted and expected. Both in business and our personal lives, more and more meetings of all kinds are held electronically. The time has come to amend code to allow participation in City Council meetings by “other electronic means”, including executive sessions.

ALTERNATIVES: Council may choose not to proceed with the proposed ordinance, which means telephonic participation in executive session by council members will continue to be prohibited; and code will not be updated to include participation in meetings by “other electronic means”.

FINANCIAL IMPLICATIONS: None.

LEGAL: City Attorney Brooks Chandler reviewed the proposed ordinance and this memo. Mr. Chandler said he has participated in many, many executive sessions by telephone and a growing number by Zoom; and if he can participate in that manner, it makes sense for council members to as well. His main concern is confidentiality and security: “Members participating by telephone or Zoom need to be careful they are in a private setting. When on a speakerphone or computer speaker, steps to prevent others from overhearing should be taken. ... On balance I think the security concerns are outweighed by the convenience of having more people able to participate. If the ordinance is adopted, I suggest you research whether there are security issues with Zoom and what steps could be taken to limit potential eavesdropping on an executive session held by Zoom.”

STAFF RECOMMENDATION: Staff recommends that code be amended as proposed.

PROPOSED MOTION: If Council is in agreement, we suggest a motion to direct the City Manager to bring the proposed ordinance to Council for consideration at a future meeting.

CITY MANAGER COMMENTS: I support the staff recommendation.

ATTACHMENTS: Proposed ordinance

CITY OF UNALASKA
UNALASKA, ALASKA

ORDINANCE 2022-__

AN ORDINANCE OF THE UNALASKA CITY COUNCIL AMENDING SECTION 2.20.075 OF THE UNALASKA CODE OF ORDINANCES, REMOVING THE PROHIBITION OF COUNCIL MEMBERS PARTICIPATING IN EXECUTIVE SESSION BY TELEPHONE AND INCLUDING PARTICIPATION IN MEETINGS BY OTHER ELECTRONIC MEANS

BE IT ENACTED BY THE UNALASKA CITY COUNCIL, as follows:

Section 1: Classification. This is a Code Ordinance.

Section 2: Amendment of Section 2.20.075. Section 2.20.075 of the Unalaska Code of Ordinances is hereby amended to read as follows, with new language underlined; and deleted language ~~overstruck~~:

§ 2.20.075 TELEPHONIC PARTICIPATION BY TELEPHONE OR OTHER ELECTRONIC MEANS

(A) A Council member or the Mayor may participate ~~via~~ by telephone or other electronic means, in any meeting or work session, including executive session, up to six times annually. Additional meetings by telephone or other electronic means may be considered by the Mayor or Mayor pro-tem depending on the circumstances which prevent the person's physical attendance at the meeting. A City Council meeting or executive session must have at least three members physically present. Any member participating by telephone or other electronic means shall be considered present at the meeting or session for all purposes under this chapter. In order to participate by telephone or other electronic means, the member or the Mayor must declare in advance to the City Clerk that out of town travel or other circumstances prevents physical attendance at the meeting. If the Mayor chooses to participate via telephone or other electronic means, the Council shall appoint a Mayor pro tem to preside in the Mayor's stead.

(B) Notice under this section is acceptable, if provided in writing or via electronic mail, and must include a short description of the circumstances which prevent the person's physical attendance at the meeting.

(C) Telephonic participation shall be refused by the Mayor if, at any time, it appears that technical capabilities or other interference does not allow all persons, whether physically present or not, to hear and engage in discussion. Where practicable, any written materials or other information presented during the meeting should be made available to persons participating via telephone or other electronic means.

~~(D) Council member telephonic participation in executive sessions is prohibited.~~

Section 3: Effective Date. This ordinance shall take effect upon adoption.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on _____
____, 2022.

Vincent M. Tutiakoff, Sr.
Mayor

ATTEST:

Marjie Veeder, CMC
City Clerk

CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION 2022-37

A RESOLUTION OF THE UNALASKA CITY COUNCIL AUTHORIZING THE SALE OF SURPLUS
PERSONAL PROPERTY

WHEREAS, City owned personal property becomes surplus from time to time and requires disposal; and

WHEREAS, Unalaska City Code § 7.20.010(B) provides that Council shall determine, by resolution, which method or methods shall be used for disposal of personal property valued at less than \$25,000; and

WHEREAS, the attached list of personal property proposed for disposal includes items valued at less than \$25,000.

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council authorizes the City Manager to dispose of the surplus personal property contained on the attached list.

BE IT FURTHER RESOLVED THAT the method of disposal will be by public outcry auction to the highest bidder.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on September 13, 2022.

Vincent M. Tutiakoff, Sr.
Mayor

ATTEST:

Marjie Veeder, CMC
City Clerk

Surplus Sale FY23

9/1/2022

Quantity	Unit	Description	Condition	Estimated Value Each
City Manager's Office				
7	box	Hospital Spray Surface Disinfectant	Good	50.00

City Hall Admin

8	box	File Folders 8.5x11 (mixed colors)	Fair	5.00
1	each	Electric Heater	Fair	5.00
2	box	Computer ACCS (mixed keyboards, mouse, dvd writer)	Fair	15.00
1	box	Plastic Bottles w/City of Unalaska Logo	New	2.00
1	each	Trash Can, Black 15cm x 15cm	Fair	5.00
1	box	Mixed Christmas Decorations	Fair	10.00
1	box	Wrapped Christmas Boxes	Poor	2.00
4	box	Hanging File Folders 8.5x11 (mixed colors)	Fair	5.00
2	box	Children's Puzzles (5 per box)	Fair	5.00
1	each	Computer Table Extension	Good	10.00
1	each	Metal Office File Organizer	Fair	2.00
1	each	Gray Office Panel, 75cm x 50cm	Good	100.00
4	box	3-Hole Binders (assorted sizes)	Fair	5.00
1	each	2003 Ford Explorer (CH7413)	Poor	200.00

Department of Finance

1	each	3 Hole Punch	Poor	5.00
2	each	Upright File Sorter Organizer	New	10.00
1	each	Single Paper Tray	Fair	3.00
7	each	Printing Calculator	Fair	5.00
4	each	Space Electric Heater	Fair	10.00
2	each	Small Electric Fan	Fair	5.00
1	each	Electric Pencil Sharpener	Fair	3.00

Quantity**Unit****Description****Condition****Estimated Value Each****Department of Finance**

1	each	Bank Supplies Manual Credit Card Imprinter	Fair	10.00
1	each	Manual Credit Card Ribbon	New	5.00
3	each	Desk Drawer Organizer	Fair	3.00
2	each	Clipboards	Fair	5.00
1	each	3 Ring Binder	Fair	2.00
1	each	Massage Chair Cushion	Poor	5.00
2	each	Christmas Lights	Poor	1.00
2	each	HP Laserjet Q5944X	New	10.00
1	each	HP Laserjet CC364X	New	10.00
1	each	HP Laserjet 98A	New	10.00
2	each	Canon GPR 22 Toner	New	20.00
2	each	Canon Bottle Waste Toner	New	20.00
1	each	Coast to Coast Toner Cartridge FX7 Yield Standard	Poor	5.00
1	each	Coast to Coast Toner Cartridge HP 3800 Magenta	Poor	5.00
1	each	Coast to Coast Toner Cartridge HP 3800 Yellow	Poor	5.00
1	each	Laser Toner Cartridge HP 3600/3800	New	10.00
2	each	CANON GPR 22 Drum Unit	New	30.00

Department of Public Safety

23	each	Various Electronics	Fair	10.00
2	each	Office Chair	Poor	5.00
1	each	Paper Shredder	Fair	20.00
5	box	Surgical Mask (50 count)	Good	5.00
2	box	N-95 Surgical Mask (35 count)	Good	5.00
1	each	Spare Tire	Good	30.00
1	each	Printer	Fair	20.00
1	each	Box of Printer Ink	Good	15.00
2	each	Overhead Lamps	Good	5.00
1	each	Portable Room Heater	Fair	5.00

Quantity**Unit****Description****Condition****Estimated Value Each****Department of Public Safety**

1	each	Wall Organizer	Good	10.00
1	each	Phone with Cord	Fair	5.00
1	each	Small Hose	Fair	5.00
1	each	Keyboard	Fair	5.00
1	each	LED Flashlight	Fair	5.00
6	each	Office Organizers	Good	5.00
1	each	Organizer	Fair	5.00
1	each	2005 Ford Explorer (UPD0232)	Poor	200.00

Aquatics Center

1	each	Drinking Fountain	Fair	20.00
1	each	Punching Bag	Bad	5.00
2	each	Blue & Silver Chair	Fair	5.00
1	each	Black Chair	Bad	5.00
1	each	Pool Vacuum	Bad	5.00
1	each	Stairmaster	Fair/Bad	20.00

Department of Parks Culture & Recreation

8	box	Shirts	New	50.00
5	box	Hoodies	New	75.00
1	box	Soccer Gloves	New	20.00
1	box	Shin Guards	New	20.00
2	box	Boxes of Old Games	fair	10.00
1	each	Copier	Good	5,000.00
1	each	Basketball Holder	Good	5.00
4	each	Baseball Bats	New	20.00
1	each	Filing Cabinet	Poor	10.00
3	each	Stools	Poor	10.00

Quantity**Unit****Description****Condition****Estimated Value Each****Department of Parks Culture & Recreation**

1	each	Teeter Totter	Poor	10.00
1	each	Effort Poster and Frame	Good	5.00
1	each	Computer Stand	Poor	10.00
1	each	DVD/VHS Player	poor	10.00
1	each	Wall Panel Kit	Good	5.00
1	each	Blue Broken Chair	poor	10.00
1	each	Broken Chair/Table	Poor	10.00
1	each	Broken White Board	Poor	5.00
4	each	Guitar Hero Guitars	Poor	5.00
1	each	Desk	Fair	50.00
3	each	Black Chairs	Poor	20.00
2	box	Laser Tag Equipment	Poor	5.00
1	box	Scoreboard Controller	Fair	20.00
1	each	Wooden Cabinet	Poor	20.00
2	each	Scales	Fair	20.00
4	box	Assorted Sports Equipment	Fair	10.00
1	each	Bag of Soccer Balls	Fair	25.00
1	box	Assorted Christmas/Halloween Decorations	Fair	10.00
3	each	Archery Targets	Fair	20.00

Department of Public Works / Admin Division

2	each	Desktop computer raiser	Good	5.00
2	each	HP 61 XL ink cartridge - black	Good	10.00
3	each	HP 61 XL ink cartridge - tri color	Good	10.00
2	each	Clipboards with two hole punch rings	Good	1.00
2	each	Paper tray organizer	Good	5.00
1	each	Multi-folder stand	Fair	1.00
1	each	Glass container with stand	Fair	5.00
1	each	Computer stand - Desktop	Fair	1.00

Quantity**Unit****Description****Condition****Estimated Value Each****Department of Public Works / Admin Division**

Quantity	Unit	Description	Condition	Estimated Value Each
1	each	Handshake grip mouse	Fair	5.00
1	each	Metal Paper Organizer	Good	5.00
1	each	HP Desk Jet 3000 Printer	Fair	10.00
1	each	VeryKool Phone	Good	5.00
1	each	BD 7-77 Plus Lubricant	Good/Full	5.00
1	each	HP 51650M Cartridge (Design Jet 650C) Magenta	Good	10.00
2	each	HP Ink Cartridge (Design Jet Series 1000) Magenta	Good	10.00
1	each	Black Toner for anon Image Runner Advance	Good	10.00
1	each	Portable Heater	Good	10.00
4	each	Box of Carboard Boxes (10ct)	Good	10.00
2	each	Smead 1-31 File Organizer	Good/New	1.00
2	each	Smead A-Z File Organizer	Good/New	1.00
1	each	Acrylic Desktop Stand	Good	5.00
1	each	Mouse Pad	Good	1.00
1	each	Audiovisual cable	Good	5.00
1	each	2m Black Straight Through Serial Cable - 6.6ft/2m	Good/New	5.00
2	each	6ft Straight Through Serial Cable - 6ft/1.8m	Good/New	5.00
1	each	DB9 Male to Female Cable - 6ft	Good/New	5.00
1	each	Keyspan with cords	Good	5.00
1	each	6ft USB 2.0 A-Male to B-Male Cord	Good/New	5.00
1	each	Cable, USB, DSTP, USBAM/USBAF, 6', Extension Cord	Good/New	5.00
1	each	Sensus Unipro Communicator	Good	10.00
6	each	Hydrant Pressure Recoders	Good	50.00
1	each	Data Transfer Cable	Good	5.00
1	each	Risa Technologies - 3D Version Manual Book Set and Softw	Good	1.00
2	each	Solarpanels	Good	8,500.00
41	each	Small Windtower Sections	Good/Fair	100.00
31	each	Large Windtower Sections	Good/Fair	100.00
1	each	Leico DNA03 Precision Digital Survey Level	Fair	1,000.00

Quantity	Unit	Description	Condition	Estimated Value Each
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Department of Public Works / Admin Division

1	each	Topcon GTS 223 ElectronicStation w/2 Battery Chargers	Fair	1,500.00
1	each	2000 Ford F150 Pickup (PW7449)	Poor	500.00

Department of Public Works / Roads Division

1	each	2000 Volvo Dumptruck w/snow plow (DT5)	Poor	5,000.00
1	each	1991 Cat Loader IT28B (L4)	Poor	1,500.00
1	each	2003 Ford F350 Flatbed (PW4212)	Fair	500.00
1	each	2006 Volvo Road Grader G976 (RG3)	Poor	1,000.00

Department of Public Works / Supply Division

3	each	Hand soap pump adapter	Good	25.55
4	each	Fuse, air compressor	Good	26.34
1	each	Coupler, motor to pump	Good	65.04
9	each	Gasket, flange 1"	Good	7.33
4	each	Mamac sensor	Good	52.84
9	each	Bulb, 70 watt clear	Good	149.50
48	each	Bulb, 60 watt	Good	335.09
5	each	Radio cable adapter	Good	20.53
2	each	Spotlight handle replacement	Good	61.85
10	each	Bulb, dome light	Good	27.61
1	lot	Assorted Light Duty Machinery Parts	Good	9,988.63
1	lot	Assorted Heavy Duty Machinery Parts	Good	5,767.60
7	each	Water inventory Corp Stop	Good	1,986.60
1	each	Water inventory Curb Stop (25-3040)	Good	441.75
16	each	Computer enclosure filters	Good	160.00
1	each	Interior Wood Door (damaged)	Poor	10.00
1	each	Electric Roll Up Window	Good	1,000.00
1	each	Pool Basketball Hoop	Good	200.00

Quantity	Unit	Description	Condition	Estimated Value Each
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Department of Public Works / Vehhicle Maint.

1	each	2003 Ford F150 Ext. Cab Pickup (PW0688)	Poor	200.00
1	each	1996 Ford F350 Flatbed w/Crane (PW8586)	Good	2,000.00

Department of Public Works / Facility Maint.

1	each	2000 Ford F250 Ext. Cab Pickup (PW3448)	Fair	500.00
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Department of Public Utilities / Powerhouse Dept.

1	each	1986 Ford F800 Bucket Truck (E1214)	Poor	5,000.00
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Department of Public Utilities / Electric Dept.

1	each	2001 Ford F550 Bucket Truck (E4117)	Good	10,000.00
1	each	2008 GMC 1-Ton Pickup w/service box (E5629)	Poor	200.00

Department of Public Utilities / Waste Water Division

1	each	1996 CASE Backhoe 580-SL (BH9)	Fair	15,000.00
1	each	2004 Ford F350 Flatbed w/crane (SD5275)	Good	3,000.00
1	each	2004 Ford F150 Pickup (SD5542)	Good	500.00

Department of Public Utilities / Solid Waste Division

1	each	2007 Volvo Loader L20B-P (LF1)	Poor	10,000.00
1	each	2015 Ford F250 Pickup (LF6065)	Poor	200.00

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Trudie Rose-McKeague, Supply Division Supervisor
Through: Tom Cohenour, Director of Public Works and Chris Hladick, Interim City Manager
Date: September 13, 2022
Re: Resolution 2022-37 Authorizing the Sale of Surplus Personal Property

SUMMARY: This memorandum is to request approval for the semi-annual surplus sale scheduled for October 1, 2022 from 11:00 a.m. to 2:00 p.m. and that the sale be by "public outcry" rather than sealed bids.

PREVIOUS COUNCIL ACTION: Council annually authorizes the sale of surplus personal property. For a number of years the public outcry method has been authorized.

BACKGROUND: Each year the Supply Division is responsible for coordinating, collecting, recording and conducting city-wide surplus sales. In the past, surplus sales were conducted through sealed bids, which involved significant time requirements on the part of the Supply Division.

DISCUSSION: We are recommending a "public outcry" type of sale. This will entail members of the public orally bidding on items as they come up for auction. This will eliminate the need for staff to open, read and record each bid placed by a citizen and to deal with multiple bids in the same amount. The problems associated with items not being picked up in a timely manner is also eliminated since all items are to be removed from City property by 3:00 pm on the day of the auction. Any items not removed on the day of auction will be disposed of at the landfill, excluding vehicles. Due to the need to transfer titles, vehicles will not be removed until the following Monday. All vehicles and pieces of equipment will have a minimum bid established using Kelley Blue Book guidelines.

Iliuliuk Family Health Services (Clinic) is looking for vehicle donations to sustain its operations. Clinic CEO Noel Rea submitted a written request seeking vehicles available from the City surplus sale. Donating City vehicles is not our standard practice, but the City has done so in the past:

- October 1999, donated a vehicle to Channel 8 and a vehicle to UCSD
- November 2016, donated two vehicles to UCSD
- Other years, donated two fire trucks to other island communities.

Unalaska Code of Ordinance Chapter 7 outlines the process for donations of and is our guide in disposing of City personal property. The specific section is below:

§ 7.20.010 DISPOSAL OF PERSONAL PROPERTY

(A) The Manager may authorize the abandonment, destruction or recycling of city personal property which has no commercial value or of which the continued care, handling, repair, maintenance, or storage would exceed the proceeds of sale.

(B) Personal property not authorized for abandonment, destruction, or recycling by the Manager and no longer needed for municipal purposes shall be disposed of in one, or more than one, of the following manners:

- (1) By public outcry auction to the highest bidder;
- (2) By public sealed bid auction to the highest bidder;
- (3) To the best qualified proposal who responds to a request for proposal to acquire the property;
- (4) To an educational, religious, charitable or non-profit association or corporation providing service to residents of Unalaska; or
- (5) To the United States, the State of Alaska or an Alaska municipal corporation or any agency or department thereof.

(C) The City Council shall, by resolution, determine which method or methods specified in this section shall be used to dispose of personal property valued at less than \$25,000.

(D) The City Council shall, by ordinance, determine which method or methods specified in this section shall be used for disposal of personal property valued at more than \$25,000.

(E) Personal property not disposed of by the proceeding options will be held for future disposal, or if deemed appropriate, taken to the landfill.

(Am. Ord. 2008-18, passed 10-28-08)

ALTERNATIVES: Council may choose:

1. Not to have a sale and store these items until a later date.
2. Hold a sale by sealed bids, which requires significant staff time.
3. Whether or not to donate surplus vehicles to the Clinic.

FINANCIAL IMPLICATIONS: Revenues from the sale go back into the City's General and Enterprise Funds.

LEGAL: None.

STAFF RECOMMENDATION: Staff recommends adoption of Resolution 2022-37.

PROPOSED MOTION: I move to adopt Resolution 2022-37.

CITY MANAGER COMMENTS: I support adoption of Resolution 2022-37.

ATTACHMENTS: List of surplus personal property

CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION 2022-38

A RESOLUTION OF THE UNALASKA CITY COUNCIL APPOINTING JUDGES AND CLERKS FOR THE REGULAR MUNICIPAL ELECTION ON OCTOBER 4, 2022 AND JUDGES TO SERVE ON THE CANVASS COMMITTEE

WHEREAS, Unalaska City Code § 4.08.020(A) states that before each city election, the City Council shall appoint three election judges to constitute the Election Board, one who is designated the Chair and may appoint two election clerks; and

WHEREAS, Unalaska City Code § 4.04.050 states that wages for non-employee election judges and clerks shall be established by resolution of the City Council; and

WHEREAS, Unalaska City Code § 4.08.020(B) states that the City Council will serve as a canvass committee, or may appoint three judges to constitute the canvass committee, who will canvass all votes after the election judges have completed their tally.

NOW THEREFORE BE IT RESOLVED by the Unalaska City Council that the following persons are appointed judges and clerks for the October 4, 2022 General Election and shall attend at the Unalaska Precinct Polling place, namely Unalaska City Hall, at 7:30 a.m. on October 4, 2022, and shall continue until polls close at 8:00 p.m. Thereafter, the judges and clerks shall count and check all votes cast against the poll listed in the manner required by law:

ELECTION BOARD

Judges:

Marjie Veeder, Chair
Estkarlen Magdaong
Elizabeth Whitaker

Clerks:

Thomas Roufos
Christy Berikoff

BE IT FURTHER RESOLVED that the following persons are appointed as judges to constitute the Canvass Committee, who shall meet on Friday, October 7, 2022, at 10:00 a.m., to canvass all votes after the election judges have completed their tally:

CANVASS COMMITTEE JUDGES

Marjie Veeder, Chair
Estkarlen Magdaong
Shari Coleman

BE IT FURTHER RESOLVED that non-employee election judges and clerks shall be paid fifteen dollars (\$15) per hour.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on September 13, 2022.

Vincent M. Tutiakoff, Sr.
Mayor

ATTEST:

Marjie Veeder, CMC
City Clerk

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Marjie Veeder, City Clerk
Through: Chris Hladick, City Manager
Date: September 13, 2022
Re: Resolution 2022-38: Appointing Judges and Clerks for the regular municipal election on October 4, 2022 and Judges to serve on the Canvass Committee

SUMMARY: City Code requires Council to appoint three judges and council may appoint two clerks to serve as the Election Board for the municipal election to be held on October 4, 2022; and Council is to appoint three judges to serve as the Canvass Committee on October 7, 2022. Resolution 2022-38 accomplishes these mandates.

PREVIOUS COUNCIL ACTION: Council adopts a similar resolution for each local election.

DISCUSSION: UCO 4.08.020 requires appointment of three judges and states council may appoint two clerks to serve as the Election Board, and allows for the City Clerk to appoint additional clerks should the need arise.

City Council is to act as the Canvass Committee or may appoint three judges to constitute the Canvass Committee, which is the option typically taken. Traditionally, one Council member serves on the Canvass Committee and this year Shari Coleman has agreed to serve in this capacity.

Additionally, Code states that Council determines the rate of pay for non-employee election workers by resolution. Resolution 2022-38 sets the hourly rate of pay at \$15 per hour. The City Clerk feels this rate of pay is fair and reasonable and the Clerk's Department budget contains sufficient funds to cover the expense.

ALTERNATIVES: None.

FINANCIAL IMPLICATIONS: Pay for non-employee election workers is included in the Clerk's Office FY23 budget.

STAFF RECOMMENDATION: Staff recommends adoption of Resolution 2022-38.

PROPOSED MOTION: This is a consent agenda item and will be included in the motion to adopt the consent agenda.

CITY MANAGER'S COMMENTS: The City Manager concurs with the Staff Recommendation.

CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION 2022-39

A RESOLUTION OF THE UNALASKA CITY COUNCIL APPROVING THE MAYOR'S APPOINTMENT OF NOEL REA TO THE PARKS, CULTURE AND RECREATION COMMITTEE

WHEREAS, there exists a vacancy on the Parks, Culture and Recreation Committee due to the resignation of Cameron Dean; and

WHEREAS, Unalaska City Code § 2.60.040 states that board members shall be appointed by the Mayor, subject to approval of the City Council; and

WHEREAS, Mayor Tutiakoff has appointed Noel Rea to the vacant seat and submits the appointment for approval by the City Council.

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council approves the appointment of Noel Rea to the Parks, Culture & Recreation Committee, to complete the term ending on February 14, 2024.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on September 13, 2022.

Vincent M. Tutiakoff, Sr.
Mayor

ATTEST:

Marjie Veeder, CMC
City Clerk

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Marjie Veeder, City Clerk
Through: Chris Hladick, City Manager
Date: September 13, 2022
Re: Resolution 2022-39 Approving the Mayor's Appointment of Noel Rea to the Parks, Culture & Recreation Committee

SUMMARY: Members of committees and commissions are appointed by the Mayor, subject to approval by the City Council. Due to a vacancy on the PCR Committee following the resignation of Cameron Dean, the Mayor has appointed Noel Rea and the appointment is submitted for approval by Council.

PREVIOUS COUNCIL ACTION: Council is provided the opportunity to approve the Mayor's appointments to committees and commissions annually, or as vacancies and appointments occur throughout the year.

BACKGROUND and DISCUSSION: Cameron Dean submitted his resignation. The City Clerk advertised the opening on the PCR Committee encouraging interested persons to apply. Noel Rea applied to serve; no other applications were received. The Mayor appointed Mr. Rea to the PCR Committee, which appointment is supported by PCR Director Roger Blakeley.

ALTERNATIVES: Council may choose not to approve the Mayor's appointment, in which case the vacancy will be advertised again and interested persons encouraged to apply.

STAFF RECOMMENDATION: None. This is a Council decision.

PROPOSED MOTION: This is a consent agenda item and will be included in the motion to adopt the consent agenda.

ATTACHMENTS: Noel Rea Application



BOARD, COMMITTEE & COMMISSION APPLICATION



APPLYING FOR (check one):

- Planning Commission, Platting Board and Historic Preservation Commission
 Parks, Culture & Recreation Committee
 Library Advisory Committee
 Museum of the Aleutians Board of Directors
 Iliuliuk Family & Health Services Clinic Board

Name: Noel Rea

Mailing Address: Box 55, Unalaska, AK 99685

Telephone: 907.359.4009

Email: nrea@ifhs.org

Occupation: CEO

Employer: IFHS

Previous Board/Committee/Commission Experience (attach additional pages if necessary):

Health Care Boards (Anchorage Project Access, Anchorage Neighborhood Health Center, ASHNHA);
Commissioner Housing, Homeless, and Neighborhood Development 4 years Municipality of Anchorage,

Check the primary reason(s) for your interest:

- I am a returning board, committee or commission member whose term recently expired.
 I have expertise I want to contribute.
 I am interested in the activities the board, committee or commission handles.
 I want to participate in local government.
 I want to make sure my segment of the community is represented.
 Other _____

Please explain in greater detail the reasons you checked above: _____

I believe we all need to participate in these types of boards. My family used the PCR often and IFHS is a big supporter.

It is suggested you attach an outline of your education, work and volunteer experience, and other interests.

How did you learn of this vacancy (please check one):

- Media Word of Mouth Solicitation Other _____

Date: 8.25.22

Signature: _____

THANK YOU FOR YOUR INTEREST IN SERVING

Applications expire one year from date received by City Clerk

Please return completed Application to the City Clerk's Office in City Hall, 43 Raven Way, Unalaska
Or mail to City Clerk, City of Unalaska, P. O. Box 610, Unalaska, AK 99685

CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION 2022-32

A RESOLUTION OF THE UNALASKA CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ENTER INTO A SUBLEASE AGREEMENT WITH TRANSNORTHERN, LLC / DENA'INA AIR TAXI FOR SPACE "A" AT THE TOM MADSEN AIRPORT TERMINAL BUILDING

WHEREAS, the City of Unalaska finds it appropriate to sublease space within the Tom Madsen Airport Terminal Building; and

WHEREAS, the City issued a Request for Proposal to identify interested parties; and

WHEREAS, the City reviewed proposals submitted and ranked them according to the Evaluation and Award Criteria set out in the Request for Proposal; and

WHEREAS, the City has selected the proposal from TransNorthern, LLC / Dena'ina Air Taxi as the most appropriate recipient of the lease for Space "A" of the Tom Madsen Airport Terminal Building.

NOW, THEREFORE, BE IT RESOLVED that the Unalaska City Council authorizes the City Manager to enter into a sublease agreement with TransNorthern, LLC / Dena'ina Air Taxi for Space "A" in the Tom Madsen Airport Terminal Building.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on September 13, 2022.

Vincent M. Tutiakoff, Sr.
Mayor

ATTEST:

Marjie Veeder, CMC
City Clerk

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Peggy McLaughlin, Port Director
Through: Chris Hladick, City Manager
Date: September 13, 2022
Re: Resolution 2022-32: Authorizing the City Manager to enter into a Sublease Agreement with TransNorthern, LLC / Dena'ina Air Taxi for Space "A" at the Tom Madsen Airport Terminal Building

SUMMARY: The Tom Madsen Airport Terminal Building has several spaces for lease which were made available to the general public and businesses through a Request for Proposal issued by the City of Unalaska Ports Department. One of two available spaces received proposals, and the Department of Ports and Harbors recommends that the space known as "A" be awarded to TransNorthern, LLC / Dena'ina Air Taxi.

PREVIOUS COUNCIL ACTION: Council voted on this resolution on June 28, 2022. On June 29, 2022, a request to reconsider the vote was sent to the City Clerk's Department. Council's attention is directed to a memo from the City Clerk providing information about the motion to reconsider.

BACKGROUND: The City leases the Tom Madsen Airport Terminal Building from the State of Alaska. The City is allowed to sublease space within the terminal building as deemed appropriate. Following the departure of two existing businesses, Terminal spaces "A" and "F" were made available to the public through a Request for Proposal. Space "A" is 120 square feet and space "F" is 371.3 square feet. Space A received two proposals, and the Department of Ports and Harbors submitted a recommendation for a new tenant. Council voted down this resolution on June 28, 2022, and June 29, 2022 a request was emailed to the City Clerk to reconsider the vote. City Legal Counsel reviewed the request to reconsider and determined it qualified to go before Council for reconsideration. Should Council vote to reconsider this resolution, the following information is relevant.

DISCUSSION: A City Council majority vote to pass this resolution authorizes the City Manager to enter into an agreement with Dena'ina Air Taxi for the space in the terminal building identified as Space A. If the City Council does not vote to authorize the leasing of this space to Dena'ina Air Taxi, the vote renders the space vacant for the time being.

The process is to seek proposals through a formal Request for Proposals (RFP) that is made available to the public. The RFP is published with ranking or scoring criteria, in this case the price is not negotiable and the criteria is based solely on the best fit for operational needs of the terminal building. Proposals are reviewed for qualifying criteria, business licenses and insurance. The ranking criteria in this RFP was crafted following the Council State and Federal Priorities for stabilization of air service.

The City received two proposals for space "A" and no proposals for space "F". The Request for Proposals identified the Evaluation and Award Criteria as follows, in order of priority:

- Carrier providing passenger air transportation on a regularly scheduled basis
- Carrier providing passenger air transportation on a chartered basis
- Carrier providing air freight service on a regular or chartered basis
- Vehicle rental company providing motor vehicles for use by airline passengers and the general public
- Travel agency assisting the public in arranging air transportation
- Business providing services to air carriers
- Restaurant or café
- Other business

One of the proposals received was from an air charter service, TransNorthern, LLC / Dena'ina Air Taxi and the other proposal received was from North Port Rentals, a vehicle rental service that also handles air freight expediting, logistics and support. Based on the ranking as listed above, it is the recommendation that TransNorthern, LLC / Dena'ina Air Taxi receive space "A" in the terminal building.

Because Dena'ina Air Taxi best fits the criteria and their proposal met the fundamental requirements, it is the recommendation of the Ports Department to authorize a contract with Dena'ina Air Taxi. Their proposal fits the highest ranking criteria and they have participated in the public process as required. Should the council determine to vote down leasing Space A to Dena'ina, the space will remain vacant.

ALTERNATIVES: The Department of Ports and Harbors recommends issuing a second Request for Proposals for space "F."

FINANCIAL IMPLICATIONS: This resolution does not create any expenditures for the City and will generate revenue from the tenant.

LEGAL: Staff worked with the City Attorney in preparing the Request for Proposals.

STAFF RECOMMENDATION: Staff finds that the proposal from TransNorthern, LLC / Dena'ina Air Taxi best meets the criteria set out in the Request for Proposals and is the most relevant entity to occupy space "A" at the Tom Madsen Airport.

PROPOSED MOTION: I move to adopt Resolution 2022-32.

CITY MANAGER COMMENTS: I concur with Staff's recommendation.

ATTACHMENTS:

- Request for Proposals
- Map
- Proposal from TransNorthern, LLC / Dena'ina Air Taxi
- Proposal from North Port Rentals

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Marjie Veeder, City Clerk
Through: Chris Hladick, City Manager
Date: September 13, 2022
Re: Reconsideration of Resolution 2022-32

SUMMARY: On June 28, 2022, Council discussed and defeated Resolution 2022-32, authorizing the City Manager to enter into a sublease agreement with TransNorthern, LLC / Dena'ina Air Taxi for Space "A" at the Tom Madsen Airport Terminal Building. The next day, Council Member Looby requested reconsideration of Resolution 2022-32. The City Attorney advised that this matter be brought before Council again as a motion to reconsider.

BACKGROUND AND DISCUSSION: On June 28, 2022, Council considered Resolution 2022-32. Council Member Coleman moved to adopt the resolution with second by Looby. Council discussed the resolution and staff responded to questions. Public comment was provided in favor of the resolution. On a roll call vote, the resolution was defeated 3-2 with Robinson, Tungul and Coleman voting yes and Looby and Nicholson voting no. Pursuant to code, four yes votes are needed to adopt a resolution.

The next day, June 29 at 2:53 p.m., Council Member Looby sent an email requesting further discussion and another vote, citing a perceived misunderstanding:

From: Daneen Looby <dlooby@ci.unalaska.ak.us>
Sent: Wednesday, June 29, 2022 2:53 PM
To: Estkarlen Magdaong <emagdaong@ci.unalaska.ak.us>
Cc: Alejandro Tungul <atungul@ci.unalaska.ak.us>; Darin Nicholson <dnicholson@ci.unalaska.ak.us>; Dennis Robinson <drobinsong@ci.unalaska.ak.us>; Mayor Tutiakoff <mayortutiakoff@ci.unalaska.ak.us>; Shari Coleman <scoleman@ci.unalaska.ak.us>; Thomas D. Bell <tbell@ci.unalaska.ak.us>; Chris Hladick <chladick@ci.unalaska.ak.us>; Marjorie Veeder <mveeder@ci.unalaska.ak.us>
Subject: Airport Lease

Hi Chris

I'm not sure if it's appropriate or possible but I feel like there is a misunderstanding about last night's vote on leasing the airport space. If possible I would like to see this come back to council for more discussion and another vote.

Thanks,
Daneen

Pursuant to Unalaska's Code, Robert's Rules of Order govern council procedures (UCO 2.20.040). The City Attorney advised, pursuant to Robert's Rule 36, that the post-vote email should be considered a request for reconsideration, which is allowable if made the day after a vote is taken, assuming the City has not finalized a contract or otherwise taken action based on the original vote (which is the case here – no action has been taken). Therefore, we have added an item to tonight's agenda to reconsider Resolution 2022-32.

The word "reconsider" has specific parliamentary meaning and requires certain conditions. When something is reconsidered, it is taken up again as if it had never been decided. The slate is wiped clean and debate begins where you left off, just before the vote was taken. The motion to reconsider requires a second, can be debated, cannot be amended and takes a majority to pass (4 votes).

This will be a two-step process. First, vote on a motion to reconsider Resolution 2022-32; and if that passes, the resolution is again before the Council for discussion and another vote.

There have been no changes made to Resolution 2022-32, but Port Director McLaughlin has provided an updated staff memo.

LEGAL: City Attorney Brooks Chandler provided advice and direction regarding the motion to reconsider.

STAFF RECOMMENDATION: None.

PROPOSED MOTION: I move to reconsider Resolution 2022-32.



REQUEST FOR PROPOSALS
FOR SUBLEASES
TOM MADSEN AIRPORT TERMINAL BUILDING

Issue Date: May 13, 2022

Proposal Due Date: No later than 4:00 P.M. AKST, June 15, 2022

CITY OF UNALASKA
PORTS AND HARBORS DEPARTMENT
43 RAVEN WAY
P.O. BOX 610
UNALASKA, ALASKA 99685

I. BACKGROUND INFORMATION AND INSTRUCTIONS

The City of Unalaska, Alaska (City) invites submission of proposals preferably from businesses associated with air transportation for subleasing space within the terminal at the Tom Madsen Airport in Unalaska. Award of subleases shall be based solely on the proposed use of the leased space. Respondents whose proposed use of the leased space is determined to be most directly related to air transportation will be the most likely to be awarded a sublease.

Tentative Schedule for Selection Process

Deadline for clarifying questions	June 13, 2022
Submittal Deadline	June 15, 2022 4:00pm
Opening of Proposals	June 16, 2022
Notification of Intent to Lease	June 17, 2022
Recommendation to City Council with Agreement	June 28, 2022

This schedule and its components are subject to change.

Completed proposals shall be submitted via email by 4:00pm AKST **Wednesday, June 15, 2022**, to:

mveeder@ci.unalaska.ak.us; and
emagdaong@ci.unalaska.ak.us
Attention: Peggy McLaughlin, Port Director

The email shall clearly state in the subject line “Proposal for Airport Terminal Sublease.” Proposals not received prior to the date and time specified above will not be considered.

All questions regarding this RFP should be submitted by email to:

Peggy McLaughlin, Port Director
Email: pmclaughlin@ci.unalaska.ak.us

Reponses will be provided within 2 business days via email and will be posted on the City website.

In order to determine if a proposal is reasonably acceptable for award, communications between City staff are permitted to clarify uncertainties or eliminate confusion concerning the contents of the proposal. Clarifications may not result in a material or substantive change to the proposal.

If the selected proposer fails to provide required proof of insurance before commencement of the proposed sublease term, the City may terminate the previously issued Notification of Intent to Lease and award the sublease to the next highest ranked proposer.

II. DESCRIPTION OF THE PROPERTY TO BE LEASED

There are two proposed leased premises identified in Attachment A depicting the interior of the Terminal as Space A and Space F. Space A contains 120 square feet. Space F contains 371.3 square feet.

III. SUBLEASE TERMS

The selected proposers shall be required to sign a sublease for the premises the proposer desires to sublease prior to approval of the sublease by the Unalaska City Council. The form of the lease is included with this RFP. **LEASE TERMS OTHER THAN PARAGRAPH 12(A)-USE OF PREMISES ARE NOT NEGOTIATBLE. DO NOT SUBMIT A PROPOSAL IF YOU ARE NOT WILLING TO SIGN THE SUBLEASE.**

IV. GENERAL INFORMATION FOR RESPONDING TO THE RFP

By submitting a proposal, each proposer accepts the terms and conditions of the City of Unalaska Tom Masen Airport Terminal Sublease Agreement (Attachment B). **LEASE TERMS OTHER THAN PARAGRAPH 12(A)-USE OF PREMISES ARE NOT NEGOTIATBLE. DO NOT SUBMIT A PROPOSAL IF THE TERMS AND CONDITIONS OF THE SUBLEASE ARE NOT ACCEPTABLE**

The Proposer must have a valid City of Unalaska business license at the time of submitting the proposal. Additional information regarding the City's business license program may be obtained by calling the City Clerk at (907) 581-1251.

The City reserves the right to accept or reject any and all proposals.

The City shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest ranked proposal and/or award of lease and/or rejection of proposal. By submitting a proposal, the Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

V. MINIMUM CONTENT OF RESPONSES

Submitted proposals shall include the following information in the order listed:

- Cover page
 - The complete name, address and telephone number of the proposer
 - Name of the primary contact person associated with the proposal.
- A signed letter of transmittal briefly stating that the Proposer:
 - Is properly licensed to do business in Unalaska;
 - Agrees to all the terms and conditions of the sublease.
 - Understands that the proposal is a firm and irrevocable offer through at least December 31, 2022.
- Certification that the person signing the proposal is entitled to represent the proposer authorized to sign a sublease with the City.
- Identify the Space which is the Proposer's first preference.
- Identify the Space (if any) that is Proposer's second preference.
- Indicate if Proposer wishes to sublease both Spaces.
- Identify the proposed use of each Space Proposer wishes to sublease.
- Copy of current ACCORD certificate of insurance or equivalent showing Proposer's current insurance coverage.

VI. EVALUATION AND AWARD CRITERIA

Proposals will be evaluated by the Port Director, Deputy Port Director and a member of the City Administration Department

Each proposal will be evaluated in the sole discretion of the City to determine how and to what extent the proposed use is connected to the primary air transportation purpose of the Airport Terminal. In general in decreasing order of priority these are the uses deemed connected to air transportation:

- Carrier providing passenger air transportation on a regularly scheduled basis
- Carrier providing passenger air transportation on a chartered basis
- Carrier providing air freight service on a regular or chartered basis
- Vehicle rental company providing motor vehicles for use of airline passengers and the general public

- Travel agency assisting the public in arranging air transportation
- Business providing services to air carriers
- Restaurant or café
- Other business

Award may be made to the responsible person whose proposal is determined in writing to be the most advantageous to the City, taking into consideration the proposed use of the subleased area.

The City reserves the right to accept or reject any and all proposals.

VII. ACCEPTANCE OR REJECTION AND NEGOTIATION OF PROPOSALS

The winning proposals authorized by a Notice of Intent to Lease will be required to sign the Sublease and supply proof that the City of Unalaska and the State of Alaska have been identified as additional insureds on the Proposer’s general liability coverages. If proof of such Additional Insured status has not been supplied within seven (7) calendar days of the date of the Notice of Intent to Lease, the City reserves the right to sublease the premises to the next highest rated Proposer until an agreement is reached, or until the City exercises its right to cancel the RFP.

The City reserves the right to reject any or all proposals, to waive any irregularities in the request for proposal, or responses thereto. By requesting proposals, the City is in no way obligated to award a sublease or to pay expenses of the proposer in connection with the preparation or submission of a proposal. Furthermore, the City reserves the right to reject any and all proposals prior to the execution of the sublease agreement, with no penalty to the City of Unalaska.

I hereby certify that the undersigned is authorized to represent the Proposer, and empowered to submit this Proposal, and if selected authorized to sign a Sublease with the City, in the form set forth as Attachment B to the Request for Proposals.

Firm Name: _____

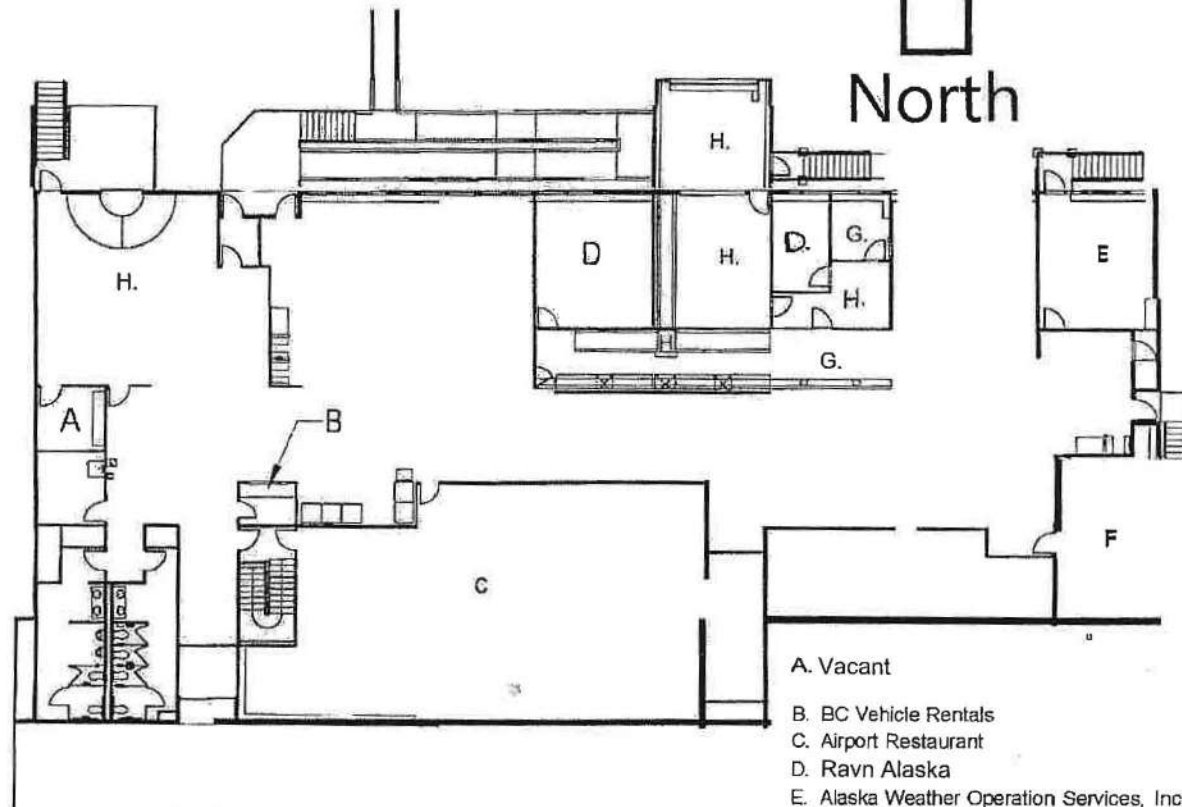
Signature _____

Printed Name: _____

Title _____

Date: _____

EXHIBIT A



- A. Vacant
- B. BC Vehicle Rentals
- C. Airport Restaurant
- D. Ravn Alaska
- E. Alaska Weather Operation Services, Inc.
- F. Vacant
- G. Grant Aviation
- H. Shared Area

Proposal for Airport Terminal Sublease



TransNorthern, LLC/Dena'ina Air Taxi
3350 Old International Airport Road
Anchorage, AK 99502
(907) 245-8359
Primary Contact: Lauren Bradley

TransNorthern, LLC/

Dena'ina Air Taxi

Lauren Bradley, Admin & Accounting Manager
3350 Old International Airport Road
Anchorage, AK 99502

June 15, 2022

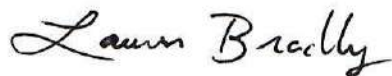
Peggy McLaughlin, Port Director
City of Unalaska Ports and Harbors Department
43 Raven Way
P.O. Box 610
Unalaska, Alaska 99685

Dear Ms. McLaughlin,

TransNorthern, LLC is submitting the enclosed proposal in response to the Request For Proposals For Subleases Tom Madsen Airport Terminal Building, issue date May 13, 2022, by the City of Unalaska Ports and Harbors Department. Proposer has a valid City of Unalaska business license (attached), agrees to all terms and conditions of the sublease, and understands that the proposal is a firm and irrevocable offer through at least December 31, 2022.

We hope this proposal will meet your approval and look forward to continuing to provide passenger air transportation and freight service to Unalaska,

Respectfully,




Lauren Bradley

TransNorthern, LLC/Dena'ina Air Taxi

(907) 245-8359

I hereby certify that the undersigned is authorized to represent the Proposer, and empowered to submit this Proposal, and if selected authorized to sign a Sublease with the City, in the form set forth as Attachment B to the Request for Proposals.

Firm Name: TransNorthern, LLC / Dena'ina Air Taxi
Signature:  Lauren Bradley
Printed Name: Josh Jacko Lauren Bradley
Title: Owner / President Admin/Accounting Manager
Date: 6/10/22 6/10/22

TransNorthern, LLC/Dena'ina Air Taxi is a Part 135 operator with experience operating and adhering to the regulations in a terminal environment. We are in good standing and have a current operating permit and terminal space agreement with the Alaska International Airports System, operating charter passenger flights out of a gate at Ted Stevens International Airport in Anchorage.

After careful consideration of the sublease template and floor plan of available spaces in Tom Madsen Airport, TransNorthern, LLC/Dena'ina Air Taxi is interested in subleasing Space A. Our first preference is this smaller 120 square foot area. We are not interested in consideration for Space F, nor leasing Space A and F simultaneously.

As a carrier providing passenger air transportation on a chartered basis as well as a carrier providing air freight service on a chartered basis, the proposed use of Space A would be to facilitate those flights. Employees, local residents of Unalaska, would operate the gate and ensure compliance with the airport regulations and sublease terms. Typically, a podium type area would be used to check in and stage small groups of passengers for chartered flights.

Attached, please find the required Certificates of Insurance. We very much appreciate your time, thank you for your consideration.



ADDITIONAL REMARKS SCHEDULE

AGENCY Arthur J. Gallagher Risk Management Services, Inc.		NAMED INSURED TransNorthern, LLC dba TransNorthern Aviation Dena'inaAir Air Taxi, LLC, Josh Jacko 3350 Old International Airport Road Anchorage AK 99502	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

In the even of cancellation of said policy(s) by the company(s), the insurance company(s) agree to give 30 days written notice to the certificate holder. However this notice requirement shall not apply to:

- 1) Non-payment of Premium wherein 10 days notice will be given;
- 2) War Risk Coverage, if confirmed, which has a maximum of 7 days notice;
- 3) Coverage confirmed to any lessor if the applicable lease is terminated for any reason

Attachment to Certificate of Insurance

**TransNorthern, LLC dba TransNorthern Aviation,
Dena'ina Air Taxi, LLC, and Josh Jacko**

Insurer Schedule

Policy Term: May 15, 2022 to May 15, 2023

Aviation General Liability –Insurers	Policy Number
XL Specialty Insurance Company (50%)	UA00011278AV22A
Endurance American Insurance Company (25%)	NQF6047582
Great American Insurance Company (25%)	QSE554780-02



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/9/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 2580 Foxfield Road Suite 203 Saint Charles IL 60174	CONTACT NAME: Diane Jelinek CAIP PHONE (A/C, No, Ext): 630-549-3602 E-MAIL ADDRESS: Diane_Jelinek@ajg.com	FAX (A/C, No):													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Starr Indemnity & Liability Company</td> <td>38318</td> </tr> <tr> <td>INSURER B : XL Specialty Insurance Company</td> <td>37885</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Starr Indemnity & Liability Company	38318	INSURER B : XL Specialty Insurance Company	37885	INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES **CERTIFICATE NUMBER:** 2011659366 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			UA00011278AV22A	5/15/2022	5/15/2023	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	100 0002131	4/14/2022	4/14/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Coverage is evidenced as respects to the City of Unalaska Tom Madsen Airport Sublease Agreement.

State of Alaska, Department of Transportation and Public Facilities, City of Unalaska Tom Madsen Airport are included as Additional Insured but only with respect to the operations of the Named Insured per Policy Form # AHSA 403 12 10.

Per Policy Form #AHSA 429 12 10, the state of Alaska is provided a waiver of subrogation but only with respect to the operations of the Named Insured. However, this Waiver of Subrogation shall not operate to prejudice the insurance company's right of recourse against the State of Alaska as manufacturers, repairers, designers, servicing agents, suppliers, over haulers and modification contractors or in respect of claims or losses arising or occasioned by the willful See Attached...

CERTIFICATE HOLDER

CANCELLATION

State of Alaska
 Department of Transportation & Public Facilities
 City of Unalaska Tom Madsen Airport
 Airport Leasing
 PO Box 196960
 Anchorage AK 99519-6960

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ADDITIONAL REMARKS SCHEDULE

AGENCY Arthur J. Gallagher Risk Management Services, Inc.		NAMED INSURED TransNorthern, LLC dba TransNorthern Aviation Dena'inaAir Air Taxi, LLC, Josh Jacko 3350 Old International Airport Road Anchorage AK 99502	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

misconduct or gross negligence of the State of Alaska.

In the even of cancellation of said policy(s) by the company(s), the insurance company(s) agree to give 30 days written notice to the certificate holder. However this notice requirement shall not apply to:

- 1) Non-payment of Premium wherein 10 days notice will be given;
- 2) War Risk Coverage, if confirmed, which has a maximum of 7 days notice;
- 3) Coverage confirmed to any lessor if the applicable lease is terminated for any reason

Attachment to Certificate of Insurance

**TransNorthern, LLC dba TransNorthern Aviation,
Dena'ina Air Taxi, LLC, and Josh Jacko**

Insurer Schedule

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Endurance American Insurance Company (25%)	NQF6047582
Great American Insurance Company (25%)	QSE554780-02

CITY OF UNALASKA

P.O. BOX 610 UNALASKA, ALASKA 99685 (907)581-1251

No: 2663

Municipal Business License

Pursuant to Unalaska City Code Section 9.04.010 this authorizes

TRANSNORTHERN, LLC / DENA'INA AIR TAXI

3350 OLD INT'L AIRPORT RD

ANCHORAGE	AK	99502
-----------	----	-------

to operate a business in Unalaska, Alaska for 2022

Issuance of a Municipal Business License does not imply expertise or qualifications to conduct a trade or business, nor imply compliance with Federal or State licensing requirements

[Signature]

City Clerk's Office

6/9/2022

Date

COVER PAGE

NORTH PORT RENTALS AIRPORT TERMINAL SUBLEASE PROPOSAL

June 10, 2022

NORTH PORT VENTURES, INC. – DBA NORTH PORT RENTALS
CITY OF UNALASKA BUSINESS LICENSE 665
PO BOX 920187
DUTCH HARBOR, ALASKA 99692
907-581-3880
www.northportrentalsak.com



Primary Contact: Dean DeCuir
Office: 907-581-3880
Mobile: 509-981-0685
Secondary: 907-581-3881
Email: nprdean@hotmail.com

June 10, 2022

North Port Ventures, Inc.
DBA-North Port Rentals
PO Box 920187
Dutch Harbor, AK 99692

City of Unalaska
Ports and Harbors Department
Attn: Peggy McLaughlin, Port Director
PO Box 610
Unalaska, AK 99685

Ms. McLaughlin,

Please accept this proposal for an Airport Terminal Sublease at the Tom Madsen airport. North Port Ventures, Inc. (as shown on current 2022 City of Unalaska business license 665), DBA-North Port Rentals (NPR) request Space "A" as indicated on Exhibit A of the Proposal packet.

NPR agrees to all terms and conditions as outlined in "the Agreement". NPR understands that the proposal is a firm and irrevocable offer through at least December 31, 2022.

Our request in this proposal is for Space "A" as indicated on Exhibit A of the Proposal packet. Historically, all air carrier positions are at the opposite end of the terminal. Space "A" is the only available area next to the existing vehicle rental company booth. Proximity to that booth is essential for our operation to have equity in the marketplace giving passengers arriving to Unalaska an opportunity to see their choices in (vehicle rental) service close together, allowing them to make an informed decision on who they'd use.

Our intended use for the space is (in this order) vehicle rental, air freight expediting, logistics and support. We've been an on-going lessee on State of Alaska, airport location property since the late 1980's as a company connected to air transportation.

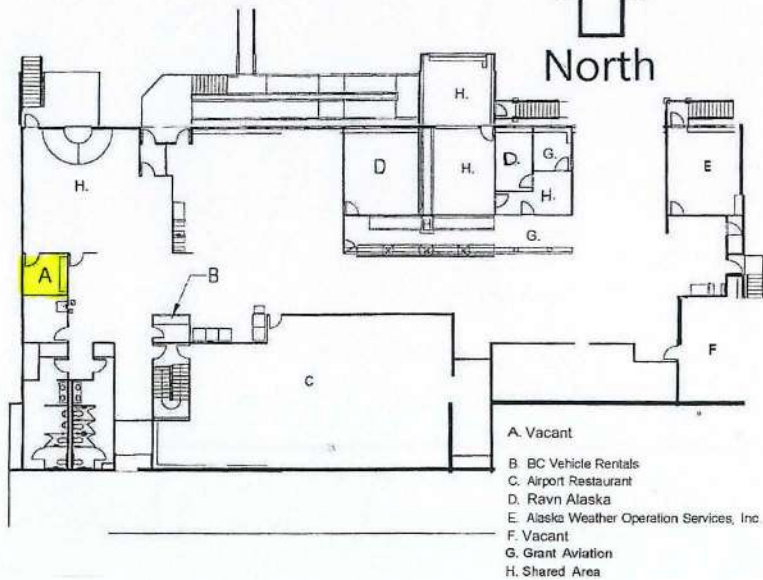
I certify that I have full authority to submit this request and sign the City the Unalaska Agreement. Please see the enclosed copy of NPR's City Business License and ACCORD insurance declaration.

Sincerely,



Dean DeCuir-Owner
North Port Ventures, Inc. – DBA North Port Rentals
509-981-0685
nprdean@hotmail.com

EXHIBIT A



- Travel agency assisting the public in arranging air transportation
- Business providing services to air carriers
- Restaurant or café
- Other business

Award may be made to the responsible person whose proposal is determined in writing to be the most advantageous to the City, taking into consideration the proposed use of the subleased area.

The City reserves the right to accept or reject any and all proposals.

VII. ACCEPTANCE OR REJECTION AND NEGOTIATION OF PROPOSALS

The winning proposals authorized by a Notice of Intent to Lease will be required to sign the Sublease and supply proof that the City of Unalaska and the State of Alaska have been identified as additional insureds on the Proposer's general liability coverages. If proof of such Additional Insured status has not been supplied within seven (7) calendar days of the date of the Notice of Intent to Lease, the City reserves the right to sublease the premises to the next highest rated Proposer until an agreement is reached, or until the City exercises its right to cancel the RFP.

The City reserves the right to reject any or all proposals, to waive any irregularities in the request for proposal, or responses thereto. By requesting proposals, the City is in no way obligated to award a sublease or to pay expenses of the proposer in connection with the preparation or submission of a proposal. Furthermore, the City reserves the right to reject any and all proposals prior to the execution of the sublease agreement, with no penalty to the City of Unalaska.

I hereby certify that the undersigned is authorized to represent the Proposer, and empowered to submit this Proposal, and if selected authorized to sign a Sublease with the City, in the form set forth as Attachment B to the Request for Proposals.

Firm Name: NORTH POLE VENTURES, INC - DEA NORTH POLE RENTALS

Signature: 

Printed Name: DEAN DECUIR

Title: OWNER

Date: 06/10/2022

CITY OF UNALASKA

P.O. BOX 610 UNALASKA, ALASKA 99685 (907)581-1251

No: 665

Municipal Business License

Pursuant to Unalaska City Code Section 9.04.010 this authorizes

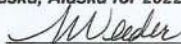
NORTH PORT VENTURES, INC. DBA NORTH PORT
RENTALS

P.O. BOX 921087

DUTCH HARBOR AK 99692

to operate a business in Unalaska, Alaska for 2022

Issuance of a Municipal Business License does
not imply expertise or qualifications to conduct
a trade or business, nor imply compliance with
Federal or State licensing requirements



City Clerk's Office

12/2/2021

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/04/2022

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PRODUCER The Dunlap Agency Inc 794 University Ave Ste 101 Fairbanks AK 99709		CONTACT NAME: Malissa Bergan PHONE (A/C, No, Ext): (907) 456-5202 FAX (A/C, No): (907) 456-8791 E-MAIL ADDRESS: Malissa@DunlapAgency.com	
INSURED North Port Rentals, Inc. P.O. Box 920187 Dutch Harbor AK 99692		INSURER(S) AFFORDING COVERAGE INSURER A: Scottsdale Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	


COVERAGES **CERTIFICATE NUMBER:** January 2021 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSD	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	RBS0070544	08/31/2021	08/31/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP-AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Rousseau, LLC and its parent, Alaska Central Express, Inc., and all of the respective officers, directors, and employees are named as Additional Insured for General Liability, but only as respects its liability arising out of the activities of the Named Insured per policy terms, conditions and exclusions. Waiver of Subrogation for General Liability Policy per policy terms, conditions and exclusions. Policy is primary and non-contributory

CERTIFICATE HOLDER Rousseau, LLC a wholly-owned subsidiary of Alaska Central Express, Inc. 5901 Lockeed Ave Anchorage AK 99502	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/04/2022

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PRODUCER The Dunlap Agency Inc 794 University Ave Ste 101		CONTACT NAME: Malissa Bergan PHONE (A/C, No, Ext): (907) 456-5202 FAX (A/C, No): (907) 456-8791 E-MAIL ADDRESS: Malissa@DunlapAgency.com	
Fairbanks AK 99709		INSURER(S) AFFORDING COVERAGE INSURER A: Scottsdale Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
INSURED North Port Rentals, Inc. P.O. Box 920187 Dutch Harbor AK 99692		NAIC #	

COVERAGES **CERTIFICATE NUMBER:** January 2021 **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		RBS0070544	08/31/2021	08/31/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP-AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate holder is named as Additional Insured for General Liability, but only as respects its liability arising out of the activities of the Named Insured per policy terms, conditions and exclusions. Waiver of Subrogation for General Liability Policy per policy terms, conditions and exclusions. Policy is primary and non-contributory

CERTIFICATE HOLDER State of Alaska DOT Leasing & Property Management P.O. Box 196900 Anchorage AK 99519	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION 2022-40

A RESOLUTION OF THE UNALASKA CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH OPTIMERA HOLDINGS, INC. FOR ELECTRIC LINEMAN SERVICES

WHEREAS, the City of Unalaska Line Crew has been reduced to one employee due to resignations and inability to recruit new employees in a very tight labor market; and

WHEREAS, the remaining employee is an Apprentice who requires continuous supervision by a Journeyman Lineman per the City's Standards of Apprenticeship; and

WHEREAS, OptimERA Holdings, Inc., formerly OptimERA, Inc., employs a Journeyman Lineman who previously worked in the City Line Crew Division for five years and can provide supervision, outage recovery, and all aspects of repairs and maintenance of the electrical distribution system; and

WHEREAS, this employee has been contracted by the City under a *Journeyman Lineman Chief Construction Assistance Agreement* on an as-needed basis to provide Journeyman Lineman coverage during portions of FY22 & FY23; and

WHEREAS, staff negotiated a *First Amendment to Journeyman Lineman/Chief Construction Assistance Agreement* to better define the scope of work, and allow OptimERA to continue to supplement City staffing levels until these positions can be filled by City employees under the new 302 Collective Bargaining Agreement wage scale.

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council approves a continued contract relationship between the City of Unalaska and OptimERA Holdings, Inc. as presented; agrees to fund the one-year agreement from Line Repair & Maintenance Operating Funds not to exceed \$1,006,200; and authorizes the City Manager to sign the attached contract amendment on behalf of the City of Unalaska.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on September 13, 2022.

Vincent M. Tutiakoff, Sr.
Mayor

ATTEST:

Marjie Veeder, CMC
City Clerk

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Steve Tompkins, Acting Director of Public Utilities
Through: Bil Homka, Acting City Manager
Date: September 13, 2022
Re: Resolution 2022-40: Authorizing the City Manager to enter into an agreement with OptimERA Inc. for electric lineman services

SUMMARY: OptimERA Inc. first supplemented the City of Unalaska Line Crew in February, 2022, when Acting Lineman Chief Davlin Hall left on a 30-day vacation. Resolution 2022-40 authorizes the City Manager to enter into a Construction Assistance Agreement with OptimERA for a period of one year or until such time the City has hired a Utility Lineman Chief and at least one Utility Linemen to supplement the existing Lineman Apprentice, per Article 6 of the attached Agreement.

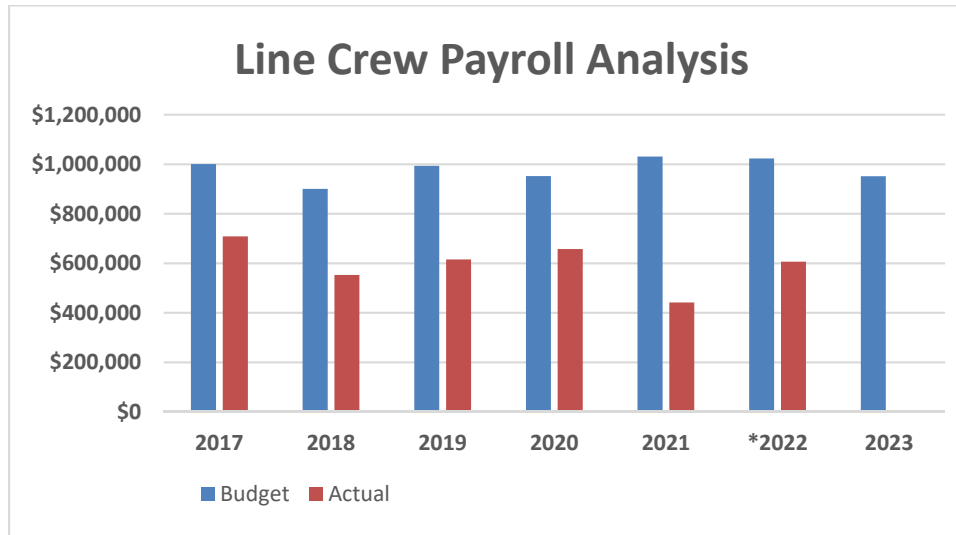
PREVIOUS COUNCIL ACTION: Council passed and adopted Resolution 2022-25 on May 24, 2022, authorizing the City Manager to sign the negotiated Collective Bargaining Agreement (CBA) between the City of Unalaska and Public Works and Public Utilities Employees IUOE, Local 302. This CBA contained a \$10.00 per hour position wage adjustment for both the Utility Lineman Chief and the Utility Lineman, outlined in Article 17.1 Division of Classifications and Wages. This \$10 increase was in addition to the wage scale adjustments made to all other job titles, and was intended to assist in recruitment of eligible Journeyman Linemen in a very tight labor market.

BACKGROUND: Employee attrition in the Line Crew combined with unsuccessful recruitment has resulted in just an Apprentice remaining in the division. Since August of 2019, four Line Crew have resigned, and just one was hired. The vacant jobs have been continuously advertised throughout this time period.

Date	Name	Position	Status
August, 2019	Bryan Earnshaw	Apprentice	Resigned
October, 2019	Guillermo Lopez	Apprentice	Hired
January, 2020	Joel Collins	Lineman Chief	Resigned
July, 2020	Brock Palmer	Lineman	Resigned
May, 2022	Davlin Hall	Acting Chief	Resigned

Staff examined payroll expenditures going back to FY17, comparing the fully burdened budgeted payroll with the actual payroll expenses paid through FY22. It should be noted that FY22 Actual amount on the graph below included \$205,662 spent on OptimERA supplemental staffing. Even

with wage increases and higher overtime costs over this six-year period, actual payroll costs trended downward as employees resigned.



*FY22 includes \$205,662 OptimERA

When OptimERA hired Brock Palmer it became possible for the City to supplement our Line Crew when necessary to maintain essential operations, first doing so in February, 2022, when Acting Line Chief Davlin Hall took personal leave. Hiring Brock enabled the City to provide continuous journeyman supervision of the apprentice, a requirement of the City’s Standards of Apprenticeship, developed in cooperation with the U.S. Department of Labor. Additionally, Brock was hired to be On-Call/Standby, giving the City 24-hour coverage on outage recovery. This work was encumbered on Purchase Order 22420009 (attached).

When Davlin Hall resigned at the end of May, 2022, the City again retained Brock Palmer to staff the Line Crew division and oversee the apprentice. This work was encumbered on Purchase Order 22420018, accompanied by a *Journeyman Lineman Chief Construction Assistance Agreement* (attached). The pricing increased significantly as any work exceeding \$25,000 had to comply with Laborers’ and Mechanics’ Minimum Rates of Pay as required by Title 36 AS 36.05 & AS 36.10 published by the Alaska Department of Labor, and the City was requesting a contracted Lineman Chief. This work was funded by transferring funds within the Line Repair & Maintenance Division FY22 Budget, from 5002-4251-51100 Salaries & Wages to 5002-4252-53300 Other Professional Services.

DISCUSSION: Staff negotiated a *First Amendment to Journeyman Lineman/Chief Construction Assistance Agreement* (attached) to better define the scope of work, and address identified shortcomings of the original agreement. Major points of clarification are:

- Target staffing is three line crew for the duration of the agreement (City + Contracted). If the City hires a lineman, OptimERA will reduce their staffing by one after six months to maintain a total of three. If the City hires two linemen, the contract is terminated after six months.
- A Not to Exceed budget of \$1,006,200 was set for the one-year contract period.

- Procurement and Approval Procedures, as well as Chain of Command, are clarified.
- The City can disallow contract employees that are not eligible for City employment.
- Additional wordage regarding non-solicitation by both the City and OptimERA.

City Attorney Charles Cacciola reviewed the amended agreement on August 7, 2022. Staff recommends Council approve and adopt Resolution 2022-40, as this allows a measured approach to increased City line crew staffing with minimal service disruptions during a possible unprecedented period of infrastructure growth.

ALTERNATIVES: Staff has identified two alternatives:

1. The City could continue to employ just one contracted OptimERA employee, and aggressively recruit additional line crew using all means necessary to include more wage increases, and additional employee benefits, until all positions are filled.
2. The City could disband the Line Crew Division and engage in long term contracting to deliver power distribution services to Unalaska. This is not recommended due to mandatory PERS contributions on behalf of the displaced employees.

FINANCIAL IMPLICATIONS: A fully staffed Line Crew Division under the new 302 Contract requires approximately \$1 million in annual funding. Implementing the staffing model outlined could possibly require less funding if OptimERA cannot recruit another lineman, but will most likely require more funding due to the six-month overlap after the City successfully recruits additional staffing.

LEGAL: Contract and Amendment have been reviewed by the City Attorney. OptimERA's blanket liability insurance coverage has been reviewed by Risk Management.

STAFF RECOMMENDATION: Staff recommends Council pass and Adopt Resolution 2022-40, authorizing the City Manager to enter into an agreement with OptimERA, Inc. for continued electric lineman services.

PROPOSED MOTION: I move to adopt Resolution 2022-40.

CITY MANAGER COMMENTS: I recommend approval of the resolution.

ATTACHMENTS:

- PO #22420009-01 with Invoice and Sole Source Memo
- PO #22420018-01 with Sole Source Memo, City of Unalaska Journeyman Lineman Chief Construction Assistance Agreement, and Optimera Job Detail Sheet
- Proposed First Amendment to Journeyman Lineman Chief Construction Assistance Agreement



Bill To
CITY of UNALASKA

P.O. Box 610
 UNALASKA, ALASKA 99685
 (907) 581-1251
 FAX: (907) 581-4060
 apinv@ci.unalaska.ak.us

Purchase Order

Fiscal Year 2022

Page: 1 of 1

**THIS NUMBER MUST APPEAR ON ALL INVOICES,
 PACKAGES AND SHIPPING PAPERS.**

Purchase Order # **22420009-01**

ALL ORDERS MUST BE SHIPPED COMPLETE.
 FOR PARTIAL SHIPMENT, CONTACT SUPPLY
 DEPARTMENT AT (907) 581-1307

Retain this purchase order for proof of tax exemption
Tax Exempt #92-0036399

Vendor

OptimERA, Inc.
 PO Box 921134
 DUTCH HARBOR, AK 99692

Ship To

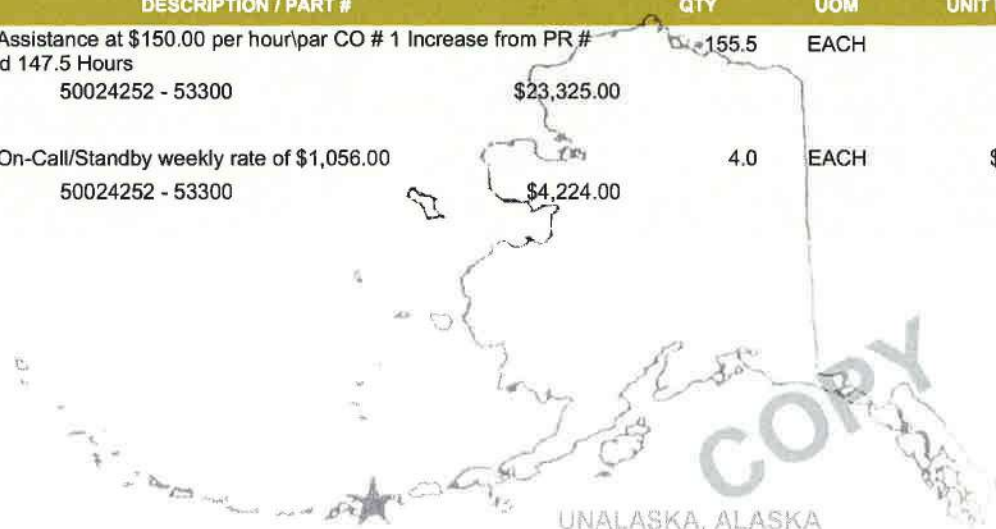
City of Unalaska
 Email: apinv@ci.unalaska.ak.us
 P.O. Box 610
 Unalaska, AK 99685

VENDOR PHONE NUMBER	VENDOR FAX NUMBER	REQUISITION NUMBER	DELIVERY REFERENCE	
907-359-1121		92257013	Erin	
DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
01/25/2022	3505		N/A	Electric Line Repair & Maint.

NOTES

Labor Assistance Including On-Call
bookkeeping@optimerainc.com
 Invoice # TM-2022034

ITEM #	DESCRIPTION / PART #	QTY	UOM	UNIT PRICE	EXTENDED PRICE
1	Journeyman Assistance at \$150.00 per hour/par CO # 1 Increase from PR # 92257015 Add 147.5 Hours 50024252 - 53300	155.5	EACH	\$150.00	\$23,325.00
2	Journeyman On-Call/Standby weekly rate of \$1,056.00 50024252 - 53300	4.0	EACH	\$1,056.00	\$4,224.00



COPY

UNALASKA, ALASKA

RECEIVING

Purchase Order Total \$27,549.00

EEO/AA Employer

The Equal Employment Opportunity Clause required under Executive Order 11246, the affirmative action commitment for disabled veterans and veterans of the Vietnam era, set forth in 41 CFR 60-250.4, the affirmative action clause of disabled workers, set forth in 41 CFR 60-741.5(a), and the related regulations of the Secretary of Labor, 41 CFR Chapter 60, are incorporated by reference in this purchase order. By accepting this purchase order, vendor certifies that it complies with the authorities cited above, and that it does not maintain segregated facilities or permit its employees to perform services at locations where segregated facilities are maintained as required by 41 CFR 60-1.8.

By Heather Bell
 Purchasing Agent

OptimERA Inc.
PO BOX 921134
Dutch Harbor, AK 99692
9075814983

INVOICE



Invoice #: TM-2022034

Invoice Date: 03/03/22

Amount Due: \$27,549.00

Bill To:

City Of Unalaska
po box 610
Unalaska, AK 99685
UNITED STATES

Due Date	Terms	P.O. Number
03/03/22	Due upon receipt	22420009-00

Item	Description	Quantity	Price	Amount
1002-303- T&M Labor	Labor Billed from T&M VisioSoft	1	\$27,549.00	\$27,549.00

Subtotal: \$27,549.00
Sales Tax (0%): \$0.00
Total: \$27,549.00
Payments: \$0.00
Amount Due: \$27,549.00

Please see the attached Job details sheet for more information pertaining to this invoice.

Please do not hesitate to reach out in you need any further supporting details, or have any questions regrading this or any other invoice..

Thank you for the opportunity.

Please remit payments to the address at the top of the invoice. For auto pay or ACH assistance please email bookkeeping@optimerainc.com or call (907) 581-4983

Thank you.

Payment is due 30 days after the invoice date, unless another date is specified, and must refer to the invoice number. Restrictive endorsements or other statements on checks are void. If Customer does not dispute a charge in writing within 6 months after the invoice date, Customer waives the right to dispute the charge (except to the extent applicable law or regulation requires otherwise). OptimERA may charge a late fee for overdue Payments for all services at the lower of 1.5% per month (18% per annum) or the maximum rate allowed by law; plus all costs (including attorney fees) of collecting delinquent or dishonored payments. OptimERA may require Customer to establish a deposit as a condition of providing Services. Customer authorizes OptimERA to investigate Customer's credit and share information about Customer with credit reporting agencies.

Please See: <https://optimeranetworks.com/disclosure> for Terms & Conditions and Privacy Policy

To pay online, go to <https://app01.us.bill.com/p/optimera>



MEMORANDUM

TO: JR Pearson, Acting City Manager
THROUGH: Jim Sharpe, Finance Department Director
FROM: Steve Tompkins, Department of Public Utilities Acting Director Steve Tompkins
DATE: March 26, 2022
SUBJECT: Sole Sourcing Request – Journeyman Lineman Labor & Stand-by Coverage

Steve Tompkins
I attest to the accuracy and integrity of
this document.
GPU/DPW Office, Unalaska, AK
2022-03-26 19:23:34

This memorandum supports sole source procurement of Journeyman Lineman labor on a non-contract as-needed basis from OptimERA Inc. at a rate of \$150/hour for work performed, and \$1,056/week for 24/7 stand-by coverage.

This sole sourcing request meets the criteria established in the City's Purchasing Policy § 1.h.i.1. "The item/service is available only from one source" as OptiMERA is the only vendor offering Journeyman Lineman services on short notice in Unalaska.

In the past, when the only City Lineman was on vacation or unavailable to respond, the Electrical Utility was unable to award experience hours to the Apprentice, and could not complete necessary electrical projects until the Lineman returned. With the large increase in workload due to new service connections, and utility locates and distribution line repairs caused by the GCI Fiber Project, the City cannot defer work until later, and must be able to respond in instances of emergency or outage on a 24/7 basis.

Direct supervision by a certified Journeyman Lineman is a requirement of the City's Standards of Apprenticeship, developed in cooperation with the U.S. Department of Labor. Section XVI – Supervision of Apprentices – Title 29 CFR 29.5(b)(14) states "No apprentice will be allowed to work without direct journeyworker supervision."

The Department appreciates your consideration of this Sole Sourcing Request. If our purchase rationale meets the Policy's mandate, please sign and date below, and forward this request on to the City Manager so that she may indicate her decision and return this document to me to attach to any Purchase Requisitions as applicable. Thank you.

- Approved
- Not Approved

Finance Director James D. Sharpe
Digitally signed by James D. Sharpe
DN: cn=James D. Sharpe, o=City of Unalaska, ou=Interim
Finance Director, email=jsharpe@ci.unalaska.ak.us, c=US
Date: 2022.03.26 07:00

- Approved
- Not Approved

City Manager J R Pearson
Digitally signed by J R Pearson
Date: 2022.03.26 13:03:
48-08'00



Bill To
CITY of UNALASKA

P.O. Box 610
UNALASKA, ALASKA 99685
(907) 581-1251
FAX: (907) 581-4060
apinv@ci.unalaska.ak.us

Purchase Order

Fiscal Year 2022

Page: 1 of 1

**THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES AND SHIPPING PAPERS.**

Purchase Order # **22420018-01**

ALL ORDERS MUST BE SHIPPED COMPLETE.
FOR PARTIAL SHIPMENT, CONTACT SUPPLY
DEPARTMENT AT (907) 581-1307

Retain this purchase order for proof of tax exemption
Tax Exempt #92-0036399

Vendor

OptimERA, Inc.
PO Box 921134
DUTCH HARBOR, AK 99692

Ship To

City of Unalaska
Email: apinv@ci.unalaska.ak.us
P.O. Box 610
Unalaska, AK 99685

VENDOR PHONE NUMBER	VENDOR FAX NUMBER	REQUISITION NUMBER	DELIVERY REFERENCE	
907-359-1121		92257025	Lori	
DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
05/09/2022	3505	05/09/2022	N/A	Electric Line Repair & Maint.
NOTES				

Construction Assistance - Journeyman Lineman
matt@optimerainc.com
bookkeeping@optimerainc.com
Estimate # TM-2022113
Job # 20220091

ITEM #	DESCRIPTION / PART #	QTY	UOM	UNIT PRICE	EXTENDED PRICE
1	Hours - Journeyman Lineman Construction Assistance (ADOL) per attached proposal Item L165 50024252 - 53300	272.0	EACH	\$240.00	\$65,280.00
2	ADOL Project Fees per attached proposal Item M183 50024252 - 53300	1.0	EACH	\$1,023.00	\$1,023.00
3	ADOL Certified Payroll Weekly Fees per attached proposal Item M186 50024252 - 53300	8.0	EACH	\$880.00	\$7,040.00
4	Increase to cover June 2022 Services on Invoice # TM-2022174 per Change Order # 1 50024252 - 53300	1.0	EACH	\$57,482.15	\$57,482.15

RECEIVING

Purchase Order Total \$130,825.15

EEO/AA Employer

The Equal Employment Opportunity Clause required under Executive Order 11246, the affirmative action commitment for disabled veterans and veterans of the Vietnam era, set forth in 41 CFR 60-250.4, the affirmative action clause of disabled workers, set forth in 41 CFR 60-741.5(a), and the related regulations of the Secretary of Labor, 41 CFR Chapter 60, are incorporated by reference in this purchase order. By accepting this purchase order, vendor certifies that it complies with the authorities cited above, and that it does not maintain segregated facilities or permit its employees to perform services at locations where segregated facilities are maintained as required by 41 CFR 60-1.8.

By Heather Bell
Purchasing Agent



MEMORANDUM

TO: JR Pearson, Acting City Manager
THROUGH: Cat Hazen, Acting Director, Finance Department
FROM: Lori Gregory, DPW/DPU Administrative Operations Manager
DATE: May 2, 2022
SUBJECT: Sole Sourcing Request –Journeyman Lineman Construction Assistance

Lori Gregory
Digitally signed by Lori Gregory
DN: cn=Lori Gregory, o=City of Unalaska, ou=Department of Public Works and Public Utilities,
E=lgregory@unalaska.ak.us, c=US
Reason: I am the author of this document
Location: your signing location here
Date: 2022.05.02 11:06:47
Email: PhantomPDF Version: 9.7.1

Per request from Acting DPU Director Steve Tompkins, I submit this memorandum requesting approval for the sole source procurement of Journeyman Lineman labor from OptimERA Inc. at a rate of \$240/hour for the construction of the electrical service for the new General Hill Water Pressure Booster Station and other pending new service construction, plus an additional estimated \$8,063 in costs related to filing Certified Payroll with the State Department of Labor. These costs will be paid from the Operating Budget of the Line Repair & Maintenance Division of the Department of Public Utilities. The estimated total for the General Hill Project work is \$73,343 per the attached estimate (Items L165, M183, & M186). Other construction related services will be billed as needed (Items L141 & L157). Please see attached Estimate TM-20221 13. This sole sourcing request meets the criteria established in the City’s Purchasing Policy § 1.h.i.1. “The item/service is available only from one source” as OptiMERA is the only vendor offering Journeyman Lineman services on short notice in Unalaska.

Electrical service construction for the General Hill Project was not included in the Contractor’s scope of work, the intent being it could be constructed in-house at a lower cost. With the loss of the lineman chief, and with our sole filled journeyman lineman position now becoming vacant, the Utility must contract out the work. Adding to the Contractors’ scope is not a viable solution as they will use the same contractor and mark up the cost, plus the budget of the Project is unable support the expense due to a pending Change Order.

Direct supervision by a certified Journeyman Lineman is a requirement of the City’s Standards of Apprenticeship, developed in cooperation with the U.S. Department of Labor. Section XVI – Supervision of Apprentices – Title 29 CFR 29.5(b) (14) states “No apprentice will be allowed to work without direct journeyworker supervision.”

The Department appreciates your consideration of this Sole Sourcing Request. If our purchase rationale meets the Policy’s mandate, please sign and date below, and forward this request on to the City Manager so that they may indicate their decision and return this document to me to attach to any Purchase Requisitions as applicable. Thank you.

- Approved
- Not Approved

- Approved
- Not Approved

Catherine Hazen Finance Director _____ Date _____
Digitally signed by Catherine Hazen
DN: OU=Comptroller, O=City of Unalaska,
CN=Catherine Hazen,
E=chazen@unalaska.ak.us,
Reason: I am the author of this document
Location: your signing location here
Date: 2022-05-02 13:09:08
Email: PhantomPDF Version: 9.7.1

Erin Reinders City Manager _____ Date _____
Digitally signed by Erin Reinders
DN: c=US, ou=CMO, o=City of Unalaska,
cn=Erin Reinders,
E=erindr@unalaska.ak.us,
Reason: I am the author of this document
Location: your signing location here
Date: 2022-05-02 14:02:23
Email: PhantomPDF Version: 9.7.1

CITY OF UNALASKA
JOURNEYMAN LINEMAN CHIEF CONSTRUCTION ASSISTANCE AGREEMENT

This Agreement is made this 4th day of May, 2022, between the City of Unalaska, an Alaska municipal corporation, with the mailing address of PO Box 610, Unalaska, AK 99685, and OptimERA Inc. ("Contractor"), with the mailing address of P.O. Box 921134, Dutch Harbor, AK 99692.

1. Services to Be Performed.

Contractor shall make available one (1) on-call Journeyman Utility Lineman Chief to provide construction services for the City per the attached Proposal dated April 22, 2022, Job# 20220091. The construction services to be performed under this Agreement will comply with Laborers' and Mechanics' Minimum Rates of Pay as required by Title 36 AS 36.05 & AS 36.10 published by the Alaska Department of Labor.

2. Compensation.

In consideration for the services to be performed by Contractor, City agrees to pay Contractor **Two Hundred Forty Dollars** (\$240.00) per hour for construction services falling under Title 36, Items L165 of the Proposal. The City also agrees it will reimburse Contractor, upon invoice from Contractor, the Alaska Department of Labor's Project Filing Fee (Item M183) as well as the Certified Payroll Fees (M186). These costs are estimated to total \$8,063.

3. Invoicing and Payment.

Contractor shall regularly submit invoicing for any calendar month in which Contractor provides services. For each date services were furnished, an invoice shall describe the services furnished, the amount of time for which Contractor seeks compensation for services furnished on such date, and the amount of compensation sought for such services. Copies of the Certified Payroll for the period for which Contractor is claiming compensation shall be included with all invoices.

4. Vehicles and Equipment.

The City will furnish all vehicles, equipment, tools, and materials used to provide the services required by this Agreement.

5. Insurance.

A. Contractor shall provide insurance coverage for not less than the following amounts, or greater where required by Laws and Regulations:

1. Commercial General Liability Insurance: \$1,000,000 per occurrence with a \$2,000,000 aggregate, including completed products and operations and personal liability insurance.
2. Automobile Liability Insurance: \$1,000,000 Combined Single Limit Including owned, hired, and non-owned coverage.
3. Statutory Workers' Compensation and Employer's Liability Insurance: \$1,000,000 Each Accident/Each Employee/Policy Limit.
4. A Waiver of Subrogation on the Commercial General Liability Insurance, Automobile Liability Insurance, Statutory Workers Compensation and Employers Liability

Insurance, Insurance: Contractor will hold the city harmless and provide a Waiver of Subrogation in favor of the Owner.

- B. Additional Coverages are required if they are within the scope of the Work:
1. Asbestos/Lead Abatement Insurance Coverage: If a Contractor is contracting for asbestos and/or lead abatement work. Insurance with coverage for the services rendered for the City including, but not limited to removal, replacement enclosure, encapsulation, and/or disposal of asbestos, or any other hazardous material, along with any related pollution events, including coverage for third-party liability claims for bodily injury, property damage, and clean-up costs.
 2. Environmental/Pollution Liability Coverage: If Automobiles Are to Be Used for Transporting Hazardous Material: Pollution liability broadened coverage (ISO endorsement CA 9948) and proof of MCS 90. Other environmental hazards associated with the scope of work.
 3. Property: For New Construction or Installation Projects All Risk coverage using an Installation Floater or Builders Risk form with a total value of the construction cost. Name the city as Loss Payee. Provide Transit coverage in the amount of the value of the load. Property at Temporary Location in the amount of property at the temporary location, if applicable.
- C. The Contractor is required to provide the Owner with a Certificate of Insurance naming the Owner as Additional Insured prior to the commencement of any Work or use of Owner facilities. The failure to object to contents of the Certificate of Insurance or the absence of same shall not be deemed a waiver of any and all rights held by the Owner. Additional Insured status on the Commercial General Liability shall be through ISO Additional Insured Endorsement CG2010 11/04 or equivalent.
- D. In the event the Contractor utilizes a Subcontractor for any portion of the services outlined within the scope of its activities, the Subcontractor shall provide insurance of the same type or types and to the same extent of coverage as that provided by the Contractor. All insurance required of the Subcontractor shall also name the Owner as an Additional Insured for all those activities performed within its contracted activities for the contract executed.
- E. The Contractor acknowledges that failure to obtain such insurance on behalf of the City constitutes a material breach of Contract and subjects it to liability for damages, indemnification, and all other legal remedies available to the Owner.

6. Term of Agreement & Termination.

This Agreement will become effective when signed by both parties and will terminate one year later unless extended by the written agreement of the parties or earlier terminated as follows: City or Contractor may terminate this Agreement, effective immediately upon giving written notice. Upon receipt of final invoice, City shall promptly pay Contractor any amounts earned prior to termination.

7. Entire Agreement.

This is the entire Agreement between Contractor and City. This Agreement may be modified only by a writing signed by both parties.

8. Resolving Disputes.

Any dispute arising under this Agreement shall be brought in the Superior Court at Unalaska, Alaska. This Agreement will be governed the laws of the State of Alaska, without giving effect to conflict of laws principles.

OPTIMERA INC.

CITY OF UNALASKA, ALASKA

By: _____

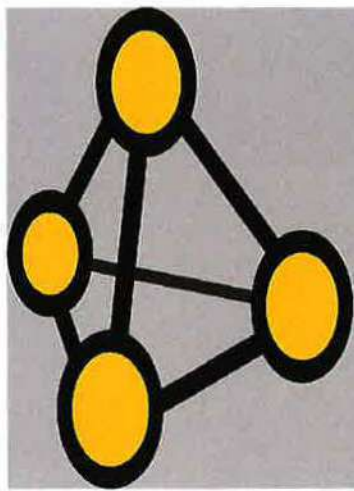


Matthew Scott, COO

By: _____



Erin Reinders, City Manager



OptimERA Inc.

Job Detail Sheet

Page 1 of 1

Accounts Payable
 Unalaska, City of (AR) - Electric/Line
 po box 610
 Unalaska, AK 99685

Invoice#: TM-202219
 Invoice Date: 4/22/2022
 Due Date: 5/22/2022
 Customer ID: 1
 Contact: Daryl Hall
 Phone#: (907) 581-1260

Job: COU - DOL Line support 2022 M
 Job#: 20220091

Work Ordered:

Labor associated with providing one Journeyman Lineman for approximately 3 weeks and one Journeyman Line Chief for approximately 7 weeks, with on-call coverage during the 7 week period.

Work Performed:

Item	Description	Qty	Price	Total
L141	Journeyman - On Call/Week/Empl	7.00	950.00 H	6,650.00
L157	DOL lineman - Non Contract	120.00	195.00 H	23,400.00
L165	DOL Line-Chief/Foreman - Contract Tier 3	272.00	240.00 H	65,280.00
Labor :				95,330.00
M183	DOL Project Fee	1.00	1,023.00 E	1,023.00
M186	DOL Cet. Payroll Fee w/ky	8.00	880.00 E	7,040.00
Misc Charges :				8,063.00
Total Due				\$103,393.00

ESTIMATE - DOL WAGES

Terms:

Please remit payments to the address at the top of the invoice. For auto pay or ACH assistance please email bookkeeping@optimerainc.com or call (907) 581-4983 Thank you. Payment is due 30 days after the invoice date, unless another date is specified, and must refer to the invoice number. Restrictive endorsements or other statements on checks are void. If Customer does not dispute a charge in writing within 6 months after the invoice date, Customer waives the right to dispute the charge (except to the extent applicable law or regulation requires otherwise). OptimERA may charge a late fee for overdue Payments for all services at the lower of 1.5% per month (18% per annum) or the maximum rate allowed by law; plus all costs (including attorney fees) of collecting delinquent or dishonored payments. OptimERA may require Customer to establish a deposit as a condition of providing Services. Customer authorizes OptimERA to investigate Customer's credit and share information about Customer with credit reporting agencies. Please See: <https://optimeranetworks.com/disclosure> for Terms & Conditions and Privacy Policy

**FIRST AMENDMENT TO
JOURNEYMAN LINEMAN/CHIEF CONSTRUCTION ASSISTANCE AGREEMENT**

This First Amendment to Journeyman Lineman/Chief Construction Assistance Agreement amends DOL contract # 22-05-60304A, **JOURNEYMAN LINEMAN CHIEF CONSTRUCTION ASSISTANCE AGREEMENT (“Contract”)** signed on 05/04/2022 and attached for reference, between the City of Unalaska (“Utility” or “City”) and OptimERA Holdings, Inc. (formerly named OptimERA, Inc.) (“Contractor”). This Amendment shall become effective on the last date signed below (“Effective Date”).

I. Amendment to Article 1. Article 1 of the Contract is hereby amended to read as follows:

1. Services to be performed.

- A. Subject to the terms of the Contract, Contractor shall provide its best efforts to provide Utility with that supplement staffing necessary to maintain a total of three (3) full-time Linemen (*i.e.*, the total of full-time Contracted Linemen provided by Contractor in addition to Utility’s employee Lineman or Linemen shall not exceed a total of three). Contractor may provide multiple part-time Contracted Linemen to equal a full-time lineman.
- B. Full-time is defined as forty (40) hours a week for each Contracted Lineman. Overtime must be approved and directed by Utility.
- C. Except as otherwise required by context, “Lineman” and “Linemen” shall include Line Chief, Lineman, and Apprentices.
- D. For all services performed under this Contract, Contractor shall comply with Laborers’ and Mechanics’ Minimum Rates of Pay as required by Title 36 AS 36.05 & AS 36.10 published by the Alaska Department of Labor.

II. Amendment to Article 2. Article 2 of the Contract is hereby amended to read as follows:

2. Compensation.

- A. *Fees.* In consideration for the services to be performed by Contractor, City agrees to pay Contractor the following, with hourly charges determined by the actual hours Contractor’s Linemen perform work for Utility:
 - 1. Line Chief - \$240.00/hr.
 - 2. Linemen - \$195.00/hr.
 - 3. Lineman Apprentice - \$195.00/hr.
 - 4. On-Call work:
 - i. If weekly, \$950.00/week, per Lineman; or
 - ii. The greater of minimum of one half-hour for On-Call Status and actual Call-Out hours worked.

5. Call-Outs shall incur charges for minimum two hours or actual hours worked, whichever is greater.
 6. Certified payroll Fees - \$800.00/week
 7. DOL Project Filing Fees – A one-time, non-recurring reimbursement for Alaska Department of Labor’s Project Filing Fee that Contractor incurs in order to provide the services under this Contract (not to exceed \$5k for Contract).
- B. *Not to Exceed.* The total compensation paid to Contractor under this Agreement shall not exceed **\$1,006,200** Dollars. Without breaching this Agreement, Contractor may decline to provide any staffing that would cause the compensation due to Contractor to exceed the amount stated in the preceding sentence.

III. Amendment to Article 6. Article 6 of the Contract is hereby amended to read as follows:

6. Termination and Reduction of Linemen Due to Utility Staffing.

- A. City of Unalaska will continue to proceed with staffing and onboarding of new employees during the Term of this Contract which shall be one (1) year from the Effective Date of this Addendum {“Contract Term”}.
- B. During the Contract Term, any redundancy in staffing between Contractor provided staffing and Utility provided staffing shall be reduced, by the Contractor.
- C. Reduction in staffing shall commence starting from the first (1st) day of work of the Utility employee, terminating twenty-four (24) weeks thereafter or the last day of the month in which the twenty-fourth (24th) week falls, whichever is later.
- D. Any staffing reduction process shall finalize with Termination of the Contract or continue with any adopted extensions to the Contract Term, maintaining the original start date. Restaffing by the Contractor to accommodate contract staffing levels shall be ongoing for the Contract Term to fill all open positions.

III. Addition of New Article 9. The Contract is hereby amended with the addition of a new Article 9 to read as follows:

9. Contractor Staffing Qualifications & Restrictions.

A. Line Chief

1. Maximum of one (1) full-time position
2. Must hold a current Journeyman Certificate of Fitness in the State of Alaska
3. Minimum 3 years supervisor role

4. Experience may be supplemented by practical experience of the local distribution system and applicable higher education.

B. *Lineman*

1. Maximum of three (3) full-time positions
2. Must hold a current Journeyman Certificate of Fitness in the State of Alaska.
3. Experience with install and maintenance of municipal distribution systems

C. *Apprentices*

1. Available Linemen and apprenticeship program(s) shall dictate allowable apprentice staffing levels
2. Minimum Journeyman Apprentice ratio of 1:1 shall apply for all Apprentices
3. Must hold a current Apprentice Certificate of Fitness in the State of Alaska
4. Apprentice must maintain in good program standing, as dictated by program administrators

- D. Contractor shall ensure that Contractor's Linemen comply with applicable City policies and procedures while such persons are performing services under this Contract.

V. **Addition of New Article 10.** The Contract is hereby amended with the addition of a new Article 10 to read as follows:

10. Work Week/Hours.

- A. *Work Week.* The work week shall begin on Monday of each week through Sunday the same week.
- B. *Normal Work Hours.* Normal Work Hours are defined as Monday through Friday, 8:00 AM through 5:00 PM, not including holidays or approved leave.
- C. *Call-Out & On-Call.* Work performed outside of Normal Work Hours shall be classified as Call-Out and/or On-Call work, charged accordingly and subject to the following:
1. On-Call status shall be requested no later than 48 hours before the start of the work week, for a period no less than 1 week, defined as 7 consecutive days, including holidays, starting on the Monday of the work week.
 2. On-Call availability is not guaranteed until requested and approved by both the Utility and Contractor.
 3. Call-Outs are defined as unscheduled work outside of Normal Work Hours that is not covered by On-Call status.
 4. Call-Out requests shall be made by Utility's POC to Contractor's POC.

- D. *Leave.* Holidays, sick leave, vacation, and other time off shall be in accordance with the policies of the Lineman's employer. The POCs shall communicate all known Lineman requests for leave and time off at their soonest convenience, including requests prior to approval, sick leave, and emergency leaves of absence.
- E. *Overtime.* Overtime shall be approved by both parties, at their discretion, prior to work being performed with such approval acknowledged by both parties by written exchange, (e-mail) prior to work being performed.
- F. Any discrepancies on hours, clarification of rates, the State of Alaska DOL rules and Regulations as required by Title 36 AS 36.05 & AS 36.10 shall take precedent.

VI. Addition of New Article 11. The Contract is hereby amended with the addition of a new Article 11 to read as follows:

11. Procurement and Approval Procedures.

Contracted Linemen shall not act as agents of City for any approval or procurement process, including but not limited to:

- A. Request or approval of LPOs (Local Purchase Orders);
- B. Requests for procurement of services or materials and/or approval of requisition in process;
- C. Direct ordering of supplies or materials; or
- D. Approval of any City permits, applications, or other documents requiring City authority.

VII. Addition of New Article 12. The Contract is hereby amended with the addition of a new Article 12 to read as follows:

12. Chain of Command.

- A. All normal day-to-day work direction and scheduling shall be at the direction of the City's POC or on-site designee.
- B. Notice of POC change shall be given no less than forty-eight (48) hours in advance of a change, under normal circumstances, excluding unforeseen staffing changes.
- C. POC's shall be named at the time of adoption of this Amendment and changed as required from time to time, via e-mail and acknowledge by both parties.
- D. At no time shall either party request direction or give direction outside of these channels.

E. This does not include discussions or direction regarding individual contract employee(s), Human Resource Discussions, Wage, Invoicing and/or other contractual obligations outside of normal day to day operations.

F. Point of Contact (“POC”):

For Utility:

For Contractor:

Title: Acting Director of Utilities

Title: COO, Optimera, Inc

Name: Steve Tompkins

Name: Matthew M. Scott

VIII. Addition of New Article 13. The Contract is hereby amended with the addition of a new Article 13 to read as follows:

13. Contract Employee Approval

The City has the right to review and disallow contract employees who are not eligible, with cause, in alignment with current policies and procedures in place.

IX. Addition of New Article 14. The Contract is hereby amended with the addition of a new Article 14 to read as follows:

14. Non-solicitation.

- A. During the term of the Contract and for a period extending for one (1) year thereafter, the City shall not encourage or solicit any employee, vendor or client of Contractor to leave or terminate their relationship with Contractor. This section shall not prohibit any Contractor employee from applying to any publicly noticed opening with City nor prohibit City from hiring such person; provided, however, that the City shall not employ during the terms of this Agreement a Lineman who was an employee of the Contractor during contract term such that it would affect the Contractor’s staffing obligations.
- B. During the term of the Contract and for a period extending for one (1) year thereafter, Contractor shall not encourage or solicit any City employees to leave or terminate their relationship with the City. This section shall not prohibit any City employee from applying to any publicly noticed opening with Contractor nor prohibit Contractor from hiring such person; provided, however, that Contractor shall not satisfy any of its obligations under this Agreement with services performed or offered to be performed by a Lineman who was a City employee at any time during the term of this Agreement.

X. Addition of New Article 15. The Contract is hereby amended with the addition of a new Article 15 to read as follows:

15. Access to City Facilities.

- A. City shall provide access to City equipment, facilities and systems to allow for the successful implementations of work as directed by the City POC, including but not limited to, keys, access badges, ACAD, ArcGIS, shared network folders or file structures and buildings during normal and unscheduled times, as needed to perform day to day tasks as directed.
- B. Other than is authorized for all members of the public, Contractor’s employees shall not use City premises or property for any purpose other than those to furnish the Services.

XI. Addition of New Article 16. The Contract is hereby amended with the addition of a new Article 16 to read as follows:

16. Relationship.

The City and Contractor are and shall be independent contractors in their relationship with each other and neither is nor shall be considered an agent or legal representative of the other for any purpose whatsoever, nor shall the employee of one be considered an employee of the other.

IN WITNESS WHEREOF, the parties hereto have duly executed this Amendment on the dates below written.

OptimERA Holdings, Inc.

City of Unalaska, Alaska

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Michelle Price, Administrative Coordinator
Through: Chris Hladick, Interim City Manager
Date: September 13, 2022
Re: North Pacific Fishery Management Council Meeting

The North Pacific Fishery Management Council will meet October 6-11, 2022, in Anchorage at the Hilton Hotel. The schedule and agenda (as of July 28) are attached.

The City of Unalaska's Fisheries Advisor, Frank Kelty, will attend this meeting on behalf of the city. Mr. Kelty indicates that the Pacific Cod small boat issue will be up for final action, as well as many issues related to crab.

Estimated travel costs are \$3,550 per person:

Air Fare	\$1,198
Anchorage Hotel	\$1,352
Rental Car	\$0
Per Diem	<u>\$1,000</u>
Total	\$3,550

As of September 13, 2022, the available funds in the Council travel budget are \$87,844.

The Travel Policy for the Mayor and Council indicates that no more than three Council Members are to travel to the same meeting or conference; that travel be conducted in the most direct and economic manner possible to accomplish City business; and that at least twenty-one days prior to an upcoming trip, the council will discuss the travel, identify the Council Members to travel, and approve the travel by motion.

Agenda SCHEDULE – Anchorage, AK

October 2022

NOTE: Agenda items may not be taken in the order in which they appear, and timing is subject to change as necessary. All meetings are open to the public, with the exception of Executive Sessions.

<i>All meetings 8am – 5pm</i>	SSC October 3-5 Hilton Hotel, Aleutian Rm	Advisory Panel (AP) October 4-7 Hilton Hotel, Denali Rm	Council October 6-11 Hilton Hotel, Aleutian Rm
Monday Oct 3	8:00 am Administrative issues C1 BSAI Crab specs 1:00pm C1 BSAI Crab (cont) D2 BBRKC		
Tuesday Oct 4	8:00 am C5 Gfish specs 1:00 pm D1 Stock prioritization D6 CCTF reports C4 Greenland turbot (T)	8:00 am Election of chair Administrative issues C2 BSAI Pcod sm boat C3 Trawl EM 1:00 pm C3 Trawl EM (cont) C4 Greenland turbot	
Weds Oct 5	8:00 am D3 Univ. data collection D4 A80 workplan (T) D8 EFH 1:00 pm <i>Continue as necessary/ Report writing</i>	8:00 am C1 BSAI Crab specs D1 BBRKC disc paper 1:00 pm D1 BBRKC (cont)	
Thursday Oct 6		8:00 am C5 Gfish proposed specs D1 Stock prioritization 1:00 pm D3 Univ. data collection D4 A80 workplan D5 PCFMAC report	8:00 am Election of officers B Reports 1:00 pm B Reports (cont) C1 BSAI Crab specs
Friday Oct 7		8:00 am D6 CCTF reports D7 Ecosystem Cmte 1:00 pm E Staff tasking	8:00 am C2 BSAI sm boat C3 Trawl EM 1:00 pm SSC report in full C3 Trawl EM (cont) 3:00 pm <i>Executive Session (T)</i>
Saturday Oct 8			8:00 am C3 Trawl EM (cont) C4 Greenland turbot 1:00 pm AP report in full C5 Gfish proposed specs
Sunday Oct 9			8:00 am D1 Stock prioritization D2 BBRKC 1:00 pm D2 BBRKC (cont)
Monday Oct 10			8:00 am D2 BBRKC (cont) D3 Univ. data collection 1:00 pm D4 A80 workplan D5 PCFMAC report D6 CCTF reports
Tuesday Oct 11			8:00 am D7 Ecosystem Cmte E Staff Tasking 1:00 pm E Staff Tasking (cont)

DRAFT AGENDA

**261st Plenary Session, North Pacific Fishery Management Council
October 3-11, 2022, Hilton Hotel, Anchorage, AK**

The North Pacific Fishery Management Council will meet in early October, at the Hilton Hotel, Anchorage, Alaska. Other meetings to be held in close conjunction are:

<u>Committee/Panel</u>	<u>Dates</u>
Scientific and Statistical Committee	October 3-5, 2022, 8 am – 5 pm, Aleutian Room
Advisory Panel	October 4-7, 2022, 8 am – 5 pm, Denali Room
Council	October 6-11, 2022, 8 am – 5 pm, Aleutian Room

Red = SSC items

	Council staff lead	Approx TIMING
A. CALL MEETING TO ORDER	<i>David Witherell</i>	
A1 Swear in new members, election of officers		
A2 Approve agenda		
B. Reports – written presentations unless noted	<i>David Witherell</i>	6
B1 Executive Director’s Report (<i>oral</i>)		
B2 NMFS Management Report (including National Saltwater Recreational Fisheries Policy, EDR adjustments updates) (<i>oral</i>)		
B3 NOAA General Counsel Report		
B4 ADF&G Report		
B5 USCG Report		
B6 USFWS Report		
C. Major Issues/Final Action Items		16
C1 BSAI Crab specifications – SAFE report, adopt ABC/OFLs for BBRKC, Tanner crab, snow crab, PIRKC, SMBKC; Crab Plan Team report; (SSC only) Ecosystem Status Report preview; (SSC only) snow crab rebuilding projections	<i>Sarah Rheinsmith</i>	3
C2 Pacific cod small boat access – Final Action	<i>Kate Haapala</i>	3
C3 Trawl EM analysis – Final Action; (T) Trawl EM Committee report	<i>Anna Henry</i>	4
C4 Greenland turbot in longline pots – Initial Review	<i>Sam Cunningham</i>	3
C5 BSAI/GOA Groundfish – Proposed specifications, Plan Team reports, spatial management discussion papers (GOA DSR, BSAI blackspotted/rougheye)	<i>Stram/ Cleaver</i>	3
D. Other Issues		16
D1 Stock prioritization – review NMFS recommendations	<i>Diana Stram</i>	1
D2 BBRKC expanded discussion paper - review	<i>Sam Cunningham</i>	8
D3 Universal data collection components discussion paper - review	<i>Mike Fey/Marrinan</i>	2
D4 Amendment 80 program and allocation review – workplan	<i>Jon McCracken</i>	1
D5 PCFMAC report – review	<i>Sara Cleaver</i>	1
D6 BS FEP Climate Change Taskforce a) ACLIM and IPCC update, b) Climate Readiness Synthesis Report - Review	<i>Diana Stram</i>	2
D7 Ecosystem Committee report - review	<i>Diana Evans</i>	1
D8 Essential Fish Habitat – review preliminary components of 5-year review (SSC only)	<i>Sarah Rheinsmith</i>	
E. Staff Tasking		
E1 Committees, New Business, and Tasking - Review	<i>Diana Evans</i>	4
TOTAL HOURS (including Executive Session, SSC and AP reports in full)		46