

Regular Meeting
Tuesday, February 28, 2023
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 Meeting** [February 14, 2023](#)
7. **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.*

8. **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.*
9. **Reports**
 - a. [City Manager](#)
 - b. Annual Reports from City Boards, Committees and Commissions
 - i. [Library Advisory Committee](#) – M. Lynn Crane, Chair
 - ii. [Parks, Culture and Recreation Committee](#) – Thomas Roufos, Chair
 - iii. [Planning Commission and Platting Board](#) – Travis Swangel, Chair
 - iv. [Historic Preservation Commission](#) – Travis Swangel, Chair
10. **Work Session** *Work sessions are for planning purposes, or studying and discussing issues before the Council.*
 - a. Unalaska Bay Entrance Channel Dredging Project Update - U.S. Army Corps of Engineers, Jathan Garrett, Project Manager & Nathan Epps, H&H Section Chief
11. **Regular Agenda** *Persons wishing to speak on regular agenda items must sign up with the City Clerk. Three-minute time limit per person.*
 - a. [Resolution 2023-09](#): Amending the funding formula guide for the Community Support Grant Program to include revenue from Tobacco Excise Tax
12. **Council Directives to City Manager**
13. **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.*
14. **Executive Session**
 - a. Public Safety Department personnel matters
15. **Adjournment**

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MINUTES

1. **Call to order.** Mayor Tutiakoff called the regular meeting of the Unalaska City Council to order on February 14, 2023, at 6:00 p.m.
2. **Roll call.** The City Clerk called the roll. The Mayor and all Council Members were present, with Mr. Bell attending remotely.

Nicholson 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.** No particular recognitions made.
5. **Adoption of Agenda.** Nicholson moved to adopt the agenda with second by Robinson. There being no objection, the agenda was adopted by consensus.
6. **Approve Minutes of Previous Meeting.** Robinson moved to approve the proposed minutes of the council meetings held January 24 and January 27, 2023, as presented, with second by Nicholson. There being no objection, both minutes were approved by consensus.
7. **Reports**
 - a. Chris Hladick gave a brief overview of the financials for December 2022.
 - b. Mr. Hladick gave the City Manager Report and responded to Council questions.
8. **Community Input & Announcements**
 - a. PCR Director Roger Blakeley made announcements about PCR Programs.
 - b. M. Lynn Crane made announcements for USAFV.
 - c. The City Clerk announced deadlines for submission of applications for Property Tax Exemptions, Sales Tax Refunds and submission of Business Personal Property Tax Returns; and reminded Mayor, Council, School Board and Planning Commission members of the deadline for submission of annual Public Official Financial Disclosures to APOC.
9. **Public Comment on Agenda Items.** None.

10. **Work Session.** Tungul moved to go into work session with second by Looby. There being no objection, work session began at 6:14 p.m.

- a. Chris Hladick, Bil Homka and Bob Cummings led the discussion with Council regarding the Captains Bay Road Improvement & Utilities Upgrade Project and responded to Council questions.

Robinson moved to return to regular session with second by Nicholson; there being no objection, Council returned to regular session at 7:14 p.m.

11. Regular Agenda

- a. Resolution 2023-07: Approving the Council's goals for the FY24 Budget

Coleman moved to adopt Resolution 2023-07; second by Robinson.

Mr. Hladick provided an overview.

Looby moved to amend Resolution 2023-07 to include Tobacco Excise Tax Funding, so that the second paragraph under "Operating Expenses" on page 2 reads as follows (new language italicized):

The total amount available to fund the Community Support Program grants will continue to follow the formula of up to 3.5% of the five-year average revenue for the General Fund and up to all of the Bed Tax Fund balance for the most recently completed fiscal year. *Additionally, all of the tobacco excise tax fund balance for the most recently completed fiscal year may be used for any public health programs or tobacco education and cessation programs that are applied for through the Community Support Grant Program.* (Revenues do not include Other Financing Sources.)

Second by Robinson.

Roll call vote on the amendment: all council members voted in the affirmative, adopting the amendment.

Roll call vote on the main motion: all Council Members voted in the affirmative, adopting Resolution 2023-07, as amended.

- b. Resolution 2023-08: Approving the Mayor's appointments Committees and Commissions

Tungul moved to adopt Resolution 2023-08; second by Looby.

City Clerk provided an overview.

Mr. Robinson thanked the committee and commission members for their service.

Roll call vote: all Council Members voted in the affirmative, adopting Resolution 2023-07.

12. Council Directive to City Manager

Looby moved to direct the city manager to conduct research and provide information to Council at a future meeting regarding the senior citizen sales tax refund, so Council has information necessary to determine if the refund amount should be increased due to increases in the cost of living; and whether Council should consider tightening eligibility requirements for the refund. Please include the number of applicants per year for the last five years, the present eligibility requirements and any proposed additional eligibility requirements. Second by Coleman.

Roll call vote: all council members voted in the affirmative, approving the directive to City Manager.

13. **Community Input & Announcements** None

14. **Executive Session**

- a. City Manager Recruitment and Personnel Issues.

Looby moved to go into Executive Session to discuss City Manager Recruitment and Personnel Issues, which if discussed in public, may tend to harm the reputation of a person. Present in Executive Session will be the Mayor and Council Members, along with Interim City Manager Chris Hladick. Second by Tungul.

There being no objection, Council moved into Executive Session at 7:37 p.m.

On motion by Coleman, with second by Nicholson, and there being no objection, Council returned from Executive Session at 8:15 p.m.

Council Directives to City Manager: Robinson moved to direct the City Manager to contact AMMA as to the availability of an interim City Manager. Second by Nicholson.

Roll call vote: all council members voted in the affirmative, approving the directive to City Manager.

15. **Adjournment.** Having completed all items on the agenda, the Mayor adjourned the meeting at 8:19 p.m.

These minutes were approved by the Unalaska City Council on February 28, 2023.

Marjie Veeder, CMC
City Clerk

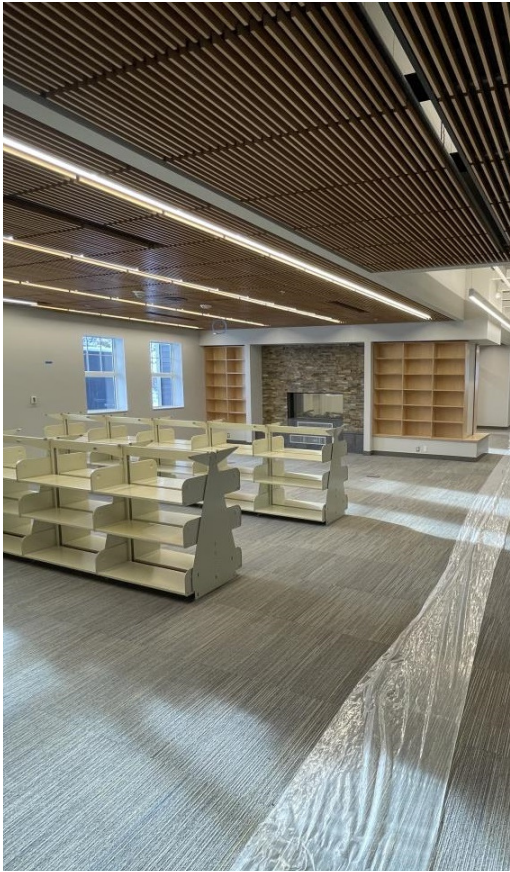
MANAGER'S REPORT

TO: Mayor Tutiakoff
City Council Members

FROM: Chris Hladick, Interim City Manager
William Homka, Acting City Manager

DATE: February 28, 2023

1. **CAPSIS:** Staff completed entries to CAPSIS on Tuesday, February 14. Five projects were submitted and are:
 - a. Captains Bay Road – Waterline Extension
 - b. Electrical Interconnection Project
 - c. Robert Storrs Small Boat Harbor Improvements
 - d. Unalaska Marine Center LCD Dredging
 - e. Tom Madsen Airport Terminal Upgrades – Planning and Engineering
2. **Budget:** Highlights for this report are:
 - a. Proprietary Funds – Finance is preparing a summary of the proprietary funds for City Council's review at the March 9 City Council meeting.
 - b. CMMP – Staff plans a detailed review of the FY24 CMMP on March 9.
 - c. We plan to present FY24 plans for rolling stock, facilities maintenance and community support grants on March 28, as well as ask Council to approve the property tax millage rate.
 - d. Department Budgets - Budget entries are due Friday, February 24. We will review them with directors during regularly scheduled department meetings the week of March 6.
 - e. Insurance – Risk has prepared the insurance budgets for FY24. Overall the rates will increase 15%. Factors causing the increases include market rate adjustments, property value increases and the City's claims experience.
 - f. Housing - Administration has used city housing as a recruitment tool for at least 7 years. Units have been held open to attract new employees, but at the same time this practice hurts the housing proprietary fund. We currently have 5 vacant units – 2 at Lear Road and 3 on Loop Road. This year, Administration's budget proposes \$55,500 to cover monthly rent and utility costs for holding units empty for recruitment efforts.
3. **Juneau Lobby Trip:** Scheduled for the week of March 13 in Juneau, both Chris Hladick and Bil Homka will be attend along with Mayor Tutiakoff and Council Member Robinson.
4. **Staffing:** Only two acceptable applications have been received for Police Chief. We intend to hire a recruitment firm to assist with filling this position. We have 24 vacancies as of February 23. Recently filled positions include temporary fire fighters, solid waste operator, water division supervisor and communications officer. Key vacancies include:
 - a. City Manager – Chris Hladick, Interim
 - b. Police Chief – Vacant
 - c. Fire Chief – Ben Knowles, Acting
 - d. Public Works Director – Scott Brown, Interim
 - e. Planning Director - Vacant
 - f. Finance Director – Clay Darnell, Interim
5. **Captains Bay Road Corridor:** Public Works and Public Utilities have been working on the Pyramid Creek bridge crossing. Regan Engineering is designing the waterline all the way to Trident's proposed site. The waterline design cost is covered by a Denali Commission grant.
6. **Compensation Study for Non-Represented Employees:** Preparing the RFP and scope of work. RFP should be issued the week of February 27.



2022
YEAR IN
REVIEW



UNALASKA PUBLIC
LIBRARY

"For me the library is an escape from the chaos of the real world. It's a place where myself and many others can come and just take time to relax and enjoy a book. It's a place where myself and others can go to after a long day at school or work and enjoy the peace and quiet."

-UCSD Student and
Unalaska Library Patron



"My family and I have come to love the Unalaska library. Thursday Story Time has become a staple in our family and all of the different reading programs and activities have really instilled a love of books and reading in my children. We are so excited for the improvements to the kids room, and the overall upgrades to the new library and are looking forward to the Grand Reopening."

-Unalaska Library Patron

"The City of Unalaska Library is an invaluable community resource. Over the course of the 32 years plus that I have lived here, it has always been a reliable source of information and entertainment. The book catalog is impressive and always up to date, the DVD selections cover a wide range of subjects and languages, and there are a wide variety of magazines available. The staff is friendly and knowledgeable and the environment is warm, peaceful, and comforting. The Friends of the Library used book room is my favorite area, and is always worth a look. I rarely go home empty-handed."

-Unalaska Library Patron

CITY OF UNALASKA
P.O. Box 610
Unalaska, AK 99685-0610
(907) 581-1251 Fax (907) 581-1417



MEMORANDUM TO COUNCIL

To: Unalaska Mayor and City Council Members
From: M. Lynn Crane, Chair, Unalaska Public Library Advisory Committee
Date: February 28, 2023
Re: Library Advisory Committee Annual Report to the Mayor and Council, 2022

The Unalaska Public Library had a year of anticipation and upheaval as we embarked on a major expansion and renovation project, moved to a temporary location, and saw the departure of several long-time staff members. During these transitions, the Unalaska Public Library continued to provide valuable services and resources to the community. I am pleased to submit this report on Unalaska Public Library and Library Advisory Committee activities to the Mayor and Council. It covers the calendar year from January – December of 2022.

In 2020 and 2021, library services and usage changed due to the Covid-19 pandemic. As we emerged from those challenging times, we had another unusual year in 2022, with our library set up in a temporary Burma Road Chapel location from April – December and our main library building under construction.

As always, library staff worked hard in 2022 to accomplish the library's mission to **educate, enrich, and inspire community members by connecting them to the world and each other** within the limitations of our temporary location, onboarding new staff, and participating in plans and logistics for an ongoing capital project. During this time, staff provided library services such as story time, passport application processing, document notarization, internet access, and access to a limited collection of books and media.

While staff have taken every measure possible to maintain a high level of service to meet the community's needs, our library patrons and staff are eager to move back into the larger public space with increased programming and access to the full library collection in 2023.

The following statistics provide a snapshot of core library services and usage.

	2022	2022 Daily Average ¹	2021	2020
Users through the door	14,513	43	12,173	15,366
Items checked out	27,062	80	38,730	43,634
Computer & Wifi Sessions	27,956	82	25,199	28,161
eBook Downloads	739	-	2,148	2,016
Active Registered Users ²	2,996	-		

1. Closed 26 days, including holidays, March 14 – 31 for packing and moving, and December 21 for weather
2. Card used to check out in the past 60 months

Internet Access for Library Patrons

With the introduction of high-speed internet access to Unalaska, this community will see many changes in the upcoming year, and these changes will certainly affect the library and its use. Although internet speeds will increase, costs will likely remain high, and many patrons will continue to rely on free internet access at the public library, as they do throughout the country. Over the past two years, we have seen patrons move towards using their own devices in our facility rather than library computers. The layout of our expanded library reflects this projected usage, with increased seating and quiet study space and fewer sit-down computer stations.

The library is currently near the end of a 5-year contract with TelAlaska/Fastwyre, which will end on June 30, 2023. Starting in July 2023, the library will be under a new internet contract, and we anticipate providing high-speed internet to our patrons when that contract begins.

Expansion and Renovation of the Library Facility

The Committee thanks the Mayor and Council for recognizing the need for an expanded and renovated library facility and setting this project in motion over five years ago. The City of Unalaska initiated the project because the community has expressed a need for improvements in children’s and teen spaces, meeting and study spaces, community event and learning spaces, and more room for seating and library materials.

The expansion adds a large community room that holds up to 88 people for classes, presentations, and programs, plus a new teen room and expanded children’s room, two quiet study rooms, and a renovation and refresh of furniture and fixtures in the remaining public areas in the building. The expansion will increase the building’s footprint by approximately 35%. Construction is nearly complete, and we are planning to move in in March and reopen in April 2023.

The Advisory Committee played an active part in the planning and public input portion of the Library Building Improvement Project, meeting multiple times with the project architects and providing input on topics like furniture and finishes, public art, and self-checkout, as well as giving general input on the direction and scale of the project. The Advisory Committee also appointed an Art Committee to solicit, evaluate, and select art installations for the project.

Committee Work

In 2022, the Committee met nine times, and a subcommittee met once to discuss fundraising as a requirement for a capital project grant received from the Rasmuson Foundation. The Committee received information and gave advice to the City Librarian and the Director of Parks, Culture, and Recreation on the following discussion topics in 2022:

- Library Building Improvement Project
- Library Business Plan
- Library Annual and Long-Term Goals
- Rasmuson Foundation Grant for Library Expansion – Fundraising Committee
- City of Unalaska Fee Schedule – Library Section
- Summer Reading Program
- Library Policies Review & Input: Library Rules of Conduct, Circulation of Library Materials, Collection Development

Library Advisory Committee Members

Term Expires:

M. Lynn Crane, Chair	02/2024
Karen Macke, Vice Chair	02/2024
Debbie Hanson-Zueger	02/2023
Virginia Hatfield	02/2025
Cat Hazen	02/2024
Estkarlen Magdaong	02/2025
Cyri Thompson	02/2025

In summary, members of the Public Library Advisory Committee report that the library has had a challenging and exciting year, and that the Unalaska community continues to use and value the library's resources, services, and programs. We look forward to discussing this report and answering any questions from Council members or City Administration on February 28, 2023.

AQUATIC CENTER & COMMUNITY CENTER 2022 YEAR IN REVIEW



Community Center
Active Use Visits

*These numbers reflect pass visit use and not facility use for drop in programming or general community use.



Aquatic Center
Active Use Visits



Program Sessions
Delivered

*Programs delivered is based off of the number of individual sessions of all programs delivered through the Aquatic & Community Centers. Program registrations do not include participants in daily drop in programming.



Individual Program
Registrations



20 Corporate Pass
Holders

7,441 Corporate
Pass Visits

20 Visits per Day



**City of Unalaska Parks, Culture and Recreation
Committee Annual Report to Council
January 01 – December 31, 2022**

The City of Unalaska Parks, Culture and Recreation (PCR) Committee Annual Report to Council highlights the Committee's accomplishments during the 2022 calendar year.

PCR ADVISORY COMMITTEE

- Thomas Roufos, Chair
- Greg Peters
- Ben Knowles
- Jill Spetz
- Noel Rea
- Ryan Humphrey

I would like to begin with a "Thank You" to our PCR Staff for all their hard work this year.

The Committee's major role is to provide insight and feedback on programming, events, and operations. The Committee serves as another set of eyes looking at all of PCR.

The Committee has been active in the playground improvement projects and reviewing the programming of PCR. This has included the completion of the Sitka Spruce playground.

The committee revised its own bylaws. This has allowed us to have a better and more transparent information process to the public.

We are starting a new planning process to develop a Parks and Recreation Master Plan, that should give the City direction for park improvements for the next 20 years.

The Committee reviewed the CMMP Plan for the Department and made recommendations for the upcoming projects. We reviewed the annual budget and business plans that were created by each division of PCR.

One of the goals of the Aquatic Center is to give every person regardless of age a chance to learn to swim. This has included Infant swim lessons, Head Start pre-school swim lessons and young adult and adult swim lessons. Along with the swim lessons program the Aquatic Center held 24 community programs and events including Girls night Out, Bro's Day with cardboard boat races, Pumpkin Plunge,

and St. Paddy Day Dash. This year we offered CPR and First Aid Training to community members. The lifeguard training program received Exceeds Expectations for rescues on the yearly audit from Jeff Ellis and Associates.

The recreation programming division continued to offer a great slate of comprehensive programming to the community of Unalaska. From Special Events which included an indoor Heart of the Aleutians Festival due to Rain as well as a Trunk or Treat also moved indoors due to rain events like the very popular outdoor egg hunt the division rolled with the punches to bring these family friendly outings to the community.

We also provided our ever-popular youth sports seasons of basketball and soccer and even though enrollment is down at the local school district, and this did effect participation numbers, we still saw a strong showing for both leagues.

The 360-afterschool program filled up quickly and was maxed out at 35 students all year. This essential program provides much needed care for children during the hours that immediately follow the school day. Staff also provided a number of other classes and programs such as races from 2 miles to a marathon and several art classes to seek to provide a wide selection for all community members.

The programming division also published our activity guide and is looking to expand our promotional material this coming year with the addition of a new website and smartphone app that is similar to that used by the Unalaska City School District. We are excited about the new possibilities offered by this app and also the arrival of affordable high-speed internet.

The Business Plan Project developed a format for anyone to look at the department in a more in-depth way without getting lost in spread sheets and schedules. The Business Plans have made it possible to look at the goals and outcomes by division and to track the progress of each of the division's goals and objectives.

One of the biggest changes we had this year was the departure of Nick Cron, who took a job in the lower 48 as an Operations Manager. Joleen Longo, has been hired to fill his position and has done a great job during her first few months in the position of Operations Manager for the Recreation Center, Parks, and CMMP Manager for the Department.

We would like to additionally highlight that PCR staff was present during the December rain emergency, providing support to the EOC. The team manned the front-line information reconnaissance to bring the EOC understanding of the entire flooding event around the City in real time. Each team was sent to different parts of the City to photo document the flooding and any damage. The information they provided was invaluable to the EOC team in Unalaska but also helpful with the State EOC and geologists team. We thank the staff for continuing to flex with the community's needs and provide support to the emergency operations center. We recommend that PCR staff be included in future NIMS trainings to maintain the department's readiness to support the community.

We stand behind their creative solutions to provide services, as well as their enforcement of new safety rules and protocols in order to continue to provide those services.

Respectfully submitted by,



Thomas Roufos
Chairman PCR Advisory Board

PCR Advisory Committee 2022

Reviewed	Action
Activity Guides - Winter/Spring, Summer, & Fall	New Community Center Cameras were installed
Budget for Fiscal Year 2022	Started the Kelty field project and fixed the under drain at the field
Business Plans (Recreation; Library; Aquatics; Parks; and Operations)	Completed Sitka Spruce park project and had a grand reopening
CMMP Projects	
Implemented Ideas & Suggestions	Feedback & Suggestions for Improvements to Existing Programs
Healthier food choices at PCR activities	Provide another small type event like HOA in the spring (Smaller)
Staff are pursuing a pool structural plan	Bring more art to the PCR
Changed out the Sharps units in the restrooms at PCR	Healthier food choices at PCR activities
Staff are pursuing an Activity Guide App	
	Concerns
	Lack of qualified people to teach the classes

**CITY OF UNALASKA
PLANNING COMMISSION & PLATTING BOARD
2022 ANNUAL REPORT**



This annual report is designed to serve multiple functions: to summarize the planning activities of the Unalaska Planning Commission; to serve as a resource document; to project future planning needs and activities; and to meet the requirements of § 2.60.090, Unalaska Code of Ordinances.

The Planning Commission, Platting Board, Department of Planning, and Unalaska City Council refer to the adopted Comprehensive Plan, Platting and Subdivision Regulations, Zoning Code of Ordinances, Zoning Map, and other applicable codes for all decisions rendered.

The following residents of Unalaska served on the City of Unalaska's Planning Commission and Platting Board in 2022:

Chair, Travis Swangel
Vice Chair, Caroline Williams
Ian Bagley
Virginia Hatfield
Rainier Marquez

The Planning Commission and Platting Board are supported by the City of Unalaska's Planning Department, which consists of:

William Homka, AICP, Assistant City Manager,
Acting Planning Director (As of November, 2022)
Thomas Roufos, Associate Planner
Cameron Dean, Former GIS Administrator (Resigned August, 2022)
Jasmine Gonzalez, Former Administrative Assistant (Resigned January, 2022)
Teri Salazar-Lascano, Current Administrative Assistant (Started June, 2022)

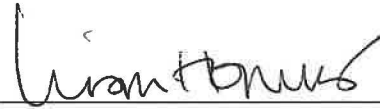
PLANNING COMMISSION AND PLATTING BOARD
RESOLUTION 2023-01

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

CITY OF UNALASKA
PLANNING COMMISSION

BY: 

Travis Swangel
Commission Chair



William Homka, AICP
Secretary of the Commission

DATE OF ADOPTION: FEBRUARY 16, 2023

INTRODUCTION

Alaska State law gives incorporated municipalities the authority and responsibility for planning, platting, and land use regulation. In addition to providing for the orderly and efficient use of land and other resources, planning can establish ground rules for development for the whole community and provide the means by which residents participate in important decisions about their community's future. With effective planning, a community can define its character and realize tangible benefits.

The Unalaska Code of Ordinances establishes the Planning Commission and Platting Board to help assure orderly growth of Unalaska and offers additional guidance regarding their functions, power and duties, which include:

- To recognize and utilize such basic information necessary to understand past trends, present conditions, and forces affecting community growth and development;
- To prepare and keep current a Comprehensive Plan for meeting present requirements and future needs for community growth and development as may be foreseen by the Commission/Board;
- To establish principles and policies for guiding actions affecting growth in the city;
- To prepare and to recommend to the City Council ordinances, regulations, or other proposals promoting orderly development indicated as desirable by the Comprehensive Plan;
- To exercise jurisdiction over platting as provided in Chapter 8.08, and to act upon requests for variances, conditional uses, and zone amendments as provided in Chapter 8.12;
- To keep the City Council and general public informed and advised as to matters before the Commission/Board;
- To conduct such meetings, as required, to gather information necessary for the drafting, establishment, and maintenance of the Comprehensive Plan and the ordinances and regulations relating to it; and
- To perform other duties lawfully assigned to the Commission/Board or which have a bearing on the preparation or accomplishment of the Comprehensive Plan.

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

SUMMARY OF PLANNING ACTIONS FOR 2022

I. General Statistics (January 1, 2022 – December 31, 2022)

Application Type	Considered or Reviewed/ Granted, Approved or Formally Recommended		
	2020	2021	2022
Variance	2/2	2/0	1/1
Conditional Use	1/1	4/4	3/3
Zone Amendment	1/1	-	4/3
Property Acquisitions	-	-	-
Code Revisions	-	-	-
Plats	3	2/2	1/1
Planning Documents	3/3	-	1/1
TOTAL MEETINGS	6	7	6

II. Planning Commission Recommendations to Council

The Planning Commission recommended Three Zoning Amendments, No Code Revisions, and One Planning Document to the City Council for action in 2022.	
<i>January 20, 2022: Approved Resolution 2022-01 Annual Report (Planning Document) and filed with City Council</i>	The Planning Commission through Resolution 2022-01 approved the <i>Planning Commission and Platting Board 2021 Annual Report</i> , which reviewed the year in Planning in Unalaska.
<i>April 21, 2022: Denied Resolution 2022-03 Rezoning Action</i>	The Planning Commission denied Resolution 2021-03 rezoning the downtown Arctic Chiropractic lot from General Commercial to High Density Residential after the business was no-longer operating on that property. Denied due to HDR being too high of a use in favor of Moderate Density.
<i>April 21, 2022: Approved Resolution 2022-04 Rezoning Action</i>	The Planning Commission approved Resolution 2021-04 rezoning the downtown Arctic Chiropractic lot from General Commercial to Moderate Density Residential.
<i>June 16, 2022: Approved Resolution 2022-05 Rezoning Action</i>	The Planning Commission approved Resolution 2022-05 rezoning the Native Allotment previously owned by Billy Shaishnikoff that automatically became a Holding Zone when sold. The Holding Zone was rezoned as Marine Dependent Industrial.
<i>June 16, 2022: Approved Resolution 2022-07 Zoning Action</i>	The Planning Commission approved Resolution 2022-07 applying Developable Tideland zoning to a 1.156-acre area outside of the Robert Storrs Harbor to facilitate tideland acquisition from the state for future expansion of the marina.

III. Planning Commission Actions and Activities

The Planning Commission & Platting Board approved one (1) Variance and three (3) Conditional Use Permits in 2022.	
<i>January 20, 2022: Approved Resolution 2022-02, a conditional use permit</i>	Resolution 2022-02 approved a short cell tower on a lot zoned Single-Family/Duplex on Driftwood Way.
<i>July 21, 2022: Approved Resolution 2022-08, a conditional use permit</i>	Resolution 2022-08 approved storage for a commercial diving and welding business in a residential garage on Choate Lane. The lot is zoned Single-Family/Duplex.
<i>August 11, 2022: Special Meeting Deferred and Amended Resolution 2022-09, a conditional use permit</i>	Resolution 2022-09 was deferred to a Special Meeting on August 28 th because the meeting materials were deficient. The request sought approval for mixed-use commercial/ residential. The parcel on West Broadway is zoned General Commercial. The proposal included a warehouse and eight efficiency residential units for employee housing.
<i>August 28, 2022: Special Meeting Approved Amended Resolution 2022-09, a conditional use permit</i>	Resolution 2022-09 approved a mixed-use commercial/ residential development on West Broadway. The lot is zoned General Commercial. The proposal was decreased from eight residential units to four. The project required Planning Commission approval because City Code prohibits resolution residential and commercial uses combined on the same parcel.
<i>December 21, 2022: Approved Resolution 2022-10, a variance permit</i>	Resolution 2022-10 approved a 5-foot variance for a shed on a Single-Family/Duplex lot on Loop Road. The parcel's topography created a hardship.

IV. Platting Board Actions

The Planning Commission & Platting Board approved one (1) subdivision extension in 2022.	
<i>June 16, 2022: Approved Resolution 2022-06, a preliminary plat extension</i>	Resolution 2022-06 approved a one year extension for a preliminary plat for Parkside Estates. The plat will expire on June 16, 2023. The developer is working with the city's utilities, public works and planning departments to resolve issues. The developer must submit corrected drawings and other requirements by April 17, 2023 or the project will cease.

V. Summary of Appeals Cases and Actions:

The Planning Commission did not hear any appeals of administrative decisions.

VI. Department of Planning Activities:

The Department of Planning's primary responsibility is coordinating community planning and development, land use, and capital growth within the City of Unalaska. Services include assisting the public, Mayor and City Council, Planning Commission, and other City departments by providing information, guidance, and direction on land use issues and regulations. Under the guidance of the department, the City's annual five-year capital improvement, replacement, and maintenance program is developed. The department also initiates and directs studies and reports relating to long and short-term planning needed for both community growth and development, in accordance with the Comprehensive Plan.

In addition to the involvement in the items described in previous sections, Departmental activities and accomplishments for 2022 include the following:

- **Negotiated Agreements:** Coordinated the negotiation and approval of:
 1. Tideland leases and easements which will allow for businesses to expand operations in our community and help to diversify Unalaska's economic base, as well as provide access for public works projects.
 2. Continued to assist Public Works with the Generals Hill Booster Pump project.
 3. Continued working with joint trenching agreement with GCI to install conduit for a City fiber network. The department also coordinated with Engineering to review plans and permits for the GCI fiber project.
 4. Continued to serve on the geothermal City team negotiating the implementation of the PPA with OCCP.
- **GIS Improvements.** Staff have improved accuracy and availability of GIS resources internally and to the public.
- **Community Support Grants:** The Planning Department administers the community support grant program. The Planning Department received 9 Community Grant Applications from different non-profit organizations around the City of Unalaska. These applications were reviewed, critiqued, and sent back for corrections before discussing financial matters to the City Council. Once applications had come back through, evaluations were conducted. Planning designed a means for the City Council to establish the sums for the Community Support Grants.
- **Code Enforcement:** The Planning Department led an effort by Fire, Public Safety, Public Works and Clerks to respond to a nuisance complaint and numerous zoning violations on 14 properties on Choate Lane. A long-running enforcement issue at 176-180 Chernofski involving Planning, Public Works, Fire, Public Safety and the City Attorney has been settled in favor of the City. Choate Lane continues to undergo clean-up activities, hampered by the lack of accessible scrap collection for residential customers.
- **Grants:** The Planning Department was successful in acquiring a highly competitive FY22 EPA Brownfields Assessment Grant. Staff attended the Brownfields 2022 conference in Oklahoma.
- **Surveys:** The Planning Department conducted numerous surveys on COVID, community health needs on behalf of the IFHS Clinic and the National Community Survey.
- **Other:**
 1. Staff participate in the Airport Masterplan Update Stakeholder Advisory Committee, Amaknak Formerly Used Defense Site Restoration Advisory Board, City CARES Grant Committee and the Alaska chapter of the American Planning Association.
 2. Staff serve on the IFHS Clinic board and PCR Advisory Committee, as well as volunteer with the Fire Department and high school athletics.
 3. The department assisted with the planning and City presentation for the legislative visit and tour.

- **CMMP Process:**

1. The newly implemented 10-year plan successfully spread projects across more years, allowing for better planning of needs.
2. The FY24 CMMP process is ongoing.

VII. Departmental goals for 2023 include the following:

- Continue improving process of zoning and public nuisance code enforcement as minor offenses.
- Improve accuracy and completeness of staff reports and packets.
- Expand online GIS access, improve mapping on mobile devices and train staff in new programs.
- Update the Comprehensive Plan as the current plan is nearing the end of its lifespan and a new plan is required in order to provide guidance for community facility and infrastructure investments.
- Work with Engineering / Permitting to improve the permitting and review process.

**CITY OF UNALASKA
HISTORIC PRESERVATION COMMISSION
2022 ANNUAL REPORT**



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

The following residents of Unalaska served on the City of Unalaska's Historic Preservation Commission in 2022:

Chair Travis Swangel
Vice Chair Caroline Williams
Ian Bagley
Virginia Hatfield
Rainier Marquez
City Manager: Erin Reinders (Left May, 2022)
Acting City Manager: Chris Hladick (As of May, 2022)
Acting Planning Director: William Homka (Acting as of November 2022)

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


William Homka, AICP, Assistant City Manager,
Acting Planning Director (As of November, 2022)
Thomas Roufos, Associate Planner
Cameron Dean, Former GIS Administrator (Resigned August, 2022)
Jasmine Gonzalez, Former Administrative Assistant (Resigned January, 2022)
Teri Salazar-Lascano, Current Administrative Assistant (Started June, 2022)

HISTORIC PRESERVATION COMMISSION
RESOLUTION 2023-01

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

CITY OF UNALASKA
HISTORIC PRESERVATION COMMISSION

BY: 
Travis Swangel
Commission Chair


William Homka, AICP
Secretary of the Commission

DATE OF ADOPTION: FEBRUARY 16, 2023

INTRODUCTION

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

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

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

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

SUMMARY OF HISTORIC PRESERVATION COMMISSION ACTIONS FOR 2022

I. General Statistics (January 1, 2022 – December 31, 2022)

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

HPC Summary of Activities	2020	2021	2022
Ordinance Changes	-	-	-
General Resolutions	1/1	1/1	1/1
Survey/Inventory of Historic Properties	-	-	-
Preservation Planning Activities	-	-	-
National Register Participation	-	-	-
Historic Property Protection	-	-	-
Public Education Projects	-	-	-
Historic Preservation Grants	-	-	-
TOTAL MEETINGS	1	4	3

II. Historic Preservation Commission Recommendations to Council

There were no recommendations to Council.

III. Historic Preservation Commission Actions

The Historic Preservation Commission approved the 2022 annual report and had discussion items.	
<i>January 20, 2022: Approved of Annual Report and filed with City Council.</i>	The Historic Preservation Commission approved Resolution 2022-01 , a resolution approving the HPC 2021 Annual Report.
<i>April 21, 2022: Discussion item</i>	<p>1. Review of letter from Greg Lockwood, DOTPF, to HPC dated March 1, 2022, a response to the HPC letter to the State Department of Transportation and Public Facilities regarding the Unalaska Airport Master Plan.</p> <p>2. Review of letter from Forrest Kranda, USACOE to HPC dated March 29, 2022, regarding soil removal and groundwater monitoring at six locations in Unalaska Valley as part of the Formerly Used Defense Sites Program.</p>
<i>December 15, 2022</i>	Update on Army Corps of Engineers Formerly Used Defense Sites Restoration Advisory Board Activities – Rena Flint, US Army Corps of Engineers

IV. Historic Preservation Goals for 2023

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

CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION 2023-09

A RESOLUTION OF THE UNALASKA CITY COUNCIL AMENDING THE FUNDING FORMULA GUIDE FOR THE COMMUNITY SUPPORT GRANT PROGRAM TO INCLUDE TOBACCO EXCISE TAX REVENUE

WHEREAS, the City of Unalaska acknowledges, appreciates and supports the services provided to the community by non-profit agencies; and

WHEREAS, in the past the City of Unalaska provided financial aid through the Community Support Grant Program from two sources, the General Fund and the Bed Tax Fund; and

WHEREAS, in 1991 the City enacted a Hotel-Motel Tax, also known as Bed Tax, dedicating the revenue received for visitor industries, for historical and cultural projects, and programs that increase knowledge and appreciation for the community of Unalaska, and its surroundings; and

WHEREAS, in 2021 the City enacted a Tobacco Excise Tax, dedicating the revenue to the Community Support Grant Program for the benefit of public health programs or tobacco education and cessation programs in Unalaska; and

WHEREAS, in 2019 the City Council authorized a formula to guide funding for the Community Support Grant Program as three and one half percent (3.5%) of the average General Fund for the five most recently completed fiscal years, plus the Bed Tax Fund for the most recently completed fiscal year; and

WHEREAS, the City Council would like to add the Tobacco Excise Tax revenue to the funding formula.

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council authorizes a new funding guide for the Community Support Grant Program to be three and one half percent (3.5%) of the average General Fund revenue for the five most recently completed fiscal years; plus the Bed Tax Fund for the most recently completed fiscal year; plus the Tobacco Excise Tax Fund for the most recently completed fiscal year.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on February 28, 2023.

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, Interim City Manager
Date: March 28, 2023
Re: Resolution 2023-09: Amending the funding formula guide for the Community Support Grant Program to include Tobacco Excise Tax revenue

SUMMARY: In 2019 Council adopted a resolution setting out the funding formula guide for the Community Support Grant Program. In 2021 Council enacted an excise tax on tobacco products, dedicating the revenue to the Community Support Grant Program for public health or tobacco education and cessation programs. Resolution 2023-09 adds the tobacco tax revenue to the funding formula guide. Staff recommends approval.

PREVIOUS COUNCIL ACTION: Council adopted Resolution 2019-64 (copy attached) on December 12, 2019, setting out the funding formula guide as three and one half percent (3.5%) of the average General Fund for the five most recently completed fiscal years, plus the Bed Tax Fund for the most recently completed fiscal year. On February 14, 2023, Council adopted their goals for the FY24 Budget, and included the Tobacco Tax revenue in the Community Support Grant Program funding formula.

BACKGROUND: With the enactment of the Tobacco Excise Tax and dedication of that revenue to the Community Support Grant Program for the benefit of public health programs or tobacco education and cessation programs in Unalaska, it makes sense to amend the funding formula to include tobacco tax revenue.

DISCUSSION: The original funding formula for the Community Support Grant Program, as described in the approved budget goals before 2019, was 3.4642% of the average of general fund revenues from the previous five years. Revenues do not include “Other Finance Sources.”

Additionally, the formula also includes Bed Tax revenue for the most recently completed fiscal year. The dedication language for the Bed Tax revenue is to fund visitor industries, historical and cultural projects, and programs that increase knowledge and appreciation for the community of Unalaska and its surroundings.

To be clear, the “most recently completed fiscal year” means that for the FY24 budget cycle, the general fund average used will be FY18 - FY22; and the most recently completed fiscal year for bed tax and tobacco tax will be FY22. The FY24 budget will be adopted before the completion of FY23, the present fiscal year.

ALTERNATIVES: This is viewed as a housekeeping measure, as the use of Tobacco Tax revenue is included in our Code of Ordinances at Chapter 6.56. Council may choose to amend the percentage of General Fund Revenue available in the Community Support Grant Program.

FINANCIAL IMPLICATIONS: The addition of tobacco tax revenue will increase funds available to the Community Support Grant Program, keeping in mind the allowed uses of tobacco tax funds.

The Tobacco Excise Tax became effective on October 1, 2021, with retailers paying the tax on cigarettes and tobacco products brought into Unalaska for commercial purposes. The first reporting period was the 4th Quarter of 2021 covering October, November & December 2021, with the first reports and payments in January 2022. FY22 tobacco tax revenue available for grants in FY24 is \$156,414.

Because this is an excise tax not a sales tax, revenue is reported and received on a quarterly basis as retailers make bulk purchases of product. There may be quarters when no revenue is realized. After we have more years of tobacco tax revenue history, annual revenue estimates may more easily be formulated.

STAFF RECOMMENDATION: Staff recommends adoption, but makes no recommendation as to the percentage of General Fund Revenue available to the community support grant program.

PROPOSED MOTION: I move to adopt Resolution 2023-09.

CITY MANAGER COMMENTS: This resolution clarifies the funding formula guide for the Community Support Grant Program to include Tobacco Excise Tax Revenue. I support Staff's Recommendation.

ATTACHMENTS: Resolution 2019-64, increasing the funding formula for the Community Support Grant Program

CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION 2019-64

A RESOLUTION OF THE UNALASKA CITY COUNCIL AUTHORIZING AN INCREASE TO THE FORMULA PERCENTAGE GUIDE IN THE COMMUNITY SUPPORT GRANT PROGRAM TO 3.5% OF THE AVERAGE GENERAL FUND FOR THE FIVE MOST RECENTLY COMPLETED FISCAL YEARS, PLUS THE BED TAX FUND FOR THE MOST RECENT COMPLETED FISCAL YEAR

WHEREAS, the City of Unalaska acknowledges, appreciates and supports the services provided to the community by non-profit agencies; and

WHEREAS, the City of Unalaska provides financial aid through the Community Support Grant Program from two sources, the General Fund and the Bed Tax Fund; and

WHEREAS, for many years the City of Unalaska's funding guide for the Community Support Grant program has been 3.4642% of the average General Fund for the five most recently completed fiscal years and the Bed Tax Fund for the most recent completed fiscal year; and

WHEREAS, the City Council wishes to round up the funding guide percentage for the General Fund portion to 3.5% to simplify the calculation.

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council authorizes the new funding guide for the Community Support Grant Program to be three and one half percent (3.5%) of the average General Fund for the five most recently completed fiscal years, plus the Bed Tax Fund for the most recent completed fiscal year.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on December 12, 2019.


Vincent M. Tutiakoff, Sr.
Mayor

ATTEST:


Marjie Veeder
City Clerk

