

CITY MANAGER'S REPORT

TO: Mayor Tutiakoff
City Council Members

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

DATE: March 28, 2023

- **Juneau Lobby Trip:** Chris Hladick and Bil Homka travelled to Juneau to meet with legislators. Other delegation members included Mayor Tutiakoff and Council Member Robinson, Natalie Cale (OC Interim CEO) and Chris Price (Q-Tribe CEO). Our Lobbyist Dianne Blumer prepared an agenda with all of the delegation's meetings scheduled on Monday, March 13 and advocated for \$7 million funding for utilities on Captains Bay Road. The delegation met with Senators Merrick, Hoffman and Olson; House Speaker Tilton; Representative Edgmon; and Deputy Commissioner Baker. Together with OC, the City hosted a dinner at Salt Restaurant and Senator and Mrs. Hoffman, Representative Edgmon and his Chief of Staff attended.
- **Anchorage Meetings:** We arrived back in Anchorage Tuesday 3/14 and spent three days meeting with various people about several issues. Meetings included:
 - **USACE** – Attended the pre-bid meeting for Unalaska's Channel Dredging Project and listened to staff present the project to attendees and participated in the discussion.
 - **EPS** – Met with the company that produces our utility plans. Discussed power production needs for Trident.
 - **Michael Baker International** – Met to discuss assistance with applying for an airport grant.
 - **Alera** – Met with a professional team about human resources issues including recruitment, hiring, background checks, applicant tracking, etc. Alera will submit a proposal to the City.
 - **City Attorney** – Telephone meeting with Brooks Chandler concerning HR matters.
- **Storrs Harbor Tideland Conveyance:** We received the Final Finding and Decision for the Iliuliuk Harbor tideland conveyance, approving the transfer of additional tidelands from the State of Alaska to Unalaska necessary for the Storrs Harbor improvement project.
- **Motorola Flex Radio Contract:** The City signed a contract on March 21, the deadline for saving more than \$50,000 annually for our support contract.
- **Property Tax Foreclosure:** Clerk's Department staff have successfully collected all but two past due property tax accounts and hope to have payment arrangements in place soon for the last two. At this point, it appears that a property tax foreclosure action will not be necessary this year.
- **FEMS Mobile Medical Trailer:** At the last Council Meeting, Ms. Coleman requested additional information about the cost of owning and maintaining the mobile medical trailer that will be acquired with the grant from Alaska DHSS. In response, [please see the attached memo](#) provided by Acting Fire Chief Ben Knowles.

- **Library Project:** Substantial Completion on the project has been achieved and there is a punch-list of items being addressed by the contractor. Staff will soon begin the process of moving books back into the library, with reopening scheduled in April.
- **FEMS Surplus Ladder Truck:** The fire department has a surplus ladder truck that we were hoping to give to another Alaska community. Skagway was interested and sent a mechanic to inspect the truck. Unfortunately, the cost of repairs necessary to certify this vehicle for fire suppression purposes surpasses what Skagway was willing to pay. The tentative plan at this point is to include the vehicle in an upcoming sale of surplus city property.
- **Equipment Storage Building:** At a recent Council meeting a question arose about the CMMP and the proposed equipment storage building. Scott Brown, Acting Public Works Director, prepared a memo outlining how the building will save the city money through less equipment maintenance expense and explains why indoor equipment storage reduces repair costs. Exposure to moisture, freezing conditions and sunshine all contribute to increased repair costs and reduced serviceable lifetime. The [memo is attached](#) for your review.
- **OC/OCCP:** OCCP has invited a delegation to visit Unalaska to view the geothermal project site and have an opportunity to meet City and Q-Tribe leaders about the project. The delegation will arrive March 28 and includes the Alaska Energy Authority (AEA) and Alaska Industrial Development and Export Authority (AIDEA).
- **Digital Equity Plan:** A team led by Erin Reinders of Alaska Municipal League will visit the island to host meetings regarding Alaska’s Digital Equity Plan. Team members include Melissa Kookesh of the Alaska Broadband Office and Emmanuel Borrromeo of the Alaska Federation of Natives, who will with several groups about internet availability, affordability and accessibility (digital equity).
- **City Manager Candidate:** Mr. Jim Hunt will arrive in Unalaska on Wednesday, April 12 and depart the morning of Friday, April 14. Administration is working to put his itinerary together and the interview by City Council is scheduled for Thursday, April 13.
- **Staffing Update:** HR has been busy processing numerous applications and filling positions. Five positions have been filled, 6 volunteer positions have been filled, and offers have been extended to fill three other positions. The following table illustrates the present status of each department.

Department	Openings
Utilities	3 (not including line crew)
Public Works	2
Administration	1
Fire	2
Finance	2
Planning	2
CMO	1
Clerks	0
Ports	0
PCR	0
Police	5
TOTAL	18



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MEMO

Date: March 15, 2023
To: Mayor and City Council Members
Thru: Bil Homka, Acting City Manager
From: Ben Knowles, Interim Fire Chief
Re: DHSS Mobile Medical Trailer Recurring Expenses

Ordinance 2023-01 Creating FY23 Budget Amendment #5 accepts grant funding for a mobile medical trailer. The mobile trailer will provide a more efficient response to mass casualty type incidents and help coordinate on-site services we provide.

At the Council Meeting on March 9, 2023, Council Member Coleman requested additional information about the Mobile Medical Trailer and any related costs or expenses associated with adding the trailer to the City's fleet. The information below explains the trailer in terms of ancillary equipment, vehicle maintenance and insurance. Most of the expenses are covered by the grant.

Ancillary Equipment:

- City ambulances currently house all of our mass casualty medical equipment and supplies.
- Existing equipment and supplies will transfer to the mobile medical trailer.
- Other medical supplies slated to be in-service on the trailer are items we currently keep in stock and have budgeted for appropriately in our operating expenses with no need to increase.
- We will use grant funds to purchase any additional equipment.

Vehicle Maintenance:

- The trailer will be added to our department's rotation of vehicle and equipment checks, which are done on a daily basis by staff. These checks include housekeeping, inventory management and maintenance of small engines. The trailer will include one medium size portable generator. Because we do this on-shift and in-house there is no additional cost associated with maintenance of any equipment on this trailer.
- We currently have other small engines, so items like oil, gasoline and filters are already factored into our operating expenses.
- The fire department budget has adequate operating funds to cover the estimated propane used for heating of the trailer.

Insurance:

- The city does not typically insure trailers. However, in this case we will insure the trailer for the use and contents.
- The risk manager provided an estimated cost for insurance based on other fire department vehicles. The estimate is \$0.10 per dollar, which represents a cost of \$1,500 annually to administration's fleet insurance budget line.

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Scott Brown, Interim Public Works Director
Through: Chris Hladick, Interim City Manager
Date: March 28, 2023
Re: Equipment Storage Building

The following is a brief discussion about why the Department of Public Works (DPW) needs an Equipment Storage Building.

Best practices indicate that the department's expensive and maintenance-challenging equipment would benefit from being stored indoors. First, it is important to appreciate how critical a role DPW equipment plays in the community. Many have the false impression that DPW equipment only plows the streets in the winter during snow events. The community needs to be aware about the miles of both paved and unpaved roads, the sidewalks and walking paths, the utility and drainage lines, ditches, shoreline erosion mitigation and the amount of equipment that DPW is responsible for maintaining during normal operating hours. In addition, DPW is on call 24 hours a day to respond to things such as snow storms, water and sewer main breaks, flooding, events such as rock, mud and snow slides and major vehicle accidents requiring removal to prevent road obstructions and to maintain public safety.

One of the most important reasons to store the vehicles indoors is to protect the community's investment in the equipment. We have millions of dollars invested in the equipment used to service the city and its infrastructure. For example, a new grader will cost the community approximately \$1,000,000 today, and this is one of the most expensive types of equipment used by the city. An equipment storage building is one of the most inexpensive spaces to construct, but it would be responsible for protecting one of the largest investments in our community. Moving equipment indoors will reduce maintenance costs, protect the equipment from corrosive conditions, extend the useful life of the equipment, and protect the equipment from exposure. One of the examples we have within our city to demonstrate how indoor storage will extend the useful life and reduce maintenance costs of equipment is the equipment that our Fire Department has stored indoors as laid out in National Fire Protection Association (NFPA) standards. It still looks and operates like new, according to the Vehicle Maintenance Chief. When comparing a dump truck or vactor truck to a fire pumper, the dump truck and vactor truck conservatively requires 50% more shop maintenance time.

The equipment that is used to respond to emergencies can be weather-sensitive, with new technologies such as onboard computerized systems which, if stored outdoors, can become compromised over time. During the cold weather and rainy seasons, electrical systems may be subject to problems that can delay DPW's response time. This can result in unsafe conditions for the public and staff. In addition to these problems, employees may be required to waste valuable time warming up equipment prior to responding. This also causes more hours of idle time, reducing time available for working in the field and increasing the maintenance downtime which is often based on engine hours, preventive maintenance or warranty time checks that are also often based on engine hours, all of which increases maintenance costs.

Storing equipment in a minimally-heated and well-lit storage building will result in efficient operations by providing an environment that is beneficial to both the equipment and the employees. The minimally-heated environment will enhance the performance of the equipment, eliminating potential delays associated with cold engines and frozen equipment. This will also allow employees to quickly access their equipment and locate the tools needed to meet the immediate needs of our community, thus eliminating the loss of productive labor associated with preparing equipment and tools for operation.

Storing equipment outdoors increases potential negative impacts to the environment associated with oil, grease and fluids entering the stormwater system. Leaks from engine fluids or hoses have the potential to be washed into the storm water system. On the other hand, any leaks that occur within a storage building will be captured in a closed floor drain system, which will prevent the fluids from reaching the storm water system, which in turn will assist in protecting the environment. Also, less runtime for warm-up reduces air pollution.

In conclusion, equipment maintenance expenses are a significant cost in owning and operating equipment, and housing equipment indoors reduces repair costs while increasing operational availability. Exposure to moisture, freezing conditions, sunshine and the fact that we are surrounded by salt water and high winds makes it impossible to hide from the corrosive nature of salt water and sea spray. All of this contributes to increased repair costs and reduced serviceable lifetime. Tires, belts and hoses deteriorate more rapidly when equipment is stored outside. Storing equipment indoors makes the investment in an equipment storage building justifiable. The financial advantage comes from retained value, lengthened serviceable lifetime, reduced repair costs and reduced operating downtime. In addition to increased safety for staff and the public we serve. Another positive is the environmental safeguards this building will provide are also a significant advantage.

Following is a Matrix built by Virginia Tech/Virginia State University to evaluate the advantage of housing farm equipment. I used this matrix and substituted public works equipment.

Annual Savings Due to Machinery Storage										
	Increased Trade-in Value	Fewer Repairs	Less Downtime	Total		Equipment	Number Stored	Initial Price	Savings Factor	Savings
Traction	1.6	1.5	1.2	4.3%		Grader	2	\$ 1,000,000	4.4%	\$ 87,500
Combine	2	3.5	1.2	6.7%		Dump Truck	2	\$ 200,000	4.4%	\$ 17,500
Planter	1.2	2.5	1.2	4.9%		Loader	1	\$ 300,000	4.4%	\$ 13,125
Tillage	0.5	0.5	0.6	1.6%		Excavator	1	\$ 300,000	4.4%	\$ 13,125
				4.4%	Average	Other 1	0			\$ -
						Other 2	0			\$ -
Cost factors		Value				Total Annual Equipment Savings				\$ 131,250
Construction Cost		\$ 1,950,000								
Interest Rate		3%								
Property Tax %		0.0%								
Repair Estimate (% of Construction)		0.25%								
Depreciation Years		20				Annual Equipment Storage Savings				\$ 131,250
Annual Building Cost Estimate		\$ 123,750				Annual Building Cost				\$ 123,750
						Net Savings (Cost)				\$ 7,500