

Regular Meeting
Tuesday, March 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** [March 9, 2023](#)
7. [City Manager Report](#)
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. **Public Hearing** *Members of the public may testify about any item set for public hearing. Three-minute time limit per person.*
- a. [Ordinance 2023-01](#): Creating Budget Amendment #5 to the Fiscal Year 2023 Budget, Accepting the Alaska Department of Health and Social Services Mobile Integrated Healthcare Community Paramedicine Rural Extension of Care Grant \$166,666.66 to fund a mobile medical trailer; accepting the Brownsfield Community Wide Assessment Grant \$500,000; and Increasing the appropriations for generator fuel in the Electric Utility Fund \$1,850,000
11. **Work Session** *Work sessions are for planning purposes, or studying and discussing issues before the Council.*
- a. Update regarding the Makushin Geothermal Project from Ounalashka Corporation/Chena Power, LLC
 - b. Present [FY24 Draft CMMP](#)
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. Unfinished Business
 - i. [Ordinance 2023-01](#): 2nd Reading - Creating Budget Amendment #5 to the Fiscal Year 2023 Budget, Accepting the Alaska Department of Health and Social Services Mobile Integrated Healthcare Community Paramedicine Rural Extension of Care Grant \$166,666.66 to fund a mobile medical trailer; accepting the Brownsfield Community Wide Assessment Grant \$500,000; and Increasing the appropriations for generator fuel in the Electric Utility Fund \$1,850,000
 - b. New Business
 - i. [Ordinance 2023-02](#): 1st Reading – Amending Unalaska Code of Ordinances, Section 6.40.050, Subparagraph (C), Senior Citizen Refund
 - ii. [Resolution 2023-10](#): Establishing the rate of levy on assessed property within the City of Unalaska for Fiscal Year 2024
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. **Executive Session**
- a. Upcoming negotiations with the Inland Boatman Union
 - b. Personnel Issues – City Manager
16. **Return to Regular Session**
- a. [Resolution 2023-11](#): Appointing William Homka as Acting City Manager
17. **Adjournment**

Regular Meeting
Thursday, March 9, 2023
6:00 p.m.



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MINUTES

1. **Call to order.** Mayor Tutiakoff called the regular meeting of the Unalaska City Council to order on March 9, 2023, at 6:00 p.m.
2. **Roll call.** The City Clerk called the roll. The Mayor and all Council Members were present, with Tungul participating remotely.

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

3. **Pledge of Allegiance.** Bell lead 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 Bell.

Robinson moved to amend the agenda to add an executive session to discuss personnel matters related to the City Manager; second by Looby. 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 the amended agenda.

6. **Approve Minutes of Previous Meeting.** Robinson moved to approve the minutes of the meeting held on February 28, 2023, as presented, with second by Nicholson. There being no objection, the proposed minutes were approved.

7. Reports

- a. Interim Finance Director Clay Darnell provided the Financial Reports for January 2023 in the packet. No questions from Council.
- b. Acting City Manager Bil Homka gave the manager report. Interim City Manager Chris Hladick commented.

8. Community Input & Announcements

- a. Acting PCR Director Amanda Schmahl made announcements about PCR Programs.
- b. Estkarlen Magdaong made announcements for USAFV; and the availability of tickets for the Preschool Ice Cream Social.
- c. The City Clerk reminded Mayor, Council, School Board and Planning Commission Members of the March 15 deadline for submission of annual Public Official Financial Disclosures to APOC; and announced the March 31 deadline to submit Senior Citizen Sales Tax Refund applications.
- d. Daneen Looby announced that Vy's Corner Store will open on Monday.
- e. Denise Rankin thanked the Council for considering an increase in the senior citizen sales tax refund.

9. Public Comment on Agenda Items. None.

10. Work Session. Looby moved to go into work session with second by Nicholson. There being no objection, Council moved into work session at 6:15 p.m.

- a. The City Clerk led the discussion with Council regarding the Senior Citizen Sales Tax Refund as to the amount of the refund and alternatives for tightening eligibility requirements.

Several rounds of Council Discussion ensued. The City Clerk responded to questions and comments from Council.

Peggy McLaughlin provided public comment.

Robinson moved to return to regular session with second by Nicholson; there being no objection, Council returned to regular session at 7:09 p.m.

11. Regular Agenda

- a. Review Application to Transfer Ownership of the Airport Liquor License. No action by Council.
- b. Ordinance 2023-01: Creating Budget Amendment #5 to the Fiscal Year 2023 Budget, Accepting the Alaska Department of Health and Social Services Mobile Integrated Healthcare Community Paramedicine Rural Extension of Care Grant \$166,666.66 to fund a mobile medical trailer; accepting the Brownsfield Community Wide Assessment Grant \$500,000; and Increasing the appropriations for generator fuel in the Electric Utility Fund \$1,850,000

Robinson moved to introduce Ordinance 2023-01 and schedule it for public hearing and second reading on March 28, 2023; second by Coleman.

Mr. Homka reviewed the ordinance.

Council discussion. Acting Fire Chief Ben Knowles responded to a question from Council.

Roll call vote: all Council Members voted in the affirmative, scheduling Ordinance 2023-01 for public hearing and second reading on March 28, 2023.

12. Council Directive to City Manager:

Looby moved to direct the City Manager to bring forward to Council a proposed ordinance to change to Unalaska Code of Ordinances 6.40.050(C) Application for Tax Refund to include an increase in the dollar amount to \$400 and a change in the residency requirements to be a registered voter in the State of Alaska qualified to vote in Unalaska or proof of a PFD. Also to research the Real ID as an option for proof of residency. Second by Bell.

Council discussion.

Roll call vote: all Council Members voted in the affirmative, adopting the directive.

13. Community Input & Announcements: None.

- 14. Executive Session:** Robinson moved to go into Executive Session to discuss personnel issues related to the city manager, matters 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 and Acting City Manager Bil Homka. Second by Nicholson. There being no objection, Council moved into Executive Session at 7:24 p.m.

Discussion in Executive Session.

Robinson moved to return to regular session; second by Nicholson. There being no objection, Council returned to regular session at 8:19 p.m.

- 15. Directive to City Manager:** Robinson moved to direct the City Manager to contact Jim Hunt to bring him out for an interview for City Manager; second by Nicholson. Roll call vote: Bell – yes; Nicholson – yes; Tungul – yes; Looby – yes; Robinson – yes; Coleman – no. Directive adopted with 5 yes and 1 no.

- 16. Adjournment.** Having completed all items on the agenda as amended, the Mayor adjourned the meeting at 8:24 p.m.

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

Marjie Veeder, CMC
City Clerk

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



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: 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
Tractor	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	

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: William Homka, Assistant City Manager
Through: Chris Hladick, City Manager
Date: March 28, 2023
Re: FY24 CMMP

SUMMARY: This year Unalaska's CMMP has been condensed due to constraints caused from project management capacity as well as staffing shortages. We also anticipate less revenue this year due to crab season cancellation and other economic variables. This year's project nominations address critical issues to the City such as emergency repairs to buildings and infrastructure.

DISCUSSION: Staff presented City Council the first draft FY24 CMMP on January 24, 2023. Staff made changes based on the feedback received from the Council. Changes include: reduced FY24 request by 18% (\$5,903,782) from \$32,837,400 to \$26,933,618. The General Fund request decreased \$2,373,108 from \$8,983,412 to \$6,610,304. Some changes are due to project movement, such as deferring the Pyramid Creek Water Tank project to 2025. Other differences from January are due to funding source changes. For example, the total General Fund request decreased by 26% but the External Funds total nearly doubled (200%) from \$8,947,270 to \$17,893,854.

Existing projects that received funding in prior years will continue to move forward. Fifteen (15) projects are proposed for the FY24 CMMP for a total of \$26,933,618 (FY23 values). Included in the CMMP are both the Rolling Stock Replacement Plan and the Facilities Maintenance Plan, and details of those are attached.

Table 1: FY24 CMMP PROJECTS BY FUND

Note: CBR = Captains Bay Road

General Fund

CBR Safety & Paving	\$3,161,147
Equipment Storage Bldg.	\$1,350,830
HVAC Controls Upgrades	\$433,827
Facility Maintenance Plan	\$184,500
Rolling Stock Plan	\$1,480,000
Subtotal	\$6,610,304

Electric Proprietary Fund

Distribution Equipment	\$100,000
Gen Set Rebuild	\$1,000,000
Large Transformer Maint.	\$195,000
Subtotal	\$1,295,000

Ports Proprietary Fund

Restroom – UMC	\$480,160
Subtotal	\$480,160

Solid Waste Proprietary Fund	\$0
Subtotal	\$0
Wastewater Proprietary Fund	\$0
CBR Wastewater Line Install	\$50,000
Subtotal	\$50,000
Water Proprietary Fund	
Icy Lake Hydro Survey	\$72,800
WH1/2 On-site Chlorine	\$448,500
Subtotal	\$521,300
Various Proprietary Funds	
Facilities Maintenance Plan	\$143,000
Subtotal	\$143,000
External Funds (Grants)	
CBR Safety & Paving	\$9,993,854
CBR Electric Line Install	\$2,300,000
CBR Waterline Installation	\$3,600,000
Makushin Geothermal	\$2,000,000
Subtotal	\$17,893,854
TOTAL	\$26,993,618

The CMMP calendar is condensed this year. Table 2 identifies important dates for the FY24 budget and CMMP.

Table 2: FY24 CMMP and BUDGET CALENDAR

Date	Description
1-24-2023	Regular Council Meeting – CMMP Work Session
➔ 3-28-2023	Regular Council Meeting – Present CMMP, Rolling Stock Plan and Facilities Maintenance Plan
4-10-2023	Special Council Meeting – Community Support Grant Presentations; Presentation of Departmental Operating Budgets
4-11-2023	Regular Council Meeting – Follow up CMMP questions; Presentation of UCSD Budget
4-25-2023	Regular Council Meeting – Resolutions establishing funding for Community Support Grants and the School; and adopting the CMMP
5-9-2023	Regular Council Meeting – FY24 Budget Ordinance 1st reading, adopting operating and capital budget
5-23-2023	Regular Council Meeting – FY24 Budget Ordinance public hearing and 2 nd reading, adopting operating and capital budget

ALTERNATIVES: Council may choose to add or subtract projects or issues presented.

FINANCIAL IMPLICATIONS: There are critical issues happening in the commercial fishing industry that will ultimately impact revenue streams for the City of Unalaska. There are also projects for which funding help is necessary.

LEGAL: No legal review required.

STAFF RECOMMENDATION: Not applicable.

CITY MANAGER COMMENTS: City revenues are not increasing and are pretty steady at \$30 million per year, yet expenses are increasing exponentially. Staff is cognizant of the need to limit spending and therefore we are only proposing projects for funding that are critical in nature.

ATTACHMENTS:

- [Draft FY24 CMMP Spreadsheet](#)
- [FY24 Rolling Stock Replacement Plan](#)
- [FY24 Facilities Maintenance Plan](#)

	FY24 DRAFT CMMP - City of Unalaska	PAST APPROPRIATION	2024 General	2024 Proprietary	2024 External	2024 TOTAL	FY24-33 REQUEST TOTAL	
	Electric Proprietary Fund							
	Electric							
1	Captains Bay Electric Line Installation	8,350,836			2,300,000	2,300,000	2,300,000	1
3	Electrical Distribution Equipment Replacement	215,000		100,000		100,000	900,000	3
5	Generator Sets Rebuild	1,250,000		1,000,000		1,000,000	1,500,000	5
6	Large Transformer Maintenance and Service			195,000		195,000	195,000	6
	Electric Total	9,815,836		1,295,000	2,300,000	3,595,000	5,779,000	
	Electric Proprietary Fund Total	9,815,836		1,295,000	2,300,000	3,595,000	5,779,000	
	General Fund							
	Electric							
7	Makushin Geothermal Project	5,870,000			2,000,000	2,000,000	4,850,000	7
	Electric Total	5,870,000			2,000,000	2,000,000	4,850,000	
	Public Works							
29	Captains Bay Road Safety & Paving		3,161,147		9,993,854	13,155,001	41,755,001	29
31	Equipment Storage Building	195,000	1,350,830			1,350,830	1,350,830	31
32	Facilities Maintenance Plan	1,296,636	184,500	143,000		327,500	1,566,030	32
33	HVAC Controls Upgrades - 11 City Buildings		433,827			433,827	433,827	33
35	Rolling Stock Replacement Plan	404,000	1,480,000			1,480,000	13,310,000	35
	Public Works Total	858,000	6,610,304	143,000	9,993,854	16,747,158	60,075,188	
	General Fund Total	6,740,000	6,610,304	143,000	11,993,854	18,747,158	116,986,584	
	Ports Proprietary Fund							
	Ports							
37	Restroom Unalaska Marine Center	50,000		480,160		480,160	480,160	37
	Ports Total	50,000		480,160		480,160	480,160	
	Ports Proprietary Fund Total			480,160		480,160	480,160	
	Wastewater Proprietary Fund							
	Wastewater							
39	Captains Bay Road Wastewater Line Installation			50,000		50,000	11,237,600	39
	Wastewater Total			50,000		50,000	11,849,100	
	Wastewater Proprietary Fund Total			50,000		50,000	11,849,100	
	Water Proprietary Fund							
	Water							
44	Captains Bay Road Water Line Installation	1,200,000			3,600,000	3,600,000	8,300,000	44
46	Icy Lake Hydrographic Survey			72,800		72,800	72,800	46
50	WH1 and WH2 On-site Generation of Chlorine			448,500		448,500	448,500	50
	Water Total	625,000		521,300	3,600,000	4,121,300	21,023,993	
	Water Proprietary Fund Total	625,000		521,300	3,600,000	4,121,300	21,023,993	
	Request Total	17,480,836	6,610,304	2,489,460	17,893,854	26,993,618	163,738,837	

FY24-33 CMMP

Rolling Stock Replacement Plan

FY24

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Rolling Stock Replacement Plan

Rolling Stock Replacement Policy Statement

Rolling Stock Replacement Policy

The City of Unalaska has a formal, 7 page, written Rolling Stock Replacement Policy. The policy, effective January 1, 2008, establishes the Vehicle Maintenance Chief as the main person responsible for making recommendations to replace and remove vehicles and equipment from our rolling stock fleet.

Rolling Stock Includes

Vehicles, equipment, trailers, mixers, pumps, generators, etc that move under their own power or are created to be pulled behind a motor-powered vehicle or piece of equipment. It also includes stationary equipment such as generators, air compressors, Landfill baler, welders, tire baler, and pumps. The City presently has 196 pieces in our rolling stock and equipment inventory and includes units scheduled for inclusion in the next Surplus Sale.

Rolling Stock Replacement Recommendations

Each fiscal year, the replacement list is initiated by our Vehicle Maintenance Chief based on the results of annual inspections and evaluations and in light of any extraordinary circumstances associated with the specific piece of rolling stock. In addition, when a vehicle reaches the recommended review date, the following criteria are used to determine whether the vehicle warrants replacement.

1. Level of reliability required
2. Historical maintenance and repair costs
3. Current physical conditions
4. Other factors such as safety and regulatory requirements

FY24 Rolling Stock Replacement Plan Summary

By Department

As of 01-26-23

Vehicle #	Dept	Primary Driver	Description	Year	Life Cycle	Replace Date	Replace With	Miles	Description of New Vehicle	Transfer Old Vehicle To	FY24 \$\$\$	Est or Quote
UPD2891	DPS	Patrol	4x4 Expedition	2017	7	2024	New	67,228	4x4 Expedition	Clerks	\$ 70,000	Est
CH7954	City Hall	Clerks	4x4 Explorer	2005	15	2020	UPD2891	60,635		Surplus	\$ -	
UPD5153	DPS	Patrol	4x4 Expedition	2017	7	2024	New	84,275	4x4 Expedition	Asst CM	\$ 70,000	Est
CH4087	City Hall	ACM	4x4 Explorer	2005	15	2020	UPD5153	61,428		Surplus	\$ -	
UPD9114	DPS	Patrol	4x4 Expedition	2016	7	2023	New	70,415	4x4 Expedition	Engineering	\$ 70,000	Est
PW9623	DPW	Engineering	4x4 Explorer	2002	15	2017	UPD9114	120,416		Surplus	\$ -	
UPD5563	DPS	Patrol	4x4 Expedition	2014	7	2021	New	63,873	4x4 Expedition	Finance DIR	\$ 70,000	Est
CH7413	Finance	Finance-DIR	4x4 Explorer	2003	15	2018	UPD5563	90,451		CH Floater	\$ -	
RG2	DPW	Roads	Cat 14H Grader	2004	18	2022	New	20,796	Cat 14M Grader	Surplus	\$ 1,000,000	Est
PW1992	DPW	VM	F250 Flatbed 2WD	1995	15	2010	New	53,097	F550 Rollback Car Hauler	Surplus	\$ 200,000	Est

TOTAL **\$ 1,480,000**

By Fund

GENERAL FUND	\$ 1,480,000
ELECTRIC FUND	\$ -
WATER FUND	\$ -
WASTEWATER FUND	\$ -
SOLID WASTE FUND	\$ -
PORTS / HARBOR FUND	\$ -

TOTAL **\$ 1,480,000**

This Vehicle **Transferring to Clerks**

The vehicle pictured, driven by DPS as a Patrol Vehicle, will be replaced with a new 4x4 Ford Expedition Patrol Vehicle. After the new Expedition arrives, the one pictured will be transferred to Clerks.

FY24-33 CMMP

Rolling Stock Replacement Plan

Vehicle #	Dept	Primary Driver	Description	Year	Life Cycle	Replace Date	Replace With	Miles	Description of New Vehicle	Transfer Old Vehicle To	FY24 \$\$\$	Est or Quote
UPD2891	DPS	Patrol	4x4 Expedition	2017	7	2024	New	67,228	4x4 Expedition	Clerks	\$ 70,000	Est



This Vehicle going on **Surplus Sale**

The vehicle pictured, driven by our City Clerk, will be replaced with UPD2891. The vehicle pictured will go on Surplus Sale.

FY24-33 CMMP

Rolling Stock Replacement Plan

Vehicle #	Dept	Primary Driver	Description	Year	Life Cycle	Replace Date	Replace With	Miles	Description of New Vehicle	Transfer Old Vehicle To	FY24 \$\$\$	Est or Quote
CH7954	City Hall	Clerks	4x4 Explorer	2005	15	2020	UPD2891	60,635		Surplus	\$ -	



FY24-33 CMMP

Rolling Stock Replacement Plan

This Vehicle is **Transferring to Asst City Mgr**

The vehicle pictured, driven by DPS as a Patrol Vehicle, will be replaced with a new 4x4 Ford Expedition Patrol Vehicle. After the new Expedition arrives, the one pictured will be transferred to the Assistant City Manager.

Vehicle #	Dept	Primary Driver	Description	Year	Life Cycle	Replace Date	Replace With	Miles	Description of New Vehicle	Transfer Old Vehicle To	FY24 \$\$\$	Est or Quote
UPD5153	DPS	Patrol	4x4 Expedition	2017	7	2024	New	84,275	4x4 Expedition	Asst CM	\$ 70,000	Est



This Vehicle is going on **Surplus Sale**

The vehicle pictured is driven by the Assistant City Manager. This vehicle will be placed on the next Surplus Sale.

FY24-33 CMMP

Rolling Stock Replacement Plan

Vehicle #	Dept	Primary Driver	Description	Year	Life Cycle	Replace Date	Replace With	Miles	Description of New Vehicle	Transfer Old Vehicle To	FY24 \$\$\$	Est or Quote
CH4087	City Hall	ACM	4x4 Explorer	2005	15	2020	UPD5153	61,428		Surplus	\$ -	



This Vehicle **Transferring to Engineering**

The vehicle pictured, driven by DPS as a Patrol Vehicle, will be replaced with a new 4x4 Ford Expedition Patrol Vehicle. After the new Expedition arrives, the one pictured will be transferred to Engineering.

FY24-33 CMMP

Rolling Stock Replacement Plan

Vehicle #	Dept	Primary Driver	Description	Year	Life Cycle	Replace Date	Replace With	Miles	Description of New Vehicle	Transfer Old Vehicle To	FY24 \$\$\$	Est or Quote
UPD9114	DPS	Patrol	4x4 Expedition	2016	7	2023	New	70,415	4x4 Expedition	Engineering	\$ 70,000	Est



This Vehicle Going on **Surplus Sale**

The vehicle pictured, driven by DPW Engineering personnel, will be replaced with DPS 9114. The vehicle pictured will be disposed of at the next Surplus Sale held at the DPW Warehouse.

FY24-33 CMMP

Rolling Stock Replacement Plan

Vehicle #	Dept	Primary Driver	Description	Year	Life Cycle	Replace Date	Replace With	Miles	Description of New Vehicle	Transfer Old Vehicle To	FY24 \$\$\$	Est or Quote
PW9623	DPW	Engineering	4x4 Explorer	2002	15	2017	UPD9114	120,416		Surplus	\$ -	



This Vehicle **Transferring to Finance Director**

The vehicle pictured, driven by DPS as a Patrol Vehicle, will be replaced with a new 4x4 Ford Expedition Patrol Vehicle. After the new Expedition arrives, the one pictured will be transferred to the Finance Director.

FY24-33 CMMP

Rolling Stock Replacement Plan

Vehicle #	Dept	Primary Driver	Description	Year	Life Cycle	Replace Date	Replace With	Miles	Description of New Vehicle	Transfer Old Vehicle To	FY24 \$\$\$	Est or Quote
UPD5563	DPS	Patrol	4x4 Expedition	2014	7	2021	New	63,873	4x4 Expedition	Finance DIR	\$ 70,000	Est



This Vehicle **Transferring to City Hall Floater**

The vehicle pictured, driven by the Finance Director, will be replaced with DPS 5563. The vehicle pictured will be used as the City Hall Floater.

FY24-33 CMMP

Rolling Stock Replacement Plan

Vehicle #	Dept	Primary Driver	Description	Year	Life Cycle	Replace Date	Replace With	Miles	Description of New Vehicle	Transfer Old Vehicle To	FY24 \$\$\$	Est or Quote
CH7413	Finance	Finance-DIR	4x4 Explorer	2003	15	2018	UPD5563	90,451		CH Floater	\$ -	



This Grader Going on **Surplus Sale**

The 19 year old grader pictured, driven by DPW Roads personnel, will be replaced with a new CAT 14M grader. The grader pictured will be disposed of at the next Surplus Sale held at the DPW Warehouse.

FY24-33 CMMP

Rolling Stock Replacement Plan

Vehicle #	Dept	Primary Driver	Description	Year	Life Cycle	Replace Date	Replace With	Miles	Description of New Vehicle	Transfer Old Vehicle To	FY24 \$\$\$	Est or Quote
RG2	DPW	Roads	Cat 14H Grader	2004	18	2022	New	20,796	Cat 14M Grader	Surplus	\$ 1,000,000	Est



This Vehicle Going on **Surplus Sale**

The vehicle pictured, driven by DPW Roads Division personnel, will be replaced with a new 4x4 F550 Rollback Car Hauler. The vehicle pictured will be disposed of at our annual Surplus Sale held at the DPW Warehouse.

FY24-33 CMMP

Rolling Stock Replacement Plan

Vehicle #	Dept	Primary Driver	Description	Year	Life Cycle	Replace Date	Replace With	Miles	Description of New Vehicle	Transfer Old Vehicle To	FY24 \$\$\$	Est or Quote
PW1992	DPW	VM	F250 Flatbed 2WD	1995	15	2010	New	53,097	F550 Rollback Car Hauler	Surplus	\$ 200,000	Est



Facilities Major Maintenance FY24

Building	Location	Fund	Description of Proposed Work	Cost Estimate
DPW Supply Warehouse	E-Broadway	General	Move the electrical panel from behind shelving in warehouse to next to the door, OSHA compliance.	\$ 152,500
Wastewater Treatment Plant	Airport Beach RD	Proprietary/Utility	Install Air Intake Hoods	\$ 52,000
			Subtotal	\$ 204,500
			Painting	
Henry Swanson House	W-Broadway	General	Building Prep, prime & paint	
Elementary School	E-Broadway	General	Prep, prime & paint playground equipment	
Substation Electric	Airport Beach RD	General	Prep, prime & paint including roof	
			Subtotal	\$ 32,000
8-Plex	Ptarmigan	Proprietary/Housing	Building Prep, prime & paint	
4-Plex	Loop Road	Proprietary/Housing	Building Prep, prime & paint	
			Subtotal	\$ 91,000
			Painting Total	\$ 123,000
			FY24 FACILITIES MAINTENANCE TOTAL	\$ 327,500

CITY OF UNALASKA
UNALASKA, ALASKA

ORDINANCE 2023-01

CREATING BUDGET AMENDMENT #5 TO THE FISCAL YEAR 2023 BUDGET, ACCEPTING THE ALASKA DEPARTMENT OF HEALTH AND SOCIAL SERVICES MOBILE INTEGRATED HEALTHCARE COMMUNITY PARAMEDICINE RURAL EXTENSION OF CARE GRANT \$166,666.66, TO FUND A MOBILE MEDICAL TRAILER; ACCEPTING THE BROWNSFIELD COMMUNITY WIDE ASSESSMENT GRANT \$500,000; AND INCREASING THE APPROPRIATIONS FOR GENERATOR FUEL IN THE ELECTRIC UTILITY FUND \$1,850,000

BE IT ENACTED BY THE UNALASKA CITY COUNCIL:

- Section 1.** Classification: This is a non-code ordinance.
Section 2. Effective Date: This Ordinance becomes effective upon adoption.
Section 3. Content: The City of Unalaska FY23 Budget is amended as follows:

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

Amendment #5 to Ordinance #2022-10

	Current	Requested	Revised
I. OPERATING BUDGETS			
A. General Fund			
Sources:			
State of Alaska Grant	\$ -	\$ 166,667	\$ 166,667
Uses:			
State of Alaska - Mobile Medical Trailer Project		\$ 166,667	\$ 166,667
B. Proprietary Funds			
Electric Fund			
Sources:			
Electric Fund - Budgeted use of unrestricted net assets	\$ 4,404,814	\$ 1,850,000	\$ 6,254,814
Uses:			
Generator Fuel - Diesel	\$ 10,120,000	\$ 1,850,000	\$ 11,970,000
II. CAPITAL BUDGETS			
A. Governmental Project Budgets			
Sources:			
EPA Brownfields Grant	\$ -	\$ 500,000	\$ 500,000
Uses:			
EPA Brownfields Project		\$ 500,000	\$ 500,000

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

Vincent M. Tutiakoff, Sr.
Mayor

ATTEST:

Marjie Veeder, CMC
City Clerk

City of Unalaska
Summary of Budget Amendment and Schedule of Proposed Accounts
Budget Amendment 5 to the FY23 Budget

- 1) Govt Fund - Capital Projects
 Add \$166,666.66 recognizing SOA DHHS Mobile Integrated Healthcare grant
 Add \$166,666.66 to SOA DHHS Mobile Integrated Healthcare grant expenditures
- 2) Electric Fund - Operating
 Add \$1,850,000 to Generator Fuel - Diesel
- 3) Govt Fund - Capital Projects
 Add \$500,000 recognizing EPA Brownfields Grant
 Add \$500,000 to EPA Brownfields project expenditures

	Org	Object	Project	Current	Requested	Revised
1) <u>General Fund - Operating Budget</u>						
Sources:						
Other Grants-DPS	1011041	42198		\$ -	\$ 166,667	\$ 166,667
Uses:						
Fire Machinery & Equipment	1021553	57400		\$ -	\$ 166,667	\$ 166,667
2) <u>Electric Fund - Operating Budget</u>						
Sources:						
Budgeted Use of Unrestricted Net Assets	50015049	49910		\$ 4,404,814	\$ 1,850,000	\$ 6,254,814
Uses:						
Generator Fuel - Diesel	50024152	56500		\$ 10,120,000	\$ 1,850,000	\$ 11,970,000
3) <u>Govt Fund - Capital Projects</u>						
EPA Brownfields Project						
Sources:						
EPA Grant Revenue	310A2341	42249	GR001	\$ -	\$ 500,000	\$ 500,000
Uses:						
Salaries & Wages	310A2353	51100	GR001	\$ -	\$ 23,800	\$ 23,800
Travel	310A2353	55903	GR001	\$ -	\$ 12,000	\$ 12,000
General Supplies	310A2353	56100	GR001	\$ -	\$ 1,500	\$ 1,500
Other Professional Svcs	310A2353	53300	GR001	\$ -	\$ 461,900	\$ 461,900
Other	310A2353	55999	GR001	\$ -	\$ 800	\$ 800

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Ben Knowles, Interim Fire Chief
Through: Chris Hladick, Interim City Manager and Bil Homka, Acting City Manager
Date: March 9, 2023
Re: FY23 Budget Amendment #5 to accept a \$166,666.66 grant from the State of Alaska, Department of Health and Social Services, Mobile Integrated Healthcare, Community Paramedicine Rural Extension of Care

SUMMARY: Ordinance 2023-01 will accept State of Alaska Department of Health and Social Services, Mobile Integrated Healthcare, Community Paramedicine Rural Extension of Care Grant Funding of \$166,666.66. The grant funds will be used to cover the costs of design, build and implementation of a mobile medical trailer.

PREVIOUS COUNCIL ACTION: None

BACKGROUND & DISCUSSION: The Unalaska Fire Department (UFD) has been working with the State of Alaska Department of Health and Social Services, Section of Rural and Community Health Systems, to identify healthcare disparities to populations within the community. UFD has justified the need for a mobile medical trailer. The proposed medical trailer fills the voids in a number of different areas that will increase the level of care provided to the community and aid in our overall mission to increase access to healthcare in Unalaska.

The proposed medical trailer will allow for UFD to partner with Iliuliuk Family and Health Services (IFHS) on a new level and enhance the ability to offer vaccinations and general wellness check-ups in more centralized locations throughout the community. Additionally, the trailer will be designed with capabilities able to be deployed in emergency situations. The trailer will also be able to sustain care during a large-scale incident with mass casualties.

The trailer will carry all of the necessary medical equipment to execute events such as vaccination clinics to deployment at emergency incidents; this trailer will be self-sustainable and all-inclusive. The trailer will be designed to handle 4-6 patients at one time during emergency situations and 2-3 patients for community events. The total budget for the design, build, and implementation of this trailer is \$166,666.66. UFD currently has the majority of the necessary supplies in-stock and ready to be placed on the trailer with no impact to the FY23 operating budget. There will be \$10,000 allocated from the grant funds specifically to purchasing the remaining supplies needed to outfit the trailer fully. The construction of the trailer will be from the chassis up, making it truly unique to our needs.

UFD has also identified the absence of any medical facilities on Amaknak Island. The trailer will be housed at UFD Station #2 (Amaknak Fire Station) which is ideal in a situation or event that may render the South Channel Bridge impassable, cutting off access to the IFHS Clinic.

Long-term, this medical trailer creates bridges to gaps that have not yet been identified fully. It fosters the ability to create partnerships with outlying communities throughout the Aleutians. The vision is being able to utilize this trailer to provide medical care to those underserved populations

in neighboring communities with support from local shipping companies, state agencies and our local healthcare providers.

ALTERNATIVES: Accept the grant funding or choose to decline the grant funding.

FINANCIAL IMPLICATIONS:

Medical Supplies – 01021552-56100 Adequate funds in FY24 to cover additional costs of potentially expiring medical supplies

Preventative Maintenance – 01021552 – 54300 Adequate funds in FY24 (\$4,000) to cover PM costs associated with the ownership of the trailer.

LEGAL: None.

STAFF RECOMMENDATION: Accept the State of Alaska Department of Health and Social Services, Mobile Integrated Healthcare. Community Paramedicine Rural Extension of Care Grant Funding of \$166,666.66.

PROPOSED MOTION: First reading: I move introduce Ordinance 2023-01 and schedule it for Public Hearing and second reading on March 28, 2023. Second reading: I move to adopt Ordinance 2023-01.

CITY MANAGER COMMENTS: I concur with the Staff Recommendation.

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: William Homka, Acting Director of Planning
Through: Chris Hladick, Interim City Manager
Date: March 9, 2023
Re: FY23 Budget Amendment #5 to accept a \$500,000 Grant from the U.S. Environmental Protection Agency for the Brownfields Assessment Project

SUMMARY: Ordinance 2023-01 includes a request to accept \$500,000 from the U.S. Environmental Protection Agency (USEPA) and place it in the Brownfields Assessment Project budget. The City has received a grant from the USEPA for site inventory, identifying and testing properties for contamination and to assist with site remediation for future redevelopment. This Budget Amendment will allow the City to receive these funds. The total project budget was \$500,000, and receipt of these funds will enable the city to move forward with the project. Any excess funds beyond the original scope will be re-invested in the project to maximize effectiveness.

PREVIOUS COUNCIL ACTION: City Council funded the FY23 Operating Budget via Ordinance 2022-10, approved and adopted on June 28, 2022; and Council reviewed the proposed work plan in August 2022.

BACKGROUND: The Planning Department contracted with Stantec in 2022 to apply for a USEPA Brownfields Assessment Grant under a dual procurement proposal for grant writing and administration services. The City was awarded the maximum \$500,000 amount for assessment work. The USEPA took some time as part of a nation-wide investigation to review the procurement process of the City and Stantec. The USEPA investigation found no evidence of improper procurement on the City or Stantec's part. We are clear to draw down funds as the project progresses.

DISCUSSION: City Staff was approached by Stantec as a candidate to apply for an EPA Brownfields Assessment Grant. The application was a success and the City entered into an agreement with Stantec to conduct the assessment work under the administration of the City. If this budget amendment is approved, the City will be able to draw down the funds from the EPA to the grant fund on an as needed basis, prior to the expenditure of those funds. As the project is entirely funded by the EPA there is no impact to the City's General Fund.

The funds will be used for a contaminated sites inventory, Phase I & II Environmental Site Assessments (ESA), travel to the EPA Brownfields National Conference in August 2023, and some funding for administration of the grant. The initial inventory will guide the overall best use of Phase I & II ESAs; however, current areas of interest include Pyramid Valley, Strawberry Hill, Unalaska Lake, and our stock of WWII cabanas. The Assessment Program is designed to inform and conduct planning for future remediation and reuse of sites.

The following table shows the project budget summary:

Table A - Object Class Category (Non-Construction)	Total Approved Allowable Budget Period Cost
1. Personnel	\$23,800
2. Fringe Benefits	\$0
3. Travel	\$12,000
4. Equipment	\$0
5. Supplies	\$1,500
6. Contractual	\$461,900
7. Construction	\$0
8. Other	\$800
9. Total Direct Charges	\$500,000
10. Indirect Costs: 0.00 % Base	\$0
11. Total (Share: Recipient <u>0.00</u> % Federal <u>100.00</u> %)	\$500,000
12. Total Approved Assistance Amount	\$500,000
13. Program Income	\$0
14. Total EPA Amount Awarded This Action	\$0
15. Total EPA Amount Awarded To Date	\$500,000

ALTERNATIVES: Accept this grant award for the Brownfields Assessment Project or choose not to accept the award.

FINANCIAL IMPLICATIONS: There is no matching requirement for this award.

LEGAL: None.

STAFF RECOMMENDATION: Staff recommends approving receipt of these funds.

PROPOSED MOTION: First reading: I move introduce Ordinance 2023-01 and schedule it for Public Hearing and second reading on March 28, 2023. Second reading: I move to adopt Ordinance 2023-01.

CITY MANAGER COMMENTS: I concur with the Staff Recommendation.

ATTACHMENTS: None

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Steve Tompkins, Director of Public Utilities
Through: Chris Hladick, Interim City Manager
Date: March 9, 2023
Re: FY23 Budget Amendment #5 increasing the Electric Fund Operating Expenses to Pay for Increased Fuel Costs

SUMMARY: Staff requests \$1.85 million to be transferred from the Electric Fund Unrestricted Net Position into the Generator Fuel line item of the Operating Budget of the Power Production Division of the Department of Public Utilities to avoid a budget shortfall.

PREVIOUS COUNCIL ACTION: City Council funded the FY23 Operating Budget via Ordinance 2022-10, approved and adopted on June 28, 2022.

BACKGROUND: Each budgeting cycle, staff estimates both power sales revenue and fuel expenses. Diesel fuel pricing has continued to be quite volatile due to world-wide fluctuating demand brought on by the Ukraine war and other world events. Since July 1, 2022, the price of diesel has varied between \$2.79 and \$4.98 per gallon. On February 28, 2023, Westward Seafoods experienced a generating equipment failure and fire which will require increased power purchased from the City while repairs are made. A portion of this budget amendment considers this additional power generation and corresponding diesel usage.

DISCUSSION: With five months left in the fiscal year, staff estimate the City will require 1.22 million more gallons of fuel at an estimated cost of \$4.05 per gallon. There is approximately \$3.1 million remaining in the Generator Fuel budget line item as of February 1, 2023 invoicing, with \$4.95 million required through the end of the fiscal year. The Cost of Power Adjustment (COPA) charge on customer utility bills recoups most of the generator fuel expense, depositing these funds back into the Proprietary Fund Balance as increased revenue. This budget amendment request will move some of these funds back into the Operating Budget of the Power Production Division to cover these increased fuel expenses.

ALTERNATIVES: The powerhouse Operating Budget must be able to purchase fuel; staff sees no other acceptable alternative to this Budget Amendment request. The increased fuel expenses will be recovered through COPA and be available for the next budget cycle.

FINANCIAL IMPLICATIONS: This Budget Amendment will move \$1.85 million from the Retained Earnings of the Electric Proprietary Fund into the Operating Budget of the Power Production Division

LEGAL: N/A

STAFF RECOMMENDATION: Staff recommends funding this Request with the Fund Balance of the Electric Proprietary Fund.

PROPOSED MOTION: First reading: I move introduce Ordinance 2023-01 and schedule it for Public Hearing and second reading on March 28, 2023. Second reading: I move to adopt Ordinance 2023-01.

CITY MANAGER COMMENTS: I concur with the Staff Recommendation.

CITY OF UNALASKA
UNALASKA, ALASKA

ORDINANCE 2023-02

AN ORDINANCE OF THE UNALASKA CITY COUNCIL AMENDING UNALASKA CODE OF ORDINANCES, SECTION 6.40.050, SUBPARAGRAPH (C), SENIOR CITIZEN REFUND

WHEREAS, the Senior Citizen Sales Tax Refund was enacted by the City Council in 2005 and the refund amount has not changed since that time; and

WHEREAS, due to the increased cost of living as reflected by the Consumer Price Index, an increase in the amount of the refund is justified; and

WHEREAS, in the past, applicants for the refund may have not been bona fide residents of the City with the intent to remain indefinitely, even though they have produced identification cards showing an address in Unalaska; and

WHEREAS, it is in the best interest of the City to establish eligibility requirements for the refund, particularly in light of the increased amount of the refund; and

WHEREAS, specifically describing the proof of residency required sets clear standards for establishing residency, while allowing discretion for rare circumstances when an applicant, who is a resident of the city, is not registered to vote or does not apply for or have eligibility for the Alaska Permanent Fund Dividend.

NOW THEREFORE, IT IS ENACTED BY THE CITY COUNCIL OF THE CITY OF UNALASKA, as follows:

Section 1: Classification. This Ordinance is a Code Ordinance.

Section 2: Unalaska Code of Ordinances § 6.40.050 APPLICATION FOR TAX REFUND, Subparagraph (C) SENIOR CITIZEN REFUND, is hereby amended to read as follows, with new language underlined and deleted language ~~overstruck~~:

(C) SENIOR CITIZEN REFUND. Natural persons of at least sixty-five (65) years of age on or before March 31 of each year shall be entitled to receive a yearly sales tax refund in the amount of ~~two~~ four hundred dollars (~~\$2400~~).

(1) To be eligible for the refund, the consumer must be sixty-five (65) years of age or older by March 31 of each year, be a resident of the City for at least thirty (30) days prior to their application, and file a timely application for refund with the City. The application form may require the consumer-applicant to provide proof of age and of residency, along, with other information reasonably necessary to administer this refund. The claim for refund may be made only by filing a timely application with the City Clerk.

(2) An application for a senior citizen refund must be filed with the City between January 1 and March 31 of each year. Claims for refund filed after March 31 of each year shall be denied.

(3) Any eligible applicant who has a delinquent account of any kind with the City shall not be entitled to receive their refund directly. The City shall, instead, apply the refund to the delinquency. Only once the delinquency is paid may any surplus refund be directed to the eligible recipient.

(4) "Resident of the City," for the purposes of this subsection, means a person who is physically present in the City with the intent to remain indefinitely in the City and to make a home in the City. The individual must also have maintained a principal place of abode in the City for at least thirty (30) consecutive days immediately preceding the date of application for a refund. A person demonstrates the intent required under this section through establishing and maintaining customary ties indicative of residence in the City and through the absence of those ties elsewhere. Physical presence in the City is not, by itself, sufficient to establish residency.

(5) Applicants shall prove residency in Unalaska by providing to the City Clerk evidence of either current voter registration in the State of Alaska, at an address in Unalaska or evidence of approved eligibility for the State of Alaska Permanent Fund Dividend for the current year, at an address in Unalaska. At the City Clerk's discretion, other proof of residency in Unalaska may be accepted.

Section 3: Effective Date. This ordinance is effective upon passage and shall not apply to the 2023 refund application.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on April 11, 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: Ordinance 2023-02: Amending Unalaska Code of Ordinances, Section 6.40.050, Subparagraph (C), Senior Citizen Sales Tax Refund

SUMMARY: On March 9, 2023, Council directed the City Manager to “bring forward to Council a proposed ordinance to change the Unalaska Code of Ordinances 6.40.050 Application for Tax Refund, to include an increase in the dollar amount to \$400 and a change in residency requirements to be a registered voter in Unalaska or proof of a PFD. Also to research the Real ID as an option of proof of residency.” This memo and proposed Ordinance 2023-02 are in response to the directive.

PREVIOUS COUNCIL ACTION: In February 2005, with the adoption of Ordinance 2005-06, the Senior Citizen Sales Tax Refund was enacted. At their meeting held March 9, 2023, Council reviewed and discussed the senior citizen refund issue, focusing on a potential increase in the amount and tightening eligibility requirements. There appeared to be a consensus among Council Members both to increase the amount of the refund and to tighten the eligibility requirements.

BACKGROUND:

REAL ID

The directive requested information about the possibility of using REAL ID as proof of residency for purposes of the senior citizen sales tax refund. Staff does not believe this is a viable option to prove residency because “residency” as contemplated in code for the refund, is not a requirement of obtaining a REAL ID. Also, enforcement of REAL ID has been delayed nationwide until May 7, 2025.

Passed by Congress in 2005, the REAL ID Act enacted the 9/11 Commission's recommendation that the Federal Government “set standards for the issuance of sources of identification, such as driver's licenses.” The Act established minimum security standards for state-issued driver's licenses and identification cards and prohibits certain federal agencies from accepting for official purposes licenses and identification cards from states that do not meet these standards. These purposes include accessing certain federal facilities, boarding federally regulated commercial aircraft or entering nuclear power plants.

The Alaska DMV website states to apply for a REAL ID card, applicants must provide verification of both identity and residency; and the DMV must also be able to electronically verify name, date of birth and Social Security number with the Social Security Administration.

To verify identity, applicants must supply documentation showing their true full name, date of birth, and U.S. citizenship or lawful status in the United States, such as U.S. passport; foreign passport with U.S. Visa and I-94; certified copy of birth certificate or Consular Report of birth abroad; Certificate of Naturalization or Certificate of U.S. Citizenship; Permanent Resident Card;

Employment Authorization Card; or REAL ID license or ID card from a compliant state along with documentation of U.S. Citizenship or lawful status.

To verify their residency address, applicants must supply two documents, which list the applicant's name and match the residence address listed on the application for REAL ID driver license or ID card. Staff consulted with the local DMV agent who indicated that the two documents showing a person's physical Alaska address must be "documents of substance", containing the applicant's name and address that match their application for REAL ID, such as proof of voter registration, vehicle registration, deeds, mortgages, bank statements, tax or utility bills (including cell phone), rental agreements or a letter from their employer showing their address.

Using these criteria, an applicant for REAL ID, along with supplying proof of identification and a Social Security number, can show a letter from an employer and a cell phone bill to obtain a REAL ID. Working in Unalaska and obtaining cellular telephone service do not, in and of themselves, show residency in Unalaska as contemplated in code for purposes of the refund. It is for this reason that Staff does not believe that REAL ID is a viable option to prove residency in Unalaska as contemplated in code for purposes of the refund.

PROPOSED ORDINANCE

Ordinance 2023-02 amends the amount of the refund to \$400 as directed, and adds a new paragraph, number 5, which reads:

(5) Applicants shall prove residency in Unalaska by providing to the City Clerk evidence of either current voter registration in the State of Alaska, at an address in Unalaska or evidence of approved eligibility for the State of Alaska Permanent Fund Dividend for the current year, at an address in Unalaska. At the City Clerk's discretion, other proof of residency in Unalaska may be accepted.

Specifically describing the proof of residency required sets clear standards for establishing residency, while allowing discretion for rare circumstances when an applicant, who is a resident of the city is not registered to vote or does not apply for or have eligibility for the Alaska Permanent Fund Dividend.

ALTERNATIVES: Council may choose to adopt the ordinance as presented; to amend the proposed ordinance; or make no changes to code.

FINANCIAL IMPLICATIONS: Increasing the refund to \$400 will essentially double the cost of the refund program. However, establishing proof of residency requirements may result in fewer eligible applicants in future years.

LEGAL: The City Clerk worked with one of the city's attorney's, Sam Severin, regarding the ordinance and specifically the wording of paragraph 5. The City Attorney has approved this ordinance.

STAFF RECOMMENDATION: Staff recommends adoption.

PROPOSED MOTION: First Reading: I move to introduce Ordinance 2023-02 and schedule it for public hearing and second reading on April 11, 2023. Second Reading: I move to adopt Ordinance 2023-02.

CITY MANAGER COMMENTS: I concur with the staff recommendation.

CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION 2023-10

A RESOLUTION OF THE UNALASKA CITY COUNCIL ESTABLISHING THE RATE OF LEVY ON ASSESSED PROPERTY WITHIN THE CITY OF UNALASKA FOR FISCAL YEAR 2024

WHEREAS, Unalaska City Code § 6.28.010(B) states the Council shall annually by resolution establish the rate of levy on assessed property within the City; and

WHEREAS, the Unalaska City Council reviewed options and information regarding the rate of levy.

NOW THEREFORE BE IT RESOLVED that the rate of levy on assessed property within the City of Unalaska, Alaska for Fiscal Year 2024 shall be set at 10.5 mills.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on March 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 2023-10: Establishing the rate of levy on assessed property within the City of Unalaska for Fiscal Year 2024

SUMMARY: Unalaska City Code Section 6.28.010(B) provides that the Council shall annually by resolution establish the rate of levy on assessed property within the city. The annual rate of levy shall be determined before June 15. By adopting Resolution 2023-10, Council will set the rate of levy, also referred to as the millage or mill rate, for FY24.

PREVIOUS COUNCIL ACTION: Council establishes the rate of levy each year.

DISCUSSION: One component of the annual property tax cycle is setting the mill rate. This rate is applied to both real property and business personal property values. In FY92, the mill rate was reduced from 12.78 mills to 11.78 mills. It remained at 11.78 mills until FY09 when it was reduced to 10.5 mills. For FY23 Council reduced the mill rate to 9.0. A mill rate of 10.5 mills equates to \$1,050 tax per \$100,000 in assessed valuation. The attached chart indicates the impact on property tax revenue with changes in the mill rate using this year's assessed value estimates.

ALTERNATIVES: Council may increase or decrease the mill rate. Staff is recommending that the mill rate be returned to 10.5 mills and is preparing the FY24 budget with that in mind.

FINANCIAL IMPLICATIONS: The attached spreadsheet shows increases or decreases in revenue based on a change in the mill rate, using current property tax values.

LEGAL: None.

STAFF RECOMMENDATION: Staff recommends adoption of Resolution 2023-10.

PROPOSED MOTION: I move to adopt Resolution 2023-10.

CITY MANAGER COMMENTS: I support Staff's recommendation and the FY24 budget is being prepared based on a mill rate of 10.5.

ATTACHMENT: Chart with mill rate levy options

PROPERTY TAX MILLAGE RATE OPTIONS

		Assessed Value		Property Tax Revenue	
Rate of Levy		FY24 Estimated Real Property Value	FY24 Estimated Business Personal Property Value	Tax Revenue	Increase/Decrease Compared to 10.5 mills
Mill Rate	Percent Rate	574,246,800	264,782,693		
5.00	0.500%	2,871,234	1,323,913	\$ 4,195,147	\$ (4,614,662)
5.50	0.550%	3,158,357	1,456,305	\$ 4,614,662	\$ (4,195,147)
6.00	0.600%	3,445,481	1,588,696	\$ 5,034,177	\$ (3,775,633)
6.50	0.650%	3,732,604	1,721,088	\$ 5,453,692	\$ (3,356,118)
7.00	0.700%	4,019,728	1,853,479	\$ 5,873,206	\$ (2,936,603)
7.50	0.750%	4,306,851	1,985,870	\$ 6,292,721	\$ (2,517,088)
8.00	0.800%	4,593,974	2,118,262	\$ 6,712,236	\$ (2,097,574)
8.50	0.850%	4,881,098	2,250,653	\$ 7,131,751	\$ (1,678,059)
9.00	0.900%	5,168,221	2,383,044	\$ 7,551,265	\$ (1,258,544)
9.50	0.950%	5,455,345	2,515,436	\$ 7,970,780	\$ (839,029)
10.00	1.000%	5,742,468	2,647,827	\$ 8,390,295	\$ (419,515)
10.50	1.050%	6,029,591	2,780,218	\$ 8,809,810	\$ -
11.00	1.100%	6,316,715	2,912,610	\$ 9,229,324	\$ 419,515
11.50	1.150%	6,603,838	3,045,001	\$ 9,648,839	\$ 839,029
11.78	1.178%	6,764,627	3,119,140	\$ 9,883,767	\$ 1,073,958
12.00	1.200%	6,890,962	3,177,392	\$ 10,068,354	\$ 1,258,544
12.50	1.250%	7,178,085	3,309,784	\$ 10,487,869	\$ 1,678,059
13.00	1.300%	7,465,208	3,442,175	\$ 10,907,383	\$ 2,097,574
13.50	1.350%	7,752,332	3,574,566	\$ 11,326,898	\$ 2,517,088
14.00	1.400%	8,039,455	3,706,958	\$ 11,746,413	\$ 2,936,603
14.50	1.450%	8,326,579	3,839,349	\$ 12,165,928	\$ 3,356,118
15.00	1.500%	8,613,702	3,971,740	\$ 12,585,442	\$ 3,775,633
15.50	1.550%	8,900,825	4,104,132	\$ 13,004,957	\$ 4,195,147
16.00	1.600%	9,187,949	4,236,523	\$ 13,424,472	\$ 4,614,662
16.50	1.650%	9,475,072	4,368,914	\$ 13,843,987	\$ 5,034,177
17.00	1.700%	9,762,196	4,501,306	\$ 14,263,501	\$ 5,453,692
17.50	1.750%	10,049,319	4,633,697	\$ 14,683,016	\$ 5,873,206
18.00	1.800%	10,336,442	4,766,088	\$ 15,102,531	\$ 6,292,721
18.50	1.850%	10,623,566	4,898,480	\$ 15,522,046	\$ 6,712,236
19.00	1.900%	10,910,689	5,030,871	\$ 15,941,560	\$ 7,131,751
19.50	1.950%	11,197,813	5,163,263	\$ 16,361,075	\$ 7,551,265
20.00	2.000%	11,484,936	5,295,654	\$ 16,780,590	\$ 7,970,780

EXAMPLE: Homeowner with assessed value of \$300,000 at the current rate of 10.5 mills

Mill Rate	Percent Equivalent	Assessed Value	Tax
10.5	1.050%	\$ 300,000	\$ 3,150

CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION 2023-11

A RESOLUTION OF THE UNALASKA CITY COUNCIL APPOINTING WILLIAM HOMKA AS
ACTING CITY MANAGER

WHEREAS, the Unalaska Code of Ordinances empowers the City Council to appoint and remove the City Manager; and

WHEREAS, Chris Hladick, who has the Interim City Manager since May 31, 2022, has indicated he will no longer serve as Acting City Manager after March 31, 2023;

WHEREAS, the City is in need of the services of an Acting City Manager; and

WHEREAS, the City Council desires to appoint William Homka, who is presently employed as the Assistant City Manager, as its Acting City Manager, with a ten percent (10%) increase in his present salary during the time he serves as Acting City Manager; and

WHEREAS, William Homka agrees to serve as Acting City Manager of the City of Unalaska.

NOW, THEREFORE, BE IT RESOLVED THAT THE UNALASKA CITY COUNCIL appoints William Homka as the Acting City Manager.

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

Vincent M. Tutiakoff, Sr.
Mayor

ATTEST:

Marjie Veeder, CMC
City Clerk