

**Special Meeting**  
Tuesday, November 7, 2023  
6:00 p.m.



**Unalaska City Hall**  
**Council Chambers**  
43 Raven Way

**Council Members**  
Thomas D. Bell  
Darin Nicholson  
Daneen Looby

**Council Members**  
Anthony Longo  
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](http://www.ci.unalaska.ak.us)

**Mayor:** Vincent M. Tutiakoff, Sr. **City Manager:** William Homka  
**City Clerk:** Estkarlen P. Magdaong, [emagdaong@ci.unalaska.ak.us](mailto:emagdaong@ci.unalaska.ak.us)

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### **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/83246795029>

**Meeting ID:** 832 4679 5029 / **Passcode:** 630155

**TELEPHONE: Meeting ID:** 832 4679 5029 / **Passcode:** 630155

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

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## **AGENDA**

1. **Call to order**
2. **Roll call**
3. **Pledge of Allegiance**
4. **Adoption of Agenda**
5. **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.*
6. **Public Comment on Agenda Items** *Time for members of the public to provide information to Council regarding items on the agenda. Alternatively, members of the public may speak when the issue comes up on the regular agenda by signing up with the City Clerk. Three-minute time limit per person.*

7. **Work Session** *Work sessions are for planning purposes, or studying and discussing issues before the Council.*
  - a. [Capital and Major Maintenance Plan Process Guide](#)
8. **Regular Agenda** *Persons wishing to speak on regular agenda items must sign up with the City Clerk. Three-minute time limit per person.*
  - a. [Canvass Report and Certification of Runoff Election Results](#)
  - b. [Resolution 2023-42: Adopting revised guidelines for the Community Support Program](#)
  - c. [Travel Approval for North Pacific Fisheries Management Council Meeting, Anchorage, AK, December 7-12, 2023](#)
9. **Council Directives to City Manager**
10. **Adjournment**

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## MEMORANDUM TO COUNCIL

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To: Mayor and City Council Members  
From: Cameron Dean, Planning Director  
Through: William Homka, City Manager  
Date: November 7, 2023  
Re: FY2025 - 2034 CMMP & Budget Year Calendar

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**SUMMARY:** Each year City Council reviews the Capital and Major Maintenance Plan (CMMP) Process Guide, which proposes a schedule of deadlines and meeting dates necessary for the plan's preparation and adoption. The schedule is developed alongside the City's overall budget development and adoption schedule, so certain dates for that process are also included in the CMMP calendar.

In addition to the schedule, the CMMP guide maintains eight (8) categories for evaluating and ranking projects according to city priorities. The point system awards projects additional 'points' as an incentive for using the CMMP process to plan up to ten (10) years in advance.

**PREVIOUS COUNCIL ACTION:** City Council reviews the CMMP annually in March and typically adopts it in April. Planning introduced the ranking exercise to City Council in FY20 to provide councilmembers the opportunity to weigh each criterion.

**BACKGROUND:** Title 6 of the Unalaska City Code requires the City Manager to submit a five-year capital improvement plan and budget of the proposed projects each year in conjunction with the City's operating budget. Each year, the City Council adopts this plan, called the Capital and Major Maintenance Plan (CMMP), to help identify needs and set spending priorities for the coming five-year period. This is the fourth year Unalaska will prepare a ten (10) year CMMP. Prior plans were only for five (5) year time periods.

**DISCUSSION:** There are many steps and departments involved in the CMMP, which is part of the City's overall budget. The proposed schedule consults with the Finance Department on its budget calendar to marry the two processes. Key dates are included on the CMMP and City Budget Schedule which is attached for review.

Dates most important to City Council are indicated in blue, such as tonight's presentation and the Project Ranking exercise scheduled for November 28, 2023. City Council will visit the CMMP again on January 23, 2024 to review new projects proposed for the CMMP.

Staff continuously tries to balance projects using General Funds across several years. FY22 changed the CMMP from a five (5) to a ten (10) year plan to assist with this effort and provide more lead time for project development.

Staff will score projects in eight (8) categories:

- Plans/Comprehensive Plan
- Regulatory Compliance
- Infrastructure/Public Safety
- Quality of Life/Wellness
- External Financing
- Impact on the Operational Budget
- Timing/Location
- Innovation

Each category will be weighted based on City Council's combined preferences and approved by resolution at the November 28, 2023 meeting. Additionally, projects will receive additional points if they are a legislative priority and planned further in advance. While other constraints may limit project scheduling and prioritization, Staff will use the scores to assist in evaluating new CMMP nominations.

**ALTERNATIVES:** N/A

**FINANCIAL IMPLICATIONS:** None. This is a guide for the CMMP process.

**LEGAL:** N/A

**STAFF RECOMMENDATION:** Review the CMMP Calendar and Ranking Criteria. Complete the worksheet and return to the City Clerk.

**PROPOSED MOTION:** This is for discussion purposes only; no motion is required. Staff is looking for feedback.

**CITY MANAGER COMMENTS:**

**ATTACHMENTS:**

Council Ranking Worksheet  
Draft CMMP Process Guide

## COUNCIL MEMBER FEEDBACK

### FY 25-34 CMMP Project Category Priority Ranking

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please refer to the CMMP Process Guide to rank each Project Category. The definitions of each category begin on page 14.

Your top priorities should be marked in the #1 box, and the lowest priority in the #3 box next to each category. You can have a maximum of three 1's, three 2's and/or three 3's. Therefore, you must prioritize the categories according to your opinion of their weight in the CMMP process.

PROJECT CATEGORIES	PRIORITY RANKING		
	1	2	3
Plans / Comprehensive Plan			
Regulatory Compliance			
Infrastructure / Public Safety			
Quality of Life / Health & Wellness			
Impact on Operational Budget			
External Funding			
Timing/Location			
Innovation			

# Draft CMMP Process Guide



# 2025 To 2034

*CMMP Overview, CMMP Process at a  
Glance, CMMP & Budget Schedule,  
Sample Evaluation Form*

City of Unalaska, Alaska

CMMP Process Overview	November	December	January	February	March	April
Nominations						
Internal Review						
Planning Commission Review						
Presentation to Council						
Council Adoption						



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# Capital and Major Maintenance Plan Overview

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## *Purpose of the CMMP*

Title 6 of the Unalaska City Code requires the City Manager to submit a five-year capital improvement plan and budget of the proposed projects each year in conjunction with the City’s operating budget. Each year, the City Council adopts this plan, called the Capital and Major Maintenance Plan (CMMP), to help identify needs and set spending priorities for the coming five-year period.

As of 2022, however, the CMMP shifted to a 10-year planning process. The CMMP budget has grown significantly in recent years and the need to spread out the improvement costs requires increased planning. Other planning impediments have developed too, and include response plans to the COVID Crisis and the national economic trends than could affect Unalaska’s tax base. Adding five more years to the timeline will enable the City Council and the Directors better manage the future purchasing, maintenance, and capital projects of the City, while keeping an eye on the overall budget and its impacts on each year of spending.

## *CMMP Components*

The components of the CMMP are Capital Projects, Major Maintenance, Major Purchases, and Rolling Stock. Capital Projects are major projects involving extensive planning, design, and construction. These are usually new buildings, roads, utility extensions, and other major infrastructure. Major Maintenance projects are those surrounding existing infrastructure, such as repairing roads, culverts, building maintenance, etc. Major Purchases are purchases of major equipment, such as copiers, generators, and large bulk orders (ex. Tasers). Rolling Stock purchases are all vehicles, trailers and machinery on wheels/treads. This master list is compiled and maintained by the Public Works Director. Some major rolling stock purchases, such as fire trucks, are of a high value which case they are left on the CMMP as a separate project. These tend to be the exception.

## *Financial Details*

Each component of the CMMP is designed to identify and prioritize various needs and expected expenditure levels. The capital asset threshold for General Fund Projects is \$50,000, while Proprietary Fund Projects remains at \$10,000, but we have continued to list capital items like vehicles and copiers under \$50,000 on the CMMP for consistency. The Major Maintenance Schedule was added to the CMMP in FY03. The Facilities Maintenance Supervisor developed a maintenance plan to look at major facility assets and projects replacement and repair needs over 20 years. The plan is updated annually after inspection of facilities, and items are scheduled through the CMMP and operating budget to ensure our investments in infrastructure and assets are well maintained.

As you will see in the table below, project nominations will have costs projected into the appropriate funds for all ten years of the plan. Each year the costs are expected to become more accurate, starting with a best guess 10 years out to an accurate cost from known bids. It is expected that projects will go from a best guess number based on current cost extrapolated 7 to 10 years out, to a cost within 2x the value in years 4 to 7, to numbers within 50% of the value in year 3, and accurate numbers based on engineering and design expectations in years 1 and 2. This will aid in projecting an overall budget, and preventing years with stacked funding resulting in requests of hundreds of millions.

Each project is subject to a mandatory 30% contingency. A project may be exempted from the 30% contingency on a case-by-case determination in the current year of funding. The City Manager is the final authority on for a waiver of the contingency requirement.

### Annual Roadmap

The first year of the plan supports the capital budget, and the following four years show proposed costs for capital improvement projects and projected infrastructure and equipment maintenance and replacement needs. Years five through ten are a roadmap to identify major costs coming in future years. This will be especially important when planning the most expensive of new infrastructure, roads, and buildings. It is expected that projects nominated in years 1-7 will exist in planning documents either approved by City Administration and Directors, or City Council. This will cut down on the number of projects that are nominated in the immediate short term.

Exceptions may be made for emergency needs, such as the previous Slip-Lining project, where a sewer line rupture resulted in a focused emergency fix by budget amendment, but more funding was sought though the CMMP to complete a more comprehensive repair. Exceptions will be reviewed on a case-by-case basis by the City Manager, as normal in the budget amendment cycle.

CMMP 10-Year Progression Model					
Next Fiscal Year Budget	2 Years Out	3 Years Out	4 Years Out	5 -7 Years Out	7-10 Years Out
Nominations that have final engineering and design, are ready to construct or purchase	Nominations have preliminary engineering and design numbers	Nominations have ROM numbers	Nominations have WAG numbers	Project should exist in an adopted plan.  Should have WAG Number	Project Incepton.  Nominations have "ballpark" numbers

*ROM = Rough Order of Magnitude (number within 50% accuracy)*

*WAG = Wild-Approximate Guess (up to 200% projected cost)*

*Ballpark = Best guess up to 10 years out*

# CMMP Process at a Glance



# Budget Schedule

FY 2025 Budget Calendar CMMP, City Budget, Community Support Grants September to December			
11/1/23	Directors	Discussion	All Project Nominations, Rolling Stock Open
11/7/23	City Council	Discussion	Review & Comment on CMMP and Budget Schedule, and Project Ranking Criteria
11/8/23	Planning	Distribution	Review update to CMMP Process Based on Council Meeting
11/16/23	Planning Commission	Discussion	Collect Planning Commission Project Ideas
11/28/23	City Council	Resolution	Adopt CMMP Category Ranking
12/4/23	Nonprofits	Distribution	Community Grant Application Packets to Nonprofit Organizations
12/4/23	Directors	Discussion	Check in meeting following Directors Meeting.
12/15/23	Directors	Deadline	All Project and Rolling Stock First Drafts and Ranking Info Due into Planning
12/22/23	Directors & Technical Review Committee	Discussion	CMMP 1st Draft and ranking review

Planning Commission Meeting

City Council Meeting

# Nomination Processes, Pointers & Checklist

FY 2025 Budget Calendar CMMP, City Budget, Community Support Grants January to May			
1/5/24	Directors	Distribution	MUNIS Budget Entry Opens for All City Departments
1/8/24	Directors	Deadline	CMMP 2nd director draft review after morning Director's meeting
1/15/24	Directors	Deadline	CMMP nominations, as well as supporting documentation, are due for final compilation
1/18/24	Planning Commission	Discussion	DRAFT CMMP Presentation to Planning Commission
1/23/24	City Council	Discussion	Review CMMP Nominations and Prioritize Projects (Planning Dir)
2/2/24	Directors	Deadline	Final submission of Rolling Stock and Facilities Maintenance Plans to Planning Department
	Nonprofits	Deadline	Community Support Grant Applications Due to Planning
2/13/24	City Council	Discussion	Budget Goals & Revenue Projections
2/16/24	Directors	Deadline	Final Deadline for ALL submissions to CMMP. From here, only final editing for commentary and context.
	Directors	Deadline	MUNIS Closes for Department Budget Entries
3/1/24	Directors	Deadline	Final Deadline CMMP Access Closed Until City Council Makes Changes
3/18/24	Directors	Dry Run	CMMP Participants and CM: Practice Presentation to Council
3/22/24	Clerks & CM	Distribution	Draft CMMP Distribution to Council
3/26/24	City Council	Discussion	Draft CMMP Presentation to Council, Adopt Budget Goals
4/8/24	UCSD/ City Council	Presentation	Special City Council Meeting: UCSD representatives present FY25 Budget Request
4/9/24	CM & Staff	Presentation	Final Presentation to Council (CMMP, Community Grants)
4/23/24	City Council	Resolution	Follow-Up CMMP Questions; Adopt CMMP
5/14/24	City Council	Ordinance	1 <sup>st</sup> Reading of Final Budget (Operating & Capital)
5/28/24	City Council	Ordinance	2 <sup>nd</sup> Reading of Final Budget (Operating & Capital)

Planning Commission Meeting

City Council Meeting

## Nominations

- ◇ The deadline for new nominations and past nomination updates is the same.
- ◇ Any nominations not selected as part of prior CMMP program years, or 'prior nominations' may be resubmitted as a 'new' project for consideration.
- ◇ Never before seen nominations should be discussed with the City Manager in the weekly individual meetings before addition to the CMMP
- ◇ Answer all evaluation questions "Yes" or "No" unless otherwise indicated by the Evaluation Form.
- ◇ Answer all questions or you may lose points for your project. Keep in mind that the more questions answered, the more accurate and transparent the scoring measure, better prioritization of projects. Please review the evaluation form to answer detail questions when entering projects. This will maximize your points for ranking.
- ◇ Remember when editing to update the Cost Assumptions table.

## Nomination Reviews

- ◇ All New Nominations will be reviewed and evaluated by directors, the Technical Review Committee, Planning Commission, and City Council.
- ◇ The ranking system will be based on weighted categories for each project. The section entitled "Evaluation Form" contains all the necessary information for ranking projects.
- ◇ Category weights will be decided by the City Council.

## Pointers:

As you gather project information and complete the nominations consider the following:

- ◇ Remember a 30% contingency for ALL projects.
- ◇ Budget for consultant help with scoping and pricing for upcoming projects.
- ◇ Generally the thresholds for inclusion on the CMMP are \$10,000 for propriety funds and \$50,000 for general funds.
- ◇ Be realistic with timelines and consider funding availability.
- ◇ Be realistic about the number of projects that can be done in one year.
- ◇ Have a picture or graphic that is a good representation of your project.
- ◇ Consider how projects are going to be evaluated (see the evaluation criteria section of this document).
- ◇ Be sure to include all attachments.

## Checklist:

- GIS Data Entry for Each Project
  - Project Title
  - Project Active or Not?
  - Project Description
  - Project Need
  - Project Plans and Funding Sources List
  - Design Stages
  - Evaluations
- Attach supporting Documents for Nominations:
  - Regulatory agency documentation
  - Commission or Board Resolutions
  - Pictures
  - Relevant section of Plans in which the project may have originated
  - Cost Assumptions block from Excel
- CMMP Shared Drive: city files (\\file-server) (Q:) > Shared > CMMP > 2025



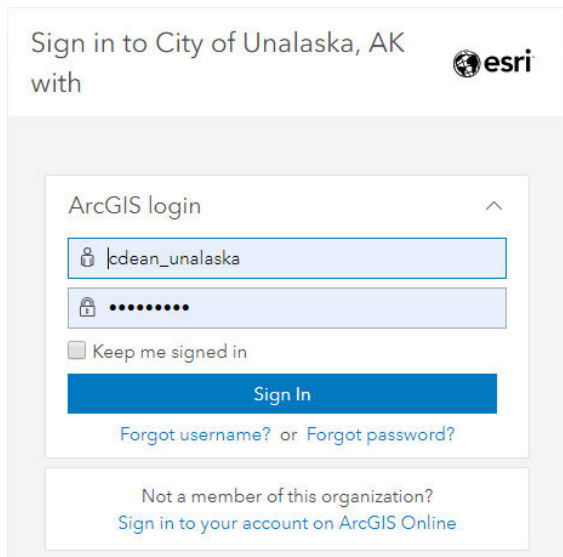
# GIS Nomination Entry Guide

## CMMP Project Nominations

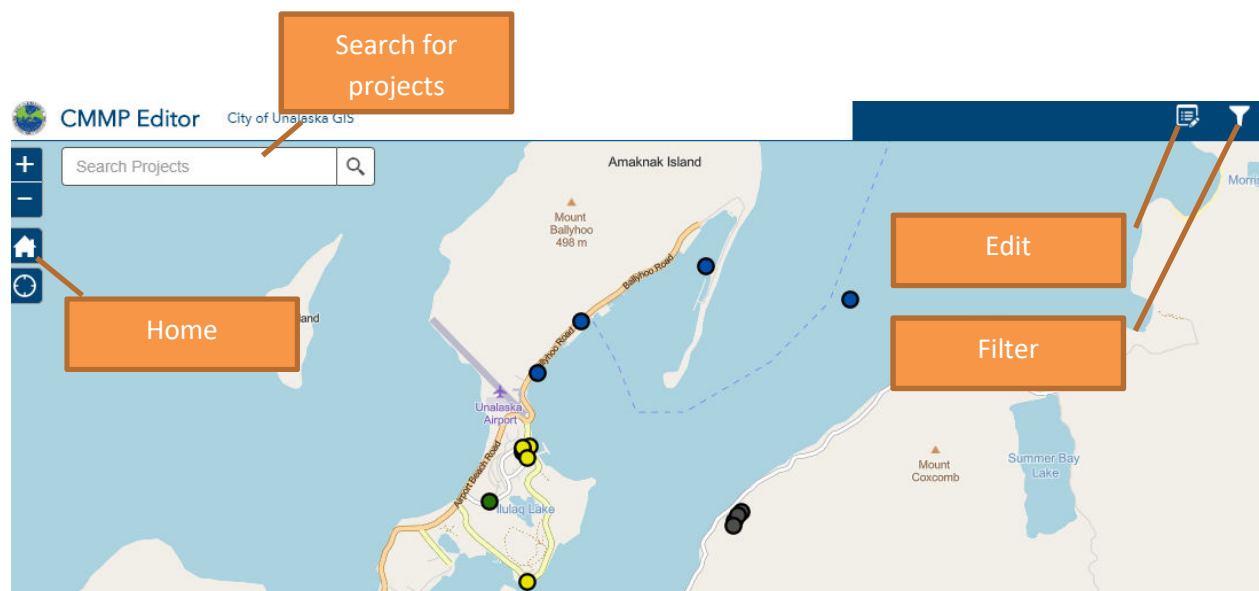
1. Open the CMMP application at:

<https://unalaska.maps.arcgis.com/apps/webappviewer/index.html?id=2a43e070b80c4825a84b308397d7b61b>

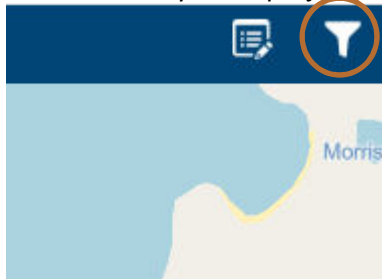
2. Login with your ArcGIS Online username and password.



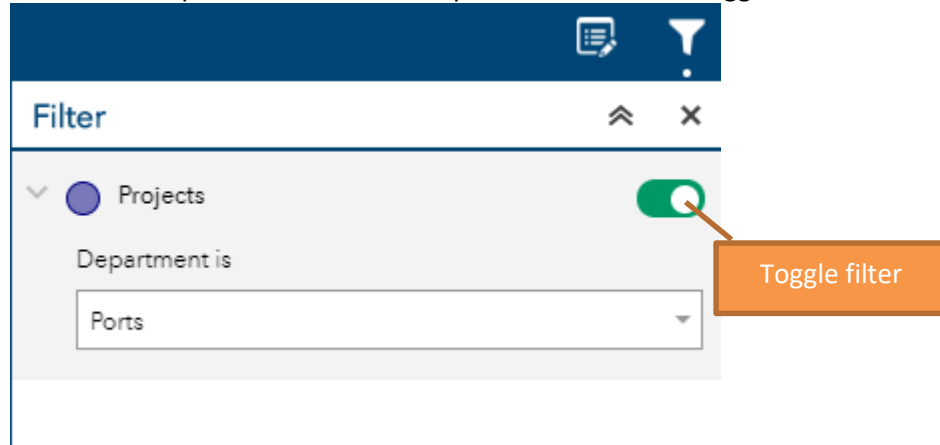
3. Each dot on the map represents a different project, colored by department:



4. To only show projects from a particular department, click the *filter* button in the upper right.

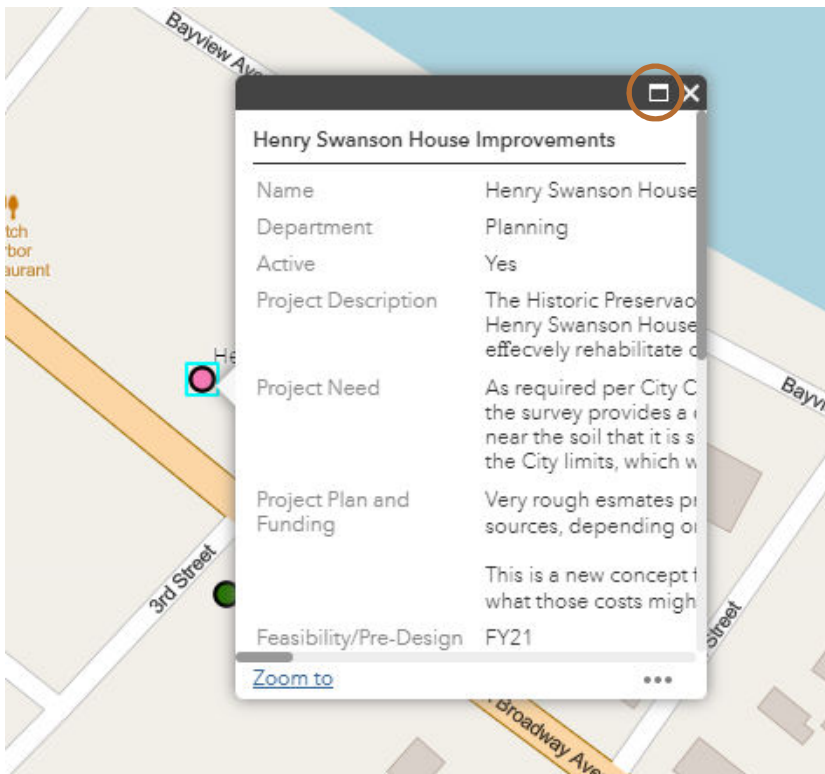


a. Choose the department from the dropdown and click the toggle button to activate the filter.

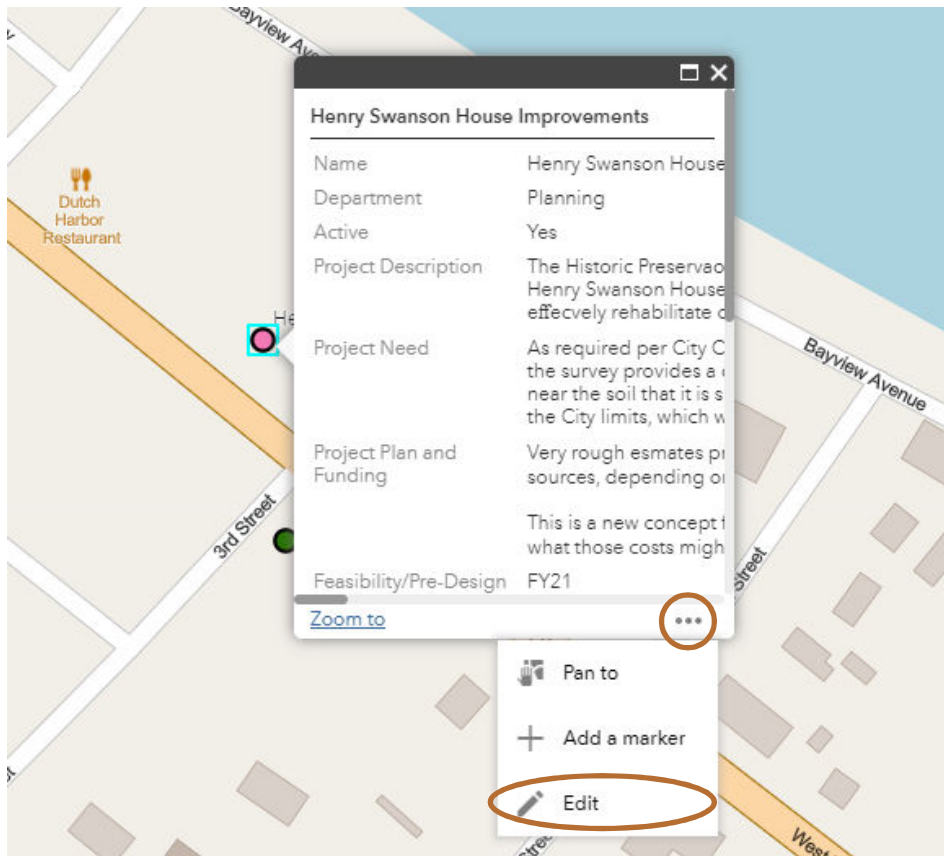


## Edit a Project

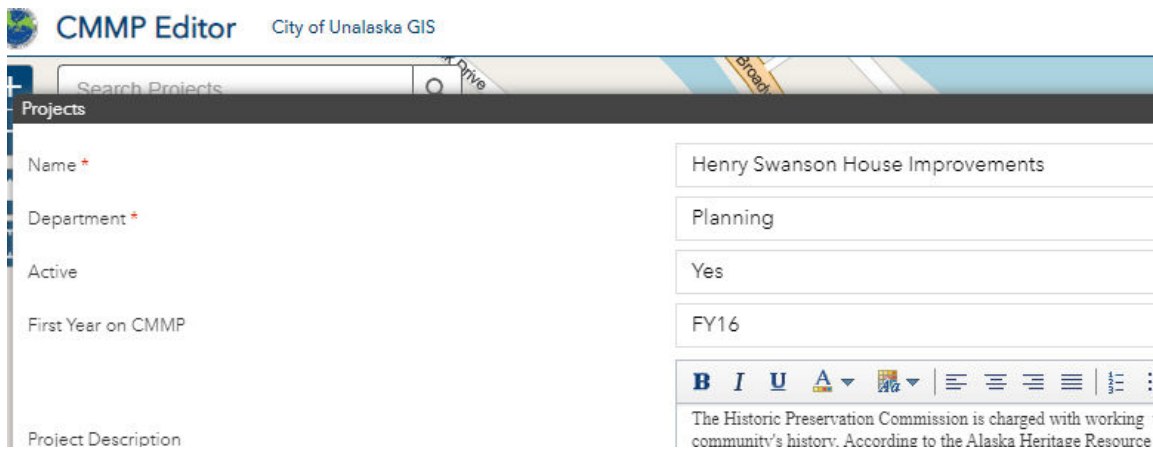
1. Click a project on the map. You can click the *maximize* button of the popup to enlarge it.



- To begin editing, click the ... button in the lower right of the popup and choose *Edit*.



- Once in Edit mode, you can change any attributes about the project



- Attachments:** To add attachments like photos or plans, click *Choose File* to upload your attachment.

Attachments:

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None

Add:  No file chosen

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Edited on 8/8/19 at 10:24 AM

5. **Funding Requests:** To add or change a funding request, click *Funding* at the bottom of the Edit window

External Funding

Timing/Location

Innovation

**Attachments:**

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None

Add:  No file chosen

Edited on 8/8/19 at 10:24 AM

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**Related tables:**

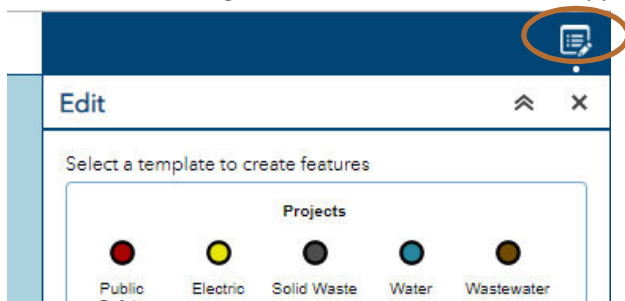
- Funding

- a. The Funding window shows all the funding requests for the project. Click the + to add a new request to the project, or click an existing request to edit it.



- b. Unless the request has already been approved by Council, leave *Approved Amount* blank.  
Remember to include a 30% contingency for all projects.
- c. Click *Save* and the left arrow to return.

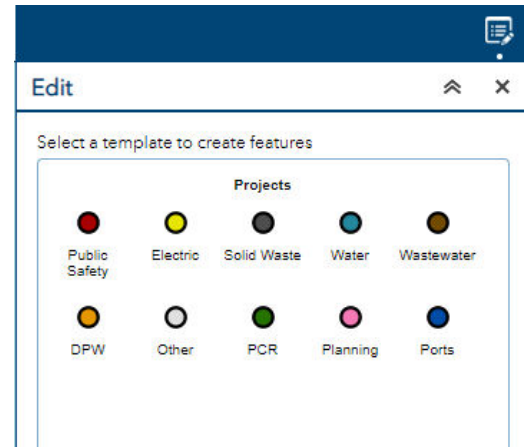
6. When you are done with a project, click *Save*.
7. When done editing, click the *Edit* button in the upper right of the map to return to View mode.



## Create a Project

Creating a new project follows a similar process to editing existing ones.

1. Click the *Edit* button in the upper right of the map.
2. Click the department for the project.
3. Click on the map at the desired location for the project.
4. Fill in the project's details. You don't need to fill in everything at once.
5. When complete, click the *Edit* button in the upper right of the map to return to view mode.



# Evaluation Form

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## Instructions

### Project Nominators

Proceed through the following Project Categories in order to score each project. Each category has one or more questions designed to generate a point score for that category. For the most part questions are in a Yes/No format unless otherwise noted. When answering questions regarding each sub category pay attention to any questions that would require supporting documentation. This may be in the form of an attached screen shot of a plan, page numbers from the comprehensive plan, or other form of documentation. Make sure to attach those important pieces of information. Remember to answer all questions in all categories. This will ensure more accurate scoring and prioritization of projects.

### Reviewers

When it comes time to review each project, open the online evaluation form and fill out the reviewer and project information. Look at the answers provided for each project and evaluate them against attached documentation and project explanations. You are free to disagree with the answers provided in each project write-up. Remember, those are a guide to assist you, not set in stone. Proceed to answer all questions in the online evaluation form. Once completed, all review scores will be compiled and used by City Council as a guide to prioritize projects for the final draft of the CMMP.

### Process

In an effort to make evaluations fair and transparent, we have set 9 scoring categories. Within these categories are several questions to generate a total score out of 5. All questions will be allotted a point value. The points for each section will be totaled, to generate a score from 1 to 5 (1 being the lowest score, 5 being the best score). These scores will then be multiplied by a weight for each category, assigned by the council. Finally, all the weighted scores will be totaled for a final composite score.

Example: You answer the Infrastructure/Public Safety section with 4 “Yes” answers, and 3 “No” answers:

$4/7 = 0.57$	Raw Score
$0.57 \times 5 = 2.86$	Scaled Category Score
$2.86 \times 3 = 8.58$	Weighted Score
8.58	
+ <u>Other Categories</u>	
<b>Composite Score</b>	

## Project Categories

1) **Plans/Comp Plan** – Plans are prepared to provide the City of Unalaska with a valuable aid for continuing efforts to meet and exceed goals set forth by City departments, committees, and the citizens at-large. Plans include those documents that have been prepared internally to assure consistent adherence to industry best practices, as well as those documents that have been created with the assistance of outside consultants. A component of planning includes public discussion and/or citizen engagement. The score could be based on answers to the following questions:

- A. Is the proposed project called for in the City’s Comprehensive Plan which was approved by City Council? If so, which section? (answer No or Yes with relevant page numbers)
- B. Is the proposed project identified in one or more of the City Master or Departmental Plans that were provided to City Council? If so, which plan? (answer No or Yes with plan title)
- C. Is the proposed project listed as a high priority, or over time, has it become a high priority of staff, a standing advisory board, or the City Council due to an expressed need?
- D. Has the proposed project been fully developed and defined in enough detail so that the specifics are known?
- E. Has there been public discussion about the project or an appropriate level of citizen engagement around the project?
- F. Does there appear to be broad community support for the project?

### Scoring Scale

1	2	3	4	5
The project is not part of any Master Plan.	↔	The project is included in a Master Plan, but may not be a high priority or appropriate citizen engagement on the specific proposal has not yet transpired or is not included in the Master plan but is a high priority and has been well-vetted.	↔	The project is included in a Master Plan, is a high priority, and has been well-vetted.

2) **Regulatory Compliance** – This includes compliance with regulatory mandates such as Environmental Protection Agency (EPA) directives, the Americans With Disabilities Act, and other County, State and Federal laws. This also includes compliance with self-imposed City ordinances. The score could be based on answers to the following questions:

- A. Does the project address a current regulatory mandate?
- B. Will the project proactively address a foreseeable (within the next 5 years) regulatory mandate?
- C. Does the project have a lasting impact on promoting regulatory compliance over the long term (more than 10 years)?

### Scoring Scale

1	2	3	4	5
The project does not address a regulatory compliance issue.	↔	The project provides a short-term fix for an existing regulatory compliance issue or for one anticipated in the near future.	↔	The project resolves a pressing or long-term regulatory compliance issue.

3) **Infrastructure / Public Safety** – This item relates to infrastructure needs for the department’s facilities, as well as improves the overall safety of the community. Projects to address employee safety issues and to proactively manage risk, would also be included. The score could be based on answers to the following questions:

- A. Does the proposed project increase the safety of Unalaska’s residents and/or employees?
- B. How widespread is that potential safety benefit? Answer with: Widespread, Targeted, or Minor
- C. Will the project address an existing facility that is outdated or has exceeded its useful life?
- D. Will the project help the City to respond more effectively and efficiently to emergencies throughout the community?
- E. Is the project supported by a life cycle analysis of repair versus replacement?
- F. Does the project extend service to support/promote new growth?
- G. Does the project foster safe and accessible modes of travel?

**Scoring Scale**

1	2	3	4	5
The safety or infrastructure need for the project is low; or it addresses new or existing infrastructure.	↔	The safety or infrastructure level of the project is moderate; it address a serious safety issues that has a limited impact or address a less-serious issues that serves the broader community; it addresses either new or existing infra-structure. (Maximum score for a new facility.)	↔	The safety or infrastructure level of the project is high; it addresses a serious health/public safety issues that has a widespread impact; it addresses existing infrastructure; and the ancillary benefits are well-defined.



4) **Quality of Life / Health & Wellness** – Quality of Life / Health & Wellness are a characteristic that makes the City a favorable place to live and work. For example, a large park with amenities to satisfy all community members would greatly impact the quality of life. Bike/jogging trails, new recreation facilities and flood control measures improve the overall health of the community. The score could be based on answers to the following questions:

- A. Does the project enhance the quality of life for a wide range of community members?
- B. Will the proposed project have a positive impact on the health of Unalaska’s residents?
- C. How widespread is that potential impact? Answer with: Widespread, Targeted, or Minor
- D. Will the project attract new residents, businesses or visitors to the City?
- E. Does the project serve to preserve the integrity of the City’s residential neighborhoods?
- F. Does the project help create a beautiful and clean community?
- G. Does the project specifically promote the responsible use of resources?
- H. Does the project encourage participation in recreational and cultural activities accessible to all community members?

**Scoring Scale**

1	2	3	4	5
The project does not affect the Quality of Life / Health & Wellness for Unalaska community members.	↔	The project has a moderate impact on the Quality of Life / Health & Wellness for Unalaska community members.	↔	The project greatly impacts the Quality of Life / Health & Wellness for a wide range of Unalaska community members.

5) **Impact on Operational Budget** – Some projects may affect the operating budget for the next few years or for the life of the facility. A new facility will need to be staffed and supplied, therefore having an impact on the operational budget for the life of the facility. Replacing a light with a more energy efficient model may actually decrease operational costs. The score could be based on answers to the following questions:

- A. Will the project require additional personnel to operate?
- B. Will the project require additional annual maintenance?
- C. Will the project require additional equipment not included in the project budget?
- D. Will the project reduce staff time and City resources currently being devoted, and thus have a positive effect on the operational budget?
- E. Will the efficiency of the project save money?
- F. Will the project present a revenue generating opportunity?
- G. Will the project help grow a strong, diversified economic base to help offset any additional costs?

**Scoring Scale**

1	2	3	4	5
The project will have a negative effect on the budget. It will require additional money to operate.	↔	The project will not affect the operating budget as it is cost/revenue neutral	↔	The project will have a positive effect on the budget. It will have significant savings in time, materials and/or maintenance or be revenue generating to more than offset costs.

6) **External Funding** – Capital improvement projects can be funded through sources other than City funds. Developer funding, grants through various agencies, and donations can all be sources of external funding for a project. The percentage of total cost funded by an outside source will determine the score in this category. This is based on expected funding, can be re-evaluated based on actual achieved external funding.

- A. Attach appropriate detailed funding source documentation showing match percentages and maximum per project funding.

**Scoring Scale**

1	2	3	4	5
0 – 20% External Funding	21% - 40% External Funding	41% - 60% External Funding	61% - 80% External Funding	81% - 100% External Funding

7) **Timing/Location** – The timing and location of the project is an important piece of a project. If the project is not needed for many years, it would score low in this category. If the project is close in proximity to many other projects and/or if a project is urgent or may need to be completed before another one can be started, it would score high in this category. The score could be based on the answers to the following questions:

- A. Do other projects require this one to be completed first?
- B. Does this project require others to be completed first?
- C. Can this project be done in conjunction with other projects? (example: installation of sidewalks, street lighting and rain gardens all within the same block)
- D. Will it be more economical to build multiple projects together, thus reducing construction costs?
- E. Will it help reduce the overall number of neighborhood disruptions from year to year?
- F. Is this an existing facility at or near the end of its functional life?

**Scoring Scale**

1	2	3	4	5
The project does not have a critical timing/location component.	↔	The project has either a timing or location factor critical to it.	↔	Both timing and location are critical components of the project.

8) **Innovation** – Unalaska is increasingly challenged to produce solutions to solve new problems and meet new challenges that come from a rapidly changing world. Demographic, social, technological, and economic changes are forcing the department to adapt quickly and embrace change.

- A. Is the project a creative and dynamic solution to opportunities and issues within the City of Unalaska?
- B. Does the project meet emerging challenges, reduce costs, and better serve the public?
- C. Does the project achieve higher levels of service for the City of Unalaska?

**Scoring Scale**

1	2	3	4	5
The project meets industry standard.	↔	While the project may be innovative to Unalaska, there are many applications across the state and country	↔	The project is one of the first examples of its kind in the state and or country.

9) **Time on CMMP** – The CMMP process is a 10-year plan for spending. The amount of time forward that a project is planned for on the CMMP should give weight to projects that have been planned and are now being executed. Projects must be following the 10-year CMMP Progression Model (WAG – WAG – ROM – Engineering Estimate– Final Cost process). If a project is “parked” for an extended amount of time, it may begin to lose points in this category.

**Scoring Scale**

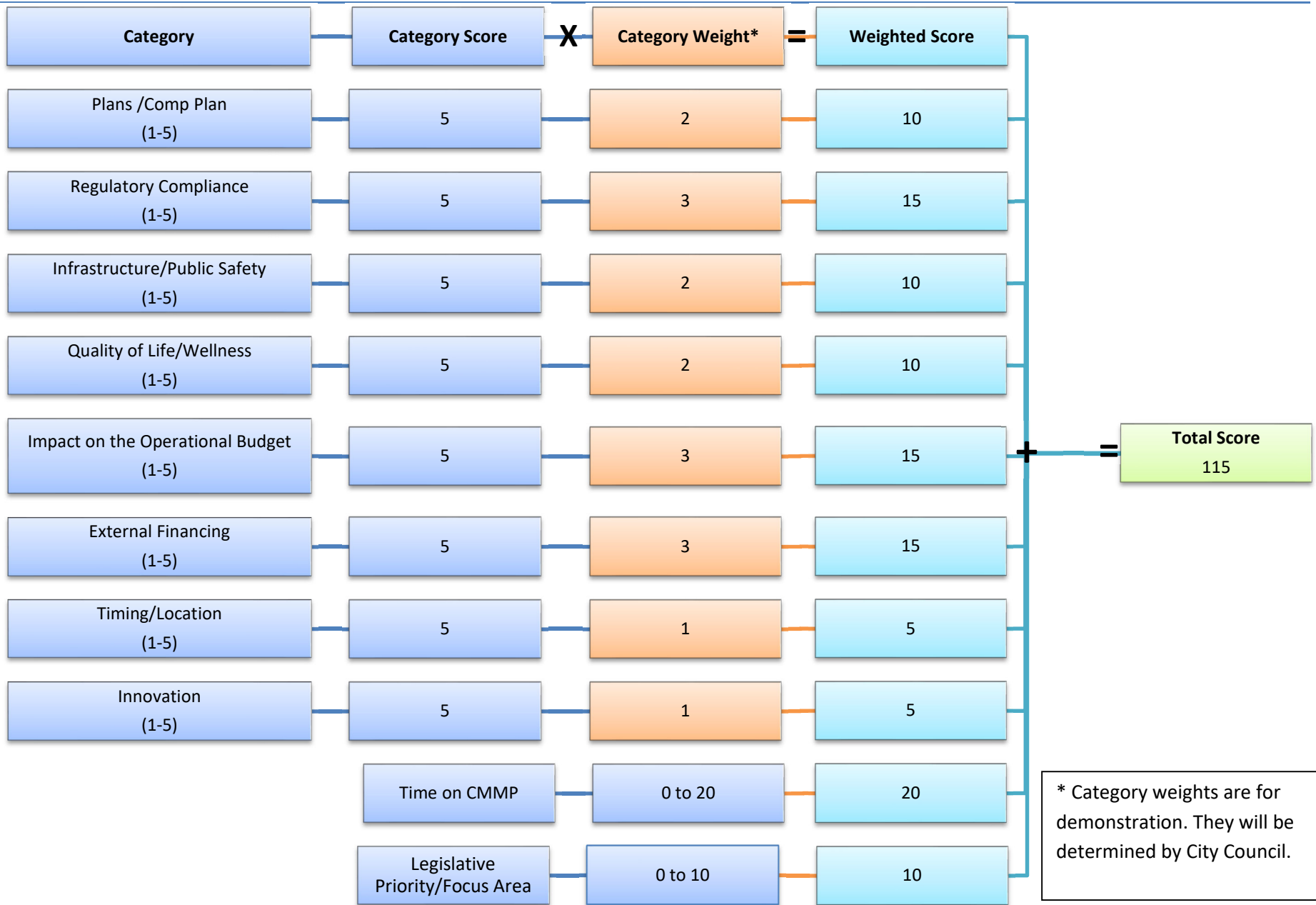
0	5	10	15	20
First Year Project This Year	On CMMP for 2 Years	On CMMP for 3 Years	On CMMP for 4-5 Years	On CMMP for 6-10 Years

10) **Legislative Priority/Focus Area** – Projects identified by Council as legislative priorities or focus areas receive additional points.

**Scoring Scale**

0	5	10
None	Focus Area	Legislative Priority

# CMMP Evaluation System Diagram



CITY OF UNALASKA  
UNALASKA, ALASKA

**CERTIFICATE OF ELECTION**

THE UNALASKA CITY COUNCIL hereby certifies the results of the Runoff Election held October 30, 2023, as presented by the Election Board and Canvass Committee, as follows:

<u>OFFICES / CANDIDATES / QUESTIONS</u>	<u>VOTE TALLY</u>
<b>SCHOOL BOARD SEAT SB-B</b>	
Brian Rankin .....	77
Nicole Bice .....	63

The Unalaska City Council, with this certification, hereby declares the following:

1. **BRIAN RANKIN** is elected to School Board Seat SB-B, for a 3-year term expiring October 2026.

The City Clerk is authorized to deliver a copy of this Certificate of Election to every person elected.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on November 7, 2023

\_\_\_\_\_  
Vincent M. Tutiakoff, Sr.  
Mayor

ATTEST:

\_\_\_\_\_  
Estkarlen P. Magdaong  
City Clerk

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## MEMORANDUM TO COUNCIL

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To: Mayor and City Council Members  
From: Estkarlen P. Magdaong, City Clerk  
Date: November 7, 2023  
Re: Canvass Committee Report; and Certification of Runoff Election Result

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**SUMMARY:** Pursuant to code, the City Council is to publicly declare and certify the election results on the first Tuesday following the election. The Canvass Committee recommends that Council certify the results as presented.

**PREVIOUS COUNCIL ACTION:** This procedure is followed annually.

**BACKGROUND and DISCUSSION:** The Runoff Election was held on October 30, 2023, following which the Election Board reconciled ballots and completed a tally of the ballots cast on Election Day.

The Canvass Committee met on November 3, 2023 to canvass the early and absentee ballots, and to compile final election results.

Presented to Council tonight is the Canvass Committee Report containing the final results, tallying both Election Day ballots and the ballots counted by the Canvass Committee.

**ALTERNATIVES:** None.

**RECOMMENDATION:** The City Clerk and the Canvass Committee recommend certification of the election results as presented.

**PROPOSED MOTION:** I move to certify the results of the October 30, 2023 Runoff Election as presented by the Election Board and the Canvass Committee.

**ATTACHMENTS:**

- Canvassing Committee Report
- Canvass Committee Tally
- Election Day Ballot Reconciliation Statement
- Tabulator results from Election Day and Canvass Committee Meeting

CITY OF UNALASKA  
UNALASKA, ALASKA

**CANVASSING COMMITTEE REPORT  
OCTOBER 30, 2023 RUNOFF ELECTION**

The Canvass Committee members, appointed by City Council Resolution 2023-41, consist of Council Member Shari Coleman, Deputy City Clerk Alicia Aguilar and City Clerk Estkarlen Magdaong, Chair.

The Election Board completed a tally of all regular ballots cast at the polls on October 30, 2023, and supplied their reports to the Canvass Committee.

The Canvass Committee met on November 3, 2023, at 10:00 a.m. to canvass ballots not counted on Election Day, consisting of early and absentee ballots cast in person, and makes the following report.

RECAP OF BALLOTS

**ELECTION DAY**

Ballots Counted on Election Day .....	138
Questioned Ballots .....	0
Special Needs Ballot .....	0
Subtotal .....	138

**EARLY AND ABSENTEE**

Early and Absentee Ballots (in person).....	2
Early and Absentee Ballots (electronic transmission) .....	0
Special Needs Ballots.....	0
Questioned Ballots .....	0
Subtotal .....	2

Total Ballots Cast.....	140
Less Questioned Ballots Found Unqualified.....	0
<b>Total Qualified &amp; Counted Ballots .....</b>	<b>140</b>

Pursuant to UCO 4.04.020, a person may vote in a city election only if qualified to vote in state elections under AS 15.05.010; has been a resident of the city for 30 days immediately preceding the election; is registered to vote in state elections at a residence address within the city at least 30 days before the city election at which the person seeks to vote; and is not disqualified under Article V of the State Constitution.

There were 2 ballots cast by early and absentee voters, both of which were confirmed by the City Clerk to be cast by qualified voters.

There was a total of 140 qualified ballots cast in the local election and counted.

The Canvass Committee tallied the 2 Early and Absentee Ballots. The results, combined with the votes cast at the polls, are attached to this report.

There were 1,811 voters on the precinct register, which documents all voters registered at an address in our community at least 30 days before Election Day. The total number of votes cast by qualified voters was 140, which is an 8% voter turnout.

The Canvassing Committee recommends certification of the election results.

DATED this 3<sup>rd</sup> day of November 2023.

  
\_\_\_\_\_  
Shari Coleman

  
\_\_\_\_\_  
Alicia Aguilar

  
\_\_\_\_\_  
Estkarlen Magdaong  
Chair



**CITY OF UNALASKA**  
**Municipal Runoff Election October 30, 2023**  
**Ballot Reconciliation Statement**

<b>A. Number of Ballots Received</b>	750
Beginning Stub #	<u>101</u>
Ending Stub #	<u>850</u>
<b>B. Number of Voters and Ballots Issued</b>	
Signatures on Precinct Register	<u>138</u>
Questioned/challenged envelopes	<u>0</u>
Special Needs/PR ballot envelopes returned	<u>0</u>
Special Needs/PR ballot envelopes not returned	<u>0</u>
Spoiled ballots	+ <u>0</u>
Total	<u><u>138</u></u>
<b>C. Ballots Used</b>	
First unused stub #	<u>239</u>
Starting stub #	- <u>101</u>
Total	<u><u>138</u></u>

**THE TOTALS IN SECTION B AND C MUST MATCH**

**CERTIFICATION**

We, the undersigned election workers, certify to the best of our knowledge, the ballot statement information is correct and that we have disposed of the unused ballots as instructed.

Election Clerk:   
Thomas Roufos

Election Clerk:   
Shelly Blakeley

Election Clerk:   
M. Lynn Crane

Election Judge:   
Alicia Aguilar

Election Judge:   
Estkarlen Magdaong

**City of Unalaska October 30, 2023 Runoff Election**  
**Canvass Committee Tally - November 3, 2023**

**ELECTION DAY**

Ballots Cast	138
Questioned Ballots (not on register)	0
Special Needs Ballots	0
	<hr/> 138

**QUESTIONED BALLOTS**

Not Qualified to Vote (not counted)	0
Qualified to Vote (counted)	0
	<hr/> 0

**EARLY AND ABSENTEE BALLOTS**


In Person Ballots	2
Email, Fax, Mail Ballots	0
Special Needs Ballots	0
Questioned Ballots	0
	<hr/> 2


Ballots to Tally by Canvass Committee 2

	<b>ELECTION DAY</b>	<b>CANVASS</b>	<b>TOTAL</b>	<b>% VOTE</b>
<b>SCHOOL BOARD SEAT B</b>				
Brian Rankin	75	2	77	55%
Nicole Bice	63	0	63	45%
	<hr/> 138	<hr/> 2	<hr/> 140	

**CANVASS COMMITTEE SIGNATURES**

Shari Coleman 

Alicia Aguilar 

Estkarlen Magdaong, Chair 

\*\*\*\*\*

City of Unalaska  
Unalaska 2023 Runoff  
Monday, October 30, 2023

Tabulator Name  
Unalaska City Hall

Tabulator ID  
1

Voting Location  
Unalaska City Hall

Voting Location ID  
1

-----  
Total Cast : 0  
Total Voters : 0

Ballot ID: 3, Ballot Name: 3  
Ballots Cast : 0

=====

TOTALS for all Ballots  
Total Cast : 0  
Total Voters : 0

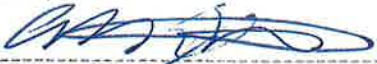
=====


School Board SB-B (1)  
Brian Rankin : 0  
Nicole Bice : 0  
Total Votes : 0

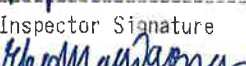
-----  
Unit Model: ICP2 (1.4)  
Unit Serial: VAL22090069  
Protective Counter: 849  
Software Version: 5.5.2.1

Certification

WE, THE UNDERSIGNED, WERE PRESENT DURING THE OPENING OF THE POLLS AND PRINTING OF THIS RECORD AND CAN VERIFY THAT ALL CANDIDATE VOTE TOTALS ARE ZERO AT THIS TIME.

  
-----  
Inspector Signature

  
-----  
Inspector Signature

  
-----  
Inspector Signature

Results are zero. Unit ready.  
Monday Oct 30 07:55:46 2023

\*\*\*\*\*

City of Unalaska  
Unalaska 2023 Runoff  
Monday, October 30, 2023

Tabulator Name  
Unalaska City Hall

Tabulator ID  
1

Voting Location  
Unalaska City Hall

Voting Location ID  
1

-----  
Total Cast : 138  
Total Voters : 138

Ballot ID: 3, Ballot Name: 3  
Ballots Cast : 138

=====

TOTALS for all Ballots  
Total Cast : 138  
Total Voters : 138


=====

School Board SB-B (1)  
Brian Rankin : 75  
Nicole Bice : 63  
Total Votes : 138

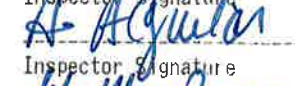
-----  
Unit Model: ICP2 (1.4)  
Unit Serial: VAL22090069  
Protective Counter: 987  
Software Version: 5.5.2.1

Certification

WE, THE UNDERSIGNED ELECTION OFFICIALS, HEREBY CERTIFY THAT THE ABOVE ELECTION WAS HELD IN ACCORDANCE WITH THE LOCAL AUTHORITY ELECTION ACT AND REGULATIONS OF THIS JURISDICTION.

  
-----  
Inspector Signature

  
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Inspector Signature

  
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Inspector Signature

Poll closed  
Monday Oct 30 20:03:15 2023

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City of Unalaska  
Unalaska 2023 Runoff  
Monday, October 30, 2023

Tabulator Name  
Absentee

Tabulator ID  
2

Voting Location  
Absentee

Voting Location ID  
2

-----  
Total Cast : 0  
Total Voters : 0

Ballot ID: 3, Ballot Name: 3  
Ballots Cast : 0

=====

TOTALS for all Ballots  
Total Cast : 0  
Total Voters : 0


=====

School Board SB-B (1)  
Brian Rankin : 0  
Nicole Bice : 0  
Total Votes : 0

-----  
Unit Model: ICP2 (1.4)  
Unit Serial: VAL22090069  
Protective Counter: 987  
Software Version: 5.5.2.1

Certification

WE, THE UNDERSIGNED, WERE PRESENT DURING THE OPENING OF THE POLLS AND PRINTING OF THIS RECORD AND CAN VERIFY THAT ALL CANDIDATE VOTE TOTALS ARE ZERO AT THIS TIME.

  
-----  
Inspector Signature  
A. Aguilar

Inspector Signature  
  
-----  
Inspector Signature

Inspector Signature

Results are zero. Unit ready.  
Friday Nov 3 10:04:53 2023

\*\*\*\*\*

City of Unalaska  
Unalaska 2023 Runoff  
Monday, October 30, 2023

Tabulator Name  
Absentee

Tabulator ID  
2

Voting Location  
Absentee

Voting Location ID  
2

-----  
Total Cast : 2  
Total Voters : 2

Ballot ID: 3, Ballot Name: 3  
Ballots Cast : 2

=====

TOTALS for all Ballots  
Total Cast : 2  
Total Voters : 2


=====

School Board SB-B (1)  
Brian Rankin : 2  
Nicole Bice : 0  
Total Votes : 2

-----  
Unit Model: ICP2 (1.4)  
Unit Serial: VAL22090069  
Protective Counter: 989  
Software Version: 5.5.2.1

Certification

WE, THE UNDERSIGNED ELECTION OFFICIALS, HEREBY CERTIFY THAT THE ABOVE ELECTION WAS HELD IN ACCORDANCE WITH THE LOCAL AUTHORITY ELECTION ACT AND REGULATIONS OF THIS JURISDICTION.

  
-----  
Inspector Signature  
A. Aguilar

Inspector Signature  
  
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Inspector Signature

Inspector Signature

Poll closed  
Friday Nov 3 10:07:20 2023

CITY OF UNALASKA  
UNALASKA, ALASKA

RESOLUTION 2023-42

A RESOLUTION OF THE UNALASKA CITY COUNCIL ADOPTING REVISED GUIDELINES FOR THE COMMUNITY SUPPORT PROGRAM

WHEREAS, the City of Unalaska has a history of providing funding assistance for the community's non-profit and community service organizations that dates back to 1975; and

WHEREAS, the Unalaska City Council has continued to refine the administration of the Community Support Program by revising the guidelines, most recently on December 27<sup>th</sup>, 2016; and

WHEREAS, the Unalaska City Council has consistently supported the Culture Camp program offered to the citizens of Unalaska by Qawalangin Tribe of Unalaska; and

WHEREAS, the Community Support Program's guidelines limit program eligibility to tax exempt §501(c) organizations; and

WHEREAS, the Unalaska City Council wishes to amend the Community Support Program eligibility guidelines to allow providing support to the Culture Camp program; and

WHEREAS, City staff has identified potential administrative improvements to the Community Support Program by simplifying the deadlines for reporting and disbursement of funds.

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council approves the revisions to the Community Support Program Guidelines shown in Exhibit A.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on November 7, 2023.

\_\_\_\_\_  
Vincent M. Tutiakoff, Sr.  
Mayor

ATTEST:

\_\_\_\_\_  
Estkarlen P. Magdaong  
City Clerk

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## MEMORANDUM TO COUNCIL

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**To:** Mayor and City Council Members  
**From:** Cameron Dean, Planning Director  
**Through:** William Homka, City Manager  
**Date:** November 7, 2023  
**Re:** Resolution 2023-42: Adopting Revised Community Support Program Guidelines

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**SUMMARY:** Every year, City Council supports local organizations through the Community Support Program, which is governed by the attached guidelines. Staff proposes revising the guidelines to (1) allow support for the Qawalangin Tribe's Camp Qungaayuḡ and (2) standardize funding and reporting deadlines for all recipients.

**PREVIOUS COUNCIL ACTION:** Each year from FY06 through FY17 Council established a special committee charged with reviewing and scoring the applications using the Council-approved evaluation tool.

On December 27, 2016 Council passed Resolution 2016-78 eliminating the Grant Review Committee, allowing Staff to do a preliminary review of all applications and then pass the application reviews and other informational documents to Council.

In December 2019 Council passed Resolution 2019-64 to increase the funding percentage from 3.4642% to 3.5% of the city's general fund revenue average for the past five (5) years. The purpose of the increase was to round the percentage up to a simple decimal number. The award amounts have varied over the years from 3.03% to 3.91%.

### **BACKGROUND:**

**(1) Eligible applicants:**

The current guidelines state that applicants must be "tax exempt under §501(c) of the Internal Revenue Service Code." However, City Council has consistently awarded funding through the program to the Qawalangin Tribe of Unalaska for Camp Qungaayuḡ, even though the Tribe is not a §501(c) non-profit. Council last discussed the issue on April 26, 2023 while determining funding amounts for the FY24 grant and ultimately awarded funding to the Tribe.

**(2) Funding schedule and reporting deadlines:**

Awardees requesting less than \$25,000 receive their grant as a lump sum in August, while larger requests are disbursed monthly throughout the year beginning in July. Smaller requests also have a different end of year reporting deadline than other organizations.

### **DISCUSSION:**

**(1) Eligible applicants:**

On February 8, 2022 the City of Unalaska passed Ordinance 2022-02 amending Title 6.40 of the Unalaska Code of Ordinances to provide a limited exemption from sales tax to federally recognized tribes. While preparing the analysis for this issue, the subject of non-

profit vs. government entity was discussed concerning the Q-Tribe. Although the City has funded the Tribe's Camp Qungaayuḡ for many years, the tribe is not a non-profit. Unalaska's Community Support Grant policies have always specifically stated the following requirement on page 2:

*"Eligibility: Entities eligible for the program shall be community-based and regional non-profit organizations that are tax exempt under §501(c) of the Internal Revenue Service Code. Eligible entities must use City funds for the delivery of local programs and services that provide health and safety resources or enhancement of the quality of life for residents. All eligible non-profits wishing to apply for City funding must complete an application."*

The change proposed in the attached draft guidelines explicitly includes Camp Qungaayuḡ as an eligible program:

*"Eligibility: Entities eligible for the program shall be community-based and regional non-profit organizations that are tax exempt under §501(c) of the Internal Revenue Service Code. The Qawalangin Tribe of Unalaska's Camp Qungaayuḡ shall also be eligible. Eligible entities must use City funds for the delivery of local programs and services that provide health and safety resources or enhancement of the quality of life for residents. All eligible non-profits entities wishing to apply for City funding must complete an application."*

**(2) Funding schedule and reporting deadlines:**

The different schedule and reporting deadlines have caused confusion for recipients and complicated administration of the grant in the past. Staff suggests adjusting the funding and reporting for smaller organizations to match the deadlines for larger organizations without changing how their funds are disbursed, or how much reporting is required.

Under the proposed changes, smaller organizations would receive their lump sum grant in July at the same time monthly payments begin for larger organizations. End of year reports from all recipients would be due on August 31 of the following year.

No change is proposed for organizations requesting more than \$25,000.

**ALTERNATIVES:** Council may accept the proposed changes to the Community Support Guidelines, modify them, or reject them entirely.

**FINANCIAL IMPLICATIONS:** Financial implications will depend on the amount with which Council chooses to fund grant requests. While more applicants may become eligible for the program, approving each request is a Council decision.

**LEGAL:** N/A

**STAFF RECOMMENDATION:** Staff recommends approval of Resolution 2023-42.

**PROPOSED MOTION:** I move to adopt Resolution 2023-42.

**CITY MANAGER COMMENTS:**

**ATTACHMENTS:**

- FY25 Community Support Program Guidelines Draft



2023-42: Exhibit A

# City of Unalaska



## **FY25 Community Support Program Guidelines**

# CITY OF UNALASKA

## Community Support Program

### GENERAL INFORMATION

**Purpose:** The City Council of the City of Unalaska has established a Community Support Program to provide funds in the form of annual grants to assist with the operating budgets for local and regional non-profit agencies that provide health and safety resources or the enhance the quality of life for residents of Unalaska. All City funds awarded under the Community Support Grant program must directly benefit the community of Unalaska.

**Scope:** Funding through the Community Support Program is available to local and regional non-profit entities whose requests meet the described purpose of the program for the delivery of local programs and services, or programs and services that provide direct benefits to local residents.

**Eligibility:** Entities eligible for the program shall be community-based and regional non-profit organizations that are tax exempt under §501(c) of the Internal Revenue Service Code. The Qawalangin Tribe of Unalaska's Camp Qungaayux shall also be eligible. Eligible entities must use City funds for the delivery of local programs and services that provide health and safety resources or enhancement of the quality of life for residents. All eligible ~~non-profits~~entities wishing to apply for City funding must complete an application.

#### General Program Guidelines

##### Application:

- Applications will be made available at City Hall, Planning Department, each year based on the City's annual budget preparation calendar. All interested, eligible, non-profit entities must complete and submit an application. Applications and assistance are available through the City of Unalaska, Department of Planning. Applicants must abide by all requirements set forth in the application.

##### Submission of Application:

- Completed applications must be submitted to the City of Unalaska, Planning Department on the application form(s) provided by the City, in the format and order outlined in the application, must include all required attachments, and must be submitted by the deadline set in the application.

##### Planning Review

- Planning shall review all submissions. If an application is missing information, or other corrections are needed, the applicant will be contacted and given seven calendar days, starting the day after contact, to submit a correction. If the applicant declines the correction offer, or a corrected application is not submitted by the correction deadline, the original application will stand as the official submission.
- After review, Planning will prepare a summary. The summary, along with the applications, will be submitted to City Council.

### **City Council Review and Evaluation:**

City Council will review all grant applications. In an effort to avoid conflicts of interest and to promote fairness, any Council Member who is an employee, board member, or has any other association with an agency that has applied for City funding, should recuse themselves from the application review of their associated agency.

### **Applications will be reviewed and evaluated as follows:**

1. Copies of applications and Planning's summary will be provided to City Council. Applications will be evaluated by Council based on:
  - applicant responses and adherence to application requirements;
  - timeliness and completeness of submission; and
  - overall funding available based on the funding formula.

For agencies receiving previous funding from the City, in addition to the above, the following below will also be taken into consideration:

- timeliness of required reporting from the previous grant year;
  - adherence to grant management requirements;
  - agency performance as demonstrated through reports and financial audits as required for each agency; and
2. City Council will determine the Community Support Program total funding available based on a percentage of the average revenue for the General Fund and Bed Tax fund for the five most recently complete fiscal years.
  3. **During the City's budget cycle, grant applicants will be required to present their request to Council. An applicant representative must also attend Council meetings when the agenda contains Community Grant business** to provide additional information and answer any questions Council may have regarding their agency's application.
  4. After reviewing all Community Grant submissions, Council will determine grant recipients and funding levels.

### **Disbursement of Grant Awards:**

Grantees will be notified of their awards by the City Department of Planning. Upon receipt of this notification, the Grantee shall sign a grant agreement with the City. **Awards under \$25,000 are disbursed in August-July of 2024, in one lump sum. Awards \$25,000 and over will be disbursed in equal monthly payments, beginning in July of 2024.** Grant payments will be mailed to the Grantee's address listed in the application paperwork unless other arrangements have been made. Programs will not be funded retroactively.

## **GRANTEE RESPONSIBILITIES**

### **Administering the Community Support Grant**

Grantee shall manage grant funds in accordance with this City of Unalaska FY25 Community Support Program Guidelines adopted by Unalaska City Council. Grantee shall abide by the requirements set forth in these guidelines, the grant agreement, and the grant application.

#### **I. General Responsibilities:**

1. All Grantees shall sign a grant agreement prior to the disbursement of funds.
2. To the extent consistent with the purpose for which funds are made available under this program, the services and facilities provided by the grantee will be available to the general public, and **Grantee shall not discriminate in the administration of these services based on race, religion, color, national origin, age, sex, physical or mental disability, marital status, changes in marital status, pregnancy, or parenthood.**
3. All promotional or printed material for any program funded in whole or in part through the City of Unalaska Community Support Program shall include the following statement: **“This program is partially funded by the Citizens of the City of Unalaska.”**

#### **II. Financial Management**

4. The Grantee shall establish and maintain a financial management system conforming to generally accepted accounting principles.
5. The financial management system shall do the following:
  - Provide accurate, current, and complete disclosure of all financial transactions relating to the City of Unalaska Community Support Program;
  - **Track City grant funds in a separate account in the agency’s accounting system;**
  - Effectively control and account for all City funds and property and/or equipment purchased with those funds; and
  - **Provide accounting records supported by source documentation from the agency’s accounting system.**

#### **III. Use of City Funds**

6. **Grantee shall expend City grant funds only to perform the services, functions and activities described in the FY25 grant application and budget approved by Unalaska City Council.**
7. **Grantee must contact Planning immediately for the following budget changes:** Please submit change(s) in writing, explain the reason for the change, and provide a copy of the revised budget:
  - Any change within the budget category greater than **\$2,500;**
  - Any transfer of funds between budget category;
  - Use of funds which would deviate from the budget category on the original budget; and

- If a position funded by the City becomes vacant it must be reported to Planning immediately, and a new budget plan submitted for review as soon as possible;
  - **Budget changes under \$2,500, though not immediately reportable, must still be shown on a revised budget submitted with the next required report.**
8. Budget changes are reviewed by Planning. Changes within a budget category that do not exceed **\$5,000** will be reviewed by Planning. Council will be notified via the City Manager's report of changes within a budget category in excess of **\$5,000**, or of transfers between budget categories.

#### IV. Return of City Funds

9. **Unexpended funds: All unexpended FY25 grant funds will be returned to the City of Unalaska by August 31, 2025.** Requests to reallocate unexpended FY25 funds must be submitted to Planning by **July 31, 2025**.
10. **Unauthorized use of funds:** Any funds not spent as authorized in the grant will be subject to review and return.
11. **Failure to fulfill the terms of the Agreement:** Should a grantee fail to fulfill the terms of the application and agreement with the City, or should a grantee, for any reason, no longer provide the services identified in the application, unexpended funds will be returned to the City. Additionally, equipment purchased with City funds will be returned to the City within thirty (30) days of the failure of the entity to fulfill the terms of the grant awarded by the City

#### V. Reporting Requirements

Grantees will submit reports to Planning as required. Frequency of reporting and requirements are based on the amount of funding received. The City reserves the right to require additional or more frequent reporting.

12. **Grantees receiving less than \$25,000 per year from the City of Unalaska for an ongoing program, or a single program or event shall submit the following:**
- **Annual Report (due July–August 31, 2025)**: report shall describe the success of the program, how the goals and objectives set forth in the program were met, and shall contain a financial report detailing the expenditure of City funds.
13. **Grantees receiving more than \$25,000 per year from the City of Unalaska shall submit the following:**
- **Mid-Year Report (due January 31, 2025)**. Contains the information for FY25 quarters 1 & 2 and will consist of:
    - ✓ **Cover letter:** written on grantee's letterhead, addressing City Council. Cover letter should contain the time period of the report and explain that which cannot be reflected in the financial or goals' report spreadsheets.
    - ✓ **Financial report spreadsheet: Using the spreadsheets provided by the City,** complete FY25 quarters one and two on the spreadsheet, and include as backup, the financial

- documents printed from the software program used to manage the grant.
- ✓ **Goals report spreadsheet: Using the spreadsheets provided by the City**, complete FY25 quarters one and two on the spreadsheet.
- **Final report (Due August 31, 2025)** contains the information for quarters three and four and summarizes the entire year:
  - ✓ **Cover letter with brief annual wrap up commentary:** on grantee's letterhead, addressing City Council. The report should contain the time period of the report. should contain financial and goal highlights for quarters three and four, then summarize the entire year, including how fiscal year ended up (was money returned?), and a goals summary (were goals met?).
  - ✓ **Financial report spreadsheet: Using the spreadsheets provided by the City**, complete FY22 quarters three and four to complete the spreadsheet. Include as backup for the whole year, the financial documents printed from the software program used to manage the grant.
  - ✓ **Goals report spreadsheet: Using the spreadsheets provided by the City**, complete FY22 quarters three and four to complete the spreadsheet.
- **Financial Audit (due 7 months after the Grantee fiscal year end):** grantees receiving \$25,000 or more shall submit an Audited Annual Financial Statement performed by a recognized CPA firm within seven (7) months after the Grantee's fiscal year end.

**14. Grantee must notify the City immediately of the following:**

- Grantee is no longer able to deliver programs or services as described in the approved application and budget, for whatever reason;
- Grantee is no longer able to abide by the terms and conditions of these guidelines or the signed grant agreement, for whatever reason; and
- Grantee's non-profit status has changed.

Failure to submit reports or to notify City as required in a timely manner may result in immediate cessation of all current grant funding. Future grant applications may not be considered if a grantee fails to meet its reporting and notification requirements, or if reports are consistently submitted late, or Grantee fails to notify the City as required.

Reports may be hand delivered to City Hall, Department of Planning, emailed, or mailed. Other notifications, etc. may be reported via telephone.

City of Unalaska  
 Dept. of Planning  
 PO Box 610, Unalaska AK 99685  
 planning@ci.unalaska.ak.us  
 Phone: 907 581-3100  
 Fax: 907 581-1417

## VI. Insurance

Grantees receiving \$25,000 or more must provide a current certificate of insurance reflecting the following coverage:

- **Commercial General Liability:** insurance of not less than \$1,000,000 per occurrence;
- **Workers' Compensation and Employers Liability:** coverage no less than is required by Alaska State Statute;
- **Professional Liability:** insurance of no less than \$1,000,000 per occurrence required for agencies providing medical, legal and/or counseling services;
- **Commercial Auto Liability:** insurance of no less than \$1,000,000 per occurrence required for agencies that own an automobile.
- **Additional Insured:** the City of Unalaska shall be named as an additional insured on all policies except Professional Liability and Workers' Compensation;
- **Waiver of Subrogation:** a waiver of subrogation in favor of the City of Unalaska must be in place on all policies;
- **All policies must have a 30-day cancellation clause.**

## VII. Licenses

Grantee shall obtain and maintain current all local, State, and Federal professional and business licenses required for operation, and comply with all required local, State, and Federal regulations and requirements.

## VIII. Tax Exempt Status

Grantee shall submit all annual paperwork required to keep and maintain tax exempt status. Loss of tax exempt status may result in loss of City funding.

### POLICY HISTORY

12/17/02 Council adopted Community Support Guidelines by Resolution 2002-88.

12/08/03	Revised by Resolution	2003-76
12/13/05	Revised by Resolution	2005-75
12/12/06	Revised by Resolution	2006-57
12/28/10	Revised by Resolution	2010-75
12/08/15	Revised by Resolution	2015-68
12/28/16	Revised by Resolution	2016-78

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## MEMORANDUM TO COUNCIL

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To: Mayor and City Council Members  
From: Michelle Price, Administrative Coordinator  
Through: William Homka, City Manager  
Date: November 7, 2023  
Re: North Pacific Fishery Management Council Meeting

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The North Pacific Fishery Management Council will meet from December 7-12, 2023, at the Hilton Hotel in Anchorage Alaska. There will be an opportunity for oral testimony on current fisheries-related issues to the advisory panel during the meetings. The City of Unalaska's Fisheries Advisor, Frank Kelty, will attend this meeting on behalf of the city.

Estimated travel costs are \$3,732 per person:

Airfare	\$1,300
Hotel	\$1,272
<u>Per diem</u>	<u>\$1,160</u>
<b>Total</b>	<b>\$3,732</b>

As of November 7, 2023, the available funds in the Council travel budget are \$71,979.84.

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





**North Pacific Fishery Management Council**  
(<https://www.npfmc.org/>)

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## NPFMC Council/AP December 2023 - 267th

Download Attachments

Printable Agenda ([/Meeting/PrintableAgenda/3019?](/Meeting/PrintableAgenda/3019?includeAttachments=False)

[includeAttachments=False](/Meeting/PrintableAgenda/3019?includeAttachments=False))

Printable Agenda with attachments ([/Meeting/PrintableAgenda/3019?](/Meeting/PrintableAgenda/3019?includeAttachments=True)

[includeAttachments=True](/Meeting/PrintableAgenda/3019?includeAttachments=True))

**Comment period begins at 11/10/2023 06:00 AM AKST**

0 Comments

All comments are part of the public record.

Meeting Time: 12/04/2023 07:00 AM AKST

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**Council**, December 7-12, 2023; Hilton Hotel, Anchorage, Alaska; 8am-5pm

**Zoom Link:** <https://us06web.zoom.us/j/81451130091>  
(<https://us06web.zoom.us/j/81451130091>)

**Meeting ID: 814 5113 0091**

Or join by phone: Dial (for higher quality, dial a number based on your current location): US: +1 346 248 7799 or +1 408 638 0968 or +1 669 900 6833 or +1 253 215 8782

**Advisory Panel**, December 5-8, 2023; Hilton Hotel, Anchorage, Alaska; 8am-5pm

**Zoom link:** <https://us06web.zoom.us/j/88671612019>  
(<https://us06web.zoom.us/j/88671612019>)

**Meeting ID: 886 7161 2019**

Or join by phone: Dial (for higher quality, dial a number based on your current location): US: +1 346 248 7799 or +1 408 638 0968 or +1 669 900 6833 or +1 253 215 8782

**Public comment:**

Please submit written comment for the Council and Advisory Panel by clicking on the 'Comment Now' links next to the relevant agenda item, below. **The comment period will open on November 10, 2023, and the deadline for written comments is Friday, December 1st at 12pm AKT.** Submitted comments will be reviewed then visible online after the deadline closes, as per the Council's comment policy (<https://www.npfmc.org/public-comment-policy/>).

The AP and Council will also take in-person and remote oral testimony during the meetings. During the meeting, you will be able to click on the applicable 'Sign-up' link next to each agenda item below, and indicate whether or not you will be testifying remotely or in person.

The AP and the Council meeting will be broadcast on zoom. If you intend to give oral testimony remotely, you must be connected to the meeting, either through zoom on your device or using a call-in phone number above. **All information provided through the eAgenda or during testimony is part of the public record.** We are recording the meeting and will post the recordings shortly after the meeting is over.

If you'd like to receive **text alerts** on Council timing, text the word "NPFMC" to the number 1-833-237-1598.

*Related meetings:*

**Scientific and Statistical Committee (SSC), December 4-6, 2023; AGENDA (3020)**

## A. CALL MEETING TO ORDER

**A1**

### Approval of Agenda

**Attachments:**



Schedule (LINK) ([https://www.npfmc.org/wp-content/PDFdocuments/meetings/SCHEDULE\\_1223.pdf](https://www.npfmc.org/wp-content/PDFdocuments/meetings/SCHEDULE_1223.pdf)) -Uploaded: 10/24/2023 03:16 PM AKDT

Pre-Meeting Review Documents (link) ([https://www.npfmc.org/wp-content/PDFdocuments/meetings/ReviewDocSchedule\\_1223.pdf](https://www.npfmc.org/wp-content/PDFdocuments/meetings/ReviewDocSchedule_1223.pdf)) -Uploaded: 10/30/2023 01:16 PM AKDT



## B. REPORTS






**B1**

### Executive Director's Report (including CCC update, IRA funding workplan, GOA Pacific cod allocation review) (oral)



- B2** **NMFS Management Report (including Cook Inlet Salmon Secretarial FMP amendment, Final Observer Annual Deployment Plan, year-end in-season management report, Aquaculture Opportunity Areas RFI) (oral)**
- B3** **NOAA General Counsel Report**
- B4** **NOAA Enforcement Report**
- B5** **ADF&G Report**
- B6** **USCG Report**
- B7** **USFWS Report**
- B8**  0 Comments **Industry reports on 2023 crab avoidance**  
B8 Action Memo (/CommentReview/DownloadFile?p=5d77207c-8098-456a-b2ca-87fc7f1a9fe1.pdf&fileName=B8%20Action%20Memo.pdf) -Uploaded: 11/01/2023 02:58 PM AKDT  
Attachments:
- B9**  0 Comments **Public Comment on B1 through B8 agenda items**
- B10** **SSC Report**
- B11** **AP Report**

**C. MAJOR ISSUES / FINAL ACTION ITEMS**

- C1**  0 Comments **C1 Crab C share recent participation requirement – Final action**
- C2**  0 Comments **C2 Crab facility use cap – Final action**

- C3**       0 Comments      **C3 BSAI Groundfish specifications – review BS and AI Ecosystem Status Reports, SAFE report; adopt ABC/OFLs; Joint Groundfish Plan Teams and BSAI Groundfish Plan Team reports**
- C4**       0 Comments      **C4 GOA Groundfish specifications - review GOA Ecosystem Status Report, SAFE report; adopt ABC/OFLs; GOA Groundfish Plan Team report**
- C5**       0 Comments      **C5 EFH FMP amendments – Initial/Final action**
- C6**       0 Comments      **C6 Crab FMP housekeeping amendment – Initial/Final action**
- C7**       0 Comments      **C7 2024 Charter halibut management measures – Final action; Committee report**

**D. OTHER ISSUES**

- D1**       0 Comments      **D1 GOA Tanner crab protections – Review discussion paper**
- D2**       0 Comments      **D2 BS FEP Climate Change Taskforce – Review workplan, report**

**E. STAFF TASKING / COMMITTEES**

- E1**       0 Comments      **E Committees, New Business, and Tasking - Review**



(<http://www.akfin.org>) Website hosted by Alaska Fisheries Information Network