

**CITY OF UNALASKA
UNALASKA, ALASKA
REGULAR MEETING
TUESDAY, DECEMBER 8, 2015, 6:00 P.M.
UNALASKA CITY HALL COUNCIL CHAMBERS
AGENDA**

CALL TO ORDER
ROLL CALL
PLEDGE OF ALLEGIANCE
RECOGNITION OF VISITORS
ADDITIONS TO AGENDA
MINUTES: NOVEMBER 24, 2015
FINANCIAL REPORT:
BOARD/COMMISSION REPORTS:
AWARDS/PRESENTATIONS
MANAGER'S REPORT
COMMUNITY INPUT/ANNOUNCEMENTS
PUBLIC INPUT ON AGENDA ITEMS

PUBLIC HEARING

1. **ORDINANCE 2015-24:** BUDGET AMENDMENT NO. 3 – TO AMEND THE PORTS AND HARBORS BUDGET FOR PERMITTING, DESIGN AND ENGINEERING FOR THE LIGHT CARGO DOCK EXPANSION PROJECT IN THE AMOUNT OF \$148,000

WORK SESSION

1. **DISCUSSION:** COMMERCIAL MARIJUANA IN UNALASKA

RECONVENE TO REGULAR SESSION

CONSENT AGENDA

1. **RESOLUTION 2015-67:** AUTHORIZING THE FORMATION OF THE FY17 COMMUNITY SUPPORT COMMITTEE, AND CONFIRMING APPOINTMENTS TO THE COMMITTEE
2. **RESOLUTION 2015-72:** CONFIRMING THE MAYOR'S APPOINTMENT OF WAYNE CHINN TO THE MUSEUM OF THE ALEUTIANS BOARD OF DIRECTORS

UNFINISHED BUSINESS

1. **ORDINANCE 2015-24:** BUDGET AMENDMENT NO. 3 – TO AMEND THE PORTS AND HARBORS BUDGET FOR PERMITTING, DESIGN AND ENGINEERING FOR THE LIGHT CARGO DOCK EXPANSION PROJECT IN THE AMOUNT OF \$148,000

NEW BUSINESS

1. **ORDINANCE 2015-25 - FIRST READING:** AMENDING UNALASKA CODE OF ORDINANCES CHAPTER 9.20 TO ALLOW BARS WITH AN EXISTING LICENSE TO DISPENSE ALCOHOLIC BEVERAGES BY THE DRINK TO OPEN AT 8:00 AM ON SUNDAY TO SERVE FOOD AND NON-ALCOHOLIC BEVERAGES
2. **RESOLUTION 2015-68:** ADOPTING THE REVISED GUIDELINES AND APPLICATION/SCORE SHEET FOR THE COMMUNITY SUPPORT PROGRAM
3. **RESOLUTION 2015-69:** APPROVING THE ACQUISITION OF A 4,070 SQUARE FOOT PERMANENT UTILITY EASEMENT BETWEEN DUSTAN DICKERSON AND THE CITY OF UNALASKA TO ACCOMMODATE DRAINAGE INFRASTRUCTURE ASSOCIATED WITH THE LAKE & RIVER RESTORATION PROJECTS IN EXCHANGE FOR A ONE TIME PAYMENT OF \$7,733
4. **RESOLUTION 2015-70:** APPROVING THE ACQUISITION OF A 3,437 SQUARE FOOT TEMPORARY CONSTRUCTION EASEMENT BETWEEN DUSTAN DICKERSON AND THE CITY OF UNALASKA TO ACCOMMODATE DRAINAGE INFRASTRUCTURE ASSOCIATED WITH THE LAKE & RIVER RESTORATION PROJECTS IN EXCHANGE FOR A ONE TIME PAYMENT OF \$653
5. **RESOLUTION 2015-73:** AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH PND ENGINEERS, INC FOR PERMITTING SUPPORT, PROJECT MANAGEMENT AND DETAILED DESIGN DEVELOPMENT, LIGHTING AND ELECTRICAL MODIFICATION, AND CONSTRUCTION CONTRACT BID DEVELOPMENT FOR THE LIGHT CARGO DOCK EXPANSION PROJECT IN AMOUNT NOT TO EXCEED \$167,650.
6. **RESOLUTION 2015-74:** IDENTIFYING THE CITY OF UNALASKA'S STATE LEGISLATIVE FUNDING PRIORITIES FOR FISCAL YEAR 2017

MAYOR / COUNCIL TRAVEL: ARCTIC ENCOUNTER SYMPOSIUM, JANUARY 15-16, SEATTLE, WA

COUNCIL DIRECTIVES TO MANAGER

COMMUNITY INPUT
ANNOUNCEMENTS
ADJOURNMENT

**CITY OF UNALASKA
UNALASKA, ALASKA
REGULAR MEETING
TUESDAY, NOVEMBER 24, 2015, 6:00 P.M.
UNALASKA CITY HALL COUNCIL CHAMBERS
MINUTES**

The regular meeting of the Unalaska City Council was called to order at 6:00 pm, November 24, 2015, in the Unalaska City Hall council chambers. Roll was taken:

PRESENT:

Shirley Marquardt, Mayor
Frank Kelty
Roger Rowland
Zoya Johnson (Telephonic)
Alejandro Tungul
David Gregory
Yudelka Leclere

ABSENT:

None

PLEDGE OF ALLEGIANCE: Mayor Marquardt led the Pledge of Allegiance.

RECOGNITION OF VISITORS: Dan Rozema, KPMG

ADDITIONS TO AGENDA: None.

MINUTES: The Council adopted the minutes as of the November 10, 2015 meeting as submitted.

FINANCIAL REPORT: In the packet. City Manager Martinson addressed questions posed by Council Member Kelty during the last council meeting.

BOARD/COMMISSION REPORTS: None.

AWARDS/PRESENTATIONS: Council Member Rowland presented the Alaska Municipal League Vic Fisher 2015 Local Government Leadership Award to Mayor Shirley Marquardt. This award was originally presented to Mayor Marquardt at the 2015 AML Conference in Anchorage, Alaska.

MANAGER'S REPORT: In the packet

COMMUNITY INPUT/ANNOUNCEMENTS:

- PCR
 - Christmas tree Lighting Ceremony – Burma Road Chapel, December 1, 2015, 6:30pm – 7:30 pm.
 - Christmas Event Holiday Bazaar – Sponsored by the Aleutian Arts Council, December 5, 2015, 1:00pm – 3:00pm
 - PCR Gymnasium Closure – December 14, – January 4, 2015 for resurfacing of the gym floor. The rest of the facility will be open
- Aquatic Center
 - Pre-School Swimming Program – Beginning December 1, 2015. Sign-up at the Aquatic Center or the PCR
- Library
 - Library Expansion Survey
- UCSD
 - Wrestling Meet – Unalaska will be hosting King Cove and Sandpoint on December 4 – 5, 2015
 - Holiday Programs
 - Band Concert – Big Gym, December 7, 2015 at 7:00pm
 - Elementary School Holiday Program – Big Gym, December 10, 2015 at 7:00pm
- 2016 Senior Parents
 - 2016 Dessert Auction - Acknowledgement and thanks to community
- Ballyhoo Lions
 - "Novemberfest" - Acknowledgement and thanks to community
- Community Support
 - Public Member seat open
- Board Seat Openings
 - Museum of the Aleutians
 - Iliuliuk Family and Health Services Clinic

PUBLIC INPUT ON AGENDA ITEMS:

PUBLIC HEARING: Mayor Marquardt opened the Public Hearing.

1. **ORDINANCE 2015-22:** AMENDING UNALASKA CITY CODE CHAPTER 6.28 – LEVY OF PROPERTY TAX TO CREATE AN EXEMPTION FROM BUSINESS PERSONAL PROPERTY TAX FOR THE FIRST \$30,000 OF THE FULL AND TRUE VALUE OF BUSINESS PERSONAL PROPERTY

2. **ORDINANCE 2015-23:** AMENDING UNALASKA CITY CODE CHAPTER 9.12 – TAXICABS TO REDUCE THE NUMBER OF TAXICAB PERMITS TO 18

Hearing no comments Mayor Marquardt closed the Public Hearing.

Leclere made a motion to adjourn into Work Session; Gregory seconded.

Motion passed by consensus.

WORK SESSION

1. **PRESENTATION:** KPMG PRESENTATION OF FISCAL YEAR 2015 AUDIT RESULTS

Dan Rozema, KPMG gave a Power Point presentation on the City of Unalaska Audit Results (June 30, 2015). The presentation covered:

- Audit Status
- Significant Findings From the Audit
- Independence
- Regulatory and Accounting Updates

2. **DISCUSSION:** REGULATION OF COMMERCIAL MARIJUANA BUSINESSES IN UNALASKA

Public Comment was taken concerning the commercial marijuana regulations in Unalaska.

RECONVENE TO REGULAR SESSION

CONSENT AGENDA

UNFINISHED BUSINESS

1. **ORDINANCE 2015-22:** AMENDING UNALASKA CITY CODE CHAPTER 6.28 – LEVY OF PROPERTY TAX TO CREATE AN EXEMPTION FROM BUSINESS PERSONAL PROPERTY TAX FOR THE FIRST \$30,000 OF THE FULL AND TRUE VALUE OF BUSINESS PERSONAL PROPERTY

Rowland made a motion to adopt Ordinance 2015-22; Tungul seconded.

Roll Call Vote: Tungul – yes; Gregory – yes; Leclere – yes; Kelty – yes; Rowland – yes; Johnson – yes.

Motion passed. 6-0.

2. **ORDINANCE 2015-23:** AMENDING UNALASKA CITY CODE CHAPTER 9.12 – TAXICABS TO REDUCE THE NUMBER OF TAXICAB PERMITS TO 18

Rowland made a motion to adopt Ordinance 2015-23; Kelty seconded.

Vote: Motion passed. 6-0.

NEW BUSINESS

1. **ORDINANCE 2015-24 – FIRST READING:** BUDGET AMENDMENT NO. 3 - TO AMEND THE PORTS AND HARBOR'S BUDGET FOR PERMITTING, DESIGN AND ENGINEERING FOR THE LIGHT CARGO DOCK EXPANSION PROJECT IN THE AMOUNT OF \$148,000.

Rowland made a motion to move Ordinance 2015-24 to Second Reading and Public Hearing on December 8, 2015; Leclere seconded.

Roll Call Vote: Leclere – yes; Kelty – yes; Rowland – yes; Johnson – yes; Tungul – yes; Gregory – yes.

Motion is adopted. 6-0.

COUNCIL DIRECTIVES TO MANAGER:

COMMUNITY INPUT /ANNOUNCEMENTS:

ADJOURNMENT: The regular meeting adjourned at 8:37 pm.

Cat Hazen
City Clerk

To: Mayor and Council

From: David A. Martinson, City Manager

Subject: City Manager's Report

Date: December 8, 2015

Assistant City Manager: I am happy to announce that our new Assistant City Manager is Ms Erin Reinders. We advertised the position internally and received two applications. Both candidates were very well qualified. This was not an easy decision but after the interviews the panel concluded Erin was the best fit. I am looking forward to working with Erin as we move the city of Unalaska forward.

Waste Water Treatment Plant: The contractor is working on the inlet pump station, which is the last major component to be completed and expect it will be completed on December 17, 2015. Substantial completion will be submitted by the end of the month, which means that all the major components are in service and accepted by the City. As is normal in construction, a punch list is being developed for remaining items.

UMC: We continue to work to secure funding sources for the UMC project. We are working with our contacts in Washington DC and Juneau to find what organization is in control of approximately \$6.5M in federal funding we are trying to secure. We are also developing options to bring to council for the remaining funding in an effort to begin construction on the UMC by summer 2017.

Christmas Tree Lighting Event: on December 2nd PCR put on what we hope will become an annual Christmas Tree Lighting event. The event was very well attended and I believe it is yet another way this community bonds together.

CMMP: The administration continues to work on developing the CMMP to present to council during the budget cycle. Ultimately we would like to develop a comprehensive plan that looks at the next 15 years in 5 year increments. The larger plan will most likely not be available until late fall of 2016.

CITY OF UNALASKA
UNALASKA, ALASKA

ORDINANCE NO. 2015-24

CREATING BUDGET AMENDMENT #3 TO THE PORTS & HARBOR LIGHT CARGO DOCK EXPANSION PROJECT (PH601)
FOR PERMITTING, DESIGN AND ENGINEERING IN THE AMOUNT OF \$148,000

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 FY15 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 No. 3 to Ordinance #2015-10

				<u>Current</u>	<u>Requested</u>	<u>Revised</u>
I. CAPITAL BUDGET						
A. Proprietary Fund - Capital Projects						
Sources						
	Port's Net Assets				148,000	(148,000)
Uses						
	City Network Core Upgrade	PH601	19,650		148,000	167,650

PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE UNALASKA CITY
COUNCIL THIS ____ DAY OF ____ 2015.

MAYOR

ATTEST:

CITY CLERK

Summary of Budget Amendment
and Schedule of Proposed Accounts
Budget Amendment 2

1) Proprietary Funds - Capital Projects

Add permitting, design, and engineering services to the Light Cargo Dock Project.

	Org	Object	Project	Current	Requested	Revised
1) <u>Proprietary Funds - Capital Projects</u>						
<i>Sources:</i>						
Transfers to Proprietary Funds Capital Projects	54029854	59940		1,574,158.00	148,000.00	1,722,158.00
<i>Uses:</i>						
Transfers from Proprietary Operations	54119848	49130	PH601	19,650.00	148,000.00	167,650.00
Engineering & Architectural	54127053	53240	PH601	19,650.00	148,000.00	167,650.00

MEMORANDUM TO COUNCIL

TO: MAYOR AND CITY COUNCIL MEMBERS
FROM: PEGGY MCLAUGHLIN, PORT DIRECTOR
THRU: DAVID MARTINSON, CITY MANAGER
FROM: PORT DEPARTMENT
DATE: NOVEMBER 24, 2015
RE: ORDINANCE 2015-24 CREATING A BUDGET AMENDMENT TO AMEND THE PORT'S AND HARBOR'S BUDGET FOR PERMITTING, DESIGN AND ENGINEERING FOR THE LIGHT CARGO DOCK EXPANSION PROJECT IN THE AMOUNT OF \$148,000.

SUMMARY:

This budget amendment is to add \$148,000 to the Light Cargo Dock Expansion Project from the Port Net Assets. This will allow the permitting, design, engineering, and contract documents to be completed throughout the winter and spring with bid documents available sometime mid-summer. This amendment will put this project ahead of schedule by 6 months and meet the growing needs of the Light Cargo Dock.

PREVIOUS COUNCIL ACTION:

Resolution 2015-27: Adopting the FY16-FY20 Capital and Major Maintenance Plan

Ordinance 2015-10: Adopting the fiscal year FY16 operating and capital budget for the City of Unalaska

BACKGROUND:

In April of 2015 and May of 2015 Council adopted both the CMMP and the City of Unalaska Capital Budget which included \$19,650 to begin the design of the Light Cargo Dock Expansion Project. The Light Cargo Dock Expansion is a necessary enhancement to accommodate existing vessel traffic and provide overflow for the Unalaska Marine Center. The need to complete this project has grown sooner than anticipated as the demand of the LCD has grown.

DISCUSSION:

The request to amend the Capital Budget for the Port and Harbor would expedite a project that is already in the CMMP. As we look at the existing business of the Light Cargo Dock (LCD), we realize that during much of the fishing seasons we are at or beyond capacity at the LCD facility. Using calendar year 2012 through 2014, we have nearly doubled the

activity at the dock. We are forecasting additional demand for the LCD for fishing vessel cargo offloads during the next A and B Seasons.

Year:	Vessel Calls:	Crab Pots:	Doors and Nets:
2012	155	3426	0 recorded
2013	146	4071	171
2014	276	6916	202

The expansion and completion of the LCD was originally considered necessary as overflow for UMC users as we move forward with the UMC Replacement and Expansion Project. The current activity indicates that there will be immediate benefit to the City and the users of the dock prior to the construction of the UMC Project. The industry needs space to continue their work now and while we are under construction this will also help maintain the operations and the revenue stream of UMC users. We are still fine tuning the overall design and timing of the UMC project and the LCD expansion is a critical part of taking care of UMC customers.

The expedited approach of the LCD Expansion will allow us to take care of current users and the growing demand, as well as be available for overflow if we are successful in beginning the UMC project by 2017. There is also the practical approach that while the price of fuel is down, there is potential for savings in some of the key areas of the construction contract including mobilization and demobilization costs.

This budget amendment requests the funding for permitting, detailed design, lighting and electrical modifications, and construction contract and bid development. This budget amendment does not award contracts or agreements. The amount is based on a Rough Order of Magnitude provided by PND Engineers, the original designers of the LCD. Upon approval of this budget amendment we will move forward with agreements for permitting, design and engineering.

The Project was funded with \$19,650 for design and engineering in the FY16 Capital Budget. This budget amendment will add to that amount and allow for complete funding of the permitting, engineering and design services, and contingency.

ALTERNATIVES:

1. Council could choose to not approve
2. Council could choose to approve
3. Council could choose to delay the funding until a later date

FINANCIAL IMPLICATIONS:

These funds will be coming from the Port Net Assets

LEGAL: N/A

STAFF RECOMMENDATION:

Staff recommends fully funding this budget amendment request in to order to move forward with the permitting, design and engineering for the Light Cargo Dock Expansion Project.

PROPOSED MOTION:

I move to approve the first reading of Ordinance 2015-24 and to send it to second reading and public hearing on December 8, 2015.

CITY MANAGER'S COMMENTS:

The city manager recommends the council approve this budget amendment. Given the previous approval in the CMMP process this will allow the administration to get ahead on this project in an effort to ensure we can have the carrying capacity at the docks when we begin working on the UMC.

Attachment:

PND Proposal for Engineering Services



November 2, 2015

PND 111135

Peggy McLaughlin
Director of Ports
City of Unalaska
P.O. Box 610
Unalaska, Alaska 99685

Re: Light Cargo Dock Expansion– Proposal for Engineering Services for Dock Expansion

Dear Peggy,

PND Engineers, Inc. (PND) is pleased to provide this proposal for detailed engineering services for the Light Cargo Dock (LCD) Expansion. Expansion to the existing dock includes a new central OPEN CELL SHEET PILE™ bulkhead, support slab, fender system, and dock face surfacing. It is assumed that dredging is not a part of this scope but is planned to be included in a future project. PND's proposed scope of work includes the following tasks:

Task 1 - Permitting Support

This project will require permits from the U.S. Army Corps of Engineers (USACE) and the Alaska Department of Environmental Conservation (ADEC). PND will work with the City to provide documentation in order to obtain the necessary permits for construction. As part of the USACE permit process, PND will assist with the Section 7 Endangered Species Act consultations with both the FWS and NMFS for threatened and endangered species that occur within the project area. This task also includes developing a biological assessment (BA) to submit on behalf of the City and USACE during these consultations.

This task does not include assistance with an incidental harassment authorization (IHA) application under the Marine Mammal Protection Act (MMPA). However, PND can facilitate the IHA application as a separate task if necessary.

**Permitting Support = \$18,000
Time and Materials**

Task 2 – Project Management and Detailed Design Development

PND will utilize previous design efforts and communications with the City as a basis for final design development and engineering of the LCD expansion. Detailed calculations will be prepared for dead load, live load, mooring and seismic stability. Technical specifications for materials will be provided for all project components. Design drawings and specifications will be submitted for the City's review at approximately 65%, 95%, and 100% phases of design. A final signed and stamped plan set will be provided for construction.

Design of the sheetpile bulkhead will accommodate future dredging to an elevation at the dock face of -35 feet. It is assumed that modifications to the existing drainage, stormwater treatment system, water vault, water piping or hydrants will not be required. However, an alternate water vault drain pipe outfall with Tideflex (or similar) backflow prevention will be included as part of this project.

**Project Management and Design Development = \$110,000
Fixed Fee**

Task 3 – Lighting and Electrical Modifications (optional)

Several light posts will be removed as part of the dock expansion described above. Due to the proposed reduction in light, Morris Engineering Group (MEG) has recommended to replace the missing luminaire at each high mast poles, re-aim existing luminaires and add glare control (attached is the site investigation report from MEG). As part of the design package, PND will subcontract with MEG to develop design, specifications and drawings for the recommended changes.

**Lighting and Electrical Modifications = \$14,200
Fixed Fee**

Task 4 - Construction Contract/Bid Development

PND will develop bid documents assist with bid development for the LCD modifications. Once final design is complete, PND will submit the RFP advertisement and begin the bid process. During the bid process PND will field bidder questions, develop addenda responses as necessary and hold a pre-bid teleconference meeting at the PND office. PND will collect, open and evaluate the bids and assist the City in selection of the lowest responsive bidder. City to pay bid advertisement costs directly.

**Construction Contract/Bid Development = \$10,000
Fixed Fee**

A separate proposal for fabrication and construction administration tasks can be provided once the design is complete. We look forward to assisting the City through successful development of this project and appreciate the opportunity to work with the City of Unalaska. Please call if you have any questions regarding this proposal.

Sincerely,

PND Engineers, Inc.


Dempsey S. Thicman, P.E.
Vice President

Attachments: LCD Expansion Concept Drawings
PND Billing Rate Sheet May 2015
Light Crane Dock Site Inspection – Morris Engineering Group, Inc.



**PND ENGINEERS, INC.
STANDARD RATE SCHEDULE
EFFECTIVE MAY 2015**

		<i>Hourly Rate</i>
<u>Professional:</u>	Senior Engineer VII	\$180.00
	Senior Engineer VI	\$165.00
	Senior Engineer V	\$155.00
	Senior Engineer IV	\$145.00
	Senior Engineer III	\$135.00
	Senior Engineer II	\$125.00
	Senior Engineer I	\$115.00
	Staff Engineer V	\$110.00
	Staff Engineer IV	\$105.00
	Staff Engineer III	\$100.00
	Staff Engineer II	\$90.00
	Staff Engineer I	\$85.00
	Environmental Scientist VI	\$165.00
	Environmental Scientist V	\$150.00
	Environmental Scientist IV	\$135.00
	Environmental Scientist III	\$120.00
	Environmental Scientist II	\$105.00
	Environmental Scientist I	\$90.00
	GIS Specialist	\$90.00
	Senior Land Surveyor III	\$120.00
<u>Surveyors:</u>	Senior Land Surveyor II	\$110.00
	Senior Land Surveyor I	\$100.00
<u>Technicians:</u>	Technician VI	\$125.00
	Technician V	\$110.00
	Technician IV	\$90.00
	Technician III	\$80.00
	Technician II	\$70.00
	Technician I	\$45.00
	CAD Designer VI	\$110.00
	CAD Designer V	\$100.00
	CAD Designer IV	\$85.00
	CAD Designer III	\$70.00



“An Act to tax and regulate the production, sale, and use of marijuana.”

BE IT ENACTED BY THE PEOPLE OF THE STATE OF ALASKA:

***Section 1.** AS 17 is amended by adding a new chapter to read:

Chapter 38. The regulation of marijuana

Sec. 17.38.010. Purpose and findings.

(a) In the interest of allowing law enforcement to focus on violent and property crimes, and to enhance individual freedom, the people of the state of Alaska find and declare that the use of marijuana should be legal for persons 21 years of age or older.

(b) In the interest of the health and public safety of our citizenry, the people of the state of Alaska further find and declare that the production and sale of marijuana should be regulated so that:

- (1) Individuals will have to show proof of age before purchasing marijuana;
- (2) Legitimate, taxpaying business people, and not criminal actors, will conduct sales of marijuana; and
- (3) Marijuana sold by regulated businesses will be labeled and subject to additional regulations to ensure that consumers are informed and protected.

(c) The people of the state of Alaska further declare that the provisions of this Act are not intended to diminish the right to privacy as interpreted by the Alaska Supreme Court in *Ravin v. State of Alaska*.

(d) Nothing in this Act proposes or intends to require any individual or entity to engage in any conduct that violates federal law, or exempt any individual or entity from any requirement of federal law, or pose any obstacle to federal enforcement of federal law.

Sec. 17.38.020. Personal use of marijuana.

Notwithstanding any other provision of law, except as otherwise provided in this chapter, the following acts, by persons 21 years of age or older, are lawful and shall not be a criminal or civil offense under Alaska law or the law of any political subdivision of Alaska or be a basis for seizure or forfeiture of assets under Alaska law:

- (a) Possessing, using, displaying, purchasing, or transporting marijuana accessories or one ounce or less of marijuana;
- (b) Possessing, growing, processing, or transporting no more than six marijuana plants, with three or fewer being mature, flowering plants, and possession of the marijuana produced by the plants on the premises where the plants were grown;
- (c) Transferring one ounce or less of marijuana and up to six immature marijuana plants to a person who is 21 years of age or older without remuneration;
- (d) Consumption of marijuana, except that nothing in this chapter shall permit the consumption of marijuana in public; and
- (e) Assisting another person who is 21 years of age or older in any of the acts described in paragraphs (a) through (d) of this section.

Sec. 17.38.030. Restrictions on personal cultivation, penalty.

(a) The personal cultivation of marijuana described in AS 17.38.020(b) is subject to the following terms:

(1) Marijuana plants shall be cultivated in a location where the plants are not subject to public view without the use of binoculars, aircraft, or other optical aids.

(2) A person who cultivates marijuana must take reasonable precautions to ensure the plants are secure from unauthorized access.

(3) Marijuana cultivation may only occur on property lawfully in possession of the cultivator or with the consent of the person in lawful possession of the property.

(b) A person who violates this section while otherwise acting in compliance with AS 17.38.020(b) is guilty of a violation punishable by a fine of up to \$750.

Sec. 17.38.040. Public consumption banned, penalty.

It is unlawful to consume marijuana in public. A person who violates this section is guilty of a violation punishable by a fine of up to \$100.

Sec. 17.38.050. False identification, penalty.

(a) A person who is under 21 years of age may not present or offer to a marijuana establishment or the marijuana establishment's agent or employee any written or oral evidence of age that is false, fraudulent or not actually the person's own, for the purpose of:

(1) Purchasing, attempting to purchase or otherwise procuring or attempting to procure marijuana or marijuana products; or

(2) Gaining access to a marijuana establishment.

(b) A person who violates this section is guilty of a violation punishable by a fine of up to \$400.

Sec. 17.38.060. Marijuana accessories authorized.

Notwithstanding any other provision of law, it is lawful and shall not be an offense under Alaska law or the law of any political subdivision of Alaska or be a basis for seizure or forfeiture of assets under Alaska law for persons 21 years of age or older to manufacture, possess, or purchase marijuana accessories, or to distribute or sell marijuana accessories to a person who is 21 years of age or older.

Sec. 17.38.070. Lawful operation of marijuana-related facilities.

(a) Notwithstanding any other provision of law, the following acts, when performed by a retail marijuana store with a current, valid registration, or a person 21 years of age or older who is acting in his or her capacity as an owner, employee or agent of a retail marijuana store, are lawful and shall not be an offense under Alaska law or be a basis for seizure or forfeiture of assets under Alaska law:

(1) Possessing, displaying, storing, or transporting marijuana or marijuana products, except that marijuana and marijuana products may not be displayed in a manner that is visible to the general public from a public right-of-way;

(2) Delivering or transferring marijuana or marijuana products to a marijuana testing facility;

(3) Receiving marijuana or marijuana products from a marijuana testing facility;

(4) Purchasing marijuana from a marijuana cultivation facility;

(5) Purchasing marijuana or marijuana products from a marijuana product manufacturing facility; and

(6) Delivering, distributing, or selling marijuana or marijuana products to consumers.

(b) Notwithstanding any other provision of law, the following acts, when performed by a marijuana cultivation facility with a current, valid registration, or a person 21 years of age or older who is acting in his or her capacity as an owner, employee or agent of a marijuana cultivation

facility, are lawful and shall not be an offense under Alaska law or be a basis for seizure or forfeiture of assets under Alaska law:

- (1) Cultivating, manufacturing, harvesting, processing, packaging, transporting, displaying, storing, or possessing marijuana;
- (2) Delivering or transferring marijuana to a marijuana testing facility;
- (3) Receiving marijuana from a marijuana testing facility;
- (4) Delivering, distributing, or selling marijuana to a marijuana cultivation facility, a marijuana product manufacturing facility, or a retail marijuana store;
- (5) Receiving or purchasing marijuana from a marijuana cultivation facility; and
- (6) Receiving marijuana seeds or immature marijuana plants from a person 21 years of age or older.

(c) Notwithstanding any other provision of law, the following acts, when performed by a marijuana product manufacturing facility with a current, valid registration, or a person 21 years of age or older who is acting in his or her capacity as an owner, employee or agent of a marijuana product manufacturing facility, are lawful and shall not be an offense under Alaska law or be a basis for seizure or forfeiture of assets under Alaska law:

- (1) Packaging, processing, transporting, manufacturing, displaying, or possessing marijuana or marijuana products;
- (2) Delivering or transferring marijuana or marijuana products to a marijuana testing facility;
- (3) Receiving marijuana or marijuana products from a marijuana testing facility;
- (4) Delivering or selling marijuana or marijuana products to a retail marijuana store or a marijuana product manufacturing facility;
- (5) Purchasing marijuana from a marijuana cultivation facility; and
- (6) Purchasing of marijuana or marijuana products from a marijuana product manufacturing facility.

(d) Notwithstanding any other provision of law, the following acts, when performed by a marijuana testing facility with a current, valid registration, or a person 21 years of age or older who is acting in his or her capacity as an owner, employee or agent of a marijuana testing facility, are lawful and shall not be an offense under Alaska law or be a basis for seizure or forfeiture of assets under Alaska law:

- (1) Possessing, cultivating, processing, repackaging, storing, transporting, displaying, transferring or delivering marijuana;
- (2) Receiving marijuana or marijuana products from a marijuana cultivation facility, a marijuana retail store, a marijuana products manufacturer, or a person 21 years of age or older; and
- (3) Returning marijuana or marijuana products to a marijuana cultivation facility, marijuana retail store, marijuana products manufacturer, or a person 21 years of age or older.

(e) Notwithstanding any other provision of law, it is lawful and shall not be an offense under Alaska law or be a basis for seizure or forfeiture of assets under Alaska law to lease or otherwise allow the use of property owned, occupied or controlled by any person, corporation or other entity for any of the activities conducted lawfully in accordance with paragraphs (a) through (d) of this section.

(f) Nothing in this section prevents the imposition of penalties upon marijuana establishments for violating this chapter or rules adopted by the board or local governments pursuant to this chapter.

(g) The provisions of AS 17.30.020 do not apply to marijuana establishments.

Sec. 17.38.080. Marijuana Control Board.

At any time, the legislature may create a Marijuana Control Board in the Department of Commerce, Community, and Economic Development or its successor agency to assume the power, duties, and responsibilities delegated to the Alcoholic Beverage Control Board under this chapter.

Sec. 17.38.090. Rulemaking.

(a) Not later than nine months after the effective date of this act, the board shall adopt regulations necessary for implementation of this chapter. Such regulations shall not prohibit the operation of marijuana establishments, either expressly or through regulations that make their operation unreasonably impracticable. Such regulations shall include:

(1) Procedures for the issuance, renewal, suspension, and revocation of a registration to operate a marijuana establishment, with such procedures subject to all requirements of AS 44.62, the Administrative Procedure Act;

(2) A schedule of application, registration and renewal fees, provided, application fees shall not exceed \$5,000, with this upper limit adjusted annually for inflation, unless the board determines a greater fee is necessary to carry out its responsibilities under this chapter;

(3) Qualifications for registration that are directly and demonstrably related to the operation of a marijuana establishment;

(4) Security requirements for marijuana establishments, including for the transportation of marijuana by marijuana establishments;

(5) Requirements to prevent the sale or diversion of marijuana and marijuana products to persons under the age of 21;

(6) Labeling requirements for marijuana and marijuana products sold or distributed by a marijuana establishment;

(7) Health and safety regulations and standards for the manufacture of marijuana products and the cultivation of marijuana;

(8) Reasonable restrictions on the advertising and display of marijuana and marijuana products; and

(9) Civil penalties for the failure to comply with regulations made pursuant to this chapter.

(b) In order to ensure that individual privacy is protected, the board shall not require a consumer to provide a retail marijuana store with personal information other than government-issued identification to determine the consumer's age, and a retail marijuana store shall not be required to acquire and record personal information about consumers.

Sec. 17.38.100. Marijuana establishment registrations.

(a) Each application or renewal application for a registration to operate a marijuana establishment shall be submitted to the board. A renewal application may be submitted up to 90 days prior to the expiration of the marijuana establishment's registration.

(b) The board shall begin accepting and processing applications to operate marijuana establishments one year after the effective date of this act.

(c) Upon receiving an application or renewal application for a marijuana establishment, the board shall immediately forward a copy of each application and half of the registration application fee to the local regulatory authority for the local government in which the applicant desires to operate the marijuana establishment, unless the local government has not designated a local regulatory authority pursuant to AS 17.38.110(c).

(d) Within 45 to 90 days after receiving an application or renewal application, the board shall issue an annual registration to the applicant unless the board finds the applicant is not in compliance with regulations enacted pursuant to AS 17.38.090 or the board is notified by the relevant local government that the applicant is not in compliance with ordinances and regulations made pursuant to AS 17.38.110 and in effect at the time of application.

(e) If a local government has enacted a numerical limit on the number of marijuana establishments and a greater number of applicants seek registrations, the board shall solicit and consider input from the local regulatory authority as to the local government's preference or preferences for registration.

(f) Upon denial of an application, the board shall notify the applicant in writing of the specific reason for its denial.

(g) Every marijuana establishment registration shall specify the location where the marijuana establishment will operate. A separate registration shall be required for each location at which a marijuana establishment operates.

(h) Marijuana establishments and the books and records maintained and created by marijuana establishments are subject to inspection by the board.

Sec. 17.38.110. Local control.

(a) A local government may prohibit the operation of marijuana cultivation facilities, marijuana product manufacturing facilities, marijuana testing facilities, or retail marijuana stores through the enactment of an ordinance or by a voter initiative.

(b) A local government may enact ordinances or regulations not in conflict with this chapter or with regulations enacted pursuant to this chapter, governing the time, place, manner and number of marijuana establishment operations. A local government may establish civil penalties for violation of an ordinance or regulation governing the time, place, and manner of a marijuana establishment that may operate in such local government.

(c) A local government may designate a local regulatory authority that is responsible for processing applications submitted for a registration to operate a marijuana establishment within the boundaries of the local government. The local government may provide that the local regulatory authority may issue such registrations should the issuance by the local government become necessary because of a failure by the board to adopt regulations pursuant to AS 17.38.090 or to accept or process applications in accordance with AS 17.38.100.

(d) A local government may establish procedures for the issuance, suspension, and revocation of a registration issued by the local government in accordance with (f) of this section or (g) of this section. These procedures shall be subject to all requirements of AS 44.62, the Administrative Procedure Act.

(e) A local government may establish a schedule of annual operating, registration, and application fees for marijuana establishments, provided, the application fee shall only be due if an application is submitted to a local government in accordance with (f) of this section and a registration fee shall only be due if a registration is issued by a local government in accordance with (f) of this section or (g) of this section.

(f) If the board does not issue a registration to an applicant within 90 days of receipt of the application filed in accordance with AS 17.38.100 and does not notify the applicant of the specific, permissible reason for its denial, in writing and within such time period, or if the board has adopted regulations pursuant to AS 17.38.090 and has accepted applications pursuant to AS 17.38.100 but has not issued any registrations by 15 months after the effective date of this act, the applicant may resubmit its application directly to the local regulatory authority, pursuant to (c) of this section, and the local regulatory authority may issue an annual registration to the applicant. If an application is submitted to a local regulatory authority under this paragraph, the board shall forward to the local regulatory authority the application fee paid by the applicant to the board upon request by the local regulatory authority.

(g) If the board does not adopt regulations required by AS 17.38.090, an applicant may submit an application directly to a local regulatory authority after one year after the effective date of this act and the local regulatory authority may issue an annual registration to the applicant.

(h) A local regulatory authority issuing a registration to an applicant shall do so within 90 days of receipt of the submitted or resubmitted application unless the local regulatory authority finds and notifies the applicant that the applicant is not in compliance with ordinances and regulations made pursuant to (b) of this section in effect at the time the application is submitted to the local regulatory authority. The local government shall notify the board if an annual registration has been issued to the applicant.

(i) A registration issued by a local government in accordance with (f) of this section or (g) of this section shall have the same force and effect as a registration issued by the board in accordance with AS 17.38.100. The holder of such registration shall not be subject to regulation or enforcement by the board during the term of that registration.

(j) A subsequent or renewed registration may be issued under (f) of this section on an annual basis only upon resubmission to the local government of a new application submitted to the board pursuant to AS 17.38.100.

(k) A subsequent or renewed registration may be issued under (g) of this section on an annual basis if the board has not adopted regulations required by AS 17.38.090 at least 90 days prior to the date upon which such subsequent or renewed registration would be effective or if the board has adopted regulations pursuant to AS 17.38.090 but has not, at least 90 days after the adoption of such regulations, issued registrations pursuant to AS 17.38.100.

(l) Nothing in this section shall limit such relief as may be available to an aggrieved party under AS 44.62, the Administrative Procedure Act.

Sec. 17.38.120. Employers, driving, minors and control of property.

(a) Nothing in this chapter is intended to require an employer to permit or accommodate the use, consumption, possession, transfer, display, transportation, sale or growing of marijuana in the workplace or to affect the ability of employers to have policies restricting the use of marijuana by employees.

(b) Nothing in this chapter is intended to allow driving under the influence of marijuana or to supersede laws related to driving under the influence of marijuana.

(c) Nothing in this chapter is intended to permit the transfer of marijuana, with or without remuneration, to a person under the age of 21.

(d) Nothing in this chapter shall prohibit a person, employer, school, hospital, recreation or youth center, correction facility, corporation or any other entity who occupies, owns or controls private property from prohibiting or otherwise regulating the possession, consumption, use, display, transfer, distribution, sale, transportation, or growing of marijuana on or in that property.

Sec. 17.38.130. Impact on medical marijuana law.

Nothing in this chapter shall be construed to limit any privileges or rights of a medical marijuana patient or medical marijuana caregiver under AS 17.37.

Sec. 17.38.900. Definitions.

As used in this chapter unless the context otherwise requires:

(1) “Board” means the Alcoholic Beverage Control Board established by AS 04.06.

(2) “Consumer” means a person 21 years of age or older who purchases marijuana or marijuana products for personal use by persons 21 years of age or older, but not for resale to others.

(3) “Consumption” means the act of ingesting, inhaling, or otherwise introducing marijuana into the human body.

(4) “Local government” means both home rule and general law municipalities, including boroughs and cities of all classes and unified municipalities.

(5) “Local regulatory authority” means the office or entity designated to process marijuana establishment applications by a local government.

(6) “Marijuana” means all parts of the plant of the genus *cannabis* whether growing or not, the seeds thereof, the resin extracted from any part of the plant, and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or its resin, including marijuana concentrate. “Marijuana” does not include fiber produced from the stalks, oil, or cake made from the seeds of the plant, sterilized seed of the plant which is incapable of germination, or the weight of any other ingredient combined with marijuana to prepare topical or oral administrations, food, drink, or other products.

(7) “Marijuana accessories” means any equipment, products, or materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, composting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, vaporizing, or containing marijuana, or for ingesting, inhaling, or otherwise introducing marijuana into the human body.

(8) “Marijuana cultivation facility” means an entity registered to cultivate, prepare, and package marijuana and to sell marijuana to retail marijuana stores, to marijuana product manufacturing facilities, and to other marijuana cultivation facilities, but not to consumers.

(9) “Marijuana establishment” means a marijuana cultivation facility, a marijuana testing facility, a marijuana product manufacturing facility, or a retail marijuana store.

(10) “Marijuana product manufacturing facility” means an entity registered to purchase marijuana; manufacture, prepare, and package marijuana products; and sell marijuana and marijuana products to other marijuana product manufacturing facilities and to retail marijuana stores, but not to consumers.

(11) “Marijuana products” means concentrated marijuana products and marijuana products that are comprised of marijuana and other ingredients and are intended for use or consumption, such as, but not limited to, edible products, ointments, and tinctures.

(12) “Marijuana testing facility” means an entity registered to analyze and certify the safety and potency of marijuana.

(13) “Retail marijuana store” means an entity registered to purchase marijuana from marijuana cultivation facilities, to purchase marijuana and marijuana products from marijuana product manufacturing facilities, and to sell marijuana and marijuana products to consumers.

(14) “Unreasonably impracticable” means that the measures necessary to comply with the regulations require such a high investment of risk, money, time, or any other resource or asset that the operation of a marijuana establishment is not worthy of being carried out in practice by a reasonably prudent businessperson.

***Sec. 2.** AS 43 is amended by adding a new chapter to read:

Chapter 61. Excise tax on marijuana

Sec. 43.61.010. Marijuana tax.

(a) An excise tax is imposed on the sale or transfer of marijuana from a marijuana cultivation facility to a retail marijuana store or marijuana product manufacturing facility. Every marijuana cultivation facility shall pay an excise tax at the rate of \$50 per ounce, or proportionate part thereof, on marijuana that is sold or transferred from a marijuana cultivation facility to a retail marijuana store or marijuana product manufacturing facility.

(b) The department may exempt certain parts of the marijuana plant from the excise tax described in (a) of this section or may establish a rate lower than \$50 per ounce for certain parts of the marijuana plant.

Sec. 43.61.020. Monthly Statement and Payments.

(a) Each marijuana cultivation facility shall send a statement by mail or electronically to the department on or before the last day of each calendar month. The statement must contain an account of the amount of marijuana sold or transferred to retail marijuana stores and marijuana product manufacturing facilities in the state during the preceding month, setting out

- (1) the total number of ounces, including fractional ounces sold or transferred;
- (2) the names and Alaska address of each buyer and transferee; and
- (3) the weight of marijuana sold or transferred to the respective buyers or transferees.

(b) The marijuana cultivation facility shall pay monthly to the department, all taxes, computed at the rates prescribed in this chapter, on the respective total quantities of the marijuana sold or transferred during the preceding month. The monthly return shall be filed and the tax paid on or before the last day of each month to cover the preceding month.

Sec. 43.61.030. Administration and Enforcement of Tax.

(a) Delinquent payments under this chapter shall subject the marijuana cultivation facility to civil penalties under AS 43.05.220.

(b) If a marijuana cultivation facility fails to pay the tax to the state the marijuana cultivation facility's registration may be revoked in accordance with procedures established under AS 17.38.090(a)(1).

***Sec. 3.** The provisions of this Act are independent and severable, and, except where otherwise indicated in the text, shall supersede conflicting statutes, local charter, ordinance, or resolution, and other state and local provisions. If any provision of this Act, or the application thereof to any person or circumstance, is found to be invalid or unconstitutional, the remainder of this Act shall not be affected and shall be given effect to the fullest extent possible.

CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION 2015-67

A RESOLUTION OF THE UNALASKA CITY COUNCIL AUTHORIZING THE FORMATION OF THE FY17 COMMUNITY SUPPORT COMMITTEE, AND CONFIRMING APPOINTMENTS TO THE COMMITTEE.

WHEREAS, non-profit agencies provide services to the community that are invaluable; and

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

WHEREAS, the City of Unalaska wishes to provide financial aid to qualifying non-profit agencies through its Community Support Program; and

WHEREAS, Unalaska City Code Chapter 2.62 allows special committees to be established by resolution; and

WHEREAS, the Unalaska City Council has established such committees annually from 1995 through 2004 to review all City grant-in-aid applications and to make recommendations on funding levels to the City Manager and the City Council;

WHEREAS, The Unalaska City Council established three-member committees in 2005 through 2015 to review and score FY06 through FY16 City grant-in-aid applications and to present a report to the City Council; and

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council authorizes the establishment of the FY17 Community Support Committee as outlined in the current Community Support Program Guidelines; and

BE IT FURTHER RESOLVED that the Unalaska City Council confirms that the following persons shall serve as the FY17 Community Support Grant Review Committee:

<u>Name</u>	<u>Term expiration</u>
Shirley Marquardt, Mayor	June 30, 2015
Erin Reinders, Assistant City Manager	June 30, 2015
Member of the Public	June 30, 2015

PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE UNALASKA CITY COUNCIL
THIS ____ DAY OF _____ 2015.

MAYOR

ATTEST:

CITY CLERK

MEMORANDUM TO COUNCIL

TO: MAYOR AND CITY COUNCIL MEMBERS

THROUGH: DAVID A. MARTINSON, CITY MANAGER

FROM: DEBRA HANSON ZUEGER, RISK MANAGER

DATE: DECEMBER 8, 2015

RE: **RESOLUTION 2015-67** AUTHORIZING THE FORMATION OF THE FY17 COMMUNITY SUPPORT REVIEW COMMITTEE AND CONFIRMING THE MAYOR'S APPOINTMENTS TO THE COMMITTEE

SUMMARY: Each year the Mayor and Council appoint a special committee to review the applications submitted for local grants through the Community Support Program. The FY06 through FY16 committees consisted of three members: the Mayor, the Assistant City Manager, and a member of the public who was not on the board or the staff of a non-profit agency. Based on recent history and the current policy guidelines, staff recommends approval of the appointment of a three-person committee to serve for FY17.

PREVIOUS COUNCIL ACTION: Each year since 1996, Council has established a special committee to review the City's grant applications and make recommendations on funding levels. From FY06 through FY16, the committees were charged with reviewing and scoring the applications using the Council-approved evaluation tool; however, the committees have not been asked to make recommendations since 2005.

Council adopted the Community Support Program Guidelines by Resolution 2002-88 on December 17, 2002. The original Guidelines stated that the Mayor would appoint and Council would approve by resolution a special review committee to make recommendations on grant awards to the City Council.

The City Council adopted Resolution 2004-02 in January 2004, appointing six volunteers from the community and two Council members to serve on the FY05 Review Committee.

From 2005 through 2014, the City Council adopted the following resolutions appointing the Mayor, the Assistant City Manager, and a volunteer from the community to the review committee for the appropriate year:

- Resolution 2005-07, adopted in January of 2005
- Resolution 2005-76, adopted on December 13, 2005
- Resolution 2006-58, adopted on December 13, 2006
- Resolution 2007-58, adopted on November 27, 2007
- Resolution 2008-77, adopted on November 25, 2008

- Resolution 2009-55, adopted on November 25, 2009
- Resolution 2010-73, adopted on December 28, 2010
- Resolution 2012-02 adopted on January 10, 2012
- Resolution 2013-02 adopted January 8, 2013
- Resolution 2014-02 Adopted on January 14, 2014
- Resolution 2014-85 Adopted on November 20, 2014

DISCUSSION: As provided in Title 2.62, the Council approves the Mayor's annual appointments to a special committee to review grant applications. From 1996 to 2005, Community Support Review committee membership was not restricted. The committees ranged in size from as large as eight members to as small as three members. Members were able to serve on boards or be employees of agencies applying for grants or be authors of grants under review. Council members were also appointed to the committees to facilitate understanding and communication between committee and Council. These committees made funding recommendations to the Council. This process and the use of larger committees gradually became labor intensive and contentious. By FY05, it was becoming extremely difficult to recruit volunteers to serve in this capacity.

Starting in FY06, Council appointed a three-person committee whose members could not be board members or employees of applying agencies, nor could members have written grants to be reviewed by the committee. The committee's charge was to read and score the grant applications without making funding recommendations to the Council. The committee did, however, prepare a final report and present their findings to the Council during the budget presentation.

Based on this history and the current policy guidelines, staff recommends approval of appointments of a three-person committee to serve for FY17.

ALTERNATIVES:

1. Appoint a three-person committee as recommended;
2. Appoint a larger committee;
3. Ask staff to review and score the applications; or
4. Council could review grant applications directly and make their final funding determinations by the date specified in the FY16 budget schedule.

FINANCIAL IMPLICATIONS: A larger committee means increased costs in copies made, sustenance provided, and staff time required.

LEGAL: City Code, Chapter 2, Section 62, governs the process and procedures for the appointment of special committees that serve in an advisory capacity to the City Manager and City Council. The committees are appointed by the Mayor and established by resolution.

STAFF RECOMMENDATION: Staff recommends the appointment of a three-person committee as outlined in Resolution 2015-67

PROPOSED MOTION: “I move to adopt Resolution 2015-67”

CITY MANAGER’S COMMENTS:

**CITY OF UNALASKA
UNALASKA, ALASKA**

RESOLUTION NO. 2015-72

**A RESOLUTION OF THE UNALASKA CITY COUNCIL CONFIRMING THE MAYOR'S
APPOINTMENT OF WAYNE CHINN AS A PUBLIC-AT-LARGE REPRESENTATIVE
ON THE MUSEUM OF THE ALEUTIANS BOARD OF DIRECTORS.**

WHEREAS, City of Unalaska Resolution 97-38 states that the proposed membership of the Museum of the Aleutians Association consists of one designated representative each from the City of Unalaska, the Ounalashka Corporation, the Qawalangin Tribal Council, and the Aleut Corporation, and three additional members from the public at large; and

WHEREAS, City of Unalaska Resolution 97-38 states that the three public members are to be appointed by the Mayor and confirmed by the Council; and

WHEREAS, Mayor Marquardt has appointed a Public-at-Large Representative to the Board of Directors of the Museum of the Aleutians, and has submitted the name to the City Council for approval.

NOW THEREFORE BE IT RESOLVED that the following Mayor's appointment as Public-at-Large Representative to the MUSEUM OF THE ALEUTIANS BOARD is confirmed:

MEMBER: WAYNE CHINN

PASSED AND APPROVED BY A DULY CONSTITUTED QUORUM OF THE UNALASKA CITY COUNCIL THIS 8TH DAY OF DECEMBER 2015.

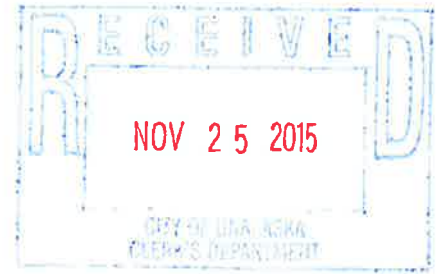
MAYOR

ATTEST:

CITY CLERK



BOARD, COMMITTEE & COMMISSION APPLICATION



APPLYING FOR (check one):

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

Name: WAYNE CHINN

Mailing Address: 991 BALLYHOO RD. C/O RESOLVE MARINE MARINE

Telephone: (907) 359-2446 Email: IBACHEF@THEPLATE.COM

Occupation: CHIEF STEWARD/EXEC. CHIEF Employer: RESOLVE MARINE GROUP

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

ESTES PARK (COLO) CHAMBER OF COMMERCE BOARD OF DIRECTORS 2003 2004
EXEC. DIRECTOR - NORTH END STREET FAIR 1983-85
VARIOUS COMMUNITY SERVICE ORGANIZATIONS, KIWANIS, ROTARY ETC.

Check the primary reason(s) for your interest:

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

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

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

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

- ☐ Media
- ☒ Word of Mouth
- ☐ Solicitation
- ☐ Other _____

Date: 11-25-2015

Signature: Wayne Y. Chinn

THANK YOU FOR YOUR INTEREST IN SERVING

Applications expire one year from date received by City Clerk

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

**CITY OF UNALASKA
UNALASKA, ALASKA**

ORDINANCE 2015-25

**AN ORDINANCE OF THE UNALASKA CITY COUNCIL AMENDING UNALASKA CODE OF ORDINANCES
CHAPTER 9.20 TO ALLOW BARS WITH AN EXISTING LICENSE TO DISPENSE ALCOHOLIC BEVERAGES BY
THE DRINK TO OPEN AT 8:00 AM ON SUNDAY TO SERVE FOOD AND NON-ALCOHOLIC BEVERAGES**

BE IT ENACTED by the City Council of the City of Unalaska:

Section 1: Form. This is a Code ordinance.

Section 2: Amendment of Section 9.20.020 and addition of Section 9.20.025. Section 9.20.020 is amended and Section 9.20.025 is added to read as follows: [additions are underlined, deletions are overstruck]

§ 9.20.020 CLOSING HOURS FOR LICENSED PREMISES.

(A) ~~(A)~~ It shall be lawful to dispense alcoholic beverages in the city by a premises licensed under authority of the State of Alaska Alcoholic Beverage Control Board as follows:

- (a) Monday 8:00 a.m. through Tuesday 2:00 a.m.
- (b) Tuesday 8:00 a.m. through Wednesday 2:00 a.m.
- (c) Wednesday 8:00 a.m. through Thursday 2:00 a.m.
- (d) Thursday 8:00 a.m. through Friday 2:00 a.m.
- (e) Friday 8:00 a.m. through Saturday 3:00 a.m.
- (f) Saturday 8:00 a.m. through Sunday 3:00 a.m.

~~(2) (B) Except that~~ (B) Restaurants and bars with an existing license to dispense alcoholic beverages by the drink may lawfully
do so on Sunday between the hours of 12:00 p.m. and 10:00 p.m.

~~(B) It shall be unlawful for a licensed premises, except restaurants when serving food or non-alcoholic beverages to allow persons or customers who are not owners or employees to remain on the premises during hours when alcoholic beverages are not permitted to be dispensed.~~

(C) It shall be unlawful for any premises licensed under authority of the State of Alaska Alcoholic Beverage Control Board, licensee, agent or employee to dispense alcoholic beverages within the city during hours not authorized by this chapter.

§ 9.20.025 OPERATING HOURS FOR LICENSED PREMISES.

(A) Except as provided in this section, it shall be unlawful for a licensed premise to allow persons or customers who are not owners or employees to remain on the premises during hours when alcoholic beverages cannot be lawfully dispensed.

(B) Restaurants and bars with an existing license to dispense alcoholic beverages by the drink may lawfully allow persons or customers on premises for food and non-alcoholic beverage service on Sundays from 8 a.m. until such hour as the licensed premises is authorized to dispense alcoholic beverages by UCO §9.20.020 unless the establishment is otherwise required to be closed by this chapter or any other law.

Section 3: Effective Date. This ordinance shall be effective upon passage.

PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE UNALASKA CITY COUNCIL THIS
_____ DAY OF _____, 2015.

HON. SHIRLEY MARQUARDT, MAYOR

ATTEST:

CITY CLERK

MEMORANDUM TO COUNCIL

TO: MAYOR AND CITY COUNCIL MEMBERS
FROM: CAT HAZEN, CITY CLERK
THRU: ERIN REINDERS, ACTING CITY MANAGER
DATE: DECEMBER 8, 2015
RE: AMENDING UNALASKA CODE OF ORDINANCES CHAPTER 9.20 TO ALLOW BARS LICENSED TO DISPENSE ALCOHOLIC BEVERAGES BY THE DRINK TO OPEN AT 8:00 AM ON SUNDAY TO SERVE FOOD AND NON-ALCOHOLIC BEVERAGES

SUMMARY: Currently, bars that do not have a restaurant designation permit from the Alcoholic Beverage Control Board cannot be open to the public prior to noon on Sundays. This ordinance will allow bars that do not have a restaurant designation permit to open at 8:00 AM on Sundays to serve food and non-alcoholic beverages. Staff recommends approval of this ordinance.

PREVIOUS COUNCIL ACTION: The current closing hours and Sunday liquor sales rules were adopted in Ordinance 2003-01 on February 25, 2003.

BACKGROUND: Unalaska Code of Ordinances §9.20.020 (B) states that “It shall be unlawful for a licensed premises, except restaurants when serving food or non-alcoholic beverages, to allow persons or customers who are not owners or employees to remain on the premises during hours when alcoholic beverages are not permitted to be dispensed.” UCO §9.20.020 (A)(2) sets 12:00 p.m. to 10:00 p.m. as the hours during which it is legal to serve alcohol on Sunday.

DISCUSSION: Because of the current ordinance language, bars that do not have a restaurant designation permit from the Alcoholic Beverage Control Board cannot open their doors to the public before noon on Sunday. Bars are, therefore, missing the opportunity to be open to serve food for patrons who might otherwise come in to watch football or other sports. In addition, the current ordinance prevents bars from being able to open for private events prior to noon on Sundays.

Ordinance 2015-25 will allow bars to be open to the public beginning at 8:00 a.m. on Sundays to serve food and non-alcoholic beverages, thereby providing these businesses with an opportunity to generate additional revenues.

FINANCIAL IMPLICATIONS: A small increase in sales tax revenue may result.

LEGAL: This ordinance revision has been reviewed by the city attorney.

STAFF RECOMMENDATION: Staff recommends adopting Ordinance 2015-25.

PROPOSED MOTION: I move to move Ordinance 2015-25 to public hearing and second reading on December 22nd.

CITY MANAGER'S COMMENTS: I recommend adopting ordinance 2015-25.

CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION NO. 2015-68

A RESOLUTION OF THE UNALASKA CITY COUNCIL ADOPTING THE REVISED GUIDELINES, APPLICATION/SCORE SHEET FOR THE COMMUNITY SUPPORT PROGRAM

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

WHEREAS, from 1992 through 1995, as community needs grew, the Unalaska City Council requested assistance from the Unalaska Health and Human Services Committee from 1992 through 1995 to review requests for funding and to make recommendations to the Unalaska City Council and, in so doing, formalized the Community Support Program; and

WHEREAS, in 1996, with the Unalaska Health and Human Services Committee no longer active, the Mayor appointed a committee to review applications for funding and to make recommendations to the Unalaska City Council on an annual basis prior to budget preparations; and

WHEREAS, in December of 2002, in order to provide equity and prudent stewardship of the program, the Unalaska City Council developed program guidelines in the allocation of funds; and

WHEREAS, the Unalaska City Council adopted revised guidelines to clarify the program;

WHEREAS, on December 28, 2010, the Unalaska City Council has continued to refine the administration of the community support program by revising the guidelines on December 8, 2003 and December 28, 2010; and

WHEREAS, City staff has identified opportunities to further improve the program application process by streamlining the application and accompanying guidelines.

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council adopts the City of Unalaska Community Support Program Revised Guidelines, Application/Score Sheet, and dated December 8, 2015 to streamline the application and review committee process, and to provide more refined parameters for the Community Support Program.

PASSED AND APPROVED BY A DULY CONSTITUTED QUORUM OF THE UNALASKA CITY COUNCIL THIS 8th DAY OF DECEMBER 2015.

MAYOR

ATTEST:

CITY CLERK

MEMORANDUM TO COUNCIL

TO: MAYOR AND CITY COUNCIL MEMBERS
THROUGH: DAVID A. MARTINSON, CITY MANAGER
FROM: DEBRA HANSON-ZUEGER, RISK MANAGER
DATE: DECEMBER 8, 2015
RE: ANNUAL COUNCIL REVIEW OF COMMUNITY SUPPORT PROGRAM IN PREPARATION FOR FY17 GRANT CYCLE

SUMMARY: Council reviews the Community Support Program each year prior to the beginning of the grant cycle. The Community Support Program documents include the guidelines, or program policy; the application form; and the application scoring form. Not only does Council review the program, Council determines the funding level and the review committee appointments.

Staff is asking for Council's concurrence for the FY17 grant cycle on the application availability date of Friday, December 23, 2015, and the completed application due date of Monday, February 1, 2016.

PREVIOUS COUNCIL ACTION: Council adopted the Community Support Program Guidelines and approved the application evaluation form through Resolution 2002-88 on December 17, 2002. The policy was revised on December 8, 2003 through Resolution 2003-76. The policy was revised on December 13, 2005 prior to the FY07 funding year, at which time some minor changes were made: the City's old account codes were replaced by the new MUNIS account numbers in the guidelines, and the grace period for submitting audited financial statements was extended from six to seven months. The policy was last revised on December 12, 2007 through Resolution 2006-57 to clarify the role, function, and size of the review committee.

BACKGROUND: Council has reviewed the Community Support Guidelines or policy annually since the guidelines were adopted in 2002. This is typically done at the end of the calendar year before the start of each budget cycle.

In 1996, Council established the practice of appointing a special committee each year to review the applications and to make recommendations on funding for the year. The committees have been made up of between five and eight community members and one or two Council members. One or two staff members have attended committee meetings to provide both historical and current information, to respond to requests for further information, to contact applicants with questions, and to provide additional support as needed. Over the years, it became difficult to find volunteers to serve on the committee, and costs in staff time, copies produced, and food provided, as well as scheduling conflicts resulted in Council reconsidering the size of the committee.

Beginning in FY06, the committee was made up of three people: the Mayor, the Assistant City Manager, and a member of the public. The committee reviews the applications and scores them using the evaluation form developed by the Council. The committee does not, however, make funding recommendations to Council.

DISCUSSION: Council reviews the Community Support Program Guidelines, funding cap, and application process annually, and each year, Council determines the make-up of the review committee. Staff sets the application deadline to conform to the budget process.

Community Support Program Guidelines/Application/Score Sheets: City staff and the agencies and organizations who apply for City grants are very familiar with the policy, the application format and forms, and the process. While the existing overall process has worked fairly smoothly, one problem that has persisted is the sheer number of pages the review committee is faced with reviewing each year. Staff is presenting a more streamlined version of the guidelines and application packet in order to organize the application information in such a way as to make the grant process more efficient for applicants, the review committee, and City staff.

Community Support Funding Level: Council sets the annual funding level for this program with their budget goals in January. Council set the FY16 Community Support Program funding cap at **\$1,094,966**, using the formula established in one of its budget goals: 3.4642% of the average revenue for the General Fund and Bed Tax fund for the five most recently completed fiscal years. Staff has no recommendations on the funding level formula for FY17.

Review Committee Appointments: Prior to 1996, Council made the funding decisions on requests submitted by non-profits as they came in. From 1996 through 2005, Council appointed special committees to review and evaluate the applications and to make funding recommendations to Council. Due to growing difficulty in finding people to serve on the review committee and in an effort to streamline the process, Council chose to appoint smaller three-member committees each year from FY06 through FY16. Staff will submit a separate resolution for the appointment of a three-person committee for FY17.

ALTERNATIVES: While there are many changes Council might make, staff has identified the following for consideration:

Council may choose to maintain the status quo by making no changes to the program; Council may choose to alter the program as suggested by staff; Council may choose to alter the program in another way.

FINANCIAL IMPLICATIONS: Implications depend on the amount Council sets as the FY17 funding goal for the program. Last year the formula derived **\$1,094,966** as the Community Support Program funding cap.

LEGAL: N/A

STAFF RECOMMENDATION:

- Staff recommends a revision of the Community Support Guidelines, Application, and Score Sheet as outlined in the attached resolution for the FY17 grant cycle.
- Staff has set the application availability date for Thursday, December 20, 2015 and the due date for completed applications for Monday, February 1, 2016.
- Staff has no recommendations for funding level, or review committee

PROPOSED MOTION: Seeking Concurrence for application availability and due dates; resolution and memo for proposed guideline and application changes attached.

CITY MANAGER'S COMMENTS:

MEMORANDUM TO COUNCIL

TO: MAYOR AND CITY COUNCIL MEMBERS

THROUGH: DAVID A. MARTINSON, CITY MANAGER

FROM: DEBRA HANSON ZUEGER, RISK MANAGER

DATE: DECEMBER, 8, 2015

RE: RESOLUTION 2015-68, A RESOLUTION OF THE UNALASKA CITY COUNCIL ADOPTING REVISED GUIDELINES, APPLICATION, AND SCORE SHEET FOR THE FY17 COMMUNITY SUPPORT PROGRAM

SUMMARY: The Community Support review committee used the Council approved guidelines for the first time in their consideration of the FY04 applications for funding. Periodically staff reviews the guidelines and the application in order to remove outdated information, to remove repetitive information, and to streamline the application. The following year, staff brought back suggested revisions in the form of Resolution 2003-76. The suggested changes to the guidelines remove some of the dated information and repetitive language that makes the document murky. The suggested revisions did not alter the requirements set forth in the guidelines. On December 28, 2010 Council passed Resolution 2010-75 to further refine parameters for the Community Support Program.

PREVIOUS COUNCIL ACTION: Council adopted the Community Support Program Guidelines and approved the application evaluation form through Resolution 2002-88 on December 17, 2002. The policy was revised on December 8, 2003 through Resolution 2003-76. The policy was revised on December 13, 2005 prior to the FY07 funding year, at which time some minor changes were made: the City's old account codes were replaced by the new MUNIS account numbers in the guidelines, and the grace period for submitting audited financial statements was extended from six to seven months. On December 12, 2007 through Resolution 2006-57 to clarify the role, function, and size of the review committee. The policy was last revised in 2010 through Resolution 2010-75.

BACKGROUND: Over the years, the Community Support Program has grown in popularity, cost, and administrative complexity. In FY90, for example, the Council gave a total of \$103,381 to five organizations. In FY11, requests from nine non-profit organizations totaled \$1,000,172, including the projected bed tax earnings of \$143,000, which have traditionally been given to the CVB. In FY16 total support given to nine non-profits totaled \$1,094,966.

For FY04, in an effort to define and streamline the process, staff prepared draft program guidelines based on past and current practices, committee input and recommendation, Council direction, and staff research into how other communities with similar programs distribute funds and manage their programs. The draft guidelines were presented to Council for review and discussion, and at the December 17th meeting, Council adopted the guidelines. After one year of following the new guidelines, Staff returned to Council with revisions based on actual application of the approved guidelines. Those revisions were adopted by Council in 2003. In 2010 revisions were adopted and the revised guidelines have been followed since 2010.

DISCUSSION: The revised guidelines adopted in December of 2010 have been carefully followed by the review committee. While the approved guidelines continue to be very helpful, give applicants a consistent set of guidelines to follow, and give the review committee a standard by which to measure the applications, it is time for another revision. Within the Guidelines, the timing of the pre-review has been revised to make that process less cumbersome, and a repetitive set of guidelines was removed. The application format is designed in such a way that the resulting applications read more like college term papers instead of an application. This tends to make the application overly wordy and difficult for the grant review committee to process. Staff researched other non-profit grant applications online and came across the Pacific Northwest Common Grant Application. Organizations in the Pacific Northwest who provide funding to non-profits got together and created a brief, concise application all agreed to use to make it easier for them to process and easier for non-profits to apply to several organizations at a time. The updated grant application is patterned after the Pacific Northwest Common Grant Application.

Guidelines: Changes as explained below:

- In the second bullet of the General Guidelines the option to submit the application seven days in advance for a pre-review has been changed. Applications submitted for early review, in all good conscience, must still be reviewed again after the deadline. It is more efficient to review all applications, once, after the deadline and then allow a time period during which applicants with missing information or egregious errors may submit a correction.
- The entire section explaining the application format and deadlines was removed. This information now appears in the application packet as it is more suited to be included there rather than in the guidelines to administer the grant.
- The grant review section was changed to read, “Applications will be judged based on timeliness of submission, completeness, and responsiveness to application requirements as set forth in the application packet.” This section previously stated that only complete applications received before the deadline would be reviewed. There is a section in the score sheet that allows the grant review committee to subtract points for tardy or incomplete applications.

Application/Score Sheet: The Application contains the same elements and questions as the old application, just presented in a different format. When the application changed it facilitated the need to change the score sheet to match. Major changes are:

- more key information is summarized on the title page.
- the application is divided into three basic parts: organization information, the proposal, and an analysis/changes if funding was received the previous year from the City
- a different order & formatting which applicants follow so that all applications are in the exact same order and format.
- proof of non-profit status is not required if they already have proof on file. Proof is only required if there are changes in status.
- letters of recommendation are optional
- the score sheet matches the format of the new application. Notice the number of the items exactly matches that of the application so the review committee can quickly reference and score each element.

ALTERNATIVES:

- 1) Accept all suggested changes to the guidelines, application & Score Sheet as suggested.
- 2) Revise just the guidelines or application.
- 3) Do not revise anything.

FINANCIAL IMPLICATIONS: None

LEGAL: None

STAFF RECOMMENDATION: Staff recommends that Council accept all recommended changes to the Guidelines, Application and Score Sheet by adopting Resolution 2015-68.

PROPOSED MOTION: Motion to approve Resolution 2015-68

CITY MANAGER'S COMMENTS:

City of Unalaska



Community Support Program Guidelines

CITY OF UNALASKA

Community Support Program Guidelines

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 non-profit organizations that provide health and safety resources or the enhancement of the quality of life for residents of Unalaska.

Scope: Funding through the Community Support Program is available to regional and local non-profit organizations whose requests meet the described purpose of the program for the delivery of local services or 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. Eligible organizations must use City funds for the delivery of local services that provide health and safety resources or enhancement of the quality of life for residents.

General Guidelines: All applicants must be familiar with these general guidelines:

- Completed applications must be submitted to the City of Unalaska on the application form(s) provided by the City, in the format and order outlined in the application, and must include all required attachments.
- After the submission deadline Administration will review all applications. If an applicant is missing information or other corrections are needed as determined by Administration, the applicant will be contacted and given seven calendar days, starting the day after contact, to submit a correction. If the applicant declines the offer, or a corrected application is not submitted by the correction deadline, the original application will be submitted to the review committee.
- Grantees must abide by the requirements set forth in these guidelines, the grant application, and the grant agreement.
- 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.
- 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.”**
- Programs will not be funded retroactively.
- All successful applicants shall sign a grant agreement prior to the disbursement of funds.

Application Process: Packets will be made available each year based on the City's annual budget preparation calendar. Interested organizations must submit a completed application packet to the City of Unalaska, Department of Administration. Applicants must follow and abide by the requirements and deadlines set forth in the application packet.

Review Committee: The Mayor and City Council shall appoint a separate review committee as provided in the Unalaska City Code, Title 2.62, and Special Committees. In an effort to avoid conflicts of interest and to promote fairness, the review committee may not include board members whose agencies have submitted applications for City funding, employees of agencies that have submitted applications for City funding, or grant writers who have provided input on a grant under review. The function of the appointed review committee will be to read and score the grant applications; obtain additional information from applicants, as necessary; and deliver a written report of the final scores and findings to the City Council. The review committee will be made up of the Mayor, the Assistant City Manager, and a member of the public who does not serve on the board of directors of any non-profit applicant. The review committee does not make funding recommendations to the City Council. The committee appointment will be made by resolution in accordance with UCO §2.62.020.

Grant Award Review Criteria: Applications will be judged based on timeliness of submission, completeness, and responsiveness to application requirements as set forth in the application packet. Applications will be evaluated using a scoring form developed by the City Council

Evaluation of Grant Applications: Applications will be evaluated as follows:

1. Administration will evaluate the applications for completeness and other errors upon submission and give applicants an opportunity to submit corrections, if needed. The results of the evaluation will be attached to the application.
2. Copies of applications and the preliminary evaluation by Administration will be provided to the review committee members who will evaluate the applications based on the scoring system.
3. The review committee will evaluate the applications using a scoring system that has been developed and approved by Council based on the application requirements and guidelines established by the City Council.
4. The review committee will prepare a written summary of the scores and findings for the City Council's consideration during the City's annual budget presentation process.
5. The City Council will determine the funding level to be awarded to applicants based on 3.4642% of the average revenue for the General Fund and Bed Tax fund for the five most recently complete fiscal years.

Financial Management and Reporting

1. The Grantee shall establish and maintain a financial management system conforming to generally accepted accounting principles.
2. 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;
 - Maintain separate accounts by source of funds for all revenues and expenditures;
 - 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.
3. The Grantee shall use all monies awarded under the Community Support Program to perform only the services, functions, or activities described in the submitted application.
4. Any change in a budget category in the approved grant budget that exceeds the total budget category by an amount greater than 10% or one thousand five hundred dollars (\$1,500), whichever is less, must be reported to the City in the next upcoming quarterly report. If a position funded by the City becomes vacant it must be reported to the City immediately, and a new budget plan submitted for review as soon as possible.
5. Grantee will submit financial reports, outlining cash disbursements and accountability:
 - Grantees receiving less than \$25,000 per year from the City of Unalaska shall submit a Financial Report detailing the expenditure of funds to the City no later than seven (7) months after the Grantee's fiscal year end.
 - Grantees receiving \$25,000 or more from the City of Unalaska shall submit quarterly Financial Reports to the City, within thirty (30) days after the end of each quarter. Such grantees shall also submit an Audited Annual Financial Statement within seven (7) months after the Grantee's fiscal year end.
6. Failure to submit the required Financial Reports 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 financial reporting requirements or if financial reports are consistently submitted late.
7. Any funds not spent as authorized in the grant and all unexpended funds will be paid back to the City of Unalaska with the final evaluation and final report.
8. 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.
9. Grantees funded under this program shall submit, within thirty (30) days of the end of each quarter, using the reporting format provided by the City, a written

- demonstration of the Grantee's progress toward fulfillment of the goals and objectives put forth in the approved application for funding.
10. Grantees whose funding is awarded for operating costs for a specific, time-sensitive program shall provide the City Council with a final report within sixty (60) days of the completion of the funded project.
 11. All other Grantees shall provide the City Council with a final written report within sixty (60) days of the end of the award year. Such report shall describe the level of success in achieving the goals and objectives outlined in the grant application through the use of City funds.

Disbursement of Grant Awards: Grantees will be notified in writing by the Department of Administration of their awards. Upon receipt of this notification, the Grantee shall sign an official grant agreement with the City. Grant payments will be mailed to the Grantee's address listed in the application paperwork unless other arrangements have been made. **Grantees receiving \$25,000 or more must provide a current certificate of insurance prior to receiving grant funding. Insurance requirements are included in section three of the grant agreement**

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.
12/8/15	Revised by Resolution 2015-68.



**CITY OF UNALASKA
COMMUNITY SUPPORT
FY17 APPLICATION**

CITY OF UNALASKA FY17 COMMUNITY SUPPORT SUBMISSION & FORMATTING REQUIREMENTS

Please follow the instructions below carefully when preparing the application. Deviation from any item below may result in a lower score, which may affect funding, or may disqualify the application. If you have any questions, or if you need assistance, please contact the Risk Manager at 581-1251, ext. 1202, or email at riskmanager@ci.unalaska.ak.us.

DEADLINE & APPLICATION PACKET FORMAT REQUIREMENTS:

Completed application packets are due by 4:00 p.m., Mon., Feb. 1, 2016.

Late or incomplete packets may affect funding.

Please note completed application packets must include:

- One **electronic copy** of the completed application, AND
- One, **unbound, hard copy** of the completed application

The electronic copy may be emailed or submitted on a thumb drive (no CD's or DVD's please).

SUBMITTING COMPLETED APPLICATION PACKETS:

- **Email:** you may email the electronic copy AND mail or hand-deliver the hard copy. Please email to riskmanager@ci.unalaska.ak.us. The Risk Manager will send a return email acknowledging the application was received. If you do not receive a return email, please contact the Risk Manager at 581-1251, ext. 1202, to make sure the application was received;
- **Hand Deliver:** deliver the electronic copy, on a thumb drive, AND a hard copy to the Risk Manager's office located in Administration, at City Hall, by the deadline;
- **Mail:** mail the electronic AND hard copy to: **City of Unalaska, Attn: Risk Manager, P.O. Box 610, Unalaska, AK 99685**. Mail must be postmarked by midnight on Monday, February 1, 2016;
- **Fax:** faxed hard copies of the completed application packet will be accepted if the Risk Manager is contacted in advance, and the faxed copy is received by the deadline. Applications may be faxed to (907) 581-4469. An electronic AND original hard copy must be mailed immediately.

APPEARANCE OF THE APPLICATION

- A. Page Format:** The application must be typed using a font size no larger than 12 and no smaller than 10. One inch margins must be maintained on the top, bottom and sides of each page.
- B. Page Restrictions:** Please follow the page restrictions for each section. Do not add extra items.
- C. Page Order:** Please arrange the pages using the Roman numerals and capital letters in the order they appear in the application as shown below:

I. EXECUTIVE SUMMARY

A. Executive Summary: Your narrative. . . .

II. ORGANIZATION INFORMATION

B. Organization Description: Your narrative. . . and so on. . . .

- D. Pagination:** Each page of the application should be numbered, and continuous pagination should be used for the application and attachments. **Page number one should be the Executive Summary and Mission Statement page.** (The Application Title Page is the first page, not numbered)
- E. Footer:** Please format footer like the one on the bottom of this page, substituting your organization's name in place of City of Unalaska.

**CITY OF UNALASKA FY17 COMMUNITY SUPPORT
APPLICATION TITLE PAGE**

ORGANIZATION: _____ **FORMED:** _____

MAILING ADDRESS: _____ **CITY** _____ **STATE** _____ **ZIP** _____

CHIEF EXECUTIVE'S NAME & TITLE: _____

CONTACT'S NAME & TITLE (if different): _____

TELEPHONE NUMBER: _____ **FAX NUMBER:** _____

EMAIL: _____ **AMOUNT OF FY17 REQUEST: \$** _____

AMOUNT OF FY16 AWARD: \$ _____

Organization's Fiscal Year: From _____ **To** _____

TOTAL PROGRAM BUDGET: _____ **Organization Budget:** _____

(Leave this line blank if not applicable to your organization)

SUMMARY OF FY17 SOURCES OF INCOME:

Government	City _____%	Fees/Earned Income _____%
	State _____%	Contributions _____%
	Federal _____%	Special Events _____%
	Other _____%	Memberships _____%
		Other _____%

***Have there been any changes in the organization's non-profit status?** **Yes** **No**

***Is the organization listed above in good standing with the IRS?** **Yes** **No**

By signing below, the chair/president of the Board of Directors and the Director/Executive acknowledge all contents of this application have been reviewed and approved by the Board of Directors. The signatures further indicate that all contents of the City of Unalaska Community Support FY17 Application packet and the Community Support Guidelines, both approved by the Unalaska City Council, have also been reviewed and will be followed by the organization.

Chair/President, Board of Directors

Date

Director/Executive Director/General Manager

Date

City of Unalaska FY17 Community Support Application Narrative

PLEASE LIMIT THE LENGTH OF THE ENTIRE PROPOSAL, EXCLUDING ATTACHMENTS, TO A TOTAL OF FIFTEEN (15) PAGES (see page limits after main titles).

I. EXECUTIVE SUMMARY(one page)

- A. **Executive Summary** (include a brief statement of the need being addressed, brief description of the planned project as it addresses the identified need; and amount of funding requested for FY17);

II. ORGANIZATION INFORMATION (five pages)

- B. **Organization Description:** Include Mission Statement and a brief summary/outline of the programs/services that are currently being offered in the community;
- C. **Organization History and Experience:** Describe the organization's history and experience in delivering programs/services in the community;
- D. **Community Relevance:** List any similar organizations/programs/services, how your organization differs, and how your organization currently works cooperatively with similar organizations;
- E. **Program/Service Delivery:** Briefly describe how staff, volunteers, etc. are currently organized to deliver programs/services;
- F. **Director/Staff/Volunteer training:** Briefly describe how the organization trains directors, employees and volunteers;
- G. **Director and Staff Evaluation:** Are the Director and Staff evaluated regularly? Please describe;
- H. **Governing Body/Board:** Explain the role of the board or governing authority in the organization. Does the Board conduct self-evaluations? Please provide, on its own page, a **Current Chart of Board Members** annotated to show the following: organization affiliations, if any, tenure on the board, and board training.
- I. **Program Evaluation:** How does the organization measure the program's success or effectiveness?

III. PROPOSAL (six pages, not including budget sheets)

- J. **Need:** Describe the community need(s) this proposal will address;
- K. **Target Population:** Describe the target population(s) the organization will serve, how the target population will benefit, and how the community will benefit as a whole.
- L. **Proposal Description/Proposed Project:** Describe/explain the proposed services or program. How will it serve the target population(s) needs? How will the program or services be adjusted to changes in the target population's and community's needs?
- M. **Goals & Objectives:** List three (3) Primary goals, objectives, timeline, and anticipated impact;
- N. **Other Resources:** Describe the organization's other potential and actual sources of non-monetary support for this proposal (i.e. volunteers, other community organizations, etc.);
- O. **Program Budget & Narrative:** Use budget spreadsheets provided. **Expenditures:** For each line item please provide a narrative which includes: a brief description of the line item and sources of funding broken out by dollar amount and percentage (Ex.: City: \$50, 50%; State: \$25, 25%; Organization: \$25, 25%). **Revenues:** List each source of revenue. Clearly explain any requests for an increase in funding from the City. **Budget Summary:** Clearly itemize each source of revenue.
- P. **Financial Management:** Describe how the organization plans to administer City grant funds to assure financial accountability.

IV. GOALS ANALYSIS/CHANGES FROM PREVIOUS YEAR'S PROGRAM (three pages)

- Q. **Goals & Objectives:** Discuss whether the previous years' goals and objectives were met, not met, or exceeded, and, if not met, why? What changes will be made to accomplish future goals and objectives?
- R. **Significant Changes From Previous Year:** Discuss and explain any significant changes that have occurred in your organization in the following areas:

Changes in the Target population; Changes in need; Program/service additions or reductions; Changes in staffing patterns or positions; Changes in the Governing Body; Any other significant changes.

**City of Unalaska FY17 Community Support
APPLICATION ATTACHMENTS**

Please attach the following behind the narrative portion of the application:

S. Summary report of actual income and expenses for the past two complete years (Example: Quick Books or other accounting software report.)

T. Summary report of actual funding sources and amounts received from these sources over the past two complete years (Example: Quick Books or other accounting software report)

U. Most recent audited financial statement (required if requesting \$25,000 or more).

V. *Proof of Non Profit Status (please provide one from the list below):

- Verification Letter of tax-exempt status under Section 501(c)(3) of the IRS code,
- State Certificate of Incorporation showing non-profit status, or
- Articles of Incorporation

***Note:** If proof of non-profit status has been previously provided this is not required unless changes have occurred).

W. Copy of current City and State business licenses.

X. Letters of recommendation (OPTIONAL, limit 3). Please do not solicit letters from the mayor or City Council Members. Letters must be submitted with application.

**Please do not attach any additional information that is not
requested in this packet.**

**If the Grant Committee needs additional information or has
questions your organization will be contacted.**

Estimated Expenditures

Personnel	
Salaries (<i>Itemize by employee on Budget Narrative</i>)	
Benefits (<i>Itemize by employee on Budget Narrative</i>)	
Consultants	
Stipends	
Other	
Subtotal	\$ -

Services	
Rent	
Utilities	
Office Supplies	
Equipment	
Other	
Subtotal	\$ -

Special Expenses	
Fundraiser Overhead	
Training	
Travel	
Fees	
Other	
Subtotal	\$ -

Other Expenses	
Subtotal	\$ -

Total Expenses	\$ -
----------------	------

Estimated Revenues

Fees for Services	
Subtotal	\$ -

Fundraising Efforts	
Subtotal	\$ -

In-Kind Contributions	
Subtotal	\$ -

Grants	
Local	
State	
Federal	
Other	
Subtotal	\$ -

Other Sources	
Subtotal	\$ -

Total Revenues	\$ -
----------------	------

Budget Summary

[illegible]

Organization:

Evaluator:

City of Unalaska FY17 Community Support Application Evaluation Scoring Categories		Points Possible
Overall Proposal Review and Requirements		5
<ul style="list-style-type: none">♦ Application complete and submitted on time♦ Application compiled as set forth in the application packet specifications		
II. Organization Information		30
B. Mission statement and description of program/services present C. Demonstrates experience/capability in delivering services in the area of the proposed program or proposal D.a. Defines relevance of the proposed service and explains how it is unique in the community D.b. Cooperates with other non-profits, agencies; involves volunteers and the community E. Explains how employee/volunteers are organized to properly staff program or deliver services F. Describes how the organization trains the Director, staff and volunteers G. Director and Staff evaluation processes in place H.a. Board Members as individuals or as part of the board have received training in the past 3 years H.b. Board evaluation process in place I. Organization has a system in place to evaluate program/service success or effectiveness		
III. Proposal		50
J. Identifies community need(s) to be addressed K. Identifies target population(s) and how target population/community will benefit from the program/proposal L.a. Proposed program or service falls within the agency's mission statement L.b. Explains how programs/services proposed will serve target population's needs and how it will adjust M. Clear connection between Goals and Need N. Identifies other resources available to implement the program/services O.a. Budget Narrative clarifies use of funds with relation to Statement of Need & Program Description O.b. Expenditure line items include description and funding sources show in dollar amount and percentage O.c. If funds requested increased over prior year requested, justification/explanation/documentation provided O.d. Actively pursues outside funding sources P.a. Policies in place to ensure financial & operational accountability P.b. Financial reporting to City accurate and timely		
IV. Goals Analysis & Changes in Program from Previous Year		15
Q. Discusses success/failure of the previous year's goals and objectives and what changes are needed R. Explains significant changes in the program from the previous year		

Total Score 100

Comments:

CITY OF UNALASKA

FY17 Grant-in-Aid Agreement

This Agreement is entered into this ____ day of _____ 2016 by and between _____ ("Grantee") and the City of Unalaska ("Grantor").

WHEREAS, Grantor has appropriated funds for community support; and

WHEREAS, the application of Grantee for Grant in Aid has been approved,

NOW THEREFORE, for and in consideration of the mutual covenants herein contained, the parties hereto acknowledge and agree as follows:

I. Grantor agrees as follows:

- a. Funds approved by the Unalaska City Council in the amount of _____ will be furnished for the purpose of funding _____;
- b. After execution and approval of this Agreement, approved funding for awards under \$25,000 will be disbursed in August of 2016. The remaining awards will be disbursed in equal monthly payments, beginning in July of 2016.

II. Grantee agrees as follows:

- a. Grantee shall establish and maintain a financial management system conforming to generally accepted accounting principles.
- b. 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;
 - Maintain separate account for all City funds and property/equipment purchased with said funds; and
 - Provide accounting records supported by source documentation.
- c. Expendable funds awarded under the Community Support Program shall be used to perform only the services, functions, or activities described in the grant application approved by the Unalaska City Council;
- d. Grantor will be notified in writing of any change in budgetary category in the approved grant budget that exceeds the total budget category by an amount greater than 10% or One Thousand Five Hundred Dollars (\$1,500), whichever is less. If a position funded by the City becomes vacant it must be reported to the City immediately, and a new budget plan submitted for review as soon as possible.
- e. Grantee shall abide by the conditions set forth in its application and approved by Grantor, including the following:
 1. Grantee's Mission Statement,
 2. Expenditure of funds, and
 3. Provision services to the community.
- f. Grantee will submit financial reports outlining cash disbursements and accountability:
 1. Grantees receiving less than \$25,000 per year from Grantor are required to submit to Grantor a Financial Report detailing

- expenditure of funds no later than seven (7) months after Grantee's fiscal year end.
2. Grantees receiving \$25,000 or more from Grantor shall submit to Grantor quarterly Financial Reports, using the reporting format and guidelines set forth by the City, within thirty (30) days after the end of each Grantees receiving \$25,000 or more from the Grantor shall submit an Audited Annual Financial Statement within seven (7) months after the Grantee's fiscal year end.
 3. Failure to submit the required Financial Reports in a timely manner for this FY17 grant and for a prior year grant that requires that Financial Reports be submitted during FY16 will result in immediate cessation of all current grant funding. Future grant applications may not be considered if the required Financial Reports are not submitted or if they are consistently submitted late.
- g. Any funds not spent as authorized in the approved grant and all unexpended funds will be paid back to Grantor at the time of the submission of the final evaluation and final report.
 - h. Should Grantee fail to fulfill the terms of the approved application and this agreement with Grantor, or should Grantee, for any reason, no longer provide the services identified in the approved application, unexpended funds will be returned to Grantor. Additionally, equipment purchased with funds provided through the City of Unalaska Community Support Program will be returned to the Grantor within thirty (30) days of the failure of Grantee to fulfill the terms of the grant awarded by Grantor.
 - i. Grantee will adhere to the following audit requirements: Grantee agrees to maintain sufficient and accurate records and books of account, including detailed analysis of revenues and expenses as stated in the approved application. Grantee receiving *\$25,000 or more* agrees to an annual audit performed by a recognized CPA firm.
 - j. Grantee will submit within thirty (30) days after the end of each quarter, using the reporting format and guidelines set forth by the City, a written demonstration of progress made toward fulfillment of the goals and objectives put forth in the approved application for funding,.
 - k. Within thirty (30) days after the end of the award year, all Grantees shall provide the Unalaska City Council with a final written report describing the level of success achieved in fulfilling the goals and objectives outlined in the grant application through the use of Grantor funds.

Indemnity. Grantee acknowledges that Grantor is serving only as a funding source for the agency and, as such, is not liable in any manner for any claims or damages arising during or as a result of the services provided by the agency. Grantee shall defend and save harmless Grantor, its employees, elected officials, volunteers, and representatives from and against all losses, damages, liabilities, expenses, and claims demands against Grantee while performing under the terms of this Agreement.

Proof of Insurance. Entities receiving *\$25,000 or more* from the City must provide the City with a current certificate of Commercial General Liability insurance of not less than \$1,000,000 per occurrence and proof of Workers' Compensation coverage no less than is required by Alaska statute. Professional Liability is required for agencies providing

medical, legal, and/or counseling services. The City of Unalaska shall be named as an additional insured on all policies except Professional Liability and Workers' Compensation, and a waiver of subrogation in favor of the City of Unalaska must be in place. All policies shall have 30-day cancellation clause. *The Certificate of Insurance shall reflect all of the above.*

Discrimination Prohibited. To the extent consistent with the purpose for which funds are made available under this program, the services and facilities provided by 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.

Guidelines. Grantee agrees to abide by the Community Support Program Guidelines adopted by the Unalaska City Council on December 12, 2006 and revised on XXXX XX, 2015.

Grant Cancellation. Grantor reserves and may exercise the right to rescind this grant and seek recovery of payments made under the grant if the grant application or other information provided by Grantee relating to the proposed services is found to contain incorrect or misleading information or if this Agreement is violated.

Applicable Laws. Grantee agrees to comply with all local, state, and federal ordinances, statutes, laws, and regulations applicable to the services provided by the agency. Violation of any such ordinance, statute, law, or regulation is a violation of this grant agreement.

Records and Audit. By accepting this award and signing this Agreement, Grantee or designee may become subject to inspection and audit by Grantor at all reasonable times.

As a result, Grantee may be required to permit Grantor or designee to have access to its records and financial statements for a period of one year from the date of receipt of the Final Report.

In WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement on the respective date indicated below.

CITY OF UNALASKA

By: _____

Its: City Manager

Dated: _____

By: _____

Its: Chair, Board of Directors

Dated: _____

**Community
Support
FY16 Packet**

Community Support Program Guidelines

CITY OF UNALASKA

Community Support Program Guidelines

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 non-profit organizations that provide health and safety resources or the enhancement of the quality of life for residents of Unalaska.

Scope: Funding through the Community Support Program is available to regional and local non-profit organizations whose requests meet the described purpose of the program for the delivery of local services or 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. Eligible organizations must use City funds for the delivery of local services that provide health and safety resources or enhancement of the quality of life for residents.

General Guidelines: All applicants must be familiar with these general guidelines:

- Completed applications must be submitted to the City of Unalaska on the application form provided by the City and must include all required attachments.
- At the request of the applicant, applications received at least seven (7) calendar days prior to the submission deadline will be reviewed for completeness. If the application is found to be incomplete, the applicant will be notified and provided the opportunity to submit the missing items prior to the deadline.
- Grantees must abide by the requirements set forth in the application and in the grant agreement.
- 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.
- 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.”**
- Programs will not be funded retroactively.
- All successful applicants shall sign a grant agreement prior to the disbursement of funds.

Application Process: Interested organizations must submit completed application packets to the City of Unalaska Department of Administration. Application forms will be made available each year based on the City’s annual budget preparation calendar. **An**

electronic copy and one hard, unbound copy of the completed application form, with required supporting documents are required. Completed applications must include the following:

- All information requested in the application;
- The signature of the president or chair of the governing board as an indication of the board's approval of the contents of the application;
- Proof of non-profit status, such as a copy of the IRS designation letter;
- Proof of legal status, such as a business license or articles of incorporation; and
- The required number of applications using the form provided by the Department of Administration and in format indicated in the application.

Application Deadline: Completed application packets for the Community Support Program must be received at the City of Unalaska's Department of Administration or the Clerk's Office by 4:00 p.m., or postmarked by midnight, on the date specified in the City's approved budget calendar. Below are specific requirements:

- The electronic copy may be emailed or submitted on a flash drive, no CD's please.
- Completed application packets may be mailed to the City of Unalaska, to the attention of the Department of Administration. Applications must be postmarked by midnight of the date due.
- Completed application packets may be hand delivered to Administration or Clerks at City Hall
- Faxed copies of the completed application materials will be accepted if Administration is notified in advance and a faxed copy is received by the deadline. Faxed applications will be retained until the original application in the acceptable format is received. Late applications may not be accepted or will result in a lower score.

Review Committee: The Mayor and City Council shall appoint a separate review committee as provided in the Unalaska City Code, Title 2.62, Special Committees. In an effort to avoid conflicts of interest and to promote fairness, the review committee may not include board members whose agencies have submitted applications for City funding, employees of agencies that have submitted applications for City funding, or grant writers who have provided input on a grant under review. The function of the appointed review committee will be to read and score the grant applications; obtain additional information from applicants, as necessary; and deliver a written report of the final scores and findings to the City Council. The review committee will be made up of the Mayor, the Assistant City Manager, and a member of the public who does not serve on the board of directors of any non-profit applicant. The review committee does not make funding recommendations to the City Council. The committee appointment will be made by resolution in accordance with UCO §2.62.020.

Grant Award Review Criteria: The review committee will review only complete applications received from eligible applicants prior to the deadline. Applications will be

judged based on responsiveness to application requirements and the guidelines set out in this policy. Applications will be evaluated using a scoring form developed by the City Council

Evaluation of Grant Applications: Completed applications received by the deadline will be evaluated as follows:

1. The review committee will use a scoring system that has been developed and approved by Council based on the guidelines established by the City Council.
2. Administration will evaluate the applications for completeness upon submission, and the results of the evaluation will be attached to the application.
3. Copies of applications and the preliminary evaluation by Administration will be provided to the review committee members who will evaluate the applications based on the scoring system.
4. The review committee will prepare a written summary of the scores and findings for the City Council's consideration during the City's annual budget presentation process.
5. The City Council will determine the funding level to be awarded to applicants based on 3.4642% of the average revenue for the General Fund and Bed Tax fund for the five most recently complete fiscal years.

Financial Management and Reporting

1. The Grantee shall establish and maintain a financial management system conforming to generally accepted accounting principles.
2. 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;
 - Maintain separate accounts by source of funds for all revenues and expenditures;
 - 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.
3. The Grantee shall use all monies awarded under the Community Support Program to perform only the services, functions, or activities described in the submitted application.
4. Any change in a budget category in the approved grant budget that exceeds the total budget category by an amount greater than 10% or one thousand five hundred dollars (\$1,500), whichever is less, must be reported in writing to the City.
5. Grantee will submit financial reports, outlining cash disbursements and accountability:
 - Grantees receiving less than \$25,000 per year from the City of Unalaska shall submit a Financial Report detailing the expenditure of funds to the City no later than seven (7) months after the Grantee's fiscal year end.

- Grantees receiving \$25,000 or more from the City of Unalaska shall submit quarterly Financial Reports to the City, within thirty (30) days after the end of each quarter. Such grantees shall also submit an Audited Annual Financial Statement within seven (7) months after the Grantee's fiscal year end.
6. Failure to submit the required Financial Reports 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 financial reporting requirements or if financial reports are consistently submitted late.
 7. Any funds not spent as authorized in the grant and all unexpended funds will be paid back to the City of Unalaska with the final evaluation and final report.
 8. 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.
 9. Grantees funded under this program shall submit, within thirty (30) days of the end of each quarter, using the reporting format provided by the City, a written demonstration of the Grantee's progress toward fulfillment of the goals and objectives put forth in the approved application for funding.
 10. Grantees whose funding is awarded for operating costs for a specific, time-sensitive program shall provide the City Council with a final report within sixty (60) days of the completion of the funded project.
 11. All other Grantees shall provide the City Council with a final written report within sixty (60) days of the end of the award year. Such report shall describe the level of success in achieving the goals and objectives outlined in the grant application through the use of City funds.

Disbursement of Grant Awards: Grantees will be notified in writing by the Department of Administration of their awards. Upon receipt of this notification, the Grantee shall sign an official grant agreement with the City. Grant payments will be mailed to the Grantee's address listed in the application paperwork unless other arrangements have been made. **Grantees receiving \$25,000 or more must provide a current certificate of insurance prior to receiving grant funding. Insurance requirements are included in section three of the grant agreement**

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.

Community Support Application

City of Unalaska Community Support Program

Application Submission Requirements

1. Applications must be received in the Department of Administration or office of the City Clerk, City Hall, 43 Raven Way, Unalaska, by Monday, 4:00 p.m. on February 2, 2015.
2. Applicants must use the format provided, the page limitations must be closely followed, and a font size no larger than 12 and no smaller than 10 must be used in preparing the application. Applications must be typed, and one inch margins must be maintained on the sides, top, and bottom.
3. Completed applications must be submitted electronically via flash drive (no CD's please) or via e-mail to riskmanager@ci.unalaska.ak.us. One **unbound**, hard copy must also be submitted for duplicating purposes.
4. Letters of support may be solicited by the applicant. However, the following shall be observed:
 - As representatives of the granting agency, the Mayor, Council members, and City employees should *not* be asked to supply letters of support.
 - Letters must be submitted with the application; they will not be accepted by the City after the application is submitted.
 - No more than five letters of support will be accepted.
5. Each page of the application should be numbered, and continuous pagination should be used throughout the application.

APPEARANCE OF THE APPLICATION

1. The Application Check Sheet, which can be found near the end of this application packet, should appear at the beginning of the application.
2. The check sheet should be followed by the completed Title Page form which also appears near the end of this packet of information.
3. The Table of Contents that lists the headings that appear in bold in this packet of information should appear on a separate page.
4. The Executive Summary should appear on a separate page following the Table of Contents.
5. The remaining sections of the application should appear in the following order:
 - A. Agency Description;

- B. Statement of Need
- C. Goals/Objectives/Activities/Timelines
- D. Project Description
- E. Project Evaluation
- F. Community Coordination
- G. Management Capacity, Including Organizational Chart
- H. Annotated Listing of Board of Directors
- I. Explanation of Most Recent Board Training
- J. Most Recent Full-Year Financial Statement
- K. Project Expenditures
- L. Project Revenues
- M. Budget Narrative
- N. Budget Summary
- O. Letters of Support
- P. Proof of Non-Profit Status
- Q. Proof of Legal Status
- R. Current Statement of Revenue Sources
- S. Copy of Most Recent Audited Financials (for Agencies Receiving \$25,000 or more)

EXECUTIVE SUMMARY

(300 Word Limit)

Provide a concise summary of the program. This element will be used as a reference. It will not be evaluated; however, should it be omitted, it may affect the overall evaluation.

The Executive Summary should include the following:

- A brief statement of the need being addressed;
- A brief explanation of the planned project as it addresses the identified need; and
- Identification of the total amount of funding being requested for FY15.

AGENCY DESCRIPTION

(Two [2] Page Limit)

Describe the agency's community function by including the following required items:

1. Agency's mission statement;
2. Outline or synopsis of programs and projects that are currently offered in the community by the agency;

3. Agency's history and experience in delivering services in this community;
4. Agency's history and experience in delivering services in the area of the proposed project(s);
5. Narrative of how the agency coordinates services with other service providers in the community, specifically addressing how this program is part of the community's continuum of care or delivery of cultural and educational experiences or advancement of economic development, and how the services proposed are unique and/or avoid duplication of services provided by other commercial or non-commercial agencies; and
6. Narrative that addresses the ways in which the proposed project is relevant to existing community needs and how the agency is able to adjust to changes in community needs.

I. Narrative

A. Statement of Need (Limit to one [1] page)

1. Describe the target population(s) the program will serve or currently serves and the size of the target population. Indicate new events or recurring events that may result in an increased need for services. Provide data to support the need and, if applicable, to support the anticipated increase in need.
2. Indicate any unusual conditions that affect utilization of programs and services. Explain significant increases or decreases in utilization compared to previous years.
3. If applicable, explain why goals and objectives were not met in the previous funding year and how the program has been adjusted in response to the unmet goals and objectives.

B. Goals/Objectives (Limit to no more than one [1] page for each set of goals, objectives, activities, and timelines)

1. Community indicators and the Statement of Need should be the basis of the goals. Goals should be clear and concise. There should be at least one goal for each service component in the program.

2. Objectives should be based on the agency's expected outcomes. Objectives should be measurable, have time limits, and relate to the primary goals. They should focus on *services* to be provided.
3. If prior year funding for this project was obtained from the City, please compare proposed goals and objectives with the prior year's goals and objectives.

C. Project Description (Limit to two [2] page)

1. Describe the manner in which the need(s) identified in the Statement of Need will be addressed through the funding of this request.
2. Describe the activities, procedures, and strategies that explain how the project for which funds are requested will be delivered to the identified target population.
3. Provide an explanation of project staffing patterns for both direct service staff and administrative staff.
4. Provide an explanation of the role of the governing authority (board of directors, tribal council, etc.) in the project for which funding is requested.

D. Program Evaluation Components (Limit to one [1] page)

Describe how the agency will evaluate the program's performance and accomplishment of objectives with expected outcomes throughout the year, and how the evaluations will be used. Continuing or on-going programs should summarize how the program met the previous year's goals and objectives, and, if any objectives were not met, an explanation should be provided.

E. Community Coordination (Limit to one [1] page)

1. Describe which community entities have been involved and the extent of their continued involvement in planning for the proposed services, or in the carrying out of the proposed services.
2. *If applicable*, discuss other agencies to which the program refers or will refer clients and from which the program receives or will receive referrals. List any other agencies providing the same or similar services in the community. Explain how the grantee has worked with and will continue to work with those agencies.

II. Management Capacity

(Limit to two [2] pages, including organizational chart)

1. Describe how the agency plans to assure accountability and the organization's management capabilities to administer the grant.
2. Provide an organizational chart that includes key staff positions involved in service delivery.
3. Describe how the agency has used volunteers in the past and plans for continued or future use of volunteers.
4. Provide a list of current board members, annotated in the following manner:
 - a. Indicate each member's tenure on the board.
 - b. Indicate whether or not each board member specifically represents certain entities (the City, the native corporation, the Tribe, the fishing industry, the elders, the school district, etc.).
 - c. Indicate the type of board training each member has had and how current that training is.
 - d. Indicate when the last training occurred for the board as a *unit*.
5. Regular, current board training is essential to the proper functioning of a board of directors. If board training has not occurred in the last 18 months, please explain why and indicate when the next training is anticipated.
6. Indicate how often the Board of Directors meets, whether or not the board conducts self-evaluations, and whether or not the board conducts regular evaluations of the director, administrator, or executive director. If it has been more than 18 months since board self-evaluation or director evaluation occurred, please provide an explanation in each case.

III. Program Budget and Narrative

A. Program Expenditures

1. Submit a project budget by using the budget pages found in the appendix, by recreating the budget pages using an Excel program, or by requesting that the pages be sent electronically.

2. Provide a budget narrative that gives a brief description of each line item listed in the budget by cost category. Include a description of each line item's function in the proposed program.

B. Program Revenues

1. If prior year funding was obtained from the City for the proposed project, please summarize in no more than one (1) page any budget increases requested and explain the proposed changes. Indicate how the budget changes impact the goals and objectives.
2. Identify any other funding sources, amounts, restrictions, and funding period.

IV. Other Required Information

- A.** Proof of non-profit status.
- B.** Proof of legal status (such as, a business license, articles of incorporation, etc.).
- C.** The job description for the director/administrator and job descriptions for all other staff members who will be financially supported by City funds.
- D.** A current statement of all funding sources and revenues generated from special fund-raising activities.
- E.** If the Grantee is requesting \$25,000 or more in funding from the City, or if the Grantee received \$25,000 or more in funding from the City in the last fiscal year, a copy of the audited financial statement for the most recently completed fiscal year.
- F.** The agency is not required to include a Certificate of Insurance with the application. However, prior to the receipt of funding, entities receiving \$25,000 or more from the City must provide a current Certificate of Insurance for all coverage in the amounts designated below:
 - Commercial General Liability insurance of not less than \$1,000,000 per occurrence;
 - Workers' Compensation coverage no less than is required by Alaska statute; and
 - Professional Liability for agencies providing medical, legal, and/or counseling services

The City of Unalaska shall be named as an additional insured on all policies except Professional Liability and Workers' Compensation, and a waiver of subrogation in favor of the City of Unalaska must be in place. All policies shall have 30-day cancellation clause. The Certificate of Insurance shall reflect all of the above.

TITLE PAGE

PROGRAM TITLE: _____

ORGANIZATION: _____

MAILING ADDRESS: _____

PHONE: _____ **FAX:** _____

E-MAIL ADDRESS: _____

NAME OF AUTHORIZED CONTACT PERSON: _____

TITLE/POSITION WITH ORGANIZATION: _____

COMMUNITY SUPPORT REQUEST FOR FY16: \$ _____

TOTAL PROGRAM BUDGET: \$ _____

TOTAL ORGANIZATION BUDGET: \$ _____

BY SIGNING BELOW, THE CHAIR/PRESIDENT OF THE BOARD OF DIRECTORS AND THE DIRECTOR/EXECUTIVE DIRECTOR/GENERAL MANAGER ACKNOWLEDGE THAT THE CONTENTS OF THIS APPLICATION HAVE BEEN REVIEWED AND APPROVED BY THE BOARD OF DIRECTORS. THE SIGNATURES FURTHER INDICATE THAT THE COMMUNITY SUPPORT GUIDELINES, APPROVED BY THE UNALASKA CITY COUNCIL, HAVE ALSO BEEN REVIEWED AND WILL BE FOLLOWED BY THE AGENCY.

CHAIR/PRESIDENT, BOARD OF DIRECTORS

DATE

DIRECTOR/EXECUTIVE DIRECTOR/GENERAL MANAGER

DATE

Attach the completed checklist to the completed application.

Does your application include the following?

- ☐ Completed checklist
- ☐ Title Page with signatures
- ☐ Table of Contents
- ☐ Executive Summary on a Separate Page
- ☐ Agency Description
- ☐ Statement of Need
- ☐ Goals/Objectives/Activities/Timelines
- ☐ Project Description
- ☐ Project Evaluation
- ☐ Community Coordination
- ☐ Management Capacity
- ☐ Organizational Chart
- ☐ Annotated Listing of Board of Directors
- ☐ Explanation of Most Recent Board Training
- ☐ Most Recent Full-Year Financial Statement
- ☐ Project Expenditures
- ☐ Project Revenues
- ☐ Budget Narrative
- ☐ Budget Summary
- ☐ Letters of Support (Limit to 5)

- ☐ Proof of Non-Profit Status
- ☐ Proof of Legal Status
- ☐ Current Statement of Revenue Sources
- ☐ Copy of Most Recent Audited Financials (for Agencies Requesting \$25,000 or More)

Estimated Expenditures

Personnel	
Salaries (<i>Itemize by employee on Budget Narrative</i>)	
Benefits (<i>Itemize by employee on Budget Narrative</i>)	
Consultants	
Stipends	
Other	
Subtotal	\$ -

Services	
Rent	
Utilities	
Office Supplies	
Equipment	
Other	
Subtotal	\$ -

Special Expenses	
Fundraiser Overhead	
Training	
Travel	
Fees	
Other	
Subtotal	\$ -

Other Expenses	
Subtotal	\$ -

Total Expenses	\$ -
-----------------------	------

Estimated Revenues

Fees for Services	
Subtotal	\$ -

Fundraising Efforts	
Subtotal	\$ -

In-Kind Contributions	
Subtotal	\$ -

Grants	
Local	
State	
Federal	
Other	
Subtotal	\$ -

Other Sources	
Subtotal	\$ -

Total Revenues	\$ -
----------------	------

Agency: _____

Evaluator: _____

Scoring Categories		Points Possible
Overall Proposal Review and Requirements		10
<ul style="list-style-type: none"> ♦ Application complete as required 		
Need Justification and Target Population		20
<ul style="list-style-type: none"> ♦ Defines unmet need requiring City funding ♦ Clearly identifies the target population ♦ Proposed service falls within the agency's mission statement ♦ Actively pursues outside funding sources 		
Goals / Objectives and Project Description and Community Coordination		25
<ul style="list-style-type: none"> ♦ Clearly defined Project Description that explains how Need will be met ♦ Clear connection between Goals and Statement of Need ♦ Comparison made between FY15 Goals & FY16 Goals ♦ Involvement with other non-profits and/or appropriate agencies (Interagency Group) 		
Management Capacity		20
<ul style="list-style-type: none"> ♦ Policies in place to ensure financial & operational accountability ♦ Complete Organizational Chart that identifies funding sources for all positions ♦ Board Members as individuals or as part of board received training in past 3 years 		
Financial Management		25
<ul style="list-style-type: none"> ♦ Budget Narrative clarifies use of funds with relation to Statement of Need & Project Description ♦ If increase over prior year requested, justification with supporting documents provided ♦ Financial reporting to City accurate and timely ♦ City-funded employee wages and benefits listed by position 		

Total Score

CITY OF UNALASKA

FY16 Grant-in-Aid Agreement

This Agreement is entered into this ____ day of _____ 2015 by and between _____ ("Grantee") and the City of Unalaska ("Grantor").

WHEREAS, Grantor has appropriated funds for community support; and

WHEREAS, the application of Grantee for Grant in Aid has been approved,

NOW THEREFORE, for and in consideration of the mutual covenants herein contained, the parties hereto acknowledge and agree as follows:

I. Grantor agrees as follows:

- a. Funds approved by the Unalaska City Council in the amount of _____ will be furnished for the purpose of funding _____;
- b. After execution and approval of this Agreement, approved funding for awards under \$25,000 will be disbursed in August of 2015. The remaining awards will be disbursed in equal monthly payments, beginning in July of 2015.

II. Grantee agrees as follows:

- a. Grantee shall establish and maintain a financial management system conforming to generally accepted accounting principles.
- b. 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;
 - Maintain separate account for all City funds and property/equipment purchased with said funds; and
 - Provide accounting records supported by source documentation.
- c. Expendable funds awarded under the Community Support Program shall be used to perform only the services, functions, or activities described in the grant application approved by the Unalaska City Council;
- d. Grantor will be notified in writing of any change in a budgetary category in the approved grant budget that exceeds the total budget category by an amount greater than 10% or One Thousand Five Hundred Dollars (\$1,500), whichever is less;
- e. Grantee shall abide by the conditions set forth in its application and approved by Grantor, including the following:
 1. Grantee's Mission Statement,
 2. Expenditure of funds, and
 3. Provision services to the community.
- f. Grantee will submit financial reports outlining cash disbursements and accountability:
 1. Grantees receiving less than \$25,000 per year from Grantor are required to submit to Grantor a Financial Report detailing expenditure of funds no later than seven (7) months after Grantee's fiscal year end.

2. Grantees receiving \$25,000 or more from Grantor shall submit to Grantor quarterly Financial Reports, using the reporting format and guidelines set forth by the City, within thirty (30) days after the end of each Grantees receiving \$25,000 or more from the Grantor shall submit an Audited Annual Financial Statement within seven (7) months after the Grantee's fiscal year end.
 3. Failure to submit the required Financial Reports in a timely manner for this FY16 grant and for a prior year grant that requires that Financial Reports be submitted during FY16 will result in immediate cessation of all current grant funding. Future grant applications may not be considered if the required Financial Reports are not submitted or if they are consistently submitted late.
- g. Any funds not spent as authorized in the approved grant and all unexpended funds will be paid back to Grantor at the time of the submission of the final evaluation and final report.
 - h. Should Grantee fail to fulfill the terms of the approved application and this agreement with Grantor, or should Grantee, for any reason, no longer provide the services identified in the approved application, unexpended funds will be returned to Grantor. Additionally, equipment purchased with funds provided through the City of Unalaska Community Support Program will be returned to the Grantor within thirty (30) days of the failure of Grantee to fulfill the terms of the grant awarded by Grantor.
 - i. Grantee will adhere to the following audit requirements: Grantee agrees to maintain sufficient and accurate records and books of account, including detailed analysis of revenues and expenses as stated in the approved application. Grantee receiving *\$25,000 or more* agrees to an annual audit performed by a recognized CPA firm.
 - j. Grantee will submit within thirty (30) days after the end of each quarter, using the reporting format and guidelines set forth by the City, a written demonstration of progress made toward fulfillment of the goals and objectives put forth in the approved application for funding,.
 - k. Within thirty (30) days after the end of the award year, all Grantees shall provide the Unalaska City Council with a final written report describing the level of success achieved in fulfilling the goals and objectives outlined in the grant application through the use of Grantor funds.

Indemnity. Grantee acknowledges that Grantor is serving only as a funding source for the agency and, as such, is not liable in any manner for any claims or damages arising during or as a result of the services provided by the agency. Grantee shall defend and save harmless Grantor, its employees, elected officials, volunteers, and representatives from and against all losses, damages, liabilities, expenses, and claims demands against Grantee while performing under the terms of this Agreement.

Proof of Insurance. Entities receiving *\$25,000 or more* from the City must provide the City with a current certificate of Commercial General Liability insurance of not less than \$1,000,000 per occurrence and proof of Workers' Compensation coverage no less than is required by Alaska statute. Professional Liability is required for agencies providing medical, legal, and/or counseling services. The City of Unalaska shall be named as an additional insured on all policies except Professional Liability and Workers'

Compensation, and a waiver of subrogation in favor of the City of Unalaska must be in place. All policies shall have 30-day cancellation clause. *The Certificate of Insurance shall reflect all of the above.*

Discrimination Prohibited. To the extent consistent with the purpose for which funds are made available under this program, the services and facilities provided by 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.

Guidelines. Grantee agrees to abide by the Community Support Program Guidelines adopted by the Unalaska City Council on December 12, 2006 and revised on December 28, 2010.

Grant Cancellation. Grantor reserves and may exercise the right to rescind this grant and seek recovery of payments made under the grant if the grant application or other information provided by Grantee relating to the proposed services is found to contain incorrect or misleading information or if this Agreement is violated.

Applicable Laws. Grantee agrees to comply with all local, state, and federal ordinances, statutes, laws, and regulations applicable to the services provided by the agency. Violation of any such ordinance, statute, law, or regulation is a violation of this grant agreement.

Records and Audit. By accepting this award and signing this Agreement, Grantee or designee may become subject to inspection and audit by Grantor at all reasonable times.

As a result, Grantee may be required to permit Grantor or designee to have access to its records and financial statements for a period of one year from the date of receipt of the Final Report.

In WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement on the respective date indicated below.

CITY OF UNALASKA

By: _____

Its: City Manager

Dated: _____

By: _____

Its: Chair, Board of Directors

Dated: _____

**CITY OF UNALASKA
UNALASKA, ALASKA**

RESOLUTION NO. 2015-69

A RESOLUTION OF THE UNALASKA CITY COUNCIL APPROVING THE ACQUISITION OF A 4,070 SQUARE FOOT PERMANENT UTILITY EASEMENT FROM DUSTAN DICKERSON TO ACCOMMODATE DRAINAGE INFRASTRUCTURE ASSOCIATED WITH THE LAKE & RIVER RESTORATION PROJECT IN EXCHANGE FOR A ONE TIME PAYMENT OF \$7,733

WHEREAS, the City of Unalaska, Alaska participated in a 1995-1996 Evaluation of Mitigation Opportunities in Unalaska, a study with specific recommendations for the restoration of the Unalaska Lake Watershed , and

WHEREAS, the City of Unalaska, Alaska accepted grant funding from the State of Alaska specifically for restoration of the Unalaska Lake Watershed, and

WHEREAS, the City of Unalaska, Alaska awarded a contract to PND Engineers, Inc. to produce a Stormwater Management Plan, and

WHEREAS, the City of Unalaska, Alaska contracted with PND Engineers, Inc. to produce a design for restoration of the Unalaska Lake Watershed, and

WHEREAS, Title 7 of the Unalaska Municipal Code authorizes the acquisition of real property by the City in the form of an easement, and

WHEREAS, a permanent utility easement is necessary to accommodate underground storm drain pipe and appurtenances as part of the watershed restoration project, and

WHEREAS, the permanent easement agreement has been drafted by the City of Unalaska Planning Department, and

NOW, THEREFORE, BE IT RESOLVED that the Permanent Utility Easement is approved and the City Manager is authorized to execute the Permanent Utility Easement on behalf of the City.

PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE UNALASKA CITY COUNCIL
THIS 8th DAY OF DECEMBER, 2015.

Mayor

City Clerk

MEMORANDUM TO COUNCIL

TO: MAYOR AND CITY COUNCIL MEMBERS
FROM: THOMAS COHENOUR, DIRECTOR OF PUBLIC WORKS
THRU: DAVID A. MARTINSON, CITY MANAGER
DATE: DECEMBER 8, 2015
RE: **RESOLUTION 2015-69: A RESOLUTION OF THE UNALASKA CITY COUNCIL APPROVING THE ACQUISITION OF A 4,070 SQUARE FOOT PERMANENT UTILITY EASEMENT FROM DUSTAN DICKERSON TO ACCOMMODATE DRAINAGE INFRASTRUCTURE ASSOCIATED WITH THE LAKE & RIVER RESTORATION PROJECTS IN EXCHANGE FOR A ONE TIME PAYMENT OF \$7,733**

SUMMARY: A permanent drainage easement agreement between City of Unalaska and Dustan Dickerson is required to accommodate underground stormdrain pipe and appurtenances as part of the Lake & River Restoration Project. The permanent easement is along the north side of Overland Drive adjacent to E. Broadway Ave. City Code requires that acquisition of land in the form of an easement be brought to City Council if it is not associated with a platting action. The agreement has been drafted by the City's Department of Planning and is being processed in accordance with City Code. Staff recommends approval of Resolution 2015-69.

PREVIOUS COUNCIL ACTION: Council has not taken action on this easement but has taken the following previous action related to the Lake & River Restoration Project.

- Council participated in a 1995-1996 Evaluation of Mitigation Opportunities in Unalaska, a study with specific recommendations for the restoration of the Unalaska Lake Watershed.
- Resolution 2010-13 accepted Phase 1 funding for the Sediment Separator project in the amount of \$45,000 in matching funds on February 23, 2010.
- Ordinance 2010-01 budgeted the \$45,000 in grant funds as well as both Phase 1 and Phase 2 matching funds of \$70,500 on March 10, 2010.
- Resolution 2010-49 accepted Phase 2 funding for the Sediment Separator project in the amount of \$30,000 on July 27, 2010.
- Ordinance 2011-05, passed on May 21, 2011, adopted the FY2012 budget, which included an additional \$325,000 for construction.
- Resolution 2011-44 awarded the construction of the project to Northern Mechanical for \$298,542 on June 28, 2011.

- Resolution 2014-19, adopted January 28, 2014, accepted the Lake and River grants for a total of \$978,314.
- Resolution 2014-49, adopted May 27, 2014, awarded the Stormwater Management Plan Task I and Task II work to PND in the amount of \$197,000.
- Resolution 2015-18, passed on March 10, 2015, authorized the de-obligation of \$247,107.48 from the River project and requested reallocation of those funds to the Lake project.
- Ordinance 2015-05, adopted March 31, 2015, added \$95,000 to the Lake project.
- Ordinance 2015-06, adopted March 31, 2015, added de-obligated grant funds of \$247,107.48 to the Lake project.
- Resolution 2015-47, adopted May 12, 2015, authorizing the City Manager to enter into a memorandum of agreement with Offshore Systems, Inc. accepting mitigation funds to be used for the Lower Iliuliuk River Restoration Work.
- Ordinance 2015-16, adopted August 11, 2015, Budget Amendment #13 placing \$150,000 in the OSI Mitigation Project (PW502) to do restoration of the Lower Iliuliuk River.

BACKGROUND: The City of Unalaska received grant funding to install components of its Stormwater Management System. PND Engineers, Inc. designed a project which will handle Unalaska Valley runoff and stormwater by channeling it to sediment traps before moving into the Iliuliuk Lake and River. A 4,070 square foot permanent utility easement is required to accommodate the placement and ongoing maintenance of the associated storm pipe and catch basins because of insufficient area in the right of way to perform the work. Mr. Dickerson accepted the City's offer of \$7,733 for the easement.

DISCUSSION: The City of Unalaska hired a surveyor to draft an exhibit and the Planning Department drafted the legal description of the permanent utility easement, copies of both are attached. The Department of Planning offered Mr. Dickerson \$1.90/sq-ft based on a comparable property on Overland Drive. $\$1.90/\text{sq-ft} \times 4,070 = \$7,733$.

Unalaska Code of Ordinances §7.04.020(B) states that the acquisition of real property shall be approved by the City Council by resolution and that the resolution set forth the terms, conditions, and manner of acquisition. Resolution 2015-69 has been drafted by City Staff to address this requirement.

ALTERNATIVES: City Council may approve Resolution 2015-69, or they may find that it is in the best interest of the City to reject or alter the terms of the agreement and disapprove the resolution as it is currently written.

FINANCIAL IMPLICATIONS: The proposed onetime payment for the acquisition of this permanent utility easement is \$7,733, and will be paid from the Unalaska Lake Stormwater Management Project, PW404.

LEGAL: The Department of Planning drafted the Easement agreement. The City Manager will determine whether a legal opinion is required.

STAFF RECOMMENDATION: Staff recommends approval of Resolution 2015-69.

PROPOSED MOTION: “I move to approve Resolution 2015-69.”

CITY MANAGER COMMENTS: Recommend moving forward with finalizing this agreement as outlined in Resolution 2015-69.

DRAINAGE EASEMENT

KNOWN ALL MEN BY THESE PRESENTS, that, Dustan Dickerson, whose address is P.O. Box 924108, Dutch Harbor, Alaska ("Grantor"), in consideration of nine thousand five hundred and eight dollars (\$9508.00) does hereby dedicate and assigns forever, an easement in perpetuity, with the right, privilege and authority to the City of Unalaska, whose address is P.O. Box 610, Unalaska, Alaska ("Grantee"), its successors and assigns, to construct and maintain stormwater drainage conveyances and appurtenances upon the following described lands, to wit:

EASEMENT LEGAL DESCRIPTION

A drainage easement located within Tract A as shown on plat No. 89-22 recorded in the Aleutian Islands Recording District and within Section 13, Township 73 South, Range 118 West of the Seward Meridian, Alaska and is more particularly described as follows:

Commencing at the southernmost corner of said Tract A, common with the south west corner of Lot 5, from which the western corner of said Tract A bears a record bearing of North 49°56'29" West, a distance of 382.69 feet and thus being the Basis of Bearing and the True Point of Beginning for this description.

Thence North 49°56'29" West along the line common to Tract A and Overland Drive a distance of 382.69 feet to the west corner of said Tract A; thence North 34°32'47" East along the line common to Tract A and East Broadway Avenue, a distance of 20.09 feet; thence South 49°56'29" East into Tract A, a distance of 20.00 feet; thence South 34°32'47" West, a distance of 8.04 feet; thence South 49°56'29" East, a distance of 40.21 feet; thence South 40°03'31" West, a distance of 2.00 feet; thence South 49°56'29" East to the line common to Tract A and Lot 5, a distance of 315.34 feet; thence South 0°23'01" West along said common line, a distance of 12.99 feet to the True Point of Beginning, containing 4,070 square feet more or less and according to attached **Exhibit A**.

CONDITIONS

And that only such rights in the land above described are hereby acquired as is necessary for the construction, reconstruction, alteration, operation, maintenance, repair and removal of said drainage conveyance and appurtenances, reserving unto the property owners the right to use said property in any way and for any purpose not inconsistent with the rights hereby acquired; provided that the Grantee shall have the right without prior institution of any suit or proceeding at law, at such times as may be necessary, to enter upon said property for purposes herein described, without incurring any legal obligation or liability therefore; provided that such work shall be accomplished in such a manner that the private improvements existing in said easement area shall not be disturbed or destroyed, or in the event that they are disturbed or destroyed, they

shall be replaced in as good condition as they as they were immediately before the property was entered upon by the Grantee; and provided that no permanent aboveground structures except stormwater conveyance shall be constructed or permitted to remain within the boundaries of said easement without written permission of the Grantee, its successors or assigns.

Grantee shall accept full responsibility for any personal injuries or damages that may occur to personal property or persons during the course of construction, reconstruction, alteration, operation, maintenance, repair and removal of said drainage conveyance and appurtenances.

This agreement shall be a covenant running with the land and shall be binding on the Grantor, his heirs, executor, administrators and assigns forever.

In witness whereof, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in duplicate on the respective date indicated below.

Grantor:

Grantee:

BY: _____
Dustan Dickerson

BY: _____
David A. Martinson
City Manager

Subscribed and Sworn to
Before Me, a Notary Public
in and for the State of

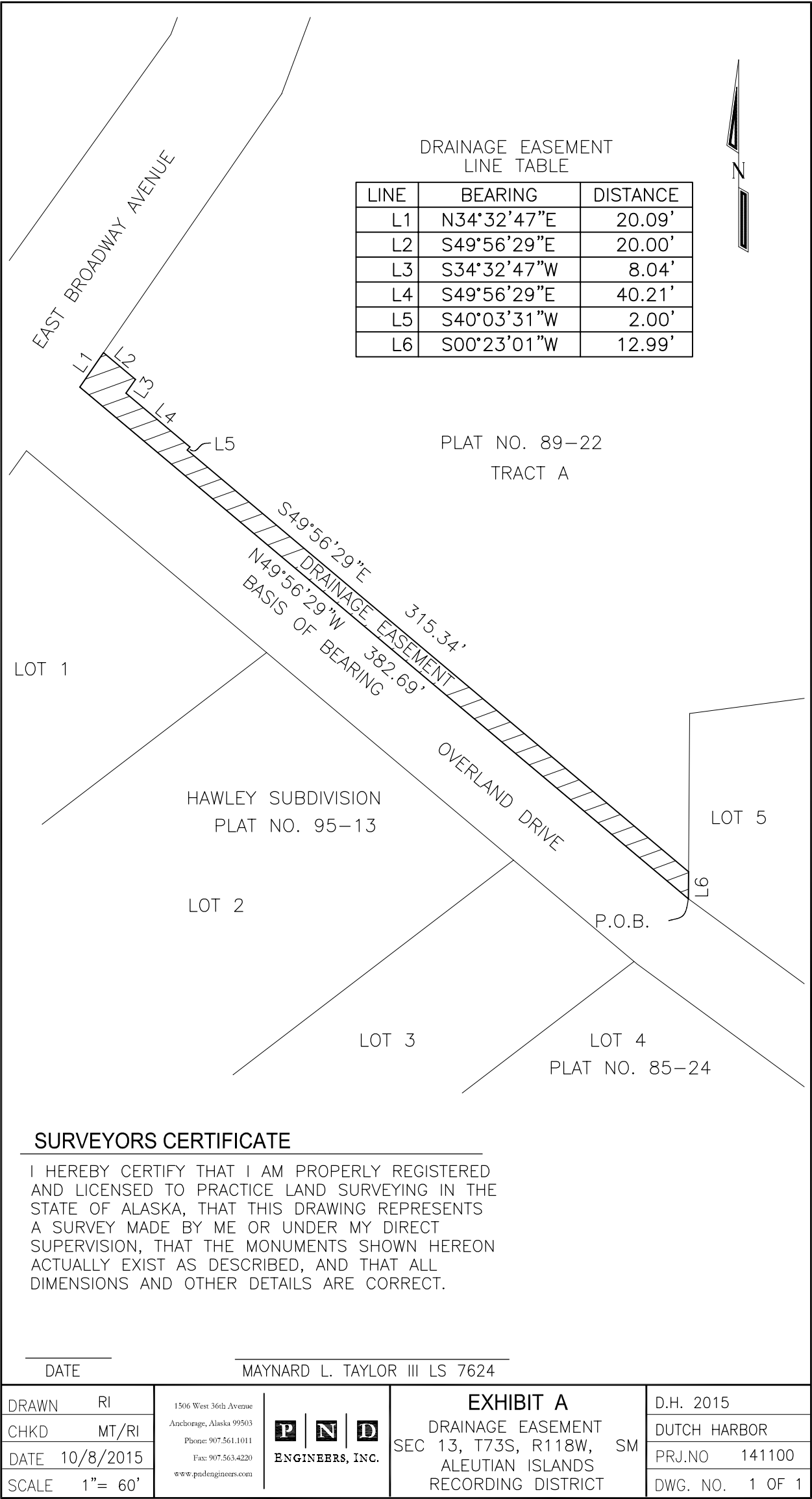
Subscribed and Sworn to
before Me, a Notary Public
in and for the State of

Alaska, this _____ day
of _____, 2015.

Alaska, this _____ day
of _____, 2015.

My Commission Expires:

My Commission Expires:



SURVEYORS CERTIFICATE

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, THAT THIS DRAWING REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, THAT THE MONUMENTS SHOWN HEREON ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.

DATE MAYNARD L. TAYLOR III LS 7624

DRAWN	RI	<div>1506 West 36th Avenue Anchorage, Alaska 99503 Phone: 907.561.1011 Fax: 907.563.4220 www.pndengineers.com</div> <div><div>PND</div>ENGINEERS, INC.</div>	EXHIBIT A DRAINAGE EASEMENT SEC 13, T73S, R118W, SM ALEUTIAN ISLANDS RECORDING DISTRICT	D.H. 2015
CHKD	MT/RI			DUTCH HARBOR
DATE	10/8/2015			PRJ.NO 141100
SCALE	1"= 60'			DWG. NO. 1 OF 1

**CITY OF UNALASKA
UNALASKA, ALASKA**

RESOLUTION NO. 2015-70

A RESOLUTION OF THE UNALASKA CITY COUNCIL APPROVING THE ACQUISITION OF A 3,437 SQUARE FOOT TEMPORARY CONSTRUCTION EASEMENT FROM DUSTAN DICKERSON TO ACCOMMODATE DRAINAGE INFRASTRUCTURE CONSTRUCTION ASSOCIATED WITH THE LAKE & RIVER RESTORATION PROJECT IN EXCHANGE FOR A ONE TIME PAYMENT OF \$653

WHEREAS, the City of Unalaska, Alaska participated in a 1995-1996 Evaluation of Mitigation Opportunities in Unalaska, a study with specific recommendations for the restoration of the Unalaska Lake Watershed , and

WHEREAS, the City of Unalaska, Alaska accepted grant funding from the State of Alaska specifically for restoration of the Unalaska Lake Watershed, and

WHEREAS, the City of Unalaska, Alaska awarded a contract to PND Engineers, Inc. to produce a Stormwater Management Plan, and

WHEREAS, the City of Unalaska, Alaska contracted with PND Engineers, Inc. to produce a design for restoration of the Unalaska Lake Watershed, and

WHEREAS, Title 7 of the Unalaska Municipal Code authorizes the acquisition of real property by the City in the form of an easement, and

WHEREAS, a temporary construction easement is necessary to accommodate excavation and grading for the installation of underground storm drain pipe as part of the watershed restoration project, and

WHEREAS, the easement agreement has been drafted the City of Unalaska Planning Department, and

NOW, THEREFORE, BE IT RESOLVED that the Temporary Construction Easement is approved and the City Manager is authorized to execute the Temporary Construction Easement on behalf of the City.

PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE UNALASKA CITY COUNCIL
THIS 8th DAY OF DECEMBER, 2015.

Mayor

City Clerk

MEMORANDUM TO COUNCIL

TO: MAYOR AND CITY COUNCIL MEMBERS
FROM: THOMAS COHENOUR, DIRECTOR OF PUBLIC WORKS
THRU: DAVID A. MARTINSON, CITY MANAGER
DATE: DECEMBER 8, 2015
RE: **RESOLUTION 2015-70: A RESOLUTION OF THE UNALASKA CITY COUNCIL APPROVING THE ACQUISITION OF A 3,437 SQUARE FOOT TEMPORARY CONSTRUCTION EASEMENT FROM DUSTAN DICKERSON TO ACCOMMODATE DRAINAGE INFRASTRUCTURE CONSTRUCTION ASSOCIATED WITH THE LAKE & RIVER RESTORATION PROJECT IN EXCHANGE FOR A ONE TIME PAYMENT OF \$653**

SUMMARY: A temporary construction easement agreement between City of Unalaska and Dustan Dickerson is required to accommodate excavation and grading necessary for the installation of underground storm drain pipe as part of the Lake & River Restoration Project. The temporary construction easement is along the north side of Overland Drive adjacent to E. Broadway Ave. City Code requires that acquisition of land in the form of an easement be brought to City Council if it is not associated with a platting action. The agreement has been drafted by the City's Department of Planning and is being processed in accordance with City Code. Staff recommends approval of Resolution 2015-70. The temporary construction easement will expire on June 30, 2016.

PREVIOUS COUNCIL ACTION: Council has not taken action on this easement but has taken the following previous action related to the Lake & River Restoration Project.

- Council participated in a 1995-1996 Evaluation of Mitigation Opportunities in Unalaska, a study with specific recommendations for the restoration of the Unalaska Lake Watershed.
- Resolution 2010-13 accepted Phase 1 funding for the Sediment Separator project in the amount of \$45,000 in matching funds on February 23, 2010.
- Ordinance 2010-01 budgeted the \$45,000 in grant funds as well as both Phase 1 and Phase 2 matching funds of \$70,500 on March 10, 2010.
- Resolution 2010-49 accepted Phase 2 funding for the Sediment Separator project in the amount of \$30,000 on July 27, 2010.
- Ordinance 2011-05, passed on May 21, 2011, adopted the FY2012 budget, which included an additional \$325,000 for construction.

- Resolution 2011-44 awarded the construction of the project to Northern Mechanical for \$298,542 on June 28, 2011.
- Resolution 2014-19, adopted January 28, 2014, accepted the Lake and River grants for a total of \$978,314.
- Resolution 2014-49, adopted May 27, 2014, awarded the Stormwater Management Plan Task I and Task II work to PND in the amount of \$197,000.
- Resolution 2015-18, passed on March 10, 2015, authorized the de-obligation of \$247,107.48 from the River project and requested reallocation of those funds to the Lake project.
- Ordinance 2015-05, adopted March 31, 2015, added \$95,000 to the Lake project.
- Ordinance 2015-06, adopted March 31, 2015, added de-obligated grant funds of \$247,107.48 to the Lake project.
- Resolution 2015-47, adopted May 12, 2015, authorizing the City Manager to enter into a memorandum of agreement with Offshore Systems, Inc. accepting mitigation funds to be used for the Lower Iliuliuk River Restoration Work.
- Ordinance 2015-16, adopted August 11, 2015, Budget Amendment #13 placing \$150,000 in the OSI Mitigation Project (PW502) to do restoration of the Lower Iliuliuk River.

BACKGROUND: City of Unalaska has received grant funding to install components of its Stormwater Management System. PND Engineers, Inc. designed a project which will handle Unalaska Valley stormwater runoff by channeling it to sediment traps before moving into the Iliuliuk Lake and River. A 3,437 square foot temporary construction easement is required to accommodate the excavation and grading necessary for the installation of underground storm drain pipe. Mr. Dickerson accepted the City's offer of \$653 for the temporary easement.

DISCUSSION: The City of Unalaska hired a surveyor to draft an exhibit and the Planning Department drafted the legal description of the temporary easement, copies of both are attached. The Department of Planning offered Mr. Dickerson \$1.90/sq-ft based on a permanent easement at comparable property on Overland Drive but at 10% of that value to arrive at the \$653 value of the temporary easement. $\$1.90/\text{sq-ft} \times .10 \times 3,437 = \653 . The temporary construction easement will expire on June 30, 2016.

Unalaska Code of Ordinances §7.04.020(B) states that the acquisition of real property shall be approved by the City Council by resolution and that the resolution shall set forth the terms, conditions, and manner of acquisition. Resolution 2015-70 has been drafted by City Staff to address this requirement.

ALTERNATIVES: City Council may approve Resolution 2015-70, or they may find that it is in the best interest of the City to reject or alter the terms of the agreement and disapprove the resolution as it is currently written.

FINANCIAL IMPLICATIONS: The proposed onetime payment for the acquisition of this temporary construction easement is \$653, and will be paid from the Unalaska Lake Stormwater Management Project, PW404.

LEGAL: The Department of Planning has drafted the Easement agreement. The City Manager will determine whether a legal opinion is required.

STAFF RECOMMENDATION: Staff recommends approval of Resolution 2015-70.

PROPOSED MOTION: “I move to approve Resolution 2015-70.”

CITY MANAGER COMMENTS: Recommend moving forward with finalizing this agreement as outlined in Resolution 2015-70.

TEMPORARY CONSTRUCTION EASEMENT

KNOWN ALL MEN BY THESE PRESENTS, that, Dustan Dickerson, whose address is P.O. Box 924108, Dutch Harbor, Alaska ("Grantor"), in consideration of six hundred fifty three dollars (\$653.00) does hereby dedicate and, an easement until June 30th, 2016, with the right, privilege and authority to the City of Unalaska, whose address is P.O. Box 610, Unalaska, Alaska ("Grantee"), its successors and assigns, to construct and maintain stormwater drainage conveyances and appurtenances adjoining the following described lands, to wit:

EASEMENT LEGAL DESCRIPTION

A temporary construction easement located within Tract A as shown on plat No. 89-22 recorded in the Aleutian Islands Recording District and within Section 13, Township 73 South, Range 118 West of the Seward Meridian, Alaska and is more particularly described as follows:

Commencing at the southernmost corner of said Tract A, common with the south west corner of Lot 5, from which the western corner of said Tract A bears a record bearing of North 49°56'29" West, a distance of 382.69 feet and thus being the Basis of Bearing for this Legal Description; thence North 0°23'01" East along the line common to Tract A and Lot 5, a distance of 12.99 feet to a point and the True Point of Beginning for this description.

Thence along the north line of a Drainage Easement for the next four courses, North 49°56'29" West, a distance of 315.34 feet; thence North 40°03'31" East, a distance of 2.00 feet; thence North 49°56'29" West, a distance of 40.21 feet; thence North 34°32'47" East, a distance of 8.04 feet; thence South 49°56'29" East through Tract A to a point on the common line to Tract A and lot 5, a distance of 348.03 feet; thence South 0°23'01" West, a distance of 12.99 feet to the True Point of Beginning, containing 3,437 square feet more or less and according to attached **Exhibit A**.

CONDITIONS

And that only such rights in the land above described are hereby acquired as is necessary for the construction, reconstruction, alteration, operation, maintenance, repair and removal of said drainage conveyance and appurtenances, reserving unto the property owners the right to use said property in any way and for any purpose not inconsistent with the rights hereby acquired; provided that the Grantee shall have the right without prior institution of any suit or proceeding at law, at such times as may be necessary, to enter upon said property for purposes herein described, without incurring any legal obligation or liability therefore; provided that such work shall be accomplished in such a manner that the private improvements existing in said easement area shall not be disturbed or destroyed, or in the event that they are disturbed or destroyed, they

shall be replaced in as good condition as they as they were immediately before the property was entered upon by the Grantee; and provided that no permanent structures shall be constructed or permitted to remain within the boundaries of said easement without written permission of the Grantee, its successors or assigns.

Grantee shall accept full responsibility for any personal injuries or damages that may occur to personal property or persons during the course of construction, reconstruction, alteration, operation, maintenance, repair and removal of said drainage conveyance and appurtenances.

This agreement shall be a covenant running with the land and shall be binding on the Grantor, his heirs, executor, administrators and assigns until its expiration.

In witness whereof, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in duplicate on the respective date indicated below.

Grantor:

Grantee:

BY: _____
Dustan Dickerson

BY: _____
David A. Martinson
City Manager

Subscribed and Sworn to
Before Me, a Notary Public
in and for the State of

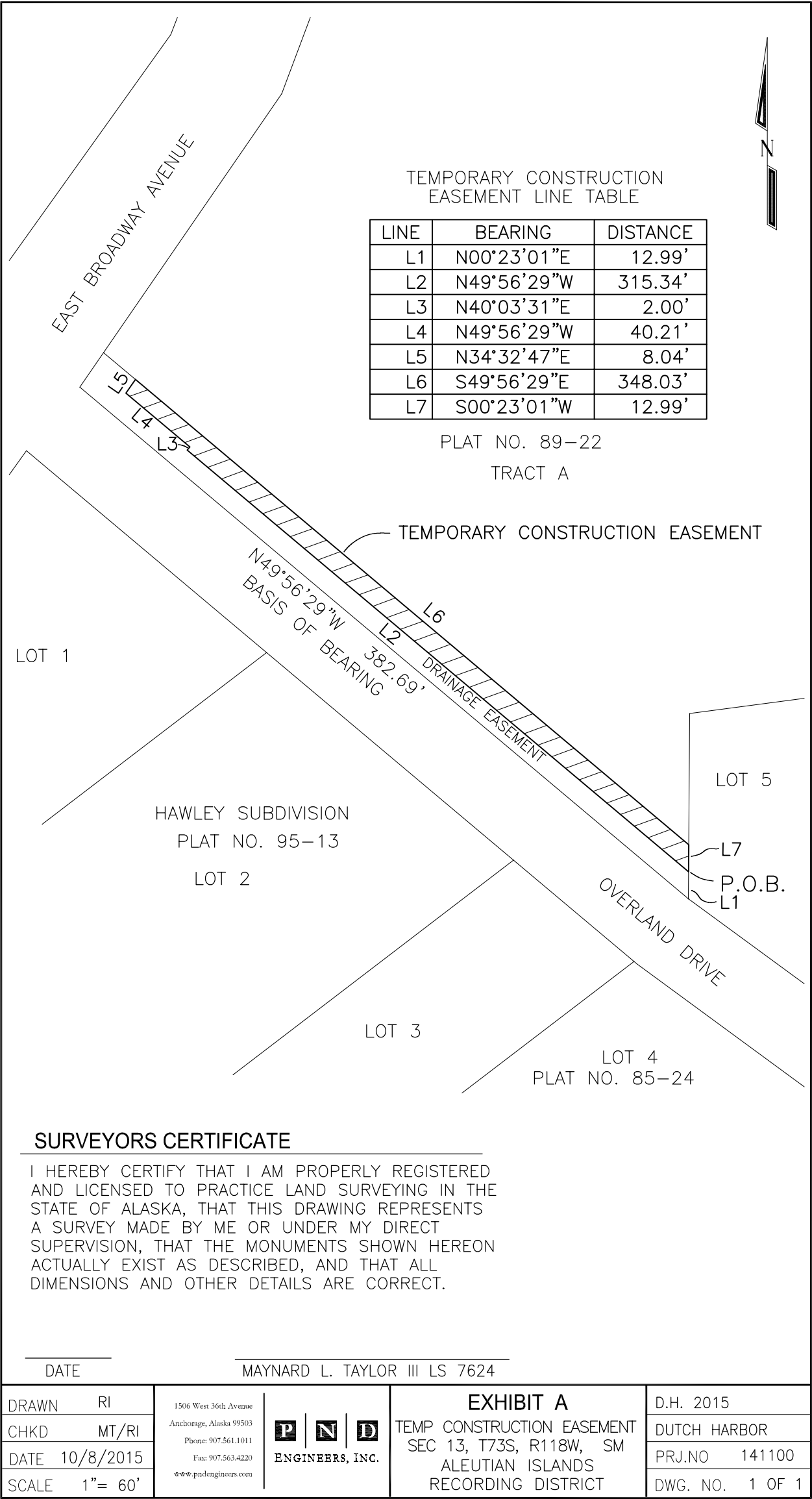
Subscribed and Sworn to
before Me, a Notary Public
in and for the State of

Alaska, this _____ day
of _____, 2015.

Alaska, this _____ day
of _____, 2015.

My Commission Expires:

My Commission Expires:



**CITY OF UNALASKA
UNALASKA, ALASKA**

RESOLUTION 2015-73

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UNALASKA, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH PND ENGINEERS, INC FOR PERMITTING SUPPORT, PROJECT MANAGEMENT AND DETAILED DESIGN DEVELOPMENT, LIGHTING AND ELECTRICAL MODIFICATION, AND CONSTRUCTION CONTRACT BID DEVELOPMENT FOR THE LIGHT CARGO DOCK EXPANSION PROJECT IN AMOUNT NOT TO EXCEED \$167,650

WHEREAS, the City of Unalaska has determined the Expansion of the Light Cargo Dock is essential for the Port Operation; and

WHEREAS, the expansion of the Light Cargo Dock will provide overflow for the Unalaska Marine Center during construction of the UMC Expansion and Replacement Project; and

WHEREAS, the City of Unalaska has included the Light Cargo Dock Expansion Project in the Council approved CMMP; and

WHEREAS, the City of Unalaska is desirous of expanding with the same system of the Open Cell Sheet Pile®; and

WHEREAS, PND Engineers Inc. designed the existing Light Cargo Dock, conducted the most recent geotechnical study, and maintain the data for permitting; and

WHEREAS, PND Engineers Inc. own the design for high-performing Open Cell Sheet Pile system at the Light Cargo Dock; and

WHEREAS, the City of Unalaska solicited and received a fair price from PND Engineers INC. to incorporate the expansion with the existing PND design; and

WHEREAS, the City of Unalaska believes that PND Engineers Inc. provided a quote that is cost-effective, and their quote provides efficiency for the expedited Light Cargo Dock Expansion Project;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Unalaska authorizes the City Manager to enter into an agreement with PND Engineers INC. for permitting support, project management and detailed design, lighting and electrical modification, and construction bid development for the Light Cargo Dock Expansion in an amount not to exceed \$167,650.

PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE UNALASKA CITY COUNCIL THIS 8th DAY OF DECEMBER 2015.

MAYOR

ATTEST:

CITY CLERK

MEMORANDUM TO COUNCIL

TO: MAYOR AND CITY COUNCIL MEMBERS
FROM: PEGGY MCLAUGHLIN, PORTS DIRECTOR
THRU: DAVID MARTINSON, CITY MANAGER
DATE: DECEMBER 8, 2015
RE: RESOLUTION 2015-73: AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH PND ENGINEERS, INC FOR PERMITTING SUPPORT, PROJECT MANAGEMENT AND DETAILED DESIGN DEVELOPMENT, LIGHTING AND ELECTRICAL MODIFICATION, AND CONSTRUCTION CONTRACT BID DEVELOPMENT FOR THE LIGHT CARGO DOCK EXPANSION PROJECT IN AMOUNT NOT TO EXCEED \$167,650.

SUMMARY:

Resolution 2015-73 authorizes the City Manager to enter into an agreement with PND Engineers, Inc. for permitting, project management and detail design development, electrical modification, and construction contract bid development. PND was selected for the scope of these services as this is the most cost-effective, efficient approach to expanding the dock facility, and will provide the City of Unalaska with the desired design of the high-performing Open Cell Sheet Pile[®]. PND owns the design of the existing cells and the expansion project will complete the facility with the Open Cell Sheet Pile[®] and provide continuity with the existing facility. The construction will be competitively bid.

The amount of this contract is not to exceed \$167,650

PREVIOUS COUNCIL ACTION:

Resolution 2015-27: Adopting the FY16-FY20 Capital and Major Maintenance Plan

Ordinance 2015-10: Adopting the fiscal year FY16 operating and capital budget for the City of Unalaska

Ordinance 2015-24: Budget Amendment NO. 3 Amending the Ports and Harbors budget for permitting, design and engineering for the Light Cargo Dock Expansion Project

BACKGROUND:

The Light Cargo Dock (LCD) was completed in 2000 with two separate cells leaving a span between the cells of over 90 feet. The original two cells were designed by PND and constructed so that more dock face could be constructed in the gap should the users require additional dock and cargo space in the future

DISCUSSION:

The intent of this Resolution is to authorize the City Manager to enter into an agreement with PND Engineers Inc. for the design, permitting, bid contract development and management for the expansion of the Light Cargo Dock (LCD). PND Engineers Inc. began design in 1998 for the existing LCD and the facility was open for business in 2000. The construction of the dock was under certain budget constraints at the time and to fulfill the needs of the users the two cells were designed and constructed with the ability to construct more dock face and connect to the cells with the existing design when demand was there and funds were available for construction. The existing design of the dock is PND's Open Cell Sheet Pile[®].

The existing cells were designed so that when the time came to fill in the middle section the Open Cell Sheet Pile[®] design would be used in the expansion with a seamless connection for continuous dock face and uplands support.

This project constructs an additional 94 feet of dock face in the center of the facility providing almost 240 feet of dock face and the ability to tie vessels securely using the two outboard mooring dolphins placed at approximately 65 feet on both the North and South end of the LCD. The new configuration will provide flexibility to the type and length vessels that we serve and will serve as overflow for the UMC Project when we are under construction, as well as provide cargo opportunities for the growing user base.

This project was approved in the CMMP with funding for the permitting. Additional funding to expedite the project is before you in a second reading of Ordinance 2015-24 on tonight's agenda. The need to expedite the Light Cargo Dock Expansion Project is not the impetus for contracting with PND. PND did provide us with the rough order of magnitude for this project when preparing the CMMP for the last budget cycle. This estimate was based on PND's knowledge of construction requirements from the original build coupled with today's costs of using the Open Cell Sheet Pile[®] for the expansion.

The desire to use PND for the Light Cargo Dock Expansion comes from a practical and cost effective approach to managing the project funds and longevity of the facility. The Open Cell Sheet Pile[®] design is owned by PND and continues to perform well at the LCD and the UMC dock positions 1 and 2, and positions 5-7. To provide continuity with maintenance, and the structure itself, the facility will benefit from using the Open Cell Sheet Pile[®] with the expansion project. It will allow the same high performing product to be constructed without altering the existing structure and provide one continuous industrial working space.

PND has the information required to file for the permitting of this project in part because they have been collecting information for the UMC Expansion and Replacement Project. They can easily provide the information required for permitting from the existing PND concept drawing and the Open Cell Sheet Pile[®] design. PND also has the required Geotechnical information from the original build and is not anticipating any additional required geotechnical data.

In an effort to provide clear communication with the Council this design contract did not go out for a competitive bid. The product desired for this expansion project is solely owned by PND and already exists at the LCD. We are pleased with the performance of the Open Cell Sheet Pile[®] design over time and believe that this is the best design for our conditions. Much of the information required for this design is already in PND's vault. The Council could request that we go through a competitive bid process; however, it is unlikely that another design team could provide us with the same services and same high performing sheet pile that aligns and works with the Open Cell Sheet Pile[®], and permitting knowledge at a lower cost.

In order to continue to move this project forward expeditiously and in the best interest of the Light Cargo Dock users and the City of Unalaska, I request that Council authorize the City Manager to enter into an agreement with PND Engineers Inc. for the design, permitting, and bid document development for the Light Cargo Dock Expansion Project.

ALTERNATIVES:

- 1) Council could fully support Resolution 2015-73
- 2) Council could choose to not award this Contract
- 3) Council could request staff to put these services out for bid

FINANCIAL IMPLICATIONS:

This contract will be paid for out of the Port Fund with the approval of Ordinance 2015-24

LEGAL: N/A

STAFF RECOMMENDATION:

Staff recommends approving this Resolution

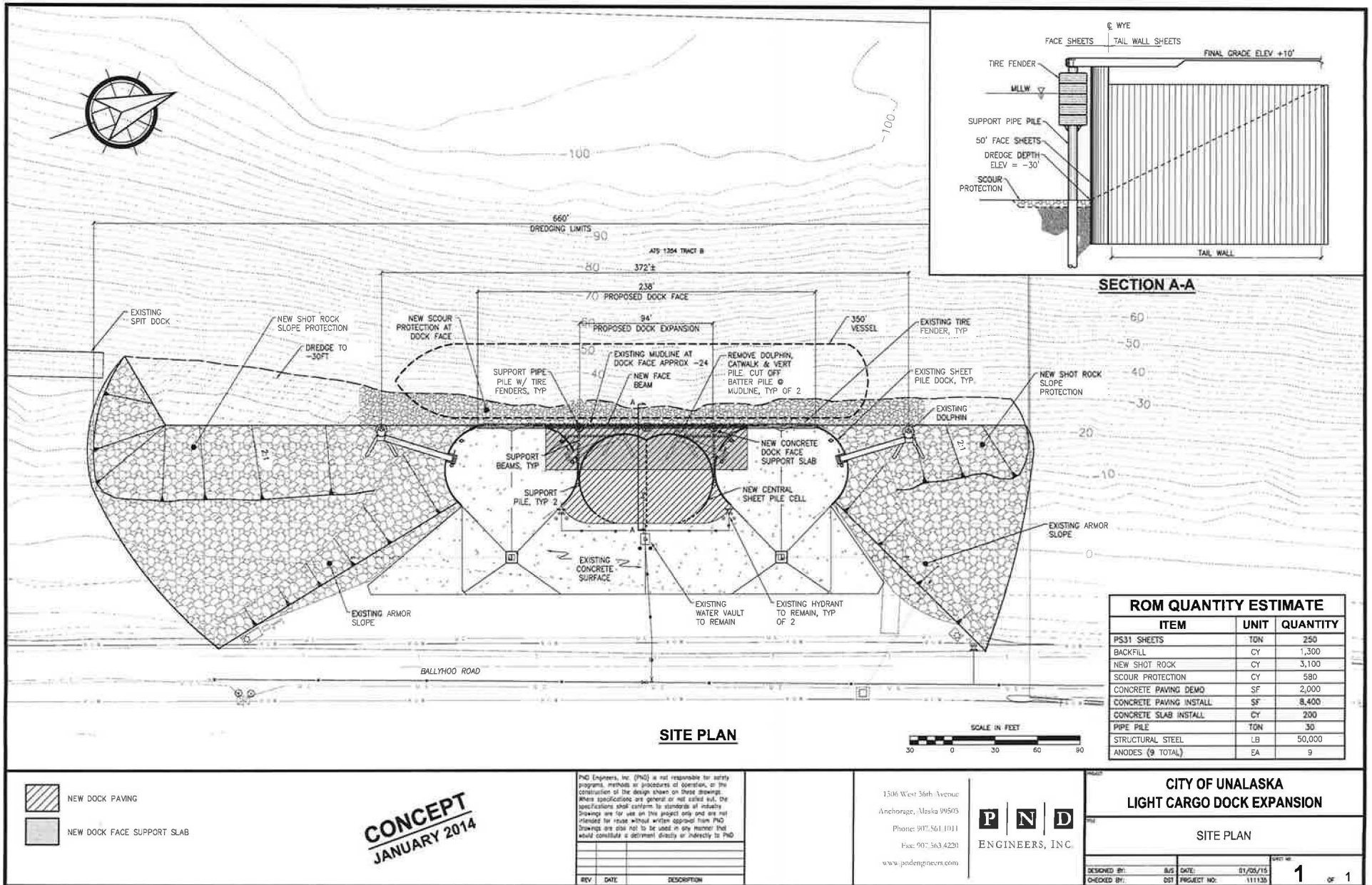
PROPOSED MOTION:

I move to approve Resolution 2015-73

CITY MANAGER'S COMMENTS: I recommend the Council approve this Ordinance. I typically do not favor sole source contracts because I believe competition is important. In this case, the sole source award to PND will enable us to keep the integrity of the Open Cell Sheet Pile[®] and avoid what I believe is risk in both cost escalation and construction delays.

Attachment:

1. Light Cargo Dock Concept
2. PND Engineers, Inc., Proposal for Engineering Services





ENGINEERS, INC.

November 2, 2015

PND 111135

Peggy McLaughlin
Director of Ports
City of Unalaska
P.O. Box 610
Unalaska, Alaska 99685

Re: Light Cargo Dock Expansion– Proposal for Engineering Services for Dock Expansion

Dear Peggy,

PND Engineers, Inc. (PND) is pleased to provide this proposal for detailed engineering services for the Light Cargo Dock (LCD) Expansion. Expansion to the existing dock includes a new central OPEN CELL SHEET PILE™ bulkhead, support slab, fender system, and dock face surfacing. It is assumed that dredging is not a part of this scope but is planned to be included in a future project. PND's proposed scope of work includes the following tasks:

Task 1 - Permitting Support

This project will require permits from the U.S. Army Corps of Engineers (USACE) and the Alaska Department of Environmental Conservation (ADEC). PND will work with the City to provide documentation in order to obtain the necessary permits for construction. As part of the USACE permit process, PND will assist with the Section 7 Endangered Species Act consultations with both the FWS and NMFS for threatened and endangered species that occur within the project area. This task also includes developing a biological assessment (BA) to submit on behalf of the City and USACE during these consultations.

This task does not include assistance with an incidental harassment authorization (IHA) application under the Marine Mammal Protection Act (MMPA). However, PND can facilitate the IHA application as a separate task if necessary.

Permitting Support = \$18,000
Time and Materials

Task 2 – Project Management and Detailed Design Development

PND will utilize previous design efforts and communications with the City as a basis for final design development and engineering of the LCD expansion. Detailed calculations will be prepared for dead load, live load, mooring and seismic stability. Technical specifications for materials will be provided for all project components. Design drawings and specifications will be submitted for the City's review at approximately 65%, 95%, and 100% phases of design. A final signed and stamped plan set will be provided for construction.

Design of the sheetpile bulkhead will accommodate future dredging to an elevation at the dock face of -35 feet. It is assumed that modifications to the existing drainage, stormwater treatment system, water vault, water piping or hydrants will not be required. However, an alternate water vault drain pipe outfall with Tideflex (or similar) backflow prevention will be included as part of this project.

Project Management and Design Development = \$110,000
Fixed Fee

Task 3 – Lighting and Electrical Modifications (optional)

Several light posts will be removed as part of the dock expansion described above. Due to the proposed reduction in light, Morris Engineering Group (MEG) has recommended to replace the missing luminaire at each high mast poles, re-aim existing luminaires and add glare control (attached is the site investigation report from MEG). As part of the design package, PND will subcontract with MEG to develop design, specifications and drawings for the recommended changes.

**Lighting and Electrical Modifications = \$14,200
Fixed Fee**

Task 4 - Construction Contract/Bid Development

PND will develop bid documents assist with bid development for the LCD modifications. Once final design is complete, PND will submit the RFP advertisement and begin the bid process. During the bid process PND will field bidder questions, develop addenda responses as necessary and hold a pre-bid teleconference meeting at the PND office. PND will collect, open and evaluate the bids and assist the City in selection of the lowest responsive bidder. City to pay bid advertisement costs directly.

**Construction Contract/Bid Development = \$10,000
Fixed Fee**

A separate proposal for fabrication and construction administration tasks can be provided once the design is complete. We look forward to assisting the City through successful development of this project and appreciate the opportunity to work with the City of Unalaska. Please call if you have any questions regarding this proposal.

Sincerely,

PND Engineers, Inc.


Dempsey S. Thieman, P.E.
Vice President

Attachments: LCD Expansion Concept Drawings
PND Billing Rate Sheet May 2015
Light Crane Dock Site Inspection – Morris Engineering Group, Inc.



PND ENGINEERS, INC.
STANDARD RATE SCHEDULE
EFFECTIVE MAY 2015

		<i>Hourly Rate</i>
<u>Professional:</u>	Senior Engineer VII	\$180.00
	Senior Engineer VI	\$165.00
	Senior Engineer V	\$155.00
	Senior Engineer IV	\$145.00
	Senior Engineer III	\$135.00
	Senior Engineer II	\$125.00
	Senior Engineer I	\$115.00
	Staff Engineer V	\$110.00
	Staff Engineer IV	\$105.00
	Staff Engineer III	\$100.00
	Staff Engineer II	\$90.00
	Staff Engineer I	\$85.00
	Environmental Scientist VI	\$165.00
	Environmental Scientist V	\$150.00
	Environmental Scientist IV	\$135.00
	Environmental Scientist III	\$120.00
	Environmental Scientist II	\$105.00
	Environmental Scientist I	\$90.00
	GIS Specialist	\$90.00
<u>Surveyors:</u>	Senior Land Surveyor III	\$120.00
	Senior Land Surveyor II	\$110.00
	Senior Land Surveyor I	\$100.00
<u>Technicians:</u>		
	Technician VI	\$125.00
	Technician V	\$110.00
	Technician IV	\$90.00
	Technician III	\$80.00
	Technician II	\$70.00
	Technician I	\$45.00
	CAD Designer VI	\$110.00
	CAD Designer V	\$100.00
	CAD Designer IV	\$85.00
	CAD Designer III	\$70.00

CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION 2015-74

A RESOLUTION OF THE UNALASKA CITY COUNCIL IDENTIFYING THE CITY OF UNALASKA'S
STATE LEGISLATIVE FUNDING PRIORITIES FOR FISCAL YEAR 2017

WHEREAS, the existing Unalaska Marine Center (UMC) dock is predominantly timber and does not fully utilize the available area between the U.S. Coast Guard dock and position 4; and

WHEREAS, constructing a sheet pile dock that follows the alignment of the U.S. Coast Guard dock and intersecting the end of Position 4 would create more useable dock and additional uplands allowing for fish offloads to occur simultaneously with container ship offloads and helping with fuel barge deliveries which have precedence over many activities at the UMC; and

WHEREAS, more vessels are converting to LNG and the City is desirous of conducting a demonstration project to learn more about the fuel and its characteristics; and

WHEREAS, the Robert Storrs Boat Harbor has served the community well for 32 years and in order to ensure the safety of those who use the dock and the vessels that moor at the Storrs Boat Harbor, the floats must be replaced and the dock redesigned; and

WHEREAS, Captains Bay Road is heavily used by commercial traffic currently, and future growth and business activity is expected to occur along Captains Bay Road requiring water sewer and electric utilities; and

WHEREAS, the current battery system at the old powerhouse is out of compliance with present safety is regulation and upgrading the system tie this system together with the battery system in the new power plant, which will create redundancy in the system, increasing our reliability and safety to the community; and

WHEREAS, constructing new water truck filling stations help comply with backflow regulations by protecting the city's water system against cross connections; support the Utility's Water Loss Control Program by allowing non-emergency hydrant water use to be metered; reduces water theft and simplifies water billing; and reduces fire hydrant damage; and

WHEREAS, the discharge piping and valves at lift stations 2 & 5 have been exposed to an extremely harsh environment for over 30 years and 28 years respectively and corrosion problems could lead to pump shut downs or prolonged pump runs due to pipe leaks or valve failures; and

WHEREAS, surfacing the Light Cargo Dock to that it is consistent with the existing concrete surface to provide a solid work surface for cargo and gear transfers will create an additional safety component for dockworkers and provides additional quality assurance for product that is transferred on and off of the dock.

NOW THEREFORE BE IT RESOLVED, that the City of Unalaska, by this resolution, hereby identifies its top state legislative priorities for FY17 and requests legislative appropriations and in the case of the Port related projects, for inclusion in GO Bond if available, as follows:

- Unalaska Marine Center Project \$49.5 million
- LNG Demonstration Project \$5 million
- Robert Storrs Boat Harbor Improvements \$9.5 million
- Captains Bay Road Improvements Project \$24 million

LET IT FURTHER BE RESOLVED, that the City of Unalaska, by this resolution, hereby identifies its top state legislative priorities for FY17 and requests direct legislative appropriations as follows:

- Old Powerhouse Battery System Replacement \$263,070
- Water Truck Filling Stations: \$259,325
- Lift Stations 2 & 5 Discharge Pipe Replacement \$ 122,250
- Light Cargo Dock Concrete Surfacing: \$410,000

PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF UNALASKA THIS 8th DAY OF DECEMBER 2015.

MAYOR

ATTEST:

CITY CLERK

DRAFT

MEMORANDUM TO COUNCIL

TO: MAYOR AND CITY COUNCIL MEMBERS
FROM: ERIN REINDERS, ACTING CITY MANAGER
DATE: DECEMBER 8, 2015
RE: **RESOLUTION 2015-74:** A RESOLUTION OF THE UNALASKA CITY COUNCIL IDENTIFYING THE CITY OF UNALASKA'S STATE LEGISLATIVE FUNDING PRIORITIES FOR FISCAL YEAR 2017

SUMMARY: Please find attached a resolution supporting our state legislative priorities for the coming year.

Priority projects recommended for legislative appropriations and, in the case of the Port's projects, for inclusion in a GO Bond if available, include:

- Unalaska Marine Center Project \$49.5 million
- LNG Demonstration Project \$5 million
- Robert Storrs Boat Harbor Improvements \$9.5 million
- Captains Bay Road Improvements Project \$24 million

Priority projects recommended for direct legislative appropriations include:

- Old Powerhouse Battery System Replacement \$263,070
- Water Truck Filling Stations \$259,325
- Lift Stations 2 & 5 Discharge Pipe Replacement \$ 122,250
- Light Cargo Dock Concrete Surfacing \$410,000

PREVIOUS COUNCIL ACTION: This is a recurring council action to put into resolution the city's requests for capital projects funding from the State of Alaska for the coming fiscal year. The Legislature requests that projects be approved by city council via resolution.

DISCUSSION: A summary for each of the above listed items is provided below.

Multi-million dollar project priorities identified for consideration of legislative appropriations and, in the case of the Ports projects, for GO Bonds if available, are the same as last year's. The information provided below has been updated by the Director of Public Utilities and the Ports Director.

Unalaska Marine Center (UMC) Positions 3 and 4 Expansion and Replacement Project: This proposed project provides 610 feet of new dock face with a minimum water depth of approximately 45 feet. The project will align roughly 390 feet of the new dock face with the current U.S. Coast Guard dock creating a total face length of about 730 feet for this section of the facility. The project will provide approximately 220 feet of dock aligned with existing UMC positions 5-7, creating the added length needed for modern container ships that use the port. Additional work items added to the scope to extend the crane rails located on positions 5-7 through the expansion project and to provide concrete pavement in the back reach area. However, the additional cost for the crane rails is not a 100 % defined as questions

that need to be answered such as whether to extend the 50 gauge rails through position 4 only or to extend through the entire expansion. After those and other questions are answered, then we can provide an estimate for the addition of crane rails. The current estimate of the cranes is included in the overall cost of the project as we understand those costs today.

The replacement dock facility will include necessary appurtenances to meet both current and future needs of the port. Heavy-duty fenders, a concrete face beam, dock surface concrete paving, bull-rails, and heavy-duty bollards are planned along the entire face of the new structure. High-mast lights, utilities (fuel and water service lines), drainage structures, and dock anodes are also included. The proposed dock improvements have the added benefit of creating 1.8 acres of new uplands that can be utilized for container storage or other critical port activities.

LNG Demonstration Project: The Unalaska Powerhouse has a total electrical production capacity of 19MW, with an annual diesel consumption of 3 million gallons; the annual fuel cost is \$10,000,000. With an average residential electrical rate of \$0.47/kh in Unalaska, City Staff is continuously researching new fuel options to increase efficiencies and lower the consumer's electrical rate. In the earlier part of 2014, Unalaska City Staff started researching Liquid Natural Gas (LNG) as a possible fuel for electrical power generation. Currently LNG is in the early stages of adoption as a fuel in North America for off-grid high horsepower applications. However in our view, a sound approach for transitioning to LNG in Unalaska is to conduct a two year pilot study. The objectives of the pilot study will be to determine the environmental impact of using LNG compared to diesel, the economic gain in using LNG compared to diesel, and the safe distribution of LNG shipped in 40 foot ISO tanks from Tacoma, Washington, to Unalaska. A positive outcome of this pilot study will not only benefit the City of Unalaska but also all the outlying villages and cities that are using more expensive fuels to generate electricity. The future benefits of using LNG for home heating, cooking, and industrial application is huge for these outlying communities. It will also create a new tax base for the State of Alaska. Unalaska's contribution to Alaska's tax base already exceeds \$27 million per year, which is twice the State of Alaska per capita average. Investment in Unalaska's infrastructure also strengthens this tax producing infrastructure.

Robert Storrs Boat Harbor Improvement Project: The Robert Storrs Boat Harbor floats were originally constructed in 1981 at the location of the Light Cargo and Pot Dock on the Spit, but due to persistent storm damage, they were moved to their current location in Iliuliuk Harbor in 1985. The floats are concrete, which was a typical design in those years. As the concrete spalls off from exposure to the elements, allowing the rebar to be exposed and corrosion to develop, the structural integrity of the concrete will continue to deteriorate. Another problem with older floats is the loss of flotation which results in the float dropping lower in the water, thus submersing structural elements that are not designed to sit in the water. The electrical raceway was hung off of the side of the float connecting A and B floats which causes the floats to ride at a slant. At some point, an attempt was made to correct this condition by hanging weights off of the opposing side which just caused the whole float system to ride lower in the water. Some of the steel items, such as the piles and fabricated weldments, have lost their galvanizing and are rapidly losing base metal. Additional issues that are the result of age and continuous use cause the Robert Storrs Boat Harbor improvement project to move up in priority. Float replacement options range from \$6.6 million to \$12 million, which is more than double the original estimate. The program is administered by a division of ADOT that focuses on dock projects in the state. The state pays 50% and the City pays 50% of the capital costs. C float construction is nearing completion. This request, if funded, would replace A and B floats.

The scoping work for A and B Floats has been put on hold during the construction of C float. There are many questions those still need to be confirmed such as will we simply replace what we have or continue with reconfiguring and expanding the floats? The issue of bathrooms is still looming, but we have no uplands so

do we create the uplands as outlined in the reconfiguration? Parking is also an issue. We cannot apply for this grant until the other project is completed. But we are keeping it on the radar for the legislature.

Captains Bay Road Improvements Project: This project will design and construct drainage improvements, paving and electrical, water, and sewer utilities along Captain's Bay Road in Unalaska, Alaska. Captain's Bay Road is three miles in length and connects the southern portion of Unalaska Island to the City of Unalaska. Captain's Bay Road serves as a primary transportation route for Westward Seafoods, Crowley Marine Transportation, North Pacific Fuel, Northland Services, Offshore Systems, Inc., and several smaller businesses as well as residential homes. The section of road making up this project is a high traffic area of heavy vehicles which are used by the fishing and support industries which are vital to the community's economic welfare. During the public meetings regarding the Road Improvement Master Plan recommendations in September 2011, residents and industry representatives discussed the hazards that the high road crown, which is needed for adequate drainage, creates for the large trucks and school buses traveling the road. There was strong support from the public for improvements to Captain's Bay Road.

The Captain's Bay area is the logical location for future commercial and residential expansion for the community of Unalaska. Oil companies have expressed interest in Unalaska's deep water port as a resupply port for their northern seas oil exploration and drilling operations. The Captain's Bay area has the docking facility and space for equipment storage to accommodate this industrial growth. However, Captain's Bay Road and the existing utilities are inadequate to support any expansion to support any further industry or residential growth. Planning for the road improvements and expansion of the utilities needs to begin now so Unalaska can meet the challenges of its community's expansion.

Captain's Bay Road has a 15,000 volt electrical service line from its northern intersection with Airport Beach Road to Crowley Marine Transportation, a distance of approximately two miles. This electrical service line is 30 years old and is at its maximum capacity. This project will replace the 15,000 volt primary electrical line with three miles of 35,000 volt primary electrical line, from the Airport Beach Road intersection to Northland Services. Captain's Bay Road also has water and sewer line services from the intersection with Airport Beach Road to Westward Seafoods, a distance of one mile. This project will extend the water and sewer lines two miles to Northland Services. Currently, the lack of proper drainage along Captain's Bay Road dictates that the road have an exaggerated crown, which makes for dangerous travel for semi-truck and trailers during the winter months. This project will rebuild the road base and provide upgraded drainage along Captain's Bay Road to alleviate this issue. This project will also supply paving for Captain's Bay Road from Airport Beach Road to Offshore Systems Inc. a distance of approximately three miles. The road cannot be paved without first completing the drainage and utility improvements.

Projects requiring less funding being identified as priorities for possible direct appropriations are described below. It is important to note that each of these projects are already included on the CMMP. Information regarding these projects comes from the current CMMP and the respective departmental director.

Old Powerhouse Battery System Replacement: This project is currently on the Capital Improvement and Major Maintenance Plan. Replace the aging 130 volt DC battery system and charger at the old power plant. Bring system up to current safety codes. These 60 batteries feed electricity to the existing switch gear, and emergency equipment in the event of a power outage. They also feed the main electrical breakers during normal run times. The batteries and charger life expectancy is 25 years but have been in service for 30 years, failure of this system is imminent. This antiquated system is out of compliance with present safety regulation. With this project, we will upgrade the system to meet regulations and tie this system together with the battery system in the new power plant, which will create redundancy in the system, increasing our reliability and safety to the community. Batteries are currently checked daily and the cost of distilled water is minimal. Expected life is 25 years. The facility will be used far into the future at least 25 years. We currently have 5

pieces of equipment in the building that produce electricity as well as our fuel supply and engine cooling and storage.

Water Truck Filling Stations: This project is currently on the Capital Improvement and Major Maintenance Plan. This project will install two water truck filling stations, one on Unalaska Island (Unalaska Valley –Well House #1) and one on Amaknak Island (Airport Beach Road Weigh Station) This project will: help comply with backflow regulations by protecting the city’s water system against cross connections; support the Utility’s Water Loss Control Program by allowing non-emergency hydrant water use to be metered; reduces water theft and simplifies water billing; and reduces fire hydrant damage.

Lift Station 2 & 5 Discharge Pipe Replacement: This project is currently on the Capital Improvement and Major Maintenance Plan. Replacement of corroded discharge pipes, check valves, and plug valves at two lift stations and install a zinc anode to prevent further corrosion. Lift station 2 is located at 275 East Point Rd and was built in 1983. Lift station 5 is located at 69 Steward Rd and was built in 1986. Each lift station contains two pumps. Each pump has an individual 4” discharge line including a check valve and plug valve all located inside the lift station. The discharge piping and valves at lift stations 2 & 5 have been exposed to an extremely harsh environment for over 30 years and 28 years respectively. It has been determined through routine maintenance that corrosion problems have become evident that could lead to pump shut downs or prolonged pump runs due to pipe leaks or valve failures. The discharge pipes are pressurized lines that can blow out in badly corroded areas causing pumps to run too long and possibly overheat and fail. The existing ductile iron piping in both stations has lasted 30 years with no corrosion control. New ductile iron piping and a sacrificial zinc anode should increase the life of the discharge piping to at least 40 years.

Light Cargo Dock Concrete Surfacing: The Light Cargo Dock expansion is necessary to accommodate the increased gear transfers and requests for fishing vessel offloads. Once completed this project allows the Port to service existing customers during the construction of the Unalaska Marine Center Expansion and replacement of Positions 3 and 4. The project consists of completing the center cell of the existing facility adding over 90’ of dock face in the middle of the existing facility. This gives the facility 238’ of working dock face and 372’ of moorage from the South mooring dolphin to the North mooring dolphin.

This project will include surfacing consistent with the existing concrete surface to provide a solid work surface for cargo and gear transfers. This surfacing creates an additional safety component for dockworkers and provides additional quality assurance for product that is transferred on and off of the dock. The surfacing element of the construction of the Light Cargo Dock, which is scheduled in the CMMP for FY17, is estimated at \$410,000. Once the project is complete the LCD will be available to work vessels up to 350’ on the larger side of the at-sea processing vessels, 3 smaller vessels handling gear transfers, or wide variety of combinations of vessel types and operations.

FINANCIAL IMPLICATIONS: Failure to obtain funding will impact the timelines of some of our planned projects.

Specific points outlined in the memo to Council in 2014 regarding state legislative priorities for the more extensive projects remain. The UMC project should have been accomplished years ago and the City has attempted to get Position 3 replaced for many years. The LNG demonstration project would be grant funded but may require a City match. The Storrs harbor project is a matter of replacing what was given to us by the state over 20 years ago. The harbor was far from new at that time, and we are near the end of the useful life of this facility. If the City were to fund Captains Bay Road Improvements Project with a bond initiative, with what we know now, there wouldn’t be enough revenue generated through utility sales or property taxes to make the bond payments.

PROPOSED MOTION: I move to approve Resolution 2014-74.

LISA MURKOWSKI
ALASKA



United States Senate

WASHINGTON, D.C. 20510

November 16, 2015

The Honorable Shirley Marquardt
Mayor
City of Unalaska
PO Box 610
Unalaska, AK 99685

Dear Mayor Marquardt: *Shirley*

I am forwarding a copy of a letter from University of Washington inviting you to attend and speak at the 3rd Annual Arctic Encounter Symposium to be held in Seattle January 15-16, 2016. As you know, the issues in the Arctic are evolving rapidly, presenting both challenge and opportunity. Your insight would be invaluable.

I truly hope you will be able to attend this important symposium on the Arctic.

Sincerely,

Hope to see you in Seattle!

Lisa
Lisa Murkowski
United States Senator

Enclosure



SCHOOL OF LAW

UNIVERSITY of WASHINGTON

Office of Advancement

Shirley Marquardt
City of Unalaska
43 Raven Way
P.O. Box 610
Unalaska, AK 99685

Dear Mayor Marquardt,

On behalf of the University of Washington School of Law, I am pleased to formally invite you to speak at the upcoming 3rd Annual Arctic Encounter Symposium in January 2016. The goal of the Arctic Encounter is to confront the shared interests and concerns of the United States and the global community as we look north to the last emerging frontier – the Arctic. Should you be able to speak at any point during this symposium, we will work to accommodate your schedule.

The theme of this year's symposia, *Our Best Chance: Acting Right In The Arctic*, will focus on the crossroads at which the region's environment, resources and peoples currently face. The program agenda and speaking panels will challenge participants to examine past mistakes, question the status quo, and ensure right action for the region, together.

This year, the Arctic Encounter will convene its first international symposia on December 11-12, 2015 in Paris, France. Hosted at the French Senate at Luxembourg Palace and the French Military College, École Militaire, this two-day debate-oriented symposium will take place during the final days of the United Nations Convention on Climate Change.

Building upon the preceding international symposia in Paris, the Arctic Encounter will convene its third annual national symposia at the University of Washington in Seattle, WA on January 15-16, 2016. Arctic Encounter Seattle (AES) will confront the shared interests and concerns of the United States and the global community. Policymakers, industry leaders, regional stakeholders and leading experts from the science, technology, maritime and energy sectors, will come together at AES to address challenges to right action in the Arctic region and debate solutions. As the largest annual Arctic policy event in the U.S., AES participants will engage in expert plenary sessions, two keynote luncheons, breakout sessions, a reception and seated dinner at the Museum of History and Industry on Lake Union and a closing reception.

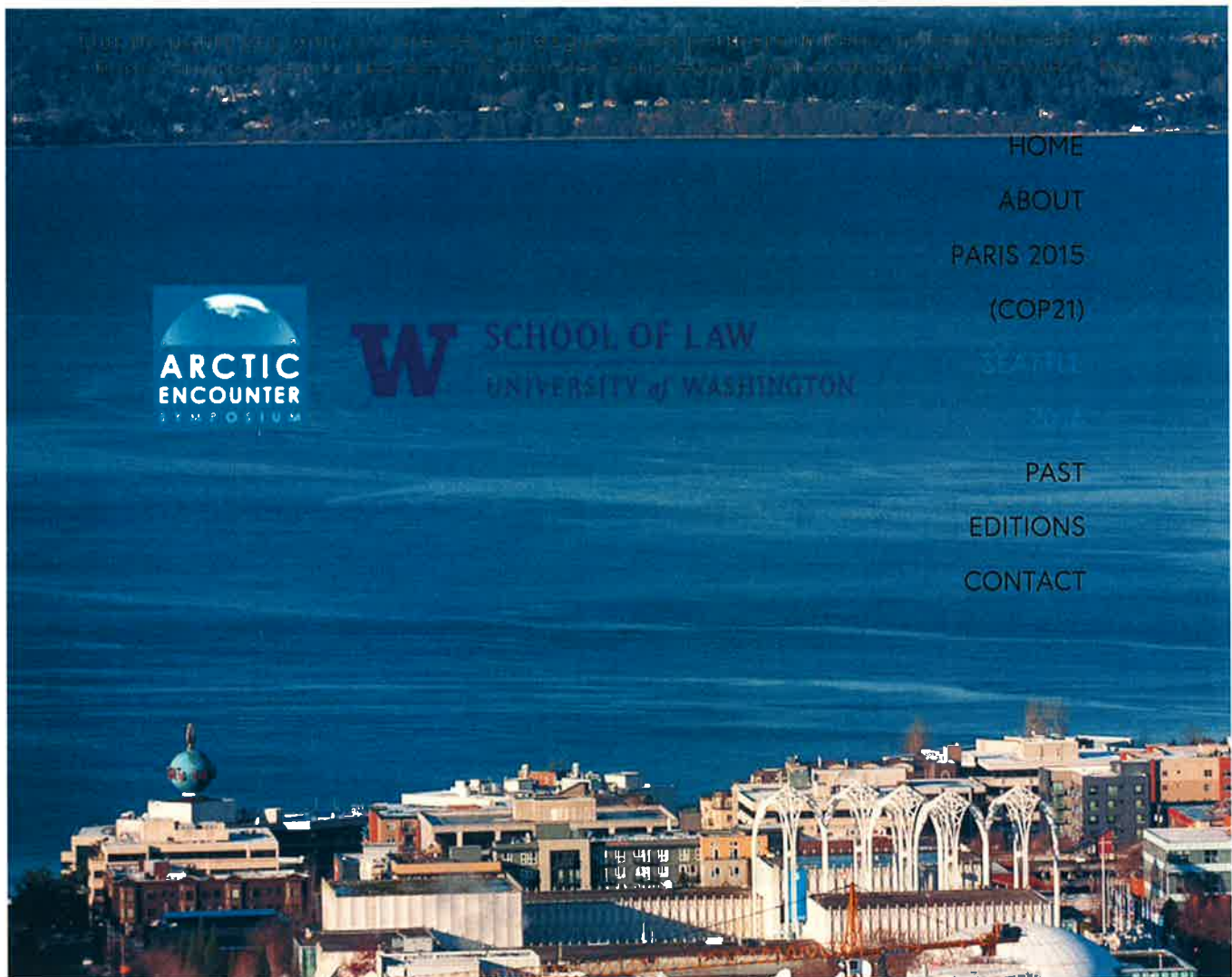
We would be pleased and honored if you would commit to speaking at the 3rd Annual Arctic Encounter Symposia in Seattle, WA on January 15-16, 2016.

Please contact me directly if you have any questions at Rachel@KallanderAssociates.com or (206) 334-4618. Additional information about the Arctic Encounter and the upcoming Symposia can be found online at www.ArcticEncounter.com.

We will follow up on this invitation in the coming weeks. Thank you for your consideration.

Sincerely,

Rachel Kallander
Kallander & Associates LLC, Managing Partner
Arctic Encounter Symposium, Executive Director



THIRD ANNUAL ARCTIC ENCOUNTER SEATTLE

**PROUDLY HOSTED BY THE UNIVERSITY OF WASHINGTON'S SCHOOL OF
LAW**



>> JANUARY 15-16, 2016 >> SEATTLE, WASHINGTON, USA >>

The third annual Arctic Encounter Symposium (AES) in Seattle, Washington will convene policymakers, industry leaders, and leading experts to confront the leading issues in Arctic policy, innovation, and development.

As the largest annual Arctic policy event in the United States, the AES mission is to raise awareness, engage challenges, and develop solutions for the future of a region and a people.

The two-day program includes two keynote luncheons, expert plenary sessions, breakout sessions, a networking cocktail reception and seated dinner. A closing reception will take place at the conclusion of the program.

>> AGENDA >>

JANUARY 14, 2016: TOUR THE UNITED STATES COAST GUARD HEALY ICEBREAKER

- Exclusive tour of the USCG HEALY Icebreaker on the afternoon of January 14, 2016.
- Advance registration is required for security reasons and to facilitate access to the ship yard. Information on how to register for this special tour will be included in the confirmation e-mail received upon registering for Arctic Encounter Seattle.
- To learn more about the USCG HEALY Icebreaker and her recent missions to the Arctic and to the north pole, [please click here](#).

JANUARY 15, 2016: DAY ONE

- Registration & Continental Breakfast - University of Washington
- Expert Plenary Sessions & Reports - University of Washington
- Keynote Luncheon - University of Washington
- Cocktail Reception & Seated Three Course Dinner with Keynote Address - [Museum of History and Industry](#) on South Lake Union

JANUARY 16, 2016: DAY TWO

- Registration & Continental Breakfast - University of Washington
- Expert Plenary Sessions & Reports - University of Washington
- Keynote Luncheon - University of Washington
- Break Out Sessions & Presentations - University of Washington
- Closing Reception - University of Washington

NOTE: THE DETAILED AES AGENDA WILL BE ANNOUNCED AND POSTED IN THE WEEKS PRIOR TO THE SEATTLE SYMPOSIUM.

**SPONSORSHIP
OPPORTUNITIES**

**SPEAKING
OPPORTUNITIES**

**PRESS/MEDIA
INQUIRIES**

**SEATTLE 2016
REGISTRATION**

**- WE ARE PROUD TO ANNOUNCE THE FOLLOWING
SPEAKERS AT THIS TIME -**

- **The Honorable Lisa Murkowski**, United States Senate – Alaska
- **Admiral Robert J. Papp**, Special Representative for the Arctic, United States State Department; former Commandant of the United States Coast Guard
- **Vice Admiral Charles W. Ray**, Pacific Area Commander, U.S. Coast Guard Defense Force West
- **The Honorable Byron Mallott**, Lieutenant Governor, State of Alaska
- **Fran Ulmer**, Chair, United States Arctic Research Commission

- **Rear Admiral Daniel B. Abel**, Commander, 17th Coast Guard District
- **Beth Kerttula**, Director, National Ocean Policy, The White House
- **Joel Clement**, Director, Office of Policy Analysis, Office of the Secretary, United States Department of Interior
- **Heather Conley**, Senior Vice President for Europe, Eurasia, and the Arctic; and Director, Europe Program, Center for Strategic & International Studies (CSIS), United States
- **Brendan Kelly**, Executive Director, SEARCH; former Assistant Director for Polar Science, Office of Science and Technology Policy, The White House; former Chief Scientist, Monterey Bay Aquarium
- **Dr. James Kendall**, Regional Director, Alaska OCS Region, Bureau of Ocean Energy Management
- **The Honorable Lesil McGuire**, Senate, Alaska State Legislature, United States; Co-Chair of the Alaska Arctic Research Commission
- **The Honorable Bob Herron**, House of Representatives, Alaska State Legislature, United States; Co-Chair of the Alaska Arctic Research Commission
- **Mikå Mered**, President, French Polar Cluster; CEO, POLARISK, France
- **Rachel Kallander**, Managing Partner, Kallander & Associates; Founder & Executive Director, Arctic Encounter Symposium
- **Kellye Testy**, Dean, University of Washington School of Law
- **Dr. Don Perovich**, Research Geophysicist, Cold Regions Research and Engineering Laboratory, U.S. Army Corps of Engineers
- **Dr. Edward Schuur**, Professor of Ecosystem Ecology, Center for Ecosystem Sciences and Society, Department of Biological Sciences, Northern Arizona University
- **Dr. Robert Bindshadler**, Emeritus Scientist, National Aeronautics and Space Administration (NASA)
- **Dr. Henry Huntington**, Science Director, Arctic Ocean - International, PEW Charitable Trusts

**CONFIRMED SPEAKERS WILL BE ANNOUNCED ON A ROLLING BASIS.
PLEASE RETURN TO THIS SITE FOR UPDATES.**