

Regular Meeting
Tuesday, August 27, 2019
6:00 p.m.



Unalaska City Hall
Council Chambers
43 Raven Way

Council Members
James Fitch
Roger Rowland
David Gregory

Council Members
Dennis Robinson
Alejandro Tungul
Shari Coleman

UNALASKA CITY COUNCIL

P. O. Box 610 • Unalaska, Alaska 99685
(907) 581-1251 • www.ci.unalaska.ak.us

Frank Kelty, Mayor

Public Comment: Please use the microphone at the podium or the handheld mic, which will be brought to your seat. Speak directly into the mic. The mic allows you to be heard, and is used to record the meeting.

AGENDA

1. **Call to order**
2. **Roll call**
3. **Pledge of allegiance**
4. **Recognition of visitors**
5. **Adoption of agenda**
6. **Awards / Presentations**
7. **Approve minutes of previous meeting:** July 23, 2019
8. **Reports:** City Manager
9. **Community Input & Announcements** *Members of the public may make announcements of interest to the community.*
10. **Public testimony on agenda items** *Time for members of the public to testify or provide information to Council regarding items on the agenda, if they do not intend to stay for the entire meeting. Members of the public may also speak when the issue comes up on the regular agenda by signing up with the City Clerk.*
11. **Work session** *Work sessions are for planning purposes, or studying and discussing issues before the Council.*
 - a. Second Round Discussion, proposed changes to Title 3, Personnel
 - b. Discussion, City's State and Federal Priorities

12. Consent agenda *Approval of non-controversial and routine items, accomplished without debate and with a single motion and vote. Any council member may request an item be moved to the regular agenda for discussion purposes.*

- a. Resolution 2019-45: Authorizing the sale of surplus personal property
- b. Resolution 2019-46: Acknowledging the closure and completion of a capital project
- c. Resolution 2019-47: Authorizing a lump sum payment of \$100,000 to ROSSIA from the previously approved Community Support Grant Program
- d. Resolution 2019-48: Approving the Mayor's appointment of Erin Reinders as the City's representative on the Board of Directors of the Museum of the Aleutians Association
- e. Resolution 2019-49: Approving the Mayor's appointment of Louisa "Lucy" Ortiz to the Library Advisory Committee

13. Regular agenda *Persons wishing to speak on regular agenda items must sign up with the City Clerk.*

- a. Ordinance 2019-09: Creating Budget Amendment #1 to the Fiscal Year 2020 Budget, recognizing local support revenue of \$7,200 in the General Fund and increasing the PCR Operating Budget by \$7,200; recognizing local support revenue of \$8,500 in the Library Capital Project and increasing the Library Capital Project Budget by \$8,500; and increasing the Water Fund Operating Budget for transfers to capital projects and the project budget for the Pyramid Water Treatment Plant Inline Microturbines by \$2,052,284
- b. Ordinance 2019-10: 1st Reading, Amending Chapters 3.04, 3.08, 3.12, 3.16, 3.20, 3.24, 3.28, 3.32, 3.36, 3.40, 3.44, 3.48, 3.52, 3.56 and 3.60, and adopting a new Chapter 3.22 of the Unalaska Municipal Code, Title 3, Personnel
- c. Ordinance 2019-11: 1st Reading, Creating Budget Amendment #2 to the Fiscal Year 2020 Operating Budget to fund the increased travel allowance provided with changes to Title 3; fund a Cost of Living Adjustment for Title 3 employees; account for a calculation error made in the original budget for Recreation Assistants; and fund the approved changes for the three Local 302 Collective Bargaining Unit Agreements

14. Executive Session: Discuss Financial and Legal Matters

15. Council Directives to City Manager

16. Community Input & Announcements *Members of the public may make announcements of interest to the community.*

17. Adjournment

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UNALASKA CITY COUNCIL

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Tuesday, July 23, 2019
6:00 p.m.

Unalaska City Hall
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43 Raven Way

Council Members
James Fitch
Roger Rowland
David Gregory

Frank Kelty, Mayor

MINUTES

Council Members
Dennis Robinson
Alejandro Tungul
Shari Coleman

1. Call to order
Council Member Gregory called the regular meeting of the Unalaska City Council to Order at 6:00 p.m., on July 23, 2019.
2. Appoint Mayor Pro Tem
Tungul made a motion to appoint Council Member Gregory as Mayor Pro Tem, Coleman seconded. No objection. Motion passed by consensus.
3. Roll call

Present:

Frank Kelty, Mayor (Telephonic)
Dennis Robinson, Vice Mayor (Telephonic)
James Fitch
Alejandro Tungul
David Gregory
Shari Coleman

Absent:

Roger Rowland (Excused)

4. Pledge of allegiance
Mayor Pro Tem Gregory led the Pledge of Allegiance
5. Recognition of visitors – none
6. Adoption of agenda
Fitch made a motion to adopt the agenda; Coleman seconded. No objection. Motion passed by consensus.
7. Awards / Presentations

Mayor Pro Tem Gregory presented the employee anniversary plaques.

- a. Employee Anniversaries
 - i. Martin Diaz - 10 years
 - ii. JR Pearson - 15 years

8. Approve minutes of previous meetings
The minutes of the July 9, 2019 and July 11, 2019 City Council meetings approved by consensus
9. City Manager Report
City Manager reported and answered Council questions

10. Community Input / Announcements

PCR

- Refinishing gym floor
- Library Mini Golf

Department of Public Utilities

- Scheduled power outage for maintenance

11. Public testimony on agenda items – none

12. Work session

Tungul made a motion to move into Work Session; Fitch seconded. No objection. Motion passed by consensus.

- a. Discussion regarding proposed changes to Title 3 – Personnel
Erin Reinders, City Manager, led the discussion regarding proposed changes to Title 3 and answered Council questions.

13. Regular agenda

Coleman made a motion to reconvene to Regular Session; Tungul seconded. No objection. Motion passed by consensus.

- a. Resolution 2019-38: Authorizing the City Manager to enter into an agreement with Henning Construction Company to perform the Henry Swanson House Rehabilitation Project for \$85,000

Fitch made a motion to adopt Resolution 2019-38; Coleman seconded.

Roll Call Vote: Coleman – yes; Tungul – yes; Gregory – yes; Robinson – yes; Fitch – yes.
Motion passed 5-0.

- b. Resolution 2019-44: Authorizing the write-off of various accounts receivable

Tungul made a motion to adopt Resolution 2019-44; Fitch seconded.

Roll Call Vote: Tungul – yes; Gregory – yes; Robinson – yes; Fitch – yes; Coleman – yes.
Motion passed 5-0.

- c. Approve Mayor and Council Travel to Washington DC

Robinson made a motion to approve travel to Washington DC for Mayor Kelty, Vice Mayor Robinson, and two Council members; Fitch seconded.

Roll Call Vote – Coleman – yes; Robinson – yes; Tungul – yes; Gregory – yes; Fitch – yes.
Motion passed 5-0.

14. Executive Session:

At 6:52 pm Coleman made a motion move into Executive Session at the request of the City Manager to discuss legal matters and receive legal advice from the city attorney regarding pending litigation; Tungul seconded. No objection.

At 7:20 pm Council reconvened to Regular Session

15. Council Directives to City Manager – None

16. Community Input / Announcements – None

17. Adjournment

Fitch made a motion to adjourn; Tungul seconded. No objection. Motion passed by consensus.
The meeting adjourned at 7:20 pm.

Marjie Veeder
City Clerk

rfw

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Erin Reinders, City Manager
Date: August 27, 2019
Re: City Manager Report

SENATOR VISIT: The visit with Senator Sullivan, Senator Wicker, Admiral Ray and their staff on August 22, 2019 was a successful one. The Mayor, Ports Director, Public Works Director and I picked up our guests from the plane for a whirlwind tour of the community that included visits to the UMC, Kloosterboer, Unisea, OC's office, Clinic, Captain Bay Road, Memorial Park, and a community reception at the Grand. Several of these stops were specifically requested by Senator Sullivan. We were able to share our perspectives on many of Council's established priorities such as environmental remediation assistance, Captains Bay Road and Utilities Project, Internet, and Entrance Channel Bar.

FIREFIGHTER CAMP: The Fire Department offered the first ever Firefighter Camp on July 26 and 27, 2019. Eleven young people participated. The camp was a great opportunity for young people to learn about teamwork and responsibility in a fun, challenging and entertaining environment. Lessons and activities centered on the day and life of a firefighter and fire and life safety issues for their homes, schools and community. Some of the topics covered: ropes and knots, search and rescue, vehicle extrication, forcible entry, ground ladders, and donning and doffing fire gear.

FIREWORKS: As a reminder, \$41,800 is budgeted in FY20 for fireworks and the total cost for the Independence Day show will be roughly \$36,000. Council now needs to decide if this will be the only show of the year or move forward with a budget amendment for a potential New Year's Eve show. Line item transfers may be able to cover the expense, but would likely require liquidating the contingency sponsorships.

ADMINISTRATIVE COORDINATOR: Michelle Price started as the new Administrative Coordinator on August 1. We are excited to have her on board! As a reminder, the primary entrance for both City Manager and Administration Department is now through what used to be the entrance to the City Manager's Office. The former City Manager's office is now a meeting room. My office, which has not moved, and JR Pearson's office are right next to each other. Michelle Price's desk is located directly outside JR's and my offices.

EXECUTIVE LEVEL SEARCHES: Current executive level vacancies include the Finance Director and Police Chief. We will be reopening the search for both of these positions and developing an updated recruitment plan. The proposed changes in Title 3 should provide a more attractive compensation package for potential applicants.

GENERALS HILL WATER BOOSTER STATION PROJECT: Staff is in the property acquisition phase for land on which to construct the project. The City received an appraisal of the Warren property (264 Eagle Drive) on May 22, 2019 and of the Darsney property (312 Eagle Drive) on July 10, 2019. The preferred site for the booster station straddles both properties along the common property line. Copies of the appraisals have been provided to the property owners.

DIRECTIVES TO CITY MANAGER: The following identifies the status of outstanding Directives to the City Manager:

- Options for Increased Tobacco Tax (11/27/18). *Ongoing.* Council discussed this in detail at the July 9, 2019 Council Meeting. This discussion will continue at a future Council meeting. This discussion will include additional information on Tobacco Excise Tax, a combination Tobacco Excise Tax with increased sales tax on alcohol and marijuana, fund dedication options, and potential rates. I am working on some of these details with the City Attorney. I anticipate bringing an update to Council the second meeting in September.
- Sentencing with Local Monitoring (11/27/18). *Complete.* Council's conversation and directive was focused primarily on the use of electronic monitoring systems. I have discussed this with Interim Chief Lucking and he provided the attached memo. The memo highlights Staff's conclusion that the technical issues associated with electronic monitoring systems have not proved to be a viable option for Unalaska at this time. Alternatives currently used are also outlined.
- Fiscal Sustainability Plan/Policy (5/14/19). *Initiated.* Interim Finance Director Jim Sharpe and I are in the early stages of discussing and researching this issue. We plan to provide Council with information in the coming months.


CITY OF UNALASKA
Department of Public Safety
29 Safety Way POB 370
Unalaska, Alaska 99685
TEL (907) 581-1233 FAX (907) 581-5024



MEMO

Date August 7, 2019

To: Erin Reinders, City Manager

From: John Lucking, Police Chief 

Re: Local Jail Time Alternatives

I am writing in response to Council's request to have Administration explore the options associated with having first time local minor offense violators serve their time in Unalaska by use of ankle bracelets, and/or by other alternative methods.

As you may be aware, over recent years legislators have significantly changed pre-sentence and penalty schemes for crime, and in this day and age far more favor fines, probations, community service, rehabilitation, and/or house arrests over straight incarcerated jail time. This fact has been well reflected in statistics for man days served over the past two years in our facility. With that being the case, local options are already being greatly utilized as a first options to reduce jail time and keep our low risk violators active and productive in our community.

Specific to expanded options that include electronic monitoring systems, such as ankle bracelets, recent local tests have proven that this is not a viable option in Unalaska. This is in large part due to technical issues associated with internet connectivity and product limitations. Should that situation change in the future, then we will once again explore the option as yet another alternative to more restricting incarcerations.

Finally, in regard to actual locked up jail time, something usually reserved for more serious crimes, the City currently has an agreement with the State of Alaska that allows for persons to be housed in our jail facilities for periods of up to 30 days. It is the internal policy of the Department to make every effort to keep locals in our own facility for the duration of their confinement, as long as they are within allowable time frames, and as long as there are not space needs, which is something we rarely see any more.

I hope that this helps answer some of the questions about alternatives to incarceration, and/or sheds enough light on the status of what is currently happening in our community in this regard. In short, I think that we are already doing much of what Council had wanted to see explored.

As always, if you have any questions, or if you need any additional information, then please don't hesitate to contact me.

Can't get reception from bracelets
other places -

**UNALASKA CITY COUNCIL
DIRECTIVE TO CITY MANAGER**

DATE: 11-27-18

TOPIC: Local sentence serving

MOTION: MOVE TO DIRECT THE CITY MANAGER TO

Explore options for local 1st time
or minor offenders to serve their
sentence locally with an ankle bracelet or
similar program.

MOTION BY: Roger Rawland

SECONDED BY: TUNGAL

VOTE: 6 YES 0 NO

Notes if any:

Roger Rawland
COUNCIL MEMBER SIGNATURE

This form is utilized in order to provide clear guidance as to the intent of the Council Directive
Forward completed form to the City Clerk

CITY OF UNALASKA
UNALASKA, ALASKA

ORDINANCE 2019-10

AN ORDINANCE OF THE UNALASKA CITY COUNCIL AMENDING CHAPTERS 3.04, 3.08, 3.12, 3.16, 3.20, 3.24, 3.28, 3.32, 3.36, 3.40, 3.44, 3.48, 3.52, 3.56, AND 3.60 AND ADOPTING A NEW CHAPTER 3.22, OF THE UNALASKA MUNICIPAL CODE TITLE 3 PERSONNEL

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

Section 1: Form. Sections 2-16 of this ordinance are a Code ordinance.

Section 2: Amendment of Chapter 3.04. Chapter 3.04 of the Unalaska Code of Ordinances is hereby amended to read as follows: [additions are underlined, deletions are ~~overstruck~~]

§ 3.04.010 DEFINITIONS.

In this title, unless otherwise provided for or the context otherwise requires:

(A) "Appointment" means the hiring of a new employee, the rehiring of a former employee or the promotion of an existing employee.

(B) "Acting appointment" means the appointment of an existing and qualified employee required to serve temporarily in and accept responsibility for work in an unoccupied or vacant higher level position, in addition to their current position, which, from the standpoint of the city's business, cannot be left unoccupied or vacant for any but the shortest period of time, no qualified applicant is available for its filling, announcement of the position is delayed, current employee is on extended leave, or for some other reason it is not feasible to make a regular appointment.

(C) "Anniversary Date" means the annual anniversary of the date of hire.

(D) "Anniversary Year" means the 364 days immediately following the date of hire and, thereafter, the 364 days immediately following subsequent anniversary dates.

(E) "Break in Service" means any period of absence of an employee from work as a result of resignation, retirement, termination, suspension (with or without pay), layoff, or leave without pay for 30 consecutive calendar days.

(F) "Class" means a group of positions sufficiently similar as to duties performed, scope of discretion and responsibility, minimum requirements of training, experience or skill, and such other characteristics that the same title, the same test of fitness and the same range of compensation apply to each position in the group.

(G) "Classification" means the process of obtaining adequate position descriptions, gathering necessary additional information, making comparison with other position descriptions and with class specifications, and finally, of taking official action by allocating a position to a particular class and of assigning a pay range.

(H) "Classification plan" means the orderly arrangement into classes of all positions in the city service.

(I) "Classified service" shall be comprised of all positions except those positions filled by persons who serve at the discretion of the City Manager or the City Council.

(J) "Demotion" means the change of an employee from a position in one class to a position in another class with a lower pay range.

(K) "Emergency" means a critical situation over which neither the employee nor the city has control.

(L) "Emergency Appointment" means an appointment, typically not to exceed 30 calendar days, which may be authorized by the City Manager, or his/her designee, without recourse to usual certification procedures. Emergency appointments are for unoccupied positions which, from the standpoint of the city's business, cannot be left unoccupied for any but the shortest period of time, usually when the current employee filling the position is on extended leave.

(M) "Employee" means any person in the employ of the city who is subject to this Personnel Ordinance and whose activities are directed by the city.

(N) "Employee with regular status" means an employee who has successfully completed the probationary period for their position.

(O) "Executive position" means a full-time or part-time position which involves principal responsibility for carrying out policies and programs, including, but not limited to the following:

- (1) City Manager;
- (2) Assistant City Manager;
- (3) All department directors;
- (4) City Clerk;
- (5) Chief of Police;
- (6) Fire Chief.

(P) "Executive employee" means an employee appointed to an executive position regardless of status and nature of appointment.

(Q) "Family members" means the employee's spouse or domestic partner, children or step children, son or daughter in-law, father, mother, parent or parent-in-law or stepparent, brother or brother-in-law, sister or sister-in-law, or grandfather, grandmother, grandparent, father-in-law, or mother-in-law. It also means other family members who reside permanently with the employee.

(R) "General personnel files" means all documents dealing with, but not limited to, recruiting, placement, benefits, administration, classification and pay plans, investigative correspondence, administrative investigation not related to specific employees or which do not result in disciplinary action, files, statements, reports, correspondence relating to investigations of violations of these rules, and general examination materials held by the city.

(S) "Grievance" means any dispute involving the interpretation, application or alleged violation of any section of this title, except for disputes which are expressly excluded from the grievance procedure.

(T) "Health care provider" means a dentist licensed under AS 08.36, a physician licensed under AS 08.64, ~~or a psychologist licensed under AS 08.86,~~ a naturopath licensed under AS 08.45, nurse licensed under AS 08.68, or a licensed Doctor of Chiropractic.

(U) "Just cause" means that sufficient justification exists for the proposed action against an employee with regular status. "Just cause" applies to behavior by an employee with regular status which is detrimental to the discipline, public image or efficiency of the city as an employer. As so defined, "just cause" includes, but is not limited to, a single instance of any one of the following:

- (1) Incompetence;
- (2) Inefficiency;
- (3) Lack of any of the qualifications required;
- (4) Insubordination;
- (5) Excessive absenteeism or tardiness;
- (6) Harassment of other employees or the public;
- (7) Violation of a city policy, procedure or regulation, which was known or reasonably should have been known to the employee;
- (8) Conviction of a crime involving moral turpitude;

(9) Substance abuse on the job; ~~or~~

(10) Misuse or abuse of city funds, work time, or position for personal gain; or

~~(1011)~~ Any other conduct commonly recognized by reasonable persons as justification for serious discipline, including dismissal.

(V) "Layoff" means removal from active work status of an employee for reasons beyond ~~his/her~~ the employee's control that do not reflect discredit on ~~his/her~~ the employee's services, and where certain re-employment or other rights may exist.

(W) "Nonrepresented" means an employee, other than an executive employee, who is assigned to a position which is not represented by a bargaining agent.

(X) "Parallel class" means a class that is substantially similar to another class in duties, responsibilities and qualification requirements.

(Y) "Part-time appointment" means appointment to a regular part-time position ~~in which the work involved will usually total less than 40 hours a week.~~

(Z) "Personnel records" means those documents which reflect an individual's complete status as an employee from hiring to termination. Personnel records include, but are not limited to, the employee's application, reports of medical examinations, reports of results from employment investigations, reports of work performance, progress and disciplinary actions, personnel actions, employee withholding exemption certificates and survivor benefits forms.

(AA) "Position" means the duties and responsibilities assigned to an employee requiring full-time or part-time employment.

(BB) "Professional employee" means an employee whose work requires knowledge of an advanced type in a field of science or learning acquired through extensive specialized instruction or study who uses this education or training to perform daily work that requires the theoretical or practical application of this knowledge or training, and whose work requires the consistent exercise of discretion and judgment in its performance.

(CC) "Promotion" means a change in status of an employee from a position of one class to a position of another class having a higher salary range.

(DD) ~~"Reappointment" means rehire of an employee in a different class than previously occupied or rehire of an employee more than one year after the date of last separation.~~ Reserved.

(EE) "Regular appointment" means appointment in the classified service for which completion of a probationary period is required.

(FF) "Regular full-time position" means a position established for providing city service on a full-time, ongoing basis into the indefinite future.

(GG) ~~"Regular less than part-time position" means the same as regular full-time except that work involved will usually total less than 40 hours a week. a position established as a full time equivalent position of less than 0.50 in which the work involved will usually total less than 20 hours per week.~~ Such work may be of an irregular nature such as short shifts at various times and on various days of the week.

(HH) "Regular part-time position" means a position established as a full time equivalent position of 0.50 - 0.99 in which the work involved will usually total at least 20 hours per week and less than 40 hours a week. Such work may be of an irregular nature such as short shifts at various times and on various days of the week.

(II) "Reinstatement" means replacement of an employee into a position in the same class occupied previously or a parallel class when there has been a break in service, for one of the following reasons:

(1) Timely return from military leave;

(2) Return to a position in a class an employee held when suspended, demoted or dismissed, after successful appeal;

(3) Return of an employee from authorized disability leave or leave without pay.

(JJ) "Seniority" means the period starting from the last date when the employee is hired. Seniority shall be terminated and the employee's service shall be broken under the following conditions:

(1) Resignation or retirement;

(2) Discharge or termination;

(3) Layoff in excess of one year;

(4) Failure to return from leave of absence or vacation on agreed date unless approval has been obtained from the ~~employer~~ immediate supervisor or Director.

(KK) "Separation" means cessation of the work relationship between the city and an employee for any reason including death, dismissal, layoff, resignation or retirement.

(LL) "Suspension" means an ~~enforced-being placed on~~ paid or unpaid leave for disciplinary reasons or pending investigation of charges made against an employee.

(MM) "Temporary or Seasonal appointment" means an appointment for short-term employment for not more than six consecutive months except where the City Manager, or ~~his/her~~ designee, grants an extension because of extenuating circumstances. These are typically positions that are recruited for in the City's standard recruitment process.

(NN) "Transfer" means a lateral movement from one position to another position in the same or a parallel class at the same range, without any break in service.

§ 3.04.020 AUTHORITY.

The following policies and procedures are promulgated under the authority of the city, as a general law municipality.

§ 3.04.030 PURPOSE.

(A) It is the purpose of this title to establish a personnel ordinance consistent with good ~~that shall improve the quality of personnel administration practices consistent with~~ —such merit principles as:

(1) Recruiting, selecting and advancing employees on the basis of their relative ability, knowledge and skills, including open consideration of qualified applicants for initial appointment;

(2) Providing equitable and adequate compensation;

(3) Training employees, as needed, to assure high quality performance;

(4) Retaining employees on the basis of the adequacy of their performance, and separating employees whose inadequate performance cannot be corrected;

(5) Assuring fair treatment of applicants and employees in selection, promotion, training and all other aspects of personnel administration without regard to political affiliation, race, national origin, sex, age or religious creed and with proper regard for their privacy;

(6) Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or a nomination for office.

(B) Proper organization and delegation of authority are essential to effective and efficient city government administration and management. The responsibilities and authorities delineated in this title are intended to establish clear understanding of the role that each segment of city government must play in order to create and administer a sound personnel program.

(C) It shall be the policy of the city to preserve confidentiality in matters touching on the reputation of all employees of the city and to protect each employee's right to privacy. To this end, personnel records shall be confidential and shall not be disclosed by an officer or employee of the city except as may be necessary for legitimate business reasons or as required by law. Only one set of personnel records shall be maintained. The official personnel records shall be maintained in a secure area by the Department of Administration. Nothing in this

subsection, however, shall abridge the right of any employee to disclose the contents of ~~his/her~~ the employee's own records.

§ 3.04.040 SCOPE.

(A) This title shall apply to all nonrepresented employees in positions in the classified service.

(B) Chapters 3.16, 3.20, 3.22, 3.40, 3.48, 3.52, 3.56 and 3.60 are the only portions of this title which apply to executive employees. In cases of conflict between Chapters 3.16, 3.20, 3.22, 3.40, 3.48, 3.52, and 3.60 and the discretionary powers of the City Manager under Chapter 3.56, the provisions of Chapter 3.56 shall govern.

(C) This title shall apply to represented employees unless the contract of the collective bargaining unit is in direct conflict with the title.

§ 3.04.050 POLICE STANDARDS ACT.

The Department of Public Safety shall be covered by this title and, ~~in addition, shall be covered the applicable provisions of AS 18.65 and by the rules and regulations of the State of Alaska Police Standards Council in the Police Standards Act.~~

§ 3.04.060 AMENDMENTS.

Amendments to this title shall be made by ordinance. ~~Copies Access to~~ of any amendments shall be ~~distributed~~ provided to each employee. ~~for insertion in his/her copy of the title~~

§ 3.04.070 CITY COUNCIL RESPONSIBILITY AND AUTHORITY.

The City Council shall have overall responsibility and authority regarding personnel matters as set forth in this title including, but not limited to, the following:

- (A) Approve the city's budget including requests for personnel management funds;
- (B) Approve personnel ordinance; and
- (C) Approve all collective bargaining agreements and individual employment agreements.

§ 3.04.080 CITY MANAGER RESPONSIBILITY AND AUTHORITY.

The City Manager shall have the responsibility and authority to:

- (A) Administer the personnel ordinance approved by the City Council; and
- (B) Establish personnel policies and procedures where needed in order to ensure more precise and consistent execution of this personnel ordinance.

§ 3.04.090 PERSONNEL RECORDS.

(A) An employee shall have access to ~~his/her~~ the employee's own personnel records or to any information pertaining to him/her which is maintained in the personnel records by the Department of Administration at any reasonable time. Such personnel records shall be held confidential to the extent permitted by this title, Chapter 2.72 of this code, and other applicable laws.

(B) A record of all disciplinary actions must be contained in the employee's personnel records.

(C) Any authorized person examining personnel records shall sign for the personnel records, and the signature shall be dated.

(D) Review of all personnel records shall be conducted in the presence of the City Manager, or ~~his/her~~ designee, and no documents shall be removed without the specific approval of the City Manager, ~~or his/her~~ designee.

(E) All documents placed in an employee's personnel file which ~~pertain in any way to~~ document an employee's disciplinary action history shall first be initialed by the employee. An employee's initials shall indicate only that the employee has seen the document and shall not indicate an employee's agreement with the contents of the document. In the event an employee refuses to initial or sign a document, the Personnel Officer shall so note in the file.

(F) The Personnel Officer shall ensure that no document is placed in an employee's personnel file that has not been seen and/or signed or initialed by the employee.

Section 3: Amendment of Chapter 3.08. Chapter 3.08 of the Unalaska Code of Ordinances is hereby amended to read as follows: [additions are underlined, deletions are ~~overstruck~~]

§ 3.08.010 POLICY OF RECRUITMENT.

It shall be the policy of the city to recruit and select the most qualified persons for positions in city service. It shall be the responsibility of the City Manager to insure that this policy is carried out by the following means:

(A) Conduct recruitment and selection in an affirmative manner to insure open competition;

(B) Provide equal employment opportunity;

(C) Prohibit discrimination because of race, age, politics, religion, sex, national origin, mental or physical handicap, or any other non-merit factors.

§ 3.08.020 RECRUITMENT.

The City Manager, or ~~his/her~~ designee, shall develop and conduct an active recruitment program designed to meet current and projected personnel needs. Recruitment will be tailored to the various classes of positions to be filled and will be directed to sources likely to yield qualified candidates.

§ 3.08.030 JOB ANNOUNCEMENTS AND PUBLICITY.

In order to attract an adequate number of candidates for present or anticipated vacancies and to permit successful competition with other employees, the City Manager, or ~~his/her~~ designee, will issue job announcements and otherwise publicize vacancies. All job announcements shall include the job title, salary range, job qualifications and requirements, ~~date the time~~, place and manner of completing applications, selection devices to be used in determining the successful applicant, and other pertinent information. Publicity for all job vacancies shall be conducted for a sufficient period of time to insure reasonable opportunity for persons, both internally and externally, to apply and to be considered for employment. Job vacancies shall be formally announced for at least ten working days prior to the closing date for filing applications listed on the job announcement. If an insufficient number of qualified and satisfactory applicants ~~and/or~~

~~unsatisfactory applications have applied by the closing date as a result of closing the position, the announcement can be re-advertised for another period. The first five working days of the ten working day filing period may be restricted to applications from current city employees. At the completion of this five day period, city applicants may be hired for the vacant position.~~

§ 3.08.040 APPLICATION FORM.

All applications for employment shall be made on forms prescribed by the City Manager, or ~~his/her~~ designee. Such forms may require background information to include training, experience and other pertinent information. All applications must be signed, and the City Manager, or ~~his/her~~ designee, may require proof of statements. Application forms shall not elicit any information concerning age, race, political affiliation, sex, religion, the existence of any mental or physical disability, or national origin.

3.08.050 REJECTION OF APPLICANTS.

(A) The City Manager, or ~~his/her~~ designee, may reject any application which indicates that the applicant does not have the minimum qualifications established for the position. Applications may also be rejected if the applicant:

(1) Has deliberately falsified any information on the application form;

(2) Is unable even with reasonable accommodations by the city (as the term “reasonable accommodations” is interpreted for purposes of the Americans with Disability Act, 42 USC 12101 et seq.) to meet the physical or other requirements which have been demonstrated as required to perform the work of the position;

(3) Does not meet the legal age limits or other requirements established by state law; or

(4) Has established an employment record which indicates an unsuitability for the position.

(5) Receives a positive result on a pre-employment drug and/or alcohol test.

(6) For any other legitimate business reason which indicates the applicant does not meet the requirements for the position.

(B) Whenever an application is rejected, notice of such rejection shall be promptly made in writing to the applicant.

§ 3.08.060 SELECTION DEVICES.

The City Manager or ~~his/her~~ designee shall be responsible for determining the selection device to be used to obtain the best qualified candidate for each class of positions. Selection devices may be utilized separately or in various combinations as appropriate to the class and to available personnel resources. Such selection devices may include interviews, work samples, performance tests, or written tests, background and reference inquiries, and evaluation of training and experience.

Section 4: Amendment of Chapter 3.12. Chapter 3.12 of the Unalaska Code of Ordinances is hereby amended –to read as follows: [additions are underlined, deletions are ~~overstruck~~]

CHAPTER 3.12: APPOINTMENTS

Section

3.12.010 Appointments allowed

3.12.020 Acting appointment

3.12.030 Emergency appointment

3.12.035 Temporary or Seasonal appointment

3.12.040 Part-time appointment

3.12.050 ~~Reserved~~ Less than part-time appointment

3.12.060 Selection of current employees

3.12.070 Probation

3.12.080 Probation for former and current employees

3.12.090 Status upon completion of probation

§ 3.12.010 APPOINTMENTS ALLOWED.

The following types of appointments and positions as defined in § 3.04.010 may be made:

Acting Appointment

Emergency Appointment

Temporary or Seasonal Appointment

Part-time Appointment

Less than Part-time Appointment

Regular Appointment

~~Seasonal Appointment.~~

§ 3.12.020 ACTING APPOINTMENT.

An acting appointment of expected duration of five working days or more requires the prior written approval of the City Manager.

§ 3.12.030 EMERGENCY APPOINTMENT.

Emergency appointments shall be made only in case of an unforeseen emergency and when necessary to prevent impairment of city service. Emergency appointments are not entitled to any fringe benefits.

§ 3.12.035 TEMPORARY OR SEASONAL APPOINTMENT.

Temporary or seasonal appointments shall be made after completion of a regular recruitment process. Temporary and seasonal appointments are not entitled to any fringe benefits.

§ 3.12.040 PART-TIME APPOINTMENT.

A part-time appointment may be made to any position.

§ 3.12.050 LESS THAN PART-TIME APPOINTMENT.~~RESERVED.~~

A less than part-time appointment may be made to any position. Less than part-time appointments are not entitled to any fringe benefits.

§ 3.12.060 SELECTION OF CURRENT EMPLOYEES.

(A) *Reinstatement.*

(1) *Return from military leave.* A city employee who returns from military leave in a timely manner shall be reappointed in accordance with applicable law.

(2) *Rehire after layoff.* An employee with regular status who has been laid off may be rehired within one year from the effective date of layoff.

(3) *Reinstatement as a result of successful appeal.* An employee who has been dismissed, demoted or suspended for insufficient reasons, as determined through ~~arbitration~~ appeal, may be reinstated as specified in the appeal decision~~arbitration award~~.

(B) *Promotion.* Vacancies in the classified service may be filled by promotion whenever practicable and in the best interest of the city. Promotions shall be based upon merit and shall be made in accordance with the procedures established in ~~these rules~~ this title. Major factors in determining promotions are:

(1) Establishing that employee meets the minimum qualifications of the recruitment announcement;

(2) Results of competitive examination when applicable;

(3) Personnel evaluation reports;

(4) Education, experience and training;

(5) Length of service.

(C) *Transfer.* An employee may be transferred within a department, or from one department to another with the consent of the employee, the Department Director, and the City Manager.

(1) An employee hired by a temporary appointment may not be transferred to a regular position.

(2) An employee who desires a transfer shall send a written request to the Department Director, the City Manager, and the Personnel Officer.

(3) A pregnant employee may request a transfer as allowed by applicable law.

(D) *Demotion.* An employee may be demoted into a lower level position vacancy for which the employee is qualified for lack of work, for cause, or at the employee's request. If an employee requests a demotion in writing the Department Director, with the approval of the City Manager, may make such a demotion. In such cases, the demotion will be deemed to have been made on a voluntary basis.

§ 3.12.070 PROBATION.

During the probationary period the ~~individual employee~~ demonstrates their ability and fitness to perform their job. During the probationary period, the employee is an at-will employee and

can be disciplined, demoted, dismissed or separated from their position for any reason with or without just cause and without recourse to the grievance procedure. The probationary period for regular full or regular part time employees varies from six months for some classes of positions to 12 months for others for regular full or part time employees. Probation does not apply to a emergency, seasonal, or temporary appointment appointments. Employees hired by emergency, seasonal or temporary appointment are at will employees.

§ 3.12.080 PROBATION FOR FORMER AND CURRENT EMPLOYEES.

(A) Employees rehired after layoff shall be subject to a probationary period only to the extent of completing any previously incomplete probationary period, except that employees re-employed to a position in a different class or department shall be subject to a full probationary period consistent with the position to which placement has been made.

(B) An employee promoted to a position shall complete a probationary period of 3 months if the position to which they are promoted is non-supervisory or a probationary period of 6 months if the position to which they are promoted is supervisory ~~of six months in the position to which they are promoted.~~

(C) When an employee transfers to a different position in the same class within a department, a new probationary period shall be served. When an employee transfers from one department to another a new probationary period designated for the class of the position to which transfer has been made shall be served.

~~In the above two cases, the~~ The probation period shall be 3 months if the position to which they are transferred is non-supervisory or a probationary period of 6 months if the position to which they are transferred is supervisory ~~be six months.~~

(D) When an employee is demoted to a position in a class where they previously held regular status, no probationary period shall be served, except in the case of demotion for disciplinary reasons in which case the demoted employee shall serve a new, full probationary period consistent with the class of the position to which placement has been made. When an employee is demoted to a position in which they did not hold regular status, any remaining portion of the original probationary period shall be served.

(E) The employee in a reassigned position, whether by reclassification or range change, shall not serve a new probationary period.

(F) No probationary period shall be required when serving in an acting appointment. An employee initially serving in an acting appointment who is then promoted directly into that position shall have acting time count toward completion of probation.

§ 3.12.090 STATUS UPON COMPLETION OF PROBATION.

(A) Regular appointment to a position in the classified service shall be made only upon satisfactory completion of the probationary period. Unless action is taken by the Department Director with the approval of the City Manager to dismiss, separate or demote the employee or to request extension of the probationary period prior to the end of the probationary period, the appointment shall become a regular appointment and the employee shall become an employee with regular status on the first working day following completion of the probationary period.

(B) The probationary period of an employee may be extended for a period of time usually not to exceed three months. Notice of such extension and the reasons for it shall be given in writing to the employee prior to the end of the established probationary period.

(C) At any time during the probationary period, an employee who has not completed their probationary period may be disciplined, dismissed, demoted, or separated from their position for any reason with or without just cause and without recourse to the grievance procedure. Written notice shall be given to the probationary employee prior to taking action.

Section 5: Amendment of Section 3.16.040 Section 3.16.040 of the Unalaska Code of Ordinances is hereby amended— to read as follows: [additions are underlined, deletions are ~~overstruck~~]

§ 3.16.040 DEVELOPMENT AND ADMINISTRATION.

(A) The City Manager, or ~~his/her~~ designee, shall analyze and evaluate the duties, responsibilities and qualifications required for each position in the classification plan and then assign each position to the appropriate class. Any employee who believes the position classification of ~~his/her position~~ to be incorrect may request a review by the City Manager.

(B) The City Manager shall periodically (but no less often than every ~~seven~~ three years) review the classification plan and shall make a report to the City Council. The purpose of such review and report shall be:

(1) To ascertain whether or not the classification plan accurately reflects existing conditions;

(2) To determine the accuracy of class specifications; and

(3) To assure that positions are properly classified.

The City Manager shall recommend to the City Council changes needed in the classification plan to keep it current.

(C) When a new position is proposed or established, the Department Director shall provide a written position description to the City Manager, or ~~his/her~~ designee, who shall determine the proper classification or prepare a new classification description if an appropriate classification does not exist.

(D) Whenever the duties of a position change, the City Manager, or the Manager's designee, shall review the matter and, if necessary, reclassify the position to the appropriate class. In considering whether to reclassify any position, the City Manager shall be provided a written request for reclassification by the Director of the Department in which the position is located. The City Manager shall issue a written procedure governing reclassification requests and the information that must be provided to the City Manager by the Department Director. The City Manager shall notify the City Council of any pending reclassification request before acting on the request. In making a decision on any reclassification request, the City Manager shall consider the potential impacts of reclassification on all Departments of the city. Any reclassification shall not be effective until the first date of the pay period following the effective date of either a budget amendment or a budget ordinance appropriating funds for the reclassified position. Reclassification shall not be used to avoid the provisions of the personnel policy dealing with layoffs, demotions, promotions or dismissals.

~~—(E) Classification actions shall be effective on the first date of the pay period following a classification determination.~~

Section 6: Amendment of Chapter 3.20. Chapter 3.20 of the Unalaska Code of Ordinances is hereby amended –to read as follows: [additions are underlined, deletions are ~~overstruck~~]

CHAPTER 3.20: EMPLOYEE DEVELOPMENT PROGRAM

Section

3.20.010 Purpose of employee development program

3.20.020 Development and administration

3.20.030 Program elements

§ 3.20.010 PURPOSE OF EMPLOYEE DEVELOPMENT PROGRAM.

The purpose of the employee development program shall be to foster and promote the training and development of employees in order to:

- (A) Improve the quality of services rendered to the city;
- (B) Equip employees for career advancement within the city service; and
- (C) Provide a reservoir of occupational skills necessary to meet current and future employment needs.

§ 3.20.020 DEVELOPMENT AND ADMINISTRATION.

The City Manager, ~~or his/her~~ designee, shall have overall responsibility for the development, administration and coordination of the employee development program.

§ 3.20.030 PROGRAM ELEMENTS.

The City's Employee Development Program will include elements such as the following:

- (A) The ability to earn and maintain applicable occupational or professional certifications as departmental staffing and budgets allow;
- (B) The opportunity to receive tuition assistance with relevant coursework in accordance with city policy and as departmental budgets allow;
- (C) Potential to attend professional conference and training events as departmental staffing and budgets allow;
- (D) Supervisory, management, and leadership training for managers, supervisors and directors;
- (E) Periodic onsite review of new, updated, or mandated city policies and procedures or regulations;
- (F) Special onsite training on timely and relevant topics.

Section 7: Amendment of Title 3. Title 3 of the Unalaska Code of Ordinances is hereby amended by adoption of a new Chapter 3.22 to read as follows:

§ 3.22.010 PURPOSE OF SAFETY PROGRAM.

The purpose of the safety program is to protect the lives and property of city residents and to provide a safe work environment for employees with minimal property damage, accidents, injuries and illness. All employees shall be provided with a work place adhering to the standards of the Occupational Safety and Health Act (OSHA).

§ 3.22.020 DEVELOPMENT AND ADMINISTRATION.

- (A) The City shall make reasonable provisions to ensure that work places are free from safety and health hazards. No employees shall be required to perform unsafe and/or illegal work, or be directed to do so by another employee. The City will protect any employee who comes forward with information about having been directed to perform illegal or unsafe work from retaliation.
- (B) The City will establish ongoing health and safety training and education for all employees. The City shall furnish such safety equipment as is reasonably necessary for the safety of employees.
- (C) Responsibilities for safety are shared, specifically:
 - (1) The City Manager or designee is responsible for the leadership of the safety program and shall be responsible for its effectiveness and improvement.
 - (2) Departmental Directors, supervisory personnel, and lead workers are responsible for developing the proper attitudes toward safety in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety of all individuals involved, including themselves.
 - (3) Employees are responsible for genuine cooperation with all aspects of the safety program, including compliance with all rules and regulations and for continuously practicing safety while performing their duties.

§ 3.22.030 PROGRAM ELEMENTS.

The City's Safety Program will include elements such as the following:

- (A) Providing mechanical and physical safeguards to the maximum extent that it is reasonable;
- (B) Conducting a program of safety surveys to attempt to find and eliminate unsafe working conditions or unsafe practices, to control health hazards, and to fully comply with the relevant safety and health standards;
- (C) Training all employees in good safety practices;
- (D) Providing necessary personal protective equipment and instructions for its use and care whenever reasonably necessary at city expense;
- (E) Developing and enforcing safety rules, and requiring that employees cooperate with these rules as a condition of employment;
- (F) Investigating incidents to find their cause and to correct the problem.

§ 3.22.040 SAFETY COMMITTEE.

A Safety Committee, consisting of at least one representative from each department who will serve as a liaison between the department and the committee, shall be established. The safety committee shall periodically:

- (A) Review safety and loss prevention programs; city and departmental policies and procedures and departmental manuals;
- (B) Conduct safety surveys of city facilities and make appropriate recommendations to the city manager;
- (C) Review and evaluate departmental safety issues, inspection reports, accident and incident reports, complaints, make suggestions and recommendations regarding safety operations and training programs, plan and implement safety incentive programs, provide status of progress towards past goals and objectives, and make appropriate recommendations regarding new goals and objectives;
- (D) Serve as a source of safety information for their department and as a departmental contact for the City Manager or designee for safety matters.

Section 8: Amendment of Chapter 3.24. Chapter 3.24 of the Unalaska Code of Ordinances is hereby amended to read as follows: [additions are underlined, deletions are ~~overstruck~~]

§ 3.24.010 ADMINISTRATION.

The City Manager, ~~or his/her~~ designee, shall advise and assist employees, rating officers, and reviewing officers to see that performance evaluation procedures are conducted in accordance with the provisions stated in this chapter.

§ 3.24.020 PURPOSE OF EMPLOYEE PERFORMANCE EVALUATION PROGRAM.

The primary purpose of the employee performance evaluation program is to inform employees how well they are performing and to offer constructive criticism on how they can improve their work performance. Performance evaluation shall also be considered in decisions affecting salary advancement, promotions, demotions, dismissals, order of layoff, order of reemployment, placement and training needs. ~~Nothing in this section shall be construed as changing the nature of the employment from that of at-will employment.~~

§ 3.24.030 PERIODS OF EVALUATION.

All performance evaluations shall be in writing, with one copy given to the employee and one copy to be placed in the employee's personnel file. Each employee's performance shall be evaluated at the following periods:

- (A) ~~End of p~~Probationary period~~Period.~~ Each employee appointed to a regular full-time, regular part-time, or regular less than part-time position shall be evaluated prior to or near the conclusion of their at-will probationary term. An evaluation shall be completed and documented by the employee's direct supervisor or designee and submitted to the personnel officer. The employee must have at least an overall satisfactory evaluation in order to become a regular employee. Failure to have at least an overall satisfactory evaluation can result in an extension of the probationary period or termination. ~~Each employee appointed to a regular full-time, regular part-time, or regular seasonal position may be evaluated at the end of the completion of the~~

~~probationary period. The employee must have an overall evaluation of at least satisfactory in order to become a regular employee.~~

~~(B) *Annual.* Each employee in a regular full-time, or regular part-time position, or regular less than part-time position shall receive an annual performance evaluation, generally between April and May. A regular seasonal employee shall receive an evaluation at the end of their seasonal assignment. The employee's performance must be rated at least satisfactory in order to be eligible for a merit increase. The granting of an annual wage increase is a merit increase based on performance and not an automatic longevity increase.~~

~~(C) *Special.* A special performance evaluation may be completed whenever there is a significant change either upward or downward in the employee's performance or to initiate a 360 Performance Review as a supplemental tool to obtain performance feedback.~~

~~(D) *Exception.* If an employee's initial evaluation has been conducted after November 1 and before April 1, the next evaluation will be completed in October unless an earlier evaluation is requested by either the supervisor or employee.~~

§ 3.24.040 PERFORMANCE EVALUATIONS.

~~(A) *Annual Performance.* The annual performance evaluation is a key component of employee development and is intended to be a fair and balanced assessment of an employee's performance. The object of the annual review is to provide all regular employees and their supervisors an opportunity to:~~

- ~~1) Discuss job performance and identify areas of potential improvement;~~
- ~~2) Set goals for professional development;~~
- ~~3) Establish objectives for contributing to the department and City's overall mission;~~
- ~~4) Discuss expectations and accomplishments; and~~
- ~~5) Review job descriptions to ensure accuracies in tasks being expected.~~

~~(B) *City Manager Responsibility.* The City Manager or designee is responsible for issuance of forms and procedures concerning all aspects of performance evaluations.~~

~~(AC) *Rating officer/Supervisor Responsibility.* The rating officer shall be the Annual evaluations must be done by an employee's immediate supervisor. If circumstances are such that it is not feasible for the immediate employee's supervisor to be the rating officer, the City Manager/Director may designate a different rating officer/supervisor. The rating officer shall be responsible for completing a performance evaluation report at the time prescribed for each employee under his/her their supervision. The supervisor's role is to help the employee grow professionally by identifying performance improvement opportunities.~~

~~(BD) *Reviewing officer/Director or Designee Responsibility.* The reviewing officer/Director or assigned designee shall be the rating officer's immediate supervisor. The reviewing officer shall review the performance evaluation report completed by each rating officer/supervisor or under his/her jurisdiction in the Department before the report is discussed with the employee. The reviewing officer shall consider the performance evaluations completed by the rating officer when evaluating the rating officer's performance. It is the responsibility of the Director to ensure the Supervisor has fairly and accurately completed the employee's performance in its entirety and suggest any changes necessary. If the performance evaluation report has been initially completed by a Department Director, the reviewing officer shall be the City Manager or designee.~~

~~(GE) Personnel officer~~Human Resources Manager Responsibility. The Human Resources Manager is responsible for reviewing the After completion of the draft performance evaluation as completed by the rating officersupervisor and the reviewing officerdirector after the report has been discussed, and prior to the discussion with the employee, ~~the evaluation shall be forwarded to the personnel officer for review.~~ The Human Resources Manager may provide assistance in the development or review of a draft performance evaluation. The Human Resources Manager has the authority to suggest changes to the supervisor and director if deficiencies in the evaluation are identified and to suggest improvements to the supervisor and director for future performance reviews.

(F) 360 Performance Reviews. 360 Performance Reviews are in intended to allow for an opportunity for comments about management's performance from a variety of sources to aid in the review of Supervisors, Directors, and Managers.

1. Those asked to complete a 360 Performance Review will not be identified to the individual being evaluated and will have direct knowledge and interact routinely with the person being reviewed.
2. All information included in the review shall be true and include concrete data that focuses on attitude, teamwork, ability and communication.
3. The information provided to the employee being reviewed will be a summary without names or dates and is provided to help the individual understand their strengths and weaknesses and contribute insights into aspects of their work. 360 Performance Reviews shall not be the basis for any disciplinary action or determination of eligibility for a merit increase but can be the basis for initiation of an administrative investigation. A 360 performance review will be included in the employee's personnel records.

§ 3.24.050 REVIEW OF PERFORMANCE REPORT.

~~The rating officer—~~ personnel completing the performance evaluation shall discuss the performance evaluation report with the employee before the report is made part of the employee's permanent record.

§ 3.24.060 UNSATISFACTORY EVALUATION.

Employees who receive an overall rating of unsatisfactory on their annual evaluation shall not be eligible to receive a merit increase, and may be subject to appropriate measures necessary to bring performance up to acceptable standards, including demotion or termination based on an inability to satisfactorily perform the necessary and essential functions of the job.

§ 3.24.070 EXCLUSION OF EVALUATIONS FROM GRIEVANCE PROCEDURE.

Performance evaluations and 360 performance reviews shall not be subject to the grievance procedure set forth in Chapter 3.36; however an employee shall be allowed to submit written comments responding to that employee's performance evaluation or 360 performance review. Such comments shall be submitted within five working days from the date the ~~rating officer~~person completing the report discusses the performance evaluation report or 360 performance review with the employee. Such comments shall be included with the performance evaluation in the employee's personnel records.

Section 9: Amendment of Chapter 3.28. Chapter 3.28 of the Unalaska Code of Ordinances is hereby amended— to read as follows: [additions are underlined, deletions are ~~overstruck~~]

CHAPTER 3.28: DISCIPLINARY ACTIONS

Section

3.28.010 General policy

3.28.020 Forms of discipline

3.28.030 Disciplinary reporting

3.28.040 Investigations

§ 3.28.010 GENERAL POLICY.

- (A) —The City Manager, or the Manager's designee, shall approve all disciplinary actions concerning suspension, demotion or dismissal prior to the action, unless, in the judgment of the Department Director, immediate disciplinary action is required. The basis for taking immediate action shall be limited to reasons of just cause or of immediate danger to the health, safety or welfare of city employees or the public. In instances of immediate disciplinary action, the Department Director shall have the authority to suspend the employee (with or without pay) pending investigation and approval of the action by the City Manager. Nothing in this chapter shall be construed as changing the nature of probationary employment from that of at-will employment.
- (B) The City Attorney shall be consulted prior to any dismissal.

§ 3.28.020 FORMS OF DISCIPLINE.

Progressive discipline shall be followed when practicable. When the severity or frequency of the inappropriate conduct warrants and it is in the best interest of the city, any of the following forms of discipline may be imposed at any time so long as such discipline is supported by just cause:

- (A) Oral reprimand;
- (B) Written reprimand;
- (C) Suspension with or without pay and with or without conditions on reinstatement;
- (D) Demotion when possible and applicable to the situation; and
- (E) Dismissal.

This section does not apply to probationary employees.

§ 3.28.030 DISCIPLINARY REPORTING.

- (A) All disciplinary actions shall be maintained in the employee's personnel file for the entire duration of the employee's employment and per the City's retention policy. All disciplinary actions shall be documented on a disciplinary action report form provided by the City. A record of the date, time and subject of an oral reprimand shall be maintained. The employee shall be given an opportunity to review the report with ~~his/her~~ the employee's Department Director. If the employee disagrees with the acts or conclusions contained in the report, ~~he/she~~ the employee shall be permitted to submit, within five working days after reviewing the report ~~with his/her~~ Department Director, a statement of disagreement. The statement shall clearly and concisely set forth the employee's reasons for disagreeing with the report. One copy of the employee's statement shall be appended to the report and shall become a part of it. If the employee has no

comment or has not responded within the required time frame, it shall be so noted and the report shall be forwarded to the City Manager, or ~~his/her~~ designee.

(B) The Department Director may, if appropriate, complete periodic reviews of the employee's progress in correcting the cause of the original discipline. Such reports shall be made a part of the employee's personnel file for the entire duration of the employee's employment and per the City's retention policy.

§ 3.28.040 INVESTIGATIONS.

(A) The City Manager or designee may investigate the conduct of any employee with or without notice to the employee being investigated.

(B) Any employee may be required to cooperate with an investigation including participation in an interview conducted by the Human Resources Manager or designee. Failure to cooperate with an investigation may be grounds for disciplinary action.

(C) Any discipline imposed based on an investigation will follow applicable procedures of Chapter 3.36.

(D) Regardless of whether the conduct of any employee is being investigated, any supervisor or the Human Resources Manager may ask an employee about any matter relating to city business. Failure to cooperate with such inquiries may be grounds for disciplinary action.

Section 10: Amendment of Chapter 3.32. Chapter 3.32 of the Unalaska Code of Ordinances is hereby amended to read as follows: [additions are underlined, deletions are ~~overstruck~~]

§ 3.32.010 RESIGNATION.

(A) ~~An employee at wage range nine or above who desires to resign and serves as a deputy director, supervisor or manager shall give at least 30 days written notice to his/her the employee's immediate supervisor. An employee at wage range eight or below who desires to resign and does not serve as a deputy director, supervisor or manager shall give at least two weeks written notice to his/her the employee's immediate supervisor. The period of notice may be reduced or waived by the City Manager. The notice of resignation shall become part of the personnel files.~~

(B) An employee may withdraw ~~his/her~~their resignation prior to the effective date stated in the notice of resignation only with the written approval of the Department Director and the City Manager.

(C) Failure to give adequate notice shall be noted on the employee's separation documents.

(D) The effective date of termination pursuant to a notice of resignation shall be the last day on which the employee works, or utilizes previously approved accrued leave.

§ 3.32.020 LAYOFF.

(A) Layoff may be appropriate due to the following:

(1) Elimination of a position in the work force;

(2) Failure of an employee to successfully complete the probationary period following promotion or transfer when the City Manager determines that there is no other position available for which the employee is qualified;

(3) Material change in the duties of the position for which the employee lacks the necessary skills, knowledge or aptitude when the City Manager determines that there is no other position available for which the employee has the necessary skills, knowledge or aptitude;
or

(4) Completion of a temporary appointment; or

(5) Any legitimate business reason.

(B) When it is appropriate to layoff employees, the Department Director shall decide which employees are to be laid off, and shall report ~~his/her~~their findings and recommendations to the City Manager. Employee performance shall be the major factor in determining the order in which employees are ~~released~~laid off. Employees who are laid off shall be given preference when new appointments are made.

(C) A layoff of more than one year shall constitute a break in service for the purpose of preferential appointment under ~~the personnel ordinance~~this title.

(D) Employees who are laid off shall be given either 30 days written notice before being laid off or 160 hours of severance pay.

§ 3.32.030 MEDICAL SEPARATION.

An employee who is unable to return to work following expiration of approved family and medical leave or disability leave without pay shall be separated in good standing from city employment.

Section 11: Amendment of Chapter 3.36. Chapter 3.36 of the Unalaska Code of Ordinances is hereby amended to read as follows: [additions are underlined, deletions are ~~overstruck~~]

§ 3.36.010 SCOPE.

This chapter shall not apply to represented employees or employees who have not successfully completed the probationary period at the time of the alleged action or omission, or to disputes involving a performance evaluation. Sections 3.36.020 and ~~3.36.030~~ shall not apply to employees who have ~~requested and~~ received a pre-disciplinary hearing.

§ 3.36.020 GRIEVANCE PROCEDURE.

Any employee having a problem regarding employment shall first discuss the problem with the immediate supervisor. If the problem is not settled, and it can be defined as a grievance as set forth in § 3.04.010(S), the employee has the right to present a grievance in accordance with the procedures and within the time limits set forth in this chapter. The time limits set forth in this chapter ~~procedure~~ may be extended in writing by mutual agreement of the parties.

(A) *Step 1.* The aggrieved employee shall discuss the grievance with their immediate supervisor. If the grievance cannot be resolved informally through discussion, it shall then be reduced to writing as a formal grievance, and the written grievance shall be submitted to the Department Director. The written grievance must be submitted within ten calendar days of the date that the employee knows or has reason to know of the conduct or actions upon which the

grievance is based. Failure to notify the city within this time limit shall constitute a bar to further action on the alleged grievance. The written grievance shall describe the actions or omissions that are alleged to constitute improper conduct by the city and shall indicate the rule or rules that have allegedly been misapplied, misinterpreted or violated by the city.

(B) *Step II.* Upon receipt of a written grievance, a Department Director shall notify the City Manager and Human Resources Manager and, within 14 calendar days, respond in writing to the employee. If the Department Director fails to respond to the employee's written grievance within this time limit, the grievance shall proceed to Step IV without further action of the employee.

(C) *Step III.* Upon receipt of the Department Director's response, the employee shall have 14 calendar days to appeal the decision in writing to the City Manager. If the employee fails to appeal the Department Director's decision within this time limit, such failure to respond shall serve to declare the grievance as settled based upon the Department Director's decision.

(D) *Step IV.* Within 14 calendar days of receipt of a written appeal of the decision of the Department Director, the City Manager, or ~~his/her~~ designee, shall review the matter and respond in writing to the employee's grievance.

(E) Nothing in this section shall be construed to prevent settlement of a grievance by mutual agreement of the parties at any time.

~~(E) *Step V.* Upon receipt of the City Manager's decision, the employee shall have 14 calendar days to submit a written request for arbitration to the City Manager. If the employee fails to file a written request for arbitration within this time limit, such failure shall serve to declare the grievance as settled based upon the City Manager's decision.~~

§ 3.36.030 [RESERVED] ARBITRATION.

~~(A) If a timely request for arbitration is received, the City Manager, or his/her designee, and the employee shall meet within five days to agree on a mutually acceptable arbitrator. If no agreement can be reached at such a meeting, the parties shall select an arbitrator by the striking method from a list of arbitrators. This list will be supplied to the parties by the Federal Mediation and Conciliation Service and will have at least five names. The arbitrator shall be selected within five days from receipt of the list. Arbitration shall commence as soon as possible following the appointment of the arbitrator.~~

~~(B) The arbitrator shall conduct a hearing according to generally accepted procedures for grievance arbitration. The arbitrator shall have no authority to add to, alter, delete or modify any statute, regulation, ordinance or labor agreement or to issue any award on a matter not raised in the grievance filed by the employee. The arbitrator shall not make any award involving payment to a party for events, actions or omissions preceding the events, actions or omission recited in the grievance. The expenses of the arbitrator shall be borne by the city. The expenses of each party in presenting its case to the arbitrator shall be borne by the respective party. The decision of the arbitrator shall be final and binding on all parties and shall only be subject to appeal to the Superior Court in accordance with applicable law. Either party may make application to the Superior Court to enforce a decision of the arbitrator.~~

~~(C) Nothing in this section shall be construed to prevent settlement of a grievance by mutual agreement of the parties at any time.~~

~~(D) Submission of a grievance to arbitration shall not act as a stay of any action unless a stay is expressly approved by the City Manager.~~

§ 3.36.040 PRE-DISCIPLINARY HEARING.

A dismissal, demotion with reduction in pay or suspension without pay for ~~greater than ten~~ days of an employee in the classified service with regular status shall be accomplished and reviewed only in accordance with the procedures stated in this section:

(A) Before a Department Director may dismiss, demote with a reduction in pay or suspend without pay an employee, the employee shall receive written notice of intent to discipline containing a reasonably specific statement of the basis for the intended discipline, the proposed time for a pre-disciplinary hearing and an explanation of the employee's entitlement right to participate in the hearing. ~~to ask for either a pre-disciplinary hearing or to submit a grievance pursuant to § 3.36.020 at which such intended discipline may be reviewed.~~ If the employee is unavailable, the notice shall be given by certified mail.

(B) ~~The employee may request a pre-disciplinary hearing only by submitting a written request to their Department Director no later than 5:00 p.m. on the seventh calendar day following the day on which he/she received the notice of intent to discipline. Failure of the employee to participate in the pre-disciplinary hearing timely submit a written request for a pre-disciplinary hearing waives the employee's rights to a pre-disciplinary hearing. and The City may take disciplinary action based on evidence previously received. shall constitute a waiver of the employee's right to pre-disciplinary hearing.~~

(C) ~~The City Manager, or his/her designee, shall promptly schedule a pre-disciplinary hearing after such a hearing is requested by an employee. The City Manager or designee shall conduct designate an impartial individual to serve as a hearing officer at the pre-disciplinary hearing. The City Manager shall not designate as a hearing officer any individual who is a city employee unless otherwise agreed upon by the parties~~

(D) Existing pay status shall not be provided beyond the date initially set for the hearing if the employee or ~~his/her~~ representative requests and is granted an extension of the hearing date for any reason. If the city requests, and is granted, an extension of the hearing date for any reason, the employee shall be continued in pay status.

~~(E) The hearing officer may exercise independent judgment as to the weight of the evidence and on legal issues raised by the parties. The city shall prove the existence of just cause to discipline the employee by a preponderance of the evidence presented.~~

~~(F)~~ (E) The ~~city~~ hearing officer shall issue a written notice to the employee of the decision on whether to impose discipline no later than three working days after the close of the hearing. The decision shall include a statement of the reasons for the decision.

~~(G) The hearing officer is limited to either upholding or denying the discipline based upon the existence of just cause to support it, and is not authorized to provide any other remedy.~~

~~(H)~~ (F) If the hearing officer denies the existence of just cause to support the discipline, ~~t~~The City Manager may decide the city will then impose a lesser form of discipline for the conduct at issue at the hearing. If the lesser form of discipline is to be either suspension or demotion, the hearing officer shall retain jurisdiction to review and rule on that discipline. ~~The employee may receive such review only by submitting a written request within seven calendar days of notice or date of mailing of such notice of the lesser discipline. The hearing officer shall issue a written decision within three working days of receipt of the petition for review.~~

~~(I) The affected employee may appeal the hearing officer's pre-disciplinary decision by filling a written notice of appeal with the Superior Court. The Superior Court shall have no jurisdiction~~

~~to hear the appeal unless the employee files the notice of appeal within 30 days after the employee's receipt of the hearing officer's decision. The Superior Court shall limit its review to whether or not substantial evidence in the record supports the decision and to legal issues necessarily decided by the hearing officer.~~

§ 3.36.050 Appeals. The affected employee may appeal a Step IV decision on a grievance, or any decision made following a pre-disciplinary hearing by filing a written notice of administrative appeal with the Superior Court. The Superior Court shall have no jurisdiction to hear the appeal unless the employee files the notice of appeal within 30 days after the employee's receipt of either the Step IV grievance decision or the pre-disciplinary hearing decision. The Superior Court shall limit its review to whether or not substantial evidence in the record supports the decision and to legal issues necessarily decided by the City Manager or designee.

Section 12: Amendment of Chapter 3.40. Chapter 3.40 of the Unalaska Code of Ordinances is hereby amended to read as follows: [additions are underlined, deletions are ~~overstruck~~]

§ 3.40.010 OBJECTIVES OF PAY PLAN.

The pay plan shall include the schedule of pay for all classes of positions in the classification plans. The percentage amount of any pay increases to be provided to any regular full time employee whose performance merits an increase in pay shall be determined solely by the City Council and shall be accomplished if at all, only by adoption of a non-code ordinance at the time the annual budget ordinance is adopted. Each year at the time the annual budget is initially presented to the City Council, the City Manager shall prepare a written review of the overall economic conditions of the city and projected economic conditions for the coming year. Said written review shall also contain information regarding the annual inflation rate for Anchorage for the previous year and any actual or anticipated increase in health insurance premiums and shall make a specific recommendation as to whether the existing economic conditions allow the city to provide a general merit increase to city employees whose job performance merits an increase in pay during the upcoming fiscal year.

The objectives of the plan are:

(A) To provide an appropriate salary structure to recruit and retain an adequate supply of competent employees.

(B) To provide appropriate pay incentives for productivity and quality.

§ 3.40.020 REVIEW OF PAY PLAN.

The City Manager shall periodically (but no less often than every ~~four~~three years) review the pay plan and shall make a report to the City Council. The purpose of such review and report shall be:

(A) To ascertain whether or not the pay plan accurately reflects existing conditions; and

(B) To determine the accuracy of pay ranges.

The City Manager shall recommend to the City Council changes needed in the pay plan to keep it current.

§ 3.40.030 PAY RANGES.

A pay range is a level of pay that is assigned to a class. It comprises a wage range through which an employee may progress. Pay ranges are assigned to classes based upon the following factors:

- (A) Duties and responsibilities of position or class;
- (B) Internal equity-maintenance of pay ranges of classes in appropriate relations to one another;
- (C) Prevailing rates for comparable work in both public and private employment, including comparative fringe benefits;
- (D) Pay relationships between supervisors and employees;
- (E) Employee recruitment and retention problems;
- (F) Economic trends and forecasts; and
- (G) Availability of funds.

§ 3.40.040 PAY RANGE MATRIX.

WAGE RANGES - ANNUAL

Wage Range	Minimum	Midpoint	Maximum
A10	\$30,886.86	\$29,565.22	\$35,538.36
A11	\$38,320.57	\$36,679.81	\$47,906.14
A12	\$40,689.79	\$38,931.77	\$50,862.24
A13	\$43,037.28	\$41,183.74	\$53,796.60
B21	\$45,406.50	\$43,442.46	\$56,752.70
B22	\$47,753.99	\$45,694.43	\$59,687.06
B23	\$50,101.48	\$47,946.39	\$62,621.42
B24/B31	\$53,057.58	\$50,766.42	\$66,316.54
B25/B32	\$56,578.81	\$54,147.75	\$70,728.94
C41	\$59,534.90	\$56,967.77	\$74,424.06
C42	\$62,512.74	\$59,816.16	\$78,140.92
C43	\$65,642.72	\$62,806.97	\$82,031.66
C44/C51	\$68,924.86	\$65,947.32	\$86,139.77
C45/C52	\$72,359.14	\$69,244.68	\$90,095.72
D61	\$73,054.70	\$69,910.50	\$94,964.58
D62	\$76,706.34	\$73,406.02	\$99,724.77

D63	<u>\$80,553.62</u> \$77,076.32	<u>\$104,702.31</u> \$100,199.22	<u>\$128,872.74</u> \$123,322.12
E81	<u>\$84,422.62</u> \$80,786.92	<u>\$109,745.06</u> \$105,022.99	<u>\$135,067.50</u> \$129,259.07
E82	<u>\$88,639.41</u> \$84,826.26	<u>\$115,244.27</u> \$110,274.14	<u>\$141,827.40</u> \$135,722.02
E83	<u>\$93,073.55</u> \$89,067.58	<u>\$121,004.31</u> \$115,787.85	<u>\$148,913.34</u> \$142,508.12
E84	<u>\$97,725.06</u> \$93,520.95	<u>\$127,046.92</u> \$121,577.24	<u>\$156,368.78</u> \$149,633.53

WAGE RANGES - SEMIMONTHLY

<i>Wage Range</i>	<i>Minimum</i>	<i>Midpoint</i>	<i>Maximum</i>
A10	<u>\$1,286.95</u> \$1,231.88	<u>\$1,480.77</u> \$1,416.67	<u>\$1,673.67</u> \$1,601.45
A11	<u>\$1,596.69</u> \$1,528.33	<u>\$1,996.09</u> \$1,910.41	<u>\$2,395.49</u> \$2,292.49
A12	<u>\$1,695.41</u> \$1,622.16	<u>\$2,119.26</u> \$2,027.70	<u>\$2,543.11</u> \$2,433.24
A13	<u>\$1,793.22</u> \$1,715.99	<u>\$2,241.53</u> \$2,144.99	<u>\$2,689.83</u> \$2,573.98
B21	<u>\$1,891.94</u> \$1,810.10	<u>\$2,364.70</u> \$2,262.63	<u>\$2,837.45</u> \$2,715.15
B22	<u>\$1,989.75</u> \$1,903.93	<u>\$2,486.96</u> \$2,379.92	<u>\$2,984.17</u> \$2,855.90
B23	<u>\$2,087.56</u> \$1,997.77	<u>\$2,609.23</u> \$2,497.21	<u>\$3,131.80</u> \$2,996.65
B24/B31	<u>\$2,210.73</u> \$2,115.27	<u>\$2,763.19</u> \$2,644.08	<u>\$3,315.65</u> \$3,172.90
B25/B32	<u>\$2,357.45</u> \$2,256.16	<u>\$2,947.04</u> \$2,820.20	<u>\$3,536.63</u> \$3,384.23
C41	<u>\$2,480.62</u> \$2,373.66	<u>\$3,101.00</u> \$2,967.07	<u>\$3,720.48</u> \$3,560.49
C42	<u>\$2,604.70</u> \$2,492.34	<u>\$3,255.87</u> \$3,115.43	<u>\$3,907.05</u> \$3,738.51
C43	<u>\$2,735.11</u> \$2,616.96	<u>\$3,417.99</u> \$3,271.20	<u>\$4,101.76</u> \$3,925.44
C44/C51	<u>\$2,871.87</u> \$2,747.81	<u>\$3,589.16</u> \$3,434.76	<u>\$4,307.35</u> \$4,121.71
C45/C52	<u>\$3,014.96</u> \$2,885.20	<u>\$3,753.99</u> \$3,592.62	<u>\$4,522.90</u> \$4,327.79
D61	<u>\$3,043.95</u> \$2,912.94	<u>\$3,956.86</u> \$3,786.82	<u>\$4,870.68</u> \$4,660.70
D62	<u>\$3,196.10</u> \$3,058.58	<u>\$4,155.20</u> \$3,976.16	<u>\$5,138.75</u> \$4,893.74
D63	<u>\$3,356.40</u> \$3,211.51	<u>\$4,362.60</u> \$4,174.97	<u>\$5,369.70</u> \$5,138.42
E81	<u>\$3,517.61</u> \$3,366.12	<u>\$4,572.71</u> \$4,375.96	<u>\$5,627.81</u> \$5,385.79
E82	<u>\$3,693.31</u> \$3,534.43	<u>\$4,801.84</u> \$4,594.76	<u>\$5,909.48</u> \$5,655.08
E83	<u>\$3,878.06</u> \$3,711.15	<u>\$5,041.85</u> \$4,824.49	<u>\$6,204.72</u> \$5,937.84
E84	<u>\$4,071.88</u> \$3,869.71	<u>\$5,293.62</u> \$5,065.72	<u>\$6,515.37</u> \$6,234.73

WAGE RANGES - HOURLY

<i>Wage Range</i>	<i>Minimum</i>	<i>Midpoint</i>	<i>Maximum</i>
A10	\$14.85 \$14.21	\$17.09 \$16.35	\$19.31 \$18.48
A11	\$18.42 \$17.63	\$23.03 \$22.04	\$27.64 \$26.45
A12	\$19.56 \$18.72	\$24.45 \$23.40	\$29.34 \$28.08
A13	\$20.69 \$19.80	\$25.86 \$24.75	\$31.04 \$29.70
B21	\$21.83 \$20.89	\$27.28 \$26.11	\$32.74 \$31.33
B22	\$22.96 \$21.97	\$28.70 \$27.46	\$34.43 \$32.95
B23	\$24.09 \$23.05	\$30.11 \$28.81	\$36.14 \$34.58
B24/B31	\$25.51 \$24.41	\$31.88 \$30.51	\$38.26 \$36.61
B25/B32	\$27.20 \$26.03	\$34.00 \$32.54	\$40.81 \$39.05
C41	\$28.62 \$27.39	\$35.78 \$34.24	\$42.93 \$41.08
C42	\$30.05 \$28.76	\$37.57 \$35.95	\$45.08 \$43.14
C43	\$31.56 \$30.20	\$39.44 \$37.74	\$47.33 \$45.29
C44/C51	\$33.14 \$31.71	\$41.41 \$39.63	\$49.70 \$47.56
C45/C52	\$34.79 \$33.29	\$43.32 \$41.45	\$52.19 \$49.94
D61	\$35.12 \$33.61	\$45.66 \$43.69	\$56.20 \$53.78
D62	\$36.88 \$35.29	\$47.94 \$45.88	\$59.29 \$56.74
D63	\$38.73 \$37.06	\$50.34 \$48.17	\$61.96 \$59.29
E81	\$40.59 \$38.84	\$52.76 \$50.49	\$64.94 \$62.14
E82	\$42.62 \$40.78	\$55.41 \$53.02	\$68.19 \$65.25
E83	\$44.75 \$42.82	\$58.18 \$55.67	\$71.59 \$68.51
E84	\$46.98 \$44.96	\$61.08 \$58.45	\$75.18 \$71.94

§ 3.40.050 BASIS OF PAY RATES.

(A) *Minimum-Hiring wage rate.* An appointment to any position shall ~~can~~ be made ~~at the~~ from the minimum to the midpoint of the wage range based on the applicant's experience and ability over and above the qualification requirements specified for the class, prior creditable city service, or on a critical shortage of applicants, ~~and advancement~~ Advancement from the minimum wage rate to the maximum wage rate within a pay range shall be by successive merit increases. Upon recommendation of a Department Director, the City Manager may approve initial compensation at a wage rate higher than the minimum in the range for the class when the needs of the city make such action necessary; provided, that any such exception is based on

the applicant's experience and ability over and above the qualification requirements specified for the class, prior creditable city service, or on a critical shortage of applicants. Such a Approval by the City Manager shall be made in writing prior to appointment. In no instance shall an appointment be made above midpoint of the wage range, except at the Department Director level.

(B) *Promotion.*

(1) ~~*Promotion which recognizes exceptional skill and qualifications*~~*Normal promotion.* Promotion is defined as the movement of an employee from one class and wage range, to a different class at a higher wage range, as the result of being selected for a position through the job posting process. Unless otherwise provided in this subsection, for an employee who is promoted, ~~his/her~~the employee's wage rate in the new range can be made from the minimum to the midpoint of the wage range ~~shall be the minimum for that range or that wage rate providing for at least a three percent incremental increase, considering the employee's qualifications, previous performance in their current job, and those factors outlined in subsection (A).~~ In no instance shall an appointment be made above midpoint of the wage range, except to executive positions or if the current wage of a non-executive employee who accepts a promotion is above the midpoint of the new wage range. If the current wage of an employee who accepts a promotion is above the midpoint of the new wage range, and the employee is being promoted into a non-executive position, the employee may receive up to a 3% increase from their current rate of pay. Advancement to the maximum wage rate by subsequent promotion will be on the same basis as described in § 3.40.060.

(2) *Promotion following demotion in lieu of layoff.*

(a) If an employee is promoted back to ~~his/her~~the employee's former pay range within one year following a demotion in lieu of layoff, ~~he/she~~the employee shall be placed at that wage rate in the higher pay range which equates with ~~his/her~~the employee's pay rate prior to the demotion in lieu of layoff.

(b) If an employee is promoted within one year to a pay range lower than that which applied before a demotion in lieu of layoff, ~~he/she~~the employee shall be placed either at that wage rate in the new pay range which equates with the pay rate prior to the demotion in lieu of layoff or to the maximum pay rate in that new pay range, whichever is lower.

~~(3) *Promotion which recognizes exceptional skill and qualifications.* Promotion is defined as the movement of an employee from one class and wage range, to a different class at a higher wage range, as the result of being selected for a position through the job posting process. If an employee demonstrates that he/she holds qualifications significantly above the minimum required for a promotional opportunity, and the employee has demonstrated above average performance in the execution of their current job, then, upon the recommendation of the Department Director and the Personnel Officer, and upon the approval by the City Manager, the promotional increase may be granted that exceeds the minimum of the new wage range or 3%. But in no case will it exceed the midpoint of the new range.~~

(C) *Transfer.*

(1) When an employee is assigned to a new position in the same class and wage range and department, ~~he/she~~the employee shall be transferred at the same pay rate received~~he/she was receiving~~ at the time of before the transfer.

(2) When an employee is assigned to a new position in a different class or department, but at the same wage range, ~~his/her~~ the employee's pay rate in the range of the new position shall be the same pay rate received at the time of transfer ~~which the employee was receiving before he/she was transferred.~~

(D) *Demotion.* When an employee is demoted, ~~his/her~~ the employee's pay rate in the range for the lower class shall be that pay rate which is determined by the Department Director and the Personnel Officer, and approved by the City Manager.

(E) *Reclassification.*

(1) An employee occupying a position which has been reclassified to a class which carries a higher pay range shall be paid at a pay rate equal to or greater than the employee's pay rate prior to reclassification.

(2) When a position is reclassified to another class at the same level, the employee shall have no change in status.

(3) An employee occupying a position which has been reclassified to a class which carries a lower pay range shall be treated as follows:

(a) If ~~his/her~~ the employee's present pay rate is the same as that of any pay rate in the lower range, he/she shall enter the lower range at that rate;

(b) If the present pay exceeds the maximum pay rate for the lower class, the employee's pay rate shall remain the same until the employee is eligible for advancement within the pay range pursuant to § 3.40.050(B).

§ 3.40.060 ADVANCEMENTS WITHIN A PAY RANGE.

On July 1 following the annual performance evaluation, an employee's salary may be increased by an amount previously ~~approved~~ approved by the City Council. A merit increase must be earned and is not granted automatically. Merit increases shall be based upon objective evaluation of an employee's work performance, recorded on a performance evaluation report. When the overall report shows a satisfactory or higher rating, and when it is shown that the employee has demonstrated satisfactory performance of a progressively greater value to the city, a merit increase shall be approved.

(A) Such advancement may be made annually until the employee has reached the maximum pay rate of the salary range for ~~his/her~~ the employee's position. ~~During the first year of employment, an employee may be advanced to a higher pay rate on the July 1 following the date of hire only if his/her date of hire is before April 1. For employees hired after April 1, but before June 30, eligibility for a merit increase shall be October 1 of that year, and then July 1 thereafter.~~ During a year when the wage range is increased, employees hired between April 1 and June 30 shall also move up to the new minimum of the wage range on July 1, in which case they will not be eligible for an increase on October 1.

(B) When an employee reaches the maximum pay rate in their pay range, or if the percentage increase granted to other employees who are still within their pay ranges will cause the employee to reach or exceed the maximum pay rate in their pay range merit increases equal to one-half the percentage increase granted to other employees who are still within their pay ranges may be granted annually on July 1.

(C) When the Department Director determines that an employee has not demonstrated satisfactory performance of a progressively greater value to the city during his/her/the employee's past merit anniversary year, the Department Director may defer the merit increase for a stipulated time during which certain specific improvements must be made, or deny the increase. Notice of such deferral and reasons shall be given to the employee on the performance evaluation report. The deferred merit increase may be approved any time during the deferral period that the Department Director determines that the employee has demonstrated satisfactory improvement.

(D) Cost of living increases may be authorized by the City Council by non-code ordinance. All employees shall be entitled to receive the full cost of living percentage increase even if this increase will cause an employee's pay to exceed the maximum pay in their pay range.

§ 3.40.070 ACTING IN A HIGHER POSITION.

Upon approval by the City Manager, or their designee, when an employee has been named to fill an Acting Appointment and performs the duties and responsibilities of their current position and an executive, supervisory, or managerial position or in circumstances where an emergency hire would otherwise be required ~~and of a position for which specified minimum certifications are identified in the job description for the position~~ for a period of five or more working days, then the employee may receive the minimum of the wage range, not to exceed a 10% increase, of the position for which the employee is performing duties and responsibilities or a 3% increase in the employee's current rate of pay, effective as of the first working day of acting in the higher position, whichever is higher.

§ 3.40.080 EFFECTIVE DATE OF CHANGE IN PAY.

The effective date of a change in pay due to personnel actions shall be as follows:

(A) *Regular merit increases.* July 1, or October 1 of the first year of employment if hired between April 1 and June 30 of that year, or such later date as a deferred increase is acted upon.

(B) *Promotions, demotions and reinstatements.* The date the personnel action is intended to take effect as indicated on the relevant personnel action form, or such later date as indicated by the City Manager.

Section 13: Amendment of Chapter 3.44. Chapter 3.44 of the Unalaska Code of Ordinances is hereby amended to read as follows: [additions are underlined, deletions are ~~overstruck~~]

§ 3.44.010 HOURS OF WORK.

(A) Unless otherwise provided in subsection (B) or specifically stated in the job description, regular working hours of city employees shall consist of a five-day week, eight hours a day, forty hours a week. The standard work week shall consist of the period from midnight Sunday to the following midnight Sunday. The standard work day shall consist of the period from midnight to midnight.

(B) Different schedules to meet department operation needs may be established by Department Directors with the approval of the City Manager. Temporary shifting of employee's working hours to meet routine needs may be done as necessary and approved by the Department Director.

§ 3.44.020 OVERTIME PROCEDURES.

Overtime payment will be received by all employees except for those employees who, by the nature of their work, are deemed by the city to be overtime exempt. ~~All overtime worked must have the approval of the Department Director, or his/her designee, prior to its performance.~~ All overtime records are subject to review by the City Manager. Department Directors will seek to minimize overtime wherever practicable. Overtime shall be scheduled as fairly and equally as practicable among employees, based first on qualifications to perform the work and secondly on seniority.

§ 3.44.030 TIME AND ONE-HALF OVERTIME.

Overtime hours shall be paid and shall be defined as follows:

(A) Hours worked in excess of eight regular time hours worked in one day if working a five-day work week shall be paid at time and one-half. Hours worked in excess of ten regular time hours worked in one day if working a four-day work week shall be paid at time and one-half.

(B) ~~Hours worked, including observed holidays (other than floating holidays), in excess of forty regular time hours of hours worked shall be paid at time and one-half. If an employee is compensated for a city holiday or for personal leave hours taken during the regular city work week, those hours of compensation for time worked shall not count as hours worked within the meaning of this section.~~

(C) Hours worked on recognized city holidays shall be paid at time and one-half, in addition to holiday pay.

(D) All overtime must be approved by the supervisor and the Director prior to its performance.

§ 3.44.040 EXCEPTIONS FOR SHIFT ROTATION.

An exception to overtime pay for work over eight regular hours in a twenty-four hour period is that due to shift rotation, provided there has been off time of at least eight hours between shifts.

§ 3.44.050 CALL OUT TIME.

Once an employee's shift is completed and ~~he/she~~the employee has physically left the confines of ~~his/her~~the employee's centralized work area, any call out for additional work will be at the overtime rate of time and one half for a minimum of two hours time accrual.

§ 3.44.060 RECOGNIZED CITY HOLIDAYS.

(A) The following days shall be recognized as holidays with pay for all employees in regular full-time, ~~and regular part-time, and regular seasonal~~ positions who are in pay status the day before and the day following such days:

New Year's Day

Martin Luther King's Birthday - Third Monday in January

President's Day - Third Monday in February

Memorial Day - Last Monday in May

Independence Day

Labor Day

Veteran's Day - November 11

Thanksgiving Day

Christmas Day

(B) Each regular full-time, ~~and regular part-time, and regular seasonal~~ employee is entitled to up to three floating holidays. An employee will be entitled to a floating holiday if the employee is in a regular full-time, ~~or regular part-time, regular seasonal~~ position in pay status the day before and the day following Lincoln's Birthday (2/12), Seward's Day (last Monday in March) or Alaska Day (10/18). Floating holidays may be used only on or after the holiday itself, and upon approval of the Department Director. Floating holidays do not accrue past December 31 of the year in which they occur ~~and they are not included in cash-in provisions. Hours not used by this date will be cashed out to the employee in the pay period ending December 31. This cash out will be based on the employee's rate of pay on December 31 and will not be counted as one of the employee's Personal Leave cash outs. Employees must be employed with the City on December 31 to receive the cash out for unused floating holiday hours. Unused hours are eligible for cash out at the time of employment separation if the holiday itself has passed.~~

§ 3.44.070 HOLIDAYS FALLING ON A REGULARLY SCHEDULED DAY OFF.

When a recognized holiday falls on a regularly scheduled day off, ~~the an~~ employee classified as non-exempt shall receive off either the work day immediately preceding or a work day during the week immediately following the regularly scheduled day in lieu of the holiday. If the day in lieu of the holiday is worked, pay shall be computed pursuant to § 3.44.030(C).

§ 3.44.080 HOLIDAY DURING PERSONAL LEAVE.

A recognized city holiday, occurring during an employee's personal leave, shall not be counted as a day of personal leave.

§ 3.44.090 COMPUTATION OF HOLIDAY PAY.

For regular full-time ~~and regular full-time seasonal~~ employees, holiday pay is computed ~~for as the actual eight hours a day the employee would normally have worked on that particular day. For regular part-time, or regular part-time seasonal employees, holiday pay is computed based on the number of hours in pay status in the current pay period, excluding overtime, as a percentage of full-time as four hours a day. Temporary, seasonal, emergency hire, and regular less than part-time employees are not eligible for holiday pay.~~

Section 14: Amendment of Section 3.48.020. Section 3.48.020 of the Unalaska Code of Ordinances is hereby amended- to read as follows: [additions are underlined, deletions are ~~overstruck~~]

§ 3.48.020 INSURANCE AND MEDICAL BENEFITS.

(A) ~~All regular full-time employees, and all regular part-time employees of the city who were regular part-time employees of the city as of March 9, 1999.~~ Subject to insurability requirements as defined in the city health insurance summary plan description, all regular full-time

employees, and all regular part-time employees of the city who were regular part-time employees of the city as of March 9, 1999 shall be covered by the group policy at no expense to the employee.

(B) All regular part-time employees of the city who began employment with the city after March 9, 1999 in that status and who are hired for a position budgeted for at least 20 hours but less than 40 hours per week subject to insurability requirements as defined in the city health insurance summary plan description and as administered by the trust administrator may, at the employees option, to the extent allowed by the city health insurance plan, be covered by the group policy but shall pay one-half of the premium for said coverage.

~~—(C) All regular part time employees who began employment with the city after March 9, 1999 in that status and who work less than 20 hours per week may, at the employees option to the extent allowed by the city health insurance plan and subject to insurability requirements as defined in the health insurance summary plan description and as administered by the trust administrator, be covered by the group policy but all premiums for said coverage shall be paid solely by the employee.~~

~~(DC)~~ Temporary, seasonal, and emergency hire, and regular less than part-time employees are not eligible for health insurance benefits.

Section 15: Amendment of Chapter 3.52. Chapter 3.52 of the Unalaska Code of Ordinances is hereby amended to read as follows: [additions are underlined, deletions are ~~overstruck~~]

CHAPTER 3.52: LEAVE

Section

3.52.010 Personal leave accrual plan

3.52.020 Personal leave accrual while employee is on paid leave

3.52.030 Computation of personal leave accrual for regular part-time employees

3.52.035 Regular less than part-time employees leave accrual

3.52.040 Temporary, Seasonal, or Emergency appointments personal leave accrual

3.52.050 Personal leave use

3.52.060 Personal leave bank

3.52.070 [RESERVED]

3.52.080 Personal leave cash in possibilities

3.52.090 Recognized holiday during personal leave period

3.52.100 Personal leave payment upon separation

3.52.110 Leave without pay

3.52.120 Change of anniversary date because of leave without pay

3.52.130 Unauthorized leave

- 3.52.140 Education leave with pay
- 3.52.150 Military leave
- 3.52.160 Disability leave/family and medical leave
- 3.52.180 Workers compensation leave
- 3.52.190 Death in the immediate family
- 3.52.200 Jury leave

§ 3.52.010 PERSONAL LEAVE ACCRUAL PLAN.

~~(A) Existing full time employees. All regular full time employees who were regular full time employees as of March 9, 1999 and who are eligible to accrue leave shall accrue personal leave at the rate of:~~

~~—(1) First year of service beginning on the date of hire and ending on the date before the first anniversary date, 22 hours per month.~~

~~—(2) Second, third and fourth years of service beginning on the first anniversary date and ending on the day before the fourth anniversary date, 28 hours per month.~~

~~—(3) Fifth year and beyond beginning on the fourth anniversary date and ending on the date of separation from city service, 32 hours per month.~~

~~(BA) Newly hired full time employees. All regular full-time employees who commence employment with the city after March 9, 1999, and who are eligible to accrue leave, shall accrue personal leave at the rate of:~~

(1) First and second years of service beginning on the date of hire and ending on the date before the second anniversary date, 16 hours per month.

(2) Third and fourth years of service beginning on the third anniversary date and ending on the day before the fourth anniversary date, 20 hours per month.

(3) Fifth and sixth years of service beginning on the fourth anniversary date and ending on the date before the sixth anniversary date, 24 hours per month.

(4) Seventh and eighth years of service beginning on the sixth anniversary date and ending on the date before the eighth anniversary date: 28 hours per month.

(5) Ninth year of service and beyond beginning on the eighth anniversary date and ending on the date of separation from city service, 32 hours per month.

(C) Accrued unused personal leave shall not exceed 768 hours. Once any employee has accrued 768 hours of unused personal leave, the employee shall stop accruing personal leave until the employee's accrued unused personal leave is less than 768 hours.

§ 3.52.020 PERSONAL LEAVE ACCRUAL WHILE EMPLOYEE IS ON PAID LEAVE.

Personal leave continues to accrue during the period of time an employee is on paid leave. Personal leave does not accrue during the period of time an employee is on leave without pay.

§ 3.52.030 COMPUTATION OF PERSONAL LEAVE ACCRUAL FOR REGULAR PART-TIME EMPLOYEES.

All employees holding regular part-time positions ~~who work at least 20 hour per week shall accrue personal leave at half a proportion of an equivalent full-time position. The proportion shall be computed by dividing the number of actual hours in pay status, excluding overtime, in the current pay period of a part time position by the number of normal work hours of an equivalent full-time position. All employees holding regular part-time positions who work less than 20 hours per week shall not accrue personal leave.~~

§ 3.52.035 REGULAR LESS THAN PART TIME EMPLOYEES LEAVE ACCRUAL.

Regular less than part-time employees shall not accrue personal leave.

§ 3.52.040 TEMPORARY, SEASONAL, OR EMERGENCY APPOINTMENTS PERSONAL LEAVE ACCRUAL.

Employees hired by temporary, ~~or~~ seasonal or emergency appointment shall not accrue personal leave.

§ 3.52.050 PERSONAL LEAVE USE.

(A) Upon successful completion of six months of continuous employment with the city, an employee may request to use accrued personal leave for non-medical purposes at any time that will not be detrimental to department operations and subject to the approval of the Department Director. Prior to completion of six months of continuous employment with the city an employee may be granted personal leave benefits for non-medical purposes, as determined by the Department Director and approved by the City Manager.

(B) Accrued personal leave may be used when the employee is sick or injured. Any absence on personal leave for medical purposes may be required to be certified by a licensed medical professional.

~~(C) At least 80 hours of personal leave must be used after the first complete calendar year worked and every calendar year thereafter pursuant to § 3.52.050(A).~~

~~(D)~~ Personal leave does not accrue until the end of each pay period. Personal leave may not be used before the personal leave has accrued. Personal leave that will accrue during any particular pay period may not be used during the pay period in which the personal leave will accrue.

§ 3.52.060 PERSONAL LEAVE BANK.

An employee may voluntarily donate accrued unused personal leave ~~he/she has accrued to another employee of the city who requires an extended absence from work and; 1) is eligible for Family and Medical Leave (FML) or Alaska Family Leave (AFL) under State or Federal laws; or 2) is under the care of a physician ; or 3) is in danger of exhausting all personal leave due to a is seriously illness or injured injury, or has or an immediate family member's who is seriously illness or injured, or is attending to a death in his/her the employee's immediate family, or is eligible for Family and Medical Leave (FML) or Alaska Family Leave (AFL) under State or Federal laws, or is under that care of a physician, requiring absence from work for more than 20 consecutive days and has exhausted all his/her personal leave.~~ Personal leave which is being donated under this section shall be donated at the donating employee's current rate of pay and that sum of money shall be paid to the city employee to whom the sick leave is being

donated. All taxes and other required withholdings from pay are the responsibility of the employee receiving the donation. Any unused portion of donated leave remains with the employee receiving the donation.

§ 3.52.070 [RESERVED]

§ 3.52.080 PERSONAL LEAVE CASH IN POSSIBILITIES.

(A) After 12 months of continuous service, an employee may cash in personal leave two times per fiscal year, provided that the employee shall retain at least 80 hours of leave in his/her the employee's account.

(B) In addition to the provisions in this section, cash in lieu of accrued personal leave may be obtained under emergency conditions, as defined in § 3.04.010(K), outlined in writing and approved by the City Manager.

§ 3.52.090 RECOGNIZED HOLIDAY DURING PERSONAL LEAVE PERIOD.

A recognized holiday occurring when an employee is on personal leave status shall be counted as a holiday.

§ 3.52.100 PERSONAL LEAVE PAYMENT UPON SEPARATION.

Upon separation, accrued personal leave shall be paid in a lump sum to employees with 12 months of continuous employment with the city.

§ 3.52.110 LEAVE WITHOUT PAY.

(A) Leave without pay may be granted to an employee upon recommendation of the Department Director and approval of the City Manager, or ~~his/her~~ designee. Each request for such leave shall be considered in light of the circumstances involved and the needs of the department. Leave without pay shall not be requested nor granted until such time as all accrued personal leave has been exhausted, except when an employee is absent and drawing workers' compensation pay. Benefits do not accrue while on leave without pay, except insurance which will continue through the first month of leave without pay beyond the end of the calendar month in which leave without pay status began. Employees remain responsible for required and voluntary deductions and shall make alternate arrangements when they are in leave without pay status.

(B) Leave without pay may be authorized to include time to complete formal undergraduate or advanced degree requirements. Employees who have demonstrated above average performance with the city for a minimum of two years shall be considered for such leave, providing the work situation permits a temporary absence without serious effect upon the department's operations. A maximum of one year of college work, or the equivalent thereof, may be granted in such cases. No benefits shall accrue while on this type of leave without pay.

§ 3.52.120 CHANGE OF ANNIVERSARY DATE BECAUSE OF LEAVE WITHOUT PAY.

If an employee uses more than 30 calendar days of leave without pay during an anniversary year, ~~his/her the employee's~~ anniversary and length of service dates shall be extended by the number of days such leave without pay exceeds 30.

§ 3.52.130 UNAUTHORIZED LEAVE.

Any absence not authorized and approved in accordance with provisions of these regulations shall be without pay for the period of the absence and shall be grounds for disciplinary action, up to and including termination for abandonment of job.

§ 3.52.140 EDUCATION LEAVE WITH PAY.

Leave with pay, not to exceed three months, may be authorized to include time to complete advanced training programs. Should an employee voluntarily terminate prior to working one year after completion of an approved training program, other than a mandatory program, the employee shall reimburse to the city all costs directly related to the training program.

§ 3.52.150 MILITARY LEAVE AND FURLOUGH.

(A) —Military Leave for Reserve Training Duty. An employee who belongs to a reserve or auxiliary component of the United States Armed Forces is entitled to a leave of absence without loss of pay, time or performance rating on all days during which the employee is ordered to training duty with troops or at field exercises, or for instruction, up to a maximum of 10 working days in any calendar period beginning January 1 and ending December 31. Such military leave shall not be deducted from accrued personal leave. An employee ordered to attend additional periods of military duty may take personal leave or leave without pay for such duty, subject to Sections 3.52.050 and 3.52.110 of this Chapter. The employee shall give as much advance written or verbal notice to the City as possible and shall provide documentation substantiating the dates for which leave is requested or taken unless precluded by military necessity or if the giving of such notice is otherwise impossible or unreasonable.

The City may, at the discretion of the employee's supervisor, change an employee's weekend schedule to accommodate the employee's required training, field exercises, or instruction. The employee shall be given five (5) days' notice if such shift changes occur.

(B) Military Furlough for Active Duty. An employee ordered to active military duty shall, upon request, be furloughed without pay for the period of the employee's military service, not to exceed five (5) years, in order to fulfil the employee's military commitment. Upon discharge from active duty service, an employee shall be re-hired in the same or similar position that he or she would have had attained if the employee had not been absent (including seniority credit), provided the employee (i) is qualified to perform the job, (ii) re-applies for the position within the time required by the Uniform Service Employment and Reemployment Rights Act (USERRA), and (iii) is otherwise eligible and entitled to be re-hired for the position under USERRA.

An employee who is furloughed without pay under this subsection will:

- (1) Not be considered a City employee for the duration of the furlough;
- (2) Have the opportunity to purchase health insurance through COBRA in accordance with and subject to any and all limitations set forth in the health plan and federal and state law;
- (3) May elect to use or cash out paid annual leave; and
- (4) Not accrue personal leave or other benefits during the furlough.

An employee placed on military furlough may be replaced by a regular or temporary employee at the discretion of the City depending on the needs of the department and the anticipated duration of the leave. A former employee who is eligible and applies to be re-hired pursuant to this section shall be given priority to the employee's former position as required by AS 39.20.350 and USERRA notwithstanding any other provision of this Title. In such instances, the

City may be required to reassign or terminate without prejudice an employee occupying the same position. The City shall be under no obligation to employ more people than necessary as a result of a rehire required by this section and applicable law. An employee who is reinstated to the same or substantially similar position under this section shall not be required to serve a probationary period.

~~Employees shall be granted military leave consistent with applicable law.~~

§ 3.52.160 DISABILITY LEAVE/FAMILY AND MEDICAL LEAVE.

(A) An eligible employee shall be granted leave during periods of non-occupational disability, or other medical condition of the employee or eligible members of ~~his/her~~the employee's family, consistent with applicable federal and state statutes and regulations regarding Family and Medical Leave, if a certified medical professional certifies that the employee's, or eligible family member's, condition prohibits a return to work.

(B) Upon return to work, the employee will be restored to the previous departmental classification without loss of seniority, upon the city's verification of a written release to work of ~~at the~~ certified medical professional.

(C) Disability leave shall be charged first to personal leave and then to leave without pay for the balance of the disability period.

§ 3.52.180 WORKERS COMPENSATION LEAVE.

Employees shall be granted worker's compensation leave to the extent required by the Alaska Workers' Compensation Act.

§ 3.52.190 DEATH IN THE IMMEDIATE FAMILY.

Paid bereavement leave not to exceed ~~five~~seven days may be used upon the death of the employee's family members as defined in § -3.04.010(Q) or for the related burial or memorial services. Recognizing that "family" does not always conform to the definitions of § 3.04.010(Q), an employee may utilize paid bereavement leave for the death of individuals who acted in a parental capacity to the employee by completing the immediate family member form that will be included in the employee's personnel file.—Bereavement leave will not be deducted from the chargeable leave account.

§ 3.52.200 JURY LEAVE.

(A) Jury duty shall be treated as jury leave, without loss of ~~seniority~~longevity, personal leave, or pay. In order to be entitled to jury leave, the employee shall provide ~~the~~their Department Director with written proof of the requirement of ~~his/her~~their presence for the hours claimed. Fees paid by the court, other than travel and subsistence allowance, while the employee is on jury leave shall be turned in for deposit to the City. For jury duty that occurs on the employee's normal non-work days, fees paid by the court may be retained by the employee.

(B) Service in court when subpoenaed as a witness on behalf of the city, or when called as an expert on a matter of city concern or relating to a municipal function, will be treated the same as jury duty. Witness service for purposes other than just described will be covered by personal leave or leave without pay, and any fees received may be retained by the employee.

Section 15: Amendment of Chapter 3.56. Chapter 3.56 of the Unalaska Code of Ordinances is hereby amended— to read as follows: [additions are underlined, deletions are overstruck]

§ 3.56.010 CLASSIFICATION.

Executive positions shall be included in the classification plan and allocated to an executive pay level as defined in the pay plan. Should the City Manager reassign the duties of an executive position in such a manner as to necessitate placement at a higher or lower executive pay level, such action shall require approval of the City Council.

§ 3.56.020 RECRUITMENT AND APPOINTMENT.

Executive positions by their nature and complexity are not subject to the normal procedures of recruitment and selection applicable to classified service positions. The City Manager may utilize any appropriate recruitment and referral sources and techniques, including, but not limited to, offering a lump sum payment of a hiring bonus not to exceed \$10,000 less applicable withholdings to obtain the highest caliber employees for these positions and may appoint whomever the City Manager has determined can best discharge the duties of an executive position at ~~his~~their discretion. Any lump sum payment shall be contingent on agreement of the employee to reimburse the full amount of the incentive payment if the employee resigns before the employee's first anniversary date.

§ 3.56.030 COMPENSATION.

(A) Executive positions are assigned to an executive pay level based on the relative responsibility of the position.

(B) Executive employees shall be evaluated annually. The employee's performance must be rated at least satisfactory in order to be eligible for consideration of a wage increase on July 1 (or as otherwise provided for as defined in 3.40.0860(A)) following the annual evaluation. The granting of an annual wage increase is a merit increase based on performance and not an automatic longevity increase. Merit wage increases for executive employees shall be provided only if the City Council by non-code ordinance adopted during consideration of the annual budget has authorized merit wage increases. Said increases shall be limited to the amount provided by the City Council. When an executive employee reaches the maximum pay rate in their pay range or if the percentage increase granted to other employees who are still within their pay ranges will cause the executive employee to reach or exceed the maximum pay rate in their pay range, merit increases equal to one-half the percentage increase granted to other employees who are still within their pay ranges may be granted annually on July 1. During the first year of employment, an executive employee will be advanced to a higher pay level on the July 1 following the date of hire only if ~~his/her~~the employee's date of hire is before April 1.

(C) With the exception of a hiring bonus, cost of living adjustments, merit increases, and travel allowance authorized by City Council, ~~B~~onuses and special merit awards are not available to executive employees.

(D) ~~Before an executive employee may be hired, the proposed~~The negotiated salary and any hiring incentive for executive employees shall be reported to the City Council upon the acceptance of the offer letter.

§ 3.56.040 LEAVE.

The provisions of Chapter 3.52 shall govern leave for executive employees.

§ 3.56.050 DISMISSAL, DEMOTION AND SUSPENSION.

(A) Employees occupying an executive position are appointed by the City Manager, and serve at the Manager's discretion. The City Manager may dismiss, demote or suspend any employee occupying an executive position for any reason with or without just cause.

~~(B) For an executive employee who began employment in that status after March 9, 1999,~~
aAny dismissal, demotion or termination of an executive employee without cause will be taken only after first placing the executive employee on paid leave for a period of up to five days during which time the City Manager shall consult with the City Attorney and any dismissal, demotion or termination with cause will be taken only after : 1) provision of a written statement of reasons for termination with cause to the executive employee at least five (5) days before the effective date of termination; and 2) consultation with the City Attorney and City Council in executive session with the City Manager present and unless the executive employee requests a public discussion. The executive employee will be provided an opportunity to respond to the statement of reasons both in writing and in person either in a public session or an executive session at the employee's option. The final decision on dismissal of an executive employee will be made by the City Manager. ~~present if the employee so chooses.~~

~~—(C) For an executive employee who was employed in that status on March 9, 1999, any dismissal, demotion or termination will be taken only after consultation with the City Council in executive session with the City Manager present, and the executive employee present if the employee so chooses.~~

~~(D)~~ An executive employee who is demoted to a classified service position shall serve a probationary period.

§ 3.56.060 DEMOTION UPON REQUEST.

An executive employee who previously held status in the classified service and who requests demotion, may be placed in a vacant classified position at the same or a lower level position than the one in which status was previously held.

§ 3.56.070 EXCEPTION TO RULES.

The requirements of this chapter apply fully to all executive employees and are the only rules, other than the sections listed in 3.04.040, which apply to executive employees except as otherwise provided by this title.

§ 3.56.080 SEVERANCE PAY.

~~(A) An executive employee who was employed by the city in that status as of March 9, 1999 and who is dismissed without just cause shall receive severance pay in an amount equal to 24 weeks of the executive employee's pay rate at the time of dismissal.~~

~~(B)~~ An executive employee who began employment with the city after March 9, 1999 and who is dismissed without just cause shall receive severance pay in an amount up to 12 weeks of the executive employee's pay rate at the time of dismissal.

~~(C)~~ The City Manager shall report all instances in which severance pay is granted to the City Council in a public document ~~to the City Council.~~

§ 3.56.090 RESIGNATION.

(A) An executive employee who desires to resign shall give at least 30 days written notice to the City Manager.

(B) An executive employee may withdraw ~~his/her~~their resignation only with the approval of the City Manager.

Section 16: Amendment of Chapter 3.60. Chapter 3.60 of the Unalaska Code of Ordinances is hereby amended— to read as follows: [additions are underlined, deletions are overstruck]

§ 3.60.010 TUITION REFUNDS.

In the event an employee successfully completes course work considered to be of benefit to the city, consideration shall be given toward reimbursement of up to 100% of the tuition expense in accordance with the Tuition Reimbursement policy. In order to receive consideration for reimbursement of tuition, the employee shall obtain the written concurrence of ~~his~~the employee's Department Director that the proposed course is related to the employee's present duties, and that successful completion of the course will be of mutual benefit to both the city and the employee involved. This concurrence shall be obtained before beginning the pertinent course of study. The Department Director shall render ~~his/her~~their decision on this matter prior to the commencement of the requested class. The employee shall also sign an agreement that the reimbursed tuition will be returned to the city in the event of separation from city employment within 12 months from the date of completion of the course. Upon successful completion of the course involved, the employee shall furnish ~~his—their~~ Department Director with evidence of successful completion and amount of the course fee.

§ 3.60.020 GIFTS AND GRATUITIES.

It shall be the responsibility of each city employee to remain free from indebtedness or favors which would tend to create a conflict of interest between personal and official interests, or which might reasonably be interpreted as affecting the impartiality of the individual employee. If an employee is tendered or offered a gift or gratuity which would, in the eyes of the public, be construed to be an attempt to bribe, influence or to encourage special consideration with respect to city operations, such offer shall be reported without delay to the employee's immediate superior who in turn will inform the Department Director. If any employee shall knowingly accept any gift or gratuity that creates the appearance of undue influence or that ~~results~~ in special considerations benefiting the giver, then that employee may be disciplined and/or dismissed from the city service as determined by the City Manager.

§ 3.60.030 OUTSIDE EMPLOYMENT.

- (A) —No employee shall engage in any other employment, whether public, private or self-employment during scheduled work hours, nor shall any employee engage in any other employment outside scheduled work hours if such employment conflicts with the city's interests or adversely affects the employee's availability and usefulness. Employees ~~shall be required to~~ discuss any outside employment intentions with their supervisor and Department Director prior to assuming such employment.
- (B) Prior to accepting outside employment, an employee shall complete and submit a notice of outside employment form that will be included in the employee's personnel file.
- (C) An employee shall not accept outside employment without written approval of their supervisor and Department Director.

(D) An employee shall not solicit work or business related to their outside employment during scheduled work hours.

~~(A)(E)~~ A Department Director shall not approve outside employment related to potential or existing city contracts for which the employee requesting approval may participate in that person's capacity as a city employee.

§ 3.60.040 PROHIBITION FROM SERVICE AS AN ELECTED OR APPOINTED OFFICIAL.

(A) No employee shall be allowed to remain an employee and serve as an elected or appointed Mayor or City Council member.

(B) No employee shall be appointed as a member to the City of Unalaska Planning Commission or Platting Board. Any member of the City of Unalaska Planning Commission or Platting Board who accepts employment with the city shall be deemed to have submitted a resignation from the Commission or Board effective the date of employment.

§ 3.60.050 EMPLOYMENT OF FAMILY MEMBERS.

No person may be employed in a position directly supervised by a family member; this provision, however, does not prevent continued employment with the city of persons who are employed at the time of adoption of this section. Additionally, family members shall not be placed in a position such that one member is required ~~or authorized~~ to review the work, personnel documents, expense account or time records of another family member. Should such situations arise the review shall be done by a non-family member.

§ 3.60.060 MOVING EXPENSES FOR NEW EMPLOYEES.

(A) Whenever, in the opinion of the City Manager, it is necessary to recruit qualified employees from outside the city, the city employee will receive a lump sum payment not to exceed \$5,000, less applicable withholdings, to assist with moving related expenses, shall reimburse the employee for actual and necessary moving expenses in an amount not to exceed \$3,500 for shipment of personal belongings, plus an additional \$500 for authorized moving expenses with supporting receipts, plus airfare for the employee and dependents residing with the employee, as defined by the Internal Revenue Service.

(B) If the employee voluntarily leaves the employment of the city before completing 12 continuous months of employment, the employee will be required to repay the city for all moving expenses ~~reimbursed~~. The repayment of the moving expenses may be waived by the City Manager.

(C) The city shall be responsible for return transportation of an employee only as required by applicable state law.

~~(D) Executive employees shall not be reimbursed for moving expenses.~~

§ 3.60.070 CITY VEHICLE POLICY.

The City Manager shall maintain a city vehicle policy which has been approved by resolution of the City Council.

§ 3.60.080 CITY HOUSING POLICY.

As long as the City Council considers the housing shortage within the community critical and deems it necessary for the city government to provide some housing accommodations for

certain employees, then the City Council shall periodically adopt by resolution a city housing policy to be administered by the City Manager, or his/her designee.

§ 3.60.090 INDIVIDUAL EMPLOYMENT AGREEMENTS.

Any individual employment agreement between the city and the City Manager or between the city and any Department Director or professional employee which has been approved by the City Council supersedes the provisions of Title 3, except that within an individual employment agreement specific sections of this title may be incorporated by reference.

§ 3.60.100 DRUG FREE WORKPLACE.

The city will comply with the requirements of the Drug-Free Workplace Act of 1988 (41 USC ~~8101704~~ et seq.).

§ 3.60.110 HARASSMENT.

~~—The city recognizes the right of all employees to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive, including sexual harassment. It is the policy of the City of Unalaska to provide a work environment free from workplace bullying, harassment, and discrimination. All employees have the right to be treated with dignity and respect at work. Abusive or offensive conduct; workplace bullying or harassment; harassment of a sexual nature; and/or discrimination or harassment based on a protected characteristic is prohibited in the workplace. Employees shall not engage in workplace bullying, discrimination, or harassment of any kind toward any other employee or member of the public who enters the City workplace. The City of Unalaska and employees will comply with the requirements of Title VII Civil Rights Act of 1964; AS 18.80.220; Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990 as they relate to this subject.~~

§ 3.60.120 TRAVEL ALLOWANCE.

Upon completion of 12 consecutive months of regular full-time service and once during each anniversary year thereafter, regular full-time employees shall receive a travel allowance in the amount of ~~\$1,500~~\$2,000, less applicable withholdings. Upon completion of 12 consecutive months of regular part-time service and once during each anniversary year thereafter, regular part-time employees shall receive a travel allowance in the amount of ~~Travel allowance for regular part-time employees shall be \$1,000, less applicable withholdings, computed at a proportion of an equivalent full-time position. The proportion shall be computed by dividing the number of actual hours in pay status, excluding overtime, in the previous year of a part-time position by the normal work hours of an equivalent full-time position. The travel allowance is included with the paycheck following the employee's anniversary date, or on the employee's anniversary date if that day is a payday. Only regular full and regular part-time employees are eligible for this travel allowance.~~

Section 17: Effective Date. This ordinance shall be effective September 16, 2019.

PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE UNALASKA CITY COUNCIL THIS _____ DAY OF _____, 2019.

Frank Kelty
Mayor

ATTEST:

Marjorie Veeder
City Clerk

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Erin Reinders, City Manager
Date: August 27, 2019
Re: Title 3 Ordinance Update

SUMMARY: Ordinance 2019-10 amends Title 3, the City of Unalaska's personnel ordinance. The proposed updates are divided into four main categories: Standardization & Clarifications, Expanded & New Sections, Pay Plans, and Benefit Refinements. Staff recommends approval.

PREVIOUS COUNCIL ACTION: Staff briefed Council on this topic in May 2019. In 2013, the City commissioned a comprehensive Compensation and Benefits Analysis, the result of which was an update of the classification and pay plans and Council amended Title 3 by ordinance. 2006 was the last time there were more widespread changes to Title 3. Council was provided an overview of the proposed changes to Title 3 at the July 23, 2019 Council meeting.

BACKGROUND: Title 3 compliments the Collective Bargaining Units (CBAs) for most employees, but this is the only governing document regarding personnel matters for employees not represented by a Collective Bargaining Unit or Union. Collective Bargaining Unit Agreements, otherwise known as Union Contracts, typically follow a three year review cycle. The last time Council took action on Title 3 was in 2013, and the time before that in 2006.

Unalaska Municipal Code § 3.40.020 currently states that the City Manager shall periodically, but not less often than every four years, review the pay plan, and make a report to City Council with a recommendation regarding the necessary changes to keep the pay plan current. A review of the pay plan was done in coordination with these Title 3 updates. The 4.5% increase to the entire scale discussed in July has been incorporated into Section 3.40.040, the Pay Range Matrix.

Unalaska Municipal Code § 3.16.040 currently states that a review of the classification plan shall be done at least every seven years. Since the Compensation and Benefits Analysis in 2013 that included an update to the classification plan, there have been six reclassifications and three initial classifications due to the creation of new positions. DPS Office Manager was reclassified from B23 to B31 in 2016; Deputy Police Chief and Fire Chief were reclassified from D61 to D63 in 2016; IS Supervisor was reclassified from C43 to D61 in 2016; Controller was reclassified and retitled from D61 to D63 in 2017; and the Fire Chief was again reclassified from a D63 to E83 in 2019.

Although a review of the classification plan addressed in the future as a separate project, five positions will be reclassified at this time. Risk Manager is reclassified from C41 to C45; Human Resources Manager is reclassified from C44/51 to D62; IS Supervisor is reclassified from D61 to D62; City Engineer is reclassified from C45/C52 to D63; and Deputy DPU Director is reclassified from C45/C52 to D63. These adjustments better reflect the roles and responsibilities these positions play within the organization. Some of these positions are currently vacant, or are planned to be soon, and we are hopeful that reclassifying will assist in recruitment. No budget

amendment is required for these reclassifications and, therefore, no action is required by Council.

DISCUSSION: The goal of City Administration is to help with the recruitment and retention of qualified and dedicated team members. Additionally, it is our goal to provide for a safe, positive and equitable working environment for all our employees. We also continue to explore sustainable solutions that have lasting impact and are beneficial to both community members and employees.

The proposed updates to Title 3 can be broken up into four main categories. The categories include: Standardization & Clarifications, Expanded & New Sections, Pay Plans, and Benefit Refinements. Changes that have been incorporated since the July meeting, besides grammatical corrections and phrasing improvements, are highlighted below.

Standardization & Clarifications

- The Acting Appointment section was refined to state that acting pay would begin on the first day and highlight that this could be used in cases where an external emergency hire would otherwise be required.
- Recruitment section was refined to have a set 10-day posting.
- The grievance procedure has been refined based on Human Resources Manager and City Attorney recommendations. This includes a standardized pre-disciplinary hearing section, a new appeals section, and the resulting elimination of the arbitration section.
- For increased consistency, Family Medical Leave and Alaska Family Leave are now referenced as another time when employees may utilize their personal leave bank.
- For increased clarity, unused hours from floating holidays are now eligible for cash out at the time of employment separation, so long as the holiday has passed.

Expanded and New Sections

- The Risk Manager has provided additional refinements to the Safety section, with particular attention paid to the details of the safety committee portion.

Pay Plans

- The previously discussed 4.5% increase to the wage scale has now been incorporated into the draft proposals for the Pay Range Matrix.

ALTERNATIVES: This is presented for information purposes. Staff is open to guidance, questions and feedback.

FINANCIAL IMPLICATIONS: Council will also be asked to take action on Ordinance 2019-11, the budget amendment to implement the additional expense for the annual travel allowance associated with these changes. Ordinance 2019-11 also amends the budget and authorizes a 4.5% cost of living adjustment to the base pay for all existing Title 3 employees. The cost directly associated with these changes and the COLA is \$145,803. The total cost to the City (including taxes, PERS and Workers Compensation) is \$192,605.

LEGAL: Staff consulted the City Attorney on this issue, and the City Attorney's office produced the Ordinance document being considered this evening.

STAFF RECOMMENDATION: Staff recommends approval.

PROPOSED MOTION: I move to approve Ordinance 2019-10, and set it for public hearing and second reading on September 10, 2019.

ATTACHMENTS: Memo to Council from July 23, 2019 Meeting

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Erin Reinders, City Manager
Date: August 27, 2019
Re: Identifying the City of Unalaska's State and Federal Priorities

SUMMARY: Attached are the most recently identified state and federal priorities, and an update within this memo for discussion purposes. Council will be voting on priorities at the September 10, 2019, Council meeting.

PREVIOUS COUNCIL ACTION: This is a recurring council action to express support initiatives, to submit projects to the State of Alaska for consideration in their capital budget, and in preparation for State and Federal Lobbying Trips.

Previous State Priorities

- Council specifically offered support for the full funding of the State of Alaska's Harbor Facility Grant Program in the FY20 State Capital Budget. This support was provided on February 12, 2019 through Resolution 2019-05.
- Council identified FY20 State Priorities on February 12, 2019 in the approval of Resolution 2019-06. This included:
 - \$24 Million for Captains Bay Road and Utility Improvements
 - \$9.5 Million for Robert Storrs Boat Harbor Improvements
 - Environmental Remediation Support
 - Habitat Restoration for Salmon Stock Improvement Support

Previous Federal Priorities

- Council specifically declared the Captains Bay Road Paving and Utility Extension Project as the City of Unalaska's number one State funding priority. This declaration was provided on April 9, 2019 through Resolution 2019-15.
- Council last identified Federal Priorities on January 9, 2018 in the approval of Resolution 2018-05. This included:
 - Unalaska Bay Entrance Channel Dredging Support
 - \$24 Million for Captains Bay Road and Utility Improvements
 - High Speed Fiber Optic Connection Support
 - OCS Revenue Sharing Support
 - Environmental Remediation Support

BACKGROUND: The fiscal situation in State has not significantly improved regarding availability of funding or bonding initiatives. However, it remains necessary to identify to the State our highest priorities. Our State Lobbyist, Diane Blumer, has a visit to Unalaska planned for September 10, 2019. The Federal Lobbying trip is the week of September 16, 2019. Having identified priorities will position us for more focused discussions. Council will vote on both State and Federal Priorities on September 10, 2019.

DISCUSSION: An update and brief overview of priorities is provided for Council's consideration.

State & Federal

- **\$52 Million for Captains Bay Road and Utility Improvements.** Captains Bay Road is heavily used by commercial traffic, and future growth and business activity is expected to occur along Captains Bay Road, requiring road improvements as well as water, sewer, and electric utilities. The cost of this project is estimated at \$52 Million, up from an estimated \$24 Million. Staff is working to ensure that this project is on the State Transportation Improvement Plan (STIP). Our federal lobbyist has identified potential grant opportunities for this project as well.
- **Environmental Remediation Support.** Unalaska has several sites subject to the Department of Defense's Formerly Utilized Defense Sites (FUDS) environmental program due to contamination that occurred during WWII activities, as well as WWII related contamination discovered during construction projects today. Assistance and support from the state and federal levels is critical to managing these contaminated areas.

Federal

- **Unalaska Bay Entrance Channel Dredging Support.** The City is a non-federal sponsor of the cost-shared feasibility study, led by the U.S. Army Corps of Engineers, evaluating the effects of the removal of a navigation restriction that currently severely impacts our ports. The removal of this navigational restriction helps us accommodate deep draft vessels, benefits commerce, and considers best practices of navigation and safety margins. If the study concludes there are not adverse effects the City will move forward with the Corps of Engineers on the project. This project is dependent upon the Corps of Engineers support and funding share.
- **OCS Revenue Sharing Support.** The City of Unalaska has made changes to our planning and zoning policies as well as our Comprehensive Plan to help the community mitigate some of the significant growing pains associated with any future Arctic oil and gas development. For years, the City has been following the Offshore Production and Energizing National Security Alaska Act ("OPENS Act"). "The Conservation of America's Shoreline Terrain and Aquatic Life Act" or the "COASTAL Act" has recently been introduced by Senator Cassidy of Louisiana and Senator Murkowski as lead sponsors and Senator Sullivan as a cosponsor. It includes "the significant staging area" language that would qualify Unalaska to receive a portion of the OCS revenue-sharing payments.
- **High Speed Fiber Optic Connection Support.** Unalaska's internet connection speeds impede business growth, medical service, post-secondary education and overall quality of life. We are unable to fully utilize cloud-based systems to improve efficiencies and effectiveness in personnel, educational, medical, and business processes. Improving internet services has long been a priority, and the City support programs and activities that help to bridge this digital divide.

State

- **\$9.5 Million for Robert Storrs Boat Harbor Improvements.** The Robert Storrs Boat Harbor was inherited by the City from the State of Alaska. It has served the community well for over 30 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. This is an existing City Capital Project. State funding for this project is a part of State's Harbor Facility Grant Program, a program that the City of Unalaska has long supported.

- **Habitat Restoration for Salmon Stock Improvement Support.** Habitat restoration on the local road system for Summer Bay Lake and Watershed, Morris Cove Lake and Watershed, and Unalaska Lake and Watershed will help to improve depressed salmon stocks.

Potential Additions to State Priorities

- **Community Assistance Program and Shared Fisheries Tax Program Support.** Given the current climate surrounding the State Budget, identifying these programs as priorities in the coming years may be worthy of discussion as they are components of the City's annual revenue.
- **Ferry System Support.** Ferry service is identified in the City's Comprehensive plan as a community priority, stressing the importance of advocating for an increase of service to the State so that the needs of residents, business and visitors are addressed. Again, given the current climate surrounding the State Budget, identifying the ferry system as a priority may be worth considering.

STAFF RECOMMENDATION: Staff has no recommendation at this time. Staff is providing this memo and the attached documents for informational purposes.

PROPOSED MOTION: No formal motion is required at this time.

CITY MANAGERS COMMENTS: The feedback and direction provided in this work session will assist in the preparation of the State and Federal priorities, and their respective resolutions. These resolutions are on the agenda for consideration at the September 10 Council Meeting.

ATTACHMENTS:

- Federal Priorities Resolution and memo, January 8, 2018
- State Priorities Resolution and memo, February 12, 2019
- Harbor Grant Program Support Resolution and memo, February 12, 2019
- Captains Bay Road and Utility Extension Support Resolution and memo, April 9, 2019

CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION 2018-05

A RESOLUTION IDENTIFYING THE CITY OF UNALASKA'S FEDERAL PRIORITIES FOR FISCAL YEAR 2019.

WHEREAS, the City of Unalaska is the number one fishing port in the United States and host to national and international shipping vessels; and

WHEREAS, the sand bar in the entrance to Unalaska Bay creates an impediment to container vessels entering the bay; and

WHEREAS, dredging the sand bar will contribute significantly to the navigational safety and security of vessels entering and leaving the port; and

WHEREAS, authorization and funding support is needed in order for the U. S. Army Corps of Engineers to continue moving forward with the project; and

WHEREAS, Captains Bay Road is heavily used by commercial traffic and requires improvements for existing and future use; and

WHEREAS, future growth and business activity is expected to occur along Captains Bay Road requiring water, sewer, and electric utilities; and

WHEREAS, Unalaska's internet connection speeds thwart business growth, medical service, post-secondary education, and overall quality of life; and

WHEREAS, the City of Unalaska will be impacted by oil exploration and drilling in the Beaufort and Chukchi Seas because our port is the only port on the west coast of Alaska that is free of ice year round; and

WHEREAS, state and local sharing of the federal revenues generated by activities on the Outer Continental Shelf is important to Unalaska and other impacted communities; and

WHEREAS, Unalaska has several sites that were subject to the Department of Defense's Formerly Utilized Defense Sites (FUDS) environmental program due to contamination which occurred during WWII activities, as well as WWII related contamination that is discovered during construction projects today; and

WHEREAS, the creation of a federal funding mechanism that would allow reimbursement to land owners who remediate contaminated sites or the identification of an accessible funding source to allow for a timely response to contamination sites that are holding up construction projects and negatively impact subsistence living would be of benefit to the community as a whole; and

WHEREAS, hundreds of derelict vessels currently litter Alaska's coastline and harbors and these numbers will increase every year unless action is taken to address aging fleets and changing commercial fisheries; and

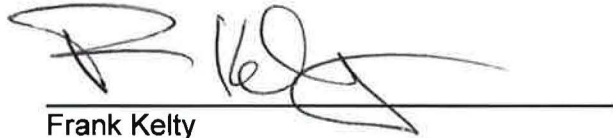
WHEREAS, the City of Unalaska recognizes the widespread costs and the environmental and navigational risks for both municipalities and the state, associated with derelict vessels; and

WHEREAS, the updating statutes and regulations regarding derelict vessels, which lack the ability to track vessel owners, agency enforcement authority, statewide coordination of response, funding and vessel insurance requirements would have a direct benefit to Unalaska; and

NOW THEREFORE, BE IT RESOLVED that the Unalaska City Council, by this resolution, hereby identifies the following as top federal priorities for FY2019:

Unalaska Bay Entrance Channel Dredging	Authorization and Appropriation
Captains Bay Road Improvements	\$24 million Project
High Speed Fiber Optic Connection	Initiative
OCS Revenue Sharing	Initiative
Environmental Remediation Support	Initiative
Derelict Vessels Legislative Changes	Initiative

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on January 9, 2018.



Frank Kelty
Mayor

ATTEST:



Marjie Veeder
Clerk



MEMORANDUM TO COUNCIL

TO: MAYOR AND CITY COUNCIL MEMBERS
FROM: ERIN REINDERS, ASSISTANT CITY MANAGER
THROUGH: NANCY PETERSON, INTERIM CITY MANAGER
DATE: JANUARY 9, 2018
RE: RESOLUTION 2018-05: A RESOLUTION IDENTIFYING THE CITY OF UNALASKA'S FEDERAL PRIORITIES FOR FISCAL YEAR 2019 AS UNALASKA BAY ENTRANCE CHANNEL DREDGING, CAPTAINS BAY ROAD AND UTILITY IMPROVEMENTS, HIGH SPEED INTRNET CONNECTION, OSC REVENUE SHARING, AND ENVIRONMENTAL REMEDIATION SUPPORT

SUMMARY: Resolution 2018-05 outlines our federal legislative priorities for the coming year. This is a traditional means of communicating our top projects and initiatives to our congressional delegation in Washington D.C. We have made one addition to last year's resolutions to include an initiative supporting environmental remediation in Unalaska. This topic was discussed in the City's lobbying trip this past September and staff is recommending that it be included as one of the City's priorities. The projects and initiatives are:

- | | |
|---|---------------------------------|
| ▪ Unalaska Bay Entrance Channel Dredging | Authorization and Appropriation |
| ▪ Captains Bay Road and Utilities Improvement | \$24 million |
| ▪ High Speed Fiber Optic Connection | Initiative |
| ▪ OCC Revenue Sharing | Initiative |
| ▪ Environmental Remediation Support | Initiative |

PREVIOUS COUNCIL ACTION: This is a recurring council action that provides annual direction to our lobbyist and our representatives traveling to Washington, DC to lobby for our priorities.

BACKGROUND: The situation in Washington, DC has not significantly improved regarding availability of funding.

DISCUSSION: The list of priorities is virtually same as last year, but with one additional initiative. The initiative supporting the environmental remediation of Unalaska may be new to the list but was included as topic in the lobbying trip this past September. An overview of the top federal projects and initiatives are provided below.

Unalaska Bay Entrance Channel Dredging: The entrance channel for the Port of Dutch Harbor has a sand bar which is becoming an obstruction to navigation. The new cargo ships entering the harbor are at the very end of the safety clearance for their draft. The Alaska Marine Pilots have been forced to turn a number of deeper draft ships away. A number of U.S. Army ships and an Australian destroyer also laid up at the Port of Dutch Harbor over the last few years, barely clearing the bar. The City has been contacted by representatives of Maersk Lines to talk about the future of their fleet and the larger size of vessels that would be coming into the Port of Dutch Harbor. The changes in vessel size are forcing the City of Unalaska to plan to

meet future needs by requesting assistance to dredge the bar. The Port of Dutch Harbor has grown in importance as a regional port for transient vessels, military craft, and vessels in distress. For us to effectively provide both civilian and military craft with safe harbor, the entrance channel will need to be dredged. Alaska District of the ACOE is currently executing a reconnaissance study to determine whether there are any adverse effects to dredging the channel. If the study concludes there is not adverse effects the City will move forward requesting federal assistance to dredge the entrance channel. An additional two phases would then be required, both of which need federal funding and authorized action. The current feasibility phase is 50-50 cost share; Preconstruction and Design Phase as well as the Construction Phase would both be an ultimate 80% federal - 20% city.

Captains Bay Road and Utility Improvements Project: This road serves as a primary transportation route for a great number of commercial enterprises along and at the end of Captains Bay. The section of road making up this project is a high traffic area for heavy vehicles that are used by the fishing and transshipment industries. During public meetings on the Unalaska Road Plan in 2011, both drivers and industry representatives spoke of the hazards of the high road crown that is necessary for adequate drainage. In winter months, this crown creates dangerous driving conditions for the large trucks and school buses traveling the road. The road cannot be paved without first completing drainage improvements. The road improvements will include possible re-alignment of the road through the heavy industrial areas. There is strong support from the public for improvements to Captains Bay Road.

This project includes providing utilities to the end of the road. Currently electric power is provided to Westward Seafoods and less than adequate water is provided to the Crowley Dock. This project is intended to provide the necessary infrastructure to accommodate the new economic activity we are experiencing in Captains Bay.

High Speed Internet: Unalaska and our Aleutian Island neighbors are stuck with “analog” speeds in a high speed digital and video world. High speed internet will improve services at our clinic with the ability to connect with medical professionals off island. This has the potential to reduce medical costs which now include expensive flights to access health care in Anchorage or the Lower 48. Our schools cannot meet some of the needs of our students due to slow Internet speeds. The State is driving more services to the Internet, like testing, which is problematic or inaccessible with slow Internet. Our community’s ability to seek post- secondary education is also difficult. Our schools, the city and local businesses are unable to perform some required functions and have to provide data to third party companies to input into web based systems. This increases the opportunity for errors in critical areas. We are unable to use cloud based systems to improve efficiencies and effectiveness in personnel and business processes. Our Public Safety Department cannot use Internet systems while responding to critical incidents. This deficit places our public safety officers and community members at risk during man-made and natural disasters. Finally, across all of our community, one of the main reasons for difficulties in employee recruiting and retention of quality people is the lack of connectivity with family and friends off the island. We need financial assistance to get our community connected to the digital world and working more efficiently and effectively.

OCS Revenue Sharing: The City of Unalaska has made changes to our planning and zoning policies as well as our Comprehensive Plan to help the community mitigate some of the significant growing pains associated with any future Arctic oil and gas development. Additionally, we have been monitoring legislation to authorize revenue sharing for Alaskan communities impacted by the Arctic oil and gas development to ensure the best use of our limited construction dollars. In April, Senators Murkowski and Sullivan introduced S. 883, the

Offshore Production and Energizing National Security Alaska Act ("OPENS Act"). The bill would authorize OCS revenue sharing to the State of Alaska and local governments with a geographic nexus to the leased areas, or which are identified as "significant staging areas" by the State of Alaska. The legislation allocates 7.5% of all Alaska OCS revenues to the State of Alaska, and 7.5% of revenues to coastal political subdivisions. Of the 7.5% allocated to coastal political subdivisions, 10 percent of that amount would go to communities that serve as significant staging areas for OCS activities. Should the bill become law, it would generate increased funding to eligible communities as OCS oil and gas development proceeds. Unalaska qualifies as a staging area for the Arctic oil and gas development, and would also be an eligible coastal political subdivision should the North Aleutian Basin be opened for development. The money allocated to the State of Alaska would be available for appropriation by the Alaska State Legislature. The City strongly supports S. 883 and thanks the Delegation for its ongoing initiative on this issue.

Environmental Remediation Support: Unalaska has many sites that were the subject of the Department of Defense's Formerly Utilized Defense Sites ("FUDS") environmental program due to contamination which occurred during WWII activities. Numerous sites are located in areas with detrimental impact to subsistence living. The City and its land owners are unable to react quickly to a new FUDS Responsible site identified during the civil work at a construction project. If during earth moving activities a FUDS responsible site is uncovered, it takes 3 -5 years to get the funding to remediate the site. This effectively puts a halt to the construction project or forces the land owner to spend large sums of its own money to remove contamination so that the project can continue. We would like to see some form of funding mechanism established within the law that will allow reimbursement of land owners who remediate contaminated sites or identify a pool of money to allow for a timely response to new contamination sites that are holding up construction projects and negatively impact subsistence living.

LEGAL: N/A

STAFF RECOMMENDATION: Staff recommends approving this Resolution 2018-05.

PROPOSED MOTION: I move to approve Resolution 2018-05.

CITY MANAGER'S COMMENTS: This list remains consistent with the City's adopted plans and previously identified priorities. I support this resolution.

CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION 2019-06

A RESOLUTION OF THE UNALASKA CITY COUNCIL IDENTIFYING THE CITY OF
UNALASKA'S STATE PRIORITIES FOR FISCAL YEAR 2020

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

WHEREAS, the Robert Storrs Boat Harbor A and B Floats have served the community well for over 30 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, Unalaska has several sites that were subject to the Department of Defense's Formerly Utilized Defense Sites environmental program due to contamination which occurred during WWII activities, as well as WWII related contamination that is discovered during construction projects today; and

WHEREAS, support from the Alaska Department of Environmental Conservation is critical to managing these contaminated areas and ensuring Federal assistance and support; and

WHEREAS, habitat restoration on the local road system for Summer Bay Lake and Watershed, Morris Cove Lake and Watershed, and Unalaska Lake and Watershed will help to improve depressed salmon stocks.

NOW THEREFORE BE IT RESOLVED that the City of Unalaska hereby identifies its top state legislative priorities for Fiscal Year 2020:

- | | |
|--|---------------|
| ▪ Captains Bay Road and Utility Improvements Project | \$24 Million |
| ▪ Robert Storrs Boat Harbor Improvements | \$9.5 Million |
| ▪ Environmental Remediation Support | Initiative |
| ▪ Habitat Restoration for Salmon Stock Improvement | Initiative |

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



Dennis M. Robinson
Vice Mayor

ATTEST:



Marjie Veeder
City Clerk



MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Erin Reinders, Assistant City Manager
Through: Thomas Thomas, City Manager
Date: February 12, 2019
Re: Resolution 2019-06, Identifying the City of Unalaska's State Priorities for Fiscal Year 2020

SUMMARY: Resolution 2018-06 outlines our state legislative priorities for the coming fiscal year. This list of projects and initiatives will be submitted to the State for consideration in the Capital budget. All of the projects and initiatives listed were included in last year's list, with these particular initiatives having been added at Council's request. The projects are as follows:

- | | |
|--|---------------|
| ▪ Captains Bay Road and Utilities Improvements Project | \$24 Million |
| ▪ Robert Storrs Boat Harbor Improvements | \$9.5 Million |
| ▪ Environmental Remediation Support | Initiative |
| ▪ Habitat Restoration for Salmon Stock Improvement | Initiative |

PREVIOUS COUNCIL ACTION: This is a recurring council action to express our support for certain initiatives and to submit projects to the State of Alaska for consideration in their capital budget.

BACKGROUND: The fiscal situation in State has not significantly improved regarding availability of funding or bonding initiatives. However, it remains necessary to provide the State our highest priorities.

DISCUSSION: The list of priorities is similar to the list from last year, with completed project and successful initiatives having been removed. An overview of the capital projects and initiatives for the State to consider are provided below.

Captains Bay Road is heavily used by commercial traffic, and future growth and business activity is expected to occur along Captains Bay Road, requiring road improvements as well as water, sewer, and electric utilities.

The Robert Storrs Boat Harbor has served the community well for over 30 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.

Unalaska has several sites that were subject to the Department of Defense's Formerly Utilized Defense Sites environmental program due to contamination which occurred during WWII activities, as well as WWII related contamination that is discovered during

construction projects today. Support from the Alaska Department of Environmental Conservation is critical to managing these contaminated areas and ensuring Federal assistance and support. This initiative was added to the FY19 State Priorities by City Council.

Habitat restoration on the local road system for Summer Bay Lake and Watershed, Morris Cove Lake and Watershed, and Unalaska Lake and Watershed will help to improve depressed salmon stocks. This initiative was also added to the FY19 State Priorities by City Council.

STAFF RECOMMENDATION: Staff recommends adoption of Resolution 2019-06.

PROPOSED MOTION: I move to adopt Resolution 2019-06.

CITY MANAGERS COMMENTS: This list remains consistent with the City's plans and previously identified priorities. I support this resolution.

CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION 2019-05

A RESOLUTION OF THE UNALASKA CITY COUNCIL SUPPORTING FULL FUNDING FROM THE STATE OF ALASKA FOR THE HARBOR FACILITY GRANT PROGRAM IN THE FISCAL YEAR 2020 STATE CAPITAL BUDGET

WHEREAS, the City of Unalaska is in agreement with the Alaska Association of Harbormasters and Port Administrators that the majority of the public boat harbors in Alaska were constructed by the State during the 1960s and 1970s; and

WHEREAS, these harbor facilities represent critical transportation links and are the transportation hubs for waterfront commerce and economic development in Alaskan coastal communities; and

WHEREAS, these harbor facilities are ports of refuge and areas for protection for ocean-going vessels and fishermen throughout the State of Alaska, especially in coastal Alaskan communities; and

WHEREAS, over the past 30 years the State of Alaska has transferred ownership of most of these State-owned harbors, many of which were at or near the end of their service life at the time of transfer, to local municipalities; and

WHEREAS, these municipalities took over this important responsibility even though they knew that these same harbor facilities were in poor condition at the time of transfer due to the State's failure to keep up with deferred maintenance; and

WHEREAS, consequently, when local municipal harbormasters formulated their annual harbor facility budgets, they inherited a major financial burden that their local municipal governments could not afford; and

WHEREAS, in response to this financial burden, the Governor and the Alaska Legislature passed legislation in 2006, supported by the Alaska Association of Harbormasters and Port Administrators, to create the Harbor Facility Grant program, AS 29.60.800; and

WHEREAS, the Department of Transportation and Public Facilities administrators have developed a fair and equitable process to review, score and rank application for the Harbor Facility Grant Program; and

WHEREAS, for each harbor facility grant application, these municipalities have committed to invest 100% of the design and permitting costs and 50% of the construction cost; and

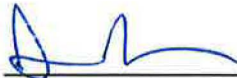
WHEREAS, completion of harbor facility projects are dependent on the 50% match from the State of Alaska's Harbor Facility Grant Program; and

WHEREAS, during the last twelve years the Harbor Facility Grant Program has only been fully funded twice; and

WHEREAS, during the last twelve years the backlog of projects necessary to repair and replace these former State-owned harbors has increased to over \$100,000,000.

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council urges full funding in the by the Governor and the Alaska Legislature for the State of Alaska's Harbor Facility Grant Program in the Fiscal Year 2020 State Capital Budget in order to ensure enhanced safety and economic prosperity among Alaskan coastal communities.

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



Dennis M. Robinson
Vice Mayor

ATTEST:



Marjie Veeder
City Clerk



MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Peggy McLaughlin, Port Director
Through: Thomas Thomas, City Manager
Date: February 12, 2019
Re: Resolution 2019-05, supporting full funding from the State of Alaska for the Harbor Facility Grant Program in the FY20 State Capital Budget

SUMMARY: This Resolution is a resolution of support. The Alaska Association of Harbormasters and Port Administrators is asking that its membership solicit support from their municipal councils and assemblies to accompany the AAHPA's request to the Alaska State Legislature to continue funding the Harbor Facilities Grant Program. This program is not only vital to provide necessary services to mariners, but also has a cascading benefit for the economy through construction services and revenue streams for municipalities through harbor facility enhancements. This resolution, if passed, will become part of the packet of support provided to the Alaska State Legislature.

PREVIOUS COUNCIL ACTION: A Resolution of Support for the Harbor Facilities Grant Program is requested annually from the Unalaska City Council.

BACKGROUND: In 2006, the State of Alaska established the Harbor Facility Grant Program to help fund the maintenance and replacement of aging harbor facilities, with an emphasis on facilities that were turned over to municipalities by the State.

DISCUSSION: The Harbor Facility Grant Program was established to support municipalities with repair, maintenance, and replacement of aging harbor facilities. The harbor facilities that take priority are the facilities that were previously owned by the State of Alaska, but were turned over to municipalities. However, all harbor facilities are eligible to apply to this program.

This grant program represents no less than a 100% match to the State's contribution or 50% of the project and the municipality must fund all design and permitting, as well as uplands development. This program has been instrumental to the economic development of the State by providing safe and secure mooring locations for mariners that navigate in and around some 33,000 miles of coastline.

Unalaska benefited from this program in 2015 through the State contribution of \$1,570,000 for the replacement of the Discovery Float at Robert Storrs Harbor. We intend to reapply for this grant program in the future for the replacement and upgrades to Robert Storrs A and B Floats.

This program has allowed communities to build revenue streams through the development of harbor facilities which, without the State's contribution, would have been abandoned or demolished.

By passing this resolution, the City of Unalaska will be supporting not only the Harbor Facility Grant Program, but all other coastal communities that provide mariners, maritime industries, and the State of Alaska with vital services.

The Alaska Association of Harbormasters and Port Administrators stands unified in seeking ongoing funding from the State of Alaska through this program, and we are asking our local councils and assemblies to support the Association in its endeavors to receive funding for this necessary infrastructure.

ALTERNATIVES:

- 1) Council could fully support Resolution 2019-05; or
- 2) Council could choose to not support Resolution 2019-05 as written; or
- 3) Council could offer up another Resolution in lieu of the resolution prepared by the Alaska Association of Harbormasters and Port Administrators.

FINANCIAL IMPLICATIONS: This Resolution implies no financial obligation to the City of Unalaska.

LEGAL: Not applicable.

STAFF RECOMMENDATION: Staff recommends approving this Resolution.

PROPOSED MOTION: I move to adopt Resolution 2019-05.

CITY MANAGER'S COMMENTS: I recommend approving this resolution as a show of support for the many necessary harbor improvement projects around the State including those in Unalaska.

CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION 2019-15

A RESOLUTION OF THE UNALASKA CITY COUNCIL DECLARING THE CAPTAINS BAY ROAD PAVING AND UTILITY EXTENSION PROJECT AS THE CITY OF UNALASKA'S NUMBER ONE STATE FUNDING PRIORITY

WHEREAS, the City of Unalaska is eligible to submit an application to the Alaska Department of Transportation and Public Facilities (ADOT&PF) for the Community Transportation Program for the Captains Bay Road Paving and Utility Extension Project in Unalaska, Alaska; and

WHEREAS, the City Council of the City of Unalaska authorizes the City Manager to sign the application and future Project Agreements; and

WHEREAS, the City of Unalaska has received a request from the ADOT&PF to nominate projects for inclusion in the Alaska Community Transportation Program funds as outlined in ADOT&PF's application packet for 2020-2023; and

WHEREAS, the City of Unalaska is participating as an eligible project sponsor in the ADOT&PF Community Transportation Program; and

WHEREAS, Federal monies are available under a Community Transportation Program, administered by ADOT&PF, for the purpose of creating and promoting the planning and development of transportation projects in Alaska; and

WHEREAS, the City of Unalaska acknowledges availability of the required match of no less than 9.03%; and

WHEREAS, after appropriate public input and due consideration, the City Council of the City of Unalaska has recommended that an application be submitted to the State of Alaska for the Captains Bay Road Paving and Utility Extension Project.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Unalaska that:

The City of Unalaska hereby declares the Captains Bay Road Paving and Utility Extension Project as their number one State Funding Priority; and

The City Council of the City of Unalaska does hereby authorize the City Manager to sign and submit an application to the ADOT&PF for Community Transportation Program funds on behalf of the citizens of the City of Unalaska; and

The City of Unalaska hereby assures the ADOT&PF that sufficient funding for the City of Unalaska's matching contribution for the Captains Bay Road Paving and Utility Extension Project is available; and

The City of Unalaska hereby assures the ADOT&PF that the City of Unalaska will commit to ownership, maintenance, and operations responsibilities and that sufficient funding for the Captains Bay Road Paving and Utility Extension Project will be available for the life of the project; and

The City Council of the City of Unalaska supports the project entitled Captains Bay Road Paving and Utility Extension Project and agrees, subject to available Statewide Transportation Improvement Program (STIP) funding and programming by ADOT&PF, to enter into a memorandum of agreement with the State of Alaska DOT&PF, in accordance with 17 AAC 05.175(l), for the design, construction, transfer, or maintenance of a STIP project pertaining to the Captains Bay Road Paving and Utility Extension Project.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on April 9, 2019.



Dennis M. Robinson
Vice Mayor

ATTEST:



Roxanna Winters
Acting City Clerk



MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Tom Cohenour, Director, Department of Public Works
Through: Thomas Thomas, City Manager
Date: April 9, 2019
Re: Resolution 2019-15: Declaring the Captains Bay Road Paving and Utility Extension Project as the City of Unalaska's Number One State Funding Priority

SUMMARY: Resolution 2019-15 will publicly declare the Captains Bay Road Paving and Utility Extension Project as the City's number one state funding priority. The resolution will be included with the Statewide Transportation Improvement Program (STIP) application, which is due by May 15, 2019, and increase our chances of receiving a State grant.

PREVIOUS COUNCIL ACTION: Council authorized the FY2019 Capital & Operating Budget Ordinance 2018-04, approved and adopted on May 22, 2018. Council funded the initial design portion of this project via resolution 2018-48 on July 10, 2018.

BACKGROUND: A subset of the STIP is the Community Transportation Program (CTP). The last project nomination opportunity for the CTP occurred in 2011 for the 2012-2015 STIP. Even as the statewide backlog of nominated projects dwindles and additional funding has become available, fiscal uncertainty affecting both the federal-aid program and state funding continue to drive the Alaska Department of Transportation and Public Facilities (ADOT&PF) to make very conservative funding projections into the near future and narrow the focus of the CTP. Therefore, the upcoming project nomination opportunity will again be solicited with uncertainty regarding the amount of funding available.

DISCUSSION: The CTP project nomination opportunity will have two sets of criteria: Urban and Rural, and Remote. Communities not connected to the continental road network by road or ferry will use the Remote Projects Criteria. The 17 page CTP Project Scoring Criteria guide has very specific language that must be included in the resolution. The attached Resolution 2019-15 utilizes the template provided by ADOT&PF which contains the specific language they require.

ALTERNATIVES: Council could choose to postpone support for this resolution, however, that will significantly reduce our chances at State funding for the Captains Bay Road Paving and Utility Extension Project.

FINANCIAL IMPLICATIONS: There are no costs or fees to submit the STIP application other than staff time.

LEGAL: There are no legal issues.

STAFF RECOMMENDATION: Staff recommends approving this resolution of support and feels it is very prudent to do so.

PROPOSED MOTION: I move to approve Resolution 2019-15.

CITY MANAGER COMMENTS: I recommend Council adopt Resolution 2019-15.

ATTACHMENTS: 2020-2023 CTP Project Evaluation Criteria



2020-2023 Community Transportation Program Project Evaluation Criteria

**Alaska Department of Transportation and Public Facilities
(DOT&PF)
Division of Statewide Planning and Program Development**

2020-2023 CTP Project Scoring Criteria

Thank you to all Alaskans who commented on the Statewide Transportation Improvement Program (STIP) project scoring criteria. A Comment-Response Matrix has been created to provide a summary of comments, responses, and changes made to the criteria. The Matrix can be found at our website http://www.dot.state.ak.us/stwdplng/cip/stip/projects/2023_ctp_peb.s.html. Many of the changes merely clarify the intent of existing criteria through minor changes to wording and formatting; however, there are some significant changes to the criteria. Applicants interested in submitting project nominations are encouraged to review the Comment-Response Matrix as it provides details related to changes made and further describes the Department's intent relative to criteria that were commented upon.

Additional key considerations for applicants are discussed below, including a discussion regarding the delay to the Community Transportation Program timeline.

Community Transportation Program Timeline

The last project nomination opportunity for the Community Transportation Program (CTP) occurred in 2011 for the 2012-2015 STIP. When the criteria were developed for that project nomination opportunity the federal funding bill, known as SAFETEA-LU, had expired and federal transportation funding was provided through extensions of SAFETEA-LU. These extensions continued until a new two year federal funding bill, MAP-21, was enacted in July 2012. Federal funding continued under MAP-21, and extensions of MAP-21, until the Fixing America's Surface Transportation (FAST) Act was enacted in December 2015. In summary, the last project nomination opportunity was initiated during a time of extensions and with recognition of uncertainty regarding future funding.

The projects included in the 2012-2015 STIP were primarily funded under MAP-21. While MAP-21 brought some funding certainty, it was a short term bill that also came with many significant changes. These changes included a focus on asset management and performance measures for the National Highway System (NHS). To help states achieve these goals, more funds were dedicated to the NHS,

leaving fewer funds available for other needs funded under the Surface Transportation Program (STP). The CTP program falls under these 'other needs' using STP funds. As a result the Department continues to fund a backlog of CTP projects and has been unable to provide another project nomination opportunity.

These criteria are expected to be used for a project nomination opportunity for the 2020-2023 STIP.

Fiscal uncertainty affecting both the federal-aid program and state funding continue to drive the ADOT&PF to make very conservative funding projections into the near future and narrow the focus of the CTP. The FAST Act expires in 2020, therefore the upcoming project nomination opportunity will again be solicited with uncertainty regarding the amount of funding available. The Department is hopeful that federal-aid funding will continue to remain at stable levels; however, we will continue to proceed cautiously and analyze funding availability as the project nomination opportunity approaches and as projects are selected and funded.

Sets of criteria

This CTP project nomination opportunity will have two sets of criteria: Urban and Rural; and Remote.

Per 17 AAC 05.175 (c), Communities not connected to the continental road network by road or ferry will use the Remote Projects Criteria. All other communities will use the Urban and Rural Projects Criteria.

Local contribution to match

In the current fiscal climate, community partnership is more important than ever in building and maintaining infrastructure. Federal funds are limited and demand is high. An effective way of distributing federal dollars fairly and widely is to share capital costs with the community. As communities strive to balance local budgets, the

willingness to contribute to capital costs of a project is an extremely strong indicator of the community's perceived value of the project.

Projects will not advance unless the local community provides federally-required match.

The DOT&PF Match Policy may allow for a reduced match amount for routes with a higher functional classification.

Matching contributions will be calculated as a percent of the total project cost, using a DOT&PF approved project cost estimate. The federal aid match requirement is officially 9.03%. Each additional 1% of additional contribution will be awarded 0.2 pts. This means that a 5% additional contribution (above the required matching funds) will receive 1 point before weighting and 5 points with weighting. The purpose for using 0.2pts for each 1% is so that additional contributions do not need to be in 5% increments as in previous nomination cycles. See examples below.

Total committed contribution (including required match)	Additional contribution beyond required match (Total minus 9%)	Points without weighting (0.2 pt for each 1%)	Points with weighting (times 5)
9.03%	0	0	0
14%	5%	1	5
25%	16%	3.2	16

All financial commitments must be in writing and approved by the local governing body of the community or tribal government before project will be considered for funding.

Local Ownership of Local Infrastructure

Communities that own and maintain their own road infrastructure make a significant financial commitment. Some communities have declined to take on maintenance and ownership responsibility, and still enjoy state ownership and maintenance of roads that primarily serve the local population. These communities essentially get a subsidy that other communities do not.

Roads are classified based on their use, and range from roads that primarily access adjoining land, to roads that primarily move large amounts of traffic. Functional classification, from least to highest, is as follows:

Local
Minor Collector
Major Collector
Minor Arterial
Principal Arterial
Interstate

The Long Range Transportation Plan "Let's Get Moving 2036" requires communities to take ownership of state-owned local and minor collectors; supports divestment of local roads (Action 7.2); and encourages targeting state resources to higher functional class routes (Action 1.1). Additional regulatory language asks the Project Evaluation Board (PEB) to consider whether the municipality, another state agency, or a federal agency has made a contribution to finance capital costs and/or to take ownership (17 AAC 05.175(b)(6-7), (c)(6-7)).

The Urban and Rural criteria and the Remote criteria reward communities that make a commitment to take on new responsibility of local infrastructure or that have already taken responsibility for a large share of their local infrastructure (primarily those local and minor collector routes). The Department will calculate the percentage of local and minor collectors for which the community has assumed ownership and/or management responsibility.

Any commitment to assume new ownership or management responsibility of a route or to maintain current ownership must be in

2020-2023 CTP Project Scoring Criteria

writing and approved by the local governing body of the community or tribal government before the project is considered for funding.

commitments for maintenance and match must be committed at the time of nomination and provided in full prior to initiation of the project.

Resolutions

A resolution of support from the local or tribal government is extremely important. Every resolution must include:

- Explicit support for the project. Be as specific as possible, but provide some qualifying language in case there are elements that are not feasible due to other concerns such as environmental or funding constraints. Example language might be: "Construction of a two lane gravel road from X to Y along Z route, or similar given design or funding constraints."
- Acknowledgement of financial contribution commitments including required match.
- Acknowledgement of new or continued ownership, management, and/or maintenance responsibility.
- Explicit language **authorizing the execution of an agreement with the State to perform the specified acts.*** The specified acts include monetary commitments for which the project is expected to be awarded points under standards five (funding contributions) and six (M&O contributions). Including this language will enable the Department and the sponsor to execute an agreement upon award of funds.

*This last bullet is not a mandatory requirement for project nominations; however, it is highly recommended. Each project that is awarded funds will be required to have a project agreement in place before any project related work can begin. For an incorporated community to enter into and sign this agreement, there must be a resolution authorizing the execution of the agreement. Therefore, it is in the best interest of each project sponsor to obtain these permissions as part of the resolution of support for the project.

For unincorporated communities a public record of support is required in lieu of a resolution. Additionally, all monetary

Let's Keep Moving

The Department is not alone in feeling uncertainty related to long term funding projections. The State's fiscal crisis, along with federal aid funding uncertainty, have left the Department and many communities feeling pressure to do more with less. The Department expects with limited funds available, and a conservative approach, that this project nomination opportunity will be highly competitive. Project sponsors that are willing to provide additional funding contributions and/or take on additional maintenance responsibility will be rewarded. The Department appreciates the willingness of communities to participate in the ownership, funding, and maintenance of transportation systems in Alaska.

Urban and Rural Projects Criteria				
Scoring Criteria				
Standards	(5)	(3)	(0)	(-3)
1. Economic benefits. Weighting: 1	Endorsed in an economic development plan by a public entity and provides new or improved direct access to a community resource.	Identified in an economic development plan by a public entity; or provides new or improved access to an important community resource.	Supports minimal, speculative, or temporary economic opportunities; or benefits or provides non-crucial benefit to existing economic activity.	N/A
<i>Economic benefits analysis shall not consider benefits due to project construction A specific economic development section of a more general plan such as a comprehensive plan is acceptable if the focus is clearly on economic development including adequate analysis.</i>				
2. Health and quality of life (For example air and water quality, neighborhood continuity, access to basic necessities.). Weighting: 2	This project provides a measureable significant contribution to improved health or quality of life; or reduces or removes a significant existing negative factor.	This project provides a moderate contribution to improved health or quality of life; or reduces or removes an existing negative factor.	Project will have no effect either positive or negative on quality of life issues.	This project provides a significant degradation to health or quality of life.

**2020-2023
CTP Project Scoring Criteria**

Urban and Rural Projects Criteria		Scoring Criteria		
Standards	(5)	(3)	(0)	(-3)
3. Safety Meets goals or strategies listed in the Alaska Strategic Highway Safety Plan (SHSP). 5 Year Safety Historical Concentrations.	Proposes mitigation which is recognized in practice to address safety issues for a route that qualifies based on: A) a long term pattern of fatal or major (incapacitating) injury crashes; or B) a documented high crash potential or risk between a major non-motorized use facility and vehicular traffic; or C) HSIP* costs/mile of project length greater than \$2.5 million per mile**	Proposes mitigation which is recognized in practice to address safety issues for a route that qualifies based on: A) a long term pattern of minor injury or property damage crashes; or B) a documented moderate crash potential or risk between non-motorized users and vehicular traffic; or C) HSIP costs/mile of project length between \$1.5 and \$2.5 million per mile.**	No mitigation is demonstrated to address a crash problem or potential in other categories: A) historical crash patterns identified are less than 3 or more crashes per year. B) no demonstrated traffic conflicts between non-motorized users and vehicular traffic.	Proposes features which are recognized in practice to worsen highway safety such as a project that: A) would be contrary to a strategy of the SHSP in a significant manner; or B) proposes other work that is viewed as contrary to producing a safer roadway environment for motorized or non-motorized users.
Weighting: 5 Most recently available five year official ADOT&PF data. When using anecdotal crash information from first hand (EMS, Fire, Police, M&O - on-scene responsibility) = maximum score is 4 points. When using anecdotal safety information from second-hand sources (not on-scene responsibility) or data not recognized in practice = maximum score 2 points. *Highway Safety Improvement Program (HSIP) **The Department will provide the numerical analysis in (C) for project nominations that include a qualifying safety improvement.				

Urban and Rural Projects Criteria		Scoring Criteria		
Standards	(5)	(3)	(0)	(-3)
<p>4. Improves intermodal transportation or lessens redundant facilities.</p> <p>Weighting: 2</p>	<p>Would clearly reduce the need for capital investment or significantly reduce operating costs in another mode or on an adjacent facility; or significantly improves the connection between modes for travelers or freight.</p> <p>Contributes to system network by substantially alleviating safety concerns, increasing efficiency, or decreasing operating costs of a nearby NHS route (+1) or interstate route (+2).</p>	<p>May reduce the need for capital investments and / or result in a reduction in operating costs in another mode or on an adjacent facility; or would moderately improve the connection between modes for travelers or freight.</p>	<p>Does not impact other mode or adjacent facility requirements or connections.</p>	<p>Will increase demand on another mode or facility requiring additional capital expenditure; or a new increase in operating cost.</p>
<p>5. Local, other agency or user contribution to fund capital costs.</p> <p>Weighting: 5</p>	<p>Contribution of cash matching funds: .2 pt per each 1% of project cost in excess of the required federal aid match.</p>	<p>Contribution of cash matching funds: .2 pt per each 1% of project cost in excess of the required federal aid match.</p>	<p>Contribution covers no capital costs beyond required federal aid match commitment of 9.03%.</p>	<p>N/A</p> <p>Commitment to provide matching funds is required for all project nominations</p>
<p>Only contributions that exceed the required match per DOT&PF match policy 09.01.040 shall be considered for additional points. All financial commitments must be in writing and approved by the local governing body of the community or tribal government before project will be considered for funding. Cost estimates must be prepared or approved by DOT&PF.</p>				

**2020-2023
CTP Project Scoring Criteria**

Urban and Rural Projects Criteria		Scoring Criteria		
Standards	(5)	(3)	(0)	(-3)
6a. Local, other agency or user contribution to fund M&O costs (For non-DOT&PF sponsored projects).	Sponsor will assume ownership and management responsibility if currently a DOT&PF facility; or sponsor will assume ownership of another DOT&PF facility of similar M&O cost.	Continued sponsor ownership and management responsibility of locally owned facility and community currently assumes management responsibility for: - 90% or greater of routes (in miles) functionally classified minor collector or local (3pts); or - 60-90% of routes (in miles) functionally classified as minor collector or local (2pts).	Sponsor assumes ownership and management responsibility of proposed or existing locally owned facility.	Project would increase M&O costs significantly.
Weighting: 0 or 5				
<i>Sponsor commitment must be in writing and passed by the governing body of the community or tribe before points will be assigned.</i>				
6b. Departmental M&O costs and priority (For DOT&PF sponsored projects). Weighting: 0 or 5	Significant M&O priority. A project that results in a transfer of management responsibility to a local government will be considered a significant priority.	Moderate M&O priority.	Not an M&O priority; little effect on M&O costs.	Not an M&O priority; would increase M&O costs significantly.

Urban and Rural Projects Criteria			
Scoring Criteria			
Standards	(5)	(3)	(0)
7. Public support.	Project has a resolution of support from the local elected body* and is identified as a high priority project in state, tribal, or local plans*.	Project has a resolution of support from local elected body*; and supported in official state, tribal, or local plans.	Project has resolution of support from local elected body*.
Weighting: 3			Project has resolution of support and resolution includes language authorizing the execution of an agreement with the State promising to perform the specified act(s) for which the sponsor is seeking points under standard 5 (funding contributions) and standard 6 (ownership and management responsibility). (1 point)
<p><i>*Resolution is only required in areas/communities represented by locally elected body. For those communities not represented by a locally elected body, a public record of support is required and any monetary commitments for maintenance or match will need to be committed to at the time of nomination. Capital Improvement Program (CIP) and similar lists adopted by resolution will be considered as a resolution. Any document for which the sponsor would like to have considered as a 'plan' must include documentation of public involvement.</i></p>			
8. Environmental approval readiness.	Environmental approval complete; or Environmental approval likely with a categorical exclusion (CE) document.	Environmental approval likely with an Environmental Assessment (EA).	Environmental approval likely with an Environmental Impact Statement (EIS).
Weighting: 2			
Environmental documentation must follow FHWA guidelines as explained in federal regulations. Sponsor should submit any completed environmental documents with their application package.			
			Environmental approval unlikely.

**2020-2023
CTP Project Scoring Criteria**

Urban and Rural Projects Criteria			Scoring Criteria	
Standards	(5)	(3)	(0)	(-3)
9. System Reliability or deficient width/grade/alignment (w/g/a).	Primarily an Asset Management preservation project; or a route with significantly deficient w/g/a relative to standards impacting system reliability.	A portion of the project rehabilitates subgrade, appurtenances or other infrastructure such as sidewalks, etc.; or moderately deficient w/g/a relative to standards.	Primarily major reconstruction; addresses long-range rehabilitation And no w/g/a deficiencies.	N/A
Weighting: 4				
<i>For projects which address a situation where there is a traffic demand that is significantly (or moderately) deficient w/g/a relative to standards.</i>				
10. Cost Effectiveness using cost, length, AADT evaluation. Divide project cost (in thousands) by length (miles) and further divide result by Average Annual Daily Traffic (AADT).	\$0 - \$1.50 = 5 \$ 1.50 - \$ 3.00 = 4	\$ 3.00 - \$ 4.50 = 3 \$ 4.50 - \$ 6.00 = 2 \$ 6.00 - 8.00 = 1	\$ 8.00 - \$ 10.00 = 0	\$10.00 - \$20.00 = -1 \$20.00 - 40.00 = -2 >\$40.00 = -3
Weighting: 5				
<i>Standalone bridge projects use assumed length of 1 mile; standalone intersection projects use assumed length of ½ mile. The Department will prepare or approve (possibly with revision) all cost estimates for consistency statewide.</i>				
11. Deficient bridges.	Bridge needs to be replaced. At the end of service life and structurally deficient. Two or more bridge ratings (deck, superstructure, substructure) are deficient (rating 4 or less).	Structurally deficient. At least one bridge rating (deck, superstructure, or substructure) is deficient (rating is 4 or less).	+1 point if project addresses a functionally obsolete bridge.	N/A
Weighting: 4				

Urban and Rural Projects Criteria		Scoring Criteria		
Standards	(5)	(3)	(0)	(-3)
12. Functional classification.	Minor Arterial = 5	Major Collector =3 Minor Collector =2	Local Roads / Streets or Unclassified	
Weighting: 4				
<i>If local government agrees to take over ownership of state owned road – lowest functional class score is "4"</i>				
13. Other factors not specified.	Project exhibits significant innovation, creativity, or unique benefits not otherwise rated.	Project exhibits moderate innovation, creativity, or unique benefits not otherwise rated.	Project exhibits no innovation, creativity, or unique benefits not otherwise rated.	
Weighting: 2				

**2020-2023
CTP Project Scoring Criteria**

Remote Projects Criteria				
Scoring Criteria				
Standards	(5)	(3)	(0)	(-3)
1. Economic benefits.	Endorsed in an economic development plan by a public entity and provides new or improved direct access to a community resource.	Identified in an economic development plan by a public entity; or provides new or improved access to an important community resource.	Supports minimal, speculative, or temporary economic opportunities; or benefits or provides non-crucial benefit to existing economic activity.	N/A
Weighting: 2				
<i>Economic benefits analysis shall not consider benefits due to project construction. A specific economic development section of a more general plan such as a comprehensive plan is acceptable if the focus is clearly on economic development including adequate analysis.</i>				
2. Health and quality of life (For example air and water quality, neighborhood continuity, access to basic necessities.)	This project provides a significant contribution to improved health or quality of life; or reduces or removes a significant existing negative factor.	This project provides a moderate contribution to improved health or quality of life; or reduces or removes an existing negative factor.	Project will have no effect either positive or negative on quality of life issues.	This project provides a significant degradation to health or quality of life.
Weighting: 4				
<i>Examples: Access to basic sanitation = 5; dust control = 4; access to medical facility = 3</i>				

Remote Projects Criteria				
Scoring Criteria				
Standards	(5)	(3)	(0)	(-3)
3. Safety (Meets goals or strategies listed in the Alaska Strategic Highway Safety Plan (SHSP). 5 Year Safety Historical Concentrations.	Proposes mitigation which is recognized in practice to address safety issues for a route that qualifies based on: A) a long term pattern of fatal or major (incapacitating) injury crashes; B) a documented high crash potential or risk between a major non-motorized use facility and vehicular traffic; or C) HSIP* costs/mile of project length greater than \$2.5 million per mile**.	Proposes mitigation which is recognized in practice to address safety issues for a route that qualifies based on: A) a long term pattern of minor injury or property damage crashes; B) a documented moderate crash potential or risk between non-motorized users and vehicular traffic; or C) HSIP costs/mile of project length between \$1.5 and \$2.5 million per mile. **.	No mitigation is demonstrated to address a crash problem or potential in other categories: A) historical crash patterns identified are less than 3 or more crashes per year; or B) no demonstrated traffic conflicts between non-motorized users and vehicular traffic.	Proposes features which are recognized in practice to worsen highway safety such as a project that: A) would be contrary to a strategy of the SHSP in a significant manner; or B) proposes other work that is viewed as contrary to producing a safer roadway environment for motorized or non-motorized users.
Weighting: 5				
Most recently available five year official ADOT&PF data. When using anecdotal crash information from first hand (EMS, Fire, Police, M&O - on-scene responsibility) = maximum score is 4 points. When using anecdotal safety information from second-hand sources (not on-scene responsibility) or data not recognized in practice = maximum score 2 points. *Highway Safety Improvement Program (HSIP) **The Department will provide the numerical analysis in (C) for project nominations that include a qualifying safety improvement.				

**2020-2023
CTP Project Scoring Criteria**

Remote Projects Criteria				
Scoring Criteria				
Standards	(5)	(3)	(0)	(-3)
<p>4. Improves intermodal transportation or lessens redundant facilities.</p> <p>Weighting: 2</p>	<p>Would clearly reduce the need for capital investment or significantly reduce operating costs in another mode or on an adjacent facility; or significantly improves the connection between modes for travelers or freight.</p> <p>Contributes to system network by substantially alleviating safety concerns, increasing efficiency, or decreasing operating costs of a nearby NHS route (+1) or interstate route (+2).</p>	<p>May reduce the need for capital investments and / or result in a reduction in operating costs in another mode or on an adjacent facility; or would moderately improve the connection between modes for travelers or freight.</p>	<p>Does not impact other mode or adjacent facility requirements or connections.</p>	<p>Will increase demand on another mode or facility requiring additional capital expenditure; or a new increase in operating cost.</p>
<p>5. Local, other agency, or user contribution to fund capital costs.</p> <p>Weighting: 5</p>	<p>Contribution of cash matching funds: .2 pt per each 1% of project cost in excess of the required federal aid match.</p>	<p>Contribution covers no capital costs Beyond required match commitment.</p>	<p>N/A</p>	<p>N/A</p>
<p><i>Only contributions that exceed the required match per DOT&PF match policy 09.01.040 shall be considered for additional points. All financial commitments must be in writing and approved by the local governing body of the community or tribal government before project will be considered for funding. Cost estimates must be prepared or approved by DOT&PF.</i></p>				

Remote Projects Criteria				
Scoring Criteria				
Standards	(5)	(3)	(0)	(-3)
6a. Local, other agency, or user contribution to fund M&O costs (For non-DOT&PF sponsored projects).	Sponsor will assume ownership and management responsibility if currently a DOT&PF facility; or sponsor will assume ownership of another DOT&PF facility of similar M&O cost.	Continued sponsor ownership and management responsibility of locally owned facility and community currently assumes management responsibility for: <ul style="list-style-type: none"> - 90% or greater of routes (in miles) functionally classified minor collector or local (3pts); or - 60-90% of routes (in miles) functionally classified as minor collector or local (2pts). 	Sponsor assumes ownership and management responsibility of proposed or existing locally owned facility.	Project would increase M&O costs significantly.
Weighting: 0 or 5				
<i>Sponsor commitment must be in writing and passed by the governing body of the community or tribe before points will be assigned</i>				
6b. Departmental M&O costs and priority (For DOT&PF sponsored projects). Weighting: 0 or 5	Significant M&O priority. A project that results in a transfer of management responsibility to a local government will be considered a significant priority.	Moderate M&O priority.	Not an M&O priority; little effect on M&O costs.	Not an M&O priority; would increase M&O costs significantly.

**2020-2023
CTP Project Scoring Criteria**

Remote Projects Criteria				
Scoring Criteria				
Standards	(5)	(3)	(0)	(-3)
7. Public support. Weighting: 3	Project has a resolution of support from the local elected body* and is identified as a high priority project in state, tribal, or local plans.	Project has a resolution of support from local elected body* and nominally supported in official state, tribal, or local plans.	Project has resolution of support from local elected body*.	N/A Resolution* is required for all project nominations
<i>*Resolution is only required in areas/communities represented by locally elected body. For those communities not represented by a locally elected body, a public record of support is required and any monetary commitments for maintenance or match will need to be committed to at the time of nomination. Capital Improvement Program (CIP) and similar lists adopted by resolution will be considered as a resolution. Any document for which the sponsor would like to have considered as a 'plan' must include documentation of public involvement.</i>				
8. Environmental approval readiness. Weighting: 2	Environmental approval complete; or Environmental approval likely with a categorical exclusion (CE) document.	Environmental approval likely with Environmental Assessment (EA).	Environmental approval likely with an Environmental Impact Statement (EIS).	Environmental approval unlikely.
Environmental documentation must follow FHWA guidelines as explained in federal regulations.				
9. Will project provide new and/or improved access to the noted uses: ferry terminals, airports, subsistence sites, or river/ocean access? Weighting: 2	New access to two or more uses = 5.	New access to one = 3; Improved access to two or more = 2; Improved access to one of listed uses = 1.	None of uses listed.	N/A

CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION 2019-45

A RESOLUTION OF THE UNALASKA CITY COUNCIL AUTHORIZING THE SALE OF
SURPLUS PERSONAL PROPERTY

WHEREAS, City owned personal property becomes surplus from time to time and requires disposal; and

WHEREAS, Unalaska City Code § 7.20.010(B) provides that Council shall determine, by resolution, which method or methods shall be used for disposal of personal property valued at less than \$25,000; and

WHEREAS, the attached list of personal property proposed for disposal includes items valued at less than \$25,000.

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council authorizes the City Manager to dispose of the surplus personal property contained on the attached list.

BE IT FURTHER RESOLVED THAT the method of disposal will be by public outcry auction to the highest bidder.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on August 27, 2019.

Frank Kelty
Mayor

ATTEST:

Marjie Veeder
City Clerk

Surplus Sale FY20

8/1/2019

Quantity	Unit	Description	Condition	Estimated Value Each
City Manager's Office				

2	each	Cartridge, Magenta CE263A	Good	100.00
2	each	Cartridge, Yellow CE262A	Good	100.00
3	each	Cartridge, Cyan CE261A	Good	100.00
2	each	Cartridge, Black CE260A	Good	100.00
2	each	Toner, G-15 Black	Good	25.00
2	each	10-Key Calculators	Fair	5.00
1	each	Coffee maker	Fair	10.00
2	box	Miscellaneous items	Fair	10.00
1	each	1997 Ford Explorer (CH8905)	Blue Book (Fair)	900.00

Information Systems

1	each	1998 Ford E350 15 Passenger Van (CH1293)	Blue Book (Good)	2,000.00
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Unalaska Public Library

1	each	Office Chair, broken	Poor	5.00
8	box	Leagl Hanging Folders	Good	5.00
1	each	Canon Power Shot 180 camera, broken	Poor	5.00
1	box	Epsom salt, 11 pound	Good	10.00
1	box	Epsom salt, 4 pound	Good	5.00
1	each	Square Wooden Box on wheels, 1' x 1' x 1'	Fair	5.00
1	each	Printer, HP Color Laser Enterprise M553	Poor	5.00
1	each	Black cartridge, HP Laser Ink Jet CP3525	Good	15.00
1	each	Black cartridge, HP Laser Ink Jet P2035	Good	15.00
2	each	Black cartridge, HP Laser Jet 2300L	Good	15.00
1	each	DVD Repair Machine, broken	Poor	5.00
1	each	Bunn Coffee Maker	Poor	5.00

Quantity	Unit	Description	Condition	Estimated Value Each
Aquatics Center				

1	each	Printer		
1	each	Heater		
1	each	Paper shredder		
1	each	Life Jacket		
4	each	Chairs, Black		
28	each	Folding chairs		
2	each	Moveable walls		
5	each	Tables		
1	each	Desk		

Department of Parks Culture & Recreation

2	box	Video Game supplies	Fair	30.00
2	each	Picture Frame	Good	5.00
7	each	Salsa Plates	Good	1.00
1	each	Speaker Receiver	Fair	10.00
1	each	Speaker	Fair	10.00
1	each	Disco Light	Poor	5.00
1	box	Soccer Balls	Fair	35.00
1	bag	Shin Guards	Poor	10.00
1	each	Cinco De Mayo decorations	Fair	10.00
1	each	Table (broken)	Poor	1.00
1	box	Inflatable Stakes	Good	5.00
1	each	Digital Stereo System	Fair	10.00
2	each	Baby carrier	Fair	5.00
3	each	Tables	Poor	1.00
5	each	Chairs (broken)	Poor	1.00
12	each	Green cups	Good	1.00
1	bag	Popsicle supplies	Fair	1.00
1	each	Music Folders	Good	1.00

Quantity	Unit	Description	Condition	Estimated Value Each
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Department of Parks Culture & Recreation

1	each	Computer case	Good	1.00
1	each	Flashlight	Poor	1.00
1	each	Wooden shelf	Fair	5.00
1	each	Door (broken)	Poor	5.00
4	each	Black Chairs	Poor	2.00
28	each	Folding Chairs	Poor	1.00
1	each	Easy Bake Oven	Poor	5.00
1	each	Board Game	Poor	1.00
1	box	Recreation books	Poor	5.00

Department of Public Works / Admin Division

1	each	1998 Ford Explorer (PW0030)	Blue Book (Fair)	1,000.00
1	each	1994 Toyota 4-Runner (Impound / No Title)	Poor	10.00

Department of Public Works / Supply Department

1	lot	Misc. Light Duty Ford parts	Good	34,482.37
1	lot	Misc. Heavy Duty assorted equipment parts	Good	12,422.29
1	each	Canon Powershot Camera	Poor	5.00
2	each	HP Printer Cartridge	Good	20.00

Department of Public Works / Facility Maint.

4	each	4" Pipe	Poor	10.00
1	lot	Pipe Insulation	Fair	10.00
1	lot	8" Duct	Fair	5.00
1	lot	Formica	Fair	5.00
1	each	Chain Door	Poor	10.00
1	lot	Plastic Molding	Fair	10.00
1	lot	Rolls of Plastic	Fair	10.00

Quantity	Unit	Description	Condition	Estimated Value Each
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Department of Public Works / Facility Maint.

1	lot	Misc. Galvanized Pipe Fittings	Fair	20.00
1	lot	Misc. Wire	Fair	20.00
4	each	Old Doors	Poor	20.00
1	lot	Old Duct	Fair	5.00
6	each	Used Ceiling Tiles	Fair	5.00
1	lot	Used Copper Pipe & Fittings	Fair	20.00
1	lot	Misc. Stove Pipe Fittings	Fair	20.00
1	lot	Chain Gate	Fair	50.00
1	lot	Misc. Aluminum Rails	Fair	5.00
62	box	Misc. Books	Fair	300.00
6	each	Fiberglass and/or Metal Cabinets	Fair	20.00
1	each	Boiler Section	Poor	5.00
1	each	Heater	Fair	10.00
1	each	Microwave	Fair	10.00

Department of Public Utilities / Powerhouse Dept.

5	each	250 Gallon Plastic totes w/aluminum frame	Fair	20.00
1	each	Canon Imagerunner C103017 Copier	Poor	-
1	each	2001 Ford F250 Pickup w/snow plow (E9483)	Blue Book (Good)	5,000.00

Department of Public Utilities / Electric Dept.

2	lot	Cable pieces, mixed		200.00
1	each	Honda Generator, 3kw		-
1	lot	Misc. Dewalt hand power tools w/pieces missing		25.00

Quantity	Unit	Description	Condition	Estimated Value Each
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Department of Public Utilities / Water Dept.

1	each	DVD/VHS Player w/ remote, monitor & cables	Good	35.00
2	each	Vacuum/Pressure Pump	Poor	5.00
1	box	Hach Turbidimeters	Poor	5.00
2	each	Large Metal Panels	Good	100.00
2	each	Large Plastic Panels	Poor	50.00
1	each	Valve Actuator (including manual)	Good	100.00
1	each	Wind Turbine	Good	20.00
1	box	Misc. Office Items	Poor	5.00
1	spool	Seal-Pic Communication Wire	Good	100.00
4	each	Tire Chains (440/80/R28)	Good	100.00
6	each	Aluminum Antennea's w/brackets	Good	10.00
1	each	1997 Ford F250 Pickup (W0446)	Blue Book (Good)	6,000.00

Department of Ports & Harbors

1	box	Raymarine Electronics	Poor	25.00
5	each	Plastic trash cans w/dome lids	Fair	50.00
2	each	Plastic recycle bins	Fair	25.00
1	each	Dock leveler	New	300.00

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Trudie Rose-McKeague, Supply Division Supervisor
Through: Tom Cohenour, Public Works Director and Erin Reinders, City Manager
Date: August 27, 2019
Re: Resolution 2019-45 Authorizing the Sale of Surplus Personal Property

SUMMARY: This memorandum is to request approval for the semi-annual surplus sale scheduled for September 14, 2019 from 10:00 a.m. to 2:00 p.m. and that the sale be by "public outcry" rather than sealed bids. Staff recommends approval.

PREVIOUS COUNCIL ACTION: Council annually authorizes the sale of surplus personal property. For a number of years the public outcry method has been authorized.

BACKGROUND: Each year the Supply Division is responsible for coordinating, collecting, recording and conducting citywide surplus sales. In the past, surplus sales were conducted through sealed bids, which involved significant time requirements on the part of the Supply Division.

DISCUSSION: We are recommending a "public outcry" type of sale. This will entail members of the public orally bidding on items as they come up for auction. This will eliminate the need for staff to open, read and record each bid placed by a citizen and to deal with multiple bids in the same amount. The problems associated with items not being picked up in a timely manner is also eliminated since all items are to be removed from City property by 2:00 pm on the day of the auction. Any items not removed on the day of auction will be disposed of at the landfill, excluding vehicles. Due to the need to transfer titles, vehicles will not be removed until the following Monday. All vehicles and pieces of equipment will have a minimum bid established using Kelley Blue Book guidelines.

ALTERNATIVES: Council may choose not to have a sale and store these items until a later date; or to hold a sale by sealed bids, which requires significant staff time.

FINANCIAL IMPLICATIONS: Revenues from the sale goes back into the City's General and Enterprise Funds.

LEGAL: None.

STAFF RECOMMENDATION: Staff recommends adoption of Resolution 2019-45.

PROPOSED MOTION: I move to adopt Resolution 2019-45.

CITY MANAGER COMMENTS: I support adoption of Resolution 2019-45.

ATTACHMENTS: Surplus List

CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION 2019-46

A RESOLUTION OF THE UNALASKA CITY COUNCIL ACKNOWLEDGING THE
CLOSURE AND COMPLETION OF A CAPITAL PROJECT

WHEREAS, Unalaska City Code Section 6.12.050(B) states all appropriations lapse at the end of the budget year to the extent that they have not been expended or lawfully encumbered, except an appropriation for capital improvements or projects which shall not lapse until the purpose of the appropriation has been accomplished or abandoned; and

WHEREAS, currently, the City of Unalaska has a capital project that is deemed to be complete; and

WHEREAS, the project deemed complete is under budget and;

WHEREAS, any unused monies in completed projects will be returned to the appropriate fund.

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council acknowledges that the capital project on the attached list is deemed complete for its intended purpose.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on August 27, 2019

Frank Kelty
Mayor

ATTEST:

Marjie Veeder
City Clerk

Resolution 2019-46 Closing Completed Capital Projects

Project Number		Budget	Project Costs To Date	Under/(Over)	Return to General Fund	Return to Spec. Revenue Fund 1% Sales Tax	Return to Other	Return to Proprietary Fund	
Enterprise Funds									
Electric									
EL19A	GENERATOR SETS REBUILD (FY19)	1,292,652.00	516,889.52	775,762.48				775,762.48	
		1,292,652.00	516,889.52	775,762.48				Total Electric 775,762.48	
									Total Proprietary 775,762.48
City Total		1,292,652.00	516,889.52	775,762.48	\$0.00	\$0.00	\$0.00	\$775,762.48	

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Cat Hazen, Acting Finance Director
Through: Erin Reinders, City Manager
Date: August 27, 2019
Re: Resolution 2019-46, a Resolution of the Unalaska City Council acknowledging the closure and completion of a capital project

SUMMARY: With adoption of this resolution, Council acknowledges that a capital project is being closed out of the Capital Budget. Periodically staff reviews capital projects and if a project is complete or no longer feasible, staff makes a recommendation to close that project.

PREVIOUS COUNCIL ACTION: Council reviews and acknowledges the closure of various capital projects annually.

BACKGROUND: UCO 6.12.050 (B) states that “All appropriations lapse at the end of the budget year to the extent that they have not been expended or lawfully encumbered, except an appropriation for capital improvements or projects which shall not lapse until the purpose of the appropriation has been accomplished or abandoned.”

DISCUSSION: Attached is a spreadsheet detailing the project to be closed.

ALTERNATIVES: 1) Accept staff recommendations to close the identified capital project by adopting Resolution 2019-46; or 2) Leave the project open for additional work.

FINANCIAL IMPLICATIONS: The unused monies will be returned to the appropriate funds:

Electric Enterprise Fund \$775,762.48

LEGAL: None

STAFF RECOMMENDATION: Adoption of Resolution No. 2019-46.

PROPOSED MOTION: I move to adopt Resolution 2019-46.

CITY MANAGER’S COMMENTS: We recommend the closure of the completed capital project identified in the attachment by adoption of Resolution 2019-46.

CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION 2019-47

A RESOLUTION OF THE UNALASKA CITY COUNCIL AUTHORIZING A LUMP SUM PAYMENT OF \$100,000 TO ROSSIA FROM THE PREVIOUSLY APPROVED COMMUNITY SUPPORT GRANT PROGRAM

WHEREAS, Council approved an award of \$100,000 from the Community Support Grant Program to the ROSSIA Group in connection with capital improvements planned for the Russian Orthodox Church and Sacred Sites in Alaska; and

WHEREAS, this is the only capital project request made to the Community Support Program for FY20; and

WHEREAS, the project is different from other Community Support grant recipients in that the money is not for operations and programs, rather it is to pay for materials, contractor work, etc.; and

WHEREAS, the Community Support Program grant guidelines state that awards in excess of \$25,000 will be disbursed in equal monthly payments, beginning in July; and

WHEREAS, the project funded with the Community Support Program award is not administered by the City of Unalaska and therefore it would be overly burdensome to request payments as the project progresses to pay contractors under the supervision and control of the ROSSIA Group.

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council authorizes the City Manager to approve a lump sum payment of \$100,000 under the FY20 Community Support Program awarded to the ROSSIA Group by Resolution 2019-17.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on August 27, 2019.

Frank Kelty
Mayor

ATTEST:

Marjie Veeder
City Clerk

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: William Homka, Planning Director
Through: Erin Reinders, City Manager
Date: August 27, 2019
Re: Resolution 2019-47: Authorizing a lump sum payment of \$100,000 to ROSSIA from the previously approved Community Support Grant Program

SUMMARY: Council approved \$100,000 from the Community Support Program to the ROSSIA Group for planned renovations. The program guidelines restrict lump sum payments to awards less than \$25,000. Staff is seeking authorization to make a lump sum payment to ROSSIA for the full \$100,000.

PREVIOUS COUNCIL ACTION: On April 23, 2019, Council approved Resolution 2019-17 establishing the sums available for Community Support and Capital Grants for Fiscal Year 2020. This included \$100,000 to ROSSIA.

BACKGROUND: A lump sum distribution would better serve the needs and purposes of the applicant. Council's authorization is required for a lump sum payment as it exceeds the \$25,000 maximum lump sum distribution allowable under the program guidelines.

DISCUSSION: This resolution to approve a lump sum distribution of \$100,000 to ROSSIA is a formality. Council approved the grant application with adoption of Resolution 2019-17 on April 23, 2019.

ALTERNATIVES: Council may choose not to adopt this resolution, which means the \$100,000 will be distributed in twelve monthly payments of \$8,333.33. This does not serve the interests of the project.

FINANCIAL IMPLICATIONS: None

LEGAL: Not applicable.

STAFF RECOMMENDATION: Staff recommends approval of Resolution 2019-47.

PROPOSED MOTION: I move to approve Resolution 2019-47.

CITY MANAGER COMMENTS: I support Resolution 2019-47.

ATTACHMENTS: Resolution 2019-17 Establishing Community Support grant amounts.

CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION 2019-17

A RESOLUTION OF THE UNALASKA CITY COUNCIL ESTABLISHING THE SUMS TO BE MADE AVAILABLE FOR COMMUNITY SUPPORT AND CAPITAL GRANTS FROM THE CITY OF UNALASKA TO THE APPLICANTS FOR COMMUNITY SUPPORT FOR FISCAL YEAR 2020

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 the qualifying non-profit organizations listed through its Community Support Program; and

WHEREAS, the City of Unalaska has received twelve (12) Community Support Grant Requests and zero (0) Non-Profit Capital Grant Request totaling \$1,935,595, for fiscal year 2020; and

WHEREAS, the target funding level for fiscal year 2020 community support, based on 3.4642% of the average revenue for the General Fund for the five most recently completed fiscal years, plus the Bed Tax amount for the most recently completed fiscal year, is \$1,219,389; and


WHEREAS, the City Council is recommending a total funding amount of \$1,469,236.01 for the Community Support Program, distributing accordingly per the next section.

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council establishes the following amounts to be included in the fiscal year 2020 operating budget for community support and capital grants to non-profit organizations:

Community Grant Requestor	Amount
APIA.....	\$205,350
Bering Sea Giving.....	\$0.00
Iliuliuk Family Services.....	\$180,000
Museum of the Aleutians	\$317,812.67
Unalaska Community Broadcasting.....	\$108,641.67
Unalaska Senior Citizens.....	\$57,466.67
CVB.....	\$200,000.00
USAFV.....	\$252,457.00
Aleutian Arts Council.....	\$10,000.00
Q-Culture Camp.....	\$24,000.00
ROSSIA.....	\$100,000.00
UAF-ASG.....	\$13,508.00

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on April 23rd, 2019.

ATTEST:


Roxanna Winters, Acting City Clerk



CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION 2019-48

A RESOLUTION OF THE UNALASKA CITY COUNCIL APPROVING THE MAYOR'S APPOINTMENT OF ERIN REINDERS AS THE CITY'S REPRESENTATIVE ON THE BOARD OF DIRECTORS OF THE MUSEUM OF THE ALEUTIANS ASSOCIATION

WHEREAS, the City of Unalaska holds one representative seat on the Board of Directors of the Museum of the Aleutians Association;

WHEREAS, Unalaska City Code § 2.60.040 states that members of boards, committees and commissions shall be appointed by the Mayor, subject to approval of the City Council; and

WHEREAS, Mayor Kelty appointed ERIN REINDERS as the City of Unalaska Representative on the Board of Directors of the Museum of the Aleutians Association, and submits the appointment for City Council approval.

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council approves the Mayor's appointment of ERIN REINDERS as the City of Unalaska representative on the Board of Directors of the Museum of the Aleutians Association.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on August 27, 2019.

Frank Kelty
Mayor

ATTEST:

Marjie Veeder
City Clerk



BOARD, COMMITTEE & COMMISSION APPLICATION

APPLYING FOR (check one):

- | | |
|---|--|
| <input type="checkbox"/> Planning Commission, Platting Board and Historic Preservation Commission | <input checked="" type="checkbox"/> Museum of the Aleutians Board of Directors |
| <input type="checkbox"/> Parks, Culture & Recreation Committee | <input type="checkbox"/> Iliuliuk Family & Health Services Clinic Board |
| <input type="checkbox"/> Library Advisory Committee | |

Name: Erin Reinders

Mailing Address: PO Box 921111

Telephone: 907-359-1962

Email: ereinders@ci.unalaska.ak.us

Occupation: City Manager

Employer: City of Unalaska

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

~Unalaska United Methodist Church, Leadership Team Chair, 2015-present

~American Planning Association - Alaska Chapter, Region 6 (Rural) Vice President, 2013-2015

~Iliuliuk Family & Health Services Clinic, Board Member, 2011 – 2012

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 _____

Please explain in greater detail the reasons you checked above: The City of Unalaska helped to found the Museum of the Aleutians and continues to provide financial support to the Museum. As the new City Manager, I am interested in continuing the history of this position representing the City on the Museum's board. Additionally, I am excited to be a part of this board and very much support its mission to collect, preserve, and share the rich cultural legacy of the Aleutian Islands Region.

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):

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

Date: 8/12/19

Signature: Erin Reinders

Digitally signed by Erin Reinders
DN: cn=Erin Reinders, o=City of Unalaska, ou=Administration, email=ereinders@ci.unalaska.ak.us,
c=US
Date: 2019.08.12 11:52:32 -0800

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

RESOLUTION 2019-49

A RESOLUTION OF THE UNALASKA CITY COUNCIL APPROVING THE MAYOR'S
APPOINTMENT OF LOUISA "LUCY" ORTIZ TO THE LIBRARY ADVISORY COMMITTEE

WHEREAS, City of Unalaska Code of Ordinances §2.60.040 states that each member of a board or committee shall be appointed by the Mayor, subject to approval of the City Council; and

WHEREAS, Mayor Kelty has considered the application of a member of the public to serve on the Library Advisory Committee and has submitted a name to the City Council for approval.

NOW THEREFORE BE IT RESOLVED that the Mayor's appointment of Louisa "Lucy" Ortiz to the Library Advisory Committee is confirmed, with a term expiring in February 2022.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on August 27, 2019.

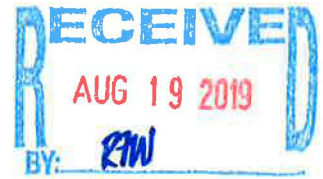
Frank Kelty
Mayor

ATTEST:

Marjie Veeder
City Clerk



BOARD, COMMITTEE & COMMISSION APPLICATION



APPLYING FOR (check one):

- | | |
|---|---|
| <input type="checkbox"/> Planning Commission, Platting Board and Historic Preservation Commission | <input type="checkbox"/> Museum of the Aleutians Board of Directors |
| <input type="checkbox"/> Parks, Culture & Recreation Committee | <input type="checkbox"/> Iliuliuk Family & Health Services Clinic Board |
| <input checked="" type="checkbox"/> Library Advisory Committee | |

Name: Lucy Ortiz

Mailing Address: PO Box 920302 Dutch Harbor AK 99692

Telephone: 907 617 9269

Email: louisamortiz@gmail.com

Occupation: 4th Grade Teacher

Employer: UCSD

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

While I have not served on advisory boards here in Unalaska yet, I served as the cross country team representative on the NCAA Student Athletic Advisory Committee for four years at my university. There I helped to create and review policy that supported student athletes across the country, such as recruiting and transfer student regulations.

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 _____

Please explain in greater detail the reasons you checked above: See attached sheet.

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):

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

Date: 8/17/19

Signature:

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

Lucy Ortiz – Library Advisory Committee

The library is the very first place I visited after moving to Unalaska last August. From my interactions with the staff and other patrons, I knew I had chosen a wonderful community in which to live and teach. I continue to believe that the library is one of the most special places in Unalaska and would love the opportunity to serve on its advisory committee. As a teacher I will be able to provide insight into how to serve our youth and help them grow into lifelong readers and learners. Throughout the library's renovation process and beyond, I will be able to speak to the needs and desires of young adults in our community in regards to library services. In addition, I believe serving on the Library Advisory Committee would be a rewarding and enjoyable experience and allow me to become more involved in our community. I hope that through my work on the Library Advisory Committee, I'll be able to share my love of the library and thereby bring new faces into the building.

CERTIFICATION

Virginia Collegiate Professional License: Elementary- Grades PreK-6th

Alaska Initial Out-of-State Teacher Certification: Elementary – Grades PreK-6th

EDUCATION

Washington and Lee University, Lexington VA, Class of 2015

Bachelors of Arts in Economics with Minor in Educational Policy, Cum Laude.

Overall GPA: 3.65

Education Program GPA: 3.93

Johnson Scholarship Recipient, Full award to Washington and Lee University

Spring Semester Study Abroad, Washington and Lee University, Accra, Ghana, May 2015

African Economic Development Course

Lived with host family to immerse in Ghanaian culture

Ketchikan High School, Ketchikan AK, Class of 2011

EXPERIENCE

4th Grade General Education Teacher, Eagles View Elementary, Unalaska, AK (August 2018- Present)

- Designed and delivered student-centered, differentiated Math, Language Arts, Social Studies, and Science instruction.
- Implemented Guided Reading and Guided Math on a daily basis to ensure all students received developmentally appropriate instruction in their specific area(s) of deficit.
- Designed cross curricular instruction that tied science and social studies content into math and language arts.
- Incorporated technology based formal and informal assessments into daily instruction to monitor student progress.

4th Grade General Education Teacher, Fairfax County Public Schools, Fairfax, VA (August 2016 – June 2018)

- Designed and delivered instruction to a population of 71% English Language Learners on a daily basis at a Title I school.
- Participated in and facilitated Collaborative Learning Team meetings to design common instruction and assessments and to analyze grade level data.
- Modeled instruction as a Reading Workshop, Math Workshop, and Responsive Classroom teacher.
- Worked with a team to create and implement a school-wide intervention to meet the needs of our English Language Learners.

4th Grade Long Term Substitute Teacher, Lexington City School District, Lexington, VA (January- March 2016)

- Developed and implemented engaging and differentiated instruction in all core subjects for a diverse group of general and special education students.
- Collaborated with other teachers and special education professionals to create effective lessons that met the needs and abilities of all 20 special and regular education students.

4th Grade Student Teacher, Lexington City School District, Lexington, VA (August – December 2015)

Camp Counselor for Individuals with Special Needs, Wisconsin Badger Camp, Prairie Du Chien, WI (June – August 2013)

Special Needs Paraprofessional for Extended School Year, Ketchikan School District, Ketchikan, AK (June 2009 - August 2011)

ACTIVITIES AND VOLUNTEER EXPERIENCE

Assistant Cross Country Coach, Unalaska City Schools, Unalaska AK, 2018- Present

Volunteer Assistant Cross Country and Track Coach, Washington and Lee University, Lexington VA, 2015-2016

Run Like A Girl Coordinator, Lexington VA, 2013-2015

Washington and Lee Varsity Cross Country and Track and Field Teams, 2011 – 2015

Cross Country Captain, Most Improved Athlete, 2014

NCAA Student Athlete Advisory Committee, 2011- 2015

General's Leadership Academy, 2013 – 2014

CITY OF UNALASKA
UNALASKA, ALASKA

ORDINANCE 2019-09

CREATING BUDGET AMENDMENT #1 TO THE FISCAL YEAR 2020 BUDGET, RECOGNIZING LOCAL SUPPORT REVENUE OF \$7,200 IN THE GENERAL FUND AND INCREASING THE PCR OPERATING BUDGET BY \$7,200; RECOGNIZING LOCAL SUPPORT REVENUE OF \$8,500 IN THE LIBRARY CAPITAL PROJECT AND INCREASING THE LIBRARY CAPITAL PROJECT BUDGET BY \$8,500; AND INCREASING THE WATER FUND OPERATING BUDGET FOR TRANSFERS TO CAPITAL PROJECTS AND THE PROJECT BUDGET FOR THE PYRAMID WATER TREATMENT

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 FY20 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. 1 to Ordinance #2019-07

	Current	Requested	Revised
I. OPERATING BUDGETS			
A. General Fund			
Sources:			
Local Support - APIA	\$ -	\$ 7,200	\$ 7,200
Uses:			
Parks, Culture and Recreation - Recreation Programs	\$ 731,435	\$ 7,200	\$ 738,635
B. Proprietary Funds			
Sources:			
Water Fund - Budgeted Use of Unrestricted Net Position	\$ 1,746,684	\$ 2,002,284	\$ 3,748,968
Uses:			
Water Fund - Transfers to Water Capital Projects	\$ 1,006,800	\$ 2,002,284	\$ 3,009,084
II. CAPITAL BUDGETS			
A. General Fund - Project Budgets			
Sources			
Local Support - Friends of the Unalaska Public Library	\$ -	\$ 8,500	\$ 8,500
Uses			
Library Improvement Project	\$ 5,400,000	\$ 8,500	\$ 5,408,500
B. Public Utilities - Project Budgets			
Sources			
Transfer in from Water Operating	\$ 50,000	\$ 2,002,284	\$ 2,052,284
Uses			
Pyramid Water Treatment Microturbines Project	50,000	2,002,284	2,052,284

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on September 10, 2019.

Frank Kelty
Mayor

ATTEST:

Marjie Veeer
City Clerk

City of Unalaska
Summary of Budget Amendment and Schedule of Proposed Accounts
FY20 Budget Amendment 1

- 1) General Fund - Operating Budget
 Add \$7,200 to Private Contributions revenue to recognize grant from APIA for senior exercise program
 Add \$7,200 to Recreation Programs Temporary Employees for senior exercise program instructor
- 2) General Fund - Capital Projects Budgets
 Add \$8,500 to Private Contributions revenue to recognize grant from Friends of the Unalaska Public Library for art purchase and installation
 Add \$8,500 to Other Professional Services for art purchase and installation
- 3) Water Fund - Operating Budget
 Add \$2,002,284 to Budgeted Use of Unrestricted Net Position and to Transfers to Capital Projects for Pyramid Water Treatment Microturbines project
- 4) Water Fund Capital Projects Budgets
 Add \$2,002,284 to Pyramid Water Treatment Microturbines project and to Transfer in From Water Operating

	Org	Object	Project	Current	Requested	Revised
1) General Fund - Operating Budget						
Sources:						
Parks, Culture and Recreation						
Private Contributions	01012047	47400		\$ -	\$ 7,200.00	\$ 7,200.00
Uses:						
Parks, Culture and Recreation						
Temporary Employees	01023251	51200		\$ 25,000.00	\$ 7,200.00	\$ 32,200.00
2) General Fund - Capital Project Budgets						
Sources:						
Library Improvements Project						
Private Contributions	31019848	47400	PR601	\$ -	\$ 8,500.00	\$ 8,500.00
Uses:						
Library Improvements Project						
Other Professional Services	31022053	53300	PR601	\$ 105,250.00	\$ 8,500.00	\$ 113,750.00
3) Water Proprietary Fund						
Sources:						
Budgeted Use of Unrestricted Net Position	51015549	49910		\$ 1,746,684.00	\$ 2,002,284.00	\$ 3,748,968.00
Uses:						
Transfers to Enterprise Capital Projects	51029854	59940		\$ 1,006,800.00	\$ 2,002,284.00	\$ 3,009,084.00
4) Water Fund - Capital Project Budgets						
Sources:						
Pyramid Water Treatment Microturbines						
Transfers From Proprietary Operating	51119848	49130	WA17C	\$ 50,000.00	\$ 2,002,284.00	\$ 2,052,284.00
Uses:						
Pyramid Water Treatment Microturbines						
Engineering and Architectural	51125553	53240	WA17C	\$ 50,000.00	\$ 250,700.00	\$ 300,700.00
Other Professional Services	51125553	53300	WA17C	\$ -	\$ 218,000.00	\$ 218,000.00
Construction Services	51125553	54500	WA17C	\$ -	\$ 820,213.00	\$ 820,213.00
Telephone/Fax/TV	51125553	55310	WA17C	\$ -	\$ 500.00	\$ 500.00
Advertising	51125553	55901	WA17C	\$ -	\$ 500.00	\$ 500.00
Contingency	51125553	55912	WA17C	\$ -	\$ 153,771.00	\$ 153,771.00
Machinery & Equipment	51125553	57400	WA17C	\$ -	\$ 558,600.00	\$ 558,600.00

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Roger Blakeley, PCR Director
Through: Erin Reinders, City Manager
Date: August 27, 2019
Re: Ordinance 2019-09, creating FY20 Budget Amendment #1, to receive \$7,200 from the Aleutian Pribilof Islands Association to pay an instructor for the Senior Exercise Program

SUMMARY: Ordinance 2019-09 accepts \$7,200 to fund the Senior Exercise Program.

PREVIOUS COUNCIL ACTION: In 2018, Council approved a similar request for \$7,000 to start the program. The program was successful, with funding from APIA.

BACKGROUND: The Department of Parks, Culture and Recreation (PCR) has been working with the Aleutian Pribilof Islands Association (APIA) to develop a senior exercise program, held at the Unalaska Senior Center. APIA received a grant to fund the program and is working with PCR to provide an instructor. PCR requests a budget amendment to accept \$7,200 from APIA to hire an instructor to teach the exercise classes. This \$7,200 reflects the amount of money APIA received to fund the personnel portion of the program.

PCR will invoice APIA for the hours worked by the instructor and we will receive reimbursement for those hours up to the \$7,200 outlined in the APIA grant. The result is \$0 net loss to the city, and gives PCR the ability to run this program in cooperation with APIA. The program will end when the grant funds are exhausted.

DISCUSSION: Staff requests \$7,200 from the APIA grant to pay the Instructor for the Senior Exercise Class held twice a week at the Senior Center.

ALTERNATIVES: Council may choose to accept the funding and continue the program; or not accept the funding and continue the class with expenses covered by the general fund; or not accept the funding and cancel the program.

FINANCIAL IMPLICATIONS: None

LEGAL: None

STAFF RECOMMENDATION: Staff recommends approval of Ordinance 2019-09.

PROPOSED MOTION: I move to adopt Ordinance 2019-09 and schedule it for second reading and public hearing on September 10, 2019.

CITY MANAGER COMMENTS: I support staff's recommendation.

ATTACHMENTS: None

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Roger Blakeley, Director, Department of Parks, Culture and Recreation
Karen Kresh, City Librarian
Through: Erin Reinders, City Manager
Date: August 27, 2019
Re: Ordinance 2019-09, creating FY20 Budget Amendment #1, for the Library Building Improvement Project to accept \$8,500 funding for artwork from Friends of the Unalaska Public Library

SUMMARY: This Budget Amendment request will add \$8,500 to the Library Building Improvement Project budget for artwork. These funds will be donated to the City of Unalaska by Friends of the Unalaska Public Library.

PREVIOUS COUNCIL ACTION: City Council approved Ordinance 2019-07 on May 28, 2019, adopting the FY20 Capital and Operating Budget, allocating \$5 million for the Library Building Improvement Project.

BACKGROUND: On recommendation from the Library Advisory Committee with support from City Council, the Project Team allocated 1% of project construction funds, or \$45,000, for public art that will be part of the expanded and renovated library building. More than just art to hang on the walls, these pieces will be part of the building design and will be installed during construction.

An Art Committee was formed as a subcommittee of the Library Advisory Committee, with representation from Aleutian Arts Council, and on August 6, 2019, this group selected artists whose work will be included in the Library Building Project, within the \$45,000 budget mentioned above. In addition to the Project Budget, the Committee asked Friends of the Library to consider funding one artist whose work, including installation materials and labor, will be \$8,500. Friends of the Library met on August 14, 2019, and they agreed to donate these funds.

Friends of the Unalaska Public Library is registered as a Non-Profit Corporation with the State of Alaska. They operate the book sale at the Unalaska Public Library, and their purpose is to support the Unalaska Public Library with volunteer labor, promote monetary gifts from members and the public, which support library services. In the past, they have primarily provided funding for library programs such as the Summer Reading Program.

DISCUSSION: Staff requested \$8,500 from Friends of the Unalaska Public Library to pay the artist and contractor to purchase and install artwork during construction of the Library Building Improvement Project in FY20. The artist who will be funded by Friends of the Library is Valisa Higman, and she will create cut paper art featuring an Alaskan spin on classic fairy tales, which will be built in to the expanded and improved Children's Room as part of this capital project.

ALTERNATIVES: Council may choose to accept the funding and add this artwork to the project; or not accept the funding and continue the project with this artwork covered by the general fund; or not accept the funding and ask the Art Committee to reconsider artist proposals with only the project budget of \$45,000 from the General Fund.

FINANCIAL IMPLICATIONS: None

LEGAL: None

STAFF RECOMMENDATION: Staff recommends approval of this budget amendment request, accepting \$8,500, which will provide additional artwork in the Children's Room of the Library Building Improvement Project at no cost to the City.

PROPOSED MOTION: I move to adopt Ordinance 2019-09 and schedule it for second reading and public hearing on September 10, 2019.

CITY MANAGER COMMENTS: I recommend Council approve Ordinance 2019-09.

ATTACHMENTS: None

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Dan Winters, Director Department of Public Utilities
Through: Erin Reinders, City Manager
Date: August 27, 2019
Re: Ordinance 2019-09, creating FY20 Budget Amendment #1, funding Phases III and IV of the Pyramid Water Treatment Plant Inline Micro Turbines Project in the amount of \$2,052,284

SUMMARY: This Budget Amendment Request seeks Council's approval to fast track the transfer of \$2,052,284 in Water Proprietary Fund Revenue into MUNIS Project WA17C, the Pyramid Water Treatment Plant Inline Micro Turbines Project, in order to fund Phase III – Design, Permitting and Construction and Phase IV – Installation and Commissioning, originally scheduled for funding per the FY20-24 CMMP for FY2021.

PREVIOUS COUNCIL ACTION: Council awarded the Pyramid Water Treatment Plant design and construction in 2010-2014, which included reserved space in the new Plant for this Project. Council provided \$50,000 in Water Proprietary Revenue to create the Project via the FY2017 CMMP Ordinance 2016-12, adopted on May 24, 2016. Council approved the award of the Phase II Scoping, 15% Design and Equipment Manufacturer Selection Contract to Rentricity, Inc. via Resolution 2019-12 on March 12, 2019.

BACKGROUND: The end result of this project will be two Inline Hydroelectric Micro Turbines installed within the Pyramid Water Treatment Plant process piping to provide the necessary reduction in water pressure as the resource leaves the Plant while using the excess water pressure to produce electricity for Plant use. Staff let a Request for Qualifications to perform the Phase II work of Scoping, 15% Design and Equipment Manufacturer Selection. These services, awarded to Rentricity, Inc., utilized the entire \$50,000 allotted to the project via the FY2017 Capital Budget. No funds were approved for Phase III – Design, Permitting and Construction or Phase IV – Installation and Commissioning for FY2018 or FY2019, and the FY2020-2024 CMMP projected \$2,052,284 in funding for Phases III and IV would be needed in FY2021.

DISCUSSION: Rentricity, working with long-time City of Unalaska consulting engineering firms Boreal Controls, Inc. and Electric Power Systems, Inc. as subcontractors, produced drawings to a schematics level, worked with Staff to select an equipment manufacturer and estimated both costs and permitting requirements. There is no funding available to move the project forward to Phase III - full design and bidding documents preparation and construction, or Phase IV - installation and commissioning of the turbines. If we wait until FY21 to continue the effort, we will lose valuable momentum and may have to revisit the manufacturer selection and portions of the permitting evaluation.

Council agreed to the idea of pursuing projects with payback and this project very much meets that goal. The Rentricity team anticipates a 2.5 year payback and a 15-fold investment return over the life of the turbines. Delaying the next phases of the project is not in the best interests of the City if we truly want to move towards cost savings and return on investment as well as renewable energy solutions. Staff is requesting monetary funds in the amount of \$2,052,284, be

made available now, from the Water Proprietary Fund, for furtherance of the goal of producing electricity within the Pyramid Water Treatment Plant for in-house use.

ALTERNATIVES: Council could choose to wait to fund Phase III and IV of the project as the current CMMP allows or for funding only Phase III at this time.

FINANCIAL IMPLICATIONS: In the FY2021 CMMP, Staff requested \$1,588,975 for this project. This monetary amount was a predesign estimate and derived through an educated guess. The Proposed revised budget and request for the project is set forth below:

PYRAMID WATER TREATMENT PLANT INLINE MICROTURBINES PROJECT - MUNIS PROJECT WA17C - DPW PROJECT 17401						
ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	EXPENSED & ENCUMBERED	AVAILABLE BUDGET	THIS REQUEST	PROPOSED REVISED BUDGET
5112-5553-53240 WA17	Engineering and Architect	\$ 50,000	\$ 50,000	\$	\$ 250,700	\$ 300,700
5112-5553-53300 WA17	Other Professional Service	\$	\$	\$	\$ 218,000	\$ 218,000
5112-5553-54500 WA17	Construction Services	\$	\$	\$	\$ 820,213	\$ 820,213
5112-5553-55310 WA17	Telephone / Fax / TV	\$	\$	\$	\$ 500	\$ 500
5112-5553-55901 WA17	Advertising	\$	\$	\$	\$ 500	\$ 500
5112-5553-55912 WA17	Contingency	\$	\$	\$	\$ 153,771	\$ 153,771
5112-5553-57400 WA17	Machinery & Equipment	\$	\$	\$	\$ 558,600	\$ 558,600
	TOTALS:	\$ 50,000	\$ 50,000	\$	\$ 2,002,284	\$ 2,052,284

LEGAL: Not Applicable

STAFF RECOMMENDATION: Staff recommends Council adopt Ordinance 2019-09 to fund Phases III and IV of the Project to keep moving forward toward the goals of renewable energy sources and increased return on investment.

PROPOSED MOTION: I move to adopt Ordinance 2019-09 and schedule it for second reading and public hearing on September 10, 2019.

CITY MANAGER COMMENTS: I recommend Council approve Ordinance 2019-09.

ATTACHMENTS: None

CITY OF UNALASKA
UNALASKA, ALASKA

ORDINANCE 2019-11

CREATING BUDGET AMENDMENT #2 TO THE FISCAL YEAR 2020 OPERATING BUDGET TO FUND THE INCREASED TRAVEL ALLOWANCE PROVIDED WITH CHANGES TO TITLE 3; FUND A COST OF LIVING ADJUSTMENT FOR TITLE 3 EMPLOYEES; ACCOUNT FOR A CALCULATION ERROR MADE IN THE ORIGINAL BUDGET FOR RECREATION ASSISTANTS; AND FUND THE APPROVED CHANGES FOR THE THREE LOCAL 302 COLLECTIVE BARGAINING UNIT AGREEMENTS

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 FY20 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. 2 to Ordinance #2019-07

	Current	Requested	Revised
I. OPERATING BUDGETS			
A. General Fund			
Sources			
General Fund - Appropriated Fund Balance	\$ 9,061,889	\$ 385,465	\$ 8,676,424
PERS Non-Employer Contribution	443,975	13,319	457,295
	<u>\$ 9,505,864</u>	<u>\$ 398,784</u>	<u>\$ 9,133,719</u>
Uses			
City Manager	389,467	3,303	392,770
Administration	1,298,462	20,223	1,318,685
Clerks	511,493	15,777	527,270
Finance/IS	1,920,179	57,050	1,977,229
Planning	763,737	16,348	780,085
Public Safety	5,695,130	15,577	5,710,707
Fire/EMS	1,867,287	7,180	1,874,467
Public Works	6,621,740	138,129	6,759,869
Parks, Culture & Recreation	3,268,040	125,197	3,393,237
	<u>\$ 22,335,535</u>	<u>\$ 398,784</u>	<u>\$ 22,734,319</u>
B. Proprietary Funds			
Sources			
Electric Fund - Budgeted use of unrestricted net assets	\$ 1,274,445	\$ 118,617	\$ 1,393,062
Electric Fund - PERS Non-Employer Contribution	93,473	4,448	97,921
Water Fund - Budgeted use of unrestricted net assets	3,748,968	46,002	3,794,970
Water Fund - PERS Non-Employer Contribution	35,745	1,623	37,368
Wastewater Fund - Budgeted use of unrestricted net assets	592,657	42,144	634,801
Wastewater Fund - PERS Non-Employer Contribution	40,462	1,475	41,937
Solid Waste Fund - Budgeted use of unrestricted net assets	1,911,972	53,123	1,965,095
Solid Waste Fund - PERS Non-Employer Contribution	37,969	1,942	39,911
Ports Fund - Budgeted use of unrestricted net assets	3,246,825	34,793	3,281,618
Ports Fund - PERS Non-Employer Contribution	63,971	1,347	65,318
Airport Fund - Budgeted use of unrestricted net assets	258,555	7,899	266,454
Airport Fund - PERS Non-Employer Contribution	6,841	1,652	8,493
Housing Fund - Budgeted use of unrestricted net assets	308,655	7,226	315,881
Housing Fund - PERS Non-Employer Contribution	5,668	300	5,968
	<u>\$ 11,626,206</u>	<u>\$ 322,591</u>	<u>\$ 11,948,797</u>

Uses	Current	Requested	Revised
Electric Fund - Utility Administration Expenses	\$ 5,492,481	\$ 26,278	\$ 5,518,759
Electric Fund - Power Production Expenses	10,256,916	51,570	10,308,486
Electric Fund - Power Distribution Expenses	1,394,234	35,762	1,429,996
Electric Fund - Vehicle Maintenance	54,997	6,518	61,515
Electric Fund - Facilities Maintenance	134,105	2,937	137,042
Water Fund - Utility Administration Expenses	1,771,563	15,074	1,786,637
Water Fund - Operating Expenses	1,568,706	27,797	1,596,503
Water Fund - Vehicle Maintenance	34,374	3,801	38,175
Water Fund - Facilities Maintenance	56,824	953	57,777
Wastewater Fund - Utility Administration Expenses	1,939,451	12,437	1,951,888
Wastewater Fund - Operating Expenses	2,189,164	27,089	2,216,253
Wastewater Fund - Vehicle Maintenance	25,660	2,982	28,642
Wastewater Fund - Facilities Maintenance	85,042	1,111	86,153
Solid Waste Fund - Utility Administration Expenses	1,556,613	9,573	1,566,186
Solid Waste Fund - Operating Expenses	2,058,545	30,221	2,088,766
Solid Waste Fund - Vehicle Maintenance	125,530	12,073	137,603
Solid Waste Fund - Facilities Maintenance	74,907	3,198	78,105
Ports Fund - Harbor Office Expenses	7,983,485	27,462	8,010,947
Ports Fund - CEM Small Boat Harbor Expenses	500,459	1,667	502,126
Ports Fund - Vehicle Maintenance	54,815	5,716	60,531
Ports Fund - Facilities Maintenance	53,856	1,295	55,151
Airport Fund - Admin/Operating Expenses	579,808	3,687	583,495
Airport Fund - Facilities Maintenance	237,088	5,864	242,952
Housing Fund - Admin/Operating Expenses	357,880	2,582	360,462
Housing Fund - Facilities Maintenance	204,943	4,944	209,887
	<u>\$ 38,791,446</u>	<u>\$ 322,591</u>	<u>\$ 39,114,037</u>

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on September 10, 2019.

Frank Kelty
Mayor

ATTEST:

Marjie Veeder
City Clerk

	<u>Org</u>	<u>Object</u>	<u>Current</u>	<u>Requested</u>	<u>Revised</u>
General Fund - Operating Budget					
Sources:					
Appropriated Fund Balance	01010049	49900	9,061,889	385,465	8,676,424
PERS Non-Employer Contributions	01010041	42355	443,975	13,319	457,295
v					
Uses:					
City Manager					
Salaries and Wages	01020251	51100	155,261	2,611	157,872
FICA & Medicare Emplr Match	01020251	52200	10,441	182	10,623
PERS Employer Contribution	01020251	52300	42,158	500	42,658
Workers Compensation	01020251	52500	624	10	634
Administration					
Salaries and Wages	01020351	51100	385,611	15,604	401,215
FICA & Medicare Emplr Match	01020351	52200	29,287	894	30,181
PERS Employer Contribution	01020351	52300	103,317	3,666	106,983
Workers Compensation	01020351	52500	1,519	59	1,578
Clerks					
Salaries and Wages	01020551	51100	223,647	11,942	235,589
FICA & Medicare Emplr Match	01020551	52200	17,187	913	18,100
PERS Employer Contribution	01020551	52300	60,716	2,880	63,596
Workers Compensation	01020551	52500	832	42	874
Finance					
Salaries and Wages	01020651	51100	506,185	32,558	538,743
FICA & Medicare Emplr Match	01020651	52200	40,013	2,485	42,498
PERS Employer Contribution	01020651	52300	134,673	8,420	143,093
Workers Compensation	01020651	52500	1,979	120	2,099
Information Systems					
Salaries and Wages	01020751	51100	223,084	9,778	232,862
FICA & Medicare Emplr Match	01020751	52200	17,178	748	17,926
PERS Employer Contribution	01020751	52300	57,151	2,379	59,530
Workers Compensation	01020751	52500	13,386	562	13,948
Planning					
Salaries and Wages	01020851	51100	332,522	12,461	344,983
FICA & Medicare Emplr Match	01020851	52200	26,689	954	27,643
PERS Employer Contribution	01020851	52300	86,959	2,886	89,845
Workers Compensation	01020851	52500	1,304	47	1,351
Police/DMV/Animal Control					
Salaries and Wages	01021151	51100	1,766,348	8,346	1,774,694
FICA & Medicare Emplr Match	01021151	52200	146,266	631	146,897
PERS Employer Contribution	01021151	52300	501,458	2,003	503,461
Workers Compensation	01021151	52500	52,463	247	52,710
Communications					
Salaries and Wages	01021251	51100	494,502	1,626	496,128
FICA/Medicare Employer Match	01021251	52200	37,565	125	37,690
PERS Employer Benefit	01021251	52300	130,285	398	130,683
Workers Compensation Ins	01021251	52500	1,402	5	1,407

	<u>Org</u>	<u>Object</u>	<u>Current</u>	<u>Requested</u>	<u>Revised</u>
Corrections					
Salaries and Wages	01021451	51100	526,722	1,626	528,348
FICA & Medicare Emplr Match	01021451	52200	42,755	125	42,880
PERS Employer Contribution	01021451	52300	138,503	398	138,901
Workers Compensation	01021451	52500	15,160	47	15,207
Fire/EMS					
Salaries and Wages	01021551	51100	603,612	5,500	609,112
FICA & Medicare Emplr Match	01021551	52200	54,955	88	55,043
PERS Employer Contribution	01021551	52300	169,601	1,366	170,967
Workers Compensation	01021551	52500	25,039	226	25,265
DPW Administration					
Salaries and Wages	01022051	51100	298,925	14,944	313,869
FICA & Medicare Emplr Match	01022051	52200	22,868	1,141	24,009
PERS Employer Contribution	01022051	52300	80,067	3,603	83,670
Workers Compensation	01022051	52500	6,120	291	6,411
Roads					
Salaries and Wages	01022251	51100	889,672	43,396	933,068
Temporary Employees	01022251	51200	35,038	1,050	36,088
FICA & Medicare Emplr Match	01022251	52200	74,184	3,398	77,582
PERS Employer Contribution	01022251	52300	251,990	10,589	262,579
Unemployment Insurance	01022251	52400	4,340	11	4,351
Workers Compensation	01022251	52500	37,979	1,766	39,745
Supply					
Salaries and Wages	01022351	51100	146,667	5,424	152,091
FICA & Medicare Emplr Match	01022351	52200	11,422	416	11,838
PERS Employer Contribution	01022351	52300	39,023	1,213	40,236
Workers Compensation	01022351	52500	7,114	254	7,368
Vehicle Maintenance					
Salaries and Wages	01022851	51100	407,247	5,184	412,431
FICA & Medicare Emplr Match	01022851	52200	32,392	339	32,731
PERS Employer Contribution	01022851	52300	113,496	1,430	114,926
Workers Compensation	01022851	52500	14,816	186	15,002
Facilities Maintenance					
Salaries and Wages	01022951	51100	448,545	30,191	478,736
Temporary Employees	01022951	51200	39,283	1,176	40,459
FICA & Medicare Emplr Match	01022951	52200	38,511	2,580	41,091
PERS Employer Contribution	01022951	52300	122,970	8,239	131,209
Workers Compensation	01022951	52500	20,736	1,308	22,044
PCR Administration					
Salaries and Wages	01023151	51100	120,607	4,744	125,351
FICA & Medicare Emplr Match	01023151	52200	9,227	363	9,590
PERS Employer Contribution	01023151	52300	32,850	1,170	34,020
Workers Compensation	01023151	52500	451	17	468
Rec Programs					
Salaries and Wages	01023251	51100	288,962	21,252	310,214
FICA & Medicare Emplr Match	01023251	52200	25,548	1,625	27,173
PERS Employer Contribution	01023251	52300	83,142	5,310	88,452
Workers Compensation	01023251	52500	5,585	383	5,968

	<u>Org</u>	<u>Object</u>	<u>Current</u>	<u>Requested</u>	<u>Revised</u>
Community Center					
Salaries and Wages	01023351	51100	303,185	32,052	335,237
FICA & Medicare Emplr Match	01023351	52200	24,723	2,455	27,178
PERS Employer Contribution	01023351	52300	69,241	2,959	72,200
Unemployment Insurance	01023351	52400	2,624	204	2,828
Workers Compensation	01023351	52500	1,226	117	1,343
Library					
Salaries and Wages	01023451	51100	279,134	27,146	306,280
Temporary Employees	01023451	51200	10,030	358	10,388
FICA & Medicare Emplr Match	01023451	52200	22,733	2,106	24,839
PERS Employer Contribution	01023451	52300	64,327	5,622	69,949
Unemployment Insurance	01023451	52400	2,175	52	2,227
Workers Compensation	01023451	52500	1,055	94	1,149
Aquatics Center					
Salaries and Wages	01023551	51100	234,990	13,821	248,811
FICA & Medicare Emplr Match	01023551	52200	18,359	1,060	19,419
PERS Employer Contribution	01023551	52300	43,931	1,566	45,497
Unemployment Insurance	01023551	52400	1,958	65	2,023
Workers Compensation	01023551	52500	11,802	656	12,458
Electric Fund - Operating Budget					
Sources:					
Budgeted use of unrestricted net assets	50015049	49910	1,274,445	118,617	1,393,062
PERS Non-Employer Contributions	50015041	42355	93,473	4,448	97,921
Uses:					
Electric - Utility Administration					
Salaries and Wages	50024051	51100	392,451	19,638	412,089
FICA & Medicare Emplr Match	50024051	52200	30,196	1,349	31,545
PERS Employer Contribution	50024051	52300	103,579	4,850	108,429
Workers Compensation	50024051	52500	9,259	441	9,700
Electric Production					
Salaries and Wages	50024151	51100	764,067	37,869	801,936
FICA & Medicare Emplr Match	50024151	52200	62,072	2,896	64,968
PERS Employer Contribution	50024151	52300	217,259	9,189	226,448
Workers Compensation	50024151	52500	34,224	1,616	35,840
Electric Line Repair					
Salaries and Wages	50024251	51100	516,288	26,195	542,483
FICA & Medicare Emplr Match	50024251	52200	43,449	2,003	45,452
PERS Employer Contribution	50024251	52300	153,654	6,410	160,064
Workers Compensation	50024251	52500	23,905	1,154	25,059
Electric (Vehicle Maint.)					
Salaries and Wages	50022851	51100	20,925	4,754	25,679
FICA & Medicare Emplr Match	50022851	52200	1,660	377	2,037
PERS Employer Contribution	50022851	52300	5,813	1,216	7,029
Workers Compensation	50022851	52500	922	171	1,093
Electric (Facilities Maint.)					
Salaries and Wages	50022951	51100	31,346	2,100	33,446
FICA & Medicare Emplr Match	50022951	52200	2,468	165	2,633
PERS Employer Contribution	50022951	52300	8,582	575	9,157
Workers Compensation	50022951	52500	1,542	97	1,639

	<u>Org</u>	<u>Object</u>	<u>Current</u>	<u>Requested</u>	<u>Revised</u>
Water Fund - Operating Budget					
Sources:					
Budgeted use of unrestricted net assets	51015549	49910	3,748,968	46,002	3,794,970
PERS Non-Employer Contributions	51015541	42355	35,745	1,623	37,368
Uses:					
Water - Utility Administration					
Salaries and Wages	51024051	51100	238,390	11,261	249,651
FICA & Medicare Emplr Match	51024051	52200	18,245	791	19,036
PERS Employer Contribution	51024051	52300	62,822	2,747	65,569
Workers Compensation	51024051	52500	5,768	275	6,043
Water - Operations					
Salaries and Wages	51024351	51100	487,952	19,221	507,173
Temporary Employees	51024351	51200	55,764	1,664	57,428
FICA & Medicare Emplr Match	51024351	52200	44,164	1,595	45,759
PERS Employer Contribution	51024351	52300	139,391	4,473	143,864
Unemployment Insurance	51024351	52400	2,794	174	2,968
Workers Compensation	51024351	52500	17,684	670	18,354
Water (Vehicle Maint.)					
Salaries and Wages	51022851	51100	12,207	2,773	14,980
FICA & Medicare Emplr Match	51022851	52200	969	218	1,187
PERS Employer Contribution	51022851	52300	3,392	710	4,102
Workers Compensation	51022851	52500	538	100	638
Water (Facilities Maint.)					
Salaries and Wages	51022951	51100	10,172	682	10,854
FICA & Medicare Emplr Match	51022951	52200	799	54	853
PERS Employer Contribution	51022951	52300	2,780	186	2,966
Workers Compensation	51022951	52500	498	31	529
Wastewater Fund - Operating Budget					
Sources:					
Budgeted use of unrestricted net assets	52016049	49910	592,657	42,144	634,801
PERS Non-Employer Contributions	52016041	42355	40,462	1,475	41,937
Uses:					
Wastewater - Utility Administration					
Salaries and Wages	52024051	51100	199,779	9,305	209,084
FICA & Medicare Emplr Match	52024051	52200	15,284	657	15,941
PERS Employer Contribution	52024051	52300	52,684	2,264	54,948
Workers Compensation	52024051	52500	4,673	211	4,884
Wastewater - Operations					
Salaries and Wages	52024551	51100	476,534	18,628	495,162
Temporary Employees	52024551	51200	55,764	1,664	57,428
FICA & Medicare Emplr Match	52024551	52200	43,780	1,552	45,332
PERS Employer Contribution	52024551	52300	137,220	4,311	141,531
Unemployment Insurance	52024551	52400	2,794	174	2,968
Workers Compensation	52024551	52500	20,061	760	20,821
Wastewater (Vehicle Maint.)					
Salaries and Wages	52022851	51100	9,591	2,175	11,766
FICA & Medicare Emplr Match	52022851	52200	764	173	937
PERS Employer Contribution	52022851	52300	2,664	556	3,220
Workers Compensation	52022851	52500	423	78	501

	<u>Org</u>	<u>Object</u>	<u>Current</u>	<u>Requested</u>	<u>Revised</u>
Wastewater (Facilities Maint.)					
Salaries and Wages	52022951	51100	11,107	744	11,851
FICA & Medicare Emplr Match	52022951	52200	1,042	70	1,112
PERS Employer Contribution	52022951	52300	3,638	244	3,882
Workers Compensation	52022951	52500	850	53	903
Solid Waste Fund - Operating Budget					
Sources:					
Budgeted use of unrestricted net assets	53016549	49910	1,911,972	53,123	1,965,095
PERS Non-Employer Contributions	53016541	42355	37,969	1,942	39,911
Uses:					
Solid Waste - Utility Administration					
Salaries and Wages	53024051	51100	163,398	7,158	170,556
FICA & Medicare Emplr Match	53024051	52200	12,397	495	12,892
PERS Employer Contribution	53024051	52300	42,892	1,746	44,638
Workers Compensation	53024051	52500	4,142	174	4,316
Solid Waste - Operations					
Salaries and Wages	53024751	51100	446,912	21,435	468,347
Temporary Employees	53024751	51200	27,092	811	27,903
FICA & Medicare Emplr Match	53024751	52200	39,779	1,705	41,484
PERS Employer Contribution	53024751	52300	130,705	5,084	135,789
Unemployment Insurance	53024751	52400	2,594	79	2,673
Workers Compensation	53024751	52500	24,198	1,107	25,305
Solid Waste (Vehicle Maint.)					
Salaries and Wages	53022851	51100	38,801	8,809	47,610
FICA & Medicare Emplr Match	53022851	52200	3,078	694	3,772
PERS Employer Contribution	53022851	52300	10,779	2,254	13,033
Workers Compensation	53022851	52500	1,710	316	2,026
Solid Waste (Facility Maint.)					
Salaries and Wages	53022951	51100	34,128	2,287	36,415
FICA & Medicare Emplr Match	53022951	52200	2,684	180	2,864
PERS Employer Contribution	53022951	52300	9,341	626	9,967
Workers Compensation	53022951	52500	1,678	105	1,783
Ports and Harbors Fund - Operating Budget					
Sources:					
Budgeted use of unrestricted net assets	54017049	49910	3,246,825	34,793	3,281,618
PERS Non-Employer Contributions	54017041	42355	63,971	1,347	65,318
Uses:					
Harbor Office					
Salaries and Wages	54025051	51100	593,113	20,851	613,964
FICA & Medicare Emplr Match	54025051	52200	45,920	1,366	47,286
PERS Employer Contribution	54025051	52300	155,564	5,110	160,674
Workers Compensation	54025051	52500	3,986	135	4,121
CEM Small Boat Harbor					
Salaries and Wages	54025451	51100	127,158	1,260	128,418
FICA/Medicare Employer Match	54025451	52200	10,673	65	10,738
PERS Employer Benefit	54025451	52300	36,602	306	36,908
Workers Compensation Ins	54025451	52500	3,695	36	3,731

	<u>Org</u>	<u>Object</u>	<u>Current</u>	<u>Requested</u>	<u>Revised</u>
Ports (Vehicle Maint.)					
Salaries and Wages	54022851	51100	18,309	4,157	22,466
FICA & Medicare Emplr Match	54022851	52200	1,455	328	1,783
PERS Employer Contribution	54022851	52300	5,088	1,065	6,153
Unemployment Insurance	54022851	52400	85	17	102
Workers Compensation	54022851	52500	807	149	956
Ports (Facilities Maint.)					
Salaries and Wages	54022951	51100	13,830	927	14,757
FICA & Medicare Emplr Match	54022951	52200	1,083	73	1,156
PERS Employer Contribution	54022951	52300	3,773	253	4,026
Workers Compensation	54022951	52500	674	42	716
Airport Fund - Operating Budget					
Sources:					
Budgeted use of unrestricted net assets	55017549	49910	258,555	7,899	266,454
PERS Non-Employer Contributions	55017541	42355	6,841	1,652	8,493
Uses:					
Airport Admin/Operations					
Salaries and Wages	55025651	51100	58,751	2,811	61,562
FICA & Medicare Emplr Match	55025651	52200	4,420	171	4,591
PERS Employer Contribution	55025651	52300	15,235	695	15,930
Workers Compensation	55025651	52500	290	10	300
Airport (Facilities Maint.)					
Salaries and Wages	55022951	51100	62,115	4,162	66,277
Temporary Employees	55022951	51200	1,007	30	1,037
FICA & Medicare Emplr Match	55022951	52200	4,965	333	5,298
PERS Employer Contribution	55022951	52300	17,002	1,139	18,141
Workers Compensation	55022951	52500	3,189	200	3,389
Housing Fund - Operating Budget					
Sources:					
Budgeted use of unrestricted net assets	56018049	49910	308,655	7,226	315,881
PERS Non-Employer Contributions	56018041	42355	5,668	300	5,968
Uses:					
Housing Admin & Operating					
Salaries and Wages	56025851	51100	46,536	1,982	48,518
FICA & Medicare Emplr Match	56025851	52200	3,536	118	3,654
PERS Employer Contribution	56025851	52300	12,208	475	12,683
Workers Compensation	56025851	52500	168	7	175
Housing (Facilities Maint.)					
Salaries and Wages	56022951	51100	51,794	3,470	55,264
FICA & Medicare Emplr Match	56022951	52200	4,165	279	4,444
PERS Employer Contribution	56022951	52300	14,502	1,025	15,527
Workers Compensation	56022951	52500	2,712	170	2,882

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Erin Reinders, City Manager
Date: August 27, 2019
Re: Ordinance 2019-11, Budget Amendment #2

SUMMARY: This budget amendment will fund the proposed increased travel allowance provided with changes to Title 3, authorizes and funds a Cost of Living Adjustment for Title 3 employees, corrects a calculation error made in the original budget for Recreation Assistants, and fully funds the approved changes for the three Local 302 Collective Bargaining Agreements (CBAs). The total cost to the City for this implementation is \$721,375. The cost to each department is itemized on the attached Budget Amendment spreadsheet.

PREVIOUS COUNCIL ACTION: Council approved three separate Collective Bargaining Agreements with the International Union of Operating Engineers (IUOE) Local 302 on May 28, 2019.

In 2013, the City commissioned a comprehensive Compensation and Benefits Analysis, the result of which was an update of the classification and pay plans, and Council amended Title 3 by Ordinance. Staff presented to Council an overview of the proposed changes to Title 3, including the adjustment to the pay plan, on July 23, 2019.

BACKGROUND: Every three years the City and Local 302 bargaining units enter contract negotiations to agree upon collective bargaining agreements for a new three-year term. Negotiations were held during the week of May 6, 2019. The three bargaining units include City Hall, DPU/W and PCR. Council approved all three agreements on May 28, 2019.

Unalaska Municipal Code Section 3.40.020 states that the City Manager shall periodically, but not less often than every four years, review the pay plan, and make a report to City Council with a recommendation regarding the necessary changes to keep the pay plan current. Title 3 compliments the CBAs for most employees, but this is the only governing document regarding personnel matters for employees not represented by a Collective Bargaining Unit or Union. The last time this was done was in 2013.

DISCUSSION: This budget amendment will fund the implementation of the three Local 302 Collective Bargaining Unit Agreements and Title 3 changes. The breakdown of the implementation and correction is:

<u>GROUP/BARGAINING UNIT</u>	<u>SALARIES & WAGES</u>	<u>TAXES</u>	<u>PERS</u>	<u>WCOMP</u>	<u>TOTAL</u>
Title III	145,803	9,893	32,996	3,913	192,605
302 - DPW/DPU	265,659	21,247	63,721	7,125	357,752
302 - City Hall	57,491	4,397	14,752	1,543	78,183
302 - PCR	56,591	4,265	9,364	1,512	71,732
302 - PCR FTE Error	16,581	1,273	2,797	452	21,103
302 - PCR Total	73,171	5,538	12,161	1,964	92,834
TOTAL	542,124	41,075	123,631	14,545	721,375

A total of \$507,667 is the cost to fully implement all the approved changes for three Local 302 Collective Bargaining Unit Agreements.

The \$21,103 is associated with a calculation error in the original budget involving Recreation Assistants.

The cost of \$192,605 fully implements the Title 3 changes and allows for COLA increases for Title 3 employees. COLA increases are effective pay period ending September 30, 2019.

ALTERNATIVES: Council could choose not to implement the approved changes for the Collective Bargaining Units, the Cost of Living Adjustment for Title 3 employees, and the proposed changes to Title 3.

FINANCIAL IMPLICATIONS: The total cost to the City is \$721,375. The cost to each department is itemized on the attached Budget Amendment Spreadsheet.

LEGAL: Staff consulted the City Attorney during the development of this Budget Amendment.

STAFF RECOMMENDATION: Staff recommends approval.

PROPOSED MOTION: I move to approve Ordinance 2019-11, and set it for public hearing and second reading on September 10, 2019.

ATTACHMENTS: None