

**Regular Meeting  
Tuesday, April 14, 2020  
6:00 p.m.**



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

**Council Members**  
Thomas D. Bell  
Darin Nicholson  
David M. Gregory

## **UNALASKA CITY COUNCIL**

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

**Council Members**  
Dennis M. Robinson  
Alejandro R. Tungul  
Shari Coleman

Vincent M. Tutiakoff Sr., Mayor  
Erin Reinders, City Manager

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Due to recommended social distancing measures to stop the spread of coronavirus and the City Manager's Emergency Order suspending the provisions of UCO § 2.20.075 regarding council member participation by teleconference, this meeting will be conducted via telephone conference call, though a limited number of Council Members may be in Chambers while observing six foot social distancing.

Members of the public may listen to the meeting on KUCB TV Channel 8 or Radio station 89.7.

Options to provide comments or testimony to City Council regarding items on the agenda:

- Email comments, testimony or questions to the City Clerk no later than 5:00 p.m. on the day of the meeting. Comments, testimony and questions will be read by the clerk during the meeting
- Call in to the meeting

Copies of the documents related to the meeting are available on the City Website; by email request to the City Clerk; and in the arctic entry area at City Hall. Contact City Clerk Marjie Veeder at 907.581.1251 or by email [mveeder@ci.unalaska.ak.us](mailto:mveeder@ci.unalaska.ak.us)

MEETING CALL IN NUMBER (toll free)  
(888) 251-2909  
Access code 5646150

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### **AGENDA**

1. **Call to order**
2. **Roll call**
3. **Pledge of allegiance**
4. **Adoption of agenda**
5. **Approve minutes of previous meetings** March 24 and April 2, 2020
6. **City Manager Report**

**7. Information Provided in Packet; no action requested April 14**

- a. Unalaska City School District FY21 Budget Request
- b. Community Grant Applications
- c. Schubauer Property Analysis

**8. Regular agenda**

- a. Ordinance 2020-05: Creating Budget Amendment #8 to the Fiscal Year 2020 Budget, increasing the Electric Fund Operating Budget for transfers to capital projects and the Generator Sets Rebuild Project budget by \$383,627 each; and increasing the General Fund operating budget for transfers to Airport and the Airport Operating Budget by \$158,000 each for the airport fire panel
- b. Ordinance 2020-06: To rezone Lot 9, Block 2, USS 1992, from General Commercial to Single Family/Duplex Residential
- c. Ordinance 2020-07: Amending Title 6 of the Unalaska Code of Ordinances to adopt by reference the Alaska Remote Sellers Sales Tax Code and to amend Chapter 6.40 to add and amend definitions, adopt provisions for extensions, final returns and repayment plans, and amend penalty and interest provisions
- d. Resolution 2020-19: Requiring traveler quarantine, the closure of certain non-essential businesses, that residents stay home and “hunker down”, and instituting additional measures to protect public health

**9. Council Directives to City Manager**

- 10. **Executive Session**: Discuss upcoming negotiations with the Inlandboatmen’s Union of the Pacific, representing employees of the Department of Ports & Harbors

**11. Adjournment**

**Regular Meeting**  
**Tuesday, March 24, 2020**  
**6:00 p.m.**



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

**Council Members**  
Thomas D. Bell  
Darin Nicholson  
David M. Gregory

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Vincent M. Tutiakoff Sr., Mayor  
Erin Reinders, City Manager

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Pursuant to the City's Manager's Emergency Order of March 17, 2020, suspending the provisions of UCO § 2.20.075 regarding council member participation in meetings by teleconference, and due to recommended social distancing measures to stop the spread of coronavirus, this meeting was conducted via telephone conference call. The call-in number was published with the agenda. Members of the public were encouraged to participate by telephone and did. The Mayor, City Manager and City Clerk were physically present in Council Chambers and audio of the meeting could be heard in the room by anyone who chose to attend. Before the meeting was called to order, the City Clerk provided guidance to the Mayor, Council and the public to facilitate holding the meeting via telephone.

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### **MINUTES**

#### **1. Call to order**

Mayor Vincent Tutiakoff, Sr. called the Regular Meeting of the Unalaska City Council to order on Tuesday, March 24, 2020 via telephone conference at 6:00 pm.

#### **2. Roll call**

Present in Council Chambers:  
Mayor Vincent Tutiakoff, Sr.

Present telephonically:  
Dennis Robinson  
Darin Nicholson  
Thomas D. Bell  
Alejandro Tungul  
David Gregory  
Shari Coleman

Absent:  
None

#### **3. Adoption of agenda**

Robinson made a motion to adopt agenda; Tungul seconded.

Robinson made a motion to amend the agenda removing the Executive Session regarding negotiations with IBU and adding consideration of Resolution 2020-17 to the Regular Agenda; Gregory seconded.

Roll Call Vote on motion to amend: Gregory – yes; Coleman – yes; Tungul – yes; Nicholson – yes; Robinson – yes; Bell – yes.

Motion passed 6-0.

Roll Call Vote on main motion as amended: Tungul – yes; Robinson – yes; Nicholson – yes; Gregory – yes; Bell – yes; Coleman – yes.

Motion passed 6-0.

**4. Approve minutes of previous meetings:** March 10, 2020 and March 18, 2020

Tungul made a motion to approve March 10 and March 18, 2020 meeting minutes; Robinson seconded.

Roll Call Vote: Bell – yes; Nicholson – yes; Gregory – yes; Robinson – yes; Coleman – yes; Tungul – yes.

Motion passed 6-0.

**5. Report**

- a. City Manager's report was in the packet.

The City Manager highlighted the following items from her report and answered Council questions:

- Declaration of Emergency
- Activation of Emergency Operation Center
- Minimal city staffing levels and working hard at meeting essential city services
- Council Meetings are now held telephonically and addressing time sensitive items

**6. Community Input & Announcements:**

- Road to Morris Cove is now open.
- Ounalashka Corporation offices fully operational but not open to the public.
- Reminder to practice social distancing.

**7. Public testimony on agenda items:** None.

**8. Public hearing**

Mayor Tutiakoff opened the Public Hearing on Ordinance 2020-03. Hearing no testimony, the Public Hearing was closed.

- a. Ordinance 2020-03: Creating Budget Amendment #6 to the Fiscal Year 2020 Budget, increasing the budget for the Wastewater Treatment Plant Improvement Project and transfers from the General Fund by \$1,149,792 for the Settlement Agreement with Alaska Mechanical, Inc.

**9. Regular agenda**

- a. Second reading and adoption of Ordinance 2020-03 creating Budget Amendment #6 to the Fiscal Year 2020 Budget, increasing the budget for the Wastewater Treatment Plant Improvement Project and transfers from the General Fund by \$1,149,792 for the Settlement Agreement with Alaska Mechanical, Inc.

Gregory made a motion to adopt Ordinance 2020-03; Tungul seconded.

Roll Call Vote: Coleman – yes; Gregory – yes; Nicholson – yes; Robinson – no; Tungul – yes; Bell – yes.

Motion passed 5-1.

- b. Resolution 2020-17: A Resolution of the Unalaska City Council requiring traveler quarantine, the closure of certain non-essential businesses and that residents stay home and “Hunker Down”

Coleman made a motion to adopt Resolution 2020-17; Tungul seconded.

Robinson made a motion to amend Resolution 2020-17 item as follows:

7.

- b. strike “*Port of Alaska*” and insert “*International Port of Dutch Harbor*”
- f. insert “*liquor stores*”
- g. insert “*and businesses that support fishing companies and seafood processing companies*”.

Bell seconded.

Roll Call Vote on motion to amend: Tungul – yes; Gregory – yes; Bell – yes; Coleman – yes; Nicholson – yes; Robinson – yes.

Motion passed 6-0.

Roll Call Vote on main motion as amended: Tungul – yes; Gregory – yes; Robinson – yes; Bell – yes; Nicholson – yes; Coleman – yes.

Motion passed 6-0.

10. **Council Directives to City Manager:** Mayor Tutiakoff Sr. requested City Manager to follow-up with Mayor and Council regarding concerns raised by Council Members. No formal Directive was made.

11. **Community Input & Announcements**

12. **Executive Session:** IBU Negotiations: This item was removed from the agenda.

13. **Adjournment**

Robinson made a motion to adjourn meeting; Nicholson seconded.

No objection.

Meeting adjourned at 7:10 pm.

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Marjie Veeder, CMC  
City Clerk

*rfw*

**Special Meeting**  
**Thursday, April 2, 2020**  
**6:00 p.m.**



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

**Council Members**  
Thomas D. Bell  
Darin Nicholson  
David M. Gregory

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### **MINUTES**

**1. Call to order**

Mayor Vincent Tutiakoff, Sr. called the Special Meeting of the Unalaska City Council to order on Thursday, April 4, 2020 at 6:00 pm

**2. Roll call**

Present in Council Chambers:

Mayor Vincent Tutiakoff, Sr.  
Thomas D. Bell  
David Gregory

Present Telephonically:

Dennis Robinson  
Darin Nicholson  
Alejandro Tungul  
Shari Coleman

Absent: None.

**3. Pledge of allegiance:** Council Member Gregory led the Pledge of Allegiance.

**4. Adoption of agenda**

Gregory made a motion to adopt agenda; Bell seconded.  
Roll Call Vote: Tungul – yes; Robinson – yes; Nicholson – yes; Gregory – yes; Bell – yes;  
Coleman – yes.  
Motion passed 6-0.

## 5. Regular Agenda

- a. Resolution 2020-18: Authorizing the City Manager to Terminate the Contract with F&W Construction Regarding the Public Library Improvements Project

Gregory made a motion to adopt Resolution 2020-18; Robinson seconded.

Roll Call Vote: Tungul – yes; Nicholson – yes; Gregory – yes; Robinson – yes; Coleman – yes; Tungul – yes.

Motion passes 6-0.

- b. Ordinance 2020-04: Emergency Ordinance creating budget amendment #7 to the Fiscal year 2020 Budget, creating an appropriation for costs associated with the City's response to the COVID-19 Pandemic

Robinson made a motion to adopt Emergency Ordinance 2020-04; Gregory seconded.

Robinson made a motion to amend Emergency Ordinance 2020-04 to include an appropriation of five hundred thousand dollars for an operating grant to Iliuliuk Family & Health Services Clinic; Coleman seconded.

Roll Call Vote on amended motion: Nicholson – yes; Gregory – yes; Coleman – yes; Tungul – yes; Bell – yes; Robinson – yes.

Motion passed 6-0.

Roll Call Vote to adopt Emergency Ordinance 2020-04 as amended: Tungul – yes; Gregory – yes; Bell – yes; Coleman – yes; Nicholson – yes; Robinson – yes.

Motion passed 6-0.

## 6. Adjournment

Gregory made a motion to adjourn; Bell seconded.

Roll Call Vote: Gregory – yes; Coleman – yes; Tungul – yes; Nicholson – yes; Robinson – yes; Bell – yes.

Motion passed 6-0.

The meeting adjourned at 7:00 pm.

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Marjie Veeder, CMC  
City Clerk

*rfw*

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## MEMORANDUM TO COUNCIL

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To: Mayor and City Council Members  
From: Erin Reinders, City Manager  
Date: March 24, 2020  
Re: City Manager Report

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**Information Provided in Packet:** As a matter of safety during this public health emergency, we are focused on telephonic participation and short, action oriented Council meetings, while still getting city business done. Rather than extended work sessions, materials will be included in packets for informational purposes.

In this packet, you will see information on the following items, none of which require action this evening. Should Council have any specific questions for staff on these items, they may be discussed during the managers' report.

- *School Budget Request.* Council will be asked to take action on this at the April 28<sup>th</sup> City Council Meeting. Staff's draft memo and resolution are included for informational purposes.
- *Community Grant Applications.* Council will be asked to take action on this at the April 28<sup>th</sup> City Council Meeting. Staff has included a memo and summary sheets outlining each of the requests. Separate from your packet, the complete applications are provided should Council want to review them. The application packets have also been uploaded to the City's website for members of the public.
- *Schubauer Property.* Staff compiled information about this property, as well as about the potential acquisition and development of the property, in response to a Council Directive. All this information is now included in your packet. Staff is not recommending any further action.

**COVID-19 Virus:** The City of Unalaska remains in a state of emergency. City facilities are closed to public with the exception of the landfill. We are maintaining our staggered scheduling and minimal staffing levels as a protective measure for our employees and the community. We continue to develop innovative ways to provide sustained levels of service to community members as we also become more involved in emergency response and preparedness efforts. I continue to look for ways to support staff as they work in this challenging new world.

The Emergency Operations Center (EOC) provides the framework for coordinated communications, preparedness and response. We meet nearly every day to discuss status updates, review the latest mandates, identify gaps or areas of need, and highlight available resources -- all of which are constantly changing. You see benefits of this coordinated response in endless ways, including but not limited to: regular news releases, setting up a quarantine site, developing a food delivery program, sharing information for small business and other assistance programs, repurposing the library book drop box as a homework drop, strategic road closures, improved virus testing capabilities, setting up a drive through testing site, mandate violation hotline, informational postings and handouts to arriving passengers. This list will continue to expand as this situation unfolds.



**Air Travel:** With Ravn's recent announcements and actions, the community is entirely without regularly scheduled passenger air service for the second time in less than seven months. This is not acceptable or safe. A long-term approach is needed to address the future of transportation to Unalaska and our region. Essential Air Service is one way to promote long term viability of air travel to and from Unalaska. I am pushing hard for the city to be able to trigger this now. The holdup is the fact that Ravn technically is "pausing" service and has not formally stopped service. It's a fine line, and we have been here before. In the short term, Alaska Airlines plans to fly into Cold Bay and develop some mechanism for a transfer to Unalaska. I don't have all the details on that right now. In the even shorter term, charter companies are available for essential travel. The Facebook page "Unalaska Plane Charter Coordination" – not affiliated with the City – was set up last fall is picking up traffic. At this point, I would not recommend the City enter the Charter business as this is a different world than last fall.

**Executive Level Searches:** Executive level vacancies include the Finance Director and Police Chief.

- *Finance Director.* Staff needs to meet internally to develop a plan for new search. Jim Sharpe continues to serve as Interim Finance Director, and is also participating in meetings telephonically and available for staff while off island.
- *Police Chief.* The closing date for the posting was April 6. We are currently reviewing the applications and staff will be meeting soon to decide on our next steps. A quick look shows a quality applicant pool. John Lucking continues to serve as Interim Police Chief, and is also participating in meetings telephonically and available for staff while off island.

**Directives to the 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 in detail at the July 9, 2019 Council Meeting. Future discussions 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. City Clerk, Marjie Veeder is working with our city attorneys and will bring additional information to Council in the coming months.
- *Fiscal Sustainability Plan and Policy (5/14/19). Initiated.* Interim Finance Director Jim Sharpe began a discussion with City Council on sustainable long term planning at the December 12, 2019 Council meeting.
- *Research the use of feasibility of purchasing parcel 04-09-330 (1/28/2020). Complete.* Planning Director Bil Homka and Public Works Director Tom Cohenour looked in to this issue and compiled a report. This information is included in your packet.

TO: Mayor Tutiakoff and City Council Members  
FROM: John Conwell, Superintendent  
DATE: March 31, 2020  
SUBJECT: FY2021 Request for City Appropriation



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Pursuant to City Ordinance § 2.98.090, the Unalaska City School District respectfully submits the proposed school budget for school year 2020-2021. Per your request, the District will provide the budget presentation to you by April 8 to be included in the Council meeting packet on April 14.

On behalf of the Board of Education, students, parents, and staff, thank you for your unprecedented level of support to the school district during these past many years.

*John P. Conwell*

**FY 21 REQUEST FOR CITY APPROPRIATION  
ENROLLMENT OF 405**

<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>INC/DEC FROM FY 20</b>	<b>PERCENT INC/DEC</b>
<b>\$3,079,911</b>	<b>\$3,192,870</b>	<b>\$3,237,476</b>	\$44,606	1.40% <b>GENERAL FUND</b>
<b>\$559,914</b>	<b>\$628,691</b>	<b>\$626,798</b>	(\$1,893)	-0.30% <b>COMMUNITY SCHOOLS</b>
<b>\$190,000</b>	<b>\$190,000</b>	<b>\$190,000</b>	\$0	0.00% <b>PRESCHOOL</b>
<b>\$285,000</b>	<b>\$290,000</b>	<b>\$290,000</b>	\$0	0.00% <b>FOOD SERVICES</b>
<b>\$4,114,825</b>	<b>\$4,301,561</b>	<b>\$4,344,274</b>	\$42,713	0.99% <b>SUBTOTAL</b>
<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	\$0	<b>REIMBURSE FOR CAPITAL PROJECTS</b>
<b>\$4,114,825</b>	<b>\$4,301,561</b>	<b>\$4,344,274</b>	\$42,713	0.99% <b>GRAND TOTAL</b>

**UNALASKA CITY SCHOOL DISTRICT  
FY 21 BUDGET  
PROJECTED ENROLLMENT: 405  
STATE FUNDING AT \$5,930 BSA, PERS/TRS AT FY 20 LEVEL**

**FUNCTION 100 REGULAR INSTRUCTION**

ACCT #	DESCRIPTION	FY 17 ACTUAL	FY 18 ACTUAL	FY 19 ACTUAL	FY 20 REV. BUD.	FY 21 PROPOSED	CHANGE	% CHG
100-315	TEACHERS	\$1,655,278	\$1,708,189	\$1,761,948	\$1,779,394	\$1,855,181	\$75,787	4.26%
100-316	STIPENDS	\$14,500	\$16,200	\$16,162	\$24,900	\$24,900	\$0	0.00%
100-323	AIDES	\$70,003	\$64,502	\$30,130	\$85,893	\$59,784	(\$26,110)	-30.40%
100-329	SUBSTITUTES	\$34,588	\$85,397	\$68,636	\$59,600	\$52,500	(\$7,100)	-11.91%
100-350	BENEFITS	\$1,221,768	\$1,164,296	\$1,240,959	\$916,967	\$995,355	\$78,388	8.55%
100-351	RETIREMENT INCENTIVE	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
100-410	PROFESSIONAL	\$5,662	\$10,889	\$23,530	\$10,000	\$10,000	\$0	0.00%
100-420	TRAVEL	\$7,429	\$12,387	\$29,951	\$30,000	\$30,000	\$0	0.00%
100-422	STUDENT TRAVEL	\$134,519	\$113,799	\$157,455	\$163,000	\$163,000	\$0	0.00%
100-450	SUPPLIES	\$96,472	\$149,226	\$124,900	\$150,000	\$130,000	(\$20,000)	-13.33%
100-474	TECHNOLOGY SUPPLIES	\$6,030	\$10,093	\$16,590	\$32,000	\$32,000	\$0	0.00%
100-510	EQUIPMENT	\$11,228	\$10,000	\$0	\$5,340	\$5,340	\$0	0.00%
100-511	TECHNOLOGY	\$104,769	\$92,653	\$74,703	\$160,000	\$70,000	(\$90,000)	-56.25%
<b>TOTALS FUNCTION 100</b>		<b>\$3,362,246</b>	<b>\$3,437,631</b>	<b>\$3,544,964</b>	<b>\$3,417,094</b>	<b>\$3,428,060</b>	<b>\$10,966</b>	<b>0.32%</b>
<b>% OF FUND 100 EXPENDITURES</b>		<b>44.30%</b>	<b>44.63%</b>	<b>44.65%</b>	<b>43.04%</b>	<b>45.80%</b>		

**FUNCTION 120 BILINGUAL/BICULTURAL EDUCATION**

<b>ACCT #</b>	<b>DESCRIPTION</b>	<b>FY 17 ACTUAL</b>	<b>FY 18 ACTUAL</b>	<b>FY 19 ACTUAL</b>	<b>FY 20 REV. BUD.</b>	<b>FY 21 PROPOSED</b>	<b>CHANGE</b>	<b>% CHG</b>
120-315	TEACHERS	\$67,524	\$69,094	\$43,882	\$52,549	\$58,534	\$5,985	11.39%
120-316	STIPENDS	\$2,090	\$2,400	\$2,190	\$2,400	\$2,400	\$0	0.00%
120-323	AIDES	\$55,209	\$57,678	\$58,554	\$64,124	\$68,139	\$4,015	6.26%
120-320	SUBSTITUTES	\$563	\$188	\$3,778	\$2,100	\$2,100	\$0	0.00%
120-350	BENEFITS	\$90,582	\$82,076	\$82,976	\$90,034	\$106,193	\$16,159	17.95%
120-410	PROFESSIONAL SERVICES	\$1,243	\$0	\$2,500	\$0	\$0	\$0	
120-420	TRAVEL	\$0	\$0	\$2,500	\$1,500	\$1,500	\$0	0.00%
120-424	STUDENT TRAVEL	\$17,068	\$18,933	\$20,406	\$25,000	\$25,000	\$0	0.00%
120-450	SUPPLIES	\$618	\$1,261	\$2,562	\$5,000	\$5,000	\$0	0.00%
120-510	EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	
<b>TOTALS FUNCTION 120</b>		<b>\$234,897</b>	<b>\$231,630</b>	<b>\$219,348</b>	<b>\$242,707</b>	<b>\$268,866</b>	<b>\$26,159</b>	<b>10.78%</b>
<b>% OF FUND 100 EXPENDITURES</b>		<b>3.09%</b>	<b>3.01%</b>	<b>2.76%</b>	<b>3.06%</b>	<b>3.59%</b>		

**FUNCTION 130 GIFTED AND TALENTED EDUCATION**

<b>ACCT #</b>	<b>DESCRIPTION</b>	<b>FY 17 ACTUAL</b>	<b>FY 18 ACTUAL</b>	<b>FY 19 ACTUAL</b>	<b>FY 20 REV. BUD.</b>	<b>FY 21 PROPOSED</b>	<b>CHANGE</b>	<b>% CHG</b>
130-315	TEACHERS	\$0	\$0	\$0	\$0	\$0	\$0	
130-350	BENEFITS	\$0	\$0	\$0	\$0	\$0	\$0	
130-400	PROFESSIONAL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	
130-450	SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	
<b>TOTALS FUNCTION 130</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>% OF FUND 100 EXPENDITURES</b>		<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>		

**FUNCTION 160 VOCATIONAL EDUCATION**

<b>ACCT #</b>	<b>DESCRIPTION</b>	<b>FY 17 ACTUAL</b>	<b>FY 18 ACTUAL</b>	<b>FY 19 ACTUAL</b>	<b>FY 20 REV. BUD.</b>	<b>FY 21 PROPOSED</b>	<b>CHANGE</b>	<b>% CHG</b>
160-315	TEACHERS	\$161,197	\$122,618	\$122,920	\$91,741	\$98,438	\$6,697	7.30%
160-316	STIPENDS	\$750	\$1,500	\$0	\$1,000	\$1,000	\$0	0.00%
160-323	CLASSIFIED EMPLOYEES	\$0	\$1,800	\$0	\$1,500	\$0	(\$1,500)	-100.00%
160-329	SUBSTITUTES	\$2,813	\$2,500	\$28,628	\$4,200	\$4,200	\$0	0.00%
160-350	BENEFITS	\$68,404	\$61,640	\$64,636	\$54,107	\$61,450	\$7,343	13.57%
160-410	PROFESSIONAL SERVICES	\$2,182	\$4,086	\$0	\$0	\$0	\$0	
160-420	TRAVEL	\$2,500	\$3,896	\$1,913	\$2,730	\$2,500	(\$230)	-8.42%
160-450	SUPPLIES	\$19,308	\$21,978	\$18,227	\$40,500	\$30,000	(\$10,500)	-25.93%
160-510	EQUIPMENT	\$2,617	\$5,993	\$0	\$30,000	\$15,000	(\$15,000)	-50.00%
<b>TOTALS FUNCTION 160</b>		<b>\$259,771</b>	<b>\$226,011</b>	<b>\$236,324</b>	<b>\$225,778</b>	<b>\$212,589</b>	<b>(\$13,189)</b>	<b>-5.84%</b>
<b>% OF FUND 100 EXPENDITURES</b>		<b>3.42%</b>	<b>2.93%</b>	<b>2.98%</b>	<b>2.84%</b>	<b>2.84%</b>		

**FUNCTION 200 SPECIAL EDUCATION**

<b>ACCT #</b>	<b>DESCRIPTION</b>	<b>FY 17 ACTUAL</b>	<b>FY 18 ACTUAL</b>	<b>FY 19 ACTUAL</b>	<b>FY 20 REV. BUD.</b>	<b>FY 21 PROPOSED</b>	<b>CHANGE</b>	<b>% CHG</b>
200-315	TEACHERS	\$164,445	\$174,214	\$179,003	\$185,490	\$162,332	(\$23,158)	-12.48%
200-323	AIDES	\$78,761	\$94,015	\$110,428	\$45,584	\$44,916	(\$668)	-1.47%
200-329	SUBSTITUTES	\$2,500	\$4,530	\$10,866	\$4,200	\$4,200	\$0	0.00%
200-350	BENEFITS	\$194,900	\$207,984	\$235,329	\$100,403	\$131,389	\$30,986	30.86%
200-410	PROFESSIONAL SERVICES	\$482	\$7,600	\$405	\$2,400	\$2,400	\$0	0.00%
200-420	TRAVEL	\$3,597	\$2,630	\$755	\$3,000	\$6,000	\$3,000	100.00%
200-450	SUPPLIES	\$1,258	\$7,667	\$7,532	\$5,000	\$5,000	\$0	0.00%
200-510	EQUIPMENT	\$0	\$1,725	\$0	\$0	\$0	\$0	
<b>TOTALS FUNCTION 200</b>		<b>\$445,943</b>	<b>\$500,365</b>	<b>\$544,318</b>	<b>\$346,077</b>	<b>\$356,237</b>	<b>\$10,160</b>	<b>2.94%</b>
<b>% OF FUND 100 EXPENDITURES</b>		<b>5.87%</b>	<b>6.50%</b>	<b>6.86%</b>	<b>4.36%</b>	<b>4.76%</b>		



**FUNCTION 220 - SPECIAL EDUCATION - SERVICES**

<b>ACCT #</b>	<b>DESCRIPTION</b>	<b>FY 17 ACTUAL</b>	<b>FY 18 ACTUAL</b>	<b>FY 19 ACTUAL</b>	<b>FY 20 REV. BUD.</b>	<b>FY 21 PROPOSED</b>	<b>CHANGE</b>	<b>% CHG</b>
220-314	COORDINATOR	\$46,311	\$44,639	\$46,272	\$45,293	\$46,199	\$906	2.00%
220-350	BENEFITS	\$25,410	\$26,021	\$25,633	\$18,599	\$20,365	\$1,766	9.49%
220-410	PROFESSIONAL SERVICES	\$2,440	\$17,845	\$2,850	\$20,000	\$5,000	(\$15,000)	-75.00%
220-433	PHONE/FAX/INTERNET	\$0	\$0	\$0	\$1,000	\$0	(\$1,000)	-100.00%
220-510	EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	
<b>TOTALS FUNCTION 220</b>		<b>\$74,161</b>	<b>\$88,505</b>	<b>\$74,755</b>	<b>\$84,892</b>	<b>\$71,564</b>	<b>(\$13,328)</b>	<b>-15.70%</b>
<b>% OF FUND 100 EXPENDITURES</b>		<b>0.98%</b>	<b>1.15%</b>	<b>0.94%</b>	<b>1.07%</b>	<b>0.96%</b>		

**FUNCTION 300 SUPPORT SERVICES - STUDENTS**

<b>ACCT #</b>	<b>DESCRIPTION</b>	<b>FY 17 ACTUAL</b>	<b>FY 18 ACTUAL</b>	<b>FY 19 ACTUAL</b>	<b>FY 20 REV. BUD.</b>	<b>FY 21 PROPOSED</b>	<b>CHANGE</b>	<b>% CHG</b>
300-315	TEACHERS	\$91,585	\$92,334	\$92,409	\$94,916	\$96,785	\$1,869	1.97%
300-323	AIDES	\$9,981	\$19,418	\$21,153	\$11,593	\$21,488	\$9,895	85.35%
300-350	BENEFITS	\$90,519	\$78,223	\$90,907	\$54,020	\$64,169	\$10,149	18.79%
300-410	PROFESSIONAL SERVICES	\$150	\$12	\$1,476	\$0	\$0	\$0	
300-420	TRAVEL	\$0	\$0	\$0	\$0	\$0	\$0	
300-450	SUPPLIES	\$10,991	\$13,831	\$7,808	\$10,000	\$10,000	\$0	0.00%
300-474	TECHNOLOGY	\$0	\$600	\$600	\$0	\$0	\$0	
<b>TOTALS FUNCTION 300</b>		<b>\$203,226</b>	<b>\$204,418</b>	<b>\$214,353</b>	<b>\$170,529</b>	<b>\$192,442</b>	<b>\$21,913</b>	<b>10.22%</b>
<b>% OF FUND 100 EXPENDITURES</b>		<b>2.68%</b>	<b>2.65%</b>	<b>2.70%</b>	<b>2.15%</b>	<b>2.57%</b>		

**FUNCTION 350 SUPPORT SERVICES - INSTRUCTION**

ACCT #	DESCRIPTION	FY 17 ACTUAL	FY 18 ACTUAL	FY 19 ACTUAL	FY 20 REV. BUD.	FY 21 PROPOSED	CHANGE	% CHG
350-315	TEACHERS	\$40	\$513	\$0	\$500	\$500	\$0	0.00%
350-322	NURSE	\$3,196	\$1,548	\$3,686	\$3,303	\$3,500	\$197	5.96%
350-323	AIDES	\$48,821	\$52,578	\$52,826	\$52,937	\$54,556	\$1,619	3.06%
350-324	SUPPORT STAFF	\$98,241	\$57,707	\$68,035	\$71,169	\$72,530	\$1,361	1.91%
350-329	SUBS	\$0	\$0	\$419	\$1,500	\$1,134	(\$366)	-24.40%
350-350	BENEFITS	\$99,336	\$83,160	\$93,184	\$85,067	\$92,434	\$7,367	8.66%
350-410	PROFESSIONAL SERVICES	\$70,820	\$71,043	\$80,626	\$70,000	\$80,000	\$10,000	14.29%
350-420	TRAVEL	\$2,051	\$3,911	\$4,049	\$1,200	\$3,000	\$1,800	150.00%
350-433	COMMUNICATIONS	\$0	\$0	\$0	\$0	\$0	\$0	
350-450	SUPPLIES	\$23,954	\$23,991	\$31,913	\$35,000	\$35,000	\$0	0.00%
350-474	TECHNOLOGY SUPPLIES	\$24,721	\$13,311	\$11,554	\$25,000	\$15,000	(\$10,000)	-40.00%
350-510	EQUIPMENT	\$8,850	\$9,042	\$2,855	\$10,000	\$5,100	(\$4,900)	-49.00%
<b>TOTALS FUNCTION 350</b>		<b>\$380,029</b>	<b>\$316,804</b>	<b>\$349,147</b>	<b>\$355,676</b>	<b>\$362,754</b>	<b>\$7,078</b>	<b>1.99%</b>
<b>% OF FUND 100 EXPENDITURES</b>		<b>5.01%</b>	<b>4.11%</b>	<b>4.40%</b>	<b>4.48%</b>	<b>4.85%</b>		

**FUNCTION 400 SCHOOL ADMINISTRATION**

<b>ACCT #</b>	<b>DESCRIPTION</b>	<b>FY 17 ACTUAL</b>	<b>FY 18 ACTUAL</b>	<b>FY 19 ACTUAL</b>	<b>FY 20 REV. BUD.</b>	<b>FY 21 PROPOSED</b>	<b>CHANGE</b>	<b>% CHG</b>
400-313	PRINCIPALS	\$101,836	\$97,165	\$102,243	\$97,457	\$98,993	\$1,536	1.58%
400-350	BENEFITS	\$56,221	\$56,417	\$57,117	\$39,659	\$43,342	\$3,683	9.29%
400-410	PROFESSIONAL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	
400-420	TRAVEL	\$10,340	\$9,370	\$9,251	\$8,000	\$10,000	\$2,000	25.00%
400-450	SUPPLIES	\$3,451	\$61	\$134	\$4,000	\$4,000	\$0	0.00%
400-510	EQUIPMENT	\$599	\$1,725	\$0	\$0	\$0	\$0	
400-490	OTHER EXPENSE	\$1,214	\$1,214	\$1,100	\$1,500	\$1,500	\$0	0.00%
<b>TOTALS FUNCTION 400</b>		<b>\$173,661</b>	<b>\$165,952</b>	<b>\$169,845</b>	<b>\$150,616</b>	<b>\$157,834</b>	<b>\$7,218</b>	<b>4.79%</b>
<b>% OF FUND 100 EXPENDITURES</b>		<b>2.29%</b>	<b>2.15%</b>	<b>2.14%</b>	<b>1.90%</b>	<b>2.11%</b>		

**FUNCTION 450 SCHOOL ADMINISTRATION - SUPPORT SERVICES**

<b>ACCT #</b>	<b>DESCRIPTION</b>	<b>FY 17 ACTUAL</b>	<b>FY 18 ACTUAL</b>	<b>FY 19 ACTUAL</b>	<b>FY 20 REV. BUD.</b>	<b>FY 21 PROPOSED</b>	<b>CHANGE</b>	<b>% CHG</b>
450-324	SUPPORT STAFF	\$135,740	\$137,550	\$138,820	\$142,840	\$130,795	(\$12,045)	-8.43%
450-329	SUBS	\$0	\$0	\$0	\$4,500	\$4,536	\$36	0.80%
450-350	BENEFITS	\$119,094	\$108,417	\$117,389	\$107,826	\$105,617	(\$2,209)	-2.05%
450-450	SUPPLIES	\$3,102	\$6,386	\$10,225	\$3,000	\$3,000	\$0	0.00%
450-510	EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	
<b>TOTALS FUNCTION 450</b>		<b>\$257,936</b>	<b>\$252,353</b>	<b>\$266,434</b>	<b>\$258,166</b>	<b>\$243,948</b>	<b>(\$14,218)</b>	<b>-5.51%</b>
<b>% OF FUND 100 EXPENDITURES</b>		<b>3.40%</b>	<b>3.28%</b>	<b>3.36%</b>	<b>3.25%</b>	<b>3.26%</b>		

**FUNCTION 510 DISTRICT ADMINISTRATION**

<b>ACCT #</b>	<b>DESCRIPTION</b>	<b>FY 17 ACTUAL</b>	<b>FY 18 ACTUAL</b>	<b>FY 19 ACTUAL</b>	<b>FY 20 REV. BUD.</b>	<b>FY 21 PROPOSED</b>	<b>CHANGE</b>	<b>% CHG</b>
510-311	SUPERINTENDENT	\$126,579	\$134,563	\$135,010	\$134,983	\$137,555	\$2,572	1.91%
510-324	SUPPORT STAFF	\$50,768	\$58,937	\$55,070	\$58,841	\$50,535	(\$8,307)	-14.12%
510-350	BENEFITS	\$112,247	\$110,826	\$117,047	\$85,623	\$89,890	\$4,267	4.98%
510-410	PROFESSIONAL	\$38,226	\$15,172	\$26,146	\$15,000	\$15,000	\$0	0.00%
510-420	TRAVEL	\$18,047	\$18,198	\$19,904	\$25,000	\$25,000	\$0	0.00%
510-440	OTHER PURCHASED SERVICES	\$810	\$0	\$1,075	\$1,000	\$1,500	\$500	50.00%
510-450	SUPPLIES	\$12,931	\$13,048	\$16,123	\$16,000	\$16,000	\$0	0.00%
510-510	EQUIPMENT	\$2,548	\$1,190	\$0	\$1,500	\$1,500	\$0	0.00%
510-490	OTHER EXPENSE	\$5,249	\$7,360	\$8,388	\$10,000	\$10,000	\$0	0.00%
<b>TOTALS FUNCTION 510</b>		<b>\$367,405</b>	<b>\$359,294</b>	<b>\$378,763</b>	<b>\$347,947</b>	<b>\$346,980</b>	<b>(\$967)</b>	<b>-0.28%</b>
<b>% OF FUND 100 EXPENDITURES</b>		<b>4.84%</b>	<b>4.67%</b>	<b>4.77%</b>	<b>4.38%</b>	<b>4.64%</b>		

**FUNCTION 511 BOARD OF EDUCATION**

<b>ACCT #</b>	<b>DESCRIPTION</b>	<b>FY 17 ACTUAL</b>	<b>FY 18 ACTUAL</b>	<b>FY 19 ACTUAL</b>	<b>FY 20 REV. BUD.</b>	<b>FY 21 PROPOSED</b>	<b>CHANGE</b>	<b>% CHG</b>
510-410	PROFESSIONAL	\$15,027	\$4,474	\$7,513	\$12,000	\$10,000	(\$2,000)	-16.67%
510-420	TRAVEL	\$13,805	\$12,137	\$9,397	\$17,000	\$15,000	(\$2,000)	-11.76%
510-440	OTHER PURCHASED SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	
510-450	SUPPLIES	\$984	\$1,967	\$783	\$5,000	\$2,000	(\$3,000)	-60.00%
510-510	EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	
510-490	OTHER EXPENSE	\$11,410	\$10,906	\$11,678	\$13,000	\$13,000	\$0	0.00%
<b>TOTALS FUNCTION 511</b>		<b>\$41,226</b>	<b>\$29,484</b>	<b>\$29,371</b>	<b>\$47,000</b>	<b>\$40,000</b>	<b>(\$7,000)</b>	<b>-14.89%</b>
<b>% OF FUND 100 EXPENDITURES</b>		<b>0.54%</b>	<b>0.38%</b>	<b>0.37%</b>	<b>0.59%</b>	<b>0.53%</b>		

**FUNCTION 550 DISTRICT ADMINISTRATION SUPPORT SERVICES**

<b>ACCT #</b>	<b>DESCRIPTION</b>	<b>FY 17 ACTUAL</b>	<b>FY 18 ACTUAL</b>	<b>FY 19 ACTUAL</b>	<b>FY 20 REV. BUD.</b>	<b>FY 21 PROPOSED</b>	<b>CHANGE</b>	<b>% CHG</b>
550-314	COORDINATOR	\$102,240	\$70,260	\$0	\$0	\$0	\$0	
550-321	COORDINATOR	\$0	\$29,083	\$69,831	\$72,497	\$74,741	\$2,244	3.10%
550-324	SUPPORT STAFF	\$49,901	\$51,159	\$53,912	\$51,322	\$51,620	\$298	0.58%
550-350	BENEFITS	\$101,824	\$103,331	\$96,873	\$84,578	\$91,867	\$7,289	8.62%
550-410	PROFESSIONAL	\$35,651	\$34,756	\$35,515	\$35,000	\$35,000	\$0	0.00%
550-445	INSURANCE	\$11,561	\$12,500	\$14,593	\$28,012	\$30,000	\$1,988	7.10%
550-420	TRAVEL	\$2,848	\$5,765	\$2,848	\$2,500	\$2,500	\$0	0.00%
550-440	OTHER PURCHASED SERVICES	\$175	\$250	\$2,629	\$1,000	\$1,000	\$0	0.00%
550-450	SUPPLIES	\$5,508	\$3,416	\$3,252	\$6,100	\$6,100	\$0	0.00%
550-510	EQUIPMENT	\$1,573	\$0	\$0	\$0	\$0	\$0	
550-490	OTHER EXPENSE	\$11,379	\$13,008	\$6,683	\$10,000	\$10,000	\$0	0.00%
<b>TOTALS FUNCTION 550</b>		<b>\$322,660</b>	<b>\$323,528</b>	<b>\$286,136</b>	<b>\$291,009</b>	<b>\$302,828</b>	<b>\$11,819</b>	<b>4.06%</b>
<b>% OF FUND 100 EXPENDITURES</b>		<b>4.25%</b>	<b>4.20%</b>	<b>3.60%</b>	<b>3.67%</b>	<b>4.05%</b>		



**FUNCTION 600 MAINTENANCE**

<b>ACCT #</b>	<b>DESCRIPTION</b>	<b>FY 17 ACTUAL</b>	<b>FY 18 ACTUAL</b>	<b>FY 19 ACTUAL</b>	<b>FY 20 REV. BUD.</b>	<b>FY 21 PROPOSED</b>	<b>CHANGE</b>	<b>% CHG</b>
600-324	MAINTENANCE	\$83,033	\$90,668	\$97,863	\$82,246	\$84,373	\$2,127	2.59%
600-325	CUSTODIANS	\$109,980	\$97,817	\$108,668	\$121,270	\$125,487	\$4,217	3.48%
600-350	BENEFITS	\$151,221	\$134,975	\$152,620	\$132,497	\$144,231	\$11,734	8.86%
600-445	INSURANCE	\$8,601	\$24,298	\$34,526	\$34,871	\$38,000	\$3,129	8.97%
600-410	PROFESSIONAL SERVICES	\$0	\$1,712	\$1,846	\$1,500	\$1,500	\$0	0.00%
600-420	TRAVEL	\$0	\$0	\$0	\$2,500	\$2,500	\$0	0.00%
600-430	UTILITIES	\$352,897	\$36,898	\$43,244	\$40,000	\$40,000	\$0	0.00%
600-435	ENERGY	\$0	\$355,919	\$344,705	\$350,000	\$350,000	\$0	0.00%
600-433	INTERNET/TELEPHONE/FAX	\$274,495	\$297,163	\$274,690	\$275,000	\$240,000	(\$35,000)	-12.73%
600-434	POSTAGE	\$6,707	\$4,719	\$12,193	\$8,000	\$8,000	\$0	0.00%
600-440	OTHER PURCHASED SERVICES	\$14,215	\$14,454	\$16,501	\$15,000	\$15,000	\$0	0.00%
600-450	SUPPLIES	\$36,517	\$62,526	\$77,060	\$50,500	\$50,500	\$0	0.00%
600-512	BUILDINGS	\$5,499	\$1,005	\$43,346	\$5,000	\$5,000	\$0	0.00%
600-510	EQUIPMENT	\$0	\$20,195	\$8,961	\$2,000	\$2,000	\$0	0.00%
<b>TOTALS FUNCTION 600</b>		<b>\$1,043,165</b>	<b>\$1,142,349</b>	<b>\$1,216,223</b>	<b>\$1,120,384</b>	<b>\$1,106,591</b>	<b>(\$13,793)</b>	<b>-1.23%</b>
<b>% OF FUND 100 EXPENDITURES</b>		<b>13.74%</b>	<b>14.83%</b>	<b>15.32%</b>	<b>14.11%</b>	<b>14.78%</b>		

**FUNCTION 700 PUPIL ACTIVITIES**

<b>ACCT #</b>	<b>DESCRIPTION</b>	<b>FY 17 ACTUAL</b>	<b>FY 18 ACTUAL</b>	<b>FY 19 ACTUAL</b>	<b>FY 20 REV. BUD.</b>	<b>FY 21 PROPOSED</b>	<b>CHANGE</b>	<b>% CHG</b>
700-314	COORDINATOR	\$8,877	\$9,051	\$9,681	\$9,237	\$9,834	\$597	6.47%
700-316	CERTIFIED STIPENDS	\$30,150	\$32,340	\$17,005	\$17,450	\$18,000	\$550	3.15%
700-324	NON-CERTIFIED STIPENDS	\$0	\$0	\$11,460	\$13,400	\$13,500	\$100	0.75%
700-350	BENEFITS	\$17,358	\$20,632	\$18,302	\$15,498	\$18,239	\$2,741	17.69%
700-410	PROFESSIONAL SERVICES	\$105	\$225	\$0	\$105	\$105	\$0	0.00%
700-420	TRAVEL	\$1,255	\$1,878	\$6,983	\$0	\$0	\$0	
700-424	STUDENT TRAVEL	\$302,791	\$314,922	\$290,018	\$310,000	\$310,000	\$0	0.00%
700-450	SUPPLIES	\$22,842	\$6,576	\$15,762	\$10,000	\$10,000	\$0	0.00%
700-510	EQUIPMENT	\$2,375	\$969	\$0	\$0	\$0	\$0	
700-440	OTHER EXPENSE	\$3,620	\$4,155	\$4,450	\$5,000	\$5,000	\$0	0.00%
<b>TOTALS FUNCTION 700</b>		<b>\$389,372</b>	<b>\$390,748</b>	<b>\$373,661</b>	<b>\$380,690</b>	<b>\$384,679</b>	<b>\$3,989</b>	<b>1.05%</b>
<b>% OF FUND 100 EXPENDITURES</b>		<b>5.13%</b>	<b>5.07%</b>	<b>4.71%</b>	<b>4.79%</b>	<b>5.14%</b>		

**FUNCTION 780 COMMUNITY SUPPORT**

	<b>FY 17 ACTUAL</b>	<b>FY 18 ACTUAL</b>	<b>FY 19 ACTUAL</b>	<b>FY 20 REV. BUD.</b>	<b>FY 21 PROPOSED</b>	<b>CHANGE</b>
780-350 BENEFITS (ON-BEHALF TRS/PERS)	\$24,843	\$22,635	\$24,045	-\$333	\$0	-\$333
780-420 TRAVEL (CHARTERS)	\$0	\$0	\$0	\$36,128	\$0	\$36,128

**FUNCTION 900 NON-PROGRAMMED CHARGES**

	<b>FY 17 ACTUAL</b>	<b>FY 18 ACTUAL</b>	<b>FY 19 ACTUAL</b>	<b>FY 20 REV. BUD.</b>	<b>FY 21 PROPOSED</b>	<b>CHANGE</b>	<b>% CHG</b>
TRANSFER TO MAJOR MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0	
<i>TRANSFER TO COMMUNITY ENGAGEMENT</i>	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$0	0.00%
TRANS. TO MISC. MINI GRANTS	\$0	\$0	\$1,898	\$0	\$0	\$0	
<b>TOTALS FUNCTION 900</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$11,898</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>0.00%</b>
	<b>0.13%</b>	<b>0.13%</b>	<b>0.15%</b>	<b>0.13%</b>	<b>0.13%</b>		
		<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	
<b>TOTAL EXPENDITURES FUND 100</b>	<b>\$7,590,541</b>	<b>\$7,701,708</b>	<b>\$7,939,585</b>	<b>\$7,484,361</b>	<b>\$7,485,372</b>	<b>\$1,011</b>	<b>0.01%</b>

<b>FUND 100 REVENUES</b>		\$19,832	\$19,721	\$19,985	\$18,469	\$18,485		
		<b>388.7</b>	<b>400.75</b>	<b>421</b>	<b>412.25</b>	<b>405</b>		
		<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>		
<b>ACCT #</b>	<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REV. BUD.</b>	<b>PROPOSED</b>	<b>CHANGE</b>	<b>% CHG</b>
011	CITY APPROPRIATION	\$2,988,604	\$2,973,365	\$3,079,911	\$3,192,870	\$3,237,476	\$44,606	1.40%
046	RENTAL INCOME	\$10,350	\$10,350	\$10,350	\$10,350	\$10,350	\$0	0.00%
025	INTEREST INCOME	\$40	\$38	\$5,151	\$5,000	\$5,000	\$0	0.00%
047	E-RATE REVENUE	\$154,110	\$151,688	\$198,075	\$155,000	\$128,000	(\$27,000)	-17.42%
040	OTHER LOCAL REVENUE	\$20,038	\$2,834	\$26,131	\$20,000	\$20,000	\$0	0.00%
050	BROADBAND ASSISTANCE GRANT	\$50,927	\$50,927	\$50,830	\$50,830	\$50,830	\$0	0.00%
051	FOUNDATION PROGRAM	\$3,982,190	\$4,224,055	\$4,488,929	\$4,134,512	\$3,996,306	(\$138,206)	-3.34%
056	TRS/PERS ON-BEHALF	\$461,908	\$441,333	\$516,202	\$0	\$0	\$0	
043	STUDENT SPORTS FEES	\$5,100	\$5,250	\$4,750	\$5,000	\$5,000	\$0	0.00%
044	LAB, SHOP, TEXTBOOK FEES	\$6,354	\$4,145	\$2,840	\$5,000	\$5,000	\$0	0.00%
045	GATE RECEIPTS	\$2,357	\$2,087	\$0	\$3,500	\$3,500	\$0	0.00%
048	CHARTER REVENUE	\$0	\$0	\$0	\$17,500	\$0	(\$17,500)	-100.00%
118	IMPACT AID	\$26,681	\$37,139	\$30,418	\$14,437	\$25,000	\$10,563	73.17%
<b>TOTALS REVENUES FUND 100</b>		<b>\$7,708,658</b>	<b>\$7,903,211</b>	<b>\$8,413,587</b>	<b>\$7,613,999</b>	<b>\$7,486,462</b>	<b>(\$127,537)</b>	<b>-1.68%</b>
		<b>\$118,118</b>	<b>\$201,504</b>	<b>\$474,002</b>	<b>\$129,638</b>	<b>\$1,090</b>		
		67.73%	67.23%	67.52%	66.81%	67.56%		

**FUND 215 COMMUNITY SCHOOLS**

**BEGINNING FUND BALANCE:**                                 **\$360,996**         **\$269,972**         **\$161,827**         **\$38,994**         **\$49,316**

ACCT #	DESCRIPTION	FY 17 ACTUAL	FY 18 ACTUAL	FY 19 ACTUAL	FY 20 REV. BUD.	FY 21 PROPOSED	CHANGE	% CHG
780-314	COMMUNITY SCHOOL COORDINATOR	\$31,494	\$30,650	\$31,947	\$31,130	\$31,752	\$622	2.00%
780-324	MAINTENANCE STAFF	\$54,434	\$58,689	\$66,648	\$54,831	\$56,249	\$1,418	2.59%
780-325	CUSTODIANS	\$89,497	\$81,439	\$88,622	\$80,848	\$83,658	\$2,810	3.48%
780-326	COMMUNITY SCHOOL EMPLOYEE	\$0	\$0	\$0	\$200	\$0	(\$200)	-100.00%
780-350	BENEFITS	\$109,348	\$99,756	\$111,555	\$101,032	\$101,972	\$940	0.93%
780-410	PROFESSIONAL SERVICES	\$0	\$0	\$0	\$2,250	\$0	(\$2,250)	-100.00%
780-430	UTILITIES	\$235,110	\$24,602	\$28,757	\$26,666	\$26,667	\$1	0.00%
780-435	ENERGY	\$0	\$237,376	\$229,959	\$233,333	\$233,333	\$0	0.00%
780-440	OTHER PURCHASED SERVICES	\$9,397	\$12,679	\$12,100	\$10,000	\$10,000	\$0	0.00%
780-445	INSURANCE BOND AND PREMIUMS	\$30,157	\$32,709	\$32,746	\$40,580	\$45,333	\$4,753	11.71%
780-450	SUPPLIES	\$20,635	\$35,762	\$46,573	\$33,333	\$33,667	\$334	1.00%
780-510	EQUIPMENT	\$0	\$14,666	\$27,866	\$1,333	\$1,333	\$0	0.03%
780-512	BUILDINGS	\$28,989	\$12,447	\$5,974	\$3,333	\$3,333	\$0	0.01%
<b>TOTAL EXPENDITURES FUND 215</b>		<b>\$609,061</b>	<b>\$640,775</b>	<b>\$682,746</b>	<b>\$618,869</b>	<b>\$627,298</b>	<b>\$8,429</b>	<b>1.36%</b>

**FUND 215 COMMUNITY SCHOOLS REVENUES**

ACCT #	DESCRIPTION	FY 17 ACTUAL	FY 18 ACTUAL	FY 19 ACTUAL	FY 20 REV. BUD.	FY 21 PROPOSED	CHANGE	% CHG
11	CITY APPROPRIATION	\$517,912	\$532,555	\$559,914	\$628,691	\$626,798	(\$1,893)	-0.30%
549	TRANSFER FROM GENERAL FUND	\$0	\$0	\$0	\$0	\$0	\$0	
40	OTHER LOCAL REVENUE	\$125	\$75	\$0	\$500	\$500	\$0	0.00%
<b>TOTAL REVENUES FUND 215</b>		<b>\$518,037</b>	<b>\$532,630</b>	<b>\$559,914</b>	<b>\$629,191</b>	<b>\$627,298</b>	<b>(\$1,893)</b>	<b>-0.30%</b>

**ENDING FUND BALANCE:**                                 **\$269,972**         **\$161,827**         **\$38,994**         **\$49,316**         **\$49,316**

**FUND 255 FOOD SERVICE EXPENDITURES**

**BEGINNING FUND BALANCE:**

		(\$136,413)	(\$136,392)	(\$98,177)	(\$50,238)	(\$32,204)		
		FY 17	FY 18	FY 19	FY 20	FY 21		
ACCT #	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	REV. BUD.	PROPOSED	CHANGE	% CHG
790-323	AIDES	\$12,497	\$9,984	\$12,709	\$17,000	\$15,810	(\$1,190)	-7.00%
790-324	SUPPORT STAFF	\$121,961	\$127,991	\$131,381	\$135,419	\$142,875	\$7,456	5.51%
790-329	SUBSTITUTES	\$5,083	\$5,974	\$7,479	\$6,500	\$6,615	\$115	1.77%
790-350	BENEFITS	\$136,749	\$128,109	\$140,108	\$145,547	\$154,609	\$9,062	6.23%
790-420	TRAVEL	\$3,710	\$2,527	\$2,410	\$4,000	\$4,000	\$0	0.00%
790-459	FOOD	\$136,284	\$131,493	\$123,678	\$136,500	\$136,500	\$0	0.00%
790-469	NON-FOOD	\$9,054	\$5,652	\$10,392	\$12,000	\$12,000	\$0	0.00%
790-510	EQUIPMENT	\$0	\$0	\$13,006	\$0	\$0	\$0	
790-550	TRANS. FROM COMM. ENGAGEMENT	\$0	\$0	(\$1,392)	\$0	\$0	\$0	
<b>TOTAL EXPENDITURES FUND 255</b>		<b>\$425,338</b>	<b>\$411,730</b>	<b>\$439,772</b>	<b>\$456,966</b>	<b>\$472,408</b>	<b>\$15,442</b>	<b>3.38%</b>

**FUND 255 FOOD SERVICE REVENUES**

		FY 17	FY 18	FY 19	FY 20	FY 21		
		ACTUAL	ACTUAL	ACTUAL	REV. BUD.	PROPOSED		
ACCT #	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	REV. BUD.	PROPOSED	CHANGE	% CHG
011	CITY APPROPRIATION	\$240,000	\$265,000	\$285,000	\$290,000	\$290,000	\$0	0.00%
099	AK NUTRITIONAL FOODS GRANT	\$0	\$0	\$0	\$0	\$0	\$0	
161	TYPE A MEAL REIMBURSEMENT	\$65,650	\$70,499	\$94,545	\$65,000	\$70,000.00	\$5,000	7.69%
21	STUDENT MEAL SALES	\$97,814	\$88,787	\$85,779	\$98,000	\$90,000.00	(\$8,000)	-8.16%
22	ADULT LUNCH SALES	\$7,681	\$7,772	\$7,770	\$7,500	\$7,800.00	\$300	4.00%
162	USDA COMMODITIES	\$14,214	\$17,887	\$14,617	\$14,500	\$16,000	\$1,500	10.34%
<b>TOTAL REVENUES FUND 255</b>		<b>\$425,359</b>	<b>\$449,945</b>	<b>\$487,711</b>	<b>\$475,000</b>	<b>\$473,800</b>	<b>(\$1,200)</b>	<b>-0.25%</b>
<b>ENDING FUND BALANCE:</b>		<b>(\$136,392)</b>	<b>(\$98,177)</b>	<b>(\$50,238)</b>	<b>(\$32,204)</b>	<b>(\$30,812)</b>		

**FUND 378 PRESCHOOL EXPENDITURES**

<b>BEGINNING FUND BALANCE:</b>		<b>\$3,687</b>	<b>(\$9,103)</b>	<b>\$1,726</b>	<b>\$36,141</b>	<b>\$62,289</b>		
		<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>		
<b>ACCT #</b>	<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REV. BUD.</b>	<b>PROPOSED</b>	<b>CHANGE</b>	<b>% CHG</b>
700-315	TEACHERS	\$84,795	\$86,787	\$89,007	\$89,359	\$92,887	\$3,528	3.95%
700-323	AIDES	\$26,302	\$28,193	\$25,903	\$30,728	\$31,103	\$374	1.22%
700-325	CUSTODIANS	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$0	0.00%
700-324	OFFICE CLERK	\$2,594	\$485	\$96	\$1,500	\$7,780	\$6,280	418.68%
700-329	SUBSTITUTES	\$438	\$276	\$4,904	\$1,500	\$3,128	\$1,628	108.51%
700-350	BENEFITS	\$70,532	\$64,488	\$69,332	\$70,515	\$83,977	\$13,462	19.09%
700-420	TRAVEL	\$0	\$0	\$0	\$0	\$0	\$0	
700-410	SCHOLARSHIP FUND	\$7,313	\$4,473	\$7,500	\$7,500	\$7,500	\$0	0.00%
700-430	UTILITIES	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0	0.00%
700-450	SUPPLIES	\$2,169	\$2,287	\$2,488	\$3,500	\$3,500	\$0	0.00%
700-510	EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	
<b>TOTAL EXPENDITURES FUND 378</b>		<b>\$200,642</b>	<b>\$193,489</b>	<b>\$205,730</b>	<b>\$211,102</b>	<b>\$236,375</b>	<b>\$25,273</b>	<b>12.28%</b>

**FUND 378 PRESCHOOL REVENUES**

<b>ACCT #</b>	<b>DESCRIPTION</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>CHANGE</b>	<b>% CHG</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REV. BUD.</b>	<b>PROPOSED</b>		
011	CITY APPROPRIATION	\$140,000	\$175,000	\$190,000	\$190,000	\$190,000	\$0	0.00%
049	OTHER LOCAL REVENUE	\$47,851	\$29,319	\$50,145	\$47,250	\$47,250	\$0	0.00%
<b>TOTAL REVENUES FUND 378</b>		<b>\$187,851</b>	<b>\$204,319</b>	<b>\$240,145</b>	<b>\$237,250</b>	<b>\$237,250</b>	<b>\$0</b>	<b>0.00%</b>
<b>ENDING FUND BALANCE:</b>		<b>(\$9,103)</b>	<b>\$1,726</b>	<b>\$36,141</b>	<b>\$62,289</b>	<b>\$63,164</b>		

CITY OF UNALASKA  
UNALASKA, ALASKA

RESOLUTION 2020-20

A RESOLUTION OF THE UNALASKA CITY COUNCIL ESTABLISHING THE SUM TO BE MADE AVAILABLE FROM THE CITY OF UNALASKA TO THE UNALASKA CITY SCHOOL DISTRICT FOR FISCAL YEAR 2021

WHEREAS, the Unalaska City School District Fiscal Year 2021 budget request was received by the City of Unalaska by the April 1 deadline in accordance with UCO 2.98.090; and

WHEREAS, within 30 days after receipt of the school budget, the City of Unalaska is required by UCO 2.98.090 to determine the total amount of money to be made available from local sources for school purposes and make available to the Unalaska City School District Board of Education a statement of the sum to be made available; and

WHEREAS, failure to furnish the Board of Education with a statement of the sum to be available would automatically approve the amount requested in the budget by the Unalaska City School District; and

WHEREAS, by June 30 the City Council shall appropriate the amount of funds to be made available from local sources to the Unalaska City School District for educational purposes.

NOW THEREFORE BE IT RESOLVED that the City of Unalaska has established the sum to be made available for local funding of school purposes for fiscal year 2021 to be \$4,344,274, which includes \$3,237,476 for the maximum allowable local contribution and \$1,106,798 in funding beyond the set funding cap.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on April 28, 2020.

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Vincent M. Tutiakoff, Sr.  
Mayor

ATTEST:

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Marjie Veeder, CMC  
City Clerk



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## MEMORANDUM TO COUNCIL

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To: Mayor and City Council Members  
From: Jim Sharpe, Interim Finance Director  
Through: Erin Reinders, City Manager  
Date: April 14, 2020  
Re: Resolution 2020-20: A Resolution of the Unalaska City Council establishing the sum to be made available from the City of Unalaska to the Unalaska City School District for Fiscal Year 2021

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**SUMMARY:** Unalaska City Code 2.98.090 states that the School Board shall submit the school budget to the City Council by April 1<sup>st</sup> of each year. Within 30 days after receipt of the budget, the City Council must decide on the total to be made available from local sources for school purposes and provide the School Board notice of the amount to be made available. By submitting its budget on April 1, 2020, the school district met the requirements of code. Through Resolution 2020-20, Council will establish the level at which the City will fund the school district for FY2021.

**PREVIOUS COUNCIL ACTION:** Each year Council adopts a resolution indicating the local contribution rate to be made to the School District for the upcoming fiscal year.

**BACKGROUND:** UCSD is basing their FY2020-21 budget request on the Governor's proposed Base Student Allocation of \$5,930 which is a \$0 increase over FY2020.

**DISCUSSION:** The School District submitted their budget on April 1, 2020, details are included in the Council Packet. Council must indicate the level at which it intends to fund the District by May 1, the 30-day deadline set out in Title 2. Therefore, Council should adopt a resolution indicating the rate (Minimum Required Local Contribution or Maximum Allowable Local Contribution) at which they plan to authorize funding. The Council must appropriate funding by June 30, 2020. For several years, the School District has requested funding at the Maximum Allowable Contribution rate plus additional funding. In the past, Council has approved UCSD's requests for the maximum allowed by the cap and for funding that falls outside of the cap.

**ALTERNATIVES:** The Council has four alternatives:

1. If Council wishes to fund the full request that includes \$3,237,476 for the maximum contribution and \$1,106,798 in funding outside the cap, for a total of \$4,344,274. Resolution 2020-20 will be approved as presented.
2. If Council wishes to fund only at the minimum required local contribution rate, Resolution 2020-20 must be amended to reflect the minimum required level of \$1,848,483 in local funding.
3. If Council wishes to fund only the request for funding at the allowable maximum level, Resolution 2020-20 must be amended to reflect the maximum local contribution level of \$3,237,476.

4. If Council wishes to fund the District's request at a level beyond the minimum required level but less than the maximum amount, Resolution 2020-20 must be amended to reflect that amount at which Council chooses to fund the district.

**FINANCIAL IMPLICATIONS:** The School District's FY2021 Maximum Local Contribution request is \$3,237,476, a 1.4% increase from the amount for FY2020. The maximum local request for FY2021 has been increased by \$44,606 due to an increase in this year's assessed valuation and enrollment. The funding level requested for FY2021 (and shown in the resolution) includes separate appropriations for community schools, preschool and food services. The additional funding that falls outside the cap totals \$1,106,798, a reduction of \$1,893 or 0.17% from the FY2020 budget.

**LEGAL:** Not applicable.

**STAFF RECOMMENDATION:** Staff recommends that Council adopt a resolution which sets the funding level for FY2021.

**PROPOSED MOTION:** I move to adopt Resolution 2020-20.

**CITY MANAGER COMMENTS:** The Manager recommends Council approve Resolution 2020-20.

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## MEMORANDUM TO COUNCIL

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**To:** Mayor and City Council Members  
**From:** William Homka, Planning Director  
**Through:** Erin Reinders, City Manager  
**Date:** April 14, 2020  
**Re:** Community Support Grant & Capital Grant Program

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**SUMMARY:** In brief, the formula amount available this year for the City of Unalaska's Community Support Grant & Capital Grant Program is \$1,311,608. Ten applications were submitted and total \$1,356,348. This is just \$44,740 above the recommended budget amount, which is a guide and calculated using 3.5% of a five year general fund revenue balance plus the bed tax amount collected the previous year.

All applications have been reviewed by Staff and now provided to Council for review. Staff does not provide recommendations, as the ultimate choice on how to fund the requests rests on the City Council. However, to aid in the decision making process and to better communicate the financial impact on the FY21 budget, staff has included in the council packet a summary review sheet for each applicant and a spreadsheet that summarizes grant requests and awards for the last five years.

No Council action is required at this point. Council will be asked to take action in the form of a Resolution at the April 28, 2020 City Council Meeting.

**PREVIOUS COUNCIL ACTION:** Each year from FY06 through FY17 Council established a special committee that was charged with reviewing and scoring the applications using the Council-approved evaluation tool; however, on December 27, 2016 Council passed Resolution 2016-78 eliminating the Grant Review Committee, allowing Staff to do a preliminary review of all applications and then passing the applications to Council along with a review and other informational documents. Grant applicants are now required to appear in person before Council to give a brief overview of their request and answer Council questions. This year City Council passed a resolution increasing the funding percentage to 3.5% of the average of the city's general fund revenue for the past five (5) years. Prior to that the percentage was 3.457%.

**BACKGROUND:** The City of Unalaska received ten Community Support Grant Requests, and zero (0) capital requests. All submissions have been reviewed and summarized by staff. All requests were completed and submitted in a timely manner. All application requests are included in the Council Packet. They are also available to the public on the City of Unalaska's website.

**DISCUSSION:** Council typically sets the annual funding level for this program with their budget goals in February. In December 2019 Council passed Resolution 2019-64 and increased the original, existing funding formula percentage from 3.4642% to 3.5% of the average revenue for the General Fund for the five most recently completed fiscal years plus the Bed Tax amount from the most recently completed fiscal year. The purpose of the increase was to round the percentage up to a simple decimal number. Although this year is the first official increase for the funding formula, the award amounts have varied over the years from 3.03% to 3.91%.

The funding amount available to be awarded this year is calculated at \$1,311,608 (\$1,156,581 from the General Fund average of the past five years x 3.5% plus \$155,027 collected from the city bed tax). The FY21 funding requests total \$1,356,648 and exceed the FY21 funding amount by \$44,740. The agencies requesting support in FY21 include:

• Aleutian Arts Council	\$15,000
• APIA	\$145,000
• Unalaska Visitors Bureau	\$210,000
• IFHS	\$180,000
• Museum of the Aleutians	\$317,813
• Q-Tribe Culture Camp	\$50,000
• UCB/KUCB	\$106,350
• Unalaska Senior Citizens	\$65,000
• UAF Alaska Sea Grant	\$14,728
• USAFV	\$252,457
<b>TOTAL</b>	<b>\$1,356,348</b>

Two organizations are seeking a total of \$62,292 less funding this year and include: APIA (\$60,000) and KUCB (\$2,292).

Five of this year's grant applicants are seeking a total of \$59,753 increase over their FY20 award amounts and include:

- Aleutian Arts Council is seeking an additional \$15,000 to cover increased costs mostly related to air fare for the programs they bring to the island.
- Q-Tribe Culture Camp is seeking an additional \$26,000 to facilitate the natural expansion of the camp due to increased demand by the students. The highly successful program needs equipment upgrades as well as an increase in supplies.
- UAF is seeking an additional \$1,220 to cover the increased costs associated with this program. Unalaska's funding is matched by several other organizations in the State of Alaska. The funds cover one month's salary and benefits for the programs provided here throughout the year.
- Unalaska Senior Citizens Center is seeking an additional \$7,533 to continue funding the senior food program. Costs have continued to rise and the grant funds salaries and related program costs.
- Unalaska Visitors Bureau is seeking an additional \$10,000 which appears to be needed to cover additional rent costs. The UVB's location at the Burma Road Chapel was needed for swing space to house the library while it underwent an expansion project. However City Council decided to put that project on hold due to funding issues and the COVID-19 situation.

Organization Participation: Typically we invite the applicants to make brief five minute presentations about their organizations to City Council. The presentations take about an hour, depending on the number of questions from Council. This year we recommend against the presentations due to the COVID-19 virus. City Council meetings are being held telephonically

and we are trying to keep the meeting agendas as brief as possible. **We invite agency representatives to listen in to the meeting and answer any questions that council members might ask about their respective agency.**

**ALTERNATIVES:** Council may choose to fully fund the requests as submitted or make reductions where it deems necessary.

**FINANCIAL IMPLICATIONS:** Financial implications depend on the amount Council chooses to fund the grant requests.

**LEGAL:** N/A

**STAFF RECOMMENDATION:** Staff is providing the attached documents and reports for informational purposes.

**PROPOSED MOTION:** None required.

**CITY MANAGER COMMENTS:** As noted above, no Council action is required at this point. This is the time where the non-profits in our community typically come and discuss their requests with City Council. This year, we are providing this information in your packet for your review. Council will be asked to take action on this item at the April 28, 2020 City Council Meeting.

**ATTACHMENTS:**

- Community Grant Requests and Awards – Spreadsheet of Last Five Years
- Community Support Grant Application Review Summary Sheet

**FY21 COMMUNITY GRANT REQUESTS & AWARDS - LAST FIVE YEARS**

AGENCY NAME	FY16 REQ	FY16 AWARD	FY17 REQ	FY17 AWARD	FY18 REQ	FY18 Award	FY19 REQ	FY19 Award	FY20 REQ	FY20 Award	FY21 REQ
<b>APIA</b>	\$ 148,932	\$ 148,932	\$ 122,825	\$ 122,825	\$ 124,932	\$ 124,932	\$ 120,500	\$ 120,500	\$ 205,350	\$ 205,350	\$ 145,000
<b>Iliuliuk Family Health Services</b>	\$ 170,000	\$ 170,000	\$ 170,000	\$ 170,000	\$ 170,000	\$ 170,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000
<b>Museum of the Aleutians</b>	\$ 294,106	\$ 294,106	\$ 294,106	\$ 294,106	\$ 294,196	\$ 294,196	\$ 308,146	\$ 308,146	\$ 328,146	\$ 317,813	\$ 317,813
<b>Unalaska Community Broadcasting</b>	\$ 92,000	\$ 92,000	\$ 96,600	\$ 96,600	\$ 96,600	\$ 96,600	\$ 96,600	\$ 96,600	\$ 115,350	\$ 108,642	\$ 106,350
<b>Unalaska Senior Citizens</b>	\$ 49,800	\$ 49,800	\$ 49,800	\$ 49,800	\$ 49,800	\$ 49,800	\$ 55,000	\$ 55,000	\$ 65,000	\$ 57,467	\$ 65,000
<b>UVB</b>	\$ 175,000	\$ 175,000	\$ 190,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 210,000
<b>USAFV</b>	\$ 216,516	\$ 216,516	\$ 216,516	\$ 216,516	\$ 229,506	\$ 229,506	\$ 229,506	\$ 229,506	\$ 252,457	\$ 252,457	\$ 252,457
<b>Aleutian Arts Council</b>	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 15,000
<b>Q-Culture Camp</b>	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 50,000
<b>UAF - Alaska Sea Grant</b>									\$ 13,508	\$ 13,508	\$ 14,728
<b>TOTALS</b>	<b>\$ 1,180,354</b>	<b>\$ 1,180,354</b>	<b>\$ 1,173,847</b>	<b>\$ 1,158,847</b>	<b>\$ 1,174,034</b>	<b>\$ 1,174,034</b>	<b>\$ 1,223,752</b>	<b>\$ 1,223,752</b>	<b>\$ 1,393,811</b>	<b>\$ 1,369,237</b>	<b>\$ 1,356,348</b>

**CITY OF UNALASKA FY21 COMMUNITY SUPPORT  
APPLICATION TITLE PAGE**

**ORGANIZATION:** Aleutian Pribilof Islands Association, Inc.      **FORMED:** 1976

**MAILING ADDRESS:** 1131 E. International Airport Road CITY Anchorage STATE AK ZIP 99518

**CHIEF EXECUTIVE'S NAME & TITLE:** Dimitri Philemonof, President/CEO

**CONTACT'S NAME & TITLE (if different):** Tara Ford, Community Health Services Regional Administrator

**TELEPHONE NUMBER:** 907-276-2700 **FAX NUMBER:** 907-222-4279

**EMAIL:** taraf@apiai.org      **AMOUNT OF FY20 AWARD:**    \$205,350

**IF REQUESTING MORE FOR FY21 THAN AWARDED IN FY20 BRIEFLY EXPLAIN WHY:**

n/a

**Organization's Fiscal Year:** From October 1 to September 31

**FY21 REQUEST:** \$ 145,000      **LOCAL PROGRAM BUDGET TOTAL:** \$ 594,289

**SUMMARY OF FY21 SOURCES OF INCOME:**

<b>Grants</b>	<b>City</b> <u>1.15</u> %	<b>Fees/Earned Income</b> <u>5.18</u> %
	<b>State</b> <u>8.19</u> %	<b>Fundraising</b> <u>1.19</u> %
	<b>Federal</b> <u>79.17</u> %	<b>In Kind</b> <u>0.0</u> %
	<b>Other Grants</b> <u>2.68</u> %	<b>Other Income</b> <u>2.0</u> %

**Please list the primary budget categories the City will be funding (do not include sub items):**  
Personnel, Program Supplies, Commodities, Travel, Training, and Other.

**Did applicant attend a Grant Help Workshop in the last 3 years?** Yes \_\_\_ No x

**\*IRS Non Profit Status:** Is the organization's IRS filing current? Yes x No \_\_\_

**\*Alaska Incorporation Status:** Is the organization's State filing current? Yes x No \_\_\_

By signing below, the chair/president of the Board of Directors and the Director/Executive acknowledge all contents of this application have been reviewed and approved by the Board of Directors. The signatures further indicate that all contents of the City of Unalaska Community Support FY20 Application packet and the Community Support Guidelines, both approved by the Unalaska City Council, have also been reviewed and will be followed by the organization.

  
\_\_\_\_\_  
Chair/President, Board of Directors

1-30-20  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Director/Executive Director/General Manager

1-29-20  
\_\_\_\_\_  
Date

## FY21 City of Unalaska Community Support Grant Application Review Summary Sheet

Organization Name: Aleutian Pribilof Islands Association (APIA)

**APIA is requesting \$60,350 less than FY20**

FY20 Award	Amounts	FY21 Request	Amounts
Post-doctoral Clinical Psychology Intern or Maters Level BH (.60 FTE) Salary	\$38,000	Masters Level BH Provider (.60 FTE) Salary	\$50,310
Behavioral Health Clinician (.75 FTE) Salary	\$63,750	Behavioral Health Aide (.75 FTE) Salary	\$34,822
Behavioral Health Aide (.50 FTE) Salary	\$26,000	Behavioral Health Clinician (.30 FTE) Fringe Benefits	\$20,124
Post-doctoral Clinical Psychology Intern or Maters Level BH (.60 FTE) Fringe Benefits	\$15,200	Behavioral Health Aide (.75 FTE) Fringe Benefits	\$13,929
Behavioral Health Clinician (.75 FTE) Fringe Benefits	\$25,500	Program Costs/Supplies	\$5,000
Behavioral Health Aide (.50 FTE) Fringe Benefits	\$10,400	Commodities	\$4,815
Program Costs/Supplies	\$3,000	Travel	\$12,000
Commodities	\$4,000	Training	\$2,500
Travel	\$16,000	Other/Misc.	\$1,500
Training	\$3,000		
Other/Misc.	\$500		
<b>Total FY20 Award</b>	<b>\$205,350</b>	<b>Total FY21 Request</b>	<b>\$145,000</b>

### Application Highlights

- \$60,350 decrease due to partnership with IFHS, the Post-doctoral Clinical Psychology Intern or Maters Level BH will be covered by a sub award with IFHS.
- During FY21 grant year, APIA plans to: 1.) Offer well-rounded behavioral health services that align with needs of the entire community. 2.) Enhance prevention and outreach efforts in topic areas that align with community request (e.g., anti-bullying, suicide prevention, and healthy lifestyle choices such as pro-social activities, nutrition/traditional foods, cultural values and safe partner relationships). 3.) Network with community partners in Unalaska to prevent and decrease drug use in the community.
- This community grant request will fund personnel costs, program costs, travel, training, commodities and other/misc. for the Oonalaska Wellness Center (OWC) located on Standard Oil Hill.
- APIA is currently the only State of Alaska certified provider for comprehensive mental health and substance abuse services in Unalaska.
- APIA provides comprehensive services to the Unangan and the entire Unalaska community, including community outreach, drug and alcohol prevention efforts, case management services, individual, couples, and family therapy, psychological assessments, elder support, classroom observations, culture classes/events and the State Alcohol and Drug Information School (ADIS) classes.
- APIA will continue to focus on and provide the most requested services in Unalaska which are centered on substance abuse prevention and treatment, diabetes awareness/access to healthy foods and services for Elders.
- In addition to the above APIA will also direct prevention and outreach efforts toward youth and adults with programs such as anti-bullying, suicide prevention, weekly men’s gatherings and healthy lifestyles.
- APIA collaborates with several other agencies in the community and the region and often provides funding and support so other agencies may provide a variety of services. APIA has also provided training for organizations such as USAFV, PCR and Library Staff, school faculty, EMS providers and clinic staff.



- APIA collaborates and coordinates with Iliuliuk Family Health Services Behavioral Health to ensure that each patient gets the best and most appropriate care possible. Together these two organizations also partner to ensure that Unalaska has 365/24/7 mental health services coverage.

**Application Findings/Other Information:**

- Application submitted on time;
- All application requirements were met. Letters of Support are optional;
- All FY20 has been timely and is current.

CITY OF UNALASKA FY21 COMMUNITY SUPPORT  
APPLICATION TITLE PAGE

ORGANIZATION: Iliuliuk Family and Health Services, Inc FORMED: 1992  
MAILING ADDRESS: PO Box 144 CITY Unalaska STATE AK ZIP 99685  
CHIEF EXECUTIVE'S NAME & TITLE: Melanee Tiura, CEO  
CONTACT'S NAME & TITLE (if different): \_\_\_\_\_  
TELEPHONE NUMBER: (907)581-8658 FAX NUMBER: (907)581-4897  
EMAIL: mtiura@ifhs.org AMOUNT OF FY20 AWARD: \$180,000

IF REQUESTING MORE FOR FY21 THAN AWARDED IN FY20 BRIEFLY EXPLAIN WHY:

Organization's Fiscal Year: From July 1, 2020 to June 30, 2021

FY21 REQUEST: \$ 180,000 LOCAL PROGRAM BUDGET TOTAL: \$ 4,944,218

SUMMARY OF FY21 SOURCES OF INCOME:

Grants	City	<u>4</u> %	Fees/Earned Income	<u>62</u> %
	State	<u>0</u> %	Fundraising	<u>0</u> %
	Federal	<u>34</u> %	In Kind	<u>0</u> %
	Other Grants	<u>0</u> %	Other Income	<u>0</u> %

Please list the primary budget categories the City will be funding (do not include sub items):

Personnel- Salary and Benefits

Did applicant attend a Grant Help Workshop in the last 3 years? Yes \_\_\_ No x

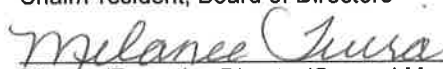
\*IRS Non Profit Status: Is the organization's IRS filing current? Yes x No \_\_\_

\*Alaska Incorporation Status: Is the organization's State filing current? Yes x No \_\_\_

By signing below, the chair/president of the Board of Directors and the Director/Executive acknowledge all contents of this application have been reviewed and approved by the Board of Directors. The signatures further indicate that all contents of the City of Unalaska Community Support FY20 Application packet and the Community Support Guidelines, both approved by the Unalaska City Council, have also been reviewed and will be followed by the organization.

  
Chair/President, Board of Directors

1/24/2020  
Date

  
Director/Executive Director/General Manager

1/24/2020  
Date

## FY21 City of Unalaska Community Support Grant Application Review Summary Sheet

Organization Name: Iliuliuk Family Health Services (IFHS)

IFHS is requesting same as FY20.

FY20 Award	Amounts	FY21 Request	Amounts
On Call Counselors/Medical Providers Benefits	\$ 44,400.00	On Call Providers	\$ 116,921.00
On Call Counselors/Medical Providers Salaries	\$ 132,779.00	On Call Staff	\$ 41,632.00
Program Supplies	\$ 2,821.00	On Call Providers and Staff Benefits	\$ 21,447.00
<b>Total FY20 Award</b>	<b>\$ 180,000.00</b>	<b>Total FY21 Request</b>	<b>\$ 180,000.00</b>

### Application Highlights

- This request is for Iliuliuk Family Health Services – To fund urgent on-call salaries, benefits, and program supplies. IFHS operates the only physician based primary care on the island and provides 24-hour emergency care to the island and surrounding area, thus creating a huge cost with little return. 24/7 staff roles are as follows 1 Medical Provider (Physician, Nurse Practitioner, Physician’s Assistant) on-call daily, 1 Registered nurse(RN)/Paramedic/Emergency Medical Technician(EMT) or Level 3 providing assistance with patient care, and 1 Lab/Radiology Tech to perform lab and x-ray support.
- From January through December 2019, IFHS provided 611 after hours and emergency visits, which was an increase of 24% over the previous year. IFHS also coordinated 141 medevacs FY2019. They are most proud of the fact that IFHS was able to treat 77% of emergent patients locally which not only saved financial resources but also significantly reduced stress and anxiety of patients and their loved ones. For those patients who did require medevac, the excellent evaluation and care they received at IFHS prior to travel was crucial step in stabilizing them and contributed to more positive health outcomes.
- After hours and emergency medical coverage has negatively impacted IFHS’s finances for many years. We are requesting funding from the city of Unalaska in order to continue to have urgent/emergency services available to our community. The urgent/emergent car services we provide are typically very high acuity and low volume, which means that the cost to provide these services is much more than the reimbursement.
- In FY21, IFHS will respond to all appropriate (anticipating a minimum of 400) after hours/emergency calls. This request for funding is to offset a portion of the expense incurred by IFHS to provide access to the urgent /emergent care on the island, and is consistent with the FY20 request. This portion of the program continues to be a loss leader and though they have implemented some solutions that have reduced the expenses slightly, IFHS continues to need additional funding to preserve these life-saving services. They anticipate meeting IFHS’s FY20 goals and objectives as established in the FY20 City of Unalaska Grant application.

### Application Findings/Other Information:

- Application submitted on time;
- Letters of Support are optional;
- Midyear report was on time;

CITY OF UNALASKA FY21 COMMUNITY SUPPORT  
APPLICATION TITLE PAGE

ORGANIZATION: Iliuliuk Family and Health Services, Inc FORMED: 1992  
MAILING ADDRESS: PO Box 144 CITY Unalaska STATE AK ZIP 99685  
CHIEF EXECUTIVE'S NAME & TITLE: Melanee Tiura, CEO  
CONTACT'S NAME & TITLE (if different): \_\_\_\_\_  
TELEPHONE NUMBER: (907)581-8658 FAX NUMBER: (907)581-4897  
EMAIL: mtiura@ifhs.org AMOUNT OF FY20 AWARD: \$180,000

IF REQUESTING MORE FOR FY21 THAN AWARDED IN FY20 BRIEFLY EXPLAIN WHY:

Organization's Fiscal Year: From July 1, 2020 to June 30, 2021

FY21 REQUEST: \$ 180,000 LOCAL PROGRAM BUDGET TOTAL: \$ 4,944,218

SUMMARY OF FY21 SOURCES OF INCOME:

Grants	City	<u>4</u> %	Fees/Earned Income	<u>62</u> %
	State	<u>0</u> %	Fundraising	<u>0</u> %
	Federal	<u>34</u> %	In Kind	<u>0</u> %
	Other Grants	<u>0</u> %	Other Income	<u>0</u> %

Please list the primary budget categories the City will be funding (do not include sub items):

Personnel- Salary and Benefits

Did applicant attend a Grant Help Workshop in the last 3 years? Yes \_\_\_ No x

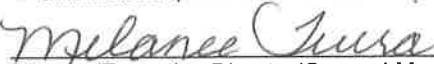
\*IRS Non Profit Status: Is the organization's IRS filing current? Yes x No \_\_\_

\*Alaska Incorporation Status: Is the organization's State filing current? Yes x No \_\_\_

By signing below, the chair/president of the Board of Directors and the Director/Executive acknowledge all contents of this application have been reviewed and approved by the Board of Directors. The signatures further indicate that all contents of the City of Unalaska Community Support FY20 Application packet and the Community Support Guidelines, both approved by the Unalaska City Council, have also been reviewed and will be followed by the organization.

  
Chair/President, Board of Directors

1/24/2020  
Date

  
Director/Executive Director/General Manager

1/24/2020  
Date

CITY OF UNALASKA FY21 COMMUNITY SUPPORT  
APPLICATION TITLE PAGE

ORGANIZATION: Museum of the Aleutians FORMED: 1997

MAILING ADDRESS: PO Box 648 CITY Unalaska STATE AK ZIP 99685

CHIEF EXECUTIVE'S NAME & TITLE: Virginia Hatfield, Executive Director

CONTACT'S NAME & TITLE (if different): \_\_\_\_\_

TELEPHONE NUMBER: 907-581-5150 FAX NUMBER: \_\_\_\_\_

EMAIL: virginiahatfield@aleutians.org AMOUNT OF FY20 AWARD: \$317,812.67

IF REQUESTING MORE FOR FY21 THAN AWARDED IN FY20 BRIEFLY EXPLAIN WHY:

Organization's Fiscal Year: From July 1, 2020 to June 30, 2021

FY21 REQUEST: \$ 317,812.67 LOCAL PROGRAM BUDGET TOTAL: \$ 846381.67

SUMMARY OF FY21 SOURCES OF INCOME:

Grants	City <u>37.55%</u>	Fees/Earned Income	<u>19.63%</u>
	State <u>0%</u>	Fundraising	<u>10.54%</u>
	Federal <u>0%</u>	In Kind	<u>31.57%</u>
	Other Grants <u>0.71%</u>	Other Income	<u>0%</u>


Please list the primary budget categories the City will be funding (do not include sub items):

Did applicant attend a Grant Help Workshop in the last 3 years? Yes X No    

\*IRS Non Profit Status: Is the organization's IRS filing current? Yes X No    

\*Alaska Incorporation Status: Is the organization's State filing current? Yes X No    

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\_\_\_\_\_  
Chair/President, Board of Directors

  
\_\_\_\_\_  
Director/Executive Director/General Manager

1-30-2020  
\_\_\_\_\_  
Date

1-30-2020  
\_\_\_\_\_  
Date

## FY21 City of Unalaska Community Support Grant Application Review Summary Sheet

Organization Name: Museum of the Aleutians (MOTA)

MOTA is requesting same as FY20

**City In kind Contributions:** Museum building, building insurance, maintenance and repairs, inside and out

FY20 Award	Amounts	FY21 Request	Amounts
Executive Director (FT)	\$ 52,850.00	Executive Director (FT)	\$ 54,254.67
Collections Manager	\$ 46,100.00	Collections Manager	\$ 46,100.00
Educational Programs Manager	\$ 48,000.00	Education and Outreach Manager	\$ 48,262.00
Visitor Services Representative	\$ 19,000.00	Store and Visitor Manager	\$ 24,000.00
Benefits-Health Insurance-Executive Director	\$ 10,000.00	Benefits-Health Insurance-Executive Director	\$ 10,000.00
Benefits-Health Insurance-Collections Manager	\$ 10,000.00	Benefits-Health Insurance-Collections Manager	\$ 10,000.00
Benefits-Health Insurance-Education Programs Manager	\$ 10,000.00	Benefits-Health Insurance-Education Programs Manager	\$ 10,000.00
Payroll-Liabilities-IRS & State	\$ 15,144.00	Payroll-Liabilities-IRS & State	\$ 15,144.00
Communications	\$ 10,667.00	Communications	\$ 11,000.00
Utilities (Electricity, Fuel, & Trash Disposal)	\$ 53,000.00	Utilities (Electricity, Fuel, & Trash Disposal)	\$ 45,000.00
Facilities Maintenance	\$ 1,000.00	Facilities Maintenance	\$ 1,000.00
Program Supplies	\$ 2,000.00	Program Supplies	\$ 2,000.00
Dues, Fees, Subscriptions	\$ 1,000.00	Dues, Fees, Subscriptions	\$ 1,000.00
Equipment Purchase/Lease /Maintenance	\$ 5,000.00	Equipment Purchase/Lease/Maintenance	\$ 5,000.00
Office and Janitorial Supplies	\$ 3,000.00	Office and Janitorial Supplies	\$ 2,000.00
Travel-Staff	\$ 4,500.00	Travel-Staff	\$ 5,500.00
Training - Staff	\$ 3,552.00	Training - Staff	\$ 4,552.00
Audit	\$ 5,000.00	Audit	\$ 5,000.00
Financial Manager	\$ 10,000.00	Financial Manager	\$ 15,000.00
Insurance	\$ 5,000.00	Insurance	\$ 5,000.00
Janitor	\$ 3,000.00	Janitor	\$ 3,000.00
<b>Total FY20 Award</b>	<b>\$ 317,812.67</b>	<b>Total FY21 Request</b>	<b>\$ 317,812.67</b>

### Application Highlights

- This request is for salaries, benefits, payroll taxes, facilities costs, program costs, supplies, equipment purchase and maintenance, travel, training, insurance and other professional services. Although grants are available for collections, grants do not exist for operations. Some operational costs are covered through other sources of funding such as memberships, gaming, fundraising and donations, but without the community support assistance MOTA would not be able to operate.
- MOTA's mission is to collect, preserve, and share the rich history of the Aleutian Island region. They strive to serve multicultural, multigenerational, and international audiences with high quality, historically accurate, educationally effective, interpretive exhibits and collections.
- Each year, MOTA curates two to three exhibitions and hosts a variety of events that include Annual Membership Drive and Auction (partnered with AAC), the Community Art show (partnered with AAC), Community Talks by visiting researchers, and a variety of other events. MOTA is extending their educational program to include other Aleutian communities that, in FY20, St. Paul and Atka. Tourism is associated with cruise ships is increasing with

nineteen in 2019 and an expectation of more the 22 cruise ships in 2020. Overall visitation has doubled from 2018 to 2019, predominately due to cruise ships.

- MOTA has become the center of for Aleutian archaeological collection curation. MOTA houses over 500,000 artifacts and ecofacts and 300,000 ethnographic and historical artifacts. MOTA provides a safe repository for the cultural heritage of the Unangan people, as well as other cultures that occupied the Aleutian Islands.
- MOTA offers the public permanent and changing exhibits to educate and inform people of all ages about the history and culture of the Aleutian Islands region. MOTA's educational outreach programs serve all residents of Unalaska. MOTA has a strong partnership with other organizations in the community. MOTA works with the University of Alaska, Fairbanks Interior Aleutian Campus and Marine Advisory Program to host lectures for Museum patrons and visitors on a wide variety of topics, serves as a resource for teachers and students at the Unalaska City School, hosts presentations and exhibits in conjunction with the Qawalangin Tribe's Camp Qungaayux, partners with Unalaska Community Broadcasting to provide coverage of Museum events and to prepare educational video programs for Museum exhibits and works closely with the CVB to adjust its hours to accommodate visitors. MOTA is a primary source of information about the region and its history for residents, visitors, and the outside media and also serves as a venue for receptions, tours, and other events.
- MOTA is still rebuilding after its previous closure, but has made great progress. City funding continues to be critical, especially while MOTA re-establishes fundraising programs and rebuilds other sources of revenue and gets staff fully in place and full trained. MOTA continues to obtain funding through other sources and has been successful in securing grants for educational projects, exhibits, collections work and technological improvements. MOTA will continue to build fundraising programs in hopes of reducing funding from the City in the future.

**Application Findings/Other Information:**

- Application was on time;
- Applicant has attended a recent City grant workshop
- All application requirements were met; Letters of Support are optional
- All FY20 reporting has been timely and is current;

**CITY OF UNALASKA FY21 COMMUNITY SUPPORT  
APPLICATION TITLE PAGE**

**ORGANIZATION:** Unalaska Community Broadcasting      **FORMED:** 1984

**MAILING ADDRESS:** PO Box 181      **CITY** Unalaska      **STATE** AK      **ZIP** 99685

**CHIEF EXECUTIVE'S NAME & TITLE:** Lauren Adams, General Manager

**CONTACT'S NAME & TITLE (if different):** \_\_\_\_\_

**TELEPHONE NUMBER:** 907-581-1888      **FAX NUMBER:** None

**EMAIL:** gm@kucb.org      **AMOUNT OF FY20 AWARD:** \$ 108,642

**IF REQUESTING MORE FOR FY21 THAN AWARDED IN FY20 BRIEFLY EXPLAIN WHY:**

**Organization's Fiscal Year: From** 7/1      **to** 6/30

**FY21 REQUEST:** \$ 106,350      **LOCAL PROGRAM BUDGET TOTAL:** \$ 487,290

**SUMMARY OF FY21 SOURCES OF INCOME:**

<b>Grants</b>	<b>City</b> <u>22</u> %	<b>Fees/Earned Income</b> <u>6</u> %
	<b>State</b> <u>0</u> %	<b>Fundraising</b> <u>28</u> %
	<b>Federal</b> <u>39</u> %	<b>In Kind</b> <u>5</u> %
	<b>Other Grants</b> <u>0</u> %	<b>Other Income</b> <u>0</u> %

**Please list the primary budget categories the City will be funding (do not include sub items):**

Salaries, Facilities, Development, and Administration.

**Did applicant attend a Grant Help Workshop in the last 3 years?** Yes  No

**\*IRS Non Profit Status:** Is the organization's IRS filing current? Yes  No

**\*Alaska Incorporation Status:** Is the organization's State filing current? Yes  No

By signing below, the chair/president of the Board of Directors and the Director/Executive acknowledge all contents of this application have been reviewed and approved by the Board of Directors. The signatures further indicate that all contents of the City of Unalaska Community Support FY20 Application packet and the Community Support Guidelines, both approved by the Unalaska City Council, have also been reviewed and will be followed by the organization.

	<u>4/9/20</u>
Chair/President, Board of Directors	Date
	<u>4/9/20</u>
Director/Executive Director/General Manager	Date



## FY21 City of Unalaska Community Support Grant Application Review Summary Sheet

Organization Name: Unalaska Community Broadcasting (UCB)

UCB is requesting the \$2,292 less than the amount as awarded in FY20.

**City In kind Contributions:** Studio and Office space in Burma Road Chapel

FY20 Award	Amounts	FY21 Request	Amounts
<b>Arts &amp; Culture Director</b>	\$ 53,900.00	<b>General Manager</b>	\$ 35,380.00
Arts & Culture - Producers	\$ 11,230.00	General Manager - Benefits	\$ 7,047.00
Arts & Culture - Director Benefi	\$ 12,997.00	Payroll-FICA	\$ 2,790.00
Payroll -FICA	\$ 4,900.00	Janitorial	\$ 3,000.00
Payroll- ESC	\$ 468.00	Telephone	\$ 6,000.00
Workers' Compensation	\$ 1,400.00	Premiums	\$ 9,000.00
Utilities	\$ 6,000.00	Special Events Expense	\$ 5,800.00
Technical Services	\$ 24,455.00	Retail Inventory Expense	\$ 1,500.00
<b>Total FY20 Request</b>	\$ 115,350.00	Administration	\$ 32,798.00
<b>Total FY20 Award</b>	\$ 108,642.00	<b>Total FY21 Request</b>	\$ 106,350.00

### Application Highlights

- In FY20 KUCB requested \$115,350 but was only awarded \$108,642
- This request is related to television costs and will fund salaries, benefits, payroll expenses, utilities and internet service. KUCB radio receives significant funds from the State of Alaska and the Corporation for Public Broadcasting. Channel 8 does not qualify for State or Federal funding because of the small population base, and does not have the required level of non-federal financial support. Channel 8 has historically only been funded by the City of Unalaska Community Support Grant, the support of viewers and fundraisers.
- For over thirty years Channel 8 has been the only broadcast television service in Unalaska delivering locally originated television content as well as state and national programming. The Arts and Culture staff of UCB are responsible for producing the Community Calendar, Talk of the Town, Flash Unalaska, Flash News, Island Interviews, Thursday Talks, Channel 8 Rewind, as well as candidates forums during elections, City Council meeting coverage, and productions of local events. UCB recently co-curated an exhibit with MOTA and produced a documentary on 20 years of Camp Qungaayux which will air statewide this spring.
- Channel 8 also serves as a centralized information source for Unalaska, publicizing community events, jobs, health, safety and emergency information.
- Community members who do not have cable television can receive Channel 8's signal, as well as Channel 4 (ARCS), and it may be possible to add more channels with future transmitter upgrades.
- Channel 8 maintains a library of audio and video history that depicts life in Unalaska and local events that have occurred over the last thirty plus years.
- Channel 8 offers an extensive volunteer training program for adults and youth who are interested in learning about audio/video production which gives anyone in the community an opportunity to create and broadcast a program.
- UCB has worked diligently to keep costs down by partnering with other public media organizations around the state to share content on a daily basis and trade programming.
- KUCB & Channel 8 have added 8 programs to the radio/television due to the COVID-19 virus and its impact on the community. We're covering school board public meetings in addition to the city council meetings, and have added a variety of physical health/activity programs and children's reading programs to supplement the closure of PCR and public library program.

**Application Findings/Other Information:**

- Application submitted on time;
- Applicant has attended a recent City Grant Workshop;
- All application requirements were met. Letters of Support are optional;
- FY20 reporting has been timely and is current.

CITY OF UNALASKA FY21 COMMUNITY SUPPORT  
APPLICATION TITLE PAGE

ORGANIZATION: Unalaska Senior Citizens FORMED: 1991

MAILING ADDRESS: PO Box 294 CITY: Unalaska STATE: AK ZIP: 99685

CHIEF EXECUTIVE'S NAME & TITLE: Cheyenne Shaishnikoff and Jessica Davis, Program Directors

CONTACT'S NAME & TITLE (if different): Daneen Looby, Bookkeeper

TELEPHONE NUMBER: 581-2639 FAX NUMBER: \_\_\_\_\_

EMAIL: daneen@thebookkeeperinc.org AMOUNT OF FY20 AWARD: \$57,466.68

IF REQUESTING MORE FOR FY21 THAN AWARDED IN FY20 BRIEFLY EXPLAIN WHY:  
Requesting same amount (\$65,000) as requested in FY20. Due to city council review process actual award received by USC for FY20 was \$57,466.68

Organization's Fiscal Year: From July 1 to June 30

FY21 REQUEST: \$ 65,000 LOCAL PROGRAM BUDGET TOTAL: \$ 218,663.90

SUMMARY OF FY21 SOURCES OF INCOME:

Grants	City	<u>29.73%</u>	Fees/Earned Income	<u>7.92%</u>
	State	<u>28.93%</u>	Fundraising	<u>12.17%</u>
	Federal	____%	In Kind	<u>21.25%</u>
	Other Grants	____%	Other Income	____%

Please list the primary budget categories the City will be funding (do not include sub items):

Personnel Services, Facilities, Supplies, Commodities and Professional Services

Did applicant attend a Grant Help Workshop in the last 3 years? Yes \_\_\_ No x

\*IRS Non Profit Status: Is the organization's IRS filing current? Yes x No \_\_\_

\*Alaska Incorporation Status: Is the organization's State filing current? Yes x No \_\_\_

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M. Davis  
Chair/President, Board of Directors

1/27/2020  
Date

\_\_\_\_\_  
Director/Executive Director/General Manager

\_\_\_\_\_  
Date

## FY21 City of Unalaska Community Support Grant Application Review Summary Sheet

Organization Name: Unalaska Senior Citizens (USC) – Nutrition & Transportation Services

**USC is requesting \$7,533.32 more than what was awarded in FY20.**

FY20 Award	Amounts	FY21 Request	Amounts
Executive Director (FT)	\$ 22,388.00	Program Director (FT)	\$ 18,590.00
Kitchen/Driver (PT)	\$ 13,214.00	Program Director (FT)	\$ 18,590.00
Kitchen Staff (PT)	\$ 10,164.00	Homemaker (FT)	\$ 1,140.00
Homemaker (PT)	\$ 613.00	Payroll and Taxes (8.65%)	\$ 3,314.68
Payroll Expenses	\$ 5,149.00	Workman's Comp (4%)	\$ 1,532.80
Communications	\$ 2,000.00	Phones	\$ 800.00
Food & Food Supplies	\$ 6,222.00	Congregate Meals	\$ 9,250.00
Fuel	\$ 1,000.00	Congregate Food Services Supplies	\$ 3,885.00
Vehicle Maintenance	\$ 1,600.00	Transportation Cost	\$ 1,500.00
Office Supplies	\$ 350.00	Office Supplies	\$ 74.80
Audit & Taxes	\$ 1,000.00	Bookkeeping	\$ 5,771.00
Insurance (vehicle, General Liability, etc.)	\$ 1,300.00	Insurance (vehicle, General Liability, etc.)	\$ 551.00
<b>Total FY20 Request</b>	<b>\$ 65,000.00</b>		
<b>Total FY20 Award</b>	<b>\$ 57,466.68</b>	<b>Total FY21 Request</b>	<b>\$ 65,000.00</b>

### Application Highlights

- USC Requested \$65,000 in FY20 and was awarded \$57,466.68.
- The Unalaska Senior Citizens (USC) mission is to provide Nutrition, Transportation and Support services; promote the health and well-being of the senior citizens of Unalaska; assist in their ability to live independently and remain active in the community.
- This request is for the nutrition and transportation program and will fund salaries, facilities, program costs, office supplies and professional services. The nutrition and transportation program is primarily funded through the City of Unalaska Community Support Grant funds and the State of Alaska, with minimal Federal dollars. USC also receives generous donations and contributions from local businesses, other non-profits and local residents.
- USC is the sole entity in Unalaska providing nutrition and transportation services at no cost to Senior Citizens 60 and over. This program provides seniors with healthy, nourishing lunches at the Senior Center, and delivers meals to homebound seniors, as well as provides safe, comfortable transportation to and from the post office, stores, community events, church and the clinic.
- Nutritious lunches are served five days a week at the Senior Center. For homebound seniors, hot lunches are delivered to their door. For some seniors, the delivery person may be their only human interaction for day. Lunch deliveries also serve as a senior safety check.
- USC provides seniors with disabilities, poor eyesight, or those who are unable to drive fee transport to and from lunch, shopping trips, post office, clinic visits, bank, church and community events. Many seniors who did not have this service would be homebound. The transportation program allows seniors who cannot drive to remain active and involved in their community, as well as enable them to get to the clinic for regular health checks.
- Staffing has been changed this year to better fit program needs. They have a small but dedicated staff of two full- time Program Directors, a contracted bookkeeper, and a part-time Homemaker. The program directors are in frequent contact with the board to provide monthly reports of the months activities. The bookkeeper is now handling all accounts payable, accounts receivable, payroll, quarterly reports, and other financial data as needed

for the Director and Board. This allows program directors to no longer worry about completing these tasks and focus on our senior needs.

**Application Findings/Other Information:**

- Application submitted on time;
- All application requirements were met. Letters of support are optional;
- All FY21 reporting has been timely and is current.

CITY OF UNALASKA FY21 COMMUNITY SUPPORT  
APPLICATION TITLE PAGE

ORGANIZATION: Unalaska Visitors Bureau FORMED: 1994

MAILING ADDRESS: PO Box 545 CITY Unalaska STATE AK ZIP 99685

CHIEF EXECUTIVE'S NAME & TITLE: Carlin R. Enlow, Executive Director

CONTACT'S NAME & TITLE (if different): \_\_\_\_\_

TELEPHONE NUMBER: (907) 581-2612 FAX NUMBER: (907) 581-2613

EMAIL: director@unalaska.org AMOUNT OF FY20 AWARD: \$200,000

IF REQUESTING MORE FOR FY21 THAN AWARDED IN FY20 BRIEFLY EXPLAIN WHY:

*Money need to cover cost of rent/lease for office space that has historically been in-kind*

Organization's Fiscal Year: From July 1 to June 30

FY21 REQUEST: \$ 210,000 LOCAL PROGRAM BUDGET TOTAL: \$ 396,700

SUMMARY OF FY21 SOURCES OF INCOME:

Grants	City	<u>52.37%</u>	Fees/Earned Income	<u>34.29%</u>
	State	<u>0%</u>	Fundraising	<u>8.35%</u>
	Federal	<u>0%</u>	In Kind	<u>4.71%</u>
	Other Grants	<u>0%</u>	Other Income	<u>0.27%</u>

Please list the primary budget categories the City will be funding (do not include sub items):

Personnel, Cruise Ship Program, Operations

Did applicant attend a Grant Help Workshop in the last 3 years? Yes x No    

\*IRS Non Profit Status: Is the organization's IRS filing current? Yes x No    

\*Alaska Incorporation Status: Is the organization's State filing current? Yes x No    

By signing below, the chair/president of the Board of Directors and the Director/Executive acknowledge all contents of this application have been reviewed and approved by the Board of Directors. The signatures further indicate that all contents of the City of Unalaska Community Support FY20 Application packet and the Community Support Guidelines, both approved by the Unalaska City Council, have also been reviewed and will be followed by the organization.

Lawrence Snyder  
Chair/President, Board of Directors

01/31/2020  
Date

Carlin R Enlow  
Director/Executive Director/General Manager

01/31/2020  
Date

## FY21 City of Unalaska Community Support Grant Application Review Summary Sheet

Organization Name: Unalaska Visitors Bureau (UVB)

UVB is requesting \$10,000 more than awarded last year to cover rental/lease payments, due to Unalaska Public Library renovation project.

**City In kind Contributions: \$1 annual rent for Burma Road Chapel**

FY20 Award	Amounts	FY21 Request	Amounts
Executive Director FT	\$ 60,000.00	Executive Director FT	\$ 60,000.00
Operations Assistant PT	\$ 15,000.00	Operations Assistant PT	\$ 25,000.00
Cruise Ship Coordinator PT	\$ 5,000.00	Seasonal Employees	\$ 6,000.00
Outreach Coordinator/ Student Intern PT	\$ 5,000.00	Executive Director - Benefits	\$ 4,000.00
Cruise Ship Intern PT	\$ 500.00	Payroll Taxes	\$ 10,000.00
Executive Director -Benefits	\$ 4,000.00	Facilities-Rent, Communications, Utilities/Telephone/Internet, Insurance	\$ 30,000.00
Payroll Taxes	\$ 8,550.00	Program/Supplies- Printing, Advertising, Dues, Fees, community Outreach	\$ 21,700.00
Facilities-Rent, Communications, Utilities, Insurance	\$ 17,001.00	Equipment purchase/Maintenance	\$ 6,000.00
Program/Supplies- Printing, Advertising, Dues, Fees, community Outreach	\$ 26,650.00	Office Supplies	\$ 2,000.00
Equipment purchase/Maintenance	\$ 10,500.00	Travel	\$ 6,000.00
Commodities-Office Supplies	\$ 2,000.00	Training	\$ 2,000.00
Travel	\$ 10,500.00	Professional Svcs.-Audit, Bookkeeper, Brochures, Website	\$ 30,000.00
Training- Other	\$ 4,000.00	Other/Misc. - Fundraising Overhead	\$ 1,300.00
Professional Svcs.-Audit, Bookkeeper, Brochures, Website	\$ 30,000.00		
Other/Misc. - Fundraising Overhead	\$ 1,299.00		
<b>Total FY20 Award</b>	<b>\$ 200,000.00</b>	<b>Total FY21 Request</b>	<b>\$ 210,000.00</b>

### Application Highlights

- The Unalaska/ Port of Dutch Harbor convention & Visitor Bureau is established to promote and encourage tourism and to support the development and sustainability of tourism infrastructure in the Unalaska/ Port of Dutch Harbor region.
- This request is to send 10,000 Unalaska/Port of Dutch Harbor Visitor & Relocation Guides around the world to maintain important relationships through membership fees and travel to conferences, and to operate a facility that is available for community members and visitors to easily obtain important information about Unalaska.
- Through the amount UVB was awarded in FY20 they have been able to work towards completing UVB rebranding process. The success of the rebranding has shown in staff retainment, board involvement, and positive community feedback.
- UVB has been placed at Burma Road Chapel for over 20 years and has been graced by the City of Unalaska with in-kind rent all of those years, values at nearly \$25,000. Due to Unalaska Public Library UVB is being displaced from the Burma Road Chapel at minimum of one year.
- UVB is the sole entity that promotes and encourages travel to Unalaska. UVB promotes Unalaska and its businesses by annually printing and distributing over 12,000 UPDH Visitor Guides worldwide as well as placing advertisements promoting UPDH on social media, websites and other print media.
- As Unalaska and Alaska in general become increasingly popular tourist destinations, more and more cruise ships are stopping in Unalaska. UVB is the primary point of contact in Unalaska for cruise ships visiting our community.

UVB organizes and navigates the complex process required to service these ships, greets and manages passengers while they are onshore, directs them away from industrial areas to local points of interest and businesses, and provides them with local maps, trail maps and other information about local sights and scenes. UVB also greets and services each ferry during the ferry season and directs visitors who walk in at their offices in the same manner.

- UVB acts as a reliable source of information about Unalaska and receives hundreds of email and phone inquiries. Upon request UVB provides a relocation packet for prospective residents, new employees, and others new to the community. During fishing seasons, Visitor Guides and local maps are distributed to the local processing plant offices to be distributed to newly arrived workers.
- For many local businesses the annual visitor's guide and other print media distributed by UVB is their only form of off island advertising. Local businesses are also encouraged to sponsor a table at the annual wine tasting fundraiser event to promote their business. UVB also notifies local businesses to let them know when cruise ships coming to town so that they may better plan and prepare for the influx of potential customers.

**Application Findings/Other Information:**

- Application submitted on time;
- All application requirements were met. Letters of Support are optional;
- FY21 goals and financial report were on time.



CITY OF UNALASKA FY21 COMMUNITY SUPPORT  
APPLICATION TITLE PAGE

ORGANIZATION: Unalaska Visitors Bureau FORMED: 1994

MAILING ADDRESS: PO Box 545 CITY Unalaska STATE AK ZIP 99685

CHIEF EXECUTIVE'S NAME & TITLE: Carlin R. Enlow, Executive Director

CONTACT'S NAME & TITLE (if different): \_\_\_\_\_

TELEPHONE NUMBER: (907) 581-2612 FAX NUMBER: (907) 581-2613

EMAIL: director@unalaska.org AMOUNT OF FY20 AWARD: \$200,000

IF REQUESTING MORE FOR FY21 THAN AWARDED IN FY20 BRIEFLY EXPLAIN WHY:

*Money need to cover cost of rent/lease for office space that has historically been in-kind*

Organization's Fiscal Year: From July 1 to June 30

FY21 REQUEST: \$ 210,000 LOCAL PROGRAM BUDGET TOTAL: \$ 396,700

SUMMARY OF FY21 SOURCES OF INCOME:

Grants	City	<u>52.37%</u>	Fees/Earned Income	<u>34.29%</u>
	State	<u>0%</u>	Fundraising	<u>8.35%</u>
	Federal	<u>0%</u>	In Kind	<u>4.71%</u>
	Other Grants	<u>0%</u>	Other Income	<u>0.27%</u>

Please list the primary budget categories the City will be funding (do not include sub items):

Personnel, Cruise Ship Program, Operations

Did applicant attend a Grant Help Workshop in the last 3 years? Yes x No \_\_\_

\*IRS Non Profit Status: Is the organization's IRS filing current? Yes x No \_\_\_

\*Alaska Incorporation Status: Is the organization's State filing current? Yes x No \_\_\_

By signing below, the chair/president of the Board of Directors and the Director/Executive acknowledge all contents of this application have been reviewed and approved by the Board of Directors. The signatures further indicate that all contents of the City of Unalaska Community Support FY20 Application packet and the Community Support Guidelines, both approved by the Unalaska City Council, have also been reviewed and will be followed by the organization.

Hawley Snyder  
Chair/President, Board of Directors

01/31/2020  
Date

Carlin R Enlow  
Director/Executive Director/General Manager

01/31/2020  
Date

**CITY OF UNALASKA FY21 COMMUNITY SUPPORT  
APPLICATION TITLE PAGE**

**ORGANIZATION:** USAFV **FORMED:** 1982  
**MAILING ADDRESS:** PO Box 36 **CITY** Unalaska **STATE** AK **ZIP** 99685  
**CHIEF EXECUTIVE'S NAME & TITLE:** M. Lynn Crane, Executive Director  
**CONTACT'S NAME & TITLE (if different):** \_\_\_\_\_  
**TELEPHONE NUMBER:** 907-581-1500 **FAX NUMBER:** 907-581-4568  
**EMAIL:** usafved@arctic.net **AMOUNT OF FY20 AWARD:** \$ 252,457

**IF REQUESTING MORE FOR FY21 THAN AWARDED IN FY20 BRIEFLY EXPLAIN WHY:**

N/A

**Organization's Fiscal Year:** From July 1 to June 30  
**FY21 REQUEST:** \$ 252,457 **Local Program Budget Total:** \$ 619,604

**SUMMARY OF FY21 SOURCES OF INCOME:**

<b>City Grant</b> <u>41%</u>	<b>APIA MOA</b> <u>1%</u>	<b>Contributions</b> <u>2%</u>
<b>CDVSA Grant</b> <u>39%</u>	<b>AIJ MOA</b> <u>2%</u>	<b>Special Events</b> <u>3%</u>
<b>AHFC GRANT</b> <u>5%</u>	<b>Fees/ Earned Income</b> <u>0%</u>	<b>In-Kind</b> <u>7%</u>

**Please list the primary budget categories the City will be funding (do not include sub items):**

- > Salaries & Benefits
- > Facilities
- > Program Costs/Supplies
- > Equipment
- > Commodities
- > Travel
- > Insurance
- > Audit Expenses
- > Professional Svcs
- > Training
- > Advertising
- > Other/Miscellaneous

**Did applicant attend a Grant Help Workshop in the last 3 years?** Yes        No X  
**\*IRS Non-Profit Status: Is the organization's IRS filing current?** Yes X No         
**\*Alaska Incorporation Status: Is the organization's state filing current?** Yes X No       

By signing below, the chair/president of the Board of Directors and the Director/Executive acknowledge all contents of this application have been reviewed and approved by the Board of Directors. The signatures further indicate that all contents of the City of Unalaska Community Support FY21 Application packet and the Community Support Guidelines, both approved by the Unalaska City Council, have also been reviewed and will be followed by the organization.

Brett Richardson 1/28/2020  
 Brett Richardson, Chair, USAFV Board of Directors Date  
M. Lynn Crane 01/28/2020  
 M. Lynn Crane, Executive Director Date

## Application Highlights

- USAFV is requesting funding for salaries and benefits, facilities, program costs/supplies, equipment, commodities, travel, training, professional services and other/miscellaneous expenses.
  - Since 1982 USAFV has operated a 24 hour crisis line and a shelter for survivors of domestic violence, sexual assault, child or elder abuse, stalking, incest and others in crisis. USAV provides crisis intervention, shelters women and men due to abuse, homelessness, or being stranded, assist with safety planning, legal, criminal, medical and other systems advocacy, information, referrals, food assistance, emergency transportation, education, and outreach services.
  - USAFV serves all members of the community. USAFV provides shelter and assistance for those in need either at the center or at facilities other than USAFV.
  - Because of their long history in the community USAFV is viewed as a “catchall” for people in crisis. Because of this USAFV is often the first point of contact for people in crisis. No matter what the problem, when people call upon USAFV they do their best to support them in accessing the resources and services they need.
  - USAFV works closely with other agencies in the community, such as APIA, IFHSBH, DPS, faith based organizations, etc., to refer people to the appropriate agency for assistance. USAFV has a long history of collaboration with other local agencies and led the way in establishing the Unalaska Interagency Cooperative (UIC), an informal group that meets for the sole purpose of sharing information, resources and coordinating services to the community
  - USAFV operates as Unalaska’s food bank providing hundreds of food boxes to individuals and families every year. When boats or other entities donate large quantities of food, USAFV ensures it is distributed throughout the community to those groups and individuals who need it the most.
  - USAFV recognizes that outreach and education are the keys to preventing future violence and creating a safer community and to that end focus on outreach and education whenever funding and staffing allows.
- 
- **Application Findings/Other Information:**
  - Application submitted on time;
  - Applicant has attended a recent city grant workshop;
  - All application requirements were met. Letters of Support are optional;

## FY21 City of Unalaska Community Support Grant Application Review Summary Sheet

Organization Name: Unalaskans Against Sexual Abuse and Family Violence (USAFV)

USAFV is requesting the same amount as FY20.

FY20 Award	Amounts	FY21 Request	Amounts
Executive Director - Salary (FT)	\$ 24,152.00	<b>Personnel</b> -Executive Director - Salary (FT)	\$ 20,652.00
Programs Services Coordinator (FT)	\$ 12,874.00	Programs Services Coordinator (FT)	\$ 12,849.00
Program Services Advocate (FT)	\$ 14,472.00	Program Services Advocate (FT)	\$ 18,232.00
Program Advocate (PT)	\$ 8,033.00	Program Advocate (PT)	\$ 10,585.00
Rural Immigrant Victim Advocate (PT)	\$ 7,389.00	Rural Immigrant Victim Advocate (PT)	\$ 10,900.00
Shelter Advocate (PT)	\$ 24,874.00	Nighttime Shelter Advocate (PT)	\$ 24,874.00
Temp Shelter Project Worker (PT)	\$ 3,600.00	Student Advocate (PT)	\$ 3,600.00
On-Call Stipend (FT)	\$ 8,600.00	Temporary Shelter Project Workers (PT)	\$ 3,600.00
Anniversary Bonus (FTE only)	\$ 7,500.00	On-Call Stipend (FTE)	\$ 8,600.00
Leave Cash Out(FT)	\$ 2,605.00	Anniversary Bonus (FTE only)	\$ 10,500.00
Benefits-Executive Director	\$ 7,835.00	<b>Benefits</b> -Executive Director	\$ 10,732.00
Benefits-Program Services Coordinator	\$ 7,835.00	Program Services Coordinator	\$ 7,626.00
Benefits-Program Services Advocate	\$ 7,835.00	Program Services Advocate	\$ 9,770.00
FICA/ESC/Medicare	\$ 18,537.00	Program Advocate	\$ 646.00
Rents/Leases	\$ 6,195.00	Rural Immigrant Victim Advocate	\$ 720.00
Communications	\$ 6,853.00	Shelter Advocate	\$ 887.00
Utilities	\$ 1,174.00	Temp Shelter Project workers	\$ 180.00
Maintenance	\$ 2,500.00	Payroll Expense-FICA/ESC/Medicare	\$ 15,085.00
Program Supplies	\$ 1,500.00	<b>Facilities</b> -Rents/Leases	\$ 6,195.00
Community Outreach Costs	\$ 7,041.00	Communications	\$ 6,005.00
Advertising	\$ 3,500.00	Utilities	\$ 1,174.00
Dues, Fees, Subscriptions	\$ 5,780.00	Maintenance	\$ 3,000.00
Equipment Purch/Lease	\$ 1,500.00	<b>Program/Supplies</b> -Program Supplies	\$ 3,000.00
Equipment Maintenance	\$ 6,000.00	Outreach Costs	\$ 5,000.00
Food	\$ 22,390.00	Advertising	\$ 3,000.00
Household Supplies	\$ 1,500.00	Dues, Fees, Subscriptions	\$ 6,000.00
Office supplies	\$ 1,335.00	Office Supplies	\$ 3,500.00
Travel-Staff	\$ 4,000.00	<b>Commodities</b> -Food	\$ 21,504.00
Travel-Other	\$ 6,000.00	Household Supplies	\$ 1,750.00
Training-Board & Staff	\$ 2,000.00		\$ 1,500.00
Training-Other	\$ 1,500.00	<b>Travel</b> - Staff	\$ 1,500.00
Audit	\$ 3,780.00	<b>Travel</b> - Other	\$ 4,975.00
Bookkeeping	\$ 4,100.00	<b>Training</b> - Board & Staff	\$ 2,500.00
Insurance	\$ 3,168.00	<b>Training</b> - Other	\$ 500.00
Fundraising Expenses	\$ 1,500.00	<b>Professional Services</b> -Audit	\$ 2,866.00
Homeless Prevention Services	\$ 500.00	Bookkeeping	\$ 4,108.00
Misc... Expense	\$ 1,500.00	Insurance	\$ 3,921.00
		<b>Other</b> -Interpreter, Legal	\$ 1,000.00
		Misc. Expense	\$ 3,500.00
<b>Total FY20 Award</b>	<b>\$ 252,457</b>	<b>Total FY21 Request</b>	<b>\$ 252,457</b>

CITY OF UNALASKA FY21 COMMUNITY SUPPORT  
APPLICATION TITLE PAGE

ORGANIZATION: Aleutian Arts Council

MAILING ADDRESS: P.O. Box 814 CITY Unalaska STATE AK ZIP 99685

CHIEF EXECUTIVE'S NAME & TITLE: Lynda Lybeck-Robinson, President

CONTACT'S NAME & TITLE (if different): \_\_\_\_\_

TELEPHONE NUMBER: 907-359-1542 FAX NUMBER: \_\_\_\_\_

EMAIL: aleutianartscouncil@gmail.com AMOUNT OF FY20 AWARD: \$ 10,000

IF REQUESTING MORE FOR FY21 THAN AWARDED IN FY20 BRIEFLY EXPLAIN WHY:

Organization's Fiscal Year: From July 1 to June 30

FY21 REQUEST: \$ 15,000 LOCAL PROGRAM BUDGET TOTAL: \$ 38,000

SUMMARY OF FY21 SOURCES OF INCOME:

Grants	City	<u>39.11%</u>	Fees/Earned Income	<u>14.75%</u>
	State	____%	Fundraising	<u>22.16%</u>
	Federal	____%	In Kind	<u>22.45%</u>
	Other Grants	____%	Other Income	<u>1.56%</u>

Please list the primary budget categories the City will be funding (do not include sub items):

Did applicant attend a Grant Help Workshop in the last 3 years? Yes X No \_\_\_\_

\*IRS Non Profit Status: Is the organization's IRS filing current? Yes X No \_\_\_\_

\*Alaska Incorporation Status: Is the organization's State filing current? Yes X No \_\_\_\_

By signing below, the chair/president of the Board of Directors and the Director/Executive acknowledge all contents of this application have been reviewed and approved by the Board of Directors. The signatures further indicate that all contents of the City of Unalaska Community Support FY20 Application packet and the Community Support Guidelines, both approved by the Unalaska City Council, have also been reviewed and will be followed by the organi:

  
\_\_\_\_\_  
Chair/President, Board of Directors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director/Executive Director/General Manager

\_\_\_\_\_  
Date

## FY21 City of Unalaska Community Support Grant Application Review Summary Sheet

Organization Name: Aleutian Arts Council (AAC)

AAC is requesting \$5,000 more than FY20 due to cost of living and increased airfares.

**City In kind Contributions:** Free storage space at Burma Road Chapel

FY20 Award	Amounts	FY21 Request	Amounts
Event Rental, Refreshments, Supplies	\$ 2,500.00	Event Rental, Refreshments, Supplies	\$ 2,700.00
Performer Airfare	\$ 3,000.00	Program Supplies	\$ 1,300.00
Performer Lodging/Car Rental	\$ 1,000.00	Performer Airfare	\$ 4,800.00
Performer Honorarium	\$ 2,500.00	Performer Lodging/Car Rental	\$ 1,100.00
Miscellaneous	\$ 1,000.00	Performer Honorarium	\$ 3,600.00
		Student Scholarship	\$ 1,000.00
		Miscellaneous	\$ 500.00
<b>Total FY20 Award</b>	<b>\$ 10,000.00</b>	<b>Total FY21 Request</b>	<b>\$ 15,000.00</b>

### Application Highlights

- Every year the AAC continues to successfully offer a wide range of arts activities to the community with a relatively modest budget. Expenses have increased with the cost of living and are highly impacted by increased airfare.
- In the spring of 2020, the Aleutian Arts Council will be reinstating the arts scholarship opportunity to graduating Unalaska High School students.
- For over 30 years, the non-profit Aleutian Arts council (AAC) has been the primary sponsor for arts events and education art programs in Unalaska. Events include the popular Coffeehouse style shows in fall and spring, featuring both visiting and local writers, artists and musicians; annual events such as the Arts and Crafts Fair, Community Art Show, Just Desserts, and a variety of other performances, exhibits and workshops.
- AAC is requesting funding for program costs and supplies, performer travel/lodging and honorariums, and other/misc. AAC is funded primarily through the community support grant, program fees, fundraisers, and memberships. Federal and State grants for arts programs are extremely limited.
- AAC is the only applicant with no paid staff and relies entirely on its board members and other volunteers to plan and deliver programs and events.
- AAC's goal is to ensure that every AAC sponsored event enriches the community of Unalaska by providing an opportunity to avoid destructive behaviors through the participation in arts and art related activities including performing arts, visual arts, development and knowledge of Aleut/Unangan arts.
- AAC objectives: A.) To continue to provide events in the community which give individuals opportunities to actively participate in the arts, of which the majority are in a family oriented, non-alcoholic setting. B.) Through the process of board evaluation and public participation, determine changing needs and desired of the community then adapt events and activities to serve changing environment. C.) Attempt to provide at least one performance of visitation of each of the following: Visiting and local musicians or group of musicians; literary artist, poet, or author; piano tuner; to sponsor one class or event specifically tailored to teaching or displaying Aleut/Unangan art; to assess, date, or establish policies and procedures for fiscal responsibility and reporting.

### Application Findings/Other Information:

- Application submitted on time;
- All application requirements were met. Letters of Support included, but these are optional;

- No audit is required per the Community Support Guidelines, as the request is under \$25,000;

CITY OF UNALASKA FY21 COMMUNITY SUPPORT  
APPLICATION TITLE PAGE

ORGANIZATION: Qawalangin Tribe FORMED: 1993

MAILING ADDRESS: PO Box 334 CITY Unalaska STATE AK ZIP 99685

CHIEF EXECUTIVE'S NAME & TITLE: Chris Price, ED

CONTACT'S NAME & TITLE (if different): Shayla Shaishnikoff

TELEPHONE NUMBER: (907) 581 2920 FAX NUMBER: \_\_\_\_\_

EMAIL: email.qtribe@gmail.com

AMOUNT OF FY20 AWARD: \$ 24,000

IF REQUESTING MORE FOR FY21 THAN AWARDED IN FY20 BRIEFLY EXPLAIN WHY:

Organization's Fiscal Year: From 01/01/2020 to 12/31/2020

FY21 REQUEST: \$ 50,000 LOCAL PROGRAM BUDGET TOTAL: \$ 155,594.90

SUMMARY OF FY21 SOURCES OF INCOME:

Grants	City	<u>32.13%</u>	Fees/Earned Income	_____ %
	State	_____ %	Fundraising	_____ %
	Federal	<u>4.64 %</u>	In Kind	<u>3.21 %</u>
	Other Grants	<u>55.01%</u>	Other Income	_____ %

Please list the primary budget categories the City will be funding (do not include sub items):

Personnel salaries, supplies, and travel.

Did applicant attend a Grant Help Workshop in the last 3 years? Yes  No

\*IRS Non Profit Status: Is the organization's IRS filing current? Yes  No

\*Alaska Incorporation Status: Is the organization's State filing current? Yes  No

By signing below, the chair/president of the Board of Directors and the Director/Executive acknowledge all contents of this application have been reviewed and approved by the Board of Directors. The signatures further indicate that all contents of the City of Unalaska Community Support FY20 Application packet and the Community Support Guidelines, both approved by the Unalaska City Council, have also been reviewed and will be followed by the organization.

\_\_\_\_\_  
Chair/President, Board of Directors

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Director/Executive Director/General Manager

1-31-2020  
\_\_\_\_\_  
Date



## FY20 City of Unalaska Community Support Grant Application Review Summary Sheet

Organization Name: Qawalangan Tribe (Q-Tribe)

Q-Tribe is requesting \$26,000 more than what was awarded in FY20 to facilitate the natural expansion of the camp due to increased demand by students.

**City In kind Contributions:** Road maintenance to Humpy Cove and waste removal from the sanitation facilities located at Humpy Cove campsite.

FY20 Request	Amounts	FY21 Request	Amounts
Executive Director FT	\$ 46,525.00	Executive Director FT	\$ 5,400.00
UT Director FT	\$ 46,525.00	Payroll Taxes	\$ 467.10
Camp Director PT	\$ 45,760.00	Workman's Comp	\$ 162.00
Assistant PT	\$ 15,600.00	Program Supplies	\$ 14,058.90
Bookkeeper	\$ 10,400.00	Travel- Mentors	\$ 10,000.00
Accountant - Contracted	\$ 8,000.00	Lodging & Food	\$ 5,000.00
Executive Director FT - Benefits	\$ 13,000.00	Indirect Expenses (Administrative Expenses)	\$ 14,912.00
UT Director FT- Benefits	\$ 13,000.00		
Camp Director PT- Benefits	\$ 8,465.00		
Assistant PT- Benefits	\$ 2,886.00		
Bookkeeper- Benefits	\$ 1,352.00		
Mentors/Laborer - Seasonal	\$ 1,680.00		
Rent/Lease	\$ 13,645.00		
Program Supplies	\$ 25,000.00		
Printing brochures	\$ 1,000.00		
Travel - Staff	\$ 5,600.00		
Travel - Other	\$ 13,050.00		
Audit	\$ 7,500.00		
Insurance	\$ 3,250.00		
Miscellaneous	\$ 500.00		
<b>Total FY20 Request</b>	<b>\$ 285,114.50</b>		
<b>Total FY20 Award</b>	<b>\$ 24,000.00</b>	<b>Total Request</b>	<b>\$ 50,000.00</b>

### Application Highlights

- Q-Tribe's request is for \$50,000.00 to assist with funding 23<sup>rd</sup> Annual Camp Qungaayux (Camp - Q). Funds will be used to operate the working functions involved in Camp Q. Functions include purchasing supplies and equipment; mentors and incoming experts travel/ lodging.
- In FY20 Q-Tribe requested \$285,114.50 and was awarded \$24,000.
- The request for \$26,000 more than what was awarded in FY20 is to facilitate the natural expansion of the camp due to increased demand by students. This increase signals a need for equipment upgrades as well as increase in supply quantities.
- After 2019 Camp Q, evaluations and observations were discussed as a reflective method for a future strategic planning. The most common feedback from mentors was the excess of classes which limits a student's ability to focus and complete their classes wholly. It was suggested by mentors that a smaller set of classes would be more

effective for the students and their learning. For this reason, Camp Q will be reduced to a maximum of 9 classes offered each year; a reduction of 6 classes relative to last year's program. Nine classes will involve cycling through different topics year to year in order to ensure that no teachings are left behind. This decision is made to reflect the Unangan value "*manachin ilam axalakan agliisaachin*" meaning "*don't do anything in excess*". Cycling is a healthy compromise between the need to maximize through simplification and the need to continue sharing Unangan knowledge. Q – Tribe hopes to increase one on one time with their mentor.

- Q-Camp is a unique program that brings Unangan Elders, Mentors, and Western Science Biologists together to teach traditional subsistence, cultural and environmental practices to future generations to encourage cultural and environmental awareness and longevity.
- Q-Camp is open to all local students in grades 4<sup>th</sup> through 12<sup>th</sup>, as well as all students from the communities of Atka, Akutan and Nikolski.
- Last year, Camp Q was free for the first time. Free registration proved to invite more students than any of the previous years.
- The goal of the Qawalangin Tribe Historic and Cultural Preservation department is to protect and support the Unangan culture as well as prioritize learning and teaching opportunities for tribal members. They also aim to provide culturally appropriate programs for members and visitors of the Unalaska community so that we may enrich the experience of living in or visiting the Aleutians.
- The Q-Tribe works with Channel 8 to video the daily activities with the end result being a camp documentary that is broadcast and shared with the community on Channel 8.

**Application Findings/Other Information:**

- Application was on time;
- All application requirements were met; Letters of Support are optional;

CITY OF UNALASKA FY21 COMMUNITY SUPPORT  
APPLICATION TITLE PAGE

ORGANIZATION: University of Alaska Fairbanks Alaska Sea Grant FORMED: 1970

MAILING ADDRESS: PO Box 248 CITY Unalaska STATE AK ZIP 99685

CHIEF EXECUTIVE'S NAME & TITLE: Ginny Eckert

CONTACT'S NAME & TITLE (if different): Melissa Good – Alaska Sea Grant Marine Advisory Program Agent

TELEPHONE NUMBER: 907-581-1876 FAX NUMBER: 907-581-2505

EMAIL: melissa.good@alaska.edu AMOUNT OF FY20 AWARD: \$13,508

IF REQUESTING MORE FOR FY21 THAN AWARDED IN FY20 BRIEFLY EXPLAIN WHY:

Organization's Fiscal Year: From July 1 to June 30

FY21 REQUEST: \$ 14,728 LOCAL PROGRAM BUDGET TOTAL: \$ 176,376

SUMMARY OF FY21 SOURCES OF INCOME:

Grants	City	<u>8</u> %	Fees/Earned Income	<u>    </u> %
	State	<u>8</u> %	Fundraising	<u>    </u> %
	Federal	<u>84</u> %	In Kind	<u>    </u> %
	Other Grants	<u>    </u> %	Other Income	<u>    </u> %

Please list the primary budget categories the City will be funding (do not include sub items):

Did applicant attend a Grant Help Workshop in the last 3 years? Yes      No   X  

\*IRS Non Profit Status: Is the organization's IRS filing current? Yes   NA   No     

\*Alaska Incorporation Status: Is the organization's State filing current? Yes      No       
NA

By signing below, the chair/president of the Board of Directors and the Director/Executive acknowledge all contents of this application have been reviewed and approved by the Board of Directors. The signatures further indicate that all contents of the City of Unalaska Community Support FY20 Application packet and the Community Support Guidelines, both approved by the Unalaska City Council, have also been reviewed and will be followed by the organization.

\_\_\_\_\_  
Chair/President, Board of Directors  
NA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director/Executive Director/General Manager

\_\_\_\_\_  
Date

## FY21 City of Unalaska Community Support Grant Application Review Summary Sheet

Organization Name: Unalaska of Alaska Fairbanks Alaska (UAF)

UAF is requesting \$1,220 more than FY20 – not specified in application why.

FY20 Award	Amounts	FY21 Request	Amounts
Melissa Good, 1 MO. - Salary	\$ 10,359.00	Executive Director – Salary FT	\$ 11,347.00
Melissa Good, 1 MO. - Benefits	\$ 3,149.00	Executive Director – Benefits	\$ 3,381.00
<b>Total FY20 Award</b>	<b>\$ 13,508.00</b>	<b>Total FY21 Request</b>	<b>\$ 14,728.00</b>

### Application Highlights

- UAF is asking for \$14,728 to fund one-month salary plus benefits for the University Of Fairbanks College Of Fisheries and Ocean Sciences Marine Advisory Program Agent located in Unalaska/Dutch Harbor Melissa Good.
- The Alaska Sea Grant College Program, one of 33 Sea Grant Programs nationwide, is a statewide program headquartered at the University of Alaska Fairbanks.
- UAF is a state-federal partnership with the majority of federal funding coming from the National Oceanic and Atmospheric Administration (NOAA). Stat funding comes from the University of Fairbanks, through the College of Fisheries and Ocean Sciences. Grants and donations from state, federal, and local governments; tribes; industry; organizations; and program income from training and meeting fees and publication sales enhance Alaska Sea Grant’s funding.
- Alaska Sea Grant (ASG) is an integrated program of communications, education, Marine Advisory outreach, and research that engages partners and functions as a creator of knowledge, a convener of diverse stakeholders, and a trusted provider of information.
- UAF program is adaptive to meet the growing needs of the Alaska and the communities in which we serve. Some examples include:
  - Enhancing Coastal Economics – The FishBiz project provides training, technical assistance, and online portals of tools for commercial fisherman looking to enter the business, diversify, and expand or exit the industry.
  - Training Alaska’s Workforce – Seafood processing training offered by ASG meets the industries identified needs.
  - Research Contributes to Community Priorities – The project “Graying of the Fleet: Understanding the Problem and Developing Alternatives” examines the fisheries in Kodiak and Bristol Bay, identifying barriers to next generation entry to inform public policy and programs.
  - Linking Science with Communities and K-12 students – ASG and Watershed curriculum school grant supports seas and watershed celebrations and teacher education in 19 communities including Unalaska, AK.
- ASG works closely with many organizations, entities, and individuals of the Aleutian-Pribilof Region through locally staffed Marine Advisory Program Agent Melissa Good to meet the needs of the region in accomplishing the broader mission of ASG. There are no other programs that offer these programs in this region.
- Alaska will sustain its vibrant marine, coastal, and watershed ecosystem, with strong coastal communities and people who make decisions using science based, local and indigenous knowledge, for social economic benefit.

**Application Findings/Other Information:**

- Application was on time;
- All application requirements were met; Letters of Support are optional;
- No Audit required, as request is under \$25,000.

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## MEMORANDUM TO COUNCIL

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To: Mayor and City Council Members  
From: Bil Homka, Director, Planning Department  
Through: Erin Reinders, City Manager  
Date: April 14, 2020  
Re: Analysis of Schubauer Property adjacent to Clinic, Lot 1-A of Unalaska  
Pedestrian Pathway 1997 Right-of-Way Acquisitions Plat 97-14

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**SUMMARY:** The following is a preliminary analysis of the identified property's suitability for development. It is adjacent to the IFHS Clinic and across from the Department of Public Safety.

**PREVIOUS COUNCIL ACTION:** City Council issued a directive to City Manager Erin Reinders to review the property for development, including: acquisition, roadway alignment/visibility, and property development opportunities.

**BACKGROUND:** On December 31, 2019 Councilmember Coleman requested discussion on the merits of the City purchasing the parcel adjacent to the Clinic and across the street from the Public Safety building on Airport Beach Road. Staff prepared a memo for the January 28, 2020 City Council meeting and the matter was determined to warrant additional analysis.

**DISCUSSION:** Lot 1-A of Unalaska Pedestrian Pathway 1997 Right-of-Way Acquisitions Plat 97-14, Aleutian Islands Recording District #305, City of Unalaska Tax ID #04-09-330, is a 1.5 acre property currently owned by Philip Schubauer and Marie Lowe. The property is situated on the north side of Airport Beach Road (see Exhibit 1). It is situated between the City Pump Station and the IFHS Clinic. The rear of the property steeply slopes up to Haystack, covering an approximate 50 foot change in elevation.

Three separate buildings exist on the site and are addressed 375, 377 and 381 Airport Beach Road. The property also has a shipping container, and two WWII bunkers below grade. Some collapsed remains of another WWII structure also exist near the property's peak elevation. The lot has access to all utility mains, and has been served by all utilities by varying degrees since 1993.

- **Zoning:** Currently, the property is zoned General Commercial (UCO §8.12.070). The General Commercial District is intended to provide primarily for the general retail sales, service and repair activities of the community. It is also to provide locations for professional offices, certain commercial/lighter industrial and warehousing offices, and structures that are not dependent on direct access to a waterbody. The zoning category prescribes a 20-foot setback along Airport Beach Road, a 20-foot setback on the lot line shared with the Haystack booster pumps, and a 10-foot setback on the lot line shared with the IFHS Clinic. Structures are limited to 50-feet in height, with a maximum lot coverage of 60%. Changes to the zoning category would require both Planning Commission and City Council approval.

- Acquisition: Title 7 in Unalaska City Code sets forth the process for the city to acquire real estate. Specifically § 7.04.020 Acquisition which states (in brief):
  - a) The city may acquire, own and hold real property that shall be held in the name of "The City of Unalaska." Any conveyance document, other than a plat, shall be signed by the City Manager and attested by the City Clerk or notarized by any notary commissioned in Alaska.
  - b) All acquisitions of any interest in real property shall be approved by the City Council by resolution. The resolution shall set forth the terms, conditions and manner of acquisition (platting and easements excluded).
  - c) In order for City Council to approve the acquisition of real property, the City Manager must provide abstract of title, the value assessed by the city tax assessor, or other appraisal of the real property.
  - d) Unless Council provides otherwise, the city shall purchase marketable title by ordinance or resolution.
  - e) Upon Council approval of an acquisition, the City Manager is authorized to obtain title insurance, to execute any instruments necessary to complete the acquisition.
  
- Price: The City would pay for a new property appraisal to obtain the current value of the parcel. The City's current assessment on file indicates a total value of the property and improvements at \$151,800. A letter November 13, 2018 to the city from the property owner's realtor, Dwell Realty, indicated the owner would sell the property for \$380,000. The letter is attached as Exhibit 2.
  
- Development Opportunities: This property is of interest to the City for several reasons. First, the property acquisition would allow for redesigning the roadway's alignment in this stretch of Airport Beach Road. The current alignment and topography combine to create poor visibility.

Second, between Raven Way and Captains Bay Road there are several road intersections that create unique turning movements onto Airport Beach Road. Collectively these intersections create an awkward driving experience. Airport Beach Road has a high traffic count in this area and the intersections provide access to high intensity land uses including the IFHS Clinic, Police and Fire Departments. The outbound emergency vehicles for police and fire and the inbound traffic at IFHS by safety vehicles and clinic patients can cause unexpected and 'surprise' interruptions to normal traffic flow. There are also large 18 wheel trucks that frequently make turning movements onto Captains Bay Road that create periodic congestion at that intersection.

Other issues in this area include Raven Way which provides access to City Hall, along with residents and businesses on Haystack. The NAPA store has an existing non-conforming parking lot adjacent to Airport Beach Road. NAPA's property lacks adequate on-site circulation for patron vehicles thus cars frequently back out onto Airport Beach Road causing unsafe driving conditions for all drivers and vehicles passing NAPA during those times. The IFHS Clinic has a separate entry on Airport Beach Road that is too short a distance from Raven Way which causes signaling and turning confusion.

Third, the property remaining after a roadway realignment project would be made available to address other city development for priorities such as residential development. Housing continues to be a priority need for the City and other industries on the island. This site could accommodate residential development and housing in this

area could be prioritized for public health and safety personnel. This makes sense due to its proximity near the IFHS Clinic and the Department of Public Safety.

- Development Issues: The current zoning must be changed from C Commercial to one of the residential zoning classifications.

If the development involves state or federal funding sources then a Section 106 Review process would be required to satisfy the Historic Preservation Act due to the three WWII structures that exist on the site. Removing the structures would optimize the site's developable area.

The site's developable area is presently minimal due to the steep grade of the hillside. A significant amount of the hillside would need to be excavated to prepare the site as flat, developable land. Exhibit 3 was prepared by the Department of Public Works and graphically indicates the area's layout and present physical features. Table 1 below highlights the Development Costs associated with Exhibit 3 and estimates the total development costs at \$1,371,087. The most significant costs are for excavation work to create flat space ready for site development.

**TABLE 1: DEVELOPMENT COSTS**

DESCRIPTION	UNIT	UNIT PRICE	NORTH SIDE		SOUTH SIDE	
			QTY	COST	QTY	COST
ASPHALT PAVEMENT	SY	\$42	1525	\$64,050	391	\$16,422
CURB & GUTTER	LF	\$60	1230	\$73,800	386	\$23,160
SIDEWALK	SY	\$250	815	\$203,750	234	\$58,500
LEVELING COURSE	CY	\$50	300	\$15,000	100	\$5,000
UNCLASSIFIED EXCAVATION	CY	\$25	15,000	\$375,000	1,000	\$25,000
DEMOLITION	LS	\$30,000	0.7	\$21,000	0.3	\$9,000
GABION BASKET	SF	\$30	3,000	\$90,000	0	\$0
STRIPING	LS	\$20,000	0.7	\$14,000	0.3	\$6,000
SIGNAGE	LS	\$5,000	0.7	\$3,500	0.3	\$1,500
TRAFFIC CONTROL	LS	\$50,000	0.7	\$35,000	0.3	\$15,000
SUBTOTAL				\$895,100		\$159,582
CONTINGENCY	30%			\$268,530		\$47,875
<b>TOTAL</b>				<b>\$1,163,630</b>		<b>\$207,457</b>
<b>GRAND TOTAL</b>						<b>\$1,371,087</b>



Other developments associated with this property include creating a new 12' wide strip of asphalt pavement along both sides of Airport Beach Road between Lavelle Court (IFHS primary entrance) and Captains Bay Road. This widened roadway provides for an area to realign the roadway somewhat. Other improvements include a 6' sidewalk along the clinic side of the roadway as well as new curb and gutter.

**ALTERNATIVES:** The city is considering potential sites for a new Public Safety building. This is just one site that is currently available.

**FINANCIAL IMPLICATIONS:** There are significant costs associated with this potential project.

**LEGAL:** N/A

**STAFF RECOMMENDATION:** N/A

**PROPOSED MOTION:** N/A

**CITY MANAGER COMMENTS:** This information is provided to Council in response to the Directive to the City Manager. I thank staff for their work gathering and communicating this information. Given the current fiscal climate and the costs associated with the development of this property, I recommend Council takes no action at this time. However, Council may choose to provide further direction regarding the acquisition and development of this site.



**ATTACHMENTS:**

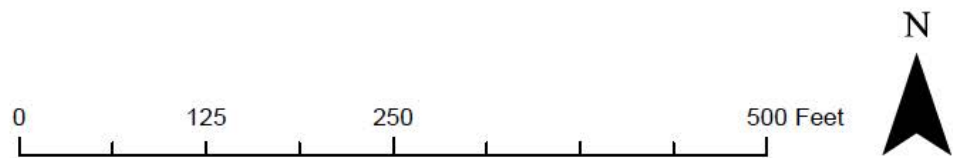
- Exhibit 1: Map of Property
- Exhibit 2: Letter from Dwell Realty, LLC
- Exhibit 3: Professional Drawing & Cost Estimate

# EXHIBIT 1

## Parcel #04-09-330



-  Parcel #04-09-330
-  Other Property Lines





## EXHIBIT 2

Date: Nov. 13, 2018

Mr. Tom Cohenour  
Director of Public Works  
Unalaska, Alaska  
Phone: 907-581-1251  
Email: [tcohenour@ci.unalaska.ak.us](mailto:tcohenour@ci.unalaska.ak.us)

RE: Lot 1, Blk 5 USS 4988

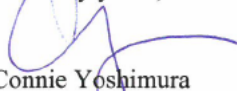
Dear Mr. Cohenour:

Thank you for returning my call today. As you know, I am the broker/owner of Dwell Realty, LLC in Anchorage, Alaska. I represent Phillip Schubauer and Marie Lowe who own the above referenced property which they have listed for sale with me for \$380,000. I understand from our conversation, that there may be some interest in the city pursuing a purchase of the property.

I have spoken to Mike Renfro who I understand performs some property valuations for the city. He has provided me with an estimate of \$86,000 for the improvements and a range of \$4 to \$6 per square foot for the land which puts the subject property in the range of the asking price of \$380,000.

I would appreciate it if you can discuss a purchase of the land with the appropriate authorities and get back to me at your earliest convenience.

Sincerely yours,

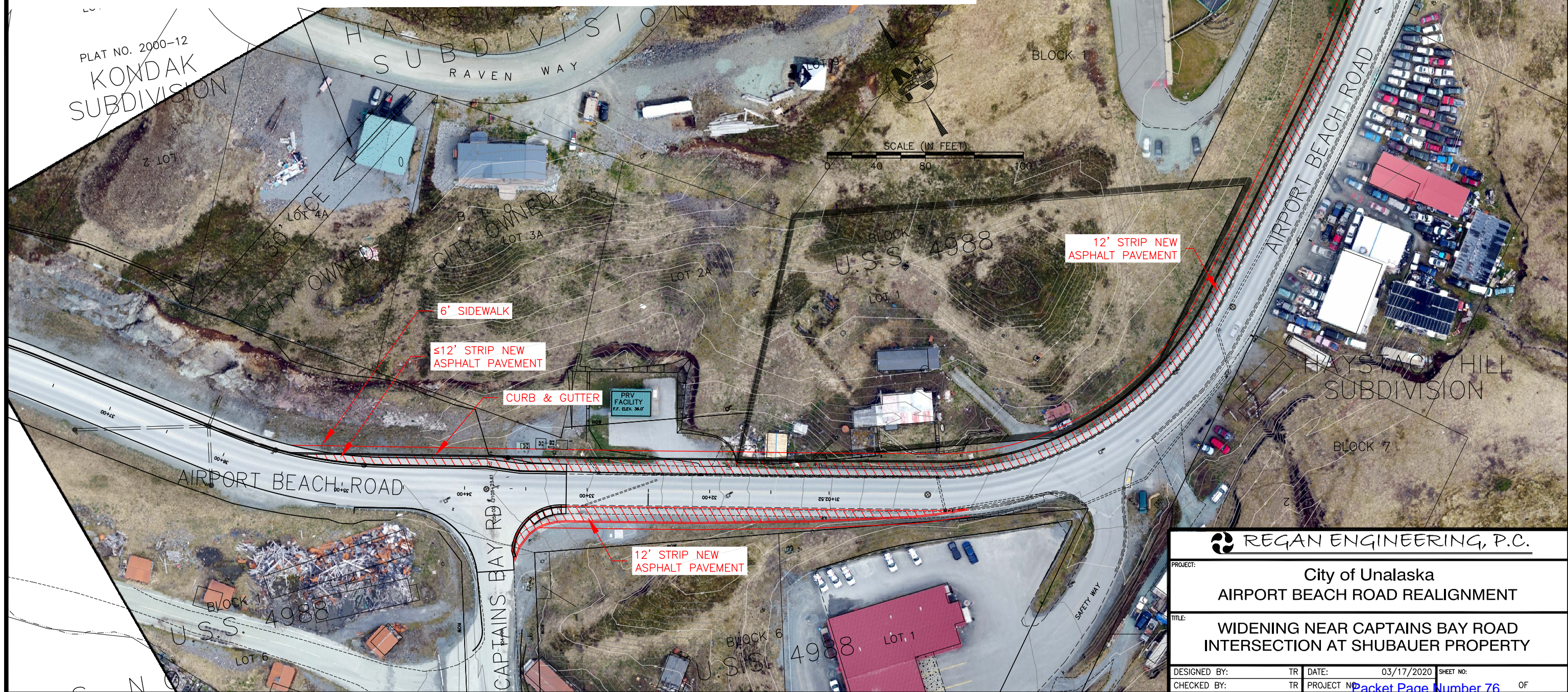
  
Connie Yoshimura  
Broker/ Owner  
Dwell Realty, LLC

GENERAL NOTES:

1. THE PROPOSED LAYOUT IS FOR ESTIMATING PURPOSES ONLY AND IS NOT INTENDED AS A SUBSTITUTE FOR DESIGN.
2. UNIT COSTS USED IN THE ESTIMATE ARE COSTS ESTABLISHED FOR ESTIMATING THE CAPTAINS BAY ROAD PAVING AND UTILITY EXTENSION PROJECT.

### EXHIBIT 3

DESCRIPTION	UNIT	UNIT PRICE	NORTH SIDE		SOUTH SIDE	
			QTY	COST	QTY	COST
ASPHALT PAVEMENT	SY	\$42	1525	\$64,050	391	\$16,422
CURB & GUTTER	LF	\$60	1230	\$73,800	386	\$23,160
SIDEWALK	SY	\$250	815	\$203,750	234	\$58,500
LEVELING COURSE	CY	\$50	300	\$15,000	100	\$5,000
UNCLASSIFIED EXCAVATION	CY	\$25	15,000	\$375,000	1,000	\$25,000
DEMOLITION	LS	\$30,000	0.7	\$21,000	0.3	\$9,000
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STRIPING	LS	\$20,000	0.7	\$14,000	0.3	\$6,000
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SUBTOTAL				\$895,100		\$159,582
CONTINGENCY			30%	\$268,530		\$47,875
<b>TOTAL</b>				<b>\$1,163,630</b>		<b>\$207,457</b>
<b>GRAND TOTAL</b>						<b>\$1,371,087</b>



**REGAN ENGINEERING, P.C.**

PROJECT: City of Unalaska  
AIRPORT BEACH ROAD REALIGNMENT

TITLE: WIDENING NEAR CAPTAINS BAY ROAD INTERSECTION AT SHUBAUER PROPERTY

DESIGNED BY: TR DATE: 03/17/2020 SHEET NO:   
 CHECKED BY: TR PROJECT NO: Packet Page Number 76 OF

CITY OF UNALASKA  
UNALASKA, ALASKA

ORDINANCE 2020-05

CREATING BUDGET AMENDMENT #8 TO THE FISCAL YEAR 2020 BUDGET, INCREASING THE ELECTRIC FUND OPERATING BUDGET FOR TRANSFERS TO CAPITAL PROJECTS AND THE GENERATOR SETS REBUILD PROJECT BUDGET BY \$383,627 EACH; AND INCREASING THE GENERAL FUND OPERATING BUDGET FOR TRANSFERS TO AIRPORT AND THE AIRPORT OPERATING BUDGET BY \$158,000 EACH FOR THE AIRPORT FIRE PANEL

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 #8 to Ordinance 2019-07**

	Current	Requested	Revised
<b>I. OPERATING BUDGETS</b>			
<b>A. General Fund</b>			
Sources:			
Appropriated Fund Balance	\$ 11,373,669	\$ 158,000	\$ 11,531,669
Uses:			
Transfer to Airport Fund	\$ -	\$ 158,000	\$ 158,000
<b>B. Proprietary Funds</b>			
Electric Proprietary Fund			
Sources:			
Budgeted Use of Unrestricted Net Position	\$ 1,393,062	\$ 383,627	\$ 1,776,689
Uses:			
Transfer to Electric Project	\$ 2,985,968	\$ 383,627	\$ 3,369,595
Airport Proprietary Fund			
Sources:			
Transfers From General Fund	\$ -	\$ 158,000	\$ 158,000
Uses:			
Repair/Maintenance Services	\$ 96,800	\$ 158,000	\$ 254,800
<b>II. CAPITAL BUDGETS</b>			
<b>A. Public Utilities - Project Budgets</b>			
Electric Projects - Gen Set Rebuild			
Sources			
Transfer from Electric Operating	\$ 1,714,056	\$ 383,627	\$ 2,097,683
Uses			
Generator Sets Rebuild Project	\$ 1,714,056	\$ 383,627	\$ 2,097,683

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on April 28, 2020.

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

ATTEST:

\_\_\_\_\_  
 Marjie Veeder, CMC  
 City Clerk

**City of Unalaska**  
**Summary of Budget Amendment and Schedule of Proposed Accounts**  
**FY20 Budget Amendment #8**

- 1) General Fund - Operating Budget  
Add \$158,000 to Transfers to Enterprise Operating for airport fire panel  
Add \$158,000 to Appropriated Fund Balance
- 2) Electric Fund - Operating Budget  
Add \$383,627 to Transfers to Capital Projects for generator sets rebuild  
Add \$383,627 to Budgeted Use of Unrestricted Net Position
- 3) Airport Fund - Operating Budget  
Add \$158,000 to Repair/Maintenance Services for fire alarm panel replacement  
Add \$158,000 to Transfers from General Fund
- 4) Electric Projects - Generator Sets Rebuild  
Add 383,627 to Gen Sets Rebuild for repair and maintenance services  
Add 383,627 to Transfers from Electric Operating Fund

	<u>Org</u>	<u>Object</u>	<u>Project</u>	<u>Current</u>	<u>Requested</u>	<u>Revised</u>
<b>1) General Fund - Operating Budget</b>						
<b>Sources:</b>						
Appropriated Fund Balance	01010049	49900		\$ 11,373,668.50	\$ 158,000.00	\$ 11,531,668.50
<b>Uses:</b>						
<i>Transfers Out</i>						
Transfers to Enterprise Operating	01029854	59930		\$ -	\$ 158,000.00	\$ 158,000.00
<b>2) Electric Fund - Operating Budget</b>						
<b>Sources:</b>						
Budgeted Use of Unrestricted Net Position	50015049	49910		\$ 1,393,062.00	\$ 383,627.00	\$ 1,776,689.00
<b>Uses:</b>						
Transfers to Enterprise Capital Projects	50029854	59940		\$ 2,985,968.00	\$ 383,627.00	\$ 3,369,595.00
<b>3) Airport Fund - Operating Budget</b>						
<b>Sources:</b>						
Transfers From General Fund	55019848	49100		\$ -	\$ 158,000.00	\$ 158,000.00
<b>Uses:</b>						
Repair/Maintenance Services	55022952	54300		\$ 96,800.00	\$ 158,000.00	\$ 254,800.00
<b>4) Electric Fund - Capital Project Budgets</b>						
<b>Sources:</b>						
<i>Generator Sets Rebuild Project</i>						
Transfers From Proprietary Operating	50119848	49130	EL20A	\$ 1,714,056.00	\$ 383,627.00	\$ 2,097,683.00
<b>Uses:</b>						
<i>Generator Sets Rebuild Project</i>						
Repair/Maintenance Services	50125053	54300	EL20A	\$ 1,714,056.00	\$ 383,627.00	\$ 2,097,683.00

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## MEMORANDUM TO COUNCIL

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To: Mayor and City Council Members  
From: Dan Winters, Director of Public Utilities (Gen Sets Rebuild)  
Tom Cohenour, Director, Department of Public Works (Airport Terminal  
Fire Alarm Replacement)  
Through: Erin Reinders, City Manager  
Date: April 14, 2020  
Re: Ordinance 2020-05 Creating Budget Amendment #8 to the Fiscal Year  
2020 Budget, increasing the Electric Fund Operating Budget for transfers  
to capital projects and the Generator Sets Rebuild Project budget by  
\$383,627 each; and increasing the General Fund operating budget for  
transfers to Airport and the Airport Operating Budget by \$158,000 each for  
the airport fire panel

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**SUMMARY:** This Budget Amendment consists of a transfer of \$383,627 from the Electric Proprietary Fund to Capital Project EL20A Generator Sets Rebuild, increasing the budget to \$2,097,683 and a transfer of \$158,000 from the General Fund to the Airport Proprietary Fund for Facilities Maintenance to administer the Airport Terminal Fire Alarm Control Panel Replacement.

**PREVIOUS COUNCIL ACTION:** City Council approved Ordinance 2019-07 on May 28, 2019, adopting the FY20 Capital and Operating Budget, allocating \$1,714,056 to the FY20 Generator Sets Rebuild Project.

**BACKGROUND:**

**EL20A** – The Powerhouse solicited bids for the labor portion of a 48,000-hour major overhaul on Wartsila Units #10 & 11, scheduled to begin in November 2019, in between 2019 “B” season and 2020 “A” season when island electrical demands are at their lowest. Associated parts for the rebuilds were purchased previously from Wartsila North America in the amount of \$631,306 and were on-site.

The City received bids of \$388,728 from Wartsila North America and \$433,547 from Motor-Services Hugo Stamp. The Powerhouse elected to use Motor-Services Hugo Stamp (MSHS) because they had the ability to perform some of the required machine shop work on-site, saving transit time between Unalaska and Wartsila’s Vancouver shop, theoretically shortening the rebuild time.

**Fire Alarm System Replacement** – A Fire Inspection performed at the Tom Madsen Airport Terminal Building in May of 2019 identified the following deficiencies:

1. Auxiliary notification booster panel was overtaxed when originally installed. Circuits are pulling more AMPS than the system can deliver, causing the circuits to crash on battery backup
2. Notification devices are not in sync
3. Thermal detectors are past due 15-year retest; they require factory re-test or replacement
4. Conventional smoke detectors are past due sensitivity test
5. Original detection layout is non-code compliant and does not cover building adequately if smoke detection is desired
6. Fire panel is obsolete

Staff requested funding for the work to repair these issues in the draft FY21 Operating Budget. However, since mid-March, the system has generated false fire alarm call-outs creating a life/safety hazard by pulling resources away from other potential Fire Department responses as well as utilizing Ports Department personnel to perform regularly scheduled visual Fire Watch inspection.

### **DISCUSSION:**

**EL20A** – Historically, this recurring Capital Project runs very close to cost estimates, typically finishing within 5–10% of the projection, and has never had to use contingency funds or request additional funding. Several unforeseen factors contributed to cost overruns which combined to almost double the anticipated cost of the project, summarized below:

- The Unalaska Valley Power Module (Genset #7) suffered a catastrophic failure necessitating an unplanned in-frame overhaul using \$140,485 in project funding.
- During a Wartsila site visit five months prior to the rebuild, several suggested actions were identified to be performed during the 48,000 hour rebuild based on observed deficiencies. These may not have been communicated to MSHS, so the additional work was possibly part of their discovery process.
- Late in the process MSHS stated there were parts found to be missing from the Wartsila parts package. This, combined with the discovery process, required over \$110,000 in additional parts to be purchased from MSHS throughout the rebuild, all expedited due to time constraints and these shipments were often at the mercy of the December and eventually January weather delays.
- Vendor labor/expense cost overruns were extremely high as the rebuild took nearly twice as long as estimated. Powerhouse employee overtime in support of this long rebuild was also correspondingly high but does not require a budget amendment at this time due to an unfilled employee position.



<b>Anticipated Rebuild Expenses</b>		
<b>Item</b>	<b>Provided By</b>	<b>Amount</b>
Parts	Wartsila NA	\$ 631,306
Electrical Service Portion	Governor Control Sys.	\$ 23,536
Labor/Expenses	MSHS	\$ 433,547
	<b>Total</b>	<b>\$1,088,389</b>
<b>Additional Rebuild Expenses</b>		
In-frame Overhaul of UVPM (Valley GenSet)	NC Machinery	\$ 140,485
Additional Parts	Wartsila	\$ 4,790
Additional Labor	MSHS	\$ 494,751
Additional Parts	MSHS	\$ 110,187
Off-Site Work Required to Complete Rebuild Scope	Wartsila	\$ 65,594
Local Vendors, Oil, Coolant, Freight, Misc.	Various	\$ 110,405
Budget for Possible On-Site Work in FY2020	Wartsila	\$ 60,000
Funds Still Available in Project Fund		\$ 23,082
	<b>Total</b>	<b>\$2,097,683</b>

**Fire Alarm System Replacement** – The Tom Madsen Airport Terminal is one of the City’s highest use public facilities. It is incumbent upon the City to ensure the safety of the Airport’s patrons and businesses and their employees.

An RFQ was let by the Department of Public Works on June 18, 2019, to perform the Technical Services for Fire Alarms, Sprinkler Systems, and Special Hazard Suppression Systems Inspections and Certifications, and Mike’s Fire Equipment was awarded the three-year contract. The repair to the Airport Fire Alarm Control Panel falls within the scope of that Agreement. The subcontractor performing the work for Mike’s Fire Equipment is C&T Fire Protection; a copy of their Proposal to perform the work is attached. A contingency amount was added to cover unforeseen circumstances.

C&T Fire Protection Proposal	\$ 138,600
Contingency 14%	\$ 19,400
	\$ 158,000

**ALTERNATIVES:**

**EL20A** – Except for the \$60,000 budgeted for possible on-site emergency work by Wartsila to address possible issues before the end of the fiscal year, all work listed has been either already performed or underway. Additional funds requested will be primarily used to pay MSHS Progress Invoice #5 in the amount of \$323,396.73.

**Fire Alarm System Replacement** – Alternatives to moving forward with this repair work include continuing to allow the alarm to call out Fire Department personnel, or shut the system off and pay Ports personnel or a contractor to conduct 24-hour fire watch until funding is available in FY21. Staff feels it is necessary and prudent to move forward with this work as soon as possible since the problem is a life/safety issue in one of the most heavily used City facilities.

**FINANCIAL IMPLICATIONS:**

**EL20A** – The proposed budget for the Capital Project is set out as follows:

GENERATOR SETS REBUILD (FY20) - MUNIS PROJECT EL20A						
ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	EXPENSED & ENCUMBERED	AVAILABLE	THIS REQUEST	PROPOSED REVISED BUDGET
50125053-54300-EL20A	Repair/Maint. Services	1,714,056	1,690,974	23,082	383,627	2,097,683

**Fire Alarm System Replacement** – The proposed budget for the new Capital Project is set out below:

Airport Proprietary Fund Facilities Maintenance		ADOPTED FY20	AVAILABLE BALANCE	THIS REQUEST	REVISED BUDGET
55022952   54230	Custodial Services	13,000	10,361	0	13,000
55022952   54300	Repair/Maint Services	96,800	73,757	158,000	254,800
55022952   54500	Construction Services	1,000	1,000	0	1,000
55022952   56100	General Supplies	7,000	6,962	0	7,000
55022952   56140	Facility Maint Supplies	6,285	3,081	0	6,285
55022952   56150	Safety Related	0	-22	0	0
	Total Operating Expense	124,085	95,139	158,000	282,085

**LEGAL:** N/A

**STAFF RECOMMENDATION:** Staff recommends approval of this budget amendment.

**PROPOSED MOTION:** I move to schedule Ordinance 2020-05 for public hearing and second reading on April 28, 2020.

**CITY MANAGER COMMENTS:** I support staff's recommendation.

CITY OF UNALASKA  
UNALASKA, ALASKA

ORDINANCE 2020-06

AN ORDINANCE OF THE UNALASKA CITY COUNCIL REZONING LOT 9, BLOCK 2, USS 1992, FROM GENERAL COMMERCIAL TO SINGLE FAMILY/DUPLEX RESIDENTIAL

WHEREAS, the City of Unalaska is a first class city with planning powers provided by Alaska State law through AS 29; and

WHEREAS, the City of Unalaska created and adopted zoning in 1996; and

WHEREAS, Lot 9, Block 2, USS 1992, is located within the corporate boundaries of the City of Unalaska and is currently zoned General Commercial; and

WHEREAS, the Planning Commission conducted a public hearing on March 19, 2020 in order to consider the testimony of the public regarding rezoning; and

WHEREAS, the Planning Commission found that rezoning this property to Single Family/Duplex Residential was reasonable, in the public's best interest, in compliance with the specifications of Unalaska Municipal Code, and is in conformance with the goals and objectives of the Comprehensive Plan.

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council rezones Lot 9, Block 2, and USS 1992 from General Commercial to Single Family/Duplex Residential.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on April 28, 2020.

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Vincent M. Tutiakoff, Sr.  
Mayor

ATTEST:

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Marjie Veeder, CMC  
City Clerk

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## MEMORANDUM TO COUNCIL

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To: Mayor and City Council Members  
From: Bil Homka, Director, Planning Department  
Through: Erin Reinders, City Manager  
Date: April 14, 2020  
Re: Ordinance 2020-06 Approving a zone amendment from General Commercial to Single Family/Duplex on Lot 9, Block 2, USS 1992

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**SUMMARY:** The Planning Commission passed Resolution 2020-03 at a regularly scheduled meeting on March 19, 2020. The resolution recommends City Council approve a zone change request for the property described above. The applicant is Marilyn McCracken who desires to construct a duplex on the parcel for residential uses.

**PREVIOUS COUNCIL ACTION:** None

**BACKGROUND:** On March 19, 2020 the City Planning Commission approved Resolution 2020-03 recommending approval of the zone change request, from General Commercial to Single Family/Duplex. The zone change will provide for additional residential development in the community. The Single-Family/Duplex District is intended to stabilize and protect the one and two-family dwelling residential character of the district and to promote and encourage a safe and suitable environment for family life.

This lot is a grandfathered non-conforming lot due to its size not conforming to the zoning code requirements. Its size is not legal in any zone. However, lots smaller than 6,000 square feet are permitted provided they can meet required setbacks to allow for parking and access. A full analysis of the site is attached to this memorandum that outlines general site information, comprehensive plan guidance, additional code requirements and detailed findings.

The City Planning Commission held a public hearing on Thursday, March 19, 2020. This matter was the only item on the meeting agenda. Two members did not attend the meeting because they had conflicts of interest, because they own property in the adjacent/affected area and received property owner meeting notices. These members were Caroline (Vicki) Williams and Ian Bagley. The other three members were in attendance and voted unanimously in support of the zone change. No members of the public attended the meeting.

**DISCUSSION:** Pursuant to UCO § 8.12.190(C), the Planning Commission must find any Zone Amendment/Rezoning action to be reasonable, in the public's interest, and in conformance with the goals and objectives of the Comprehensive Plan in order to offer support. The Planning Commission found that rezoning this property to Single Family/Duplex Residential met these three tests. Resolution 2020-03 was approved by the Planning Commission and recommends City Council review and approve the same based on the findings outlined below.

**Reasonable:** The Single Family/Duplex Residential zone is reasonable because it promotes a land use that matches the character of its surroundings and would not cause any particular burdens on the neighborhood. The lot is sufficiently sized for the structure and necessary parking requirements. Furthermore, there are many residential uses on the same block.

**Public Interest.** The Single Family/Duplex Residential zone is in the public interest because it allows for additional housing to be created at an infill site at a location that can support a residential use. It is in the public interest to maximize the use of land for housing wherever it is not expected to cause negative impact.

**Comprehensive Plan.** The Single Family/Duplex Residential zone is also consistent with the Comprehensive Plan as it would provide more housing opportunities for the community. The Comprehensive Plan highly prioritizes the creation of more housing opportunities in the community. The Unalaska Land Use Plan of 2015 for the Downtown/Unalaska Townsite Subarea calls for increases in both commercial and mixed use land uses. This land use is not consistent with the Land Use Plan, but is in line with the goals and priorities of the Comprehensive Plan at large.

**ALTERNATIVES:** Section 8.12.190(D)(2) outlines potential Council actions as follows: the City Council may accept the recommendation of the Planning Commission or approve a modification to the recommendation of the Planning Commission. Although an outright rejection of the recommendation of the Planning Commission by the Council is possible, doing so is not advised as there are no future plans for commercial use, and the lot would remain vacant.

**FINANCIAL IMPLICATIONS:** None at this time.

**LEGAL:** The zone amendment request is proceeding in accordance with City Code. City council must hold two readings of the proposed ordinance and a public hearing prior to taking any action on the zone change request. This matter is not an emergency.

**STAFF RECOMMENDATION:** Staff recommends Council accept the Planning Commission's recommendation and approval of Commission Resolution 2020-03, rezoning the property from General Commercial to Single Family/Duplex Residential.

**PROPOSED MOTION:** I move to schedule Ordinance 2020-06 for public hearing and second reading on April 28, 2020.

**CITY MANAGER COMMENTS:** I support staff's recommendation.

**ATTACHMENTS:**

- Staff Report to Planning Commission
- Planning Commission Resolution 2020-03
- Aerial map with parcel lines and subject lot
- Public Meeting Notice
- Letter to adjacent and affected property owners
- Mailing list for notice to adjacent and affected property owners

**City of Unalaska, Alaska  
Planning Commission/Platting Board  
Staff Report**

**A RESOLUTION APPROVING A ZONE ADMENDMENT FROM GENERAL COMMERCIAL TO SINGLE FAMILY/DUPLEX ON LOT 9, BLOCK 2, USS 1992, AIRD**

Basic Information	
<b>Application Type</b>	Zoning Amendment
<b>Land Owner</b>	Marilyn McCracken
<b>Applicant</b>	Marilyn McCracken
<b>Proposed Change</b>	General Commercial to Single Family/Duplex
<b>Exhibits</b>	Application, Site map
<b>Staff Recommendation</b>	Approval

Legal Information	
<b>Tax Parcel ID</b>	03-07-310
<b>Address</b>	137 West Broadway Avenue, Unalaska, Alaska 99685
<b>Legal Description</b>	Lot 9, Block 2, USS 1992
<b>Land Use Subarea</b>	Downtown/Unalaska Townsite

Area Description	
<b>North</b>	Blue Fox Alley, Residential Block
<b>South</b>	West Broadway Avenue
<b>East</b>	3 <sup>rd</sup> Street
<b>West</b>	Public/Quasi-Public Historic Property – Swanson House

Current Site Description and Zoning Standards				
<b>Zone</b>	General Commercial (GC) (UCO §8.12.060)			
<b>Existing Use</b>	Vacant			
<b>Permitted Uses</b>	(A) Purpose and intent. The General Commercial District is intended to provide primarily for the general retail sales, service, and repair activities of the community. It is also to provide locations for professional offices, certain commercial/lighter industrial and warehousing offices, and structures that are not dependent on direct access to a water body.			
	Required		Required	
<b>Lot Area</b>	10,000 SF	Grandfathered Lot	<b>Front Setback</b>	20 Feet
<b>Lot Frontage</b>	70 Feet		<b>Side Setbacks</b>	10 Feet, 15 on roadside
<b>Coverage</b>	60%		<b>Rear Setback</b>	20 Feet
<b>Building Height</b>	50 Feet		<b>Parking</b>	N/A
<b>Corner Lot?</b>	Yes		<b>Nonconformance?</b>	Yes, existing lot only 4,938 SF.

Proposed Site Zoning Standards				
<b>Zone</b>	Single Family/Duplex (SDF) (UCO §8.12.030)			
<b>Permitted Uses</b>	(A) Purpose and intent. The Single-Family/Duplex District is intended to stabilize and protect the one- and two-family dwelling residential character of the district and to promote and encourage a safe and suitable environment for family life.			
	Required		Required	
<b>Lot Area</b>	6,000 SF	Grandfathered Lot	<b>Front Setback</b>	15 Feet
<b>Lot Frontage</b>	60 Feet		<b>Side Setbacks</b>	10 Feet & 15 Feet on roadside
<b>Coverage</b>	40%		<b>Rear Setback</b>	15 Feet
<b>Building Height</b>	30 Feet		<b>Parking</b>	2 Spaces/unit
<b>Corner Lot?</b>	Yes		<b>Nonconformance?</b>	Yes, existing lot only 4,938 SF.

Parcel History	
<b>Planning Commission Resolution</b>	97-18: Approved 2 dwelling units in a commercial structure 97-19: Approved a variance of 4 parking spaces to the 15 space requirement 97-22: Approved a 17'6" front yard setback 97-23: Approved a 8'6" side yard setback 97-26: Approved a variance of 3'6.5" to the 10' building separation requirement.
<b>City Council Ordinance</b>	In 1990, City Council denied a request for a taxi repair shop.

**PLAN GUIDANCE**

1. The Economic Development goal of the Comprehensive Plan includes a mandate to “Make more land available for housing and businesses”.
2. The Unalaska Housing Plan calls for a consistent increase in available housing.
3. The Unalaska Land Use Plan, however, calls for an increase of commercial and mixed uses in the downtown area.

**ADDITIONAL CODE REQUIREMENTS**

1. A re-zoning action will need to be sent up to City Council to approve.
2. There are no tests of code to determine the appropriateness of a rezoning action.

**BACKGROUND**

1. The owner would like to rezone the lot to Single Family/Duplex, making the lot available for housing.
2. The lot is a grandfathered non-conforming lot. It is not legal in any zone. However, lots smaller than 6,000 SF are provided setbacks in SFD code.

**DETAILED FINDINGS**

1. The lot would require 2 parking spaces per unit.
2. Given the size of the lot, there is little encouragement to create a mixed use structure.
3. The property was given several variances in 1997. The change to the zoning of this property will re-set the property setbacks and nullifies the variances. These variances are all larger than the setbacks provided by right with the exception of one side where the lot will have a 15 foot side yard setback along 3<sup>rd</sup> St.
4. The lot appears to have sat vacant since at least 1997, when the property owner requested variances to replace a warehouse that had been on the lot.
5. This would be a less intense use of the lot than the existing by right commercial uses.
6. The Comprehensive Plan is split fairly evenly on supporting both business (general commercial) and housing (single family/duplex) uses of land in general.
7. The decision to rezone this lot must weigh the value of planned investment in a vacant lot verses the projections of the Land Use Plan for this neighborhood.

**CONDITIONS**

N/A

**DECISIONS**

1. **Recommended:** The Planning Commission approves rezone with a finding of fact, which is sent to the City Council for final decision. **Staff supports this action due to the opportunity for development of the vacant lot.**
2. **Alternative:** The Planning Commission denies the rezoning and recommends that the land owner instead seeks a Conditional Use Permit for the lot, maintaining the underlying General Commercial zone. **Staff does not support this option.**

**City of Unalaska, Alaska  
Planning Commission/Platting Board  
Resolution 2020-03**

**A RESOLUTION APPROVING A ZONE ADMENDMENT FROM GENERAL COMMERCIAL  
TO SINGLE FAMILY/DUPLEX ON LOT 9, BLOCK 2, USS 1992, AIRD**

**WHEREAS**, UCO §8.12.190 sets forth the procedures for the taking action on a zoning map amendment application; and

**WHEREAS**, the applicant, Marilyn McCracken is the owner of Lot 9, Block 2, USS 1992, filed in the Aleutian Islands Recording District, addressed as 137 West Broadway Avenue; and

**WHEREAS**, Marilyn McCracken has submitted a zoning map amendment application to rezone this property from General Commercial to Single-Family/Duplex Residential; and

**WHEREAS**, the City of Unalaska Departments of Planning, Public Works, Public Utilities and Public Safety have reviewed the request; and

**WHEREAS**, the encouragement, and support of the needs of housing is desirable from the standpoint of public interest, as identified in the Unalaska Comprehensive Plan 2020; and

**WHEREAS**, notices of the public hearing were posted and mailed; and

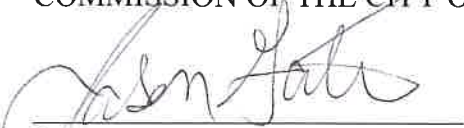
**WHEREAS**, the City of Unalaska Planning Commission held a public hearing on March 19, 2020 to consider this request and to hear testimony of the public, and


**WHEREAS**, the Planning Commission reviewed the application, heard public testimony, and on that basis finds that the zoning map amendment to Single-Family/Duplex Residential to be reasonable, in the public interest, and in conformance with the goals and objectives of the Comprehensive Plan.

**THEREFORE BE IT RESOLVED**, the Planning Commission recommends to the City Council approval of the rezone of Lot 9, Block 2, USS 1992, filed in the Aleutian Islands Recording District, addressed as 137 West Broadway Avenue to Single-Family/Duplex Residential.

**BE IT FURTHER RESOLVED**, the secretary of the Planning Commission is to certify a copy of this Resolution and to file it with the Unalaska City Clerk no later than fifteen (15) working days from the date shown below.

APPROVED AND ADOPTED THIS 19th DAY OF MARCH 2020, BY THE PLANNING COMMISSION OF THE CITY OF UNALASKA, ALASKA.

  
\_\_\_\_\_  
Jason Gates  
Commission Chair

  
\_\_\_\_\_  
Bil Homka, AICP, Planning Director  
Secretary of the Commission



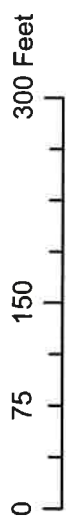
# 137 West Broadway Ave. Zone Amendment Application



Maps and associated information have been created or purchased by the City of Unalaska and were compiled from the most authentic data available. The City is not responsible for any errors or omissions contained herein. All data and materials Copyright 2020. All Rights Reserved.



- Applicant Parcel
- 300' Buffer
- Tax Parcels



**CITY OF UNALASKA**  
**UNALASKA, ALASKA**

**NOTICE OF PUBLIC HEARING**

**THURSDAY, MARCH 19, 2020**

**6:00 PM**

**UNALASKA CITY HALL COUNCIL CHAMBERS**

**ORDINANCE 2020-03: AN ORDINANCE OF  
THE PLANNING COUNCIL OF THE CITY OF  
UNALASKA TO REZONE THE 4,918 SQFT LOT  
9, BLOCK 2, USS 1992 SUBDIVISON (03-07-  
310) FROM GENERAL COMMERCIAL TO  
SINGLE- FAMILY RESIDENTIAL**

March 3, 2020

Please be advised that City of Unalaska Code of Ordinances requires that we notify all property owners of record within 300 feet of the proposed zoning change prior to the Public Hearing before the Planning Commission. You are invited to attend and participate in this meeting.

The City of Unalaska Planning Commission has scheduled a Public Hearing regarding the Zone Amendment request on Thursday, March 19, 2020 at 6 pm, at the City Hall Council Chambers. The public Notice is attached.

Feel free to contact our department with any questions you might have.

Sincerely,

Jasmine Gonzalez

Planning Administrative Assistant

OBJECTID	PID	BillTo_M	Address1_M
3048	307217	ALEXANDRIA HOUSE INC	PO Box 920071
3040	307219	ALEXANDRIA HOUSE INC.	PO Box 920071
3037	307231	OUNALASHKA CORPORATION	P.O. Box 149
3017	307237	ANDREW MURPHY	P.O. Box 920785
3008	307251	DORA KRUKOFF ET AL	24 S 2nd Street
3043	307300	OUNALASHKA CORPORATION	P.O. Box 149
3042	307302	RANDALL WHITE; DENISE RANKIN	P.O. Box 135
3038	307304	BILL & DIANE SHAISHNIKOFF	P.O. Box 196
3035	307306	TIMOTHY G. LEKANOFF	P.O. Box 133
3032	307308	BAHAI CENTER	P.O. Box 73
3015	307310	MARILYN KRUKOFF	P.O. Box 16
3019	307312	CITY OF UNALASKA	P.O. Box 610
3024	307314	KAROLY GASPAS	PO Box 921275
3030	307316	TUYET SOUNG THI NGUYEN	PO Box 921042
3014	307318	DALE DORSEY	410 NE 10th Ct.
3010	307320	HAL LEWIS	P.O. Box 920571
3004	307322	OUNALASHKA CORPORATION	P.O. Box 149
2997	307324	HAL LEWIS	P.O. Box 920571
2993	307326	EMIL BERIKOFF JR.	P.O. Box 81
2971	307328	ILULIUK FAMILY AND HEALTH SERVICES INC.	PO Box 144
2979	307330	RUTH SHAISHNIKOFF	P.O. Box 23
2984	307332	SHAPSNIKOFF ET AL	P.O. Box 186
2992	307334	SERGIE KRUKOFF	P.O. Box 35
3001	307336	WILLIAM E. BERIKOFF, JR.	PO Box 240
2977	307346	SHAWN BYFORD ET AL	P.O. Box 231
2969	307348	STEVEN GREGORY	P.O. Box 1034
2967	307350	MARGARET MAKARIN	7762 Broadstone Place SW
2957	307352	FLORA TUTIAKOFF	P.O. Box 605
3026	307401	ARCTIC CHIROPRACTIC UNALASKA LLC	1150 S. COLONY WAY #226
3021	307403	VALDEZ PETROLEUM TERMINAL INC.	3900 C. Street # 802
2999	307409	ESTATE OF PAUL TUTIAKOFF	Unknown
2980	307411	SCOTT LACKNER	P.O. Box 921112
2982	307412	HAL LEWIS	P.O. Box 920571
2988	307413	TIMOTHY G. LEKANOFF	P.O. Box 133
2998	307415	PETER & SOPHIE GALAKTIANOFF	P.O. Box 1
3002	307417	LANCE J. HENNING	PO Box 920524
3009	307419	SHAWN BYFORD ET AL	P.O. Box 231
2985	307421	CITY OF UNALASKA	P.O. Box 610
2972	307423	HEIRS OF JOHN BERESKIN	P.O. Box 114
2963	307425	ALICE MOLLER	P.O. Box 135
2955	307427	KIM & QUY NGUYEN	P.O. Box 921154
2951	307433	SOPHIE SHEREBERNIKOFF	P.O. Box 125
3277	308100	CITY OF UNALASKA	P.O. Box 610

Address2\_M

DUTCH HARBOR, AK 99692  
DUTCH HARBOR, AK 99692  
Unalaska, AK 99685  
Dutch Harbor, AK 99692  
Saint Paul, AK 99660  
Unalaska, AK 99685  
Unalaska, AK 99685  
Unalaska, AK 99685  
Unalaska, AK 99685  
Unalaska, AK 99685  
Unalaska, AK 99685  
Unalaska, AK 99685  
Dutch Harbor, AK 99692  
Dutch Harbor, FL 99692  
Newport, OR 97365  
Dutch Harbor, AK 99692  
Unalaska, AK 99685  
Dutch Harbor, AK 99692  
Unalaska, AK 99685  
Unalaska, AK 99685  
Unalaska, AK 99685  
Unalaska, AK 99685  
Unalaska, AK 99685  
Selawik, AK 99770  
Wrangell, AK 99929  
Unalaska, AK 99685  
Port Orchard, WA 98367  
Moretown, VT 05660  
PALMER, AK 99645  
Anchorage, AK 99503  
Unalaska, AK 99685  
Dutch Harbor, AK 99692  
Dutch Harbor, AK 99692  
UNALASKA, AK 99685  
Unalaska, AK 99685  
Dutch Harbor, AK 99692  
Wrangell, AK 99929  
Unalaska, AK 99685  
Unalaska, AK 99685  
Unalaska, AK 99685  
DUTCH HARBOR, AK 99692  
Unalaska, AK 99685  
Unalaska, AK 99685

CITY OF UNALASKA  
UNALASKA, ALASKA

ORDINANCE 2020-07

AN ORDINANCE AMENDING TITLE 6 OF THE UNALASKA CODE OF ORDINANCES TO ADOPT BY REFERENCE THE ALASKA REMOTE SELLERS SALES TAX CODE AND TO AMEND CHAPTER 6.40 TO ADD AND AMEND DEFINITIONS, ADOPT PROVISIONS FOR EXTENSIONS, FINAL RETURNS AND REPAYMENT PLANS, AND AMEND PENALTY AND INTEREST PROVISIONS

WHEREAS, Section 6.40.030(I) of the Unalaska City Code currently exempts from sales tax sales which the City is prohibited from taxing by the Constitution of the United States; and

WHEREAS, historically the Constitution of the United States prohibited the City from levying sales tax on mail order or internet purchases from businesses located outside the State of Alaska who did not have a physical presence within City boundaries; and

WHEREAS, the United States Supreme Court decided on June 21, 2018 in the case South Dakota v. Wayfair that the United States Constitution no longer prohibited the City from levying sales tax on mail order or internet purchases from businesses located outside the State of Alaska; and

WHEREAS, in response to the *Wayfair* decision, several Alaskan municipalities formed the Alaska Remote Sellers Sales Tax Commission (“the Commission”); and

WHEREAS, on January 6, 2020, the Commission adopted the Alaska Remote Sellers Sales Tax Code and Supplemental Definitions (“Uniform Code”); and

WHEREAS, on January 14, 2020, the Unalaska City Council adopted Ordinance 2019-16 authorizing the City of Unalaska to become a member of the Commission and authorizing the City Manager to sign the Alaska Intergovernmental Remote Seller Sales Tax Agreement (“the Agreement”) and to obtain and maintain membership in the Commission; and

WHEREAS, the Agreement requires Commission members to adopt the Uniform Code by reference or otherwise in its entirety by May 5, 2020; and

WHEREAS, some provisions of the Uniform Code differ from existing requirements of Chapter 6.40 of the Unalaska Municipal Code; and

WHEREAS, it is preferable to harmonize definitions and administrative provisions of Chapter 6.40 with the Uniform Code.

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

**Section 1: Form.** This is a Code ordinance. Sections 3-16 amend the Unalaska Code of Ordinances.

**Section 2: Legislative Findings.**

(1) The inability to effectively collect city sales tax from remote sellers who deliver tangible personal property, any products transferred electronically, or services directly to the citizens of Unalaska is seriously eroding the sales tax base of Unalaska, causing revenue losses and imminent harm to this city through the loss of critical funding for services;

(2) The harms from the revenue losses are especially serious in Unalaska because sales tax revenues are essential in funding local services;

(3) The structural advantages of remote sellers, including the absence of point-of-sale tax collection, along with the general growth of online retail, make clear that further erosion of this city's sales tax base is likely soon;

(5) Remote sellers who make a substantial number of deliveries into or have large gross revenues from Alaska benefit extensively from this state's market, including the economy generally, as well as state and city infrastructure;

(6) In contrast with the expanding harms caused to the city from this exemption of sales tax collection duties for remote sellers, the costs of that collection have fallen. Given modern computing and software options, it is neither unusually difficult nor burdensome for remote sellers to collect and remit sales taxes associated with sales into Alaska generally and Unalaska specifically;

(7) The failure to tax remote sales results in the creation of incentives for businesses to avoid a physical presence in the state and its respective communities, resulting in fewer jobs and increasing the share of taxes to those consumers who buy from competitors with a physical presence in the state and its cities; and

(8) Delivery of goods and services into local municipalities rely on and burden local transportation systems, emergency and police services, waste disposal, utilities and other infrastructure and services.

**Section 3: Amendment of UCO §6.40.010 DEFINITIONS.** Section 6.40.010 and Subsection 6.40.010(A) of the Unalaska Code of Ordinances is hereby amended to read as follows: [deleted language is struck and new language underlined]

For the purposes of this Chapter and Chapter 6.52, unless the context otherwise requires, the following words and phrases shall have the meanings defined herein.

(A) "ALCOHOLIC BEVERAGE" means a ~~spirituous, vinous, malt, or other fermented or distilled liquid, whatever the origin,~~ beverage that is intended suitable for human consumption ~~as a beverage~~ and that contains one-half of one percent or more of alcohol by volume, ~~whether produced commercially or privately.~~

**Section 4. Amendment of UCO §6.40.010 DEFINITIONS.** Subsection 6.40.010(H)(4) of the Unalaska Code of Ordinances is hereby amended to read as follows: [deleted language is struck]

(H) "RESALE" OR "SALE FOR RESALE" means:

(4) A sale ~~of services~~ or rental of personal property other than meals, temporary lodging, utilities, vehicle rentals, fuel and other like items to a business, the charge for which will be separately identified on an invoice from that business to a specific buyer if: (i) the sale to the buyer is subject to City sales tax, or (ii) the resale transaction meets all other requirements and the buyer is a non-profit organization registered with the City of Unalaska, or an agency of the State of Alaska or the United States government.

**Section 5: Amendment of UCO §6.40.010 DEFINITIONS.** Subsection 6.40.010(I) of the Unalaska Code of Ordinances is hereby amended to read as follows: [new language underlined]

(I) "RETAIL SALE OR SALE AT RETAIL OR SALE" means every sale, lease, rental, transfer or assignment of any right, title or interest in any goods, personal property of any kind and whether tangible or intangible, real property and any provision of labor or services for a consideration made to a consumer in the regular course of business for any purpose other than for resale.

**Section 6: Amendment of UCO §6.40.010 DEFINITIONS.** Subsection 6.40.010(K) of the Unalaska Code of Ordinances is hereby amended to read as follows: [deleted language is struck and new language underlined]

(K) "SELLER OR COLLECTOR" means every entity or person, whether acting as principal, agent, broker, or lessor, making sales ~~at retail or rental of property to a consumer~~ of property, products, or services, or a marketplace facilitator facilitating sales on behalf of a seller and who is required and responsible to collect and remit sales taxes levied by the City of Unalaska.

**Section 7: Amendment of UCO §6.40.010 DEFINITIONS.** Subsection 6.40.010(L) of the Unalaska Code of Ordinances is hereby amended to read as follows: [new language is underlined]

(L) "SELLING PRICE" means the total amount of consideration, whether money, credit, rights or other property, products, and services, for which property, products, or services are sold, leased, or rented, expressed in the terms of money, paid or delivered by a consumer to a seller whether received in money or otherwise. Descriptively, selling price:



(1) Shall be without any deduction on account of the cost of tangible property sold, the cost of materials used, labor costs, interest, delivery costs, installation charges, taxes or any other expenses of the seller; whatsoever paid or accrued and without any deduction on account of losses.

(2) Includes any federal or state excise tax on the sale.

(3) Does not include the value of used articles intended for resale taken in trade as a credit or part payment on the sale of a new or used article as determined by state law. This amount shall be deductible from the total sales price of the new or used article being sold and the tax paid only on the net sales price.

**Section 8: Amendment of UCO §6.40.010 DEFINITIONS.** Subsection 6.40.010(M) of the Unalaska Code of Ordinances is hereby amended to read as follows: [deleted language is struck and new language underlined]

(M) "TOBACCO" means cigarettes, cigars, chewing or pipe tobacco, or any other products item containing tobacco, ~~including all products the sale of which requires a state business license endorsement under AS 43.70.075~~

**Section 9: Amendment of UCO §6.40.010 DEFINITIONS.** Section 6.40.010 of the Unalaska Code of Ordinances is hereby amended by adding new subsections to read as follows:

(N) "Child care" means a regular service of care and education provided for compensation for any part of a day less than 24 hours to a child or children under 16 years of age whose parents work outside the home, attend an educational program or are otherwise unable to care for their children.

(O) "Church" means a fellowship of believers, congregation, society, corporation, convention, or association that is formed primarily or exclusively for religious purposes and that is not formed for the private profit of any person.

(P) "Dues" means monies paid for the purpose of membership.

(Q) "Food" means any food or food product for home consumption except alcoholic beverages, tobacco, and prepared food. Food or food products includes property, whether in liquid, concentrated, solid, frozen, dried, or dehydrated form, that are sold for ingestion or chewing by humans and are consumed for their taste or nutritional value.

(R) "Food stamps" means obligations of the United States government issued or transferred by means of food coupons or food stamps to enable the purchase of food for the eligible household.

(S) “Insurance” means a contract whereby one undertakes to indemnify another or pay or provide a specified or determinable amount or benefit upon determinable contingencies.

(T) “Internet service” means a service that enables users to access proprietary and other content, information electronic mail, and the Internet as part of a package of services sold to end-user subscribers.

(U) “Loan” means an extension of credit resulting from direct or indirect negotiations between a lender and a debtor.

(V) “Marketplace facilitator” means a person that contracts with remote sellers to facilitate for consideration, regardless of whether deducted as fees from the transaction, the sale of the remote seller’s property or services through a physical or electronic marketplace operated by the person, and engages:

(a) Directly or indirectly, through one or more affiliated persons in any of the following:

- (i) Transmitting or otherwise communicating the offer or acceptance between the buyer and remote seller;
- (ii) Owning or operating the infrastructure, electronic or physical, or technology that brings buyers and remote sellers together;
- (iii) Providing a virtual currency that buyers are allowed or required to use to purchase products from the remote seller; or
- (iv) Software development or research and development activities related to any of the activities described in (b) of this subsection (3), if such activities are directly related to a physical or electronic marketplace operated by the person or an affiliated person; and

(b) In any of the following activities with respect to the seller’s products:

- (i) Payment processing services;
- (ii) Fulfillment or storage services;
- (iii) Listing products for sale;
- (iv) Setting prices;
- (v) Branding sales as those of the marketplace facilitator;
- (vi) Order taking;

- (vii) Advertising or promotion; or
- (viii) Providing customer service or accepting or assisting with returns or exchanges.

(W) “Medical services” means those professional services rendered by persons duly licensed under the laws of this state to practice medicine, surgery, chiropractic, podiatry, dentistry, and other professional services rendered by a licensed midwife, certified registered nurse practitioners, and psychiatric and mental health nurse clinical specialists, and appliances, drugs, medicines, supplies, and nursing care necessary in connection with the services, or the expense indemnity for the services, appliances, drugs, medicines, supplies, and care, as may be specified in any nonprofit medical service plan. “Medical services” include hospital services.

(X) “Newspaper” means a publication of general circulation bearing a title, issued regularly at stated intervals at a minimum of not more than two weeks, and formed of printed paper sheets without substantial binding. It must be of general interest, containing information of current events. The word does not include publications devoted solely to a specialized field. It shall include school newspapers, regardless of the frequency of the publication, where such newspapers are distributed regularly to a paid subscription list.

(Y) “Nonprofit organization” means a business that has been granted tax-exempt status by the Internal Revenue Service (IRS); means an association, corporation, or other organization where no part of the net earnings of the organization inures to the benefit of any member, shareholder, or other individual, as certified by registration with the IRS.

(Z) “Periodical” means any bound publication other than a newspaper that appears at stated intervals, each issue of which contains news or information of general interest to the public, or to some particular organization or group of persons. Each issue must bear a relationship to prior or subsequent issues with respect to continuity of literary character or similarity of subject matter, and sufficiently similar in style and format to make it evident that it is one of a series.

(AA) “Raw Seafood” means uncooked marine and estuarine fauna or flora used as food or of a kind suitable for food and specifically includes, but is not limited to, shrimp taken for bait.

(BB) “Remote seller” means a seller or marketplace facilitator making sales of goods or services delivered within the State of Alaska, without having a physical presence in a taxing jurisdiction, or conducting business between taxing jurisdictions, when sales are made by internet, mail order, phone or other remote means. A marketplace facilitator shall be considered the remote seller for each sale facilitated through its marketplace

(CC) “Resale of services” means sales of intermediate services to a business the charge for which will be passed directly by that business to a specific buyer.

(DD) "Monthly" means occurring once per calendar month.

(EE) "Person" means an individual, trust, estate, fiduciary, partnership, limited liability company, limited liability partnership, corporation, or any other legal entity.

(FF) "Property" and "product" means both tangible property, an item that can be seen, weighed, measured, felt, or touched, or that is in any other manner perceptible to the senses; and intangible property, anything that is not physical in nature (i.e.; intellectual property, brand recognition, goodwill, trade, copyright and patents).

(GG) "Quarter" means trimonthly periods of a calendar year; January-March, April-June, July-September, and October-December.

**Section 10: Repeal of UCO 6.40.070(B).** Subsection 6.40.070 of the Unalaska Code of Ordinances REMITTANCE OF TAX COLLECTED is hereby amended by deleting subsection (B) in its entirety and re-lettering the remaining subsections.

**Section 11: Repeal and Reenactment of UCO 6.40.090 COLLECTOR'S COMPENSATORY COLLECTION DISCOUNT.** Section 6.40.090 of the Unalaska Code of Ordinances is hereby repealed in its entirety and reenacted to read as follows:

#### **6.40.090 AMENDED RETURNS**

A. A seller may file an amended sales tax return, with supporting documentation, and the City may accept the amended return, but only in the following circumstances:

- i. The amended return is filed within one (1) year of the original due date for the return; and
- ii. The seller provides a written justification for requesting approval of the amended return; and
- iii. The seller agrees to submit to an audit upon request of the City.

B. The City shall notify the seller in writing (by email or otherwise) whether the City accepts or rejects an amended return, including the reasons for any rejection.

C. The City may adjust a return for a seller if, after investigation, the City determines the figure included in the original returns are incorrect; and the City adjusts the return within two (2) years of the original due date for the return.

D. A seller may file a supplemental sales tax return, with supporting documentation, and the City may accept the supplemental return, but only in the following circumstances:

- i. The seller provides a written justification for requesting approval of the supplemental return; and
- ii. The seller agrees to submit to an audit upon request of the City.

**Section 12: Amendment of UCO Chapter 6.40 SALES TAX.** Chapter 6.40 of the Unalaska Code of Ordinances is hereby amended by adding new sections 6.40.095 and 6.04.097 to read as follows:

**6.40.095. EXTENSION OF TIME TO FILE TAX RETURN**

Upon written application of a seller, stating the reasons therefor, the City may extend the time to file a sales tax return but only if the City finds each of the following:

- A. For reasons beyond the seller's control, the seller has been unable to maintain in a current condition the books and records that contain the information required to complete the return;
- B. Such extension is a dire necessity for bookkeeping reasons and would avert undue hardship upon the seller;
- C. The seller has a plan to cure the problem that caused the seller to apply for an extension and the seller agrees to proceed with diligence to cure the problem;
- D. At the time of the application, the seller is not delinquent in filing any other sales tax return, in remitting sales tax to the City or otherwise in violation of this chapter; and
- E. No such extension shall be made retroactively to cover existing delinquencies.

**6.04.097. CESSATION OR TRANSFER OF BUSINESS**

- A. A seller who sells, leases, conveys, forfeits, transfers or assigns the majority of their business interest, including a creditor or secured party, shall make a final sales tax return within thirty (30) days after the date of such conveyance.
- B. At least ten (10) business days before any such sale is completed, the seller shall send to the city clerk, by approved communication (email

confirmation, certified first-class mail, postage prepaid) a notice that the seller's interest is to be conveyed and shall include the name, address and telephone number of the person or entity to whom the interest is to be conveyed.

- C. Upon notice of sale and disclosure of buyer, the City shall be authorized to disclose the status of the seller's sales tax account to the named buyer or assignee.
- D. Upon receipt of notice of a sale or transfer, the City shall send the transferee a copy of this code with this section highlighted.
- E. Neither the City's failure to give the notice nor the transferee's failure to receive the notice shall relieve the transferee of any obligations under this section.
- F. Following receipt of the notice, the City shall have sixty (60) days in which to perform a final sales tax audit and assess sales tax liability against the seller of the business. If the notice is not mailed at least ten (10) business days before the sale is completed, the City shall have twelve (12) months from the date of the completion of the sale or the City's knowledge of the completion of the sale within which to begin a final sales tax audit and assess sales tax liability against the seller of the business. The City may also initiate an estimated assessment if the requirements for such an assessment exist.
- G. A person acquiring any interest of a seller in a business required to collect the tax under this chapter assumes the liability of the seller for all taxes due the City, whether current or delinquent, whether known to the City or discovered later, and for all interest, penalties, costs and charges on such taxes.
- H. Before the effective date of the transfer, the transferee of a business shall obtain from the City an estimate of the delinquent sales tax, penalty and interest, if any, owed by the seller as of the date of the transfer, and shall withhold that amount from the consideration payable for the transfer, until the seller has produced a receipt from the City showing that all tax obligations imposed by this chapter have been paid. A transferee that fails to withhold the amount required under this subsection shall be liable to the City for the lesser of the amount of delinquent sales tax, penalty and interest due from the seller as of the date of transfer, and the amount that the transferee was required to withhold.
- I. In this section, the term "transfer" includes the following:
  - 1. A change in voting control, or in more than fifty percent (50%) of the ownership interest in a seller that is a corporation, limited liability company or partnership; or

2. A sale of all or substantially all the assets used in the business of the seller; or

3. The initiation of a lease, management agreement or other arrangement under which another person becomes entitled to the remote seller's or marketplace facilitator's gross receipts from sales, rentals or services.

J. Subsection H of this section shall not apply to any person who acquires their ownership interest in the ongoing business as a result of the foreclosure of a lien that has priority over the City's sales tax lien.

K. A seller who terminates the business without the benefit of a purchaser, successor or assign shall make a final tax return and settlement of tax obligations within thirty (30) days after such termination. If a final return and settlement are not received within thirty (30) days of the termination, the seller shall pay a penalty of one hundred dollars (\$100), plus an additional penalty of twenty-five dollars (\$25) for each additional thirty (30) day period, or part of such a period, during which the final return and settlement have not been made, for a maximum of six (6) additional periods.

**Section 13: Amendment of UCO §6.40.100(A) and (B).** Subsections (A) and (B) of UCO 6.40.100 PROCEDURES ON DELINQUENCIES are hereby amended to read as follows: [deleted language is struck and new language underlined]:

(A) PENALTY. A penalty equal to five percent (5%) of the delinquent tax shall be added to the tax for the first month, or any part thereof, and an additional five percent (5%) shall be added to the tax due for each month, or fraction thereof, of delinquency until a total penalty of ~~fifteen~~ twenty percent (~~15~~ 20%) of the sales tax due has accrued. The penalty shall be assessed and collected in the same manner as the tax is assessed and collected. The penalty does not bear interest.

(B) INTEREST. In addition to the penalty provided in subsection (A) above, interest assessed on delinquent tax shall accrue at the rate of ~~ten~~ fifteen percent (~~10~~ 15%) per annum. Interest shall accrue from the date of delinquency until paid in full and shall be collected in the same manner as the delinquent tax is collected.

**Section 14: Amendment of UCO §6.40.100.** Section 6.40.100 PROCEDURES ON DELINQUENCIES of the Unalaska Code of Ordinances is hereby amended by adding a new subsection E to read as follows:

(E) WAIVER. A penalty assessed under this section for the delinquent remittance of sales tax or failure to file a sales tax return may be waived by the City Manager, upon written application of the seller accompanied by a payment of all delinquent sales tax, interest and penalty otherwise owed by the seller,

within forty-five (45) calendar days after the date of delinquency. A seller may not be granted more than one (1) waiver of penalty under this subsection in any one calendar year. The City Manager shall report such waivers of penalty to the city council, in writing.

**Section 15: Amendment of UCO Chapter 6.40.** Chapter 6.40 SALES TAX of the Unalaska Code of Ordinances is hereby amended by adding a new section 6.40.105 to read as follows:

**6.40.105 – REPAYMENT PLANS**

A. The City may agree to enter into a repayment plan with a delinquent seller. No repayment plan shall be valid unless agreed to by both parties in writing.

B. A seller shall not be eligible to enter into a repayment plan with the City if the seller has defaulted on a repayment plan in the previous two (2) calendar years.

C. The repayment plan shall include a secured promissory note that substantially complies with the following terms:

- i. The seller agrees to pay a minimum of ten percent (10%) down payment on the tax, interest and penalty amount due. The down payment shall be applied first to penalty, then to accumulated interest, and then to the tax owed.
- ii. The seller agrees to pay the balance of the tax, penalty and interest owed in monthly installments over a period not to exceed two (2) years.
- iii. Interest at a rate of fifteen percent (15%) per annum shall accrue on the principal sum due. Interest shall not apply to penalties owed or to interest accrued at the time the repayment plan is executed or accruing during the term of the repayment plan.
- iv. If the seller is a corporation or a limited liability entity the seller agrees to provide a personal guarantee of the obligations under the repayment plan.
- v. The seller agrees to pay all future tax bills in accordance with the provisions of this chapter.
- vi. The seller agrees to provide a security interest in the form of a sales tax lien for the entire unpaid balance of the promissory note to be recorded by the City at the time the repayment plan is signed. The seller shall be responsible for the cost of recording the tax lien.

D. If a seller fails to pay two (2) or more payments as required by the repayment plan agreement, the seller shall be in default and the entire amount owed at the time of default shall become immediately due. The City will send the seller a notice of default. The City may immediately foreclose on the sales tax lien or take any other remedy available under the law.



**Section 16: Adoption by Reference of Alaska Remote Sellers Sales Tax Code.** The Unalaska Code of Ordinances is hereby amended by adopting a new Chapter 6.52 to read as follows:

## **Chapter 6.52**

### **TAX ON SALES MADE BY REMOTE SELLERS**

#### Sections

6.52.010	Scope
6.52.020	Copies on File
6.52.030	Definitions
6.52.040	Adoption of Alaska Remote Sellers Sales Tax Code
6.52.050	Delegation of Authority

#### **6.52.010 SCOPE**

This chapter applies only to sales made by remote sellers as defined herein.

#### **6.52.020 COPIES ON FILE**

At least five copies of the Alaska Remote Sellers Sales Tax Code shall be made available for public inspection at least fifteen days prior to the public hearing for adoption of this Chapter at the time and place set out in the notice published for the hearing of the ordinance. Copies shall be available for public review at the office of the city clerk. A person may request, and the city shall provide, a copy of the code(s) at no more than cost.

#### **6.52.030 DEFINITIONS**

When not clearly otherwise indicated by the context, the following words and phrases, as used in this chapter, have the following meanings:

- A. "Buyer or purchaser" means a person to whom a sale of property or product is made or to whom a service is furnished.
- B. "Commission" means the Alaska Intergovernmental Remote Sales Tax Commission established by Agreement between local government taxing jurisdictions within Alaska, and delegated tax collection authority.
- C. "Delivered electronically" means delivered to the purchaser by means other than tangible storage media.
- D. "Entity-based exemption" means an exemption based on who purchases the product or who sells the product. An exemption that is available to all individuals shall not be considered an entity-based exemption.
- E. "Member" means a taxing jurisdiction that is a signatory of the Alaska Remote Sales Tax Intergovernmental Agreement, thereby members of the Commission, and who have adopted the Remote Seller Sales Tax Code.

F. "Physical presence" means a remote seller or marketplace facilitator who establishes any one or more of the following within a local taxing jurisdiction:

- (1) Has any office, distribution or sales house, warehouse, storefront, or any other place of business within the boundaries of the local taxing jurisdiction;
- (2) Solicits business or receiving orders through any employee, agent, salesman, or other representative within the boundaries of the local taxing jurisdiction or engages in activities in this state that are significantly associated with the seller's ability to establish or maintain a market for its products in this state.
- (3) Provides services or holds inventory within the boundaries of the local taxing jurisdiction.
- (4) Rents or Leases property located within the boundaries of the local taxing jurisdiction.

A remote seller or marketplace facilitator that establishes a physical presence within the local taxing jurisdiction in any calendar year will be deemed to have a physical presence within the local taxing jurisdiction for the following calendar year.

G. "Point of delivery" means the location at which property or a product is delivered or service rendered.

- (1) When the product is not received or paid for by the purchaser at a business location of a remote seller in a Taxing Jurisdiction, the sale is considered delivered to the location where receipt by the purchaser (or the purchaser's recipient, designated as such by the purchaser) occurs, including the location indicated by instructions for delivery as supplied by the purchaser (or recipient) and as known to the remote seller or marketplace facilitator.
- (2) When the product is received or paid for by a purchaser who is physically present at a business location of a Remote Seller in a Taxing Jurisdiction the sale is considered to have been made in the Taxing Jurisdiction where the purchaser is present even if delivery of the product takes place in another Taxing Jurisdiction. Such sales are reported and tax remitted directly to the Taxing Jurisdiction not to the Commission.
- (3) For products transferred electronically, or other sales where the remote seller or marketplace facilitator lacks a delivery address for the purchaser, the remote seller or marketplace facilitator shall consider the point of delivery the sale to the billing address of the buyer.

H. "Product-based exemptions" means an exemption based on the description of the product and not based on who purchases the product or how the purchaser intends to use the product.

I. "Receive or receipt" means

- (1) Taking possession of property;
- (2) Making first use of services;
- (3) Taking possession or making first use of digital goods, whichever comes first.

The terms “receive” and “receipt” do not include temporary possession by a shipping company on behalf of the purchaser.

- J. “Remote sales” means sales of goods or services by a remote seller.
- K. “Resale of services” means sales of intermediate services to a business the charge for which will be passed directly by that business to a specific buyer.
- L. “Services” means all services of every manner and description, which are performed or furnished for compensation, and delivered electronically or otherwise outside the taxing jurisdiction (but excluding any that are rendered physically within the taxing jurisdiction, including but not limited to:
- (1) Professional services;
  - (2) Services in which a sale of property or product may be involved, including property or products made to order;
  - (3) Utilities and utility services not constituting a sale of property or products, including but not limited to sewer, water, solid waste collection or disposal, electrical, telephone services and repair, natural gas, cable or satellite television, and Internet services;
  - (4) The sale of transportation services;
  - (5) Services rendered for compensation by any person who furnishes any such services in the course of his trade, business, or occupation, including all services rendered for commission;
  - (6) Advertising, maintenance, recreation, amusement, and craftsman services.
- M. “Taxing jurisdiction” means a local government in Alaska that has a sales tax and is a member of the Alaska Remote Sellers Sales Tax Commission.
- N. “Transferred electronically” means obtained by the purchaser by means other than tangible storage media.

#### **6.52.040 ADOPTION OF ALASKA REMOTE SELLERS SALES TAX CODE**

The City adopts by reference the January 6, 2020 edition of all provisions of the Alaska Remote Sellers Sales Tax Code (including the definitional section included in section 6.52.030 above) and that portion of the Supplemental Definitions thereto not included in section 6.40.010.

**6.52.050 DELEGATION OF AUTHORITY**

The City hereby delegates the authority to administer and collect tax on sales made by remote sellers to the Commission including remote seller sales tax registration, exemption certification, collection, remittance, and audit authority.

**Section 17: Effective Date.** This ordinance shall be effective upon adoption. No obligation to collect tax resulting from adoption of this ordinance shall be applied retroactively.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on April 28, 2020.

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

ATTEST:

\_\_\_\_\_  
Marjie Veeder, CMC  
City Clerk

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**MEMORANDUM**

**TO:** Marjorie Veeder  
City Clerk  
City of Unalaska



**FROM:** Brooks W. Chandler  
City Attorney

**RE:** Taxation of Internet Sales

**DATE:** April 6, 2020

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This memorandum summarizes the draft of the sales tax ordinance which will fulfill Unalaska's obligation to adopt the Alaska Remote Seller Sales Tax Code. This obligation flows from the City Council authorizing Unalaska to become a member of the Alaska Remote Sellers Sales Tax Commission and sign the Alaska Intergovernmental Remote Sellers Sales Tax Agreement. Article V of that Agreement requires Unalaska to adopt "by reference or otherwise, the Remote Sellers Sales Tax Code ("the Code") in its entirety" within 120 days after the Commission adopts the Code. Article V of the Agreement also requires Unalaska to delegate "remote seller sales tax registration, exemption certification, collection, remittance, and audit authority to the Commission". This delegation will only apply to internet sales. The City will continue to administer Chapter 6.40.

The draft ordinance follows a modified version of adopting the Code "by reference". The Code included extensive definitions. Some of those definitions included words or phrases already defined in Chapter 6.40. Some of those definitions included words used in Chapter 6.40 but not currently defined in Section 6.40.10. To ensure uniformity in application of definitions

to on line and “brick and mortar” sellers these categories of definitions have been adopted by amending Section 6.40.10 (and by making this section applicable the new Chapter 6.52) and by changing wording used in existing definitions to “match” the Uniform Code definitions. This is done in Sections 3-9 of the draft ordinance.

Not all definitions in the Code were applicable to Unalaska and many definitions are only relevant to internet/remote sellers. Definitions relevant only to remote sellers or not applicable to Unalaska are adopted by reference and by repetition in the proposed section 6.52.030.

The alternative to the “adoption by reference” format is to set out all the provisions of the Code in the body of the proposed ordinance. We choose not to do this because the City will not be administering the Code and the merchants to which it applies will have easy access to the Code through the Commission. But if you prefer the provisions could easily be included in the draft ordinance.

The changes to Chapter 6.40 made in sections 10, 11, 12, 13, 14 and 15 of the draft ordinance are recommended. The Intergovernmental Agreement does not require these changes to city code. The changes are recommended because we believe it is important for the City to treat local businesses and remote businesses equally. If remote sellers were treated more harshly than local sellers there is a possible basis to challenge applying the Code to remote sellers. If remote sellers were treated more favorably than local sellers there is a possible basis to challenge applying Chapter 6.40 to local sellers. Here are the changes.

Sections 10 and 11 delete provisions allowing for filing monthly returns and providing a “collection discount” of 2% of the tax collected to monthly filers. All returns will now be due quarterly. Should local sellers choose to file monthly they will no longer be entitled to a 2% discount. This change was made because a similar discount is not offered to remote sellers in the Uniform Code.

Section 13 implements the same late filing penalty and interest rate as appear in the Uniform Code. The maximum penalty increases to 20%. The interest rate on late payments increases to 15%. This will result in local sellers being treated the same as remote sellers.

Section 14 adds a waiver provision allowing the City Manager the discretion to waive penalty if tax owed is paid in full within forty-five days of the due date. This change was made because a similar waiver provision is part of the Uniform Code.

Sections 11, 12 and 15 add provisions to Chapter 6.40 that were included in the Uniform Code. These pertain to repayment plans, amended returns, filing a final return upon sale or cessation of business and an extension of time for filing returns. It is simpler to duplicate these Uniform Code provisions in existing Chapter 6.40 than it is to amend the Uniform Code to make it apply to local sales as well as remote sales.

Marjorie Veeder  
April 6, 2020  
Page 3

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Adoption of codes by reference is allowed under state law subject to special procedures. AS 29.25.040. At least five copies of the Code must be available to the public for a period of 15 days before the public hearing on the ordinance. The hearing notice must say where the public can review the Code. Compliance with these requirements has been included as proposed section 6.52.020.

The deadline for adoption of the Code is May 5, 2020. The Commission has been granting extensions due to Covid-19. Let me know if there are any questions about the draft ordinance.

CITY OF UNALASKA  
UNALASKA, ALASKA

RESOLUTION 2020-19

A RESOLUTION OF THE UNALASKA CITY COUNCIL REQUIRING TRAVELER QUARANTINE, THE CLOSURE OF CERTAIN NON-ESSENTIAL BUSINESSES, THAT RESIDENTS STAY HOME AND “HUNKER DOWN,” AND INSTITUTING ADDITIONAL MEASURES TO PROTECT PUBLIC HEALTH

WHEREAS, the COVID-19 pandemic has generated a public health emergency that threatens to overwhelm the City of Unalaska health system and economy of our community, endangering the lives and wellbeing of our citizens; and

WHEREAS, on March 11, 2020, the World Health Organization (“WHO”) declared the virus a pandemic; and

WHEREAS, on March 11, 2020, the State of Alaska declared a public health emergency in response to the anticipated outbreak of the virus in Alaska and Governor Dunleavy has implemented several health mandates such as the closure of schools, services and businesses to help reduce the spread of COVID-19; and

WHEREAS, on March 13, 2020, President Donald J. Trump declared a national emergency in response to the virus pandemic; and

WHEREAS, on March 15, 2020, Mayor Vincent M. Tutiakoff, Sr. declared a local emergency in the City of Unalaska, authorizing the City Manager to take necessary actions to reduce the impact and spread of the coronavirus known as COVID-19 through the City of Unalaska; and

WHEREAS, on March 18, 2020, the Unalaska City Council passed Resolution 2020-16, declaring a local emergency to remain in effect for so long as the declaration of a Public Health Disaster in the State of Alaska Remains in effect; and

WHEREAS, on March 24, 2020, the Unalaska City Council passed Resolution 2020-17, requiring certain quarantine measures, closing non-essential businesses and requiring that residents “hunker down” and stay at home as much as possible; and

WHEREAS, that order expires automatically, by its terms on April 15, 2020; and

WHEREAS, as of April 10, 2020, there were 246 known COVID-19 cases in the state, including a recent travel-related case in Bethel, a geographically isolated, rural community; and

WHEREAS, to date, there are no known cases in the City of Unalaska; and

WHEREAS, COVID-19 continues to pose a grave and imminent threat to the health, safety, order and welfare to the residents of the City; and

WHEREAS, on April 3, 2020, the Center for Disease Control (CDC) recommended everyone wear a cloth face covering when in public settings where other social distancing measures are difficult to maintain; and



WHEREAS, local health officials have advised that in addition to practicing social distancing and staying at home as much as possible, additional measures that include the covering of an individual's nose and mouth will prevent asymptomatic individuals with COVID-19 from unknowingly spreading the disease; and

WHEREAS, local health officials have advised that stronger protective measures are required given Unalaska's remoteness, lack of road access to the mainland, and the fact that the majority of our community's businesses are designated as essential, critical or support critical infrastructure; and

WHEREAS, local health officials have advised that stronger protective measures are required to conserve limited local healthcare resources, as they strive meet the needs of all community members and essential workforce employees; and

WHEREAS, this resolution shall have the same effect as a rule issued by the City Manager pursuant to Unalaska Code of Ordinances §2.96.040.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL:

1. **Governor Mandates.** Everyone in the City must follow all health mandates issued by Governor Dunleavy, the Alaska Department of Health and Social Services (DHSS), and the Centers for Disease Control (CDC).

2. **CDC Guidance.** It is strongly recommended, in accordance with CDC guidance, that certain individuals within the City should take even greater precautions:

- a. Anyone particularly at-risk from COVID-19 should reduce exposure by staying at home, not physically going to work, and not doing their own shopping if possible. People particularly at risk of complications from COVID-19 include those 60 years and older and individuals of any age with a serious underlying medical condition. Household members of those who are at elevated risk should implement these more stringent guidelines as well, to the extent possible.
- b. Anyone more likely to be contagious with COVID-19 should not leave home except to obtain medical care or to get fresh air. People who are more likely to be contagious include individuals exhibiting symptoms of COVID-19, including coughing, shortness of breath, and fever.

3. **Previous Council Action.** Resolution 2020-17 was effective March 25, 2020 and is set to expire April 15, 2020. Resolution 2020-19 clarifies and strengthens aspects of Resolution 2020-17 and institutes additional measures to protect public safety. It does not revoke or rescind any aspect of Resolution 2020-17, with the exception of subsection 6, regarding traveler quarantine, which has been modified in accordance with subsequent State of Alaska Mandates. The remainder of Resolution 2020-17 is incorporated in paragraphs 1, 2, 4, 8, 9 and 12. The requirements in paragraph 4 are also subject to State of Alaska Health Mandate 11.

4. **Hunker Down.** Everyone currently in the City of Unalaska (the "City") shall stay at home as much as possible, except:

- a. to work in certain critical jobs, listed below;
- b. to buy, sell or deliver groceries or other important goods;
- c. to receive or provide health care; and
- d. to get fresh air without contacting others.

On the limited occasions when individuals leave home, they should maintain social distancing of at least six feet from any person outside their household, whenever possible. Individuals are also encouraged to practice recommended hygiene, including regular hand washing.

**5. Face Mask Requirement.** All customers and visitors of businesses and organizations deemed essential and remaining open must wear face masks covering their nose and mouth to provide additional protection for employees and customers. The face coverings need not be medical-grade masks or N95 respirators, but can be cloth face coverings.

A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand, or can be improvised from household items such as scarfs, T-shirts, sweatshirts or towels.

A business owner or operator may refuse admission or service to any individual who fails to wear face coverings as required by this resolution.

**6. Traveler Quarantine.** A person traveling into the City of Unalaska by vessel or airplane must self-quarantine for 14 days upon arriving at their destination and monitor for symptoms of illness. During travel and following the quarantine period, adherence to CDC guidance, State of Alaska mandates, and local orders or resolutions is required. This includes appropriate social distancing measures and adherence to face covering requirements. People traveling for critical business purposes are required to follow all State of Alaska health mandates, including specifically Mandate 12, and the Alaska Essential Services and Critical Workforce Infrastructure Order (formerly "Attachment A."), including complying with their approved state plans.

- a. Critical workforce employees must self-quarantine unless their employer has filed the required protocol with the City as required at paragraph 10.
- b. All workers under the critical workforce exception are required to self-quarantine during non-work hours.

**7. Passenger Manifests and Flight Plans.** Air carriers, including charters, shall submit passenger lists or manifests to the City of Unalaska prior to arrival in Unalaska, by emailing a list of all passengers to [COVID19FLIGHTS@ci.unalaska.ak.us](mailto:COVID19FLIGHTS@ci.unalaska.ak.us). Air carriers, including charters, shall submit flight plans to the City of Unalaska prior to departure by emailing a copy of the flight plan to [COVID19FLIGHTS@ci.unalaska.ak.us](mailto:COVID19FLIGHTS@ci.unalaska.ak.us).

**8. Critical Businesses.** Some businesses and entities serve critical roles that are necessary to combat this public health emergency or provide critical community functions and cannot be put on hold while we address the emergency. Those businesses and entities should comply with social distancing guidelines as much as possible, including maintaining six-foot social distancing

for employees and for members of the public, including when any customers are standing in line. A list of businesses defined as critical is listed below at paragraph number 12.

**9. Closure of Businesses.** All other businesses and entities in the City must close their premises. However, businesses and entities may continue to utilize telecommuting or work from home procedures.

**10. Essential Business/Critical Infrastructure State Protocols.** Businesses identified as “essential” or as “critical infrastructure workforce” under the State of Alaska Essential Business and Critical Workforce Infrastructure Order (State Health Mandate 12, Attachment A) and operating in the City shall submit all protocols or plans required by State of Alaska Health Mandate to the Unalaska Department of Public Safety. These plans are to be submitted as soon as possible after filing these protocols or plans with the State of Alaska and regardless of whether the State review of those protocols or plans has been completed. Businesses shall also provide the City confirmation of the State’s approval of its plan or protocol no more than three days after receiving such approval. In the event a business plan or protocol requires amendment or is rejected by the State, the business submitting that plan or protocol must notify the City no more than 48 hours after receiving the State’s notification of deficiency. Such businesses shall submit their plans, protocols, or relevant notifications to the City by email to [COVID19PLANS@ci.unalaska.ak.us](mailto:COVID19PLANS@ci.unalaska.ak.us).

**11. Business COVID-19 Protection Measures and Protocols.** All critical businesses operating within the City shall comply with all relevant State of Alaska Health Mandates. All businesses not required to submit protocols to the State in accordance with the Governor’s Mandates, but still are serving members of the public at a physical location within the City, shall post “COVID-19 Protection Measures and Procedures” on all entrances to and exits from the business. The “COVID-19 Protection Measures and Procedures” shall include, at minimum:

- a. A brief statement identifying the essential service or critical infrastructure operation permitting the business to continue operations under the “State of Alaska Essential Businesses and Critical Infrastructure Workforce Order”.
- b. The sanitation measures taken by the business to prevent the spread of COVID-19.
- c. The social distancing measures taken by the business to prevent the spread of COVID-19.
- d. The description of a process for obtaining goods or services from the business without entering the business, if such a process is at all feasible.
- e. A contact number for individuals to report any violations of these measures to the business owner or designee.

A “business” for purposes of this rule does not include state, federal or municipal government operations or facilities.

**12. List of Critical Businesses (to include non-profit and other entities).** If a specific business is not listed below, but you believe that it is critical or it is an entity providing critical services or functions, you may request an opinion from the City Manager that your business should be designated a critical business.

- a. "Healthcare Operations" including hospitals, clinics, dental services, pharmacies, other healthcare facilities, home healthcare services providers, mental health providers, or any related and/or ancillary healthcare services. "Healthcare Operations" also includes veterinary care and healthcare services provided to animals. "Healthcare Operations" does not include fitness and exercise gyms and similar facilities.
- b. Businesses providing any services or performing any work necessary to the operations and maintenance of "Essential Infrastructure," including, but not limited to, the International Port of Dutch Harbor, public works construction, construction of housing, airport operations, water, sewer, gas, electrical, oil production, roads and highways, public transportation, solid waste collection and removal, internet, and telecommunications systems.
- c. Financial services sector, which includes workers who are needed to process and maintain systems for processing financial transactions and services; to provide consumer access to banking and lending services, including ATMs, movement of currency; support financial operations, such as those staffing data and security operations centers; appraisals and titling; and, key third-party providers who deliver core services.
- d. First responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel are critical.
- e. Individuals providing "Essential Governmental Functions" are critical. "Essential Government Functions" means all services needed to ensure the continuing operation of government agencies and provide for the health, safety, and welfare of the public.
- f. Grocery stores, convenience stores, liquor stores and other establishments engaged in the retail sale of food, beverages and other household consumer products (such as cleaning and personal care products). This includes stores that sell groceries and also sell other non-grocery products, and products necessary to maintaining the safety, sanitation, and essential operation of residences.
- g. Food and agriculture, company cafeterias, cultivation, including farming, livestock, and fishing including related processing, and businesses that support fishing companies and seafood processing companies.
- h. Businesses that provide food, shelter, social services, and other necessities of life for economically disadvantaged or otherwise needy individuals.
- i. Newspapers, television, radio, and other media services.
- j. Gas stations and auto-supply, auto-repair, and related facilities.
- k. Hardware stores.
- l. Plumbers, electricians, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, Essential Activities, and Essential Businesses.

- m. Businesses providing mailing and shipping services, including post office boxes.
- n. Educational institutions facilitating distance learning.
- p. Restaurants and other facilities that prepare and serve food, but only for delivery or carry out under the restrictions set forth in COVID-19 Health Mandate 003, issued March 17, 2020.
- q. Businesses that supply products needed for people to work from home.
- r. Businesses that supply other essential businesses with the support or supplies necessary to operate.
- s. Businesses that transport goods to grocery stores, supermarkets, convenience stores, engaged in the retail sale of food, household consumer products, delivery of fuel, or other services directly to residences or other critical industries outlined in this health mandate.
- t. Airlines, taxis, and other private transportation providers providing transportation services. Shuttles, van services and taxis shall be limited to three passengers.
- u. Home-based care for seniors, adults, or children.
- v. Residential facilities and shelters for seniors, adults, and children.
- w. Professional services when necessary to assist in compliance with legally-mandated activities.
- x. Childcare facilities, subject to new recommendations for increased hygiene and social distancing. Childcare facilities should be used only by those who need childcare to work at a critical job.

This resolution shall expire on April 29, 2020. The City Council may extend it as necessary, or the City Manager may extend it or amend it pursuant to the emergency management powers under Unalaska Code of Ordinances §2.96 and Resolution 2020-16.

**Effective Date.** This resolution shall be effective noon on April 15, 2020.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on April 14, 2020.

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Vincent M. Tutiakoff, Sr.  
Mayor

ATTEST:

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Marjie Veeder, CMC  
City Clerk

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## MEMORANDUM TO COUNCIL

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To: Mayor and City Council Members  
From: Erin Reinders, City Manager  
Date: April 14, 2020  
Re: Resolution 2020-19

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City Council approved Resolution 2020-17 on March 24, 2020. The focus of Resolution 2020-17 was hunkering down, travel quarantine and the closure of non-essential business. The expiration date of Resolution 2020-17 is April 15, 2020. The date was set so that Council could reconsider the action at the April 14, 2020 Council Meeting.

Resolution 2020-19 is provided for your consideration, and has been developed in consultation with our City attorneys and Clinic staff. This new resolution extends and clarifies the orders outlined in the prior resolution and institutes additional measures protecting the public health.

The items in Resolution 2020-17 that remain in Resolution 2020-19:

- Hunker down (people should stay at home as much as possible, with limited exceptions)
- 14 Day Traveler Quarantine (refined to clarify that a person traveling into the City by vessel or airplane must self-quarantine, with limited exceptions)
- Closure of Business (unless they have been identified as critical or essential)
- List of essential business (these business are identified by the state, but I tried to slightly revise the list to delete those that simply do not apply to Unalaska)

Additionally the following items are addressed in Resolution 2020-19:

- Customers and visitors of essential businesses remaining open must wear a covering over their nose and mouth
- Air carriers and charters must provide passenger lists and flight plans to the city
- Essential business that are required to submit plans to the State, must submit those to the City
- Essential business not required to submit plans to the State, must develop basic measures they are taking to protect the public health and post them on their doors

Council may choose to approve, revise or disapprove this resolution. Staff continues to work to develop ways implement these standards. Additional State Mandates may be issued before the Council meeting that may result in a change to this resolution and how it is applied. This situation changes quickly.