

Regular Meeting
Tuesday, February 8, 2022
6:00 p.m.



Unalaska City Hall
Council Chambers
43 Raven Way

Council Members
Thomas D. Bell
Darin Nicholson
Daneen Looby

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

*To Provide a Sustainable Quality of Life
Through Excellent Stewardship of Government*

UNALASKA CITY COUNCIL

P. O. Box 610 • Unalaska, Alaska 99685
Tel (907) 581-1251 • Fax (907) 581-1417 • www.ci.unalaska.ak.us

Mayor: Vincent M. Tutiakoff Sr. **City Manager:** Erin Reinders
City Clerk: Marjie Veeder, mveeder@ci.unalaska.ak.us

COUNCIL MEETING ATTENDANCE

The community is encouraged to attend meetings of the City Council:

- In person at City Hall
- Online via ZOOM (link, meeting ID & password below)
- By telephone (toll and toll free numbers, meeting ID & password below)
- Listen on KUCB TV Channel 8 or Radio Station 89.7

PUBLIC COMMENT

The Mayor and City Council value and encourage community input at meetings of the City Council. There is a time limit of 3 minutes per person, per topic. Options for public comment:

- In person
- By telephone or ZOOM - notify the City Clerk if you'd like to provide comment using ZOOM features (chat message or raise your hand); or *9 by telephone to raise your hand; or you may notify the City Clerk during regular business hours in advance of the meeting
- Written comment is accepted up to one hour before the meeting begins by email, regular mail, fax or hand delivery to the City Clerk, and will be read during the meeting; include your name

ZOOM MEETING LINK: <https://us02web.zoom.us/j/85203975430>

Meeting ID: 852 0397 5430 / **Passcode:** 977526

TELEPHONE: Meeting ID: 852 0397 5430 / **Passcode:** 977526

Toll Free numbers: (833) 548-0276; or (833) 548-0282; or (877) 853-5247; or (888) 788-0099

Non Toll Free numbers: (253) 215-8782; or (346) 248-7799; or (669) 900-9128

AGENDA

1. **Call to order**
2. **Roll call**
3. **Pledge of Allegiance**
4. **Recognition of Visitors**
5. **Adoption of Agenda**
6. **Approve Minutes of Previous Meetings:** [January 24, 2022](#) and [January 25, 2022](#)
7. **Reports**
 - a. [2022 Estimated Tax Assessment for Real Property](#)
 - b. Annual Reports from City Boards, Committees and Commissions

- i. [Planning Commission and Platting Board](#)
 - ii. [Historic Preservation Commission](#)
 - iii. [Parks, Culture and Recreation Committee](#)
 - iv. [Library Advisory Committee](#)
- c. [Financial Reports for December 2021](#)
- d. [City Manager](#)
- 8. **Community Input & Announcements** *Members of the public may provide information to council; and make announcements of interest to the community. Three-minute time limit per person.*
- 9. **Public Comment on Agenda Items** *Time for members of the public to provide information to Council regarding items on the agenda. Members of the public may also speak when the issue comes up on the regular agenda by signing up with the City Clerk. Three-minute time limit per person.*
- 10. **Public Hearing** *Members of the public may testify about any item set for public hearing. Three-minute time limit per person.*
 - a. [Ordinance 2022-02: Amending Chapter 6.40.030, Exemptions, to provide a limited exemption from sales tax to federally recognized tribes](#)
- 11. **Work Session** *Work sessions are for planning purposes, or studying and discussing issues before the Council.*
 - a. [Continued Discussion: All Purpose Vehicle Usage on Roadways](#)
- 12. **Consent Agenda** *Approval of non-controversial and routine items, accomplished without debate and with a single motion and vote. Council members may request an item be moved to the regular agenda for discussion purposes.*
 - a. [Resolution 2022-03: Approving the Council's goals for the FY23 Budget](#)
 - b. [Resolution 2022-04: Approving the Mayor's appointments to the Library Advisory Committee; the Parks, Culture and Recreation Committee; the Planning Commission and Platting Board; and the Historic Preservation Commission](#)
- 13. **Regular Agenda** *Persons wishing to speak on regular agenda items must sign up with the City Clerk. Three-minute time limit per person.*
 - a. [Ordinance 2022-02: 2nd reading - Amending Chapter 6.40.030, Exemptions, to provide a limited exemption from sales tax to federally recognized tribes](#)
 - b. [Ordinance 2022-03: 1st reading - Amending Chapter 6.32, Assessment of Property Taxes, to provide a method of determining the assessed value of property that qualifies for low-income housing tax credit under 26 USC 42; and Amending Chapter 6.32.110 to provide additional time for the City Council to certify the tax roll](#)
 - c. [Resolution 2022-05: Approving USAFV to keep unexpended FY22 Community Grant funds](#)
- 14. **Council Directives to City Manager**
- 15. **Community Input & Announcements** *Members of the public may provide information to council; and make announcements of interest to the community. Three-minute time limit per person.*
- 16. **Executive Session:** Discuss OCCP's requested amendments to the Power Purchase Agreement and to the Memorandum of Agreement between the City of Unalaska and Ounalashka/Chena Power, LLC
- 17. **Adjournment**

Special Meeting
Monday, January 24, 2022
6:00 p.m.



Unalaska City Hall
Council Chambers
43 Raven Way

Council Members
Thomas D. Bell
Darin Nicholson
Daneen Looby

Council Members
Dennis M. Robinson
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UNALASKA CITY COUNCIL

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Mayor: Vincent M. Tutiakoff Sr. **City Manager:** Erin Reinders
City Clerk: Marjie Veeder, mveeder@ci.unalaska.ak.us

MINUTES

1. **Call to order.** Mayor Tutiakoff called the special meeting of the Unalaska City Council to order at 6:00 p.m.
2. **Roll call.** City Clerk called the roll. The Mayor and all Council Members present. Quorum established.
3. **Pledge of Allegiance.** Council Member Looby led the Pledge of Allegiance. Mayor Tutiakoff recognized Stefanie Moreland and Jarred Brand from Trident Seafoods in the audience.
4. **Adoption of Agenda.** Nicholson moved to adopt the Agenda; second by Robinson. There being no objection, agenda adopted by consensus.
5. **Work Session.** Robinson made a motion to move into Work Session; second by Tungul. There being no objection, motion adopted by consensus.
 - a. Discuss proposed Council Goals for the FY23 Budget. The City Manager introduced proposed City Council goals for the FY23, which were in the packet and requested feedback from council as to any requested modifications. Council members commented. City Manager responded to Council questions.
 - b. Discuss and review FY23 Revenue Projections. Interim Finance Director Jim Sharpe made a presentation related to the FY23 Revenue Projections. Council commented. Mr. Sharpe and City Manager responded to Council questions and comments.
6. **Adjournment.** Having completed all items on the agenda, Mayor Tutiakoff adjourned the meeting at 7:38p.m.

These minutes were approved by the Unalaska City Council on February 8, 2022.

Marjie Veeder, CMC
City Clerk

Regular Meeting
Tuesday, January 25, 2022
6:00 p.m.



Unalaska City Hall
Council Chambers
43 Raven Way

Council Members
Thomas D. Bell
Darin Nicholson
Daneen Looby

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

UNALASKA CITY COUNCIL

P. O. Box 610 • Unalaska, Alaska 99685
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Mayor: Vincent M. Tutiakoff Sr. **City Manager:** Erin Reinders
City Clerk: Marjie Veeder, mveeder@ci.unalaska.ak.us

MINUTES

1. **Call to order.** The Mayor called the regular meeting of the Unalaska City Council to order at 6:02 p.m.
2. **Roll call.** The City Clerk called the roll. The Mayor and all Council Members present. Mayor announced a quorum established.

Coleman read the City's Mission Statement: To provide a sustainable quality of life through excellent stewardship of government.
3. **Pledge of Allegiance.** Nicholson led the Pledge of Allegiance.
4. **Recognition of Visitors.** The Mayor recognized Karel and Marie Machalek; and IFHS Interim Director Will Rogers in the audience.
5. **Adoption of Agenda.** Nicholson moved to adopt the Agenda; second by Tungul. Robinson moved to amend the agenda to remove item 10(b), a review of the draft cost-benefit analysis of the Captains Bay Road Paving and Utility Extension project; second by Looby. There being no objection, the agenda, as amended, was adopted by consensus.
6. **Approve Minutes of Previous Meeting.** Tungul moved to approve the proposed minutes of the January 11, 2021 meeting; second by Nicholson. There being no objection, the minutes were approved.
7. **City Manager Report.** City Manager presented her report and responded to council questions and comments.

Mayor Tutiakoff apologized for negative comments he made at the January 24, 2022 special meeting regarding a named city employee.

Mayor Tutiakoff also encouraged everyone to receive COVID vaccines and boosters; and to practice social distancing.

8. **Community Input & Announcements:** The Mayor provided an opportunity for community input and announcements. PCR Director Roger Blakeley announced upcoming PCR programs; the City Clerk announced upcoming deadlines for business personal property returns; applications for real property tax exemptions; and applications for senior citizen sales tax refunds.

9. **Public Comment on Agenda Items:** The Mayor provided an opportunity for public comment on agenda items. No comments offered.
10. **Public Hearing.** The Mayor opened the public hearing on Ordinance 2022-01 Creating Budget Amendment #3 to the Fiscal Year 2022 Budget, accepting an ARPA Easy Grant for Libraries award in the amount of \$6,000 from the Alaska State Library; increasing the Electric Utility Fund budget in the amount of \$3,000,000 due to increased diesel fuel costs; and returning a portion of project costs to the original funding sources for selected capital projects. No comments offered.
11. **Work Session.** Coleman moved to go into Work Session; second by Tungul. There being no objection, motion adopted by consensus.

6:17 p.m. – Entered into Work Session

- a. Funding Request for the Memorial to the Fishermen of Unalaska, Mr. Karel Machalek. The Mayor introduced this topic. Council members commented and asked questions to which Mr. and Mrs. Machalek responded.
- b. ~~Review draft Cost-Benefit Analysis, Captains Bay Road Paving & Utility Extension, HDR.~~ This item was removed from the agenda earlier in the meeting.

6:50p.m. – Completed Work Session

Robinson moved to return to regular agenda; second by Tungul; there being no objection, motion adopted by consensus.

12. **Consent Agenda.** Robinson moved to adopt the Consent Agenda; second by Nicholson. Roll call vote: all council members voted in the affirmative. Motion passed unanimously 6-0 adopting the following item:
- a. Ordinance 2022-01: 2nd Reading - Creating Budget Amendment #3 to the Fiscal Year 2022 Budget, accepting an ARPA Easy Grant for Libraries award in the amount of \$6,000 from the Alaska State Library; increasing the Electric Utility Fund budget in the amount of \$3,000,000 due to increased diesel fuel costs; and returning a portion of project costs to the original funding sources for selected capital projects

13. Regular Agenda

- a. Ordinance 2022-02: Amending Chapter 6.40 of the Unalaska Code of Ordinances to provide a limited exemption from sales tax to federally recognized tribes

Robinson moved to introduce Ordinance 2022-02 and schedule it for public hearing and second reading on February 8, 2022; second by Nicholson.

The City Clerk provided an overview. Council discussion.

No public comment offered.

Roll call vote: all Council members voted in the affirmative; motion passed unanimously 6-0.

- b. Approve Travel for Mayor and Council: Looby moved to approve travel to all three meetings not including names of travelers. Motion retracted and died for lack of a second.

- i. Looby moved to approve travel for the Mayor and Council Member Robinson to attend the AML Winter Legislative Conference, February 16-18, 2022 in Juneau. Second by Tungul. Roll call vote: all Council Members voted in the affirmative; motion passed.
- ii. Looby moved to approve travel for the Mayor and Council Members Tungul, Robinson and Bell for the City Lobbying Trip to Juneau February 28-March 2; and the SWAMC Economic Summit and Membership Meeting, March 3-4, 2022, in Anchorage. Second by Bell. Roll call vote: all Council Members voted in the affirmative; motion passed.

14. **Council Directives to City Manager.** None.

15. **Community Input & Announcements.** The Mayor provided a final opportunity for community input and announcements. The Mayor encouraged financial support for the memorial to the fishermen of Unalaska. Robinson said there are 201 bills before the house and senate that impact municipalities and offered to send the list to anyone who requested it. Jim Paulin commented about the closure of the Legislative Information Office in Unalaska and requested the City of Unalaska to take a stance to advocate for the reopening of the LIO.

16. **Adjournment:** Having completed all items on the agenda, the Mayor adjourned the meeting at 7:22 p.m.

These minutes were approved by the Unalaska City Council on February 8, 2022.

Marjie Veeder, CMC
City Clerk

2022 ESTIMATED TAX ASSESSMENT REPORT FOR THE CITY OF UNALASKA



Anchorage, Alaska

Report Prepared on January 19, 2022

REPORT SUMMARY

To: City of Unalaska
From: Appraisal Company of Alaska
Date: 1/19/2022
Subject: 2022 Estimated Tax Assessment Board of Equalization Report

This is a brief report that includes an estimate of 2022 assessment value totals and changes. More detailed report will be available at the time of the Board of Equalization meeting. All values are subject to change due to appeals and other factors. Current values are 99% final, there may be a minor adjustment before the tax assessment notices are being sent out.

Below is a breakdown of properties that are bearing the brunt of the increase and factors that are driving major value changes:

- Commercial Land Sales
- Revaluation of fuel tank farms & docks and inventory review of commercial properties
- Residential sales ratio adjustment from 86% to 91%
- Small amount of total value increase also accounts for our annual inspection items

Taxable Land Increase (Vacant, Commercial, Industrial and Residential)	\$ 59,532,006.00
	45%
Commercial Properties Increase (Only Improvements)	\$ 69,444,694.00
	52%
Residential Properties Increase (Only Improvements)	\$ 11,690,700.00
	9%
Other Value Changes	\$ 1,700,900.00
	1%
Taxable Other Value Change	\$ (8,777,300.00)
	-7%
Taxable Value Total Increase	\$ 133,591,000.00

Notable changes in property values: This year property owners may see some changes in the valuation of their property – land and/or improvements. As part of our assessment process, we conduct annual reviews of recent property sales; and compare these to the specific property/ies they relate to. The reason behind the value changes for the Tax Assessment Year 2022 is our sales ratio study for the Tax Assessment Year 2021 indicated the values were slightly below the market value and the state law require to assess property at 100% of the market value. With this in mind, slight increase/adjustments were made to current values. This year also marks our final stage of annual revaluation. All property value increases are based on the sales ratio study and other factors. Major factors that are contributing to value changes in Unalaska are:

- Supply / Demand – shortage of housing
- Limited Availability of Vacant land - costs of available vacant land
- Construction Costs – material costs, shipping, labor, etc.

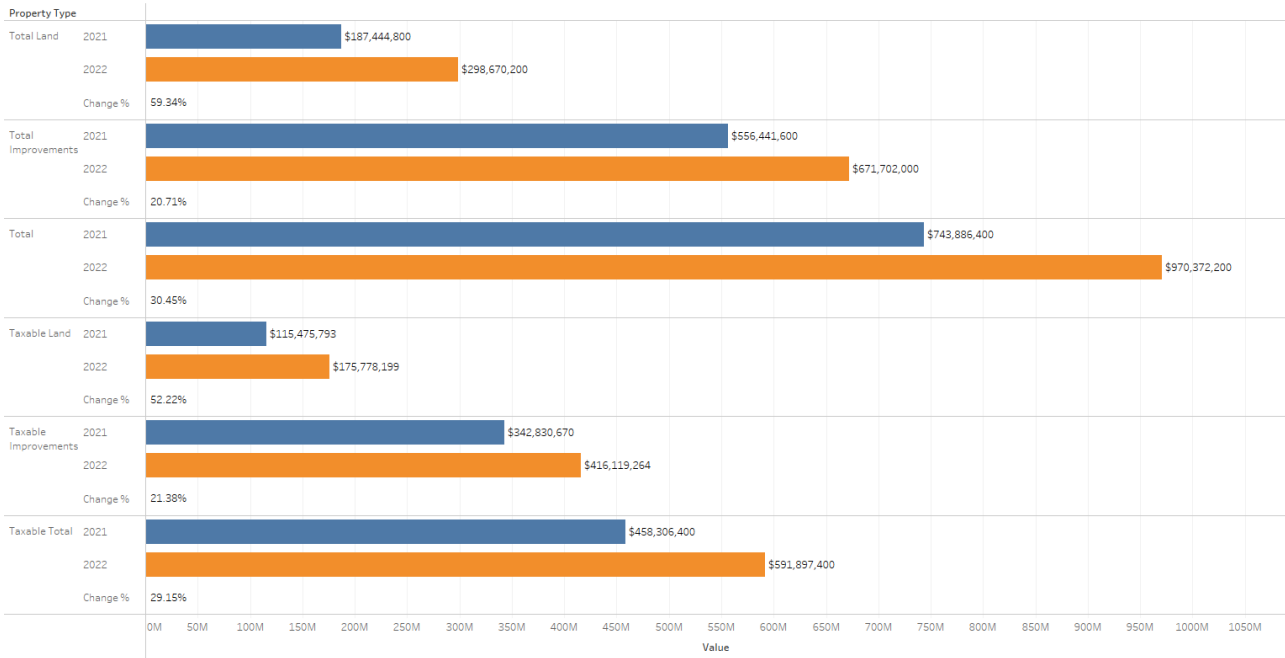
Brief breakdown of property value increase:

Adjusted Property Condition	% Varies
Property Value Increase for Properties valued below \$400,000	12%
Property Value Increase for Properties valued above \$400,000	3%
Commercial / Industrial Property Revaluation	% Varies
Commercial / Industrial / Vacant Land Revaluation	% Varies

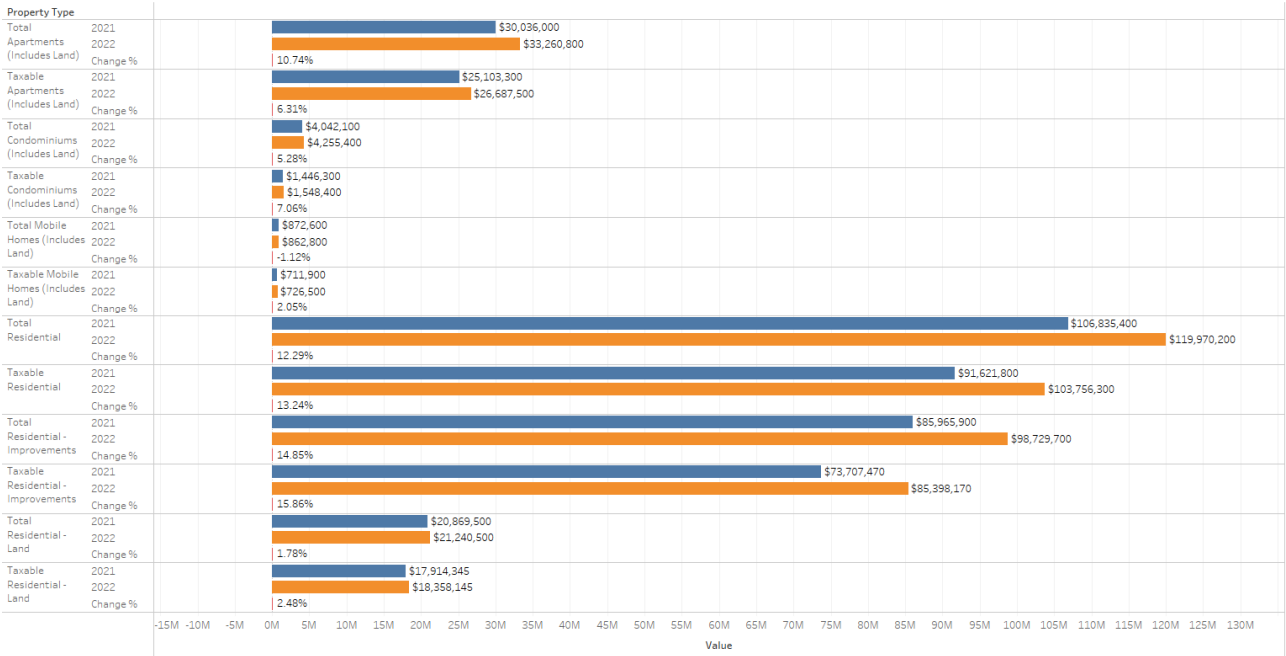
Graphs below include:

- Total Assessment Values
- Residential Assessment Analysis
- Commercial Assessment Analysis
- Vacant Land & Other Assessment Analysis

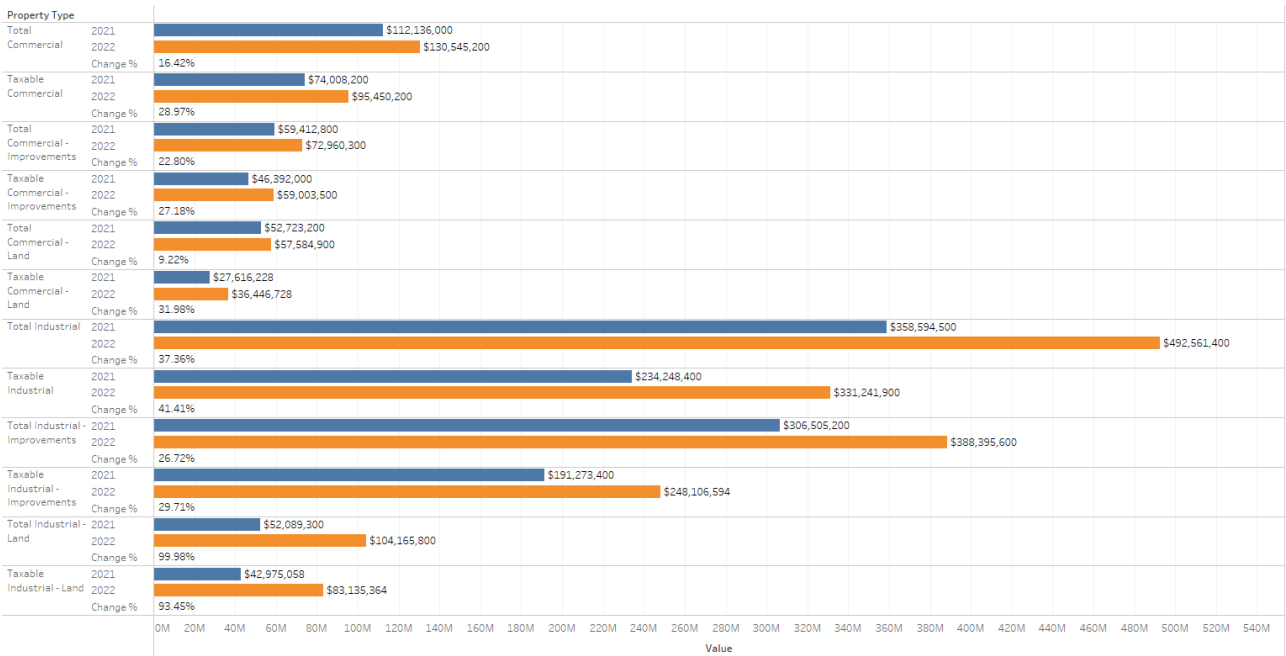
Total Assessment Values



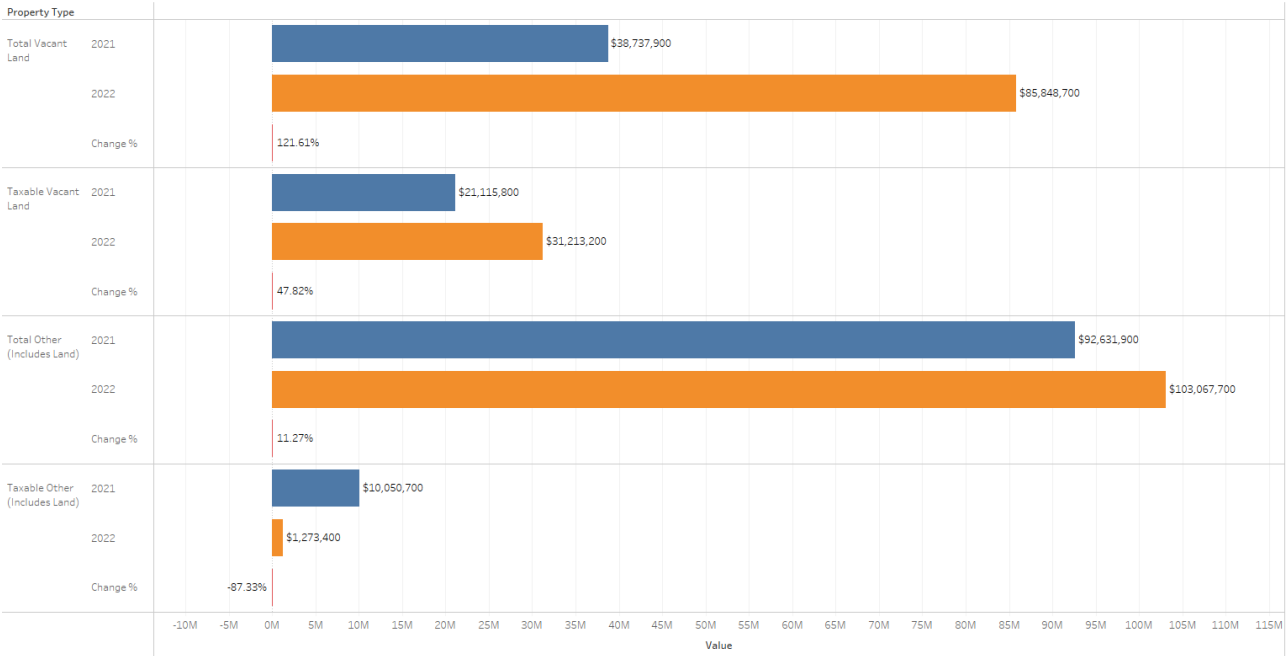
Residential Assessment Analysis



Commercial Assessment Analysis



Vacant Land & Other Assessment Analysis



**CITY OF UNALASKA
PLANNING COMMISSION & PLATTING BOARD
2021 ANNUAL REPORT**



This annual report is designed to serve multiple functions: to summarize the planning activities of the Unalaska Planning Commission; to serve as a resource document; to project future planning needs and activities; and to meet the requirements of § 2.60.090, Unalaska Code of Ordinances.

The Planning Commission, Platting Board, Department of Planning, and Unalaska City Council refer to the adopted Comprehensive Plan, Platting and Subdivision Regulations, Zoning Code of Ordinances, Zoning Map, and other applicable codes for all decisions rendered.

The following residents of Unalaska served on the City of Unalaska's Planning Commission and Platting Board in 2021:

Chair, Travis Swangel
Vice Chair, Viki Williams
Helen Brown
Ian Bagley
Jason Gates
Virginia Hatfield
Rainier Marquez

The Planning Commission and Platting Board are supported by the City of Unalaska's Planning Department, which consists of:

William Homka, AICP, Planning Director
Thomas Roufos, Associate Planner
Cameron Dean, GIS Administrator
Jasmine Gonzalez, Administrative Assistant

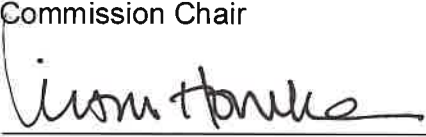
PLANNING COMMISSION AND PLATTING BOARD
RESOLUTION 2022-01

In accordance with § 2.60.090 of the Unalaska Code of Ordinances, the City of Unalaska's Planning Commission officially adopts the following annual report, filing the same with the Unalaska City Council.

CITY OF UNALASKA
PLANNING COMMISSION

BY:  _____

Commission Chair

 _____

William Homka
Secretary of the Commission

DATE OF ADOPTION: 6.20.22

INTRODUCTION

Alaska State law gives incorporated municipalities the authority and responsibility for planning, platting, and land use regulation. In addition to providing for the orderly and efficient use of land and other resources, planning can establish ground rules for development for the whole community and provide the means by which residents participate in important decisions about their community's future. With effective planning, a community can define its character and realize tangible benefits.

The Unalaska Code of Ordinances establishes the Planning Commission and Platting Board to help assure orderly growth of Unalaska and offers additional guidance regarding their functions, power and duties, which include:

- To recognize and utilize such basic information necessary to understand past trends, present conditions, and forces affecting community growth and development;
- To prepare and keep current a Comprehensive Plan for meeting present requirements and future needs for community growth and development as may be foreseen by the Commission/Board;
- To establish principles and policies for guiding actions affecting growth in the city;
- To prepare and to recommend to the City Council ordinances, regulations, or other proposals promoting orderly development indicated as desirable by the Comprehensive Plan;
- To exercise jurisdiction over platting as provided in Chapter 8.08, and to act upon requests for variances, conditional uses, and zone amendments as provided in Chapter 8.12;
- To keep the City Council and general public informed and advised as to matters before the Commission/Board;
- To conduct such meetings, as required, to gather information necessary for the drafting, establishment, and maintenance of the Comprehensive Plan and the ordinances and regulations relating to it; and
- To perform other duties lawfully assigned to the Commission/Board or which have a bearing on the preparation or accomplishment of the Comprehensive Plan.

§ 2.60.090 of the Unalaska Code of Ordinances requires each board and committee to submit an annual report which summarizes the activities which have occurred during the previous year. The Annual Report is a mechanism for monitoring those activities and for presenting to the City Council the goals and objectives for Planning in the coming year.

SUMMARY OF PLANNING ACTIONS FOR 2021

I. General Statistics (January 1, 2021 – December 31, 2021)

Application Type	Considered or Reviewed/ Granted, Approved or Formally Recommended		
	2019	2020	2021
Variance	2/1	2/2	2/0
Conditional Use	4/4	1/1	4/4
Zone Amendment	1/1	1/1	-
Property Acquisitions	-	-	-
Code Revisions	1/1	-	-
Plats	1	3	2/2
Planning Documents	3/3	3/3	-
TOTAL MEETINGS	10	6	7

II. Planning Commission Recommendations to Council

The Planning Commission recommended no Code Revisions and two Planning Documents to the City Council for action in 2021.	
<i>February 18, 2021: Approved Resolution 2021-01 Annual Report (Planning Document) and filed with City Council</i>	The Planning Commission through Resolution 2021-01 approved the <i>Planning Commission and Platting Board 2020 Annual Report</i> , which reviewed the year in Planning in Unalaska.
<i>February 18, 2021: Approved resolution 2021-02 declaring vacancy</i>	The Planning Commission approved Resolution 2021-02 a resolution in appreciation of and accepting the resignation of Jason Gates, who as a member of the City of Unalaska Planning Commission provided valuable service to the City of Unalaska, and declaring the seat vacant effective January 9, 2021.
<i>February 18, 2021: Work session reviewing the draft FY22-31 CMMP</i>	Work session item to discuss the draft FY22-31 Capital Maintenance and Management Plan (CMMP) and provide comments.
<i>October 21, 2021: Approved resolution 2021-13 declaring vacancy</i>	The Planning Commission approved Resolution 2021-02 a resolution in appreciation of and accepting the resignation of Helen Brown, who as a member of the City of Unalaska Planning Commission provided valuable service to the City of Unalaska, and declaring the seat vacant effective June 17, 2021.
<i>October 21, 2021: Work session discussing the FY23-32 CMMP</i>	Work session item to discuss the FY22-32 Capital Maintenance and Management Plan (CMMP) and provide comments.

<i>November 18, 2021: Work session discussing the FY23-32 CMMP</i>	Work session item to discuss the FY22-32 Capital Maintenance and Management Plan (CMMP) and provide comments.
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III. Planning Commission Actions and Activities

The Planning Commission & Platting Board approved zero (0) Variances and three (3) Conditional Use Permits in 2021.	
<i>February 18, 2021: Approved Resolution 2021-03, a conditional use permit</i>	The Planning Commission through Resolution 2021-03 approved a Head Start facility on Biorka Dr.
<i>March 18, 2021: Approved Resolution 2021-05, a conditional use permit</i>	The Planning Commission through Resolution 2021-05 approved water booster pump on Generals Hill
<i>May 20, 2021: Approved Resolution 2021-08, a conditional use permit</i>	The Planning Commission through Resolution 2021-08 approved a triplex on a lot zoned Single Family Duplex on Haystack
<i>May 20, 2021: Approved Resolution 2021-09, a conditional use permit</i>	The Planning Commission through Resolution 2021-09 approved a triplex on a lot zoned Single Family Duplex on Thompson Cir

IV. Platting Board Actions

The Planning Commission & Platting Board approved two (2) subdivision plats in 2021.	
<i>March 18, 2021: Approved Resolution 2021-04, a preliminary plat</i>	The Planning Commission through Resolution 2021-04 approved a preliminary plat of Darsney-Warren Subdivision to allow construction of the Generals Hill Booster Pump
<i>May 20, 2021: Approved Resolution 2021-06, a preliminary plat</i>	The Planning Commission through Resolution 2021-06 approved a preliminary plat of Trey Henning Subdivision

V. Summary of Appeals Cases and Actions:

The Planning Commission did not hear any appeals of administrative decisions.

VI. Department of Planning Activities:

The Department of Planning's primary responsibility is coordinating community planning and development, land use, and capital growth within the City of Unalaska. Services include assisting the public, Mayor and City Council, Planning Commission, and other City departments by providing information, guidance, and direction on land use issues and regulations. Under the guidance of the department, the City's annual five-year capital improvement, replacement, and maintenance program is developed. The department also initiates and directs studies and reports relating to long and short-term planning needed for both community growth and development, in accordance with the Comprehensive Plan.

In addition to the involvement in the items described in previous sections, Departmental activities and accomplishments for 2021 include the following:

- **Negotiated Agreements:** Coordinated the negotiation and approval of:
 1. Tideland leases and easements which will allow for businesses to expand operations in our community and help to diversify Unalaska's economic base, as well as provide access for public works projects.
 2. Continued to assist Public Works with the Generals Hill Booster Pump project.
 3. Negotiated a joint trenching agreement with GCI to install conduit for a City fiber network. The department also coordinated with Engineering to review plans and permits for the GCI fiber project.
 4. Continued to serve on the geothermal City team negotiating the implementation of the PPA with OCCP.
- **GIS Improvements.** Staff have improved accuracy and availability of GIS resources internally and to the public.
- **Planning Commissioner Training:** Planning staff arranged for Commissioners Williams and Brown to participate in virtual Commissioner Training at the 2021 Alaska Planning Conference held in Anchorage in February, 2021.
- **Community Support Grants:** The Planning Department administers the community support grant program. The Planning Department received 9 Community Grant Applications from different non-profit organizations around the City of Unalaska. These applications were reviewed, critiqued, and sent back for corrections before discussing financial matters to the City Council. Once applications had come back through, evaluations were conducted. Planning designed a means for the City Council to establish the sums for the Community Support Grants.
- **Code Enforcement:** The Planning Department led an effort by Fire, Public Safety, Public Works and Clerks to respond to a nuisance complaint and numerous zoning violations on 14 properties on Choate Lane. An long-running enforcement issue at 176-180 Chernofski involving Planning, Public Works, Fire, Public Safety and the City Attorney is currently in court.
- **Grants:** The Planning Department applied for a FY22 EPA Brownfields Assessment Grant.
- **Surveys:** The Planning Department conducted numerous surveys on COVID, community health needs on behalf of the IFHS Clinic and the National Community Survey.
- **Other:**
 1. Staff participate in the Airport Masterplan Update Stakeholder Advisory Committee, Amaknak Formerly Used Defense Site Restoration Advisory Board, City CARES Grant Committee and the Alaska chapter of the American Planning Association.
 2. Staff serve on the IFHS Clinic board and PCR Advisory Committee, as well as volunteer with the Fire Department and high school athletics.
 3. The department assisted with the planning and City presentation for the legislative visit and tour.

- **CMMP Process:**

1. Taking advantage of the more efficient process implemented last year, the Planning Department produced a 10-year CMMP, rather than the 5-year plan done previously.
2. The CMMP process guide for FY23 was updated by presenting City Council the changes to the schedule, ranking system, and requested their individual values for ranking categories. This is an annual process and was completed in October and November. This continues the effort to generate transparency and alignment with City Council's expectations for the budget.

VII. Departmental goals for 2022 include the following:

- Continue improving process of zoning and public nuisance code enforcement as minor offenses.
- Expand online GIS access, improve mapping on mobile devices and train staff in new programs.
- Update the Comprehensive Plan as the current plan is nearing the end of its lifespan and a new plan is required in order to provide guidance for community facility and infrastructure investments.
- Work with Engineering / Permitting to improve the permitting and review process.

**CITY OF UNALASKA
HISTORIC PRESERVATION COMMISSION
2021 ANNUAL REPORT**



This annual report is designed to serve multiple functions: to summarize the historic preservation activities of the Unalaska Historic Preservation Commission; to serve as a resource document; to note future historic preservation related activities; and to meet the requirements of § 2.60.090, Unalaska Code of Ordinances.

The following residents of Unalaska served on the City of Unalaska's Historic Preservation Commission in 2021:

Chair Travis Swangel
Vice Chair
Vicki Williams
Helen Brown
Jason Gates
Ian Bagley
Virginia Hatfield
Rainier Marquez
City Manager: Erin Reinders
Planning Director: Bil Homka

The Historic Preservation Commission is supported by the City of Unalaska's Planning Department, which consists of:

William Homka, AICP, Planning Director
Thomas Roufos, Associate Planner
Cameron Dean, GIS Administrator
Jasmine Gonzalez, Administrative Assistant

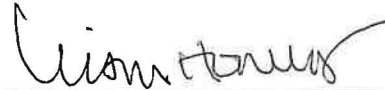
HISTORIC PRESERVATION COMMISSION
RESOLUTION 2022-01

In accordance with § 2.60.090 of the Unalaska Code of Ordinances, the City of Unalaska's Historic Preservation Commission officially adopts the following annual report, filing the same with the Unalaska City Council.

CITY OF UNALASKA
HISTORIC PRESERVATION COMMISSION

BY:  _____

Commission Chair



Bil Homka, AICP
Secretary of the Commission

DATE OF ADOPTION: January 20, 2022

INTRODUCTION

City Council approved Ordinance 2014-05 in 2014 which amended various sections of Title 2 of the Unalaska Code of Ordinances, including sections related to Historic Preservation. The Planning Department and Parks, Culture, and Recreation Department consulted with the City Attorney regarding the selection process of Historic Preservation Commissioners. Approved changes created a new UCO 2.76.015, stating that the Historic Preservation Commission membership is the Planning Commission membership, including the Planning Commission's *ex officio* members (*i.e.*, the City Manager and the Director of Planning). While remaining non-voting for Planning Commission decisions, the City Manager and Director of Planning would be full members of the HPC.

Unalaska Code of Ordinances §2.76.040 identifies the duties and responsibilities of the HPC. This is based on the requirements of local governments participating in the Alaska Certified Local Government Historic Preservation Program. The duties and responsibilities are listed below.

- To survey and inventory community historic resources including historic, architectural, and archaeological resources within the community;
- To review nominations to the National Register of Historic Places and consulting with federal and State authorities in section 106 reviews under the National Historic Preservation Act;
- To act in an advisory role to other officials, and to City Departments regarding the identification and protection of local historic and archaeological resources and historic preservation planning;
- To enforce state historic preservation laws. The Historic Preservation Commission shall support the enforcement of the Alaska Historic Preservation Act;
- To review, and where it is deemed appropriate, recommend nominations to or deletions from the Unalaska Register of Historic Places to the Unalaska City Council twice yearly.

§ 2.60.090 of the Unalaska Code of Ordinances requires each board and committee to submit an annual report which summarizes the activities which have occurred during the previous year. The Annual Report is a mechanism for monitoring those activities and for presenting to the City Council the goals and objectives for historic preservation in the coming year.

SUMMARY OF HISTORIC PRESERVATION COMMISSION ACTIONS FOR 2021

I. General Statistics (January 1, 2021 – December 31, 2021)

The Historic Preservation Commission, with support from the Planning Department, took the following actions.

HPC Summary of Activities	2019	2020	2021
Ordinance Changes	-	-	-
General Resolutions	1/1	1/1	1/1
Survey/Inventory of Historic Properties	-	-	-
Preservation Planning Activities	-	-	-
National Register Participation	-	-	-
Historic Property Protection	-	-	-
Public Education Projects	-	-	-
Historic Preservation Grants	-	-	-
TOTAL MEETINGS	1	1	4

II. Historic Preservation Commission Recommendations to Council

There were no recommendations to Council.

III. Historic Preservation Commission Actions

The Historic Preservation Commission approved the 2019 annual report and had a discussion items.	
<i>February 18, 2021: Approved of Annual Report and filed with City Council.</i>	The Historic Preservation Commission approved Resolution 2021-01 , a resolution approving the HPC 2019 Annual Report.
<i>May 20, 2021: Discussion item</i>	Discussion on supporting inclusion of WWII Aleutian Campaign in National WWII Museum in New Orleans
<i>October 21, 2021</i>	Discussion on Amaknak Formerly Used Defense Sites Restoration Advisory Board Discussion on Historic Preservation Plans and Museum of the Aleutians signage project
<i>November 18, 2021</i>	Discussion with State Historic Preservation Office on DOTPF Airport Master Plan Update proposal to move the WWII Museum/Aerology Building

IV. Historic Preservation Goals for 2022

- Improve public engagement with historic preservation, including website improvements, celebrating Preservation Month in May, and improving kiosks/signage/wayfinding.
- Suggest list of sites to City Council for the Unalaska Register of Historic Places and explore ideas for a Historic Preservation Ordinance Amendment.
- Continue working toward addressing the action items identified in the 2011 Comprehensive Plan as they relate to Historic Preservation.
- Consider creation of Historic Preservation regulations and protections.



**City of Unalaska
Parks, Culture and Recreation Committee
Annual Report to Council
January 01 - December 31, 2021**

The City of Unalaska Parks, Culture and Recreation (PCR) Committee Annual Report to Council highlights the Committee's accomplishments during the 2021 calendar year.

PCR ADVISORY COMMITTEE

- Thomas Roufos, Chair
- Jim Morris
- Greg Peters
- Andy Dietrick
- Cameron Dean
- Ben Knowles

I would like to begin with a "Thank You" to our PCR Staff for all their hard work in yet another difficult year.

The Committee's major role was to provide insight and feedback on programming, events, and operations. The Committee serves as another set of eyes looking at all of PCR from the perspective of the public.

The Committee has been active in the playground improvement projects and reviewing the programming of PCR. This has included the progress of the Sitka Spruce Playground plans and construction of the playground. The playground is completed and is awaiting a grand opening in the late spring /early summer.

The Committee reviewed the CMMP Plan for the Department and made recommendations for the upcoming projects. We reviewed the annual budget and business plans that were created by each division of PCR.

The Business Plan Project developed a format for anyone to look at the department in a more in-depth way without getting lost in spread sheets and schedules. The Business Plans have made it possible to look at the goals and outcomes by division and to track the progress of each of the division's goals and objectives.

PCR Committee Annual Report to Council

The Committee tackled PCR concerns that included pandemic lock down procedures, and how those would be accomplished. This included new times of operations and how many people could be in the buildings at a time.

This year during the COVID-19 pandemic we have seen many changes in the way the PCR has provided programming to the community. Last year's basketball program became a skills camp competition while this year we had an in-person full youth basketball league. Despite this, we were still able to hold an Independence Day parade, a Heart of the Aleutians event, and an Easter egg event at the new UCSD School Playground. The Community Cleanup generated almost the same support as during the pre-pandemic levels. This year we were able to produce two dive-in movies at the pool.

PCR held 4 in-person races and 1 virtual race. The Halloween event was a carnival with games and a trunk or treat event in the parking lot.

One of the programming highlights was our second radio play "A Christmas Carol" where the community participated in a radio drama. This year we not only broadcast the play to Unalaska but other communities across the State of Alaska.

One of the things that has been occurring over the last year has been the alternating between high, and medium risk levels during the COVID-19 pandemic. We, like everyone else, have evolved in how we are approaching these risk levels and we have become better in transitioning between the more extreme and medium risk levels.

As vaccines become more widely available and through the efforts of the Clinic, Fire Department and PCR we held vaccination clinics throughout the year transforming the Gym into a medical facility. PCR moved to regular operating hours.

We have engaged in a very rigorous cleaning schedule and have purchased machines that have made the cleaning operation more efficient. Our team has also been involved in the food delivery program to the people placed in the quarantine facility.

Overall, we have seen great creativity from the PCR Staff in providing programming to the community during a pandemic providing physical and mental health to the city in a much-needed time. We support the PCR Staff in their continual efforts to keep the community safe while providing mental and physical health to the City. We stand behind their creative solutions to provide services, as well as their enforcement of new safety rules and protocols in order to continue to provide those services.



Thomas Roufos
Respectfully submitted by,
Chairman PCR Advisory Board

2021 YEAR IN REVIEW

Unalaska Public Library

Mission: Unalaska Public Library educates, enriches, and inspires community members by connecting them to the world and each other.



23,633
WIRELESS
SESSIONS



38,730
ITEMS
CHECKED OUT



12,173 LIBRARY VISITS



641 VISITS
FOR CURBSIDE
CHECKOUT

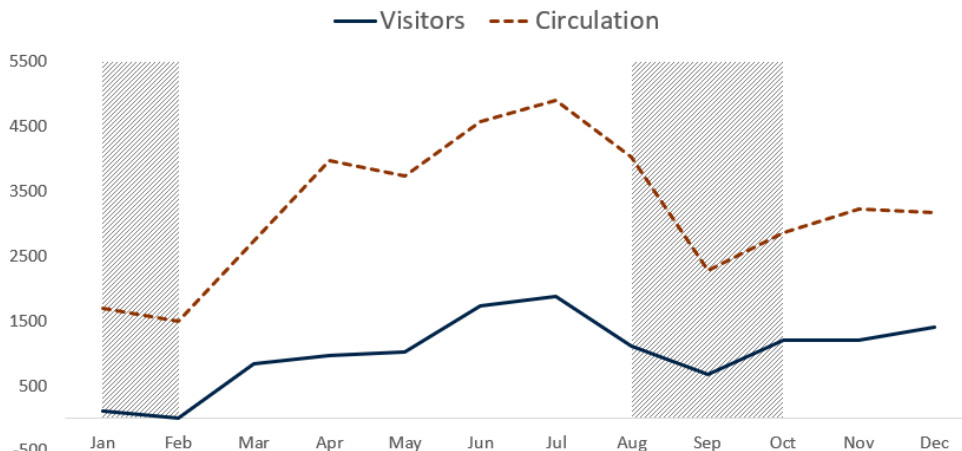


2,148 EBOOK
& AUDIOBOOK
DOWNLOADS



114 NEW
CARDS

Library Visitors & Circulation, 2021



Shaded regions represent closures or appointment-only restrictions

COMMENTS FROM LIBRARY PATRONS

"My love for the Unalaska Public Library runs deep and true. Our library is essential to the education, health, and well-being of residents and visitors alike, and I am grateful Unalaska supports this crucial social infrastructure resource, especially by proceeding with the Library Upgrades Project."



"The Unalaska library provides a wide range of services beyond what's usually expected from a library, for example sewing machines. The library did a great job offering services where it could during the height of the covid pandemic, which lasted a long time. Overall, the Unalaska library is a valuable asset that should continue to be a top priority for community support and funding."



"My little boys always enjoy Story Time and the reading programs. They love coming in and turning in their completed sheets of book titles! My parents are frequent visitors whenever they come to stay with us. I'm so thankful to live in a community with such a wonderful library! We are blessed to have our library - both the building and the staff members that work there!"

CITY OF UNALASKA
P.O. Box 610
Unalaska, AK 99685-0610
(907) 581-1251 Fax (907) 581-1417



MEMORANDUM TO COUNCIL

To: Unalaska Mayor and City Council Members
From: M. Lynn Crane, Chair, Unalaska Public Library Advisory Committee
Date: February 8, 2022
Re: Library Advisory Committee Annual Report to the Mayor and Council, 2021

This year, the Unalaska Public Library continued to provide valuable services and resources to the community, and I am pleased to submit this report on Unalaska Public Library and Library Advisory Committee activities to the Mayor and Council. It covers the calendar year from January – December of 2021.

Library services and usage were again different in 2021 as a result of the Covid-19 pandemic; however, with flexible and creative solutions, the library was able to expand upon services provided during the pandemic in the previous year. Throughout the year, the library was open to the public – first with curbside services, then by appointment, then with some restrictions in place, and finally working our way to pre-pandemic service levels by the end of the year.

As in 2020, library staff worked hard in 2021 to accomplish the library’s mission to **educate, enrich, and inspire community members by connecting them to the world and each other** within ever-changing health and safety guidelines due to the ongoing pandemic.

- ❖ The library purchased extra copies of **eBooks and audiobooks** and worked with local media to educate patrons on how to access these services from home, work, the library parking lot, or anywhere with an internet connection. In 2021, **Unalaska patrons borrowed 2,148 eBooks and audiobooks**, representing a 7% increase over 2020 use of this resource.
- ❖ When the library was open by appointment only, staff provided the option of **Curbside Checkout** to safely give our community access to the library collection. The ever-flexible Library Assistants accepted requests by email, phone, and through the online library catalog and filled them for patrons to pick up in the library entryway. On request, staff assembled “**care packages**” of hand-picked items for patrons who missed browsing the stacks. **Staff filled 641 requests via curbside checkout** in 2021.

- ❖ The library’s **online catalog** underwent a major upgrade, making it easier for patrons to access their accounts, renew items, search library holdings, and place holds at home.
- ❖ **Free wireless internet** was available throughout the year outside the building, as well as indoors starting mid-year. At the onset of the pandemic, staff boosted the signal for wider coverage and provided extra outdoor seating for patrons. In 2021, **the library hosted 23,633 wireless internet sessions**, an average of 65 per day.

Although library staff worked hard to provide services and accomplish the library’s mission during Covid-19 restrictions and partial closures, the pandemic continued to severely impact library attendance and usage numbers, as shown in the table below. Towards the end of 2021, usage numbers started steadily increasing, and we are hopeful that this trend will continue into 2022.

	2021	2021 Daily Average ¹	2020	2019
Users through the door	12,173	34	15,366	49,725
Items checked out	38,730	108	43,634	83,487
Computer & Wifi Sessions	25,199	69	28,161	47,664
eBook Downloads	2,148	-	2,016	1,142
Curbside Checkout Patrons	641	-	211	-
Active Registered Users ¹	3,502	-		4,134

1. Card used to check out in the past 60 months

Expansion and Renovation of the Library Facility

The Committee thanks the Mayor and Council for recognizing the need for an expanded and renovated library facility. The City of Unalaska initiated the project because the community has expressed a need for improvements in children’s and teen spaces, meeting and study spaces, community event and learning spaces, and more room for seating and library materials.

The City postponed the expansion and renovation due to the Covid-19 pandemic in April 2020. After considering whether to go ahead with the project, the City has recently signed a contract with F&W Construction to start work on the expansion in 2022. Work will begin in April 2022, with limited library services available in Burma Road Chapel during construction.

The Advisory Committee has played an active part in the public input portion of the Library Building Improvement Project, meeting multiple times with the project architects and providing input on topics like furniture and finishes, public art, and self-checkout, as well as giving general input on the direction and scale of the project. The Advisory Committee also appointed an Art Committee to solicit, evaluate, and select art installations for the project. When the City was considering whether to reboot the project after a Covid-related delay, the Committee advocated for it once again, citing broad community support.

The Committee continues to believe in the need for this project and is excited to see it through to completion in 2023.

Committee Work

In 2021, the Committee met eight times. The Committee received information and gave advice to the City Librarian and the Director of Parks, Culture, and Recreation on the following discussion topics in 2021:

- Library Building Improvement Project
- Library Business Plan
- Library Annual and Long-Term Goals
- Library Services & Precautions during Covid-19 Epidemic
- Summer Reading Program
- Artwork for New Library Cards
- ARPA Grant for Libraries
- Library Policies Review & Input: Collection Development, Internet Use and Safety

Library Advisory Committee Members

	Term Expires:
M. Lynn Crane, Chair	02/2024
Cyri Thompson, Vice Chair	02/2022
Debbie Hanson-Zueger	02/2023
Virginia Hatfield	02/2022
Cat Hazen	02/2024
Karen Macke	02/2024
Estkarlen Magdaong	02/2022

In summary, members of the Public Library Advisory Committee report that the library has had an unusual year full of opportunities for creativity in public service, and that the Unalaska community continues to use and value the library's resources, services, and programs. We look forward to discussing this report and answering any questions from Council members or City Administration on February 8, 2022.

General Fund Operating Monthly Summary - Month Ending December 2021

	FY2022 Budget	December	FY2022 YTD	% OF BUD	FY2021 YTD	INC/(DEC) Last Year
REVENUES						
Raw Seafood Tax	4,200,000	311,992	2,922,643	70%	2,388,679	533,964
AK Fisheries Business	3,300,000	0	3,775,900	114%	3,641,049	134,851
AK Fisheries Resource Landing	3,900,000	0	4,549,661	117%	4,094,954	454,707
Property Taxes	7,100,000	115,288	7,676,773	108%	7,102,935	573,838
Sales Tax	6,000,000	10,022	4,467,964	74%	3,121,658	1,346,306
Investment Earnings	1,800,000	(138,277)	(470,730)	-26%	445,927	(916,657)
Other Revenues	2,812,749	196,615	1,675,727	60%	1,547,649	128,078
Appropriated Fund Balance	5,845,265	0	0	0%	0	0
Total General Fund Revenues	34,958,014	495,640	24,597,938	70%	22,342,850	2,255,087
EXPENDITURES						
Mayor & Council	473,640	16,017	160,103	34%	99,884	60,218
City Administration						
City Manager's Office	449,980	43,440	243,927	54%	178,162	65,765
Administration	1,523,473	61,949	892,392	59%	790,166	102,227
Total City Administration	1,973,453	105,389	1,136,319	58%	968,328	167,992
City Clerk	582,081	58,882	279,402	48%	229,760	49,642
Finance						
Finance	1,130,466	59,828	464,485	41%	485,505	(21,021)
Information Systems	1,046,170	114,735	616,248	59%	514,853	101,395
Total Finance	2,176,636	174,564	1,080,733	50%	1,000,359	80,374
Planning	766,085	62,755	320,286	42%	240,292	79,994
Public Safety						
Police and Admin	4,213,318	265,225	1,403,692	33%	1,317,355	86,337
Police Communications	905,615	81,367	403,545	45%	383,810	19,735
Police Corrections	1,113,288	90,375	464,241	42%	383,686	80,554
Total Public Safety	6,232,221	436,967	2,271,478	36%	2,084,851	186,626
Fire & EMS						
Fire and Emergency Services	1,722,680	114,967	669,020	39%	564,067	104,953
Total Fire & EMS	1,722,680	114,967	669,020	39%	564,067	104,953
Public Works						
DPW Admin & Engineering	829,126	64,786	356,979	43%	309,423	47,556
Streets and Roads	2,787,973	167,925	1,184,026	42%	905,183	278,843
Receiving and Supply	309,214	22,723	142,919	46%	117,429	25,490
Veh & Equip Maintenance	1,217,520	120,566	544,600	45%	519,749	24,851
Facilities Maintenance	1,304,914	87,430	646,870	50%	618,374	28,496
Total Public Works	6,448,747	463,430	2,875,394	45%	2,470,158	405,236
Parks, Culture & Recreation						
PCR Administration	265,679	25,515	121,715	46%	101,295	20,420
Recreation Programs	819,983	47,636	320,641	39%	265,366	55,275
Community Center Operations	1,054,881	71,387	419,565	40%	447,433	(27,868)
Library	966,614	74,348	442,493	46%	382,273	60,221
Aquatics Center	505,232	39,540	231,479	46%	233,200	(1,721)
Parks	42,500	237	46,171	109%	39,282	6,889
Total Parks, Culture & Recreation	3,654,889	258,664	1,582,065	43%	1,468,849	113,216
Other Expenses	5,833,557	477,880	2,966,278	51%	2,794,307	171,972
XXXXXXXX	0	0	0	0%	0	0
Total Operating Expenditures	29,863,989	2,169,514	13,341,077	45%	11,920,854	1,420,222
Transfers To General Fund	0	0	0	0%	0	0
Transfers To Special Revenue	0	0	0	0%	0	0
Transfers To Capital Projects	1,848,936	(37,196)	1,858,817	101%	1,104,658	754,159
Transfers To Enterprise Funds	0	0	0	0%	0	0
Transfers To Enterprise Capital	3,494,500	(138,400)	3,356,100	96%	0	3,356,100
	5,343,436	(175,596)	5,214,917	98%	1,104,658	4,110,259
	35,207,425	1,993,918	18,555,994	53%	13,025,512	5,530,482
Surplus/(Deficit)	(249,411)	(1,498,278)	6,041,944	62%	9,317,338	(3,275,394)

	FY2022 Budget	December	FY2022 YTD	% OF BUD	FY2021 YTD	INC/(DEC) Last Year
Electric Proprietary Fund						
REVENUES	11,653,995	1,078,080	8,649,683	74%	5,678,415	2,971,268
Electric Line Repair & Maint	1,373,785	52,725	391,841	29%	252,089	139,751
Electric Production	11,253,615	706,003	5,217,347	46%	3,022,366	2,194,981
Facilities Maintenance	133,699	6,025	34,089	25%	29,253	4,836
Utility Administration	5,859,086	401,542	3,033,377	52%	2,890,819	142,558
Veh & Equip Maintenance	66,220	1,578	23,984	36%	9,898	14,087
Transfers Out	715,000	(683,927)	31,073	4%	2,052,338	(2,021,265)
EXPENSES	19,401,404	483,945	8,731,710	45%	8,256,763	474,947
NET EARNINGS/(LOSS)	(7,747,410)	594,135	(82,027)		(2,578,348)	2,496,320
Water Proprietary Fund						
REVENUES	2,563,057	91,284	1,270,043	50%	1,352,364	(82,321)
Transfers Out	1,915,500	(191,750)	1,723,750	90%	259,735	1,464,015
Facilities Maintenance	61,556	2,207	17,839	29%	46,629	(28,790)
Utility Administration	1,853,406	142,651	951,251	51%	933,216	18,035
Veh & Equip Maintenance	41,016	1,873	12,233	30%	12,530	(296)
Water Operations	1,765,308	95,632	659,564	37%	616,654	42,910
EXPENSES	5,636,786	50,613	3,364,638	60%	1,868,763	1,495,874
NET EARNINGS/(LOSS)	(3,073,729)	40,670	(2,094,595)		(516,399)	(1,578,195)
Wastewater Proprietary Fund						
REVENUES	2,452,806	178,308	1,227,000	50%	1,306,337	(79,337)
Transfers Out	43,000	0	43,000	100%	0	43,000
Facilities Maintenance	65,492	2,451	27,138	41%	23,727	3,411
Utility Administration	2,058,375	143,426	1,022,182	50%	1,000,997	21,185
Veh & Equip Maintenance	30,921	1,134	14,615	47%	9,322	5,293
Wastewater Operations	2,633,406	143,156	1,293,761	49%	711,834	581,926
EXPENSES	4,831,194	290,167	2,400,695	50%	1,745,880	654,815
NET EARNINGS/(LOSS)	(2,378,388)	(111,859)	(1,173,695)		(439,543)	(734,152)
Solid Waste Proprietary Fund						
REVENUES	2,385,699	198,846	1,314,977	55%	1,255,999	58,979
Facilities Maintenance	103,795	13,516	36,337	35%	21,733	14,603
Solid Waste Operations	2,268,263	212,652	724,177	32%	478,047	246,130
Utility Administration	1,701,420	128,881	801,291	47%	801,432	(141)
Veh & Equip Maintenance	147,476	1,474	28,068	19%	21,471	6,597
Transfers Out	1,171,100	(971,100)	200,000	17%	100,000	100,000
EXPENSES	5,392,054	(614,577)	1,789,873	33%	1,422,683	367,189
NET EARNINGS/(LOSS)	(3,006,355)	813,423	(474,895)		(166,684)	(308,211)

	<u>FY2022 Budget</u>	<u>December</u>	<u>FY2022 YTD</u>	<u>% OF BUD</u>	<u>FY2021 YTD</u>	<u>INC/(DEC) Last Year</u>
Ports & Harbors Proprietary Fund						
REVENUES	8,651,862	728,009	4,157,970	48%	3,112,614	1,045,357
Bobby Storrs Small Boat Harbor	196,004	10,020	59,243	30%	64,526	(5,283)
CEM Small Boat Harbor	701,825	94,640	444,686	63%	364,228	80,457
Facilities Maintenance	52,415	1,258	17,368	33%	29,502	(12,135)
Harbor Office	7,299,689	569,615	3,487,192	48%	3,409,215	77,977
Ports Security	68,855	0	2,949	4%	3,816	(868)
Spit & Light Cargo Docks	545,262	56,695	318,958	58%	295,930	23,028
Unalaska Marine Center	1,087,287	55,233	559,494	51%	538,055	21,439
Veh & Equip Maintenance	64,512	4,624	20,535	32%	23,281	(2,746)
Transfers Out	4,623,218	0	6,045,000	131%	0	6,045,000
EXPENSES	14,639,067	792,085	10,955,424	75%	4,728,555	6,226,869
NET EARNINGS/(LOSS)	(5,987,205)	(64,076)	(6,797,454)		(1,615,941)	(5,181,513)
Airport Proprietary Fund						
REVENUES	560,341	42,921	235,839	42%	237,074	(1,234)
Airport Admin/Operations	617,801	53,822	332,073	54%	310,262	21,811
Facilities Maintenance	205,764	8,027	49,599	24%	51,104	(1,506)
EXPENSES	823,565	61,848	381,672	46%	361,366	20,305
NET EARNINGS/(LOSS)	(263,224)	(18,927)	(145,832)		(124,293)	(21,540)
Housing Proprietary Fund						
REVENUES	254,168	23,930	125,075	49%	125,096	(21)
Facilities Maintenance	222,936	6,521	54,936	25%	87,034	(32,097)
Housing Admin & Operating	379,702	27,279	186,900	49%	178,311	8,589
EXPENSES	602,638	33,800	241,836	40%	265,345	(23,509)
NET EARNINGS/(LOSS)	(348,470)	(9,870)	(116,761)		(140,249)	23,488

City of Unalaska
Utility Revenue Report
Summary

12/31/21

FY22 Budget Month	Electric	Water	Waste Water	Solid Waste	Monthly Revenue	FY22 Revenue	FY21YTD Revenue	YTD Inc/(Dec)
Jul-21	1,399,334	359,168	211,269	276,036	2,245,807	2,245,807	1,513,394	732,413
Aug-21	1,669,291	389,462	243,763	265,382	2,567,898	4,813,705	3,269,482	1,544,223
Sep-21	1,676,496	241,332	256,838	259,655	2,434,322	7,248,026	5,074,336	2,173,690
Oct-21	1,531,980	87,748	159,747	156,145	1,935,620	9,183,646	6,801,353	2,382,293
Nov-21	1,294,500	101,049	177,075	158,914	1,731,539	10,915,185	8,185,405	2,729,780
Dec-21	1,078,080	91,284	178,308	198,846	1,546,518	12,461,703	9,593,115	2,868,588
Jan-22	0	0	0	0	0	0	11,138,514	0
Feb-22	0	0	0	0	0	0	13,078,475	0
Mar-22	0	0	0	0	0	0	15,607,971	0
Apr-22	0	0	0	0	0	0	17,800,715	0
May-22	0	0	0	0	0	0	19,246,941	0
Jun-22	0	0	0	0	0	0	20,929,290	0
YTD Totals	8,649,683	1,270,043	1,227,000	1,314,977	12,461,703			
FY22 Budget	11,487,017	2,482,312	2,412,344	2,347,730	18,729,403			
% to budget	75.3	51.2	50.9	56.0	66.5			

City of Unalaska
Electric Revenue Report
Electric Fund

12/31/21

FY21 Budget Month	Residential	Small General	Large General	Industrial	P.C.E. Assist	Other Revenues	Monthly Revenue	FY22 YTD Revenue	FY21 YTD Revenue	YTD Inc/(Dec)
Jul-21	122,433	94,115	151,539	983,163	45,222	2,863	1,399,334	1,399,334	820,666	578,668
Aug-21	117,811	94,945	159,679	1,242,862	49,679	4,315	1,669,291	3,068,626	1,857,995	1,210,631
Sep-21	116,974	90,412	144,982	1,266,591	53,231	4,307	1,676,496	4,745,122	2,863,886	1,881,236
Oct-21	119,428	93,251	146,061	1,112,352	56,367	4,521	1,531,980	6,277,102	3,815,764	2,461,338
Nov-21	143,408	109,989	159,592	810,261	61,714	9,536	1,294,500	7,571,603	4,747,815	2,823,788
Dec-21	125,656	106,968	135,368	631,800	72,856	5,432	1,078,080	8,649,683	5,678,415	2,971,268
Jan-22							0	0	6,667,464	0
Feb-22							0	0	7,788,058	0
Mar-22							0	0	9,370,070	0
Apr-22							0	0	10,761,377	0
May-22							0	0	11,788,336	0
Jun-22							0	0	12,807,598	0
YTD Totals	745,709	589,680	897,221	6,047,028	339,069	30,974	8,649,683			
FY22 Budget	1,141,528	1,002,442	1,489,361	7,441,686	361,411	50,589	11,487,017			
% of Budget	65.3	58.8	60.2	81.3	93.8	61.2	75.3			

Kwh Sold

FY 22 Month	Residential	SM. Gen (Includes Street lights)	Large General	Industrial	Total FY22 Kwh Sold	Total FY21 Kwh Sold	Increase (Decrease)
July	267,515	244,069	383,322	2,714,555	3,609,461	3,018,921	590,540
August	292,983	254,648	430,646	3,440,715	4,418,992	3,711,497	707,495
September	296,853	246,007	394,738	3,534,785	4,472,383	3,511,899	960,484
October	316,258	266,448	420,065	3,270,185	4,272,956	3,250,734	1,022,222
November	369,277	306,354	451,639	2,336,458	3,463,728	3,116,502	347,226
December	366,136	296,641	421,170	1,838,480	2,922,427	2,874,320	48,107
January *					0	2,882,053	0
February					0	3,772,724	0
March					0	5,036,041	0
April					0	4,346,897	0
May					0	3,100,815	0
June					0	2,923,161	0
Total	1,909,022	1,614,167	2,501,580	17,135,178	23,159,947	41,545,564	3,676,074
Percent Sold	8.2%	7.0%	10.8%	74.0%	100.0%		

Generator Fuel	
FY22 Average Price Fuel	FY21 Average Price Fuel
2.6143	1.5393
2.7156	1.5469
2.5013	1.4965
2.7635	1.4744
2.9311	1.7177
2.8861	1.8533
	1.8318
	1.9500
	2.2590
	2.2295
	2.3518
	2.5393
2.7353	1.8991

% Change from Prior Year

FY22 Cumulative kwh Sold	FY21 Cumulative kwh Sold
3,609,461	3,018,921
8,028,453	6,730,418
12,500,836	10,242,317
16,773,792	13,493,051
20,237,520	16,609,553
23,159,947	19,483,873
23,159,947	22,365,926
23,159,947	26,138,650
23,159,947	31,174,691
23,159,947	35,521,588
23,159,947	38,622,403
23,159,947	41,545,564

City of Unalaska
Water Revenue Report
Water Fund

12/31/21

FY22 Month	Unmetered Sales	Metered Sales	Other Revenues	Monthly Revenue	FY22 YTD Revenue	FY21 YTD Revenue	YTD Inc/(Dec)
Jul-21	12,767	340,267	6,135	359,168	359,168	258,832	100,336
Aug-21	12,699	376,767	(4)	389,462	748,631	536,701	211,930
Sep-21	12,646	228,712	(27)	241,332	989,962	863,801	126,161
Oct-21	12,655	75,124	(31)	87,748	1,077,710	1,168,166	(90,456)
Nov-21	12,648	85,846	2,555	101,049	1,178,759	1,262,602	(83,843)
Dec-21	12,688	78,625	(29)	91,284	1,270,043	1,352,364	(82,321)
Jan-22				0	0	1,492,203	0
Feb-22				0	0	1,786,891	0
Mar-22				0	0	2,229,665	0
Apr-22				0	0	2,589,578	0
May-22				0	0	2,697,429	0
Jun-22				0	0	2,933,144	0
YTD Totals	76,103	1,185,341	8,599	1,270,043			
FY22 Budget	139,081	2,335,813	7,418	2,482,312			
% of Budget	54.7	50.7	115.9	51.2			

Million Gallons Produced

FY22 Month	FY 22 Produced	FY 21 Produced	Increase (Decrease)
July	147.336	112.799	34.537
August	163.373	119.327	44.046
September	104.305	140.934	(36.629)
October	45.402	131.744	(86.342)
November	50.688	42.052	8.636
December	45.300	47.001	(1.701)
January		66.272	0.000
February		127.428	0.000
March		175.672	0.000
April		154.863	0.000
May		51.271	0.000
June		104.922	0.000
Total	556.404	1274.285	(37.453)

FY22 Water Cumulative	FY21 Water Cumulative
147.336	112.799
310.709	232.126
415.014	373.060
460.416	504.804
511.104	546.856
556.404	593.857
0.000	660.129
0.000	787.557
0.000	963.229
0.000	1118.092
0.000	1169.363
0.000	1274.285

City of Unalaska
Wastewater Revenue Report
Wastewater Fund

12/31/21

FY22 Budget Month	Unmetered Sales	Metered Commercial	Metered Industrial	Other Revenues	Monthly Revenue	FY22 YTD Revenue	FY21 YTD Revenue	YTD Inc/(Dec)
Jul-21	41,873	151,880	16,786	730	211,269	211,269	206,365	4,904
Aug-21	41,650	168,905	19,355	13,852	243,763	455,031	421,792	33,239
Sep-21	41,476	199,244	15,997	121	256,838	711,870	663,037	48,833
Oct-21	41,504	105,207	9,359	3,677	159,747	871,617	888,063	(16,446)
Nov-21	41,480	127,718	4,564	3,314	177,075	1,048,692	1,077,778	(29,086)
Dec-21	41,614	129,940	3,987	2,766	178,308	1,227,000	1,306,337	(79,337)
Jan-22					0	0	1,535,032	0
Feb-22					0	0	1,754,795	0
Mar-22					0	0	1,985,517	0
Apr-22					0	0	2,189,323	0
May-22					0	0	2,351,839	0
Jun-22					0	0	2,537,519	0
YTD Totals	249,597	882,894	70,049	24,460	1,227,000			
FY22 Budget	455,848	1,797,311	80,457	78,728	2,412,344			
% of Budget	54.8	49.1	87.1	31.1	50.9			

FY22 Month	FY22 Effluent (Gal)	FY21 Effluent (Gal)	Increase (Decrease)
July	12,412,000	10,512,000	1,900,000
August	10,241,000	11,571,000	(1,330,000)
September	11,063,000	12,188,000	(1,125,000)
October	12,963,000	13,078,000	(115,000)
November	10,952,000	13,433,000	(2,481,000)
December	10,736,000	16,204,000	(5,468,000)
January		15,231,000	0
February		16,331,000	0
March		13,890,000	0
April		12,309,000	0
May		12,008,000	0
June		10,900,000	0
Total	68,367,000	157,655,000	(8,619,000)

FY22 Cumulative	FY21 Cumulative
12,412,000	10,512,000
22,653,000	22,083,000
33,716,000	34,271,000
46,679,000	47,349,000
57,631,000	60,782,000
68,367,000	76,986,000
0	92,217,000
0	108,548,000
0	122,438,000
0	134,747,000
0	146,755,000
0	157,655,000

City of Unalaska
Solid Waste Revenue Report
Solid Waste Fund

12/31/21

FY22 Month	Residential Fees	Tipping Fees	Other Revenue	Monthly Revenue	FY22 YTD Revenue	FY21 YTD Revenue	YTD Inc/(Dec)
Jul-21	31,976	188,881	55,178	276,036	276,036	227,531	48,505
Aug-21	31,992	181,682	51,708	265,382	541,417	452,994	88,423
Sep-21	31,961	166,678	61,017	259,655	801,072	683,613	117,459
Oct-21	31,997	92,658	31,490	156,145	957,217	929,360	27,857
Nov-21	31,980	93,751	33,183	158,914	1,116,131	1,097,210	18,921
Dec-21	32,087	104,309	62,450	198,846	1,314,977	1,255,999	58,978
Jan-22				0	0	1,443,815	0
Feb-22				0	0	1,748,731	0
Mar-22				0	0	2,022,719	0
Apr-22				0	0	2,260,438	0
May-22				0	0	2,409,337	0
Jun-22				0	0	2,651,029	0
YTD Totals	191,992	827,959	295,026	1,314,977			
FY22 Budget	325,165	1,548,679	473,886	2,347,730			
% of Budget	59.0	53.5	62.3	56.0			

FY22 Month	FY22 Tons of Waste	FY21 Tons of Waste	Increase (Decrease)
July	643.54	615.03	28.51
August	519.96	649.09	(129.13)
September	739.81	534.39	205.42
October	417.18	763.70	(346.52)
November	336.84	431.17	(94.33)
December	405.23	399.72	5.51
January		501.65	0.00
February		788.69	0.00
March		770.95	0.00
April		640.15	0.00
May		390.34	0.00
June		634.64	0.00
Total	3062.56	7119.52	(330.54)

Cummulative	
FY22 Tons of Waste	FY21 Tons of Waste
643.54	615.03
1163.50	1264.12
1903.31	1798.51
2320.49	2562.21
2657.33	2993.38
3062.56	3393.10
0.00	3894.75
0.00	4683.44
0.00	5454.39
0.00	6094.54
0.00	6484.88
0.00	7119.52

**CITY OF UNALASKA
FY22 PORTS REVENUE**

Month	Year	UMC Dock				Spit Dock		Small Boat Harbor		Cargo Dock		CEM		Other Rev&Fees	Monthly Revenue	FY22 YTD Revenue	% of Budget	FY21 YTD Revenue	YTD Inc(Dec)		
		Docking/ Moorage	Wharfage Fees	Rental Fees	Utility Fees	Docking / Moorage	Utility Fees	Docking / Moorage	Utility Fees	Dockage / Moorage	Wharfage Rental/Util	Docking/ Moorage	Utility Fees								
Jul	2021	105,056	232,499	77,130	15,998	18,991	(1,682)	13,319	412	383	10,341	21,899	16,233	1,343	511,920	511,920	6.0%	412,959	98,960		
Aug	2021	180,089	326,226	77,130	30,170	77,548	4,857	3,461	524	4,989	10,239	6,668	19,204	2,207	743,312	1,255,232	14.6%	973,869	281,363		
Sept	2021	165,544	408,428	77,040	19,335	58,151	4,310	6,481	314	4,275	9,433	68,274	9,609	2,445	833,638	2,088,870	24.3%	1,479,412	609,458		
Oct	2021	204,891	322,353	76,742	28,339	46,021	9,853	7,930	481	1,888	15,872	75,523	27,908	1,963	819,760	2,908,630	33.9%	2,077,498	831,132		
Nov	2021	86,666	134,039	76,445	7,589	45,134	24,320	4,312	534	1,117	10,249	60,251	66,110	4,319	521,086	3,429,716	39.9%	2,506,202	923,514		
Dec	2021	85,723	73,061	76,514	19,433	42,005	62,997	10,708	2,504	10,732	1,941	267,964	73,314	1,113	728,009	4,157,725	48.4%	3,112,613	1,045,111		
Jan	2022													0	0	0	0.0%	3,470,860	0		
Feb	2022													0	0	0	0.0%	4,061,281	0		
Mar	2022													0	0	0	0.0%	4,902,143	0		
Apr	2022													0	0	0	0.0%	5,552,430	0		
May	2022													0	0	0	0.0%	6,145,016	0		
Jun	2022													0	0	0	0.0%	6,649,714	0		
Totals		827,968	1,496,605	461,001	120,863	287,850	104,656	46,210	4,769	23,383	58,076	500,578	212,377	13,389	4,157,725						
Loc total		2,906,438				392,506		50,979		81,459		712,955									
Loc percent		69.9%				9.4%		1.2%		2.0%		17.1%									
FY22 Budget		1,770,006	3,188,469	1,210,000	467,127	430,520	125,000	87,000	6,000	120,000	125,069	647,700	313,000	98,000	8,587,891						
% to Budget		46.8%	46.9%	38.1%	25.9%	66.9%	83.7%	53.1%	79.5%	19.5%	46.4%	77.3%	67.9%	13.7%	48.4%						

PORTS RECEIVABLES

Month	Year	Current	Over 30 Days	Over 60 Days	Over 90 Days	Total Due	% Past Due 90 Days +	Cash Received
Jul	2021	511,574	81,785	18,291	68,988	680,638	10.1%	536,097
Aug	2021	650,927	62,209	45,069	99,822	858,027	11.6%	594,543
Sept	2021	892,785	96,157	13,433	43,543	1,045,917	4.2%	645,747
Oct	2021	818,448	218,864	26,419	87,135	1,150,865	7.6%	775,452
Nov	2021	501,600	217,457	71,076	91,033	881,166	10.3%	808,384
Dec	2021	707,496	153,063	57,925	29,437	947,921	3.1%	642,569
Jan	2022					0	0.0%	
Feb	2022					0	0.0%	
Mar	2022					0	0.0%	
Apr	2022					0	0.0%	
May	2022					0	0.0%	
Jun	2022					0	0.0%	
YTD Cash Received								4,002,791

**CITY OF UNALASKA
FY22 AIRPORT REVENUE**

MONTH	YEAR	MONTHLY LEASES	MISC INCOME	LATE FEES	MONTHLY REVENUE	FY22 YTD REVENUE	% OF BUDGET	FY21 YTD REVENUE	YTD INC/(DEC)
JUL	2021	38,023	9	26	38,057	38,057	6.9%	38,949	(891)
AUG	2021	38,944	0	26	38,970	77,027	13.9%	77,821	(794)
SEP	2021	38,956	14	2	38,972	115,999	21.0%	116,882	(883)
OCT	2021	38,023	18	6	38,048	154,047	27.8%	156,971	(2,924)
NOV	2021	36,122	12	4	36,138	190,185	34.4%	195,487	(5,302)
DEC	2021	41,973	13	0	41,986	232,170	41.9%	237,074	(4,903)
JAN	2022				0	0	0.0%	279,840	0
FEB	2022				0	0	0.0%	325,065	0
MAR	2022				0	0	0.0%	365,394	0
APR	2022				0	0	0.0%	404,335	0
MAY	2022				0	0	0.0%	443,267	0
JUN	2022				0	0	0.0%	481,450	0
TOTAL		232,041	66	64	232,170		0.0%		
FY22 BUDGET		544,000	3,500	6,000	553,500				
% TO BUDGET		42.7%	1.9%	1.1%	41.9%				

RECEIVABLE BALANCES

MONTH	YEAR	CURRENT	OVER 30 DAYS	OVER 60 DAYS	OVER 90 DAYS	TOTAL DUE	% PAST DUE 90 DAYS +	CASH RECEIVED
JUL	2021	34,470	2,997	2,914	(29,080)	11,302	0.0%	53,655
AUG	2021	34,189	3,184	100	(20,821)	16,652	0.0%	37,065
SEP	2021	30,902	3,090	100	(23,535)	10,557	0.0%	45,491
OCT	2021	28,515	18,919	772	(23,333)	24,873	0.0%	28,362
NOV	2021	34,304	0	86	(23,316)	11,074	0.0%	57,516
DEC	2021	27,658	397	0	(23,231)	4,825	0.0%	48,235
JAN	2022					0	0.0%	
FEB	2022					0	0.0%	
MAR	2022					0	0.0%	
APR	2022					0	0.0%	
MAY	2022					0	0.0%	
JUN	2022					0	0.0%	
YTD TOTAL								270,324

FY 22 HOUSING RENTAL REVENUE

MONTH	YEAR	HOUSING RENTALS	MISC. REVENUE	MONTHLY REVENUE	FY22 YTD REVENUE	% OF BUDGET	FY21 YTD REVENUE	YTD INC/(DEC)
JUL	2021	14,804	0	14,804	14,804	6.0%	20,475	(5,671)
AUG	2021	20,814		20,814	35,618	14.3%	40,950	(5,332)
SEP	2021	20,451		20,451	56,069	22.6%	71,253	(15,185)
OCT	2021	28,363		28,363	84,431	34.0%	87,087	(2,656)
NOV	2021	16,714		16,714	101,145	40.7%	106,872	(5,727)
DEC	2021	23,930		23,930	125,075	50.3%	125,096	(21)
JAN	2022			0	0	0.0%	144,920	0
FEB	2022			0	0	0.0%	167,056	0
MAR	2022			0	0	0.0%	188,067	0
APR	2022			0	0	0.0%	208,571	0
MAY	2022			0	0	0.0%	229,183	0
JUN	2022			0	0	0.0%	257,616	0
TOTAL		125,075	0	125,075				
FY22 Budget		248,500	0	248,500				
% TO BUDGET		50.3%		50.3%				

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Erin Reinders, City Manager
Date: February 8, 2022
Re: City Manager Report

Upcoming Deadlines: The following City deadlines are upcoming.

- March 1 Business Personal Property Tax Return Deadline
- March 1 Senior Citizen Real, Disabled Veteran & Fire/EMS Volunteer Property Tax Exemption Application Deadline
- March 15 Annual Public Official Financial Disclosure Deadline
- March 31 Senior Citizen Sales Tax Refund Application Deadline

Budget Related Council Meetings: Staff continues to improve the budget process, and we have adjusted the schedule for bringing budget related information and actions items to Council. Key dates are as follows, subject to change:

- March 8 Present Proposed Rolling Stock Plan and Facilities Maintenance Plan
- March 22 Present Draft CMMP
- April 11 Special Meeting for presentation of FY23 Budget, including CMMP & Operating Budgets
- April 12 UCSD Budget Presentation & Community Grants Presentation
- April 26 Approve Property Tax Rate of Levy, UCSD Funding Sum, Community Support Grants & CMMP
- May 3 Special BOE Training with State Assessor
- May 10 BOE Hearings
- May 24 Certify Tax Roll & First reading of FY23 Budget Ordinance
- June 14 Second reading & adoption of FY23 Budget Ordinance

COVID-19 Update: As of Wednesday, February 2, we have 73 known active COVID-19 cases in Unalaska (35 categorized as Industry-Quarantined and 38 categorized as Community). Wastewater samples are positive for COVID-19, the most recent sample from January 31 was 32.9 RNA copies/ml. This information is published on the City's COVID-19 Data Hub at <https://covid19-response-unalaska.hub.arcgis.com/>. According to the State of Alaska, 75% of Aleutian West Census Area residents age 5 and up have received their first dose, 65% are fully vaccinated, and 18% have received their booster. Some of these figures are found on the City's COVID-19 Data Hub, but are pulled from the Alaska Department of Health and Social Services Coronavirus Response Hub at <https://alaska-coronavirus-vaccine-outreach-alaska-dhss.hub.arcgis.com/>. This site has a wealth of information.

LFS Tidelands Lease: Council provided the City Manager and Attorney direction on how to proceed with negotiations in Executive Session, and we have proceeded accordingly. Because Council previously voted down the lease and resolution, LFS has submitted a new lease application. Numerous meetings have been held between staff, our attorney and LFS representatives. Staff is hopeful that we will bring to you a lease that has been finalized and signed by LFS for Council action on February 22. The only detail missing will be the lease dollar amount, which will be filled in once the appraisal is complete. We anticipate this happening in April, but staff is working closely with the appraiser to expedite the process.

This is a significant economic development opportunity for the community and staff is doing what we can to keep this on track.

Memorial to Fishermen of Unalaska: There seemed to be general support from City Council to provide a monetary contribution for the memorial, yet there remains many unanswered questions. After discussing the most transparent approach moving forward with City Staff, I have determined that it's best to have this request go through the Community Support Grant Program for nonprofit organizations. This way the request and associated details will be vetted the same as other nonprofit organizations. This will also allow time for other details to be solidified as actual plans and additional support from other entities are further understood. Grant applications are due February 7, however staff just met with Karel and Marie Machalek on Thursday, February 3. They will have a few weeks to complete the application and return it for FY23 funding consideration.

Snow Removal on City Dock Facilities: The following information has been provided by the Ports Director. The arrival of the new loader has slipped to March and we may not have it in time to support this winter's snow removal at dock facilities. With the constant changing weather conditions: snow, below freezing temperatures, rain, then thawing temperatures, the surfaces all over town have been dangerously slick. Port facilities are no exception to the icy conditions. Ports continues to follow snow removal processes which place priority on the airport and facilities with cargo operations, followed by salting. Ports will also hire additional snow removal and ice clearing support services when available. Ports is encouraging mariners and stevedores to use extreme caution and personal protective equipment when working at Port facilities.

CAPSIS: The CAPSIS deadline has been extended to February 15. We are using the additional time to fine tune our request for support of the Captains Bay Road and Utility Improvements project. Staff has been working diligently with multiple constituent teams to obtain updated cost estimates, phasing information, and cost benefit data to refine our CAPSIS requests (as well as the CMMP). We have already entered, but have not yet formally submitted, our other requests focused on supporting the Bobby Storrs A & B Floats, the Electrical System Interconnection Projects, UMC and LCD Dredging, Solid Waste Gasifier and the UMC Cruise Ship Terminal.

Directives to the City Manager: There are two outstanding directives, both progressing as outlined below.

- *Cost Benefit Analysis for Captains Bay Road Project (March 30, 2021). Progressing.* The directive reads, "Implement a cost-benefit analysis for the proposed road improvements and utility expansion for Captains Bay Road." We will use this report to not only objectively define the benefit, but also define the project phases and scope for those phases. As you know what we thought was the Final Draft Cost-Benefit Analysis Report was submitted to the City on January 19, 2022, and included in your packet for the January 25, 2022 meeting. Staff was diligent in their efforts to bring to you the Draft Cost Benefit Analysis for review as soon as possible. Upon further review and discussion with HDR, however, we discovered discrepancies in the project costs that HDR used to develop the benefit cost ratios. Because this could impact the findings, it was best to remove the formal review of the Draft from the work session agenda. This has allowed for a deeper dive into updated construction costs estimates, a rerun of the Cost Benefit model, and an adjustment to the findings. As previously mentioned, having as accurate information as possible in the draft will lead to a much more meaningful discussion with Council in the future. The refined information will prove to be very beneficial and directly applicable to our project phasing as well as CAPSIS and CMMP requests clearly indicating in the most cost effective approach.
- *Haystack Communications Site (July 27, 2021). Progressing.* The directive reads, "Start the process to terminate leases on Haystack for communications and work to upgrade and allow equal access to facilities for communications on Haystack with new leases." This directive was

issued after public comment by Optimera representatives at the City Council meeting. Available space (that is not already leased or has an easement across it) is limited on Haystack, and Optimera had previously requested a lease agreement in a place that was leased to another entity. Planning department staff provided an overview of the situation to Council as a result of this directive, and the attention then shifted away from terminating leases to working with leaseholders to address space constraints and update lease agreements as existing leases expire. The Planning Department continues to reach out to entities in improvements on Haystack to discuss future leasing and update information between the City and lease holders. City Staff is currently working with TelAlaska on a new tower application in the valley, and in November the Planning Department discussed the need to look at renegotiating the existing TelAlaska lease on Haystack. As a reminder, TelAlaska currently leases a significant portion of the property on Haystack. TelAlaska will be seeking permission to build a new tower on Haystack in 2022 so we will be discussing the situation as we lead up to their application – which is not scheduled. As previously outlined, Optimera has applied for a new lease atop Haystack that will lease the site on which they already have an antenna located. Below is an overview of related activities over the past few months:

- November 26, 2021 – Planning emailed draft lease to Optimera for tower space on Haystack
- December 2, 2021 – Planning emailed Optimera to confirm they received the lease. Optimera responded affirmative.
- December 27, 2021 – Optimera returned a draft lease with proposed edits
- January 20, 2022 – Discussed Optimera’s proposed lease and City response with City Attorney
- January 24, 2022 – Discussed City position on Optimera draft with Optimera attorney
- January 27, 2022 – Discussed draft with City Attorney
- January 28, 2022 – Emailed new draft to Optimera
- February 3, 2022 – Awaiting response from Optimera

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: J.E. King, Director of Public Safety
Through: Erin Reinders, City Manager
Date: February 8, 2022
Re: Continued Discussion, All-Purchase Vehicles on Roadways

SUMMARY: The State of Alaska has lifted its restriction on off-road vehicles for use on the roadway. This change allows Council to reevaluate the current restrictions contained in Unalaska's Code. Staff has prepared additional information and a draft ordinance for Council's consideration at a future meeting. No formal action is requested tonight, but staff is looking for direction.

PREVIOUS COUNCIL ACTION: City Council approved Ordinance 2016-02 on February 23, 2016, which amended Section 14.08.020 of Code to restrict the use of off-road vehicles except under certain conditions. In addition, the ordinance limited the hours of use and also allowed special permission for municipal and state law enforcement.

On December 14, 2021, Council Member Bell brought up the question of how the Alaska statutory changes allowing all-purpose vehicles might impact Unalaska. There was enough interest in the topic that on December 28, 2021, Staff provided information and submitted a proposed ordinance, amending local code to provide clarification as a result of the State's code change. During that initial discussion, Council requested further information for their consideration.

BACKGROUND: The City of Unalaska adopted the existing ordinance prohibiting off-road vehicles from on roadway use, therefore providing community safety through guidance as to the safe and proper use of off-road vehicles. The City identified the specific locations and means by which a person could operate an off-road vehicle in the City of Unalaska.

Alaska Statutory changes regarding roadway regulations and all-purpose vehicles became effective January 1, 2022; and allow for Council to revise their prohibition should they choose. Changes are outlined below.

Alaska Statutory Changes: Roadway Regulations & All-Purpose Vehicles

(1) 13 AAC 02.325 is proposed to be amended by adding a new subsection to allow all-purpose vehicle on roads with maximum speed of 45 mph or less.

(g) No person may drive an all-purpose vehicle on any public roadway where the designation maximum speed is greater than 45 miles per hour.

(2) 13 AAC 02.482 is proposed to be amended by adding a new subsection to allow municipalities to prohibit all-purpose vehicles from using roadways.

(c) No driver of an all-purpose vehicle may travel on a public roadway where that travel is prohibited by a local law or ordinance enacted in accordance with AS 28.01.010

(3) 13 AAC 04, Article 6 is proposed to be amended by adding the term “all-purpose vehicle”.

(4) 13 AAC 04.400(a) is proposed to be amended by adding the term “all-purpose vehicle”.

(5) 13 AAC 04.400(b) is proposed to be amended by adding the term “all-purpose vehicle”.

(6) 13 AAC 04.405 is proposed to be amended by adding the term “all-purpose vehicle”.

(7) 13 AAC 04.410 is proposed to be amended by adding the term “all-purpose vehicle”.

(8) 13 AAC 04.415(a) is proposed to be amended by adding the term “all-purpose vehicle”.

(9) 13 AAC 04.420(a) is proposed to be amended by adding the term “all-purpose vehicle”.

(10) 13 AAC 40.010 proposed to be amended by adding a new paragraph

(67) “all-purpose vehicle” means any self-propelled vehicle that is designed to travel on wheels or tracks in contact with the ground and is commonly used to transport persons for recreational purposes, including vehicles such as four-wheel drive units, all-terrain vehicles (ATVs), or utility terrain vehicles (UTVs); does not include off-highway vehicles.

DISCUSSION: The State of Alaska lifted its restriction of off-road vehicle use on roadways, where the designated speed limit is less than 45 miles per hour; defined the term “All-Purpose Vehicle”; and added equipment mandates that would allow All-Purpose vehicles to be legally operated on the roadway. Finally, the State amended State code to allow municipalities to prohibit all-purpose vehicle use of the roadway within their jurisdictions.

The specific challenge for each community is in regard to the potential impact on the safety of current roadway traffic with the introduction of all-purpose vehicles; and to the safety of those operating the all-purpose vehicles if operated on the public roadway. Each community has to evaluate its own circumstances as they relate to traffic (speed limit, traffic control devices, congestion and traffic enforcement), current road use, maintenance and construction, and the types of vehicles that currently utilize the public roadway (passenger vehicles vs. commercial vehicles). In the City of Unalaska, there are an estimated 2,500 passenger vehicles and 1,000 commercial vehicles utilizing approximately nine (9) miles of paved road and forty (40) miles of improved road if you include Overland and Captains Bay.

The current City ordinance governing the operation of off-road vehicles was evaluated after the State of Alaska’s announcement on the reduction on the restrictions for the use of all-purpose vehicles. As a result of the review, amendments were drafted affecting Sections 14.04.010 and

14.08.020. The draft ordinance was developed in an effort to redefine “Off Road Vehicle” within Section 14.04.010 and to clarify the City’s authority and continued restriction in regard to the operation of off-road vehicles on the public roadway in Section 14.08.020. The proposed ordinance is attached.

Council requested statistical data that would justify the continued restriction as a means of re-evaluating its stance. Various commissions and organizations advocate against the introduction of all-purpose vehicles into the roadway environment due to a wide range of safety concerns that range from manufacturing to personal injury and safety. The attached power point presentation outlines these concerns and statistical data in more detail.

ALTERNATIVES: If Council finds it is not in the best interest of the community to approve the proposed ordinance as written, Council has the following alternatives to consider:

1. Council may approve the proposed ordinance and continue the restriction of all-purpose vehicles (off-road vehicles) for on roadway use.
2. Council may amend the proposed ordinance and adjust the current restriction as it relates to the time and location (which roads) authorized for all-purpose vehicles (off-road vehicles) for on roadway use.
3. Council may repeal the existing ordinance and allow State Statute(s) to serve as the governing Code and allow all-purpose vehicles to be operated on the roadway.

FINANCIAL IMPLICATIONS: Associated salaries and/or supplies would be covered by the department’s normal day to day operations and budget for those that would play a role in the enforcement of any violation of Code governing the use of all-purpose vehicles.

LEGAL: The City Attorney reviewed the proposed changes and provided insight as to wording of the draft ordinance.

STAFF RECOMMENDATION: No formal action is taking place this evening, but staff is looking for feedback. Staff recommends eventual adoption of the draft ordinance included in the packet.

CITY MANAGER COMMENTS: Although there is no formal action this evening, I do support staff’s recommendation for approval of the draft ordinance moving forward. Staff looks forward to Council direction regarding this issue.

ATTACHMENTS:

- Current City Code
- Power Point Presentation
- Draft Ordinance Change

Current City Code

§ 14.08.020 OFF ROAD VEHICLE OPERATION.

It shall be unlawful to operate an off-road vehicle in the City of Unalaska:

(A) On private property owned by a person other than the driver without having the written consent of the owner of the property in the driver's possession.

(B) On public property which has not been officially designated as an area for off-road vehicle operation.

(C) On a sidewalk or trail designed and maintained for non-motorized travel.

(D) Repealed.

(E) In such a manner as to throw or scatter debris or other material onto:

- (1) Any improved real property;
- (2) Any sidewalk;
- (3) Any paved driveway; or
- (4) Any paved highway.

(F) On a highway, or sidewalk, unless such travel is necessary for the purpose of directly crossing, at approximately a ninety degree angle, from one area of lawful operation to another, after coming to a complete stop and yielding to all pedestrians or other traffic.

(G) Between the hours of 10:00 p.m. and 8:00 a.m.

(H) This section shall not apply to an employee of a municipal or state law enforcement agency while in the performance of the employee's official duties.

(Am. Ord. 2016-02, passed 2-23-16)

STATE OF ALASKA

**All-Purpose Vehicle
Road Use**

**Safety Considerations &
Potential Impact**

United States Consumer Product Safety Commission

- ▶ Source: <https://www.cpsc.gov>
- ▶ According to the 2007 Data, 65 percent of the ATV Deaths occurred on the Roads
- ▶ From 1998 to 2007 On-Road ATV Deaths increased 284 percent
 - ▶ 1998 had 238
 - ▶ 2007 had 758

United States Consumer Product Safety Commission

- ▶ According to the CPSC 2014 ATV Annual Report
- ▶ 13,617 ATV Related deaths occurred between 1982 and 2014
 - ▶ The number of on-road deaths increased just shy of 900 percent
 - ▶ 3,098 of the ATV Related deaths involved those under 16
- ▶ Emergency Department-Treated Injuries
 - ▶ 93,700 total in 2014 alone
 - ▶ 26 percent were children under 16

United States Consumer Product Safety Commission

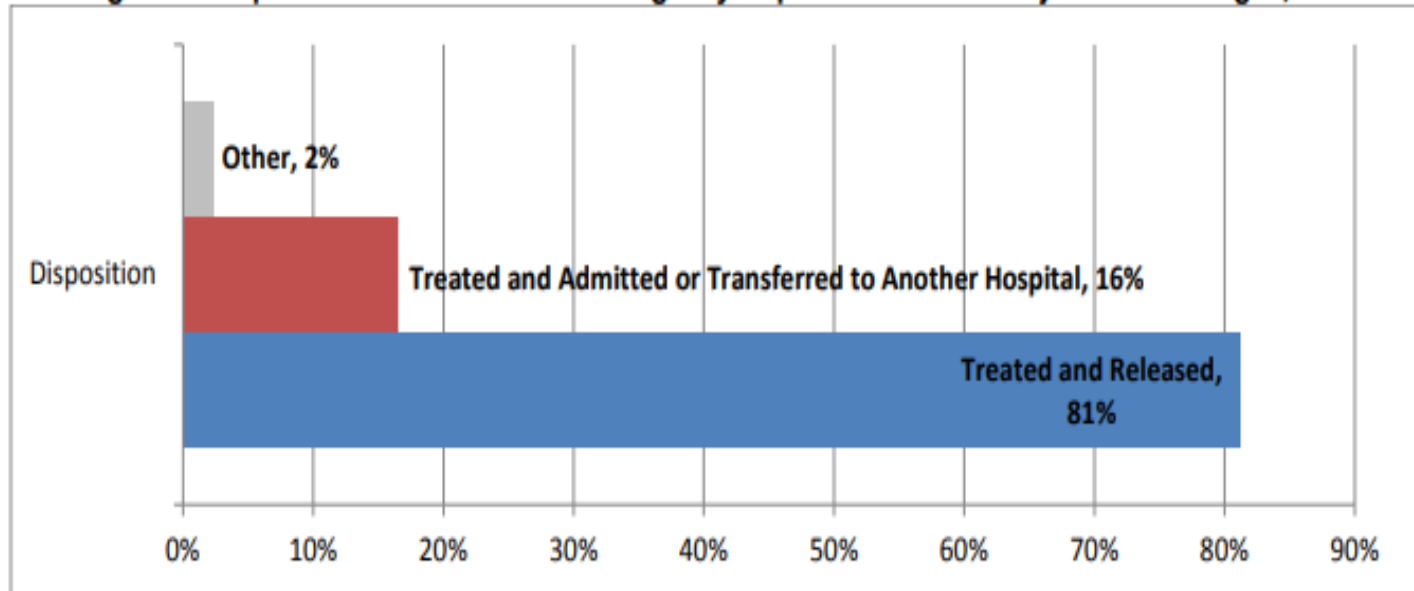
- ▶ According to the CPSC 2018 ATV Annual Report
 - ▶ 15,744 ATV Related deaths occurred between 1982 and 2018
 - ▶ 2016 had 591
 - ▶ 2017 had 463
 - ▶ 2018 had 264 **(Note: numbers were not finalized as of Dec 2018)**
 - ▶ 3,353 ATV Related deaths occurred between 1982 and 2018 involving those under 16

United States Consumer Product Safety Commission

- ▶ According to the CPSC 2018 ATV Annual Report
 - ▶ Emergency Department-Treated Injuries
 - ▶ 2017 had 93,800
 - ▶ 2018 had 81,800
 - ▶ 81 percent were treated and released
 - ▶ 17 percent were hospitalized
 - ▶ 2 percent other documented

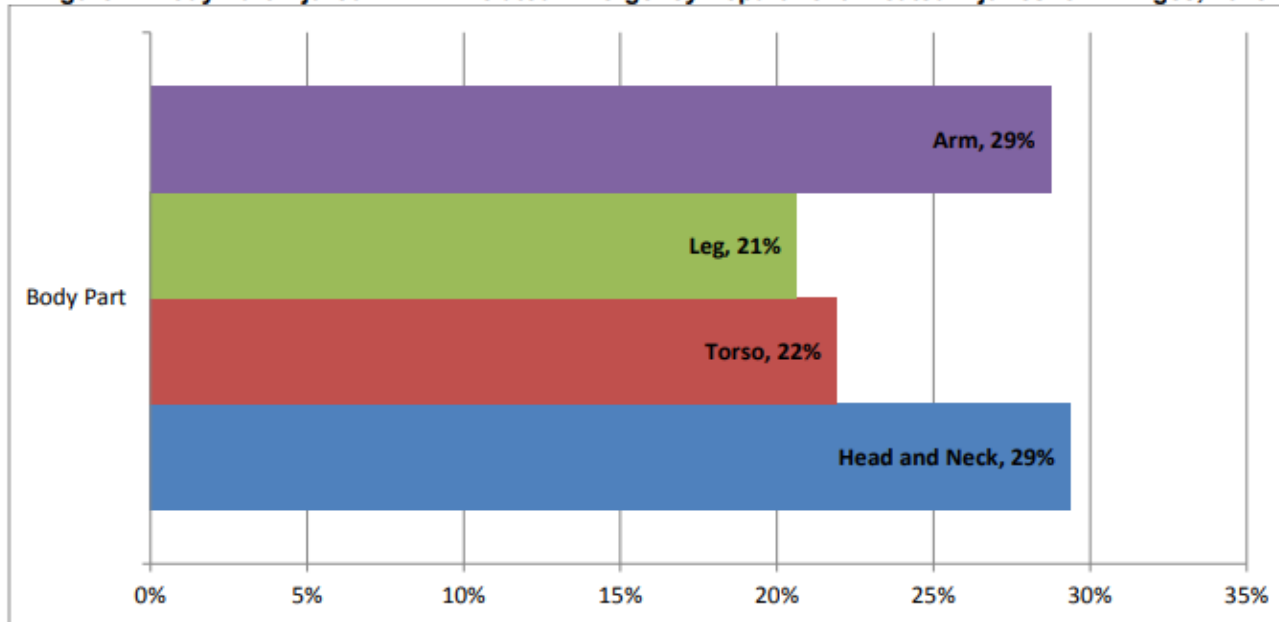
United States Consumer Product Safety Commission

Figure 5: Disposition of ATV-Related Emergency Department-Treated Injuries for All Ages, 2018



United States Consumer Product Safety Commission

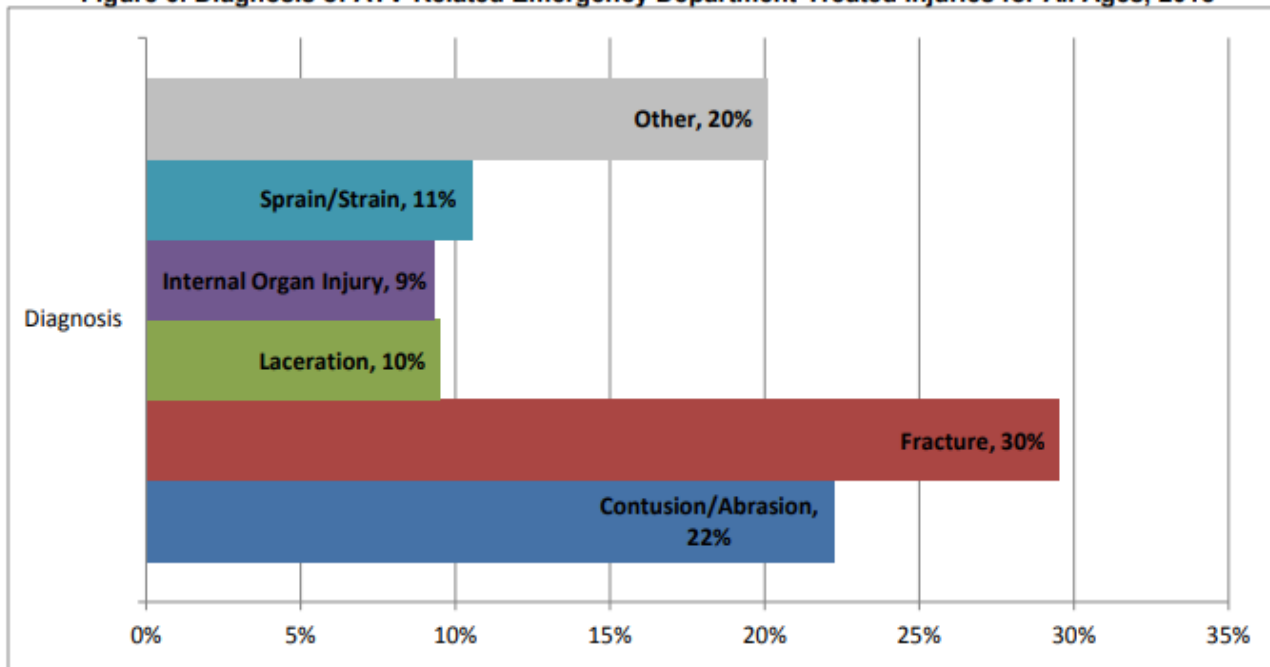
Figure 7: Body Part Injured in ATV-Related Emergency Department-Treated Injuries for All Ages, 2018



Note: The "other" category is omitted from Figure 7, because corresponding estimate for "other" body parts does not satisfy reporting criteria.

United States Consumer Product Safety Commission

Figure 6: Diagnosis of ATV-Related Emergency Department-Treated Injuries for All Ages, 2018



United States Consumer Product Safety Commission

- ▶ Source: **USCPSC Report Dated 24 Sept 2014**
- ▶ The Consumer Product Safety Commission conducted a study of 428 ROV (Recreational Off-Highway Vehicles) related incidents
- ▶ Of the 428 incidents
 - ▶ 224 involved at least one death
 - ▶ 218 one death, 5 with two deaths and 1 with 3 deaths
 - ▶ Total of 231 deaths
- ▶ 17 percent occurred on a paved surface

United States Consumer Product Safety Commission

- ▶ Hazard Characteristics
 - ▶ Roll-Over

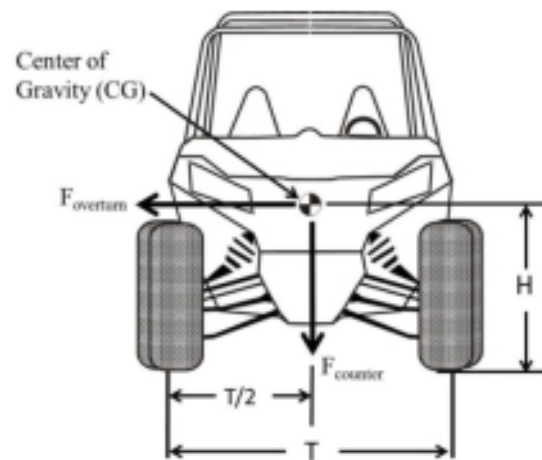


Figure 2. Components of SSF

- ▶ Occupant Ejected (27 percent of known cases had seatbelt use)

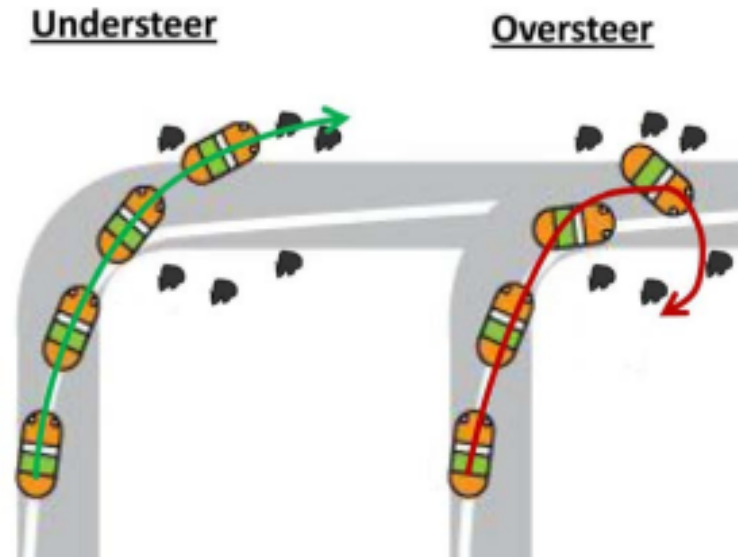
United States Consumer Product Safety Commission

- ▶ SEA conducted the J-Turn at 30 MPH
 - ▶ Low steering angle (80-90 degrees)
 - ▶ Steering rate of 500 degrees/sec



United States Consumer Product Safety Commission

- ▶ Steering Related Concerns with ROVs
 - ▶ Understeer
 - ▶ Oversteer



Local Reference Point:

5th Street to Airport Beach Rd

Figure 5. Understeer and Oversteer Path

National Highway Traffic Safety Administration

- ▶ Source: <https://www.nhtsa.com>
- ▶ ATV/APV do not meet National Highway Traffic Safety Administration statutory definition of Motor Vehicle
- ▶ Therefore, the National Highway Traffic Safety Administration does not regulate their use on the road
- ▶ What that means is : ATV/APV Do Not Meet Crash Standards

The Consumer Federation of America

- ▶ Source: <https://consumerfed.org>
- ▶ The CFA is an association of nearly 300 nonprofit consumer groups that was established in 1968 with the main goal set to advance consumer interest through research, advocacy and education.
- ▶ “Given that ATVs are not designed to be driven on roads, that industry, the CPSC and consumer and safety advocates are in agreement that ATVs should not be operated on roads, and that most ATV deaths take place on roads, states should be working to restrict ATV access to public roads”
 - ▶ Source: CFA ATV on Roadway: A Safety Crisis Report (released in 2014)

The Consumer Federation of America

- ▶ CFA is expanding its focus on the issue of ATV operation on public roads
- ▶ CFA conducted a survey of state Laws
 - ▶ Results Troubling
 - ▶ 35 States allow Roadway use of ATV/APV
- ▶ CFA states that this is a dangerous trend that needs to be reversed
- ▶ Justification for Opinion
 - ▶ ATV/APV are not primarily manufactured for on-road use

The Consumer Federation of America

- ▶ CFA states that ATV/APV are not designed to be Operated on Public Roads
 - ▶ High center of gravity
 - ▶ Narrow wheelbase
 - ▶ Low pressure tires
 - ▶ Tipping Danger

Extra Note: Significant difference in steering response

The Consumer Federation of America

- ▶ CFA states that these factors increase the risk of operators losing control
- ▶ CFA states that Industry, Regulators, Advocates all agree the ATV/APV should not be used on roads
 - ▶ ATV/APV Trade Association recommends against use on paved roads
 - ▶ Individual Manufacturers warn against use on roads and all paved surfaces

ATV Safety Institute Golden Rules

- ▶ Source: <http://www.atvsafety.org/>
- ▶ ATVs are designed to be operated off-highway.
- ▶ “Never ride on paved roads except to cross when done safely and permitted by law - another vehicle could hit you”.

Manufacturers' Warning

▶ Polaris

- ▶ Operating on paved surfaces (including sidewalks, paths, parking lots and driveways) may adversely affect the handling which could result in the loss of control and accident or rollover

▶ Kawasaki

- ▶ Never operate on paved surfaces including sidewalks, driveways, parking lots or public street, road or highway, even a dirt or gravel one

▶ Yamaha

- ▶ Always avoid operating on any paved surfaces including sidewalks, driveways, parking lots and streets and never operate on public street, road or highway, even a dirt or gravel one

▶ Honda

- ▶ Designed and manufactured for off-road use only

Recreational Off-Highway Vehicles AKA ROVs

- ▶ Source: <https://www.cpsc.gov/Safety-Education/Safety-Education-Centers/ATV-Safety-Information-Center/ROV-Safety-Information-Center>
- ▶ ROV safety and common sense rules
 - ▶ Do not drive ROVs on paved roads
 - ▶ Everyone riding in an ROV should wear a helmet
 - ▶ Wear protective gear such as eye protection, boots, gloves, long pants and long-sleeved shirt

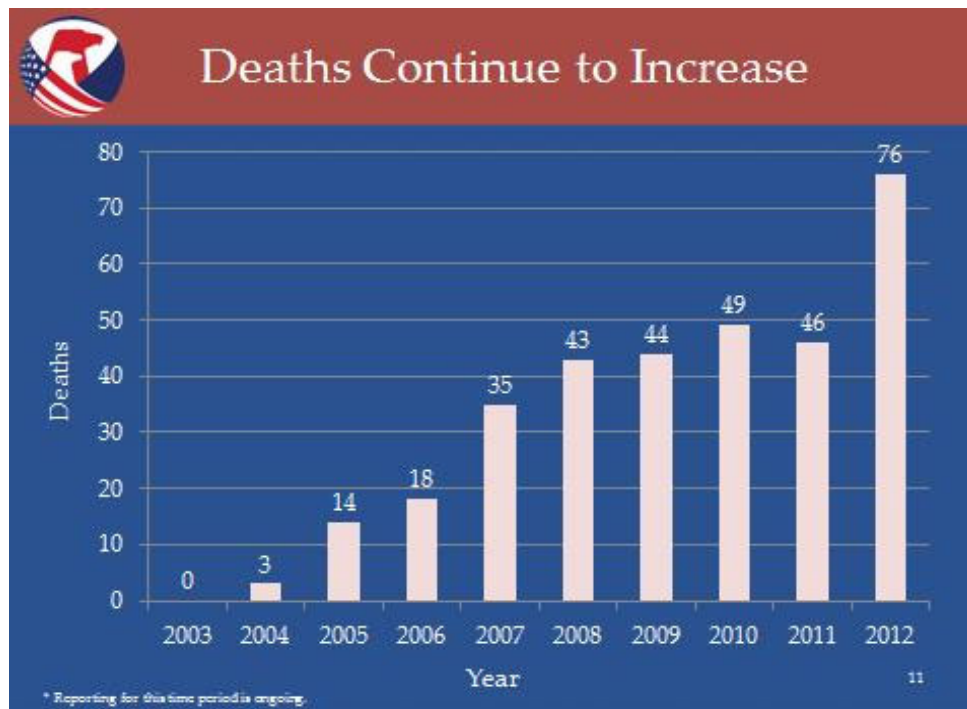
Continued...

Recreational Off-Highway Vehicles AKA ROVs

- ▶ ROV safety and common sense rules (continued)
 - ▶ Always fasten seat belts and keep all parts of your body inside the vehicle
 - ▶ Never have more passengers than there are seat belts and never carry passengers in cargo beds
 - ▶ Never transport passengers who cannot place both feet on the floorboard with their backs against the seat
- ▶ ROV Related Death
 - ▶ Deaths Continue to Increase

Recreational Off-Highway Vehicles AKA ROVs

- ▶ **ROV Injury Statistics:** This table illustrates reported deaths from 2003 through 2012.



Recreational Off-Highway Vehicles USCPSC 2014 Annual ROV Report

**Table 12: Terrain Surface by Overturning Event for Reported Incidents with at Least One Death
January 2003 – December 2011**

Incidents Involving at Least One Fatality									
Overturn Event?	What was the surface of the terrain like at the onset of the incident?								Total
	Dirt	Grass	Gravel	Mud	Pavement	Sand	Other ¹⁰	Unknown	
Flipped Forward	0	0	1	0	1	1	0	0	3
Flipped Backward	3	0	1	0	0	1	1	3	9
Rolled Sideways/Making a Turn	20	22	12	5	19	5	6	8	97
Rolled Sideways/Not Making a Turn	13	2	6	2	4	0	3	2	32
Rolled Sideways/Unknown Details	3	2	1	0	3	2	1	6	18
Overtured in an Unknown Direction	12	2	6	0	3	3	0	10	36
NA/Did Not Overturn	4	1	1	1	5	0	1	7	20
Unknown	1	0	0	0	3	0	0	5	9
Total	56	29	28	8	38	12	12	41	224

Recreational Off-Highway Vehicles USCPSC 2014 Annual ROV Report

**Table 14: Seat Belt Use by Ejection Status and Whether the Victim Was Hit by the ROV for Fatally Injured Victims in Reported Incidents
January 2003 – December 2011**

Frequency	For Fatalities Only (Bystanders and Drivers of Other Vehicles Excluded)															Total
	Partial			Full			Ejected (Unknown Details)			Not Ejected			Unknown			
	Hit by Vehicle?			Hit by Vehicle?			Hit by Vehicle?			Hit by Vehicle?			Hit by Vehicle?			
	Unknown	No	Yes	Unknown	No	Yes	Unknown	No	Yes	Unknown	No	Yes	Unknown	No	Yes	
Seat belt Use																
Unknown	0	2	1	8	2	12	0	0	14	0	0	0	7	0	1	47
No	0	1	19	14	17	65	2	0	23	0	2	1	2	1	3	150
Yes	1	0	9	0	0	2	1	0	1	2	5	3	4	0	0	28
Total	1	3	29	22	19	79	3	0	38	2	7	4	13	1	4	225

Recreational Off-Highway Vehicles USCPSC 2014 Annual ROV Report

**Table 9: Seat Belt Use by Ejection Status and Whether the Victim Was Hit by the ROV for All Victims in Reported Incidents
January 2003 – December 2011**

Frequency	All Victims (Bystanders and Drivers of Other Vehicles Excluded)															Total
	Partial			Full			Ejected (Unknown Details)			Not Ejected			Unknown			
	Hit by Vehicle?			Hit by Vehicle?			Hit by Vehicle?			Hit by Vehicle?			Hit by Vehicle?			
	Unknown	No	Yes	Unknown	No	Yes	Unknown	No	Yes	Unknown	No	Yes	Unknown	No	Yes	
Seat belt Use																
Unknown	3	4	5	22	11	14	20	3	94	2	33	0	116	11	2	340
No	5	5	21	40	68	73	3	1	28	0	44	1	38	16	5	348
Yes	1	0	22	0	2	2	3	0	10	6	63	5	12	3	0	129
Total	9	9	48	62	81	89	26	4	132	8	140	6	166	30	7	817

**Table 10: Seat Belt Use by Ejection Status and Whether the Victim Was Hit by the ROV for Those Injured or Killed in Reported Incidents
January 2003 – December 2011**

Frequency	Injured or Killed (Bystanders and Drivers of Other Vehicles Excluded)															Total
	Partial			Full			Ejected (Unknown Details)			Not Ejected			Unknown			
	Hit by Vehicle?			Hit by Vehicle?			Hit by Vehicle?			Hit by Vehicle?			Hit by Vehicle?			
	Unknown	No	Yes	Unknown	No	Yes	Unknown	No	Yes	Unknown	No	Yes	Unknown	No	Yes	
Seat belt Use																
Unknown	3	3	5	21	8	14	20	0	94	1	9	0	56	0	2	236
No	5	4	21	40	51	73	3	0	28	0	21	1	24	6	5	282
Yes	1	0	22	0	2	2	3	0	10	6	29	5	11	1	0	92
Total	9	7	48	61	61	89	26	0	132	7	59	6	91	7	7	610



Alaska Association of Chiefs of Police

125 Snowman Lane
North Pole, AK 99705

December 15, 2021

To Whom it May Concern:

The Alaska Association of Chiefs of Police recognize and understand that remote Alaskan villages and communities has a legitimate need for ATV or ROV (recreational off-highway vehicle) use on public roadways and those local communities have made provision for the on-road use; however, our organization fails to recognize any reasonable or legitimate justification for ATV/ROV use on other public roadways as identified in the Order Adopting Changes to Regulations of the Department of Public Safety effective 01/01/2022.

Our concerns for public safety align closely with those already expressed by the City of Fairbanks, the City of Wasilla, the University of Alaska Fairbanks¹, and others.



Alaska Association of Chiefs of Police

125 Snowman Lane
North Pole, AK 99705

Specifically, we believe that allowing ATV/ROV's to be operated on roadways in this manner disregards the obvious hazard that these vehicles will present to other motorists using the same roadways, especially with young or inexperienced drivers that are currently allowed to operate them without training, license, or insurance. And when the unfortunate collision does occur, the driver and riders of the ATV/ROV) involved will be those most seriously injured or worse. Readily available data corroborate that ATV and ROV related serious injuries and deaths steadily rise. It is highly unlikely that this regulation change would cause these numbers to decrease or otherwise make our roadways safer.

It must be noted that manufacturers of both ATV's and ROV's and the U.S. Consumer Product Safety Commission (CPSC) advise against operating them on roadways, emphasizing that they are not intended for that particular purpose. This regulation change effectively allows and encourages the public to use a vehicle on the roadway contrary to manufacturer and CPSC warnings. We are unaware of any other product or service where manufacture warnings are similarly disregarded or deemed inconsequential by the state.

Advantages: Use of APV in Rural Communities

Pros

- ▶ It is cheaper to purchase and ship an APV to remote communities compared to the cost of a motor vehicle
- ▶ Maintenance and Repairs is cheaper than that of a motor vehicle
- ▶ Allows owners of this vehicle type a means of use

Cons

- ▶ Violates Manufacturer's Warning
- ▶ Violates Manufacturer's Purpose
- ▶ Violates CPSC Recommendations
- ▶ Violates NHTSA Parameters
- ▶ Violates AACOP Recommendations
- ▶ Places Driver and Passenger at risk of injury and death above that of a vehicle manufactured for road use (based on statistical data)
- ▶ Creates a hazard for road legal vehicles (based on statistical data)

City Council Options

Keep existing Ordinance

- ▶ Off-Road vehicles are prohibited on public roadway
- ▶ Off-road vehicles are allowed on private property with limitations
 - ▶ Owner permission
 - ▶ Time restrictions

Adopt the SOA's New Approach

- ▶ Allow all-purpose vehicles to be driven on the roadway
 - ▶ (this new term is used to refer to off-road or ATV's)
- ▶ And/or
- ▶ Allow ATV's to be driven on the roadway
- ▶ Maintain restriction for snowmobiles and hovercraft

CITY OF UNALASKA
UNALASKA, ALASKA

ORDINANCE 2022-__

AN ORDINANCE OF THE UNALASKA CITY COUNCIL AMENDING TITLE 14 OF THE UNALASKA CODE OF ORDINANCES REGULATING THE USE OFF-ROAD VEHICLES WITHIN CITY LIMITS.

WHEREAS, beginning in 2022, state regulations will permit all-purpose vehicles to operate on public roadways where not prohibited by local law or ordinance; and

WHEREAS, the City has determined the safety of the citizens of Unalaska is best served by not allowing off-road or all-purpose vehicles on its roadways; and

WHEREAS, the City currently prohibits off-road vehicles; and

WHEREAS, limited amendments to the current Unalaska Code of Ordinances are necessary to remove ambiguity or potential conflict with the new state regulations.

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

Section 1: Classification. This is a Code Ordinance.

Section 2: Subsection 14.04.010(M) of the Unalaska Code of Ordinances is hereby amended to read as follows [~~striking through the deleted words and~~ underlining the new words]:

(M) “OFF ROAD VEHICLE” means any self-propelled vehicle designed primarily for recreational off-highway travel on land, snow or water, or on more than one type of terrain, steered by wheels, treads, skis, or any combination thereof, including vehicles commonly known as snow machines, all-terrain vehicles (ATVs), utility terrain vehicles (UTVs) or all-purpose vehicles (APVs). ~~means any vehicle that is being operated off a highway~~

Section 3: Subsection 14.08.020 (B) of the Unalaska Code of Ordinances is hereby amended to read as follows [the new words are underlined]:

It shall be unlawful to operate an off-road vehicle in the City of Unalaska:

(B) On public property which has not been officially designated by the City as an area for off-road vehicle operation.

Section 4: Effective Date. This ordinance shall take effect upon adoption.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on

_____, 2022.

Vincent M. Tutiakoff, Sr.
Mayor

ATTEST:

Marjie Veeder, CMC
City Clerk

DRAFT

CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION 2022-03

A RESOLUTION OF THE UNALASKA CITY COUNCIL APPROVING COUNCIL'S GOALS FOR THE FY23 BUDGET

WHEREAS, budget guidelines help to ensure that the budget is prepared in a manner consistent with City Council desires; and

WHEREAS, the City Council has discussed and selected the attached set of budget goals for FY23; and

WHEREAS, management will utilize the adopted goals as guidelines when developing the FY23 budget.

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council adopts the attached goals as a guideline for developing the FY23 budget.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on February 8, 2022.

Vincent M. Tutiakoff, Sr.
Mayor

ATTEST:

Marjie Veeder, CMC
City Clerk

**CITY COUNCIL
FY23 BUDGET GOALS**

Personnel Goals

Goal: Any proposed increase to the total number of full-time equivalent (FTE) positions will be fully evaluated and justified during the budget approval work sessions.

The FY 2023 goal represents no change from the approved FY 2022 budget goal.

General Fund Surplus/Deficit

Goal: The General Fund operations will be budgeted without a deficit. The Council may appropriate additional funds from surplus to cover costs of capital projects.

The FY 2023 goal represents no change from the approved FY 2022 budget goal.

Proprietary Funding

Goal: Staff will continue to seek ways to balance budgets in the proprietary funds.

The FY 2023 goal represents no change from the approved FY 2022 budget goal.

Operating Expenses

Goal: The City Manager's proposed General Fund budget shall not increase more than 3 percent for non-personnel expenditures.

Goal: The total amount available to fund the Community Support Program grants will follow the formula of up to 3.50% of the five-year average revenue for the General Fund and up to all of the Bed Tax Fund fund balance for the most recently completed fiscal year. (Revenues do not include Other Financing Sources.)

Goal: City management shall continue to examine ways to reduce expenditures without significantly impacting the level and quality of services to the public.

Goal: City management shall continue to examine ways to reduce inventory without significantly impacting the level and quality of services to the public.

The FY 2023 goals represents no change from the approved FY 2022 budget goals.

Capital Projects

Goal: New capital assets or maintenance of existing capital assets will be limited to projects approved by Council in the CMMP, which will include projects that are mandated or required by statute, projects that maintain our existing infrastructure, projects that address life, safety, or health issues, and projects that support the economic development of Unalaska.

Goal: The replacement and maintenance plans for all existing capital assets will be reviewed annually.

Goal: The vehicle and heavy equipment fleet requirements will be reviewed annually and reduced where appropriate without significantly impacting services provided to the public.

The FY 2023 goals represents no change from the approved FY 2022 budget goals.

Revenues

Goal: Proprietary Fund rate studies will be completed every three years and presented to council.

Goal: The mil rate will be reviewed annually to establish an appropriate mil rate to maintain infrastructure and operations.

The FY 2023 goals represents no change from the approved FY 2022 budget goals.

Debt Service

Goal: The City will not incur new debt without appropriate analysis to show impacts to rates or taxpayers, and will not incur new debt unless the capital asset purchased or constructed is eligible for a debt reimbursement program; is mandated by State or Federal government; or is needed to address life, safety or health issues.

Goal: The City may incur debt for its Proprietary Funds provided there is a documented plan to pay the debt through rate adjustments.

The FY 2023 goals represents no change from the approved FY 2022 budget goals.

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Jim Sharpe, Interim Finance Director
Through: Erin Reinders, City Manager
Date: February 8, 2022
Re: Resolution 2022-03: Approving Council's Goals for the FY23 Budget

SUMMARY: This memo lists budget goals for Fiscal Year 2023. Based on feedback from Council at the January 24, 2022 meeting, there are no changes from FY22 Budget Goals.

PREVIOUS COUNCIL ACTION: Council has reviewed budget goals at the beginning of each budget cycle since about 2002. Council discussed the FY23 Budget goals at the January 24, 2022 Special Meeting, indicating no changes to the goals were necessary.

BACKGROUND: Much of what we do as a municipal government is legislatively or code driven. City staff will continue to seek ways to provide service to the community more efficiently in an effort to reduce costs and increase our effectiveness.

DISCUSSION: Proposed Budget Goals for FY23 are attached to the resolution and include narrative related to any changes from the prior fiscal year. Key points on various issues impacting the budget goals are provided below.

Personnel: In an effort to meet other Council Budget goals, we will not be proposing additional personnel for consideration in the FY23 budget process. Council is reminded that in the FY22 budget process, Staff brought forward Fire and Public Safety staffing needs, namely positions to focus on emergency preparedness as well as administrative support for the Fire Department. Additionally, we highlighted an expanded role for a Resource Analyst position, especially in light of the geothermal Power Purchase Agreement and the desire for an increased role in Economic Development. None of these positions were supported by Council.

General Fund Surplus/Deficit: Staff will work to develop a budget in which the General Fund will operate without a deficit. To accomplish this, and other related Council Budget Goals, Directors are working to keep overall operating budgets (including personnel) the same as last year. Given that we have employee merit/step increases, other related personnel costs required per code and CBA's, this means Directors are looking to effectively cut operating budgets for FY23. To that end, certain departments may make temporary reductions for services not needed this year, but that may be necessary in future years. This will be the third consecutive year that staff has proposed a budget limiting spending increases and proposing spending decreases wherever possible, all while inflation has eroded purchasing power. This has been accomplished with minimal, if any impact to the level of service provided to the community.

Proprietary Funds: Staff will continue to review operating expenditures so as to budget and operate at a break-even point. However, increased revenue is most likely the only way proprietary fund budgets will operate without a deficit in the near term.

Operating Expenses: Although the goal is set at a maximum increase of 3% for non-personnel expenses, the Directors will prepare their proposed budgets understanding any non-personnel increases will have to be justified and evaluated to ensure that the level and quality of services to the public is maintained or improved. Certain departments may request one-time increases in order to purchase items that do not qualify as a capital purchase, but would otherwise not be purchased at their existing operating budget levels.

As described in the previous goal, this will be the third year in a row where staff has been charged with reducing costs wherever possible, while at the same time striving to maintain the level of service the Community has come to know and expect. Staff has been able to do so while also experiencing an overall rise in prices of goods and services. The 3% increase in this goal is related to inflation. Generally speaking, our operating budgets have not, and are not this year, fully accounting for inflation. To place this in context, the FY19 General Fund operating budget totaled \$27,966,634; for FY22 it was \$29,403,494, an increase of \$1,436,860, or 5.14%. During that same time frame, budgeted personnel costs increased by \$2,307,314 (15.65%), requiring reductions from non-personnel operating costs (\$157,544; 2.46%), capital outlay (\$401,013; 41.24%) and other (\$311,897, 5.33%).

Capital Projects: The CMMP is currently being developed. A presentation of the initial draft projects, with a special focus on FY23, was provided to Council at the January 11, 2022 meeting. Projects proposed for FY23 are focused on maintaining our current infrastructure and continuing currently funded projects. The draft CMMP presentation to Council is planned for March.

Revenues: Projected FY23 General Fund revenues were presented on January 24, 2022. Council considers the property tax millage rate annually as part of the budget process. Projected revenues for the Proprietary Funds will be presented along with the draft budget later in the budgeting process.

Debt Service: In prior years, the City incurred debt in their Proprietary Funds; specifically, each of the utilities and Ports. Each debt obligation requires annual debt service; debt service amounts are included in each of their respective budgets. In early FY21, the City refunded (aka “refinanced”) a portion of its bond debt, specifically as it relates to the Electric and Ports Proprietary Funds. This action will result in significant cost savings over the remaining term of the debt obligation. The City paid off the remainder of the non-proprietary fund debt in FY20 and does not anticipate a need for additional debt at this time.

ALTERNATIVES: Various alternatives exist. As staff completes the budget process, we will seek ways to perform our work more efficiently in an effort to reduce costs and increase effectiveness.

FINANCIAL IMPLICATIONS: Financial implications will be brought forward during the budget presentations.

STAFF RECOMMENDATION: Staff recommends approval.

PROPOSED MOTION: This is a consent agenda item and will be included in the motion to adopt the consent agenda.

CITY MANAGER COMMENTS: I support Staff’s recommendation.

ATTACHMENTS: None.

CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION 2022-04

A RESOLUTION OF THE UNALASKA CITY COUNCIL APPROVING THE MAYOR'S APPOINTMENTS TO THE LIBRARY ADVISORY COMMITTEE; THE PARKS, CULTURE AND RECREATION COMMITTEE; THE PLANNING COMMISSION AND PLATTING BOARD; AND THE HISTORIC PRESERVATION COMMISSION

WHEREAS, terms of office have expired for members of the Library Advisory Committee; the Parks, Culture and Recreation Committee; the Planning Commission and Platting Board and the Historic Preservation Commission, creating vacancies; and

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

WHEREAS, Mayor Tutiakoff has made the following appointments, and submits these names to the City Council for approval:

LIBRARY ADVISORY COMMITTEE

Virginia Hatfield
Estkarlen Magdaong
Cyri Thompson

PARKS, CULTURE & RECREATION COMMITTEE

Greg Peters

PLANNING COMMISSION AND PLATTING BOARD; and
HISTORIC PRESERVATION COMMISSION

Travis Swangel

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council approves these appointments, which are all three-year terms beginning February 15, 2022 and ending on February 14, 2025.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on February 8, 2022.

Vincent M. Tutiakoff, Sr.
Mayor

ATTEST:

Marjie Veeder, CMC
City Clerk

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Marjie Veeder, City Clerk
Through: Erin Reinders, City Manager
Date: February 8, 2022
Re: Resolution 2022-04, approving the Mayor's Appointments to the Library Advisory Committee, the PCR Committee, the Planning Commission and the Historic Preservation Commission

SUMMARY: Members of committees and commissions are appointed by the Mayor, subject to approval of the City Council. The Mayor made several appointments, which are being presented to Council for approval. Passage of Resolution 2022-04 accomplishes this objective.

PREVIOUS COUNCIL ACTION: Council is provided the opportunity to approve the Mayor's appointments to committees and commissions annually, or as vacancies and appointments occur throughout the year.

BACKGROUND and DISCUSSION:

- Planning Commission; Historic Preservation Commission – the term of office for Travis Swangel has expired.
- PCR Committee – the term of office for Greg Peters has expired.
- Library Advisory Committee – the terms of office for Virginia Hatfield, Estkarlen Magdaong and Cyri Thompson have expired.

The opportunity to apply for the open seats was advertised in the community. All of the incumbents listed above have applied to retain their seats on the various committees and commissions. No other applications were received. The Mayor has appointed the persons listed above to the open seats.

ALTERNATIVES: Council may choose not to approve the Mayor's appointments, in which case the vacancies will continue to be advertised and interested persons encouraged to apply.

STAFF RECOMMENDATION: None. This is a Council decision.

PROPOSED MOTION: This is a consent agenda item and will be included in the motion to adopt the consent agenda.

ATTACHMENTS: Applications submitted by Swangel, Peters, Hatfield, Magdaong and Thompson.



BOARD, COMMITTEE & COMMISSION APPLICATION



APPLYING FOR (check one):

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

Name: Travis Swengel

Mailing Address: POB 920522 Dutch Harbor, AK 99692

Telephone: 907 359 6108 Email: travisswengel@gmail.com

Occupation: Mechanic Employer: Matson

Previous Board/Committee/Commission Experience (attach additional pages if necessary):
currently serving on Planning Commission Board

Check the primary reason(s) for your interest:

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

Please explain in greater detail the reasons you checked above:

I would like to continue my involvement with community development & learning about Government Mechanism.

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

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

- Media
- Word of Mouth
- Solicitation
- Other Planning Dept.

Date: 1-13-22

Signature: [Handwritten Signature]

THANK YOU FOR YOUR INTEREST IN SERVING
Applications expire one year from date received by City Clerk
 Please return completed Application to the City Clerk's Office in City Hall, 43 Raven Way, Unalaska
 Or mail to City Clerk, City of Unalaska, P. O. Box 610, Unalaska, AK 99685



BOARD, COMMITTEE & COMMISSION APPLICATION

RECEIVED
JAN 18 2022
BY: _____

APPLYING FOR (check one):

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

Name: Greg Peters

Mailing Address: P.O. Box 431; Unalaska, AK 99685

Telephone: (907) 581-5233 Email: greg.peters@wsi.us

Occupation: Corporate QA/EC Director Employer: Westward Seafoods

Previous Board/Committee/Commission Experience (attach additional pages if necessary):
Currently on the PCR committee. This application is to continue on the committee.

- Aleutians West Coastal Resource Service Area Board
- City of Unalaska Capital Improvement Committee

Check the primary reason(s) for your interest:

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

Please explain in greater detail the reasons you checked above: I am currently on the PCR committee and would like to continue serving.

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

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

- Media
- Word of Mouth
- Solicitation
- Other _____

Date: 01/07/2022

Signature: Greg Peters

Digitally signed by Greg Peters
DN: cn=Greg Peters, o=Unalaska, Inc., email=greg.peters@wsi.us, c=US
Date: 2022.01.07 15:30:33 -0800

THANK YOU FOR YOUR INTEREST IN SERVING
Applications expire one year from date received by City Clerk
 Please return completed Application to the City Clerk's Office in City Hall, 43 Raven Way, Unalaska
 Or mail to City Clerk, City of Unalaska, P. O. Box 610, Unalaska, AK 99685



BOARD, COMMITTEE & COMMISSION APPLICATION



APPLYING FOR (check one):

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

Name: Virginia Hatfield

Mailing Address: PO Box 1232, Unalaska, AK 99685

Telephone: 907-359-8000 Email: vlhatfield@gmail.com

Occupation: Museum Director Employer: Museum of the Aleutians

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

Current: Library Advisory Council, Planning Commission, Platting Board, and Historic Preservation

Commission, Iliuliuk Family and Health Services Clinic Board, Restoration Advisory Board.

Past: Aleutian Arts Council, Lubbock County Historic Preservation Board; Director, Region 2, Texas Archaeological Society

Check the primary reason(s) for your interest:

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

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

I love and support the library its mission and would like to continue

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

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

- Media
- Word of Mouth
- Solicitation
- Other _____

Date: 6 January 2022

Signature: Virginia Hatfield

Digitally signed by Virginia Hatfield
Date: 2022.01.06 10:48:40 -09'00'

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 Or mail to City Clerk, City of Unalaska, P. O. Box 610, Unalaska, AK 99685



BOARD, COMMITTEE & COMMISSION APPLICATION



APPLYING FOR (check one):

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

Name: Estkarlen P. Magdaong

Mailing Address: P.O. Box 921326 Dutch Harbor, AK 99692

Telephone: (907) 359-2319 Email: estkarlen@gmail.com

Occupation: Administrative Assistant Employer: City of Unalaska

Previous Board/Committee/Commission Experience (attach additional pages if necessary):
Iliuliuk Family & Health Services (2012-2017)

Check the primary reason(s) for your interest:

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

Please explain in greater detail the reasons you checked above: I am a returning board member hoping to get reappointed for the advisory seat. Unalaska is my home and has provided me with many opportunities, hence I would like to give back to this community by serving on the Library.

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

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

- Media
- Word of Mouth
- Solicitation
- Other Term expiring

Date: 01/06/2021

Signature: *Estkarlen P. Magdaong*

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Unalaska, Alaska
Date: 01/06/2021 11:11
File: P:\Magdaong\Unalaska, AK

THANK YOU FOR YOUR INTEREST IN SERVING
Applications expire one year from date received by City Clerk
Please return completed Application to the City Clerk's Office in City Hall, 43 Raven Way, Unalaska
Or mail to City Clerk, City of Unalaska, P. O. Box 610, Unalaska, AK 99685



BOARD, COMMITTEE & COMMISSION APPLICATION



APPLYING FOR (check one):

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

Name: Cyri Thompson

Mailing Address: PO Box 189, Unalaska, AK 99685

Telephone: 907-359-2213 Email: Nayashardez@yahoo.com

Occupation: Office/Dental Assistant Employer: ACHC & AFD

Previous Board/Committee/Commission Experience (attach additional pages if necessary):
Library Advisory Committee member since 2012.

Formerly library employee (2009-2010, 2019 [temp].)

Check the primary reason(s) for your interest:

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

Please explain in greater detail the reasons you checked above:

I am a prior Library employee, one of the first people to have gotten their library card in the original building (Burma Road Chapel), and frequent patron of the library for many years. I have also served on the committee for a very long time and intend to stay on the board until after the renovation is complete and the library reopens.

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

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

- Media
- Word of Mouth
- Solicitation
- Other _____

Date: 1/26/22

Signature:

THANK YOU FOR YOUR INTEREST IN SERVING
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 Or mail to City Clerk, City of Unalaska, P. O. Box 610, Unalaska, AK 99685

CITY OF UNALASKA
UNALASKA, ALASKA

ORDINANCE 2022-02

AN ORDINANCE OF THE UNALASKA CITY COUNCIL AMENDING TITLE 6.40 OF THE UNALASKA CODE OF ORDINANCES TO PROVIDE A LIMITED EXEMPTION FROM SALES TAX TO FEDERALLY RECOGNIZED TRIBES

WHEREAS, federally recognized tribes were previously eligible for sales tax exemptions as non-profit organizations; and

WHEREAS, federally recognized tribes provide government services.

BE IT ENACTED by the Unalaska City Council, as follows:

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

Section 2: Section 6.40.010, DEFINITIONS, of the Unalaska Code of Ordinances is hereby amended by adding a new subsection (HH) to read as follows:

(HH) "TRIBAL GOVERNMENTAL ACTIVITY" means governmental services provided by a federally recognized tribe for the benefit of the tribe's members, or members together with the general public, including those activities necessary for administration and management of such services. Tribal governmental activity does not include any commercial business undertaking, provided that charging a fee for service shall not render such governmental service a commercial or business undertaking if the fee does not exceed the tribe's reasonable cost of furnishing such service.

Section 3: Section 6.40.030, EXEMPTIONS, is hereby amended by adding a new subsection (BB) to read as follows:

(BB) *FEDERALLY RECOGNIZED TRIBES*. A sale made to a federally recognized tribe for a tribal governmental activity is exempt.

Section 4: Subsection 6.40.040(A), EXEMPTION PROCEDURES, is hereby amended to read as follows [~~striking through~~ the deleted words and underlining the new words]:

(A) *NON-PROFITS AND FEDERALLY RECOGNIZED TRIBES*. No seller may allow an exemption under § 6.40.030(Q) or § 6.40.030(BB) unless the consumer first obtains a certificate of exemption ~~for non-profit organizations~~ and presents it to the seller at the time of the sale.

Section 5: Subsection 6.40.040(F), EXEMPTION CERTIFICATES, is hereby amended to read as follows [~~striking through~~ the deleted words and underlining the new words]:

(1) An application for an exemption certificate shall be signed by the consumer where based on the consumer's tax exempt status. The application shall contain the information reasonably required by the City Clerk.

(2) Sellers, other than non-profits, exempt from collecting tax under § 6.40.030 are not required to obtain an exemption certificate in order to be exempt from the collection and remittance of sales tax on their qualifying sales so long as they maintain a current City of Unalaska business license or are a governmental entity exempt under § 6.40.030(L) or (Z).

(3) The seller shall indicate the certificate number of the consumer on the sales slip and shall account for these sales requiring a certificate of exemption on their sales tax return.

(4) The City Clerk may require such proof as the City Clerk deems reasonable, including an audit of books and records, to determine that a certificate issued for exemption under § 6.40.030 (BB) is used solely to obtain an exemption to which the certificate holder is entitled.

(5) The City Manager or designee may permanently revoke an exemption certificate if the consumer entitled to the exemption has been found to have used the exemption certificate to obtain an exemption to which the certificate holder is not entitled or has permitted another to use the exemption certificate to obtain an exemption to which the other person is not entitled.

Section 6: Effective Date. This ordinance shall take effect upon adoption.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on _____, 2022.

Vincent M. Tutiakoff, Sr.
Mayor

ATTEST:

Marjie Veeder, CMC
City Clerk

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Marjie Veeder, City Clerk
Through: Erin Reinders, City Manager
Date: January 25, 2022
Re: Ordinance 2022-02: Amending Title 6.40 of the Unalaska Code of Ordinances to provide a limited exemption from sales tax to federally recognized tribes

SUMMARY: The Qawalangin Tribe of Unalaska (Q-Tribe) requested that City Code be amended to exempt federally recognized tribes from Unalaska's sales tax. Council provided direction to provide a limited sales tax exemption for governmental activities only, leaving commercial or business activities taxable. The City Attorney prepared proposed Ordinance 2022-02. The City Clerk recommends adoption.

PREVIOUS COUNCIL ACTION: On December 14, 2021, City Council discussed this topic during their work session, aided by memoranda supplied by the City Attorney and the City Clerk. At that time, Council provided direction to proceed with a limited exemption from sales tax for federally recognized tribes, exempting governmental activities only, but not commercial activities.

BACKGROUND: Tribal entities are not inherently exempt from municipal sales tax, either as a buyer or a seller. Tribal governments do not qualify for any of the present exemptions allowed in Unalaska's Code of Ordinances. The Q-Tribe requested that city code be amended to provide exemption from sales tax.

DISCUSSION: This topic was thoroughly reviewed and discussed at the December 14, 2021 City Council meeting and the proposed ordinance follows the direction provided by Council.

ALTERNATIVES: Council may

1. Adopt Ordinance 2022-02 as presented, which follows the direction received from Council to provide a limited exemption for governmental activities;
2. Amend the proposed ordinance;
3. Provide a full exemption from sales tax to federally recognized tribes to include commercial activities; or
4. Vote the ordinance down, essentially doing nothing, in which case tribes will receive no exemption from sales tax.

FINANCIAL IMPLICATIONS: The City Clerk anticipates no impact on city sales tax revenue as the tribe has been availing itself of an outdated 1992 sales tax exemption as a nonprofit organization.

LEGAL: City Attorney Charles Cacciola prepared the proposed ordinance and is available by telephone for questions this evening.

STAFF RECOMMENDATION: Because the proposed ordinance complies with the direction of Council received on December 14, 2021, the City Clerk recommends adoption.

PROPOSED MOTION: I move to introduce Ordinance 2022-02 and schedule it for public hearing and second reading on February 8, 2022.

CITY MANAGER COMMENTS: This ordinance is consistent with Council direction from December. I support Staff's recommendation.

CITY OF UNALASKA
UNALASKA, ALASKA

ORDINANCE 2022-03

AN ORDINANCE OF THE UNALASKA CITY COUNCIL AMENDING CHAPTER 6.32, ASSESSMENT OF PROPERTY TAXES, TO PROVIDE A METHOD OF DETERMINING THE ASSESSED VALUE OF PROPERTY THAT QUALIFIES FOR LOW-INCOME HOUSING TAX CREDIT UNDER 26 USC 42; AND AMENDING CHAPTER 6.32.110 TO PROVIDE ADDITIONAL TIME FOR THE CITY COUNCIL TO CERTIFY THE TAX ROLL

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF UNALASKA, as follows:

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

Section 2: The Unalaska Code of Ordinances is hereby amended by adding a new Section, numbered 6.32.015, to read as follows:

§ 6.32.015 METHOD OF DETERMINING THE FULL AND TRUE VALUE OF PROPERTY THAT QUALIFIES FOR A LOW-INCOME HOUSING TAX CREDIT UNDER 26 USC 42

- (A) In accordance with AS 29.45.110(d)(1), the full and true value of all property that first qualifies for low-income housing tax credit under 26 USC 42 before January 1, 2001, shall be based on the actual income derived from the property and may not be adjusted based on the amount of any federal income tax credit for the property.
- (B) Pursuant to AS 29.45.110(d)(2), the full and true value of all property within the City of Unalaska that first qualifies for a low-income housing credit under 26 USC 42 on or after January 1, 2001, shall be exempt from the requirement that the value be based on the actual income derived from the property. For property that first qualifies for a low-income housing credit under 26 USC 42 on or after January 1, 2001, the City Council shall determine, by parcel, whether the full and true value of the property shall be assessed as provided in §6.32.010 or on the basis of actual income derived from the property without adjustment based on the amount of any federal income tax credit given for the property. Once the manner of assessment of the property has been determined under this subsection, the manner of assessment of that parcel of property may not change if debt relating to the property incurred in conjunction with the property qualifying for the low-income housing tax credit remains outstanding.
- (C) To secure an assessment based upon the actual income derived from the property under this section, an owner of the property shall apply to the assessor no later than March 1 of each year in which the assessment is desired. The property owner shall submit an application on forms prescribed by the assessor and shall include information that may reasonably be required by the assessor to determine the entitlement of the

applicant to an assessment of the property under this section. Upon the first application received for a parcel and following the assessor's determination of eligibility, the council shall make the determination of the method for assessing full and true value, as described in subsection (B) of this section.

Section 3: Subsection (C) of Section 6.32.110 of the Unalaska Code of Ordinances is hereby amended to read as follows [deleted words are struck-through the new words are underlined]:

(C) The City Council shall certify the tax roll to the assessor within fourteen (14) ~~seven (7)~~ days of the Board of Equalization by resolution. Except as to supplementary assessments, the assessor shall enter the changes and certify the final assessment roll by June 1.

Section 4: Effective Date. This ordinance shall take effect upon adoption.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on February _____, 2022.

Vincent M. Tutiakoff, Sr.
Mayor

ATTEST:

Marjie Veeder, CMC
City Clerk

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Marjie Veeder, City Clerk
Through: Erin Reinders, City Manager
Date: February 8, 2022
Re: Ordinance 2022-03: Amending Chapter 6.32, Assessment of Property Taxes, to provide a method of determining the assessed value of property that qualifies for low-income housing tax credit under 26 USC 42; and Amending Chapter 6.32.110 to provide additional time for the City Council to certify the tax roll

SUMMARY: Ordinance 2022-03 accomplishes two objectives: (1) to provide an alternate method, as allowed in state code, to assess low-income housing using an income approach rather than the full and true value approach; and (2) to extend by one week the time period for Council to certify the tax roll. The City Clerk recommends adoption.

PREVIOUS COUNCIL ACTION: Council has not previously taken action to provide an alternate method of valuation for low-income housing. The code section related to the time period for Council to certify the tax roll was last amended in 2003 when the entire section was rewritten.

BACKGROUND: Alaska Statute 29.45.110(a) states the assessor shall assess property at its full and true value as of January 1 of the assessment year.

In accordance with AS 29.45.110(d)(1), the full and true value of all property that first qualifies for low-income housing tax credit under 26 USC 42 before January 1, 2001, shall be based on the actual income derived from the property and may not be adjusted based on the amount of any federal income tax credit for the property. The Tradewinds Apartments in Unalaska fall into this category and the assessor has been using the income derived approach for valuation as required by state code.

Pursuant to AS 29.45.110(d)(2), for property qualifying after January 1, 2001, state code indicates that the governing body of the municipality shall determine by ordinance whether such qualifying property is exempt from the requirement to assess based on the income derived; and the governing body may determine, by parcel, whether the qualifying property shall be assessed based on the actual income derived from the property; and may not change the manner of assessment of the parcel if debt relating to the property incurred in conjunction with the property's qualifying for the low-income housing tax credit remains outstanding.

Because a new low-income apartment complex is presently under construction – Uniktali Apartments on E. Broadway – the city attorney advised of the need for council to formally adopt an ordinance exempting property qualifying after January 2, 2001 from the requirement of using the income approach; and allowing council to determine, on a parcel-by-parcel basis, whether assessment will be allowed using the income approach versus full and true value. Property owners will then make application requesting the income approach and council will make the determination once per parcel. If approved, the assessor will assess the property using the income-derived approach.

DISCUSSION:

**INCOME APPROACH OF ASSESSMENT
FOR LOW-INCOME HOUSING**

The need for additional housing, as well as affordable housing, is well known in Unalaska. Glenn Gellert, who is involved with both the Tradewinds Apartments and the Uniktali Apartments, provided this information:

“Using the income approach for property valuation is vital for Low Income Housing Tax Credit (LIHTC) projects like the one that we are building in Unalaska, which is why the state has a specific statute that addresses LIHTC property tax valuation. Rents charged at this property are set by HUD and tied to area median income in Unalaska. The idea is to offer a housing option that middle income and low income tenants can afford. Our highest rents are set by HUD at 60% of area median income for Unalaska multiplied by 35% (the amount of tenant income that should go towards rent). A higher percentage than 35% would force tenants to be rent overburdened and unable to afford other things like food, child care, and transportation. Some of our rents are extremely low, catering to those making 30% of median income. Folks at this income level might be senior citizens on a fixed income. Without restricted rents like these, some people might not be able to stay in Unalaska, so the whole community could suffer. The rents stay restricted for a minimum of 20 years. The income restrictions are a recorded covenant that cannot be removed from the property for this period of time even if the property were to be sold. In addition, LIHTC properties are more expensive to run because there are considerable IRS and AHFC compliance issues and inspections that take place throughout a 15 year compliance period. The end result is that a property like this is worth around \$250,000 instead of its market value based on the sales approach which would be over \$2 million.”

The owners of the Uniktali complex currently under construction, are heavily relying on the City of Unalaska’s decision to assess the property based on the income derived. Losing this preferable tax treatment would negatively impact the viability of low-income housing in Unalaska. Also, using a like assessment method for all low-income housing units is equitable.

**EXTENDING BY ONE WEEK THE DEADLINE
FOR COUNCIL TO CERTIFY THE TAX ROLL**

Notices advising property owners of the assessed value will be mailed on March 25; the deadline to appeal the assessed value is April 25; the Board of Equalization (BOE) hears property tax appeals the same night as the first Council meeting in May; and the tax roll is certified at the Council meeting which immediately follows the BOE, the same night. Certification is done the same night as the BOE because UCO 6.32.110 indicates that Council must certify the tax roll within seven days of the BOE. As we don’t normally have a Council meeting within that seven-day time period, certification happened at the Council meeting following the BOE. This requires the City Clerk to ask for a recess in order to update property values in the resolution, based on decisions made at the BOE hearing, in order to present accurate information to council the same evening for approval. The requested change to code will allow certification of the tax roll to take place at the second regular council meeting in May, within 14 days of the BOE. This time frame still allows for the operating budget to be adopted by council in a timely manner, and the Finance

Director and City Manager approve of this change. The requested change, from 7 days to 14 days, will improve the process for the City Clerk.

ALTERNATIVES: Council may choose to adopt the ordinance as written or modify it. Council may also choose to do nothing. Doing nothing would result in the new low-income housing unit and any future low-income housing units to be automatically assessed using the income derived approach, and the City would have no decision in the matter. The City Attorney advised that Council should adopt this ordinance, as it is required under state code.

As to the additional time for Council to certify the tax roll, we would continue with the status quo as explained in the discussion section, certifying the tax roll on the same evening as the BOE hearings.

FINANCIAL IMPLICATIONS: Assessment of property taxes using the income approach will result in reduced property tax revenue to the City of Unalaska as compared to assessing at full and true value.

The existing low-income housing unit, Tradewinds, is assessed using the income approach pursuant to state code. Formally adopting the income approach for low-income housing will not result in significant change to tax revenue related to Tradewinds.

For Uniktali, using the income approach will result in reduced property tax revenue to the City of Unalaska as compared to the full and true value approach. Using values supplied by Mr. Gellert above, the City can expect to receive \$2,625 in tax using the income approach, versus \$21,000 in revenue using the full and true value approach. The property will be assessed at full and true value for calendar year 2022, based on a percentage of completion of construction. Once construction is complete and the property is occupied, we anticipate the owner to make application for the income approach to assessed value.

There are no financial implications in allowing an additional week for Council to certify the tax roll.

LEGAL: City Attorney Charles Cacciola prepared Ordinance 2022-03, and is available for questions via telephone this evening.

STAFF RECOMMENDATION: The City Clerk recommends adoption of Ordinance 2022-03, as it is in keeping with past practices in relation to assessment of low-income housing and that section of the ordinance is required to be adopted pursuant to State code. As to the extra time for certification of the tax roll, the change will improve the process.

PROPOSED MOTION: I move to introduce Ordinance 2022-03, and schedule it for public hearing and second reading on February 22, 2022.

CITY MANAGER COMMENTS: I support Staff's recommendation, and thank the Clerk for her efforts with this ordinance.

ATTACHMENTS: None.

CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION 2022-05

A RESOLUTION OF THE UNALASKA CITY COUNCIL APPROVING USAFV TO KEEP UNEXPENDED FY22 COMMUNITY GRANT FUNDS

WHEREAS, the City approves Community Support Grants to nonprofit organizations each fiscal year; and

WHEREAS, Unalaskans Against Sexual Assault and Family Violence (USAFV) is a nonprofit organization that receives funding from the Community Support Grant program and is in good standing with the city; and

WHEREAS, USAFV regularly returns unused grant money to the city after each fiscal year and is one of the few organizations to regularly do so; and

WHEREAS, City Council passed 2021-23 awarding USAFV \$252,457 in grant funds for FY22 but has had less expenses thus far because shelter nights have not occurred, two part-time positions have been vacant for an extended period of time, operational expenses have been lower than expected this year, and USAFV secured additional funding for direct service staff salaries and operating costs; and

WHEREAS, USAFV would like to reallocate \$50,000 from its FY22 Community Grant award to purchase and install an emergency generator to provide heat, hot water and security to shelter residents during any disruption to the electric service.

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council authorizes the City Manager to approve USAFV to retain \$50,000 in unspent funds awarded as a FY22 Community Support Grant for the purchase and installation of an emergency electric generator to safeguard shelter services and resources during disruption of electric service.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on February 8, 2022.

Vincent M. Tutiakoff, Sr.
Mayor

ATTEST:

Marjie Veeder, CMC
City Clerk

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: William Homka, Planning Director
Through: Erin Reinders, City Manager
Date: February 8, 2022
Re: Resolution 2022-05: Approving USAFV to keep unexpended FY22 Community Grant funds

SUMMARY: Unalaskans Against Sexual Assault and Family Violence (USAFV) receives Community Grant Funds from the City of Unalaska. In 2021 USAFV was awarded \$252,457 for its FY22 programs. USAFV anticipates excess funds due to lower operating costs, additional grant awards from other sources and lower staffing levels. The organization seeks to retain \$50,000 to purchase and install an emergency electric generator.

PREVIOUS COUNCIL ACTION:

- Resolution 2021-23 was adopted on April 26, 2021, and established the sums to be made available for Community Support and Capital Grants from the City of Unalaska for Fiscal Year 2022 and awarded USAFV \$252,457.
- Resolution 2020-59 was adopted on September 8, 2020, approving USAFV to keep unexpended FY20 Community Grant funds for programmatic uses resulting from additional costs due to COVID-19.

BACKGROUND: Each year the City of Unalaska awards grant funds to various nonprofit organizations in the city. USAFV is a crucial partner with the city in receiving Community Grant Funds to carry on their important work with assisting individuals experiencing family and sexual violence. The organization consistently returns unused funds, and is about the only organization to regularly do so.

DISCUSSION: Requests to retain/re-appropriate funds from the Community Grant program are usually received toward the end of each fiscal year. However, due to lower operating costs and increased grant revenue, USAFV already anticipates excess city funds. The USAFV Board of Directors submitted a letter dated January 4, 2022, requesting City Council's approval to use \$50,000 in Community Grant funds to purchase an emergency electric generator.

This year USAFV also secured grant awards from the Alaska Housing Finance Corporation and the Aleutian Pribilof Islands Association. The organization has been deliberating the need and affordability of a backup generator at the shelter for some time. Last June USAFV obtained a quote from a local business in the amount of \$42,000 for the project. At that time, USAFV made the decision to return the excess monies it had due to COVID-19. Organization leadership was concerned the community might need the funds for pandemic response efforts.

The Community Grant program's rules require all unexpended funding to be returned to the City. USAFV is requesting permission to retain and repurpose \$50,000 of the FY22 funds awarded.

This represents 19.8% of the \$252,457 grant award. The money should cover inflation and a concrete pad for the generator to rest on. If this request is approved, USAFV anticipates the work to begin in late spring or early summer of 2022. Completion should only take a few months.

ALTERNATIVES: City Council can deny the request and the money will be returned to the City's General Fund.

FINANCIAL IMPLICATIONS: The request is to allow USAFV to repurpose \$50,000 of its FY22 Community Grant. The City already awarded the funds to USAFV and was not anticipating another use for the funds at this time.

STAFF RECOMMENDATION: Approve Resolution 2022-05 so that USAFV can purchase and install an emergency electric generator to safeguard its facility and services from future power outages.

PROPOSED MOTION: I move to adopt Resolution 2022-05.

CITY MANAGER COMMENTS: I support Staff's recommendation.

ATTACHMENTS:

- Resolution 2021-23 Establishing sums to be made available for Community Support & Capital Grants from the City of Unalaska to the Applicants for Community Support (Including: Resolution, Memo, spreadsheet of Last 5 years, USAFV Application Summary)
- FY22 USAFV and City Signed Community Support Agreement
- Letter from Karen Kresh, USAFV Board of Directors, January 4, 2022

CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION 2021-23

A RESOLUTION OF THE UNALASKA CITY COUNCIL ESTABLISHING THE SUMS TO BE MADE AVAILABLE FOR COMMUNITY SUPPORT AND CAPITAL GRANTS FROM THE CITY OF UNALASKA TO THE APPLICANTS FOR COMMUNITY SUPPORT FOR FISCAL YEAR 2022

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

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

WHEREAS, the City of Unalaska has received nine (9) Community Support Grant Requests and zero (0) Non-Profit Capital Grant Request totaling \$1,489,539 for fiscal year 2022; and


WHEREAS, the target funding level for fiscal year 2022 community support, based on 3.5% of the average revenue for the General Fund for the five most recently completed fiscal years, plus the Bed Tax amount for the most recently completed fiscal year, is \$1,344,368; and

WHEREAS, the City Council is recommending a total funding amount of \$1,344,368 for the Community Support Program, distributing accordingly per the next section.

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council establishes the following amounts to be included in the fiscal year 2022 operating budget for community support and capital grants to non-profit organizations:

Community Grant Requestor	Amount
APIA	\$142,000
Iliuliuk Family Health Services	\$151,748
Museum of the Aleutians	\$317,813
Unalaska Community Broadcasting	\$106,350
Unalaska Senior Citizens	\$65,000
Unalaska Visitors Bureau	\$210,000
USAFV	\$252,457
Q-Tribe Culture Camp	\$39,000
Q-Tribe Food Bank	\$60,000
Total	\$1,344,368

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on April 26 2021.


Vincent M. Tutjakoff, Sr.
Mayor

ATTEST:


Roxanna Winters, CMC
Acting City Clerk



MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Cameron Dean, Acting Planning Director
Through: Erin Reinders, City Manager
Date: April 26, 2021
Re: Community Support Grant & Capital Grant Program

SUMMARY: This year the formula amount of funding available is \$ 1,344,368 for the City of Unalaska's Community Support Grant & Capital Grant Program (Community Support program). Nine (9) organizations submitted applications totaling \$ 1,489,539 and exceeds the grants formula amount by \$ 145,171. The formula 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 are provided to Council for review. Staff does not make recommendations; City Council decides how to fund the requests. To aid in the decision making process the council packet includes a summary review sheet for each applicant and a spreadsheet that summarizes grant requests and awards for the last five years. This material should help communicate the Community Support program's financial impact on the FY22 budget.

Application summaries were provided to the City Council at the April 12, 2021 meeting, and complete applications were distributed following that meeting. City Council typically decides funding awards for the Community Support program at its second meeting in April each year to per the city budgeting process calendar. A resolution has been prepared and accompanies this report.

PREVIOUS COUNCIL ACTION: Each year from FY06 through FY17 Council established a special committee charged with reviewing and scoring the applications using the Council-approved evaluation tool. On December 27, 2016 Council passed Resolution 2016-78 eliminating the Grant Review Committee, allowing Staff to do a preliminary review of all applications and then pass the application reviews and other information documents to Council. In December 2019 Council passed Resolution 2019-64 to increase the funding percentage from 3.4642% to 3.5% of the city's general fund revenue average for the past five (5) years. The purpose of the increase was to round the percentage up to a simple decimal number. The award amounts have varied over the years from 3.03% to 3.91%.

BACKGROUND: The City of Unalaska received nine (9) 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 summaries are included in the Council Packet.

DISCUSSION: The funding amount available to be awarded this year is \$ 1,344,368 (\$ 1,178,057) from the General Fund average of the past five years x 3.5% plus \$ 166,311 collected from the city bed tax). The FY22 total funding request is \$ 1,489,539 and exceeds the FY22 funding formula amount by \$ 145,171. The applicant agencies are identified in the FY22 Community Grant Application Summary Table.

FY22 Community Grant Application Summary Table

Organization	Request
APIA	\$142,000
IFHS	\$180,000
Unalaska Visitors Bureau	\$210,000
Museum of the Aleutians	\$317,813
Q-Tribe Culture Camp	\$86,062
Q-Tribe Food Bank	\$129,857
UCB/KUCB	\$106,350
Unalaska Senior Citizens	\$65,000
<u>USAFV</u>	<u>\$252,457</u>
TOTAL	\$1,489,539

No Application This Year

Two organizations did not apply for funding. These are The University of Alaska Fairbanks and Aleutian Arts Council. Staff reached out to both agencies and they confirmed they did not intend to apply.

Additional Increase This Year

The Q-tribe Culture Camp made two applications for funding. Each year it submits a request for funds to support the Culture Camp. This year the Q-tribe Culture Camp program is requesting a funding increase to \$86,062. The additional funding is due to a decrease in donations caused from economic hardships that many community and local tribal members are experiencing.

New Program This Year

The Q-tribe is also seeking funds in the amount of \$ 129,857 to support a new Food Bank program. The Tribe's food bank will be associated with the Food Bank of Alaska as an official food bank. It will provide food staples such as dry and canned food, fresh produce, and packaged meats and dairy products. There will not be a charge for this assistance, but recipients will need to qualify. The emergency food support will be available to low income households, the general community, and tribal members. It's meant to be available for all who are experiencing food insecurity or a food emergency in our community.

The Emergency Food Assistance Program (TEFAP) income eligibility requirements. The Program hopes to be able to purchase food and have other food donated from local vendors and SeaShare that would support others who might need emergency food support, but whose income may be too high for the TEFAP eligible programs. The local need is estimated be 35 households or 100 people per month.

The present model for the food bank is based on pre-packaged portions ready for distribution. The Food Bank will be licensed as a food establishment. Applicable permits for handling food are in process. The Q Tribe is also in the process of developing a commercial kitchen to provide prep space for traditional foods to be available later this year. The space will be licensed to prepare traditional foods to support distribution by the food bank, especially to those tribal members or elders who don't have access to traditional foods.

Organization Participation

This year City Council meetings are being held in person and using ZOOM meeting software to respect COVID-19 social distancing measures. Staff requested applicants attend via ZOOM to the April 12, 2021 meeting, and Council had the opportunity to ask questions to each organization.

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

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

LEGAL: N/A

STAFF RECOMMENDATION: No recommendation. This is a Council decision.

PROPOSED MOTION: I move to adopt Resolution 2021-23. After the main motion is made allowing for discussion, amendments will be required to insert funding amounts in Resolution 2021-23.

CITY MANAGER COMMENTS: I thank the Planning Department for their efforts in facilitating this program on behalf of City Council. The Draft FY22 Budget currently includes the funding amount as outlined in Council Budget goals. The target funding level for fiscal year 2022 community support, based on 3.5% of the average revenue for the General Fund for the five most recently completed fiscal years, plus the Bed Tax amount for the most recently completed fiscal year, is \$1,344,368. The FY22 total funding request is \$ 1,489,539 and exceeds the FY22 funding formula amount by \$ 145,171. The details of this Council approved resolution will be worked into the final FY22 Budget.

ATTACHMENTS:

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

FY21 COMMUNITY GRANT REQUESTS & AWARDS - LAST FIVE YEARS

AGENCY NAME	FY17 REQ	FY17 AWARD	FY18 REQ	FY18 Award	FY19 REQ	FY19 Award	FY20 REQ	FY20 Award	FY21 REQ	FY21 Award	FY22 REQ
APIA	\$ 122,825	\$ 122,825	\$ 124,932	\$ 124,932	\$ 120,500	\$ 120,500	\$ 205,350	\$ 205,350	\$ 145,000	\$ 145,000	\$ 142,000
Iliuliuk Family Health Services	\$ 170,000	\$ 170,000	\$ 170,000	\$ 170,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 161,260	\$ 180,000
Museum of the Aleutians	\$ 294,106	\$ 294,106	\$ 294,196	\$ 294,196	\$ 308,146	\$ 308,146	\$ 328,146	\$ 317,813	\$ 317,813	\$ 317,813	\$ 317,813
UCB/KUCB	\$ 96,600	\$ 96,600	\$ 96,600	\$ 96,600	\$ 96,600	\$ 96,600	\$ 115,350	\$ 108,642	\$ 106,350	\$ 106,350	\$ 106,350
Unalaska Senior Citizens	\$ 49,800	\$ 49,800	\$ 49,800	\$ 49,800	\$ 55,000	\$ 55,000	\$ 65,000	\$ 57,467	\$ 65,000	\$ 65,000	\$ 65,000
UVB	\$ 190,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 210,000	\$ 210,000	\$ 210,000
USAFV	\$ 216,516	\$ 216,516	\$ 229,506	\$ 229,506	\$ 229,506	\$ 229,506	\$ 252,457	\$ 252,457	\$ 252,457	\$ 252,457	\$ 252,457
Aleutian Arts Council	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000
Q-Tribe Culture Camp	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 50,000	\$ 24,000	\$ 86,062
Q-Tribe Food Bank											\$ 129,857
UAF - Alaska Sea Grant							\$ 13,508	\$ 13,508	\$ 14,728	\$ 14,728	
TOTALS	\$ 1,173,847	\$ 1,158,847	\$ 1,174,034	\$ 1,174,034	\$ 1,223,752	\$ 1,223,752	\$ 1,393,811	\$ 1,369,237	\$ 1,356,348	\$ 1,311,608	\$ 1,489,539

****FY22 Funding Target** \$ 1,344,368
Total FY22 Requests \$ 1,489,539
Difference \$ 145,171

**The Funding Target is based on 3.5% of the average revenue for the General Fund for the last five full fiscal years plus the last full year of Bed Tax revenue

FY22 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 FY21.

FY21 Award	Amounts	FY22 Request	Amounts
Personnel-Salaries	\$ 120,792.00	Personnel-Salaries	\$ 123,852.00
Personnel-Benefits	\$ 30,531.00	Personnel-Benefits	\$ 28,135.00
Payroll Expenses	\$ 166,409.00	Payroll Expenses	\$ 21,503.00
Facilities	\$ 16,424.00	Facilities	\$ 14,250.00
Program Costs/Supplies	\$ 17,000.00	Program Costs/Supplies	\$ 15,500.00
Equipment	\$ 3,500.00	Equipment	\$ 3,000.00
Commodities	\$ 24,754.00	Commodities	\$ 21,833.00
Travel	\$ 6,475.00	Travel	\$ 6,775.00
Training	\$ 2,500.00	Training	\$ 2,500.00
Personal Services	\$ 11,895.00	Personal Services	\$ 11,610.00
Other/Misc.	\$ 3,500.00	Other/Misc.	\$ 3,500.00
Total FY21 Award	\$ 252,457	Total FY22 Request	\$ 252,457

Application Highlights

- USAFV is requesting \$252,457.00 from the City to fund salaries, benefits, facilities, program costs/supplies, equipment, commodities, travel, training, professional services and other/miscellaneous expenses.
- Documentation around the world has demonstrated that under the conditions provided by COVID-19 (isolation, financial insecurity, etc.) rates of domestic violence, including child and elder abuse, have been rising. Unlike some shelters USAFV has not experience an increase in peoples seeking immediate shelter. Over the last year USAFV has experienced increase in demand for food assistance and, especially, for homeless prevention services for those negatively impacted by COVID-19 shutdowns.
- 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 has a full-tome staff of three people, including the Executive Director. All staff members answer the crisis line and rotate being on 24-hour call. Even with a small staff USAFV provides consistent and reliable services.
- 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;

CITY OF UNALASKA
FY22 Community Support Program Grant Agreement

This Agreement is entered into this 1st day of June, 2021 by and between the Unalaskan's Against Sexual Assault and Family Violence ("Grantee") and the City of Unalaska ("Grantor").

WHEREAS, Grantor has appropriated funds for community support; and

WHEREAS, the community support application of Grantee for such funds has been approved,

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

I. Grantor agrees as follows:

- a. Funds approved by the Unalaska City Council in the amount of
- b. \$252,457 will be furnished for the purpose of funding the original budget submitted with the FY22 Community Support Grant Application.
- c. After execution and approval of this Agreement, funding for awards \$25,000 and over will be disbursed in equal monthly payments, beginning in August of 2021 funding for awards \$25,000 and over will be disbursed in equal monthly payments, beginning in July of 2021.

II. Grantee agrees as follows:

- a. Grantee shall comply with all requirements contained within the **City of Unalaska FY22 Community Support Program Guidelines ("COUCSPG")** adopted by Unalaska City Council on Dec 27, 2016.
- b. Grantee shall manage grant funds in accordance with the COUCSPG.
- c. Grantee shall expend City grant funds only to perform the services, functions and activities described in the FY22 grant application and budget approved by Unalaska City Council.
- d. Grantee shall establish and maintain a financial management system conforming to generally accepted accounting principles.

- e. The financial management system shall do the following:
- Provide accurate, current, and complete disclosure of all financial transactions relating to the City of Unalaska Community Support Program;
 - Track City grant funds in a separate account in the agency's accounting system;
 - Effectively control and account for all City funds and property and/or equipment purchased with those funds; and
 - Provide accounting records supported by source documentation.
- f. Grantee must immediately notify Grantor of changes in the approved budget as required in the COUCSPG;
- g. Grantee shall submit financial reports, audits, and other reports as required in the COUCSPG;
- h. Failure to submit any required report in a timely manner for this FY22 grant award, and for prior year awards that require reports to be submitted during FY21, may result in cessation of all current grant funding. Future grant applications may not be considered if required reports are not submitted or if they are consistently submitted late.
- i. Any unexpended funds and funds not spent as authorized in the approved grant will be paid back to Grantor by August 15, 2022.
- j. Should Grantee fail to fulfill the terms of this agreement, the requirements of the COUCSPG, or the terms of the approved application, or, should Grantee for any reason, no longer provide the services identified in the approved application, unexpended funds will be returned to Grantor. Additionally, equipment purchased with funds provided through the City of Unalaska Community Support Program will be returned to the Grantor within thirty (30) days of the failure of Grantee to fulfill the terms of the grant awarded by Grantor.

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

Insurance. Entities receiving \$25,000 or more from the City must provide the City with a current certificate of insurance per the requirements listed in the COUCSPG .

Discrimination Prohibited. To the extent consistent with the purpose for which funds are made available under this program, the services and facilities provided by Grantee will be available to the general public, and Grantee shall not discriminate in the administration of these services based on race, religion, color, national origin, age, sex, physical or mental disability, marital status, changes in marital status, pregnancy, or parenthood.

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

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

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

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

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

CITY OF UNALASKA

GRANTEE

By: 

By: 

Its: City Manager

Its: Chair, Board of Directors

Dated: 5/12/21

Dated: 5.17.2021

Unalaskans Against Sexual Assault & Family Violence

Box 36, Unalaska, AK 99685 • Office / Crisis Line: (907) 581-1500 • Fax: (907) 581-4568



January 4, 2022

The Honorable Vince Tutiakoff, Mayor
City of Unalaska
PO Box 610
Unalaska, AK 99685

Dear Mayor Tutiakoff:

The USAFV Board of Directors is requesting permission from the Unalaska City Council to reallocate FY22 City of Unalaska grant funds from operating costs to an important capital project.

Despite being very busy providing various direct services to Program Participants, we have had virtually no shelter nights so far in FY22, and two of USAFV's part-time positions have been vacant for some time. The result has been lower than anticipated personnel costs, as well as lower than expected shelter operational expenses such as utilities and heating fuel. We were also successful again this year in securing funding for direct service staff salaries and other operating costs from diverse sources: In addition to our State of Alaska Council on Domestic Violence & Sexual Assault (CDVSA) grant, USAFV was able to secure an Alaska Housing Finance Corporation (AHFC) grant, and we also signed a Memorandum of Agreement with the Aleutian Pribilof Islands Association (A/PIA) which funds some of our personnel costs. We are not always effective in securing other monies, but when we are, we try to utilize those funds *before* using City money, in order to maximize the benefit to the community.

We are seeking permission from the City of Unalaska to reallocate \$50,000 in FY22 City Grant funds to buy and install a generator at the shelter facility. It is important that USAFV be able to provide heat, hot water, and security to shelter residents even when the power goes out. We also need to have consistent power for our several freezers, so we can be sure that the products we provide to Unalaskans experiencing food insecurity are stored at a safe temperature.

The Board has discussed the need for a backup generator at the shelter for quite some time, and in June of 2021 received a quote from a local business in the amount of \$42,000 for the project. With all of the uncertainty around the COVID-19 pandemic and other program circumstances, the Board determined that it was not the right time to move ahead with the plan, and instead returned \$44,382 in unexpended FY21 grant funds to the City of Unalaska. Anticipating that some costs may have increased significantly in just the last eight months, we are asking to reallocate FY22 City Grant funds in the amount of

\$50,000, enough to cover those projected increases as well as for the installation of a concrete pad to accommodate the generator, which was not included in the original quote.

We believe that the unusual circumstances of this year represent an opportunity to make this facility improvement which is necessary to increase the comfort and safety of the people we serve when they are at their most vulnerable, and that this is the right time to proceed with this project.

Should you grant our request, we anticipate the work to begin in late spring or early summer of 2022, and to be completed by the end of September 2022.

We appreciate the ongoing support that we receive from the City of Unalaska, and strive to meet all of the requirements of our grant agreement. Please contact me at 907-359-5650 or our Executive Director, M. Lynn Crane, at 907-581-1500 if you have any questions.

Thank you for your consideration.

Sincerely,



Karen Kresh
Chair, USAFV Board of Directors

cc: Unalaska City Council
Erin Reinders, City Manager