

CITY OF UNALASKA  
UNALASKA, ALASKA

RESOLUTION 2024-27

A RESOLUTION OF THE UNALASKA CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH KELTY AND ASSOCIATES FOR FISHERIES AND MARINE RELATED NATURAL RESOURCES CONSULTING SERVICES

WHEREAS, the Unalaska City Council has determined it is beneficial to the City of Unalaska to receive fisheries and marine-related natural resources monitoring assistance; and

WHEREAS, the City of Unalaska wishes to retain the services of Frank Kelty of Kelty and Associates to perform consultant duties as directed by the City of Unalaska pursuant to the attached Professional Services Agreement.

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council authorizes the City Manager to enter into a Professional Services Agreement with Kelty and Associates, effective July 1, 2024, through June 30, 2025, for a fee not to exceed \$65,000.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on June 25, 2024.

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Vincent M. Tutiakoff, Sr.  
Mayor

ATTEST:

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Estkarlen Magdaong  
City Clerk

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## MEMORANDUM TO COUNCIL

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To: Mayor and City Council Members  
From: William Homka, City Manager  
Date: June 25, 2024  
Re: Resolution 2024-27: Authorizing the City Manager to enter into a Professional Services Agreement with Kelty and Associates for fisheries and marine-related natural resources consulting services

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**SUMMARY:** Frank Kelty is willing and able to provide consulting services for fisheries and other marine-related natural resource issues. Resolution 2024-27 authorizes the City Manager to enter into a one-year Professional Services Agreement with Mr. Kelty for FY25. Staff recommends approval.

**PREVIOUS COUNCIL ACTION:** Council previously authorized and funded a full-time permanent Natural Resource Analyst position, which provided many of the services included in the proposed agreement before you this evening. The city employee position has been vacant since Mr. Kelty retired as a city employee in September 2015 and the position has been unfunded for several years.

Mr. Kelty then supplied these services as an elected official. Subsequently, he provided these services on a contract basis beginning on February 1, 2020. Council last discussed this agreement on June 13, 2023, when they adopted Resolution 2023-30, authorizing the city manager to enter into an agreement commencing July 1, 2023, through June 30, 2024, for one year.

**BACKGROUND:** The City of Unalaska's primary revenue source is related to the fishing industry. We have long had a staff member or Council member dedicated to monitoring these issues and communicating the impacts to Unalaska. Given the current economic environment, Council makeup, staff capacity, and an interested contractor, the City Manager is bringing forward this Professional Services Agreement with Frank Kelty for Council's consideration.

**DISCUSSION:** Frank Kelty previously performed the responsibilities outlined in the scope of services as an employee of the City of Unalaska, and then as an elected official. He has long-standing relationships with the necessary individuals, organizations, and agencies that allow him to continue acting as the City's consultant for these services. The agreement before you this evening is for one year, covering FY25 (July 1, 2024, through June 30, 2025). Mr. Kelty has requested an increase in the annual amount to cover air travel, hotel, and meal expenses to attend NPFMC meetings and possible travel to Board of Fisheries meetings or other fishery-related conferences. The increase is \$65,000 for the year (\$5,416.66 per month). The fee includes the work outlined in the scope of services as well as expenses, including necessary travel.

**ALTERNATIVES:** Council has two main alternatives beyond the recommended sole sourcing arrangement with Kelty and Associates.

One alternative is to issue an RFP for similar services, which may result in increased fees. Although not the same service, it is also worth noting that this fee is well under what the City of Unalaska currently pays for lobbying services when considering this alternative. For comparison sake, the City of Unalaska currently pays \$76,000 annually for federal lobbying consulting services and \$71,000 annually for state lobbying consulting services.

A more costly alternative is to fund and fill a full-time position. The cost to the City would be approximately \$185,089.16 if we hired a full-time employee to provide these services. This amount is an estimate from 2024's compensation study. This accounts for salary and benefits and does not account for office space and other related costs.

**FINANCIAL IMPLICATIONS:** The total fee is \$65,000. This includes all travel-related expenses. The fee is allocated in the City Manager's budget in FY25 as \$56,000, however, there are additional funds available in the budget line item to increase the amount to \$65,000.

**LEGAL:** None needed.

**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 recommend Council approve this resolution.

**ATTACHMENT:** Proposed Professional Services Agreement

KELTY & ASSOCIATES

Date: June 10, 2024

To: William Homka, City Manager.  
City of Unalaska PO Box 610  
Unalaska, Alaska 99685

From: Kelty and Associates  
43915 Via Granada  
Palm Desert CA, 92211

Dear Mr. Homka,

This is my letter of interest to continue as the City of Unalaska Resource Analyst for another year extension from July 1, 2024, to June 30, 2025.

Thank You

A handwritten signature in black ink, appearing to read 'Frank Kelty', with a long horizontal flourish extending to the right.

Frank Kelty, President  
Kelty & Associates

## PROFESSIONAL SERVICES AGREEMENT

This agreement is made and entered into by and between the City of Unalaska, P.O. Box 610, Unalaska, Alaska, 99685, a municipal corporation organized under the laws of the State of Alaska, hereafter "**City**" and **Kelty and Associates**, 43915 Via Granada, Palm Desert, California, 92211, hereinafter designated as "Consultant".

For and in consideration of the terms set out below, the parties agree as follows:

1. Consultant agrees to perform all work described in Appendix A, "Scope of Services".
2. Consultant further agrees that a full and accurate understanding exists regarding the work required in Appendix A, "Scope of Services" and that there shall be no changes made to the Scope of Services without prior written consent of the City.
3. Consultant shall furnish all the material, equipment, labor and other services to accomplish the Scope of Services. Further, Consultant is responsible for making and paying for all necessary travel arrangements in relation to performance of the Scope of Services.
4. Consultant agrees to comply with the terms for a cost not to exceed as stated in Appendix B "Payment".
5. City shall pay the Consultant according to the payment schedule as described in Appendix B.
6. The term of this agreement shall be for twelve months and commence July 1, 2024, and terminating on June 30, 2025. This contract may be terminated with thirty (30) days written notice by either party.
7. The City retains the right to negotiate differences that may arise in performance of the Scope of Services.
8. As applicable, the Consultant agrees to abide by existing State and Federal laws and to provide for strict compliance with the same as they related to the following:
  - a. Equal Employment Opportunity (EEO);
  - b. Workmen's Compensation Insurance; and
  - c. The Consultant agrees that compliance with the above is the responsibility of the Consultant and that the City Shall be held harmless for any resulting violation of these requirements.
9. General Liability: All legal action or claims including defense costs resulting from

Professional Services Agreement  
City of Unalaska and Kelty and Associates

damages sustained by any person or property arising from the Consultant's performance of this contract which will result in joint liability of the City and Consultant shall be apportioned on a comparative fault basis. Any joint liability on the part of the City must be due to active negligence on the part of the City.

10. This Agreement shall be binding upon the parties hereto and their respective heirs, executors, administrators, and successors.

11. This Agreement shall not be assigned.

**CITY OF UNALASKA**

\_\_\_\_\_  
Marjorie Veeder  
Assistant City Manager

STATE OF ALASKA        )  
  ) ss.  
Third Judicial District    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 2024, by Marjorie Veeder, Assistant City Manager for the City of Unalaska, a First Class Alaska Municipal Corporation, on behalf of the City of Unalaska.

\_\_\_\_\_  
Notary Public, State of Alaska  
My Commission expires: \_\_\_\_\_



## **APPENDIX A**

### **Scope of Services**

Consultant agrees to provide the following **fisheries and marine-related natural resource services**:

- 1) Monitor scientific and regulatory data as well as state and federal laws, policies, and regulations pertaining to fisheries and marine-related natural resource management.
- 2) Provide assistance and guidance on the protection, development and management of natural resources within or affecting the City; address questions regarding legal, permitting, technical, and analytical details of fisheries and related natural resource development programs and regulations.
- 3) Provide written updates (on a monthly basis, at minimum) on fisheries information to the City Manager, Directors, Mayor and Council. This includes, but is not limited to, harvests, bycatch and endangered species issues.
- 4) Provide budgetary fisheries revenue projections to the Finance Director and City Manager for the annual budget process.
- 5) Provide the written documentation for methodology regarding revenue projections to the Finance Director and City Manager.
- 6) Work with city staff, city council and consultants to develop written responses or talking points related to federal and state regulatory changes and natural resource issues.
- 7) Address state and federal officials on behalf of the community at public hearings and providing public testimony as needed.
- 8) Assist Unalaska Crab, Inc. in their responsibilities.
- 9) Attend selected City Council meetings and state or federal resource management meetings (in person or telephonically), traveling when necessary. This includes up to 6 trips in total annually, including participation in meetings of the following:
  - a) North Pacific Fisheries Management Council (NPFMC)
  - b) State of Alaska Board of Fisheries (BOF)
  - c) City Council and Unalaska Crab, Inc.
  - d) National Marine Fisheries Service



**APPENDIX B**  
**Payment**

Total payment under this Contract shall not exceed \$65,000, which does includes expenses associated with travel, lodging, food, copying and similar type expenses necessary for the completion of this contract.

Payment for services shall be made to Consultant in monthly installments on the 10<sup>th</sup> day of each month in accordance with the following schedule:

<b>DATE</b>	<b>AMOUNT</b>
JUL 1, 2024	\$5,416.66
AUG 1, 2024	\$5,416.66
SEP. 1, 2024	\$5,416.66
OCT. 1, 2024	\$5,416.66
NOV. 1, 2024	\$5,416.66
DEC. 1, 2024	\$5,416.66
JAN 1, 2025	\$5,416.66
FEB 1, 2025	\$5,416.66
MAR 1, 2025	\$5,416.66
APR 1, 2025	\$5,416.66
MAY 1, 2025	\$5,416.66
JUN 1, 2025	\$5,416.66
<b>TOTAL</b>	<b>65,000.00</b>