

KODIAK CITY COUNCIL

WORK SESSION AGENDA

Tuesday, November 6, 2018

Kodiak Public Library Multi-Purpose Room

7:30 p.m.

Work sessions are informal meetings of the City Council where Councilmembers review the upcoming regular meeting agenda packet and seek or receive information from staff. Although additional items not listed on the work session agenda are sometimes discussed when introduced by the Mayor, Council, or staff, no formal action is taken at work sessions and items that require formal Council action are placed on a regular Council meeting agenda. Public comments at work sessions are NOT considered part of the official record. Public comments intended for the "official record" should be made at a regular City Council meeting.

Discussion Items

1. Public Comments (limited to 3 minutes)
2. Tsunami Mapping and Exit Points Update (Dmitry Nicholski).....1
3. Discussion About State Lobbyist
4. Discuss Natives of Kodiak Water Main Line Extension.....4
5. Discuss Recruitment Process/Timeline for City Clerk Position.....14
6. Elected Officials Training/Travel Requests
7. November 8, 2018, Agenda Packet Review

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Report of Investigations 2017-8

UPDATED TSUNAMI INUNDATION MAPS FOR THE KODIAK AREA, ALASKA

E.N. Suleimani, D.J. Nicolsky, and R.D. Koehler



STATE OF ALASKA

Bill Walker, Governor

DEPARTMENT OF NATURAL RESOURCES

Andrew T. Mack, Commissioner

DIVISION OF GEOLOGICAL & GEOPHYSICAL SURVEYS

Steve Masterman, State Geologist and Director

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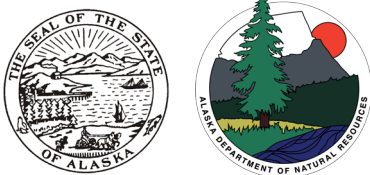
Alaska State Library,
Historical Collections & Talking Book Center
395 Whittier Street
Juneau, Alaska 99811

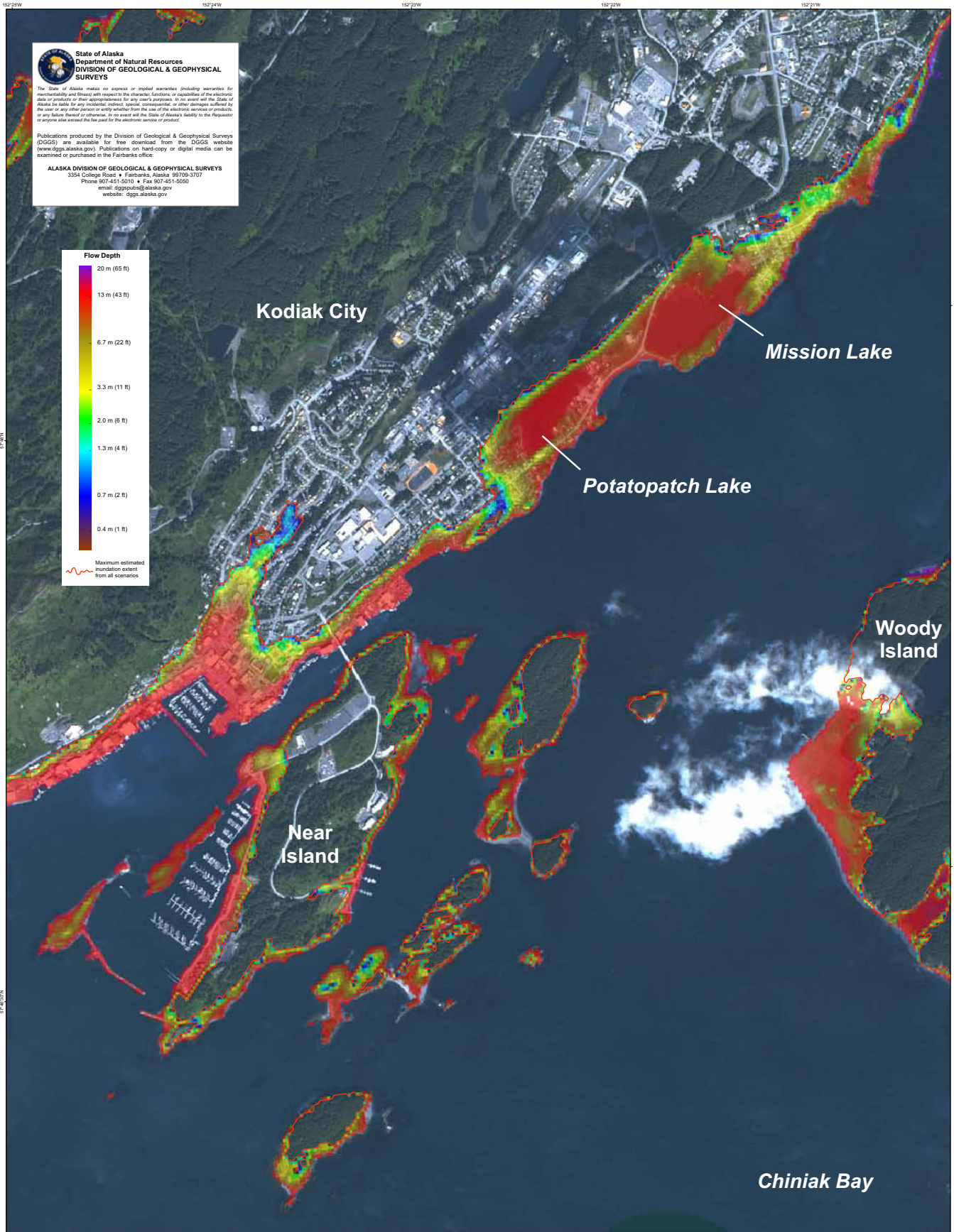
Alaska Resource Library and Information Services (ARLIS)
3150 C Street, Suite 100
Anchorage, Alaska 99503

Suggested citation:

Suleimani, E.N., Nicolsky, D.J., and Koehler, R.D., 2017, Updated tsunami inundation maps of the Kodiak area, Alaska: Alaska Division of Geological & Geophysical Surveys Report of Investigation 2017-8, 38 p., 10 sheets.

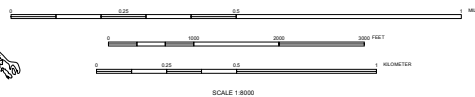
<http://doi.org/10.14509/29740>





MAXIMUM ESTIMATED TSUNAMI INUNDATION, DOWNTOWN KODIAK, ALASKA

by E.N. Suleimani¹, D.J. Nicolisky², and R.D. Koehler³
2017



This map has been completed using the best information available and is believed to be accurate; however, its preparation required many assumptions. Actual ground subsidence during a tsunami earthquake may vary from those assumed, so the accuracy cannot be guaranteed. Areas permanently flooded will depend on specifics of the earthquake and local ground conditions, and may differ from the areas shown on the map. Information on this map is intended to permit state and local agencies to plan post-tsunami response actions. The map is not appropriate for site-specific use or for land-use regulation. Interpretation of the maps by qualified experts is strongly recommended.

Affiliation:
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**SPECIAL LINE EXTENSION CONTRACT
FOR WATER MAIN LINE EXTENSION, BOOSTER PUMP STATION, AND CONSTRUCTION
INSPECTION AGREEMENT**

For good and valuable consideration, the receipt of which is hereby acknowledged, the City of Kodiak, an Alaskan municipal corporation (“City” or “Utility”) and Natives of Kodiak, Inc. an Alaskan Native Urban Corporation established pursuant to the Alaska Native Claims Settlement Act as an Alaskan for profit corporation (“Customer”), hereby agree that Customer may install a water main line extension pursuant to the terms of this agreement and the terms of Chapters 13.04 and 13.18 of the Kodiak City Code and the applicable Schedule of Fees and Charges as they may be amended from time to time. For the purposes of this agreement, line extension is defined as that part of the piped water system capable of serving more than one service connection.

1. **AUTHORITY:** This Agreement is entered into pursuant to Sections 13.18.010, 13.18.020, 13.18.030, and 13.18.040 of the Kodiak City Code.
2. **RECITALS:**
 - a. Customer desires extension of service from ~~approximately Mile 5.95 of State Route 068000 (Rezanof Drive)~~ Gibson Cove where there is an existing City water utility distribution main line to approximately Mile 6.46 of State Route 068000 (Rezanof Drive) immediately adjacent to USS ~~—,2539~~, Tract A via a primary 12 inch diameter main underground waterline (“Line Extension” or “Extension”).
 - b. In the Utility’s opinion, extension of service through the Line Extension will require an unreasonable amount of expense in relation to anticipated revenue for use of water distributed through the Line Extension.
 - c. Customer is located within one mile of existing City water distribution facilities.
 - d. If Utility were to pay for the construction of the desired underground main distribution line to the point of delivery, the Line Extension would not return the minimum monthly revenues covering the cost of construction.
 - e. Customer is willing to, at Customer’s sole expense, construct the Line Extension and install the necessary facilities to obtain service via the Line Extension in compliance with plans and specifications approved by Utility.

3.

**INSTALLATION AND MAINTENANCE OF UNDERGROUND MAIN
LINE EXTENSION AND BOOSTER PUMP STATION:**

- a. Customer may construct, install and maintain during construction at Customer's sole expense the Line Extension starting at Gibson Cove Road and continuing approximately 440 feet to the new booster pump station and then approximately 435 to the Alaska Department of Transportation Right-of-Way (AKDOT ROW) then continuing within the boundaries of an existing easement for roads and utilities adjacent to State Route 068000 (Rezanoff Drive) from approximately Mile 5.95 of State Route 068000 (Rezanof Drive) where there is an existing City water utility distribution main line to approximately Mile 6.46 of State Route 068000 (Rezanof Drive) immediately adjacent to USS _____, 2539, Tract A at which point Customer may connect to the Extension via an underground customer service line to be installed in strict conformance with Chapter 13.04 of the Kodiak City Code provided that other terms and conditions in this agreement are met.
- b. Construction of the Extension shall be substantially completed within ~~two (2) years~~ one year of the date City signs this Agreement.
- c. The construction and installation of the Extension shall meet or exceed the minimum requirements established by Sections 13.18.010 and 13.18.020 which are incorporated herein by reference as if fully set forth. All construction shall be in accordance with the latest edition of the city's standard construction specifications.

4.

CITY AND STATE APPROVAL OF PLANS AND SPECIFICATIONS:

- a. Customer shall provide to UTILITY detailed design plans prepared by a professional engineer registered in the state of Alaska and a detailed description of the materials that the customer intends to use at least ninety (90) days before beginning construction and installation of the Extension. No construction or installation of the Extension may begin before UTILITY approves the design plans and the materials that Customer intends to use. UTILITY's review of Customer's design plans and materials, and inspections of the Extension are for UTILITY's sole benefit. In protecting its own interests, UTILITY is not acting as a design professional.
- b. Customer shall obtain all required approvals to construct from the Alaska Department of Environmental Conservation ("ADEC") and provide copies of ADEC approvals to UTILITY at least thirty (30) days before beginning construction and installation of the Extension. UTILITY shall cooperate with Customer in seeking ADEC approval to construct.

- c. Prior to commencement of construction of the Extension, Customer and any contractor selected by Customer to construct the Extension shall provide City proof of the following policies of insurance:
1. Commercial General Liability Insurance, \$2,000,000 combined single limit per occurrence for bodily injury and property damage claims arising from all operations related to this Lease. The general aggregate limit shall be \$2,000,000.
 2. Commercial Automobile Liability Insurance, \$2,000,000 combined single limit per accident for bodily injury and property damage.
 3. Worker's Compensation and Employers Liability. Worker's Compensation shall be statutory as required by the State of Alaska. Employers Liability shall be endorsed to the following minimum limits and contain USL&H coverage endorsement, if applicable: (i) bodily injury by accident--\$1,000,000 each accident; and (ii) bodily injury by disease--\$1,000,000 each employee, \$1,000,000 policy limit.
- d. The policies are to contain, or be endorsed to contain, the following provisions:
1. Commercial General Liability and Automobile Liability
 - a. City, its officers, officials, employees and volunteers are to be covered as additional insureds. The coverage shall contain no special limitation on the scope of protection afforded to City, its officers, officials, employees and volunteers.
 - b. The insurance coverage shall be primary insurance as respects City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by City, its officers, officials, employees and volunteers shall be excess of Customer's insurance and shall not contribute to it.
 - c. The insurer shall agree to waive all rights of subrogation against City, its officers, officials, employees and volunteers for losses arising from work performed by Customer or its contractor.
 2. Worker's Compensation and Employer's Liability. The insurer shall agree to waive all rights of subrogation against City, its officers, officials, employees and volunteers for losses arising from work performed by Customer or its Contractor.
 3. All Insurance. Each insurance policy required by this Agreement shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in

coverage or in limits except after thirty (30) days' prior written notice has been given by the Insurer to City by certified mail, return receipt requested.

4. Customer shall furnish City with approved certificates of insurance and with certified copies of all endorsements effecting coverage required by this Section. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be on forms which meet industry standards. City reserves the right to require complete, certified copies of all required insurance policies at any time.

5. INSPECTIONS

- a. Customer shall provide a qualified Professional Utility Construction Inspector approved by the City of Kodiak Public Works Director and the design Engineer. The Inspector and Customer will provide the following:
 1. Notify the city to schedule a pre-construction meeting. Prepare meeting agenda and submit to the city for review,
 2. Prepare daily reports of construction activities. Reports should include written summary of work tasks, photo log, and documentation of construction and materials testing,
 3. Maintain daily coordination and communication with the City of Kodiak Public Works Director and City Engineer during construction
 4. Written description of pipeline and booster pump station testing in accordance with City of Kodiak Standard Construction Specification & Standard Details 2012 Edition.
 5. Provide minimum one week notice to the city prior to bore flush and pipe testing,
 6. A Surveyor licensed in the State of Alaska shall document the project construction in order to prepare record drawing for submittal to the State of Alaska Department of Environmental Conservation (AKDEC) and the City of Kodiak. Record drawings must include name(s), addresses(s) and phone number(s) of construction contractor's name and engineering firm(s), and all the certifications or professional seals as required by the AKDEC. Drawings shall be submitted to the City in the form of an original 11"x17" hard copy and an electronic Portable Document Format (PDF) version, and

7. The Engineer must be available throughout the warranty period to effect through the contractor, corrections of warranty deficiencies.

a.b. Customer shall provide written notice to UTILITY after the completion of ~~{insert major steps of construction and installation that would require inspection}~~ water main pipe extension and booster pump station. After providing notice to UTILITY as required by this paragraph, Customer shall assure that for a period of five (5) business days UTILITY will have access to the Extension or any portion thereof affected by the notice should UTILITY choose to inspect the line to assure compliance with the approved plan.

b.c. UTILITY may inspect the Extension at any time prior to City acceptance of the Extension upon reasonable advance written notice to Customer. ~~UTILITY, at its option, may excavate the Extension at its own costs to inspect it~~ During Construction, the Inspector shall notify the City periodically to observe open trench pipe installation.

e.d. When ~~UTILITY-RESIDENT INSPECTOR~~ determines the Extension has been substantially completed ~~UTILITY-RESIDENT INSPECTOR~~ shall provide written notice to City. City shall conduct a final inspection within ten business days after receipt of the notice of substantial completion. Promptly after completion of the final inspection City shall provide Customer a list of required repairs and corrections to the Extension. Customer shall complete required repairs and corrections within thirty days of receipt of the list and provide written notice to City of said completion of repairs. Within five business days of receipt of the notice of completion of repairs City shall reinspect the Extension. If the repairs have been completed to the reasonable satisfaction of City, City shall proceed to flush, pressure test and chlorinate the Extension. City shall take water samples at a designated sampling points and test or cause to be tested the water samples and provide the results to ADEC. Customer shall reimburse City for the expense of all final inspections including the cost of flushing, pressure testing, chlorination and sampling.

6. ACCEPTANCE OF LINE EXTENSION

- a. After completion of ~~all repair~~ testing of all piping, booster pumps, and disinfection system to the reasonable satisfaction of UTILITY, Customer shall provide UTILITY; 1) all items required by KCC 13.18.030(b); and 2) the written warranties required by KCC 13.18.030(c); ~~and~~ 3) the performance bond required by KCC 13.18.030(c); and 4) produce record drawings in a format acceptable to the utility.
- b. If required, Customer's Engineer shall prepare for City's signature an application for approval to operate the Extension for City's submission to ADEC.
- c. Upon receipt of; 1) all items required by paragraph 6(a) above; and 2) approval to operate

the Extension from ADEC, City shall provide Customer written acceptance of the Extension.

- d. Until City accepts the Extension, Customer shall at Customer's sole expense maintain the Extension. Customer shall be responsible for all loss or damage to the Extension and for any and all loss, damage, injury or death caused by the Extension except that UTILITY may be responsible for loss or damage arising out of the sole fault or sole negligence of UTILITY, its agents or its employees.

7. OPERATION OF LINE EXTENSION

- a. UTILITY shall provide water service to the Customer pursuant to the terms of this Agreement, and applicable provisions of the Kodiak City Code. However, if UTILITY does not approve design plans and specifications used for the Extension, UTILITY has no obligation to provide water to the Customer through the Extension.

- b. UTILITY, in its sole discretion, and without notice, may suspend or terminate service to Customer if it determines that the Extension is an immediate hazard which threatens the safety or health of any consumer, the general population, UTILITY employees, City employees, or City or UTILITY facilities ("Immediate Hazard"). UTILITY shall not be responsible for any loss, damages, injury, or death resulting from suspension or termination of power to the Extension.

8. OWNERSHIP

Upon final completion of the Extension and acceptance of the Extension from Customer, UTILITY shall take title and ownership of the Extension up to the Customer service line. After taking ownership of the Extension, UTILITY will maintain service through the Extension and, at its option, may provide water service to other persons through the Extension.

9. SERVICE TO CUSTOMER

- a. Customer shall accept service from UTILITY through the Extension for at least five (5) years from the date UTILITY accepts the Extension.
- b. Customer shall pay for service from UTILITY through the Extension at an unmetered rate for a twelve inch (12") line at a flat monthly rate of \$_8,080-12,000_____ per month as detailed below. The monthly rate as adjusted pursuant to this Paragraph 11 shall expire five (5) years from the date UTILITY accepts the Extension. If extension revenue does not

exceed current monthly cost within five (5) years the monthly rate may be adjusted to actual cost for supply by utility.

1. Electric Service (average monthly)	\$1,000.00
2. Daily Inspection/Operation (Booster Pump Station)	
4 man hours/day x 22 days/month x \$65/hour	\$5,720.00
3. Line flushing	
6 man hours/day x 1 day/month x \$65/hour	\$390.00
4. Sodium hypochlorite generation	
salt cost per month	\$450.00
5. Sampling and Testing	
2 man hours/day x 4 days/month x \$65/hour	\$520.00
<hr/>	
SubTotal	\$8,080.00-12,000

b.c. Within thirty (30) days of each anniversary date of commencement of service to Customer, UTILITY shall provide Customer information on all operational costs (“Extension Costs”) and revenues (“Extension Revenues”) associated with operation of the Extension during the previous year, including all revenues from other customers who have connected to the Extension. If Extension Revenues exceed Extension Costs the monthly rate shall be equitably adjusted to a monthly amount estimated to allow Extension Revenues to equal Extension Costs for the previous year and for the current year.

e.d. If Extension Revenues exceed Extension Costs at the time the monthly rate set by this Agreement expires, Service shall be provided at a metered/unmetered monthly rate established by the City’s Schedule of Fees, Charges and Tariffs effective with the monthly billing period immediately succeeding the fifth anniversary date of commencement of service to Customer. If Extension Revenues do not exceed Extension Costs at the time the monthly rate set by this Agreement expires, Service shall be provided at a flat monthly rate estimated to allow Extension Revenues to equal Extension Costs. Customer shall receive written notice of the flat monthly rate together with Extension Revenue and Extension Cost information at least thirty (30) days prior to any adjustment in the flat monthly rate. This flat monthly rate shall remain in effect (subject to annual adjustment as set forth in subparagraph (c) above) until such time as the annual review of Extension Revenues and Extension Costs shows Extension Revenues exceed Extension Costs at which time service shall be provided at a monthly rate established by the City’s Schedule of Fees, Charges and Tariffs effective with the next monthly billing period.

d.e. Extension Revenues and Extension Costs shall be determined in accordance with prudent utility rate making and rate allocation practices.

10. SERVICE TO OTHER CUSTOMERS

UTILITY has the option to use the Extension to provide water service to other customers as provided for in Chapter 13.04 of the Kodiak City Code as it may be amended from time to time. Revenues received by UTILITY for service to other customers shall be included in Extension Revenues.

11. INDEMNITY

- a. CUSTOMER shall indemnify and hold harmless the City and its elected and appointed officials, employees, agents, and servants from any and all losses, expenses, damages, demands, and claims by any person in connection with or rising out of any injury (including death) to persons or in connection with damage to property or the natural environment, sustained in whole or in part as a result of CUSTOMER's construction, use and maintenance of the Extension, and/or exercise of its rights under this Agreement or CUSTOMER breach of this Agreement. CUSTOMER shall defend all suits and actions brought against the City and any of its elected or appointed officials, employees, agents or servants from any such injury or damage and shall pay all damages, costs, and expenses, including attorney's fees incurred in connection with the suits or actions. The only exception to this indemnity provision shall be for claims resulting from the negligence, gross negligence, or willful misconduct of the City or its employees, agents, or servants, and for claims resulting from an act or omission of a third party, with respect to which CUSTOMER's obligations under this paragraph shall be limited to that portion of any such claim not attributable to the City and not attributable to a third party.
- b. This indemnity provision specifically includes all environmental damage that may result from CUSTOMER operations under this Agreement and any penalties or fines which may be assessed in connection therewith.
- c. Claims arising in whole or in part out of any incident or event occurring during the term of this Agreement or any extension or renewal of it shall be covered by the provisions of this section 11 even though they may not have been asserted or discovered until after the expiration of said term.

12. BREACH OF AGREEMENT:

If Customer breaches this agreement, UTILITY may recover from Customer reasonable damages, and full attorney's fees and costs.

13. NOTICE TO PARTIES:

Notice to UTILITY as provided herein shall be sent by facsimile with the original to follow by mail, postage prepaid, to the facsimile numbers and addresses provided below or to such other facsimile numbers and addresses as UTILITY and Customer may designate in writing from time to time.

City of Kodiak
ATTN: City Manager
P.O. Box 1397, Kodiak AK 99615
Fax No.: (907) ___ - ____

Natives of Kodiak, Inc.
ATTN:
215 Mission Road, Ste. 212
Kodiak, AK 99615
Fax No.: (907) ___ - ____

14. COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS

At all times during the term of this Agreement, Customer shall conduct construction of the Extension in accordance with all applicable federal, state, and local laws and ordinances.

15. INTEGRATION/AMENDMENT:

This is a fully integrated agreement and supersedes all prior oral or written communication. Any of the terms of this Agreement may be amended by mutual agreement of the parties. Any amendment shall not be effective until it has been agreed to in writing by persons authorized to contractually bind each party.

16. VALID AGREEMENT

If a court of law determines that any part of this agreement is invalid, the remainder of this agreement shall remain in full force and effect as if this agreement was executed without the invalid part.

17. WAIVERS

No waiver by Customer or the City of any covenant or condition of this Agreement shall be construed as a waiver of any other covenant or condition, nor shall the waiver of one breach be considered as a waiver of any other breach.

18. ALASKA LAW

The parties agree that this Agreement was entered into in the State of Alaska, that Alaska law will govern its interpretation and application, and that venue of any suit or other action arising out of

this Agreement shall be in the Superior Court for the State of Alaska Third Judicial District unless a nonwaivable state or federal law requires otherwise.

19. BINDING ON SUCCESSORS AND ASSIGNS

All provisions of this Agreement shall inure to the benefit of and be binding on the parties, their successors, and permitted assigns.

20. Dispute Resolution –Language to be added

21. Termination –Language to be added

IN WITNESS WHEREOF, the parties have signed this Agreement on the date or dates indicated beneath the signature of their respective officers or agents.

Mike Tvenge
City Manager
City of Kodiak

Date

President
Natives of Kodiak, Inc.

Date



Office of the City Clerk

710 Mill Bay Road, Room 220, Kodiak, Alaska 99615

MEMORANDUM

To: Mayor Branson and Councilmembers

Date: November 6, 2018

From: Debra Marlar, City Clerk *Del*

Subject: Clerk Recruitment

While discussing the Clerk recruitment/timeline process, it would be helpful to consider the following:

- Will the Council as a whole participate in the recruitment process or do you want to identify a small committee?
- What are the minimum qualifications you are seeking and what are the essential duties? (See draft job announcement.)
- Where and for how long do you want to advertise the position?
- What is the timeline for interviews?



JOB ANNOUNCEMENT CITY CLERK

Annual Salary Range: \$XX to \$XX

Open Until Filled

General Functions:

The City Clerk is hired by and works directly for the City Council under contract. The City Clerk is the local official who administers democratic processes such as elections, City records, and legislative actions ensuring transparency to the public. The City Clerk acts as a compliance officer for state and local statutes including the Open Meetings Act and Public Records statutes. The Clerk is responsible for the efficient operation of the Clerk's Department so that cost-effectiveness, productivity, and service to the City Council and the public are maximized.

Minimum Qualifications:

- Bachelors Degree in political science, public administration, or related field; minimum of four years of progressively responsible and advanced administrative experience; any combination of education and/or experience that could provide the necessary knowledge, skills, and abilities will be evaluated on an individual basis
- **Certified Municipal Clerk**
- Registered to vote in the State of Alaska
- Obtain a notary certificate upon hire
- Must be bondable
- Possess a valid Alaska driver's license and be able to drive a motor vehicle

Preferred Qualifications

- **Possess or actively be working toward achieving Master Municipal Clerk certification**

Examples of Essential Duties/Responsibilities:

- Under the general direction of the City Council, develop, revise, interpret, and direct the implementation of rules, regulations, policies, and procedures related to the day-to-day operations and the long- and short-term goals and objectives of the City Clerk's Department
- Plan, direct, manage, supervise, and coordinate the administration and operations of the City Clerk's Department, including direct supervision of Deputy City Clerk, department assistants, and temporary staff; approve job descriptions for those positions; conduct performance evaluations for department employees, review performance evaluations, initiate and administer personnel and disciplinary actions, and resolve grievances; evaluate and manage staff training necessary to maintain professionalism and proficiency of department staff to ensure high standards of customer service to the public
- Provide staff support and technical advice to the Mayor and City Council
- Administer the Citywide records management program and be responsible for all documents, records, and archives of the City as provided by law
- Coordinate with the City attorney on legal matters relating to the department or as directed by the Council
- Administer all aspects of general and special municipal elections; certify petitions; serve as a Voter Registrar
- Prepare agendas for Council meetings; process requests for placement on agenda from department heads, staff, and citizens; research files and laws; draft routine ordinances and resolutions; and compile information on each agenda item to facilitate Council review at Council meetings
- Codify ordinances and updates to the City Charter, City Code, and the Personnel Regulations; supervise distribution of revisions
- Administer oaths and affirmations to City elected and appointed officials and officers
- Coordinate City Council advisory board appointments
- Prepare departmental budgets for legislative and Clerk's departments
- Maintain productive working relationships within the department, with other City departments, and with representatives of the community at all levels, including elected officials and staff, business and civic groups, the media, and the public.
- Perform other duties as directed by the City Council or required by City Charter, City Code, and/or State law

Knowledge, Skills, and Abilities:

- Knowledge of the principles and practices of the functions and operations of a municipal clerk's department, including the ability to perform research, analyze, prepare, and present data
- Knowledge of budget preparation, fiscal control, program planning and development, and strategic planning.
- Knowledge of the principles and practices of employment supervision, including employee development, performance evaluations, and progressive discipline
- Skill in establishing and maintaining productive working relationships with City of Kodiak elected and appointed officials and staff, Borough officials and staff, the public, media, and federal, state and local agencies
- Considerable knowledge of business English, spelling, correct usage of English grammar and punctuation and ability to communicate effectively, both orally and in writing
- Excellent written and oral communication skills, problem-solving skills, and interpersonal skills
- Ability to work and to maintain professionalism under pressure, manage simultaneous tasks and projects, and meet multiple deadlines
- Comprehensive knowledge of municipal records management policies, principals, and practices
- Knowledge of office practices, procedures, and use of general office equipment

Further Information/Application Procedure

For additional information and full job description, contact Debra Marlar, City Clerk, at 486-8638. Signed City application, resume with three employment references, and copies of degrees and/or Clerk certification may be dropped off or mailed to the City Clerk's office at 710 Mill Bay Road, Room 220. Position will remain open until filled. The application form is available on the City's web page at www.city.kodiak.ak.us/jobopenings/Pages/default.aspx For additional information: call 907-486-8638 or email dmarlar@city.kodiak.ak.us.

Authorized:

Pat Branson, Mayor

The City of Kodiak is an Equal Opportunity Employer.

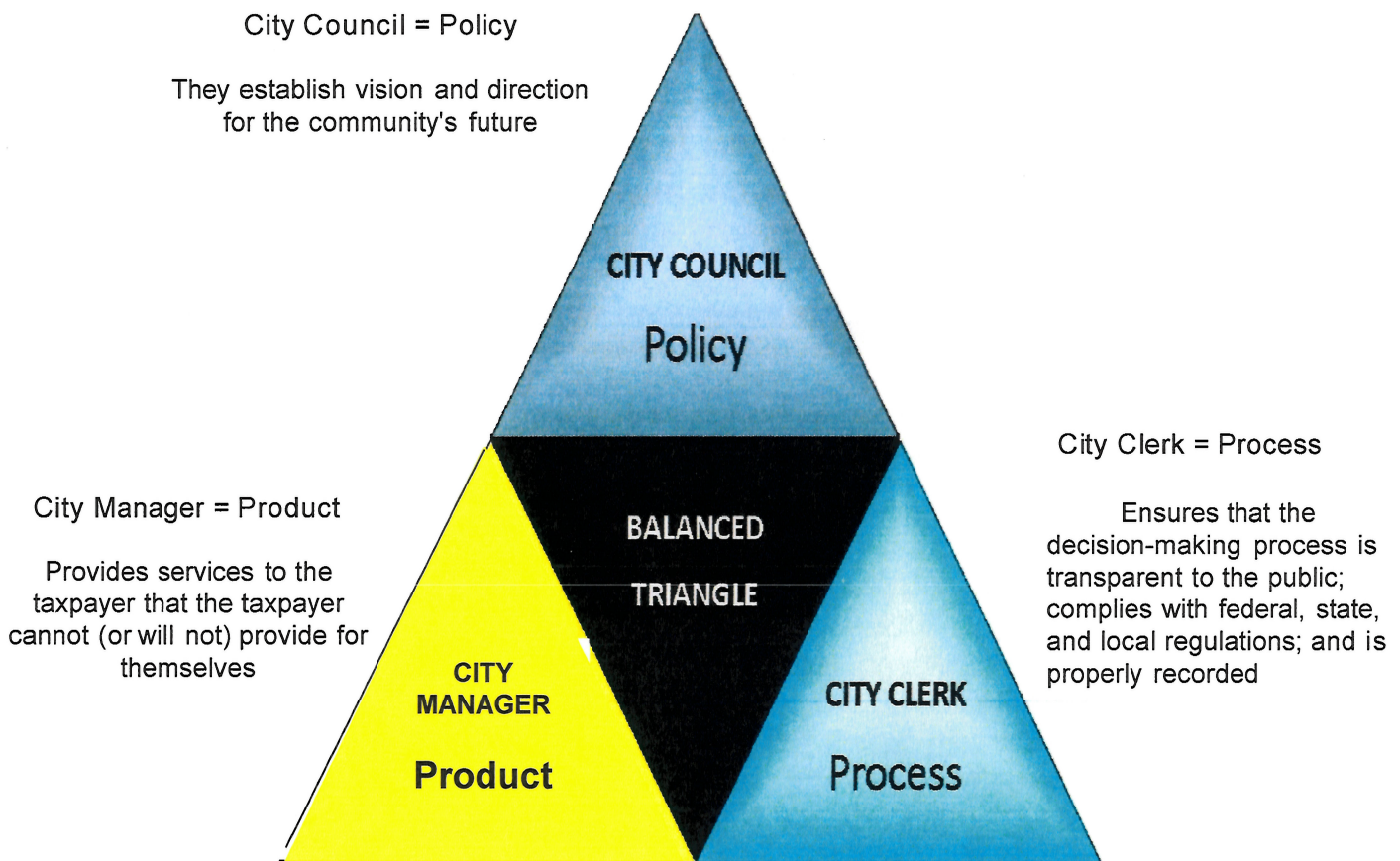
DRAFT

WORKING WITH YOUR CITY CLERK

The City Clerk is the local official who administers democratic processes such as elections, access to city records, and all legislative actions ensuring transparency to the public. The City Clerk acts as a compliance officer for federal, state, and local statutes including the Open Meetings Act and the Public Records Act. The City Clerk manages public inquiries and relationships and arranges for ceremonial and official functions

Public Service-A Balanced Triangle

Success in public service requires an even-sided, balanced triangle. The City Council, City Clerk, and City Manager must understand and respect each other's roles and share an obligation in maintaining this balance.



Certified Municipal Clerk (CMC) Program

The Certified Municipal Clerk program is designed to enhance the job performance of the Clerk in small and large municipalities. To earn the CMC designation, a Municipal Clerk must attend extensive education programs. The CMC designation also requires pertinent experience in a municipality. The CMC program prepares the applicants to meet the challenges of the complex role of the Municipal Clerk by providing them with quality education in partnership with institutions of higher learning, as well as State / Provincial / National Associations. The CMC program has been assisting clerks to excel since 1970.

Master Municipal Clerk (MMC) Program

The MMC program is the second and more advanced of the two professional designations granted by IIMC. The MMC program is an advanced continuing education program that prepares participants to perform complex municipal duties. The program has an extensive and rigorous educational component and a professional contribution component. The MMC applicant must demonstrate that they have actively pursued education and professional activities.