

City of Kodiak Regular Council Meeting Agenda for January 10, 2019
7:30 p.m., at 710 Mill Bay Road, Assembly Chambers (Room 232)

- I. Call to Order/Roll Call**
Invocation/Pledge of Allegiance

- II. Previous Minutes**
Approval of Minutes of the December 13, 2018, Regular Council Meeting.....1

- III. Persons to Be Heard**
 - a. Public Comments (limited to 3 minutes) (486-3231)

- IV. Unfinished Business**
None

- V. New Business**
 - a. Resolution No. 2019–01, Adopting a FY2020 State Capital Improvement Program List..8
 - b. Resolution No. 2019–02, Rescinding Resolution No. 2013–19 and Re-Establishing a
Downtown Kodiak Revitalization Special Committee14
 - c. Resolution No. 2019–03, Amending Section 14, Utilities (Water), of the Schedule of Fees
and Charges to Allow Water Discounts as Incentive for the Collection of a Water Sample
Program.....34
 - d. Authorization of City Clerk Employment Agreement With Nova Javier.....40
 - e. Appointment of City Advisory Board Members.....46

- VI. Staff Reports**
 - a. City Manager
 - b. City Clerk

- VII. Mayor’s Comments**

- VIII. Council Comments**

- IX. Audience Comments** (limited to 3 minutes) (486-3231)

- X. Adjournment**

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**MINUTES OF THE REGULAR COUNCIL MEETING
OF THE CITY OF KODIAK
HELD THURSDAY, DECEMBER 13, 2018
IN THE BOROUGH ASSEMBLY CHAMBERS**

I. MEETING CALLED TO ORDER/INVOCATION/PLEDGE OF ALLEGIANCE

Acting Deputy Mayor Randall C. Bishop called the meeting to order at 7:30 p.m. Councilmembers Terry J. Haines, Richard H. Walker, and John B. Whiddon were present and constituted a quorum. Mayor Branson and Councilmembers Laura B. Arboleda and Charles E. Davidson were absent. City Manager Mike Tvenge, City Clerk Debra Marlar, and Deputy Clerk Michelle Shuravloff-Nelson were also present.

Salvation Army Major Dave Davis gave the invocation and the Pledge of Allegiance was recited.

II. PREVIOUS MINUTES

Councilmember Whiddon MOVED to approve the minutes of the November 8, 2018, regular meeting.

The roll call vote was Councilmembers Bishop, Haines, Walker, and Whiddon in favor. Councilmembers Arboleda and Davidson were absent. The motion passed.

III. PERSONS TO BE HEARD

a. Public Comments

Larry Van Daele thanked City staff for providing the after action report from the January earthquake, and he thanked Police Chief Putney and Fire Chief Mullican for the information during the public meeting. He expressed his concern that the State of Alaska had not signed the after action report and volunteered to contact them. He shared his concern that some sirens have not been fixed and stated his opinion that the City should reprioritize funding allocations until the sirens were fixed.

IV. UNFINISHED BUSINESS

a. Second Reading and Public Hearing, Ordinance No. 1383, Amending Chapters 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, And 19 of the City Personnel Rules And Regulations; Amending the Definitions in the City Personnel Rules And Regulations; and Amending Kodiak City Code 2.08.065 Deputy City Manager-Appointment, Powers, And Duties

Acting Deputy Mayor Bishop read Ordinance No. 1383 by title. For the last few years, a comprehensive review and update to the City of Kodiak's Personnel Rules and Regulations Manual (PR&R) has been consistently identified by employees and

department heads alike as being a critical need. Council reviewed the PRR amendments at previous work sessions and passed the ordinance in the first reading at the November regular meeting.

Councilmember Walker MOVED to adopt Ordinance No. 1383.

Acting Deputy Mayor Bishop closed the regular meeting, opened and closed the public hearing when no one came forward to testify, and reopened the regular meeting.

The roll call vote was Councilmembers Bishop, Haines, Walker, and Whiddon in favor. Councilmembers Arboleda and Davidson were absent. The motion passed.

V. NEW BUSINESS

a. Election of Deputy Mayor

Under the provisions of City Charter Article II, Section 2, the City Council shall elect one of its members as Deputy Mayor no sooner than thirty days, nor more than sixty days, from the beginning of the newly-elected Councilmembers' terms. The Deputy Mayor serves a one-year term and acts as Mayor in the Mayor's absence. If a vacancy occurs in the office of Mayor, the Deputy Mayor serves until another Mayor is elected by the Council.

Councilmember Whiddon MOVED to elect Laura Arboleda as Deputy Mayor for a one-year term.

The roll call vote was Councilmembers Bishop, Haines, Walker, and Whiddon in favor. Councilmembers Arboleda and Davidson were absent. The motion passed.

b. Appointment of City Representative to the Kodiak Fisheries Work Group

Resolution No. 2018-02, which was adopted January 11, 2018, re-established the scope and authority of the Kodiak Fisheries Work Group (FWG) and reduced the number of City and Borough representatives serving on the FWG from three to two. Mayor Pat Branson and Councilmember John Whiddon have served as the City's representatives to the FWG. Councilmember Haines has expressed interest in serving on the FWG and Mayor Branson has voiced support that he be appointed to replace her. Councilmember Whiddon will continue to serve as the other City representative until a successor is appointed.

Councilmember Walker MOVED to appointment Terry Haines to the Kodiak Fisheries Work Group to serve until a successor is appointed.

The roll call vote was Councilmembers Bishop, Haines, Walker, and Whiddon in favor. Councilmembers Arboleda and Davidson were absent. The motion passed.

c. Recommendation of Appointments to City Seats on the Planning and Zoning Commission

Three of the seven seats on the Planning and Zoning Commission are designated as City seats. There is one vacant City seat and one that expires at the end of December. The Council needs to recommend applicants for appointment by the Borough Mayor. Two applications have been received from City residents – one from incumbent Barry Altenhof and one from former City P&Z representative Alan Schmitt.

Councilmember Haines MOVED to recommend Alan Schmitt for appointment to the vacant City seat on the Planning and Zoning Commission for a term to end in December 2020 and Barry Altenhof to the expiring seat for a term to end in December 2021.

The roll call vote was Councilmembers Bishop, Haines, Walker, and Whiddon in favor. Councilmembers Arboleda and Davidson were absent. The motion passed.

d. Authorization for the Clerk Hiring Committee to Negotiate With Nova Javier for the City Clerk Position

The City Clerk is hired by and works directly for the City Council under contract. In November 2018 the City Clerk indicated she planned to retire effective April 30, 2019. The Deputy City Clerk has expressed she is not interested in the Clerk position at this time. The Council established a Clerk Hiring Committee at their November 6, 2018, work session. On November 21, 2018, the Clerk Hiring Committee received a letter of interest from Nova M. Javier, MMC. On November 28, 2018, the Clerk Hiring Committee met to establish a timeline and to review the letter of interest and other materials submitted by Ms. Javier.

Councilmember Walker MOVED to authorize the Clerk Hiring Committee to negotiate with Nova Javier for the City Clerk position.

The roll call vote was Councilmembers Bishop, Haines, Walker, and Whiddon in favor. Councilmembers Arboleda and Davidson were absent. The motion passed.

VI. STAFF REPORTS

a. City Manager

Manager Tvenge said Pillar Mountain road was closed until further notice; he said the gate at the bottom of the hill is locked. He commented that there was ice all the way up the road, and the road is expected to remain closed until spring. He reminded the public that Pillar Mountain is a non-maintained service road; however, it is still open to pedestrian travel at this time. He said the Waste Water Treatment Plant at 2853 Spruce Cape Road would receive and dispose of Christmas trees after the holidays. He shared that citizens may dispose of their natural tree on the lower parking area, which will be marked with signs identifying the drop off area. Manager Tvenge shared that the speed

limit through the City's portion of Mission Road was reduced to 20 miles per hour. He said after listening to public comments and conducting meetings with Public Works and Public Safety it was determined that section of the road would benefit by lowering the speed limit 5 miles per hour and signage was placed accordingly. He said the City will enter into an agreement with KEA to provide electricity at a discounted rate to run the electric boiler at the Kodiak Public Library, which is intended to reduce the overall heating bill by five percent or greater. He highlighted this will save the City approximately \$500 annually and emphasized that every little bit helps reduce the City's expenses. He said the City will collect household water samples beginning in January 2019 to comply with DEC requirements. He shared that staff will contact a list of residents to volunteer samples for testing; volunteers will receive a discount on their January or February water bills. He wished everyone a safe and happy holiday season.

b. City Clerk

Clerk Marlar informed the public of the next scheduled Fisheries Work Group meeting on December 19, 2018, the City work session on January 8, and the regular Council meeting on January 10.

VII. MAYOR'S COMMENTS

Acting Deputy Mayor Bishop congratulated newly appointed Deputy Mayor Arboleda on her new role; he said she is ambitious and always brings new ideas. He thanked Alan Schmitt and Barry Altenof for volunteering to serve on P&Z. He said he hopes the New Year brings new perspective and new outlook for 2019 for the City of Kodiak. He said he is pleased with the new speed limit for Mission Road. He wished everyone a happy holiday season.

VIII. COUNCIL COMMENTS

Councilmember Haines thanked Debra Marlar and stated she has provided a great service as Clerk and demonstrated dedication over the years. He thanked the Council for their appointment to the Fisheries Work Group and said he is pleased with the forward progress the group has made over the years.

Councilmember Whiddon congratulated Deputy Mayor Arboleda for her new leadership role. He provided a heartfelt thank you to all the staff for their service. He wished everyone a Merry Christmas and safe travels for those that leave the island.

Councilmember Walker congratulated Councilmembers Haines and Arboleda. He said he was glad to see the reduced speed on Mission Road and he supports lit up signs.

IX. AUDIENCE COMMENTS

Katya Johnson, via telephone, questioned the City Manager's qualifications and stated her opinion that the City Code was violated because his application has not been released to the public. She asked the Council for a legal opinion.

Clerk Marlar asked to make a comment based upon the caller’s comments. She provided an overview of the City Manager hiring process, the City Code, the public records request outcome, and verified that she received an attorney’s opinion for the release of the Manager’s application. She clarified that the Manager submitted a letter of intent, which was released based upon the recommendation of the attorney and clarified that the Deputy City Manager’s application was not releasable to the public in accordance with City Code.

X. EXECUTIVE SESSION

a. City Manager’s Annual Performance Review

Annually, the City Council reviews the performance of the City Manager. In accordance with the Open Meetings Act, the City Manager does not object to the evaluation being done in executive session.

Councilmember Whiddon MOVED to enter into executive session, as authorized by Kodiak City Code Section 2.04.100(b)(2), to conduct the City Manager’s annual performance evaluation.

Councilmember Whiddon MOVED to postpone the executive session to perform the Manager’s evaluation to a future meeting when the full Council and Mayor are present.

The roll call vote on the postponement was Councilmembers Bishop, Haines, Walker, and Whiddon in favor. Councilmembers Arboleda and Davidson were absent. The motion passed.

XI. ADJOURNMENT

Councilmember Whiddon MOVED to adjourn the meeting.

The roll call vote was Councilmembers Bishop, Haines, Walker, and Whiddon in favor. Councilmembers Arboleda and Davidson were absent. The motion passed.

The meeting adjourned at 8:00 p.m.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK


Minutes Approved:

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NEW BUSINESS

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Mike Tvenge, City Manager 

Date: January 10, 2019

Agenda Item: V. a. Resolution 2019–01, Adopting a FY2020 State Capital Improvement Program List

SUMMARY: Each year the City identifies capital improvement projects important to the maintenance and/or improvement of the City’s infrastructure as well as issues that are important to the City or greater community. Council reviewed the draft outlining the proposed state requests and issues at the December 11, 2018, work session.

Resolution No. 2019–01 reflects the prioritized list of funding requests for the City’s main infrastructure related projects as outlined for FY2020 and will be submitted to our Alaska Legislature, via the Capital Project Submission & Information System (CAPSIS) upon adoption by Council. The five projects included in the resolution will provide formality to the City’s concerns and allow the Mayor, Council, and staff to promote the City’s interests. Resolution No. 2019–01 reflects the list, which Council and staff recommend for approval.

PREVIOUS COUNCIL ACTION:

- Council adopts a resolution each year identifying the City’s prioritized list of projects for needed funding assistance.
- On December 11, 2018, Council reviewed the proposed FY2020 draft resolution identifying the City’s state projects and agreed to move the resolution forward for approval.

ALTERNATIVES: Council may adopt, amend, or reprioritize Resolution No. 2019–01. Staff recommends Council approve the resolution as submitted. The list reflects City needs and is based on the City’s Long Term Capital Improvement Plan.

FINANCIAL IMPLICATIONS: The City and its residents will benefit if the City is successful in obtaining additional capital funding sources contributing to reliance on local revenues.

CITY MANAGER’S COMMENTS: Staff will continue to work with our State Legislature to promote the requested funding. This capital list is consistent with previous year’s requests demonstrating the urgent need of our community to provide needed and regulation compliance of services.

ATTACHMENTS:

Attachment A: Resolution No. 2019–01 FY2020 Capital Requests and Issues

PROPOSED MOTION:

Move to adopt Resolution No. 2019–01.

**CITY OF KODIAK
RESOLUTION NUMBER 2019-01**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK ADOPTING
A FY2020 STATE CAPITAL IMPROVEMENT PROGRAM LIST**

WHEREAS, the City of Kodiak uses a Capital Improvements Program planning process to identify the capital improvement project needs of the community; and

WHEREAS, this identification and planning process plays a vital role in directing the City's administration and is utilized as a long-range planning and policy setting tool for City infrastructure maintenance and enhancement; and

WHEREAS, the City of Kodiak is committed to paying its way to the greatest extent possible, but the cost of some of the City's capital project needs are greater than the resources available locally; and

WHEREAS, the Kodiak City Council has identified and prioritized capital improvement projects for submission to the Alaska State Legislature and Governor for funding consideration due to their significance and/or magnitude; and

WHEREAS, the National Marine Fisheries Service identified Kodiak as the second largest commercial fishing port in the United States in terms of volume and third largest in terms of value of product landed in their most recent national report, and the City requires a large infrastructure to support this commercial activity; and

WHEREAS, the City of Kodiak relies upon the State of Alaska's legislative and matching grant programs and the Community Assistance Program to continue to keep its economy strong.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that the following infrastructure replacement/improvement projects and issues are considered of primary importance and are hereby adopted as the City of Kodiak's FY2020 State capital improvement project and issues list:

1. New Fire Station, Phase II	14,000,000
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The City of Kodiak identified the need to replace its fire station and has been working toward a replacement plan since 2004. The building has clearly outlived its design life. The building is composed of three structures and sits on a site that is currently very vulnerable as rests within the tsunami inundation zone. The structure is built of cement block type construction built in the 1940s with two block and wood frame additions added in the 1960s and 1975. The structure poses a significant risk of failure in a seismic event. Cracks in the walls and initial separation of one of the additions from the rest of the structure occurred following the large 7+ earthquake in 2016 and suffered additional damage during the January 2018 earthquake 60 miles off the Kodiak coast. It has ongoing plumbing, drainage, and water

infiltration issues. The facility houses personnel, fire and rescue apparatus, three ambulances, and many types of specialty equipment and medical supplies that support the Advanced Life Support services offered to the entire Kodiak area well beyond the City boundaries. The building condition poses constant challenges and problems to the crews who work and live in the structure. Work to replace this building must continue because it is a key emergency response and life-safety facility for Kodiak and continues to require constant maintenance.

The City proposes completion of the project in three phases. Phase I of this project with a budget of \$1,110,000 and funded by the City was used to study the site, for a new facility once a derelict building is removed. It included the removal of the derelict building, site grading, and other work following the demolition of the old building. Phase I is complete.

Phase II would include a new site acquisition and design completed prior to construction. Relocation would make the project more affordable to do in phases, would reduce the impact to the active fire station, and benefit the transition to a new building. Phase II costs would include site acquisition and building design anticipated during FY2019-20. The City has received a legislative grant award of \$76,755 for partial building design costs. The remaining cost, would be required to complete construction and furnish the facility.

The City of Kodiak is requesting funding for Phase II of the New Fire Station project from the State in an amount of \$14,000,000 to ensure the project continues to move forward. This project may also be suitable for a GO Bond package in the event the legislature pursues bonds as a capital budget financing mechanism.

2. St. Herman Harbor Infrastructure Replacement \$28,000,000

The economy of the City of Kodiak is based upon commercial fishing including local, state and federal governmental activities associated with support of the fisheries as well as research and enforcement activities. Each year Kodiak ranks as a top commercial fishing port. In 2015, NOAA statistics again put Kodiak as the second largest commercial fishing port in the United States in terms of volume and third in terms of value. This activity requires an infrastructure of potable water, electrical systems supply, and harbor and dock infrastructure that is much larger than its population might suggest. Current piling repairs indicate the life to date of the docks which are failing after 50 years of use.

The Kodiak Harbor Department relies on the generation of user fees and the State of Alaska's Harbor Facilities Grant Program to help match municipal costs for dock replacements. The City's request of state funding assistance in the amount of \$28,000,000 would help the City develop a plan, including replacement of this aging infrastructure which supports the nations scientific and food source needs.

3. Waste Water Treatment Plant Facility \$ 19,000,000

The first phase of a larger project is to evaluate the condition of the Waste Water Treatment Plant facility (WWTP) and design a necessary upgrade to the City of Kodiak facility. The

prior upgrade to the facility was in 1999. The condition and evaluation assessment included all major components such as the building and aeration basins; including equipment replacement needs. Alaska Pollution Discharge Elimination System (APDES) permitting requirements are also considered during this assessment. The City of Kodiak has received the Alaska Department of Environmental Conservation (ADEC) APDES permit. This new regulation of compliance requires upgrades to our facility including additional monitoring and testing requirements. The APDES permit set a five-year timeline for full compliance of effluent discharge, which has been factored in our condition and evaluation assessment.

The City of Kodiak is requesting state funding in the amount of \$19,000,000 to further assess, design and construct this WWTP project that will help support the wastewater needs of the community for the next twenty years.

4. Parks and Recreation Facility Upgrade \$250,000

The City of Kodiak provides multi-purpose recreation programs for the community residents and visiting public. Baranof Park is home to playground facilities, tennis, track and field, baseball, football, soccer, ice skating and hockey. The park's use continues to increase and has outgrown its original design. The Parks and Recreation Advisory Board, together with the City Council, have requested a master plan study to identify the future growth options.

A local committee of volunteers has offered to provide matching funds to assist with design, and construction of needed improvements. The areas considered include additional parking, enclosure the ice rink, field house or locker rooms, etc. The master plan study is intended to identify these priorities and costs associated with construction.

The City of Kodiak is requesting state funding assistance for the master plan study of Baranof Park, in the amount of \$250,000 to identify facility upgrades.

5. Shelikof Street \$1,950,000

In 2009, the City identified the need for pedestrian improvements from Pier II to downtown Kodiak as the preferred pedestrian route for cruise ship passengers to safely walk the street into the town center and to improve facilities for local residents, workers, and businesses that use the pier, street, and access to the City's adjacent 250 slip boat harbor.

The first phase of the project, construction of an ADA accessible sidewalk, new retaining walls, improved lighting and parking, and utility work was completed in 2013. The second phase of the project was completed in January 2017. This phase covered geotechnical investigation, design, permitting, mapping, preparation for permitting through the Army Corps of Engineers, and 95% completion of the design to accommodate a 30 space bulkhead parking area on the south side of Shelikof Street adjacent to St. Paul Harbor.

The net increase in parking will benefit harbor users and retail businesses along Shelikof Street. It will provide improved and safer pedestrian access from Marine Way to the fish

processors in the immediate area. The task for this phase will be to complete construction of the bulkhead parking area, including curb and gutter, paving, lighting, and utility relocates.

The City of Kodiak is requesting state funding assistance for the final construction of this project, including administration, in the amount of \$1,950,000 to enhance pedestrian and vehicle safety.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Adopted:

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Mike Tvenge, City Manager *MT*

Date: January 10, 2019

Agenda Item: V. b. Resolution No. 2019-02, Rescinding Resolution No. 2013-19, And Re-Establishing a Downtown Kodiak Revitalization Special Committee

SUMMARY: Resolution No. 2019-02 (Attachment A) provides changes to the formation and size of the Downtown Kodiak Revitalization Special Committee. The committee has already established the short-term and long-term priorities for downtown Kodiak. At this time, the Mayor recommends the committee be refined to the Mayor, three subcommittee chairs, and the manager, which will continue to meet and work on priorities to revitalize downtown Kodiak (Attachment D). The committee shall be active until the Council rescinds the resolution.

DISCUSSION: The Kodiak City Mayor and City Council's vision has been to revitalize downtown Kodiak by reducing crime, brightening the downtown area, and attracting new businesses. On July 11, 2013, Council adopted Resolution No. 2013-19 to form a Downtown Kodiak Revitalization Special Committee. The Mayor selected the committee, which established three initiatives to revitalize the downtown area: Economic Development; Social Issues and Public Safety; and Beautification and Public Space Improvements. From these initiatives, three subcommittees were formed, and the Mayor appointed a Chair of each committee. Through the subcommittees with the participation of various community members, volunteers, business owners, members of the committee, and City staff, priorities have been achieved, and others continue to evolve. The interim report provides some highlights (Attachment C).

PREVIOUS COUNCIL ACTION:

- On July 11, 2013, Council adopted Resolution No. 2013-19, to form the Downtown Kodiak Revitalization Special Committee.
- Council discussed the Mayor's project and the appointment of a committee, including an initial list of people willing to volunteer for the committee at the June 25, 2013, work session.
- On October 21, 2014, the Mayor, Manager, and Subcommittee Chair of Beautification & Public Space Improvements provided the committee's short-term and long-term priorities to the Council.
- Council has received meeting minutes and committee updates since the inception of the committee.

ALTERNATIVES: Council may adopt, amend, or not pass Resolution No. 2019-02.

CITY MANAGER’S COMMENTS: The City’s efforts to revitalize the downtown area have been successful with the attention to the green spaces, regular maintenance by city departments, banners, downtown police substation, upgrades to Fisherman’s Hall, collaboration with local businesses including the Kodiak Chamber of Commerce and Discover Kodiak. The recent support of the upgrades to the Baranov Museum and the Alutiiq Memorial Park are all efforts to make downtown a more enjoyable space.

ATTACHMENTS:

- Attachment A: Resolution No. 2019–02
- Attachment B: Resolution No. 2013–19
- Attachment C: Interim Report on Revitalization Priorities
- Attachment D: Downtown Kodiak Revitalization Short-term and Long-term priorities

PROPOSED MOTION:

Move to adopt Resolution No. 2019–02.

**CITY OF KODIAK
RESOLUTION NUMBER 2019-02**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK RESCINDING RESOLUTION NO. 2013-19 AND RE-ESTABLISHING A DOWNTOWN KODIAK REVITALIZATION SPECIAL COMMITTEE

WHEREAS, the Kodiak City Council adopted Resolution No. 2013-19 on July 11, 2013, Establishing a Downtown Kodiak Revitalization Special Committee; and

WHEREAS, the City Mayor identified a large group of people representing businesses, non-profits, and other community members willing to work toward positive solutions for development of the City's public space in the downtown area; and

WHEREAS, the City Mayor selected the committee, which established three initiatives to revitalize the downtown area: Economic Development; Social Issues and Public Safety; and Beautification and Public Space Improvements; and

WHEREAS, the three initiatives of Economic Development; Social Issues and Public Safety; and Beautification and Public Space Improvements were identified as subcommittees with a Chair assigned by the City Mayor; and

WHEREAS, the City Mayor, City Manager, and subcommittees have established short-term and long-term priorities for the downtown Kodiak area; and

WHEREAS, the City Mayor desires to Chair a refined committee to include the subcommittee Chairs of Economic Development; Social Issues and Public Safety; and Beautification and Public Space Improvements to revitalize downtown Kodiak; and

WHEREAS, the Kodiak City Mayor and City Council desire to continue to revitalize downtown Kodiak by reducing crime, brightening the downtown area, and attracting new businesses.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that Resolution No. 2013-19 is rescinded and the revised Resolution No. 2019-02 for a Downtown Kodiak Revitalization Special Committee is hereby established.

BE IT FURTHER RESOLVED THAT:

1. Membership. The committee shall be chaired by the Kodiak City Mayor, and the Mayor is granted authority to name members of the committee.
2. Scope.

- a. The committee shall focus on community concerns pertaining to safety, security, economic development, and aesthetic appeal of downtown Kodiak.
 - b. The committee shall not have direct power to affect policy determinations, but shall be able to make recommendations to the City Council.
 - c. Committee meetings shall be open to the public, and public notice shall be provided at least three days prior to each meeting.
 - d. The committee shall be effect until the resolution is rescinded.
3. Consensus. The affirmative votes of a simple majority of members present at a meeting shall be required to build consensus of the committee.
 4. Administrative Support. The City Clerk’s Office shall provide administrative support as requested by the Mayor.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Adopted:

**CITY OF KODIAK
RESOLUTION NUMBER 2013–19**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK ESTABLISHING A DOWNTOWN KODIAK REVITALIZATION SPECIAL COMMITTEE

WHEREAS, the Kodiak City Mayor and City Council desire to revitalize downtown Kodiak by reducing crime, brightening the downtown area, and attracting new businesses; and

WHEREAS, the Mayor desires to chair a committee of individuals interested in revitalizing downtown Kodiak.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that a Downtown Kodiak Revitalization Special Committee is hereby established.

BE IT FURTHER RESOLVED THAT:

1. **Membership.** The committee shall be chaired by the Kodiak City Mayor, and the Mayor is granted authority to name members of the committee.
2. **Scope.**
 - a. The committee shall focus on community concerns pertaining to safety, security, economic development, and aesthetic appeal of downtown Kodiak.
 - b. The committee shall not have direct power to affect policy determinations, but shall be able to make recommendations to the City Council.
 - c. Committee meetings shall be open to the public, and public notice shall be provided at least three days prior to each meeting.
 - d. The committee shall be effect until it presents its final report to the City Council.
3. **Consensus.** The affirmative votes of a simple majority of members present at a meeting shall be required to build consensus of the committee, so long as at least five members are in attendance.
4. **Administrative Support.** The City Clerk’s Office shall provide administrative support as requested by the Mayor.

CITY OF KODIAK



MAYOR

ATTEST:

Dulce Mauler
CITY CLERK

Adopted: July 11, 2013



The Downtown Revitalization Committee was established by Resolution No. 2013–19 on July 11, 2013. The Kodiak City Mayor and City Council’s vision was to revitalize downtown Kodiak by reducing crime, brightening the downtown area, and attracting new businesses.

A special committee was formed by the City Mayor with approximately 25 members of the community. The committee met and established three initiatives to revitalize the downtown area: Economic Development; Social Issues and Public Safety; and the Beautification and Public Space Improvements. From these initiatives three subcommittees were formed and a Chair of each committee was appointed by the Mayor. Through the subcommittees short-term and long-term priorities were drafted and given to the City’s department heads to review and provide feedback. In 2014 the City’s department heads through the City Manager helped to finalize the official Downtown Kodiak Revitalization Committee priorities.

Various community members, volunteers, business owners, members of the committee, and City staff have worked on priorities from 2014 to current. Here is a report of the accomplishments of the committee, progress on the established priorities, and a summary of the remaining priorities.

A Downtown business survey was initiated by Trevor Brown at the Chamber of Commerce in 2015 to help seek input from the public and business owners in the area. There were 321 participants in the public survey. A majority of the respondents answered that Downtown Revitalization was a very important issue. The top three areas of focus for downtown were to improve the businesses and services, improve public gathering spaces, and improve cleanliness and trash removal. One of the top comments was there were too many inebriants and vagrants surrounding the businesses. Some of the services in the downtown area that interested the public were a family center, grocery store, and ice/cream/sandwich shop.

Increased monitoring was requested by the committee and the Chief of Police worked on public awareness and gave continual updates through the City Manager during public meetings. Trends showed that increased monitoring has and continues from KPD in the downtown area. Lacking depth in the Kodiak City Code and concerns about violating citizens’ constitutional rights the Kodiak Police Department’s (KPD) ability to address ongoing problems in the downtown area had been limited. In efforts to address some of the concerns from citizens and staff regarding the growing homeless, indigent, and inebriate population in the downtown area the City’s Attorney was able to conduct research and develop regulations to meet the City’s needs and an ordinance was drafted. On January 28, 2016, the Council adopted Ordinance No. 1341, Repealing Kodiak City Chapter 8.20, Assault and Battery, Adopting Kodiak City Code

Downtown Kodiak Revitalization Committee Interim Report 2017

Chapter 8.20, Offenses Against Public Order, and Repealing Kodiak City Code 8.56.060, Disorderly Conduct; 8.64.010, Begging; and 8.64.020, Jostling People; and Kodiak City Code 1.12.040, Disposition of Scheduled Offenses–Fine Schedule. (Currently the ordinance has been challenged by a group and the City Attorney is addressing these concerns).

Paint over graffiti at the City Harbor facilities was a priority of the committee. In response to address this priority the City Harbormaster has cleaned and painted walls in the restroom, removed graffiti, weeded around the building, and pressure washed and stained the handrails all around the parameter of the harbor. The City's harbor staff clean and wash the walkways routinely. Part of the long-term priority plan includes providing public restrooms, public showers, and laundry facilities. The Harbormaster has worked to remodel the Fisherman's hall building creating public meeting space, restrooms, and the showers and restrooms became available to the current port, harbor and shipyard customers and crew in September of 2017. The local media highlighted the new accommodations for the Ports and Harbor customers.

Locating the Thelma C exhibit in the downtown area has been an ongoing initiative supported by the Kodiak Maritime Museum, committee, and the City Council. The Council adopted an ordinance and a lease to support the exhibit in the in the harbor area. On January 12, 2017, Toby Sullivan, Executive Director, Kodiak Maritime Museum, thanked the Council for granting a lease for the Thelma C and stated they are awaiting some architectural drawings, and he hoped that construction would have started in the spring, the exhibit placement is still in progress.

The pocket park redesign to beautify and eliminate loitering was an area of focus for the committee. The City's Public Works and Parks and Recreation department have worked on the landscaping and maintaining the appearance regularly. The City Manager monitors this initiative and updates are provided to the Mayor and Council during regular meetings. The long-term pocket park improvements will be considered after infrastructure piping replacement in the downtown area.

In efforts to help beautify and keep the downtown area clean an initiative to place more attractive garbage/recycling cans downtown was supported. At the direction of Council the City purchased garbage cans that were researched and initiated by Bruce Schactler, which were vibrant, improve the access to a garbage container, and help beautify the downtown area. Business owners have also purchased these additional garbage cans for the downtown area.

Downtown Kodiak Revitalization Committee Interim Report 2017

The garbage cans are emptied frequently by City staff and business owners. A priority that is tied to this initiative is dealing with littering, which has prompted the involvement of local volunteers that perform litter pick up and the Chamber of Commerce annually directs litter patrol in the summer months in the downtown area. The Council has discussed a plastic bag ban ordinance that could help decrease local littering.

The downtown parking enforcement and the review of allocation of all day and two hour parking was a priority that the committee reviewed in July 2015; they were satisfied with the allocation and enforcement. It was also determined the parking plan was a Planning and Zoning process to review and they would defer to that Commission. There was a parking plan proposed and was never advanced by the Commission. Another priority focused on the parking lots with junk vehicles left behind. In 2015 the City Manager spoke on this issue clarifying that the City will remove junk vehicles that are on City property. The removal of junk vehicles on private property was deemed a property owner issue and therefore, this was no longer a priority that was needed to be addressed by the committee.

Redesign landscaping at the Y was a priority of the committee. In January 2016, the City Manager indicated the Garden Club and Parks and Recreation have maintained the area that is owned by DOT. This priority will remain an annual task to revisit for beautification as needed.

In January 2016, the Downtown Kodiak Revitalization Committee started collaborating with Kodiak Strong/Healthy Tomorrows. Kodiak Strong/Healthy Tomorrows was created to promote wellness across Kodiak Island through healthy initiatives; they began working on initiatives to also help the downtown area thrive. For the downtown area they have focused on a farmers market and a co-op. The Executive Director of Healthy Tomorrows regularly updates the Downtown Kodiak Revitalization Committee on their activities, which helps streamline the initiatives for the area. The Kodiak Harvest co-op initiative is still in progress.

The sandwich boards were highlighted during the priority setting period that the City Code should be enforced and updated. In April 2016, City Council adopted Ord. No. 1344, Repealing Kodiak City Code 12.08.030, Obstructions; Amending Kodiak City Code 12.12.030, Outdoor Dining Permit/Encroachment Permit Required; and Enacting Kodiak City Code Chapter 12.18, Encroachment Permits, Regarding the Permission of Encroachments on City Sidewalks and Other City Property. The updates to the City Code have allowed business owners in the downtown area to create additional seating outside their buildings.

During the January 2017 Downtown Kodiak Revitalization Committee meeting the City Manager indicated that the City staff will be reviewing design plans for the Shelikof restrooms. A memorandum of agreement was signed with Brechan the owner of the Safeway building

Downtown Kodiak Revitalization Committee Interim Report 2017

downtown to display interpretative panels. These panels were introduced by Bruce Schactler and Anjuli Grantham at several Council work sessions to help revitalize the downtown area. In addition, most recently, the Council initiated a contract with Ms. Ayers for economic development and she will be invited to participate in the Economic Development subcommittee of the Downtown Kodiak Revitalization Committee.

There have been several focus groups that are meeting and advocating for changes in the current legislation that deals SB91. In summary this criminal justice reform bill has caused some local disadvantages for law enforcement in Kodiak, specifically the downtown area. Participating in necessary recommendations and monitoring discussions is on the forefront of City staff and the Social Issues and Public Safety subcommittee. Currently, there are changes in this legislation and the Chief of Police is scheduled to provide updates in 2018 to the City Council.

On August 10, 2017, Council adopted Ordinance No. 1364, Amending Section 5.04.050 of the Kodiak City Code Pertaining to Procedures for Issuing Permits for Community. Since the inception of the committee, there was a desire to establish events that bring people downtown. The procedural change that amended the Code will streamline the process for all community event requests on public property to be determined efficiently. In December, the City Manager authorized a hot chocolate and cookies fundraiser for the North Star Elementary Lego Robotics Team during the Harbor Lights Festival to help the team travel to Anchorage in January.

In addition, during the Fall of 2017, the Council authorized a Cooperative Agreement between the City of Kodiak and Sun'aq Tribe for Improvements to Shelikof Street, which is located in downtown area and the FY2018 Marketing and Tourism Development Agreement with Discover Kodiak. The Beautification Subcommittee worked with the Chamber of Commerce and City Manager's office to purchase and install new banners; the banners highlight Kodiak's unique island qualities. In 2017 the Economic Develop Special Committee was established, members were appointed, and the committee had their first meetings in November. The Downtown Special Committees Sub-committee Chair of Economic Development is participating in this newly formed committee.

The Social Issues and Public Safety Subcommittee Chair on the Downtown Committee has been a strong advocate of eliminating malt liquor from the Downtown Safeway store due to the vagrancy and inebriation in the area. On December 14, 2017, The Council voiced a non-objection vote to the State of Alaska Alcohol and Marijuana Control Office to transfer the Safeway Inc. Liquor license ownership. As part of the process the City Manager, Deputy City


Downtown Kodiak Revitalization Committee Interim Report 2017

Manager, and Chief of Police drafted a letter for Council's consideration indicating that 40 oz cans of alcohol, malt liquor, and 50 ml "mini bottles" of liquor and spirits are the primary types and sizes of alcoholic beverages being abused downtown. The letter commented that the alcohol abuse, public inebriation, theft, assault and lewd behavior in the downtown area has had direct negative on businesses in the local area. The Council endorsed the letter to Albertson's Vice President, which emphasized the City had reservations about the store contributing to the public inebriation by selling those items.

On December 14, 2017, the City Council adopted Ordinance No. 1370 Amending Chapter 5.04 of the Kodiak City Code to Add a New Section 5.04.080 Pertaining to Procedures for Issuing Permits for Retail Sales of Seafood Directly From Vessels at City Port and Harbor. This is another exciting event/activity option in the downtown area, and the permit process will start in January 2018.

The remaining priorities are attached.

2017 Downtown Kodiak Revitalization Action Initiatives:
Economic Development, Social Issues and Public Safety, and the Beautification and Public Space Improvements

Short-Term Priorities	Description of the specific steps/tasks	Key People: Who needs to be involved to accomplish priorities?	Resources needed to accomplish priority	Status of Priority	Completed
<p>Survey Downtown Business Owners and Employees for Ideas for Beautifying</p>	<p>Chamber of Commerce developed implemented, and analyzed a survey</p>	<p>Chamber of Commerce, City Manager, and Downtown Kodiak Revitalization Sub-Committee Chairs</p>	<p>Chamber's Executive Director implemented the survey and the results were compiled; Reviewed by Sub-Committee Chairs 6/24/15; Consensus to use surveys as backup material when present priorities to City Council</p>	<p>Survey completed in 2015 by the Chamber of Commerce. The results will be used to support the committees priorities</p>	<p>X</p>
<p>Place many more attractive garbage/recycling cans downtown and empty them regularly</p>	<p>The committee determined where additional garbage cans should be located.</p>	<p>City Manager, Public Works, Parks and Recreation and Solid Waste Management</p>	<p>The City allocated funds and private businesses purchased garbage cans</p>	<p>In 2016 garbage cans were purchased and Parks and Recreation installed garbage cans in the downtown mall area</p> 	<p>X</p>

**2017 Downtown Kodiak Revitalization Action Initiatives:
Economic Development, Social Issues and Public Safety, and the Beautification and Public Space Improvements**

Short-Term Priorities	Description of the specific steps/tasks	Key People: Who needs to be involved to accomplish priorities?	Resources needed to accomplish priority	Status of Priority	Completed
<p>Pocket Park redesign to beautify and eliminate loitering</p> <p><i>(Phase II of Pocket Park would be maintenance-could be moved to long-term priorities plans refer to Beautification suggestions)</i></p>	<p>1. Review and discuss with Downtown Revitalization Special Committee a pocket plan redesign</p> <p>2. Review and obtain a consensus using the draft landscape master plan for redesign options with Downtown Revitalization Committee. (Prioritize design concepts numerically)</p> <p>* Angular Concept * Ocean Concept * Compass Concept * New Concept</p> <p>3. Establish a cost analysis of pocket park concepts</p> <p>4. CM worked with City staff on pocket park plan to report back to Downtown committee.</p> <p>5. Put on agenda for Council review pocket park plan</p> <p>6. Parks and Recreation, other depts. , and volunteers to implement plan if approved.</p>	<p>Downtown Kodiak Revitalization Special Committee, City Manager, Dept. Heads, Mayor and Council, volunteers</p> <p>Effective January 2016 Kodiak Strong's Planning Initiative is to strengthen downtown areas a focus is the pocket park</p>	<p>Establishment of a Taskforce to work on recommendations for Day Shelter very important for the success of pocket park</p> <p>Determine if resources need to be given to business owners</p>	<p>Clean up and landscaping has occurred by Public Works and Parks and Recreation departments since early 2015. This will be ongoing and CM frequently provides updates to the committee.</p> <p>On January 28, 2016, the Council adopted Ordinance No. 1341, Repealing Kodiak City Chapter 8.20, Assault and Battery, Adopting Kodiak City Code Chapter 8.20, Offenses Against Public Order, and Repealing Kodiak City Code 8.56.060, Disorderly Conduct; 8.64.010, Begging; and 8.64.020, Jostling People; and Kodiak City Code 1.12.040, Disposition of Scheduled Offenses—Fine Schedule. Long-term pocket park improvements will be considered after infrastructure piping replacement in the downtown area.</p>	<p>Short-Term Priority Completed and the Redesign of Pocket Park will be on the Long-Term Priority List</p>

**2017 Downtown Kodiak Revitalization Action Initiatives:
Economic Development, Social Issues and Public Safety, and the Beautification and Public Space Improvements**

Short-Term Priorities	Description of the specific steps/tasks	Key People: Who needs to be involved to accomplish priorities?	Resources needed to accomplish priority	Status of Priority	Completed
<p>Paint over graffiti at the Harbor facilities</p>	<p>Provide and overview of Harbor facilities restroom maintenance schedule. Clean and paint walls in restroom, remove graffiti, weed around building etc. Pressure wash and stain the handrails around the parameter of the harbor. Sweep clean and wash the walkways routinely. Weed and upgrade existing landscape/grass area. Pressure wash and stain gazebo</p>	<p>Harbormaster, Lon White summarized immediate actions the harbor department can complete to provide beautification and public space improvements</p>	<p>Costs will be identified after plan review</p>	<p>Completed painting and cleaning this will be an ongoing priority to maintain area</p>	<p align="center">X</p>
<p>Ensure the Thelma C exhibit is installed at planned site</p>	<p>The City Manager will work on an ordinance to submit to the Council for review and approval</p>	<p>City Manager, Mayor and Council, Maritime Museum</p>		<p>Completed the City Manager worked with KMM and the Council adopted Ordinance No. 1340, Authorizing a Lease to Kodiak Maritime Museum for Thelma C Exhibit. 2016 Recinded Ordinance 1356 and adopted Ordinance 1356 for new location for Thelma C. KMM plans to have Thelma C. Exhibit completed by summer 2017</p>	<p align="center">Expected Completion in Summer 2017-pending</p>

**2017 Downtown Kodiak Revitalization Action Initiatives:
Economic Development, Social Issues and Public Safety, and the Beautification and Public Space Improvements**

Short-Term Priorities	Description of the specific steps/tasks	Key People: Who needs to be involved to accomplish priorities?	Resources needed to accomplish priority	Status of Priority	Completed
Rotary Sign-"Welcome Kodiak"	Establish a location for the sign with the Downtown Revitalization Committee (Note: location may determine size) *Ferry Terminal *Airport *Downtown or other	City Manager, Downtown Revitalization Committee, Public Works Director and Harbormaster Rotary President	KPD Officers	Temporary signs were completed and displayed in the downtown area during May 2015 by Rotary. The Rotary is working on permanent signs	Short-Term Priority Completed and the Permanent Welcome Sign moved to the Long-Term Priority List
Increase monitoring downtown	KPD updates to Council and community with presentations of monitoring downtown Public Awareness and Continual Updates Implement a Citizens Watch	City Manager KPD	KPD Officers	City Manager routinely checked in with the Downtown Subcommittee Chairs as monitoring increased downtown. Committee has concurred improvement since July 2015. Police Chief has provided several powerpoint presentation of services delivered from KPD	X

**2017 Downtown Kodiak Revitalization Action Initiatives:
Economic Development, Social Issues and Public Safety, and the Beautification and Public Space Improvements**

Short-Term Priorities	Description of the specific steps/tasks	Key People: Who needs to be involved to accomplish priorities?	Resources needed to accomplish priority	Status of Priority	Completed
Monitor littering, through surveillance cameras and patrol-collect fines and give mandatory community service to those caught	City project to obtain cameras, wiring, maintain equipment	KPD Courts		City Manager routinely checked in with the Downtown Subcommittee Chairs as monitoring increased downtown. Committee has concurred improvement since July 2015. Currently there is no funding for surveillance cameras. Chamber of Commerce will direct litter patrol from June to August 2016 to clean up on Mondays in the downtown area.	X
Parking enforcement and review allocation of all day and two hour parking		City Manager KPD		The committee reviewed priority in July 2015 and was satisfied with the outcome	X
Parking requirements are in review by Planning and Zoning have process to monitor plan	Educate the KIB role and City	Planning and Zoning		Planning and Zoning worked on parking in the downtown area; the committee reviewed priority in July 2015 and was satisfied with the outcome	X
Sandwich Boards - continual enforcement of the code	Suggestions made by economic development subcommittee to enforce code or update Identify where and who uses sandwich boards	KPD, City Manager, Clerk, Council	In April 2016, City Council adopted Ord. No. 1344, Repealing Kodiak City Code 12.08.030, Obstructions; Amending Kodiak City Code 12.12.030, Outdoor Dining Permit/Encroachment Permit Required; and Enacting Kodiak City Code Chapter 12.18, Encroachment Permits. Regarding the Permission of Encroachments on City Sidewalks and Other City Property	In July 2015 the committee reviewed priority and is satisfied with outcome; should have ongoing code enforcement	X

**2017 Downtown Kodiak Revitalization Action Initiatives:
Economic Development, Social Issues and Public Safety, and the Beautification and Public Space Improvements**

Short-Term Priorities	Description of the specific steps/tasks	Key People: Who needs to be involved to accomplish priorities?	Resources needed to accomplish priority	Status of Priority	Completed
<p>Removal of Junk Vehicles from parking lots</p>		<p>City Manager for vehicles on City property</p>		<p>In July 2015 the committee reviewed priority and the City Manager clarified the City removes junk vehicles from City property not from private property</p>	<p align="center">X</p>
<p>Develop a theme for downtown *Replace Banners downtown Establish events that bring people downtown</p>	<p>Align the theme with City master plan. Suggestion of Nautical theme</p>	<p>Council to adopt a Resolution for Farmers Market within the City if established</p> <p>Effective January 2016 Kodiak Strong's Planning Initiative is to strengthen downtown areas a focus is a Farmers Market</p> <p>Alutiiq Museum staff, board, and City Council</p>	<p>On August 10, 2017, Council adopted Ordinance No. 1364, Amending Section 5.04.050 of the Kodiak City Code Pertaining to Procedures for Issuing Permits for Community Festivals, which allows the City Manager to grant community activities, which includes activities in the downtown area, such as a farmers market.</p> <p>On December 14, 2017, Council adopted Ordinance No. 1370, Amending Chapter 5.04 of the Kodiak City Code to Add a New Section 5.04.080 Pertaining to Procedures for Issuing Permits for Retail Sales of Seafood Directly From Vessels at City Port and Harbor Facilities</p>	<p>The community permit process streamlined to enhance and increase the likelihood of community activities. The permit process for harvestors to sell fresh seafood off the City's dock will be effective in January 2018.</p> <p>Chamber's Executive Director communicating with Farmers Market's base liasons. Kodiak Strong is working on the initiative. Harbor Lights was co-sponsored by the City in 2014, 2015, 2016 and 2017.</p> <p>*Banners were purchased for the downtown area, representing the uniqueness of Kodiak Island.</p>	<p>Moved the theme for downtown to Long-Term Priority and Establishing events that bring people downtown is ongoing</p>
<p>*Establish an Alutiiq Memorial Park</p>					

**2017 Downtown Kodiak Revitalization Action Initiatives:
Economic Development, Social Issues and Public Safety, and the Beautification and Public Space Improvements**

Short-Term Priorities	Description of the specific steps/tasks	Key People: Who needs to be involved to accomplish priorities?	Resources needed to accomplish priority	Status of Priority	Completed
Develop map of various themed "community paths" of Kodiak	Establish key players for community paths Determine private and public land	Parks and Recreation (potential key players-Visitors Bureau, Bruce Nelson)		Committee reviewed and discussed there were maps available at Discover Kodiak and the Alutiq Museum	X
Install stairs up from Senior Citizens of Kodiak parking lot to bridge and crosswalk from bridge across Rezanof	A study for stairway would need to be completed by the City and a project would need to be budgeted for. Coordinate with Emergency Evacuation Plan -ADA compliant	Engineering department Public Works (Increased snow removal) DOT	Approximately \$70, 000-\$100,000	In July 2015 the committee discussed and determined they would need more input from the City Council for this priority	Moved to Long-Term Priority
Redesign landscaping at the Y	1. City will need to research Y Intersection 2. City project that would include the Parks and Recreation Department and coordination with DOT	City Manager, Public Works, Parks and Rec. and DOT		In January 2016 City Manager indicated the Garden Club and Parks and Recreation have maintained the area for property owned by DOT	X
Snow Removal and Garbage Clean up				Parks and Recreation participating in downtown garbage clean up since 2015 and additional litter pick up has been scheduled by the Chamber's Executive Director for summer months	X
Start a weekly column in the paper "Beautiful Kodiak" to celebrate businesses that are making downtown Kodiak beautiful	Identify who would write columns and who would cover costs	City and check with KIB Community Planning			

**Downtown Kodiak Revitalization Action Initiatives:
Economic Development, Social Issues and Public Safety, and the Beautification and Public Space Improvements**

Long Term Priorities		Description of the Specific Steps/Tasks	Key People: Who Need to Be Involved to Accomplish Priorities	Resources Needed to Accomplish Priority	Status of Priority
1	Beautification and Public Space Improvements	Make the border of the harbor clearly walkable	Complete a pathway plan for each harbor.	Island Trails Network, Kodiak Maritime Museum, and City Staff	2017-2020
2		Make a lot at Kashevaroff and Mill Bay into an Alutiq Memorial park	Develop design and obtain permit, including zoning. Estimate cost and appropriate funds.	An authorization from City Council for a capital project would have to occur.	2018-2019
3		Upgrade the area between businesses Henry's and Tony's by replacing the roof with clear cover and install a mural. And create a green space between Tony's and NPMC building.	In 2016 a roof between Henry's and Tony's was installed. Murals would need approval from the building owners. Funds would have to be allocated and artists selected.	Building owners	2017-2019
4		Increase crosswalks as designed in 2002 Community design workshop report			2017-2019
5		Reinstall a consistent awning or complimentary facades. Suggested to remove the slanted rock wall and widen the walkway area to add in green space. Cover "artist alley" is listed. (After replacement of pipes downtown).	Building owners		Based on available funding
6		Convert block of Marine Way between Sargent Park and Refuge into pedestrian historic core area.			
7		Durable Welcome to Kodiak signage	Kodiak Rotary Club, DOT, and City Staff		
8		Redesign Pocket Park (After replacement of pipes downtown)			Based on available grant funding
Economic Development		Description of the Specific Steps/Tasks	Key People: Who Need to Be Involved to Accomplish Priorities	Resources Needed to Accomplish Priority	Status of Priority
1	Long Term Priorities				
		All inclusive economic development plan for the community, including downtown and rural villages	Wanetta Ayers hired as the City's Economic Development Consultant		Ongoing
2		Food Co-op - sales tax exemption for locally grown unprepared foods	Harvest Co-op establishment in progress		

**Downtown Kodiak Revitalization Action Initiatives:
Economic Development, Social Issues and Public Safety, and the Beautification and Public Space Improvements**

Economic Development					
3	Business Incubator in the downtown area			City, KANA Chamber, and Discover Kodiak	
Social Issues and Public Safety					
1	Have a Day Shelter with support services				
2	Showers and Laundry facilities in downtown Kodiak to support the fishing industry.	City is installing showers in Fisherman's Hall. Laundry facilities exist locally.			Completed Showers - 2017
3	Install stairs up from the Senior Citizens of Kodiak parking lot to bridge and crosswalk from bridge across Rezanof	Need Council approval of capital project.	DOT, DOWL, Island Network Trail, and City Staff. DOT approval. Senior Center building owner.		

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Mike Tvenge, City Manager *MT*

Date: January 10, 2019

Agenda Item: V. c. Resolution 2019–03, Amending Section 14, Utilities (Water), of the Schedule of Fees and Charges to Allow Water Discounts as Incentive for the Collection of a Water Sample Program

SUMMARY: For the City to maintain and operate a compliant water system with the State of Alaska’s Department of Environmental Conservation (ADEC) water samples need to be collected from 40 local residences. (Attachment B & C) The City Manager would like to streamline the efficiency and increase compliance with the community water sample program by creating a discount incentive program for local residents. The City Manager would like to provide a water discount for local residents that are listed to participate during this year’s collection cycle. The amount of \$55.23 for the sampled city residents will be discounted on participants’ water utility bills. For service district residents the discount will be \$ 66.26 and will also be reflected on their water utility bill. This is a one-time discount following a completed water sample. Staff recommends Council adopt Resolution No. 2019–03, which will authorize this utility discount to local residents that are listed to participate in the water sample program.

PREVIOUS COUNCIL ACTION: The Council adopts by resolution the utilities (water), of the schedule of fees and charges.

- On June 9, 2016, the Council amended the water fees in Section 14 of the City’s Schedule of Fees and Charges to sufficiently fund system costs by Resolution No. 2016–17. The water fee schedule was approved for a five-year timeframe.

ALTERNATIVES: Council may adopt, amend, or not authorize Resolution No. 2019–03. Staff recommends Council approve the resolution to help with the City’s requirement to collect water samples.

FINANCIAL IMPLICATIONS: The proposed discount will reduce the water utility revenue by an estimated \$ 2650.80 depending on the actual total samples collected. A list of 45 residents are on this year’s list, with a minimum of 40 samples required. There are typically 12 percent unusable samples per collection year due to variations in the collection protocol.

CITY MANAGER’S COMMENTS: Our Water and Wastewater Manager spends numerous hours soliciting participants from a predetermined list of households in order to meet the ADEC compliance numbers. This offer is intended to reduce the total number of follow-up calls and

visits to achieve a useable sample. A letter will be sent to each resident on the sample list (homes built 1983-1989) explaining the collection procedure and offering the discount. The residents that respond and comply will receive the one month water utility fee discount.

ATTACHMENTS:

Attachment A: Resolution No. 2019-03

Attachment B: Sampling Instructions

Attachment C: Important Information About Your Drinking Water

PROPOSED MOTION:

Move to adopt Resolution No. 2019-03.

**CITY OF KODIAK
RESOLUTION NUMBER 2019-03**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK AMENDING SECTION 14, UTILITIES (WATER), OF THE SCHEDULE OF FEES AND CHARGES AND AUTHORIZING THE ALLOWANCE OF WATER DISCOUNTS AS AN INCENTIVE FOR THE COLLECTION OF A WATER SAMPLE PROGRAM

WHEREAS, in 2015 the City contracted with CH2M to review and recommend an updated rate structure for the water system; and

WHEREAS, the purpose of the update was to determine revenue requirements related to water system operation and maintenance and capital improvement needs for five years; and

WHEREAS, the Council of the City of Kodiak amended the water fees in Section 14 of the City's Schedule of Fees and Charges to sufficiently fund system costs on June 9, 2016; and

WHEREAS, the adopted rate structure was by Resolution No. 2016-17 for the first five years and that the rate study will be updated in fiscal year 2021; and

WHEREAS, to maintain and operate a compliant water system with the State of Alaska's Department of Environmental Conservation (DEC) water samples need to be collected from 40 local residences; and

WHEREAS, the City Manager would like to streamline the efficiency and assure compliance of the community water sample program by creating a discount incentive program for local residents; and

WHEREAS, the City Manager would like to provide a water discount for local City and Service District residents that are identified to participate. The discount amount of \$55.23 for City residents and \$66.26 for Service District residents during the collection months of January and February 2019 will be reflected on participants' water utility bills; and

WHEREAS, the City Manager would like to provide a total water discount in the amount not to exceed of \$2,650.80 for 2019, which will be reflected in water utility fund; and

WHEREAS, the Kodiak City Code 13.08.010 states the rates for water supplied to properties within the corporate boundaries shall be established by resolution or motion of the City Council.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that Section 14, Utilities (water) of the City's Schedule of Fees and Charges are amended to establish a water discount incentive for collection of water samples during January and February 2019 to meet the State of Alaska DEC requirements.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Adopted:



Lead and Copper Rule Sampling Instructions

Important! If any plumbing repairs or replacements have been done in the home or building since the previous sampling event, the water system operator must be contacted prior to sampling to determine if an alternative sample site needs to be established.

Samples may be collected either by an employee, operator, or the customer, **making sure that the proper sampling protocol is always followed.** Samples must be collected after the water has stood motionless in the home, apartment, or non-residential building for at least six hours. A good way to do this is to collect samples either early in the morning or in the evening upon returning from work. Samples collected from a residence must only be collected from the cold-water kitchen tap or the cold-water bathroom sink tap. Nonresidential samples must be collected from interior taps that are regularly used for drinking water consumption. ***Samples collected from other taps, such as outside spigots, lab sinks, and mop sinks, are not acceptable for lead and copper monitoring.***

(Please print clearly and then sign, below as directed.)

1. Select a kitchen or bathroom cold-water faucet for sampling. If you have a point of use filter on your kitchen tap, collect your sample from a tap (e.g. bathroom or tap that is regularly used for drinking water consumption) that is not attached to the point of use device, if possible. Date and time water last used: _____
(Date) (Time)

2. After a minimum of 6 hours, during which there is no water used in the home or building, collect your sample.

- Do **not** remove the aerator prior to sampling.
- Place the opened sample bottle below the faucet and open the cold water tap as you would to fill a glass of water.
- Fill the sample bottle to the neck of the bottle and turn off the water.
- Hand tighten the cap on the sample bottle.

Sample Collection date and time: _____
(Date) (Time)

Hours lapsed from last used to collection: _____ hrs. (At least 6 hours)

Address: _____

Tap Type: _____ Location: _____

Sample collected by (signature): _____

3. Review the sample label and paperwork to ensure that all information is correct and completely filled out. Return sample and forms to the public water system.

Thank you for your participation. Results from this monitoring effort and information about lead and copper will be available at your public water supplier.

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

_____ appreciates your participation in the tap water lead monitoring program. This notice is to inform you of the tap water monitoring results for lead at the location identified below. We are happy to report that your result, as well as the 90th percentile value for our water system, is below the lead action level.



Sample Location _____

Sample Date	Parameter Tested	Results / Units	Action Level / Units
_____	Lead	_____ mg/L	0.015 mg/L (15 ppb)

What Does This Mean? Under the authority of the Safe Drinking Water Act, EPA set the action level for lead in drinking water at 0.015 mg/L (15 ppb). This means utilities must ensure that water from the customer's tap does not exceed this level in at least 90 percent of the locations sampled (90th percentile value). The action level is the concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow. If the 90th percentile from all the water samples taken exceeds the action level, the utility must take certain steps to resolve the problem. The MCLG (Maximum Contaminant Level Goal) for lead is zero. The MCLG is the level of a contaminant in drinking water below which there is no known or expected risk to health. MCLG's allow for a margin of safety.

What are the Health Effects of Lead? Lead can cause serious health problems if too much enters your body from drinking water or other sources. It can cause damage to the brain and kidneys and can interfere with the production of red blood cells that carry oxygen to all parts of your body. The greatest risk of lead exposure is to infants, young children, and pregnant women. Scientists have linked the effects of lead on the brain with lowered IQ in children. Adults with kidney problems and high blood pressure can be affected by low levels of lead more than healthy adults. Lead is stored in the bones and it can be released later in life. During pregnancy, the child receives lead from the mother's bones, which may affect brain development.

Steps you can take to reduce your exposure to lead in your drinking water:

- **Run your water to flush out lead.** If water hasn't been used for several hours, run water for 30 seconds to 2 minutes until it becomes cold or reaches a steady temperature before using it for drinking or cooking.
- **Use cold or bottled water for drinking, cooking, and preparing baby formula.**
- **Do not boil water to remove lead.**
- **Identify and replace your plumbing fixtures that contain lead and/or lead solder.**

Contact Information: Call us at _____ or (if applicable) visit our website at _____. For more information on reducing lead exposure around your home/building and the health effects of lead, visit the Environmental Protection Agency's (EPA) website at www.epa.gov/lead; call the National Lead Information Center at 1-800-424-LEAD; call the EPA's Safe Drinking Water Hotline at 1-800-426-4791; or contact your health care provider. If you have specific health concerns, you may want to consult your doctor.

Consumer Notice of Tap Water Lead Results

Water System Name: _____

PWSID# _____

Date Notice Distributed: _____

Distribution Method: _____

For Official State Use ONLY

Initials _____ SDWIS Date _____

The public water system named above hereby certifies that the Consumer Notice of Lead Tap Water Results has been provided to its consumers in accordance with all delivery, content, format and deadline requirements specified in 40 CFR 141.85. Notice must be delivered to consumers within 30 days of receiving the results. Certification of delivery is due within 90 days of the monitoring period end date, send or fax a copy of the completed notice and this form to your DEC Drinking Water Program Office

Owner/Operator: _____
 (Signature) (Print Name) (Date)

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Debra Marlar, City Clerk

Date: January 10, 2019

Agenda Item: V. d. Authorization of City Clerk Employment Agreement With Nova Javier

SUMMARY: The City Clerk is hired by and works directly for the City Council under contract. In November 2018 the current City Clerk indicated she will retire April 30, 2019. The Council established a Clerk Hiring Committee. The Hiring Committee met to establish a hiring timeline and review a letter of interest submitted by Nova Javier, MMC. Ms. Javier has been in the Clerk profession for 18 years. She obtained her Master Municipal Clerk designation in 2009. She is well qualified for the City Clerk position and knowledgeable about local elections and other essential components of municipal government in Kodiak.

Article IV-1 of the Charter states hires “shall be made solely on the basis of merit and fitness”. Since the City Clerk is a contracted position, this charter provision is the guiding rule for the appointment of the City Clerk.

After receiving Council approval at the December 13, 2018, regular meeting to negotiate with Ms. Javier, the Hiring Committee negotiated a contract with Ms. Javier for the City Clerk position, and the Committee requests it be approved by the Council. If approved, Ms. Javier will begin employment with the City on April 15, 2019.

PREVIOUS COUNCIL ACTION:

- November 6, 2018, work session – Council received the City Clerk’s retirement letter and appointed a hiring committee consisting of Mayor Branson and Councilmembers Davidson and Whiddon to recommend the process of hiring a new Clerk
- November 28, 2018, – the Clerk Hiring Committee met, reviewed a letter of interest from Nova Javier, and recommended the City negotiate with Ms. Javier for the Clerk position
- December 13, 2018, regular meeting – Council authorized the Clerk Hiring Committee to negotiate a contract with Nova Javier
- December 17, 2018, – the Hiring Committee negotiated a contract with Ms. Javier

ALTERNATIVES: Council may approve, amend, or chose not to approve the employment agreement.

ATTACHMENTS:

Attachment A: City Clerk Employment Agreement

PROPOSED MOTION:

Move to authorize the new City Clerk employment agreement, Record No. 239628, with Nova Javier.

CITY CLERK EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into this 11 day of January 2018, between the CITY OF KODIAK (hereinafter called "City" and NOVA M. JAVIER (hereinafter called "Clerk"). Employment shall begin April 15, 2019.

SECTION 1: DUTIES

Employer hereby agrees to employ Employee as City Clerk of the City of Kodiak to perform the functions and duties as specified in Alaska Statutes; City Charter; Kodiak City Code, and City Personnel Rules and Regulations and to perform such other legally permissible and proper duties and functions as the City Council may prescribe.

SECTION 2: TERM

A. This agreement shall remain in effect until terminated.

B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City Council to terminate the services of Employee at any time, subject only to the provisions set forth in Section 3, paragraph A, of this agreement.

C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from her position with Employer, subject only to the provisions set forth in Section 3, paragraph B, of this Agreement.

SECTION 3: TERMINATION AND SEVERANCE PAY

A. In the event Employee is terminated by Employer before expiration of the aforesaid term of employment and during such time that Employee is willing and able to perform the duties of City Clerk, Employer agrees to pay Employee a lump sum cash payment equal to three (3) months' aggregate salary plus accrued and unused annual leave in lieu of any and all other damages or monies that Employee might claim. Provided, however, that in the event Employee is terminated because of any illegal act involving personal gain to her, then Employer shall have no obligation to pay the aggregate severance sum designated in this paragraph.

B. In the even Employee voluntarily resigns her position with Employer before expiration of the aforesaid term of employment, then Employee shall give Employer three (3) months' notice in advance, and Employer agrees to pay Employee any accrued and unused annual leave. Provided that such notice is given, there will be no breach of this Agreement by reason of said resignation, and Employee shall not be responsible for any damages hereunder.

SECTION 4: SALARY

Employer agrees to pay Employee for services rendered hereunder a salary of \$126,000 and payable in installments at the same time as other employees of the City are paid. Effective on the anniversary date during the term of this Agreement, Employer agrees to increase said

salary on the basis of a favorable annual review of Employee, the increase shall be discussed in executive session and approved in an open meeting. Section 1010 Leave Cash-In of the City's Personnel Rules and Regulations shall apply to Employee. The Employee shall be given any cost of living allowance (COLA) granted to other City Employees.

SECTION 5: HOURS OF WORK

Employee shall work however many hours necessary to perform the duties in Section 1. It is recognized Employee must devote time outside normal office hours to the business of Employer and may work remotely from time to time.

SECTION 6: PROFESSIONAL DEVELOPMENT

Employer recognizes that the duties of Employee require a certain amount of travel by Employee including travel to IIMC, AAMC, AML, Records Management, and other professional development training. The City shall pay travel costs for professional development training that is authorized in the budget and shall pay the City's daily per diem rate.

SECTION 7: DUES AND SUBSCRIPTIONS

Employer agrees to pay the following dues and expenses on behalf of Employee: membership dues for the Alaska Association of Municipal Clerks, International Institute of Municipal Clerks, Association of Record Managers and Administrators, and any additional dues and subscriptions that are approved in the budget.

SECTION 8: LEAVE

Employee shall receive 30 days per year of annual leave (vacation leave) accrued at the rate of 9.23 hours per pay period and paid in equal installments during each pay period. 15 days (120 hours) of annual leave shall be provided in advance and accrual of leave will resume once the 15 days are accumulated. Employee's annual leave requests shall be approved by the Mayor in advance of taking annual leave.

Employee shall accrue sick leave at the same rate as other City employees as identified in Chapter 11, Section 1102 of the City's Personnel Rules and Regulations and may use sick leave to provide care to employee's parents. Employee shall be paid holiday pay at the same rate as other City employees as identified in Chapter 12. Employee shall be paid while on jury duty and while attending work related conferences and other training.

SECTION 9: RETIREMENT SYSTEM

Employee shall remain covered by the Public Employees Retirement System.

SECTION 11: PERSONNEL RULES

Except to the extent specifically referenced in this Agreement, provisions of the City's Personnel Rules and Regulations are not applicable to Clerk's Personnel status as a City employee.

SECTION 12: INSURANCE/MEDICAL BENEFITS

Employee and her dependents shall be entitled to insurance and medical benefits as specified in Section 415 of the City of Kodiak's Personnel Rules and Regulations. The City shall pay the premiums for health insurance for the Clerk and her dependents.

SECTION 13: EVALUATIONS

As meeting scheduling allows, Employee shall be given a performance evaluation thirty (30) days before the Employee's anniversary date of April 15, 2019.

SECTION 14: INDEMNIFICATION

Beyond that required under Federal, State or Local law, Employer shall defend, save harmless and indemnify Employee against any obligation to pay money or perform or not perform action, including without limitation, any and all losses, damages, judgments, interests, settlements, penalties, fines, court costs and other reasonable costs and expenses of legal proceedings including attorneys' fees, and any other liabilities arising from, related to, or connected with any tort, professional liability claim or demand or any other threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, arbitative or investigation, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as City Clerk or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities, unless the act or omission involved willful or wanton conduct. The Employee may request and the Employer shall not unreasonably refuse to provide independent legal representation at Employer's expense and Employer may not unreasonably withhold approval. Legal representation, provided by Employer for Employee, shall extend until a final determination of the legal action including any appeals brought by either party. The Employer shall indemnify Employee against any and all losses, damages, judgments, interest, settlements, penalties, fines, court costs and other reasonable costs and expenses of legal proceedings including attorneys' fees, and any other liabilities incurred

by, imposed upon, or suffered by such Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of her duties. Any settlement of any claim must be made with prior approval of the Employer for indemnification, as provided in this Section, to be available.

Employee recognizes that Employer shall have the right to compromise and unless the Employee is a party to the suit which Employee shall have a veto authority over the settlement, settle any claim or suit; unless, said compromise or settlement is of a personal nature to Employee. Further, Employer agrees to pay all reasonable litigation expenses of Employee throughout the pendency of any litigation to which the Employee is a party, witness or advisor to the Employer. Such expense payments shall continue beyond Employee's service to the Employer as long as litigation is pending. Further, Employer agrees to pay Employee reasonable consulting fees and travel expenses when Employee serves as a witness, advisor or consultant to Employer regarding pending litigation.

SECTION 15: INTEGRATION AND MODIFICATION

This agreement is the fully integrated Agreement of Employer and Employee and supersedes all prior Agreements between the parties relating to the subject matter herein. This Agreement shall remain in force and shall be binding upon the successors, assigns, and heirs of each of the parties and shall not be changed orally but only by mutual agreement in writing by both parties.

IN WITNESS WHEREOF, the City of Kodiak (Employer) and Nova Javier (Employee) hereby accept the above conditions, set their hand and seal to execute this Agreement, this 11 day of January 2019.

EMPLOYEE:

EMPLOYER:

Nova M. Javier, MMC, City Clerk

Pat Branson, Mayor

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Mike Tvenge, City Manager and Debra Marlar, City Clerk

Date: January 10, 2019

Agenda Item: V. e. Appointment of City Advisory Board Members

SUMMARY: Several advisory board seats will expire at the end of December. Volunteers were solicited via newspaper advertisements, public service announcements, and City Clerk and department head recruitment efforts. Applications have been received for appointment to the Building Code Board of Appeals, Parks and Recreation, Port and Harbors Advisory Board, and the Personnel Board. Except for the Personnel Board whose appointments are made by the Council, appointments to the other boards are made by the Mayor and confirmed by the Council.

At Tuesday's work session, Mayor Branson and Councilmembers interviewed new applicants and considered applications of those that were seeking re-appointment.

BACKGROUND: Advisory board members are appointed at the end of each year when terms expire and throughout the year as necessary.

Building Code Board of Appeals KCC 14.40.010: The building code board of appeals shall consist of five members, four of whom shall be qualified by experience and training to pass upon matters pertaining to building construction. One member shall be selected from the community at large. Each of the five members shall be appointed by the Mayor and ratified by the Council. There is no residency requirement.

One application was received by the packet deadline. The available seats for appointment are:
3 regular seats ending December 31, 2021

New Applicant: Douglas Mathers

Parks and Recreation Advisory Board The Board is comprised of seven regular seats, two alternates, and two ex-officio members. Four regular members shall be residents within the Kodiak City limits, and three regular members shall be residents from inside or outside the Kodiak City limits. Two City resident members need to be appointed to regular seats to ensure the residency requirements stipulated in Resolution No. 2011-23 are met. The ex-officio student member shall be endorsed by the student council.

One application was received by the packet deadline. The available seats for appointment are:

JANUARY 10, 2019
Agenda Item V. e. Memo Page 1 of 3

3 regular seats ending December 31, 2021

1 alternate seat ending December 31, 2019 (*Resolution No. 2011–23 specifies other than ex-officio members, appointments shall be for three-year terms*)

Applicant:

John Butler (B)

Port and Harbors Advisory Board The board is comprised of seven regular seats, two alternates, and one student seat. There is no residency requirement.

Five applications were received by the packet deadline. The available seats for appointment are:

2 regular seats ending December 31, 2021

2 alternate seats ending December 31, 2019 (one-year terms)

1 ex-officio student seat with a term ending May 31, 2019

New Applicant: Zackary Schmeil

Applicants: Tim Abena

David G. Jentry

Patrick O' Donnell

Oliver Holm

{Mayor Branson will make her appointments to the Building Code Board of Appeals, Parks and Recreation, and the Port and Harbors Advisory Board.}

Personnel Board KCC 2.08.170: Composition of personnel board: The City Council shall appoint a personnel board consisting of three members serving for overlapping two-year terms, with terms commencing on January 1. Only persons who reside within the city shall be appointed. If any member ceases to reside within the city, that member shall thereupon cease to hold a position on the personnel board. The council shall fill vacancies in unexpired terms.

One application was received by the packet deadline. The available seats for appointment are:

1 regular seat ending December 31, 2020

2 vacant seats ending December 31, 2019

Applicant:

Derek P. Foster

ATTACHMENTS:

Attachment A: Building Code Board of Appeals Current Member List and Application

Attachment B: Parks and Recreation Current Member List and Application

Attachment C: Port and Harbors Current Member List and Applications

Attachment D: Personnel Board Current Member List and Application

PROPOSED MOTION:

Move to appoint _____ to a (one-year term or two-year term) seat on the Personnel Board and confirm the Mayoral advisory board appointments to Building Code Board of Appeals, Parks and Recreation, and Port and Harbors Advisory Board as stated.



BUILDING CODE BOARD OF APPEALS

Five seats

TERM	BOARDMEMBER	HOME	WORK	FAX	MAILING ADDRESS
2018	John Butler JBHHS@PTIALASKA.NET	486-4604	486-3706	486-2497	P.O. Box 2610
2018	Ed Mahoney builders@ptialaska.net	486-1968	539-1234		3944 Spruce Cape Road
2018	Cache Seel seelconstructionkodiak@gmail.com	512-0908	512-7515		515 Carolyn St.
2019	Jerrol Friend	539-1975	486-3908		P.O. Box 175
2019	Chris Sibrel	760-977-8277	942-1997		12816 Noch Dr.

Legislation	Appointments
--------------------	---------------------

Kodiak City Code Chapter 14.40

10/25/84	01/23/86	2/12/87
01/08/87	12/14/87	12/12/88
01/26/89	01/11/90	12/14/90
01/09/92	01/14/93	01/27/94
12/22/94	12/14/95	12/12/96
3/27/97	12/11/97	12/10/98
2/10/00	5/24/01	12/13/01
01/23/03	01/13/05	12/15/05
12/13/07	2/28/08	12/11/09
12/9/10	2/23/12	12/13/12
2/13/14	12/10/15	01/12/17
2/9/17	2/8/18	



City Clerk's Office
 710 Mill Bay Road, Rm 219
 Kodiak, AK 99613
 (907) 486-8636 * (907) 486-8633 (fax)

RECEIVED

NOV 29 2018

CITY OF KODIAK
 City Clerk's Office

Advisory Board Application Form

Douglas I Mathers
 NAME

907 486 4591 N/A mathers@gei.net
 HOME TELEPHONE WORK TELEPHONE FAX EMAIL

2171 Harbor Way Kodiak
 RESIDENCE (STREET) ADDRESS

PO Box 2916 KODIAK, AK 99615
 MAILING ADDRESS

42 years 42 years
 LENGTH OF RESIDENCE IN KODIAK LENGTH OF RESIDENCE IN ALASKA

Are you a registered voter in the City of Kodiak? Yes No
 Do you own property in the City of Kodiak? Yes No

On which boards are you interested in serving?
 (Please list in order of preference)
Building Code Board of Appeals

Please list your areas of expertise and education that would benefit the boards for which you are applying.
Licensed plumbing journey man
Certified plumbing inspector
ICC post certified in many const. trades. Past Building Official and Assistant BO for city of Kodiak

Community Activities:
Member Bay side
volunteer Fire
Department 35th Years

Professional Activities: 27 years
Past member International
Code Council. Through
the city of Kodiak

[Signature]
 SIGNATURE

11/29/18
 DATE

Return application to City Clerk 710 Mill Bay Road Room 219 Kodiak AK 99613
 Fax 486-8633

Revised December 2016



Office of the City Clerk

710 Mill Bay Road, Room 219, Kodiak, Alaska 99615

PARKS AND RECREATION ADVISORY BOARD

Nine members (including two alternates) from the community chosen to reflect cultural and ethnic diversity, one USCG representative, and one student seat. Four regular members shall be residents within the Kodiak City limits, and three regular members shall be residents from inside or outside the Kodiak City limits.

TERM	BOARDMEMBER	HOME	WORK	FAX	MAILING ADDRESS	City/KIB
2018	John Butler jbjhs@ptialaska.net	486-4604	486-3706	486-2497	PO Box 2610	B
2018	Helm Johnson helm@helmarts.com	539-5014	539-5014	866-510-1563	PO Box 261	C
2018	Vacant					C
2019	Jessica Horn hikeadq@gmail.com	487-2718	Cell 942-0441		665 Sargent Creek Rd.	B
2019	Marcus Dunbar mdunbar01@kibsd.org	486-0809	Cell 317-4325		1477 Selief Lane	C
2019	John Glover jtgloverkodiak@gmail.com	486-2335	539-7004		521 Sut Larsen Way	B
2019	Ryan Murdock boneyardsurfing@gmail.com	952-1072			3272 Mill Bay Rd.	C
2019 Alternate 1	Domonique Ruiz domoniqueruiz@Outlook.com	942-2062	512-0600		PO Box 8802	B
2019 Alternate 2	Vacant					
USCG 2019	Lieutenant Commander Kyle Ensley Kyle.L.Ensley@uscg.mil	210-913-9884	487-5170 x 6678		207 Race Rock Ct. Apt. C	N/A
2019	Josh Nummer joshnummer@gmail.com	486-0959			1619 Mission road	N/A

Regular terms expire December 31 (three-year terms)

Alternate terms expire December 31 (Resolution No. 2011–23 stipulates other than ex-officio members, terms shall be for three years)

USCG & Student terms set at appointment

Legislation

Resolution Number 03–84
Resolution Number 44–86
Resolution Number 2000–4, 01/27/00
Resolution Number 01–7, 02/22/01
Resolution Number 04–25, 07/08/04
Resolution Number 2011–23, 08/25/2011

[Clerk's Note: The alternates do not make motions or vote unless regular member(s) are absent.]

Appointments

01/12/84	02/26/84	12/13/84
01/10/85	06/13/85	12/19/85
01/23/86	01/08/87	02/12/87
11/03/87	12/14/87	10/27/88
12/12/88	10/12/89	01/11/90
12/14/90	01/09/92	03/12/92
05/14/92	07/09/92	01/14/93
01/27/94	02/10/94	03/10/94
09/22/94	12/22/94	10/05/95
12/14/95	10/24/96	12/12/96
12/11/97	12/10/98	01/26/99
02/25/99	02/10/00	02/22/01
05/24/01	12/13/01	02/28/02
05/09/02	07/24/03	02/26/04
01/13/05	08/24/06	12/14/06
12/13/07	02/28/08	02/12/09
06/24/10	08/26/10	12/9/10
01/13/11	09/22/11	2/23/12
08/09/12	8/23/12	12/13/12
02/28/13	06/27/13	12/12/13
2/14/14	12/10/15	09/8/16
1/12/17	05/10/18	9/27/18



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 710 Mill Bay Road, Rm 219
 Kodiak, AK 99615
 (907) 486-8636 * (907) 486-8633 (fax)

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NOV 16 2018

CITY OF KODIAK
 City Clerk's Office

Advisory Board Application Form

John Butler

NAME

486-4604

johnandmoe@g

HOME TELEPHONE

WORK TELEPHONE

FAX

EMAIL

42910 Chiniak Hy

RESIDENCE (STREET) ADDRESS

P. O. Box 2610

KODIAK, AK 99615

MAILING ADDRESS

48 yrs

48 yrs

LENGTH OF RESIDENCE IN KODIAK

LENGTH OF RESIDENCE IN ALASKA

Are you a registered voter in the City of Kodiak?

Yes No

Do you own property in the City of Kodiak?

Yes No

**On which boards are you interested in serving?
 (Please list in order of preference)**

**Please list your areas of expertise and education that
 would benefit the boards for which you are applying.**

Parks and rec

Community Activities: _____

Professional Activities: _____

John Butler

Nov 16 2018

SIGNATURE

DATE

Return application to City Clerk, 710 Mill Bay Road, Room 219, Kodiak, AK 99615
 Fax: 486-8633

Revised: December 2016



Office of the City Clerk

710 Mill Bay Road, Room 219, Kodiak, Alaska 99615

PORT AND HARBORS ADVISORY BOARD

Seven regular seats, two alternates, and one student seat

Effective February 8, 2018

TERM	BOARDMEMBER	HOME	WORK or CELL	FAX	MAILING ADDRESS
2020	Marty Owen kodiakowen@gmail.com	486-5079	654-8150		1223 Kouskov, St.
2020	Jake Everich jeverich@gmail.com	401-742-9187	same		3932 Wolverine Way, Unit 1
2020	Nick Szabo herschel@gci.net	486-3853	486-3853	486-3853	P.O. Box 1633
2018	Tim Abena timabena@aol.com	486-3290	360 957-3200	486-3290	3103 Mill Bay Road
2018	Oliver Holm chicken@gci.net	486-6957	907-654-7005	N/A	P.O. Box 8749
2019	Stormy Stutes stutes@gci.net	486-8757	942-2121	486-8709	2230 Monashka Way
2019	Norm Lenon rymar@gci.net	512-0752	942-3593		522 Sut Larsen Way
2018 *Alternate 1	David Jentry dwjentry@gci.net	486-5205		486-5243	3622 Otmeloi Way
2018 *Alternate 2	Lloyd Shanley Lloydalaska@hotmail.com	654-7763		N/A	523 Sut Larsen Way
Student (ex-officio)	VACANT				

Regular terms expire December 31 (three-year terms)

Alternate terms expire December 31 (one-year terms)

Student term expires May 31 (one-year term)

Legislation

Resolution Number 49–81
Resolution Number 44–86
Resolution Number 54–87
Resolution Number 05–94
Resolution Number 98–32

***[Clerk's Note: The alternates do not make motions or vote unless regular member(s) are absent.]**

Appointments

11/03/87	12/14/87	10/27/88
12/12/88	10/12/89	01/11/90
02/22/90	12/14/90	01/09/92
03/12/92	01/14/93	01/27/94
02/10/94	09/22/94	12/22/94
10/05/95	12/14/95	12/12/96
12/11/97	12/10/98	02/10/00
02/22/01	05/24/01	12/13/01
09/12/02	01/23/03	01/22/04
01/13/05	12/15/05	12/14/06
12/13/07	02/12/09	12/11/09
12/9/10	12/8/11	12/13/12
12/12/13	1/8/15	12/10/15
1/12/17	3/23/17	4/27/17
2/8/18		

Updated February 9, 2018



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 (907) 486-8636 * (907) 486-8633 (fax)

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NOV 28 2018

CITY OF KODIAK
 City Clerk's Office

Advisory Board Application Form

Zackary Davit Schmeil

NAME

907-654-9856

HOME TELEPHONE

654-9856

WORK TELEPHONE

FAX

ZSchmeil@gmail.com

EMAIL

3872 Otmeloi way

RESIDENCE (STREET) ADDRESS

P.O. Box 2863 Kodiak, AK 99615

MAILING ADDRESS

KODIAK, AK 99615

23 Years 11 months

LENGTH OF RESIDENCE IN KODIAK

23 Years 11 months

LENGTH OF RESIDENCE IN ALASKA

Are you a registered voter in the City of Kodiak?

Yes No

Do you own property in the City of Kodiak?

Yes No

**On which boards are you interested in serving?
 (Please list in order of preference)**

**Please list your areas of expertise and education that
 would benefit the boards for which you are applying.**

Port and Harbors Advisory Board

I own a small boat in the Harbor, family owns and operates F/V Alaska Spirit and F/V Kilokak.

Community Activities:

Professional Activities:

Commercial Fishing 6 years on the Alaska Spirit also during those 6 years 5 of them were also on the Kilokak.

Zackary Schmeil

SIGNATURE

11/24/2018

DATE

Return application to City Clerk, 710 Mill Bay Road, Room 219, Kodiak, AK 99615
 Fax: 486-8633



City Clerk's Office
 710 Mill Bay Road, Rm 219
 Kodiak, AK 99615
 (907) 486-8636 * (907) 486-8633 (fax)

RECEIVED

NOV 20 2018

CITY OF KODIAK
 City Clerk's Office

Advisory Board Application Form

Tim Abena

NAME

486-3290 360.957.3200 907486 3290 timabena@aol.com
 HOME TELEPHONE WORK TELEPHONE FAX EMAIL

3103 MILL BAY RD
 RESIDENCE (STREET) ADDRESS

Same **KODIAK, AK 99615**
 MAILING ADDRESS

22+ YEARS
 LENGTH OF RESIDENCE IN KODIAK

22+ YEARS
 LENGTH OF RESIDENCE IN ALASKA

Are you a registered voter in the City of Kodiak?
 Do you own property in the City of Kodiak?

Yes No
 Yes No

On which boards are you interested in serving?
 (Please list in order of preference)

Please list your areas of expertise and education that
 would benefit the boards for which you are applying.

PERB

Comm. Fishing
BOAT BUILDING
CONSTRUCTION

Community Activities:

Professional Activities:

[Signature]
 SIGNATURE

11/20/18
 DATE

Return application to City Clerk, 710 Mill Bay Road, Room 219, Kodiak, AK 99615
 Fax: 486-8633



City Clerk's Office
 710 Mill Bay Road, Rm 219
 Kodiak, AK 99615
 (907) 486-8636 * (907) 486-8633 (fax)

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NOV 26 2018

CITY OF KODIAK
 City Clerk's Office

Advisory Board Application Form

DAVID G. JENTRY
 NAME

486-5205 486-5205 DWJENTRY@GCI.NET
 HOME TELEPHONE WORK TELEPHONE FAX EMAIL

3622 OTMELOI WAY
 RESIDENCE (STREET) ADDRESS

P.O. BOX 3128 99615 KODIAK, AK 99615
 MAILING ADDRESS

40 YRS
 LENGTH OF RESIDENCE IN KODIAK

40 YRS
 LENGTH OF RESIDENCE IN ALASKA

Are you a registered voter in the City of Kodiak?
 Do you own property in the City of Kodiak?

Yes No
 Yes No

On which boards are you interested in serving?
 (Please list in order of preference)

Please list your areas of expertise and education that
 would benefit the boards for which you are applying.

PORT & HARBOR

12 + YEARS ON PEH BOARD

Community Activities:

Professional Activities:

NONE

RETIRED - FISHERMAN

David G. Jentry
 SIGNATURE

11-26-2018
 DATE

Return application to City Clerk, 710 Mill Bay Road, Room 219, Kodiak, AK 99615
 Fax: 486-8633



City Clerk's Office
 710 Mill Bay Road, Rm 219
 Kodiak, AK 99615
 (907) 486-8636 * (907) 486-8633 (fax)

RECEIVED

NOV 28 2018

CITY OF KODIAK
 City Clerk's Office

Advisory Board Application Form

Patrick O'Donnell

NAME

907 486 2683

HOME TELEPHONE

907 539 5296

WORK TELEPHONE

907 486 2683

FAX

gwfisheries@yahoo.com

EMAIL

1353 Mountain View Drive Kodiak, Alaska 99615

RESIDENCE (STREET) ADDRESS

PO Box 3075 Kodiak, Alaska 99615

MAILING ADDRESS

KODIAK, AK 99615

25 years

LENGTH OF RESIDENCE IN KODIAK

25 years

LENGTH OF RESIDENCE IN ALASKA

Are you a registered voter in the City of Kodiak?

Yes No

Do you own property in the City of Kodiak?

Yes No

On which boards are you interested in serving?
 (Please list in order of preference)

Please list your areas of expertise and education that
 would benefit the boards for which you are applying.

Port & Harbors Advisory Board

Trawl Fishing Industry

Commercial Fishing, Gulf Of Alaska and Bering Sea. 28 years

Use of all docks and Travel lift, Shipyard use

Small Business

Community Activities:

Professional Activities:

NPFMC Advisory Panel

Golden West Fisheries, Inc President/ Owner F/V Caravelle

ADF&G Advisory Committee

Alaska Whitefish Trawlers Association. Board President

Kodiak College Maritime Advisory Committee

SIGNATURE

11-20-2018

DATE

Return application to City Clerk, 710 Mill Bay Road, Room 219, Kodiak, AK 99615
 Fax: 486-8633



City Clerk's Office
 710 Mill Bay Road, Rm 219
 Kodiak, AK 99615
 (907) 486-8636 * (907) 486-8633 (fax)

Advisory Board Application Form

Oliver Holm
 NAME

907-486-6957 HOME TELEPHONE same WORK TELEPHONE FAX chicken@geci.net EMAIL

3338 Tona Lane
 RESIDENCE (STREET) ADDRESS

PO Box 8749, Kodiak, AK 99615 MAILING ADDRESS **KODIAK, AK 99615**

28+ yrs continuous also prior time LENGTH OF RESIDENCE IN KODIAK LENGTH OF RESIDENCE IN ALASKA

Are you a registered voter in the City of Kodiak? Yes No Service district one
 Do you own property in the City of Kodiak? Yes No P/O Salina moored + based in city St. Herman's Hk

On which boards are you interested in serving? (Please list in order of preference) Please list your areas of expertise and education that would benefit the boards for which you are applying.

Ports and Harbors Advisory Board 55 yrs in local fisheries
some experience in boat + other
construction

Community Activities:
30+ yrs on Kodiak Fish + Game
Advisory Committee (committee)
30 yrs elected to Kodiak Regional
Aquaculture Association board

Professional Activities: owner/operator fishing business
3 yrs United Fisherman Association Vice President
current Kodiak Seiner's Assoc. board member
past ANCC board member

Oliver N. Holm
 SIGNATURE

Nov 16, 2018
 DATE

Return application to City Clerk, 710 Mill Bay Road, Room 219, Kodiak, AK 99615
 Fax: 486-8633

RECEIVED

NOV 19 2018

CITY OF KODIAK
 City Clerk's Office



Office of the City Clerk

710 Mill Bay Road, Room 219, Kodiak, Alaska 99615

PERSONNEL BOARD

Three seats

TERM	BOARDMEMBER	HOME	WORK	FAX	MAILING ADDRESS
2018	Pat Szabo pszabo@gci.net	486-3853			PO Box 1949
2019	Vacant				
2019	Vacant				

Regular terms expire December 31 (two-year terms)

Legislation

Established by City Charter
Duties listed in City Code 2.08.180

Appointments

12/13/84	12/27/84	12/19/85
01/08/87	02/12/87	02/26/87
10/08/87	12/14/87	04/14/88
07/14/88	12/12/88	01/11/90
02/22/90	12/14/90	01/14/93
12/22/94	12/14/95	12/12/96
09/30/97	12/11/97	12/10/98
02/10/00	12/13/01	12/13/07
12/11/08	09/24/09	12/9/10
12/8/11	12/13/12	12/12/13
1/9/15	1/12/17	



City Clerk's Office
 710 Mill Bay Road, Rm 219
 Kodiak, AK 99615
 (907) 486-8636 * (907) 486-8633 (fax)

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CITY OF KODIAK
 City Clerk's Office

Advisory Board Application Form

DEREK P FOSTER

NAME

209.914.4839

HOME TELEPHONE

WORK TELEPHONE

FAX

DPFOSTER001@OUTLOOK.COM

EMAIL

1514 ISMAILOV ST, KODIAK AK 99615

RESIDENCE (STREET) ADDRESS

1514 ISMAILOV ST.

MAILING ADDRESS

KODIAK, AK 99615

17 YRS

LENGTH OF RESIDENCE IN KODIAK

25 YRS

LENGTH OF RESIDENCE IN ALASKA

**Are you a registered voter in the City of Kodiak?
 Do you own property in the City of Kodiak?**

Yes No
 Yes No

**On which boards are you interested in serving?
 (Please list in order of preference)**

PERSONNEL BOARD

**Please list your areas of expertise and education that
 would benefit the boards for which you are applying.**

ADMINISTRATIVE COUNSELOR,
 PROTECT COORDINATOR, TRAINING
 COORDINATOR, PERSONNEL AND PAY
 COUNSELOR, FINANCIAL COUNSELOR

Community Activities: VOLUNTEER
 AT ABBA FATHER'S
 CHRISTIAN FELLOWSHIP CHURCH.

Professional Activities: PROPERTY MANAGER

Derek Foster
 SIGNATURE

29 NOV 2018
 DATE

Return application to City Clerk, 710 Mill Bay Road, Room 219, Kodiak, AK 99615
 Fax: 486-8633