

City of Kodiak Regular Council Meeting Agenda for May 9, 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 April 25, 2019, Regular Council Meeting.....1

- III. Persons to Be Heard**
 - a. Proclamation: Municipal Clerks Week.....8
 - b. Proclamation: Police Week and Peace Officers Memorial Day10
 - c. Proclamation: National Salvation Army Week.....12
 - d. Proclamation: Safe Boating Week14
 - e. Proclamation: Emergency Medical Services Week.....16
 - f. Proclamation: Mental Health Month18
 - g. Public Comments (limited to 3 minutes) (486-3231)

- IV. Unfinished Business**
 - a. Second Reading and Public Hearing, Ordinance No. 1385, Establishing Supplemental Appropriation No. 1 to the Budget for the Fiscal Year Commencing on the First Day of July 2018 and Ending on the Thirtieth Day of June 2019.....22

- V. New Business**
 - a. Resolution No. 2019-09, Donating a Retired Ambulance to the City of Larsen Bay.....32
 - b. Authorization of MOA With Sun’aq Tribe for Addition of Roads/Routes to the Tribe’s Tribal Transportation Program Inventory.....38
 - c. Recommendation of Appointment to City Planning and Zoning Commission Seat.....44

- 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**

(This page left intentionally blank.)

DRAFT

**MINUTES OF THE REGULAR COUNCIL MEETING
OF THE CITY OF KODIAK
HELD THURSDAY, APRIL 25, 2019
IN THE BOROUGH ASSEMBLY CHAMBERS**

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

Mayor Pat Branson called the meeting to order at 7:30 p.m. Councilmembers Laura B. Arboleda, Randall C. Bishop, Charles E. Davidson, Terry J. Haines, Councilmember Richard H. Walker, and John B. Whiddon were present and constituted a quorum. 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 March 26, 2019, special meeting and the April 11, 2019, as presented.

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

III. PERSONS TO BE HEARD

a. Presentation of 25 Years of Service Pin to City Clerk

Mayor Branson presented City Clerk Debra Marlar with a City of Kodiak pin for her 25 years of service. Clerk Marlar is retiring on April 30, 2019.

b. Public Comments

Major Dave Davis mentioned Sunday is the Orthodox Easter.

Samantha Marlar-Enbom publicly acknowledged and thanked her mother, Debra Marlar, for her service to the Kodiak community, City of Kodiak, and for being wonderful a role model.

Betty MacTavish thanked Clerk Marlar for helping her over the years by answering her inquiries. She spoke about the Alcohol and Marijuana Control Board and the latest with onsite marijuana consumption. She shared an update on the type of facilities that can have onsite consumption and stated that she anticipated discussions will happen on local levels.

Lindsey Glenn via telephone spoke about her concern about the school budget cuts.

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS

a. First Reading Ordinance No. 1385, Establishing Supplemental Appropriation No. 1 to the Budget for the Fiscal Year Commencing on the First Day of July 2018 and Ending on the Thirtieth Day of June 2019

The Supplemental Appropriation No. 1 to the budget for the fiscal year commencing on the first day of July 2018 and ending on the thirtieth day of June 2019 is in the amount of \$3,183,246. It is customary for the City Council to approve at least one supplemental budget annually to authorize the adjustments of current revenues and expenses as detailed in the attachments provided. These adjustments are for the operating funds as well as additions to project funds for grant revenues received and additional expenditures needed that were not known at the time the original budget was adopted.

Councilmember Bishop MOVED to pass Ordinance No. 1385 in the first reading and advance to second reading and public hearing at the next regular or special meeting.

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

b. Resolution No. 2019–08, Transferring \$6,750 From the Water Fund to the Water Capital Project Fund and Authorizing a Professional Services Contract for Dam Safety Inspections With Golder Associates Inc. in the Amount of \$65,523, Project No. 05-03/7039

The State of Alaska Department of Natural Resources (ADNR) regulation requires that Hazard Class I or II dams have Periodic Safety Inspection (PSI) performed by a qualified engineer. All Hazard class I and II dams must be inspected every three years.

Councilmember Arboleda MOVED to adopt Resolution No. 2019–08.

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

c. Authorization of Settlement Agreement in Chiesa v. City of Kodiak

A settlement agreement with Michael Chiesa v. City of Kodiak, Kodiak Police Department has been drafted.

Councilmember Haines MOVED to enter into a Settlement Agreement J-15-068 and J-16-291 in the amount of \$56,447 with Michael Chiesa and authorize the City Manager to sign documents on behalf of the City.

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

d. Appointment to Building Code Board of Appeals

The Building Code Board of Appeals is a five member board. Currently, there are two vacancies that need to be filled. Since December 2018, volunteers were solicited via newspaper advertise-

ments and recruitment efforts were made by the City Clerk, Building Official, and the department head. An application was received from Mr. Cache Seel. Mr. Seel has served on the Board from February 8, 2018 to December 31, 2018. Appointments to this board are made by the Mayor and confirmed by the Council.

Mayor Branson recommended Cache Seel for appointment to the Building Code Board of Appeals for a term ending December 31, 2021.

Councilmember Davidson MOVED to confirm the Mayoral advisory board appointment to Building Code Board of Appeals as stated.

The roll call vote was Councilmembers Arboleda, Bishop, Davidson, Haines, Walker and Whid-don in favor. The motion passed.

VI. STAFF REPORTS

a. City Manager

Manager Tvenge stated that the City received requests for floatplane space in Trident Basin. He said a total of six additional slips are needed at Float A, the northern float. Public Works Director Walton is working with these operators to accommodate this need. He shared there are fish tables now open at the harbor locations and he said six fishing vessels are scheduled for the ship yard next month. He updated that the City has one Travel Lift operator, employed at the Harbor and next Tuesday Kendrick Equipment will be conducting a periodic inspection, certification of the Lift, in addition to training and certifying three additional Travel Lift operators. He said the date was changed to accommodate the requests of the fishing fleet.

The City issued a community permit to Hope Community Resources, Inc. for the Walk 'N' Roll for Hope Fundraiser at Baranof Park, which is scheduled on Saturday May 4, 2019, from 9 a.m. until 12:30 p.m. He shared that Parks and Recreation keeps tally of the daily uses of recreation facilities that the City manages. The tally for the past ten months is as follows: 33,000 swimmers using the indoor pool; 27,000 skaters at the Baranof Rink; and 21,000 visitors to the Teen Center. He stated they don't keep track of the activity at the parks or fields, yet highlighted that there is daily use by the community.

He thanked City Clerk Deb Marljar for all of her guidance and support to Kodiak staff over the past 25 years. He thanked Deb for everything she had done for him as well. He said it had been an honor to work with her for the past 3 ½ years. He wish Deb and Gary the best of times as they set sail this year and wished them a happy retirement. He said Lieutenant DJ Clumpner will be retiring from the Kodiak Police Department after nearly 15 years. He shared that Lt. Clumpner moved to Kodiak from Dillingham, where he served six years before becoming a Kodiak Patrol Officer, where he rapidly moved through the ranks of Detective, Sergeant, and Lieutenant. He said that dedication and commitment are words to describe DJ and he wished him and Tina well in retirement. He thanked him for his service.

He said Josephine Bahnke was hired as the Deputy City Manager. He said Ms. Bahnke previously served as the City Manager in Nome from 2008 until 2015 before being called to Juneau to become the Director of the State of Alaska Elections Divisions. He said she will bring integrity,

commitment, and experience to the position. He shared that he looks forward to having Josie onboard on May 1.

b. City Clerk

Clerk Marlar gave an overview of the upcoming meeting schedule. She thanked for the Council for the 25 years pin. She said she began work with the City at the harbor and said the City promotes growth within and stated it gave her opportunities over the years transitioning to the Deputy Clerk and later the Clerk where she has served for 20 years. She thanked the Mayor and Councilmembers for their support and said it has been a wonderful experience. She shared that she served two mayors, 25 Councilmembers, and four City managers and enjoyed her years' of service and felt blessed. She said that the elected officials do a wonderful job to help citizens. She thanked the Deputy Clerk for always having her back and doing a great job. She said working with the department heads was a pleasure and said they are a wonderful team of leaders. She thanked her daughter Samantha and husband Gary for their support over the years. She said it was meaningful to give the oath of office to Nova Javier a fellow clerk she respects and a long-time friend.

VII. MAYOR'S COMMENTS

Mayor Branson said that Clerk Marlar brought a positive, professionalism, and integrity to her role. She said she was always available to answer her questions. She said she made a cake in honor of Deb and thanked her for her cake baking over the years. She said she was a true public servant to the City of Kodiak.

She shared that there is a Kodiak Island 2019 Project Homeless Connect Report available.

VIII. COUNCIL COMMENTS

Councilmember Walker gave a heartfelt goodbye to Clerk Marlar thanking her and shared how she helped him in his transition as a Councilmember.

Councilmembers Haines said this Saturday there was a budget work session at 10 a.m. and he encouraged people to attend this great overview. He praised Clerk Marlar stating she always looked out for the Council and commended her cake baking skills. He thanked her for her service.

Councilmember Bishop encouraged the public to attend the budget work session. He wished Lt. Clumpner well in his retirement. He thanked Deb and said there were not enough words to express his gratitude and he felt blessed to have worked with her. He said Nova will do a great job as the new Clerk and he welcomed the new Deputy City Manager Josie Bahnke. He said the cruise ships will be coming in soon.

Councilmember Whiddon said on May 22 there will be a Fisheries Work Group meeting. He said there was discussion on Pebble Mine and an update on the NPFMC at the recent FWG meeting. He said the Salmon Work Group will be seeking funding from the City. He shared that Chris Hatch retired after 30 years of service in the USCG and is moving off-island. Councilmember Whiddon spoke about Clerk Marlar's professionalism, intellect, effectiveness, trans-

parency, and dedication. He thanked her and praised the service she provided to the community. He also welcomed Nova Javier and stated he is pleased with the smooth transition.

Councilmember Arboleda hoped everyone has a blessed Easter. She encouraged participating in the upcoming community clean up and attendance at the budget meeting. She gave a heartfelt thank you to Clerk Marlar and said she will be missed. She welcomed Nova Javier.

Councilmember Davidson welcomed Nova Javier and said he looks forward to working with her. He praised Clerk Marlar and said she was a wonderful public servant to the community. He said may the wind always be at her back.

IX. AUDIENCE COMMENTS

Mayor Branson mentioned that the Downtown Kodiak Revitalization Committee meeting met on April 24, 2019, and noted that the meeting notes, short-term and long-term priorities can be found on the website.

Nova Javier thanked her mentor Deb and said they worked 13 unchallenged elections. She said she is where she is because of Clerk Marlar. She said she set the standard high and wished her the best in retirement.

X. OATH OF OFFICE TO CITY CLERK NOVA JAVIER

KCC 2.08.130 requires the City Clerk to take and subscribe to the Oath of Office. Outgoing City Clerk Debra Marlar administered the Oath of Office to the new City Clerk Nova Javier.

XI. ADJOURNMENT

Councilmember Davidson **MOVED** to adjourn the meeting.

The meeting adjourned at 8:15 p.m.

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

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Minutes Approved:

(This page left intentionally blank.)

PERSONS TO BE HEARD

MEMORANDUM TO COUNCIL

Date: May 09, 2019

Agenda Item: III. a. Proclamation: Municipal Clerks Week

SUMMARY: This proclamation recognizes our Municipal Clerks for the vital services they perform and their dedication to our community.

ATTACHMENTS:

Attachment A: Proclamation: Declaring Municipal Clerks Week

Proclamation

Declaring Municipal Clerks Week

May 5–May 11, 2019

WHEREAS, the Office of the Municipal Clerk, a time honored and vital part of local government, that exists throughout the world, and the office of Municipal Clerk is the oldest among public servants; and

WHEREAS, Municipal Clerks are public administrators who play intrinsic and essential roles in the communities in which they serve; and

WHEREAS, the Office of the Municipal Clerk provides the professional link between the citizens, the local governing body, and agencies of government at other levels; and

WHEREAS, Municipal Clerks have pledged to be ever mindful of neutrality and impartiality, rendering equal service to all; and

WHEREAS, the Municipal Clerk adapts to the ever changing elements of government and serves as the information center on functions of local government; and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops, and annual meetings of their state and international professional organizations; and

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

NOW, THEREFORE, I, Pat Branson, Mayor of the City of Kodiak, do hereby proclaim the week of May 5 through May 11, 2019, as

Municipal Clerks Week

in Kodiak and extend appreciation to our Municipal Clerks for the vital services they perform and for their dedication to our community.

Dated this 9th day of May 2019.

City of Kodiak

Pat Branson, Mayor

MEMORANDUM TO COUNCIL

Date: May 09, 2019

Agenda Item: III. b. Proclamation: Police Week and Peace Officers Memorial Day

SUMMARY: This proclamation urges all citizens and patriotic, civic, and educational organizations to recognize police officers, past and present, who by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their community and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens. And encourages all citizens to honor those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

ATTACHMENTS:

Attachment A: Proclamation: Declaring Police Week and Peace Officers Memorial Day

PROCLAMATION

Declaring May 12 through 18, 2019, Police Week and May 15, 2019, Peace Officers Memorial Day

WHEREAS, the Congress and President of the United States have designated May 15 as Peace Officers' Memorial Day, and the week in which May 15 falls as National Police Week; and

WHEREAS, the members of the Kodiak Police Department play an essential role in safeguarding the rights and freedoms of Kodiak citizens; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of the Kodiak Police Department, and that members of the Department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, the men and women of the Kodiak Police Department unceasingly provide a vital public service, and it is appropriate that we recognize their accomplishments and sacrifices.

NOW, THEREFORE, I, Pat Branson, Mayor of the City of Kodiak, do hereby proclaim the week of May 12 through 18, 2019, as

POLICE WEEK

in Kodiak and urge all citizens and patriotic, civic, and educational organizations to recognize police officers, past and present, who by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their community and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I further proclaim May 15, 2019, as

PEACE OFFICERS' MEMORIAL DAY

in Kodiak and encourage all citizens to honor those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

Dated this 9th day of May 2019.

City of Kodiak

Pat Branson, Mayor

MEMORANDUM TO COUNCIL

Date: May 09, 2019

Agenda Item: III. c. Proclamation: Salvation Army Week

SUMMARY: This proclamation recognizes the Salvation Army for its service to Kodiak and throughout Alaska

ATTACHMENTS:

Attachment A: Proclamation: Declaring Salvation Army Week

Proclamation

Recognizing National Salvation Army Week

May 12–18, 2019

Whereas, in 1954, the first National Salvation Army week was declared by the U.S. Congress and proclaimed by President Dwight D. Eisenhower as a reminder to Americans to give freely of themselves in service to others, and

Whereas, since arriving in Kodiak in 1993, The Salvation Army has provided humanitarian relief and spiritual guidance to people in Kodiak and throughout Alaska; and

Whereas, The Salvation Army members continue their compassionate tradition of helping wherever there is hunger, disease, destitution, and spiritual need and provides for those in the most need without discrimination; and

Whereas, National Salvation Army week is celebrated May 12 through May 18; and

Whereas, The Salvation Army should be commended for its selfless dedication to helping meet the physical and spiritual needs of people across Alaska.

NOW, THEREFORE, I, Pat Branson, Mayor of the City of Kodiak, do hereby proclaim the week of May 12 through May 18, 2019, as

National Salvation Army Week

in Kodiak and urge all to express their appreciation for The Salvation Army's good works and to follow their example of serving a cause greater than themselves.

Dated this 9th day of May 2019.

City of Kodiak

Pat Branson, Mayor

MEMORANDUM TO COUNCIL

Date: May 09, 2019

Agenda Item: III. d. Proclamation: Safe Boating Week

SUMMARY: This proclamation urges residents who boat to wear Coast Guard-approved personal flotation devices and to practice safe boating habits.

ATTACHMENTS:

Attachment A: Proclamation Declaring Safe Boating Week

Proclamation

National Safe Boating Week

May 18–24, 2019

WHEREAS, recreational boating is fun and enjoyable, and we are fortunate that Kodiak Island has extraordinary resources to accommodate a variety of commercial and recreational boating demands; and

WHEREAS, weather and sea conditions in Alaskan waters present dangers year-round causing boating activity to be risky for the unprepared; and not knowing or obeying the Navigation Rules, drinking alcohol or taking drugs while operating a boat, or choosing not to wear a life jacket are clearly unwise decisions; and

WHEREAS, while the rate of recreational boating deaths has been decreasing, more than 700 people still die each year in boating-related accidents in the U.S., and 80 percent of these fatalities are due to drowning; and

WHEREAS, 83 percent of those involved in these drowning fatalities were not wearing a life jacket and a significant number of boaters' lives could have been saved had they worn their Coast Guard-approved personal flotation device; and

WHEREAS, boating knowledge and skills may be learned locally in classes offered by the United States Coast Guard Auxiliary, and are important in reducing human error and improving judgment; and

WHEREAS, the United States Coast Guard Auxiliary also offers a free Vessel Safety Check for any recreational boat;

NOW, THEREFORE, I, Pat Branson, Mayor of the City of Kodiak, do hereby support the goals of the Safe Boating Campaign and proclaim May 18 through May 24, 2019, as

Safe Boating Week

in Kodiak and the start of a year-round effort to promote safe boating. I urge all those who boat to “Wear It” and practice safe boating habits.

Dated this 9th day of May 2019.

City of Kodiak

Pat Branson, Mayor

MEMORANDUM TO COUNCIL

Date: May 09, 2019

Agenda Item: III. e. Proclamation: Emergency Medical Services Week

SUMMARY: This proclamation urges residents to recognize the value and the accomplishments of emergency medical services providers.

ATTACHMENTS:

Attachment A: Proclamation: Declaring Emergency Medical Services Week

PROCLAMATION
Declaring Emergency Medical Services Week
May 19 – May 25, 2019

WHEREAS, emergency medical services are a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the emergency medical services system consists of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, first responders, educators, administrators and others; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week.

NOW, THEREFORE, I, Pat Branson, do hereby proclaim the week of May 19 through May 25, 2019, as

EMERGENCY MEDICAL SERVICES WEEK

in Kodiak and with the theme, “EMS STRONG: Beyond the Call,” I encourage the community to observe this week with appropriate programs, ceremonies, and activities.

Dated this 9th day of May 2019.

City of Kodiak

Pat Branson, Mayor

MEMORANDUM TO COUNCIL

Date: May 09, 2019

Agenda Item: III. f. Proclamation: Declaring Mental Health Month

SUMMARY: This proclamation recognizes the importance of mental health treatment and encourages the community to increase awareness and understanding of mental health, the steps one can take to protect their mental health, and the need for appropriate and accessible services for all people with mental illnesses.

ATTACHMENTS:

Attachment A: Proclamation: Declaring Mental Health Month

Proclamation Declaring Mental Health Month

WHEREAS, mental health is essential to everyone's overall health and well-being; and

WHEREAS, all Americans experience times of difficulty and stress in their lives; and

WHEREAS, prevention is an effective way to reduce the burden of mental illnesses; and

WHEREAS, there is a strong body of research that supports specific tools that all Americans can use to better handle challenges and protect their health and well-being; and

WHEREAS, mental illnesses are real and prevalent in our nation; and

WHEREAS, with early and effective treatment, those individuals with mental illnesses can recover and lead full, productive lives; and

WHEREAS, each business, school, government agency, healthcare provider, organization, and citizen shares the burden of mental illnesses and has a responsibility to promote mental wellness and support prevention efforts.

NOW, THEREFORE, I, Pat Branson, Mayor of the City of Kodiak, do hereby proclaim May 2019, as

MENTAL HEALTH MONTH

in Kodiak and call upon the citizens, government agencies, public and private institutions, businesses, and schools in Kodiak, Alaska to increase awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental illnesses at all stages.

Dated this 9th day of May 2019.

City of Kodiak

Pat Branson, Mayor

(This page left intentionally blank.)

UNFINISHED BUSINESS

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Mike Tvenge, City Manager *MT*

Thru: Kelly Mayes, Finance Director

Date: May 09, 2019

Agenda Item: IV. a. Second Reading and Public Hearing, Ordinance No. 1385, Establishing Supplemental Appropriation No. 1 to the Budget for the Fiscal Year Commencing on the First Day of July 2018 and Ending on the Thirtieth Day of June 2019

SUMMARY: The Supplemental Appropriation No. 1 to the budget for the fiscal year commencing on the first day of July 2018 and ending on the thirtieth day of June 2019 is in the amount of \$3,183,246. It is customary for the City Council to approve at least one supplemental budget annually to authorize the adjustments of current revenues and expenses as detailed in the attachments provided. These adjustments are for the operating funds as well as additions to project funds for grant revenues received and additional expenditures needed that were not known at the time the original budget was adopted.

PREVIOUS COUNCIL ACTION:

- On May 10, 2018, Council adopted Ordinance No. 1375(SUB) for the FY2019 budget in the amount of \$41,073,294 commencing on the first day of July 2018 and ending on the thirtieth day of June 2019.
- Council action thus far in FY2019 includes the following:
 - Adopted Resolution No. 2019-07 accepting a Department of Public Safety Crime Prevention and Response and Equipment Grant for \$100,000 and establishing general capital project number 4056 for appropriately accounting for grant-related expenses.
- April 25, 2019, Council passed Ordinance No. 1385 in the first reading and advanced to second reading and public hearing at the next regular or special meeting.

DISCUSSION: The adoption of the budget by the City Council puts the budget into effect for the budget year July 1 through June 30. Amendments to the budget can occur anytime during the fiscal year by resolution, ordinance, or through a supplemental budget ordinance, which is introduced at one Council meeting and typically adopted at the next Council meeting.

All new appropriations are authorized by resolution or ordinance that amends the annual budget ordinance. The Supplemental No. 1 is requesting the addition of \$3,183,246 to the adopted budget bringing the total amended budget to \$44,356,540 for FY2019.

MAY 09, 2019

Agenda Item IV. a. Memo Page 1 of 3

The Supplemental No. 1 Appropriation is requesting an increase in revenues due to increase in the State of Alaska Jail Contract, an increased amount received from the State of Alaska Fisheries Business tax, an increase in amount received in property taxes, and Federal and State grants received. Other budget adjustments include the following:

- (1) a net decrease in Finance of \$5,000 that is attributable to an increase in Finance-Professional Services for contract services obtained during the fiscal year and a transfer from the Finance-IT capital outlays to a general capital project;
- (2) a net decrease in Police of \$24,000 due to a transfer to general capital projects for Jail CCTV software and an increase in expenses for the newly opened substation;
- (3) a net decrease of \$37,320 in Parks and Recreation due to a vacant full-time position and the funds were reallocated to the KPD substation, public restrooms facility, and library janitorial services;
- (4) an increase of \$25,320 to the Library for janitorial services;
- (5) an increase of \$6,000 for public restrooms facility janitorial services; and
- (6) transfers to capital projects and \$318,006 in transfers to the Enhancement Fund by Code for 50 percent of the General Fund surplus determined at the completion of the FY2018 audit.

Other budget adjustments include an increase in capital project revenues and expenses for Federal grants received; a transfer of fund balance from the Cargo Operating fund to the Cargo Capital Improvement fund; and a transfer of \$389,470 from the Harbor Fund to the Shipyard Fund as determined at the completion of the FY2018 audit. All other adjustments are reclassification of budget expenses within the same department and fund.

FINANCIAL IMPLICATIONS: All expense appropriations requested in Supplemental Appropriation No. 1 are funded by increased revenue sources, additional state and federal grant sources, and use of fund balances and transfers. The ordinance makes a number of changes in the FY2019 budget reflecting increased revenues and expenditures, new project and grant funding, and movement of funds to more accurately reflect current City operations. Details of funding sources and expenses have been submitted in the attachments.

LEGAL: The Kodiak City Charter and Kodiak City Code grant Council the authority to make appropriations and adopt and amend budgets as required.

CITY MANAGER'S COMMENTS: The City traditionally adopts one major budget amendment each fiscal year to make necessary adjustments to cover changes or additions to projects, to account for the receipt of additional revenues, and balanced operating expenses. For clarity this supplemental budget ordinance decreases net appropriations of General Fund balance \$91,787 and increases the Enhancement Fund by \$318,000; reconciles the Cargo Fund balance from FY2013 and transfers \$389,470 from the

Harbor Fund to the Shipyard Fund to balance that fund. The ordinance and attachments detail the sections of the City's operating and capital budget that require changes.

ATTACHMENTS:

Attachment A: Ordinance No. 1385

Attachment B: Backup descriptions containing details and summaries by each fund

PROPOSED MOTION:

Move to adopt Ordinance No. 1385.

**CITY OF KODIAK
ORDINANCE NUMBER 1385**

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF KODIAK ESTABLISHING
SUPPLEMENTAL APPROPRIATION NO. 1 TO THE BUDGET FOR THE FISCAL YEAR
COMMENCING ON THE FIRST DAY OF JULY 2018 AND ENDING ON THE THIRTIETH
DAY OF JUNE 2019**

BE IT ORDAINED by the Council of the City of Kodiak, Alaska, as follows:

Section 1: The following estimated revenues and expenditures are hereby appropriated for the corporate purposes and object of the City of Kodiak for the fiscal year 2019.

GENERAL FUND				
	Adopted Budget	FY 2019 Council Action	Supplemental No. 1	Amended Budget
Budgeted Revenues				
Property Tax	\$ 1,000,000	\$ -	148,090	\$ 1,148,090
Sales Tax	15,827,500	-	-	15,827,500
Licenses and Permits	58,800	-	-	58,800
Intergovernmental	1,052,800	-	334,223	1,387,023
Charges for Services	1,661,217	-	37,380	1,698,597
Fines and Forfeitures	3,000	-	-	3,000
Interest Income	20,000	-	-	20,000
Rental Income	81,900	-	-	81,900
Other Revenues	4,500	-	-	4,500
Interfund Charges	1,607,662	-	-	1,607,662
Appropriation (to) from Fund Balance	368,400	-	(91,787)	276,613
Transfers In	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total Budgeted Revenues	<u>\$ 21,685,779</u>	<u>\$ -</u>	<u>\$ 427,906</u>	<u>\$ 22,113,685</u>
Budgeted Expenditures				
Legislative	\$ 259,869	\$ -	\$ -	\$ 259,869
Legal	75,000	-	-	75,000
Executive	830,555	-	-	830,555
Emergency Preparedness	38,000	-	-	38,000
City Clerk - Administration	379,101	-	-	379,101
City Clerk - Records Management	193,877	-	-	193,877
Finance	1,898,688	-	(5,000)	1,893,688

General Fund Expenditures continued

Police	7,481,641	-	(24,000)	7,457,641
Fire	2,697,735	-	-	2,697,735
Public Works	2,132,191	-	-	2,132,191
Engineering	297,225	-	-	297,225
Parks & Recreation	1,616,880	-	(37,320)	1,579,560
Library	907,992	-	25,320	933,312
Non-Departmental	633,184	-	6,000	639,184
Transfers	2,243,841	-	462,906	2,706,747
	<u>21,685,779</u>	<u>-</u>	<u>427,906</u>	<u>22,113,685</u>
Total Budgeted Expenditures	\$ 21,685,779	\$ -	\$ 427,906	\$ 22,113,685

SPECIAL REVENUE FUNDS

	Adopted Budget	FY 2019 Council Action	Supplemental #1	Amended Budget
Budgeted Revenues				
Tourism Development	\$ 170,500	\$ -	\$ -	\$ 170,500
City Enhancement	-	-	-	-
Total Budgeted Revenues	<u>\$ 170,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 170,500</u>
Budgeted Expenditures				
Tourism Development	\$ 170,500	\$ -	\$ -	\$ 170,500
City Enhancement	-	-	-	-
Total Budgeted Expenditures	<u>\$ 170,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 170,500</u>

CAPITAL PROJECTS

	Adopted Budget	FY 2019 Council Action	Supplemental #1	Amended Budget
Budgeted Revenues				
General Capital Projects	860,062	100,000	144,900	1,104,962
Street Improvements	450,000	-	-	450,000
Building Improvement Fund	121,693	-	76,522	198,215
Water Capital Fund	660,000	-	-	660,000
Sewer Capital Fund	390,000	-	-	390,000
Cargo Development Fund	-	-	1,072,224	1,072,224
Harbor Development	500,000	-	-	500,000
Parks & Recreation Fund	50,000	-	-	50,000
Vehicle Replacement Fund	262,086	-	-	262,086
Total Budgeted Revenues	<u>3,293,841</u>	<u>100,000</u>	<u>1,293,646</u>	<u>4,687,487</u>

Capital Projects continued

Budgeted Expenditures

General Capital Projects	860,062	100,000	144,900	1,104,962
Street Improvements	450,000	-	-	450,000
Building Improvement Fund	121,693	-	76,522	198,215
Water Capital Fund	660,000	-	-	660,000
Sewer Capital Fund	390,000	-	-	390,000
Cargo Development Fund	-	-	1,072,224	1,072,224
Harbor Development	500,000	-	-	500,000
Parks & Recreation Fund	50,000	-	-	50,000
Vehicle Replacement Fund	262,086	-	-	262,086
	<u>3,293,841</u>	<u>100,000</u>	<u>1,293,646</u>	<u>4,687,487</u>
Total Budgeted Expenditures	<u>3,293,841</u>	<u>100,000</u>	<u>1,293,646</u>	<u>4,687,487</u>

ENTERPRISE FUNDS

	Adopted Budget	FY 2019 Council Action	Supplemental #1	Amended Budget
Budgeted Revenues				
Cargo Fund	\$ 1,247,287	\$ -	\$ 1,072,224	\$ 2,319,511
Harbor fund	3,939,637	-	389,470	4,329,107
Shipyards (Boat Yard Lift) Fund	1,146,794	-	-	1,146,794
Harbor Electric Fund	626,680	-	-	626,680
Water Utility Fund	3,427,535	-	-	3,427,535
Sewer Utility Fund	4,105,618	-	-	4,105,618
Trident Basin Fund	303,555	-	-	303,555
E-911 Services	450,350	-	-	450,350
	<u>\$ 15,247,456</u>	<u>\$ -</u>	<u>\$ 1,461,694</u>	<u>\$ 16,709,150</u>
Total Budgeted Revenues	<u>\$ 15,247,456</u>	<u>\$ -</u>	<u>\$ 1,461,694</u>	<u>\$ 16,709,150</u>
Budgeted Expenditures				
Cargo Fund	\$ 1,247,287	\$ -	\$ 1,072,224	\$ 2,319,511
Harbor fund	3,939,637	-	389,470	4,329,107
Shipyards (Boat Yard Lift) Fund	1,146,794	-	-	1,146,794
Harbor Electric Fund	626,680	-	-	626,680
Water Utility Fund	3,427,535	-	-	3,427,535
Sewer Utility Fund	4,105,618	-	-	4,105,618
Trident Basin Fund	303,555	-	-	303,555
E-911 Services	450,350	-	-	450,350
	<u>\$ 15,247,456</u>	<u>\$ -</u>	<u>\$ 1,461,694</u>	<u>\$ 16,709,150</u>
Total Budgeted Expenditures	<u>\$ 15,247,456</u>	<u>\$ -</u>	<u>\$ 1,461,694</u>	<u>\$ 16,709,150</u>

INTERNAL SERVICE FUND

	<u>Adopted Budget</u>	<u>FY 2019 Council Action</u>	<u>Supplemental #1</u>	<u>Amended Budget</u>
Budgeted Revenues				
Insurance Internal Service Fund	\$ 675,718	\$ -	\$ -	\$ 675,718
Total Budgeted Revenues	<u>\$ 675,718</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 675,718</u>
Budgeted Expenditures				
Insurance Internal Service Fund	\$ 675,718		\$ -	\$ 675,718
Total Budgeted Expenditures	<u>\$ 675,718</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 675,718</u>
Total Revenues	\$ 41,073,294	\$ 100,000	\$ 3,183,246	\$ 44,356,540
Total Expenditures	\$ 41,073,294	\$ 100,000	\$ 3,183,246	\$ 44,356,540

Section 2: This ordinance shall be in full force and effect from and after its passage as required by law.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

First Reading: April 25, 2019

Second Reading:

Effective Date:

GL Acct	Description	Increase	Decrease	Description
100.001.340.100	Boarding of Prisoners	37,380.00		Increase in Jail Contract with State of Alaska
100.001.385.100	GF Appropriations		37,380.00	Increase in Jail Contract with State of Alaska
100.001.310.100	Property Tax	148,090.00		Increase in Property Tax - Actual Amount Received Exceeded Budget
100.001.385.100	GF Appropriations		148,090.00	Increase in Property Tax - Actual Amount Received Exceeded Budget
100.001.330.130	Fisheries Business Tax	334,223.00		Fisheries Business Tax - Actual Amount Received Exceeded budget
100.001.385.100	GF Appropriations		334,223.00	Fisheries Business Tax - Actual Amount Received Exceeded budget
100.170.100.410.100	Salaries		68,320.00	Parks & Rec - Salaries to Janitorial Contract; no increase / decrease to overall FY 2019 budget
100.180.100.430.112	Library Janitorial Services	25,320.00		Parks & Rec - Salaries to Janitorial Contract; no increase / decrease to overall FY 2019 budget
100.190.185.430.112	Nondept. Janitorial Services	6,000.00		Parks & Rec - Salaries to Janitorial Contract; no increase / decrease to overall FY 2019 budget
100.140.140.430.112	KPD Substation Janitorial Services	6,000.00		Parks & Rec - Salaries to Janitorial Contract; no increase / decrease to overall FY 2019 budget
100.170.100.470.126	P&R ManLift Purchase	31,000.00		Parks & Rec - Salaries to Manlift Purchase; no increase / decrease to overall FY 2019 budget
				** FT Parks & Rec person budgeted for Janitorial; FT person not hired - change in direction for Janitorial Services
100.001.385.100	GF Appropriations	105,000.00		Increase due to Finance Director contract services from July 2018 through January 2019
100.130.100.430.110	Finance Professional Services	105,000.00		Increase due to Finance Director contract services from July 2018 through January 2019
100.130.135.430.110	IT Professional Services	20,000.00		Increase due to Spillman software contract for FY 2019 & Adobe Licenses for Records Mgmt
100.130.135.450.510	IT Repairs & Maintenance	15,000.00		Building Improvements for Barn
100.130.135.420.131	Finance IT - benefits	35,000.00		Reclassification of expenses - no increase / decrease to overall FY 2019 budget
100.130.100.420.131	Finance - benefits		9,000.00	To purchase automatated bank rec software; no increase / decrease to overall FY 2019 budget
100.130.100.470.125	Machinery & Equipment < \$5,000	9,000.00		To purchase automatated bank rec software; no increase / decrease to overall FY 2019 budget
100.130.135.470.126	Machinery & Equip > \$5,000		110,000.00	Move Phone System Upgrade from Operating Budget to General Capital Projects
100.190.198.490.300	Transfers to Gen Cap Projects	110,000.00		Move Phone System Upgrade from Operating Budget to General Capital Projects
300.300.XXX	Machinery & Equip > \$5,000	110,000.00		Create Project # 4057 Citywide Phone System Upgrade
300.001.390.100	Transfer from General Fund	110,000.00		Create Project # 4057 Citywide Phone System Upgrade
				**No increase / decrease to overall FY 2019 Budget
100.140.142.470.126	Machinery & Equip > \$5,000		30,000.00	Move Jail CCTV Software from Operating Budget to General Capital Projects
100.190.198.490.300	Transfers to Gen Cap Projects	30,000.00		Move Jail CCTV Software from Operating Budget to General Capital Projects
300.300.XXX	Machinery & Equip > \$5,000	30,000.00		Create Project # 4058 KPD Jail CCTV Software
300.001.390.100	Transfer from General Fund	30,000.00		Create Project # 4058 KPD Jail CCTV Software
				**No increase / decrease to overall FY 2019 Budget
100.140.143.450.135	Investigations - Training		5,000.00	Reallocate funds to replace computer & printer; no increase / decrease to overall FY 2019 budget
100.140.143.470.125	Investigations - M&E < \$5,000	5,000.00		Reallocate funds to replace computer & printer; no increase / decrease to overall FY 2019 budget

GL Acct	Description	Increase	Decrease	Description
100.140.141.470.125	Machinery & Equip < \$5,000	13,000.00		To replace radar units for KPD Patrol; no increase / decrease to overall FY 2019 budget
100.140.146.410.100	Drug Enforcement - Salaries		13,000.00	To replace radar units for KPD Patrol; no increase / decrease to overall FY 2019 budget
100.140.141.470.125	Machinery & Equip < \$5,000	12,000.00		Speed signs for Mission Road; no increase / decrease to overall FY 2019 budget
100.140.146.410.100	Drug Enforcement - Salaries		12,000.00	Speed signs for Mission Road; no increase / decrease to overall FY 2019 budget
100.140.142.470.125	Machinery & Equip < \$5,000	1,600.00		Replace headsets for Dispatch; no increase / decrease to overall FY 2019 budget
100.140.146.450.135	Drug Enforcement - Training		1,600.00	Replace headsets for Dispatch; no increase / decrease to overall FY 2019 budget
100.140.140.450.510	KPD Substation Repairs & Maintenance	7,500.00		KPD Substation R & M to ready for use; no increase / decrease to overall FY 2019 budget
100.140.146.420.110	Drug Enforcement - Benefits		7,500.00	KPD Substation R & M to ready for use; no increase / decrease to overall FY 2019 budget
100.001.385.100	Appropriations	4,900.00		**Funds moved due to vacant position in Drug Enforcement
100.190.198.490.300	Transfer to General Cap Projects	4,900.00		Increase due to additional grant funding required for Code Blue Ambulance
300.001.390.100	Transfer from General Fund	4,900.00		Increase due to additional grant funding required for Code Blue Ambulance
300.300.XXX	Machinery & Equipment > \$5,000	4,900.00		Increase Project Number 4047 Ambulance Replacement - Code Blue Grant
100.150.100.420.131	Fire Dept - Benefits		15,000.00	To replace extractor for Hazmat cleaning of turnouts; no increase / decrease to overall FY 2019 budget
100.150.100.470.126	Machinery & Equipment > \$5,000	15,000.00		To replace extractor for Hazmat cleaning of turnouts; no increase / decrease to overall FY 2019 budget
302.302.XXX	Federal Grant - Fire Station	76,755.61		To formally adjust budget for Federal Grants and Setup New Fire Station Project # 6016
302.302.XXX	Fire Station - Construction	76,755.61		To formally adjust budget for Federal Grants and Setup New Fire Station Project # 6016
302.302.XXX	PN 6015 Demolish Old Library		719,690.25	To rename PN 6015 to Demolish Old Library due to decision to build Fire Station in another location
302.302.XXX	PN 6016 Kodiak Fire Station	719,690.25		and move funds to new Project # 6016 Kodiak Fire Station
100.190.198.490.299	Transfers to Enhancement	318,006.00		Per City Code, Transfer 1/2 GF Surplus to Enhancement Fund
100.001.385.100	GF Appropriations	318,006.00		Per City Code, Transfer 1/2 GF Surplus to Enhancement Fund
299.001.390.100	Transfers In - General Fund	318,006.00		Per City Code, Transfer 1/2 GF Surplus to Enhancement Fund
299.001.385.100	Enhancement Appropriations		318,006.00	Per City Code, Transfer 1/2 GF Surplus to Enhancement Fund
500.510.198.490.500	Transfer to Cargo Capital Projects	1,072,223.99		Transfer from Cargo Operating to Cargo Capital Projects due to overappropriations from FY 2013
500.001.385.100	Cargo Appropriations		1,072,223.99	**Note: This occurred prior to capital project reconciliations being performed (pre-FY 2014); As the
307.001.390.500	Transfer from Cargo Fund	1,072,223.99		Cargo Fund and Cargo Improvement Fund are consolidated for financial reporting purposes, this will
307.001.385.100	Cargo Improvement Fund Appropriations		1,072,223.99	not have a financial statement impact nor will it have an overall consolidated Cargo Fund balance
				impact; this is to correct overappropriations from the Cargo Improvement fund in prior fiscal years.
510.520.198.490.512	Transfers Out - Shipyard	389,470.00		Transfer to Shipyard from Harbor Fund due to FY 2018 Deficit in Shipyard
510.001.385.100	Harbor Appropriations	389,470.00		Transfer to Shipyard from Harbor Fund due to FY 2018 Deficit in Shipyard
512.001.390.510	Transfers In - Harbor	389,470.00		Transfer to Shipyard from Harbor Fund due to FY 2018 Deficit in Shipyard
512.001.385.100	Shipyard - Appropriations		389,470.00	Transfer to Shipyard from Harbor Fund due to FY 2018 Deficit in Shipyard

NEW BUSINESS

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Mike Tvenge, City Manager *MT*

Date: May 09, 2019

Agenda Item: V. a. Resolution No. 2019-09 Donating a Retired Ambulance to the City of Larsen Bay

SUMMARY: The City of Larsen Bay and Larsen Bay Tribal Council both adopted resolutions declaring the need for an ambulance in the City of Larsen Bay. Stated in both resolutions is the willingness of the local residents in Larsen Bay to be involved in their community by volunteering during times of disaster. The City of Larsen not only has approximately eighty year-round residents but they also have an increase in population in the summer which causes concern regarding general welfare and safety due to their lack of an ambulance to respond for emergencies. In addition to the resolutions, a formal letter of request for donation was received from the City of Larsen Bay.

PREVIOUS COUNCIL ACTION:

- Council discussed this request during the April 23, 2019, City Council work session.

ALTERNATIVES:

- 1) City Council could approve the resolution to donate the ambulance to the City of Larsen Bay.
- 2) City Council could deny approval of the resolution, which is not recommended.

FINANCIAL IMPLICATIONS: There are no matching funds or other financial obligations required of the City by Resolution 2019-09.

CITY MANAGER'S COMMENTS: The Kodiak Fire Department has recently through Code Blue acquired a new ambulance and; therefore, has the opportunity to donate old medic II to a community in need. This is a great repurpose of a resource the community of Larsen Bay can use and we are pleased to assist our neighboring community. Our staff will demonstrate the operational functions of the ambulance to representatives of Larsen Bay prior to delivery.

ATTACHMENTS:

- A) Resolution No. 2019-09, donating a retired ambulance to the City of Larsen Bay
- B) Resolution 17-13 from the City of Larsen Bay
- C) Resolution 17-18 from the Larsen Bay Tribal Council
- D) Letter from the City of Larsen Bay

PROPOSED MOTION:

Move to adopt Resolution No. 2019-09.

**CITY OF KODIAK
RESOLUTION NUMBER 2019-09**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK DONATING
A RETIRED AMBULANCE TO THE CITY OF LARSEN BAY**

WHEREAS, the City of Larsen Bay Alaska and the Larsen Bay Tribal Council approved Resolutions recognizing the need of an ambulance; and

WHEREAS, the City of Kodiak whole-heartedly embraces the core value of neighbors-helping-neighbors and would like to take the opportunity to formally donate a recently retired ambulance to the City of Larsen Bay; and

WHEREAS, the City of Larsen Bay submitted a letter to the City of Kodiak requesting that the retired ambulance be donated to the City of Larsen Bay; and

WHEREAS, the ambulance will address the need for enhanced emergency response resources during times of disaster or need in the City of Larsen Bay; and

WHEREAS, in addition, the ambulance would provide medical transports and would greatly serve the needs of the Larsen Bay responders in their duties of providing care to the community members in Larsen Bay; and

WHEREAS, other medical gear and equipment will also be donated to the City of Larsen Bay.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that at the request of the City of Larsen Bay, the City of Kodiak is donating a retired ambulance and other medical gear and equipment to the City of Larsen Bay.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Adopted:

City of Larsen Bay
P.O. Box 8
Larsen Bay, AK 99624
(907) 847-2211 Fax (907) 847-2239
Email: cityoflarsenbay@gmail.com

Resolution 17-13

A RESOLUTION TO RECOGNIZE NEED FOR AN AMBULANCE

WHEREAS, the Larsen Bay City Council recognizes the need for enhanced emergency response resources; and

WHEREAS, the City Council recognizes the willingness of local residents to be involved in their community by volunteering during times of disaster; and

WHEREAS, the City Council passed Resolution 17-01 establishing a Community Emergency Response Team; and

WHEREAS, the community not only has roughly eighty year-round residents, but has a population spike in the summer because of the cannery, lodges, fishing boats, and set net sites; and

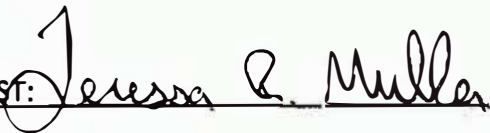
WHEREAS, the increase of population causes concern regarding general welfare and safety, and

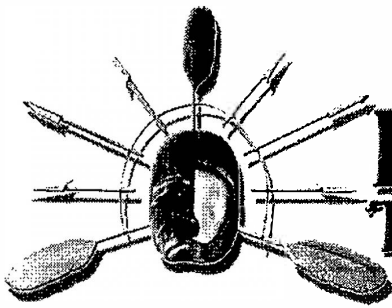
WHEREAS, the community of Larsen Bay does not have an ambulance for emergency responses; and

NOW THEREFORE BE IT RESOLVED THAT: The Larsen Bay City Council, by this resolution, hereby recognizes the need of an ambulance:

PASSED and ADOPTED by a duly constituted quorum of the Larsen Bay City Council this 9th Day of AUGUST, 2017

SIGNED: 
(Mayor)

ATTEST: 



LARSEN BAY TRIBAL COUNCIL

PHONE (907) 847-2207
FAX (907) 847-2307

PO Box 50
LARSEN BAY
ALASKA 99624

Resolution 17-18

A RESOLUTION TO RECOGNIZE NEED FOR AN AMBULANCE

WHEREAS, the Larsen Bay Tribal Council recognizes the need for enhanced emergency response resources; and

WHEREAS, the Larsen Bay Tribal Council recognizes the willingness of local residents to be involved in their community by volunteering during times of disaster; and

WHEREAS, the community not only has roughly eighty year-round residents, but has a population spike in the summer because of the cannery, lodges, fishing boats, and set net sites; and

WHEREAS, the increase of population causes concern regarding general welfare and safety, and

WHEREAS, the community of Larsen Bay does not have an ambulance for emergency responses; and

NOW THEREFORE BE IT RESOLVED THAT: The Larsen Bay Tribal Council, by this resolution, hereby recognizes the need of an ambulance:

PASSED and ADOPTED by a duly constituted quorum of the Larsen Bay Tribal Council this 10th Day of AUGUST, 2017

SIGNED: 
Chad Aga, President

ATTEST: 

May 2, 2019

City of Kodiak Fire Dept.
219 Lower Mill Bay Rd.
Kodiak, Alaska 99615

Dear Mr. Mullican,

The City of Larsen Bay is very interested in the 2007 Ford Ambulance. As it is a great need here in Larsen Bay for our people here in the village.

Thank you so kindly for all your help in this matter.

Sincerely,

City of Larsen Bay

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Mike Tvenge, City Manager *MT*

Date: May 09, 2019

Agenda Item: V. b. Authorization of Memorandum of Agreement With Sun'aq Tribe of Kodiak for Their Tribal Transportation Program Route Inventory

SUMMARY: The Sun'aq Tribe of Kodiak (Sun'aq) is a federally recognized Alaska Native Tribe within the City of Kodiak and serves 1,738 tribal members on the Kodiak Road System. As a federally recognized tribe, Sun'aq is eligible for the Bureau of Indian Affairs (BIA) Tribal Transportation Program (TTP), which allows tribal entities access to funding for the improvement of transportation infrastructure integral to the well-being of the tribe. The Sun'aq Tribe of Kodiak requested the addition of City roads and trails to their inventory of Tribal Transportation routes. The road and trail additions included in the inventory are listed in the attached proposed memorandum of agreement. By entering into this agreement, the Sun'aq Tribe would potentially bring Federal funding to Kodiak to make improvements to these routes.

PREVIOUS COUNCIL ACTION:

- Council heard discussion of this proposal during the May 10, 2016, City Council work session.
- May 12, 2016, during the regular meeting, Council moved to postpone the vote on the Memorandum of Agreement to a future meeting after staff obtained additional information.
- May 25, 2016, Council authorized the amended Memorandum of Agreement between the City and Sun'aq Tribe and BIA for Improvements to Shelikof Street.
- June 20, 2017, Council heard discussion from Dave Kaplan to renew the MOA during the Council work session.
- July 13, 2017, Council postponed the motion to authorize the Memorandum of Agreement.
- August 10, 2017, Council authorized the MOA with Sun'aq for Shelikof Road.
- October 10, 2017, Sun'aq Tribe presented an additional City road inventory request at a Council work session.
- February 6, 2018, Council discussed the Sun'aq Long Range Transportation Program and the addition of City roads and trails during the work session.
- March 8, 2018, Council authorized a memorandum of Agreement, City Record No. 237232, adding City of Kodiak routes to Sun'aq Tribe of Kodiak's Tribal Transportation Program Route Inventory, and authorized the City Manager to sign the MOA on behalf of the City.
- April 9, 2019, Sun'aq Tribal Transportation Coordinator presented to Council an updated request of routes to include in the Long Range Tribal Transportation Program

MAY 09, 2019
Agenda Item V. b. Memo Page 1 of 2

DISCUSSION: Randy Boskofsky, Sun'aq Tribe of Kodiak Transportation Coordinator, presented to the City Council a request to add City roads to the TRIBE's Tribal Transportation Program Transportation Facility Inventory. As the program is explained, the City does not transfer any rights or ownership but rather benefits from any improvements BIA funding might provide the Sun'aq Tribe. Any proposed improvements and/or maintenance to the City of Kodiak routes will be presented to the City for approval prior to implementation and a separate agreement between the City and Sun'aq will be presented for review and approval by the City and Sun'aq.

ALTERNATIVES:

- 1) City Council could authorize the City Manager to bind an agreement with the Sun'aq Tribe of Kodiak to allow the described City roads to be a part of their Transportation Program Inventory.
- 2) City Council could deny approval of the MOA with the Sun'aq Tribe of Kodiak, foregoing benefits of collaboration to the City.

FINANCIAL IMPLICATIONS: There are no matching funds or other financial obligations required of the City by this MOA.

CITY MANAGER'S COMMENTS: There will be no relinquishment of City property nor City funding associated with the Sun'aq request. The City has previously included Shelikof Street and Mission Road in the Transportation Program. We have received \$7,500 in tribal transportation funding, used for paving repairs on Mission Road. Fifty additional routes included into the inventory may increase the opportunity for improvement funding.

ATTACHMENTS:

- A) MOA Between the Sun'aq Tribe of Kodiak and the City of Kodiak, Record No. 242219

PROPOSED MOTION:

Move to authorize Memorandum of Agreement, City Record No. 242219, adding City of Kodiak routes to Sun'aq Tribe of Kodiak's Tribal Transportation Program Route Inventory, and authorize the City Manager to sign the MOA on behalf of the City.



MEMORANDUM OF AGREEMENT

Between

Sun'aq Tribe of Kodiak

312 West Marine Way
Kodiak AK 99615
Phone: (907) 486-4449
Fax: (907) 486-3361

City of Kodiak

710 Mill Bay Road
Kodiak, AK 99615
Phone: (907) 486-8640
Fax: (907) 486-86

This Memorandum of Agreement is by and between the City of Kodiak, the current OWNER and RESPONSIBLE AUTHORITY for Maintaining Roads/Routes within the City of Kodiak, hereinafter designated OWNER; and the Sun'aq Tribe of Kodiak, hereinafter designated TRIBE. The TRIBE does not own the Roads/Routes or maintain the Roads/Routes. Through this agreement the OWNER grants permission to the TRIBE for the addition of Roads/Routes listed in **Table 1** of this agreement to the TRIBE's Tribal Transportation Program Transportation Facility Inventory. This is a three-year agreement with option for a two-year extension or renewal upon agreement of both parties.

Any proposed improvements and/or maintenance to the OWNER routes will be presented to the OWNER for approval prior to implementation and a Separate Agreement between the OWNER and the TRIBE will be presented for review and approval by the OWNER and the TRIBE.

Table 1				
Route #	Section(s)	Route Name	Route Length	Route Location
1016	10	Alder Lane	0.1	E01-850
1017	10	Natalia Way	0.1	E01-850
1018	10	Center Avenue	0.2	E01-850
1019	10	Yukon Way	0.1	E01-850
1020	10	Kashevaroff Avenue	0.1	E01-850
1024	10	Sargent Drive	0.1	E01-850
1025	10	Wilson Street	0.1	E01-850
1026	10-20	Erskine Avenue	0.2	E01-850
1027	10	Lightfoot Avenue	0.1	E01-850
1029	10	Cedar Street	0.1	E01-850
1030	10	Oak Avenue	0.1	E01-850
1032	10	Willow Circle	0.1	E01-850
1037	10	Gerasim Avenue	0.1	E01-850
1040	10	Poplar Avenue	0.1	E01-850
1042	10	Purtov Street	0.2	E01-850
1044	10	Mylark Lane	0.2	E01-850

1046	10	Lynden Way	0.2	E01-850
1047	10	Bonaparte Circle	0.1	E01-850
1048	10	Mozart Circle	0.1	E01-850
1050	10	Malutin Lane	0.1	E01-850
1051	10	Felton Avenue	0.1	E01-850
1052	10	Selig Street	0.1	E01-850
1053	10	Simeonoff Street	0.4	E01-850
1054	10	Armstrong Avenue	0.2	E01-850
1055	10	Zentner Street	0.1	E01-850
1056	10	11th Avenue	0.1	E01-850
1057	10	Steller Way	0.3	E01-850
1058	10-20	12th Avenue	0.2	E01-850
1059	10	13th Avenue	0.1	E01-850
1060	10-20	Ismailov Street	0.6	E01-850
1061	10-20	Ole Johnson Avenue	0.3	E01-850
1062	10	14th Avenue	0.1	E01-850
1063	10-20	17th Avenue	0.2	E01-850
1065	10	Bancroft Drive	0.1	E01-850
1066	10	Urdahl Loop	0.1	E01-850
1067	10	Wolkoff Lane	0.1	E01-850
1068	10	Father Herman Street	0.2	E01-850
1069	10	East Kouskov Street	0.3	E01-850
1071	10	Delarof Street	0.1	E01-850
1072	10	Yanovsky Street	0.1	E01-850
1073	10-20	Woody Way Loop	0.5	E01-850
1074	10	Woody Way Circle	0.1	E01-850
1075	10	Murphy Way	0.2	E01-850
1076	10	Hillary Lane	0.1	E01-850
1079	10	Jack Hinkle Way	0.1	E01-850
1081	10	Upper Mill Bay Road	0.6	E01-850
1082	10-20	Chichenof Street	0.3	E01-850
1149	10	Baranof Street	0.4	E01-850
1164	10	Powell Avenue	0.2	E01-850
1165	10	Spruce Avenue	0.1	E01-850
Total Length			8.9	Miles

If needed improvements to the OWNER routes are completed under cooperative agreements between the TRIBE and OWNER, and if Tribal Transportation Program (TTP) funds are available the TRIBE can contribute based on its Long-Range Transportation Plan (LRTP) and Council Approval. Moreover, these routes will be open to the public unless the roads meet the definition of 25 C.F.R. 170.120, 170.122 Requirement – 23 U.S.C. 116 (a) (b), Appendix C, Question 10 (3), 170.443 (d).

This agreement is binding upon signatories not as individuals, but solely in their capacity as officials of their respective organizations and acknowledges proper action of the OWNER and the TRIBE to infer the same.

SUN' AQ TRIBE OF KODIAK

CITY OF KODIAK

Chief Executive Officer

City Manager

Date: _____

Date: _____

(This page left intentionally blank.)

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Mike Tvenge, City Manager *MT*
Nova Javier, City Clerk *NJ*

Date: May 09, 2019

Agenda Item: V. c. Recommendation of Appointment of City Applicant to the Planning and Zoning Commission

SUMMARY: Three of the seven seats on the Planning and Zoning Commission are designated as City seats. There is currently one City seat that is vacant for a term to expire December 2019. An application was received from Mr. Joseph Delgado and he was interviewed by Deputy Mayor Arboleda and Councilmembers on Tuesday, May 7.

BACKGROUND: Alaska Statute 29.40.020 provides that an appointment to the Planning and Zoning Commission is made by the Borough Mayor for a three-year term from a list of recommendations submitted by the City Council. The Borough Clerk's Office advertised for the vacant position, and received one application from City resident Joseph Delgado. Historically, the Council has submitted the names of one or more applicants for recommendation of appointment. If the Council has had a preference of who is appointed, this list contained only those name(s).

ATTACHMENTS:

Attachment A: Planning and Zoning Application

Attachment B: P&Z Commission List

PROPOSED MOTION:

Move to recommend Mr. Joseph Delgado for appointment to the vacant City seat on the Planning and Zoning Commission for a term ending December 2019.

HOW TO APPLY FOR A BOARD, COMMITTEE, OR COMMISSION

Fill out an application for each board/committee/commission you are applying for. You may submit your application by email to clerks@kodiakak.us, by fax to (907) 486-9391, or hand deliver it to the Borough Clerk's Office, 710 Mill Bay Road, Room 234, Kodiak, AK 99615. Applications are also available at www.kodiakak.us.

Qualifications to serve vary with the board, but the most important ones are having the time, interest, and willingness to serve. Time requirements can vary from three hours per month to 20 hours per week. Some boards meet seasonally, quarterly, or when needed. Please check with the Clerk's office if there is a specific board you are interested in to determine if your schedule is compatible with that of the board.

Note: in this document the term "board" shall include any board, committee, commission, or council of the Borough.

APPLICATION FOR APPOINTMENT TO BOARDS, COMMITTEES, AND COMMISSIONS

Board/Committee/Commission: PLANNING AND ZONING COMMISSION

Designated seat or group representation (if applicable): _____

Please be aware that the information given on your application is made available to the public. Staff will require the use of a mailing address, email address, and contact phone number to provide board and meeting information.

Name: JOSEPH P. DELGADO Daytime Phone: 907 512 7508

Residence Address: 1225 Selief Ln. #4 Evening Phone: 11

Mailing Address: _____ Cell Phone: 907 512 7508

Email Address: egdelgado64@gmail.com Fax Number: _____

Length of Residence in Kodiak: 2 months Registered to vote in Kodiak? Yes No

Employer/Occupation: Ouzinkie Native Corporation

Organizations you belong to or participate in: Ouzinkie Anton Larsen Bay Road

EXTENSION PLANNING

Explain your main reason for applying: I want to use my skills & experiences to help to balance public good with private rights & interests for the betterment of our great community.

What background, experience, or expertise will you bring to the board/committee/commission membership? Tribal Transportation Coordinator - 8 years

Are you available for regular meetings? yes Pursuant to KIBC 2.100.070 (A.6) Other than by expiration of the members term, the assembly shall declare a seat vacant when a member misses three consecutively held regular meetings and is not excused.

Signature of Applicant: [Signature] Date: 3/9/2019

A resume or letter of interest may be attached, but is not required. This application will be kept on file for one year. Please be aware that there may be an application deadline. Application deadlines, if applicable, are available on the Borough website at www.kodiakak.us or in the Notice of Vacancy announcements advertised in the Kodiak Daily Mirror.

- STAFF USE ONLY -		
Registered voter of the Borough: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Appointment Letter	<div style="border: 2px solid black; padding: 5px; text-align: center;"> <p>RECEIVED</p> <p>MAH 3/11/2019</p> <p>DATE RECEIVED (date stamp below)</p> <p>BOROUGH CLERK'S OFFICE</p> <p>KODIAK, ALASKA</p> </div>
Applicant's Residence: Borough <input checked="" type="checkbox"/> City <input type="checkbox"/>	Roster	
Date of Appointment:	Oath of Office:	
Term Expires on:	APOC/POFD Statement: Attached <input type="checkbox"/> On File <input type="checkbox"/>	

called 03/19, 9:31 am

JOSEPH P. DELGADO

1225 Selief Lane Unit 4, Kodiak, AK 99615
idelroads@gmail.com Cell: (907) 512-7508

QUALIFICATIONS PROFILE

- Experienced at directing preconstruction related work using engineer consulting including environmental documentation, archeological clearances, permits, right of way, plans, specifications and engineer's estimate to ensure the Tribe has met its regulatory requirements to construct a transportation project under the assumption of the program
- Detail-oriented with a high degree of accuracy and consistency in reporting
- Solicited suppliers using a consultant or local labor to obtain actual quotes for supplies related to the construction of local transportation projects
- Strong management skills with an ability to work in diverse teams and assist projects across multiple platforms
- Experience with Word and Excel

PROFESSIONAL EXPERIENCE

NATIVE VILLAGE OF OUZINKIE – Ouzinkie, AK (2009-2018)

Transportation Coordinator

Developed one of the top 10% performing transportation programs for Alaska Tribes that have achieved sovereignty. Managed a yearly budget of 300K and supervised a road maintenance crew of up to 12 individuals.

Key Accomplishments:

- Sought out and obtained future funding from federal, state or private agencies, organizations or foundations for construction funding and to address the Long-Range Transportation Improvement Plan.
- Facilitate public review of the Long-Range Transportation Plan Improvement Plan updating and adding new inventory as necessary (four new routes added 2018).
- Collected and updated transportation data annually, using mapping and other available data gathering materials.
- Maintained adequate contract records and files on all-roads projects and related material for tribal archives.
- Ensured the plans, specifications and required stipulations were being adhered to during the construction projects. Worked directly with the construction supervisor in overseeing the construction on behalf of the Tribe.
- Developed Transportation Projects as listed in the NVO Long-Range Transportation Improvement Plan.

PROFESSIONAL EXPERIENCE

FN BERTHA MARIE – Kodiak, AK (1996-2000)

Commercial Fisherman

Performed engine and hydraulic maintenance, managed the RSW (Refrigerated Sea Water System), scheduled and assigned steering watch rotations, tracked and recorded travel routes and times.

Key Accomplishments:

- Adhered to the safety values of the organization
- Inspected and prepared all objects for sea-going tow

SKILLS

Strong organizational skills and ability to handle crisis situations effectively, strong knowledge of transportation processes, technology, transportation, and supply chain management, knowledgeable of 60-line phone system, strong cross-cultural communications skills and knowledge of remote Alaskan communities.

EDUCATION AND CREDENTIALS

- St. Cloud State University, St. Cloud, Minnesota - Major: Urban Planning/Community Studies 1998-2001
- Sheldon Jackson College, Sitka, Alaska - Major: Business Management
- Community Quota Entity Board member (Community halibut leasing program) – 2014 to present
- Ouzinkie Native Corporation Board Director – 2018 to present
- Ouzinkie Emergency Response Planning Committee – 2018
- St. Cloud Area American Indian Center Board member – 2000-2003



PLANNING AND ZONING COMMISSION

NAME	TERM	HOME PHONE	WORK PHONE	CELL PHONE	EMAIL
Barry Altenhof (C) PO Box 1373 Kodiak, AK 99615	2021	486-6238		539-5828	barry.altenhof@kibplanning.org baltenhof@gci.net
Kent Cross (B) PO Box 3164 Kodiak, AK 99615	2021	907-942-3189		907-942-3189	kent.cross@kibplanning.org
VACANT (C)	2019			252-207-7391	
VACANT (B)	2021				
Dave Townsend (B), Chair PO Box 9044 Kodiak, AK 99615	2020			654-4123	dave.townsend@kibplanning.org
Duane Dvorak (B) 2999 Scout Circle Kodiak, AK 99615	2019			907-942-2912	duane.dvorak@kibplanning.org
Alan Schmitt (C), Vice Chair 3295 Woody Way Loop Kodiak, AK 99615	2020	486-5314		942-0435	alan.schmitt@kibplanning.org

B=Borough Seat
C=City Seat

This commission is governed by Kodiak Island Borough Code 2.105

STAFF:

CDD DIRECTOR, SARA FRASER	486-9360	sfraser@kodiakak.us
CODE ENFORCEMENT OFFICER, TOM QUASS	486-9364	tquass@kodiakak.us
CDD SECRETARY, SHEILA SMITH	486-9363	ssmith@kodiakak.us

COMMUNITY DEVELOPMENT DEPARTMENT
710 MILL BAY ROAD
ROOM 202
KODIAK, AK 99615