

City of Kodiak Regular Council Meeting Agenda for February 23, 2012
7:30 p.m., at 710 Mill Bay Road, Assembly Chambers (Room 232)

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

- II. Previous Minutes**
Approval of Minutes of the January 26, 2012, Regular Council Meeting and February 2, 2012, Special Council Meeting.....1

- III. Persons to Be Heard**
 - a. Proclamation: African American History Month10
 - b. Public Comments (limited to 3 minutes) (486-3231)

- IV. Unfinished Business**
None

- V. New Business**
 - a. Resolution No. 2012–04, Adopting the FY2013 Budget Goals14
 - b. Resolution No. 2012–05, Rescinding Resolution No. 08–02 and Re-Establishing Standing and Special Rules of the Council.....24
 - c. Authorization to Purchase a Kodiak Police Department Vehicle30
 - d. Authorization of Professional Services Contract for Pier III Wave Model Study..... 40
 - e. Advisory Board and Committee Appointments.....54
 - f. Councilmember Appointment.....68
 - g. Oath of Office to Newly Appointed Councilmember.....74

- 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, JANUARY 26, 2012
IN THE BOROUGH ASSEMBLY CHAMBERS**

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

Mayor Pat Branson called the meeting to order at 7:30 p.m. Councilmembers Randall C. Bishop, Charles E. Davidson, Terry J. Haines, and John B. Whiddon were present and constituted a quorum. Councilmember Gabriel T. Saravia arrived at 7:32 p.m. Councilmember Josefina F. Rosales was absent. City Manager Aimée Kniazowski, City Clerk Debra L. Marlar, and Deputy Clerk Matthew Gandel were also present.

After the Pledge of Allegiance, Salvation Army Sergeant Major Dave Blackater gave the invocation.

II. PREVIOUS MINUTES

Councilmember Whiddon MOVED to approve the minutes of the January 12, 2012, regular meeting as presented.

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

III. PERSONS TO BE HEARD

a. Proclamation: Teen Dating Violence Awareness and Prevention Month

Councilmember Saravia arrived.

Mayor Branson read the proclamation, which encourages all citizens of Kodiak to actively support and participate in the ongoing programs designed to reduce and eventually eliminate teen dating violence. Mayor Branson presented the proclamation to Jessica Schilleci and MaryAnn Joyce, Outreach Coordinators for the Kodiak Women's Resource and Crisis Center (KWRCC), who thanked the Mayor and Council for recognizing the problem of teen dating violence, and for teaming with the KWRCC to help combat the problem in our community.

b. Public Comments

Lawrence Anderson, Board of Directors, Senior Citizens of Kodiak, gave a report of the organization's recent activities and invited the public to come visit the Senior Center. He expressed his thanks to Public Works Director Mark Kozak and his staff for their efforts during the recent heavy snowfalls. He thanked Mayor Branson for her service to the community.

Patty Holmes, Vice-Chair of the Kodiak Public Library Association (KPLA), said that KPLA has been working hard to get community input for the new library and thanked everyone who had offered their opinion. She thanked the Council for its support of KPLA and the new library

project and said when the new library was complete, it would be an asset for the whole community.

Paul Converse, KPLA Board Member and Chair of the Kodiak Public Library Building Committee, updated the Council on the status of the design process for the new library. He said their goal was to begin construction in the summer of 2012. He thanked the Council for its past and continued support.

Dan Ogg, KPLA Capital Campaign Cabinet member, updated the Council on the status of the KPLA Capital Campaign, saying that there had been amazing support from the community and that people were very willing to help.

IV. UNFINISHED BUSINESS

a. Acceptance of the FY2011 Comprehensive Annual Financial Report

Each year the City Council retains a qualified accounting firm to perform an annual audit of the City's financial records and accounting practices. The Kodiak City Charter and City Code require the Council to accept the comprehensive annual financial report. Council typically accepts the audit by motion. A representative from Mikunda, Cottrell & Co. did not make the scheduled presentation of the Fiscal Year 2011 annual financial report on January 10, 2012, due to weather, and Council postponed acceptance of the audit until after the presentation, which was rescheduled to the work session of January 24, 2012.

Clerk's Note: The motion to accept the FY2011 Comprehensive Annual Financial Report is already on the floor from the January 12, 2012, regular meeting.

The roll call vote was Councilmembers Bishop, Davidson, Haines, Saravia, and Whiddon in favor. Councilmember Rosales was absent. The motion passed.

V. NEW BUSINESS

a. First Reading, Ordinance No. 1295, Establishing Supplemental Appropriation No. 1 to the Budget for the Fiscal Year Commencing on the First Day of July 2011 and Ending on the Thirtieth Day of June 2012

Mayor Branson read Ordinance No. 1295 by title. It is customary for the City Council to approve at least one supplemental budget annually to authorize the adjustments of current revenues and expenses. 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. Supplemental Appropriation No. 1 to the FY2012 budget totals \$19,030,137.

Councilmember Davidson MOVED to pass Ordinance No. 1295 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 Bishop, Davidson, Haines, Saravia, and Whiddon in favor. Councilmember Rosales was absent. The motion passed.

b. Resolution No. 2012–03, Authorizing an Agreement Permitting Kodiak Island Housing Authority to Construct a Driveway in the Alley Right-Of-Way Along the West Boundary of Lot 2, Kodiak Business Park Subdivision, and Providing for Related Matters

Mayor Branson read Resolution No. 2012–03 by title. The Kodiak Island Housing Authority (KIHA) formally requested the City to allow them to build a driveway in the City’s platted but undeveloped right-of-way (ROW) adjacent to their property on Lot 2 in the Kodiak Business Park Subdivision. City staff worked with KIHA representatives and consulted with the City Attorney to draft an agreement to allow KIHA to develop road access in the ROW to improve lot access and usability as they begin construction of an apartment complex on the site.

Councilmember Haines MOVED to adopt Resolution No. 2012–03.

The roll call vote was Councilmembers Bishop, Davidson, Haines, Saravia, and Whiddon in favor. Councilmember Rosales was absent. The motion passed.

c. Support of Recommended Library Floor Plan and Construction Delivery Method

City staff and the library building committee have been working with the City’s design firm and project manager to identify the preferred floor plan, site plan, and construction delivery method. Based on the work done since September 2011, staff is requesting support from the Council of the recommended library floor plan and construction delivery method, known as Construction Manager at Risk.

Councilmember Saravia MOVED to support the floor plan and the Construction Manager at Risk construction delivery method as recommended by the Kodiak Public Library Building Committee through the City Manager

Councilmember Davidson MOVED to amend the motion by adding “contingent upon adoption of Supplemental Appropriation No. 1 to the FY2012 budget.”

The roll call vote on the amendment was Councilmembers Bishop, Davidson, Haines, Saravia, and Whiddon in favor. Councilmember Rosales was absent. The amendment passed.

The roll call vote on the main motion was Councilmembers Bishop, Davidson, Haines, Saravia, and Whiddon in favor. Councilmember Rosales was absent. The main motion passed.

d. Acceptance of Resignation From Councilmember Josie Rosales

Councilmember Josie Rosales called the City Clerk on January 4, 2012, and tendered her resignation from the City Council. Ms. Rosales explained she is receiving medical treatment in Washington and will not return to Kodiak for several weeks. She relayed her appreciation to the City of Kodiak, the Mayor, her fellow Councilmembers, and her constituents.

Councilmember Davidson MOVED to accept the resignation of Josie Rosales from the Kodiak City Council.

Councilmember Haines expressed regret that Councilmember Rosales was unable to continue serving the community and said he was hopeful she would have a quick recovery.

Councilmember Saravia thanked Councilmember Rosales for her service to Kodiak and said it was a pleasure to serve with her on the Council.

Councilmember Davidson wished Councilmember Rosales well and said it was a pleasure to serve with her.

Councilmember Whiddon said he looked forward to seeing Councilmember Rosales back in Kodiak and wished her a quick recovery.

Councilmember Bishop commended Councilmember Rosales for her work for the City.

The roll call vote was Councilmembers Bishop, Davidson, Haines, Saravia, and Whiddon in favor. Councilmember Rosales was absent. The motion passed.

e. Appointment of City Representative to the Cook Inlet Regional Citizens Advisory Council

The City of Kodiak has a dedicated seat for a representative on the Cook Inlet Regional Citizens Advisory Council (CIRCAC). Rob Lindsey is the City’s representative on their board of directors, and his seat will expire in March 2012. Mr. Lindsey told Mayor Branson he would like to serve another three-year term representing Kodiak.

Councilmember Bishop MOVED to appoint Rob Lindsey to a three-year term as the City of Kodiak representative on the Cook Inlet Regional Citizens Advisory Council.

The roll call vote was Councilmembers Bishop, Davidson, Haines, Saravia, and Whiddon in favor. Councilmember Rosales was absent. The motion passed.

VI. STAFF REPORTS

a. City Manager

City Manager Kniaziowski updated the Council on the status of the UV Water Treatment Facility project. She thanked Councilmember Rosales for her service on the Council and her efforts to help the community. She wished City Clerk Marlar happy birthday. She reminded the Council and the public of the upcoming annual planning work session. She thanked Public Works Director Kozak and his staff for all their hard work during the winter so far, and local contractors who had offered their services to help as well. She encouraged the public to keep their water running so their pipes wouldn’t freeze.

b. City Clerk

City Clerk Marlar wished Councilmember Rosales well, and said she appreciated the opportunity to have worked with her. She said the Kodiak City Code required the Council to appoint a new councilmember within 30 days and notified the public of the requirements to apply for the posi-

tion. She also informed the public of the scheduled Council work sessions and meetings for February.

VII. MAYOR'S COMMENTS

Mayor Branson commented on the winter weather Kodiak had been experiencing, and lauded the efforts of the Public Works Department for going out every day to make sure the roads were clear. She thanked City Manager Kniazowski and Finance Director Munk for their work on the audit. She thanked Councilmember Rosales for her eight years of service on the Council. She thanked the United States Coast Guard for helping keep Kodiak safe. She wished City Clerk Marlar happy birthday.

VIII. COUNCIL COMMENTS

Councilmember Haines thanked Finance Director Munk and her staff for their efforts during the audit. He encouraged everyone to leave their water running to avoid freezing pipes. He thanked the Public Works Department for their hard work and determination to keep the streets clear, and encouraged the public to exercise caution while driving and watch out for pedestrians. He said Councilmember Rosales had been an inspiration on the Council, and said he was hopeful he would see her serving again. He wished City Clerk Marlar happy birthday.

Councilmember Davidson wished City Clerk Marlar happy birthday and expressed his condolences to the family of Augustin Yovino.

Councilmember Whiddon thanked Lawrence Anderson for his comments. He said he hoped the weather would ease up and give the Public Works Department a break. He said it was good to have a City Engineer on staff with all the major capital projects coming up. He commented on recent incidents where fishing boat crews were rescued by the United States Coast Guard and also by other boats. He said these incidents were a reminder that Kodiak is a fishing community, and offered praise to all the men and women who work in the fishing industry.

Councilmember Saravia thanked Lawrence Anderson for his comments. He thanked KPLA and all the people working on the library project. He said it was good news that the City had hired a new engineer. He wished City Clerk Marlar happy birthday and said she was a pleasure to work with. He expressed his appreciation to the Public Works Department for all their hard work. He said it was easy to forget how important it was to have the United States Coast Guard keeping Kodiak's waters safe and thanked them for their efforts.

Councilmember Bishop, who was injured recently, apologized to his fellow elected officials and City staff for his recent absences. He thanked Finance Director Munk and Public Works Director Kozak and their staffs for their hard work. He encouraged business owners and homeowners to keep their water running to avoid pipes freezing. He wished City Clerk Marlar happy birthday.

IX. AUDIENCE COMMENTS

None.

X. ADJOURNMENT

Councilmember Whiddon MOVED to adjourn the meeting.

The roll call vote was Councilmembers Bishop, Davidson, Haines, Saravia, and Whiddon in favor. Councilmember Rosales was absent. The motion passed.

The meeting adjourned at 8:43 p.m.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Minutes Approved:



**MINUTES OF THE SPECIAL COUNCIL MEETING
OF THE CITY OF KODIAK
HELD THURSDAY, FEBRUARY 2, 2012
IN THE BOROUGH CONFERENCE ROOM**

I. MEETING CALLED TO ORDER

Mayor Pat Branson called the meeting to order at 7:44 p.m. Councilmembers Charles E. Davidson, Terry J. Haines, Gabriel T. Saravia, and John B. Whiddon were present and constituted a quorum. Councilmember Randall C. Bishop was absent. City Manager Aimée Kniazowski and Deputy Clerk Matthew Gandel were also present.

II. SECOND READING AND PUBLIC HEARING, ORDINANCE NO. 1295, ESTABLISHING SUPPLEMENTAL APPROPRIATION NO. 1 TO THE BUDGET FOR THE FISCAL YEAR COMMENCING ON THE FIRST DAY OF JULY 2011 AND ENDING ON THE THIRTIETH DAY OF JUNE 2012

Mayor Branson read Ordinance No. 1295 by title. It is customary for the City Council to approve at least one supplemental budget annually to authorize the adjustments of current revenues and expenses. 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. Supplemental Appropriation No. 1 to the FY2012 budget totals \$19,030,137.

Councilmember Whiddon MOVED to adopt Ordinance No. 1295.

Councilmember Whiddon MOVED to amend Ordinance No. 1295 by striking the \$2.5 million transfer from the Enhancement Fund and inserting it into the General Fund, and revising the funding for the New Library project and Baranof Park project to show a transfer from the General Fund rather than the Enhancement Fund.

Mayor Branson closed the special meeting and opened the public hearing.

Patty Holmes, Vice-Chair of the Kodiak Public Library Association, said the funding included for the new library project in Ordinance No. 1295 represented a major step on the path to completing the project. She said the new library would be an asset to the community and thanked the Council for its support.

Rick Langfitt thanked the Council for its support of the Baranof Park project. He said he was hopeful that completing phase one of the project would help encourage the State to fund phase two. He said both the Baranof Park and new library projects would make Kodiak a better place for families.

Natasha Hayden, Chair of the Parks and Recreation Advisory Board, thanked the Council for its support of the Baranof Park project, and said the project would benefit the community.

There being no further public testimony, the Mayor closed the public hearing and reopened the special meeting.

Councilmember Davidson said the two major capital projects included in Ordinance No. 1295 were critical projects for the growth of the community.

Councilmember Whiddon said he appreciated the efforts of City Manager Kniaziowski and Finance Director Mary Munk for working within the budget the make it possible to use money from the General Fund to fund the new library and Baranof Park projects. He said he wanted to make sure the public understood that the gap between City revenues and expenses was closing, and that would necessitate some hard choices on how to increase revenues and which projects to fund.

Councilmember Haines recognized the efforts of community members who had been working on behalf of the new library and Baranof Park projects. He said it was vital to invest in the community by completing capital projects, but that revenues would have to be increased to afford those investments.

Councilmember Saravia thanked the members of the public who had contributed their time and energy to the new library and Baranof Park projects.

The roll call vote on the amendment was Councilmembers Davidson, Haines, Saravia, and Whiddon in favor. Councilmember Bishop was absent. The amendment passed.

The roll call vote on the main motion was Councilmembers Davidson, Haines, Saravia, and Whiddon in favor. Councilmember Bishop was absent. The motion passed.

III. ADJOURNMENT

Councilmember Whiddon MOVED to adjourn the meeting.

The roll call vote was Councilmembers Davidson, Haines, Saravia, and Whiddon in favor. Councilmember Bishop was absent. The motion passed.

The meeting adjourned at 8:05 p.m.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Minutes Approved:

PERSONS TO BE HEARD

MEMORANDUM TO COUNCIL

Date: February 23, 2012

Agenda Item: III.a. **Proclamation: African American History Month**

SUMMARY: This proclamation urges all citizens to recognize the extraordinary achievements of African Americans and their essential role in shaping the story of America.

ATTACHMENTS:

Attachment A: Proclamation: African American History Month

PROCLAMATION

Declaring African American History Month

Whereas, the idea for an observance honoring the accomplishments of African Americans was proposed in 1926 by African American historian Carter G. Woodson; and

Whereas, this year the theme for African American History Month is “Black Women in American Culture and History,” which honors African American women and the myriad of roles they played in the shaping of our nation; and

Whereas, African American History Month is a time for all Americans to remember the stories and teachings of those who helped build our nation, took a stance against prejudice to build lives of dignity and opportunity, advanced the cause of civil rights, and strengthened families and communities; and

Whereas, during African American History Month all Americans are encouraged to reflect on past successes and challenges of African Americans and look to the future to continue to improve society so that we live up to the ideals of freedom, equality, and justice.

Now, therefore, I, Pat Branson, Mayor of the City of Kodiak, do hereby proclaim February 2012 as

African American History Month

in Kodiak and urge all citizens to observe and honor the significant contributions African Americas have made to our city, state, and nation.

Dated this 23rd day of February 2012.


City of Kodiak

Pat Branson, Mayor

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NEW BUSINESS

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers
From: Aimée Kniazowski, City Manager 
Date: February 23, 2012

Agenda Item: V.a. Resolution No. 2012-04, Adopting the FY2013 Budget Goals

SUMMARY: The Council reviewed a list of current and proposed budget goals at their annual planning meeting in January. They selected goals that will be used to develop the FY2013 budget. The goals are similar to those used for FY2012, but also include new goals that articulate Council's direction. The goals will be used by staff in the development of the FY2013 City budget. Staff recommends Council adopt Resolution No. 2012-04.

PREVIOUS COUNCIL ACTION: Council has adopted annual budget goals each year following discussions at the annual planning session that are used in development of the City's operating and capital budget. Council formally approved the FY2012 budget goals on March 3, 2011, by Resolution No. 2011-04 (Attachment B). Council reviewed draft FY2013 budget goals presented by the City Manager at the annual planning session on January 28, 2012. These goals will be used in the development of the FY2013 budget.

DISCUSSION: In 2010 Council began to evaluate their budget philosophy and adopted annual budget goals that reflected their priorities. The budget goals are discussed and reviewed during the Council's annual planning sessions and adopted by resolution at a following meeting. The goals reflect Council's philosophy and direction for the coming fiscal year. The City Manager uses the goals as a guide in preparation of the City's operating and capital budget. The goals focus on specific areas of the budget, such as personnel, operating expenses, capital expenditures, enterprise fund performance, and debt service.

Council discussed budget goals for FY2013 at their annual planning session in January of this year. Most of the FY2013 goals are similar to those used in FY2012 (Attachment B). However, Council did add new goals that reflect the need for new revenue sources, better planning, and improved accountability through categorical budget reviews and formal rate studies (Attachment A).

Goals like these provide guidance to management as operating and capital budgets are prepared for the new fiscal year. The departmental budgets should reflect the overall budget goals with written justification provided if variations are needed for operational reasons. Written justifications are reviewed internally and presented to the Council during budget presentations.

When Council adopts the resolution, the Manager will provide a copy to department heads and review the process to be used in the development of the departmental operating and capital budgets.

ALTERNATIVES: There are three alternatives for Council to consider.

1. Adopt the budget goals as identified in Resolution No. 2012-04. This is staff's recommendation, because the goals reflect Council's budgetary philosophy and will provide guidance to management and improve budget accountability.
2. Amend the list of budget goals.
3. Decide not to adopt budget goals for FY2013.

FINANCIAL IMPLICATIONS: The use of formal budget goals does not have a direct financial impact to the City. However, increased Council participation at the outset provides clear guidance to staff on areas of importance to the Council. Budget goals improve planning at the departmental level, provide important information on how departmental budgets interrelate to the entire budget, and provide a means for staff at all levels to understand and work toward reaching Council's goals.

CITY MANAGER'S RECOMMENDATION AND COMMENTS: The process of adopting formal budget goals gives Council the opportunity to define its direction at the outset of the budget cycle. This process improves accountability by making the management staff and employees aware of Council's concerns and gives them the direction necessary to help achieve the goals. I recommend Council adopt their FY2013 budget goals by resolution, which will help us as we begin work on the FY2013 budget.

ATTACHMENTS:

- Attachment A: Resolution No. 2012-04, FY2013 Budget Goals
- Attachment B: Resolution No. 2011-04, FY2012 Budget Goals
- Attachment C: FY2013 Budget Calendar

PROPOSED MOTION:

Move to adopt Resolution No. 2012-04.

**CITY OF KODIAK
RESOLUTION NUMBER 2012-04**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK APPROVING
THE CITY COUNCIL'S BUDGET GOALS FOR FY2013**

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

WHEREAS, the City Council discussed and selected the list of budget goals at their January 28, 2012, planning meeting; and

WHEREAS, management will use the listed budget goals as guidelines when developing the FY2013 budget.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that the following budget goals will be used in the development of the City of Kodiak's FY2013 budget:

Personnel Goals

There will be no increase in the number of employee full-time equivalents (FTEs) of 125.15, providing that revenues remain consistent with FY2012, and there are no changes in operational needs.

An analysis of the need, use, costs, and hiring process of the City's use of temporary employees should be completed.

Administration will continue to centralize human resource functions to ensure uniform application of policies and to limit potential liability.

Selected sections of the PR&R will be reviewed and presented to Council for amendments, especially those necessary to implement the recommendations in the Classification and Compensation study.

General Fund

Council will increase revenues in the General Fund to help offset increases in operating expenses, meet infrastructure needs, and increase the fund balance.

A detailed review of all categories of General Fund expenditures will be conducted in FY2013 to identify ways to decrease expenses.

The General Fund will be budgeted without a deficit through appropriations from the fund balance when/if necessary. Council may appropriate additional funds for capital projects.

Enterprise Funds

The Boat Yard/Boat Lift Fund will reach a breakeven point (not including depreciation) by the third full year of operation in FY2015, including adequate revenues to meet debt payments. The business plan and marketing campaign for services will continue to be refined to capture maximum revenues.

The major enterprise funds will develop long-term plans to include maintenance and repairs, needed facility replacement or expansion, and a schedule for rate reviews.

Ensure adequate revenues are available to continue to maintain and improve Harbor facilities that support fisheries and support sector services and activities.

Enterprise Funds will complete rate studies every five years and present them to the City Council for implementation. In FY2013, Harbor, Cargo, and Sewer rate studies will be conducted.

Operating Expenses

General Fund operating (non-personnel) expenses for FY2013 will be at a level consistent with FY2012. Required increases will be justified to the City Manager in writing and presented by department heads to the City Council for final consideration during budget presentations.

A detailed review of all categories of operating (non-personnel) expenses for all departments and funds categories will be conducted for FY2013 to identify and implement budget reductions.

Required increases to departmental level operating (non-Personnel) expenses in the General Fund will be justified to the Manager in writing and presented by department heads to the City Council during budget presentations.

Charges for Fees and Services will be reviewed and updated annually to ensure quality service delivery and adequate revenues.

City management will continue to examine ways to reduce or hold the line on expenditures without significant impact to level and quality of services provided to residents.

Community Support

The total amount available to fund non-profit requests will continue to follow the Council established level of funding which is based on 1% of General Fund revenues.

Capital

The City Manager and management staff will finalize a formal five-year capital improvement plan (CIP) that will identify, prioritize, and plan funding for capital and major maintenance projects, and the City Council will adopt and utilize the planning document. Once complete, the capital budget will link to, and flow from, the multi-year capital improvement plan.

Debt Service

The City will not incur new debt without appropriate analysis to:

- show impacts on rates or taxpayers, or
- ensure proposed capital assets are eligible for debt reimbursement programs, or
- determine if the debt is the result of projects mandated by the state or federal government, or critical life-safety issues.

Quality of Life

Provide adequate recreational facilities and programs to community residents through Parks and Recreation and the Library.

Economic Development

Utilize available local, state, and federal resources to maintain a healthy and sustainable economic environment for the City of Kodiak.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Adopted:

**CITY OF KODIAK
RESOLUTION NUMBER 2011-04**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK APPROVING
THE CITY COUNCIL'S BUDGET GOALS FOR FY2012**

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

WHEREAS, the City Council discussed and selected the list of budget goals at their February 26, 2011, planning work session; and

WHEREAS, management will use the listed budget goals as guidelines when developing the FY2012 budget.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that the following budget goals will be used in the development of the City of Kodiak's FY2012 budget:

Personnel Goals

There will be no increase in the number of employee full-time equivalents (FTEs) of 125.65, providing that revenues remain consistent with FY2011, and there are no changes in operational needs.

An analysis of the need, use, costs, and hiring process of the City's use of temporary employees should be completed in FY2012.

Administrative steps will continue to be taken to centralize human resource functions to ensure uniform application of policies and to limit liability.

Selected sections of the PR&R will be reviewed and presented to Council for amendments or updates.

General Fund

The General Fund will be budgeted without a deficit through appropriations from the fund balance when/if necessary. Council may appropriate additional funds for capital projects.

Enterprise Funds

The Boat Yard/Boat Lift Fund will reach a breakeven point (not including depreciation) by the fourth full year of operation in FY2015, including adequate revenues to meet debt payments. The business plan and marketing campaign for services will continue to be developed and refined to capture maximum revenues.

The major enterprise funds will develop long-term plans to include maintenance and repairs, needed facility replacement or expansion, and a schedule for rate reviews.

Maintenance and improvement of Harbor facilities will be continued to support and enhance fisheries and support sector services and activities.

Enterprise Fund rate studies will be completed every five years and presented to the City Council.

Operating Expenses

General Fund operating (non-personnel) expenses for FY2012 will be at a level consistent with FY2011. Required increases will be justified to the City Manager in writing and presented by department heads to the City Council during budget presentations.

Charges for Fees and Services will be reviewed and updated annually to ensure quality service delivery and adequate revenues.

City management will continue to examine ways to reduce or hold the line on expenditures without significant impact to level and quality of services provided to residents.

Community Support

The total amount available to fund non-profit requests will continue to follow the Council established level of funding, which is based on one percent of General Fund revenues.

Capital

The City Manager will work with Council to develop a formal multi-year capital improvement plan (CIP) that will identify, prioritize, and plan funding for capital and major maintenance projects. The capital budget will then link to, and flow from, the multi-year capital improvement plan.

Debt Service

The City will not incur new debt without appropriate analyses that will:

- Show impacts on rates or to taxpayers, or
- Ensure proposed capital assets are eligible for debt reimbursement programs, or
- Determine if the debt is the result of projects mandated by the state or federal government, or reflects critical life-safety issues.

Quality of Life

Provide adequate recreational facilities and programs to community residents through Parks and Recreation and the Library.

Economic Development

Utilize available local and State resources to maintain a healthy and sustainable economic environment for the City of Kodiak.



CITY OF KODIAK

DEPUTY MAYOR

ATTEST:

CITY CLERK

Adopted: March 3, 2011

City of Kodiak
Budget Calendar FY 2013

FY 2013	ITEM	BY
January 10, 2012	City Council Presentation FY 2012 Revenue Projections, Goals & Budget Calendar	City Manager & City Council
January 10, 2012	Review City Council Goals and prepare suggested changes	City Manager & Finance Director
February 23, 2012	City Council adopts Goals by Resolution	City Manager & City Council
March 5, 2012	Meeting of City Manager & Department Heads to distribute budget packets and provide overview of information in packets.	City Manager & Department Heads
March 30, 2012	Final day for departmental budget requests to be returned to Manager (via Finance Department)	Department Heads
April 2-13, 2012	City Manger & Finance Director reviews departmental budget with respective Department Heads.	City Manager/ Finance Director & Department Heads
April 24, 2012	Distribute Manger's Budget to City Council	City Manager
May 8 or 15, 2012	City Council and Manger budget work sessions. Departmental Budget Presentation to City Council	City Manager/ Department Heads & City Council
May 24 2012	First reading of budget ordinance	City Manager/ Finance Director & City Council
June 12, 2012	Advertisement for overall City Council Agenda including Budget	Clerk
June 21, 2012	Second reading and public hearing of budget ordinance; adoption of budget	City Manager/ Finance Director & City Council
July 1, 2012	Budget Implementation	Finance Director
September 19,2012	90 day Submittal to Distinguished Budget Presentation Awards Program - Government Finance Officers Association	Finance Director

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MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers
From: Aimée Kniazowski, City Manager and Debra Marlar, City Clerk DM

Date: February 23, 2012

Agenda Item: V.b. **Resolution No. 2012-05, Rescinding Resolution No. 08-02 and Re-Establishing Standing and Special Rules of the Council**

SUMMARY: In accordance with City Code, the most current edition of *Robert's Rules of Order Newly Revised* (RRNR) is the Council's parliamentary authority. RRNR permits special and standing rules be adopted via resolution. Special rules supersede rules in the parliamentary authority (RRNR), and standing rules relate to the details of administration of the Council. The Council reviewed its special and standing rules at the January 28 planning work session and voiced a consensus to amend Section 3 of its rules, which pertains to setting work session agenda discussion items. Resolution No. 2012-05 includes the changes discussed at the January 28 planning session, and staff recommends the Council adopt Resolution No. 2012-05.

PREVIOUS COUNCIL ACTION:

- January 24, 2002, the Council adopted Resolution No. 02-01, Adopting Standing Rules of the Council
- March 24, 2005, the Council adopted Resolution No. 05-6, Rescinding Resolution Number 02-01 and Re-Establishing Standing and Special Rules of the Council
- February 28, 2008, the Council adopted Resolution No. 08-02, Rescinding Resolution Number 05-5 and Re-Establishing Standing and Special Rules of the Council
- January 28, 2012, the Council voiced a consensus at the planning work session to revise Section 3 pertaining to setting work session agenda items for discussion

DISCUSSION: The Council reviews its standing and special rules annually. At the January 28, 2012, planning work session, the Council voiced a consensus to revise Section 3, Work Session Agenda Discussion Items, to reflect the current practice of setting work session agenda items during the weekly agenda setting meeting between the Mayor, Council Representative(s), Manager, and Clerk. This change will not only reflect actual practice but will also enable the City Manager to timely schedule work session discussion items requiring the Council's attention.

ALTERNATIVES:

1. Adopt Resolution No. 2012-05, which is recommended because it reflects Council's expressed desire and actual practice.
2. Fail to adopt Resolution No. 2012-05, which is not recommended.

CITY CLERK COMMENTS: The City Clerk recommends the Council adopt Resolution No. 2012–05, which would clarify Council intent and the process required in RRNR to adopt special or standing rules.

CITY MANAGER’S COMMENTS: I support the changes to Section 3 of the Council’s Standing and Special Rules. As discussed during the annual planning meeting and mentioned above, this change reflects the need for the Manager to work with the Mayor, Clerk, and other Council members to set work session agenda topics. I appreciate Council’s willingness to make this change, which I believe promotes teamwork. Therefore, I recommend Council adopt Resolution 2012–05.

ATTACHMENTS:

Attachment A: Resolution No. 2012–05

PROPOSED MOTION:

Move to adopt Resolution No. 2012–05.

**CITY OF KODIAK
RESOLUTION NUMBER 2012-05**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK RESCINDING RESOLUTION NUMBER 08-02 AND RE-ESTABLISHING STANDING AND SPECIAL RULES OF THE COUNCIL

WHEREAS, the City Council initially established its Standing and Special Rules with Resolution No. 02-01 and subsequently amended its Rules with Resolution Nos. 05-6; and 08-02; and

WHEREAS, the City Council reviewed its Special and Standing Rules at the January 28, 2012, planning meeting; and

WHEREAS, the City Council desires to amend Section 3, Work Session Agenda Discussion .

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that Resolution No. 08-02 is hereby rescinded.

BE IT FURTHER RESOLVED by the Council of the City of Kodiak, Alaska, that the following Rules are hereby adopted and shall remain in effect until rescinded or amended:

- Section 1: Items for Regular Meeting Agendas.** Regular meeting agenda items shall be established by the Mayor, any two Councilmembers, and/or the City Manager. The Clerk may also place routine items on the agenda.
- Section 2: Agenda Amendments.** Except in the event of an emergency, or to consider an extremely time-sensitive issue, motions to amend the agenda shall not be made. (Any amendment to an agenda that results in an official Council action for which sufficient public notice has not been given is a violation of the Alaska Open Meetings Act and is grounds for recall.)
- Section 3: Work Session Agenda Discussion Items.** Work session agendas are set at the weekly agenda setting meetings by the Mayor, Council Representative(s), Manager, and Clerk. Any two Councilmembers may also add an item to the work session agenda. At the request of a citizen, the Mayor, a Councilmember, the City Manager, or the City Clerk, an item may be listed on the work session agenda under "To Be Scheduled."
- Section 4: Time Limits for Public Comments.** Unless the Mayor announces a different time limit for public comments, the Clerk shall set a timer for three minutes for public comments during regular and special meetings and work sessions.

- Section 5: Presiding Officer in the Absence of the Mayor and Deputy Mayor.** The most recent Deputy Mayor shall preside at meetings when both the Mayor and Deputy Mayor are absent.
- Section 6: Cell Phones.** Cell phones must be turned off or muted during regular and special meetings. A member cannot leave the chambers to answer a cell phone unless a recess has been called.
- Section 7: Certificates of Appreciation, Proclamations, Letters of Support, etc.** The Mayor is authorized to proclaim events, issue certificates of appreciation, and sign letters of support for various nonprofit agencies, etc.
- Section 8: City of Kodiak Membership in Organizations.** As a matter of policy, the City of Kodiak shall decline membership in organizations whose mission does not promote or support municipal government. Unless otherwise directed by the Council, the City shall maintain membership with the following: Alaska Municipal League, Southwest Alaska Municipal Conference, and National League of Cities.
- Section 9: Public Hearings/Amendments to Motions.** The following process shall be followed with respect to public hearings:
- The agenda item shall be read by the Mayor.
 - A staff report shall be given.
 - A main motion shall be made and seconded.
 - The public hearing shall be opened.
 - The public hearing shall be closed after public comments are made.
 - Amendments to the main motion may be made, if desired.
 - The public hearing shall be reopened **ONLY** if an amendment alters the substantive content of the ordinance.
 - The roll call vote shall be taken on any amendment(s).
 - The roll call vote shall be taken on the main motion.
- Section 10: Restatement of Motion.** Once made and seconded, a motion is considered to be before the Council and does not need to be restated by the Mayor.
- Section 11: Right of Motion Maker to Modify or Withdraw Motion.** The maker of a motion may modify or withdraw the motion before debate/discussion has begun. After debate/discussion has begun, the motion “belongs” to the entire Council and can only be withdrawn by Council consent or amended through the usual process of amendment.
- Section 12: Voting Order.** Unless a conflict has been determined in accordance with KCC 2.10.060(d), a Councilmember shall vote when his or her name is called and may not pass.

Section 13: Change of Vote. The Clerk shall inquire if anyone desires to change a vote before the result is announced.

Section 14: Reintroduction of a Defeated Motion/Proposal. A defeated motion/proposal may not be reintroduced for one year. However, a motion may be reintroduced following an election or appointment of new Councilmembers.

Section 15: Postponed Motions. A motion may be postponed until a specific future meeting. The Councilmember who moves to postpone a motion shall state in the motion when it will be reintroduced.

Section 16: Vote on a Motion To Reconsider. When a motion has been made to reconsider an action of the Council, the vote on the motion to reconsider shall be taken at the next regular meeting, unless otherwise stated in the motion.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Adopted:

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MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Aimée Kniaziowski, City Manager

Thru: T.C. Kamai, Chief of Police

Date: February 23, 2012

Agenda Item: V.c. Authorization to Purchase a Kodiak Police Department Vehicle 

SUMMARY: This authorization enables the Kodiak Police Department (KPD) to replace a 1997 Ford Explorer SUV, which has been recommended for replacement in FY2012, with a new or current model year all-wheel-drive or four-wheel-drive Ford Escape. Staff recommends the Council authorize the purchase of this vehicle from Kodiak Motors, Inc. in the amount \$24,006, with funds coming from the General Fund, Police, Drug Enforcement, Machinery and Equipment Account.

PREVIOUS COUNCIL ACTION:

- March 31, 2011, Council adopted Resolution No. 2011-07, Adopting a Vehicle and Equipment Replacement Policy. This resolution formalized the process for evaluating City vehicles and equipment based on objective standards and criteria, including availability of funds, age of the vehicle, mileage, maintenance cost, condition of the vehicle body and mechanical components.
- June 3, 2011, Council approved the FY2012 budget, which included \$29,500 to replace the 1997 Ford Explorer SUV.

DISCUSSION: The KPD fleet is evaluated by the Public Works Shop Supervisor (PWSS) annually. The PWSS performs a comprehensive evaluation of vehicles relying on objective industry standards and criteria, and makes recommendations about which vehicles can remain in service and which vehicles should be removed from service.

The PWSS evaluation includes the criteria previously discussed as well as a comprehensive physical inspection of the body, vehicle electronics, engine, transmission, frame, and suspension. The PWSS also evaluates the economic benefit of replacing a vehicle or repairing damage to a vehicle.

The PWSS evaluated the 1997 Ford Explorer SUV in calendar year 2011 (Attachment A). This vehicle has been assigned to Drug Enforcement and has accumulated well over 95,000 miles during its years of service. The PWSS observed that this vehicle is experiencing on-going maintenance issues that are attributable to age and mileage. The PWSS has deemed this vehicle to be unreliable and concluded there is no economic benefit in maintaining it.

The PWSS has recommended it be replaced with a vehicle of similar class. It should be noted that this vehicle was purchased used from a local source.

Staff is recommending the Council authorize the purchase of this vehicle from Kodiak Motors, Inc. in the amount \$24,006, with funds coming from the General Fund, Police, Drug Enforcement, Machinery and Equipment Account.

ALTERNATIVES:

1. Authorize this transaction in the amount of \$24,006. This is staff's recommendation as it enables KPD to replace the vehicle consistent with City policy and procedure.
2. Do not authorize this purchase which is not recommended because it would impact the department's enforcement operations and be inconsistent with the City's vehicle and equipment replacement policy.

FINANCIAL IMPLICATIONS: The Council has approved funds in the current fiscal year for the purchase of this vehicle.

STAFF RECOMMENDATION: Staff recommends Council authorize the purchase of this vehicle from Kodiak Motors, Inc. in the amount of \$24,006, with funds coming from the General Fund, Police, Drug Enforcement, Machinery and Equipment Account.

CITY MANAGER'S COMMENTS: I support the Police Chief's request and the Public Works Maintenance Supervisor's recommendation that this vehicle be replaced. It was purchased used, is eight years past the recommended policy guidelines for replacement of a police vehicle, and is becoming too expensive to keep in good working order. The replacement cost for a new vehicle is reasonable and within budgetary limits, so I support staff's recommendation that we purchase the vehicle from Kodiak Motors.

ATTACHMENTS:

- Attachment A: Public Works Vehicle Replacement Recommendation, March 17, 2011
- Attachment B: Kodiak Motors, Inc. Bid Sheet


PROPOSED MOTION:

Move to authorize the purchase of a new or current-year model all-wheel-drive or four-wheel-drive Ford Escape from Kodiak Motors, Inc. in the amount \$24,006, with funds coming from the General Fund, Police, Drug Enforcement, Machinery and Equipment Account.

Capital Outlay Request

City of Kodiak



Department: Public Works Maintenance Shop, Gerald Pherson 
Division: Kodiak Police Department
Priority:

Request: 1997 Ford Explorer Vin # 1FMDU34X7VUB46731
Estimated Cost:
Trade-In Kodiak Police Department #19

**Justification and/or
Comments**

Kodiak Police Department DEU Explorer has approximately 95,000 miles on the odometer. This vehicle is used by the undercover and detective unit.

The frame and body of this unit are completely rusted through in some areas. We have replaced the rear leaf spring shackles because they have rusted in two. The shackle brackets are pretty close to being rusted off also. Some of the steering and suspension components of this vehicle are showing signs of wear and are in need of replacement.

I recommend KPD #19 be replaced in the 2012 fiscal year. Because of the severe rust it is becoming a liability to keep in the Police Department fleet.

City of Kodiak Vehicle Evaluation

- Evaluation date Mar 17, 11
- City vehicle ID number KPD 19 1997 EXPLORER
- Vehicle odometer reading 94780 mi.
- Vehicle history Detective
- Vehicle test drive notes Vehicle still drives well no unpredictable handling characteristics.
- Assess engine and transmission performance Engine (OK a little sluggish)
- Transmission (Shifts well)

Under vehicle inspection

- Front brakes condition, amount remaining RF 70% LF 70%
- Rear brakes condition, amount remaining RR 65% LR 65%
- Brake hoses, lines and cables Very rusty, some have been replaced
- Suspension and steering components, including tie rods, drag link, ball joints, springs shackles and shocks Steering a little loose (Rack and pinion) Rear shackles been replaced, Everything else (Fair)
- Condition of frame, frame hangers and body mounts Frame in rear is rusted out Body mounts and frame hangers are becoming in poor condition
- Transmission, transfer case and differentials Front diff seals leak, transfer case leaks at the tail, transmission leaks around pan.
- Underside of engine and engine compartment Fine just rusty

Under hood inspection

- Check all fluid levels and record Eng (Low) Trans (Low) Pow (OK) Brake (OK)
- Check battery and charging system Batt (100% SV) Charging (14.4 V)
- Inspect engine for leaks, exhaust, oil, coolant All (Good)
- Inspect power steering, hoses, belts and accessories All (OK)
- Inspect electrical components and wiring (Fair)
- Check cylinder power balance or compression _____
- Check power train control module for codes No codes present

Vehicle exterior

- Check for body damage—fenders, bumpers Minor dents and dings all over

- Check glass—windows, windshield All glass (good)
- Check lights – lenses and proper operation All lights (good)

Vehicle interior

- Check interior—seats, steering wheel, pedals and panels Interior (Good shape)
- Check vehicle controls and accessories All controls operate normally

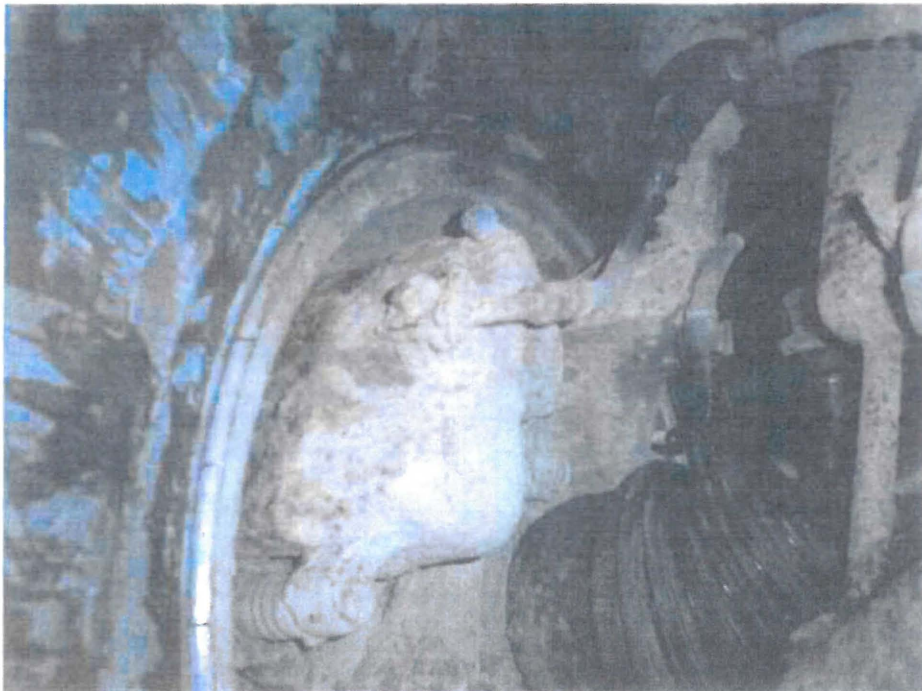
Added notes:

Vehicle is rusting out underneath

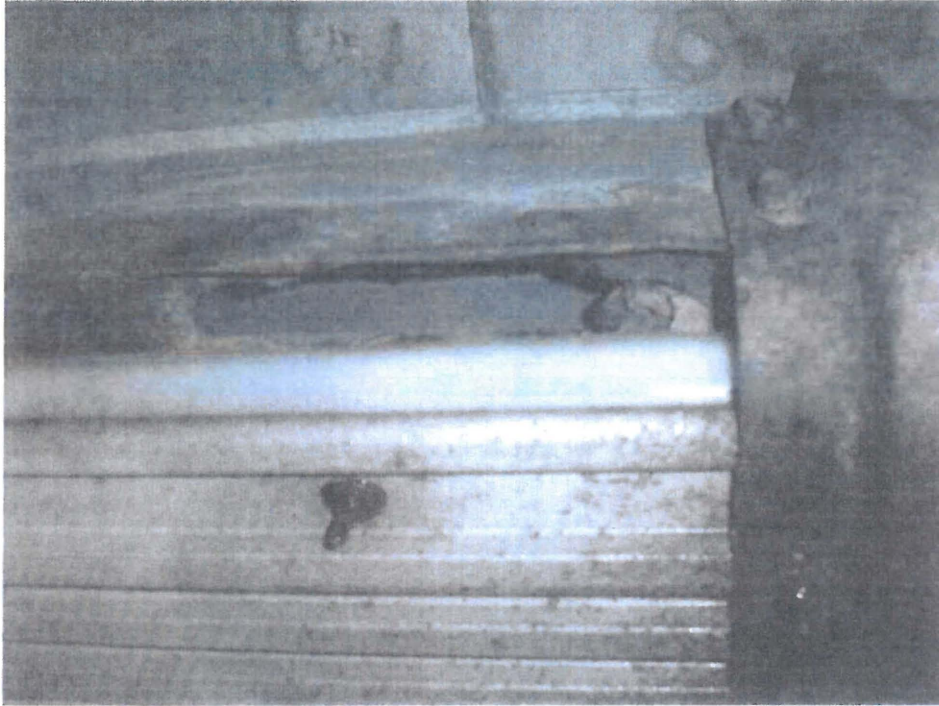
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Picture of underside of rear body and frame.



Picture of rust on caliper, steering knuckle and front axle.



Body is rusted out completely behind the running board.




Picture of rear shock, stabilizer and frame.

Brakes – Front Disc/Rear Drum (ABS)	Door Handles – MIC Black	Options:
• Engine – 2.5L I-4	• Grille – Chrome	3.0L V6 Engine
Steering – Electric Power Assisted Steering (EPAS)	• Mirrors	6 speed automatic
• Transmission – 5-Speed Manual	– MIC Black	All Weather Floor Mats
Centerstack with Top of Dash Display Black	<input checked="" type="checkbox"/> Integrated Blind Spot Mirror	Cargo Area Protector
• Climate Control – Air conditioning (manual)	• Painted body color front and rear fascias, liftgate and lower Grille	SYNC
• Coat Hook – Single, 2nd Row	• Wheels/Tires	S/N 1FMCU9DG5BK52441
Console Floor w/ Storage Bin w/ Removable Interior Bin	– 16" Aluminum	Stock # B054
• Cup Holders – 4 total	– P235/70R16 A/S BSW	2011 Escape XLT V6
• Ice Blue Lit (Gauge Cluster)	Console – Overhead	Retail Price: \$28,700.00
• Lighting – Center Dome with Map Lights and Rear Cargo Area Light	• Floor Mats – 1st and 2nd Row	
• Seats	• Fog Lamps	Exterior: Sangria Red
– 1st Row – 2-Way Manual Driver's Seat	• Headlamps – AutoLamp	Interior: Camel Cloth
– Cloth	• Instrument Cluster – Message Center with Compass and Outside Temperature Display	Bid Price: \$24,006.00
2nd Row 60/40 Split Seat with Tip-Fold-Flat Latch	• Keyless Entry – SecuriCode™ (Keypad)	
• Steering Wheel	• Mirror (Interior) – Electrochromic (Auto-dimming) Mirror with Microphone	
– Speed Control	• MyKey™	
– Urethane	• Privacy Glass	
• Storage – Glove Box	• Roof Rack Rails (not included with Sport Appearance Package 47E)	
AdvanceTrac® with RSC® (Roll Stability Control)	• Seats	
• Air Bags	– 1st Row – 6-way Power Driver Seat	
– Dual Stage Driver and Front Passenger	– Premium Cloth	– Input Jack
– Safety Canopy™	• Shift Knob – Chrome Trimmed	<input checked="" type="checkbox"/> Speed sensitive volume
– Side Air Bags	(PATS)	• Battery Saver Feature
• Head Restraints and 3-point Seat Belts on all (5) Seating Positions	• Tire Pressure Monitoring System (TPMS) Audio	• Power Points
• Keyless Entry – Remote	– AM/FM Stereo/Single CD/ MP3 Capable	
• Lighting – Illuminated Entry		
• LATCH (Lower Anchors & Tethers for Children) System in Rear Outboard Seats		
• Personal Safety System™		
Security SecuriLock® Passive Anti-Theft System		

Brakes – Front Disc/Rear Drum (ABS)	Door Handles – MIC Black	Options:
• Engine – 2.5L I-4	• Grille – Chrome	3.0L V6 Engine
Steering – Electric Power Assisted Steering (EPAS)	• Mirrors	6 speed automatic
• Transmission – 5-Speed Manual	— MIC Black	All Weather Floor Mats
Centerstack with Top of Dash Display Black	<input checked="" type="checkbox"/> Integrated Blind Spot Mirror	Cargo Area Protector
• Climate Control – Air conditioning (manual)	• Painted body color front and rear fascias, liftgate and lower grille	SYNC
• Coat Hook – Single, 2nd Row		
Console Floor w/ Storage Bin w/ Removable Interior Bin	• Wheels/Tires	S/N 1FMCU9DG5BKC52441
• Cup Holders – 4 total	— 16" Aluminum	Stock # B054
• Ice Blue Lit (Gauge Cluster)	— P235/70R16 A/S BSW	2011 Escape XLT V6
• Lighting – Center Dome with Map Lights and Rear Cargo Area Light	Console – Overhead	Retail Price: \$28,700.00
• Seats	• Floor Mats – 1st and 2nd Row	
— 1st Row – 2-Way Manual Driver's Seat	• Fog Lamps	Exterior: Sangria Red
— Cloth	• Headlamps – AutoLamp	Interior: Camel Cloth
2nd Row60/40 Split Seat with Tip-Fold-Flat Latch	• Instrument Cluster – Message Center with Compass and Outside Temperature Display	Bid Price: \$24,006.00
• Steering Wheel	• Keyless Entry – SecuriCode™ (Keypad)	
— Speed Control	• Mirror (Interior) – Electrochromic (Auto-dimming) Mirror with Microphone	
— Urethane	• MyKey™	
• Storage – Glove Box	• Privacy Glass	
AdvanceTrac® with RSC® (Roll Stability Control)	• Roof Rack Rails (not included with Sport Appearance Package 47E)	
• Air Bags	• Seats	
— Dual Stage Driver and Front Passenger	— 1st Row – 6-way Power Driver Seat	
— Safety Canopy™	— Premium Cloth	— Input Jack
— Side Air Bags	• Shift Knob – Chrome Trimmed	<input checked="" type="checkbox"/> Speed sensitive volume
• Head Restraints and 3-point Seat Belts on all (5) Seating Positions	(PATS)	• Battery Saver Feature
• Keyless Entry – Remote	• Tire Pressure Monitoring System (TPMS) Audio	• Power Points
• Lighting – Illuminated Entry	— AM/FM Stereo/Single CD/ MP3 Capable	
• LATCH (Lower Anchors & Tethers for Children) System in Rear Outboard Seats		
• Personal Safety System™		
Security SecurILock® Passive Anti-Theft System		

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MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers
From: Aimée Kniazowski, City Manager 
Thru: Marty Owen, Harbormaster
Date: February 23, 2012
Agenda Item: V.d. Authorization of Professional Services Contract for Pier III Wave Model Study

SUMMARY: Pier III is nearly 40 years old and must be replaced within the next few years. The process of designing a new pier includes wave modeling and tank testing to insure that a new dock design is suitable for use in all weather conditions including southeasterly wind and swell, the worst case scenario. PND Engineers, Inc. produced a design study report which indicates that a sheet-pile dock would cost considerably less than the current pile-supported dock. Wave modeling is necessary to insure that a sheet-pile structure would function satisfactorily when a ship lays alongside during rough weather. PND Engineers submitted a proposal (Attachment A) for the wave tank modeling. Staff recommends Council authorize a professional services contract with PND Engineers in an amount not to exceed \$187,420.

PREVIOUS COUNCIL ACTION:

- September 20, 2011, Kenton Braun from PND Engineers presented a Pier III Design Study Report
- November 17, 2011, Council approved a contract to PND Engineers for \$39,290 for field measurements of wave, currents and water levels but deferred approval of the wave tank modeling until funds could be added to the budget
- February 2, 2012, Council approved Supplemental Appropriation No. 1 to the FY2012 budget, including \$462,000 for Project No. 8013, Inspection/Design Pier III (\$223,000 for a wave study and \$239,000 for a geotech study)

DISCUSSION: Pier III, a vital port infrastructure component, is reaching the end of its useful life. The pier provides a crucial link for cargo shipments to and from Kodiak. It plays an essential role in commerce and is an economic and physical lifeline. Currently, Horizon Lines of Alaska operates at Pier III and leases the crane and uplands from the City.

The only way to determine the best design for the replacement dock is to conduct a wave study. Wave study tank testing will be conducted in a facility that builds a physical model at the coastal engineering lab at Texas A&M University. It will use on-site data collected during the winter of 2012 to validate and confirm the design configuration(s). Significant wave height, peak period, mean direction, relative spreading and current date derived from these measures are critical components for design of the pier.

The physical wave model (tank testing) will provide an improved understanding of site conditions and the response of the ship while moored at the dock. The elements include: 1) computer modeling of ship motions at the dock for a wide range of conditions; 2) modeling of waves reaching the project site from offshore; 3) analysis and recommendations for final design.

Options for pier replacement are included in the Pier III replacement design study report. Two types of piers will be tested; a solid fill pier and a pile supported pier. The study will answer the following questions:

- What differences are there, if any, between a solid fill dock and pile supported dock in terms of vessel motions at the berth (moored ship response)? Will a solid fill pier have increased vessel motions related to increased wave reflections from the solid fill dock face? Or will a solid fill pier have reduced vessel motions due to water between the dock face and ship hull acting as a cushion to dampen ship motions?
- What is the design wave height at Pier III for pier structural design? Estimate the 100 year return period wave (wave height, wave period and wave direction). Develop Design Environmental Criteria (DEC) consistent with applicable codes and standards, such as ISO 19906.
- What percentage of time would the dock be unavailable each month due to adverse wave conditions, for both the pile supported pier option and solid fill pier option?

The testing will indicate the best design alternative to handle the design vessel, a D-7 Class cargo ship that is 710 feet in length. Testing will occur between March and June 2012.

ALTERNATIVES:

1. Council may authorize the professional services contract for the wave study, which is staff's recommendation because it will provide important information on the optimal design for the replacement pier.
2. Do not authorize the professional services contract for this service and give direction to staff and the design firm to proceed with one type of dock design. This is not recommended because this information is critical to the best and most functional design of this important facility.

FINANCIAL IMPLICATIONS: The FY2012 capital budget contains adequate funding to complete this study as part of Project No. 8013, Inspection and Design of Pier III. The City must be certain that whatever pier design is recommended will meet the needs of cargo ships during severe weather.

STAFF RECOMMENDATION: Staff recommends Council authorize a professional services agreement with PND Engineers, Inc. in an amount not to exceed \$187,420 for a wave-tank modeling study of Pier III with funds coming from the Cargo Development Fund, Project No. 8013, Inspection/Design Pier III.

CITY MANAGER’S COMMENTS: I support staff’s recommendation to award this contract to PND Engineers and get this important wave study underway. The outcome of the testing will tell us if the less expensive sheetpile dock configuration will work in this location or whether it is best to design and build a pile supported replacement dock, even though the costs are greater.

ATTACHMENTS:

Attachment A: PND Engineers proposal for Pier III Replacement – Wave Model Study

PROPOSED MOTION:

Move to authorize a professional services contract to PND Engineers, Inc. in an amount not to exceed \$187,420 to conduct a wave model study for the replacement of Pier III, with funds coming from the Cargo Capital Development Fund, Inspection/Design Pier III, Project No. 8013.



February 10, 2012

PND Project No. 111012

Ms. Aimee Kniazowski
 City Manager
 City of Kodiak
 710 Mill Bay Road
 Kodiak, Alaska 99615

Subject: Pier 3 Replacement – Wave Model Study

Dear Ms. Kniazowski:

PND Engineers, Inc. (PND) is pleased to provide this revised proposal to conduct a wave model study for final design of the Pier 3 dock replacement. The main difference from our previous proposal dated October 24, 2012 is removal of the field measurements of waves, currents and water levels. The field data collection was approved earlier by the City and is now underway. We deployed the instruments successfully on January 18, 2012 and expect to get good results when we recover the instruments in April.

We have also revised the schedule for wave tank testing. The wave model testing is now anticipated to occur in May-June 2012. The attached letter of interest from the coastal engineering laboratory at Texas A&M University is the same one sent to you in October. The scope, budget, modeling plan and qualifications are the same, only the schedule will need to change.

The wave model study is needed to proceed to final design of Pier 3 replacement. It will provide an improved understanding of the wave conditions at the site, and the response of the ship at the dock. The work will include the following elements, as described further in the attached scope of work:

- Wave tank physical model, to be performed at the coastal engineering laboratory at Texas A&M University .
- Numerical (computer) modeling of ship motions at the dock, to test a wider range of conditions than the wave tank physical model, and provide data at greater resolution.
- Numerical (computer) modeling of waves reaching the project site from offshore
- Analysis and recommendations for final design of Pier 3 replacement and for the design environmental conditions.

PND investigated six potential wave tanks laboratories, and carefully evaluated proposals from three facilities, Oceanic Consulting Corporation in Newfoundland, Texas A&M University and Oregon State University. PND has had a positive experience performing modeling at all three of these facilities in recent years. Based on our review of their qualifications and their proposed modeling plan we decided the wave lab at Texas A&M University was the best fit for this project.

A 3D model at a scale of 50:1 is proposed and includes testing waves approaching the pier at a skew angle. The model testing will include a spectrum of irregular waves with a range of wave heights, periods and spectral shapes. Test conditions will include a significant wave height of at least 10 feet, and peak wave period up to 16 seconds.

We anticipate completing the model testing in June 2012. All work will be performed on a time and materials basis in accordance with the attached standard rate schedule and not to exceed the attached cost estimate for \$187,420. The majority of the program cost is for wave tank model testing.

We look forward to assisting the City through successful completion of this project. Please call if you have any questions regarding this proposal.

Sincerely,

PND Engineers, Inc.



Kenton W. Braun, P.E.
Vice President



Nels Sultan, Ph.D, P.E.
Senior Engineer

Attachments: Scope of Work
Detailed Budget Estimate
PND Standard Rate Schedule
Proposal from Texas A&M University – Haynes Coastal Engineering Laboratory

SCOPE OF WORK

KODIAK PIER 3 - WAVE MODEL STUDY

INTRODUCTION

This scope of work describes a program to test alternatives for Pier III replacement in a wave tank. Included is numerical (computer) modeling, measurement of waves at the project site, and alternatives evaluation. The engineering work has been divided into tasks. Included in this scope of work are the anticipated schedule, exclusions, assumptions, and fee summary. Portions of the work will be performed by a subcontractor.

The Pier III project site is relatively exposed, with a straight line fetch of approximately 14 miles to the southeast, and exposure to waves from the open ocean that refract around headlands and islands. The pier exposure and use is unique. The open exposure is atypical for similar docks worldwide. Damage to the existing pier has occurred from large waves, including cleats pulled from the pier when ships are alongside. An important question is whether the new dock will have acceptable vessel motions considering the exposure to relatively large waves.

Options for pier replacement are included in the Pier III Replacement Design Study Report (PND, 2011). Option 1 is preferred and shown in Figure 1. Two types of piers will be tested; a solid fill pier (Figure 2) and a pile supported pier (Figure 3). The project location is shown in Figures 4 and 5. The study will answer the following questions:

1. What differences are there, if any, between a solid fill dock and pile supported dock in terms of vessel motions at the berth (moored ship response)? Will a solid fill pier have increased vessel motions, related to increased wave reflections from the solid fill dock face? Or will a solid fill pier have reduced vessel motions due to water between the dock face and ship hull acting as a cushion to dampen ship motions?
2. What is the design wave height at Pier III for pier structural design? Estimate the 100 year return period wave (wave height, wave period and wave direction). Develop Design Environmental Criteria (DEC) consistent with applicable codes and standards, such as ISO 19906.
3. What percentage of time would the dock be unavailable each month due to adverse wave conditions, for both the pile supported pier option and solid fill pier option?

The design vessel is a D-7 Class cargo ship with the following dimensions:

LOA: 710 feet (length overall)
LBP: 676 feet (length between perpendiculars)
Breadth (extreme): 78.21 feet
Depth (molded): 51 feet
Draft: 33.13 feet (Summer Load Line)
Displacement: 37,474 tons (Summer Load Line)
Deadweight: 20,966 tons (Summer Load Line)
Capacity: 1,668 TEU max (Twenty-foot equivalent units)

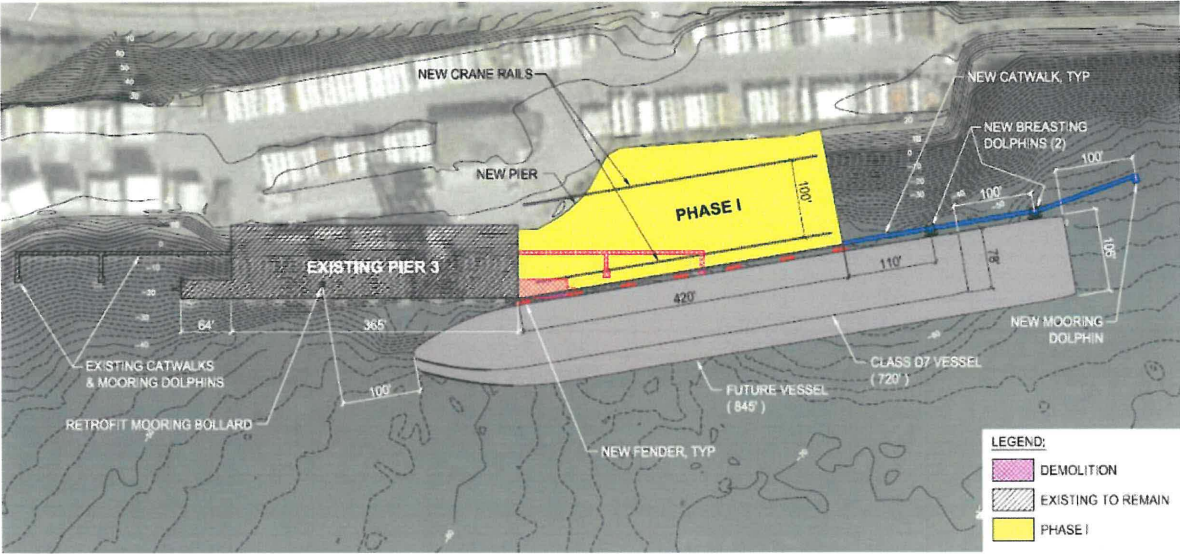


Figure 1. Kodiak Pier III Replacement - Option 1 - 420-Foot Dock East of Existing Dock

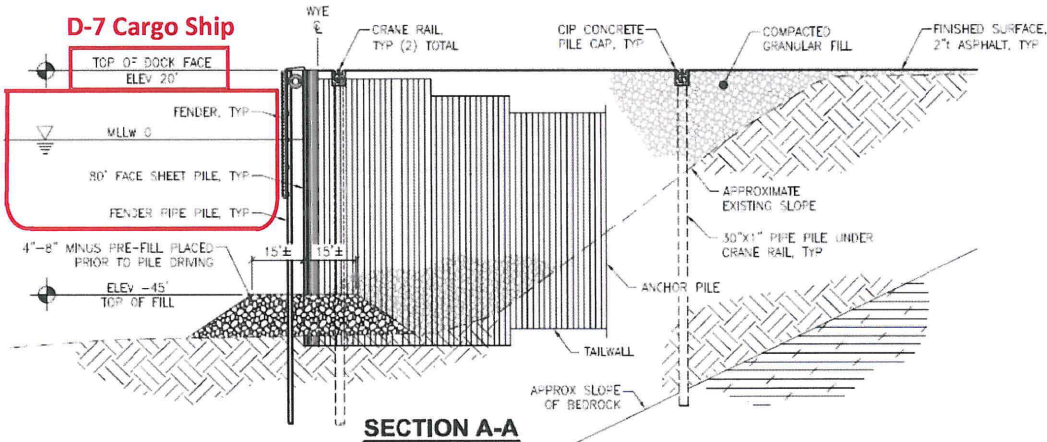


Figure 2. Kodiak Pier III Replacement - Solid Fill Alternative

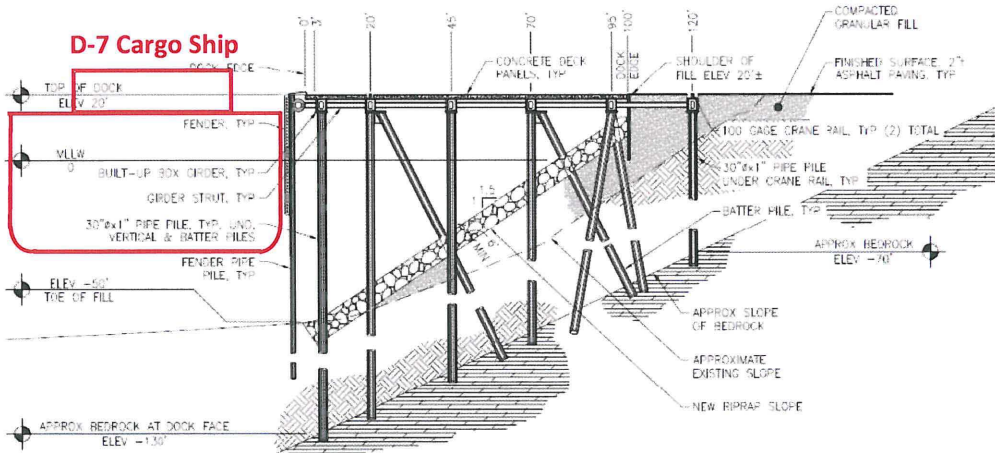


Figure 3. Kodiak Pier III Replacement - Pile Supported Alternative

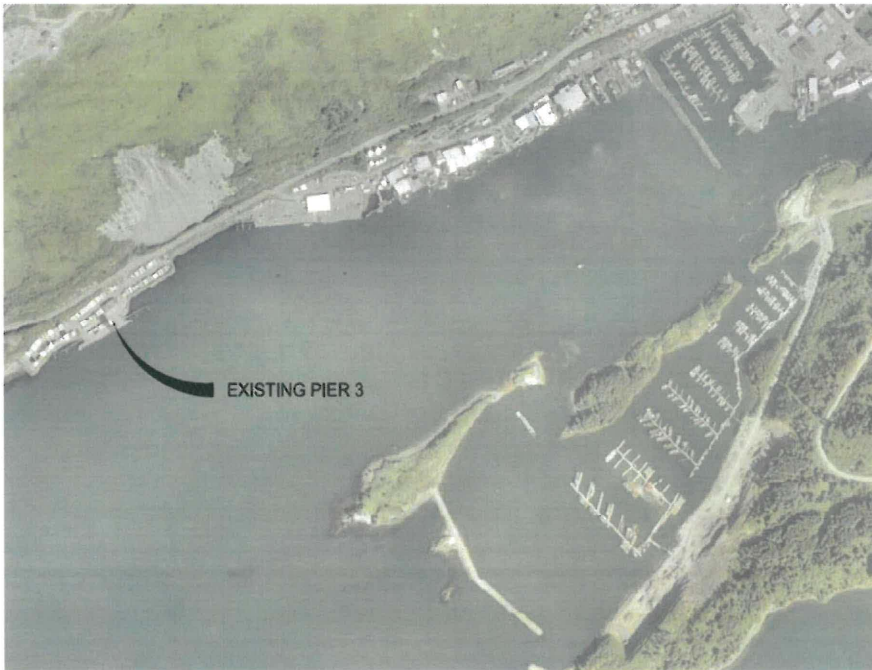


Figure 4. Project Site – Kodiak, Alaska

TASK 1. COLLECT AND REVIEW EXISTING INFORMATION

PND will collect and review existing information, such as bathymetry data and offshore wave buoy data. Design criteria will be developed as part of this task, including allowable vessel motions, and allowable limits for wave run-up and overtopping at Pier III. The design options presented in the September 2011 Design Study Report will be used to prepare drawings suitable for wave tank model design.

TASK 2. METEOCEAN NUMERICAL (COMPUTER) MODEL

The wave numerical model Delft3D will be applied to predict waves at the project site. Delft3D models locally generated wind waves and their transformation to the project site through refraction, diffraction, shoaling and reflection. Delft3D will also model offshore waves that penetrate into the harbor.

This task includes a wave hindcast and analysis of existing wind, wave, tide and current data. Offshore wave buoy data and local wind data collected by NOAA will be analyzed, as well as any data collected at the soon to be installed station at Near Island. Water levels will be analyzed based on tide gage data and estimated storm surge, wind and wave setup. The preliminary metocean design criteria will be used as input to the wave numerical model Delft3D. The output from Delft3D will be used in part to determine the wave conditions to input to the wave tank physical model. The numerical model will also aid in interpreting wave conditions at the site. The model may show wave focusing, or unanticipated wave conditions that may need to be accounted for during design.

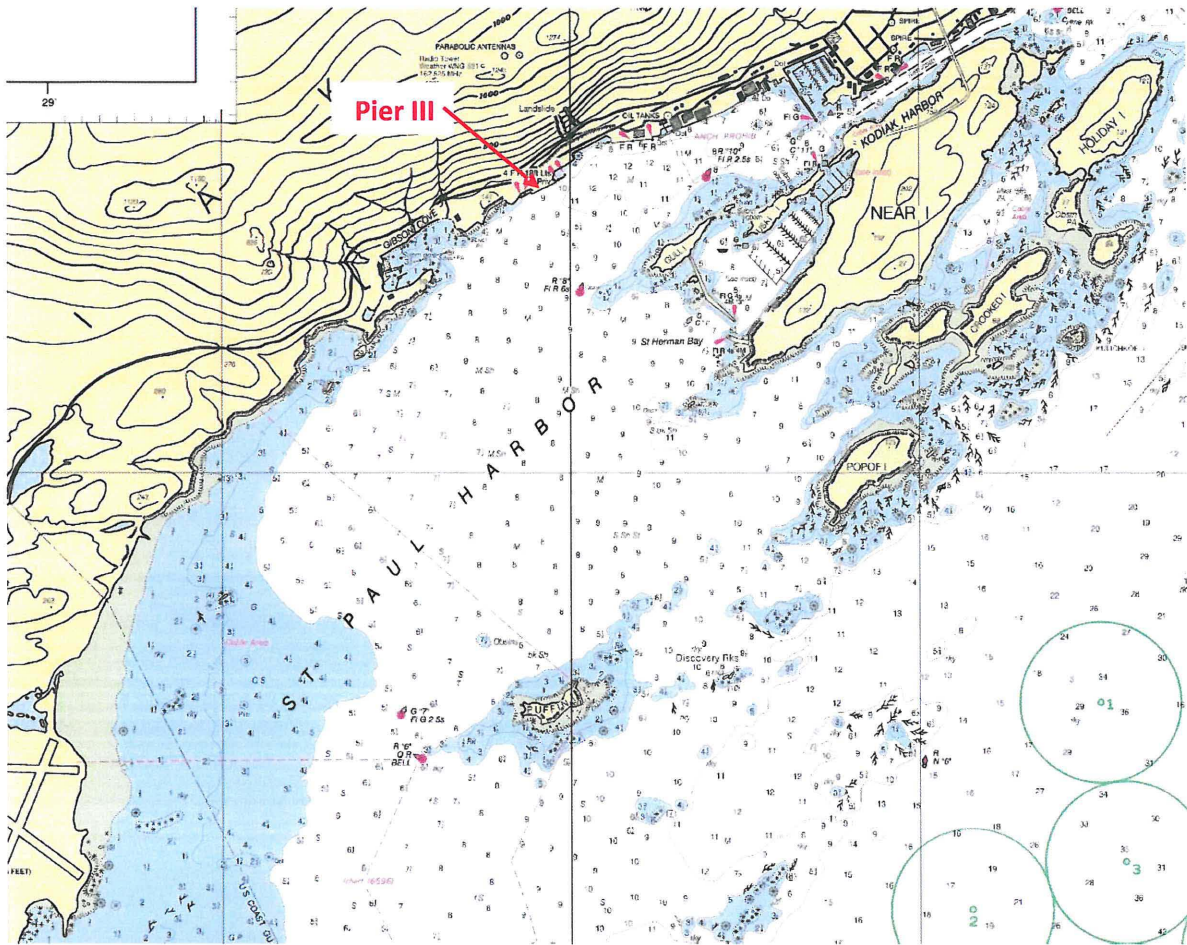


Figure 5. Kodiak Harbor and St. Paul Harbor - Nautical Chart 16595 (soundings in fathoms).

TASK 3. WAVE TANK PHYSICAL MODEL

Wave tank (physical model) tests will provide the best information concerning the relative performance of a pile supported pier and a solid fill pier. Wave tank tests will also provide information on the limits of wave run-up and overtopping, and the elevation of wave crests at and under the pier. Wave tank models will be performed by a sub-contractor that owns the wave tank testing facilities. PND has contacted a number of wave laboratories in North America and evaluated three proposals: from the Haynes laboratory at Texas A&M University, from Oceanic Consulting Corporation in Newfoundland, and from Oregon State University. PND has recent experience in model testing at all three facilities. Other facilities that were considered by were not available or not suitable included wave tanks at the US Naval Academy/David Taylor Model Basin, the National Research Council of Canada laboratories in Ottawa, and wave basins at the University of Delaware. Figures 7 to 9 show examples of 3D wave basins and a 2D wave flume.

Based on a scoring evaluation, PND recommends performing the wave tank testing at the facilities at Texas A&M University. A letter of interest from Texas A&M containing a description of the proposed model, and other information is attached.

This task includes a limited numerical (computer) model investigation of wave interactions at Pier III with a cargo ship at the berth. The numerical model will be applied to model flows, wave motions and vessel motion of a ship at the pier. The numerical model will allow testing of conditions outside the range of the physical model wave tank. Figure 6 is an example of output from a model similar to that proposed for this project.

A detailed wave tank modeling plan will be developed in collaboration with staff at the wave laboratory. The output data will include ship motions in 6 degrees of freedom (heave, surge, sway, roll, pitch and yaw), Response Amplitude Operators (RAO) and related statistics. The test plan will make best use of the wave basin facilities, personnel and time available.

A PND Senior Engineer will be on site during all wave model tests. The test program may be adjusted based on initial observations.

TASK 4. REPORT

The results of the wave tank testing, numerical models and all available information will be applied to develop a recommendation as to the dock alternative best suited at the site and possible design revisions. The results will be delivered in a report with findings and recommendations. Meetings and coordination are included in this task.

EXCLUSIONS

The following items are excluded from this scope of work:

1. Bathymetric or topographic surveys
2. Advancement of design
3. Services during bidding and construction
4. Permitting

SCHEDULE

The following is the anticipated schedule. The dates will change if the Notice to Proceed is delayed. The wave tank physical model testing schedule may be adjusted depending on wave basin availability.

Notice to proceed	March 1, 2012
Field measurements of waves at project site	January 18 to April 18, 2012 (3 months, proceeding under a separate contract)
Metocean numerical model	April 20 to 30, 2012
Wave tank physical model testing	May to June, 2012 (dates tentative)
Final report	July, 2012 (dependent upon physical testing schedule)

FEE

PND will provide these services under a time and materials basis per the attached fee proposal summary.

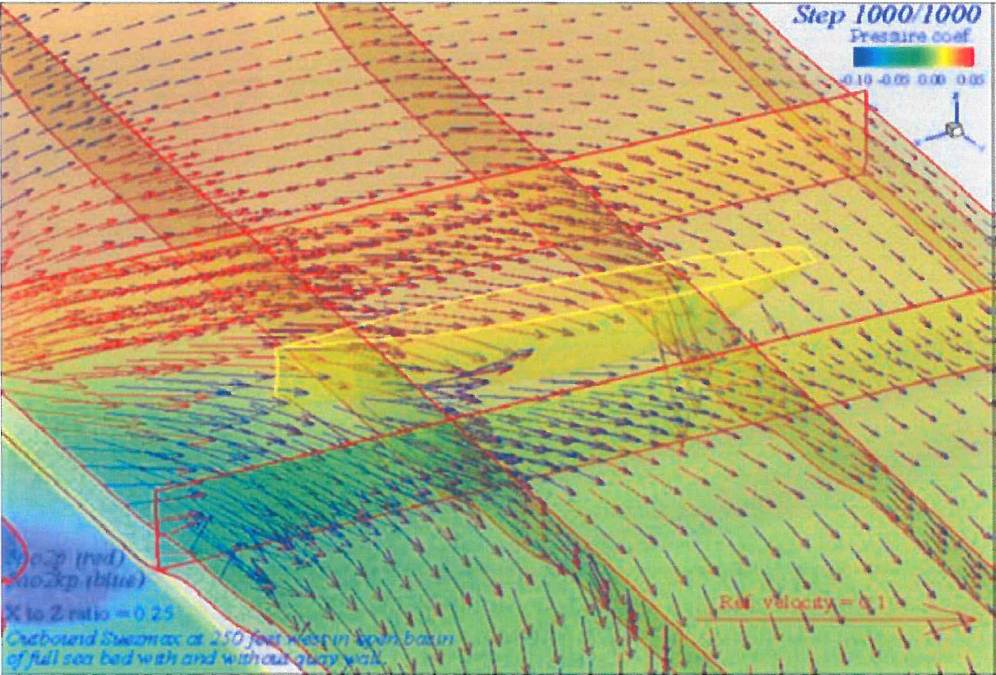


Figure 6. Numerical Model of Ship Motion at a Pier (Huang and Chen, 2007).



Figure 7. Shore Protection Model in 3-D Wave Basin at 1:20 Scale – Texas A&M University



Figure 8. OPEN CELL® Bulkhead model in 3-D Wave Basin at 1:20 Scale – Oregon State University



Figure 9. Container Terminal Model - National Research Council of Canada

PROJECT: Pier 3 Replacement - Wave Model Study

CLIENT: City of Kodiak

LABOR:	Senior Eng VII	Senior Eng. IV	Staff Eng. V	Staff Eng III	CAD Designer V	Tech III	Total Hours	Labor Cost
Task Description	180.00	140.00	100.00	90.00	90.00	80.00		
1. Collect and Review Existing Information								
1.1 Phone Conference Kick-off meeting	2	2		2			6	\$820.00
1.2 Applying existing data and review prior		8		8			16	\$1,840.00
1.3 Develop design drawings for model studies		8		8	16		32	\$3,280.00
1.4 Develop design criteria and metocean criteria	4	8		8		8	28	\$3,200.00
2. Metocean Numerical (Computer) Model								
2.1 Analyze wind data and wave hindcast		8		8			16	\$1,840.00
2.2 Analyze existing wave buoy data		8		8			16	\$1,840.00
2.3 Delft3D wave model (generation/transformation)		8		40			48	\$4,720.00
2.4 Wave model and hindcast technical memo	4	16		16		8	44	\$5,040.00
3. Wave Tank Physical Model								
3.1 Wave Tank - model design and coordination	8	16		8	8	16	56	\$6,400.00
3.2 Wave Tank model site observation (3 weeks)		150					150	\$21,000.00
3.3 Ship motion numerical model		8					8	\$1,120.00
3.4 Wave tank model report review	8	8					16	\$2,560.00
4 Report								
4.1 Alternatives Evaluation and Recommendations	8	8					16	\$2,560.00
4.2 Report	4	40		8			52	\$7,040.00
4.3 Meetings and coordination	16	16				8	40	\$5,760.00
4.4 Project close-out	4	4		4		4	16	\$1,960.00
TOTAL LABOR	58	316	0	118	24	44	560	\$70,980.00

EXPENSES:	Quantity	Unit	Unit Cost	Markup	Expenses Cost
5 Wave Tank Model Study					
5.1 Airfare (SEA-Texas RT)	2	Each	\$800	1.1	\$1,760.00
5.2 Rental Car	15	days	\$100	1.1	\$1,650.00
5.3 Lodging & Meals	15	All	\$150	1.1	\$2,480.00
5.4 Miscellaneous	1	Each	\$500	1.1	\$550.00
TOTAL EXPENSES					\$6,440.00

SUBCONTRACTORS:	Quantity	Unit	Unit Cost	Markup	Subs Cost
6. Texas A&M University - Haynes Coastal Engineering Laboratory					
6.1 Model and Test planning	1	Each	\$12,000	1.1	\$13,200.00
6.2 Model construction (docks and ship model)	1	Each	\$20,000	1.1	\$22,000.00
6.3 Basin Time	15	Days	\$1,600	1.1	\$26,400.00
6.4 Materials and Supplies	1	Each	\$1,000	1.1	\$1,100.00
6.5 Data Analysis and report	1	Each	\$12,000	1.1	\$13,200.00
6.6 Indirect costs	1	Each	\$31,000	1.1	\$34,100.00
					\$110,000.00

Total - Labor	\$70,980.00
Total - Expenses	\$6,440.00
Total - Subcontractors	\$110,000.00
TOTAL (T&M Estimate) - Wave Model Study	\$187,420.00

Notes:

1. All work by PND to be performed in accordance with PND Standard Rate Schedule, effective May 2011.
2. All work by the subcontractor, Texas A&M Haynes Wave Laboratory, is described in their attached letter of interest.

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MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Debra Marlar, City Clerk *DM*

Date: February 23, 2012

Agenda Item: V.e. Advisory Board and Committee Appointments

SUMMARY: There are two open seats on City's Building Code Board of Appeals that expire in December 2012 and two vacant alternate seats on the Parks and Recreation Advisory Board that also expire in December 2012.

Every few years members are also needed for the Joint Building Code Review Committee. The last appointments to this committee were made by the Mayor and confirmed by the Council in 2005. At that time the Mayor and Council's intent was to appoint a licensed plumber and electrician, a general contractor/builder, and a civil engineer. In 2005, the Borough appointed several of the same individuals who were appointed by the Council. The Joint Building Code Review Committee will consist of the combined appointments made by the City Council and Borough Assembly.

Except for the Personnel Board, whose members are appointed by the Council, and the Employee Advisory Board, whose members are elected by City employees, members of advisory boards are appointed by the Mayor and confirmed by the Council. At Tuesday's work session, Mayor Branson and Councilmembers interviewed applicants and considered applications.

DISCUSSION: Advisory board members are appointed at the end of each year when terms expire and throughout the year as necessary. Joint Building Code Review Committee Members are appointed every few years, as needed, to review building, plumbing, fire, electrical and other code revisions and make recommendations for City and Borough code amendments. The City's appointees to the Joint Building Code Review Committee have typically been selected from the City's Building Code Board of Appeals, and the Borough's representatives selected from the Borough Architectural Review Board. The Borough Assembly confirmed the Borough Mayor's appointments to this committee on January 19, 2012. The Building Official would like for the committee to meet soon to begin reviewing changes to the national/state codes. The Building Official has indicated that five voting individuals are sufficient for the Committee to review codes and make recommendations to the Council and Assembly. Therefore, three City representatives and one non-voting Councilmember representative should be appointed.

{Mayor Branson will make her appointments to the following boards.}

Building Code Board of Appeals

2 regular seats ending December 31, 2012

Applicant(s):

Scott Arndt

Mary Kay Bunker *(or the Alternate position on the Parks & Rec. Board, not both)*

Ed Mahoney

Parks and Recreation Advisory Board

2 alternate seats ending December 31, 2012

Applicant:

Mary Kay Bunker *(or Building Code Board of Appeals, not both)*

Joint Building Code Review Committee

3 City seats, plus 1 seat for a City Councilmember representative

Applicants:

Scott Arndt

John Butler

Ed Mahoney

City Council Representative

Councilmember _____

ATTACHMENTS:

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

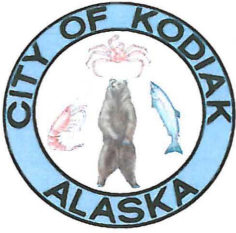
Attachment B: City Code Chapter 14.40

Attachment C: Parks and Recreation Board Current Member List and Application

Attachment D: Joint Building Code Review Committee Current and Previous Member List and Applications

PROPOSED MOTION:

Move to confirm the Mayoral advisory board and committee appointments to the Building Code Board of Appeals, Parks and Recreation Advisory Board, and the Joint Building Code Review Committee as stated.



Office of the City Clerk

710 Mill Bay Road, Room 216, Kodiak, Alaska 99615

BUILDING CODE BOARD OF APPEALS

Five seats

Effective January 1, 2011

TERM	BOARDMEMBER	HOME	WORK	FAX	MAILING ADDRESS
2012	John Butler JBJHS@PTIALASKA.NET	486-4604	486-3706	486-2497	P.O. Box 2610
2012	VACANT				
2012	VACANT				
2013	Norman Clentimack	486-4611			P.O. Box 2190
2013	Larry Taylor plumb@gci.net	487-2677	539-1110	486-4328	Box 4148

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

Kodiak City Code Chapter 14.40

10/25/84	01/23/86	02/12/87
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
03/27/97	12/11/97	12/10/98
02/10/00	05/24/01	12/13/01
01/23/03	01/13/05	12/15/05
12/13/07	02/28/08	12/11/09
12/9/10		



Advisory Board Application Form

NAME Scott Arndt

HOME TELEPHONE 907-481-3745 WORK TELEPHONE Cell 414-791-3745 FAX 907-481-3333

EMAIL SLA 3745 at yahoo.com

RESIDENCE (STREET) ADDRESS 3584 Sharatine Drive

MAILING ADDRESS P.O. Box 76 KODIAK, AK 99615

LENGTH OF RESIDENCE IN KODIAK 48 years

LENGTH OF RESIDENCE IN ALASKA Same

Clerk's Note: Registered to vote in Borough, not city.

Are you a registered voter in Kodiak? YES NO

Do you own property in 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.

Joint Building Review Committee
and
Building Code Board of Appeals

35 years Construction and
Building Related Services
along with Building Material
Sales.

Community Activities:

Professional Activities:

Present member of Fire Protection Area No 1 Board
Present member of Road Service Area No 1 Board
Present member of Solid Waste Advisory Board

Past Member of Borough Assembly
Past Member of School Board
Past Member of Architectural/Engineering Review Board

SIGNATURE

DATE

Return application to City Clerk, 710 Mill Bay Road, Room 220, Kodiak, AK 99615
Fax: 486-8633



Advisory Board Application Form

Mary Kay Bunker

NAME

907-748-2817

HOME TELEPHONE

907-512-8083

WORK TELEPHONE

907-512-8084

FAX

mbunker@pcl.com

EMAIL

1533 Salmon Mill Circle

RESIDENCE (STREET) ADDRESS

Same

MAILING ADDRESS

KODIAK, AK 99615

4 months

LENGTH OF RESIDENCE IN KODIAK

41 years

LENGTH OF RESIDENCE IN ALASKA

Clerk's Note: Registered to vote in Borough, not City.

Are you a registered voter in Kodiak? YES NO

Do you own property in Kodiak? YES NO

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

or

Bldg Code Board of Appeals (1 yr)

Parks & Rec Alternative (1 yr)

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

BBA- Management (DAA)

AA- Arch & Eng Technology (UAA)

Commercial Bldg Inspector (ICC)

LEED AP (GBCI)

Constr. Quality Mgmt (USACE)

Community Activities: none at this time

Professional Activities:

National Asso Women in Construction

(past board member & membership chair)



MARY KAY BUNKER
Quality Control Manager

Kodiak Near Island Research & Administration Facility

PCL Construction Services, Inc.
351 Research Court
Kodiak, Alaska 99615
PCL.com

Phone (907) 512-2023
Fax (907) 512-2024
Cell (907) 382-0398
E-mail mbunker@pcl.com

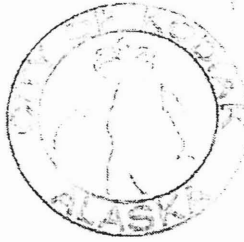
Mary K. Bunker

SIGNATURE

11-28-2011

DATE

Return application to City Clerk, 710 Mill Bay Road, Room 220, Kodiak, AK 99615
Fax: 486-8633



Advisory Board Application Form

NAME Ed MATONEY

HOME TELEPHONE 486-5759 WORK TELEPHONE Same FAX _____

EMAIL builders@ptialaska.net

RESIDENCE (STREET) ADDRESS 3944 Service Cape Rd

MAILING ADDRESS P.O. Bx 2281 KODIAK, AK 99615

LENGTH OF RESIDENCE IN KODIAK Since 1978 LENGTH OF RESIDENCE IN ALASKA 34 years

Are you a registered voter in Kodiak? YES NO Do you own property in Kodiak? YES NO

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

Joint Building Code Review
Building Board of Appeals

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

Been Building homes in Kodiak
Since 1978. BPI Cert in
Building Envelopes And
Building Analyst Professional.

Community Activities: Professional Activities:

Member of various Civic
groups.

SIGNATURE [Signature] DATE 1-10-12

Return application to City Clerk, 710 Mill Bay Road, Room 220, Kodiak, AK 99615 Fax: 486-8633

Chapter 14.40 BUILDING CODE BOARD OF APPEALS

Sections

- 14.40.010 Composition
- 14.40.020 Administrative jurisdiction

14.40.010 Composition

(a) 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.

(b) The building official shall be an ex officio member of the board.

(c) All appointees shall serve at the pleasure of the appointing authority.

(d) The members of the board shall be appointed for staggered three-year terms.

(e) Three members of the board of appeals shall constitute a quorum for the transaction of any business. For any affirmative action on quasi-judicial matters by the board of appeals, there must be a concurring vote of three members. [Ord. 650, 1982]

14.40.020 Administrative jurisdiction

(a) The duties of the board shall be as stated in the adopted building codes including the building, fire, mechanical, electrical, and plumbing codes.

(b) The building code board of appeals by resolution may adopt rules consistent with this title to implement, interpret, or make specific its provisions. Copies of all rules adopted under this subsection shall be available to the public in the offices of the building official and the city clerk.

(c) The board shall hear and decide appeals from the actions of administrative officials relating to building regulations under this title. The board may determine the suitability of alternate materials and methods of construction and provide for reasonable interpretation of the provisions of this title.

(d) The board shall also recommend such amendments to this title as may be deemed necessary.

(e) The board of appeals is the final appellate board of the city for matters heard by it. [Ord. 1195a §14, 2005; Ord. 740, 1984; Ord. 650, 1982]



Office of the City Clerk

710 Mill Bay Road, Room 216, 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
2013	Richard Walker rjwalker@gci.net	481-3775	539-7472		PO Box 2144
2013	Marcus Dunbar Marcus_Dunbar@kodiakschools.org	486-0809	481-2214		1477 Selief Lane
2013	Natasha Hayden nhayden@dowlhkm.com	486-5922	512-0519		206 Alder Lane
2013	Derrick Magnuson dmagnuson72@hotmail.com derrick.j.magnuson@uscg.mil	486-5771	487-5615		217 Murphy Way
2012	Amy Fogle philfogle@hotmail.com	486-3525		486-3250	1136 Wolkoff Ln.
2012	Jim Willis jawdawg@gci.net James.B.Willis@uscg.mil	486-3678	487-5391	487-5275	1516 Ismailov St.
2012	John Butler jbjhs@ptialaska.net	486-4604	486-3706	486-2497	PO Box 2610
2012 Alternate 1	Vacant				
2012 Alternate 2	Vacant				
2013 USCG	Andrew Brown andrew.s.brown@uscg.mil	520-2012	487-5320 x. 202	487-5334	606 Lookout Dr.
Student	VACANT				

Regular terms expire December 31 (three-year terms)

Alternate terms expire December 31 (one-year terms)

USCG term set at appointment

Student term set at appointment

Legislation

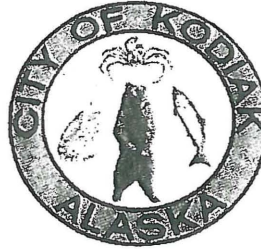
Resolution Number 03–84
 Resolution Number 44–86
 Resolution Number 2000–4, 01/27/00
 Resolution Number 01–7, 02/22/01
 Resolution Number 04–25, 07/08/04
 Resolution Number 2011–23, 08/25/2011

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	

Updated January 5, 2012

ERMS\01-0104\Parks & Rec Advisory Board\Parks & Rec Current Members.doc



Advisory Board Application Form

Mary Kay Bunker

NAME

907-748-2817

HOME TELEPHONE

907-512-8083

WORK TELEPHONE

907-512-8084

FAX

mbunker@pcl.com

EMAIL

1533 Salmon Mill Circle

RESIDENCE (STREET) ADDRESS

Same

MAILING ADDRESS

KODIAK, AK 99615

4 months

LENGTH OF RESIDENCE IN KODIAK

41 years

LENGTH OF RESIDENCE IN ALASKA

Clerk's Note: Registered to vote in

Bowling, not city.

Are you a registered voter in Kodiak? YES NO

Do you own property in 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.

or

Bldg Code Board of Appeals (1yr)
Parish Prec Alternate (1yr)

BBA-Management (UAA)
AA- Arch & Eng Technology (UAA)
Commercial Bldg Inspector (ICC)
LEED AP (GBCI)
Constr. Quality Mgmt (USACE)

Community Activities: none at this time

Professional Activities:

National Asso Women in Construction
(past board member & membership chair)



MARY KAY BUNKER
Quality Control Manager

Kodiak Near Island Research & Administration Facility

PCL Construction Services, Inc.
351 Research Court
Kodiak, Alaska 99615
PCL.com

Phone (907) 512-2023
Fax (907) 512-2024
Cell (907) 382-0398
E-mail mbunker@pcl.com

Mary K. Bunker

SIGNATURE

11-28-2011

DATE

Return application to City Clerk, 710 Mill Bay Road, Room 220, Kodiak, AK 99615
Fax: 486-8633



KODIAK ISLAND BOROUGH / CITY OF KODIAK



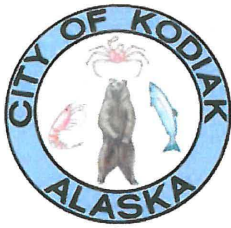
JOINT BUILDING CODE REVIEW COMMITTEE

NAME	TERM	HOME PHONE	WORK PHONE	CELL PHONE	EMAIL
CITY BUILDING CODE BOARD OF APPEALS REPRESENTATIVES					
Vacant					
Vacant					
Vacant					
BOROUGH ARCHITECTURAL REVIEW BOARD REPRESENTATIVES					
Scott Bonney PO Box 5524 Chiniak, AK 99615	2014	486-4005	654-7938		stralaska@gmail.com
Gregg Hacker PO Box 967 Kodiak, AK 99615-0967	2013	486-4392	481-2288	539-5230	ghacker01@kibsd.org
NON-VOTING EX-OFFICIOS					
Assembly Representative					
Jerrold Friend PO Box 175 Kodiak, AK 99615	2012			539-1975	jerrol.friend@kibassembly.org
City Council Representative					

STAFF:

BUILDING OFFICIAL, DOUG MATHERS 486-8072 dmathers@city.kodiak.ak.us

CITY OF KODIAK / KODIAK ISLAND BOROUGH
720 MILL BAY ROAD
ROOM 208
KODIAK, AK 99615



Office of the City Clerk

710 Mill Bay Road, Room 216, Kodiak, Alaska 99615

**BUILDING CODE REVIEW COMMITTEE
CITY APPOINTMENTS
APRIL 14, 2005**

TERM	NAME	HOME	WORK	FAX	MAILING ADDRESS
12/31/08	Charles Davidson crat@ptialaska.net	486-3896		486-3896	P.O. Box 2097
12/31/08	Charles Jerling locale@ak.net	486-2304	486-8499	486-1773	1212 Madsen
12/31/08	John Butler johnandmoe@gci.net	486-4604	486-3706	486-2794	P.O. Box 2610
12/31/08	Ken Knowles light@gci.net	486-6229	654-9713	486-6288	P.O. Box 1934
12/31/08	Barry Still lashcorp@gci.net	486-4357	487-2151	487-2106	P.O. Box 11

Appointments

4/14/05

Clerk's Note: These appointments were made in 2005 and expired in 2008.



Advisory Board Application Form

NAME Scott Arndt

HOME TELEPHONE 907-481-3745 WORK TELEPHONE Cell 414-791-3745 FAX 907-481-3333

EMAIL SLA 3745 at yahoo.com

RESIDENCE (STREET) ADDRESS 3584 Sharatine Drive

MAILING ADDRESS P.O. Box 76 KODIAK, AK 99615

LENGTH OF RESIDENCE IN KODIAK 48 years LENGTH OF RESIDENCE IN ALASKA Same

Clerk's Note: Registered to vote in Borough, not city.

Are you a registered voter in Kodiak? YES NO Do you own property in 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.

Joint Building Review Committee
and
Building Code Board of Appeals

35 years Construction and
Building Related Services
along with Building Material
Sales.

Community Activities: Professional Activities:

Present member of Fire Protection Area No 1 Board
Present member of Road Service Area No 1 Board
Present member of Solid Waste Advisory Board

Past Member of Borough Assembly
Past Member of School Board
Past Member of Architectural/Engineering Review Board

SIGNATURE

DATE

Return application to City Clerk, 710 Mill Bay Road, Room 220, Kodiak, AK 99615 Fax: 486-8633



City Clerk's Office
710 Mill Bay Road, Rm 216
Kodiak, AK 99615
(907) 486-8636 * (907) 486-8600 (fax)

Advisory Board Application Form

John Butler
NAME

486-4604 HOME TELEPHONE 486-3706 WORK TELEPHONE 486-2497 FAX jbutler@pti.alaska.net EMAIL

212 Murphy Way
RESIDENCE (STREET) ADDRESS

Box 2610 MAILING ADDRESS KODIAK, AK 99615

42 yrs LENGTH OF RESIDENCE IN KODIAK 42 yrs 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.

Joint Bldg Code Review Committee

30+ yrs Heating Contractor

Community Activities:

Professional Activities:

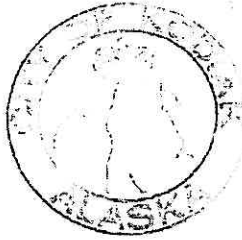
Rotary
City Parks & Rec

Member International Code
Council

John Butler
SIGNATURE

Feb 15 2012
DATE

Return application to City Clerk, 710 Mill Bay Road, Room 216, Kodiak, AK 99615
Fax: 486-8600



Advisory Board Application Form

Ed MATHONEY

NAME 486-5759 Same

HOME TELEPHONE 486-5759 WORK TELEPHONE Same FAX

EMAIL builders@PtAlaska.net

RESIDENCE (STREET) ADDRESS 3944 Spruce Cove Rd

PO. Bx 2281 KODIAK, AK 99615

MAILING ADDRESS Since 1978 34 Years

LENGTH OF RESIDENCE IN KODIAK Since 1978 LENGTH OF RESIDENCE IN ALASKA 34 Years

CLERK'S NOTE: Registered to vote in Borough, not city Are you a registered voter in Kodiak? YES NO Do you own property in Kodiak? YES NO

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

Please list your areas of expertise and education that would benefit the boards for which you are applying. Been Building homes in Kodiak Since 1970. BPI Cert in Building Envelopes And Building Analyst Professional.

Community Activities: Member of various civic groups. Professional Activities:

SIGNATURE [Signature] DATE 1-10-12

Return application to City Clerk, 710 Mill Bay Road, Room 220, Kodiak, AK 99615 Fax: 486-8633

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Debra Marlar, City Clerk

Date: February 23, 2012

Agenda Item: V.f. Councilmember Appointment

SUMMARY: Josie Rosales called the City Clerk on January 4, 2012, and tendered her resignation from the City Council, and the Council accepted her resignation at the January 26, 2012, regular meeting. City Code requires the vacancy be filled within thirty days of acceptance.

PREVIOUS COUNCIL ACTION:

- January 26, 2012: Accepted resignation of Josie Rosales

BACKGROUND: Kodiak City Code 2.08.040(c) stipulates that the Council shall, within thirty days of accepting the resignation, fill the vacancy.

DISCUSSION: The City Clerk's Office advertised for applicants to fill the vacant Council position. Tracy Craig, William Kersch, and Mark Vizcocho submitted letters of interest and the City's financial disclosure form by the February 15, 2012, deadline.

The Council interviewed applicants at its February 21, 2012, work session. City Code does not specify a procedure for selecting an interim Councilmember. The Council may simply make a motion to appoint someone to the vacant position or may make the appointment by secret ballot. The individual selected will serve until results of the October 2, 2012, election are certified and an elected Councilmember takes office.

ATTACHMENTS:

Attachment A: Application letters

PROPOSED MOTION:

Move to appoint _____ to the vacant City Council position for a term ending in October 2012.

OR

FEBRUARY 23, 2012
Agenda Item V.f. Memo Page 1 of 2

Move to select the applicant for appointment to the Council vacancy by a secret vote on paper ballot, provided that the first applicant to receive four affirmative votes be appointed for a term ending in October 2012 and further provided that if no applicant receives four affirmative votes in the first ballot, that the applicant with the fewest votes be removed from consideration on subsequent ballots, until an applicant receives four affirmative votes.

Tracy D Craig
1616 Larch Street
Kodiak, Alaska
Phone: (907) 942-3507

February 9th, 2012

Kodiak City Council Members,

This letter service as my Notification of Intent, seeking appointment to the vacant seat on the Kodiak City Council board.

My husband Ben and I have been a resident of the State of Alaska and specifically Kodiak for the past 19 years. Together we have one child, Carolyn, a 2011 graduate and twelve year student of the greater Kodiak School system currently a freshman attending Furman University in South Carolina.

Throughout my 19 years service to the community I have been actively involved in the following volunteer positions:

- Kodiak State Fairgrounds caretaker – 4 Years
- St. Mary’s Catholic School system volunteer – 7 Years
- Kodiak High School Parent Teacher Association secretary – 3 Years
- Kodiak Booster Club member – 4 Years
- Beta Sigma Phi member – 8 Years

My varied work experience throughout the city of Kodiak has given me the opportunity to witness the challenges faced by our numerous commercial entities located throughout the community. During my tenor at Alaska Fresh Seafood’s my work in commercial fishing helped grow my understanding of how critical this industry is to Kodiak’s overall economic survival. In my role at the Providence Mental Health I witnessed the dramatic growth of the facility over the past 10 years, ensuring their overall competitiveness and delivery of top rated health care to our citizens. Finally, in my current position at the largest Coast Guard base in the United States I interact daily with senior members of the organization responsible for developing arrival and departure plans for military personnel and their families while managing availability of scarce housing both on the Base and in the community of Kodiak.

As outlined above, I have over 19 years experience working with the community’s young adults, elders, stay at home mothers, seasoned fisherman, military families, cannery and local construction workers. My varied background and “hands on” work experience, coupled with my understanding of the diverse community population makes me the ideal candidate to represent the City of Kodiak.

Your consideration is greatly appreciated!

Sincerely,

Mrs. Tracy D. Craig



City of Kodiak
Attn: Mayor, City Council and Mgr.
710 Mill Bay Rd.
Kodiak, AK 99615

1-30-2012



Re: Vacant Council position

Dear Mayor, City Council and City Manager,

I would like to express my interest in the vacant Council position. I served in my prior community as a council person for three terms before moving to Kodiak. I currently serve on the Planning and Zoning Commission and am in my third term.

I have extensive knowledge in budgetary issues and labor issues. I would like to be considered as a temporary replacement council member for the City of Kodiak.

I understand that this position will end in Oct. 2012.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "W. Kersch".

William Kersch
1812 Mission Rd.
Kodiak, AK 99615
(715) 475-8336
williamusps@yahoo.com

Mark Anthony Vizcocho
2815 Woody Way Apt, #407
Kodiak, AK 99615



To the Honorable City Mayor Branson and City Council Members,

I, Mark Anthony G. Vizcocho, respectfully asks your consideration of giving me the opportunity to fill the vacated seat of Ms. Josie Rosales on the Kodiak City Council.

Within the past two years, I have served as the First Vice-President of the Filipino American Association of Kodiak. Fil-Am is an organization that stands as a liaison/connection to the large Filipino-American residents and the Kodiak community. This organization is an avenue where this segment of the population can voice out their opinions and concerns that affect them. I respect the trust of the Fil-Am community in considering me as one of their leaders.

I also am a very active member and leader of the Kodiak Filipino Bible Church in which I serve as the Youth Director and the Music Director. These ministries enable me to interact with the youth in a positive manner and also develop my relationship with my Lord. It also fosters and develops strong leadership skills.

I have lived in Kodiak for the past 20 years and consider Kodiak as my home. I am highly dedicated to every endeavor I set my mind into. It would be an honor to be considered as a member of the Kodiak City Council.

Sincerely,



Mark Anthony Vizcocho

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MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Debra Marlar, City Clerk *DM*

Date: February 23, 2012

Agenda Item: V.g. Oath of Office to Newly Appointed Councilmember

SUMMARY: Kodiak City Charter Article IV, Section 7 requires officers of the City to take and subscribe to the Oath of Office. The City Clerk will now administer the Oath of Office to the City's newly-appointed Councilmember.

ATTACHMENTS:

Attachment A: Oath of Office

CITY OF KODIAK, ALASKA

Oath of Office

February 23, 2012

I, _____, do solemnly affirm that I will support the Constitution and laws of the United States, the laws of the State of Alaska, the ordinances of the City of Kodiak, and that I will faithfully and honestly perform the duties of Councilmember, so help me God.

CITY OF KODIAK

_____, Councilmember

ATTEST:

Debra L. Marlar, City Clerk