

**KODIAK CITY COUNCIL**

**WORK SESSION AGENDA**

**Tuesday, May 22, 2012**

**Kodiak Island Borough Conference Room**

**7:30 p.m.**

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

**Discussion Items**

1. Public Comments (limited to 3 minutes)
2. KICVB FY2013 Funding Request .....1
3. Nonprofit Grant Process Review .....3
4. May 24, 2012, Agenda Packet Review



MAR 2012  
Received  
City of Kodiak

March 19, 2012

Aimee Kniaziowski, City Manager  
City of Kodiak  
710 Mill Bay Road  
Kodiak, AK 99615

Dear Aimee:

Through the ongoing assistance of the City of Kodiak, the Kodiak Island Convention & Visitors Bureau (KICVB) continues to develop and maintain tourism marketing programs that benefit the City and its businesses. On behalf of the KICVB Board of Directors and members, we respectfully request \$100,000 for FY 2013, which is flat funding from the previous year.

The Kodiak Visitor Guide continues to be one of our largest marketing projects. The 62-page magazine dazzles potential visitors to the island and is the envy of CVB's statewide. This year, requests for the visitor guide have increased 30 percent over the same time last year. While we have an excellent online version of the visitor guide, many people continue to want a paper version to share with family and friends. Fulfillment costs continue to soar as postage and fuel prices increase. We send most of our guides via affordable bulk mail, but there are many overseas inquiries as well as those who need them mailed first class.

This year the KICVB expanded our reach at trade shows. We attended the AARP Life @50+ Event in Los Angeles, the Alaska Media Road Show, which reaches more than two dozen journalists, filmmakers and photographers, the International Sportsman's Expo in Salt Lake City, and the Great Alaska Sportsman's Show in Anchorage. Additionally, we purchased brochure distribution at the Dallas Morning News Travel & Adventure Show, the Los Angeles Travel & Adventure Show, The New York Times Travel Show and the Northwest Sportshow. The adventure shows in particular had record attendance. The big news this year was a presence at the ITB Berlin Travel and Consumer Trade Show. Kodiak's representative was a German-speaking Kodiak resident who could truly reach out to attendants at the show.

The other big news is the development of a new website and the sole acquisition of Kodiak.org. The Chamber and KICVB will be separating our sites and data base information to better serve each of our members. Trevor and I have been working

Kodiak Island Convention & Visitors Bureau  
100 Marine Way, Kodiak, Alaska 99615 907-486-4782 FAX 907-486-6545  
<http://www.kodiak.org> e-mail: [visit@kodiak.org](mailto:visit@kodiak.org)

together on this project and anticipate new sites will be launched in September of 2012. This is a massive undertaking but we are confident the results will be worth the hard work.

2012 promises to be a very busy year as far as conventions and conferences in Kodiak. Inquiries for meetings in Kodiak have easily quadrupled in the past two years and the KICVB works diligently to assist with housing needs, registration packets, retail coupons, airline travel discounts and other convention needs. Of course, we work very closely with the Harbor Convention Center and other meeting facilities to coordinate main events and breakout sessions. During peak season visits, we arrange for post-and pre-meeting activities and encourage attendees to stay a day or come early for their meetings.

The KICVB continues to be a community partner in the Alaska Travel Industry Association. This partnership allows us to participate in statewide marketing and public relations programs. This is one of the most successful tools for Kodiak and the KICVB as the ATIA's marketing budget for Alaska far surpasses that of the small CVB's around the region. In 2010 I was elected to the ATIA Board of Directors. This ensures Kodiak stays high profile at the state level. We have been very active in helping to pass legislation that will increase the tourism marketing budget statewide. Governor Parnell has included 16 million in his budget for 2013 plus the ATIA brings 2.7 million to the table, which gives us a more competitive tourism marketing budget.

The KICVB Chocolate Lover's Fling and Art Auction is in its fourth year. This is our major fundraiser, but our main purpose is to offer a fun community event. Our participating artists receive 30 percent of the proceeds from their art. There is a small revenue stream for the KICVB from this event.

Additional information will be provided to you and the city council in a separate packet. The KICVB staff and our board of directors look forward to the coming year with optimism and enthusiasm. Again, thank you for the continued support of the City of Kodiak.

Sincerely,



Janet Buckingham  
Executive Director

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**CITY OF KODIAK  
RESOLUTION NUMBER 2011-10**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK RE  
SCINDING RESOLUTION NO. 05-20 AND ESTABLISHING FUNDING CRITERIA  
FOR NONPROFIT GRANTS**

WHEREAS, the City Council recognizes and supports local nonprofit organizations and has historically made funding available to these organizations on an annual basis; and

WHEREAS, it has been determined that the appropriate total amount of City funds to grant to nonprofit organizations is a maximum of one percent of budgeted general fund revenues, exclusive of any fund balance appropriation; and

WHEREAS, City funds have been provided to nonprofit organizations that supplement and compliment the services provided to residents by the City; and

WHEREAS, it is the intent of the City Council to update this policy statement.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Kodiak, Alaska hereby establishes the following additional funding criteria for nonprofit grants provided by the City:

1. Organizations receiving funds must be legally recognized by the Internal Revenue Service.
2. Funding will be granted only for the following kinds of programs/activities and up to the maximum identified funding amount per organization and program type:

Youth Recreation Programs	\$2,500
Adult Recreation Programs	\$5,000
Public Safety Support Programs (Shelter/Food)	\$10,000
Emergency Response Support Programs	\$10,000
3. Subject to the total amount of funding available, in order to minimize the impact of potential funding cuts and/or gains to organizations as a result of the implementation of these caps, no organization will receive ten percent (10%) less and/or more than in the previous funding year.

CITY OF KODIAK

  
\_\_\_\_\_  
MAYOR

ATTEST:

*Delva Marken*  
CITY CLERK

Adopted: April 28, 2011



**CITY OF KODIAK**  
**Nonprofit Grant Applications**  
**Fiscal Year 2013**  
**Calendar**

- May 22 Council review of City's nonprofit application and award process
- Week of June 4 Mail applications, FY12 grant reports *(if no change to criteria)*
- July 6 Applications and FY12 grant reports due to the City Manager's Office
- July 6-24 City Council evaluates applications
- July 26 Nonprofit funding resolution on agenda for Council approval
- July 27 Check requests prepared and forwarded to finance
- July 27 FY13 award notification letters and agreements mailed
- August 3 Checks returned to City Manager's Office
- August 3 Grant checks available upon execution of grant agreements and verification of FY12 reports filed

**CITY OF KODIAK  
FY13 NONPROFIT FUNDING APPLICATION  
Return to City Manager's Office by July 6, 2012.**

**ORGANIZATIONAL OVERVIEW**

Organization Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email \_\_\_\_\_

Federal Employer Tax ID Number \_\_\_\_\_

Contact Person \_\_\_\_\_

Printed Name

Title

Contact Person \_\_\_\_\_

Signature

Date

List of Board Members and Officers:

_____	_____
_____	_____
_____	_____
_____	_____

Does agency have 501(c)3 status from the IRS?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, please include a letter from the IRS signifying agency's official non-profit tax exemption status.

If no, has your agency applied for 501(c)3 status?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

**SERVICES:**

Provide a brief description of organization service(s) in order of priority:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The City of Kodiak does not fund religious programs. Are your agency's services faith-based?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, how do you plan to use the City's funding? \_\_\_\_\_

\_\_\_\_\_

How many City residents will be served by this grant? \_\_\_\_\_

Please attach a copy of the organization's Mission Statement.



How does your agency collaborate with other local nonprofit organizations?

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**FINANCIAL INFORMATION**

**Funding will be granted only for the following kinds of programs/activities and up to the maximum identified funding amount per organization, per program type:**

- Youth Recreation Programs \$ 2,500
- Adult Recreation Programs \$ 5,000
- Public Safety Support Programs (Shelter/Food) \$10,000
- Emergency Response Support Programs \$10,000

In order to minimize the impact of potential funding cuts and/or gains to organizations as a result of the implementation of these caps, no organization will receive ten percent (10%) less and/or more than in the previous funding year. **Please reflect this 10% in your funding request, if desired.**

List category(s) of funding requested from the above list and explain how your organization's programs fall within the powers of the City of Kodiak for each category of funding requested:

Category \_\_\_\_\_ Amount \_\_\_\_\_  
Explanation: \_\_\_\_\_

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Category \_\_\_\_\_ Amount \_\_\_\_\_  
Explanation: \_\_\_\_\_

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Category \_\_\_\_\_ Amount \_\_\_\_\_  
Explanation: \_\_\_\_\_

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**Total funding request to the City of Kodiak** \_\_\_\_\_

What percentage of funds will be used for administrative costs? \_\_\_\_\_

What percentage of funds will be used for direct services? \_\_\_\_\_

How will the funds be used? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Is your agency audited?      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

If yes, how do you plan to use the City's funding?

**OTHER FUNDING SOURCES**

List the amount of funding your agency received from other sources during the past fiscal year:

Federal _____	State _____
City of Kodiak _____	Kodiak Is. Borough _____
Parent Organization _____	Corporate Grants _____
Foundations _____	Client Fees _____
Donations _____	Memberships _____
Interest _____	Gaming Permit Activities (pull tabs, raffles etc.) _____

If you receive state or federal grants, what is the percentage and amount of local match required for each grant your agency receives? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What effects will there be and what alternative plans does your agency have if City funding is not received? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Did your organization receive funding from the City of Kodiak during the last fiscal year (July 1, 2011 – June 30, 2012).      Yes \_\_\_\_\_                      No \_\_\_\_\_

If yes, please complete the grant report on page 4 and submit it with this application.

**Scoring Criteria**

- |  |                  |
|--|------------------|
| <b>Services meet City nonprofit funding criteria (adult and youth recreation programs, public safety services, and emergency response support programs</b> | <b>25 points</b> |
| <b>Grant reports submitted to City as required</b>   | <b>25 points</b> |
| <b>Number of City residents served</b>   | <b>25 points</b> |
| <b>Other sources of applicant funding identified</b>   | <b>25 points</b> |

CITY OF KODIAK GRANT REPORT

Please complete this report based on funds received from the City of Kodiak during the period July 1, 2011 through June 30, 2012.

Organization:	
Program:	
2011-2012 Grant Amount:	
Amount Expended Year-to-Date:	
Balance:	

Describe accomplishments with grant funds. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have not expended all funds, please describe how and when you intend to spend the balance.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

Submit to:  
  
City Manager  
City of Kodiak  
710 Mill Bay Road  
Kodiak, AK 99615

Organization	FY13 App	FY13 Req	FY12 Appr'd	FY12 Req	FY11 App'd	FY10 amt	FY09 amt	FY07amt	FY08 amt	COMMENTS
American Red Cross, Kodiak Chapter		6,720	6,720	6,720	6,110	5,555	5,050	4,175	4,590	
Brother Francis Shelter Kodiak, Inc.		10,000	10,000	10,000	10,000	10,000	10,000	9,680	10,000	
Girl Scouts of Alaska		2,500	2,500	2,500	2,500	2,500	2,500	2,420	2,500	
Hope Community Resources, Inc.		4,618	4,618	4,618	4,199	3,817	0	3,380	3,470	
Kodiak Amateur Radio Emergency Service		6,250	6,250	6,250	0					
Kodiak Arts Council		7,500	7,500	7,500	8,134	9,037	10,510	12,400	11,400	
Kodiak Food Bank/Baptist Mission		3,892	3,892	3,892	3,538	3,217	2,925	2,420	2,660	
Kodiak Football League		2,500	2,500	2,750	2,500	3,000	2,775	3,420	3,080	
Kodiak Island Search and Rescue(KISAR)		0	0	2,000	0					
Kodiak Kid Wrestling		2,944	2,944	2,900	2,904	2,640	2,400	1,980	2,180	
Kodiak Kingfishers Swim Team Assoc.		2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	
Kodiak Little League		2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	
Kodiak Public Broadcasting		15,000	15,000	15,000	10,000	10,000	10,000	10,000	10,000	
Kodiak Teen Court		5,000	5,000	5,000	0					
Kodiak Women's Resource & Crisis Ctr.		20,000	20,000	20,000	10,000	10,000	10,000	10,000	10,000	
Senior Citizens of Kodiak		15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	
Special Olympics, Kodiak		4,832	4,832	7,500	4,620	4,200	3,965	3,710	3,830	
The Salvation Army		5,000	5,000	4,500	4,513	4,103	3,730	3,080	3,390	
	\$0	\$0	\$116,756	\$121,130	89,018	88,069	83,855		87,100	