

**KODIAK CITY COUNCIL**

**WORK SESSION AGENDA**

**Tuesday, June 12, 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. Discussion on Amendments to Ordinance No. 1297 (sales tax).....1
3. Further Discussion on the Proposed FY2013 Budget..... No backup
4. Review of FY2013 Chamber of Commerce Economic Development Contract.....5
5. Review of FY2013 Kodiak Island Convention and Visitors Bureau Contract.....14
6. Composting Update ..... No backup
7. Nonprofit Grant Process Review .....18
8. June 14, 2012, Agenda Packet Review



## Office of the City Clerk

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

### MEMORANDUM

To: Mayor Branson and Councilmembers

Date: June 5, 2012

From: Debra Marlar, MMC  
City Clerk

DM

Subject: Amendment to Ord. 1297

The Council has discussed possible amendments to Ordinance No. 1297 (sales tax) and agreed to submit those to me by June 1. I have consulted with the City's attorney. In order to adopt Ordinance No. 1297 on June 14, amendments to Ordinance No. 1297 may only include reducing the maximum taxable sale below \$3,500 and/or reducing the sales tax rate below 7%. The effective date may also be changed to reflect the actual implementation date of October 1, 2012. Any other type of amendment would delay the adoption of this ordinance, because the ordinance would need to be rewritten, re-advertised, and another public hearing held.

Instead, staff urges the Council to make amendments within the above parameters, adopt the ordinance June 14, and bring a separate ordinance forward to be discussed at the July 10 work session and to be introduced for first reading at the August 9 regular meeting.

Regarding amendments to Ordinance No. 1297, Councilmember Whiddon has requested amendment language to keep the cap at \$750. The following amendment is suggested to accomplish this and also revise the effective date:

#### **Move to amend Ordinance No. 1297 by:**

- **striking three thousand five hundred dollars in Section 3 and inserting seven hundred fifty dollars**
- **striking Section 4 in its entirety and inserting the following: This ordinance shall be effective upon the later to occur of (i) the date that is one month after its final passage and publication in accordance with Kodiak Charter Section 2-13; and (ii) October 1, 2012**
- **striking the ordinance title in its entirety and inserting the following: An Ordinance Amending Kodiak City Code 3.08.010(B), Levy Of Sales Tax, To Increase the Rate of Sales Tax From Six Percent to Seven Percent on All Sales, Rentals, and Services Made Within the City Other Than Rentals of Transient Rooms; Amending Kodiak City Code 3.08.110(B), Tax Schedule, to Reflect the Increase in the Sales Tax Rate; and Maintaining Kodiak City Code 3.08.120(A), Maximum Taxable Sale of a Single Transaction Subject to Taxation at \$750.00**

The amendment may be made as one long amendment, or each bullet point may be a separate amendment that would require a roll call vote for each. If the Council supports the amendment, it would be easier to make one long amendment. If not, separate amendments would be preferred.

With respect to the new sales tax ordinance to be discussed in July, I have received feedback from Councilmembers Whiddon and Davidson about language to be included.

Councilmember Whiddon has discussed the following:

- Amend KCC 3.08.055, Senior citizen exemption, by striking the following: (b) An exemption certificate issued to a person who is prevented or impaired from personally making purchases or payments by a physical or mental infirmity may designate not more than two other persons who shall be authorized to utilize the certificate when making purchases and payments on behalf of and for the sole use and benefit of the certificate holder or the certificate holder's spouse. (This means others would not be authorized to purchase on a senior's behalf.)
- Amend KCC 3.08.140, Sales tax returns, to require more complete information to enable the Council to analyze revenue lost due to the tax cap. Staff are analyzing how this can best be accomplished, perhaps by including a provision for merchants to include transaction information.
- Councilmember Whiddon has also indicated he would like staff directed to develop/improve enforcement policies. This direction may be accomplished in a separate motion.

Councilmember Davidson would like to propose amendments to KCC 3.08.055, Senior citizen exemption by deleting existing provisions and instead providing a \$200 rebate for eligible seniors. Approximately 1,200 seniors have senior exemption cards. This would require staff to determine administrative policies and procedures to accomplish this.

In addition to the suggestions proposed by Councilmembers Davidson and Whiddon, the Council should also discuss the transient (bed) tax and if you desire to increase it as has been done in the past when the sales tax rate changed. If not, staff will suggest language to better clarify this section.

To help you with the discussion on July 10 with respect to additional sales tax amendments, I have included a booklet containing KCC Chapter 3.08, sales tax. This information is also available on the City website at: <http://www.codepublishing.com/ak/kodiak/> Click on Title 3, then 3.08 Sales Tax.



**CITY OF KODIAK  
ORDINANCE NUMBER 1297**

**AN ORDINANCE AMENDING KODIAK CITY CODE 3.08.010(B), LEVY OF SALES TAX, TO INCREASE THE RATE OF SALES TAX FROM SIX PERCENT TO SEVEN PERCENT ON ALL SALES, RENTALS, AND SERVICES MADE WITHIN THE CITY OTHER THAN RENTALS OF TRANSIENT ROOMS; AMENDING KODIAK CITY CODE 3.08.110(B), TAX SCHEDULE, TO REFLECT THE INCREASE IN THE SALES TAX RATE; AND AMENDING KODIAK CITY CODE 3.08.120(A), MAXIMUM TAXABLE SALE, TO INCREASE THE MAXIMUM AMOUNT OF A SINGLE TRANSACTION SUBJECT TO TAXATION FROM \$750.00 TO \$3,500.00**

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

**Section 1:** Subsection (b) of Kodiak City Code 3.08.010, Levy of sales tax, is hereby amended to read as follows:

(b) A sales tax of ~~six (6)~~ **seven (7)** percent of the sales price or charge is levied on all sales, rentals, and services made within the city, other than rentals of transient rooms.

**Section 2:** Subsection (b) of Kodiak City Code 3.08.110, Tax schedule, is hereby amended to read as follows:

(b) The amount of tax to be added to the purchase price, rental, or service charge, other than rentals of transient rooms, shall be determined in accordance with the following schedule:

Charge	Tax
Under <del>9</del> <b>8</b> cents	None
\$ <del>.09-.08</del> through \$ <del>.24-.21</del>	\$ .01
<del>.25-.22</del> through <del>.41-.35</del>	.02
<del>.42-.36</del> through <del>.58-.49</del>	.03
<del>.59-.50</del> through <del>.74-.64</del>	.04
<del>.75-.65</del> through <del>.91-.78</del>	.05
<del>.92-.79</del> through <del>1.08-.92</del>	.06
<del>1.09-.93</del> through <del>1.24-1.07</del>	.07
<del>1.25-1.08</del> through <del>1.41-1.21</del>	.08
<del>1.42-1.22</del> through <del>1.58-1.35</del>	.09
<del>1.59-1.36</del> through <del>1.74-1.49</del>	.10
<del>1.75-1.50</del> through <del>1.91-1.64</del>	.11
<del>1.92-1.65</del> through <del>2.08-1.78</del>	.12
Over \$ <del>2.09</del> <b>1.78</b>	Continue on same scale.

**Section 3:** Subsection (a) of Kodiak City Code 3.08.120, Maximum taxable sale, is hereby amended to read as follows:

(a) If the sales price of an item or items or the charge for rental of any property or performance of any service exceeds three thousand five ~~seven~~ hundred ~~fifty~~-dollars for a single transaction, that portion of the price or charge in excess of three thousand five ~~seven~~ hundred ~~fifty~~-dollars shall be exempt from the tax levied by this chapter.

**Section 4:** This ordinance shall be effective one month after its final passage and publication in accordance with Kodiak Charter Section 2-13.

CITY OF KODIAK

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MAYOR

ATTEST:

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CITY CLERK

First Reading: April 24, 2012  
Second Reading: May 10, 2012 (postponed)  
Continued Second Reading:  
Effective Date:

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**DRAFT**  
**KODIAK CHAMBER OF COMMERCE**  
**ECONOMIC DEVELOPMENT PROGRAM AGREEMENT NO. \_\_\_\_\_**

THIS AGREEMENT is entered into by the CITY OF KODIAK (hereinafter called "City") and the KODIAK CHAMBER OF COMMERCE (hereinafter called "Chamber") for the purpose of setting forth the terms and conditions pursuant to which the Chamber shall be contracted to provide economic development activities.

**Section 1. INTENT OF AGREEMENT.** The Chamber is hereby contracted to provide an economic development committee and a full time staff person to focus on economic development planning and project development in the City of Kodiak, as well as the Kodiak Island Borough.

**Section 2. SCOPE OF WORK.** The Chamber will provide a full-time staff person who will serve as staff to an economic development committee whose membership will be drawn from the Kodiak region with representatives from the City of Kodiak, Kodiak Island Borough, Kodiak rural communities, and commerce and industry representatives. The staff person will work with the development committee, as well as directly with City staff, to accomplish the following tasks:

- a. Facilitate meetings of the Kodiak Fisheries Advisory Committee and forward recommendations to the City Council and Manager.
- b. A minimum of four CEDS committee meetings will be scheduled during the term of this Agreement for the purpose of maintaining committee input and guiding the efforts of the Chamber. An activity report of all activities of the Chamber will be submitted to the City Manager following each meeting.
- c. Look at ways to attract existing and start-up businesses seeking to establish themselves within the community.
- d. Work with the Kodiak Island Convention and Visitors Bureau to transform the visitor industry into a significant component of the Kodiak Region's economy.
- e. Assist the City of Kodiak with project development/grant applications as identified by the City Council and Manager.
- f. Work with the City of Kodiak and other entities to promote the 600-ton boat lift and yard on Near Island.
- g. Work with seafood processors to maximize the economic benefit of the fisheries resources in the Kodiak Region.
- h. Work to ensure Kodiak's regional transportation and freight carriers are serving the needs of the community by seeking ways to expand services and reduce costs.
- i. Continued participation and involvement with Southwest Alaska Municipal Conference in their efforts to bring economic stability to the region.
- j. Partner with local higher education institution in ways to expand programs and research projects within the community.

- k. Continue to work with the CEDS committee on implementing the Goals and Objectives as outlined in the CEDS Document.
- l. Conduct a web based survey to identify key barriers, benefits and needs in Kodiak's business community in order to strengthen their role in Kodiak's economy.
- m. Establish a work group formed by Kodiak key business and government leaders to identify what is needed to solve the community's housing shortage and work to promote the solutions identified. The information gathered from the group will be used to write a comprehensive Kodiak Housing Report.
- n. Create a "COMMERCIAL FISHING LOAN PROGRAM" page on Chamber's new website that links to appropriate information on State's website.
- o. Create a "STARTING A BUSINESS IN KODIAK" page on Chamber's new website that links to appropriate information.
- p. Economic Development Specialist to work as a conduit between the Kodiak Seafood and Marine Science Center staff and local seafood processors to facilitate regular communication and to identify and meet plant needs.

**Section 3. TERM.** This agreement will remain in effect July 1, 2012 through June 30, 2013, unless earlier terminated. Either party shall have the right to terminate the agreement without penalty upon one month's written notice to the other.

**Section 4. COMPENSATION.** As compensation for all services rendered under this agreement, Chamber shall be paid \$43,000 by the City of Kodiak. Said compensation shall be paid in equal installments of \$10,750 on the second Friday of July and October 2012, and January and April 2013.

IN WITNESS WHEREOF the parties have executed this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_ 2012.

CITY OF KODIAK

CHAMBER OF COMMERCE

\_\_\_\_\_  
Aimée Kniazowski, City Manager

\_\_\_\_\_  
Trevor Brown, Executive Director

Attest:

Witness:

\_\_\_\_\_  
Debra L. Marlar, City Clerk

\_\_\_\_\_  
Lale Gurer, Economic Development Specialist



Economic Development Entities in Alaska	Economic Research and Studies	<u>Other Services and Programs</u>
Juneau Economic Development Corporation	Juneau Cold Storage: Demand and Feasibility, Southeast Alaska Business Climate Survey, Southeast Alaska Economic Asset Map 2010, Juneau Housing Needs Assessment, Doing Business in Juneau: Paying Taxes and Tax Comparison, Annual Economic Indicators Report.	Private Business Consultancy (Consultancy Fee Applies)  Business Financing/Operation Contact Information is available online.  Monthly- Electronic Newspaper  Workshops and Summits
Sitka Economic Development Association	Economic Indicators, Charter Fishing and Visitors Profile and Impact Analysis, Charter Fishing Visitor Profile 2005, Sitka Convention and Visitors Bureau, Sitka Visitors Traffic and Trends (1999-2005) prepared by McDowel Group.	Monthly Newspaper  Market and Manage the development of Sawmill Cove Industrial Park  Manages a website for Sitka's Marine Industry.(Business Directory, Sitka Harbors, Industry Updates)
Anchorage Economic Development Corporation	<b>AnchorageProspector.com</b> The free site gathers economic, planning, infrastructure, geographic and demographic information often sought by businesses looking to relocate or expand into a 'one-stop-shop' business portal on the Web. It allows users to view, create and print maps; find available commercial or business property; and develop custom demographic radius reports.	Business Financing Information is available online.  Newsletter  Anchorage First (Shop Local Campaign)  Live. Play. Work (Promotion Campaign)
Homer Economic Development	Economic Development is provided within the City of Homer.	Start-up Business Information  Community profile and economic indicators

		<p>report</p> <p>Economic Development Strategies are determined by the City Council and Economic development advisory committee.</p>
<p>Ketchikan Chamber of Commerce</p>	<p>Economic Development is provided within the Chamber.</p>	<p>Community profile and economic indicators report</p> <p>Business Licensing Info</p> <p>Small Business Programs</p> <p>Tax Information</p> <p>Building &amp; Zoning Permits</p> <p>Young Professionals Network (This program is dedicated to positioning Ketchikan as a premier city for young professionals to LIVE WORK PLAY &amp; STAY.)</p>
<p>Seward Chamber of Commerce</p>	<p><a href="http://www.cityofseward.us/index.aspx?nid=704">http://www.cityofseward.us/index.aspx?nid=704</a></p>	<p>Star-up business Information</p> <p>Economic Indicators</p>

## 1. PROJECT PURPOSE

The purpose of this study is to better understand the barrier, benefits and needs to owning and operating a business in Kodiak Island. The target group of this survey will be formed by business owners and managers of the top industries.

This project seeks to answer how does the business community perceive current business climate, including barriers to their success in Kodiak's business environment? What degree and where is the local government hindering the business climate in Kodiak? What degree and where is the local government enable successful business formations in Kodiak?

The survey will include three parts such as Benefits and Barriers, business climate and business structure. The survey development will be established through focus group interviews with key business leaders/owners to make sure the questions are relevant to the challenges.

The attached draft survey will be web-based, Business owners and leaders within the Kodiak Area will be invited to take the survey. The survey will be solicited via blast emails, paper ads and personal contact. If necessary, paperback copies of the survey can be mailed to the interested parties. We will be offering some sort of incentive to encourage the attendance.

## 2. RESULTS

The power point presentation of the survey results will be prepared and presented to interested stakeholders, Chamber members and the local governments. The results will be written in a publication format and uploaded on the Kodiak Chamber of Commerce new website where it is accessible to everyone.

## 3. TIMELINE

Duration of the project: 2.5 months.

Phase 1: Survey Development: 2 week

Phase 2: Data Gathering: 1 month

Phase 3: Collection of the Results: 2 week

Phase 4: Reports and Publications: 2 week

## *Survey Design*

### *Part 1: Benefits and Barriers*

*1.1 How significant are each of the elements listed below to operating your business in Kodiak Island?*

- Significant benefit*
- Moderate Benefit*
- Not a barrier or benefit*
- Do not know or N/A*
- Moderate barrier*
- Significant Barrier*

*Recreational opportunities*

*Cultural opportunities*

*Availability of high speed internet in your area*

*Safety*

*Marin Transportation*

*Air Transportation*

*Availability of customers*

*Climate*

*Access to commercial lending*

*The cost of electricity*

*Freight cost*

*Access to investment capital*

*Availability of professional/technical workforce*

*Availability of semi-skilled workforce*

*Level of taxation*

*State regulations*

*Federal regulations*

*The cost of business real estate*

*Payroll costs*

*Housing costs (for employees)*

*1.2 Considering Kodiak business environment, please list and explain the most important issue to improve your business's prospects for success.*

.....  
.....  
.....  
.....

**Part 2: Economic Climate**

2.1 How do you view the economic climate of Kodiak Island?

- Good
- Very Good
- Do not know
- Poor
- Very Poor

2.2 How would you rate your city as a place for your business to succeed?

- Good
- Very Good
- Do not know
- Poor
- Very Poor



2.3 In your opinion, what are the top barriers your org/company faces in doing business in the Kodiak Area?

- Healthcare
- Utilities
- Infrastructure
- Environment
- Businesses
- Resources
- Political
- Local Government
- Community
- Location
- Leadership
- Land use
- Attitudes
- Competition
- Regulations

- Customers
- Taxes/Fees



*Government*  
*Transportation*  
*Workforce*  
*Finance*  
*Economic Development*  
*Economy*  
*Limited Customer Base*

### **Part 3: Business Structure**

#### *3.1 What industry is your company in?*

*Banking/Finance/Insurance*  
*Business/Professional Services\**  
*Construction & Home Building*  
*Education*  
*Health care & Human Services*  
*Information Technology/Telecommunications*  
*Natural Resources*  
*Personal & Other Services*  
*Real Estate*  
*Retail/Restaurant*  
*Arts, Recreation & Entertainment*  
*Transportation*  
*Utilities/Energy*  
*Wholesale*  
*Manufacturing*  
*Unclassified Services*  
*\*Aerospace and Defense, Media & Communications*

#### *3.2 Please select the community in which your business is located.*

*City of Kodiak*  
*Ouzinkie*  
*Chiniak*  
*Bells Flat*  
*Old Harbor*  
*Larsen Bay*  
*Akhiok*  
*Afognak*  
*Port Lions*  
*Karluk*  
*Other*

3.3 *How many employees does your company have?*

- 1 to 3*
- 3 to 6*
- 6 to 9*
- 10 to 24*
- 24 to 99*
- 100 to 499*
- 500 or more*

3.4 *Which industry best describes your business?*

- Tourism*
- Wholesale/Retail/distribution*
- Accommodations*
- Professional & Business Services*
- Construction/Architecture/Engineering*
- Fishing*
- Insurance/Real Estate/Legal*
- Art, Entertainment*
- Food Services*
- Local Government*
- Environment*
- Fishery*
- Agriculture*

DRAFT

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**DRAFT**  
**DESTINATION MARKETING AND**  
**TOURISM DEVELOPMENT PROGRAM**  
**AGREEMENT NO. \_\_\_\_\_**

THIS AGREEMENT is entered into by and between the City of Kodiak, Alaska, (City) and the Kodiak Island Convention and Visitors Bureau (Bureau) for the purpose of setting forth the terms and conditions pursuant to which the Bureau will be contracted to provide destination marketing and tourism development activities for the City of Kodiak.

**Section 1. INTENT OF AGREEMENT.** The Bureau is hereby contracted to provide a Marketing and Tourism Development Committee (KICVB Board of Directors) and employees (a minimum of one FTE) to focus on destination marketing and tourism development for the City of Kodiak.

**Section 2. SCOPE OF WORK.** Bureau staff will work at the direction of the Marketing and Tourism Development Committee to carry out the following tasks:

- a. Produce marketing materials, including the Explore Kodiak Visitor Guide.
- b. Provide information about the City of Kodiak to the traveling public.
- c. Maintain and staff the Kodiak Visitor Center.
- d. Keep the City Council and community at large informed about the results of the Bureau's marketing efforts and the state of the local tourism industry.
- e. Work with the Alaska Travel Industry Association (ATIA) and other statewide tourism marketing organizations to ensure that the City of Kodiak is represented in their ongoing national and international marketing programs.
- f. Continue development of the kodiak.org website to improve its usability and visibility to visitors, potential businesses, and residents.
- g. Work with the City of Kodiak to determine the role tourism does and can play in the community's economy.
- h. Participate in the Comprehensive Economic Development Strategy committee to foster an understanding of the tourism industry and opportunities and challenges facing the industry.
- i. Work with the Kodiak Chamber of Commerce to transform the visitor industry into a significant component of the City of Kodiak's economy.
- j. Work with the Kodiak Chamber of Commerce, the Kodiak Island Borough School District, Kodiak College, Kodiak Native organizations, and others to encourage entrepreneurship and assist small business development in the tourism industry.
- k. Explore new employment and business opportunities related to the Kodiak tourism industry.
- l. Work with the Kodiak Branding and Marketing Committee, of the Kodiak Chamber of Commerce, to develop cooperative marketing opportunities in culinary tourism.
- m. Develop a travel press kit, to be available on the kodiak.org website, with a broader distribution plan for the kit to a variety of travel media.
- n. Work with the airline industry and the Alaska Marine Highway System to maintain and improve access for visitors to Kodiak.

- o. Attend travel trade show to promote Kodiak to travel agents.
- p. Expand advertising and marketing specific to the Kodiak Convention Center.
- q. Increase brochure space available through the Alaska Travel Industry Association.

A minimum of four Marketing and Tourism Development Committee meetings will be held during the term of this Agreement for the purpose of maintaining Committee input and guiding the efforts of the Bureau. A report of all marketing activities of the Bureau will be submitted to the City Manager quarterly and a report will be submitted/presented to the Kodiak City Council annually.

**Section 3. TERM.** This agreement will remain in effect July 1, 2012, through June 30, 2013, unless earlier terminated. Either party shall have the right to terminate the agreement without penalty upon one month's written notice to the other.

**Section 4. COMPENSATION.** As compensation for all services rendered under this agreement, contractor shall be paid \$100,000 by the City of Kodiak. Said compensation shall be paid in equal installments of \$25,000 on the second Friday of July and October 2012, and January and April 2013.

IN WITNESS WHEREOF the parties have executed this Agreement on this \_\_\_\_ day of \_\_\_\_\_, 2012.

CITY OF KODIAK

KODIAK ISLAND CONVENTION  
& VISITORS BUREAU

\_\_\_\_\_  
Aimée Kniazowski, City Manager

\_\_\_\_\_  
Janet Buckingham, KICVB Director

Attest:

\_\_\_\_\_  
City Clerk





MAR 2012  
Received  
City Manager  
Kodiak, AK

March 19, 2012

Aimee Kniazowski, 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:

*Gulna Markun*  
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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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 Request	FY11 App'd	FY10 amt	FY09 amt	FY07amt	FY08 amt	COMMENTS
American Red Cross, Kodiak Chapter		6,720	6,110	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	4,199	4,618	4,199	3,817	0	3,380	3,470	
Kodiak Amateur Radio Emergency Service		6,250	0	6,250	0	0	0	0	0	
Kodiak Arts Council		7,500	8,134	7,500	8,134	9,037	10,510	12,400	11,400	
Kodiak Food Bank/Baptist Mission		3,892	3,538	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	0	0	0	0	
Kodiak Kid Wrestling		2,944	2,904	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	10,000	15,000	10,000	10,000	10,000	10,000	10,000	
Kodiak Teen Court		5,000	0	5,000	0	0	0	0	0	
Kodiak Women's Resource & Crisis Ctr.		20,000	10,000	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	4,620	7,500	4,620	4,200	3,965	3,710	3,830	
The Salvation Army		5,000	4,513	4,500	4,513	4,103	3,730	3,080	3,390	
		\$0	\$0	\$121,130	89,018	88,069	83,855		87,100	