

KODIAK CITY COUNCIL

PLANNING WORK SESSION AGENDA

Saturday, January 19, 2013

**Borough Conference Room
10 a.m.**

Planning sessions are extended work sessions of the City Council where Councilmembers discuss policy issues and projects and receive information from staff. Additional items not listed on the planning work session agenda are sometimes discussed when introduced by the Mayor, Council, or staff; no formal action is taken at planning work sessions, and items that require formal Council action are placed on a regular Council meeting agenda. Public comments intended for the "official record" should be made at a regular City Council meeting.

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Office of the City Clerk

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

MEMORANDUM

To: Mayor Branson and Councilmembers

Date: January 14, 2013

From: Debra Marlar, MMC *DM*
City Clerk

Subject: Fisheries Work Group

In December 2011 the City and Borough entered into a professional services agreement with Alaska Resource Consultancy (Denby Lloyd) for fisheries analyst consulting and related services. Section 1.4 of the agreement, under the heading of Definitions, states, "Borough/City Fisheries Subcommittee" is a subcommittee of the Borough Assembly and City Council consisting of two Assembly members and two Council members. The existing Group membership conflicts with the membership reflected in the Fisheries Analyst Agreement. The agreement is included for your information and reference to the Borough/City Fisheries Subcommittee or similar group has been highlighted. These references are on pages 2, 3, 4, and 14.

It is my recollection that the Fisheries Subcommittee voiced a desire to act in an informal capacity as a work group. The "subcommittee" was informally renamed the Fisheries Work Group. It appears the scope of the Work Group has grown. It would be helpful if the Work Group operated under identified parameters, such as a resolution, that outlines the Groups' purpose, scope, and authority.

**Professional Services Agreement with
Alaska Resource Consultancy
for Fisheries Analyst Consulting and Related Services**

This **AGREEMENT**, made and entered into this 16th day of December 20 11 by and between the **KODIAK ISLAND BOROUGH**, organized under the laws of the State of Alaska, hereinafter referred to as the "**Borough**", the **CITY OF KODIAK**, organized under the laws of the State of Alaska, hereinafter referred to as the "**City**" and **Alaska Resource Consultancy, LLC** a limited liability company authorized to do business in Alaska, with offices located at Kodiak, Alaska, hereinafter referred to as the "**Contractor**."

WITNESSETH

WHEREAS, the Borough and City wish to enter into a contract with an independent contractor to monitor, analyze and report on fisheries issues and policy developments that may impact or affect the economy and community in Kodiak, Alaska; and

WHEREAS, in response to a request for proposals, Contractor submitted a proposal asserting it is qualified to perform these services and able to do so in a timely manner;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1.0 DEFINITIONS

1.1 "Agreement" shall mean this Professional Services Agreement, including:

Exhibit A – Alaska Resource Consultancy, LLC proposal dated August 24, 2011

Exhibit B – Borough and City's request for proposals

1.2 "Change Order" is an addition to, or reduction of, or other revision approved by the Borough and City in the scope, complexity, character, or duration of the services or other provisions of this Agreement.

1.3 "Borough" shall mean the Kodiak Island Borough, Alaska.

1.4 "Borough/City Fisheries Subcommittee" is a sub-committee of the Borough Assembly and City Council consisting of two Assembly members and two Council members.

- 1.5 "City" shall mean the City of Kodiak, Alaska.
- 1.6 "Contracting Officers" shall mean Borough Manager and the City Manager, and include any successor or authorized representatives.
- 1.7 "Contractor" shall mean Alaska Resource Consultancy, LLC.
- 1.8 "Fisheries Consultant Services" shall include monitoring, analyzing, and reporting to the Borough and City on fisheries issues and policy developments that may impact or affect the economy and communities with the City and the Borough, as further described in the Borough's and City's request for proposals (Exhibit B) and Contractor's proposal (Exhibit A).

2.0 TERM OF AGREEMENT. This Agreement shall take effect on January 1, 2012. This Agreement shall remain in full force and effect for two years expiring on December 31, 2013. This Agreement may be extended for two one year options to extend upon approval by the Borough, City and Contractor. This Agreement may be amended only in writing and upon compliance with all applicable statutes, ordinances, and regulations.

3.0 FEES. Contractor will be paid \$4,000 per month, at the beginning of each month, and reimbursed for reasonable travel-related costs including airfare, local transportation, lodging and per diem for meals based on the current US Government Services Administration (GSA) agency schedule. The Contractor will submit monthly invoices, detailing work and expenses incurred. The Borough and City will each pay one half of each accurate monthly invoice.

4.0 SCOPE OF SERVICES. The Borough, City, and Contractor have agreed upon a scope of work described in the Contractor's proposal, Exhibit A, to provide ~~Fisheries Consultant Services based on approved standards and instructions [as specifically described in Exhibits A and B.]~~ When available, Contractor will also attend local meetings of the Kodiak Fisheries Advisory Committee (KFAC) and the Kodiak Regional Aquaculture Association (KRAA). Attendance at other meetings may be requested by the Borough/City Fisheries Sub-committee. Additional Contractor fee for additional meetings (if any) must be agreed to, in writing, and approved by the Borough/City Fisheries Sub-committee.

This Scope of Services can only be changed in writing pursuant to Section 25.0 of this Agreement.

5.0 REPORT SCHEDULE. Written quarterly reports shall be provided to the Borough and City within 30 days following the end of each calendar quarter. Contractor shall also report, written and/or oral, to the Borough/City Fisheries Sub-committee after each fisheries meeting attended and attend Borough/City Joint Work Sessions when requested by the Borough/City Fisheries Sub-committee. Joint work sessions are anticipated to occur on a quarterly basis.

6.0 PERSONNEL/ORGANIZATION

6.1 **Key Personnel.** Fisheries Consultant Services provided by the Contractor will be performed by:

Denby S. Lloyd

6.2 **Changes in Key Personnel.** The Contractor shall give the Borough and City, through notice to the Contracting Officers, reasonable advance notice of any necessary substitution or change of key personnel and shall submit justification therefore in sufficient detail to permit the Borough and City to evaluate the impact of such substitution on this Agreement. No substitutions or other changes shall be made without the written consent of the Borough.

7.0 STANDARD OF PERFORMANCE. The Contractor agrees to use its best efforts to provide Fisheries Consultant Services. The Contractor accepts the relationship of trust and confidence established between it and the Borough and City by this Agreement. The Contractor covenants with the Borough and City to furnish its best skill and judgment. The Contractor shall provide all services in a competent manner.

8.0 TIMELINESS OF PERFORMANCE. Time is of the essence in this Agreement.

9.0 COMPLIANCE WITH LAWS. The Contractor shall be familiar with and at all times comply with and observe all applicable federal, state and local laws, ordinances, rules, regulations, and executive orders, all applicable safety orders, all orders or decrees of administrative agencies, courts, or other legally constituted authorities having jurisdiction or authority over the Contractor, the Borough, or the service which may be in effect now or during performance of the services.

10.0 INDEMNITY. The Contractor shall indemnify, defend, and hold harmless the Borough and City from and against any claim of, or liability for, negligent acts, errors, and omissions of the Contractor under this Agreement, including attorney fees and costs. The Contractor is not required to indemnify, defend, or hold harmless the Borough or City for a claim of, or liability for, its (the Borough or City, as applicable) independent negligent acts, errors, and omissions. If there is a claim of, or liability for, a joint negligent act, error, or omission of the Contractor

and the Borough and City, the indemnification, defense, and hold harmless obligation of the Contractor, and liability of the parties, shall be apportioned on a comparative fault basis. In this provision, "Contractor", "Borough" and "City" include the employees, agents, and contractors who are directly responsible, respectively, to each. In this provision, "independent negligent acts, errors, and omissions of the Borough and City means negligence other than in the Borough's and City's selection, administration, monitoring, or controlling of the Contractor, or in approving or accepting the Contractor's work.

11.0 INSURANCE. The Contractor understands that no Borough or City insurance coverage, including Workers' Compensation, is extended to the Contractor while completing the services described in this Agreement. The Contractor shall carry adequate (commercially reasonable coverage levels) insurance covering Workers' Compensation, general public liability, automobile, professional liability, and property damage including a contractual liability endorsement covering the liability created or assumed under this Agreement. The Contractor shall not commence work under this Agreement until the Contractor provides the Borough and City with certificates of insurance evidencing that all required insurance has been obtained. These insurance policies and any extension or renewals thereof must contain the following provisions or endorsements:

- a. Borough and City are additional insureds thereunder as respects liability arising out of or from the work performed by Contractor.
- b. Borough and City will be given thirty (30) days prior notice of cancellation or material alteration of any of the insurance policies specified in the certificate.
- c. Insurer waives all rights of subrogation against Borough and City and their employees or elected officials.
- d. The insurance coverage is primary to any comparable liability insurance carried by the Borough and City.

Upon request, Contractor shall permit the Borough and City to examine any of the insurance policies specified herein. Any deductibles or exclusions in coverage will be assumed by the Contractor, for account of, and at the sole risk of the Contractor.

The minimum amounts and types of insurance provided by the Contractor shall be subject to revision at the Contracting Officers' request in order to provide continuously throughout the term of the Agreement a level of protection consistent with good business practice and accepted standard of the industry.

12.0 GOVERNING LAW. The laws of Alaska will determine the interpretation, performance and enforcement of this Agreement.

13.0 OWNERSHIP OF WORK PRODUCTS. Payment to the Contractor for services hereunder include full compensation for all work products and other materials produced by the Contractor pertaining to this Agreement.

The originals of all material prepared or developed by the Contractor or its employees, agents, or representatives hereunder, including documents, drawings, designs, calculations, maps, sketches, notes, reports, data, models, computer tapes, and samples shall become the property of the Borough and City when prepared, whether delivered or not, and shall, together with any materials furnished the Contractor and its employees, agents, or representatives by the Borough and City hereunder, be delivered to the Borough and City upon request and, upon termination or completion of this Agreement. Materials previously created and copyrighted by the Contractor included in this project will remain property of the Contractor. Copies will be made available to the Borough and City upon request. Materials purchased from and copyrighted by third parties are not included in this provision.

14.0 PATENTS, TRADEMARKS, AND COPYRIGHTS. The Contractor agrees to defend, indemnify, and save the Borough and City harmless from and against any and all claims, costs, royalties, damages and expenses of any kind of nature whatsoever (including attorneys' fees) which may arise out of or result from or be reasonably incurred in contesting any claim that the methods, processes, or acts employed by the Contractor or its employees in connection with the performance of services hereunder infringes or contributes to the infringement of any letter patent, trademark, or copyright. In case such methods, processes, or acts are in suit held to constitute infringement and use is enjoined, the Contractor, within reasonable time and at its own expense, will either secure a suspension of the injunction by procuring for the Borough and City a license or otherwise, or replace such method, process, etc., with one of equal efficiency.

15.0 NONWAIVER. No failure of the Borough, City or Contractor to insist upon the strict performance by the other of any of the terms of this Agreement or to exercise any right or remedy herein conferred, shall constitute a waiver or relinquishment to any extent of its rights to rely upon such terms or rights on any future occasion. Each and every term, right, or remedy of this Agreement shall continue in full force and effect.

16.0 SAFETY/PERFORMANCE. The Contractor shall comply with all federal and state statutes, ordinances, orders, rules, and regulations pertaining to the protection of workers and the public from injury or damage, and shall take all other reasonable precautions to protect workers and the public from injury or damage.

17.0 SUSPENSION OR TERMINATION.

- 17.1 Fault Termination or Suspension. This Agreement may be terminated by any party upon ten (10) days written notice if another party fails substantially to perform in accordance with its terms. If the Borough or City terminates this Agreement, they will pay the Contractor a sum equal to the percentage of work completed and accepted that can be substantiated by the Contractor, offset by any amounts owed to the Borough or City. However, within the ten (10) day Notice of Intent to terminate the party in default shall be given an opportunity to present a plan to correct its failure.
- 17.2 Convenience Suspension or Termination. Any party may at any time terminate or suspend this Agreement upon 30 days' prior written notice to each of the other parties, for any reason including its own needs or convenience. In the event of a convenience termination or suspension for more than six (6) months, the Contractor will be compensated for authorized services and authorized expenditures performed to the date of termination or suspension. No fee or other compensation for the uncompleted portion of the services will be paid, except for already incurred indirect costs which the Contractor can establish and which would have been compensated but because of the termination or suspension would have to be absorbed by the Contractor without further compensation.
- 17.3 Activities Subsequent to Receipt of Notice of Termination or Suspension. Following receipt of a Notice of Termination or suspension and except as otherwise directed by the Contracting Officers, the Contractor shall:
- a. perform only work authorized under this Agreement through the termination or suspension date and to the extent specified in the Notice; and
 - b. deliver in the manner, at the times, and to the extent directed by the Contracting Officers, work in progress, completed work, supplies, and other material produced as a part of, or acquired in respect of the performance of the work terminated or suspended by the Notice.

- 18.0 EQUAL EMPLOYMENT OPPORTUNITY.** The Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, or because of age, physical handicap, sex, marital status, change in marital status, pregnancy, or parenthood when the reasonable demands of the position do not require distinction on the basis of age, physical handicap, sex, marital status, changes in marital status, pregnancy, or parenthood. The Contractor shall take affirmative action required by law to ensure that applicants are employed and that employees are treated during

employment without regard to their race, color, religion, national origin, ancestry, age, or marital status.

- 19.0 NO ASSIGNMENT OR DELEGATION.** The Contractor may not assign, subcontract or delegate this Agreement, or any part of it, or any right to any of the money to be paid under it without written consent of the Contracting Officers.
- 20.0 INDEPENDENT CONTRACTOR.** The Contractor shall be an independent contractor in the performance of the work under this Agreement, and shall not be an employee or agent of the Borough or of the City.
- 21.0 PAYMENT OF TAXES.** As a condition of performance of this Agreement, the Contractor shall pay all federal, state and local taxes incurred by the Contractor and shall require their payment by any other persons in the performance of this Agreement.
- 22.0 PRECEDENCE AND DIVISIBILITY.** The provisions of this Agreement shall fully govern the services performed by the Contractor. If any term, condition, or provision of this Agreement is declared void or unenforceable, or limited in its application or effect, such event shall not affect any other provisions hereof and all other provisions shall remain fully enforceable.
- 23.0 ENTIRE AGREEMENT.** This Agreement contains the entire agreement between the parties as to the services to be rendered by the Contractor. All previous or concurrent agreements, representations, warranties, promises, and conditions relating to the subject matter of this Agreement are superseded by this Agreement.
- 24.0 CLAIMS AND DISPUTES.** Venue for all claims and disputes under this Agreement, if not otherwise resolved by the parties, shall be in the appropriate Alaska State court in Anchorage or Kodiak, Alaska.
- 25.0 CHANGES IN SCOPE OF WORK.**
- 25.1 General. Additional services not specifically provided for in this Agreement will not be compensated.
- 25.2 Changes in Scope of Work. The Contracting Officers may, at any time, by a written Change Order delivered to the Contractor, make changes to the scope of work, or authorize additional work outside the scope of work to the extent authorized by Borough and City appropriations.
- 25.3 Compensation to the Contractor. If any Change Order for which compensation is allowed under this Article causes an increase or decrease in the estimated cost of, or time required for, the performance of any part of the work under this Agreement, or if such change otherwise

affects other provisions of this Agreement, an equitable adjustment will be negotiated. Such an adjustment may be:

- a. in the estimated cost or completion schedule, or both;
- b. in the amount of fee to be paid; and
- c. in such other provisions of the Agreement as may be affected, and the Agreement shall be modified in writing accordingly.

25.4 Any claim by the Contractor for adjustment under this section must be asserted within fifteen (15) days from the day of receipt by the Contractor of the notification of change; provided, however, that the Contracting Officers, deciding that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under this Agreement. Failure to agree to any adjustment shall be a dispute within the meaning of Section 2540 of this Agreement.

26.0 LIMITATION OF FUNDS.

26.1 At no time will any provision of this Agreement make the Borough or City liable for payment for performance of work under this Agreement in excess of the amount that has been appropriated by the Borough Assembly (for the Borough) or City Council (for the City) and obligated for expenditure for purposes of this Agreement.

26.2 Change orders issued pursuant to Section 25 of this Agreement shall not be considered an authorization to the Contractor to exceed the amount allotted in the absence of a statement in the change order, or other modification increasing the amount allotted.

26.3 Nothing in this Section shall affect the right of the Borough and City under Section 17 to terminate this Agreement.

27.0 PRIOR WORK. For the purposes of this Agreement, work done at the request of the Borough and City before execution of this Agreement, if any, shall be deemed to be work done after its execution and shall be subject to all the conditions contained herein.

28.0 NOTICES. Any notices, bills, invoices, or reports required by the Agreement shall be sufficient if sent by the parties by electronic mail or by United States mail, postage paid, to the addresses noted below:

Kodiak Island Borough
Attn: Borough Manager
710 Mill Bay Road, Room 125
Kodiak, AK 99615
rgifford@kodiakak.us

Alaska Resource Consultancy, LLC
Attn: Denby S. Lloyd, Principal
P.O. Box 1521
Kodiak, AK 99615-1521
denby.lloyd@gmail.com

City of Kodiak
Attn: Aimée Kniaziowski
710 Mill Bay Road
Kodiak, AK 99615
akniaziowski@city.kodiak.ak.us

IN WITNESS WHEREOF, the parties have executed this Agreement.

Kodiak Island Borough

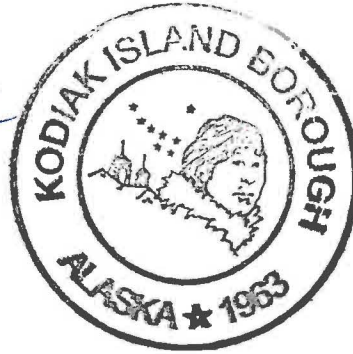
Alaska Resource Consultancy, LLC

Rick Gifford
By: Rick Gifford
Title: Borough Manager
Date: 12/16/11

Denby S. Lloyd
By: Denby S. Lloyd
Title: Principal
Date: 29 Nov. 11

ATTEST:

for *M. L. Mepolack, CMC, Deputy Clerk*
Nova Javier, CMC *MM*
Borough Clerk



(Borough seal)

City of Kodiak

Aimée Kniaziowski
By: Aimée Kniaziowski
Title: City Manager
Date: 12/16/11

ATTEST:

Debra Marlar
Debra Marlar, MMG
City Clerk
*Matt Gandel
Deputy Clerk*



(City seal)

Exhibit A

FISHERIES CONSULTANT SERVICES PROPOSAL

To the Kodiak Island Borough and the City of Kodiak

August 24, 2011

The Kodiak Island Borough (KIB) and the City of Kodiak (City) have issued a request for proposals (RFP) seeking the services of a Fisheries Consultant to monitor, analyze and report on fisheries issues and policy developments that may impact or affect the economy and community of Kodiak. This proposal is submitted by Denby Lloyd (Principal of Alaska Resource Consultancy) in response to the KIB/City RFP and is valid through December 31, 2011.

Background

As noted in the RFP, the economy of the Kodiak region is based upon healthy, diverse and well-managed fisheries resources. Kodiak is one of the nation's foremost fishing ports. Its cultural heritage, social fabric and economic well-being are derived and dependent upon the conservation and development of the region's productive fishery and living marine resources.

In plain view, fisheries resources in the Kodiak region comprise salmon, herring, groundfish, and shellfish that are pursued for subsistence, recreational, personal use, or commercial purposes by participants using specific gear types in state or federal waters.

A more complex view encompasses residents and visitors to the city, villages and outlying areas of the Kodiak Archipelago and Shelikof Strait mainland attempting to harvest or pursue a variety of Pacific salmon, trout, char, herring, cods, halibut, rockfish, sablefish, greenlings, flounders, crabs, clams, scallops and shrimp using mobile or stationary gear such as trawls, longlines, pots, jigs, seines, gillnets, rod and reel, cameras and binoculars in areas and seasons and under quotas and licenses set, issued and enforced by state and federal agencies.

An even more complete view recognizes that individuals, families, small businesses, and large corporations rely on mixtures of fish species, markets, and methods of pursuit and processing; that management jurisdictions and research responsibilities among state, federal, international and educational agencies as well as public and private land owners are complex and dynamic; and that while the interests of fishermen, advocacy groups, and industry sectors oftentimes compete, there also frequently are common elements, shared goals, and mutually-beneficial actions that can unite and enrich the community.

The KIB and City of Kodiak are not responsible for the management or conservation of fishery resources. But the local governments are expected to promote local economic interests and they rely upon revenues derived from the region's fisheries. Also, elected officials on the Borough Assembly and the City Council are often expected to represent the interests and express the views of their constituents. In order to be responsive to these expectations, but to carefully avoid inadvertent favoritism or unwarranted preference for one user group or policy position over another, the KIB and City need a reliable source of comprehensive and unbiased information.

A fundamental choice facing the KIB/City is whether to engage in fishery regulatory and policy issues on an ad hoc basis, or with concerted effort. There is no "right" answer here; the Borough and the City will continue to function and provide public services regardless. However, to appreciably understand and effectively participate in Alaska's fishery regulatory forums, a concerted and reliable effort is required. By proceeding with a contract for a Fisheries Consultant, the KIB/City would be making a conscious and substantive choice to become a significant participant, similar to efforts of the Aleutians East and Lake and Peninsula Boroughs and the City of Unalaska.

It is with a deep appreciation of the details and complexity of fisheries around Kodiak, and with a commitment to facilitate the unity and enrichment of the Kodiak region, that this proposal is submitted by Denby Lloyd to serve as a Fisheries Consultant to the KIB and the City.

Scope

The RFP specifies that the role of the Fisheries Consultant will be to monitor, analyze and report; the RFP also specifies that the successful proposer should possess the ability to remain neutral on divisive issues. As such, it appears clear that the KIB and City are soliciting an analyst and advisor, rather than an advocate or representative. This is an important distinction, and it may prove pivotal to acceptance and support of this project by industry, advocacy groups and constituents.

In response to the RFP, it is here proposed that the Fisheries Consultant monitor pertinent management actions and pending decisions of the National Marine Fisheries Service (e.g., Sustainable Fisheries Division), the Alaska Department of Fish and Game (e.g., Commercial Fisheries Division and Sport Fish Division) and the International Pacific Halibut Commission. These are the agencies normally responsible for ongoing management of fisheries around Kodiak. Also, the Fisheries Consultant would attend pertinent meetings of the North Pacific Fishery Management Council, the Alaska Board of Fisheries and, if directed, the IPHC and other fishery agencies and organizations. These are the forums normally responsible for setting of regulations for fisheries in the region.

In addition, attention should be paid to deliberations of:

- NMFS Resource Access Management Program and the State of Alaska Commercial Fisheries Entry Commission for actions potentially limiting participants' access to fisheries.
- ADF&G's Habitat Division for potential permitting and planning decisions affecting fish resources.
- NMFS Protected Resources Division for regulatory decisions pertaining to commercial fisheries and protection of marine mammals and other protected species.

While the RFP does not refer to other specific venues of management or research, the KIB and City may wish to have the Fisheries Consultant monitor and report on pertinent actions and deliberations of:

- U.S. Fish and Wildlife Service for decisions affecting access to and management of fishery resources on the Kodiak National Wildlife Refuge and the Alaska Maritime National Wildlife Refuge.
- The Federal Subsistence Board, for decisions related to subsistence uses in federal waters.

Further, there are other issues and organizations of importance to fisheries around Kodiak that may warrant monitoring and evaluation. For example:

- Kodiak Regional Aquaculture Association is pursuing nutrient enrichment of three lakes on Kodiak Island to increase production of sockeye salmon.
- National Oceanic and Atmospheric Administration is pursuing a national program of coastal and marine spatial planning that could restrict access to large areas for fishing or other activities.
- A consortium of organizations under the name of AKCRRAB (Alaska King Crab Research, Rehabilitation and Biology) is actively researching and promoting enhancement and rehabilitation of king crab stocks.
- The Alaska Legislature may consider enacting legislation that sets the stage for limiting access to the opportunity to guide sport fishermen in state waters.

Implementation Plan

In response to direction from KIB and the City, Consultant would monitor actions and pending decisions of fishery management agencies (e.g., NMFS, ADF&G, and IPHC) on an ongoing basis through perusal of the agencies' news releases and public announcements, plus through periodic contact with area and regional management and research staff.

Consultant would attend meetings of the North Pacific Fishery Management Council. Regular meetings of the Council occur five times per year, with a standard length of nine to ten days (including associated meetings of the NPFMC Advisory Panel and Scientific and Statistical Committee). Because of their frequency, duration and importance, attendance, monitoring and reporting on these meetings of the NPFMC would likely comprise the majority of Consultant's work.

Consultant would also attend pertinent meetings of the Alaska Board of Fisheries. Board meetings occur on a three-year cycle, with each meeting lasting from two to sometimes 10-14 days. Of particular interest may be meetings for state waters Pacific cod (scheduled for October 6-10, 2011), statewide miscellaneous shellfish (March 20-23, 2012), Kodiak finfish (Spring 2014), and statewide king and Tanner crab (Spring 2014). The BOF also conducts work sessions (generally every October; e.g., October 4-5, 2011) and adds special agenda items to their late-cycle meeting (generally in March) that may encompass issues of interest to Kodiak.

If directed by the Borough and/or City Manager(s), Consultant would attend the annual meeting of the International Pacific Halibut Commission (generally late in January), which occurs over the course of 4-5 days (including meetings of the Conference Board and Processor Advisory Group, plus informal gatherings of the national sections). The IPHC also schedules an interim meeting, which interested public may monitor via webcast.

Consultant would provide written, quarterly reports to the Borough Assembly and City Council, and Consultant would provide oral reports at joint Borough Assembly/City Council work sessions. These reports would describe and discuss items of concern to the economy and region of Kodiak that the Consultant identifies through monitoring activities and attendance at meetings. Consultant's reports would also provide a summary of work performed.

For issues of particular merit or interest to the KIB/City, Consultant would prepare qualitative analyses of the potential impacts of proposed regulatory changes. The Consultant would provide neutral, unbiased information to the Assembly/Council that would allow Borough/City officials to understand the issues and to make decisions or develop positions appropriate for the local governments.

In addition to expectations laid out in the RFP, it is suggested that Consultant might report more frequently to the Borough and City Managers, the Borough and City Mayors, and perhaps one additional member from each the Borough Assembly and the City Council. The purpose here would be to keep up with ongoing developments, maintain the interest and participation of government officials, and allow for adjustment of Consultant's focus and attention. Consultant could also participate in meetings of the Kodiak Fisheries Advisory Committee, the Fisheries and Oceanic Research Board, and the local Kodiak Fish and Game Advisory Committee.

Further, it is proposed that Consultant seek the assistance of local experts (e.g., agency staff, fishing organization representatives, industry and NGO leaders) in developing reports and briefings for the Borough/City, and also that Consultant promote direct communication between such experts and the local governments. It is also suggested that the KIB/City consider a schedule of five joint work sessions per year, coinciding closely with meetings of the NPFMC, so that summary, discussion, and development of future action plans can be undertaken in a timely, ongoing fashion.

Finally, it is proposed that the KIB/City and the Consultant take all necessary steps to assure constituents, organizational leaders, and the community-at-large that the Consultant is not engaged for advocacy purposes and is to remain neutral and unbiased. Allocation decisions, and fishery politics in general, are stressful, competitive and

complicated. In order for the KIB/City and the Consultant to engender the trust, acceptance and assistance of local fishery participants, it is important to maintain the neutrality and integrity of this information-gathering effort.

This proposed implementation plan can be subject to adjustment and modification during contract negotiation, as part of the six-month review identified in the RFP, or at other times by mutual consideration and consent of KIB/City and the Consultant.

Company Profile

Alaska Resource Consultancy is a newly-formed limited liability company and sole proprietorship. Denby Lloyd is the Principal and sole representative. The company is engaged in qualitative analysis and strategic assessment of resource management, research, and policy initiatives affecting fisheries in Alaska. The company has recently moved from Juneau, Alaska to Kodiak, and will remain in Kodiak for the foreseeable future.

Experience and Credentials

Mr. Lloyd has been living, working, and going to school in Alaska since 1972. Attached to this proposal is a resume of pertinent education, work experience, volunteer participation, and technical publication.

For over thirty years the proposer has been involved with fishery management and research at a variety of levels throughout Alaska, ranging from technician assignments on Kodiak and elsewhere, through seven years in leadership positions in the Kodiak office of ADF&G, to a four-year stint leading Alaska's fish and game agency. The proposer has a long familiarity with the North Pacific Fishery Management Council, having acted as Council staff, public testifier, and Council member. The proposer has a long familiarity with the Alaska Board of Fisheries, having acted as agency staff, public testifier, and ex-officio Board member. The proposer also understands the needs and dynamics of local governments that are affected by fishery regulation, having served as a resource analyst for the Aleutians East Borough for over six years and as a previous contractor on fishery issues for the Kodiak Island Borough.

Mr. Lloyd has detailed, working knowledge of local and regional fisheries around Kodiak including the species fished, the vessel and gear types used, and fishery user groups. Mr. Lloyd thoroughly understands and has been responsible for implementing the Alaska Constitution with regard to sustained yield of Alaska's fisheries. Moreover, the proposer has substantial knowledge and experience in the promulgation and implementation of state and federal fisheries laws and regulations, in written and oral communication to and on behalf of governing boards, and in state and federal fisheries resource management processes.

Of particular importance to this solicitation for a Fisheries Consultant, the proposer understands and fully appreciates the distinction between advocacy and neutrality. For most of his career, Mr. Lloyd has successfully and vigorously maintained a neutral stance on allocative aspects of fishery management issues while serving as ADF&G staff, NPFMC staff, and AEB staff. However, the proposer also has experience in and a thorough understanding of advocacy roles, having been responsible for promoting the state's interests on the federal NPFMC.

As a sole proprietorship, Alaska Resource Consultancy does not require workers' compensation insurance. Mr. Lloyd does have business coverage for automotive liability, and can secure appropriate professional liability coverage if required.

Proposed Fee

Attendance at a full, regular suite of North Pacific Council meetings would entail approximately 45-50 days per year. It is not always possible to assess from pre-meeting agendas precisely when any topic will be taken up, plus issues develop during the course of any particular meeting. To be most effective, Consultant should be prepared to routinely attend each meeting of the Council, for substantial portions of the proceedings. These meetings most often

occur in Anchorage, but meetings also take place in Kodiak (e.g., June 2012), Sitka, Seattle, Portland, and other locations twice each year.

Attendance at pertinent meetings of the Board of Fisheries may average only five days per year for the next couple years. That estimate would increase for the 2013-2014 BOF cycle, which includes the Kodiak finfish and the statewide king and Tanner crab meetings. Most meetings of the Board occur in Anchorage but, following past practice, the Kodiak finfish meeting will likely be held in Kodiak. Annual meetings of the IPHC routinely occur over 4-5 days, and for the next two years will be held first in Anchorage then likely in Victoria, B.C.

The number of hours dedicated during each of these meeting days on issues of direct concern to Kodiak would vary but, given the breadth of issues involving Kodiak waters, fishermen or processors, the fraction would be substantial. Consultant would also be interacting with Council/Board/Commission members and staff, other agency staff, and interested constituents during any particular meeting. Consultant would also be attending several Borough Assembly/City Council work sessions per year, monitoring ongoing activities of state and federal management agencies, interacting with local experts, and preparing qualitative analyses and quarterly reports.

Considering these expectations, it is anticipated that Consultant would spend on average approximately 25 hours per month on KIB/City fisheries matters. These services are offered for a monthly retainer of \$4,000.00. In addition to the retainer, the KIB/City would cover all travel-related costs including airfare, local transportation, lodging and per diem for meals. Initial contract period would be for two years, with options for two subsequent one-year extensions.

References

Mr. John Hilsinger, Retired Director
Division of Commercial Fisheries
Alaska Department of Fish and Game
Anchorage, Alaska
907-563-0166

Mr. Hank Pennington
Retired MAP Agent-University of Alaska
Outdoors Columnist-Kodiak Daily Mirror
Kodiak, Alaska
907-486-2893

Dr. Douglas DeMaster, Director
Alaska Fisheries Science Center
National Marine Fisheries Service
Juneau, Alaska
907-789-6617

Contact Information

Denby S. Lloyd
Alaska Resource Consultancy
P.O. Box 1521
Kodiak, AK 99615

907-321-1490
denby.lloyd@gmail.com

EDUCATION AND CERTIFICATES

- B.S. 1977. University of Alaska-Fairbanks. Magna cum laude; major in Biological Sciences. Emphasis in fisheries; secondary focus in economics.
- M.S. 1985. University of Alaska-Fairbanks. Biological Oceanography from the Institute of Marine Science; additional work in management.
- Certified Fisheries Scientist – American Fisheries Society.
Associate – American Institute of Fishery Research Biologists.

PROFESSIONAL EXPERIENCE

- 2007 to 2010 Commissioner
Alaska Department of Fish and Game
- 2005 to 2006 Director – Division of Commercial Fisheries
Alaska Department of Fish and Game
- 2000 to 2005 Regional Supervisor – Div. of Commercial Fisheries
Alaska Department of Fish and Game
- 1998 to 2000 Regional Finfish Research Supervisor
Alaska Department of Fish and Game
- 1992 to 1998 Chief Resource Analyst
Aleutians East Borough
- 1990 to 1992 Director – Division of Commercial Fisheries
Alaska Department of Fish and Game
- 1989 to 1990 Special Assistant for Natural Resources
Office of the Governor
- 1986 to 1989 Plan Coordinator/Management Analyst
North Pacific Fishery Management Council
- 1983 to 1986 Project Review Coordinator – Habitat Division
Alaska Department of Fish and Game
- 1982 to 1983 Habitat Biologist
Alaska Department of Fish and Game
- 1979 to 1981 Research Assistant – Institute of Marine Science
University of Alaska – Fairbanks
- Within 1978 Fishery Biologist
National Marine Fisheries Service
- 1973 to 1978 Fishery Technician/Biologist (seasonal)
ADF&G/University of Alaska
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COMMITTEE APPOINTMENTS/ASSIGNMENTS

North Pacific Fishery Management Council
Chair, Observer Advisory Committee, NPFMC
UAF School of Fisheries and Ocean Sciences Advisory Council
President, Western Association of Fish and Wildlife Agencies
Executive Committee, Association of Fish and Wildlife Agencies
Chair, Alaska Ocean Observing System
Exxon Valdez Oil Spill Trustee Council
NMFS Steller Sea Lion Recovery Team
NPFMC Steller Sea Lion Mitigation Committee
ADF&G Marine Protected Area (MPA) Task Force
Alaska Steller Sea Lion Restoration Team
ADF&G Technical Panel for the Sustainable Salmon Fisheries Policy
Alaska Board of Fisheries Public Panel for the Sustainable Salmon Fisheries Policy
NPFMC IR/IU (Improved retention/improved utilization of groundfish) Committee
Alaska Scientific Review Group (ASRG) for marine mammals—advisory to NMFS and
USFWS under provisions of the MMPA
SWAMC (Southwest Alaska Municipal Conference) Fisheries Committee
Scientific Advisory/Management Committees—North Pacific Universities Marine Mammal
Research Consortium
NPFMC Halibut Bycatch Cap Committee
Chair, Governor's Resource Cabinet
Coordinator, NPFMC Bering Sea/Aleutian Islands Groundfish Plan Team
Coordinator, NPFMC Halibut Regulatory Amendment Advisory Group
Resource Development Council (RDC) Fisheries Committee

SCIENTIFIC CRUISE/COMMERCIAL FISHERY PARTICIPATION

UA-F and UW oceanographic cruises (*R/V Acona, Alpha-Helix, T.G. Thompson*) in the Bering
Sea, Aleutian Islands, PWS, SE Alaska
USCG icebreaker cruise (*USCGC Polar Star*) to Bering/Chukchi Seas
Univ. Hokkaido (*R/V Oshoro Maru*) high seas salmon/squid gillnetting, Kodiak to Seattle
NOAA (*R/V Miller Freeman*) pelagic/demersal fishery survey, Gulf of Alaska
NMFS/USFWS (*R/V Tiglax*) sea lion/prey assessment, western GOA
ADF&G (*R/V Resolution*) shellfish/groundfish surveys, GOA/Aleutian Islands
ADF&G/OCSEAP (*R/V Yankee Clipper* and others) nearshore fish surveys, lower Cook
Inlet/Kodiak Island
NMFS Delta submarine surveys, SE Alaska

Bristol Bay salmon drift and set gillnet
North Peninsula salmon drift and set gillnet
Dutch Harbor herring purse seine
South Peninsula salmon purse seine
Eastern Bering Sea pollock trawl
Western GOA pollock and cod trawl
Chignik salmon purse seine
Kodiak salmon set gillnet
Prince William Sound herring purse seine
Copper River salmon drift gillnet

SELECTED PUBLICATIONS

- Nelson, P.A. and D.S. Lloyd. 2001. Escapement goals for Pacific salmon in the Kodiak, Chignik, and Alaska Peninsula/Aleutian Islands areas of Alaska. Alaska Department of Fish and Game, Division of Commercial Fisheries, Regional Information Report 4K01-66, Kodiak.
- Kruse, G.H., M. Crow, E.E. Krygier, D.S. Lloyd, K.W. Pitcher, L.D. Rea, M. Ridgway, R.J. Small, J. Stinson, and K.M. Wynne. 2001. A review of proposed fishery management actions and the decline of Steller sea lions *Eumetopias jubatus* in Alaska: a report by the Alaska Steller Sea Lion Restoration Team. Alaska Department of Fish and Game, Division of Commercial Fisheries, Regional Information Report 5J01-04, Juneau.
- Lloyd, D.S. 1996. Relative effects of mixed stock fisheries on specific stocks of concern: a simplified model and brief case study. Alaska Fishery Research Bulletin 3: 21-31.
- Lloyd, D.S. 1996. Relative effects of mixed stock fisheries on specific stocks of concern: application to fixed escapements and Norton Sound chum salmon. Alaska Fishery Research Bulletin 3: 32-44.
- Martin, P.C. and D.S. Lloyd. 1996. Aspects of sockeye salmon smolt production in the Egegik River system of Bristol Bay, Alaska. Alaska Fishery Research Bulletin 3: 59-63.
- Lloyd, D.S. and S.K. Davis. 1989. Biological information required for improved management of walleye pollock off Alaska. In: Proceedings of the International Symposium on the Biology and Management of Walleye Pollock. Alaska Sea Grant Report No. 89-1. Pp. 9-31.
- Smith, T.P. and D.S. Lloyd. 1989. Effects of bycatch allocations to trawl fisheries for groundfish in the Bering Sea. Presented to annual meeting of the American Fisheries Society, Anchorage, AK.
- Lloyd, D.S., J.P. Koenings, and J.D. LaPerriere. 1987. Effects of turbidity in fresh waters of Alaska. North American Journal of Fisheries Management 7: 18-33.
- Lloyd, D.S. 1987. Turbidity as a water quality standard for salmonid habitats in Alaska. North American Journal of Fisheries Management 7: 34-45.
- Lloyd, D.S., R.B. Smith, and K.A. Sundberg. 1987. Introduction of European wild boar to Marmot Island, Alaska. The Murrelet 68: 57-58.
- Springer, A.M., D.G. Roseneau, D.S. Lloyd, C.P. McRoy, and E.C. Murphy. 1986. Seabird responses to fluctuating prey availability in the eastern Bering Sea. Marine Ecology Progress Series 32: 1-12.
- Lloyd, D.S. 1985. Relation of breeding performance in kittiwakes to oceanographic and meteorologic conditions in the southeastern Bering Sea. Presented to annual meeting of the Pacific Seabird Group/Colonial Waterbird Group, San Francisco, CA.
- McRoy, C.P. and D.S. Lloyd. 1981. Comparative function and stability of macrophyte-based ecosystems. In: Analysis of Marine Ecosystems (A.R. Longhurst, ed.). Academic Press, London. Pp. 473-489.
- Lloyd, D.S., C.P. McRoy, and R.H. Day. 1981. Discovery of northern fur seals (*Callorhinus ursinus*) breeding on Bogoslof Island, southeastern Bering Sea. Arctic 34: 318-320.

FISHERIES CONSULTANT RFP

1. PURPOSE AND INTENT

- A. It is the primary intent of this Request for Proposal to select a qualified firm or individual to act as a Fisheries Consultant. The Fisheries Consultant will work jointly for the local governments of Kodiak Island: the Kodiak Island Borough (KIB) and the City of Kodiak (City). The selected proposer will enter into a term contract for a period of two years with options for two additional one year extensions. The term contract will include a six month initial review to ensure an understanding of the Scope. The contract will also include a termination clause by either party with a 30 day notice.
- B. The work shall be performed in compliance with all applicable federal, state and local requirements. The KIB and City require all work to be performed efficiently, cost effectively, and according to best business practices of the industry.

2. BACKGROUND/SITUATION

The economy of the Kodiak region is based on a healthy, diverse and well-managed fisheries resource that includes more than 30 species of fish harvested and processed onshore. The Kodiak region comprises all fisheries user groups -- subsistence, sportfish, commercial sportfish, personal use, commercial fish, the processing sector, fisheries research and protection sectors, and the fishing industry support sector. Policy development and regulatory management in the Kodiak region is challenging because of the need to address such diverse and competing concerns as species fished, vessel size, gear type, limited entry permits, quota share, limited license permits, and crew share interests.

3. SCOPE (aim or purpose)

The primary role of the Fisheries Consultant will be to monitor, analyze and report on fisheries issues and policy developments that may impact or affect the economy and community of Kodiak.

- A. Monitor actions and pending decisions of regulatory bodies such as the NOAA/National Marine Fisheries Service, the State of Alaska Department of Fish and Game, and International Pacific Halibut Commission to anticipate regulatory actions that could impact Kodiak's economy.
- B. Attend meetings of the North Pacific Fisheries Management Council, State of Alaska Board of Fisheries, and other fishery meetings as directed, to provide a summary of issues, discussion and actions to the Assembly/City Council that could impact Kodiak's economy.
- C. Provide written quarterly report to both the Borough Assembly and the City Council and make presentations at joint Borough Assembly/City Council work sessions. Reporting should include discussions or updates

of ongoing concerns, introductions of proposed changes, and a summary of work performed since the previous report.

- D. Prepare analyses of potential impacts of proposed regulatory changes on the Kodiak economy.
- E. Provide information to Assembly/Council to analyze and understand issues based on facts and from a neutral point of view, and to make decisions or develop positions on issues affecting or impacting the economy and people of Kodiak.
- F. The successful proposer should possess the following qualifications:
 - * An understanding of local and regional fisheries to include species, vessel and gear types, fisheries user groups -- subsistence, sportfish, commercial sportfish, personal use and commercial fish, and the processing sector.
 - * A thorough understanding of the State constitution regarding Alaska's fisheries and all state and federal fisheries laws and regulations.
 - * An understanding of fisheries resource management issues and how they affect Kodiak's economy.
 - * Ability to communicate effectively, both orally and written, to and on behalf of the governing boards.
 - * The ability to remain neutral on divisive issues.
 - * Extensive experience in state and federal fisheries resource management processes.
 - * Ability to provide applicable insurance coverage, such as workers' compensation, commercial automobile liability and professional liability.
 - * Possession of a State of Alaska Business License.
- G. The successful proposer will enter into a professional services contract that must be approved by the Kodiak Island Borough Assembly and Kodiak City Council.

3. REQUIRED INFORMATION

- A. Proposals must include:
 - Transmittal Letter
 - Implementation Plan
 - Company Profile
 - Experience
 - Credentials
 - Proposed Fee
 - References
 - Ability to provide applicable insurance coverage

4. PROPOSAL PROCESS

- A. Proposals will be accepted until 3 PM on August 24, 2011. It is the proposer’s responsibility to deliver proposals to:

Kodiak Island Borough
Office of the Manager
710 Mill Bay Road
Kodiak, AK 99615
(907) 486-9301

Faxed and electronic proposals will not be accepted.

- B. Proposals must be clearly marked: **FISHERIES CONSULTANT SERVICES PROPOSAL**

Provide six unbound copies of the proposal.

- C. Evaluation Methodology: Each proposal will be evaluated according to criteria and given the relative weight shown in the table below.

EVALUATION CRITERIA	RELATIVE WEIGHT
PROPOSED RATES	25%
QUALIFICATIONS/EXPERIENCE	25%
IMPLEMENTATION PLAN	25%
REFERENCES	15%
OVERALL QUALITY OF PROPOSAL	10%

The Kodiak Island Borough and City of Kodiak reserve the right to reject or accept any or all bids, to waive irregularities or informalities in the proposal, and to give particular attention to the qualifications of the Proposer.

KIB and City reserve the right to issue written addenda to revise or clarify the RFP, respond to questions, and/or extend or shorten the due date of proposals.

KIB and City retain the right to cancel the RFP process if it is in their best interest. Any cost incurred by proposers for the preparation and submittal of the proposal is the sole responsibility of the proposer.

A proposal may be corrected or withdrawn by a written request received prior to the deadline for receipt of proposals.

All proposals become part of the public record and no part of any proposal may be confidential.

All proposals and other material submitted become KIB and City property and may be returned only at their option.

KIB and City assume no responsibility or liability for the transmission, delay, or delivery of proposals by either public or private carriers.

Any and all media announcements pertaining to this RFP require KIB and City's prior written approval.

This RFP does not obligate KIB and City or the selected proposer until a contract is signed and approved by all parties.

Please contact Borough Manager Rick Gifford at (907) 486-9302 with questions regarding this solicitation.

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CITY OF KODIAK - REVENUES & EXPENSES FY 2013

As of 12/31/2012

Fiscal Calendar 2013
 GL Account Code And Description All
 GL Account Code All

Funds	Amended Budget		Actual Revenues & Expenses		Remaining Balance	
	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses
100 General Fund	17,025,745.00	17,025,745.00	6,851,766.74	7,976,035.86	10,173,978.26	9,049,709.14
001 Revenues	17,025,745.00		6,851,766.74		10,173,978.26	
100 Legislative		323,210.00		103,212.22		219,997.78
110 Executive		557,580.00		144,239.88		413,340.12
120 City Clerk		378,352.00		156,971.19		221,380.81
130 Finance		1,276,034.00		561,147.48		714,886.52
140 Police		6,030,142.00		2,606,217.31		3,423,924.69
150 Fire		1,834,910.00		792,690.36		1,042,219.64
160 Public Works		2,203,511.00		841,439.43		1,362,071.57
165 Engineering		243,400.00		74,430.26		168,969.74
170 Parks & Recreation		1,298,210.00		512,495.36		785,714.64
180 Library		858,950.00		360,585.11		498,364.89
190 Non-Departmental		2,021,446.00		1,822,607.26		198,838.74
251 Tourism Development	142,860.00	142,860.00	78,024.74	110,360.00	64,835.26	32,500.00
001 Revenues	142,860.00		78,024.74		64,835.26	
260 Tourism		142,860.00		110,360.00		32,500.00
254 KFDA	60,050.00	60,050.00	77,586.28	12,719.47	(17,536.28)	47,330.53
001 Revenues	60,050.00		77,586.28		(17,536.28)	
264 KFDA		60,050.00		12,719.47		47,330.53
299 Enhancement Fund	0.00	0.00	64,183.48	64,183.48	(64,183.48)	0.00
001 Revenues	0.00		64,183.48		(64,183.48)	
300 General Capital Projects	3,715,730.00	3,715,730.00	272,600.31	526,797.14	3,443,129.69	3,188,932.86
001 Revenues	3,715,730.00		272,600.31		3,443,129.69	
300 General Capital Projects		3,715,730.00		526,797.14		3,188,932.86
301 Street Capital Projects	2,370,032.00	2,370,032.00	885,086.78	186,775.31	1,484,945.22	2,183,256.69
001 Revenues	2,370,032.00		885,086.78		1,484,945.22	
320 Street Capital Projects		2,370,032.00		186,775.31		2,183,256.69
302 Building Capital Projects	12,448,372.00	12,448,372.00	1,337,300.77	1,256,672.23	11,111,071.23	11,191,699.77
001 Revenues	12,448,372.00		1,337,300.77		11,111,071.23	
330 Building Capital Projects		12,448,372.00		1,256,672.23		11,191,699.77
305 Water Capital Projects	14,130,645.00	14,130,645.00	2,159,811.75	334,922.02	11,970,833.25	13,795,722.98
001 Revenues	14,130,645.00		2,159,811.75		11,970,833.25	
340 Water Capital Projects		14,130,645.00		334,922.02		13,795,722.98
306 Sewer Capital Projects	6,136,000.00	6,136,000.00	379,802.88	83,883.01	5,756,197.12	6,052,116.99
001 Revenues	6,136,000.00		379,802.88		5,756,197.12	
350 Sewer Capital Projects		6,136,000.00		83,883.01		6,052,116.99
307 Cargo Capital Projects	4,093,700.00	4,093,700.00	194,845.30	264,537.82	3,898,854.70	3,829,162.18
001 Revenues	4,093,700.00		194,845.30		3,898,854.70	
360 Cargo Capital Projects		4,093,700.00		264,537.82		3,829,162.18
308 Harbor Capital Projects	1,295,000.00	1,295,000.00	500,237.42	979.06	794,762.58	1,294,020.94
001 Revenues	1,295,000.00		500,237.42		794,762.58	
370 Harbor Capital Projects		1,295,000.00		979.06		1,294,020.94
309 Parks & Rec Capital Proj	3,722,094.00	3,722,094.00	3,398,720.10	2,861,091.86	323,373.90	861,002.14
001 Revenues	3,722,094.00		3,398,720.10		323,373.90	
380 Parks & Rec Capital Proj		3,722,094.00		2,861,091.86		861,002.14
315 GF Vehicle Capital Fund	21,850.00	21,850.00	48,811.36	0.00	(26,961.36)	21,850.00
001 Revenues	21,850.00		48,811.36		(26,961.36)	
315 GF Vehicle Capital Fund		21,850.00		0.00		21,850.00
500 Cargo Fund	1,087,747.00	1,087,747.00	621,400.54	612,892.17	466,346.46	474,854.83
001 Revenues	1,087,747.00		621,400.54		466,346.46	
510 Cargo Terminal		1,087,747.00		612,892.17		474,854.83

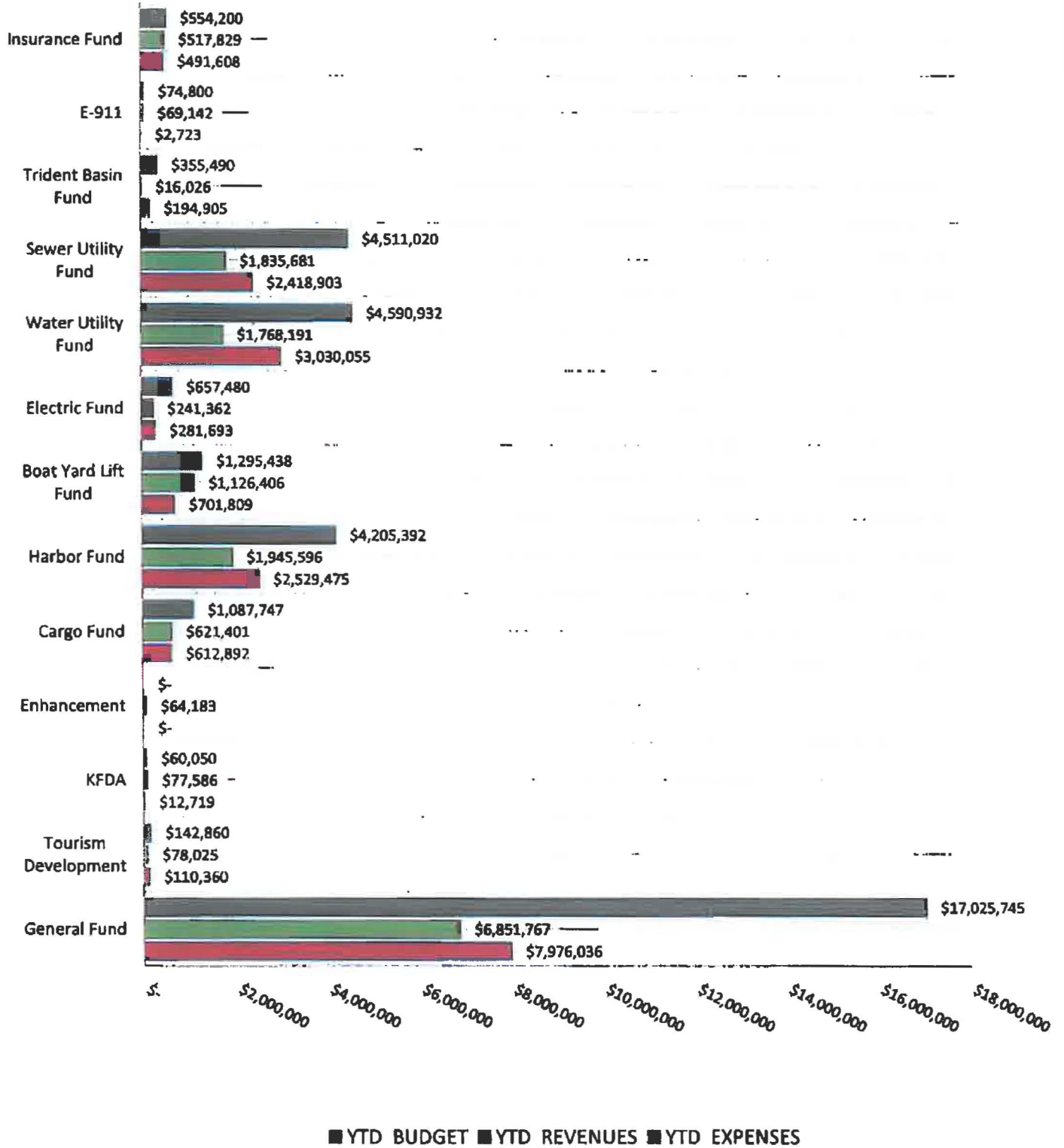
CITY OF KODIAK - REVENUES & EXPENSES FY 2013

As of 12/31/2012

Fiscal Calendar 2013
 GL Account Code And Description All
 GL Account Code All

Funds	Amended Budget		Actual Revenues & Expenses		Remaining Balance	
	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses
510 Boat Harbor Fund	4,205,392.00	4,205,392.00	1,945,595.80	2,529,474.81	2,259,796.20	1,675,917.19
001 Revenues	4,205,392.00		1,945,595.80		2,259,796.20	
520 Boat Harbor		4,205,392.00		2,529,474.81		1,675,917.19
512 Boat Yard/Lift	1,295,438.00	1,295,438.00	1,126,405.69	701,808.79	169,032.31	593,629.21
001 Revenues	1,295,438.00		1,126,405.69		169,032.31	
530 Boat Yard/Lift		1,295,438.00		701,808.79		593,629.21
515 Electric Utility Fund	657,480.00	657,480.00	241,361.93	281,692.58	416,118.07	375,787.42
001 Revenues	657,480.00		241,361.93		416,118.07	
540 Electric Utility		657,480.00		281,692.58		375,787.42
550 Water Utility Fund	4,590,932.00	4,590,932.00	1,768,191.05	3,030,054.97	2,822,740.95	1,560,877.03
001 Revenues	4,590,932.00		1,768,191.05		2,822,740.95	
560 Water Utility		4,590,932.00		3,030,054.97		1,560,877.03
570 Sewer Utility Fund	4,511,020.00	4,511,020.00	1,835,680.99	2,418,903.18	2,675,339.01	2,092,116.82
001 Revenues	4,511,020.00		1,835,680.99		2,675,339.01	
580 Sewer Utility		4,511,020.00		2,418,903.18		2,092,116.82
580 Trident Basin Airport	355,490.00	355,490.00	16,025.76	194,905.45	339,464.24	160,584.55
001 Revenues	355,490.00		16,025.76		339,464.24	
590 Trident Basin Airport		355,490.00		194,905.45		160,584.55
585 E-911 Services	74,800.00	74,800.00	69,142.00	2,722.88	5,658.00	72,077.12
001 Revenues	74,800.00		69,142.00		5,658.00	
595 E-911 Services		74,800.00		2,722.88		72,077.12
780 Insurance Fund	554,200.00	554,200.00	517,829.47	491,608.49	36,370.53	62,591.51
001 Revenues	554,200.00		517,829.47		36,370.53	
790 Insurance Fund		554,200.00		491,608.49		62,591.51
Grand Total	82,494,577.00	82,494,577.00	24,390,411.14	23,878,837.10	58,104,165.86	58,615,739.90

City of Kodiak Year To Date (YTD) Financial Report 12/31/2012



CITY OF KODIAK - REVENUES & EXPENSES FY 2013

As of 11/30/2012

Fiscal Calendar 2013
 Fiscal
 GL Account Code And Description All
 GL Account Code All

Funds	Amended Budget		Actual Revenues & Expenses		Remaining Balance	
	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses
100 General Fund	17,025,745.00	17,025,745.00	6,337,025.76	6,842,729.56	10,688,719.24	10,183,015.44
001 Revenues	17,025,745.00		6,337,025.76		10,688,719.24	
100 Legislative		323,210.00		84,844.45		238,365.55
110 Executive		557,580.00		121,345.94		436,234.06
120 City Clerk		378,352.00		134,454.56		243,897.44
130 Finance		1,276,034.00		447,158.68		828,875.32
140 Police		6,030,142.00		2,182,823.59		3,847,318.41
150 Fire		1,834,910.00		673,091.02		1,161,818.98
160 Public Works		2,203,511.00		655,244.30		1,548,266.70
165 Engineering		243,400.00		61,346.20		182,053.80
170 Parks & Recreation		1,298,210.00		432,475.19		865,734.81
180 Library		858,950.00		303,083.44		555,866.56
190 Non-Departmental		2,021,446.00		1,746,862.19		274,583.81
251 Tourism Development	142,860.00	142,860.00	76,445.09	87,860.00	66,414.91	55,000.00
001 Revenues	142,860.00		76,445.09		66,414.91	
260 Tourism		142,860.00		87,860.00		55,000.00
254 KFDA	60,050.00	60,050.00	21,033.74	12,319.25	39,016.26	47,730.75
001 Revenues	60,050.00		21,033.74		39,016.26	
264 KFDA		60,050.00		12,319.25		47,730.75
299 Enhancement Fund	0.00	0.00	60,698.73	0.00	(60,698.73)	0.00
001 Revenues	0.00		60,698.73		(60,698.73)	
300 General Capital Projects	3,715,730.00	3,715,730.00	272,600.31	458,968.02	3,443,129.69	3,256,761.98
001 Revenues	3,715,730.00		272,600.31		3,443,129.69	
300 General Capital Projects		3,715,730.00		458,968.02		3,256,761.98
301 Street Capital Projects	2,370,032.00	2,370,032.00	885,086.78	186,775.31	1,484,945.22	2,183,256.69
001 Revenues	2,370,032.00		885,086.78		1,484,945.22	
320 Street Capital Projects		2,370,032.00		186,775.31		2,183,256.69
302 Building Capital Projects	12,448,372.00	12,448,372.00	1,179,968.23	1,236,452.67	11,268,403.77	11,211,919.33
001 Revenues	12,448,372.00		1,179,968.23		11,268,403.77	
330 Building Capital Projects		12,448,372.00		1,236,452.67		11,211,919.33
305 Water Capital Projects	14,130,645.00	14,130,645.00	2,031,506.15	279,122.55	12,099,138.85	13,851,522.45
001 Revenues	14,130,645.00		2,031,506.15		12,099,138.85	
340 Water Capital Projects		14,130,645.00		279,122.55		13,851,522.45
306 Sewer Capital Projects	6,136,000.00	6,136,000.00	319,998.94	79,445.08	5,816,001.06	6,056,554.92
001 Revenues	6,136,000.00		319,998.94		5,816,001.06	
350 Sewer Capital Projects		6,136,000.00		79,445.08		6,056,554.92
307 Cargo Capital Projects	4,093,700.00	4,093,700.00	32,685.78	252,678.21	4,061,014.22	3,841,021.79
001 Revenues	4,093,700.00		32,685.78		4,061,014.22	
360 Cargo Capital Projects		4,093,700.00		252,678.21		3,841,021.79
308 Harbor Capital Projects	1,295,000.00	1,295,000.00	500,237.42	979.06	794,762.58	1,294,020.94
001 Revenues	1,295,000.00		500,237.42		794,762.58	
370 Harbor Capital Projects		1,295,000.00		979.06		1,294,020.94
309 Parks & Rec Capital Proj	3,722,094.00	3,722,094.00	3,207,415.25	2,856,983.87	514,678.75	865,110.13
001 Revenues	3,722,094.00		3,207,415.25		514,678.75	
380 Parks & Rec Capital Proj		3,722,094.00		2,856,983.87		865,110.13
315 GF Vehicle Capital Fund	21,850.00	21,850.00	5.72	0.00	21,844.28	21,850.00
001 Revenues	21,850.00		5.72		21,844.28	
315 GF Vehicle Capital Fund		21,850.00		0.00		21,850.00
500 Cargo Fund	1,087,747.00	1,087,747.00	556,867.51	366,413.62	530,879.49	721,333.38
001 Revenues	1,087,747.00		556,867.51		530,879.49	
510 Cargo Terminal		1,087,747.00		366,413.62		721,333.38
510 Boat Harbor Fund	4,205,392.00	4,205,392.00	1,302,622.76	1,741,812.32	2,902,769.24	2,463,579.68
001 Revenues	4,205,392.00		1,302,622.76		2,902,769.24	
520 Boat Harbor		4,205,392.00		1,741,812.32		2,463,579.68
512 Boat Yard/Lift	1,295,438.00	1,295,438.00	1,097,222.14	406,933.86	198,215.86	888,504.14

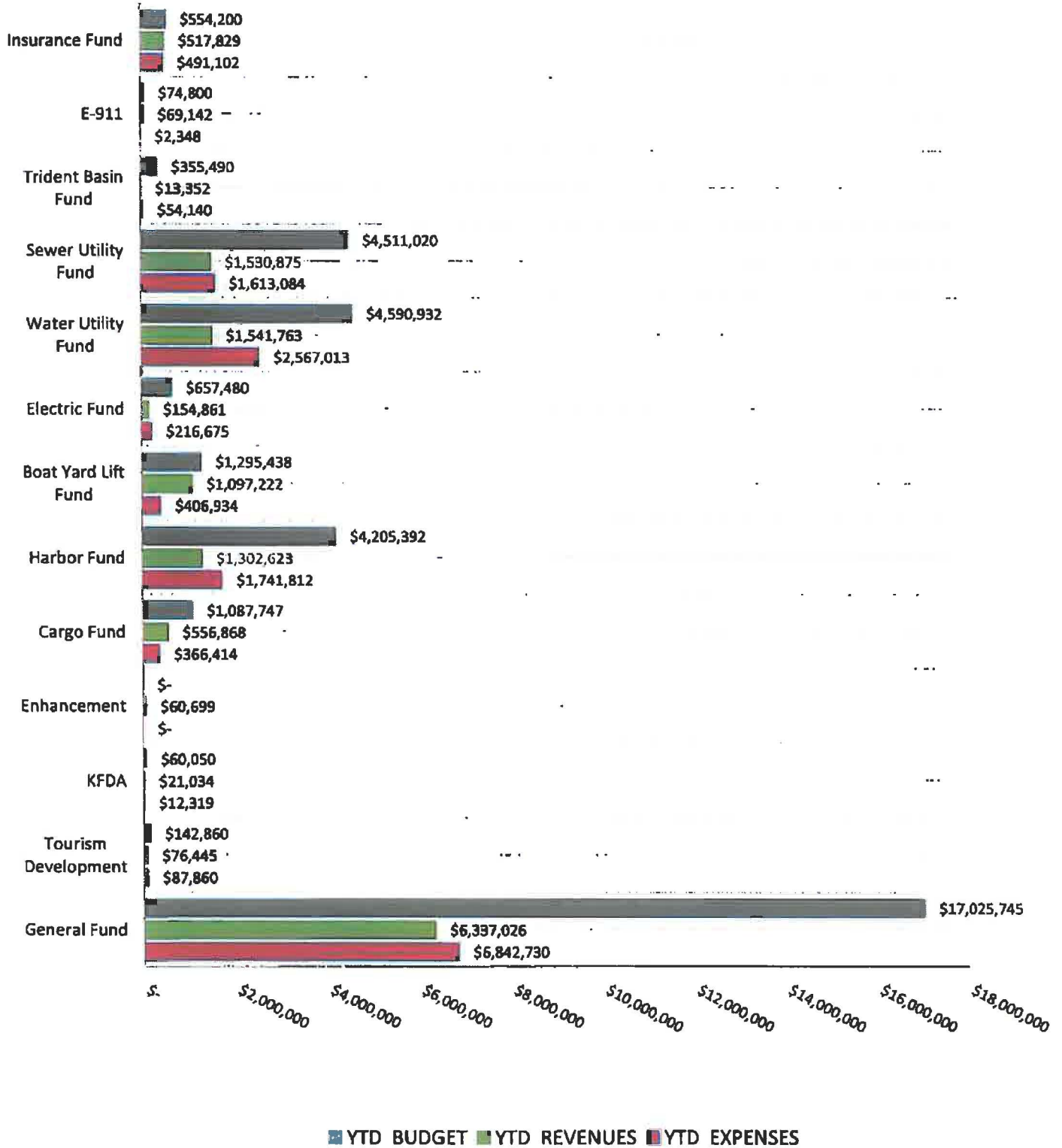
CITY OF KODIAK - REVENUES & EXPENSES FY 2013

As of 11/30/2012

Fiscal Calendar 2013
 GL Account Code And Description All
 GL Account Code All

Funds	Amended Budget		Actual Revenues & Expenses		Remaining Balance	
	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses
001 Revenues	1,295,438.00		1,097,222.14		198,215.86	
530 Boat Yard/Lift		1,295,438.00		406,933.86		888,504.14
515 Electric Utility Fund	657,480.00	657,480.00	154,861.20	216,675.30	502,618.80	440,804.70
001 Revenues	657,480.00		154,861.20		502,618.80	
540 Electric Utility		657,480.00		216,675.30		440,804.70
550 Water Utility Fund	4,590,932.00	4,590,932.00	1,541,762.70	2,567,012.80	3,049,169.30	2,023,919.20
001 Revenues	4,590,932.00		1,541,762.70		3,049,169.30	
560 Water Utility		4,590,932.00		2,567,012.80		2,023,919.20
570 Sewer Utility Fund	4,511,020.00	4,511,020.00	1,530,875.03	1,613,084.17	2,980,144.97	2,897,935.83
001 Revenues	4,511,020.00		1,530,875.03		2,980,144.97	
580 Sewer Utility		4,511,020.00		1,613,084.17		2,897,935.83
580 Trident Basin Airport	355,490.00	355,490.00	13,352.01	54,139.51	342,137.99	301,350.49
001 Revenues	355,490.00		13,352.01		342,137.99	
590 Trident Basin Airport		355,490.00		54,139.51		301,350.49
585 E-911 Services	74,800.00	74,800.00	69,142.00	2,348.20	5,658.00	72,451.80
001 Revenues	74,800.00		69,142.00		5,658.00	
595 E-911 Services		74,800.00		2,348.20		72,451.80
780 Insurance Fund	554,200.00	554,200.00	517,829.47	491,101.84	36,370.53	63,098.16
001 Revenues	554,200.00		517,829.47		36,370.53	
790 Insurance Fund		554,200.00		491,101.84		63,098.16
Grand Total	82,494,577.00	82,494,577.00	21,709,242.72	19,753,835.20	60,785,334.28	62,740,741.80

City of Kodiak Year To Date (YTD) Financial Report 11/30/2012



CITY OF KODIAK - REVENUES & EXPENSES FY 2013

As of 10/31/2012

Fiscal Calendar 2013
 GL Account Code And Description All
 GL Account Code All

Funds	Amended Budget		Actual Revenues & Expenses		Remaining Balance	
	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses
100 General Fund	17,025,745.00	17,025,745.00	5,098,657.87	5,995,593.40	11,927,087.13	11,030,151.60
001 Revenues	17,025,745.00		5,098,657.87		11,927,087.13	
100 Legislative		323,210.00		64,051.61		259,158.39
110 Executive		557,580.00		103,125.07		454,454.93
120 City Clerk		378,352.00		110,060.84		268,291.16
130 Finance		1,276,034.00		371,155.55		904,878.45
140 Police		6,030,142.00		1,826,970.21		4,203,171.79
150 Fire		1,834,910.00		566,731.84		1,268,178.16
160 Public Works		2,203,511.00		548,240.05		1,655,270.95
165 Engineering		243,400.00		47,333.17		196,066.83
170 Parks & Recreation		1,298,210.00		371,394.72		926,815.28
180 Library		858,950.00		255,879.44		603,070.56
190 Non-Departmental		2,021,446.00		1,730,650.90		290,795.10
251 Tourism Development	142,860.00	142,860.00	59,865.14	87,860.00	82,994.86	55,000.00
001 Revenues	142,860.00		59,865.14		82,994.86	
260 Tourism		142,860.00		87,860.00		55,000.00
254 KFDA	60,050.00	60,050.00	6,041.29	9,916.91	54,008.71	50,133.09
001 Revenues	60,050.00		6,041.29		54,008.71	
264 KFDA		60,050.00		9,916.91		50,133.09
299 Enhancement Fund	0.00	0.00	49,637.11	0.00	(49,637.11)	0.00
001 Revenues	0.00		49,637.11		(49,637.11)	
300 General Capital Projects	3,715,730.00	3,715,730.00	272,600.31	454,448.08	3,443,129.69	3,261,281.92
001 Revenues	3,715,730.00		272,600.31		3,443,129.69	
300 General Capital Projects		3,715,730.00		454,448.08		3,261,281.92
301 Street Capital Projects	2,370,032.00	2,370,032.00	885,086.78	26,190.86	1,484,945.22	2,343,841.14
001 Revenues	2,370,032.00		885,086.78		1,484,945.22	
320 Street Capital Projects		2,370,032.00		26,190.86		2,343,841.14
302 Building Capital Projects	12,448,372.00	12,448,372.00	1,179,968.23	1,186,358.37	11,268,403.77	11,262,013.63
001 Revenues	12,448,372.00		1,179,968.23		11,268,403.77	
330 Building Capital Projects		12,448,372.00		1,186,358.37		11,262,013.63
305 Water Capital Projects	14,130,645.00	14,130,645.00	2,000,203.49	168,105.16	12,130,441.51	13,962,539.84
001 Revenues	14,130,645.00		2,000,203.49		12,130,441.51	
340 Water Capital Projects		14,130,645.00		168,105.16		13,962,539.84
306 Sewer Capital Projects	6,136,000.00	6,136,000.00	290,027.58	2,118.07	5,845,972.42	6,133,881.93
001 Revenues	6,136,000.00		290,027.58		5,845,972.42	
350 Sewer Capital Projects		6,136,000.00		2,118.07		6,133,881.93
307 Cargo Capital Projects	4,093,700.00	4,093,700.00	32,685.78	102,554.82	4,061,014.22	3,991,145.18
001 Revenues	4,093,700.00		32,685.78		4,061,014.22	
360 Cargo Capital Projects		4,093,700.00		102,554.82		3,991,145.18
308 Harbor Capital Projects	1,295,000.00	1,295,000.00	500,237.42	979.06	794,762.58	1,294,020.94
001 Revenues	1,295,000.00		500,237.42		794,762.58	
370 Harbor Capital Projects		1,295,000.00		979.06		1,294,020.94
309 Parks & Rec Capital Proj	3,722,094.00	3,722,094.00	3,207,415.25	2,645,896.12	514,678.75	1,076,197.88
001 Revenues	3,722,094.00		3,207,415.25		514,678.75	
380 Parks & Rec Capital Proj		3,722,094.00		2,645,896.12		1,076,197.88
315 GF Vehicle Capital Fund	21,850.00	21,850.00	5.72	0.00	21,844.28	21,850.00
001 Revenues	21,850.00		5.72		21,844.28	
315 GF Vehicle Capital Fund		21,850.00		0.00		21,850.00
500 Cargo Fund	1,087,747.00	1,087,747.00	453,224.06	350,591.04	634,522.94	737,155.96

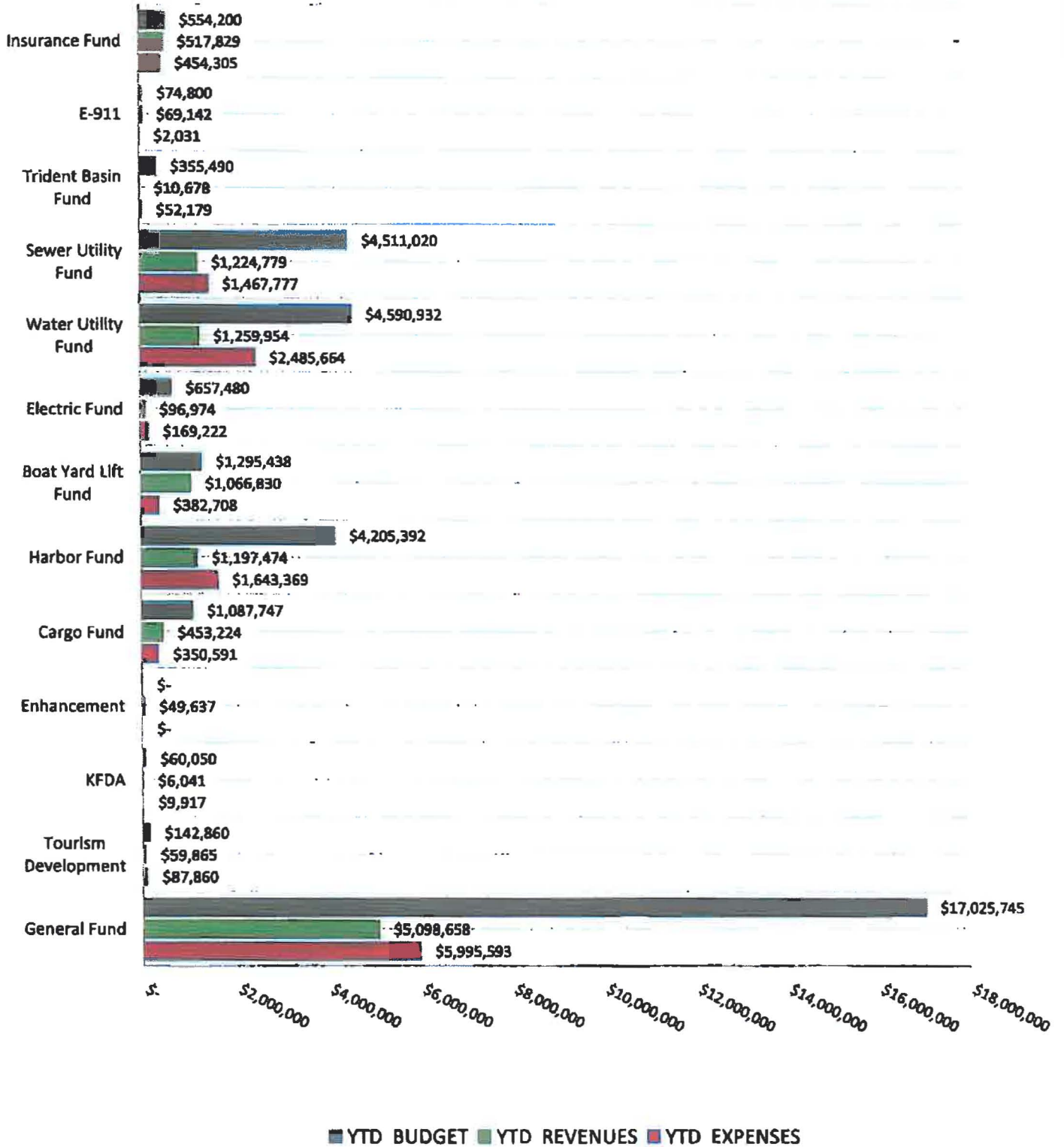
CITY OF KODIAK - REVENUES & EXPENSES FY 2013

As of 10/31/2012

Fiscal Calendar 2013
 Fiscal
 GL Account Code And Description All
 GL Account Code All

Funds	Amended Budget		Actual Revenues & Expenses		Remaining Balance	
	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses
001 Revenues	1,087,747.00		453,224.06		634,522.94	
510 Cargo Terminal		1,087,747.00		350,591.04		737,155.96
510 Boat Harbor Fund	4,205,392.00	4,205,392.00	1,197,473.64	1,643,368.68	3,007,918.36	2,562,023.32
001 Revenues	4,205,392.00		1,197,473.64		3,007,918.36	
520 Boat Harbor		4,205,392.00		1,643,368.68		2,562,023.32
512 Boat Yard/Lift	1,295,438.00	1,295,438.00	1,066,830.19	382,707.54	228,607.81	912,730.46
001 Revenues	1,295,438.00		1,066,830.19		228,607.81	
530 Boat Yard/Lift		1,295,438.00		382,707.54		912,730.46
515 Electric Utility Fund	657,480.00	657,480.00	96,973.53	169,222.00	560,506.47	488,258.00
001 Revenues	657,480.00		96,973.53		560,506.47	
540 Electric Utility		657,480.00		169,222.00		488,258.00
550 Water Utility Fund	4,590,932.00	4,590,932.00	1,259,954.47	2,485,664.42	3,330,977.53	2,105,267.58
001 Revenues	4,590,932.00		1,259,954.47		3,330,977.53	
560 Water Utility		4,590,932.00		2,485,664.42		2,105,267.58
570 Sewer Utility Fund	4,511,020.00	4,511,020.00	1,224,778.59	1,467,777.20	3,286,241.41	3,043,242.80
001 Revenues	4,511,020.00		1,224,778.59		3,286,241.41	
580 Sewer Utility		4,511,020.00		1,467,777.20		3,043,242.80
580 Trident Basin Airport	355,490.00	355,490.00	10,678.26	52,179.00	344,811.74	303,311.00
001 Revenues	355,490.00		10,678.26		344,811.74	
590 Trident Basin Airport		355,490.00		52,179.00		303,311.00
585 E-911 Services	74,800.00	74,800.00	69,142.00	2,031.15	5,658.00	72,768.85
001 Revenues	74,800.00		69,142.00		5,658.00	
595 E-911 Services		74,800.00		2,031.15		72,768.85
780 Insurance Fund	554,200.00	554,200.00	517,829.47	454,304.59	36,370.53	99,895.41
001 Revenues	554,200.00		517,829.47		36,370.53	
790 Insurance Fund		554,200.00		454,304.59		99,895.41
Grand Total	82,494,577.00	82,494,577.00	19,479,316.18	17,687,866.47	63,015,260.82	64,806,710.53

City of Kodiak Year To Date (YTD) Financial Report 10/31/2012



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DRAFT

SUGGESTED COUNCIL BUDGET GOALS 2014

Revenue

Revenues will continue to be estimated conservatively using an analytical and objective approach.

One-time revenues will be used only for one-time expenditures. The City will avoid using temporary revenues to fund routine City services.

Within resources available, the City will maintain capital assets and infrastructure at a level that is adequate to protect its investment, to minimize future replacement and maintenance costs, and to maintain existing service levels.

Operating Expenses

General Fund operating (non-personnel) expenses for FY 2014 will be at a level consistent with FY 2013. Required increases will be justified to the City Manager in writing and, if approved, 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 fund categories will be conducted each fiscal year and budget reductions implemented.~~

Review existing programs and services and assess how well services address community needs and changes that may be necessary to respond to opportunities and challenges and factors that could affect their provision in the future.

Required increases to departmental level operating (non-personnel) expenses in the General Fund will be justified to the Manager in writing and, if approved, 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 or hold the line on expenditures without significant impact to level and quality of services provided to residents.

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 FY 2013, 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 amended reviewed and presented to Council for amendments to implement the classification and compensation study consistent with budgetary resources and improve practices that reflect recognized Human Resources standards. especially those necessary to implement the Classification and Compensation study

General Fund

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

General Fund revenues will be forecast conservatively and take into consideration state funding policies such as, community revenue sharing, shared fisheries and other shared business taxes, pension costs and liabilities, and the required allocation of sales tax.

A detailed review of all categories of General Fund expenditures will be conducted in FY 2014 to identify ways to decrease expenses.

The General Fund will be budgeted without a deficit through appropriations from the fund balance when/if necessary, and with a goal to maintain a minimum of two months operating reserves. Council may appropriate additional funds for capital projects.

Enterprise Funds

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

Enterprise Funds will complete rate studies every five years and present them to the City Council for implementation. In FY 2014, Cargo, Harbor, Boat Yard/Boat Lift, and Sewer rate studies will be conducted.

The Boat Yard/Boat Lift will reach a breakeven point (not including depreciation) by the year ending FY 2015, including adequate revenues through charges for services to meet debt payments and operational expenses without transfers from other funds. The business plan and marketing campaign for services will continue to be refined to capture maximum revenues.

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

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~~ continue to work on a formal five-year capital improvement plan (CIP) that will identify, prioritize, and evaluate funding options for capital and major maintenance projects. The City Council will adopt and utilize the planning document and develop

policies and procedures identifying criteria and steps for implementation. 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 capital assets are eligible for debt reimbursement programs, or~~ Analyze financial capacity for proposed capital projects, or
- Determine if the debt is ~~the result of~~ required for projects mandated by the state or federal government, needed for economic development, environmental, aesthetic or quality of life, or critical life safety issues health and safety improvements.

Quality of Life

~~Provide adequate recreational facilities and programs to community residents through Parks and recreation and the public library programs.~~ The City will provide adequate services that meet the community needs, priorities, challenges and opportunities with consideration given to the condition of the economy, the composition of the population, technology, legal or regulatory issues, intergovernmental issues, and physical or environmental issues.

Economic Development

~~Utilize available local, state, and federal resources to maintain a healthy and sustainable economic environment for the City of Kodiak.~~ The City will review and evaluate available information about trends in community conditions, the external factors affecting it, opportunities that may be available, and problems and issues to be addressed.

**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: February 23, 2012

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MEMORANDUM

TO: Mayor Branson and City Councilmembers

FROM: Aimée Kniaziowski, City Manager *AK*

DATE: January 19, 2013

RE: Planning Session Agenda, Item 2.b.iii, CIP Next Steps

In 2009 I recommended that the City should develop a better way to plan for rolling stock and capital replacement needs. Council agreed and included the development of a capital improvement plan (CIP) in their FY2011 budget goals. Since that time, I have worked with Council and staff to develop a multi-year capital improvement plan to identify and prioritize capital projects and major maintenance projects.

In the initial phase of the CIP process, Council helped develop and approved the Vehicle and Equipment Replacement Policy and established the Vehicle and Equipment Replacement Fund Policy in 2011. That same year staff began to work with Sarah Barton to outline a capital improvement plan and introduced a proto-CIP that captured existing capital projects and projected needs over a five year period (see attached).

The next phase in the process was to analyze the City's financial condition and capacity to ensure long term plans were realistic and affordable and to avoid developing a backlog of deferred maintenance. Sarah Barton worked with the Mayor, Council, and staff in early 2012 to identify adequate revenue sources to balance the operating budget without relying on fund balance to help offset expenses.

The Mayor and Council identified two steps to increase revenues to an adequate level -- increase the sales tax and raise or eliminate the sales tax cap. Multiple meetings were held throughout 2012 to discuss the need to raise revenues enough to cover increased operating expenses. The final decision Council made was to increase the sales tax from 6% to 7%. The decision to lift the tax cap was deferred until staff could come up with an improved method of forecasting potential revenue increases by adjusting the sales tax cap. Staff is working to that end and has an ordinance before Council that will clarify and refine data on sales above the existing cap of \$750.

Staff brought in professional financial trainer, Paul Glick, earlier this month to work with staff and Council on budget development prior to the start of the FY2014 budget cycle. A portion of Mr. Glick's training focused on the benefits of a CIP and the steps needed to create a successful multi-year plan. I've attached a selection of slides from the training that identify 10 steps needed to develop an effective CIP. You will note that our work with Sarah Barton from 2011-2012 accomplished steps 4 and 6.

The list of steps is a helpful guide for us as we continue to refine our CIP process. In the next few months I will work with staff to develop a project nomination form and process, proposed evaluation criteria, and how best to evaluate and rank capital nominations. More of a challenge will be to identify who will oversee the fully developed CIP process, which is a large and complex task to do and to do well. I will then bring staff's proposed policies and procedures to Council for discussion and approval.

It is my goal to create a well-developed planning process that, as Mr. Glick points out, will focus attention on our community's goals, needs, and financial capabilities. Despite the complexities of CIP development, I look forward to continued work on a process that will provide meaningful guidance on the City's capital needs to staff, elected officials, and the community.

**City of Kodiak Capital Improvement Projects - 5 Year Department Projections
As of January 2013**

Fund/Department	Project Description	Total Project Approved Budget	Total Project Proposed Budget	Funding Source	Actual LTD Expenses	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	Comments
General Capital Fund 300											
General Capital Fund	4001 Near Island Development	\$85,000	\$85,000	Transfers	\$76,698						For Disposal of City Land on Near Island
General Capital Fund	4002 City Land Development	\$70,000	\$70,000	Transfers	\$44,863						For Disposal of City Land
General Capital Fund	4009 Comprehensive Records Management Project	\$275,000	\$275,000	Transfers	\$238,237						This project will use consultants to maintain a records management system for the City.
General Capital Fund	4013 Museum Building - Phase I	\$250,000	\$250,000	Federal Grant	\$244,092						Restoration repairs to Historic Baranov Museum Building
General Capital Fund	4014 Municipal Airport Improvements	\$700,000	\$700,000	State Grant	\$665,044						Maintenance to Muni Airport
General Capital Fund	4015 Fire Station Upgrade	\$550,000	\$550,000	Transfers, Fund Balance	\$466,782						Replace existing furnace with a new core plus, new doors, grading and drainage plan
General Capital Fund	4026 Energy Grants KIB/COK	\$50,000	\$50,000	Federal Grant	\$50,000						Joint project with KIB to extend the life of the Borough Building
General Capital Fund	4027 Alaska Shield Hazmat	\$14,500	\$14,500	State Grant	\$8,045						Hazmat Training for Fire Department
General Capital Fund	4028 Financial Software Upgrade	\$500,000	\$500,000	Transfers	\$369,998						Upgrade Financial and Sales Tax Software
General Capital Fund	4029 E-911 Upgrade	\$275,000	\$275,000	Transfers	\$0						Replace current system with upgraded system
General Capital Fund	4030 Classification & Compensation Study	\$100,000	\$100,000	Transfers	\$76,128						City Council direction to study class and compensation for City
General Capital Fund	4031 Home Land Security	\$4,230	\$4,230	State Grant	\$4,230						Assistance to Police Department for equipment purchases for security
General Capital Fund	4032 Fire Department Engine	\$450,000	\$450,000	State Grant, Transfers	\$0						New fire Engine for Fire Department
General Capital Fund	4033 Fire Department Ambulance Replacement	\$35,000	\$185,000	State & Federal Grants	\$0	\$150,000					Replace Ambulance
General Capital Fund	4034 Pave Police Station Rear Parking Lot	\$352,000	\$352,000	General Fund Transfer	\$0						See Police list for project details
General Capital Fund	4035 Demolition of old KPD building	\$35,000	\$1,015,000	General Fund Transfer	\$0	\$980,000					Initial engineering assessment due to shared wall with KFD and electronic functions with KFD and Library facility prior to demolition.
General Capital Fund	4036 Ice Rink Fire Damage	\$410,000	\$410,000	Insurance Fund Transfer	\$0						Ice Rink Fire in FY 2012
General Capital Fund	4037 Home Land Security & Emergency Management	\$11,360	\$11,360	State Grant Revenue	\$0						Home Land Security Grant
General Capital Fund	Barn Condition Assessment		\$60,000	General Fund & Grants	\$0	\$60,000					Must have engineering assessment before identifying and evaluating possible uses. Has been used for City storage until 2010 arson attempt.
General Capital Fund	Design New Fire Station		\$1,000,000	General Fund & State & Fed Grants	\$0		\$1,000,000				Assistance to Firefighter Grant for station build available based on "shovel ready" provision. Replacement date 2018 +
General Capital Fund	Ambulance replacement		\$250,000	State Grant, Transfers	\$0	\$250,000					Awaiting approval for Code Blue Phase 11 grant; City's match up to \$80,000.
Records Management	Citywide Records Audit		\$40,000	Transfers	\$0	\$40,000					
Records Management	Technical Review of Electronic Records Backup Policies and Procedures		\$25,000	Transfers	\$0	\$25,000					
Records Management	Off-Island Electronic Records Storage		\$20,000	General Fund	\$0	\$20,000					This is the estimated initial cost to store the City's vital and permanent records. There will be an annual, smaller cost for this ongoing service. Although the cost may be budgeted in IT, the Clerk is responsible for approving any records vendor.
Records Management	Long-Term Records Center		\$225,000	General Fund	\$0	\$25,000	\$200,000				Plans and specs in 2014. Construction in 2015.
Total Fund 300 General Capital Fund		\$4,167,090	\$6,917,090		\$2,244,118	\$1,550,000	\$1,200,000	\$0	\$0	\$0	
Street Improvement Capital Fund 301											
Street Improvement Capital Fund	5003 Annual Sidewalk/curb/gutter	\$700,032	\$1,000,032	Transfers, Fund Balance	\$5,357,752	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	Replace sections of curb, gutter or sidewalks that are a hazard
Street Improvement Capital Fund	5025 Annual Paving Project	\$800,000	\$2,384,909	Transfers, Fund Balance	\$684,971	\$584,909	\$500,000	\$500,000	\$0	\$0	Overlay or remove and replace portions of failing asphalt on City streets
Street Improvement Capital Fund	5028 Update City Standard Construction Specifications	\$45,000	\$45,000	Transfers, Fund Balance	\$43,142						Complete review that has been taking place since 2005.
Public Works Department	5029 Mission Road Retaining Wall Repair	\$220,000	\$220,000	Transfers, General Fund	\$165,475						This wall has deteriorated to the point that the street is now settling and this has a potential to cause a water main failure
Public Works Department	5030 Preliminary Design of Snow Dump Storage Yard	\$70,000	\$70,000	Transfers, General Fund	\$0						A solution is needed to replace the practice of dumping snow in the water.

**City of Kodiak Capital Improvement Projects - 5 Year Department Projections
As of January 2013**

Fund/Department	Project Description	Total Project Approved Budget	Total Project Proposed Budget	Funding Source	Actual LTD Expenses	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	Comments
Public Works Department	5031 Storm Drainage Repair on Shelikof	\$70,000	\$70,000	Transfers, General Fund	\$0						Overflow is occurring regularly and the street needs repair
Public Works Department	5032 Storm Drainage Repair on Simeonoff	\$465,000	\$465,000	Transfers, General Fund, Water Fund	\$0						
Public Works Department	5033 Pillar Mountain Waster Material Dump Site	\$60,000	\$60,000	Transfer, Water, Sewer, Use of Fund Balance	\$0						
Public Works Department	SPCC Plan-Spill Prevention 5 YR update		\$50,000		\$0		\$50,000				
Public Works Department	Mill Bay Road Rebuild		\$9,000,000		\$0			\$9,000,000			the estimate for streets is \$8 million, I also added \$1 million from both water and sewer for unknown utility needs.
Total Fund 301 Street Improvement Capital Fund		\$2,430,032	\$4,314,941		\$6,251,340	\$644,909	\$560,000	\$560,000	\$60,000	\$60,000	
Building Improvement Capital Fund 302											
Building Capital Projects	6012 New Library Construction	\$12,448,372	\$12,448,372	Transfers, State Grants, KPLA, Local Grants	\$2,074,267						Construction of new Library Building
Total Fund 302 Building Improvement Capital Fund		\$12,448,372	\$12,448,372		\$2,074,267	\$0	\$0	\$0	\$0	\$0	
Water Capital Improvement Fund 305											
Water Capital Improvement Fund	7020 UV Secondary Water Treatment Design	\$900,000	\$900,000	DEC Loans, Fund Balance	\$873,151						LT2SWER passed 1-06, Project bids opened 12-10
Water Capital Improvement Fund	7021 Downtown PH 2, Comprehensive Design water, sewer, storm dr.	\$850,000	\$850,000	DEC Loans, Fund Balance	\$462,970						Water & Sewer improvement project
Water Capital Improvement Fund	7023 UV Secondary Water Treatment Facility, Constr.	\$7,300,645	\$7,300,645	DEC Loan, EPA Grant, State Grant	\$5,644,090						the RFP for pre-purchase of the UV system opens in Dec. 09. Const. should get started in 2011. Construction will take close to 2 years, with construction beginning in 2011
Water Capital Improvement Fund	7024 Utility Rate Study	\$48,000	\$48,000	Transfers	\$37,131			\$0			ADEC gives credit for rate updates every 5 years in the AMMG program
Water Capital Improvement Fund	7026 Aleutian Homes PH 5 Thorsheim, Oak to Maple	\$2,487,000	\$6,335,000	Transfers, Water Loans	\$255,971	\$2,848,000	\$1,000,000				Design has been submitted and certificate to construct has been issued.
Water Capital Improvement Fund	7029 Monashka Pump house Evaluation and Design	\$1,070,000	\$1,070,000	Transfers	\$159,462						This project is in study and we do not know yet what recommendations we may receive.
Water Capital Improvement Fund	7030 Replace Chlorine Solution Storage Tank	\$120,000	\$120,000	Fund Balance	\$0						
Water Capital Improvement Fund	7031 Monashka Watershed Survey	\$250,000	\$250,000	Fund Balance	\$0						Survey the watershed to define perimeter boundaries for the purpose of land ownership transfer from the KIB. To the City
Water Capital Improvement Fund	7032 Emergency Replacement Rezanof Water Main	\$450,000	\$450,000	Fund Balance	\$368,184						Emergency Replacment of Water main on Rezanof Drive
Water Capital Improvement Fund	7033 Pillar Creek Dam Spillway Repair	\$100,000	\$100,000	Fund Balance	\$37,935						Engineer the repair of the eroded bank behind the spillway of Dam 2B.
Water Capital Improvement Fund	7034 Periodic Dam Safety Inspections	\$45,000	\$45,000	Transfer, Water Fund	\$0						
Water Capital Improvement Fund	7035 Monashka Pump House Upgrade Design	\$510,000	\$510,000	Transfer, Water Fund	\$165,983						
Water Capital Improvement Fund	7036 Water Leak Pavement Repairs from Winter	\$0	\$0	Transfer, Water Fund	\$0						
Water Capital Improvement Fund	Downtown PH 3, ?	\$0	\$0		\$0						
Water Capital Improvement Fund	Aleutian Homes PH 6 Birch St		\$3,870,000		\$0	\$3,870,000					Get design completed in time to submit to ADEC for certificate to construct before June 1 2013.
Total Fund 305 Water Improvement Capital Fund		\$14,130,645	\$17,978,645		\$8,004,877	\$2,848,000	\$1,000,000	\$0	\$0	\$0	
Sewer Capital Improvement Fund 306											
Sewer Capital Improvement Fund	7508 Lift Station Electrical Repairs Sta. 5	\$26,000	\$26,000	Sewer Utility Fees	\$1,079						Electric repairs on lift stations
Sewer Capital Improvement Fund	7509 Upgrade Lift Station # 1 NAPA	\$150,000	\$150,000	Fund Balance	\$7,370						Repair or replace Lift Stations

**City of Kodiak Capital Improvement Projects - 5 Year Department Projections
As of January 2013**

Fund/Department	Project Description	Total Project Approved Budget	Total Project Proposed Budget	Funding Source	Actual LTD Expenses	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	Comments
Sewer Capital Improvement Fund	7510 WWTP Sludge Study	\$285,000	\$285,000	Fund Balance	\$284,998						Study to determine best way to process and dispose of sludge.
Sewer Capital Improvement Fund	7512 Aeration Basin Air Control System	\$150,000	\$150,000	Fund Balance	\$0						Install additional controls & valves in order to improve control of air quantities introduced in the aeration basin treatment process.
Sewer Capital Improvement Fund	7513 Inflow & Infiltration Repair Materials	\$25,000	\$25,000	Transfers, Fund Balance	\$2,813						purchase repair materials for I & I repair
Sewer Capital Improvement Fund	7514 Rehabilitate Press Pump Station	\$400,000	\$400,000	Fund Balance	\$0						Replace pump station
Sewer Capital Improvement Fund	7516 Replace Lift Stations #1 & #2	\$900,000	\$900,000	Fund Balance	\$0						Replace Lift Stations
Sewer Capital Improvement Fund	7517 Bio-Solid Management Project	\$4,200,000	\$4,200,000	Transfer Sewer Fund, Clean Water Loan	\$83,189						Project has not been identified. Landfill is going to have problems accepting sludge within 18 to 24 months. Applied for a ACWF loan for \$4 million.
Total Fund 306 Sewer Improvement Capital Fund		\$6,136,000	\$6,136,000		\$379,449	\$0	\$0	\$0	\$0	\$0	
Cargo Capital Improvement Fund 307											
Cargo Capital Improvement Fund	8013 Design & Engineering Pier III	\$712,000	\$712,000	Fund Balance	\$308,167						Routine inspections of Pier III, conducted every 5 years.
Cargo Capital Improvement Fund	8015 Cruise Ship Facility Planning - Pier II	\$250,000	\$250,000	State Grant	\$250,000						Development of comprehensive e plan for long term development of Pier II for visiting cruise ships
Cargo Capital Improvement Fund	8016 Pedestrian Access from Pier II	\$2,300,000	\$4,616,000	State Grant	\$420,856	\$2,316,000					Build a sidewalk between the cruise ship and Downtown Kodiak.
Cargo Capital Improvement Fund	8017 Inspection Pier II & Inner Harbor Docks	\$85,700	\$85,700	Fund Balance	\$64,297						Required inspections for Pier II and Inner harbor Docks
Cargo Capital Improvement Fund	8018 Security Improvements	\$50,000	\$50,000	Fund Balance	\$11,500	\$0					Purchase Security Cameras
Cargo Capital Improvement Fund	8019 Oscar's Dock Electric	\$150,000	\$150,000	Fund Balance	\$0						Replace 30 year old electrical system at Oscar's Dock.
Cargo Capital Improvement Fund	8020 Decking for Dock I	\$100,000	\$100,000	Fund Balance	\$0						Replace decking on Dock I
Cargo Capital Improvement Fund	8021 Zinc Replacement	\$50,000	\$50,000	Fund Balance	\$7,660						Replace zinc anodes on Dock I, Oscar's Dock, & CTF
Cargo Capital Improvement Fund	8022 Data Weather Station	\$12,000	\$12,000	Fund Balance	\$5,000						Weather and observation station on Gull Island
Cargo Capital Improvement Fund	8023 Pedestrain Pathway	\$384,000	\$384,000	State Grant	\$0						Bike Path to Dead man's Curve
Cargo Capital Improvement Fund	8024 Pier III, replacement	\$33,100,000	\$33,100,000	State Grant and State Bond Funding	\$0		\$0	\$0			Concept planning 2011, Geotech & wave studies FY12-13, construction estimated 2017
Cargo Capital Improvement Fund	Pier 1, ferry dock refirb.	\$0	\$250,000		\$0		\$250,000				Decking, bull rails, fenders
Cargo Capital Improvement Fund	Pier 3, fender repairs	\$0	\$350,000		\$0			\$350,000			
Cargo Capital Improvement Fund	Channel transient float	\$0	\$0		\$0						Or replace comparable to CTF
Cargo Capital Improvement Fund	Pier 2 pavement repairs	\$0	\$0		\$0						Transition area
Cargo Capital Improvement Fund	Warehouse, upgrades	\$0	\$0		\$0						
Cargo Capital Improvement Fund	Patrol Vehicle	\$0	\$0		\$0						
Total Fund 307 Cargo Improvement Capital Fund		\$37,193,700	\$40,109,700		\$1,067,480	\$2,316,000	\$250,000	\$350,000	\$0	\$0	
Harbor Capital Improvement Fund 308											
Harbor Capital Improvement Fund	8515 Harbor Security Camera System	\$10,000	\$10,000	Fund Balance	\$0						Purchase security system
Harbor Capital Improvement Fund	8516 Float, Boat Launch SPH	\$150,000	\$150,000	Transfers	\$14,863						Repair floats and boat launch
Harbor Capital Improvement Fund	8517 Restrooms, Fisherman's Hall	\$200,000	\$200,000	Transfers, Fund Balance	\$53						Repair and refurbish restrooms
Harbor Capital Improvement Fund	8519 SPH Ladders	\$20,000	\$20,000	Fund Balance	\$9,791						Add safety ladders throughout the Harbor to help persons get out of the water
Harbor Capital Improvement Fund	8520 SHH Repairs	\$745,000	\$745,000	Transfers, Fund Balance	\$389,407						Major maintenance and repair of existing 25 year old Harbor
Harbor Capital Improvement Fund	8521 Channel Transient Float/Bull Rails	\$25,000	\$25,000	Fund Balance	\$0						Replace Bull Rails at Channel transient floats
Harbor Capital Improvement Fund	8523 Oscar's Dock Fender Pilling Replacement	\$45,000	\$45,000	Fund Balance	\$10,920						Replace broken fender at Oscar's Dock
Harbor Capital Improvement Fund	8524 Water Front Harbor Planning	\$100,000	\$100,000	Fund Balance	\$4,828						Evaluate waterfront properties and facilities in order to develop a long-term plan for future development and improvements
Harbor Capital Improvement Fund	Shelikof Parking		\$750,000		\$0	\$750,000					SW of Shelikof St. Ramp
Harbor Capital Improvement Fund	SHH, replace E-L floats		\$25,000,000		\$0		\$25,000,000				

**City of Kodiak Capital Improvement Projects - 5 Year Department Projections
As of January 2013**

Fund/Department	Project Description	Total Project Approved Budget	Total Project Proposed Budget	Funding Source	Actual LTD Expenses	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	Comments
Harbor Capital Improvement Fund	SHH, bull rail replacement		\$25,000		\$0	\$25,000					
Harbor Capital Improvement Fund	SHH, electrical		\$300,000		\$0	\$300,000					
Harbor Capital Improvement Fund	SPH, new deck for dock 1		\$2,000,000		\$0	\$2,000,000					Deck currently undersized
Harbor Capital Improvement Fund	SPH boat ramp float		\$350,000		\$0	\$350,000					
Harbor Capital Improvement Fund	Showers		\$200,000		\$0	\$200,000					Site TBD
Harbor Capital Improvement Fund	Security cameras		\$25,000		\$0	\$25,000					
Harbor Capital Improvement Fund	Weather station w/webcams		\$35,000		\$0	\$35,000					Gull Is, UAA grant \$70K
Harbor Capital Improvement Fund	Oscar's dock, refurb deck/fenders		\$0		\$0						Reinforce center deck
Harbor Capital Improvement Fund	Sidewalk to Pier 2		\$1,900,000		\$0	\$1,900,000					Pending legislative approval
Harbor Capital Improvement Fund	SHH parking improvement		\$200,000		\$0	\$200,000					Ramps 2 and 3
Harbor Capital Improvement Fund	Used oil tanker		\$100,000		\$0	\$100,000					Used vehicle OK
Harbor Capital Improvement Fund	Patrol Vehicle(s)		\$150,000		\$0	\$150,000					Local procurement
Harbor Capital Improvement Fund	Backhoe w/attach		\$100,000		\$0	\$100,000					Used equipment OK
Harbor Capital Improvement Fund	Patrol Boat		\$0		\$0	\$0					Local Builder
Harbor Capital Improvement Fund	SHH pwr ped (E-L floats)		\$0		\$0	\$0					
Harbor Capital Improvement Fund	Pwr. Dist. Panel- Oscar's dock		\$0		\$0	\$0					
Total Fund 308 Harbor Improvement Capital Fund		\$1,295,000	\$32,430,000		\$429,862	\$6,135,000	\$25,000,000	\$0	\$0	\$0	
Boat Yard Lift Capital Improvement Fund											
Boat Yard Capital Improvement Fund	Heavy lift doc	\$0	\$3,000,000		\$0	\$0	\$3,000,000				Design complete
Boat Yard Capital Improvement Fund	Marine Trades building	\$0	\$1,000,000		\$0	\$0	\$1,000,000				
Boat Yard Capital Improvement Fund	Boat Repair building	\$0	\$8,000,000		\$0	\$0	\$8,000,000				private funding
Boat Yard Capital Improvement Fund	Pave dry-moorage slips	\$0	\$0		\$0	\$0					
Total Fund Boat Yard Improvement Capital Fund		\$0	\$12,000,000		\$0	\$0	\$12,000,000	\$0	\$0	\$0	
Parks & Rec Capital Improvement Fund 309											
Parks & Rec Capital Fund	9001 Phase I Baranof Park Improvements	\$7,015,000	\$7,015,000	Transfers, State Grant, Fund Balance	\$5,099,249						Improve drainage, remove old track & infield. Replace with all weather surface.
Parks & Rec Capital Fund	9004 Playground Equipment & Improvements	\$73,000	\$73,000	Transfers, Fund Balance	\$71,523						Improvement & equipment for City Playgrounds
Parks & Rec Capital Fund	9007 Storage Building - Baranof Park	\$115,000	\$115,000	Transfers, Fund Balance	\$61,126						Replacement of storage building at Baranof Park
Parks & Rec Capital Fund	9012 Baranof Baseball Field Park Improvements	\$48,094	\$48,094	Transfers	\$42,816						Replace the backstop, erect a scoreboard, and improve drainage on the field of Baranof Baseball Field
Parks & Rec Capital Fund	9013 Major Park Maintenance	\$71,000	\$71,000	Fund Balance	\$65,938						Maintenance for Park Facilities
Parks & Rec Capital Fund	9014 Building Improvements Weatherization	\$50,000	\$50,000	Transfers	\$21,223						Improve Buildings for weatherization
Parks & Rec Capital Fund	Phase II Baranof Park Improvements	\$0	\$1,750,000		\$0		\$1,750,000				
Parks & Rec Capital Fund	Baranof Park Track and Football Field Bleachers	\$0	\$100,000		\$0	\$100,000					see Parks and Rec list for project details
Parks & Rec Capital Fund	Baranof Baseball Field Improvement	\$0	\$6,032		\$0	\$6,032					
Parks & Rec Capital Fund	Baranof Park Container-Storage Facility	\$0	\$73,964		\$0	\$36,982	\$36,982				see Parks and Rec list for project details
Parks & Rec Capital Fund	Skateboard Park	\$0	\$15,000		\$0		\$15,000				see Parks and Rec list for project details
Parks & Rec Capital Fund	Impound Lot Storage Facility	\$0	\$50,000		\$0	\$20,000	\$20,000	\$10,000			see Parks and Rec list for project details
Parks & Rec Capital Fund	Spruce Street Park Basketball Court	\$0	\$40,000		\$0	\$40,000					see Parks and Rec list for project details
Parks & Rec Capital Fund	Teen Center: Winterize Building	\$0	\$50,000		\$0	\$5,000	\$5,000	\$40,000			see Parks and Rec list for project details
Parks & Rec Capital Fund	Ice Rink: Winterize Building	\$0	\$50,000		\$0	\$18,940	\$18,940	\$12,120			see Parks and Rec list for project details
Parks & Rec Capital Fund	City Cemetery Fence and Road Extension	\$0	\$25,000		\$0	\$5,000		\$20,000			see Parks and Rec list for project details
Parks & Rec Capital Fund	Coon Field Fence Guard/Green Windscreen	\$0	\$2,500		\$0		\$2,500				see Parks and Rec list for project details
Total Fund Parks & Rec Improvement Capital Fund 309		\$7,372,094	\$9,534,590		\$5,361,875	\$231,954	\$1,848,422	\$82,120	\$0	\$0	
Grand Total Capital Projects		\$85,172,933	\$141,869,338		\$25,813,268	\$13,725,863	\$41,858,422	\$992,120	\$60,000	\$60,000	
General Fund											
Finance Department	Replacement City Hall Vehicle		\$20,000	General Fund			\$20,000				Replace Vehicle used by City Hall

**City of Kodiak Capital Improvement Projects - 5 Year Department Projections
As of January 2013**

Fund/Department	Project Description	Total Project Approved Budget	Total Project Proposed Budget	Funding Source	Actual LTD Expenses	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	Comments
Police Department - Admin	#2 2009 Ford Taurus Admin XYC868		\$0	General Fund							
Police Department - Admin	#4 2009 Ford Taurus Admin XYC866		\$0	General Fund							
Police Department - Admin	#12 2010 Dodge Charger Admin XYF202		\$0	General Fund							
Police Department - Uniform Patrol	#1 2010 Dodge Charger Patrol XYF201		\$0	General Fund							
Police Department - Uniform Patrol	#6 2007 Ford Expedition Patrol XYC512		\$0	General Fund							
Police Department - Uniform Patrol	#9 2008 Ford Expedition Patrol XYB827		\$0	General Fund							
Police Department - Uniform Patrol	#5 2006 Ford Expedition Patrol XYB826		\$30,000	General Fund		\$30,000					
Police Department - Uniform Patrol	#17 2004 Ford Expedition Patrol XXY746		\$37,000	General Fund		\$37,000					
Police Department - Uniform Patrol	#21 2005 Ford Expedition Patrol XYA938		\$37,000	General Fund		\$37,000					
Police Department - Uniform Patrol	#22 2011 Ford Expedition Patrol XYF429		\$0	General Fund							
Police Department - Uniform Patrol	2013 police Interceptor		\$35,000	General Fund					\$35,000		
Police Department - Uniform Patrol	2013 police Interceptor		\$35,000	General Fund					\$35,000		
Police Department - Corrections	2012 Chevy Express Van		\$35,000	General Fund					\$35,000		
Police Department - Investigations	#3 2008 Ford Taurus GIU FFB269		\$0	General Fund							
Police Department - Investigations	#7 2008 Ford Taurus GIU FFB601		\$0	General Fund							
Police Department - Animal Control	#15 2003 Ford F 150 Truck Animal Control XXY743		\$30,000	General Fund		\$30,000					
Police Department - Drug Enforcement	#20 2011 Ford Escape Express Van XYA968		\$30,000	General Fund					\$30,000		
Police Department - Canine	#23 2006 Ford Expedition K9 XYB832		\$0	General Fund							
Police Department - School Resources	#8 2008 Ford Taurus SRO XYC528		\$0	General Fund							
Police Department - Utility Trailers	#13 Alcan Trailer Patrol		\$0	General Fund							
Police Department - Utility Trailers	#25 KS SMART Cart Radar XXY718		\$0	General Fund							
Police Department - Utility Trailers	#26 Alcan Trailer 5x8 Patrol 6321CL		\$0	General Fund							
Police Department	Personally Assigned Vehicle Program		\$180,000	General Fund		\$60,000	\$60,000	\$60,000			See Police list for project details
Police Department	Replacement Police Canine		\$60,000	General Fund		\$60,000					See Police list for project details
Fire Department	2000 105 ft Ladder Truck Designated as Truck 1		\$546,000	General Fund					\$546,000		
Fire Department	2002 FORD EXCURSION LL Designated as Command 2		\$32,500	General Fund					\$32,500		
Fire Department	2002 2000 gpm Pumper Designated as Eng 1		\$371,361	General Fund					\$371,361		
Fire Department	2003 FORD EXPEDITION Designated as Command 1		\$29,990	General Fund					\$29,990		
Fire Department	2003 AMBULANCE Designated as Medic 1		\$122,168	General Fund					\$122,168		
Fire Department	2007 Ambulance Designated as Medic 2		\$0	General Fund							
Fire Department	1992 Heavy Rescue/HAZMAT Vehicle		\$182,768	General Fund					\$182,768		
Parks & Recreation	1997 Dodge Ram 1500TRUCK - PICKUP 1/2-TON XXV470		\$40,000	General Fund		\$40,000			\$0		
Parks & Recreation	1999 Dodge DakotaTRUCK - PICKUP - 1/2-TON XXV 985		\$16,516	General Fund					\$16,516		
Parks & Recreation	2001 Dodge DakotaTRUCK - PICKUP - 1/2-TON XXY 715		\$17,090	General Fund					\$17,090		
Parks & Recreation	2002 FORD F150 Pickup XXY 722		\$28,347	General Fund					\$28,347		
Parks & Recreation	2000.Backhoe with Bucket John Deer 48 3660		\$6,767	General Fund					\$6,767		
Parks & Recreation	2004 Bobcat Tool Cat 5600B		\$41,872	General Fund					\$41,872		
Parks & Recreation	2006 Dump Trailer 1292SL		\$7,585	General Fund					\$7,585		
Parks & Recreation	2001 Top Dresser and Spreader		\$9,925	General Fund					\$9,925		
Parks & Recreation	2007 Front End Mower - Grass Hopper		\$12,250	General Fund					\$12,250		
Parks & Recreation	2008 Front End Mover - Grass Hopper		\$11,500	General Fund					\$11,500		
Parks & Recreation	2002 Mini Excavator Terex HR 16		\$13,500	General Fund					\$13,500		
Parks & Recreation	2005 Mobile Rock & Root Screener Harley Cherrington		\$15,400	General Fund					\$15,400		
Parks & Recreation	2000 Tractor with Loader and Backhoe John Deer		\$33,548	General Fund					\$33,548		

City of Kodiak Capital Improvement Projects - 5 Year Department Projections
As of January 2013

Fund/Department	Project Description	Total Project Approved Budget	Total Project Proposed Budget	Funding Source	Actual LTD Expenses	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	Comments
Parks & Recreation	2007 Zamboni		\$64,054	General Fund					\$64,054		
Public Works Department	#4 2006 F-150 4X4 PU (crew) XYA935 WATER		\$32,000	General Fund				\$32,000			
Public Works Department	#5 2006 F-150 4X4 (Jerry) XYA936		\$32,000	General Fund				\$32,000			
Public Works Department	#6 2005 F-150 1/2 ton PU 4x4 (Hap) XXY299 WATER		\$32,000	General Fund					\$32,000		
Public Works Department	#8 1998 F-150 1/2 ton PU 4x4 (Doug.) XXY709		\$32,000	General Fund		\$32,000					
Public Works Department	#10 2004 F-250 3/4 ton PU 4x4 (crew) XXY745 WATER		\$35,000	General Fund				\$35,000			
Public Works Department	#11 1984 Chev Welding truck 4x4 box XXV321		\$35,000	General Fund		\$35,000					
Public Works Department	#12 2002 Ford 1Ton flatbed (Salter) XXV724		\$30,000	General Fund		\$30,000					
Public Works Department	#14 1999 F-150 1/2Ton PU (crew) XXV984		\$27,000	General Fund		\$27,000					
Public Works Department	#17 2003 F-150 4x4 PU (WTP) XXY735 SEWER		\$28,000	General Fund			\$28,000				
Public Works Department	#18 2002 F-150 4x4 PU (BLDG) XXY723		\$28,000	General Fund		\$28,000					
Public Works Department	#19 1994 Ford Van 3/4 Ton (TV Camera) XXT820		\$40,000	General Fund		\$40,000					Van is good for at least 5 yrs, DK. Money is to update camera system
Public Works Department	#21 2000 F-350 1 Ton flatbed (shop) XXY706		\$32,000	General Fund			\$32,000				this was a Salter and is now shop truck est. 2014 replace
Public Works Department	#22 1999 F-150 1/2Ton PU (WWTP) XXV983		\$27,000	General Fund		\$27,000					
Public Works Department	#23 1998 Interneat 5yd sander (streets) XXV988		\$90,000	General Fund		\$90,000					
Public Works Department	#24 1999 Elgin Geo-Vac (street sweeper) XXY702		\$260,000	General Fund		\$260,000					truck was Eval 2008 rec reeval 2012
Public Works Department	#26 1999 Internat. Flat Bed (general) XXY700		\$60,000	General Fund			\$60,000				Truck was due for replace in FY 11, reeval in FY 12
Public Works Department	#29 1991 Internat. 10-yd truck (general) XYB829		\$125,000	General Fund		\$125,000					
Public Works Department	#30 1995Internat. 10-yd truck (general) XYA932		\$125,000	General Fund		\$125,000					
Public Works Department	#31 1991 Internat. 17 yd. Truck (general) XXS913		\$125,000	General Fund		\$125,000					
Public Works Department	#32 1996 Internat. Flusher (general) XXU686		\$150,000	General Fund		\$150,000					
Public Works Department	#35 1995 Case 821 B Loader (general)		\$200,000	General Fund				\$200,000			
Public Works Department	#36 1996 Case 621B Loader(general)		\$175,000	General Fund				\$175,000			
Public Works Department	#40 2002 Cat 430D Backhoe(W&S) WATER		\$125,000	General Fund					\$125,000		
Public Works Department	#43 1996 Champion 740 grader(streets)		\$350,000	General Fund			\$350,000				
Public Works Department	#45 1990 Champion 730 grader(streets)		\$285,000	General Fund					\$285,000		
Public Works Department	#46 1992 Champion 740 grader(streets)		\$306,000	General Fund					\$306,000		
Public Works Department	#47 1992 Champion 740 grader(streets)		\$320,000	General Fund					\$320,000		
Public Works Department	2011 CAP Grader M9E00403		\$301,690	General Fund					\$301,690		
Public Works Department	2011 CAP Grader R9L001027		\$290,258	General Fund					\$290,258		
Public Works Department	#50 1976 Allis Chalmers forklift (general)		\$50,000	General Fund		\$50,000					
Public Works Department	#51 1994 Mitsubishi 15B forklift SEWER		\$40,000	General Fund					\$40,000		
Public Works Department	#53 2000 Salt Spreader (streets)		\$10,000	General Fund		\$10,000					
Public Works Department	#54 2000 Salt Spreader (streets)		\$10,000	General Fund		\$10,000					
Public Works Department	#57 2005 Sno-Go snow blower(streets)		\$125,000	General Fund					\$125,000		after 9 years replace with new and move to backup status
Public Works Department	#58 2003 Titan /Speedflo Painter 8900		\$20,000	General Fund				\$20,000			
Public Works Department	#68 1998 Cat Trac-Hoe 312BL(W&S) WATER		\$200,000	General Fund				\$200,000			
Public Works Department	#69 1999 Trailmax Trailer (general)		\$40,000	General Fund				\$40,000			
Engineering Department	#4E Dodge Dakota		\$27,000	General Fund		\$27,000					
Total Fund 100 General Fund		\$0	\$6,352,089		\$0	\$1,485,000	\$550,000	\$794,000	\$3,523,089	\$0	
Harbor Funds											
Boat Yard	2010 Ford F 150 4X4 Pickup XYE894		\$40,000	Boat Yard					\$40,000		
Boat Yard	2008 Skyjack Teleboom Forklift VR843D		\$0	Boat Yard							
Boat Yard	1999 Genelift S85/4WD 85 ft Manlift		\$0	Boat Yard							
Cargo	2003 Ford F150 4X4 Pickup XXY736		\$25,000	Cargo			\$25,000				
Cargo	1997 Trailer HMDE TL Pot Trailer XXV567		\$0	Cargo							
Cargo	2006 Dodge 1500 4X4 Ram Pickup XYB834		\$25,000	Cargo				\$25,000			
Cargo	2005 Caterpillar 9000lbs Lift GP40KL		\$0	Cargo							
Electric	2010 Ford F 150 4X4 Pickup XYE508		\$40,000	Electric					\$40,000		
Harbor	2008 Ford F350 4X4 Flatbed YYY419		\$35,000	Harbor					\$35,000		
Harbor	2006 Ford F150 4x4 Pickup XYA934		\$25,000	Harbor				\$25,000			
Harbor	2001 Ford F150 4x4 Pickup XXY711		\$38,000	Harbor		\$38,000					
Harbor	2009 Trailer ITRS General Trailer 7778RV		\$0	Harbor							
Harbor	2005 Trailer Wht Spruce Oil Boom XYA930		\$0	Harbor							

City of Kodiak Capital Improvement Projects - 5 Year Department Projections
As of January 2013

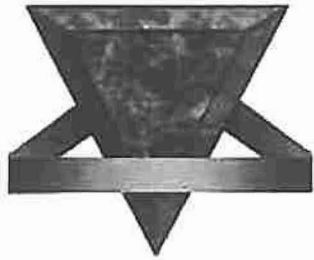
Fund/Department	Project Description	Total Project Approved Budget	Total Project Proposed Budget	Funding Source	Actual LTD Expenses	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	Comments
Harbor	2003 Trailer HMDE 1 Axel Fish Waste XXY742		\$0	Harbor							
Harbor	2003 Trailer ATEC ATV Flatbed Utility XXY739		\$0	Harbor							
Harbor	2002 Trailer CARNAI 2 Axel Boat 1169RY		\$0	Harbor							
Harbor	2002 Trailer HMDE 1 Axel Fish Waste 117ORY		\$0	Harbor							
Harbor	1997 HMDE 1 Axel Boart XXV569		\$6,000	Harbor					\$6,000		
Harbor	1997 HMDE 2 Axel Boat XXV568		\$7,000	Harbor					\$7,000		
Harbor	2000 Ford F750 1500 Gal Vac Kit XXY717		\$75,000	Harbor					\$75,000		
Harbor	2010 Case 580MT Loader Backhoe		\$90,000	Harbor					\$90,000		
Harbor	2011 Gravely 2 Wheel Tractor		\$10,000	Harbor					\$10,000		
Harbor	1969 HYSTER H250E Forklift ID1072		\$85,000	Harbor			\$85,000				
Harbor	1993 Munson Packman 24' Alum Boat PV3		\$0	Harbor							
Harbor	1983 Boston Whaler Outrage 22' Fiberglass PV1		\$175,000	Harbor		\$175,000					
Total Fund Harbor Funds 500,510,512		\$0	\$676,000		\$0	\$213,000	\$110,000	\$50,000	\$303,000	\$0	
Water Fund											
Public Works Department	2010 Ford F150 Truck		\$13,000						\$13,000		
Public Works Department	#1 2001 F 150 4X4 PU (crew) XXY710	\$0	\$26,000	Water Fund 550					\$26,000		
Total Water Fund 550		\$0	\$26,000	Water Fund 550	\$0	\$0	\$0	\$0	\$26,000	\$0	
Total Vehicle Requests		\$0	\$7,054,089		\$0	\$1,698,000	\$660,000	\$844,000	\$3,852,089	\$0	
Total Capital Project Requests		\$85,172,933	\$141,869,338		\$25,813,268	\$13,725,863	\$41,858,422	\$992,120	\$60,000	\$60,000	
Grand Total		\$85,172,933	\$148,923,427		\$25,813,268	\$15,423,863	\$42,518,422	\$1,836,120	\$3,912,089	\$60,000	

\$148,923,427
\$0



What Is A Capital Improvement Budget?

- ***The Capital Budget Is the First Year of the CIP and Normally Is Incorporated Into the Annual Operating Budget, Which Provides Resources for Specific Facilities, Improvements and Equipment***



Why Do Governments Need A CIP?

- ***Orderly Comprehensive Replacement of Capital Facilities and Equipment***
- ***Ensures Continuity***
- ***Assists With Long-range Fiscal Planning***
- ***Adequate Project Planning and Timing***
- ***Enhances Bond Rating***
- ***Provides a Public Relations Tool***



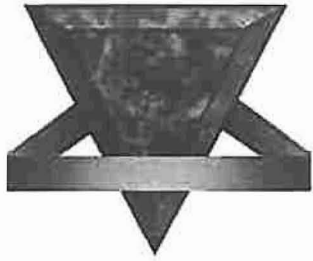
Why Do Governments Need A CIP?

- ***Focuses Attention On Community Goals, Needs, And Financial Capability***
- ***Builds Public Consensus For Projects And Improves Community Awareness***
- ***Improves Inter-/Intra- Governmental Cooperation And Communication***



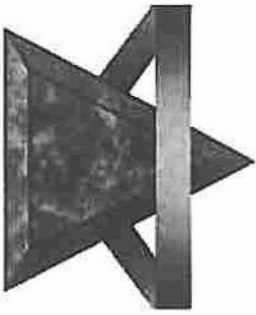
Ten Steps in Developing a CIP

- ***Step 1 - Establishing an Administrative Structure***
- ***Step 2 - Establishing CIP Financial Policies***
- ***Step 3 - Evaluation Criteria***
- ***Step 4 - Capital Needs Assessment***



Ten Steps in Developing a CIP

- ***Step 5 - Identifying Projects for the CIP***
- ***Step 6 - Analyzing Financial Capacity***
- ***Step 7 - Evaluating Funding Options***
- ***Step 8 - Prioritizing Projects***



Ten Steps in Developing a CIP

- **Step 9 - Adopting the CIP**
- **Step 10 - Monitoring the CIP**

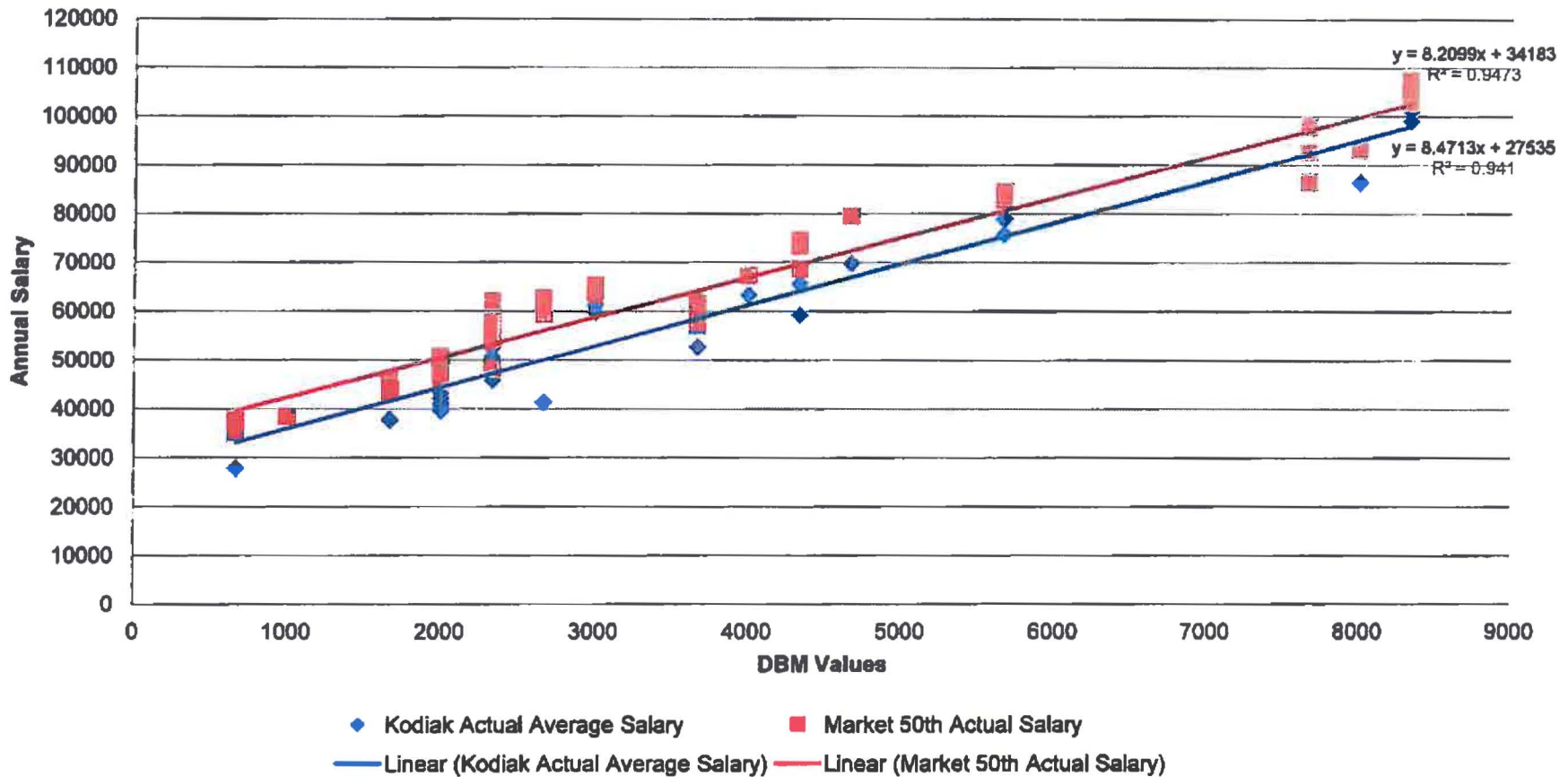
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Summary of Job Analysis

- DBM ratings address internal equity and support development of pay structures.
- Decision bands within DBM include:
 - Band F – Top Level Policy Decisions
 - Band E – Programming Decisions
 - Band D – Interpretive Decisions
 - Band C – Process Decisions
 - Band B – Operational Decisions
 - Band A – Defined Decisions
- Bands are further subdivided into “grades” based on leadership responsibilities and “subgrades” based on areas such as complexity and difficulty of the work.

Summary of Salary Data Comparisons

City of Kodiak, AK Market 50th vs Actual Salaries



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Recommendations

Proposed Salary Structure Anchored to Market 50th

DBM	Minimum	Midpoint	Maximum	Range Spread
A11	\$31,411	\$39,264	\$47,116	50%
A12	\$33,658	\$42,072	\$50,486	50%
A13	\$35,904	\$44,880	\$53,856	50%
B21	\$38,157	\$47,697	\$57,236	50%
B22	\$40,404	\$50,505	\$60,606	50%
B23	\$42,650	\$53,313	\$63,976	50%
B24/B31	\$44,904	\$56,130	\$67,355	50%
B25/B32	\$47,150	\$58,938	\$70,725	50%
C41	\$51,650	\$64,562	\$77,475	50%
C42	\$53,896	\$67,371	\$80,845	50%
C43	\$56,143	\$70,179	\$84,215	50%
C44/C51	\$58,396	\$72,995	\$87,594	50%
C45/C52	\$60,643	\$75,804	\$90,964	50%
D61	\$65,143	\$81,428	\$97,714	50%
D62	\$67,389	\$84,236	\$101,084	50%
D63	\$69,636	\$87,045	\$104,453	50%
E81	\$78,635	\$98,294	\$117,953	50%
E82	\$80,882	\$101,102	\$121,323	50%
E83	\$83,128	\$103,910	\$124,692	50%

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**KODIAK CHAMBER OF COMMERCE
ECONOMIC DEVELOPMENT PROGRAM AGREEMENT NO 204210**

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. Continue to work with the CEDS committee on implementing the Goals and Objectives as outlined in the CEDS Document.
- d. Work with local retailers to identify interested parties in order to develop a shop local campaign.
- e. Assist the City of Kodiak with project development/grant applications as identified by the City Council and Manager.
- f. Attend the annual Seattle Fish Expo to promote the City's 600-ton boat lift facility and Kodiak businesses. The show attendance is a joint effort of the Harbormaster and Kodiak Chamber of Commerce.
- g. Active participation and involvement with Southwest Alaska Municipal Conference in their efforts to bring economic stability to the region.
- h. Work closely with the Kodiak College Advisory Council (through monthly meeting participation) and Kodiak Job Center to assist and promote programs and activities, specifically related with employment, workforce development and job training.
- i. Work with the key business, government and non-profit leaders to organize an economic development summit to identify key barriers, benefits and needs of Kodiak's business community in order to strengthen their role in Kodiak's economy. The follow up surveys could be used to quantify the common

challenges, needs and perceptions. The summit and survey outcome will be presented to the City of Kodiak and Kodiak Island Borough.

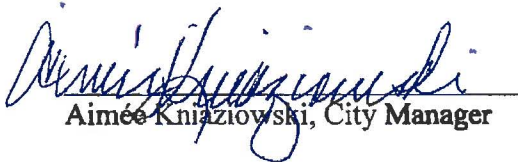
- j. Establish a work group formed by Kodiak key business and government leaders to identify what is needed to solve the community's housing shortage and work to promote the solutions identified. The outcome will be used to write a comprehensive housing report.
- k. Create a "COMMERCIAL FISHING LOAN PROGRAM" page on Chamber's new website that links to appropriate information on State's website.
- l. Create a "STARTING A BUSINESS IN KODIAK" page on Chamber's new website that links to appropriate information.
- m. 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 \$45,000 by the City of Kodiak. Said compensation shall be paid in equal installments of \$11,250 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 1 day of August 2012.

CITY OF KODIAK


Aimée Kniazowski, City Manager

CHAMBER OF COMMERCE


Trevor Brown, Executive Director

Attest:


Debra L. Marlar, City Clerk

Witness:


Lale Gurer, Economic Development Specialist

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**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

Pat Braun

MAYOR

ATTEST:

Debra Mank

CITY CLERK

Adopted: February 23, 2012

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Office of the City Clerk

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

MEMORANDUM

To: Mayor Branson and Councilmembers

Date: January 14, 2013

From: Debra Marlar, MMC *DM*
City Clerk

Subject: Travel Policy

In September 2011 the Council adopted a travel/training policy via Resolution No. 2011-30. The policy as written restricts travel to no more than three Councilmembers to any one event. At recent work sessions, the Council has discussed the benefit of sending as many Councilmembers as possible to the annual Legislative Reception in Juneau to lobby for City projects. An amendment to the second bulleted item under Travel Criteria should be made to allow more than three Councilmembers to travel to the same event.

I would like to amend item 2 to delete the reference to travel being discussed at least twenty-one days prior to an upcoming event. Although this is our goal, it doesn't always happen.

Additionally, I seek direction from the Council regarding item 4, which states: "Any travel upgrades and/or deviations from direct routing shall be paid by the official traveling. All change fees or additional costs incurred as a result of altering airline reservations for personal reasons, excluding unanticipated illness, are the responsibility of the Mayor or Councilmember for which the travel applies." Sometimes, work schedules will interfere with travel and an elected official will make changes to their reservation and charge the change to their City credit card. It would be helpful to know if changes related to an elected official's work schedule are permitted and the process for making the change.

**CITY OF KODIAK
RESOLUTION NUMBER 2011-30**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK ADOPTING
A TRAVEL POLICY FOR THE MAYOR AND COUNCIL**

WHEREAS, the City Council desires to establish policies and procedures for requesting and approving travel for the Mayor and Councilmembers; and

WHEREAS, implementation of this policy will clearly identify the purpose, policy, code of conduct, and procedures related to Mayor and Councilmember travel.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that a travel and training policy for the Mayor and Council, which is attached and incorporated by reference, is hereby adopted.



CITY OF KODIAK

Carolyn L. Floyd

MAYOR

ATTEST:

Debra Marley

CITY CLERK

Adopted: September 22, 2011

City of Kodiak Mayor and Council Travel Policy

POLICY: Mayor and City Council Travel Policy

PURPOSE: To establish policies and procedures for requesting and approving travel for the Mayor and Councilmembers.

STATEMENT OF POLICY: It is the policy of the City of Kodiak that Mayor and Councilmember travel for official City business outside the City of Kodiak be conducted during reasonable hours in the most direct and economic means necessary to accomplish City business.

CODE OF CONDUCT: While traveling on City business, elected/appointed officials are expected to attend all scheduled events and meetings. Officials shall not conduct personal business or lobby on behalf of an employer, agency, or organization from which the official derives non-City financial benefit. Councilmembers shall attend scheduled meetings with state and federal elected officials and/or staff as a group and shall not represent the City or seek meetings as a single entity, unless directed by the Council as a whole.

Failure to follow the established policy and code of conduct may, at the discretion of the City Council, result in the City's refusal to pay or reimburse travel expenses.

Travel Criteria

Travel shall only be approved when the following criteria are met:

- The travel expense has been budgeted.
- Not more than three Councilmembers shall travel to the same meeting or conference.
- The Mayor or any Councilmember who travels outside the City at City expense will be required to submit at the next regular Council meeting, either orally or in writing, a report of their activities and their opinion of the benefit to the City.
- Travel will support state or federal efforts that are beneficial to the City of Kodiak, or travel is for specific training or attendance at a national or state board/committee meeting or conference as a municipal representative, and the exchange of information could reasonably be expected to result in a benefit to the City of Kodiak or its residents.

PROCEDURES:

1. The Clerk shall prepare an annual travel calendar to be reviewed during the annual budget presentation. The purpose of the calendar will be to estimate

Mayor and Council travel expenses for the upcoming year. The Council shall endorse or amend the travel calendar and related expenses, which will be included in the budget.

2. At a Council work session at least twenty-one days prior to an upcoming travel event, the Council will discuss the travel event, voice a consensus identifying the officials to travel, and direct staff to arrange for travel. Staff is authorized to add elected official travel to work session agendas as needed.
3. The Clerk's Office shall arrange approved travel. Receipts must be provided to the City Clerk within fifteen days following travel. The City will prepay airline tickets and registration fees. Hotel rooms will be guaranteed with a City credit card or purchase order. Officials may use their individual City credit card to pay hotel room costs or may use their private credit card and will be reimbursed by the City upon producing receipts to the City Clerk within fifteen days following the travel. City credit cards shall be returned to the Clerk's Office within fifteen days following travel. Any charges to the hotel bill that include food, phone calls, movies, or any other expense not related to City business shall be reimbursed to the City within fifteen days following travel. Officials shall use free hotel shuttles when available. If free shuttle service is unavailable, officials may use their City credit card to pay for taxi expenses to and from the airport or may pay the expense and produce receipts for reimbursement. Rental cars are not authorized unless the event is a significant distance from the airport and other transportation is unavailable. The City shall not pay taxi expenses to shopping areas, tourist attractions or similar events, or to restaurants unrelated to the travel event, unless there is no restaurant close to the approved event or hotel.
4. Any travel upgrades and/or deviations from direct routing shall be paid by the official traveling. All change fees or additional costs incurred as a result of altering airline reservations for personal reasons, excluding unanticipated illness, are the responsibility of the Mayor or Councilmember for which the travel applies.
5. Per diem for elected/appointed officials will be the same rate as city employees receive. (KCC 2.08.037). Per diem rates are authorized via separate resolution of the Council.

EXCEPTIONS: Every effort will be made by the Mayor and Council to follow the policy and procedures. If unanticipated travel becomes necessary that is not budgeted or that needs to occur sooner than twenty-one days and the procedures outlined above cannot be followed, the Mayor may authorize travel and shall instruct the Clerk to notify the Council and Manager of the authorized travel. In the event the Mayor is out of town or is otherwise unavailable, the Deputy Mayor will follow this procedure.

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MEMORANDUM

TO: Mayor Branson and City Councilmembers

FROM: Aimée Kniaziowski, City Manager *AK*

DATE: January 19, 2013

RE: Planning Session Agenda, Item 2.e., Council Training Needs & Opportunities

The annual planning session is a good time to discuss whether or not you would like to focus on training needs in the upcoming calendar or fiscal year. This will help staff research and plan for any specialty training you might be interested in or feel you need. We can include training expenses in the FY14 budget and staff will have time to research opportunities.

You took advantage of training with Sarah Barton in 2012 and recently with Paul Glick. The training with Sarah Barton focused on a capital needs assessment and an analysis of the City's financial capacity to fund capital projects and operate its infrastructure. Paul Glick's training focused on the legal requirements and processes used in public sector budget development and management, reviewed elements of the City's budget process, emphasized the benefit of having a multi-year CIP process, and identified the main steps to develop and manage a formal CIP program.

City officials have training opportunities while attending AML and SWAMC conferences, and learn about lobbying and funding each year when we go to Juneau to request state funding for selected projects. However, I believe the local training sessions were uniquely valuable and appreciated by those who were able to attend. Given that, you may want to consider training for this coming year. It could be more detailed training in budgets, further discussion of the City's financial capacity, CIP development, training in emergency management for elected officials, or perhaps a facilitated strategic planning session that would help identify Council and staff goals and shape the direction of the City over the next year.

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Office of the City Clerk

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

MEMORANDUM

To: Mayor Branson and Councilmembers

Date: January 16, 2013

From: Debra Marlar, MMC *DM*
City Clerk

Subject: City iPads

Some of you have asked about the possibility of using iPads to conduct City business. Some Alaskan municipalities, including the Kodiak Island Borough, use iPads instead of paper agenda packets.

I have not performed a cost analysis to determine if buying iPads and producing electronic packets will save the City money. I know of a couple of municipalities who have performed this study, and their data indicates using iPads is more cost-effective than producing paper packets. Our packets are not that large, and I don't think cost is a significant factor for us in determining whether to use iPads.

I use a City iPad to take notes at meetings, and I love it. I also use it for City email when I am away from the office. I am concerned that elected officials use their personal equipment to send and receive messages pertaining to City business. In the event of a law suit, your personal and business computers and/or other electronic devices may be seized as evidence, if you have City-related information on them. An iPad could be used by elected officials to send and receive City email. Presently, your City email address defaults to me, and I have to forward your City email to your personal email address. An iPad would allow you to receive your City email directly, without me having to forward it to you, and may protect your personal and business equipment from seizure in the event of a law suit.

If the City desires to use iPads, I estimate the initial purchase cost to be approximately \$10,000. This includes a keyboard cover and basic software. This does not include a data plan.

If the Council desires to use iPads, we will also need a usage policy. An example of a sample policy developed by the City of Ketchikan for its elected officials is attached for reference.

CITY OF KETCHIKAN SAMPLE Ipad POLICY

Mayor and City Council iPad Policy

1. **Purpose.** The City of Ketchikan recognizes the benefits of utilizing digital communication and information, and supports the utilization of the iPad by the Mayor and City Council. Users of the iPad acknowledge, understand, and respect the underlying iPad, Internet, and usage philosophy that forms the basis of this policy.
2. **Receipt of iPad.** The City Information Technology (IT) Department will issue iPads that include appropriate applications for use relating to City business. The iPads will serve as the sole source of meeting packets, and paper packets will not be provided.
3. **Care of iPad.** Users are responsible for the general care of the iPad that they have been issued by the City. iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the City. Only a clean, soft cloth should be used to clean the screen.
4. **Software on iPad.** The software and applications installed by the City must remain on the iPad in usable condition and be readily accessible at all times. From time to time, the City may add or upgrade software applications such that users may be required to check in their iPads with the IT Department or the City Clerk for periodic updates and syncing. In the event it becomes necessary to restore an iPad to its original condition, the City will not be held responsible for the loss of any software or documents deleted due to a re-format and re-image. Any software, email messages, or files downloaded via the Internet into the City systems become the property of the City and may only be used in ways that are consistent with applicable licenses, trademarks, or copyrights.

Files from sources that a user may have any reason to believe may be untrustworthy shall not be downloaded, nor shall files attached to email transmissions be opened and read unless the user has knowledge that they originate from a trustworthy source. Downloaded files and attachments may contain viruses or hostile applications that could damage the City's information systems. Users will be held accountable for any breaches of security caused by files obtained for non-City business purposes.

5. **Life of the iPad.** The technological life of the iPads might not exceed three years; therefore, the iPads will be assessed every three years and, if necessary, the City will purchase upgraded devices through the budgeting process.
6. **WARNING – NO PRIVACY.** Communications made via City-issued devices are subject to disclosure under the Open Records Act or for litigation purposes unless a privilege or exception exists that justifies withholding the information.
7. **Audits.** All iPads are subject to audit by the Information Technology Department. If contacted by IT, users have three days to provide their iPad to the IT Director. They will

be provided a “loaner” to use in the interim. Typically, the IT Department will return the iPad to the user within five business days.

8. **Representations.** In advocating, advancing, or expressing any individual religious, political, or personal views of opinions, users must not misrepresent their statements as official City policy unless authorized to do so.
9. **Email Usage for City Business.** For the purposes of activity related to City business, the user shall conduct all email communication through their assigned City email account. All emails on the City email account are archived and retained by the City. This account shall be synced to the user’s individual iPad. Personal email boxes are allowed to be synced to the iPad as well, but all City-related business must be conducted through the City email address or copied to the City email address if the user’s personal email box is used.
10. **Acceptable Use.** The iPad, Internet and email access provided are tools for conducting City business. Thus, City use of such tools will be primarily for City business related purposes; i.e., to review City Council agenda materials, obtain useful information for City-related business communications as appropriate. All of the City’s computer systems, including the iPad, are considered to be public property. iPad, Internet, and email activities will be traceable to the City and will impact the reputation of the City. City-issued iPads shall not be used to send or knowingly download any vulgar, discriminatory, or pornographic content. Users shall refrain from making any false or defamatory statements in any Internet forum or from committing any other acts that could expose the City to liability.

City-issued iPads are not to be used for operation a business for personal gain, sending chain letters, or any other purpose that interferes with normal City business activities. Users shall not use City-issued iPads for any illegal activity.

Except in an emergency, users shall not use email, instant messaging, text messaging, or similar forms of electronic communications at any time during a meeting of the City Council. Users shall not use the iPad in any way as to violate the Open Meetings Act requirements of the State of Alaska.

iPad users are allowed to have music and install apps on their iPad; however, the items downloaded and synced to the iPad must be in compliance with Federal copyright laws and shall be acquired at the expense of the user. All applications used in the course of business-related activities shall be secured in conjunction with the IT Department.

11. **Use of 4G Network.** Any download usage for iPads that are activated on the City’s account for 4G access shall not exceed the allowable monthly limits provided under the City’s plan. Any overage shall be paid by the individual user. Should a user activate the 4G coverage under their own personal account, the user shall be responsible for all costs incurred.
12. **User Responsibility.** It is the responsibility of the user to ensure the City-provided iPad is kept in a reasonable and safe condition. iPads must remain free of any writing,

drawing, stickers, or labels that are not the property of the City. Should an iPad be accidentally lost, damaged, or stolen, responsibility for replacement shall be as follows:

- a. First time: City shall repair or replace at no cost to the user.
- b. Second time: The City shall pay half the cost of repair or replacement and the user shall pay half the cost.
- c. Third time: The user shall be entirely responsible for repair or replacement costs and shall replace the unit within two weeks of the equipment loss.

iPads that are damaged or destroyed through intentional misuse must be repaired or replaced at the user's expense.

- 13. **Return of the iPad.** Users shall return their iPad to the IT Department when the individual's term and service as Mayor or Councilmember has ended. Upon return of the iPad to the City and following the preparation of any appropriate backup files, the iPad will be wiped clean of any and all information.
- 14. **Compliance with Policy.** The City reserves the right to inspect any and all files stored on iPads that are the property of the City in order to ensure compliance with this policy. Users do not have any personal privacy right in any matter created, received, stored in, or sent from any City-issued iPad, and the IT Director is hereby authorized to institute appropriate practices and procedures to ensure compliance with this policy. Any violation of this policy may result in discipline as deemed appropriate by the balance of the City Council.

I hereby certify that I have received a written copy of the Mayor and City Council iPad Policy form. I have read and fully understand the terms of this policy and agree to abide by it.

Dated: _____

By: _____
(Elected Official's Signature)

(Printed Name)


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MEMORANDUM

TO: Mayor Branson and City Councilmembers

FROM: Aimée Kniaziowski, City Manager 

DATE: January 19, 2013

RE: Planning Session Agenda, Item 3.a., Vacant City Properties

The City owns several buildings which are unused and vacant. The building on the corner of Shelikof and Marine Way, known as the “public bathroom” and former police sub-station building has been vacant since KPD stopped using it as a police substation about three years ago. The Barn has also been vacant since KPD consolidated the detective unit into the new police station. The old police station/jail building was vacated in February of 2011 when jail operations moved into the new facility. It costs the City to heat, maintain, and insure vacant City facilities. The buildings are prone to vandalism, as we saw with the break-ins and fire at the Barn. We’ve also repaired a series of boiler malfunctions and pipe breakage in the old KPD building, even though steps were taken to winterize the building. I recommend we begin a discussion on the disposition of these buildings.

The City Council adopted a resolution to allow the Maritime Museum to use the Harbor building for an historic visitor display (see attached Resolution 2006-27). I don’t believe their use of that building included rent or other types of payments for the proposed use, but I don’t know what Council’s intent was at the time the resolution was adopted. No actions have been initiated by the Maritime Museum or me to turn over the building to the museum group since they started to work with the Foraker Pre-Development group to explore the possibility of building a museum and other historic features on the City’s waterfront. They continue to work on this issue and should come forward to Council with a recommendation in the future. In the meantime, the City is responsible for the building and it remains unused and prone to vandalism and abuse by vagrants.

The Barn facility used to house the KPD detective unit and also has a communications tower attached to the building which is used for public safety purposes. It was vacated two years ago when KPD made the transition to the new station. The City used it for storage of miscellaneous items of City property until a group of juveniles broke into the building and tried to set it on fire. They did a substantial amount of damage to the building. We requested restitution for damages through the state Juvenile Justice system, but only received a small amount from the family of one juvenile. Since that damage, Cornerstone General Contractors, the contracting firm for the new library, cleaned up the damage and has been utilizing the main floor of the Barn for the construction office since work on the library site began. The main floor of the building is now usable and will be vacant once the new library is completed in the fall of this year.

Prior to the library project, I received inquiries from local groups for possible use of the Barn.

The City has inadequate administrative office space and limited indoor storage, so I would rather we use the building to accommodate our needs. However, before the best use can be determined, we need a professional engineering assessment of the building, and then we can make the repairs necessary for that use.

The Barn is an historically listed property related to its use in the former agricultural station from the 1920s. I don't know how the City came to own the Barn, but I've heard we've put it to several uses since it became a City facility. It's been used as a basketball facility, used for storage of records and equipment, and to house the detectives. Its use is limited by the existing floor plan and limited load bearing capacity of the second floor.

The Kodiak Public Library Association board, the Foraker Pre-Development team, the City project team, and I toured the Barn to see if it could be incorporated into the new library project. The building does not lend itself to incorporation into a new library structure. However, because of its location and status as a historical building, it has been considered as part of a larger campus for possible educational or other historical use or development in the future.

As mentioned, several local groups expressed interest in having the City find a new use for the Barn. Interest has been expressed by the Maritime Museum as storage (not display) for a growing collection of marine related items. The 4H group and the Kodiak Soil and Water Conservation District said they'd like to see a future use that links it with Kodiak's agricultural past. The Historical Society is interested in preserving the building because of its historical value. Eventually, these groups hope to work together with the City to develop a plan for the use of the Barn. At this point, I'm not able to identify a clear plan for the building because of its structural integrity of the building. I haven't been able to find an engineering assessment of the building or evaluation of the condition or capacity.

We have several choices as to what to do with the Barn, none of them fully satisfactory. The historical listing does not prevent us from deciding to demolish it, but it's obvious that a large sector of the community would be strongly opposed to that alternative. We could take the building apart and relocate it on other City property or on private property. This would free up space at the new library site, but is likely to be costly and problematic in that no site is available on which to relocate the building. It could remain where it is, be evaluated and refurbished, and put to use by the City or to another use supported by the community. These alternatives require a commitment of City funds and effort, but could result in a reasonable and up-to-code facility for use by the City or for rent by another public or private entity. We could deed it to a non-profit organization. I do not recommend we leave it unoccupied once Cornerstone vacates the building without a plan. The current location has made it a target for vandalism, but that risk has been reduced now that the library is going on the site. Still, I don't recommend a do-nothing approach even though the solutions will cost money. I recommend we plan an engineering study to help identify condition and costs as well as a Council

reasonable solution to the future use or removal of the Barn.

We are proceeding with the engineering plan to demolish the old KPD building and plan to have it torn down this winter. Maintenance costs for that old building will be eliminated once the building is demolished. The lot will be used to store snow removed from the fire station (now a very difficult removal/storage problem that contributes to flooding into the fire station equipment bays) and parking or secured equipment storage for the fire station. Property borders could be made into a green space with grass, trees, and simple benches near the sidewalks.

Once the new library is constructed this fall, we will be faced with another vacant facility that will require maintenance and oversight. USKH did an evaluation of the library (along with the fire station and old KPD) in 2004 in anticipation of replacement of these old structures. The evaluation showed the buildings contain asbestos containing materials, lead, and other problems like inadequate ventilation, and seismic stability concerns. The plan since about 2008 has been to demolish the library and old police station to make room to build a new fire station on the cleared lots. Without a plan for the library facility, it will remain vacant until a demolition plan is developed. I recommend Council reaffirm the plan for replacement of a new fire station on that site. In the meantime I recommend we review the overall condition of the library facility to determine if it could continue to be used, what upgrades would be required to make it suitable for use by the City or another entity, and an estimate of the costs to upgrade the building.

The City also owns an unused house on Hillside Drive that is problematic as to condition and possible future use. No work has been done to assess the overall condition of the building or appropriate lot access. This property has similar issues to the others in that it remains vacant without an identified use.

I believe it's important to plan discussions about plans for these buildings. It doesn't make sense to just leave them vacant and in place. They are City resources and the potential risks of continued vacancy should be weighed against the costs of demolition, sale, relocation, and possible reuse for those facilities worth saving.

Attached is a spreadsheet identifying costs incurred for the old KPD building, the house on Hillside, and the Harbor bathroom building. Other insurance and utility costs aren't included.

**CITY OF KODIAK
RESOLUTION NUMBER 06-27**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK AUTHORIZING THE FUTURE USE OF THE DOWNTOWN RESTROOM/POLICE SUBSTATION BY THE KODIAK MARITIME MUSEUM FOR THEIR PEGGY DYSON EXHIBIT

WHEREAS, the Kodiak Maritime Museum (KMM) continues to plan for the Harbor Gateway project, which began with the installation of interpretive signs along Shelikof Avenue; and

WHEREAS, the next goal of the KMM is to work with the City of Kodiak to transform the small City-owned building west of the Harbormaster's Office ("downtown bathroom building") into an attractive exhibit that welcomes visitors to Kodiak and the St. Paul Harbor; and

WHEREAS, the KMM has recently received a final draft of the Interpretive Plan prepared for the Harbor Gateway project; and

WHEREAS, while the KMM works to finalize the Interpretive Plan, their next step is to contract an exhibit planner to create exhibit design drawings and develop a project budget; and

WHEREAS, the KMM will use the design drawings and the project budget to begin a capital campaign to fund the construction of the exhibit.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that the office area in the small City-owned building west of the Harbormaster's Office ("downtown bathroom building") is reserved for use by the Kodiak Maritime Museum for a Harbor Gateway Project exhibit, preliminarily identified to honor Peggy Dyson.



ATTEST:



CITY CLERK

CITY OF KODIAK



MAYOR

Adopted: July 27, 2006

Accumulated Transaction Listing

Old Police

From Date: 7/1/2012 - To Date: 1/31/2013

G/L Date	Journal	Journal Type	Sub Ledger	Description	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number: 100-190-100 455.100 Public Utility Service								Fiscal Year To Date:	\$0.00
8/8/2012	2013-00000265	JE	AP	A/P Invoice Entry	Accounts Payable		\$731.04		\$731.04
Invoice Number	Vendor	Description			Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
0001057490	Alaska Waste	Acct#591105 July Dumpster Service			7/31/2012	Check	506234	\$3,383.19	\$731.04
								Total:	\$731.04
8/14/2012	2013-00000297	JE	AP	A/P Invoice Entry	Accounts Payable		\$1,160.38		\$1,891.42
Invoice Number	Vendor	Description			Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
Stmt 7/12	Kodiak Electric Association	5790901-KPD,Main,Harbor			7/31/2012	Check	506343	\$94,966.70	\$1,160.38
								Total:	\$1,160.38
8/14/2012	2013-00000305	JE	AP	A/P Invoice Entry	Accounts Payable		\$212.98		\$2,104.40
Invoice Number	Vendor	Description			Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
Stmt 7/12	Kodiak Island Borough	All Depts Baler Billing			8/1/2012	Check	506346	\$23,361.76	\$79.50
4-28-389872	Petro Star Inc	Old KPD/Healing Fuel 37.1 gals			7/30/2012	Check	506353	\$133.48	\$133.48
								Total:	\$212.98
Month Total: August 2012							\$0.00	\$0.00	\$2,104.40
9/11/2012	2013-00000470	JE	AP	A/P Invoice Entry	Accounts Payable		\$731.04		\$2,835.44
Invoice Number	Vendor	Description			Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
1086920	Alaska Waste	August 2012			8/31/2012	Check	506503	\$3,383.18	\$731.04
								Total:	\$731.04
9/12/2012	2013-00000498	JE	AP	A/P Invoice Entry	Accounts Payable		\$1,470.43		\$4,305.87
Invoice Number	Vendor	Description			Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
Stmt 8/12	Kodiak Electric Association	5790901-KPD,Main,Harbor			8/31/2012	Check	506529	\$108,265.85	\$1,470.43
								Total:	\$1,470.43
Month Total: September 2012							\$0.00	\$0.00	\$4,305.87

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Accumulated Transaction Listing

From Date: 7/1/2012 - To Date: 1/31/2013

G/L Date	Journal	Journal Type	Sub Ledger	Description	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number: 100-190-100 455.100 Public Utility Service								Fiscal Year To Date:	\$0.00
10/9/2012	2013-0000688	JE	AP	A/P Invoice Entry	Accounts Payable		\$731.04		\$5,038.91
Invoice Number	Vendor			Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
0001125273	Alaska Waste			City/Sept	9/30/2012	Check	506727	\$3,383.19	\$731.04
								Total:	\$731.04
10/10/2012	2013-0000687	JE	AP	A/P Invoice Entry	Accounts Payable		\$1,232.69		\$6,269.60
Invoice Number	Vendor			Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
Stml 9/12	Kodiak Electric Association			5790901-KPD,Main,Harbor	9/30/2012	Check	506751	\$106,728.79	\$1,232.69
								Total:	\$1,232.69
10/30/2012	2013-0000852	JE	AP	A/P Invoice Entry	Accounts Payable		\$905.04		\$7,174.64
Invoice Number	Vendor			Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
4-28-397276	Petro Star Inc			Heating Fuel Old KPD Station	10/18/2012	Check	506904	\$905.04	\$905.04
								Total:	\$905.04
				Month Total: October 2012			\$0.00	\$0.00	\$7,174.64
11/7/2012	2013-0000902	JE	AP	A/P Invoice Entry	Accounts Payable		\$731.04		\$7,905.68
Invoice Number	Vendor			Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
0001158675	Alaska Waste			City/October	10/31/2012	Check	506935	\$3,383.19	\$731.04
								Total:	\$731.04
11/15/2012	2013-0000949	JE	AP	A/P Invoice Entry	Accounts Payable		\$1,517.49		\$9,423.17
Invoice Number	Vendor			Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
10/12 Stml	Kodiak Electric Association			5790901-KPD,Main,Harbor	11/15/2012	Check	507005	\$132,776.84	\$1,517.49
								Total:	\$1,517.49

Accumulated Transaction Listing

From Date: 7/1/2012 - To Date: 1/31/2013

G/L Date	Journal	Journal Type	Sub Ledger	Description	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number: 100-190-100 455.100 Public Utility Service								Fiscal Year To Date:	\$0.00
11/20/2012	2013-00000996	JE	AP	A/P Invoice Entry	Accounts Payable		\$104.44		\$9,527.61
Invoice Number	Vendor	Description			Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
4-28-399328	Petro Star Inc	KPD/ Old & New station Heating Fuel			11/6/2012	Check	507080	\$4,054.26	\$104.44
								Total:	\$104.44
Month Total: November 2012							\$0.00	\$0.00	\$9,527.61
12/11/2012	2013-00001112	JE	AP	A/P Invoice Entry	Accounts Payable		\$201.68		\$9,729.27
Invoice Number	Vendor	Description			Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
4-28-401879	Petro Star Inc	Old Police Station/Heating Fuel			12/6/2012	Check	507231	\$201.68	\$201.66
								Total:	\$201.66
12/13/2012	2013-00001118	JE	AP	A/P Invoice Entry	Accounts Payable		\$731.04		\$10,460.31
Invoice Number	Vendor	Description			Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
0001205898	Alaska Waste	Depts/Dumpster			11/30/2012	Check	507186	\$3,383.19	\$731.04
								Total:	\$731.04
12/17/2012	2013-00001155	JE	AP	A/P Invoice Entry	Accounts Payable		\$1,649.54		\$12,109.85
Invoice Number	Vendor	Description			Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
Strnl 12/12	Kodiak Electric Association	5790901-KPD,Main,Harbor			12/17/2012	Check	507249	\$130,167.48	\$1,649.54
								Total:	\$1,649.54
Month Total: December 2012							\$0.00	\$0.00	\$12,109.85
Account Total: Public Utility Service							\$0.00	\$0.00	\$0.00
Sub-Department Total: Administration							\$0.00	\$0.00	
Department Total: Non-Departmental							\$0.00	\$0.00	
Fund Total: General Fund							\$0.00	\$0.00	
Grand Total:							\$0.00	\$0.00	

Accumulated Transaction Listing

From Date: 7/1/2012 - To Date: 1/31/2013

Harbor Hillside

G/L Date	Journal	Journal Type	Sub Ledger	Description	Source	Reference	Debit Amount	Credit Amount	Actual Balance				
G/L Account Number: 100-190-185 455.100 Public Utility Service							Fiscal Year To Date:		\$0.00				
7/19/2012	2013-00000102	JE	GL	COK BH account payments	1300034		\$88.36		\$88.36				
Month Total: July 2012							\$0.00	\$0.00	\$88.36				
8/1/2012	2013-00000207	JE	AP	A/P Invoice Entry	Accounts Payable		\$157.41		\$245.77				
Invoice Number							Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
4-28-388838							Petro Star Inc	Harbor/Healing fuel for Marine way Public Restroom	7/18/2012	Check	506212	\$314.82	\$157.41
												Total:	\$157.41
8/14/2012	2013-00000297	JE	AP	A/P Invoice Entry	Accounts Payable		\$876.44		\$1,122.21				
Invoice Number							Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
Stmt 7/12							Kodiak Electric Association	5790901-KPD,Main,Harbor	7/31/2012	Check	506343	\$94,966.70	\$876.44
												Total:	\$876.44
8/22/2012	2013-00000357	JE	GL	COK BH account pymt	1300115		\$91.32		\$1,213.53				
Month Total: August 2012							\$0.00	\$0.00	\$1,213.53				
9/12/2012	2013-00000498	JE	AP	A/P Invoice Entry	Accounts Payable		\$812.76		\$2,026.29				
Invoice Number							Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
Stmt 8/12							Kodiak Electric Association	5790901-KPD,Main,Harbor	8/31/2012	Check	506529	\$108,265.85	\$812.76
												Total:	\$812.76
9/25/2012	2013-00000566	JE	GL	COK BH account payments	1300182		\$111.01		\$2,137.30				
Month Total: September 2012							\$0.00	\$0.00	\$2,137.30				
10/10/2012	2013-00000687	JE	AP	A/P Invoice Entry	Accounts Payable		\$753.43		\$2,890.73				
Invoice Number							Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
Stmt 9/12							Kodiak Electric Association	5790901-KPD,Main,Harbor	9/30/2012	Check	506751	\$106,728.79	\$753.43
												Total:	\$753.43
10/16/2012	2013-00000743	JE	GL	COK BH acct payments	1300230		\$88.50		\$2,979.23				

Accumulated Transaction Listing

From Date: 7/1/2012 - To Date: 1/31/2013


G/L Date	Journal	Journal Type	Sub Ledger	Description	Source	Reference	Debit Amount	Credit Amount	Actual Balance	
G/L Account Number: 100-190-185 455.100 Public Utility Service								Fiscal Year To Date: \$0.00		
10/30/2012	2013-00000852	JE	AP	A/P Invoice Entry	Accounts Payable		\$167.49		\$3,146.72	
Invoice Number		Vendor		Description		Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
4-28-398991		Petro Star Inc		Marine Way Public Restrooms Fuel		10/18/2012	Check	506904	\$334.98	\$167.49
								Total:	\$167.49	
Month Total: October 2012							\$0.00	\$0.00	\$3,146.72	
11/15/2012	2013-00000949	JE	AP	A/P Invoice Entry	Accounts Payable		\$840.52		\$3,987.24	
Invoice Number		Vendor		Description		Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
10/12 Stmt		Kodiak Electric Association		5790901-KPD,Main,Harbor		11/15/2012	Check	507005	\$132,776.84	\$840.52
								Total:	\$840.52	
11/20/2012	2013-00000992	JE	GL	CITY OF KODIAK,,		1300301	\$86.80		\$4,074.04	
Month Total: November 2012							\$0.00	\$0.00	\$4,074.04	
12/11/2012	2013-00001112	JE	AP	A/P Invoice Entry	Accounts Payable		\$788.44		\$4,862.48	
Invoice Number		Vendor		Description		Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
4-28-401397		Petro Star Inc		Harbor/Marine way Public restrooms		12/1/2012	Check	507231	\$1,576.89	\$788.44
								Total:	\$788.44	
12/17/2012	2013-00001155	JE	AP	A/P Invoice Entry	Accounts Payable		\$833.46		\$5,695.94	
Invoice Number		Vendor		Description		Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
Smt 12/12		Kodiak Electric Association		5790901-KPD,Main,Harbor		12/17/2012	Check	507249	\$130,167.48	\$833.46
								Total:	\$833.46	
12/18/2012	2013-00001159	JE	GL	COK BH account payments		1300358	\$109.40		\$5,805.34	
Month Total: December 2012							\$0.00	\$0.00	\$5,805.34	
Account Total: Public Utility Service							\$0.00	\$0.00	\$0.00	
Sub-Department Total: Down Town Maintenance							\$0.00	\$0.00		
Department Total: Non-Departmental							\$0.00	\$0.00		
Fund Total: General Fund							\$0.00	\$0.00		
Grand Total:							\$0.00	\$0.00		

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MEMORANDUM

TO: Mayor Branson and City Councilmembers

FROM: Aimée Kniazowski, City Manager 

DATE: January 19, 2013

RE: Planning Session Agenda, Item 3.b., Sale, Lease, and/or Development and Use of City Properties

We weren't able to fully review land issues at last year's planning meeting due to the lack of time. Therefore I thought it was a good idea to bring it back this year. I want to discuss the sale, lease, and use of City owned land inside and outside the City limits.

For several years, Council directed the Manager to dispose of City properties, especially on Near Island. Between 2009 and 2010, I facilitated the sale of five lots in the Near Island Business Park Subdivision along Alimaq Drive (formerly Dog Salmon Bay Road), two lots in Chiniak, and two residential lots, one on Alder Lane and the other on Yukon Street. Half of the proceeds of the sales went into the Enhancement Fund per KCC 3.28.020 (b) and the remainder went into the General Fund and was used with other revenues for operating expenses.

During that time, Council wanted me to work on preparing land for sale on Near Island. According to my research, the majority of remaining undeveloped City property requires utility installation which is expensive due to bedrock and other ground conditions. Installation of utilities prior to subdivision and sale would result in very expensive lots. Installation of utilities by a developer would make development less attractive. The majority of the remaining undeveloped land the City owns on Near Island (except the three parks) is zoned as a conservation district. Title 17 of the Borough Code, Section 17.50.010-17.50.111 describes permitted development, establishes lot sizes, and encourages continued use of the land as open space areas. These requirements, as I understand them, and the fact that utilities would need to be provided, make the subdivision and sale of this area of Near Island different from the other lots that were sold from 2007-2010. Based on this information, Council agreed that additional land sales, especially on Near Island, would not be pursued.

I continue to receive requests from individuals, businesses, or groups interested in the purchase of land owned by the City such as land on the Near Island channel which the Harbor uses for upland boat storage, an additional lot on Near Island, land currently in use as communication sites, Gibson Cove property, the City impound lot on Selief Lane near Municipal Airport, and single lots on undeveloped/undevelopable lots near Hillside Drive, and ROW purchases. I've explained to people making the inquiries that the City is not selling property at this time.

The City has limited land available, and I cannot say what our future land needs might be. I believe it's in the City's interest to evaluate current and future land needs, review various zoning requirements, the need to be compliant with the Borough's Comprehensive Plan, and the development costs required to prepare land for sale (surveys, subdivision process, permitting, and utilities). From that process, I believe we can develop a policy on land use and disposal.

I also receive occasional requests from individuals and businesses who want to lease land, sometimes on a short-term basis and other times for long term leases for property at Municipal Airport, locations on Near Island and various communication sites. Lease requests have been handled on a case-by-case basis and may be deferred due to related matters such as adoption of the proposed new airport management code.

The City also owns property located outside the City limits which is primarily identified as municipal watershed and is restricted to all users. There is a large tract of forested land across from the landfill that is not managed or in use at this time. We've received a preliminary request to consider using the land as an area that has potential as a self-sustaining site for timber harvest, reforestation, and composting. This proposal is still being evaluated by staff, but may be brought forward to Council as a formal proposal in the future. The proposed use of the property, while beneficial, would be challenging to the City, given the current zoning (conservation), the value residents place on trees and green space, and the general concerns already expressed regarding composting.

This planning session is a good time to have an initial discussion of the issues in general terms, to indicate a preferred approach to land use, sale and/or lease, or to schedule this topic for further discussion at an upcoming work session. I think it merits review and discussion as to what direction Council feels is in the City's best short- and long-term interest, and what priority this issue may be for Council in 2013.