

City of Kodiak Regular Council Meeting Agenda for May 9, 2013
7:30 p.m., at 710 Mill Bay Road, Assembly Chambers (Room 232)

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X. Adjournment	

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**MINUTES OF THE REGULAR COUNCIL MEETING
OF THE CITY OF KODIAK
HELD THURSDAY, APRIL 25, 2013
IN THE BOROUGH ASSEMBLY CHAMBERS**

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

Mayor Pat Branson called the meeting to order at 7:30 p.m. Councilmembers Randall C. Bishop, Terry J. Haines, Gabriel T. Saravia, Richard H. Walker, and John B. Whiddon were present and constituted a quorum, and Councilmember Charles E. Davidson was absent. City Manager Aimée Kniazowski, City Clerk Debra L. Marljar, and Deputy Clerk Michelle Shuravloff-Nelson were also present.

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

II. PREVIOUS MINUTES

Councilmember Whiddon MOVED to approve the minutes of the April 11, 2013, regular meeting as presented.

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

III. PERSONS TO BE HEARD

a. Proclamation: Municipal Clerks Week

Mayor Branson read the proclamation that recognizes our Municipal Clerks for the vital services they perform and their dedication to our community. The proclamation was accepted by Deb Marljar, City Clerk and Michelle Shuravloff-Nelson, Deputy Clerk.

City Clerk Marljar thanked the Council for the recognition and said the Clerk's office is honored to work for the Council and serve the public.

b. Public Comments

Girl Scouts **Estella Seel** and **Nora Saltonstall** accompanied by Nora's mother, **Zoya Saltonstall** thanked the Council for their continued support of the Girl Scouts. The Girl Scouts handed out the last boxes of cookies to staff and Council as a token of their thanks and appreciation.

Kaia Converse, Chairwoman of the Kodiak Public Library Association (KPLA) thanked the Council for their support of the New Library and said they are looking forward to the grand opening. She said KPLA does not have a position on the name of the New Library, but they are pleased to see the Council is moving forward with the naming of the library and thanked the Mayor and City Manager. She said that KPLA has been working on an exhibit with the Johnson family to honor A. Holmes and Frosty Johnson in the New Library as well as honor existing plaques and the history of Kodiak.

Trevor Brown, Executive Director of the Kodiak Chamber of Commerce thanked for the Council for their continued support of the Commerce and the Annual Crab Festival.

IV. UNFINISHED BUSINESS

- a. **Second Reading and Public Hearing, Ordinance No. 1307, Amending Chapters 1, 2, 3, 4, 6 and 7 of the City Personnel Rules and Regulations, Amending the Definitions in the City Personnel Rules and Regulations, and Adopting New Schedules I, II And III to the Personnel Rules and Regulations, to Adopt a New Pay Plan, and Regarding Administration of the Personnel Rules and Regulations, Position Classification, Pay Plan Administration, Probationary and Temporary Employment, and Performance Evaluation and Discipline**

Mayor Branson read Ordinance No. 1307 by title. The City started the classification and compensation project in 2011 with Fox Lawson & Associates (FLA). Council accepted the final classification and compensation report on January 24 and with assistance from FLA, staff developed and analyzed seven implementation options to transition employees from the existing pay scale to the new pay scale before selecting one to recommend for implementation (Option 4). However, before the classification and pay plans can be implemented, the City's Personnel Rules and Regulations (PR&R) must be amended to allow the changes to become effective and to implement the key policies to support the new pay ranges and classification system. The PR&R amendments are outlined in Ordinance No. 1307.

Councilmember Haines MOVED to adopt Ordinance No. 1307.

Mayor Branson closed the regular meeting, opened and closed the public hearing when no one came forward to testify, and reopened the regular meeting.

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

- b. **Second Reading and Public Hearing, Ordinance No. 1308, Establishing Supplemental Appropriation No. 2 to the Budget for the Fiscal Year Commencing on the First Day of July 2012 and Ending on the Thirtieth Day of June 2013**

Mayor Branson read Ordinance No. 1308 by title. The Supplemental Appropriation No. 2 to the budget for the fiscal year commencing on the first day of July 2012 and ending on the thirtieth day of June 2013 is in the amount of \$246,422. It is customary for the City Council to approve at least one supplemental budget annually to authorize the adjustments of current revenues and expenses. These adjustments are for the operating funds as well as additions to project funds for grant revenues received and additional expenditures needed that were not known at the time the original budget was adopted. This is the second budget amendment of FY2013.

Councilmember Bishop MOVED to adopt Ordinance No. 1308.

Mayor Branson closed the regular meeting, opened and closed the public hearing when no one came forward to testify, and reopened the regular meeting.

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

V. NEW BUSINESS

a. **Resolution No. 2013–10, Authorizing the Issuance of a Permit to the Kodiak Chamber of Commerce for Use of Public Property in Conjunction With the Kodiak Crab Festival**

Mayor Branson read Resolution No. 2013–10 by title. The Kodiak Chamber of Commerce is the local organization that manages the annual Kodiak Crab Festival, one of Kodiak's premiere events. It promotes Kodiak, gives a boost to the local economy, and provides fundraising opportunities for many local organizations and non-profits. This year the festival will run from May 23 through May 27, 2013. As in past years, Council authorizes a permit for the activities associated with Kodiak Crab Festival by adoption of a resolution.

Councilmember Walker MOVED to adopt Resolution No. 2013–10.

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

b. **Resolution No. 2013–11, Authorizing the Issuance of a Permit to the Kodiak Chamber of Commerce for Use of City Property for a Community Market**

Mayor Branson read Resolution No. 2013–11 by title. The Kodiak Chamber of Commerce is requesting permission to host a community market on Saturdays at the spit during the summer months. Council regularly authorizes permits for non-profits to raise money or for activities on City-owned property that benefit the community. The Chamber believes the market will benefit the downtown area by providing this additional activity.

Councilmember Haines MOVED to adopt Resolution No. 2013–11.

Councilmember Haines MOVED to postpone Resolution No. 2013–11 until the Chamber of Commerce is ready to proceed with a community Saturday market.

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

c. **Resolution No. 2013–12, Authorizing the Issuance of a Permit to the Kodiak Garden Club for Use of Public Property for its Annual Plant Sale**

Mayor Branson read Resolution No. 2013–12 by title. Resolution No. 2013–12 authorizes the issuance of a permit to the Kodiak Garden Club to use the covered area of the Baranof Park ice rink to hold its annual plant sale on June 1, 2013.

Councilmember Whiddon MOVED to adopt Resolution No. 2013–12.

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

d. Resolution No. 2013–13, Authorizing the Issuance of a Permit to the Humane Society of Kodiak for Use of Public Property for its Annual Planted Basket Sale

Mayor Branson read Resolution No. 2013–13 by title. Resolution No. 2013–13 authorizes the issuance of a permit to the Humane Society of Kodiak to use the covered area of the Baranof Park ice rink to hold its annual planted basket sale on June 8, 2013.

Councilmember Bishop MOVED to adopt Resolution No. 2013–13.

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

e. Resolution No. 2013–14, Authorizing Naming the New Library the Kodiak Public Library

Mayor Branson read Resolution No. 2013–14 by title. Community members have requested and the City has explored naming the New Library building the Kodiak Public Library. Kodiak Public Library Association (KPLA) members, community members, and City officials have looked into the process. The key steps and intent of the City's facility naming policy have been met, and the City Council may authorize that the name of the New Library be the Kodiak Public Library by adopting Resolution No. 2013–14.

Councilmember Saravia MOVED to adopt Resolution No. 2013–14.

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

f. Authorization of Lease of the Office Space at 411 Marine Way

The Department of Homeland Security and the Transportation Security Agency need office space in Kodiak for Transportation Identification Worker Credentials (TWIC) enrollment. Approximately 250 TWIC cards were issued to Kodiak workers in 2008 and require renewal. TSA's contractor, MorphoTrust USA, Inc., investigated several office spaces in Kodiak, and the facility that fully meets their need is the small (210 sq feet) office at 411 Marine Way adjacent to the downtown restrooms at the corner of Shelikof and Marine Way. This location has sufficient parking and meets Federal ADA requirements. It has been vacant many years and was previously used as the TWIC enrollment office in 2008. No building modifications are necessary.

Councilmember Haines MOVED to declare it in the best interest of the public and authorize a five-month lease beginning May 1, 2013, between the City of Kodiak and MorphoTrust USA for the office space located at 411 Marine Way for the purpose of TWIC card enrollment and authorize the City Manager to execute the agreement on behalf of the City.

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

g. Authorization of Amendment No. 1 to the Professional Services Contract for Biosolid Consultation, Project No. 7517

The City has been working on a solution for both temporary and long-term disposal of biosolids for multiple years. A sludge disposal study was conducted in 2008 to evaluate potential options and later a pilot composting project was conducted in 2010 to verify the feasibility of composting the community's biosolids. The City has contracted with CH2MHill for professional engineering support throughout the process. This contract amendment will continue the current professional service agreement for continued support through final resolution of biosolid disposal.

Councilmember Walker MOVED to authorize Amendment No. 1 to the professional services contract with CH2MHill, for biosolids facility permitting and consultation services, with a not-to-exceed amount of \$30,000, with funds coming from the Sewer Capital Improvement Fund, Biosolids Management, Project No. 7517 and authorize the City Manager to execute the amendment.

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

VI. STAFF REPORTS

a. City Manager

City Manager Kniazowski announced that Senate Bill No. 21 was passed. She said there is uncertainty for the state's operating capital budget but did highlight the importance for the City if the governor approves the capital budget. The City will receive \$500,000 for the Monashka pump house and up to \$900,000 for re-appropriation of grant funds from the UV project if the capital budget is approved. Manager Kniazowski appreciates the support of the legislature. Lt. Governor Mead Treadmill certified the referendum application, which will begin to allow voters to keep or reject Senate Bill No. 21. Manager Kniazowski noted when they adopted Senate Bill No. 21 the state legislature indicated they will fund revenue sharing. The revenue sharing funding source was identified as corporate income tax and corporate oil and gas tax. She noted that last year \$25 million was shared statewide for energy, which will not occur this year.

Manager Kniazowski congratulated Mark Kozak, Public Works Director for his 25 years of service. Joe D'Elia, Library Director has resigned and will be leaving on June 21, 2013. She will be interviewing for the Parks and Recreation Director; she noted that there are well qualified candidates and commented on her appreciation for Charlie Powers, Interim Director. There is also recruiting for the Parks and Recreation Ice Rink and Teen Center Supervisors. There have been 12 applicants and 5 applicants respectively. She said there is a good pool of applicants, and the interviews will be completed and recommendations will be made soon. Manager Kniazowski shared that Todd Williams and Floyd Damron with CM2MHill will be here next week. She will be discussing composting plans with the Borough Mayor and City Mayor. She appreciates the partnership of the Borough on this project. She said that staff is working on the FY2014 budget for the May 4, 2013, work session. Manager Kniazowski gave a reminder there is no household trash pickup this year due to funding. She commented that Nick's Auto Wrecking is giving a

great deal for pickup and the drop off of vehicles. She said the Borough has extended their operating hours for two Saturdays at the landfill. Manager Kniazowski noted that Kodiak Police Department and the Code Enforcement Officer are helping to disseminate this information to the public. She said the library construction is moving quickly. She recommended the Council tour the building the week of May 6, 2013. She updated that the Shelikof road project started this week and the road is closed to through traffic. Brechan Enterprise Inc. is currently excavating for a retaining wall that will be built by Belarde Custom Concrete. The schedule is to have the road paved by June 2013. She gave an update from the Borough maintenance department that the City staff parking lot will be closed and the side parking lot will need to be used. She gave an update that the Emerging Leaders Dialog is occurring in Kodiak on May 19-22, 2013. The Institute of the North is the sponsoring agency of this conference.

b. City Clerk

City Clerk Marlar welcomed Michelle Shuravloff-Nelson, Deputy Clerk. She informed the public of the next scheduled Council work sessions and regular meeting.

VII. MAYOR'S COMMENTS

Mayor Branson congratulated and thanked Mark Kozak for his service and said he is always thorough, pleasant to work with, and does an excellent job for the City. Mayor Branson congratulated the Clerks for their hard work and welcomed Michelle Shuravloff-Nelson. She said it is right and reasonable for the Council to approve the personnel updates from the classification and compensation study. She noted it has taken ten years to get the personnel manual and salary schedules updated. She said she has discussed the necessity with the City Manager to review the personnel manual and consistently determine if revisions are required. Mayor Branson will be meeting with Mayor Floyd to coordinate a Multi-Cultural event that will occur on Memorial Day weekend to celebrate the cultural and diversity in Kodiak. She said she will participate in the Emerging Leaders Dialog in May 2013. Mayor Branson expressed her appreciation to Mary Munk and Aimee Kniazowski for the work on the personnel manual revisions.

VIII. COUNCIL COMMENTS

Councilmember Walker welcomed Michelle Shuravloff-Nelson and congratulated Mark Kozak for his 25 years of service. He congratulated the City staff for their work and encouraged everyone to have a good summer.

Councilmember Bishop suggested going to the job center for spring and summer job openings. He emphasized the importance of health and fitness at any age.

Councilmember Haines complimented the City Clerk's office for the broad range of work they perform. He welcomed Michelle Shuravloff-Nelson. He thanked Mark Kozak for the great job he does and said Joe D'Elia has done a wonderful job and commended him for being such a great person. He congratulated everyone associated with the library and the Kodiak Public Library Association and thanked everyone for their hard work, donations, and dedication.

Councilmember Saravia thanked Joe D'Elia for his years of service and wished him good luck in the future. He thanked Mark Kozak for his hard work and service. He thanked the Clerks and

City Manager’s offices for their work. He welcomed Michelle Shuravloff-Nelson. He gave updates on the herring, steal head, and rockfish fisheries.

Councilmember Whiddon congratulated Mark Kozak for a job well done and stated it is a pleasure to work with high caliber people such as Mark. He said the help provided by the City Clerk with Roberts Rules of Order is appreciated, and he welcomed Michelle Shuravloff-Nelson. He commented on his satisfaction of the Council passing the classification and compensation recommendations. He said the City Council- Borough Assembly Fisheries Work Group meets this Monday at 9 a.m. in the Borough conference room. He commented that this group is an advisory work group that makes recommendations. The current topics that are scheduled for discussion are rationalization schemes and procedures and policies for the Gulf of Alaska. The goal of the discussed topics is to get the best outcomes for Kodiak and to assure our economy is viable and our waterfront is vibrant.

IX. AUDIENCE COMMENTS

No comments.

X. ADJOURNMENT

Councilmember Whiddon MOVED to adjourn the meeting.

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

The meeting adjourned at 8:41 p.m.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Minutes Approved:

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PERSONS TO BE HEARD

MEMORANDUM TO COUNCIL

Date: May 9, 2013

Agenda Item: III. a. Proclamation: Declaring Police Week and Peace Officers' Memorial Day

SUMMARY: This proclamation encourages all citizens to honor those law enforcement officers who have made the ultimate sacrifice in service to their community, and to recognize all police officers, past and present, who have rendered a dedicated service to their community and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

ATTACHMENTS:

Attachment A: Proclamation

PROCLAMATION

Declaring May 15, 2013, Peace Officers' Memorial Day and May 12 through 18, 2013, Police Week

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

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

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

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

NOW, THEREFORE, I, Pat Branson, Mayor of the City of Kodiak, do hereby proclaim May 15, 2013, as

PEACE OFFICERS' MEMORIAL DAY

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

I further proclaim the week of May 12 through 18, 2013, as

POLICE WEEK

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

Dated this 9th day of May 2013.

City of Kodiak

Pat Branson, Mayor

MEMORANDUM TO COUNCIL

Date: May 9, 2013

Agenda Item: III. b. Proclamation: Declaring EMS Week

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

ATTACHMENTS:

Attachment A: Proclamation

PROCLAMATION
Declaring Emergency Medical Services Week
May 19 – May 25, 2013

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

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

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

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

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

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

NOW, THEREFORE, I, Pat Branson, do hereby proclaim the week of May 19 through May 25, 2013, as

EMERGENCY MEDICAL SERVICES WEEK

in Kodiak and with the theme, “EMS: One Mission. One Team,” I encourage the community to observe this week with appropriate programs, ceremonies, and activities.

Dated this 9th day of May 2013.

City of Kodiak

Pat Branson, Mayor

MEMORANDUM TO COUNCIL

Date: May 9, 2013

Agenda Item: III. c. **Proclamation: Declaring Safe Boating Week**

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

ATTACHMENTS:

Attachment A: Proclamation

PROCLAMATION
Declaring Safe Boating Week
May 18 – 24, 2013

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

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

WHEREAS, on average, 700 people die each year in boating-related accidents in the U.S.; nearly 70 percent of these are fatalities caused by drowning; and

WHEREAS, the vast majority of these accidents are caused by human error or poor judgment, and a significant number of boater's lives could have been saved had they worn their Coast Guard-approved life jacket; and

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

WHEREAS, modern life jackets and survival suits are more comfortable, more attractive, and more wearable than styles of years past and deserve a fresh look by today's boating public.

NOW, THEREFORE, I, Pat Branson, Mayor of the City of Kodiak, do hereby support the goals of the North American Safe Boating Campaign and the United States Coast Guard Auxiliary and proclaim May 18 through May 24, 2013, as

SAFE BOATING WEEK

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

Dated this 9th day of May 2013.

City of Kodiak

Pat Branson, Mayor

MEMORANDUM TO COUNCIL

Date: May 9, 2013

Agenda Item: III. d. Proclamation: Declaring Older Americans Month

SUMMARY: This proclamation urges all citizens to celebrate this year's theme "Unleash the Power of Age," and take time this month to recognize older adults and the people who serve and support them as powerful and vital citizens who greatly contribute to the community.

ATTACHMENTS:

Attachment A: Proclamation

PROCLAMATION Declaring Older Americans Month

WHEREAS, Kodiak is committed to helping all individuals maintain their health and independence in later life; and

WHEREAS, the older adults in Kodiak have an important role in sharing knowledge, wisdom, and understanding of the history of our community through interactions with children, youth, and adults from other generations; and

WHEREAS, Kodiak's older adults play an important role by continuing to contribute experience, knowledge, wisdom, and accomplishments; and

WHEREAS, our older adults are active community members involved in volunteering, mentorship, arts and culture, and civic engagement; and

WHEREAS, our community can provide opportunities to allow older citizens to continue to flourish by:

- Emphasizing the importance of elders and their leadership by publicly recognizing their continued achievements;
- Presenting opportunities for older Americans to share their wisdom, experience, and skills; and
- Recognizing older adults as a valuable asset in strengthening American communities.

NOW, THEREFORE, I, Pat Branson, Mayor of the City of Kodiak, do hereby proclaim May 2013 as

OLDER AMERICANS MONTH

in Kodiak and urge every citizen to celebrate this year's theme "Unleash the Power of Age," and take time this month to recognize older adults and the people who serve and support them as powerful and vital citizens who greatly contribute to the community.

Dated this 9th day of May 2013.

City of Kodiak

Pat Branson, Mayor

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UNFINISHED BUSINESS

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers
From: Aimée Kniaziowski, City Manager *AK*
Debra Marlar, City Clerk *DM*
Date: May 9, 2013

Agenda Item: IV. a. **Continued Second Reading and Public Hearing, Ordinance No. 1303, Amending Kodiak City Code 2.36.010(B), Definition of City Records, and Kodiak City Code 2.36.060(A), Access to Public Records, to Exclude Reference Documents and Transitory Documents From the Definitions of City Records and Public Records, Respectively**

SUMMARY: State law and City Code provide access to official City records. The City Clerk's Office routinely responds to requests for public City records, and responded to 27 requests in 2012. Oftentimes, requestors ask for information that is considered to be reference material or transitory (temporary) information that is not considered to be a record. The City Attorney recommended KCC 2.36 be amended to clarify that reference and transitory documents are not included in the definition of a City record. This amendment will enable staff to more efficiently assist the public and clarify for the public the information that may be received. Staff recommends the Council adopt Ordinance No. 1303 in the second reading after the public hearing.

PREVIOUS COUNCIL ACTION:

- 1975, Ordinance No. 432 amended KCC 2.36 by providing for the retention, disposal, and microfilming of public records
- 1990, Ordinance No. 887 amended KCC 2.26 by the addition of a section on confidentiality of personnel records
- 2003, Ordinance No. 1160 enacted KCC 2.36.030 through 2.36.030, which clarified public access to law enforcement records
- 2006, Ordinance No. 1203 repealed KCC 2.36 Public Records and enacted KCC 2.36 Management of Records
- 2009, Ordinance No. 1254 amended KCC 2.36 to prohibit public access to City harbor and utility customer records
- January 10, 2013, Ordinance No. 1303 was passed in the first reading
- January 24, 2013, Ordinance No. 1303 was postponed in the second reading
- April 23, 2013, the City's Attorney discussed Ordinance No. 1303 with the Council at the work session

DISCUSSION: The public has a right to inspect official public records, and some requests take many staff hours to complete. In December last year request for public records required 21 staff hours to research and compile, and required our attorney's opinion to interpret. Other recent records requests have included requests for information including notes, scheduled meetings, and discussions, which are not public records and which information was not released. The suggested amendment to KCC 2.36 will clarify that reference and transitory documents, such as preliminary notes, telephone logs, correspondence tracking logs, appointment books/calendars and similar information are not public records and will not be released.

KCC 2.36, Management of Records provides for the efficient and lawful management of City records, which are a City asset. Included within KCC 2.36 are sections that identify public records and access to public records. Due to records requests for information that is not deemed to be public records, the City Attorney suggested an amendment to KCC 2.36 to specifically identify reference and transitory documents and exclude these types of documents from public access.

ALTERNATIVES:

1. Adopt Ordinance No. 1303 after the continued public hearing, which is staff's recommendation. This amendment clarifies items that are excluded from the definition of a City record.
2. The Council may postpone or fail Ordinance No. 1303 in the second reading. This is not recommended for the reasons stated above.

FINANCIAL IMPLICATIONS: There is no direct financial impact to the adoption and implementation of this ordinance. However, it should reduce the need for legal assistance in interpreting poorly worded or open-ended requests, and staff time can be spent in identifying, locating, and supplying the requested documents more timely and efficiently.

LEGAL: The City Attorney recommended KCC 2.36 be amended to exclude reference and transitory (temporary) documents from the definition of a public record and wrote Ordinance No. 1303.

CITY CLERK'S COMMENTS AND RECOMMENDATION: Requests for public records have increased from an average of 13 between 2007 and 2009 to 27 in 2010, 2011, and 2012. The trend for public records requests is expected to increase. A clear definition of records and access to them is important to ensure that public records requests are handled efficiently and quickly. The City Clerk, who has the overall responsibility of City records, supports Ordinance No. 1303 and encourages the Council to adopt it following the continued public hearing.

CITY MANAGER'S COMMENTS AND RECOMMENDATION: I believe it's important to clarify the language in our code to describe what City work products are considered records and which constitute working or transitory documents. I support a citizen's right to ask for information of interest or concern to them. However, City staff generates information such as calendars, phone logs, and

working meeting notes when we work on projects or issues over the course of time. Key outcome documents are considered records and are retained as such, but not all items generated are actually records as identified in our records retention program. I support this ordinance to clarify the code language as to what is and isn't a record. This change will improve staff's response time to the growing number of citizen requests and reduce the need to get legal advice for those public information requests that are unclear or wide ranging.

NOTES/ATTACHMENTS:

Attachment A: Ordinance No. 1303

PROPOSED MOTION:

Move to adopt Ordinance No. 1303.

**CITY OF KODIAK
ORDINANCE NUMBER 1303**

AN ORDINANCE AMENDING KODIAK CITY CODE 2.36.010(b), DEFINITION OF CITY RECORDS, AND KODIAK CITY CODE 2.36.060(a), ACCESS TO PUBLIC RECORDS, TO EXCLUDE REFERENCE DOCUMENTS AND TRANSITORY DOCUMENTS FROM THE DEFINITIONS OF CITY RECORDS AND PUBLIC RECORDS, RESPECTIVELY

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

Section 1: Subsection (b) of Kodiak City Code 2.36.010, Definition of City records, is hereby amended to read as follows:

(b) City records do not include, and this chapter does not apply to, library and museum material developed or acquired and preserved solely for reference, historical, or exhibition purposes, Kodiak Public Library Association materials, those items identified as reference materials by the city clerk, or stocks of publications and processed documents, reference documents or transitory documents. In this section:

(1) "Reference document" means a writing or image that is acquired or created solely for the purpose of creating or incorporation into a record, and includes without limitation, notes, calculations, and working papers.

(2) "Transitory document" means a writing or image that after its immediate use has no value as evidence of the organization, function, policies, decisions, procedures, operations, or other activities of the city, and includes without limitation transmittals, suspense copies when a reply has been received, routine requests for information, and routine appointment and scheduling requests.

Section 2: Subsection (a) of Kodiak City Code 2.36.060, Access to public records, is hereby amended to read as follows:

(a) Definition of Public Records. Public records include books, papers, files, accounts, writings, including drafts and memorializations of conversations, and other items, regardless of format or physical characteristics, that are developed or received by the city, or by a private contractor for the city, and that are preserved for their informational value or as evidence of the organization or operation of the city; public records do not include proprietary software programs, reference documents or transitory documents. In this section:

(1) "Reference document" means a writing or image that is acquired or created solely for the purpose of creating or incorporation into a

record, and includes without limitation, notes, calculations, and working papers.

(2) "Transitory document" means a writing or image that after its immediate use has no value as evidence of the organization, function, policies, decisions, procedures, operations, or other activities of the city, and includes without limitation transmittals, suspense copies when a reply has been received, routine requests for information, and routine appointment and scheduling requests.

Section 3: This ordinance shall be effective upon the date that is one month after its final passage and publication in accordance with Kodiak Charter Section 2-13.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

First Reading: January 10, 2013

Second Reading: January 24, 2013 (postponed in second reading)

Continued Second Reading:

Effective Date:

NEW BUSINESS

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Aimée Kniaziowski, City Manager 

Date: May 9, 2013

Agenda Item: V. a. **Resolution No. 2013–15, Authorizing the Issuance of a Permit to Kodiak Little League for the Use of Public Property for Its Baseball Camp Fundraiser**

SUMMARY: The Kodiak Little League, a local non-profit organization, is requesting the use the Baranof Park baseball field to sponsor a baseball camp for youth ages 9-18 from June 3-5, 2013. The camp will raise funds and teach participants the techniques and fundamentals of baseball. Staff recommends Council approve this use by adopting Resolution 2013–15.

PREVIOUS COUNCIL ACTION: As provided for in the Kodiak City Code, Council periodically issues permits to non-profit organizations to conduct fundraising or other related activities on City property.

DISCUSSION: Kodiak Little League is a non-profit organization that provides up to 250 Kodiak youth the opportunity to learn the game of baseball as well as sportsmanship, fair play, respect, and teamwork. Little League wants permission from the City to use the Baranof Park baseball facilities to conduct a summer baseball camp for youth between the ages of 9-18 to raise funds for operating costs. The camp will be held at the Baranof Park baseball field from 9 a.m. to 3 p.m. daily June 3-5, 2013. Participants will be charged \$75-\$100 per player. The Little League president has agreed to work with the interim Parks and Recreation Director and to ensure the new field use rules are followed by participants and coaches.

ALTERNATIVES:

1. Adopt Resolution No. 2013–15. This is staff's recommendation because it supports youth sports and the Kodiak Little League. It is also consistent with past practice and is allowed by City Code.
2. Do not adopt Resolution No. 2013–15. This is not recommended.

LEGAL: KCC 5.04.050 allows the Council to issue permits to non-profit organizations to conduct activities on designated City-owned property through passage of a resolution. The attached Resolution No. 2013–15 complies with that requirement.

STAFF RECOMMENDATION: Staff recommends the Council adopt Resolution No. 2013–15, granting the Kodiak Little League a permit to conduct its baseball camp fundraiser from June 3-5, 2013,

providing they comply with the new field use rules, coordinate activities with the Parks and Recreation Director, and comply with KCC sections 5.04.050 (b), (d), and 5.04.060.

CITY MANAGER’S COMMENTS: The Kodiak Little League is an active sports group dedicated to providing local youth the opportunity to learn the sport of baseball and all that playing a team sport involves. Little League officials met with me and the Parks and Recreation staff about the camp and are willing to coordinate their activities with the interim Parks and Recreation Director. They also agree to use the new turf field in accordance with the new use rules to protect the facility. Therefore, I recommend Council adopt Resolution 2013–15.

ATTACHMENTS:

Attachment A: Resolution No. 2013–15

Attachment B: Undated request letter from Kodiak Little League

PROPOSED MOTION:

Move to adopt Resolution No. 2013–15.

**CITY OF KODIAK
RESOLUTION NUMBER 2013-15**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK AUTHORIZING THE ISSUANCE OF A PERMIT TO KODIAK LITTLE LEAGUE FOR THE USE OF PUBLIC PROPERTY FOR ITS BASEBALL CAMP FUNDRAISER

WHEREAS, Kodiak Little League is a nonprofit organization that provides up to 250 Kodiak youth the opportunity to learn sportsmanship, fair play, respect, and teamwork; and

WHEREAS, Kodiak Little League is sponsoring a summer baseball camp for the Kodiak community to raise funds for operating costs; and

WHEREAS, Kodiak Little League has requested use of the Baranof Park baseball field June 3-5, 2013, and will charge a fee for the camp; and

WHEREAS, Kodiak City Code Section 5.04.010 prohibits business activities on City property, and Kodiak City Code Section 5.04.060 requires a permit for community festivities.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that a permit be issued, with the permit fee waived, to the Kodiak Little League as provided in section 5.04.050(b) and (d) of the City Code for use of public property for its 2013 baseball camp on the condition that the League agrees to comply with the stipulations set forth in this section and section 5.04.060 of the City Code.

BE IT FURTHER RESOLVED that event sponsors shall ensure all new turf field use rules are followed by camp participants and that event activities will be coordinated with the Kodiak Parks and Recreation Director.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Adopted:

Kodiak Little League
Leonard Pickett (president)
P.O. Box 3216
Kodiak, AK 99615


Aimée Kniaziowski
City Of Kodiak
710 Mill Bay Rd
Kodiak, AK 99615

Aimée,

I am writing on behalf of Kodiak Little League to request use of Baranof Park Baseball Field to conduct a Baseball Camp this coming June. Kodiak Little League is a nonprofit and one of our community's longest running youth organizations. Each year we provide up to 250 of Kodiaks youth the opportunity to learn sportsmanship, fair play, respect and teamwork while giving them the opportunity to be involved in America's favorite pastime.

This camp would be held June 3 through June 5 2013 and would run approximately from 9 am until 3 pm daily. The instruction would be provided by and overseen by Kodiak little league staff, players and coaches. We are also hoping to get the help of a former college baseball player that has considerable experience in coaching and instruction at various levels. The camps daily schedule would include teaching the proper techniques and fundamentals of baseball. It would be available to ages 9-18. A fee of \$75 to \$100 per player would be charged with the proceeds going to help fund Kodiak little leagues operating costs.

I sincerely thank you for your consideration in this matter. If there are any questions that you may have please don't hesitate to contact me.

Leonard Pickett

President. Kodiak Little League.

907-539-2600. lwpickett@acsalaska.net

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Aimée Kniaziowski, City Manager 

Date: May 9, 2013

Agenda Item: V. b. **Resolution No. 2013–16, Authorizing the Issuance of a Permit to Kodiak Football League for the Use of Public Property for its Flag Football Tournament Fundraiser**

SUMMARY: The local non-profit Kodiak Football League (KFL) has requested use of the Baranof Park football field to hold a flag football tournament fundraising event to take place during Crab Festival. Staff recommends Council approve this use by adopting Resolution 2013–16.

PREVIOUS COUNCIL ACTION: As provided for in the Kodiak City Code, Council periodically issues permits to non-profit organizations to conduct fundraising or other related activities on City property.

DISCUSSION: Kodiak Football League is a non-profit organization that provides Kodiak youth the opportunity to learn about and to play football. KFL has requested the use of the Baranof Park football field during Crab Festival to conduct a flag football fundraising tournament. They propose to hold the tournament on Saturday, May 25th from 9 a.m. to 1 p.m. and on Sunday, May 26th from 2 p.m. to 6 p.m. KFL will work closely with the interim Parks and Recreation Director to coordinate and manage both days of the event and will ensure the new field use rules are followed by participants and adult supervisors. KFL also will work in cooperation with City staff to eliminate conflicts with the Crab Festival parade route and staging area on Saturday, May 25th.

ALTERNATIVES:

1. Adopt Resolution No. 2013–16. This is staff's recommendation because it supports youth sports and KFL. It is also consistent with past practice and is allowed by City Code.
2. Do not adopt Resolution No. 2013–16. This is not recommended.

LEGAL: KCC 5.04.050 allows the Council to issue permits to non-profit organizations to conduct activities on designated City-owned property through passage of a resolution. The attached Resolution No. 2013–16 complies with that requirement.

STAFF RECOMMENDATION: Staff recommends Council adopt Resolution No. 2013–16, granting KFL a permit to conduct its flag football fundraising tournament from May 25-26, 2013, providing they comply with the new field use rules, coordinate activities with the Parks and Recreation Director, and comply with KCC sections 5.04.050 (b), (d), and 5.04.060.

CITY MANAGER’S COMMENTS: The Kodiak Football League has been very active in promoting and funding football in the community. KFL is willing to coordinate their activities with the interim Parks and Recreation Director and other City staff, especially during the parade staging in the area on Saturday, May 25th. They also agree to use the turf field in accordance with the new use rules to protect the facility. Therefore, I recommend Council adopt Resolution 2013–16.

ATTACHMENTS:

Attachment A: Resolution No. 2013–16

Attachment B: Request letter from Kodiak Football League, dated March 29, 2013

PROPOSED MOTION:

Move to adopt Resolution No. 2013–16.

**CITY OF KODIAK
RESOLUTION NUMBER 2013-16**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK AUTHORIZING THE ISSUANCE OF A PERMIT TO KODIAK FOOTBALL LEAGUE FOR THE USE OF PUBLIC PROPERTY FOR ITS FLAG FOOTBALL TOURNAMENT FUNDRAISER

WHEREAS, Kodiak Football League is a nonprofit organization dedicated to the promotion of youth football; and

WHEREAS, Kodiak Football League is sponsoring a Flag Football Tournament for the Kodiak community to raise funds for its football program; and

WHEREAS, Kodiak Football League has requested use of the Baranof Park Turf Sports Field on May 25, 2013, from 9 a.m. to 1 p.m. and May 26, 2013, from 2 p.m. to 6 p.m. and will charge a fee for the tournament; and

WHEREAS, Kodiak City Code Section 5.04.010 prohibits business activities on City property, and Kodiak City Code Section 5.04.060 requires a permit for community festivities.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that a permit be issued, with the permit fee waived, to the Kodiak Football League as provided in section 5.04.050(b) and (d) of the City Code for use of public property for its 2013 Flag Football Tournament on the condition that the League agrees to comply with the stipulations set forth in this section and section 5.04.060 of the City Code.

BE IT FURTHER RESOLVED that event sponsors shall ensure all new turf field use rules are followed by participants and that event activities will be coordinated with the Kodiak Parks and Recreation Director and other City staff to minimize conflicts in the staging area in preparation for the Kodiak Crab Festival Parade on May 25, 2013.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Adopted:



KODIAK FOOTBALL LEAGUE

P.O. Box 973

Kodiak, Alaska 99615

www.kodiakfootballleague.org



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

March 29, 2013

Re: Request for Use of Turf Sports Field at Baranof Park.

Dear Mrs. Kniaziowski

The Kodiak Football League would like to request the use of the Turf Sports Field at Baranof Park for our Flag Football Tournament Fund Raiser taking place during the Kodiak Crab Festival weekend. The time and dates are Saturday May 25, 9:00am to 1:00pm and Sunday May 26, 2:00pm to 6:00pm.

The Kodiak Football League's General Liability Policy which shows the City of Kodiak as an additional insured on all City Property during KFL events is on file with the City Clerk's office, if an additional copy is required please let me know.


Thank you for your consideration of our request.

Sincerely

Richard H. Walker
President
Kodiak Football League

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Aimée Kniaziowski, City Manager 

Date: May 9, 2013

Agenda Item: V. c. **Authorization of FY2014 Marketing and Tourism Development Agreement With Discover Kodiak...Alaska Untamed**

SUMMARY: Council has authorized agreements with the Kodiak Island Convention and Visitors Bureau, now known as Discover Kodiak...Alaska Untamed, to provide marketing and tourism outreach for Kodiak since FY2009. It is time to renew the agreement for FY2014. Discover Kodiak is requesting the City provide \$100,000 to fund the FY2014 contract, which is \$10,000 more than was funded in FY2013. Staff recommends Council authorize the City Manager to sign the FY2014 Marketing and Tourism Program Agreement with Discover Kodiak at the amount determined by Council.

PREVIOUS COUNCIL ACTION:

- Council authorized the FY2011 Destination Marketing and Tourism Development Program Agreement in the amount of \$90,000 on July 22, 2010.
- Council authorized the FY2012 program agreement in the amount of \$100,000 on June 23, 2011.
- Council authorized the FY2013 program agreement in the amount of \$90,000 on June 21, 2012.
- Council received a presentation from the executive director of Discover Kodiak on April 23, 2013, with a request to fund the contract at \$100,000 for FY2014.

DISCUSSION: The City has participated in a community-based tourism development program managed by the Kodiak Island Convention and Visitors Bureau, now known as Discover Kodiak...Alaska Untamed, for many years. Funding support from the City of Kodiak and the Kodiak Island Borough has been used to establish a marketing and tourism development program that benefits the City of Kodiak and the Kodiak region.

The City and the Borough agree that economic development and diversification are important aspects of a sustainable economy for Kodiak. Tourism is an important aspect of that diversification, and Discover Kodiak has worked to expand and promote tourism in the region. They have been successful in promoting Kodiak to vacationers and other visitors. Discover Kodiak is requesting funding for FY2014 in the amount of \$100,000 to provide the contracted services. This is \$10,000 above what was funded in the FY2013 budget.

Janet Buckingham, the Executive Director of Discover Kodiak, made a presentation at the April 23, 2013, work session. She described the funding request, discussed the work accomplished by Discover Kodiak, and outlined the organization's focus for the upcoming fiscal year (Attachment B).

ALTERNATIVES:

1. Council may authorize the FY2014 agreement with Discover Kodiak at the same level of funding received last year at \$90,000.
2. Council may authorize the FY2014 agreement with Discover Kodiak at the FY2012 funding amount of \$100,000.
3. Council may authorize the FY2014 agreement with Discover Kodiak to reflect a different FY2014 funding allocation.

FINANCIAL IMPLICATIONS: The current version of the FY2014 budget reflects an expenditure of \$90,000 for this contracted service in the Tourism Development Fund.

STAFF RECOMMENDATION: Staff recommends Council approve the FY2014 Marketing and Tourism Development Agreement with Discover Kodiak in the amount determined by Council, with funds coming from the Tourism Development Fund.

CITY MANAGER'S COMMENTS: The City realizes that economic development and diversification are keys to a sustainable economy for Kodiak. Council identified economic development as one of its budget goals for FY2014. With financial support from the Borough and the City, Discover Kodiak works to promote Kodiak as a visitor destination. Discover Kodiak is requesting funding for \$100,000 for FY2014, which is \$10,000 more than what Council authorized for FY2013. Council will identify the funding amount they wish to provide to Discover Kodiak for FY2014 by stating it in the motion authorizing the contract.

ATTACHMENTS:

- Attachment A: Marketing and Tourism Development Agreement, 2013-2014
- Attachment B: FY2014 funding letter of request from Discover Kodiak, dated March 12, 2013

PROPOSED MOTION:

Move to authorize the FY2014 Marketing and Tourism Development Agreement with the Kodiak Island Convention and Visitors Bureau in the amount of \$ _____, with funds coming from the Special Revenue Funds, Tourism Development Fund, Tourism, Administration, Contributions account.

DRAFT

DESTINATION MARKETING AND TOURISM DEVELOPMENT PROGRAM AGREEMENT NO. 208546

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

Section 1. INTENT OF AGREEMENT. The CVB is hereby contracted to provide a Board of Directors, which will serve as a policy making body for the CVB and will employ a minimum of one full time equivalent employee (FTE) to focus on destination marketing and tourism development for the City of Kodiak.

Section 2. SCOPE OF WORK. The CVB's executive director (ED) will be hired by and work at the direction of the Board of Directors and the (ED) will hire and manage necessary staff to carry out the following tasks:

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

DRAFT

A minimum of four DISCOVER KODIAK Board of Directors meetings will be held during the term of this Agreement for the purpose of maintaining Board input and guiding the efforts of the CVB. A report of all marketing activities of the CVB will be submitted to the City Manager quarterly and a report will be submitted/presented to the Kodiak City Council annually.

Section 3. TERM. This agreement will remain in effect July 1, 2013, through June 30, 2014, unless earlier terminated. Either party shall have the right to terminate the agreement without penalty upon one month's written notice to the other.

Section 4. COMPENSATION. As compensation for all services rendered under this agreement, contractor shall be paid \$ _____ by the City of Kodiak. Said compensation shall be paid in equal installments of \$ _____ on the second Friday of July and October 2013, and January and April 2014.

IN WITNESS WHEREOF the parties have executed this Agreement on this _____ day of _____, 2013.

CITY OF KODIAK

DISCOVER KODIAK...ALASKA UNTAMED

Aimée Kniazowski, City Manager

Discover Kodiak Director

Attest:

City Clerk



March 12, 2013

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

Dear Manager Kniaziowski:

Through the ongoing assistance of the City of Kodiak, Discover Kodiak continues to serve as the economic development contractor for tourism marketing in Kodiak. We develop and maintain marketing programs that benefit the City of Kodiak and its businesses, and aid in the economic growth and diversity of the community. On behalf of the Discover Kodiak Board of Directors and members, we respectfully request funding at \$100,000 for FY 2014.

The Discover Kodiak Board of Directors has met multiple times and discussed the organization's role in the economic engine of the community. As we bring visitors into Kodiak, we bring new money into Kodiak. The work we do is not only important, it is a cornerstone of the economy. It makes good sense for the City to reinvest the majority of bed tax dollars back into the industry that helps generate them. Discover Kodiak has a solid track record of keeping Kodiak at the forefront of tourism destinations in Alaska; you may count on us to continue our hard work on behalf of the City of Kodiak.

Attached you will find a summary of our accomplishments over the past year along with some specific financial needs and goals for the coming year. We work very hard to keep our costs down and constantly seek ways to increase our earned income, but there are costs we simply cannot control. It is important to continue our funding at levels that keep pace with rising costs and allow us to be more aggressive in our marketing efforts, especially as it pertains to international targets. The attached document details unavoidable and planned increases within our operating budget.

Thank you for your continued faith in us our contractor for tourism marketing in Kodiak. We hope you recognize the importance of our marketing efforts and the results they are having in the community.

Sincerely,

 A handwritten signature in blue ink that reads "Janet Buckingham".

Janet Buckingham
 Executive Director

Discover Kodiak

100 Marine Way, Suite 200 • Kodiak, AK 99615

(P) 907-486-4782 • (F) 907-486-6545 • visit@kodiak.org • www.kodiak.org



Board of Directors

Jim Rippey, President (Russian River Roadhouse)
Bob Stanford, Vice President (Island Air Service)
Susan Johnson, Treasurer (Best Western Kodiak Inn and Harbor Convention Center)
Jan Chatto/Darlene Turner, Co-Secretaries (Pearson Cove B&B/Smiling Bear B&B)
Chris Fiala, Kodiak Island Charters
Gus Gustafson, Kodiak Russian River Lodge
Charles Bona, Era Alaska
Marya Halvorsen, Alutiiq Museum

Staff: Janet Buckingham, Executive Director
Erin-Anne Brittain, Member Services & Payables Manager
Chastity Starrett, Visitor Services

Historical Overview: The Kodiak Island Convention & Visitors Bureau was incorporated as a 501 (c) 6 in 1985. The City of Kodiak allocated bed tax the same year. (COK Code 3.08.025) In 1996 the Kodiak Island Borough passed an ordinance introducing a bed tax to be used solely for the purpose of tourism development, enhancement and beautification. (KIB Code 3.55.010)

Purpose: The purpose of the Kodiak Island Convention & Visitors Bureau, dba Discover Kodiak, shall be to promote sustainable development of the tourism industry throughout the Kodiak Island Borough, thereby increasing economic opportunities, jobs and local tax revenues. Discover Kodiak encourages travel by the public to and through the Kodiak Island Borough and maintains a continuing interest in the well-being of visitors to the area.

Accomplishments in FY 2013

- New web site launching spring 2013
- Rebranding of the CVB to Discover Kodiak...Alaska Untamed
- New visitor guide
- New mini-brochure
- Increased traffic to www.kodiak.org
- Social Media
 - Facebook: Continue to be the statewide leader in Facebook fans
 - Twitter
 - Pinterest and You Tube
- Sold out fundraiser four years; meet or exceed fundraising expectations
- Increased retail store revenues as a result of new product development
- Membership drive resulted in 14 new members within a 3-month period
- Provided scholarships to the KUBS Commercial Bear Viewing Course at Kodiak College
- Staff attended KUBS bear viewing course at Kodiak College

- Staff attended the Alaska Travel Industry Convention in Anchorage
- Hosted and served 13, 320 passengers traveling on 15 ships
- Successful in assisting the return of Holland America to Kodiak in 2014
- Served 8,900 visitors to the visitor information center
- Partnered with Kodiak Arts Council on ebay auction & other events
- Partnered with KMXT & other nonprofits to promote events and public service announcements
- Director continues to serve on state tourism board of directors
- Director serves on KUBS committee
- Director served on Kodiak Island Borough PAC for zoning code revision
- Director serves as tourism representative on Chamber of Commerce
- Director serves as tourism representative on CEDS committee

Magazine advertising appeared in the following magazines in 2012-13

Fish Alaska Magazine
 AAA Journeys
 AAA Home and Away
 Alaska Magazine

Sunset Magazine
 Vacation Country Travel Guide
 Alaska State Travel Planner

Kodiak Visitor Guide Placement FY 2012-2013

Domestic

- Adventures in Travel, Dallas (consumer)
- Adventures in Travel Expo, Chicago (consumer)
- New York Times Travel Show (consumer)
- Boston Globe Travel Show (consumer)
- LA Times Travel Show (consumer)
- Travel Leaders Franchise Group Meeting (trade)
- Pacific Marine Expo Seattle, WA (commercial fish)
- Western Hunting & Conservation Exposition, Salt Lake City
- Seattle Boat Show Seattle, WA (consumer)
- Adventures in Travel Expo Chicago (consumer)
- New York Times Travel Show (consumer)
- Wild Sheep Foundation Show & Auction, Reno, NV (consumer)
- Northwest Sportshow (consumer)
- U.S. Travel Agent mailing (3,500 domestic travel agents)

International Brochure Distribution

- JATA World Tourism Congress, Tokyo (Japanese Association of Travel Agents)
- International Tourism Exchange (ITB) Berlin (trade/consumer)

KICVB Shows Attended by Staff or Board

- Alaska Media Road Show, Santa Barbara, CA
- Adventures in Travel Expo (Chicago, Illinois)
- International Sportsman's Show, Salt Lake City, Utah (consumer)
- Great Alaska Sportsman's Show, Anchorage (consumer)
- Fairbanks Outdoor Show (consumer)

Proposed Budget Breakdown FY14

FY13

Public Funding	\$200,000	\$155,000
Earned Revenues	\$152,000	\$140,000
TOTAL:	\$342,000	\$295,000
Program Expenses	\$151,700	\$120,600
Operating Expenses	\$190,300	\$185,500
TOTAL:	\$342,000	\$306,100

Known arbitrary increases in operating/miscellaneous expenses:

Salaries	\$2,000.00 (1.5%)
Contract fees for accounting services:	\$1,000.00 (8.3%)
Printing/shipping (VG production)	\$1,450.00 (5% estimate)
Postage	\$ 250.00 (2.57%)
Website services (search engine optimization, analytics reporting)	\$6,000.00 (previously unbudgeted/unavailable service)
TOTAL nondiscretionary increases:	\$10,700.00

Marketing Program Increases

Discover Kodiak has have long needed to reach out in a more aggressive way to international markets. These markets are visiting Alaska and while Kodiak has seen small increases in independent international travel to Kodiak, we are largely missing out on our share of international clients. International visitors stay longer and spend more money than domestic travelers. We are proposing to target German speaking Europe as it is currently the largest market for Alaska. ITB Berlin is the largest travel trade and consumer show in the world. It would be cost prohibitive to purchase our own booth at this show, but as a community partner with ATIA, the Department of Commerce, Community and Economic Development provides the option to booth share in the state booth. This brings down our costs dramatically.



The second show proposed by the Board of Directors is a travel show coordinated through Icelandair. The airline recently began service direct to Anchorage. Reykjavik, Iceland, is a major hub for European travelers and is very invested in Alaska. They have developed an affordable venue for Alaskans to travel to Reykjavik and meet with travel agents and travel trade representatives who promote travel to Alaska throughout Europe. Again, this opportunity is only possible because of our partnership with the ATIA and the DCCED.

International Trade & Consumer (2)

Booth fees:	\$3,750
Travel Costs:	\$5,750
VG Shipping	\$ 800
International Advertising	
German Language (web & print)	\$ 2,000
Targeted Domestic Advertising (increased print ads in steady performers)	\$ 6,000
Program TOTAL:	\$18,300

Total nondiscretionary expense increase:	\$10,700
Total program expense increase:	\$18,300
TOTAL INCREASE EXPENSES	\$29,000

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers
From: Aimée Kniaziowski, City Manager 
Thru: TC Kamai, Chief of Police 
Date: May 9, 2013

Agenda Item: V. d. **Authorization of a Contract With Tuan's Island Professional Cleaning Service for the Kodiak Police Station**

SUMMARY: The Kodiak Police Department (KPD) is requesting that Council authorize a two-year contract with Tuan's Island Professional Cleaning Service to provide regular janitorial services at the Kodiak Police Station for a period of two years commencing on July 1, 2013, and expiring on June 30, 2015. Staff recommends the Council authorize this contract in the amount of \$50,110 for each year of the contract, with funds to come from the FY2014 Kodiak Police Department, Operational Budget, Janitorial Services.

PREVIOUS COUNCIL ACTION: The Council originally authorized this contract at the June 24, 2010, regular meeting.

DISCUSSION: Staff has developed a janitorial services matrix that details daily, weekly, monthly, quarterly, bi-annually and annual cleaning services for the police station. Each of these tasks meets the manufacturer's specifications for cleaning and maintenance for items such as flooring, walls, and different surfaces. Proper cleaning of the new police station will prolong the life of the building.

The City of Kodiak outsources its janitorial services to qualified vendors. The Kodiak police station is 16,025 square feet and the scope of services must accommodate this large building. Tuan's Island Professional Cleaning Service is a locally owned and operated company. Their client lists contains some of the larger facilities within our community. They have provided satisfactory janitorial services for the police station for the past three years. Tuan's agreed to continue to provide the services for two years at the rate of \$50,110 per year.

ALTERNATIVES:

1. Authorize a two-year contract with Tuan's Island Professional Cleaning Service in the amount of \$50,110 per year. This is staff recommendation because it's imperative to maintain the facility by maintaining its overall cleanliness.
2. Not authorize this contract. This is not recommended because it would not meet City goals to maintain this facility in a clean, like-new condition.

FINANCIAL IMPLICATIONS: The contract amount is reflected in KPD's FY2014 operating budget for janitorial services.

LEGAL: N/A

STAFF RECOMMENDATION: Staff recommends the Council authorize this contract in the amount of \$50,110 with funds to come from FY2014 Kodiak Police Department, Operational Budget, Janitorial Services.

CITY MANAGER'S COMMENTS: I support staff's recommendation that Council authorize this two-year janitorial contract for KPD. Tuan's provides a consistently good level of service to the department and keeps the police station in good clean condition.

ATTACHMENTS:

- Attachment A: Tuan's Island Professional Cleaning Service Contract
- Attachment B: KPD Janitorial Services Matrix
- Attachment C: Letter of intent from Tuan's Island Professional Cleaning Service

PROPOSED MOTION:

Move to approve a two-year contract for janitorial services for the Kodiak Police Station with Tuan's Island Professional Cleaning Service in the amount of \$50,110 with funds to come from FY2014 Kodiak Police Department, Operational Budget, Janitorial Services and authorize the City Manager to sign the contract on behalf of the City.

TUAN'S ISLAND PROFESSIONAL CLEANING SERVICE

POBOX 1700 KODIAK, AK 99615

PHONE# (907)486-4582 CELL# (907)539-6789

E-MAIL ADDRESS: tuanngoctran@hotmail.com

Janitorial Services Matrix

April 25, 2013

This proposal is to provide Janitorial Services to the Kodiak Police Station located at 2160 Mill Bay Road, Kodiak, AK 99615.

Tuan's Island Professional Cleaning Service will provide all supplies such as: paper towel; toilet tissues; trash can liners; had soaps; cleaning agents, and equipment to perform the job.

*****DAILY SERVICES:** will be performed five (5) days per week. Excluding City Holidays. Between 7:00pm-7:00am. (as term conditions)

\$3,100.00/month

*****MONTHLY SERVICES:** will be performed on Sundays (as term condition)

\$380.00/month.

*****QUARTERLY SERVICES:** clean coffee urn, oven and refrigerator.
(Sept; Dec; Mar; Jun)

\$75.00/each quarter.

*****BI-ANNUAL:** clean all carpeted areas.

\$1,645.00/each time.

Upholstered furniture clean as needed (price per item)

*****ANNUAL SERVICES:** strip and re-finish all uncarpeted areas.

\$3,800.00/each time.

This quotation will be carried on for two (2) years beginning on July 1, 2013 and ending on June 30, 2015 without increase if approved by authorized person(s).

Please call and let me know if I can provide further assistance.

Tuan's Island Professional Cleaning Service

By: Tuan N. Tran 

Date: May 02, 2013

City of Kodiak/ Kodiak Police Department

By: _____

Date: _____

**Kodiak Police Station, 2160 Mill Bay Road, Kodiak, Alaska 99615
JANITORIAL SERVICES MATRIX**

DAILY SERVICES	Sunday - Thursday, excluding City Holidays
	Vestibules/lobbies/entryways; General/common areas; Administrative offices
	Empty trash receptacles, wipe down wastebaskets of dirt build-up, replace all plastic liners
	Sweep and damp mop all uncarpeted areas (DISPATCH FLOORING REQUIRES USE OF <i>Armstrong S-392 Static Dissipative Polish ONLY</i>)
	Vacuum carpeted areas and walk-off mats
	Clean interior glass doors and windows
	Restrooms/locker rooms; Fitness area
	Empty trash receptacles, wipe down wastebaskets of dirt build-up, replace all plastic liners
	Sweep and damp mop all uncarpeted areas
	Vacuum carpeted areas and walk-off mats
	Clean and sanitize with antibacterial solution: bathroom fixtures/fitness equipment
	Wipe down vertical/horizontal tiled surfaces
	Exterior areas including public parking lot/walkways; employee parking
	Empty trash receptacles, wipe down wastebaskets of dirt build-up, replace all plastic liners
	Clean cigarette receptacles
WEEKLY SERVICES	
	Vestibules/lobbies/entryways; General/common areas; Administrative offices
	Dust horizontal surfaces readily available
	Dust vertical wall panels
	Wipe down all door/window jams and sills
	Kitchen
	Clean and sanitize with antibacterial solution: Tables, sink, stove top, counter tops
	Evidence Submission Room
	Empty trash receptacles, wipe down wastebaskets of dirt build-up, replace all plastic liners
	Sweep and damp mop all uncarpeted areas
	Forensic Bay/Exterior walkways
	Sweep
MONTHLY SERVICES	
	FLOORING (uncarpeted areas)
	Spray buff/wax uncarpeted flooring following manufacturers' guidelines
QUARTERLY SERVICES	
	KITCHEN
	Clean coffee urn, oven and refrigerator
BI-ANNUAL SERVICES	
	Clean all carpeted areas following manufacturers' guidelines
	Upholstered furniture cleaned as needed (Priced per item)
ANNUAL SERVICES	
	Uncarpeted flooring stripped and wax reapplied following manufacturers' guidelines

00/00/0000

Aimée Kniazowski, City Manager
City of Kodiak
P.O. Box 1397
Kodiak, Alaska 99615

Re: Renewal of Janitorial Services Contract for the Kodiak Police Station, 2160 Mill Bay Road, Kodiak, Alaska.

Dear Ms. Kniazowski,

This letter is in response to your letter dated April 5, 2013 asking me to renew the contract to provide janitorial services at the Kodiak Police Station for a further two years.

I do agree to renew this contract for a further two years, beginning July 1, 2013.

I do not agree to renew this contract.

Sincerely,





Tuan Ngoc Tran
d/b/a Tuan's Island Professional Cleaning Services

RECEIVED
APR 19 2013
J. Ford

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MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers
From: Aimée Kniazowski, City Manager 
Thru: Marty Owen, Harbormaster 
Date: May 9, 2013

Agenda Item: V. e. **Authorization of Vehicle Purchase for the Harbor Department**

SUMMARY: One of the pickup trucks used in the Harbor Department, a 2003 Ford F-150, was evaluated and identified for replacement in the FY2013 budget. The department researched replacement options and is recommending attaching to the State of Alaska's bid as the least expensive option. Staff recommends Council authorize the purchase of a Ford F-150 4x4 pickup in the amount of \$19,813 FOB Kodiak.

PREVIOUS COUNCIL ACTION: The approved FY2013 budget includes \$38,000 for replacement of a standard half-ton pickup in the Boat Harbor Fund budget.

DISCUSSION: The Harbor Department uses half-ton 4x4 pickups for patrol/maintenance vehicles. They are driven by harbor officers in performing their duties at the port, harbor and shipyard facilities. The Public Works Shop evaluated the Department's 2003 Ford F-150 half-ton pickup truck, H5 in April 2012 and determined that it has reached the end of its useful life. The truck has 87,900 miles on it, exhibits a loss of power, has rust in rear crossmembers, leaks fluid, and has brake problems due to exposure to salt air. It also has a slipping transmission which is a sign of worn internal parts which require a major overhaul to fix (Attachment B). Due to the high cost of engine, transmission, and body repairs since 2010 [\$3,919 (labor) + 4,602 (parts) = \$8,521] the Public Works Maintenance shop supervisor recommends that the vehicle be replaced.

Staff researched replacement options. The State of Alaska has vehicle supply contracts with three major Alaskan vendors, Alaska Sales and Service, Worthington Ford, and Kendall Ford (Attachment A). Staff obtained quotes from each vendor and recommends the City purchase a replacement F-150 4x4 half-ton pickup truck from Worthington Ford for a total cost of \$19,813. That cost includes \$750 in transportation costs to bring the truck from Anchorage to Kodiak via the ferry.

City Code allows the City to purchase vehicles by attaching to a government contract and to receive the lower price negotiated by the government, in this case the State of Alaska.

ALTERNATIVES:

1. Authorize this transaction in the amount of \$19,813. This is the staff recommendation as it allows the Harbor Department to replace the 10-year-old pickup with a new one that will meet its needs. Attaching to the State of Alaska's negotiated contract price for this type of truck is also in the best interest of the City.
2. Do not authorize this transaction. This alternative is not recommended, because it would impact the day-to-day duties of the Harbor patrol staff.

FINANCIAL IMPLICATIONS: The Boat Harbor FY2013 budget, line 510.520.100.470.126, has sufficient funds to purchase a new half-ton pickup.

LEGAL: KCC 3.12.070 permits the City to attach to the State contract and receive the negotiated contract price for the purchase of the vehicles.

STAFF RECOMMENDATION: Staff recommends Council authorize this purchase in the amount of \$19,813, with funds to come from the Boat Harbor operations budget, Machinery and Equipment line item.

CITY MANAGER'S COMMENTS: I support the recommendation to authorize the purchase of a half-ton 4x4 pickup truck for the Harbor Department. The Department's existing truck was evaluated by our senior mechanic and recommended for replacement. There is no alternative other than the replacement of H5 due to the high cost of repairs, the likely need for a transmission overhaul and safety issues. We increase our general liability if we continue to use vehicles that have been determined to be unsafe. I believe attachment to the State bid a suitable alternative to an open market bid because we benefit from pre-negotiated contract prices and will spend less than the \$38,000 estimated in the FY2013 operating budget. The replacement of H5 also meets the criteria in the City Council's Vehicle Replacement Policy.

ATTACHMENTS:

- Attachment A: Harbor Vehicle Evaluation
- Attachment B: H5 Repair Cost History 2010 – 2013
- Attachment C: State of Alaska price comparison spreadsheet

PROPOSED MOTION:

Move to authorize purchase of a Ford F-150 half-ton pickup truck from Worthington Ford in the amount of \$18,788 plus \$750 in shipping charges for a total of \$19,813, with funds coming from the FY2013 Boat Harbor operations budget, Machinery and Equipment line item.

Capital Outlay Request

City of Kodiak



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

Request: 2003 Ford F-150 Vin # 2FTRF18223CA37453

Estimated Cost:

Trade-In Harbor H5

87,900 *GW*

Justification and/or Comments Harbor vehicle H5 has approximately ~~79,663~~ miles on the odometer. The body of this vehicle is showing moderate rust at the rear bed cross members. The engine has multiple fluid leaks and is exhibiting loss of engine power. It has needed frequent tune ups and has engine knocking on startup. In addition it has shown to have a slipping transmission as well as dirty transmission fluid which is a sign of worn internal parts. These are all signs of an engine and transmission with excessive wear that can only be remedied by a major overhaul. Considering high cost of repairs and overall condition of this vehicle I recommend it be replaced in the 2013 fiscal year.

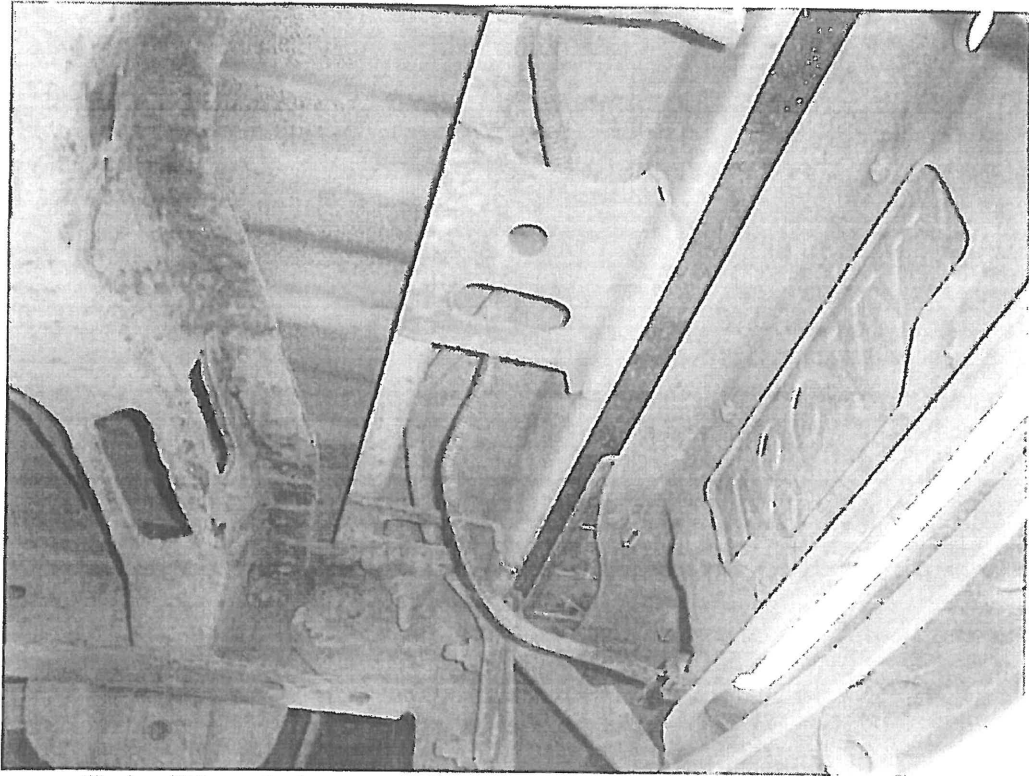
Reevaluation April 2012

Harbor H5 now has approximately ~~79,663~~ miles on the odometer. The overall wear on this vehicle is substantial and the cost to overhaul it would be impractical. We would have had to overhaul the front suspension; shock absorbers, front and rear and repair the engine as well as the transmission.

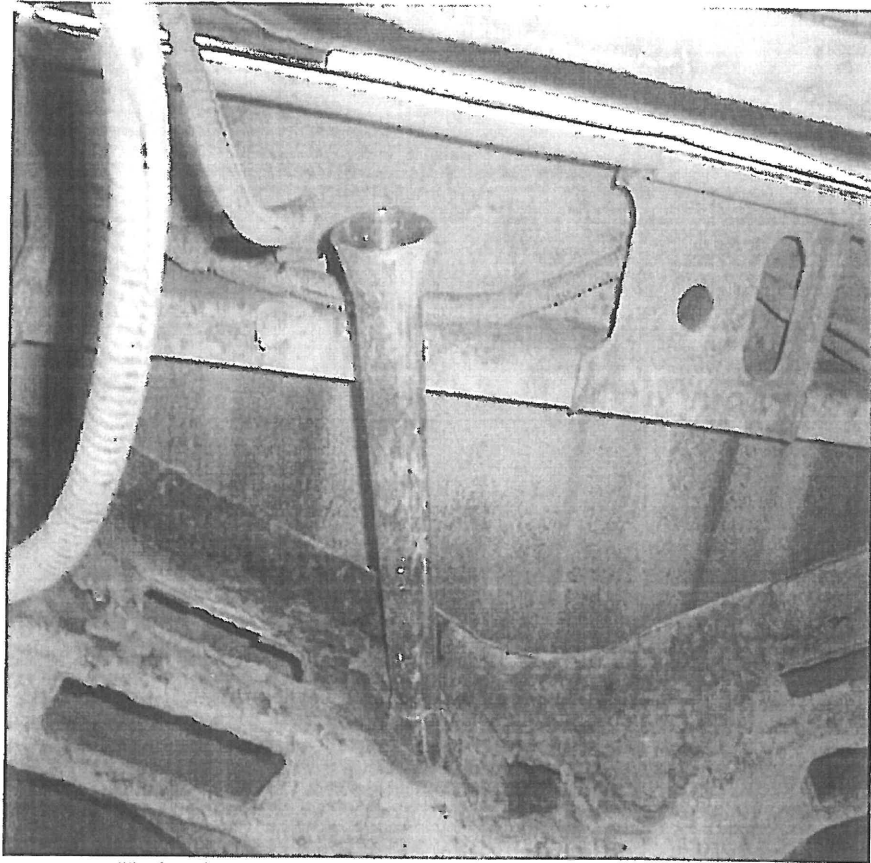
The engine crankshaft seals, front and rear, are leaking a considerable amount and would be labor intensive to replace. The Diagnostic Trouble Codes and lack of engine power strongly indicate that the engine needs extensive repairs. Especially in respect to the fuel system and emissions aspect.

The brakes have been exposed to the salt of the harbor atmosphere and have been destroyed. We have replaced brake lines, hoses, calipers and rotors and are now functioning properly.

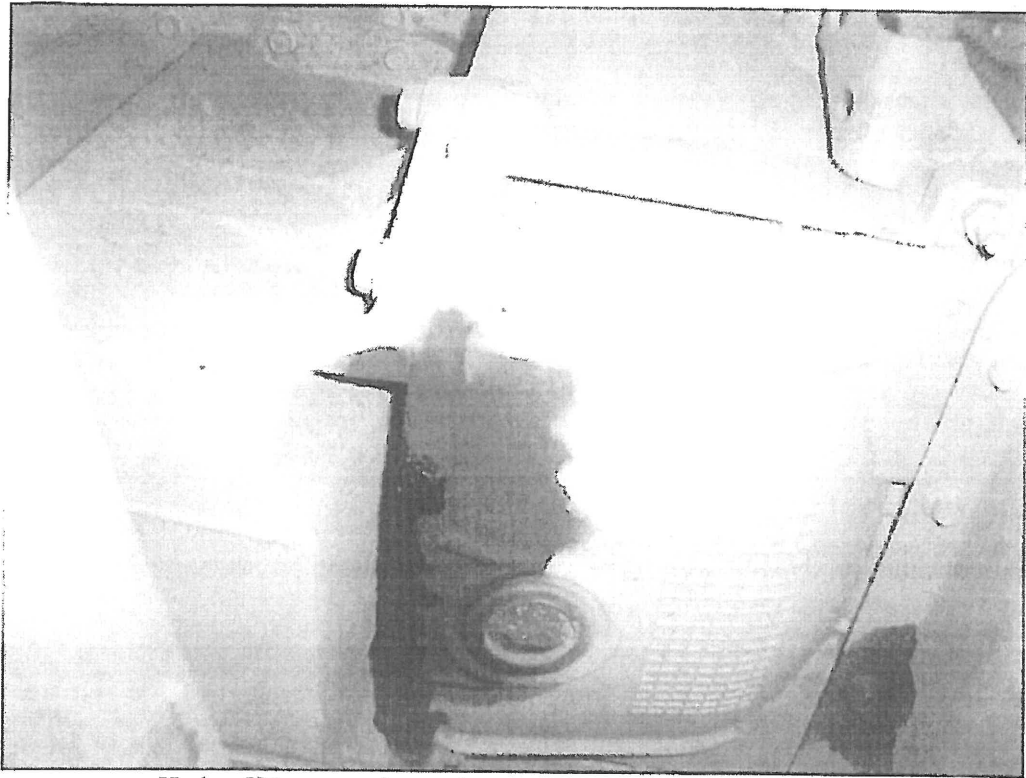
These major repairs are required to keep this vehicle a reliable unit for the harbor. The cost of parts and labor as well as down time for repairs far out way the vehicles life expectancy and resell value. The current value of this vehicle is approximately \$5,245 in fair condition. The estimated cost for the parts needed for repairs is \$4500-\$5000.



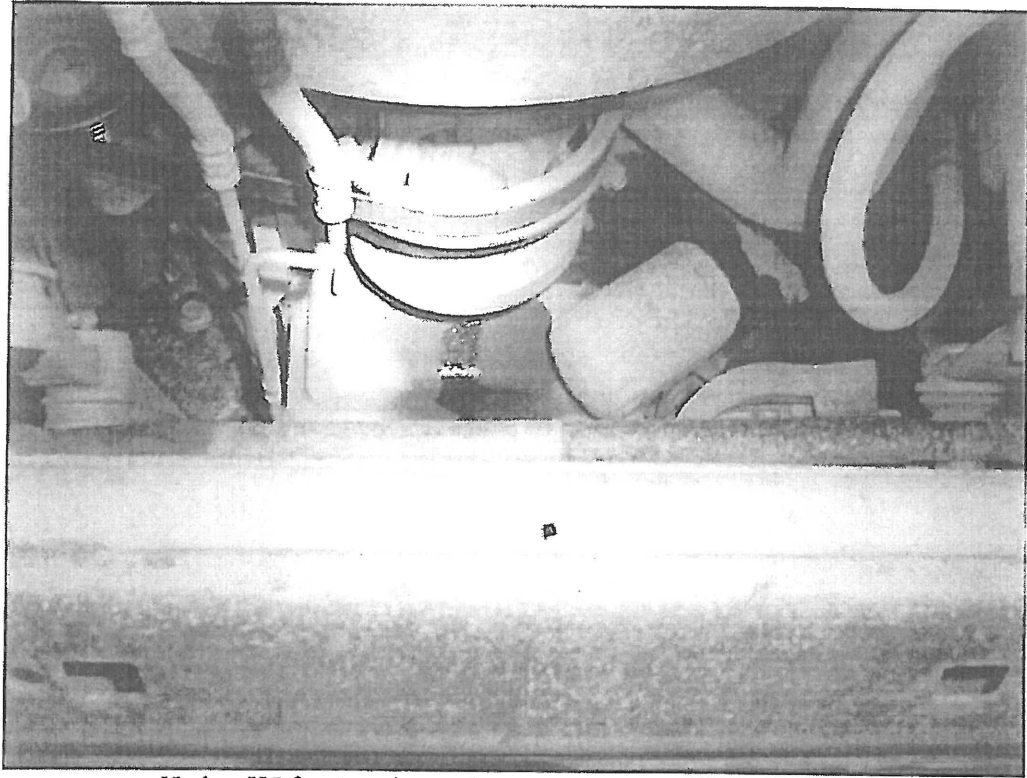
Harbor H5 rear bed cross members.



Harbor H5 rear bed cross member.



Harbor H5 rear engine seal.



Harbor H5 front engine seal.

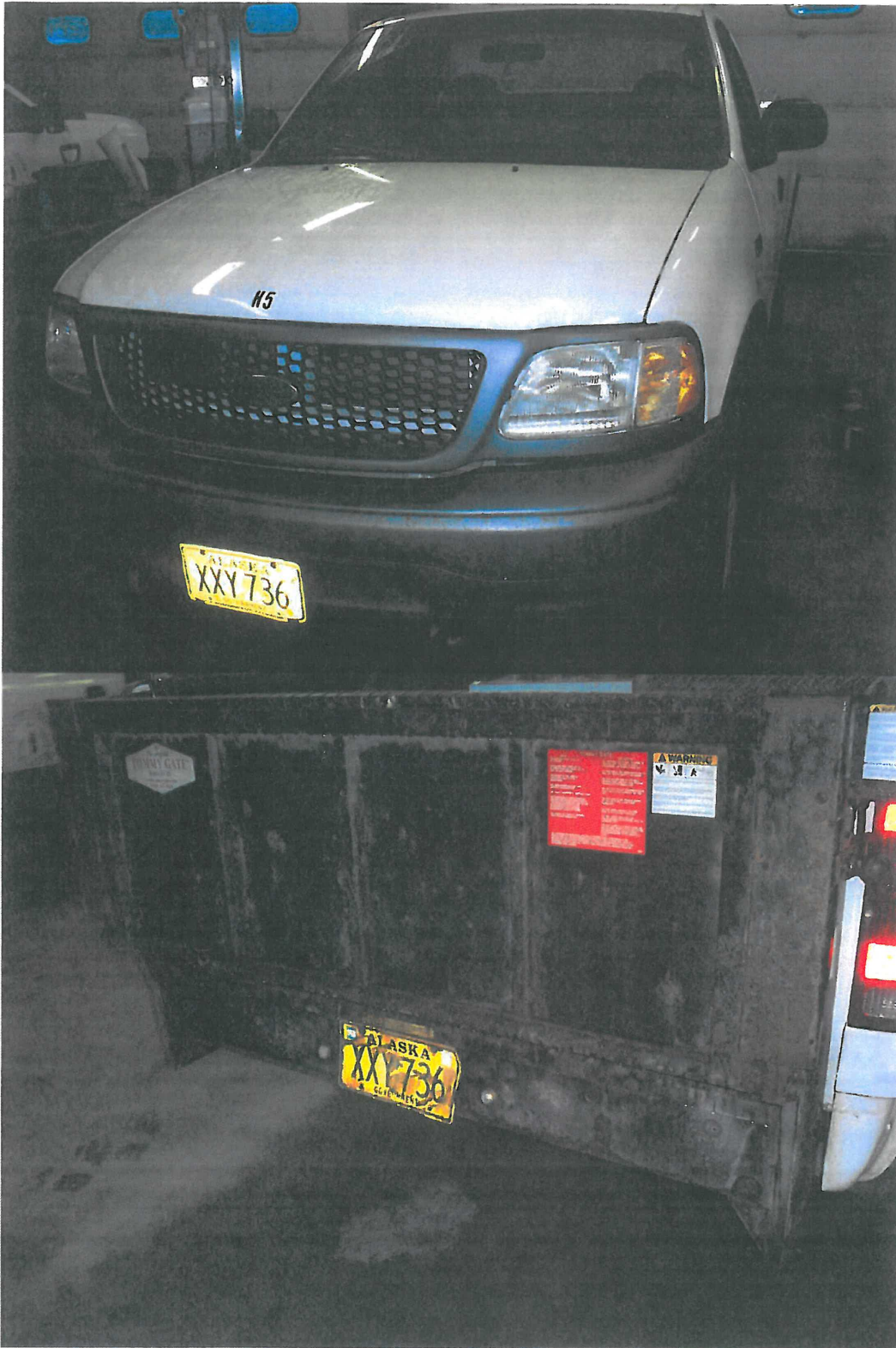


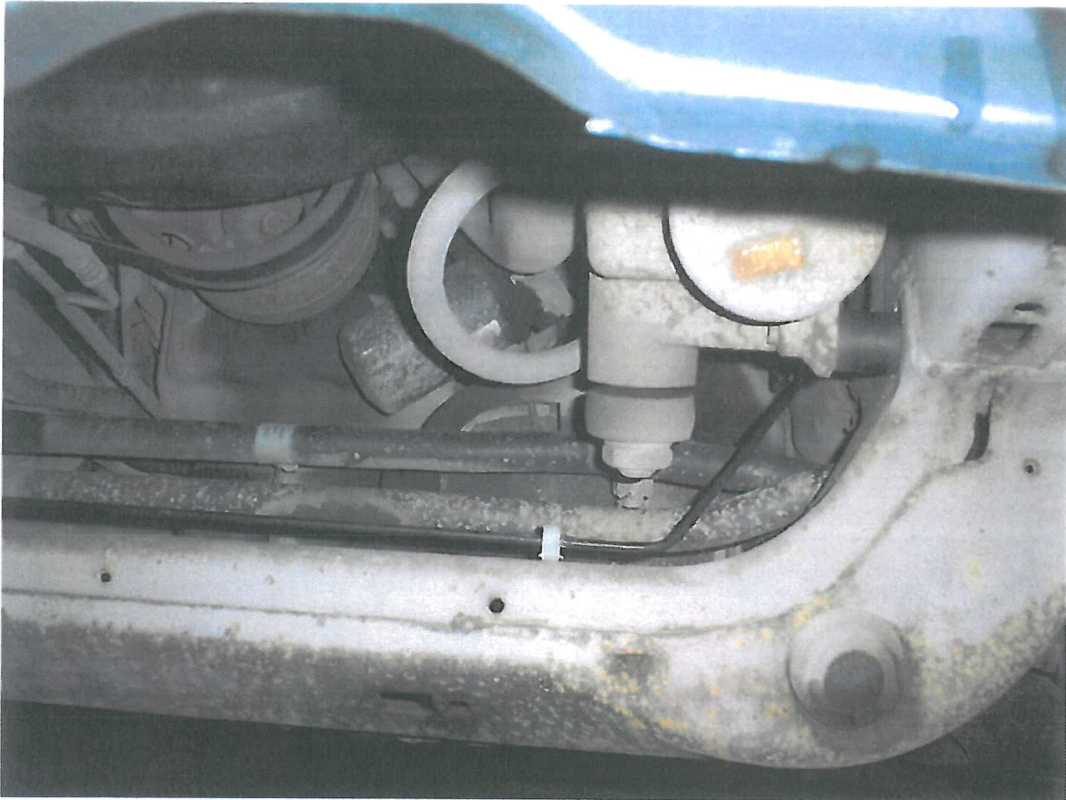
Harbor H5 seat.

UNIT	Date Completed	DEPT	MECHANIC	MANHOURS	CostPerManHr	TotalCostManHrs	Parts Price
5	2/16/2010	Harbor	RC	1.5	44	66	15.92
5	3/8/2010	Harbor	GP RC	2	44	88	84.47
5	3/26/2010	Harbor	GP	1.5	44	66	124.98
5	8/10/2010	Harbor	RC	4	44	176	123.53
5	2/8/2011	Harbor		2	44	88	72.94
5	1/17/2012	Harbor		3.5	44	154	291.63
5	6/12/2012	Harbor	BJ	9	44	396	431.92
5	6/25/2012	Harbor	BJ	4.5	44	198	73.17

\$ 3916 \$ 4602.28

HARBOR #5





City of Kodiak Vehicle Evaluation

- Evaluation date 12-28-12
- City vehicle ID number Harbor H5
- Vehicle odometer reading 85318.5
- Vehicle history Harbor use
- Vehicle test drive notes _____
- _____
- Assess engine and transmission performance Runs Good
- _____

Under vehicle inspection

- Front brakes condition, amount remaining RF 16/32" 50% LF 18/32" 50%
- Rear brakes condition, amount remaining RR 17/32" 50% LR 17/32" 50%
- Brake hoses, lines and cables Brake hoses and cables are in good shape, minor rust
- Suspension and steering components, including tie rods, drag link, ball joints, springs shackles and shocks Slight outer tie rod wear on both RF and LF
- Condition of frame, frame hangers and body mounts Slight rust on every thing underneath
- Transmission, transfer case and differentials H5 slight rust on axles
- Underside of engine and engine compartment Rear main seal leaking, oil pan has slight leak in front

Under hood inspection

- Check all fluid levels and record Very low oil
- Check battery and charging system Good
- Inspect engine for leaks, exhaust, oil, coolant Rear of valve covers has very small leak
- Inspect power steering, hoses, belts and accessories Belts + hoses are in good shape with no leaks
- Inspect electrical components and wiring wiring is good very minimal corrosion
- Check cylinder power balance or compression the cylinder power balance is good
- Check power train control module for codes No codes present

Vehicle exterior

- Check for body damage—fenders, bumpers Body is in good shape

- Check glass—windows, windshield all of the glass is in good shape
- Check lights – lenses and proper operation working properly

Vehicle interior

- Check interior—seats, steering wheel, pedals and panels seat is worn out
- Check vehicle controls and accessories the third click on fan motor inop

Added notes:

Seat has duct tape holding it together

Use billing class 149

CLASS 151
REGULAR CAB
1/2 TON 4X4

Minimum Requirements:
Seating for three (3) including driver.
8-Foot Bed
GVWR: 6,000 Pounds
4WD (4x4)
Engine: Gas, V6 3.7L
AM/FM Radio
Vinyl upholstery, bench seat
Rear step bumper
Tow Hooks, Front
Limited Slip or Auto Locking Rear Axle

	CK10903 4.3L 195HP \$ 19,624.00 AK Sales/Chevy	F150 F1E 3.7L 302HP \$ 19,063.00 Ford/ Cal 's	F150 F1E 3.7L 302HP \$ 19,158.00 Kendall/Ford
AVAILABLE OPTIONS			
0 V8, 4.8L Gas Engine			
0 40/20/40 Split Bench Cloth Seats			
0 Cruise Control/Tilt Steering			
0 Power Windows/Locks/Air Conditioning and Heated Mirrors			
0 AM/FM with CD			
0 6.5' Bed			
0 Spray In Bed Liner, 6.5' Bed			
0 Spray In Bed Liner, 8' Bed			
0 Mud Flaps, HD Rubber			
0 Trailer Towing Package w/ Class III hitch			
0 Shipping to Fairbanks			
0 Shipping to Juneau			
	\$ 19,624.00	\$ 19,063.00	\$ 19,158.00
	Don't Purchase	Purchase	Don't Purchase
1=yes 0=no			

CLASS 151
REGULAR CAB
1/2 TON 4X4

Alaska Sales & Service
Contact: Ron Eastman
Address: 1300 East 5th Avenue
Anchorage, Alaska 99501
Phone: 265-7555
Fax: 265-7507

UNIT COST	\$19,624.00
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AVAILABLE OPTIONS	Additional Cost	Comments
V8, 4.8L Gas Engine	\$ 865.00	302 HP
40/20/40 Split Bench Cloth Seats	\$ -	
Cruise Control/Tilt Steering	\$ -	
Power Windows/Locks/Air Conditioning and Heated Mirrors	\$ 855.00	
AM/FM with CD	\$ 160.00	
6.5' Bed	\$ (275.00)	
Spray In Bed Liner, 6.5' Bed	\$ 450.00	
Spray In Bed Liner, 8' Bed	\$ 450.00	
Mud Flaps, HD Rubber	\$ 125.00	
Trailer Towing Package w/ Class III hitch	\$ 425.00	OEM
Shipping to Fairbanks	\$ 280.00	
Shipping to Juneau	\$ -	

CLASS 151
REGULAR CAB
1/2 TON 4X4

Use billing class 149

Cal Worthington Ford
Contact: Dan McKewin
Address: 431 Unga Street
Anchorage, Alaska 99501
Phone: 793-8217
Fax: 793-8255

UNIT COST	\$19,063.00
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AVAILABLE OPTIONS	Additional Cost	Comments
V8, 5.0L Gas Engine	\$ 836.00	
40/20/40 Split Bench Cloth Seats	\$ -	
Cruise Control/Tilt Steering	\$ 183.00	
Power Windows/Locks/Air Conditioning and Heated Mirrors	\$ 995.00	
AM/FM with CD	\$ 243.00	
6.5' Bed	\$ (280.00)	
Spray In Bed Liner, 6.5' Bed	\$ 397.00	
Spray In Bed Liner, 8' Bed	\$ 397.00	
Mud Flaps, HD Rubber	\$ 120.00	
Trailer Towing Package w/ Class III hitch	\$ 313.00	
Shipping to Fairbanks	\$ 275.00	
Shipping to Juneau	\$ -	

CLASS 151
 REGULAR CAB
 1/2 TON 4X4

Use billing class 149

Kendall Ford
 Contact: Dave Luke
 Address: 2701 E. Mountain Village Drive
 Wasilla, Alaska 99654
 Phone: 352-5677
 Fax: 352-5629

UNIT COST
 \$19,158.00

AVAILABLE OPTIONS	Additional Cost	Comments
V8, 4.8L Gas Engine	\$853.00	
40/20/40 Split Bench Cloth Seats	\$0.00	
Cruise Control/Tilt Steering	\$187.00	
Power Windows/Locks/Air Conditioning and Heated Mirrors	\$1,011.00	
AM/FM with CD	\$248.00	
6.5' Bed	-\$262.00	
Spray In Bed Liner, 6.5' Bed	\$405.00	
Spray In Bed Liner, 8' Bed	\$405.00	
Mud Flaps, HD Rubber	\$120.00	
Trailer Towing Package w/ Class III hitch	\$320.00	
Shipping to Fairbanks	\$280.00	
Shipping to Juneau	\$0.00	Plus Upfit

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MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers
From: Aimée Kniaziowski, City Manager
Thru: Charlie Powers Parks and Recreation Interim Director
Mark Kozak, Public Works Director
Date: May 9, 2013

Agenda Item: **V. f. Authorization of Vehicle Purchase for the Parks and Recreation Department**

SUMMARY: This authorization will enable the Kodiak Parks and Recreation Department to replace one Dodge Ram truck, which is exhibiting severe frame, suspension, and body panel deterioration. This vehicle has been recommended for replacement in FY2013 with a like kind vehicle, specifically one 2013 Ford F-150 white base model regular cab four-wheel-drive truck. Staff researched replacement options and is recommending a purchase through Kendall Ford as the least expensive option. Staff recommends Council authorize the purchase of a Ford F-150 four-wheel-drive pickup from Kendall Ford in the amount of the amount of \$22,108.

PREVIOUS COUNCIL ACTION: The Council approved the FY2013 budget, which included \$40,000 for the renewal of the Parks and Recreation fleet.

DISCUSSION: The Parks and Recreation Department fleet is evaluated by the Public Works Shop on an annual basis. The senior mechanic performs a comprehensive evaluation of vehicles and makes recommendations to the Director about which vehicles can remain in service and which vehicles should be removed from service. The mechanic's evaluation includes an inspection of the body, vehicle electronics, engine, transmission, frame, and suspension. The mechanic also evaluates the cost involved with replacing and/or repairing damage to a vehicle versus replacing the vehicle. In this instance the mechanic has evaluated the Dodge Ram and determined that continued operation of either vehicle is not in the best interests of the city due to its condition and costs required for diminished returns. He recommends that the vehicle be replaced in FY2013.

Timing for purchase of the vehicle is tied to the fiscal year. Per Kodiak City Code (KCC) 3.12.030, Open Market Procedures, staff conducted a thorough market search for a replacement vehicle. This included evaluating the contracted price the State of Alaska has with Worthington Ford for the build and buy of a like truck; the state bid identified the Ford for 2013 Model Year F-150 single cab truck as the best value. Staff procured quotes from the two low bidders and the local dealer for available trucks on their lots meeting the specifications. Kendall Ford provided the lowest cost replacement FOB Kodiak

(Attachment B). Additionally, a Ford can be serviced locally, and the Kendall vehicle is white, which allows the fleet to remain uniform. The vehicle available through Kodiak Motors is grey in color and has accessories that could be construed as excessive or inappropriate such as alloy wheels and running boards.

ALTERNATIVES:

1. Authorize this transaction in the amount of \$22,108 FOB Kodiak from Kendall Ford. This is the staff recommendation, as it enables the Parks and Recreation Department to replace the subject truck for said reasons in a time frame that allows the Department to conduct its maintenance activities.
2. Do not authorize this transaction. This alternative is not recommended, because it would be detrimental to Department's work flow and result in holding equipment that is far beyond its useful life and subject to diminished return on repairs.

FINANCIAL IMPLICATIONS: In FY2013, the City Council approved \$40,000 for the renewal and increased capabilities of the Parks and Recreation Department fleet. The funds to move forward with this purchase are available.

LEGAL: KCC 3.12.030 (a) provides that purchases, sales, or contracts authorized by KCC 3.12.010, having an estimated value in excess of \$15,000, but not more than \$25,000, shall be made on the open market without newspaper advertisement. This provision enables the City to proceed with the purchase, and staff has obtained three competitive quotes for the required vehicle from dealers, including the local dealer.

STAFF RECOMMENDATION: Staff recommends the Council authorize the purchase of a Ford F-150 four-wheel-drive truck in the amount of \$22,108 from Kendall Ford, with funds to come from FY2013 Parks and Recreation Department operating budget, machinery and equipment line item, account number 100-170-100-470-126.

CITY MANAGER'S COMMENTS: The Parks and Recreation vehicle fleet is overdue for renewal. The purchase was postponed due to the former director's retirement. If not for that, the vehicle would have been requisitioned earlier in the year. Regardless, the need for the vehicle is needed. I support staff recommendation to purchase the replacement truck for the Parks and Recreation Department by attaching to the State bid. The existing Dodge Ram is a 1997 model, was determined to be in poor condition by Public Works, and its replacement is consistent with the City Council's Vehicle and Equipment Replacement Policy. As mentioned before, we increase our risk if we continue to use vehicles that have been determined to be unfit. We considered both the attachment to the State bid for a build buy vehicle and the "lot available" quotes received as suitable means for satisfying the open market bid requirements.

ATTACHMENTS:

- Attachment A: Vehicle Evaluation and Capital Outlay Request
- Attachment B: FY2013 CIP Vehicle and Equipment Replacement nomination form
- Attachment C: Vehicle Specifications, SOA bid equivalency, and dealer quotes

PROPOSED MOTION:

Move to authorize purchase of a 2013 four-wheel-drive Ford F-150 regular cab truck from Kendall Ford for the Parks and Recreation Department in the amount of \$22,108, with funds coming from the FY2013 Parks and Recreation Department operations budget, Machinery and Equipment line item.

Capital Outlay Request

City of Kodiak



Department: Public Works Maintenance Shop, Gerald Pherson
Division: Parks and Recreation
Priority:

Request: 1997 Dodge Ram Vin# 1B7HF16Y0BS136936

Estimated Cost:

Trade-In Dodge Ram

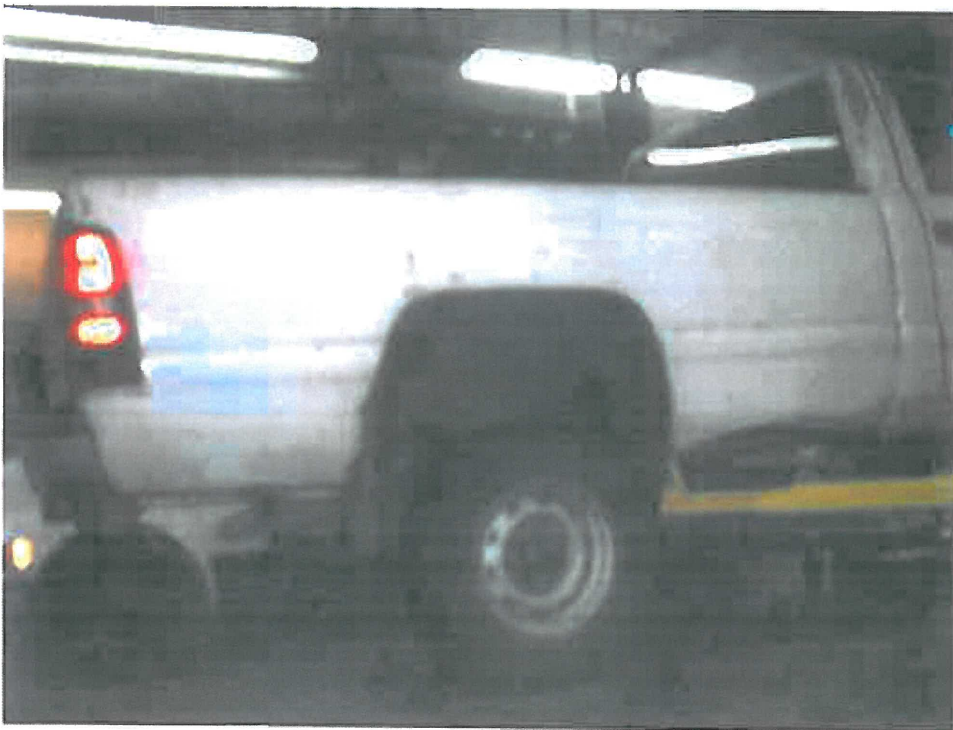
**Justification and/or
Comments**

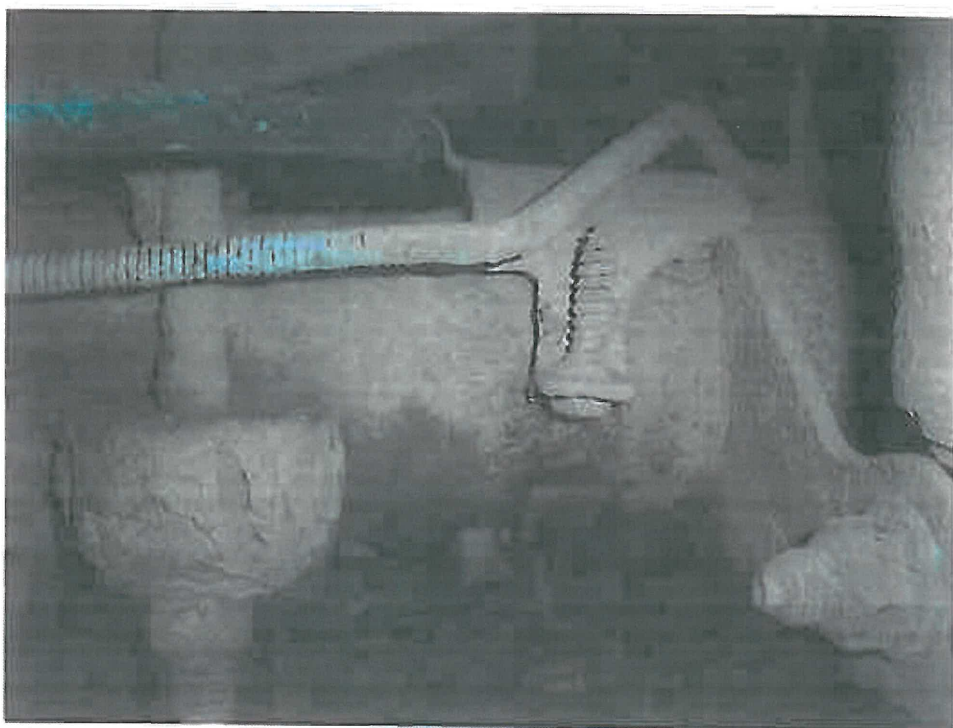
Parks and Recreation Dodge ram has been used by the department since it was new in 1997. The maintenance workers have used it to haul equipment and materials to different job locations within the city.

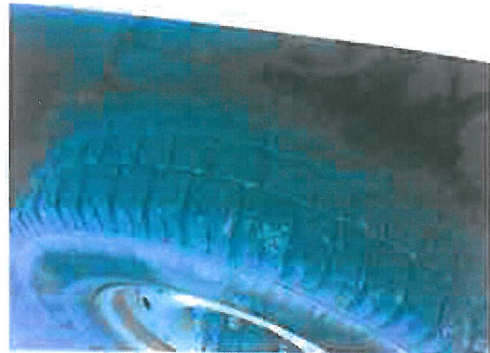
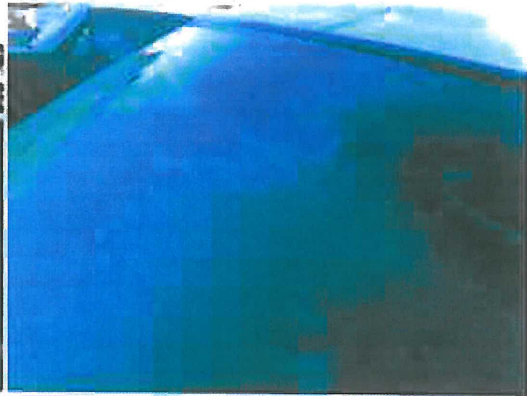
This vehicle has been over worked throughout its life. Both the exterior and interior are starting to come apart. There are major rust holes through the body panels. Every body panel has paint peeling off and is rusting underneath. The frame shows signs of heavy rust in some places. The doors have had extensive work done by a body shop and were damaged so far that they still don't close properly. The seat and headliner are falling apart in the interior of the vehicle. This vehicle has had some major break downs this past year that have made it unusable for a period of time.

Due to the overall condition of this vehicle and the need of a reliable work truck I recommend this Dodge Ram be replaced in the cities FY 13 budget.

Parks and Recreation 1997 Dodge 1500







City of Kodiak Vehicle Evaluation

- Evaluation date 03-05-2013
- City vehicle ID number Parks and Rec Dodge Ram
- Vehicle odometer reading 69,088
- Vehicle history Hauling, driving
- Vehicle test drive notes pedal to the Right, UNKNOWN Random Rattle noise
- Assess engine and transmission performance good power, shifted properly

Under vehicle inspection

- Front brakes condition, amount remaining RF 10% LF 25%
- Rear brakes condition, amount remaining RR 30% LR 30%
- Brake hoses, lines and cables brake lines and cables look to be in good condition, RR emergency Brake bracket broke
- Suspension and steering components, including tie rods, drag link, ball joints, springs shackles and shocks passenger upper and lower ball joints are no good as well the shock is bad
- Condition of frame, frame hangers and body mounts rust is present
- oil spots of frame
- Transmission, transfer case and differentials Transfer case has bad leak, Transmission has a leak
- Underside of engine and engine compartment Rust on engine block, all else good
Rear main seal leaking

Under hood inspection

- Check all fluid levels and record power steering low + transmission low
- Check battery and charging system starting/charging system is good
- Inspect engine for leaks, exhaust, oil, coolant transmission cooler lines leaking
- inspect power steering, hoses, belts and accessories power steering is good
belts and hoses good
- Inspect electrical components and wiring wiring ok, minor corrosion on battery
- Check cylinder power balance or compression good
- _____
- Check power train control module for codes No codes present

Vehicle exterior

- Check for body damage—fenders, bumpers paint chips every panel

- o Check glass—windows, windshield front windshield cracked
- o Check lights—lenses and proper operation driver rear tail light broken
lights work correctly

Vehicle interior

- o Check interior—seats, steering wheel, pedals and panels seats have holes
- o Check vehicle controls and accessories accessories work correctly

Added notes:

Rear shocks are shot
 Front Driver + Passenger ~~panels~~ fenders have rust, paint chips
 Hood paint chipped causing rust
 Headliner falling apart
 Left Horn button does not work
 Rocker panels (Driver + Passenger) have holes
 from rust
 Both rear fenders damaged badly, have rust
 appearing
 Rear bumper very damaged
 Roof paint chips, rust starting to show
 Passenger door won't shut properly

Month Completed	DEPT	MANHOURS	RATE	COST PER MONTH	TOTAL COST MONTHS	PAID PRICE
12/8/2010	Parks and Recreation	2	1	44	88	150.33
3/11/2011	Parks and Recreation	1.5	1	44	66	74.95
1/11/2011	Parks and Recreation	2.5	1	44	110	23.43
5/11/2012	Parks and Recreation	4	1	44	176	378.86
2/26/2012	Parks and Recreation	3	1	44	132	125.76
9/4/2012	Parks and Recreation	3.5	1	44	154	107.65
2/19/2013	Parks and Recreation	3	1	44	132	286.68

858 1147.66

Over \$1,000 was spent at the enterprise for door work

CITY OF KODIAK
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
VEHICLE / EQUIPMENT REPLACEMENT NOMINATION
1 of 2 pages

Costs are estimated at (check one)

- Less than \$10,000
 Greater than \$10,000

The Following Signatures are required:

Vehicle Maint. Supervisor: _____
 Department Head: Charlie Powers
 City Manger: _____

This purchase is requested to be funded in Fiscal Year	Fiscal Year :
Prepared by: Charlie Powers	Date: April 30, 2013
Department: Parks and Recreation Department	
Nomination Name: Replacement for	

REQUESTED REPLACEMENT UNIT DESCRIPTION (ATTACH PRICE QUOTES, DESCRIPTIONS, AND PHOTOS FROM THREE VENDORS)	
Unit ID Number	
Year – Make - Model	1996 Dodge Ram Truck
Engine Size – Fuel Type	Gas- 5.2L V-8
Current Mileage	69,512
Body Condition	Poor
License Plate No.	XXV470
VIN or Serial Number	1B7HF16YOUS167281

FUNCTION: WRITE A BRIEF SUMMARY OF HOW THIS UNIT HAS BEEN USED AND HOW OFTEN.

This truck has been in the City of Kodiak fleet since 1996. Within the Parks and Recreation Department it is used by the administration crew to meet its responsibilities of grounds keeping and maintenance on the following City and Borough assets: 4 cemeteries, 5 schools, 7 fields, 5 playgrounds, 5 parks, and 2 trails. The vehicle is used on a daily basis during work hours. In past it has been driven by both regular supervisory level staff as well as temporary laborer staff. Replacement vehicle to only be used by regular supervisory staff (Roger David and other full time staff in administering work crews). In the context of budget and fleet renewal. With the addition of this new replacement truck and the purchase of a local used flat bed 1 ton truck which has been identified to meet mobilization needs, the Department's fleet will be equipped to meet Department responsibilities. The combination of the two trucks are below \$40,000 budgeted in FY2013.

JUSTIFICATION: WRITE A BRIEF SUMMARY OF WHY THIS UNIT IS BEING REPLACED. INCLUDE ITEMS SUCH AS HISTORY, CONDITION ASSESSMENT, COSTS, USES, PUBLIC WORKS EVALUATION REPORT, ETC.

Like other vehicles in the Parks and Recreation fleet, this truck is in serious need of replacement. Replacing this truck with a new F-150 V-6 will have the following improvements:
Financial: Better fuel economy and eliminate deferred maintenance costs (ie-windshield, tires, paint and mechanical)
Quality of Work: Pride of ownership will improve staff morale resulting in improved work flow
Capabilities: The replacement truck has tow capabilities.
Fleet renewal: better fuel economy; replace with tow capabilities, pride of work/ownership
 See Public Works Evaluation of Replacement Truck

**CITY OF KODIAK
 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 VEHICLE / EQUIPMENT REPLACEMENT NOMINATION
 2 of 2 pages**

Proposed Dispositions of Replaced Unit as Determined by Vehicle Maintenance Division (check one):

To General Fleet

To Surplus Sale

REQUEST NEW UNIT DESCRIPTION (ATTACH PRICE QUOTES, DESCRIPTIONS, AND PHOTOS FROM THREE VENDORS)	
Year – Make - Model	2013 F150 4x4 Regular Cab
Engine Size – Fuel Type	Gas V-6
Number of Doors	2
Seating Capacity	3
Specialty Items	Bed Liner
Color , Police Package, Tires, Transmission, Etc.	Base White Model with Tow Package

REQUESTED NEW UNIT COSTS	
Basic Equipment Costs	\$20,637
Specialty Equipment Cost	\$400-Bed Liner
Shipping Costs	\$1066
Total Costs	\$22108

OPERATIONAL COSTS:

Attach a detailed spreadsheet describing the last five years' annual costs to operate this unit, including fuel consumption, maintenance materials, AND maintenance labor.

Minimum Requirements:
 Seating for three (3) including driver.
 8-Foot Bed
 GVWR: 6,000 Pounds
 4WD (4x4)
 Engine: Gas, V6 3.7L
 AM/FM Radio
 Vinyl upholstery, bench seat
 Rear step bumper
 Tow Hooks, Front
 Limited Slip or Auto Locking Rear Axle

	CK10903 4.3L 195HP AK Sales/Chevy	F150 F1E 3.7L 302HP Ford/ Cal 's	F150 F1E 3.7L 302HP Kendall/Ford	Kodiak Motors
AVAILABLE OPTIONS				
0 V8, 4.8L Gas Engine				
0 40/20/40 Split Bench Cloth Seats				
0 Cruise Control/Tilt Steering				
0 Power Windows/Locks/Air Conditioning and Heated Mirrors				
0 AM/FM with CD				
0 6.5' Bed	\$ (275.00)	\$ (280.00)	\$ (262.00)	x
0 Spray In Bed Liner, 6.5' Bed				
0 Spray In Bed Liner, 8' Bed	\$ 450.00	\$ 397.00	\$ 405.00	x
0 Mud Flaps, HD Rubber				
0 Traller Towing Package w/ Class III hitch		\$ 313.00	\$ 320.00	x
0 Shipping to Kodiak via Homer ferry	\$ 1,066.00	\$ 1,066.00	\$ 1,066.00	x
0 Shipping to Juneau				
	\$ 20,865.00	\$ 20,559.00	\$ 20,687.00	\$ 22,500.00
1=yes 0=no				
	Don't Purchase	Purchase Cals	Don't Purchase Kendalls	Kodiak Motors
On the lot Price with minimum requirements plus options as indicated above FOB Kodiak				
		\$22,166	\$22,105	\$22,500

CAL

APR 30, 2013 NEW VEHICLE INQUIRY

Store 01 SALES01 PORT 5045 4042

STK/ORD# 136607 13 F-150 SERIES REG CAB 4X4 STYLE IN-STOCK 1250
BODYSIZE P #CYL MPG 12/03/2012
EXT/INT CLR UX INGOT SILVER/ CS CLOTH BENCH/MEDIUM STONE
SERIAL# 1FTMF1EMXDKD55432 LOCATION 5 LIST PRICE 30470.00
KEYTRAK

IN STOCK
1 only

Reg CAB

STK0145DYS

OPTIONAL EQUIPMENT

PKG 100A XL
XL PEP PACKAGE

99M 3.7L V6 FFV ENGINE 446 ELECTRONIC 6-SPD AUTO
XB6 3.73 RATIO LIMITED SLIP AXLE 153 FRONT LICENSE PLATE BRACKET
41H ENG BLCK HTR 535 TRAILER TOW PACKAGE
W145 8.0 FT BED

(SE=STD EQUIP)(F=FUEL CMP)(W=WRKSHT)(SD=STORE DEAL)(RETURN)(TAB)

BiD From
Stock. CONTRACT Does
STATE APPL. ON Inventory units
Not

Deliver To Home ~~#~~ 20700⁰⁰
#450⁰⁰

To ADD
Top Box Driver Side #842³⁵
Spray IN Bed Liner #400.

TOTAL ~~#~~ 22418⁰⁰

KODIAK MOTORS

DEALER 74V 546

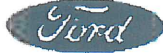
VIN

1FTNF1K66D0D96902

	Suggested Retail Price
F152 4X4 REGULAR CAB - 126	30610.00
2013 MODEL YEAR	
UJ STERLING GRAY METALLIC	
CS GRAY CLOTH 40/20/40	
INCLUDED ON THIS VEHICLE	
EQUIPMENT GROUP 201A	1885.00
STX SERIES	
STX DECOR PACKAGE	
18" CAST ALUM WHEELS	
P275/65R18 OWL ALL-TERRAIN	
FOG LAMPS	
POLISHED TUBULAR RUNNING BRDS	
TRAILER TOW PACKAGE	
SELECT SHIFT TRANSMISSION	
COMMUNICATION PACKAGE	
SYNC VOICE ACTIVATED SYSTEMS	
SAT RADIO W/5 MOB SERVICE	
OPTIONAL EQUIPMENT	
.SINGLE CD W/ SYNC BASIC	
99M 3.7L V6 FFV ENGINE	
446 ELECTRONIC 6-SPD AUTO	NC
.P275/65R18 OWL ALL-TERRAIN	
HE6 3.73 RATIO LIMITED SLIP AXLE	400.00
5650# GVWR PACKAGE	
26 GALLON FUEL TANK	
153 FRONT LICENSE PLATE BRACKET	NC
41E ENGINE BLOCK HEATER	NC
96W SPRAY-IN BED LINER	475.00
	*ACCY
TOTAL OPTIONS	2760.00
TOTAL VEHICLE & OPTIONS	33370.00
DESTINATION & DELIVERY	995.00
TOTAL BEFORE DISCOUNTS	34365.00
##SPECIAL ADDED DISCOUNTS#	
201A EQUIPMENT GROUP DI	1500.00
TOTAL SAVINGS	1500.00
TOTAL FOR VEHICLE	32865.00
FUEL CHARGE	
ADVERTISING ASSESSMENT	
SHIPPING WEIGHT 4765 LBS.	
TOTAL	32865.00

\$22,500-

12/18
10/18
12/18
12/18



Disclaimer: This window sticker is only representative of the information contained on an actual window sticker, and may or may not match the actual window sticker on the vehicle itself. Please see your retailer for further information.

Vehicle Description

F-150

2013 F150 4X4 REGULAR CAB - 126
3.7L V6 FFV ENGINE
ELECTRONIC 6-SPD AUTO

VIN 1FTMF1EM8DK E12498

Exterior
OXFORD WHITE

M14803

Interior
STEEL GRAY INTERIORCLOTH 40/20/40

Standard Equipment INCLUDED AT NO EXTRA CHARGE

EXTERIOR

- . DOOR HANDLES - BLACK
- . LOCKING REMOVABLE TAILGATE
- . REAR SOLAR TINTED GLASS
- . SPARE TIRE & WHEEL LOCK
- . TOW HOOKS

INTERIOR

- . A/C W/MANUAL CLIMATE CONTROL, SINGLE ZONE
- . BLACK VINYL FLOOR COVERING
- . DAY/NIGHT REARVIEW MIRROR
- . TILT STEERING WHEEL

FUNCTIONAL

- . 4-WHEEL DISC BRAKES W/ABS
- . 12V AUXILIARY POWER POINT
- . CARGO BOX TIE DOWN HOOKS
- . EASYFUEL CAPLESS FILLER
- . ELECT 4X4 SHIFT-ON-FLY
- . FAIL-SAFE COOLING SYSTEM
- . FULLY BOXED FRAME
- . HILL START ASSIST
- . INTERVAL WIPERS
- . MAINT. FREE BATTERY
- . MANUAL WINDOWS / LOCKS
- . PWR RACK AND PINION STEER
- . STABILIZER BAR, FRONT
- . TRAILER SWAY CONTROL

SAFETY/SECURITY

- . ADVANCETRAC WITH RSC
- . AIRBAGS - FRONT SEAT MOUNTED SIDE IMPACT
- . AIRBAGS - SAFETY CANOPY
- . REAR HIGH MOUNT STOP LAMP
- . SECURILOCK PASS ANTI THEFT
- . SOS POST CRASH ALERT SYS
- . TIRE PRESSURE MONITOR SYS

WARRANTY

- . 3YR/36,000 BUMPER / BUMPER
- . 5YR/60,000 POWERTRAIN
- . 5YR/60,000 ROADSIDE ASSIST

Price Information

Included on this Vehicle
EQUIPMENT GROUP 100A
XL SERIES

Optional Equipment

2013 MODEL YEAR
OXFORD WHITE
GRAY CLOTH 40/20/40
.AM/FM RADIO W/CLOCK
.17" GREY STYLED STEEL WHEELS
3.7L V6 FFV ENGINE

ELECTRONIC 6-SPD AUTO
.P235/75R17 BSW ALL-TERRAIN
3.73 RATIO LIMITED SLIP AXLE
6650# GVWR PACKAGE
SELECT SHIFT TRANSMISSION
28 GALLON FUEL TANK
FRONT LICENSE PLATE BRACKET
ENGINE BLOCK HEATER
TRAILER TOW PACKAGE
CLOTH 40/20/40

BASE PRICE

\$28,310

400 TOTAL VEHICLE & OPTIONS
DESTINATION & DELIVERY

29,085
995

TOTAL MSRP

\$30,080

375 Disclaimer: Option pricing will be blank for any item that is priced as 0 or "No Charge".



CITY MPG
016
HIGHWAY MPG
021

Estimated Annual Fuel Cost: \$ 2,950

Vehicle Engine Information

Actual mileage will vary with options, driving conditions, driving habits and vehicle's condition. Results reported to EPA indicate that the majority of vehicles with these estimates will achieve between _ and _ mpg in the city and between _ and _ mpg on the highway. For Comparison Shopping all vehicles classified as Standard Pickup have been issued mileage ratings from _ to _ mpg city and _ to _ mpg highway.




Ford Extended Service Plan is the ONLY service contract backed by Ford and honored by the Ford and Lincoln dealers. Ask your dealer for prices and additional details or see our website at www.Ford-ESP.com.

\$ 20,637⁰⁰

THANK YOU
FROM
KENDALL FORD

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers
From: Aimée Kniaziowski, City Manager 
Date: May 9, 2013
Agenda Item: V. g **Authorization of Amendment No. 1 Professional Services Agreement for Project Management for New Library, Project No. 6012**

SUMMARY: The library project is well into construction with completion expected this fall. Throughout the process the City has relied heavily on the professional project management services of Roe Sturgulewski of ARCADIS (formerly RISE Alaska). Mr. Sturgulewski is requesting an amendment to the existing contract to increase their fees by an additional \$119,840. Staff supports this request and recommends Council authorize Amendment No. 1 to the professional services contract between the City and Arcadis for the needed additional project management services for the new library project.

PREVIOUS COUNCIL ACTION:

- Council authorized a professional services contract with RISE Alaska (now ARCADIS) for design phase project management services on July 28, 2011.
- Council authorized a contract extension with RISE Alaska (ARCADIS) to include construction management services on June 14, 2012.

DISCUSSION: The City selected Roe Sturgulewski and his firm, now known as ARCADIS, to manage the new library project during the design phase back in the summer of 2011, and in 2012 added the construction project management services. The services provided by Mr. Sturgulewski and his staff since then have been critical to keeping the project moving forward on schedule and within budget.

Roe Sturgulewski prepared his fee estimate before the project design was done and the contractor, Cornerstone General Contractors, was selected and began work. The fees were based on providing project management services through July 2013 on a time and expenses basis with a “Not to Exceed” amount. Cornerstone’s Substantial Completion milestone completion date is September 6, 2013, and City staff will need Mr. Sturgulewski’s project management services into November 2013 and will include Furniture, Fixtures and Equipment (FF&E) assistance and project closeout tasks.

The library project requires other project management related tasks that were not known when the time the City entered into the contract. As Mr. Sturgulewski points out in the attached document, the design took longer, and the number of construction bid packages was more than originally anticipated. ARCADIS has provided additional services including management of a number of small construction and material procurement contracts. The processes for pay estimates, requests for information, and potential change orders have been more complex than anticipated.

ALTERNATIVES:

1. Authorize Amendment No. 1 to the professional services contract for project management services in the amount of \$119,840, which is staff's recommendation because the needed services are critical to successful completion of the project.
2. Do not authorize the contract amendment. This is not recommended because good project management is the key to a successful project, and staff needs the professional management help through completion of the project.

FINANCIAL IMPLICATIONS: The project budget has more than sufficient funds to cover the cost of this award.

LEGAL: N/A

STAFF RECOMMENDATION: Staff recommends Council authorize contract Amendment No. 1 to ARCADIS for project management services in the amount of \$119,840, with fees coming from the Building Improvement Fund, New Library Construction Project, Project No. 6012.

CITY MANAGER'S COMMENTS: I am always appreciative of the project management services provided by Roe Sturgulewski and his staff on the library project. Roe has seen to it that the project continues on schedule and stays on budget. He is attentive to detail, diligent in managing multiple project responsibilities, is always responsive to the City's needs and interests, and works exceptionally well with the multiple groups involved in the project. These services and tasks are important for the success of our project. We would never have come this far without his help and guidance. Therefore, I recommend Council authorize the contract amendment as requested by Roe for the additional time needed to perform project management services for us until project is complete.

ATTACHMENTS:

Attachment A: ARCADIS proposal for contract amendment for project management services for new library project, dated April 29, 2013

PROPOSED MOTION:

Move to authorize contract Amendment No. 1 to the professional services agreement with ARCADIS (formerly RISE Alaska) for project management services for the library project in the amount of \$119,840, with fees coming from the Building Improvement Fund, New Library Construction Project, Project No. 6012 and authorize the City Manager to sign the documents on behalf of the City.

April 29, 2013

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

Subject: Amendment to Contract for Library Project Management Services

Dear Aimee,

This letter is to request an amendment for additional compensation to our Kodiak Library project management contract. We respectfully request an \$119,840 increase to the compensation amount.

Our construction services fee estimate, prepared prior to completing design and fully engaging the contractor, was optimistically based on providing management services through July 2013. Our contract was structured on a Time and Expenses basis with a "Not to Exceed" amount. Cornerstone's Substantial Completion milestone completion date is September 6, 2013. Their schedule progress is generally tracking that completion date within 1-2 weeks. Our services are now anticipated to extend into November, which would include project closeout and Furniture, Fixtures and Equipment (FF&E) assistance.

Additionally, there are other activities that have exceeded the level of effort contemplated when our fee estimate was prepared. The design duration and number of construction bid packages was longer/higher than originally anticipated. ARCADIS has provided additional services including management of a number of small construction and material procurement contracts. The pay estimates, RFI's (Requests for Information) and PCO's (Potential Change Orders) process has been more complex than what we normally see for this type and size of project.

A breakdown of the additional effort required to complete the project is as follows:

Staff	Hours		Rate	Amount
Project Manager	520	x	\$165	\$85,800
Assistant Project Manager	180	x	\$118	\$21,240
Admin Support	140	x	\$70	\$9,800
Expenses				\$3,000
			Total	\$119,840

If the request for this contract amendment is acceptable, please indicate your concurrence by signing below, retain a copy for your files and return the original to me. Please call if you have additional questions.

Sincerely,



Roe Sturgulewski, Alaska Operations Leader

CONCUR


Aimee Kniaziowski
City Manager
City of Kodiak

Date

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MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Aimée Kniazjowski, City Manager 

Thru: Mark Kozak, Public Works Director  and Glenn Melvin, City Engineer 

Date: May 9, 2013

Agenda Item: V. h. **Authorization of Change Order No. 1 to Aleutian Homes Water and Sewer Phase V, Project No. 7026/10-03**

SUMMARY: The Aleutian Homes Water and Sewer Phase V, Segment A, is a continuation of the upgrade of utilities, pavement and sidewalks in the Aleutian Home Area. The Notice of Award for construction for this segment of the upgrade project was issued to Brechan Enterprises, Inc. on March 18, 2013. This memorandum discusses Change Order No. 1 for extension of approximately 100 feet to the existing project. Staff recommends Council approve Change Order No. 1 to Brechan Enterprises, Inc. in the amount of \$292,453.

PREVIOUS COUNCIL ACTION:

- Council approved the FY2013 budget, which included \$2,227,000 for the construction of Phase V, Segment A.
- Council awarded a construction contract to Brechan for \$1,539,580 for Aleutian Homes Water and Sewer Replacement Phase V, Segment A on February 28, 2013.
- Council authorized a professional services contract to DOWL HKM for construction management services for \$158,588 on April 11, 2013.

DISCUSSION: The replacement of aging water and sewer lines in the Aleutian Homes area is a costly and complex undertaking. That is why the City has been doing the upgrades in phases over time and as funding is made available. Phases I through IV were constructed from 2007 to 2010. This newest phase, Phase V, Segment A continues the improvements along Thorsheim Street. Phase V, Segments B and C are tentatively planned for 2014 and 2015.

Phase V, Segment A of the Aleutian Homes Water and Sewer Replacement project is the portion of Thorsheim Street from approximately 250 feet north of the Oak Street intersection, which was the end of the Phase IV project, to about 50 feet north of the Fir Avenue intersection. Phase V is roughly 670 feet long including a short portion of Fir Avenue. This project includes removal and replacement of AC pavement, concrete curb and gutter, asphalt concrete sidewalk, 8-inch sewer main including manholes, 12-inch and 20-inch water main lines, valves and connections, and disconnect and re-connect of approximately 18 residential water and sewer services. The project will also include drainage improvements, including removal and replacement of underground drainage, catch basins, remove and reset fencing, as well as coordinating underground electric improvements with Kodiak Electric

Association (KEA) to be performed during this construction project. Retaining walls will be removed and replaced as needed to accommodate wider sidewalks and utility connections outside the right-of-way.

When the construction project was bid, the bids came in much less than expected, which left funding available to extend the project approximately 100 feet beyond the project limits. In order to add the additional length to the project, additional design services were required. DOWL HKM was approved at the April 11, 2013, meeting to perform the additional design and has prepared the revised drawings for construction of the additional length of project. At the request of the City, Brechan Enterprises Inc. prepared a cost proposal for Change Order No. 1 to construct the additional length of project improvements. Approval of Change Order No. 1 will allow maximum utilization of project funding and continue the goal of improvements on the Thorsheim Street. On completion, the project will reduce utility and road maintenance costs, reduce the risk to public health by correcting noncompliant sewer and water separation distances, and better the water service through the increase in the size of the water main.

ALTERNATIVES:

1. Award Change Order No. 1 in the amount of \$292,453. Staff believes this alternative will best utilize project funding and maximize the project scope of construction and is recommended.
2. Do not award Change Order No. 1. This alternative is not recommended, because it fails to take advantage of the opportunity to maximize project while maximizing utilization of project funds.

FINANCIAL IMPLICATIONS: This project is authorized in the FY2013 capital budget and has a current balance of \$2,208,067. This is adequate to award this change order.

LEGAL: N/A

STAFF RECOMMENDATION: Staff recommends award of construction Change Order No. 1 of the Aleutian Homes Water and Sewer Replacement Phase V, Segment A, Project No. 10-03/7026 for \$292,453, with funds coming from the Water Capital Improvement Project No. 7026.

CITY MANAGER'S COMMENTS: The completion of this project will provide this section of Aleutian Homes with needed sewer, water, and storm drain system upgrades. The project represents a sizeable investment in City infrastructure, and this change order will allow us to maximize available funding to construct an additional 100 feet of the project. Therefore, I support staff's recommendation that Council authorize Change Order No. 1 to Brechan Enterprises Inc. for the project.

ATTACHMENTS:

- Attachment A: Change Order No. 1 to the Aleutian Homes Water and Sewer Phase V project
- Attachment B: Price breakdown

PROPOSED MOTION:

Move to authorize Change Order No. 1 to the Aleutian Homes Water and Sewer Replacement Phase V, Segment A project to Brechan Enterprises, Inc. in the amount of \$292,453, with funds coming from the Water Capital Improvement Fund, Project No. 7026/10-03 and authorize the City Manager to sign the document on behalf of the City.



**CITY OF KODIAK
CHANGE ORDER**

CHANGE ORDER NO.: 1

DATE: May 24, 2013

NAME OF PROJECT: Aleutian Homes Water and Sewer Phase V

PROJECT NO.: 10-03

CONTRACTOR: Brechan Enterprises Inc.

The following changes are hereby made to the CONTRACT DOCUMENTS:

1. Change on pricing for items listed in Bid Form (see attached worksheet)
2. Extend completion date from August 31, 2013 to September 28, 2013

Justification:

Original CONTRACT PRICE: _____ \$1,539,580.00

The CONTRACT PRICE from prior CHANGE ORDERS: _____ \$0.00

The CONTRACT PRICE due to this CHANGE ORDER will increase: _____ \$292,453.00

The new CONTRACT PRICE including this CHANGE ORDER: _____ \$1,832,033.00

Requested by City Engineer _____

Approved by Department Head _____

Ordered by City Manager _____

Accepted by Contractor _____

Brechan Enterprises, Inc.

4/29/2013

COK - Aleutian Homes Water & Sewer Phase V - Segment A					
Change Order #1 Prices					
4/29/2013					
Section #	Description	Units	Addition or Deduction of Quantity	Unit Price	Extension
202(6)-CO1	Clearing and Grubbing	LS	1	\$ 770.00	\$ 770.00
203(8)-CO1	Unclassified Excavation	LS	1	\$ 5,550.00	\$ 5,550.00
204(4)-CO1	Classified Material (Type A)	LS	1	\$ 14,320.00	\$ 14,320.00
205(2)	Leveling Course	TN	120	\$ 35.00	\$ 4,200.00
206(1)	Trench Excavation and Backfill - Storm Drain (Various Depths)	LF	170	\$ 170.00	\$ 28,900.00
206(2)	Trench Excavation and Backfill - Water & Sewer (Various Depths)	LF	220	\$ 150.00	\$ 33,000.00
207(1) SP-CO1	Remove Structures and Obstructions	LS	1	\$ 645.00	\$ 645.00
207(2)	Remove Pavement	SF	3600	\$ 0.45	\$ 1,620.00
207(3)	Remove Sidewalk or Concrete Pad	SF	800	\$ 0.80	\$ 640.00
207(6)	Remove Manhole	EA	0	\$ 800.00	\$ -
207(8)	Remove Catch Basin	EA	0	\$ 900.00	\$ -
207(9)	Remove Curb & Gutter	LF	195	\$ 4.00	\$ 780.00
207(10)	Relocate Mailbox Cluster	EA	0	\$ 1,000.00	\$ -
207(11)	Remove Storm Drain Pipe	LF	130	\$ 13.00	\$ 1,690.00
207(12)	Remove Existing Sign	EA	0	\$ 100.00	\$ -
207(16) SP	Remove Retaining Wall	LF	22	\$ 5.00	\$ 110.00
302(1)	Curb & Gutter (Various Types)	LF	195	\$ 50.00	\$ 9,750.00
305(1)	PCC Curb Ramp	SY	0	\$ 350.00	\$ -
305(2)	Detectable Warnings	SF	0	\$ 60.00	\$ -
402(1)	Asphalt Concrete Pavement, Type IIB	TN	41	\$ 300.00	\$ 12,300.00
402(4)	Asphalt Concrete Pavement, Type IIIB	LF	200	\$ 60.00	\$ 12,000.00
502(1-8)	Furnish & Install 8" Sewer Main	LF	123	\$ 85.00	\$ 10,455.00
503(1-A) SP	Construct Sanitary Sewer Manhole (Type A)	EA	1	\$ 5,200.00	\$ 5,200.00
503(2) SP	Waterproofing Manhole	EA	1	\$ 3,000.00	\$ 3,000.00
508(1-4)	Sanitary Sewer Service Connect (4")	EA	6	\$ 3,800.00	\$ 22,800.00
602(1-12)	Furnish & Install 12" Water Main	LF	0	\$ 170.00	\$ -
602(1-20)	Furnish & Install 20" Water Main	LF	92	\$ 215.00	\$ 19,780.00
603(1-12)	Furnish & Install 12" Gate Valve, Valve Box, & Marker	EA	0	\$ 2,300.00	\$ -
603(2-20)	Furnish & Install 20" Butterfly Valve, Valve Box, & Marker	EA	0	\$ 3,600.00	\$ -
604(1)	Furnish & Install Fire Hydrant Assembly (Single Pumper)	EA	0	\$ 12,500.00	\$ -
606(1)	Furnish & Install Water Service Line, 1"	EA	4	\$ 5,000.00	\$ 20,000.00
608(1)	Remove Fire Hydrant Assembly	EA	0	\$ 250.00	\$ -
613(1)	Connect to Existing Water Main (Sta. 99+80.48, DIP 20"; 105+40.16, DIP 12"; 200+41.79, DIP 12")	EA	0	\$ 1,000.00	\$ -
702(1-12)	Furnish & Install 12-Inch CPEP, Type S	LF	18	\$ 51.00	\$ 918.00
702(1-18)	Furnish & Install 18-Inch CPEP, Type S	LF	0	\$ 55.00	\$ -
702(1-24)	Furnish & Install 24-Inch CPEP, Type S	LF	155	\$ 75.00	\$ 11,625.00
704(1-1)	Construct Storm Drain Manhole (Type 1)	EA	1	\$ 4,600.00	\$ 4,600.00
704(1-2)	Construct Storm Drain Manhole (Type 2)	EA	-1	\$ 12,000.00	\$ (12,000.00)
704(2)	Construct Storm Drain Catch Basin	EA	3	\$ 4,500.00	\$ 13,500.00
704(3) SP	Construct Yard Drain	EA	0	\$ 6,900.00	\$ -
705(1)-CO1	Construct Storm Drain Drop Connection	EA	0	\$ 10,650.00	\$ -
707(1)	Connect to Existing Storm Drain	EA	0	\$ 800.00	\$ -
707(2) SP	Footing Drain Service	EA	0	\$ 2,300.00	\$ -
801(1)-CO1	Mobilization & Demobilization	LS	1	\$ 26,500.00	\$ 26,500.00
802(2)-CO1	Traffic Maintenance	LS	1	\$ 3,580.00	\$ 3,580.00
802(6)	Traffic Control	CS	0	\$ -	\$ -
803(1)-CO1	Erosion & Pollution Control Administration	LS	1	\$ 22,000.00	\$ 22,000.00
804(1)	Temporary Erosion & Pollution Control	CS	0	\$ -	\$ -
805(1)-CO1	Construction Survey Measurement	LS	1	\$ 4,300.00	\$ 4,300.00
806(1)	Standard Sign	SF	0	\$ 125.00	\$ -
806(6)	Salvage Sign	EA	0	\$ 500.00	\$ -
807(1)	Insulation Board	SF	320	\$ 8.50	\$ 2,720.00
810(1)	Seeding	1,000 SF	1	\$ 400.00	\$ 400.00
811(1)	Topsoil	1,000 SF	1	\$ 2,000.00	\$ 2,000.00
812(3)	Reset Fence	LF	0	\$ 60.00	\$ -
817(2)	Matting	1,000 SF	0	\$ 2,000.00	\$ -
818(1)	Reconstruct Driveway - Gravel	SY	60	\$ 30.00	\$ 1,800.00
819(1)	Modular Block Retaining Wall	SF	40	\$ 75.00	\$ 3,000.00
821(1)	Test Pit	EA	0	\$ 900.00	\$ -
			TOTAL		\$ 292,453.00

Aleutian Homes Phase V-A - Change Order #1 PriceBreakdown - UP Bid Form-CO#1-No Drop Inlets