

City of Kodiak Regular Council Meeting Agenda for June 13, 2013
7:30 p.m., at 710 Mill Bay Road, Assembly Chambers (Room 232)

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

- II. Previous Minutes**
Approval of Minutes of the May 23, 2013, Regular Council Meeting.....1

- III. Persons to Be Heard**
 - a. Proclamation: Filipino American Heritage Month8
 - b. Public Comments (limited to 3 minutes) (486-3231)

- IV. Unfinished Business**
 - a. Second Reading and Public Hearing, Ordinance No. 1309, Levying Taxes and Appropriating Funds for the Expenses and Liabilities of the City of Kodiak for the Fiscal Year Commencing on the First Day of July 2013 and Ending on the Thirtieth Day of June 2014.....12

- V. New Business**
 - a. Authorization of Change Order No. 6 for Baranof Park Improvements Project, Project No. 12-05/900126
 - b. Authorization of Contract Amendment for Baranof Park Design, Project No. 12-05/900134
 - c. Authorization of FY2014 Special Services Contract With Alaska Department of Public Safety42
 - d. Authorization of Bid Award for FY2014 Sodium Chloride46
 - e. Authorization of Bid Award for FY2014 Petroleum Products54
 - f. Authorization of Emergency Engineering and Construction Services for Shelikof Street Pedestrian Improvement Project, Project No. 13-10/801664

- VI. Staff Reports**
 - a. City Manager
 - b. City Clerk

- VII. Mayor’s Comments**

- VIII. Council Comments**

- IX. Audience Comments (limited to 3 minutes) (486-3231)**

- X. Adjournment**

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**MINUTES OF THE REGULAR COUNCIL MEETING
 OF THE CITY OF KODIAK
 HELD THURSDAY, MAY 23, 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 Charles E. Davidson, Terry J. Haines, Richard H. Walker, and John B. Whiddon were present and constituted a quorum. Councilmembers Randall C. Bishop and Gabriel T. Saravia were absent. City Manager Aimée Kniazowski, Deputy Clerk Michelle Shuravloff-Nelson, and Assistant Clerk Catherine Perkins 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 May 9, 2013, regular meeting as presented.

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

III. PERSONS TO BE HEARD

a. Proclamation: Declaring Amyotrophic Lateral Sclerosis (ALS) Awareness Month

Mayor Branson read the proclamation that brings awareness of ALS, otherwise known as Lou Gehrig's disease, and encourages citizens to become aware of the disease and its devastating effects on patients, as well as their families and caregivers.

b. Public Comments

Alexis Kwachka expressed his frustration about the continued presence of intoxicated people loitering near and in the downtown public restrooms. He expressed that this ongoing problem did not present a positive image of Kodiak to tourists and youth and asked the Council to resolve the issue.

Sara Thayer, via telephone, spoke about the proclamation declaring May as Amyotrophic Lateral Sclerosis (ALS) Awareness Month. She referred to her letter to the editor and said she wanted to make the public aware of the disease, also known as Lou Gehrig's disease. She gave statistics regarding the disease and thanked the Council.

Carlie Franz Malley, Property Manager for Brechan Enterprises Inc., spoke about the ongoing problem of intoxicated individuals downtown. She said that as a property manager, she has a responsibility to provide a safe working environment for her tenants and said she is repeatedly re-

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ceiving calls that her tenants feel unsafe and threatened in the downtown mall area. She asked the Council for help to find solution to make the area safer. She said this needs to be a community-wide effort and all need to all work together to help combat the issue.

Jennie de la Fuente commented the downtown mall looked great lately but wondered how long it would last. She said she witnessed a male urinating in a downtown parking lot and has also been harassed. She spoke against a loitering ordinance because the downtown mall area could be a nice place to sit and eat lunch in the future, as it was in the past. She suggested the Brother Francis Shelter may be an option to help and said she would like to work together to find a solution.

Tammy Estep, a taxicab driver, spoke about downtown safety issues involving intoxicated individuals. She gave examples of incidents and asked the Council to help find a solution.

Lisa Zeimer apologized to the Council for her display of emotion at the previous Council meeting and said she would like to work together with the Council to find a solution for restoring the downtown mall area. She said that adverse incidents downtown decreased when an arrest was made and said the enhanced police presence had produced positive results. She asked the Council to put a railing around an electrical box to help block access to prevent intoxicated individuals from sitting there. She suggested having the high school art and welding classes help with the railing.

Michelle Beltha said she works downtown and feels insecure and unsafe in the downtown mall area. She spoke in favor of a loitering ordinance for inebriants.

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS

a. **First Reading, Ordinance No. 1309, Levying Taxes and Appropriating Funds for the Expenses and Liabilities of the City of Kodiak for the Fiscal Year Commencing on the First Day of July 2013 and Ending on the Thirtieth Day of June 2014**

Mayor Branson read Ordinance No. 1309 by title. The budget document, which supports the ordinance, estimates all sources of revenue the City anticipates receiving between July 1, 2013, and June 30, 2014. The budget document also establishes an operating and capital expenditure plan for FY2014 that is based on staff's assessment of operational and community needs and the Council's FY2014 budget goals.

Councilmember Walker MOVED to pass Ordinance No. 1309 in the first reading and advance to second reading and public hearing at the next regular or special Council meeting.

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

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b. Authorization of Amendment No. 2 to the Professional Services Contract for Geotechnical Work Associated With Pier III Replacement, Project No. 8013/11-07

PND Engineers Inc. has submitted a proposal to perform additional geotechnical engineering and preliminary engineering services in support of the Pier III design. The proposal includes a recommendation memo from Roe Sturgulewski, Pier III Project Manager.

Councilmember Haines MOVED to authorize Amendment No. 2 to the professional services contract with PND for geotechnical work and preliminary engineering work associated with the Pier III Replacement project in the amount of \$121,336, with funds coming from the Cargo Development Fund, Pier III project, Project No. 8013/11-07 and authorize the City Manager to execute the agreement on behalf of the City.

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

VI. STAFF REPORTS

a. City Manager

Manager Kniazowski announced that Charlie Powers accepted the Parks and Recreation Director position and she looks forward to working with him.

She reported on her trip with Mayor Branson to Washington D.C. for federal support. She said they discussed infrastructure projects and fisheries issues, including the Monashka Pumphouse Project; road and public works infrastructure, with an emphasis on Shelikof Street improvements; and Karluk Lake enhancement. She said they also met with NOAA Fisheries officials to discuss the Observer Program. She commented that they met with Sharon Wagoner with the Army Corp of Engineers and thanked her for helping to get the funding reallocated for dredging in the harbors this summer. She said they also met with Jon Soderburg about support for setting aside funding by the Congress for the Pacific Ocean Division so the Army Corp of Engineers could work in partnership with communities to develop port-related projects.

She mentioned they met with US DOT representatives to discuss new financing programs for public infrastructure projects. The Transportation Infrastructure Finance and Innovation Act (TIFIA) and Water Infrastructure Finance and Innovation Act (WIFIA). TIFIA is a special funding program for communities that meet federal funding guidelines to receive low interest rate loans of 1.5 percent. She said they will continue to explore the viability of these options and the possibility of exploring them with the Borough.

She noted that City staff met with Army Corp of Engineers Colonel Lestochi about the harbor dredging projects.

She said the Governor signed the capital budget, which included the Monashka Legislative Grant, as well as the re-appropriation for the Monashka Pumphouse Project from the UV Project.

She mentioned that the Parks and Recreation personnel have been working on the downtown area to address clean up concerns, and this will be done regularly. She spoke about a letter she re-

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ceived regarding concerns about Baranof Park access. She said the limited number of access points is intended to direct traffic to avoid tracking mud and debris onto the field. She said the changes are not meant to discourage access but to control access points while a security plan is being developed.

She said that City staff and Brechan Enterprises Inc. have been working to stabilize the Shelikof area rock and soil slide and noted that while that work is being done, the road has been limited to one lane.

She mentioned that Duane Dvorak from the Kodiak Island Borough Community Development Department is leaving the community and said she will greatly miss his expertise on the Emergency Management Team. She encouraged the public to enjoy Crab Festival and informed the Council of her travel schedule.

b. City Clerk

Deputy Clerk Shuravloff-Nelson informed the public of the next scheduled Council work sessions and regular meeting.

VII. MAYOR'S COMMENTS

Mayor Branson thanked the public who came to speak about the downtown area and said she is working on establishing a downtown re-vitalization committee. She noted at a June work session she will suggest to the Council the possibility of using bed tax funds to support the cleanup and re-vitalization of the downtown area. She said she was glad the first reading of the budget went well and thanked staff for their hard work. She said it was a successful trip to Washington D.C. and is excited about the WIFIA and TIFIA programs. She noted that no Alaskan municipality has applied for either of the programs at this time, and she is excited about the opportunity to possibly work with the Borough and become the first Alaska community to apply for the funds. She said she and Manager Kniaziowski also met with the new Fish and Wildlife Director and noted we will be getting a new Alaska Fish and Wildlife Director who will be in Kodiak to discuss the Karluk Lake issue. She mentioned she has been invited to participate in a "Think Tank" in Aspen, Colorado with Mayors from major cities around the country and said she will bring the downtown re-vitalization project to present to them. She welcomed Charlie Powers as the new Parks and Recreation Director and thanked him for responding to concerns and cleaning up the downtown mall area. She encouraged the public to attend Crab Festival and keep in mind it is Memorial Day weekend as well. Mayor Branson also wished Library Director Joe D'Elia a happy retirement and good luck in the future.

VIII. COUNCIL COMMENTS

Councilmember Whiddon congratulated Charlie Powers on his position as Parks and Recreation Director and said he is looking forward to working with him. He thanked the public who voiced their concerns about the downtown area and said the Council is committed to resolve the issue. He mentioned he met with the individual who voiced his concern about Baranof Park access and said he would like to hear from the Parks and Recreation Advisory Board on how to better manage the area to maximize public access while protecting the multi-million dollar investment. He

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also mentioned that salmon season begins June 9, which will result in increased activity in the harbor.

Councilmember Davidson thanked Library Director Joe D'Elia for his contribution to our community and wished him well. He also wished everyone a good Crab Festival and encouraged the public to attend.

Councilmember Haines thanked Library Director Joe D'Elia for 13 years of service to community. He recognized that there are problems in the downtown area and reminded the public that it is an illegal and jailable offense to harass and taunt people. He thanked Charlie Powers for accepting the Parks and Recreation Director position and said he believes there should be more discussion regarding access points to Baranof Park. He also urged the public to attend Crab Festival and get the chocolate covered bacon.

Councilmember Walker congratulated Charlie Powers as the new Parks and Recreation Director. He also congratulated Marcus Dunbar for the boys' high school track and field team for winning the state championship. He said he is looking forward to working with the community to find a solution for the downtown area and thanked the public for voicing their concerns. He thanked Finance Director Munk for her work on the budget and wished Duane Dvorak good luck on his new endeavors. He also noted that Joe and Anita Bailor are leaving the community and wished them good luck. He wished everyone a happy Memorial Day weekend and encouraged the public to attend Crab Festival.

IX. AUDIENCE COMMENTS

None

X. ADJOURNMENT

Councilmember Davidson MOVED to adjourn the meeting.

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

The meeting adjourned at 8:40 p.m.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Minutes Approved:

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PERSONS TO BE HEARD

MEMORANDUM TO COUNCIL

Date: June 13, 2013

Agenda Item: III. a. Proclamation: Filipino American Heritage Month

SUMMARY: This proclamation recognizes Filipino Americans for their vital contributions to our community and urges citizens to participate in festivities celebrating the rich heritage and traditions of the Philippine Islands.

ATTACHMENTS:

Attachment A: Proclamation

PROCLAMATION

Declaring Filipino American Heritage Month

WHEREAS, the City of Kodiak is made up of a wonderful mosaic of culturally diverse people; and

WHEREAS, Filipino Americans have enriched our city through their vital contributions to the economic, social, political, and cultural quality of life in the community; and

WHEREAS, June 12, 2013, marks the 115th anniversary of the declaration of Philippine independence; and

WHEREAS, this momentous occasion provides an opportunity for all Filipino Americans to share their cultural heritage with people of all races, ethnicities, and nationalities; and

WHEREAS, local observances will include a potluck, a traditional church service, basketball and cultural games, a talent show, ball room dancing, and a public lecture.

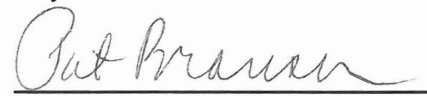
NOW, THEREFORE, I, Pat Branson, Mayor of the City of Kodiak, do hereby proclaim June 2013, as

Filipino American Heritage Month

in Kodiak and urge all citizens to participate in the festivities celebrating the rich heritage and traditions of the Philippine Islands.

Presented this 13th day of June 2013.

City of Kodiak



Pat Branson, Mayor

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UNFINISHED BUSINESS

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Council Members

From: Aimée Kniazowski, City Manager and Mary Munk, Finance Director

Date: June 13, 2013

Agenda Item: **IV. a. Second Reading and Public Hearing, Ordinance No. 1309, Levying Taxes and Appropriating Funds for the Expenses and Liabilities of the City of Kodiak for the Fiscal Year Commencing on the First Day of July 2013 and Ending on the Thirtieth Day of June 2014**

SUMMARY: Ordinance No. 1309 provides for the adoption of the City of Kodiak's FY2014 budget. The budget document, which supports the ordinance, estimates all sources of revenue the City anticipates receiving between July 1, 2013, and June 30, 2014. The budget document also establishes an operating and capital expenditure plan for FY2014 that is based on staff's assessment of operational and community needs and the Council's FY2014 budget goals. Staff made the FY2014 budget presentation to Council at a special budget work session on May 4, 2013. Council also reviewed the proposed budget and ordinance at the May 21 work session and passed Ordinance No. 1309 in the first reading at the regular Council meeting on May 23, 2013. Staff recommends Council adopt Ordinance No. 1309 in the second reading following the public hearing.

PREVIOUS COUNCIL ACTION:

- Prior to the start of each fiscal year, the City Council adopts the City's operating and capital budget by ordinance
- Council adopted Resolution 2013-04, establishing budget goals for FY2013, on February 28, 2013
- Staff presented the FY2014 budget at a special work session on May 4, 2013
- Council reviewed and discussed the proposed FY2014 budget, as outlined in Ordinance No. 1309, at the May 21, 2013, work session
- Council passed Ordinance No. 1309 in the first reading and moved to second reading and public hearing on May 23, 2013

DISCUSSION: The FY2014 budget funds the services provided by the City of Kodiak to residents and visitors: law enforcement (including animal control and contract jail services), fire and emergency medical services (including ambulance services), public works (public water system, wastewater system, street and property maintenance), engineering, port and harbor facilities, parks and recreation facilities and programs, public library, and general administrative functions (municipal recordkeeping and financial management).

The proposed FY2014 budget was developed as a maintenance level budget and provides the same level of services as the current year's budget with an overall reduction in expenses. This is a prudent approach since revenues are expected to remain somewhat flat while expenses continue to increase. The City Council adopted FY2014 budget goals by resolution in February of this year (Resolution 2013-04, Attachment B), and staff used the goals to develop and evaluate the proposed operating budget. The proposed budget is consistent with the Council's FY2014 budget goals. Revenues have been conservatively projected based on the sales tax increase from 6% to 7%, intergovernmental sources, and charges for services. Expenses have been projected based on maintaining the current level of staffing, maintaining all current services, and holding the line expenditures without impacting the quality of services delivered.

Combined Revenues and Expenses for All Funds

The FY2014 budget projects combined revenues from all funds, excluding capital projects, to be \$37,039,403, which is a decrease of 6% from FY2013's combined revenues of \$39,270,654. Revenues are forecast based on the current fiscal year even though some sources may fluctuate slightly. Expenses for all City funds, excluding capital projects, is expected to also be \$37,039,403, an overall decrease of 6% from FY2013. The largest increases were in benefit expense with health insurance increasing 12.2% from FY2013 and the PERS unfunded liability increasing. The unfunded liability increase is offset by an equal increase in revenue. Fewer transfers account for the largest decreases in expenses.

Operating Budget

The FY2014 operating budget is primarily a maintenance budget, as it has been for several years. As directed, City staff developed a conservative budget. The City, like everyone in the community, continues to face rising costs, but the departments continue to be conscientious in absorbing cost increases whenever and wherever possible. Staff expects multiple retirements and routine turnover in FY2014, with expenses related to employee turnover anticipated to increase for recruiting, training, certification, and required licensures in some departmental budgets.

General Fund

The General Fund uses revenues from sources such as sales and property taxes to fund the City's administrative functions such as tax collection and audits, billing, emergency preparedness, information technology, and management of all City functions. It also funds services such as municipal recordkeeping functions, law enforcement, fire and ambulance, library and recreational services and facilities, and public works and engineering services.

General Fund revenues for FY2014 are projected at \$19,031,342, up by approximately 10% from FY2013 projections, with the largest changes due to increases in the use of fund balance, sales tax increases, licenses and permits, and rents increases. The increase in revenues is offset by the expected increase in expenses, also projected to be \$19,031,342. The sales tax was increased from 6% to 7% effective October 1, 2012, and this increase was projected in the FY2014 budget.

Fund Balance

The City's General Fund balance is comprised of various revenue sources, large and small. The FY2014 budget uses \$1,156,232 of fund balance in FY2014. This consists of \$1,000,000 for the mandated sales tax allocation; \$156,232 to complete funding for the fire engine replacement, which will cost a total of \$427,500; the demolition of the old police station in the amount of \$500,000; and the vehicle replacement fund in the amount of \$72,305. What this means is the total capital projects requested in the General Fund are being funded by fund balance in the amount of \$1,156,232 and by operations in the amount of \$843,573, totaling \$1,999,805 in transfers out to other funds. The General Fund, less capital, is budgeted with a surplus of \$843,573. The estimated \$5.0 million in the fund balance for FY2014 allows the City to practice the Council's ongoing goal to retain at least two months of operating expenses, or \$3.0 million, for use in the event of a large unforeseen change in the economy.

The proposed FY2014 budget anticipates a larger use of fund balance in the General Fund than the FY2013 budget due to several factors. Equipment replacement is ongoing, and delaying the necessary replacement of large items compromises the City's ability to deliver quality services. The sales tax allocation is mandated by the Sales Tax Code and is used to fund capital projects in the Streets, Harbor, and Parks and Recreation funds.

The FY2014 budget anticipates a smaller use of fund balance in the overall Citywide use of fund balance due to less capital projects in FY2014, compared to FY2013.

Personnel

Salaries, wages, and benefits are the single largest expense in the City's annual budget, totaling 41%. Salaries and wages for FY2014 are estimated to total \$8.9 million, or 24%, of the City's overall expenses. This is a 6% increase from FY2013 Citywide salaries and wages and reflects the implementation of the compensation and classification study. Employee benefit costs are projected at \$7.0 million, 17% of the City's overall expense budget, which is a 10% increase from FY2013 due to a 12.2% increase in health insurance premiums and increases in the PERS unfunded liability.

The FY2014 budget has no increases in the number of City employees and remains at 125.15 FTEs. The City's work force for FY2014 will total 120 regular full-time employees and 5.15 regular part-time positions working from 20-30 hours per week for a total of 125.15 FTEs.

These changes to the FY2014 budget meet Council's personnel goals with no additions to staffing and the implementation of the compensation and classification study.

Enterprise Funds

The City has eight separate enterprise funds: the Harbor Department's Cargo Terminal, Boat Harbor, Harbor Electric Utility, and the Shipyard/Vessel Lift funds; the Water, Sewer, and Trident Basin funds

managed by Public Works; and the E911 Fund. The FY2014 budgets for these funds reflect a balance of revenues to expenses.

The Shipyard Fund enterprise fund reflects a 3% increase in revenues for FY2014. The revenues are based on actual operations and projected vessel lifts scheduled for the coming year. The Council adopted a 20% rate increase and additional charges for services not already billed for in FY2013, and the FY2014 revenue projections reflect this increase. Per Council's FY2014 budget goal, the Shipyard Fund is working toward a breakeven point by the third full year of operation in FY2015, including adequate revenues to meet debt payments. The business plan and marketing campaign for services will continue to be refined to capture maximum revenues.

The Water Fund enterprise fund reflects an 8% rate increase in revenues for FY2014 as a result of the five-year water rate study from FY2012 – FY2016. The Sewer Fund enterprise fund is awaiting an updated rate study to determine the rates needed to fund the bio-solid solutions.

Enhancement Fund

The FY2014 budget proposes no use of Enhancement Fund monies. The projected fund balance for the Enhancement Fund in FY2014 is estimated to be over \$2.0 million.

Capital Projects

The FY2014 budget recommends \$4,534,805 million in capital project expenditures. This includes one new capital project in FY2014 and additional needed funding for five existing projects. The additional funding for ongoing capital projects include fire and ambulance replacements, demolition of the old police station, pavement repairs, and Aleutian homes water and sewer replacement project. Costs for the projects will be covered by transfers, use of fund balances, interest earnings, as well as some state and federal grants. Staff presented the capital projects in detail at the budget work session on May 4th.

ALTERNATIVES:

- 1) Adopt Ordinance No. 1309 in the second reading after the public hearing. This is staff's recommendation.
- 2) Council may also amend Ordinance No. 1309.

FINANCIAL IMPLICATIONS: The City Council must make appropriations and adopt an annual budget. As presented, this budget retains ongoing service levels while meeting maintenance level budgetary criteria established by Council. The budget meets operational needs and estimates an adequate retention of fund balance in the General Fund.

LEGAL: The Kodiak City Charter and Kodiak City Code grant Council the authority to make appropriations and adopt and amend budgets as required. Article V, Section 2 of the City Charter states the City Manager will prepare and present a proposed budget to the City Council in advance of the fiscal

year, which begins on July 1st and ends on June 30th. Article V, Section 4 of the City Charter gives the City Council the authority to make appropriations for the next fiscal year and the Council may approve or amend the budget. Appropriations must be made and the budget approved by a majority vote of the City Council no later than the third day before the beginning of the new fiscal year, and if the Council fails to approve the budget by that date, the budget as submitted shall go into effect and be considered adopted by the Council.

STAFF RECOMMENDATION: Staff recommends Council adopt Ordinance No. 1309 in the second reading following the public hearing.

CITY MANAGER'S COMMENTS: Staff worked diligently to prepare this budget, which is 6% lower than the FY2013 budget in terms of total revenues and expenditures. We worked on the budget from January through April and presented the proposed budget to you on May 4th. I believe we've crafted a budget that meets Council's budget goals overall; although, there are variations within departments due to non-discretionary cost increases in items like fuel or due to unexpectedly high staff turnover. We have identified a limited number of capital projects: requests to replace the Fire Department's fire truck and ambulance, the demolition of the old police station building, and the cost of funding replacement vehicles in the General Fund.

The preparation of the FY2014 budget reflects a great deal of work by staff, including an assessment of operational and community needs necessary to create this annual financial plan. As always, I want to thank the department heads for their commitment in meeting Council's goals and for their fiscal responsibility, not just in preparation of this budget, but on an ongoing basis. I would like to thank Finance Director Mary Munk once more for her assistance throughout the process.

ATTACHMENTS:

Attachment A: Ordinance No. 1309

Attachment B: Resolution 2013-04, Council's FY2014 Budget Goals

PROPOSED MOTION:

Move to adopt Ordinance No. 1309.

**CITY OF KODIAK
ORDINANCE NUMBER 1309**

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KODIAK LEVYING TAXES AND APPROPRIATING FUNDS FOR THE EXPENSES AND LIABILITIES OF THE CITY OF KODIAK FOR THE FISCAL YEAR COMMENCING ON THE FIRST DAY OF JULY 2013 AND ENDING ON THE THIRTIETH DAY OF JUNE 2014

BE IT ORDAINED by the Council of the City of Kodiak as follows:

- Section 1:** A tax in the amount of 2.0 mills is hereby levied against all taxable real property within the City of Kodiak for the fiscal year commencing on the first day of July 2013 and ending on the thirtieth day of June 2014.
- Section 2:** The following sums of money are hereby appropriated for corporate purposes and objects of the City of Kodiak for the fiscal year commencing on the first day of July 2013 and ending on the thirtieth day of June 2014 to defray expenses and liabilities of the City during the fiscal year.

FY2014 BUDGET SUMMARY

GENERAL FUND

	Anticipated Revenues
Taxes	\$ 12,403,500
Licenses & Permits	76,800
Intergovernmental Revenues	2,589,448
Charges for Services	1,633,193
Fines & Forfeitures	20,500
Interest	45,000
Rents & Royalties	180,000
Miscellaneous	43,800
Interfund Charges	882,869
Appropriation from Fund Balance	1,156,232
Operating Transfers In	-
Total Anticipated Revenues	19,031,342

General Fund Continued

	Planned Expenditures
Legislative	\$ 302,660
Legal	50,000
Executive-Administration	518,015
Executive-Emergency Preparedness	56,500
City Clerk-Administration	297,475
City Clerk-Records Management	156,825
Finance	1,351,521
Police	6,794,359
Fire	1,851,093
Public Works	2,331,959
Engineering	255,849
Parks & Recreation	1,359,945
Library	966,805
Non-Departmental	2,738,336
Total Planned Expenditures	19,031,342

SPECIAL REVENUE FUND

	Anticipated Revenues
Tourism Fund	\$ 142,860
Kodiak Fisheries Development Association	60,050
City Enhancement Fund	-
Total Anticipated Revenues	202,910

	Planned Expenditures
Tourism Fund	\$ 142,860
Kodiak Fisheries Development Association	60,050
City Enhancement Fund	-
Total Planned Expenditures	202,910

CAPITAL PROJECTS FUND

	Anticipated Revenues
General Capital	\$ 562,500
Street Improvements	450,000
Building Improvement Fund	-
Water Capital Fund	3,450,000
Sewer Capital Fund	-
Cargo Development Fund	-
Harbor Development Fund	-
Parks & Recreation Fund	-
Vehicle Replacement Fund	72,305
Total Anticipated Revenues	4,534,805

	Planned Expenditures
General Capital	\$ 562,500
Street Improvements	450,000
Building Improvement Fund	-
Water Capital Fund	3,450,000
Sewer Capital Fund	-
Cargo Development Fund	-
Harbor Development Fund	-
Parks & Recreation Fund	-
Vehicle Replacement Fund	72,305
Total Planned Expenditures	4,534,805

ENTERPRISE FUNDS

	Anticipated Revenues
Cargo Fund	\$ 1,052,675
Harbor Fund	3,486,750
Boat Yard Lift	1,331,698
Harbor Electric Fund	697,854
Water Utility Fund	4,421,088
Sewer Utility Fund	5,768,895
Trident Basin Fund	381,120
E-911 Services	74,570
Total Anticipated Revenues	17,214,650

ENTERPRISE FUNDS CONTINUED

	Planned Expenditures
Cargo Fund	\$ 1,052,675
Harbor Fund	3,486,750
Boat Yard Lift	1,331,698
Harbor Electric Fund	697,854
Water Utility Fund	4,421,088
Sewer Utility Fund	5,768,895
Trident Basin Fund	381,120
E-911 Services	74,570
Total Planned Expenditures	17,214,650

INTERNAL SERVICE FUNDS

	Anticipated Revenues
Self Insurance Fund	\$ 590,501
Total Anticipated Revenues	590,501

	Planned Expenditures
Self Insurance Fund	\$ 590,501
Total Planned Expenditures	590,501

Grand Total Anticipated Revenues	\$ 41,574,208	
Grand Total Planned Expenditures		\$ 41,574,208
	Non- Projects	37,039,403
	Non- Projects	37,039,403
	Projects	4,534,805
	Projects	4,534,805
	Total	41,574,208
	Total	41,574,208

Section 3: All unexpended appropriation balances, with the exception of capital project fund appropriations, shall lapse to the appropriate fund as of June 30, 2014.

Section 4: This ordinance shall go into effect July 1, 2013.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

First Reading: May 23, 2013
Second Reading:
Effective Date:

**CITY OF KODIAK
RESOLUTION NUMBER 2013-04**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK APPROVING
THE CITY COUNCIL'S BUDGET GOALS FOR FY2014**

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

WHEREAS, the City Council discussed and selected the list of budget goals at their January 19, 2013, planning meeting; and

WHEREAS, management will use the listed budget goals as guidelines when developing the FY2014 budget.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that the following budget goals will be used in the development of the City of Kodiak's FY2014 budget:

Revenue

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

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

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

Operating Expenses

General Fund operating (non-personnel) expenses for FY 2014 will be at a level consistent with FY 2013. Required increases will be justified to the City Manager in writing and, if approved, presented by department heads to the City Council for final consideration during budget presentations.

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

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

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

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

Personnel Goals

There will be no increase in the number of employee full-time equivalents (FTEs) of 125.15, providing that revenues remain consistent with FY2013, and there are no changes in operational needs.

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

Selected sections of the PR&R will be amended to implement the classification and compensation study consistent with budgetary resources and improve practices that reflect recognized Human Resources standards.

General Fund

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

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

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

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

Enterprise Funds

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

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

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

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

Community Support

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

Capital

The City Manager and management staff will continue to work on a formal five-year capital improvement plan (CIP) that will identify, prioritize, and evaluate funding options for capital and major maintenance projects. The City will adopt and utilize the planning document and develop policies and procedures identifying criteria and steps for implementation. Once complete, the capital budget will link to, and flow from, the multi-year capital improvement plan.

Debt Service

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

- Show impacts on rates or taxpayers, or
- Analyze financial capacity for proposed capital projects, or
- Determine if the debt is required for projects mandated by the state or federal government, needed for economic development, environmental, aesthetic or quality of life, or health and safety improvements.

Quality of Life

The City will provide adequate services that meet the community needs, priorities, challenges and opportunities with consideration given to the condition of the economy, the composition of the population, technology, legal or regulatory issues, intergovernmental issues, and physical or environmental issues.

Economic Development

The City will review and evaluate available information about trends in community conditions, the external factors affecting it, opportunities that may be available, and problems and issues to be addressed.



CITY OF KODIAK

Gar Brauer
MAYOR



ATTEST:

Delia Martin
CITY CLERK

Adopted: February 28, 2013

NEW BUSINESS

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers
From: Aimée Kniaziowski, City Manager 
Thru: Glenn Melvin, City Engineer & Charlie Powers, Interim Parks and Recreation Director 
Date: June 13, 2013

Agenda Item: V.a. **Authorization of Change Order No. 6 for Baranof Park Improvement Project, Project No. 12-05/9001**

SUMMARY: The City of Kodiak holds an open contract with DA Hogan and Ohno Construction both of whom performed all work to date on the Baranof Park Improvement Project and are familiar with the site conditions and project scope. Based on the presentation to Council by the Parks and Recreation Advisory Board, staff recommends the City move forward with installation of synthetic turf in the baseball outfield during this construction season. This work will be accomplished by Change Order No. 6 to Ohno Construction for all anticipated improvements related to the mobilization, site preparation, and related improvements to the baseball outfield. Staff, the project engineer, and the Parks and Recreation Advisory Board recommend Council approve Change Order No. 6 to Ohno Construction in the amount of \$1,526,600.

PREVIOUS COUNCIL ACTION:

- April 12, 2012, authorized the bid award for Baranof Park Phase I Improvements to Ohno Construction for \$2,996,811
- May 31, 2012, authorized Change Order No. 1 for Baranof Park Phase I Improvements to Ohno Construction for \$15,000
- June 14, 2012, authorized Change Order No. 2 for Baranof Park Phase II Improvements to Ohno Construction for \$1,576,094
- July 12, 2012, authorized Change Order No. 3 for Baranof Park Improvements to Ohno Construction for \$97,310
- August 9, 2012, authorized Change Order No. 4 for Baranof Park Phase II Improvements to Ohno Construction for \$53,700
- October 11, 2012, authorized Change Order No. 5 for Baranof Park Phase II Improvements to Ohno Construction for \$39,930.15
- February 26, 2013, the Parks and Recreation Advisory Board made a presentation to Council on Baranof Park project priorities, including their top priority to install turf in the baseball outfield area. Council asked the board to revisit the list with more updated cost estimates and to make an updated recommendation/presentation to Council
- June 11, 2013, the Parks and Recreation Advisory Board presented their recommendations on the Baranof Park project priorities based on updated cost estimates. The Board's main priority remains the installation of synthetic turf in the baseball outfield in the 2013 construction season

DISCUSSION: The improvements to the track, football field, and baseball infield are 100% complete with regard to playing surfaces. The enjoyability of these facilities by park users exceeded expectations as documented by use data and daily observations. Installation of similar synthetic surface in the baseball outfield will create a multipurpose area slightly larger than the football field providing additional area for organized activity such as baseball, soccer, PE, and football as well as the many unorganized activities as observed this spring including Frisbee, Judo, and general play.

At the February 26, 2013, work session, Council directed the Parks and Recreation Advisory Board to revisit their project priorities for Baranof Park once cost estimates were updated and revised. The Board met several times in the past few months to review the revised cost estimates of the projects. They once again unanimously recommended installation of synthetic turf in the baseball outfield this construction season as their number one priority, which was presented to Council at the June 11, 2013, work session.

The City holds an open contract with Ohno Construction, the prime contractor on the Baranof Park Improvement Project Phases I and II. Change Order No. 6 covers the necessary construction activities with Ohno Construction for installation of synthetic turf on the baseball outfield at Baranof Park. It represents all anticipated improvements related to the mobilization, site preparation, and installation of turf on the outfield.

Ohno Construction submitted a change order in the amount of \$1,526,600 to complete the work on the baseball outfield, the main priority recommended by the Parks and Recreation Advisory Board. The project budget is adequate to cover the cost of the change order. Additional costs include design and project management fees from DA Hogan, which are also within the project's budget and are covered in the following Council memo and action. The contracts are open with both firms and both are moving forward at their own risk to meet a summer 2013 construction schedule. Staff recommends that Council approve the change order to ensure the project is completed this fall. If the project is delayed, costs are likely to increase.

ALTERNATIVES:

- 1) Authorize Change Order No. 6 to Ohno Construction, which is the recommendation of staff, the project engineer, and the Advisory Board.
- 2) Do not approve Change Order No. 6 to Ohno Construction. This option is not recommended because it does not support the Board's recommendation and fails to adequately utilize the project funding.

FINANCIAL IMPLICATIONS: The City has \$1.815 million remaining in the project, and the funds are adequate to cover this construction change order.

STAFF RECOMMENDATION: Staff recommends Council authorize Change Order No. 6 for the Baranof Park Improvement Project to Ohno Construction in the amount of \$1,526,600, with funds coming from the Parks Capital Improvement fund, Baranof Park Improvements, Project No. 12-05/9001.

CITY MANAGER'S COMMENTS: Staff and the Parks and Recreation Advisory Board have spent the past several months evaluating the merits and costs of the remaining Baranof Park prioritized project items. The Board voted unanimously to recommend moving forward this season to install synthetic turf on the baseball outfield once it was determined that the project could be completed within the remaining project funds. The improvements to Baranof Park have been successful and well received by the community, and this phase will further enhance the park. I support staff's recommendation to authorize this change order to Ohno to install synthetic turf in the baseball outfield as outlined.

ATTACHMENTS:

Attachment A: DA Hogan cover letter for Change Order No. 6, dated May 26, 2013

Attachment B: Change Order proposal No. 12, dated May 26, 2013

Attachment C: Change Order No. 6

PROPOSED MOTION:

Move to approve Change Order No. 6 to Ohno Construction in the amount of \$1,526,600, with funds coming from the Parks Capital Improvement fund, Baranof Park Improvements, Project No. 12-05/9001 and authorize the City Manager to execute the documents on behalf of the City.



May 26, 2013

City of Kodiak
Public Works
2410 Mill Bay Road
Kodiak AK 99615

Attn: Glenn Melvin, City Engineer

Re: Baranof Park Community Fields and Track Improvements
Change Order No.6

The following is a summary for the changes to the scope of work for the project:

1. Baseball Field Outfield

The original design documents reflected construction of the football field, track and baseball infield. As a result of efficient construction and additional funds available, the City requests reconstruction of the baseball field outfield to a synthetic turf surface. Due to the manner and timing of notification, final design documents are in progress, however the estimated cost is anticipated to reflect the scope of work to be completed.

Total addition is \$1,501,600

2. Ongoing SWPPP

Anticipated additional SWPPP expense. (Storm water, pollution, protection plan).

SWPPP efforts are completed on a time and expenses basis. The change represents additional funding to reinstall SWPPP measures at the Baseball Field site, and at soil disposal sites. Work will be completed on a time and expenses basis.

Total addition is \$25,000.00

Grand Total additional work: \$1,526,600

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert Harding", is written over a light blue horizontal line.

Robert Harding, Principal
D.A. Hogan & Associates, Inc.

xc. Ohno Construction Co.

City of Kodiak
Baranof Park
Community Fields and Track Improvements
Change Order Proposal

COP # 12

Please furnish your proposal and include a detailed cost breakdown for performing the changes to the Contract outlined below and/or detailed on the attachments referred to as Baseball Field Outfield:

- 1. Construct synthetic turf outfield at baseball field based upon preliminary layout and grading plan dated January 31, 2013, and pending drainage plan including but not limited to:**
 - a. Remove existing RF and LF Chain Link Fencing
 - b. Remove and dispose existing outfield fencing
 - c. Remove and dispose at City furnished dump site existing grass sod, warning track materials and existing soils to approximately 24" depth
 - d. Furnish and install subsurface drainage system to be connected to existing infrastructure, including the addition of up to 4 new field inlet boxes outside the field of play. Install turf covers on two (2) existing catch basin/manholes within the field of play in RF and LF.
 - e. Furnish and install geotextile structural fabric.
 - f. Furnish and install 24" depth permeable aggregate base, including base course and top course permeable aggregate consistent with other aggregates previously installed
 - g. Construct new concrete curb/perimeter to field including synthetic turf nailer edge. Curb will be typically flush on field side and up to 18" ht. above existing grade outside limits of field
 - h. Trim existing synthetic turf infield turf; remove existing wood nailer and seam new outfield turf to meet and match flush with existing infield turf
 - i. Furnish and install approximately 76,000 SF infilled synthetic turf consistent with previously installed baseball field infield turf, utilizing Tencate XP long parallel slit film fiber, with sand and rubber infill. Permanent markings shall include foul lines at RF and LF only.
 - j. Install new outfield fencing
 - k. Reinstall RF and LF wing fencing
 - l. Construct two (2) bullpen areas, including an allowance of \$750 for infield/mound mix, fencing, bases and plates.
 - m. Remove and reinstall foul poles
 - n. Construct new gate/access connection to field and track
 - o. Restore all disturbed edges
 - p. Modify to meet and match existing gate openings at all perimeter areas.
 - q. Protect all existing improvements to remain.
- 2. Provide for ongoing SWPPP in accordance with existing approved plan. Allowance provided is \$25,000**

Reason for Change: Additional Scope as requested by City of Kodiak to complete field improvements on the park site.

Prepared by: Robert Harding Date: May 26, 2013

We propose to perform all changes described in the above request for a total (Addition) (~~Deduction~~) to the Contract sum of:
One Million Five Hundred Twenty Six Thousand Six Hundred Dollars (\$ 1,526,600.00)

with an (Addition) (~~Deduction~~) of 365 calendar days (to October 12, 2013) to the Contract in accordance with the General Conditions of the Contract. The foregoing amount covers all direct and indirect costs related to this change and to the effect of this change for the remainder of the Contract. All other provisions of the Contract remain in full force and effect. Unless stated to the contrary, the above amount covers all costs, damages, and impacts related to this change.

Contractor: *Phil C. Brang* Date: *MAY 27, 2013*

We have carefully examined the foregoing proposal, negotiated with the Contractor where necessary and find it to be reasonable:

Project Engineer: *Bert He* Date: *May 26, 2013*

The City of Kodiak hereby accepts the foregoing proposal. This instrument when fully signed constitutes the conditions upon which a Change Order will be issued:

_____ Date: _____



**CITY OF KODIAK
CHANGE ORDER**

CHANGE ORDER NO.: (6)

DATE: May 26, 2013

NAME OF PROJECT: Baranof Park Community Sports Fields and Track Renovation

PROJECT NO.: PN 12-05/9001

CONTRACTOR: Ohno Construction Co.

The following changes are hereby made to the CONTRACT DOCUMENTS:

1.	Construct Baseball Outfield with Synthetic Turf	\$1,501,600.00
2.	<u>Provide SWPPP for Baseball Outfield</u>	<u>\$25,000.00</u>
	Total	\$1,526,600.00

Justification: See Attached

Original CONTRACT PRICE: _____ \$2,996,811.00

The CONTRACT PRICE from prior CHANGE ORDERS: _____ \$4,778,846.15

The CONTRACT PRICE due to this CHANGE ORDER will increase: _____ \$1,526,600.00

The new CONTRACT PRICE including this CHANGE ORDER: _____ \$6,305,446.15

Additional Calendar Days Requested for this Change Order: _____ 365

Original Contract Completion Date: _____ 8/23/12

Revised Contract Completion Date: _____ 10/12/13

Requested by City Engineer _____



Approved by Department Head _____

Ordered by City Manager _____

Accepted by Contractor _____

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MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers
From: Aimée Kniazowski, City Manager 
Thru: Glenn Melvin, City Engineer & Charlie Powers, Interim Parks and Recreation Director 
Date: June 13, 2013

Agenda Item: V. b. Authorization of Contract Amendment for Baranof Park Design, Project No. 12-05/9001

SUMMARY: The City of Kodiak holds an open contract with DA Hogan who has performed all engineering and design work on the Baranof Park Improvement Project and is familiar with the site conditions and project scope. DA Hogan has prepared a revised scope of services and fees to perform design and construction oversight for the addition of synthetic turf in the baseball outfield. Staff recommends Council approve the amendment to the professional services contract with DA Hogan & Associates for this work in the amount of \$65,000.

PREVIOUS COUNCIL ACTION:

- August 25, 2005, Council approved a professional services contract with DA Hogan & Associates for Phase I engineering and design for Baranof Park
- October 25, 2007, Council approved a professional services contract with DA Hogan & Associates for full engineering and design services for the Baranof Park Improvement Project
- February 26, 2013, the Parks and Recreation Advisory Board made a presentation to Council on their Baranof Park project priorities, including their top priority to install turf in the baseball outfield area. Council asked the board to revisit the list with more updated cost estimates and to make an updated recommendation/presentation to Council
- June 11, 2013, the Parks and Recreation Advisory Board presented their recommendations on the Baranof Park project priorities based on updated cost estimates. The Board's main priority remains the installation of synthetic turf in the baseball outfield in the 2013 construction season

DISCUSSION: The improvements to the Baranof Park track, multipurpose football field, and baseball infield are 100% complete with regard to playing surfaces. The enjoyability of these facilities by Kodiak residents has exceeded expectations as documented by use data and daily observations. Installation of similar synthetic surface in the baseball outfield will create a multipurpose area slightly larger than the football field, which will provide additional area for organized activity such as baseball, soccer, PE, and football as well as the many unorganized activities as observed this spring including Frisbee, judo, and general play. The ages of users have ranged from infant to elder, and it seems the community as a whole appreciates an outdoor recreation area of this quality and usability.

At the February 26, 2013, work session, Council directed the Parks and Recreation Advisory Board to revisit their project priorities for Baranof Park once cost estimates were updated and revised. The Board met several times in the past few months to review the revised cost estimates of the projects. They once

again unanimously recommended installation of synthetic turf in the baseball outfield this construction season as their number one priority, which was presented to Council at the June 11, 2013, work session. Additional design and project management work must be provided to complete this project this season, and DA Hogan has prepared the attached proposal (Attachment A) for the needed services. This additional work will cost \$65,000, which falls within the project budget.

The contract with DA Hogan has remained open to complete the final turf addition. DA Hogan is moving forward at its own risk to meet a summer 2013 construction schedule. Staff recommends that Council support moving this project forward at this meeting to meet the schedule. If the project is delayed, further price escalation and other factors add additional risks that could compromise completion of the work.

ALTERNATIVES:

- 1) Authorize amendment to the professional services contract with DA Hogan & Associates. This is staff's recommendation as outlined above.
- 2) Do not approve this amendment. This option is not recommended because it is contrary to the Parks and Recreation Advisory Board recommendation and would fail to adequately utilize the project funding.

FINANCIAL IMPLICATIONS: The City has \$1.815 million remaining in the project, and the funds are adequate to cover this contract amendment and associated construction change order.

STAFF RECOMMENDATION: Staff recommends Council authorize the amendment to the professional services contract with DA Hogan & Associates in the amount of \$65,000 for design services, with funds coming from Parks Capital Improvement fund, Baranof Park Improvements, Project No. 9001/12-05 and authorize the City Manager to execute the agreement on behalf of the City.

CITY MANAGER'S COMMENTS: The Parks and Recreation Advisory Board invested significant effort in evaluating the merits of the prioritized items and voted unanimously to move the project forward as described. Phases I and II of the project were successful. Baranof Park is a source of pride for the City, and a good management plan is being developed to protect the park's assets. I support staff's recommendation to accept the Advisory Board's priorities and recommend Council approve the proposed amendment to the design contract with DA Hogan.

ATTACHMENTS:

Attachment A: DA Hogan Proposal, Baranof Park Baseball Outfield Synthetic Turf, dated May 15, 2013.

PROPOSED MOTION:

Move to approve the amendment to the professional services contract with DA Hogan & Associates in the amount of \$65,000 for Baranof Park design and project management services, with funds coming from the Parks Capital Improvement fund, Baranof Park Improvements, Project No. 12-05/9001 and authorize the City Manager to execute the agreement on behalf of the City.

May 15, 2013

Glenn Melvin, City Engineer
City of Kodiak
710 Mill Bay Road
Kodiak, Alaska 99615



Re: Professional Consulting Services for
Baranof Park Baseball Field Outfield Synthetic Turf

Dear Glenn,

In response to your request, D.A. Hogan & Associates, Inc. is pleased to provide this proposal for professional services related to the planned improvements at the baseball outfield at Baranof Park. We have successfully completed the design and implementation of other improvements on the project site, and the conversion of the natural turf baseball field to synthetic turf has been identified as the highest priority of the Park and Recreation Advisory Committee. It is my understanding the implementation of the improvements will be completed as a change order to the existing contract with Ohno Construction Company with work to occur approximately July 1-September 30, 2013. My understanding of the proposed scope of improvements is limited to the baseball outfield area as follows:

Baseball Outfield – Synthetic Turf Field

A. Synthetic Turf Field Improvements – 75,500 SF

1. Remove and dispose existing natural turf sod from field.
2. Remove and reinstall chain link fencing at left field and right field perimeter.
3. Remove and replace existing outfield fencing.
4. Construct concrete perimeter curb/wall at field perimeter
5. Excavate and remove existing soil to the extent required, resulting in an approximate 24" depth field base.
6. Excavate and remove approximately 7,200 CY of existing soil to bottom of subgrade in field areas. Transport and dispose at City provided location. Estimated design section is nominally 24" NFS base below field, reflecting anticipated depth of debris below existing soil and existing F-2 soils in outfield limits.
7. Construct new maintenance access from sidewalk/Armstrong Ave. to outfield warning track area – left field.
8. Install subsurface drainage system throughout field area. Adjust existing MH structures to finish grade and install turf covers for future access as needed.
9. Install an infilled synthetic turf field with baseball and soccer markings. System is assumed to be completed with 2.25" fiber pile height and a combination of sand and rubber infill. The turf product may, or may not be the exact same product as that utilized on the baseball infield; however the fiber type/manufacturer should match.
10. Complete edge transitions
11. Complete concrete paving at dugout and back of backstop area.

Based upon the estimated cost prepared by Ohno Construction Co., the proposed improvements are estimated to cost approximately \$1,500,000. I have prepared a scope of work and fee proposal that would be in addition to our current authorized agreement and purchase order with the City. Our

proposal reflects our specific knowledge and experience on the site and previous design of portions of the baseball field. Accordingly, the Schematic Design Phase has essentially been completed under our existing agreement and a portion of the Design Development Phases of work has already been completed. However, we will need to modify previous design efforts to reflect now completed improvements on the site. No other elements on the site will be designed or included as part of this proposal, such as likely other improvements that may need to be considered on the project site identified as priorities by either the Parks and Recreation Advisory Committee or City Council, including (but not limited to) portable aluminum bleachers, pedestrian pathways, Public Address System, Lighting and Security systems and fencing. Should additional improvements be desired, a separate scope and resultant fee proposal will be prepared for those items.

It is our intention to continue our relationship with DOWL Engineers and we have assumed the proposed improvements would be completed as a Change Order to the existing agreement with Ohno Construction Co. I anticipate we will continue with the existing site SWPPP program with the State of Alaska, and will not require modifications as the baseball field was in general, included in the current plan. There will need to be additional monitoring however, and our proposal reflects that requirement.

Work has already started on design, and will proceed to final design in order to meet a schedule of this summer construction. Therefore we request a supplemental purchase order be issued as an amendment to our current agreement in the amount of \$65,000 per the following scope of services and fee proposal.

Please do not hesitate to contact me if you need further information. We look forward to completing these improvements for the City of Kodiak.

Sincerely,



Robert S. Harding, Principal
D.A. Hogan & Associates, Inc.

SCHEDULE A

Professional Consulting Services for Baranof Park Baseball Outfield Synthetic Turf

SCOPE OF SERVICES

- 1.1 PHASE 1 – GENERAL SERVICE, SCHEMATIC AND DESIGN DEVELOPMENT PHASE
 - A. Prepare a revised preliminary drawing package for the proposed improvements including:
 - 1. Layout Plan indicating proposed improvements.
 - 2. Grading Plan
 - 3. Drainage Plan
 - B. Review documents with appropriate staff (City Engineer and Parks Director if available) as well as Contractor.
 - C. Obtain Owner's written approval of the Scope of improvements before proceeding with the Construction Document Phase

- 1.2 PHASE II – CONSTRUCTION DOCUMENT DESIGN PHASE
 - A. Final design of all systems and components
 - B. Working drawings and construction details
 - C. Modify existing construction specifications if required.
 - D. Coordinate and review construction estimates with Contractor as appropriate. Modify documents to keep project within estimated MACC.
 - E. In coordination with City staff and Contractor, confirm products proposed for use on the project, and clarify any procurement strategies to be employed during execution of the work.
 - F. Review all drawings with City staff via phone/electronic meeting.

- 1.3 PHASE III – COST PROPOSALS
 - A. Distribute plans and specifications to Ohno Construction, reviewing the specific scope of improvements.
 - B. Review pricing provided by Contractor to confirm and verify appropriate value to the City of Kodiak
 - C. Prepare recommendation to the City and prepare appropriate Change Order Documents for execution of the work.
 - D. Issue addendum(s) for bidding as may be appropriate.
 - E. Review of bids received, consultation and recommendations to Owner for award of contract.

- 1.4 PHASE IV – CONSTRUCTION PHASE
 - A. Update SWPPP plan and submit for ongoing approval with State of Alaska.
 - B. Attend pre-construction conference

- C. Endorse for approval or disapproval all materials and equipment submitted by the Contractors
- D. Conduct surveillance of construction to include periodic visits to the site to observe the progress and quality of the work. At least 7 separate inspections are anticipated to occur as follows:
 - 1) Completion of subgrade/during field area subsurface drainage;
 - 2) Completion of field drainage/prior to placement of permeable aggregates;
 - 3) Completion of final base course permeable aggregate
 - 4) Completion of top course permeable aggregate
 - 5) During layout and seaming of synthetic turf system;
 - 6) During installation of infill materials in synthetic turf system
 - 7) At completion of synthetic turf/preparation of punch list.
- E. Owner's representative to attend where feasible.
- F. Conduct construction progress meetings in coordination with site inspections. Generate and issue minutes to all participating parties.
- G. Monitor construction progress and quality with decisions relative to contract performance. Document all progress with reports as appropriate.
- H. Issue instructions for and of the Owner to the Contractor and prepare RFI, field directives and changes orders, if applicable.
- I. Guard the Owner against deficiencies in the work and approve or disapprove work in conformance with the contract documents.
- J. Keep the Owner advised as to the progress of the work.
- K. Assure for the Owner that the completed project will conform to the requirements of the contract documents.
- L. Complete substantial completion inspection and generate and distribute discrepancy (punch list) items.
- M. Processing of contract progress payment requests.
- N. Final inspection and certification of completion.
- O. Process Contractor/vendor operating and maintenance manuals as required.
- P. Furnish to the Owner Construction Record Drawings (as-built) on Bond and/or CAD disk of the reproducible drawings of the completed work, along with maintenance and operating instruction where applicable.

1.5 WORK NOT INCLUDED

- A. Full-time, on-site inspection
- B. Construction site survey and construction control bench marks
- C. Wetlands investigation
- D. Subsurface exploration and excavations for verification of existing utilities
- E. Traffic Study
- F. Cost of printing of review, permit application, bidding, distribution costs and construction record documents in excess of those identified in the contract (typically 1 copy each review).
- G. Permit and Plan Check fees assessed by permit authorities.
- H. Laboratory charges for construction testing

1.6 OWNER'S RESPONSIBILITIES

- A. Assist the Consultant by placing at his disposal all available information pertinent to the site.
- B. Assist in obtaining adjacent property records for notification of adjacent property owners.
- C. Advertise for proposals from bidders and administer the opening of bids.
- D. Prepare such legal, accounting and auditing services as may be required by the Owner.
- E. With the assistance of the Consultant, obtain approval of all governmental authorities that have jurisdiction over the project.
- F. Designate a person to act as Owner's representative.

1.7 CONSTRUCTION BUDGET

- A. The maximum allowable construction (MACC) budget (2013 dollars) for the site and field improvements exclusive of sales tax, design fees, survey, geotechnical investigation, permitting, and construction testing, administrative and associated costs shall be as follows:

1. Baseball Outfield	\$1,500,000
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**SCHEDULE B
Fee Proposal**

1.8 COMPENSATION AND PAYMENT TO CONSULTANT

1. Design through Closeout	\$50,000
2. Preparation of updated SWPPP Plan/Engineering Review	\$5,000
3. <u>Expenses (including 10 on site trips/observations during construction)</u>	<u>\$10,000</u>
Total Basic Scope of Work	\$65,000

A. Progress payment for Consulting work was to be as follows:

Construction Document Design	\$20,000
Pricing	\$1,400
Construction	\$26,000
Close Out	\$2,600
SWPPP Plan/Civil/Geotechnical Engineering Review	\$5,000
<u>Expenses</u>	<u>\$10,000</u>
Total	\$65,000

B. Expenses related to travel, express shipping and delivery services and printing additional documents will be considered an additional expense to be invoiced on a cost plus 10% as requested basis.

C. All Contractor construction negotiations and change order processing within original scope of project are included in the lump sum fee amount.

D. Compensation for additional services that may be requested by the Owner, including expert witness in the event of any litigation, shall be as follows:

Principal Landscape Architect/Engineer	\$ 150.00 per hour
Landscape Architect/Engineer	\$ 140.00 per hour
Staff Engineer/ Landscape Architect	\$ 90.00 per hour
Technical Staff	\$ 85.00 per hour
Administrative	\$ 45.00 per hour


E. Expenses, outlined in paragraph 1.5 of original scope of services plus contracting, laboratory testing for construction quality control, etc., as requested and authorized by Owner to be paid by our firm shall be reimbursed at actual cost plus 10% administrative fee.

ACCEPTED BY:



By: _____

Title: _____

Date: _____

By:  _____
 Robert S. Harding
 Principal Landscape Architect
 Date: May 15, 2013

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers
From: Aimée Kniazowski, City Manager 
Thru: TC Kamai, Chief of Police 
Date: June 13, 2013

Agenda Item: V. c. **Authorization of FY2014 Special Services Contract With Alaska Department of Public Safety**

SUMMARY: The Alaska Department of Public Safety requests the renewal of its contract with the City to provide services that support the mission and operations of the Alaska State Troopers (AST) and Alaska Wildlife Troopers (AWT) in Kodiak. In exchange for providing these services, the Department will compensate the City in the amount of \$78,750 for FY2014. Staff recommends Council authorize the FY2014 Special Services Contract with the Alaska Department of Public Safety.

PREVIOUS COUNCIL ACTION: Council approved this contract in FY2013.

DISCUSSION: The Alaska Department of Public Safety has contracted with the City to provide support services to Kodiak troopers for over twelve years.

If this contract is approved by Council, the City will provide the following services:

1. Dispatch service and support to troopers working in vehicle, vessel, and foot, or in aircraft during emergency situations for up to 48 consecutive hours.
 - a. Emergency situations are defined as those instances where natural or man-made disasters have disabled AST dispatch capabilities.
 - b. In the event the City is required to provide more than 48 consecutive hours of dispatch service to AST, the City shall be reimbursed for the costs of services at a rate of \$24.43 per hour.
2. Provide administrative support to the AST by processing, filing, recording, entering into/deleting from the APSIN/NCIC data base, and returning to the court all process relative to Kodiak Police Department cases, investigations, and business.
3. Provide filed support to AST by serving in the corporate limits of the City of Kodiak court process relative to Kodiak Police Department cases, investigations, and business.
4. Provide one correctional transport officer or one police officer to transport and guard prisoners appearing in the Kodiak Court.

JUNE 13, 2013
Agenda Item V. c. Memo Page 1 of 2

ALTERNATIVES:

- 1) Council may approve this contract in which case continuity of operations with essential criminal justice services, i.e. process service, and prisoner guarding and transportation shall be maintained. Staff believes that it is in the best interest of public safety in Kodiak.
- 2) Council may choose not to approve this contract. If this contract is not approved, the AST will be responsible for providing these services. The Department does not have the local resources to do this. Staff's assessment is that this would be contrary to the interest of public safety.

FINANCIAL IMPLICATIONS: The City's FY2014 budget reflects \$78,750 in revenue for this contract. Staff does not foresee any financial implications to the City as a result of approving the contract, and under the terms of FY2014 contract, staff believes the City will be adequately compensated for the services KPD will be obligated to provide.

STAFF RECOMMENDATION: Staff recommends Council authorize the FY2014 Special Services Contract with the Alaska Department of Public Safety in the amount of \$78,750.

CITY MANAGER'S COMMENTS: The City has contracted these services with the Alaska State Troopers to support trooper operations in Kodiak for over twelve years. The FY2014 contract contains the same terms as the one approved last year. The Chief believes the additional services are manageable and worthwhile to both the City and the troopers. I support staff's recommendation and ask Council to authorize me to sign the contract for FY2014.

ATTACHMENTS:

Attachment A: Alaska Department of Public Safety FY2014 Contract for Special Services

PROPOSED MOTION:

Move to authorize the FY2014 Special Services Contract with the Alaska Department of Public Safety, Division of Alaska State Troopers, and authorize the City Manager to sign the contract on behalf of the City.

**ALASKA DEPARTMENT OF PUBLIC SAFETY
CONTRACT FOR SPECIAL SERVICES**

July 1, 2013 to June 30, 2014

GENERAL PROVISIONS

The parties. The parties to this contract are the Alaska Department of Public Safety (hereinafter referred to as the "Department") and the City of Kodiak (hereinafter referred to as the "City").

Sole Agreement. The City and the Department undertake this contract under the terms set forth below. This contract is the sole agreement between the parties relating to special services, and there are no other agreements, express or implied.

Effective Date/Termination/Amendments. This contract is effective July 1, 2013 and continues in force until June 30, 2014. Either party may terminate the agreement with thirty (30) days written notice to the other party. This agreement may be amended by written agreement of the parties.

1. The Department will pay the City for services provided in accordance with, and under the terms of, this contract. Payments will be made quarterly in the amount of \$19,687.50, for a total of \$78,750.00. Payment for services provided under this contract will be made in four payments in the amount of and covering the period indicated below:

Period Covered	Amount	Payment Process Can Be Initiated
07/01/13 - 09/30/13	\$19,687.50	10/01/13
10/01/13 - 12/31/13	\$19,687.50	01/01/14
01/01/14 - 03/31/14	\$19,687.50	04/01/14
04/01/14 - 06/30/14	\$19,687.50	06/01/14
12 Month Total	\$78,750.00	

2. The City will provide and perform the services specified in this contract to the satisfaction of the Department, in support of Department personnel and operations.

**ALASKA DEPARTMENT OF PUBLIC SAFETY
CONTRACT FOR SPECIAL SERVICES**

July 1, 2013 to June 30, 2014

SPECIFIC PROVISIONS

4. The City will:
- a. Dispatch services will be provided in emergency situations. Emergency situations are those instances where natural or man-made disasters disable DPS dispatch capabilities; such as earthquakes, fires, etc. The need for the City to provide dispatch service in these situations is not anticipated to last longer than forty eight hours. In the event the City is required to provide more than 48 consecutive hours of dispatch service, the City shall be reimbursed for all dispatch related services provided at the rate of \$24.43 per hour.
 - b. Provide administrative support to the Department by processing, filing, recording, entering into/deleting from APSIN/NCIC, and returning to the court, all process relative to Kodiak Police Department cases, investigations, and business;
 - c. Provide field support to the Department by serving in the corporate limits of the City of Kodiak court process relative to Kodiak Police Department cases, investigations, and business;
 - d. Provide one correctional transport officer or one police officer, to transport and guard prisoners appearing in the Kodiak Court.

IN WITNESS OF THIS AGREEMENT, the undersigned duly authorized officers have subscribed their names on behalf of the Department and the City respectively.

For the City of Kodiak:

For the Department of Public Safety:

By _____

By _____

Printed Name _____

Printed Name _____

Official Title _____

Official Title _____

Date _____

Date _____

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers
From: Aimée Kniazowski, City Manager *AK*
Thru: Mark Kozak, Public Works Director *MK*
Date: June 13, 2013

Agenda Item: V. d. Authorization of Bid Award for FY2014 Sodium Chloride

SUMMARY: Each year Public Works orders deicing salt to mix with ¼ inch rock chips for winter deicing and traction control on City streets and parking lots. The quantity of product requested is based on the remaining stock on hand and the previous winter's consumption. Last winter was a normal winter, and salt use was consistent with that of previous winters. Based on this, the bid quantity for FY2014 was 275 tons, the same quantity as the last three years. Two bids were received at the bid opening on May 28, 2013. Staff recommends Council authorize the award of the FY2014 sodium chloride supply to the low bidder, Round Butte Products in the amount of \$90,686.

PREVIOUS COUNCIL ACTION: The Public Works Department bids for the City's winter sodium chloride supplies each spring. Each year the City Council approves the salt bid award prior to the start of the new fiscal year.

DISCUSSION: In 1997 the Council approved the building of a salt storage building at the Public Works yard. This allowed the City to mix the salt with ¼ inch rock chips and store the mixture for winter use. The salt and chips are mixed in a rough 50/50 mixture based on weight. By mixing, Public Works staff has been able to reduce the amount of salt used in the winter, resulting in cost savings for winter deicing. Public Works has made further cost reductions by distributing the mix at stop signs, on hills, and at intersections rather than along the entire length of a street or road. However, using the mixture of salt and chips increases maintenance costs for street sweeping and storm drainage cleaning in the spring. Public Works continues to monitor the cost effectiveness of the 50/50 mixture to ensure overall savings. Because the amount of pavement the City is responsible for has increased, the amount of funds expended on deicing and traction control has seen a corresponding increase.

After evaluating the quantity of salt/chip mixture in storage and the small stock of remaining salt on hand, Public Works issued the FY2014 bid for 275 tons. In FY2012 the bid price was \$320/ton for salt; in FY2013 the cost is \$321.50/ton and in FY2014 the cost is \$329.77/ton.

Two bids were received at the bid opening on May 28, 2013, for the City's winter salt supply. They are listed in the table below.

Bidder	Amount
Round Butte Products 36510 SE 13 th Street Washougal, WA 98671	\$90,686.00
Brenntag Pacific Inc. PO Box 770952 Eagle River, AK 99577	\$104,500.00

ALTERNATIVES:

- 1) Authorize the bid award for road salt to the lowest bidder, Round Butte Products, which is the recommended option.
- 2) Do not authorize the bid award, which is not recommended because it could impact the level of service currently provided.

FINANCIAL IMPLICATIONS: The annual supply of road salt is budgeted in the Public Works Department Street supplies account. This year’s bid from Round Butte is almost the same as last year and significantly lower than the next bidder.

STAFF RECOMMENDATION: Staff recommends Council authorize the award of the FY2014 winter sodium chloride supply to Round Butte Products as the low bidder in the amount of \$90,686, with funds coming from the General Fund, Public Works Department, Street Supplies Account.

CITY MANAGER’S COMMENTS: The Public Works staff continues their efforts to control costs associated with the purchase and use of road salt. Although the cost of road salt increased slightly from last year, I wasn’t surprised since the City’s commodities continue to increase in price. I support staff’s recommendation that Council award the FY2014 sodium chloride bid to Round Butte Products as the low bidder.

ATTACHMENTS:

- Attachment A: Round Butte Products salt bid # 520
- Attachment B: Brenntag Pacific, Inc. salt bid #520

PROPOSED MOTION:

Move to award the FY2014 sodium chloride bid to Round Butte Products in the amount of \$90,686, with funds coming from the FY14 Public Works Department, Street Supplies account.

Invitation to Bid-523

April 26, 2013

BID FORM

TO: Aimée Kniazowski, City Manager
City of Kodiak
710 Mill Bay Road, Room #219
PO Box 1397
Kodiak AK 99615

Any exceptions to the published bid specifications must be listed by item.

In compliance with your Invitation to bid for Bid No. 523 for Sodium Chloride FY 2014 dated April 26, 2013, the undersigned hereby proposes to provide the following:

Item	Bid amount
1. 275 Tons of Sodium Chloride	1. <u>90,686</u> ⁰⁰
2. If the City requires additional quantity over the 275 ton, will Vendor guarantee the same unit cost per ton through June 30, 2014 As stated in item number above? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

If no, please explain:

With Fuel Surcharges if fuel cost move
upwards

Type of packaging (circle): A or **B**

Same packaging we supplied in 2012

(Turn in Page 5 & 6 in as part of your bid)

Invitation to Bid-523

April 26, 2013

Liability Copies of Business License and City Sales Tax Registration enclosed.

Bid price valid for 45 days.

Terms Net 30 Dated 5/19/2013

Submitted by:

Dated: 5/19/2013



Signature John Williams

Round Butte Products

Business Name

Owner

Title

36510 SE 13th Street

Address

360 835-0538

Telephone

Washouga WA 98671

City, State, Zip

email: johnw@rbpsalt.com

AK Bus. Lic# 989046

5 Attachment B: Brentag Bid 523 Salt

Invitation to Bid-523

April 26, 2013

BID FORM

TO: Aimée Kniaziowski, City Manager
City of Kodiak
710 Mill Bay Road, Room #219
PO Box 1397
Kodiak AK 99615

Any exceptions to the published bid specifications must be listed by item.

In compliance with your Invitation to bid for Bid No. 523 for Sodium Chloride FY 2014 dated April 26, 2013, the undersigned hereby proposes to provide the following:

Table with 2 columns: Item, Bid amount. Row 1: 1. 275 Tons of Sodium Chloride, 1,104,560.00. Row 2: 2. If the City requires additional quantity over the 275 ton, will Vendor guarantee the same unit cost per ton through June 30, 2014 As stated in item number above? Yes No X

If no, please explain:

Freight rates expire 10/1/13 so costs would need to be confirmed

Type of packaging (circle): A or B

See Attached

(Turn in Page 5 & 6 in as part of your bid)

Invitation to Bid-523

April 26, 2013

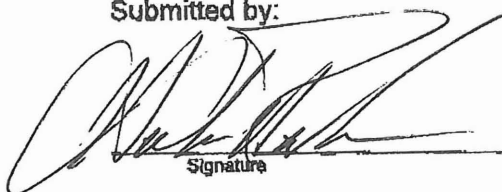
Liability Copies of Business License and City Sales Tax Registration enclosed.

Bid price valid for 60 days.

Terms N30 Dated 5/20/13

Submitted by:

Dated: 5/20/13


Signature

Brenntag Pacific
Business Name

Acct Mgr
Title

Box 770952
Address

907-244-0423
Telephone

Eagle River, AL 36027
City, State, Zip

Alaska Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

BRENNTAG PACIFIC, INC

4199 LATHROP STREET FAIRBANKS AK 99701

owned by

BRENNTAG PACIFIC, INC.

is licensed by the department to conduct business for the period

November 30, 2011 through December 31, 2013
for the following line of business:

42 - Trade

This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location. It is not transferable or assignable.

Susan K. Bell
Commissioner



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MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers
From: Aimée Kniazowski, City Manager *AK*
Thru: Mark Kozak, Public Works Director *MK*
Date: June 13, 2013

Agenda Item: V. e. Authorization of Bid Award for FY2014 Petroleum Products

SUMMARY: Each year the Public Works Department issues bids for the City's petroleum products. Bids for the FY2014 petroleum products were opened on May 28, 2013. Two bids were received. Petro Marine Services was the lowest bidder for all petroleum products. Staff recommends Council authorize the bid award for the purchase of petroleum products to Petro Marine Services.

PREVIOUS COUNCIL ACTION: Annually, the City Council awards the petroleum product bid to the lowest bidder.

DISCUSSION: This bid provides all the City's fuel needs for FY2014. This includes the City's heating fuel, equipment diesel, and gasoline. The bid price fluctuates throughout the year as fuel costs move up and down.

Petroleum product bids were opened on May 28, 2013. The bids received are summarized in the following table:

BIDDER	DIESEL Ultra low sulfur	GASOLINE	HEATING FUEL # 2	HEATING FUEL # 1*
Petro Marine Service 104 Marine Way Kodiak, Alaska 99615	\$3.751	\$3.581	\$3.751	\$3.901
North Pacific Fuel P.O. Box 1487 Kodiak, Alaska 99615	\$3.778	\$3.708	\$3.778	\$3.908

* (Heating fuel #1 is needed for blending purposes during cold weather and is awarded to the vendor who is selected to provide heating fuel products.)

ALTERNATIVES:

- 1) Authorize the award of the FY2014 bid to Petro Marine Services for all of the City's petroleum products as listed above, which is staff's recommendation.
- 2) Do not authorize the award of the petroleum bids, which is not recommended because it would not allow City crews to maintain daily operations and services to the public.

FINANCIAL IMPLICATIONS: Fuel and oil costs are an operational expense. The costs are included in the appropriate departments' FY2014 operating budgets. Public Works tracks fuel use by vehicle or piece of equipment and submits a monthly report to the Finance Department. Each department is charged for the fuel used, and these funds are returned to the appropriate account.

STAFF RECOMMENDATION: Staff recommends Council authorize the award of the City's petroleum products bid for FY2014 to Petro Marine Services.

CITY MANAGER'S COMMENTS: The award of the fuel bids is done annually with bids awarded to the lowest bidder for the needed products. This year we received bids from both local suppliers with the cost for each type of product slightly lower than last year's bid. We need the fuel products for operations so I support staff's recommendation to award the FY2014 petroleum products to Petro Marine Services.

ATTACHMENTS:

Attachment A: Petro Marine Service bid

Attachment B: North Pacific Fuel bid

PROPOSED MOTION:

Move to award the City's FY2014 petroleum products bid to Petro Marine Services as follows: diesel ultra low sulfur, \$3.751; gasoline, \$3.581, heating fuel #2, \$3.751; and heating fuel #1, \$3.901.

Invitation to Bid-522

April 26, 2013

BID FORM

TO: Aimée Kniazowski, City Manager
 City of Kodiak
 710 Mill Bay Road, Room #219
 PO Box 1397
 Kodiak AK 99615

Any exceptions to the published bid specifications must be listed by item.

In compliance with your Invitation to bid for Bid No. 522 for Petroleum Products FY 2014 dated April 26, 2013, the undersigned hereby proposes to provide the following:

Item	Bid amount
1. Low Sulphur Diesel Fuel #2 – Estimated 30,000 gallons delivered to the Fire Hall Generator, Public Works Equipment Tank, Pillar Creek Pump Station, Monashka Pump Station, Spruce Cape Lift Station, Mill Bay Lift Station, Father Herman Lift Station, Lift Station #5-Metrokin.	\$ <u>3.751</u> (per gallon)
2. Unleaded Gasoline – Estimated 40,000 gallons Public Works Equipment Tank.	\$ <u>3.581</u> (per gallon)
3. Heating #2 – Estimated 90,000 gallons delivered to Barn, Kodiak Police Dept-New and old Building, Kodiak Fire Dept, Public Works Dept, Baranof Park Office Bldg, Baranof Museum, Teen Center, Holmes Johnson Memorial Library, St. Paul Harbormaster Building, St. Paul Harbor Public Restroom Facility, St. Herman Harbormaster Bldg, Wastewater Treatment Plant, Baranof Park Ice-Rink.	\$ <u>3.751</u> (per gallon)
4. Heating Fuel #1 – This will be needed for blending purposes for cold weather conditions, and will be awarded to the vendor who is selected to provide heating fuel products.	\$ <u>3.901</u> (per gallon)

The bid will be awarded on an individual basis for each of the above items.

(Turn in Page 5 & 6 in as part of your bid)

Invitation to Bid-522

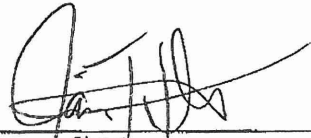
April 26, 2013

Liability Copies of Business License and City Sales Tax Registration enclosed.

Bid price valid for 15 days.

Terms 30 days Dated 05-28-2013

Submitted by: _____ Dated: 05-28-2013


Signature _____ Peter Mann Services - Kodiah
Business Name

Plant Manager
Title _____ 104 E Marine Way
Address

907 486-3866
Telephone _____ Kodiah AK 99615
City, State, Zip

Alaska Business License # 44604

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing
P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

HARBOR ENTERPRISES, INC

PO BOX 389 SEWARD AK 99664

owned by

HARBOR ENTERPRISES, INC.

is licensed by the department to conduct business for the period

October 04, 2011 through December 31, 2013
for the following line of business:

42 - Trade



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location. It is not transferable or assignable.

Susan K. Bell
Commissioner

CITY OF KODIAK

No. 1424

CERTIFICATE OF AUTHORITY TO COLLECT CITY SALES TAX

THIS IS TO CERTIFY THAT HARBOR ENTERPRISES, INC. d/b/a PETRO MARINE
located at PO BOX 389 SEWARD AK 99664-0389 SERVICES
is authorized and empowered by the City of Kodiak to collect sales tax imposed
by Chapter 3.08 of the Kodiak City Code.

This certificate is non-assignable, non-transferable and shall be surrendered
upon ceasing to do business at the location named herein. Any change in
ownership, form of ownership, or any other change requires new registration.

FEBRUARY 1, 2002
DATE OF REGISTRATION

Mary Munk
FINANCE DIRECTOR

THIS CERTIFICATE MUST BE DISPLAYED PROMINENTLY AT THE PLACE OF BUSINESS.

Invitation to Bid-522

April 26, 2013

BID FORM

TO: Aimée Kniazowski, City Manager
 City of Kodiak
 710 Mill Bay Road, Room #219
 PO Box 1397
 Kodiak AK 99615

Any exceptions to the published bid specifications must be listed by item.

In compliance with your Invitation to bid for Bid No. 522 for Petroleum Products FY 2014 dated April 26, 2013, the undersigned hereby proposes to provide the following:

Item	Bid amount
1. Low Sulphur Diesel Fuel #2 – Estimated 30,000 gallons delivered to the Fire Hall Generator, Public Works Equipment Tank, Pillar Creek Pump Station, Monashka Pump Station, Spruce Cape Lift Station, Mill Bay Lift Station, Father Herman Lift Station, Lift Station #5-Metrokin.	\$ <u>3.778</u> (per gallon)
2. Unleaded Gasoline – Estimated 40,000 gallons Public Works Equipment Tank	\$ <u>3.708</u> (per gallon)
3. Heating #2 – Estimated 90,000 gallons delivered to Barn, Kodiak Police Dept-New and old Building, Kodiak Fire Dept, Public Works Dept, Baranof Park Office Bldg, Baranof Museum, Teen Center, Holmes Johnson Memorial Library, St. Paul Harbormaster Building, St. Paul Harbor Public Restroom Facility, St. Herman Harbormaster Bldg, Wastewater Treatment Plant, Baranof Park Ice-Rink.	\$ <u>3.778</u> (per gallon)
4. Heating Fuel #1 – This will be needed for blending purposes for cold weather conditions, and will be awarded to the vendor who is selected to provide heating fuel products.	\$ <u>3.908</u> (per gallon)

The bid will be awarded on an individual basis for each of the above items.

(Turn in Page 5 & 6 in as part of your bid)

Invitation to Bid-522

April 26, 2013

Liability Copies of Business License and City Sales Tax Registration enclosed.

Bid price valid for 30 days.

Terms net 30 Dated 5/28/2013

Bid prices valid until a change in NPF plant posted pricing.

Submitted by: _____ Dated: 5/28/2013

Tony Davis _____ North Pacific Fuel
Signature Business Name

operations manager _____ 715 Shelikof St.
Title Address

486-3245 _____ Kodiak AK 99615
Telephone City, State, Zip

Alaska Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

NORTH PACIFIC FUEL

3900 C ST STE 802 ANCHORAGE AK 99503

owned by

PETRO STAR INC.

is licensed by the department to conduct business for the period

November 09, 2012 through December 31, 2014
for the following line of business:

42 - Trade .



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location. It is not transferable or assignable.

Susan K. Bell
Commissioner

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MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Aimée Kmaziowski, City Manager *AK*

Thru: Glenn Melvin, City Engineer & Mark Kozak, Public Works Director *GM MK*

Date: June 13, 2013

Agenda Item: V.f. **Authorization of Emergency Engineering and Construction Services for Shelikof Street Pedestrian Improvement Project, Project No. 13-10/8016**

SUMMARY: The Shelikof Street Pedestrian Improvement project was awarded to Brechan Enterprises Inc. in September 2012. The major rock cut that was a critical part of the project was completed in mid-May. Roughly one week later, on the night of May 20, there was a rock slide that occurred just below the Petro Star fuel tanks. The geo-tech report on this project indicated that rock should have remained stable. However, a small fault was found visible behind the surface in the area of failure that was not visible from the surface before the slide.

The City must repair the slide area to restore Petro Stars' property as well as secure the rock face to prevent additional slides or failures. Golder Associates prepared a design to repair the slide area with a shotcrete covering and recommends the work include the rest of the rock area in the vicinity of the slide. The contract with Golder is on a time and material (T&M) basis with an estimated cost to complete the repair of \$600,000. Staff recommends Council authorize the award of this emergency engineering and construction services contract to Golder Associates in an amount not to exceed \$600,000.

PREVIOUS COUNCIL ACTION:

- August 2008: Council adopted Resolution No. 2008–20, accepting a \$250,000 legislative grant for Cruise Ship, Pier II, and Waterfront Master Plan
- August 2009: Council adopted Resolution No. 2009–23, accepting a \$700,000 legislative grant for design and construction of a pedestrian pathway from Pier II to downtown
- December 2009: Council authorized an award to DOWL HKM to oversee a public process to identify the preferred pedestrian route and to complete 35% design for the sidewalk and pedestrian amenities to accommodate cruise ship passenger foot traffic
- Public Meeting held February 2010 to discuss water front project and proposed pedestrian route options from Pier II to Downtown area
- June 2010: DOWL presented the design study to Council who identified Shelikof as the preferred route for a sidewalk and associated pedestrian improvements
- January 2011: Council adopted Resolution No. 2011–02, requesting additional funding for parking and other improvements and identifying the project as one of the City's top funding priorities for FY2012
- August 2011: Council adopted Resolution No. 2011–27, accepting a \$1,600,000 legislative grant for pedestrian improvements and parking improvements between Pier II and downtown

JUNE 13, 2013

Agenda Item V. f. Memo Page 1 of 3

- October 2011, Council awarded final design of the Shelikof Street Pedestrian Improvements to DOWL/HKM
- September 27, 2012, Council awarded construction contract to Brechan Enterprises

DISCUSSION: The original project called for the area of the rock cut to be covered by a large concrete revetment wall. When the project was bid, the cost of the revetment wall was so high the project did not have adequate funds to cover it. DOWL HKM performed additional evaluation of the rock geo-tech report and determined that the rock wall would stand on its own. Given that information, staff negotiated with Brechan and awarded the project deleting the concrete revetment wall, which was included in the bid at \$552,000.

The rock cut work was completed around May 14, and the area appeared stable. On the night of May 20, a section below the Petro Star fuel tank gave way. This was in the area of a fault that was laying in a different direction from the surrounding rock. The section that fell was right at the edge of the Right-of-Way, and the slide encroached into Petro Star's property roughly eight feet. The City must repair the slide area and restore the lost property and property corner.

When the slide occurred, staff called DOWL HKM who had done the design work, and since Golder was in town working on the City's dam safety inspections project, staff requested Golder's engineer to look at it as well.

DOWL evaluated a plan to use soldier piles and build a retaining wall in front of the slide area and then fill behind. Brechan sought out pricing on materials and equipment that could install the piling. The only piles available were too small, and the drilling equipment could not handle the size piling needed. The material alone for this repair would have been over \$200,000 for the steel, and because of the lack of materials, staff did not pursue the concept.

Golder had extensive experience with shotcrete on many projects and felt that it would work well in this situation. They completed a project in Valdez recently doing very similar work. Staff asked Golder to put together a design and they contacted Concrete Solution in Seattle. This is the firm they worked with in Valdez. On Tuesday June 4, a Golder engineer and Concrete Solution owner, Scott Strozyk, arrived in town and evaluated the site. They feel that the shotcrete approach will work well in this instance.

The plan calls for the installation of anchors into the rock. The anchors will tie to different sizes of steel and then be covered with roughly six inches of high strength concrete that is injected over the steel and rock face. The finished product will be sculpted to look somewhat like a rock finish.

A drainage mat will be installed between the rock face and the steel to make sure any water within the rock has a way out. This underlying drainage mat will come down the rock face and discharge into the drainage ditch at the toe of the rock slope.

For safety purposes, the entire rock cut in the area of the slide will be shotcreted. This will require additional funds be added to the Shelikof Street Pedestrian Improvement project. Given the failure, staff

and the engineers do not see any other options to prevent future safety problems. Staff advises that additional funds will be needed to complete the repair and should be moved from other projects to cover the costs.

ALTERNATIVES:

- 1) Authorize the emergency engineering and construction repairs for the slide area on Shelikof Street, which is staff's recommendation. This repair is critical and must be completed as soon as possible.
- 2) Do not authorize the emergency engineering and construction repair of the slide area, which is not recommended. The City has an obligation to repair this area to address the damage to Petro Star's property and reopen the area to through traffic as soon as possible.

FINANCIAL IMPLICATIONS: The project does not have adequate funding to cover this entire repair. The project has a total of \$344,307 currently available. Staff recommends a transfer of \$35,000 from another street improvement project, Project No. 5031, and a transfer of the balance of funding needed to pay the time and materials contract from the FY2014 Pavement Repair Project, Project No. 5025. There is no other alternative to cover the unexpected and expensive cost of repair to this slide area. Because of the short time constraint to get this emergency repair approved, staff is only able to provide rough cost estimates at this time.

STAFF RECOMMENDATION: Staff recommends that Council award this emergency engineering and construction services contract for the Shelikof Street Pedestrian Improvements, Project No. 13-10/8016, to Golder Associates Inc. in an amount not to exceed \$600,000, with funds coming from the Harbor Cargo Development Fund, Project No. 13-10/8016, the Street Improvement Project, Project No. 5031, and the Pavement Repair Project, Project No. 5025.

CITY MANAGER'S COMMENTS: This slide was completely unexpected and must be addressed as soon as possible. Mark Kozak and Glenn Melvin worked diligently to get an accurate assessment of how to stabilize the area and have been working with Petro Star as well. This is an emergency and must be repaired as soon as possible to stabilize the slope area, restore Petro Star's property, and reopen the road. I recommend Council approve this emergency engineering and construction repair using the funding sources identified in the memo as needed.

ATTACHMENTS:

Attachment A: Golder Associates proposal [Clerk's Note: This attachment was unavailable at the time of packet production. It will be distributed at the meeting.]

PROPOSED MOTION:

Move to authorize an emergency engineering and construction services contract for the Shelikof Street Pedestrian Improvements, Project No. 13-10/8016, with Golder Associates Inc. in an amount not to exceed \$600,000, with funds coming from Harbor Cargo Development Fund, Project No. 13-10/8016, the Street Improvement Project, Project No. 5031, and the Pavement Repair Project, Project No. 5025 and authorize the City Manager to execute the contract on behalf of the City.