

**City of Kodiak Regular Council Meeting Agenda for September 26, 2013**  
**7:30 p.m., at 710 Mill Bay Road, Assembly Chambers (Room 232)**

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- I. Call to Order/Roll Call**  
Pledge of Allegiance/Invocation
  
- II. Previous Minutes**  
Approval of Minutes of the September 5, 2013, Special Council Meeting and September 12, 2013, Regular Council Meeting.....1
  
- III. Persons to Be Heard**
  - a. Proclamation: Fire Prevention Week .....12
  - b. Public Comments (limited to 3 minutes) (486-3231)
  
- IV. Unfinished Business**  
None
  
- V. New Business**
  - a. Resolution No. 2013–28, Naming Election Workers for the October 1, 2013, Regular Municipal Election.....16
  - b. Authorization of an Upgrade of the Stencil Multimedia Logging Recorder System .....18
  - c. Authorization of Amendment No. 2 to the Professional Services Agreement for Project Management for the New Library, Project No. 6012 .....26
  
- 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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<p><b>DRAFT</b></p>
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**MINUTES OF THE SPECIAL COUNCIL MEETING  
OF THE CITY OF KODIAK  
HELD THURSDAY, SEPTEMBER 5, 2013  
IN THE BOROUGH CONFERENCE ROOM**

**I. MEETING CALLED TO ORDER**

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

**II. PUBLIC COMMENTS**

**Judi Kidder** expressed disagreement with being charged sales tax on her ACS bill because she resides outside the City limit.

**III. EXECUTIVE SESSION WITH THE CITY ATTORNEY TO DISCUSS TAX MATTERS**

The City Manager and Mayor have called a special meeting for an executive session with the City Attorney to discuss tax matters.

Councilmember Davidson **MOVED** to enter into executive session.

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

The Council entered into Executive Session at 7:05 p.m.

The regular meeting reconvened at 8:05 p.m.

**IV. ADJOURNMENT**

Councilmember Davidson **MOVED** to adjourn the meeting.

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

The meeting adjourned at 8:05 p.m.

CITY OF KODIAK

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MAYOR

ATTEST:

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CITY CLERK

Minutes Approved:

<p style="font-size: 2em; margin: 0;">DRAFT</p>
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**MINUTES OF THE REGULAR COUNCIL MEETING  
OF THE CITY OF KODIAK  
HELD THURSDAY, SEPTEMBER 12, 2013  
IN THE BOROUGH ASSEMBLY CHAMBERS**

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

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

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

**II. PREVIOUS MINUTES**

Councilmember Whiddon MOVED to approve the minutes of the August 8, 2013, regular meeting as presented.

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

**III. PERSONS TO BE HEARD**

**a. Proclamation: Recognizing Kodiak's Seafood Processing Workers**

Councilmember Whiddon read the proclamation, which recognizes the hard work of seafood processing workers and the positive contribution they make to the community.

Mayor Branson and Councilmembers Saravia and Whiddon handed out the proclamations, t-shirts, and sweatshirts to the following cannery representatives; **James Portillo**, Alaska Pacific Seafoods; **Tony Ozaball**, Ocean Beauty Seafoods; **Flor Samia**, Trident Seafood Corporation; and **Isaac Delrio**, Western Alaska Fisheries. John Whiddon accepted the proclamation for Pacific Seafoods. Global Seafoods North America and International Seafood of Alaska, Inc. were also presented a proclamation.

Mayor Branson expressed appreciation for the Kodiak's Seafood Processing Workers. She thanked Councilmember Saravia for organizing the recognition and for designing the t-shirts and sweatshirts that were handed out.

**b. Proclamation: Declaring Hispanic Heritage Month**

Mayor Branson read the proclamation, which urges all citizens to celebrate the rich history and recognize the important contributions of Hispanic Americans in Kodiak.

Gabriella Saravia accepted the proclamation.

**c. Public Comments**

None

**IV. UNFINISHED BUSINESS**

- a. Second Reading and Public Hearing, Ordinance No. 1311, Amending Kodiak City Code 5.40.010, Businesses on City Property Prohibited; Repealing and Reenacting Kodiak City Code Chapter 10.08, Motor Vehicle and Driving Offenses—Rules of the Road; Enacting Kodiak City Code Chapter 10.16, Stopping, Standing, and Parking; Repealing and Reenacting Kodiak City Code 10.40.010, Impoundment; Repealing Kodiak City Code 10.44.020, Failure to Obey Citation; Repealing and Reenacting Kodiak City Code 10.44.030, Vehicle and Traffic Offenses—Fine Schedule; to Provide for a Civil System for Parking Enforcement**

Mayor Branson read Ordinance No. 1311 by title. An amendment to District Court Criminal Rule 8 for minor offenses by the Alaska Supreme Court seriously impacted the police department’s ability to enforce parking rules in the City. This ordinance creates a civil penalties section to remedy this and allow the Police Department to resume parking enforcement in the City. This ordinance also proposes increasing the fine amount for parking violations to \$20 per violation. This sum will enhance cost recovery and support a new civil penalties section of Code that City staff will administer. In addition, this ordinance adopts, by reference, Title 13 AAC Chapter 02, Motor Vehicle and Driving Offenses: Rules of the Road, and promotes consistency and continuity when enforcing all common driving offenses occurring within the City. Council reviewed Ordinance No. 1311 and advanced it to public hearing and second reading at the August 8, 2013, meeting.

Councilmember Davidson MOVED to adopt Ordinance No. 1311.

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

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

**V. NEW BUSINESS**

- a. Resolution No. 2013–26, Appointing Members to the Kodiak Fisheries Development Association**

Mayor Branson read Resolution No. 2013–26 by title. The term for the joint City-Borough seat on the Kodiak Fisheries Development Association (KFDA) held by Stosh Anderson expired in July 2013. He sent an email to the Borough Clerk indicating his willingness to be reappointed to KFDA. The Borough Assembly made the reappointment at their August 15, 2013, meeting. The term for the City crab processor seat held by Mike Woodruff also expired in July 2013, and he has requested reappointment.

Councilmember Bishop MOVED to adopt Resolution No. 2013–26.

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

**b. Resolution No. 2013–27, Accepting a Legislative Grant for the Monashka Pumphouse Upgrades**

Mayor Branson read Resolution No. 2013–27 by title. The Monashka reservoir and pumphouse provide the primary sources of water for the City of Kodiak’s public water system. The pumphouse was constructed in the early 1970s, and since that time only minor changes have been made, such as adding additional pumps and the replacement of the original motor start systems. The City did a feasibility study to evaluate the facility, and the final report concluded that the pumphouse could not be rebuilt due to structure deficiencies; it had to be replaced. The City Council identified the Monashka Pumphouse project as its No. 1 legislative funding priority for FY2014 and requested state funding assistance. The state legislature awarded the City an FY2014 legislative grant in the amount of \$500,000 to help fund the replacement.

Councilmember Whiddon MOVED to adopt Resolution No. 2013–27.

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

**c. Authorization of Vehicle Purchases for the Harbor and Public Works Departments**

The Public Works Department budgeted for the replacement of an existing maintenance pickup and one one-ton flat bed chassis in FY2014. The Harbor Department budgeted to replace one existing pickup in the Boat Harbor Enterprise Fund for FY2014. The existing vehicles have been through a mechanical evaluation by the City maintenance shop and are recommended for replacement. The City advertised the bid for these replacement vehicles in July, and two bids were received on August 29, 2013.

Councilmember Davidson MOVED to authorize the purchase of vehicles from Kodiak Motors for a total amount of \$72,480 as follows: one half-ton 4x4 pickup and one one-ton 4x4 dual wheel chassis flatbed for a total of \$49,561, with funds coming from the Public Works Street Department, Machinery and Equipment Account and one half-ton 4x4 pickup truck for \$22,919, with funds coming from the Boat Harbor Enterprise Fund, Administration, Machinery and Equipment Account.

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

**d. Authorization of Change Order No. 7 for Baranof Park Improvement Project, Project No. 12-05/9001**

The City of Kodiak holds a contract with Ohno Construction who has performed all the turf related work to date on the Baranof Park Improvement Project. Ohno is 90% complete on the final phase of Field Turf installation, which is on the Baranof multipurpose outfield. The project is

both on schedule and on budget. Over the course of the project this past summer, the City has accumulated various change proposals addressing unforeseen needs of the project. Although the specific changes were unforeseen in the design documents due to programming and site conditions, the amount needed to address a final change order was anticipated as a contingency value in the project budget. Change Order No. 7 represents the final effort for turf installation and contains all associated change proposals and is within the budgeted project contingency.

Councilmember Walker MOVED to authorize Change Order No. 7 for Baranof Park Improvement Project, Project No. 12-05/9001 with Ohno Construction in the amount of \$65,056.51, 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.

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

**e. Authorization of Amendment No. 2 to the Professional Services Contract for Biosolid Consultation, Project No. 7517**

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

Councilmember Whiddon MOVED to authorize Amendment No. 2 to the Professional Services Contract for Biosolid Consultation, Project No. 7517, with CH2MHill in an amount not-to-exceed \$85,000, with funds coming from the Sewer Capital Improvement Fund, Biosolid Management Project No. 7517 and authorize the City Manager to execute the amendment.

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

**f. Authorization of City Manager’s Employment Contract**

This action will authorize the City Manager’s employment contract, which was negotiated following the changes to the City’s Personnel Rules and Regulations (PR&R) when Ordinance No. 1307 became effective on June 1, 2013.

Councilmember Walker MOVED to authorize City Manager’s employment contract, Record No. 210865, as negotiated on August 8, 2013.

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

**VI. STAFF REPORTS**



**a. City Manager**

Manager Kniazowski said she recently returned from the Aspen Institute with Mayor Branson and stated it was a wonderful experience.

Manager Kniazowski said that Katie Baxter accepted a conditional offer as the Library Director and commented that she is a well qualified individual. She said she is pleased to announce the hire and stated the new director will be on site in October for the transition into the new Library.

Manager Kniazowski announced that the Library grand opening is planned for December 9, 2013, and stated if there are any conflicts with this date to notify her by next Friday. The library will open for business the day after the grand opening.

Manager Kniazowski said the Kodiak Island Borough Assembly prefers take action on the land agreement for the long-term biosolids disposal agreement prior to acting on the short-term agreement. She said the City will be able to move toward an action after the Borough's October 3, 2013, meeting.

Manager Kniazowski said the bleachers for the Baranof Park have arrived and will be installed. She shared that Brechan Enterprises Inc. will pave Shelikof Street by Pier II, weather permitting, on Saturday and then Thorsheim Street on Sunday.

Manager Kniazowski will be out of town next week from Tuesday through Thursday for a tour of biosolid facilities that are similar in size and design to prepare for a facility in Kodiak. She said there is a small group of six touring these facilities.

**b. City Clerk**

City Clerk Marljar said the City election is approaching, and the Clerk's Office will offer absentee in person voting beginning on Monday, September 16, 2013, in Room 217.

She said approximately 2400 official election pamphlets were mailed two weeks ago and indicated if City residents did not receive their pamphlet to contact the Clerk's office and a pamphlet will be mailed to them.

City Clerk Marljar informed the public of the next scheduled Council work session and regular meeting.

**VII. MAYOR'S COMMENTS**

Mayor Branson said she was at the Aspen Institute for two days for a think tank; she said that Jason Smart, Rasmussen Foundation, had put forth her name to attend. She stated mid-city Mayors were in attendance and there were case studies on transit, riverfronts and water case studies reviewed by experts. She took Kodiak's downtown revitalization project for review. She stated she will bring the information from the institute back to the Downtown Kodiak Revitalization Special Committee on September 23, 2013. She thanked the Rasmussen Foundation for recommending her to attend the Aspen Institute.

She shared her appreciation for the new library facility and the park projects.

Mayor Branson voiced appreciation to Chief of Police T.C. Kamai for his 25 years of service.

Mayor Branson thanked Senator Gary Stevens and Representative Alan Austerman for a successful lobbying effort to get the \$500,000, for Monashka pumphouse upgrades for the City and real-locating other funds.

She said it was an honor to have Councilmember Saravia be a part of the seafood worker recognition and thanked the seafood workers for their hard work.

Mayor Branson said she was pleased that there has been a transition for the City Manger and City Clerk from the salary schedule to contracts. She said they do an excellent job and, as professionals, this change was important.

### VIII. COUNCIL COMMENTS

Councilmember Walker congratulated Chief of Police T.C. Kamai on his retirement and thanked him for his service. He said he was very appreciative for the transition from the salary schedule for the City Manager and City Clerk. He said the Baranof Park is one of the premier parks in the State of Alaska and shared his appreciation for the new Library. He thanked public employees for the work they do for the Kodiak community.

Councilmember Davidson thanked cannery workers for their contribution to the community. He thanked Chief of Police T.C. Kamai for his 25 years of service and for the positive difference he has made in the community. He commented on the progress of the Baranof Park and the new library.

Councilmember Whiddon expressed his appreciation for the emergency response system when he made a call to 911; he said the staff was prompt and professional. He thanked them for saving the building. He thanked Chief of Police T.C. Kamai for his service to the community. He thanked Councilmember Saravia for helping to recognize the seafood workers, because they make a huge impact to the community. He commented that the Fisheries Work Group recently met, and he is pleased with the work it does for the community. He recognized Public Works Director Mark Kozak for his professionalism and his performance.

Councilmember Saravia thanked Chief of Police T.C. Kamai for his service and said he hopes he continues to reside in Kodiak. He said that the quality of life is improved in Kodiak by the development of projects such as the park and new library. He said that composting was pursued to be cost effective for the community, and the City has been working on the project for several years. He said that all the decisions made by the Council are made in a collective and respectful manner. He said he was proud to be a cannery worker over the last 32 years and thanked the cannery workers within Kodiak. He said he was proud to be a Spanish American and live in such a beautiful and safe city.

Councilmember Bishop thanked Chief of Police T.C Kamai for his years of service. He thanked the seafood processor workers, as well as the City department heads and staff, for their hard work and dedication.

**IX. AUDIENCE COMMENTS**

None

**X. ADJOURNMENT**

Councilmember Davidson MOVED to adjourn the meeting.

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

The meeting adjourned at 8:26 p.m.

CITY OF KODIAK

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MAYOR

ATTEST:

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CITY CLERK

Minutes Approved:

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## **PERSONS TO BE HEARD**

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## MEMORANDUM TO COUNCIL

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**Date:** September 26, 2013

**Agenda Item:** III. a. **Proclamation: Fire Prevention Week**

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**SUMMARY:** This proclamation urges all citizens to check their kitchens for fire hazards and always use safe cooking practices, and to support the many public safety activities and efforts of Kodiak's fire and emergency services.

**ATTACHMENTS:**

Attachment A: Proclamation: Fire Prevention Week

# PROCLAMATION

## Declaring Fire Prevention Week

### October 6 to 12, 2013

WHEREAS, the City of Kodiak is committed to ensuring the safety and security of all those living in and visiting our city; and

WHEREAS, fire is a serious safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, home fires killed more than 2,500 people in the United States in 2011, according to the National Fire Protection Association, and fire departments in the United States responded to 370,000 home fires; and

WHEREAS, cooking is the leading cause of home fires in the United States where fire departments responded to more than 156,000 annually between 2007 and 2011; and

WHEREAS, unattended equipment was a factor in one-third of the reported cooking fires; and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires in half; and

WHEREAS, Kodiak's residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, the 2013 Fire Prevention Week theme, "Prevent Kitchen Fires!" effectively serves to remind us to stay alert and use caution when cooking to reduce the risk of kitchen fires.

NOW THEREFORE, I, Pat Branson, Mayor of the City of Kodiak, Alaska, do hereby proclaim October 6 to 12, 2013, as

#### Fire Prevention Week

in Kodiak, and urge all citizens to check their kitchens for fire hazards and always use safe cooking practices, and to support the public safety efforts of Kodiak's fire and emergency services.

Dated this 26th day of September 2013.

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City of Kodiak

Pat Branson, Mayor

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# **NEW BUSINESS**

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## MEMORANDUM TO COUNCIL

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**To:** Mayor Branson and City Councilmembers

**From:** Debra Marlar, City Clerk *DM by MS*

**Date:** September 26, 2013

**Agenda Item:** V. a. **Resolution No. 2013–28, Naming Election Workers for the October 1, 2013, Regular Municipal Election**

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**SUMMARY:** Resolution No. 2013–28 names election workers and canvass board members for the October 1, 2013, regular municipal election.

**PREVIOUS COUNCIL ACTION:** Annually, the Council adopts a resolution naming election workers for the regular municipal election.

**BACKGROUND:** Kodiak City Code specifies that, prior to each election, the Council shall appoint judges and clerks for each City precinct and will also appoint a canvass board consisting of at least three persons.

This resolution names election workers and canvass board members for the October 1, 2013, regular municipal election and authorizes the City Clerk to appoint other persons, if necessary, to ensure that an adequate number of workers are present to conduct and canvass the election.

**CITY CLERK’S COMMENTS:** The City Clerk recommends the Council adopt Resolution No. 2013–28.

**ATTACHMENTS:**

Attachment A: Resolution No. 2013–28

**PROPOSED MOTION:**

Move to adopt Resolution No. 2013–28.

**CITY OF KODIAK  
RESOLUTION NUMBER 2013–28**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK NAMING  
ELECTION WORKERS FOR THE OCTOBER 1, 2013, REGULAR MUNICIPAL  
ELECTION**

WHEREAS, the City will conduct a regular municipal election on Tuesday, October 1, 2013; and

WHEREAS, the City Code requires that Judges and Clerks of the election be named.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Kodiak, Alaska, hereby appoints the following individuals to serve as election workers for the regular municipal election to be held within the City of Kodiak on Tuesday, October 1, 2013:

- Section 1.** The election workers for Precinct No. 820 (Kodiak No. 1), located at the Harbor-master Building, shall be Merle Powell, Chair and Sandy Peotter, Co-chair; and Margaret Bosworth, Yvonne Boudreau, Cecelia Esparza, Angelito Llave, Ellen Lester, Barbara Marconi, and Gretchen Saupe as Judges.
- Section 2.** The election workers for Precinct No. 825 (Kodiak No. 2), located at the Teen Center, shall be Esther Waddell, Chair and Richard Waddell, Co-Chair; and George Cusick, Ella Delos Santos, Heather Fincher, Gail Gainer, Marites Medina, Nita Nicolas, Patilou Peralta, and Helen Williams as Judges.
- Section 3.** The Accuvote Board shall be the City and Borough Clerks and their staff.
- Section 4.** The Receiving Board shall be Cathy Cordry, Mary Forbes, Marya Nault, and Susan Norton.
- Section 5.** The Canvass Board shall be Michelle Shuravloff-Nelson, Dick Ross, and Pat Szabo.
- Section 6.** The City Clerk and Clerk’s staff shall have the authority to fill in where needed, and the City Clerk shall have the authority to appoint additional persons, as necessary, to ensure an adequate number of election workers are available to conduct and canvass the election.

CITY OF KODIAK

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MAYOR

ATTEST:

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CITY CLERK

Adopted:

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## MEMORANDUM TO COUNCIL

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**To:** Mayor Branson and City Councilmembers

**From:** Aimée Kniazowski, City Manager *AK Bynum*

**Thru:** T.C. Kamai, Chief of Police *CK*

**Date:** September 26, 2013

**Agenda Item:** V. b. **Authorization of an Upgrade of the Stancil Multimedia Logging Recorder System**

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**SUMMARY:** The Kodiak Police Department (KPD) Public Safety Answering Point (PSAP) relies on a Stancil Multimedia Logging Recorder System to record emergency and non-emergency telephone calls and radio traffic received at the PSAP. Due to a high volume of calls and radio traffic received the current system is frequently overwhelmed and unable to make recordings. This proposal upgrades the current system to one that is more robust and capable of handling the volume of calls and radio traffic received at the PSAP. Staff recommends Council authorize an upgrade of the Stancil Multimedia Logging Recorder System by WesTek Marketing in the amount of \$30,794 as budgeted in FY2014, with funds coming from the Police Department Capital Improvements Fund.

**PREVIOUS COUNCIL ACTION:**

- This proposal was discussed during the May 4, 2013, budget presentation meeting.
- Council subsequently funded this proposal when the FY2014 budget was adopted.

**BACKGROUND:** The Association of Public Safety Communications Officials (APCO) and the National Emergency Number Association (NENA) provide policy, professional development, and technical assistance to the nation's emergency communications community. APCO/NENA has promulgated standards and best practices that are utilized in PSAP's around the country. One standard concerns the use of logging recorders to record analog, digital and Voice over Internet Protocol (VoIP), telephony and radio communication. There are many reasons to record telephone and radio communications: playback and recall, quality assurance, employee evaluation and training, and legal reasons.

The KPD PSAP has relied on Stancil Solutions hardware and software to record emergency and non-emergency telephone calls and radio communication for many years. In 2010, when the PSAP was relocated to the new police station, the Stancil hardware and software system was upgraded to allow VoIP call recording. Shortly after this upgrade, staff determined that the system did not have adequate capacity to record all of the new telephone extensions added to the police station, so it was upgraded again in FY2011.

Over the past few years we have experienced intermittent problems with the quality of some of the recordings being made. Several telephone and radio recordings were found to be unintelligible or incomplete. In some instances, recordings of a telephone conversation or radio broadcast were not made. The City IT Department has worked with Stancil Solutions to identify the reasons for these problems. They have concluded that the volume of calls and radio traffic received at the PSAP exceeds current system capacity. Lost, incomplete and unintelligible recordings are the by-product. The City IT Department recommends upgrading this system.

**DISCUSSION:** The Kodiak Police Department (KPD) Public Safety Answering Point (PSAP) relies on a Stancil Multimedia Logging Recorder System to record emergency and non-emergency telephone calls and radio broadcast received at the PSAP. Recordings are made for a variety of reasons. The first and most obvious reason is to preserve a record of a call or a radio broadcast.

Many calls and radio broadcasts have evidentiary value for criminal prosecutions. These recordings are preserved and used during criminal prosecutions. Recordings may also be used during civil litigation. Sometimes, recordings are also used to resolve complaints alleging rude and discourteous treatment by staff or dereliction of duty. There is also value to replaying recordings when training Public Safety Dispatchers.

While the current Stancil system has been upgraded, the volume of telephone calls and radio broadcast exceed the system's designed capacity, resulting in unintelligible or incomplete recordings. The City IT Department has worked with Stancil Solutions to understand the reasons for these problems. Stancil suggests that the current system we use is at its maximum capacity.

Stancil Solutions has recommend migration to a new system that will be configured to meet our present needs for PSAP recording, plus be forward compatible with any future NG 9-1-1 system. The City IT Department concurs with Stancil's recommendation. Staff recommends Council authorize an upgrade of the Stancil Multimedia Logging Recorder System by WesTek Marketing in the amount of \$30,794, with funds coming from the Police Department Capital Improvements Fund.

**ALTERNATIVES:**

1. Authorize this purchase, in which case staff will proceed with replacing the current recording system at the KPD PSAP. This is the recommendation staff makes to Council.
2. Do not authorize this purchase. The KPD PSAP will continue to experience problems with making recordings and, ultimately, the system will fail. This would have a negative impact on KPD PSAP operations and affect service delivery and the public safety.

**FINANCIAL IMPLICATIONS:** As mentioned previously, this proposal was discussed during the May 4, 2013, budget presentation meeting and subsequently funded when the FY2014 budget was adopted.

**STAFF RECOMMENDATION:** Staff recommends Council authorize an upgrade of the Stancil Multimedia Logging Recorder System by WesTek Marketing in the amount of \$30,794, with funds coming from the Police Department Capital Improvements Fund.

**CITY MANAGER'S COMMENTS:** I support the staff recommendation to proceed with the purchase of this upgraded system. It's very important to have a fully functioning system that can record all calls accurately and completely, and the cost for this upgrade is included in the FY2014 budget. I recommend Council authorize the purchase.

**ATTACHMENTS:**

Attachment A: WesTek Marketing Proposal

**PROPOSED MOTION:**

Move to authorize an upgrade of the Stancil Multimedia Logging Recorder System by WesTek Marketing in the amount of \$30,794, with funds coming from the Police Department Capital Improvements Fund and authorize the City Manager to execute the necessary documents.

# WesTek Marketing - Stancil Upgrade Proposal

## Kodiak Police Department

### Stancil Multimedia Logging Recorder System



**Customer:**

Kodiak Police Department  
 2160 Mill Bay Road  
 Kodiak, AK 99615

**Effective Date:** 11-Aug-13

**Representative:** Mark Enfield

**Proposal #:** M081113-1

Stancil

**System upgrade configured with 16 analog channels, and 28 Cisco VoIP channels, designed to be NG911 capable and NENA I3 compliant.**

**Part Number / Description**

Stancil Digital Recording System upgrade-replacement configured with 16 analog recording channel inputs. Includes single 500GB enterprise class hard drive which will maintain over 70,000 channel hours of on-line recordings for immediate playback without the need of exchanging media, DVD-RW optical drive which read existing archive DVD's, network archive utility and license, Intel motherboard based computer, Intel Core I5 or better processor, 19" Viewsonic wide format flat panel monitor, mouse, keyboard & speakers, Microsoft Server 2008 operating system, all hardware and software necessary for a complete operational system. Recorder server housed in 19" rack-mount chassis which can be expanded up to 172 channels (combined IP, analog & Digital) in existing chassis. Includes one year warranty.

Base system includes the following suite of clients:

- One concurrent user Administrative client.
- One concurrent user Status client.
- One concurrent user Reports client.
- One concurrent user Player client.
- One concurrent user Instant Recall client.
- One concurrent user ROAR (Record-On-Request) client.

<u>Public Safety \$</u>	<u>Upgrd Discount</u>	<u>Cost \$</u>
\$16,700.00	20%	\$13,360.00

**Notes on clients:**

*Clients can be used locally, on LAN connected PC workstations and/or on internet connected PC workstations.  
 Concurrent User licenses can be loaded on as many PC's as desired and used on any of those PC's. The limitation is that the number of users who can log on to that type of client at the same time will be limited to the number of that type of license installed on the Recorder Server. Any Concurrent User client logged on at the Recorder server counts as one of the licensed Concurrent Users.  
 No clients must necessarily be running on Recorder Server nor must the Recorder Server be logged on to Windows for the core system functions and remote clients to be fully operational and functional.*

Supply system with Quality Scoring system license and utility.

Direct CD, DVD & BlueRay Burning.

Direct email Interface.

Network Archive storage utility and license.

Playlist interface.

Processor and memory upgrade.

Add Cisco VoIP recording interface with 28 IP recording channels.

Supply system in 4U 19" high reliability chassis. Includes 500GB hot-swap RAID1 array with Dual Seagate 500GB enterprise class hard drives, SAS hardware RAID controller, dual redundant N+1 hot-swap load sharing power supplies, tripple G-LAN NIC's and hot-swap cooling fans. System housed in 19" 4U x 26" rack-mount chassis.

No Charge	N/A	No Charge
No Charge	N/A	No Charge
No Charge	N/A	No Charge
No Charge	N/A	No Charge
No Charge	N/A	No Charge
No Charge	N/A	No Charge
\$13,580.00	20%	\$10,864.00
\$4,000.00	20%	\$3,200.00



Installation & training. Includes all travel, labor, materials and miscellaneous expenses necessary to accomplish a complete turn-key system installation. Proposed installation pricing assumes all audio, LAN and power cables will be run to general area of proposed recorder server prior to system installation. On-site operator and technical training are also included at time of system installation. Follow-up training included at no additional cost.

Freight. Cost of incoming freight. (Heavy Palletized Freight)

\$3,800.00	35%	\$2,470.00
\$900.00	N/A	\$900.00
\$38,980.00		\$30,794.00

**System Upgrade Total**

**Optional:**

Screen Recording. Provides recording of one, two or three screens per position. Recording can be set for full time recording, or based on trigger. Screens to be recorded can be based on static screen position or application. With screen recording option, playback can include synchronized audio with screen video. Cost for 10 position license. 10 position license.

Supply 4TB network storage server with four hot-swap 2TB hard drives configured in redundant RAID10 array. Includes dual G-LAN network interfaces. Installed and configured for archive storage.

Add ANI/ALI interface and system license.

Map Client License, five concurrent users.

Add Mobile Player, five concurrent users.

\$5,200.00	20%	\$4,160.00
\$1,790.00	20%	\$1,432.00
\$1,980.00	20%	\$1,584.00
\$4,100.00	20%	\$3,280.00
\$1,990.00	20%	\$1,592.00

*Numerous other options and/or configurations available upon request.*

**Special Stencil Upgrade Notes:**

1. All system feature and client licenses on existing system will directly transfer to new system at no additional cost.
2. The upgrade will include a network archive storage license and automated network archive utility which will eliminate the need to archive to DVD.
3. The upgrade will include all new current technology hardware and software.
4. As part of upgrade process WesTek will import data from existing system to new system at no cost to the customer for a seamless upgrade process.
5. The upgraded system will be running on a MS Windows Server 2008 operating system.
6. The upgraded system will come with a new 1 year warranty.
7. Any amount remaining on existing system service agreement will be carried forward to the service agreement on the upgraded system following the warranty expiration.

**General Proposal Notes:**

1. System upgrade includes everything necessary for a complete turn-key upgrade replacement with no hidden costs.
2. As part of the system upgrade all hardware/software components not used in the new system will become the property of the vendor.
3. Proposal is all inclusive with no hidden charges.
4. Proposal total does not include sales tax if applicable.
5. After 90 days from proposal date prices will be subject to change without notice. Contact Factory Representative listed below to verify pricing prior to order placement.
6. All pricing stated in US funds.
7. Payment terms: Net 30 days.

**Please direct enquiries or make orders to:**

WesTek Marketing  
44401 SE 142nd Street  
North Bend, WA 98045

Phone: 425 888-1988  
Fax: 425 888-4802  
Contact: Mark Enfield  
Email: me@westekmarketing.com



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## MEMORANDUM TO COUNCIL

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**To:** Mayor Branson and City Councilmembers  
**From:** Aimée Kniazowski, City Manager *AK by new*  
**Thru:** Glenn Melvin, City Engineer  
**Date:** September 26, 2013

**Agenda Item:** V. c. **Authorization of Amendment No. 2 to Professional Services Agreement for Project Management for New Library, Project No. 6012**

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**SUMMARY:** The library project will be complete in a just a few weeks. Throughout the construction process the City has relied heavily on the professional services that ARCADIS (formerly RISE Alaska) has available. This memorandum is to request an amendment to the existing contract for services to manage and facilitate the move from the old library to the new facility. This amendment will increase their fees by an additional \$29,945. Staff supports this request and recommends Council authorize Amendment No. 2 to the professional services contract between the City and Arcadis for the needed additional project management services for the new library project.

**PREVIOUS COUNCIL ACTION:**

- July 28, 2011, Council authorized a professional services contract with RISE Alaska (now ARCADIS) for design phase project management services
- June 14, 2012, Council authorized a contract extension with RISE Alaska (ARCADIS) to include construction management services
- May 9, 2013, Council authorized contract Amendment No. 1 with Arcadis to include additional construction management services

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

As we near the end of the project, the City is in need of management to facilitate the move from the existing library to the new building. The past director and library staff developed a preliminary plan for the move and started the process to work toward the move. The reality of the move is here now, and we are fortunate that Arcadis has a manager capable of facilitating the library activation process. Judi Andrijanoff will lead the activation process on behalf of the City. Judi has led Art Procurement for the project and has experience and in-depth understanding of the project. Judi understands the project's planning objectives, scope, and current progress, and is prepared to assist the City with development and implementation of a successful move-in and activation program.

The scope of work will include:

- Full assessment for the physical move-in and activation of the new library
- Complete task identification and leadership assignments beyond those included in preliminary planning
- Comprehensive Activation Program and Schedule Development beyond preliminary planning
- Guide execution of the Activation Program and monitor progress
- Orchestrate physical move of existing library assets to new library site, including moving company RFQ's
- Assist with RFP development and solicitation of janitorial services for the new library facility
- Recommend best approach to address City assets remaining in the existing library post-move
- Document post-opening issues identified through the Activation Program

**ALTERNATIVES:**

1. Authorize Amendment No. 2 to the professional services contract for project management services in the amount of \$29,945, which is the staff recommendation, because the needed services are critical to successful completion of the project.
2. Do not authorize the contract amendment. This is not recommended, because good project management is the key to the success of this project, and staff needs the professional management help through the transition to the new facility.

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

**LEGAL:** N/A

**STAFF RECOMMENDATION:** Staff recommends Council authorize contract amendment No. 2 to ARCADIS for project management services in the amount of \$29,945, with fees coming from the Building Improvement Fund, New Library Construction Project, Project No. 6012.

**CITY MANAGER'S COMMENTS:** I am always appreciative of the project management services provided by Roe Sturgulewski and his staff on the library project. Given that we are between library directors, and the fact that the closure of one library and opening of another require careful planning and coordination, I urge Council to approve this contract amendment so Judi Andrijanoff and Roe Sturgulewski can help us make it sensible and smooth. Therefore, I request Council to authorize this amendment to the ARCADIS contract.

**ATTACHMENTS:**

Attachment A: ARCADIS proposal for contract amendment for Library Activation Services for new library project, dated August 27, 2013

**PROPOSED MOTION:**

Move to authorize contract amendment No. 2 to ARCADIS for Library Activation Services for the library project in the amount of \$29,945, with funds coming from the Building Improvement Fund, New Library Construction Project, Project No. 6012 and authorize the City Manager to sign the documents on behalf of the City.

SEPTEMBER 26, 2013  
Agenda Item V. c. Memo Page 3 of 3



August 27, 2013

880 H Street, Suite 101  
Anchorage, Alaska 99501  
Tel 907.276.8095  
Fax 907.276.8609  
www.arcadis-us.com

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

**Subject: Proposal for Library Activation Services**

Dear Aimee,

We are pleased to provide this proposal for a contract amendment for Activation services for the Kodiak Public Library. Successful activation requires a myriad of functions and activities to be tried, tested and fully ready for, a safe, seamless and successful transition of staff and operations to the new facility and efficient operation on the day the library opens. This will ensure expectations of the City, Library staff, funders, and the community are met. As Project Manager, ARCADIS has been extensively involved in the design and construction management of this project. Building on our in-depth understanding of the project's planning objectives, scope and current progress, we propose the following scope of services to assist the City on the development and implementation of a successful move-in and activation program.

**Scope of Work:**

- Assess full effort required for the physical move-in and activation of the new library facility to include:
  - Current work initiative and/or completed work to date
  - Resources required and available for effort
  - Unforeseen elements and issues not considered in preliminary planning
- Complete task identification and leadership assignments beyond those included in preliminary planning
  - Collect lessons learned by other communities that have recently activated new libraries
  - Cultivate additional staff and stakeholder input
  - Apply professional experience and insight on facility activation
- Develop Comprehensive Activation Program and Schedule beyond preliminary planning to include:
  - Prioritize list of all tasks as critical, necessary, nice to have, pre-furniture and post-opening
  - Assign leadership for each task
  - Identify task interfaces with other activation activities
  - Propose start and complete dates for all tasks
  - Require milestone dates as driven by construction schedule and opening date
  - Record updates and comments
  - Vet contingency plans
- Guide execution of the Activation Program and monitor progress
  - Establish of weekly reporting meeting to monitor progress
  - Facilitate resolution of challenges
  - Recommend course-correction as needed
- Orchestrate physical move of existing library assets to the new library
  - Assist City with RFP development and solicitation of moving company services
  - Identify needs for boxes, moving carts, packing supplies
  - Assist staff with identification of early move items
  - Coordinate approach with movers and oversee movers performance and contract compliance
  - Lead and direct moves
  - Assist staff in developing packing/unpacking plans
  - Document post opening issues identified through move-in and facility activation program
- Assist City with RFP development and solicitation of janitorial services for the new library facility
- Recommend best approach to address City assets remaining in the existing library post-move
- Document post-opening issues identified through the Activation Program

**Fee:** These services would increase our existing contract amount by \$29,945. Reimbursable expenses will include a 5% markup. A breakdown of the effort required to complete this work is as follows:

<b>Staff</b>	<b>Hours</b>		<b>Rate</b>	<b>Amount</b>
Activation Project Manager	160	x	\$125	\$20,000
Assistant Project Manager	43	x	\$115	\$4,945
Travel Expenses				\$5,000
			<b>Total</b>	<b>\$29,945</b>

**Schedule:** This work will be performed August-December 2013.

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

Sincerely,



Roe Sturgulewski, Alaska Operations Leader

**CONCUR**

\_\_\_\_\_  
Aimee Kniazowski  
City Manager, City of Kodiak

\_\_\_\_\_  
Date