

City of Kodiak Regular Council Meeting Agenda for April 10, 2014
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 March 27, 2014, Regular Council Meeting.....1

- III. Persons to Be Heard**
 - a. Public Comments (limited to 3 minutes) (486-3231)

- IV. Unfinished Business**
 - a. Second Reading and Public Hearing, Ordinance No. 1317, Amending Kodiak City Code 8.68.010, Definitions, to Conform to the Naming of the New City Library8

- V. New Business**
 - a. Resolution No. 2014–14, Authorizing the Issuance of a Permit to the Kodiak Chamber of Commerce for Use of Public Property in Conjunction With the Kodiak Crab Festival 14
 - b. Resolution No. 2014–15, Authorizing the Issuance of a Permit to the Kodiak Garden Club for Use of Public Property for Its Annual Plant Sale20
 - c. Resolution No. 2014–16, Authorizing the Issuance of a Permit to the Humane Society of Kodiak for Use of Public Property for Its Annual Planted Basket Sale24
 - d. Resolution No. 2014–17, Authorizing the Issuance of a Permit to Kodiak Little League for the Use of Public Property for Its Baseball Camp Fundraiser28
 - e. Resolution No. 2014–18, Rescinding Resolution No. 06–7 and Re-Establishing a Per Diem Payment Policy32
 - f. Resolution No. 2014–19, Rescinding Resolution No. 2011–10 and Re-Establishing Funding Criteria for Nonprofit Grants38

- 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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DRAFT

**MINUTES OF THE REGULAR COUNCIL MEETING
OF THE CITY OF KODIAK
HELD THURSDAY, MARCH 27, 2014
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, Gabriel T. Saravia, Richard H. Walker, and John B. Whiddon were present and constituted a quorum. Councilmember Randall C. Bishop 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 March 13, 2014, regular meeting as presented.

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

III. PERSONS TO BE HEARD

Presentations:

Mayor Branson presented keys to the City of Kodiak to Amy Fogle, KHS Girl's basketball Coach; Assistant Coach Nick Billings; and the KHS girl's basketball team for winning the state championship.

Mayor Branson presented City Clerk Debra Marlar with a 20 year pin for her employment with the City of Kodiak, thanking her for her professionalism and dedication.

a. Proclamation: Mayors Day of Recognition for National Service

Councilmember Davidson read this proclamation, which encourages recognition of the positive impact of national service in our City and thanks those who serve and give back to their communities.

b. Public Comments

Kaia Henrickson, Kodiak Public Library Association, thanked the Council for their support and requested that the Council adopt the Resolution No. 2014-13 for their fundraising activities.

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS**a. First Reading, Ordinance No. 1317, Amending Kodiak City Code 8.68.010, Definitions, to Conform to the Naming of the New City Library**

Mayor Branson read Ordinance No. 1317 by title. This ordinance corrects the name of the new library facility as the Kodiak Public Library where it is referenced in Kodiak City Code 8.68.010 to define the word “library.” When the City Council formalized the name change from the A. Holmes Johnson Public Library to the Kodiak Public Library in April 2013, this section of code was not amended to reflect the change.

Councilmember Haines MOVED to pass Ordinance No. 1317 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, Saravia, Walker, and Whiddon in favor. Councilmember Bishop was absent. The motion passed.

b. Resolution No. 2014–13, Authorizing the Kodiak Public Library Association to Conduct Fundraising Activities at Selected City Facilities

Mayor Branson read Resolution No. 2014–13 by title. The Kodiak Public Library Association (KPLA) submitted a request to the Library Director requesting continued permission to conduct fundraising activities at the Kodiak Public Library and other City property as opportunities arise.

Councilmember Davidson MOVED to adopt Resolution No. 2014–13.

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

c. Authorization of Bid Award for Construction Services for Pier III Replacement, Project No. 11-07/8024

This authorization is for the construction contract between the City and Pacific Pile and Marine LP (PPM) Construction in the amount of \$25,841,720 for the construction of the Pier III Replacement Project No. 11-07/8024 project. The City pursued the bids through a competitive bid process conforming to the City of Kodiak’s Code, Title 3. Five bids were opened on March 6, 2014, and all bids exceeded the project construction budget. Per City Code section 3.12.050, the project manager initiated negotiations with the three low bidders with the goal of bringing the construction cost in alignment with the available budget. The revised bids were received on March 17, 2014, and PPM is the low responsible and responsive bidder.

Councilmember Whiddon MOVED to authorize the bid for construction of the Pier III Replacement Project to Pacific Pile and Marine in the amount of \$25,841,720, with funds coming from

the Pier III Replacement Project No. 11-07/8024 and authorize the City Manager to execute the documents on behalf of the City.

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

VI. STAFF REPORTS

a. City Manager

Manager Kniazowski congratulated the KHS Lady Bears for their basketball state championship. She stated the girl's team will be honored at the high school on Saturday at 1:30 p.m., which will be hosted by the Kodiak Rotary. Manager Kniazowski said the 50th Anniversary of the Good Friday Earthquake is today, and a training exercise will be performed on Friday by members of the Incident Management Team to prepare for future emergencies. She stated there were two bids received for the Aleutian Homes Phase V Project. She said the budgets are being worked on in Juneau, and she is hopeful the Monashka pumphouse and Aleutian homes project grant match will be available this upcoming year. She indicated she is tracking discussion on the PERS liability issue. She said the City departments are completing their budgets. Manager Kniazowski shared she was pleased with the meeting space at the Kodiak Public Library during the Council work session earlier in the week. She said the Department of Transportation's website has Kodiak's ferry terminal and dock improvements project bid posted. She said that Harbormaster Marty Owen will be retiring in May 2014 after 19 years of service, and recruitment for his position will begin in April.

b. City Clerk

City Clerk Marljar informed the public of the next scheduled Council work session and regular meeting. She thanked the Mayor and Councilmembers for their support and recognizing her 20 year employment anniversary. She said it is an honor and privilege to work for the City.

VII. MAYOR'S COMMENTS

Mayor Branson congratulated the KHS Lady Bear's and the Boy's basketball teams. She said Commissioner of Health and Social Services William Streur was in Kodiak and toured various organizations and participated in the local walk to support the Governor's Choose Respect initiative. She encouraged the public to go to the Department of Transportation website to view the ferry schedule and stated the public can provide feedback through their website. She was pleased that DOT posted the bid for Pier I, ferry terminal and dock improvements, and she thanked Engineer Melvin and Roe Sturgelewski for their work on that project. Mayor Branson acknowledged Harbormaster Marty Owen for his years of service. She encouraged the public to go to the Baranov Museum to view the earthquake and tsunami exhibit and acknowledged the 25 year anniversary of the Exxon Valdez Oil Spill. She commented that the Op-Ed letter she drafted will not be submitted; however, she informed residents of the importance of understanding revenue sharing, the amount Kodiak is receiving from revenue sharing, and the additional cost if the City's contribution to PERS is increased from 22 percent to 24 percent. She stated revenue sharing contributes to the community's local firefighters, police officers, and other community services.

VIII. COUNCIL COMMENTS

Councilmember Whiddon acknowledged the Girl's basketball Assistant Coach Nick Billings for being a winner 13 years ago for the boy's basketball team and coming back to the community and working. He said he is excited about the Pier III project, because it is such a critical piece of infrastructure. He acknowledged Harbormaster Marty Owen for his service and thanked Clerk Marlar for her service and achievement. He shared that he recently visited the Kodiak Public Library with his grandson and was very pleased with the facility. He shared the NPFC meeting is occurring the first week of April.

Councilmember Saravia thanked Clerk Marlar for her service and hopes she continues working for the City for many more years. He thanked Harbormaster Owen for his work, Engineer Melvin for the work on Pier III, and he congratulated the Lady Bears for their championship. He gave a fishing update and said it was good to have the work, which generates revenue for the community.

Councilmember Walker congratulated the Lady Bears and the Boy's basketball teams. He wished Harbormaster Owen good luck in the future and thanked Clerk Marlar for her service. He said he was pleased with the movement of the Pier III project and thanked Engineer Melvin and Roe Sturgelewski for their work on the project. He commented that other projects will be coming up this summer and will provide more employment opportunities.

Councilmember Haines congratulated Clerk Marlar for her service and acknowledged the great work she does. He thanked Harbormaster Owen for his great work and said he will be missed. He commented on the importance of revenue sharing, and stated he supports the Governor's plan for PERS and encourages the public to make comments on these issues. He commented the Kodiak Public Library is a great place, and he is very proud of the basketball teams and the community support they received.

Councilmember Davidson congratulated and thanked Clerk Marlar for her 20 years of service and stated she has always displayed professionalism. He congratulated the Lady Bears for their accomplishments and he encouraged the attendance of the public at the Board of Regents meeting April 3-4. He thanked Harbormaster Owen and Engineer Melvin for their work on Pier III. He requested a brief update from the City Manager on Alaska Shield 2014, and an update was provided.

IX. AUDIENCE COMMENTS

None

X. ADJOURNMENT

Councilmember Davidson MOVED to adjourn the meeting.

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

The meeting adjourned at 8:18 p.m.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Minutes Approved:

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UNFINISHED BUSINESS

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Aimée Kniaziowski, City Manager 

Thru: Katie Baxter, Library Director

Date: April 10, 2014

Agenda Item: IV. a. **Second Reading and Public Hearing, Ordinance No. 1317, Amending Kodiak City Code 8.68.010, Definitions, to Conform to the Naming of the New City Library**

SUMMARY: This ordinance corrects the name of the new library facility as the Kodiak Public Library where it is referenced in Kodiak City Code 8.68.010 to define the word “library.” When the City Council formalized the name change from the A. Holmes Johnson Public Library to the Kodiak Public Library in April of 2013, this section of code was not amended to reflect the change. Ordinance No. 1317 was passed in the first reading on March 27, and staff recommends the Council adopt it following the public hearing.

PREVIOUS COUNCIL ACTION: On April 25, 2013, Council adopted Resolution No 2013–14, Authorizing the Naming of the New Library as the Kodiak Public Library. On March 27, 2014, the Council passed Ordinance No. 1317 in the first reading.

DISCUSSION: In December, the Library Director was informed that the online version of the City Code, §8.68.010, had not been amended to reflect the name change from A. Holmes Johnson Memorial Library to the Kodiak Public Library. The Library Director reported the information at a weekly Department Head meeting. The City Clerk asked the City Attorney to review and prepare the language for an ordinance to amend the City Code. Ordinance No. 1317 meets the City’s requirement to amend the Kodiak City Code 8.68.010 to conform to the naming of the City’s library as the Kodiak Public Library.

ALTERNATIVES: Council may adopt, amend, postpone, or fail to adopt the ordinance. However, adoption of the ordinance makes the new library name consistent with Council’s intent when Resolution No. 2013–14 was passed and is the staff recommendation.

FINANCIAL IMPLICATIONS: There are no financial implications related to adopting this ordinance.

LEGAL: Amending this section of the City Code will support and clarify the new library’s name. The City Attorney drafted the ordinance.

STAFF RECOMMENDATION: Staff recommends that Ordinance No. 1317 be adopted in the second reading following the public hearing. This change will ensure the Code accurately reflects the language in the City’s resolution renaming the library facility, Resolution No. 2013–14, which was adopted on April 25, 2013.

CITY MANAGER’S COMMENTS: Staff wasn’t aware that this one section of the City Code referred to the library by its former name, the A. Holmes Johnson Memorial Library. Once it was discovered, staff worked with the attorney to prepare the amendment to reflect the official name change of the new facility to the Kodiak Public Library. I recommend Council adopt this ordinance in the second reading following the public hearing.

ATTACHMENTS:

Attachment A: Ordinance No. 1317

Attachment B: Resolution No. 2013–14, Authorizing the Naming of the New Library as the
Kodiak Public Library

PROPOSED MOTION:

Move to adopt Ordinance No. 1317.

**CITY OF KODIAK
ORDINANCE NUMBER 1317**

**AN ORDINANCE AMENDING KODIAK CITY CODE 8.68.010, DEFINITIONS,
TO CONFORM TO THE NAMING OF THE NEW CITY LIBRARY**

WHEREAS, on April 25, 2013, the Council adopted Resolution No. 2013–14 naming the new City library; and

WHEREAS, Kodiak City Code 8.68.010 should be amended to reflect the adoption of Resolution No. 2013–14.

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

Section 1: Kodiak City Code 8.68.010, Definitions, is hereby amended to read as follows:

8.68.010 Definitions. As used in this chapter:

“Fine” or “fines” means penalties imposed by library rules for failure to return library material.

“Library” means the Kodiak Public ~~A. Holmes Johnson Memorial~~ Library in Kodiak, Alaska.

“Library property” means any material which is the property of or in custody of the library.

“Willfully mutilate” means to cut, tear, deface, break, injure, disfigure, damage, or destroy library property intentionally, recklessly, or with criminal negligence.

“Without authorization” means contrary to rules which set forth policies governing access to library materials including, but not limited to, eligibility for library patronage and lending procedures.

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

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

First Reading: March 27, 2014
Second Reading:
Effective Date:

[**Underlined added.** Deleted language stricken through.]

**CITY OF KODIAK
RESOLUTION NUMBER 2013-14**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK AUTHORIZING THE NAMING OF THE NEW LIBRARY AS THE KODIAK PUBLIC LIBRARY

WHEREAS, a new public library is being built and will open to the public this fall; and

WHEREAS, the existing public library is named the A. Holmes Johnson Memorial Library; and

WHEREAS, members of the public have requested the new library be named the Kodiak Public Library; and

WHEREAS, the Johnson family has been consulted and supports the naming of the new library; and

WHEREAS, the new library will have a display outlining the Johnson family's role in the development of the Kodiak library; and

WHEREAS, Resolution No. 13-94 outlines a policy for naming City facilities, and naming the new library the Kodiak Public Library meets the intent of Resolution No. 13-94.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that the new Kodiak library shall be named the Kodiak Public Library.

BE IT FURTHER RESOLVED that the 30-day public comment period outlined in Resolution No. 13-94 is deemed unnecessary due to many meetings and discussions over the past 18 months and the public support for the name change that was generated from the grass-roots level.



CITY OF KODIAK

MAYOR

ATTEST:


CITY CLERK

Adopted: April 25, 2013

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NEW BUSINESS

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers
From: Aimée Kniaziowski, City Manager 
Date: April 10, 2014

Agenda Item: V. a. **Resolution No. 2014–14, Authorizing the Issuance of a Permit to the Kodiak Chamber of Commerce for Use of Public Property in Conjunction With the Kodiak Crab Festival**

SUMMARY: The Kodiak Chamber of Commerce is the local organization that manages the annual Kodiak Crab Festival, one of Kodiak’s premiere events. It promotes Kodiak, gives a boost to the local economy, and provides fundraising opportunities for many local organizations and non-profits. This year the festival will run from May 22 through May 26, 2014. As in past years, Council authorizes a permit for the activities associated with Kodiak Crab Festival by adoption of a resolution. Staff recommends Council allow the Kodiak Chamber of Commerce to conduct the 2014 Kodiak Crab Festival activities on public property by adopting Resolution No. 2014–14.

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

DISCUSSION: The Kodiak Chamber of Commerce has sponsored and managed the annual Kodiak Crab Festival for many years. This will be the 56th anniversary of the festival. Celebrations include a parade, a carnival with different types of activities, and booths that sell food and other goods. As a community festival, the event brings residents and visitors together to enjoy the special opportunities that Kodiak has to offer. The festival also provides an important fund-raising opportunity for many local nonprofit organizations and contributes to the local economy by drawing visitors to the community. The festival provides an outlet for family fun, gives a boost to the local economy, and allows local non-profit organizations to raise money. The festival will run from May 22 through May 26, 2014. Setup is scheduled to start at noon on Tuesday, May 20 and takedown will be completed by noon on Tuesday, May 30.

Resolution No. 2014–14 authorizes a permit for this 56th Annual Kodiak Crab Festival, allowing the use of City property for the festival, including City parking lot and street closures. The resolution also authorizes the street closure and traffic control for the parade on Saturday, May 24, 2014, from 8:30 a.m. to noon on Powell Avenue between Rezanof Drive and Mill Bay Road for the marshalling of the parade, and for the parade, which will begin at the corner of Powell Street and Mill Bay Road, turning right onto

Mill Bay Road to its intersection with Bartel Avenue and end along Bartel Avenue, which will be closed for parade dispersal. This parade route has been used successfully for several years (note map of parade route in Attachment B).

ALTERNATIVES: There are two alternatives for Council to consider.

1. Adopt Resolution No. 2014–14. This is staff’s recommendation, because it supports the Kodiak Chamber of Commerce and their efforts to sponsor and manage this important community event. It is also consistent with past practice and is allowed by City Code.
2. Choose not to approve Resolution No. 2014–14. This is not recommended.

LEGAL: KCC 5.04.050 allows the Council to issue permits to non-profit organizations to conduct activities on designated City-owned property through passage of a resolution. Resolution No. 2014–14 complies with that requirement.

STAFF RECOMMENDATION: Staff recommends the Council adopt Resolution No. 2014–14, granting the Kodiak Chamber of Commerce a permit to conduct the 56th annual Kodiak Crab Festival and parade, providing they comply with applicable sections of KCC sections 5.04.050 and 5.04.060.

CITY MANAGER’S COMMENTS: The Chamber has sponsored and managed the Kodiak Crab Festival for many years. This is truly a unique event for locals and visitors alike. It provides many benefits and is a great excuse to have fun no matter the weather. The City has always supported this worthwhile event and appreciates the efforts of the Kodiak Chamber of Commerce for their ongoing sponsorship and management of the Kodiak Crab Festival. I recommend Council adopt Resolution No. 2014–14.

ATTACHMENTS:

Attachment A: Resolution No. 2014–14

Attachment B: Chamber of Commerce letter of request, dated February 3, 2014, and parade route map

PROPOSED MOTION:

Move to adopt Resolution No. 2014–14.

**CITY OF KODIAK
RESOLUTION NUMBER 2014-14**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK AUTHORIZING THE ISSUANCE OF A PERMIT TO THE KODIAK CHAMBER OF COMMERCE FOR USE OF PUBLIC PROPERTY IN CONJUNCTION WITH THE KODIAK CRAB FESTIVAL

WHEREAS, the Kodiak Chamber of Commerce is a local nonprofit organization that manages the Kodiak Crab Festival; and

WHEREAS, this is the 56th anniversary of the Kodiak Crab Festival, which has a proud tradition of family fun; and

WHEREAS, this year the Kodiak Crab Festival will be held May 22 through May 26, with carnival and booth setup commencing at noon on May 20, and takedown completed on May 27; and

WHEREAS, the Kodiak Crab Festival provides an important fund-raising opportunity for many organizations in Kodiak, and provides for community participation and involvement by Kodiak citizens of all ages; and

WHEREAS, the 2014 Kodiak Crab Festival will be an economic asset to our community as it enhances our local visitor industry.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that a permit be issued, with the permit fee waived, to the Kodiak Chamber of Commerce as provided in section 5.04.050(b) and (d) of the City Code for use of public property for 2014 Kodiak Crab Festival events on the condition that the Kodiak Chamber of Commerce agrees to comply with the stipulations set forth this section and section 5.04.060 of the City Code.

BE IT FURTHER RESOLVED that the Council hereby authorizes City street closure and traffic control for the Grand Parade on Saturday, May 24, 2014, from 8:30 a.m. to noon on Powell Avenue between Rezanof Drive and Mill Bay Road for the marshalling of the parade; and for the parade, which will begin at the corner of Powell Street and Mill Bay Road, turning right onto Mill Bay Road to its intersection with Bartel Avenue and end along Bartel Avenue, which will be closed for parade dispersal.

BE IT FURTHER RESOLVED that from May 20, 2014, through May 27, 2014, the Council hereby authorizes City parking lot closures in the east Harbormaster’s parking lot, extending to the end of the St. Paul Harbor spit.

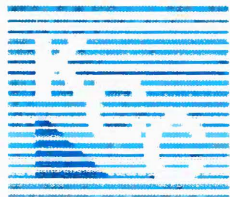
CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Adopted:



KODIAK CHAMBER of COMMERCE

Attachment B



100 E. Marine Way, Suite 300, Kodiak Alaska 99615 • (907) 486-5557 • FAX: (907) 486-7666
www.kodiakchamber.org • Email: chamber@kodiak.org

February 3, 2014



CROWN SPONSORS



Kodiak City Mayor and City Council
710 Mill Bay Rd.
Kodiak, AK 99615

Dear Mayor Branson and Kodiak City Council,

The 2014 Kodiak Crab Festival will be held May 22nd through May 26th. The official slogan for this year's festival is "Life on the Rock" and the logo design was created by Keinan Sutton and the poster winner is Sean Lawler.

The Kodiak Crab Festival celebrates its 56th anniversary this year with a proud tradition of family fun spanning generations. This event enhances the visitor industry, thus making it an economic asset to our community. Additionally, the Kodiak Crab Festival provides a vital fundraising opportunity for local nonprofit organizations.

On behalf of the Kodiak Chamber of Commerce, I respectfully request the City Council to consider passing a resolution authorizing the City to issue a permit to the Kodiak Chamber of Commerce for use of public property and facilities in conjunction with the Kodiak Crab Festival. I am also requesting that the \$20.00 permit fee be waived. The parade route has been permanently changed to the one we've used successfully the past several years along Mill Bay Road. Attached please find a copy of the proposed parade route.

Booth setup is scheduled to begin at 12:00 (noon) on Tuesday, May 20th and removed by 12:00 (noon) on Tuesday, May 27th.

Thank you for your support of this much-anticipated annual event. The wonderful tradition of Kodiak Crab Festival has carried on largely due to your assistance over the years. We at the Chamber welcome the Kodiak Crab Festival, marking 56 fun-filled years of this community-wide celebration!

Sincerely,

Summer Wood
Crab Festival Manager


Dedicated to Kodiak's Economic Future



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MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Aimée Kniaziowski, City Manager 

Thru: Charlie Powers, Parks and Recreation Director

Date: April 10, 2014

Agenda Item: V. b. Resolution No. 2014–15, Authorizing the Issuance of a Permit to the Kodiak Garden Club for Use of Public Property for its Annual Plant Sale

SUMMARY: Resolution No. 2014–15 authorizes the issuance of a permit to the Kodiak Garden Club to use the covered area of the Baranof Park ice rink to hold its annual plant sale on June 7, 2014. Staff recommends Council adopt Resolution No. 2014–15.

PREVIOUS COUNCIL ACTION: Each year Council issues permits to non-profit organizations to allow them to conduct fundraising activities that benefit the community on City property.

DISCUSSION: The Kodiak Garden Club makes locally grown plants available to Kodiak gardeners through a plant sale each June. Besides the plants that are sold, the Garden Club provides educational materials to the public, including information on ways to identify and control invasive species, and they answer questions about gardening in Kodiak. The proceeds from the sale augment the small annual grant the club receives from the City to plant flowers and greenery at City facilities like the Baranof Museum, the Harbor, and the small grassy area at the “Y” intersection. Funds from this sale also help support a small grant program to the schools for related projects.

This year, the Garden Club has requested to use the covered area at the ice rink at Baranof Park to stage their sale. This spot works well as an indoor/outdoor space which accommodates unpredictable weather. The sale is planned for Saturday, June 7, 2014. The Garden Club is requesting permission to use the facility from 8 a.m. until the sale, which starts at 10 a.m., is over. The Garden Club ensures they will coordinate their activities with the Parks and Recreation Director and will provide clean up after the event. The resolution authorizes the use of the ice rink facility at Baranof Park for the plant sale from 8 a.m. through completion and cleanup, on June 7, 2014.

ALTERNATIVES:

1. Adopt Resolution No. 2014–15, which is the recommendation of staff.
2. Do not adopt Resolution No. 2014–15, which would require the Garden Club to find another suitable location for this fundraiser.

STAFF RECOMMENDATION: Staff recommends Council adopt Resolution No. 2014–15.

CITY MANAGER’S COMMENTS: The City and its residents both benefit from this annual plant sale. The Garden Club is an active and responsible non-profit that works to educate and beautify our community. The way the Garden Club uses the proceeds from the sale benefits the community. I support the request and recommend that Council adopt Resolution No. 2014–15.

ATTACHMENTS:

Attachment A: Resolution No. 2014–15

Attachment B: Letter of request from the Kodiak Garden Club, dated March 24, 2014

PROPOSED MOTION:

Move to adopt Resolution No. 2014–15.

**CITY OF KODIAK
RESOLUTION NUMBER 2014-15**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK AUTHORIZING THE ISSUANCE OF A PERMIT TO THE KODIAK GARDEN CLUB FOR USE OF PUBLIC PROPERTY IN FOR ITS ANNUAL PLANT SALE

WHEREAS, for many years the Kodiak Garden Club has shared locally grown plants with Kodiak gardeners through a plant sale in June; and

WHEREAS, during the plant sale educational materials are distributed and questions answered about gardening in Kodiak, including methods to get rid of invasive weeds; and

WHEREAS, funds from the plant sale are used to make small grants to school groups working on growing projects; and

WHEREAS, funds from the sale are also used to supplement the small grant the Garden Club receives from the city for plantings throughout the city; and

WHEREAS, the Garden Club has requested use of the covered area at Baranof Park on Saturday, June 7, 2014, to stage the sale.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that a permit be issued, with the permit fee waived, to the Kodiak Garden Club as provided in section 5.04.050(b) and (d) of the City Code for use of public property for 2014 plant sale on the condition that the Garden Club agrees to comply with the stipulations set forth in this section and section 5.04.060 of the City Code.

BE IT FURTHER RESOLVED that event sponsors shall coordinate the event with the Kodiak Parks and Recreation Director.

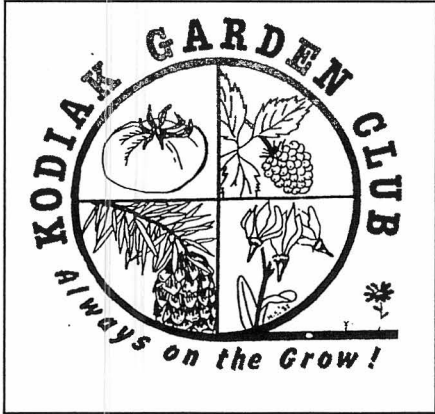
CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Adopted:

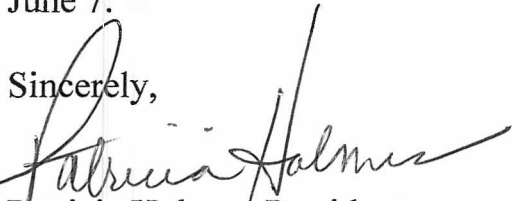


**Kodiak Garden Club
PO Box 8792
Kodiak, Alaska 99615
March 24, 2014**

Dear Mayor Branson, and City Council Members:


For many years, the Kodiak Garden Club has shared locally grown plants with Kodiak gardeners through a plant sale in early June. During the sale, educational materials are distributed and questions answered about gardening in Kodiak. In addition, Blythe Brown of the Kodiak Soil and Water Conservation District distributes information about invasive weeds and other plants to attendees. Funds from this sale are used to make small grants for school groups working on growing projects and to supplement the small grant Garden Club receives from the city for work at Baranof Museum, the harbor area (especially the memorial area), and other areas around the city from year to year. This year the Garden Club would like to use the covered area at Baranof Park to stage the sale. This spot works very well as an indoor/outdoor space which adapts to Kodiak's unpredictable weather. The sale is planned for Saturday, June 7, starting at 10:00. However, we usually begin setting up about 8 am on that morning and so would need access to the space at that time. Garden Club members are very conscientious about clean up after the event and use tarps to protect the special flooring in the rink area. Questions about this request may be directed to Patty Holmes, 486-3074.

Thank you for your consideration of Kodiak Garden Club's request to use the covered area at Baranof Park for the Kodiak Garden Club Annual Plant Sale on June 7.

Sincerely,

Patricia Holmes, President
Kodiak Garden Club

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Aimée Kniaziowski, City Manager 

Thru: Charlie Powers, Parks and Recreation Director

Date: April 10, 2014

Agenda Item: V. c. **Resolution No. 2014–16, Authorizing the Issuance of a Permit to the Humane Society of Kodiak for Use of Public Property for its Annual Planted Basket Sale**

SUMMARY: Resolution No. 2014–16 authorizes the issuance of a permit to the Humane Society of Kodiak to use the covered area of the Baranof Park ice rink to hold its annual planted basket sale on May 31, 2014. Staff recommends Council adopt Resolution No. 2014–16.

PREVIOUS COUNCIL ACTION: Each year Council issues permits to non-profit organizations to allow them to conduct fundraising activities that benefit the community on City property.

DISCUSSION: The Humane Society of Kodiak will be holding its fifth annual planted basket sale at the end of May. The baskets are provided by the Humane Society from local sources and the plants donated by local growers or purchased from outside growers. The proceeds from the sale help the Humane Society provide animal food and supplies, medications, and veterinary care through the Kodiak Animal Shelter.

The Humane Society has requested use of the covered area at the ice rink at Baranof Park to stage their sale. This spot works well as an indoor/outdoor space, which accommodates unpredictable weather. The sale is planned for Saturday, May 31, 2014. The Humane Society is requesting permission to use the facility from 7 a.m. to 2 p.m. The Humane Society will coordinate their activities with the Parks and Recreation Director and will provide cleanup after the event. The resolution authorizes the use of the ice rink facility at Baranof Park for the planted basket sale on May 31, 2014.

ALTERNATIVES:

1. Adopt Resolution No. 2014–16, which is the recommendation of staff.
2. Do not adopt Resolution No. 2014–16, which would require the Humane Society to find another suitable location for this fundraiser.

STAFF RECOMMENDATION: Staff recommends Council adopt Resolution No. 2014–16.

CITY MANAGER'S COMMENTS: The City and its residents benefit from this annual planted basket sale. The Humane Society is an active and responsible non-profit that works to prevent animal cruelty,

to reduce the abandoned pet population, and to promote proper animal care. Their hanging basket sale supports their efforts and helps beautify our community. I support the request and recommend Council adopt Resolution No. 2014–16.

ATTACHMENTS:

Attachment A: Resolution No. 2014–16

Attachment B: Letter of request from the Humane Society of Kodiak, dated March 11, 2014

PROPOSED MOTION:

Move to adopt Resolution No. 2014–16.

**CITY OF KODIAK
RESOLUTION NUMBER 2014-16**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK AUTHORIZING THE ISSUANCE OF A PERMIT TO THE HUMANE SOCIETY OF KODIAK FOR USE OF PUBLIC PROPERTY FOR ITS ANNUAL PLANTED BASKET SALE

WHEREAS, for the last four years, the Kodiak Humane Society has held a fundraiser selling planted baskets; and

WHEREAS, funds from the sale are used to pay for animal food, supplies, and medications used at the Kodiak Animal Shelter, and to provide spay/neuter surgeries and other veterinary care; and

WHEREAS, the Humane Society of Kodiak has requested use of the covered area at Baranof Park on Saturday, May 31, 2014, to stage the sale.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that a permit be issued, with the permit fee waived, to the Kodiak Humane Society as provided in section 5.04.050(b) and (d) of the City Code for use of public property for its 2014 plant sale on the condition that the Humane Society agrees to comply with the stipulations set forth in this section and section 5.04.060 of the City Code.

BE IT FURTHER RESOLVED that event sponsors shall coordinate the event with the Kodiak Parks and Recreation Director.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Adopted:



Humane Society of Kodiak

“The Humane Society of Kodiak is committed to preventing animal cruelty, reducing the homeless and abandoned pet population, and promoting the proper care of animals.”

P.O. Box 8783, Kodiak AK 99615

Phone: (907) 486-8077

www.kodiakanimalshelter.com

March 11, 2014

City of Kodiak
Kodiak, AK 99615

Re: Request to use Baranof Park for fundraiser

Dear Aimee Kniazowski and City Council members,

The Board of Directors of the Humane Society of Kodiak (HSK) would like permission to use the indoor skating arena of Baranof Park Skating Rink on Saturday, May 31st, 2014 from 7:00 a.m. -2:00 p.m. for our annual Planted Basket Sale fundraiser.

This is the 5th annual Planted Basket Sale and is one of the most important local fundraisers that we have each year, second only to the Hairball.

Approved as a 501 (c) 3 corporation in April of 1994, the Humane Society of Kodiak (HSK) is committed to preventing animal cruelty, reducing the abandoned pet population, and promoting the proper care of animals. Allowable expenses for use with contractual funding from the city does not cover expenses such as animal food and supplies, medication, veterinary care and spay/neuter procedures and therefore we must raise the money each year through fundraisers, donations and memberships to cover these costly procedures.

Please feel free to contact me for any other necessary information about this fundraiser. Thank you for your time and consideration of our request.

Respectfully,
Karen E. Yashin, President
Humane Society of Kodiak

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Aimée Kniaziowski, City Manager 

Through: Charlie Powers, Parks and Recreation Director

Date: April 10, 2014

Agenda Item: V. d. **Resolution No. 2014–17, Authorizing the Issuance of a Permit to Kodiak Little League for the Use of Public Property for Its Baseball Camp Fundraiser and to Sell Concessions during Games**

SUMMARY: The Kodiak Little League (KLL), a local non-profit organization, is requesting the use the Baranof Park baseball field to sponsor a baseball camp for youth from June 2-4, 2014. The camp will raise funds and teach participants the techniques and fundamentals of baseball. Also, KLL has requested permission to sell concessions at its games at East Addition and Baranof Park. Staff recommends Council approve this use by adopting Resolution No. 2014–17.

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

DISCUSSION: Kodiak Little League is a non-profit organization that provides up to 250 Kodiak youth the opportunity to learn the game of baseball as well as sportsmanship, fair play, respect, and teamwork. Little League wants permission from the City to use the Baranof Park baseball facilities to conduct a summer baseball camp for youth to raise funds for operating costs. The camp will be held at the Baranof Park baseball field from 9 a.m. to 3 p.m. daily June 2-4, 2014. The Little League president has agreed to work with the Parks and Recreation Director and to ensure the new field use rules are followed by participants and coaches. Youth sport clubs like KLL do great work in the community and alleviate some of the burden on the City Parks and Recreation Department in administering those programs.

ALTERNATIVES:

1. Adopt Resolution No. 2014–17. This is staff's recommendation, because it supports youth sports and the Kodiak Little League. It is also consistent with past practice and is allowed by City Code.
2. Do not adopt Resolution No. 2014–17. This is not recommended.

LEGAL: KCC 5.04.050 allows the Council to issue permits to non-profit organizations to conduct activities on designated City-owned property through passage of a resolution. The attached Resolution No. 2014–17 complies with that requirement.

STAFF RECOMMENDATION: Staff recommends the Council adopt Resolution No. 2014–17, granting the Kodiak Little League a permit to conduct its baseball camp fundraiser from June 2-4, 2014, as well as a permit to sell concessions as requested providing they comply with the new field use rules, coordinate activities with the Parks and Recreation Director, and comply with KCC sections 5.04.050 (b), (d), and 5.04.060.

CITY MANAGER’S COMMENTS: The Kodiak Little League is an active sports group dedicated to providing local youth the opportunity to learn the sport of baseball and all that playing a team sport involves. Little League officials coordinate well with the Parks and Recreation staff about the camp and concessions. They also agree to use the new turf field in accordance with the new use rules to protect the facility. Therefore, I recommend Council adopt Resolution 2014–17.

ATTACHMENTS:

Attachment A: Resolution No. 2014–17

Attachment B: Request letter from Kodiak Little League

PROPOSED MOTION:

Move to adopt Resolution No. 2014–17.

**CITY OF KODIAK
RESOLUTION NUMBER 2014-17**

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

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

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

WHEREAS, Kodiak Little League has requested use of the Baranof Park baseball field June 2-4, 2014, and will charge a fee for the camp; and

WHEREAS, in order to cover some of the costs of the program, the Kodiak Little League has requested permission to sell concessions at their games to be held at Baranof and East Addition Parks; and

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

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that a permit be issued, with the permit fee waived, to the Kodiak Little League as provided in section 5.04.050(b) and (d) of the City Code for use of public property for its 2014 baseball camp on the condition that the League agrees to comply with the stipulations set forth in this section and section 5.04.060 of the City Code.

BE IT FURTHER RESOLVED that permission is granted for the League to sell concessions at its games, on the condition that the League complies with the applicable stipulations set forth in Kodiak City Code Section 5.04.050.

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

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Adopted:



KODIAK LITTLE LEAGUE

P.O. BOX 3216

Charlie,

Little League season is fast approaching and in planning I would like to once again ask if the city would allow Kodiak Little League to put on another Baseball camp similar to the one we did last June. Last year our camp was attended by approximately 75 kids.

The dates I would like to hold this event is June 2nd,3rd and 4th at the Baranof Park baseball field.

Times would be approximately 9 am till noon. Last year we had to hold some of our sessions under the ice rink due to rainy weather, is it possible to have that as a backup location again if weather is not favorable?

Also I would like to ask if Kodiak Little League would be able to once again operate the snack shack/concessions at East Addition and Baranof field as well during games. Dates for concessions would be approximately from mid May thru July on various days depending on game schedule.

Thank you for your consideration.

Sincerely

Leonard Pickett (president Kodiak Little League)

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Aimée Kniaziowski, City Manager 

Date: April 10, 2014

Agenda Item: V. e. Resolution No. 2014–18, Rescinding Resolution No. 06–7 and Re-Establishing a Per Diem Payment Policy

SUMMARY: City Council members discussed the City’s existing travel per diem rate of \$45 per day and reviewed other per diem rates and policies at their March 25 work session. Consensus was reached that the per diem rate should be replaced with the federal per diem rate, which is used by other municipalities, including the Kodiak Island Borough. This resolution, if adopted by Council, will replace the City’s existing per diem payment policy with the new federal per diem rate.

PREVIOUS COUNCIL ACTION:

- Council adopted the City’s current per diem payment policy by Resolution No. 06–7 on February 23, 2006.
- Council expressed intent to amend the existing per diem policy to reflect the federal per diem rate at the March 25, 2014, work session.

DISCUSSION: The City adopted its current travel per diem rate in 2006, which is \$45 per day or a portion thereof (Attachment B). Costs, including meals, have increased over the course of the past eight years. Often the costs when traveling on City business require the traveler to pay for meals out of their own pockets.

Councilmembers requested a review and discussion of the City’s current per diem rate. The City Clerk researched what other local governments paid for travel per diem, and the rates varied though several use the federal per diem rate which varies by season and city. The federal per diem rates make travel to more expensive places or to places that cost more during a specific time of the year (Anchorage in the summer, for example) more affordable. Council reached a consensus during their discussions at the March 25 work session to amend the City’s per diem rate to reflect the federal rate.

ALTERNATIVES: Council may adopt, amend, or not adopt Resolution No. 2014–18. Adoption of the resolution is consistent with Council’s discussion at the March 25 work session.

FINANCIAL IMPLICATIONS: There will be a cost increase to travel in the City’s budget, but it is not possible to estimate the amount of increase at this time. Individual travel budgets will increase

slightly, but the increases will reflect general cost increases and fall within acceptable limits as set by the federal government.

LEGAL: N/A

CITY MANAGER'S COMMENTS: Councilmembers discussed the need to update the City's travel per diem payments to better reflect current meal costs when traveling on City business. They agreed to align the City's per diem rates with the federal rates. The revised travel per diem rates should limit those who travel on City business from paying for meals with their own money if costs run above \$45 per day. If Council wishes to change the current policy, they should adopt Resolution No. 2014-18.

ATTACHMENTS:

Attachment A: Resolution No. 2014-18

Attachment B: Resolution No. 06-7

PROPOSED MOTION:

Move to adopt Resolution No. 2014-18.

**CITY OF KODIAK
RESOLUTION NUMBER 2014–18**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK RESCINDING
RESOLUTION NO. 06–7 AND RE-ESTABLISHING A PER DIEM PAYMENT POLICY**

WHEREAS, a per diem payment policy was re-established by Resolution No. 06–7; and

WHEREAS, Resolution No. 06–7 set per diem payments more than eight years ago; and

WHEREAS, meal and incidental costs have increased since Resolution No. 06–7 was adopted; and

WHEREAS, the Council discussed per diem rates at the March 25, 2014, work session and directed that the City of Kodiak per diem rate be changed to match federal per diem rates.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that Resolution No. 06–7 is hereby rescinded.

BE IT FURTHER RESOLVED that travel reimbursement while on business for the City of Kodiak will be reimbursed for reasonable expenses as follows:

1. Elected officials, board or commission members, employees, or other authorized individuals are expected to incur only such costs as are essential to perform the purpose of the travel.
2. The daily per diem allowance for meals and incidentals shall be the rate established by the U.S. General Services Administration. Receipts for meals will not be required.
3. The first and last calendar day of travel is calculated at 75% of the daily rate. If full meals are included in the cost of registration fees, tuition, or other paid or prepaid items, per diem will be reduced by the amount specified by the conference or other sponsor of the travel event.
4. Payment for all incurred expenses, other than meals and incidental costs, will be made upon submission of a request for reimbursement of expenses with attached receipts for seminar/convention registrations, tuition, hotels, air, ground and/or surface transportation, etc. Examples of costs not eligible for reimbursement are first-class air travel, alcoholic beverages, party expenses, hotel suites, personal telephone calls, taxi or car rental expenses related to non-business events, etc.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Adopted:

**CITY OF KODIAK
RESOLUTION NUMBER 06-7**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK RESCINDING
RESOLUTION NO. 42-90 AND RE-ESTABLISHING A PER DIEM PAYMENT POLICY**

WHEREAS, a per diem payment policy was re-established by Resolution No. 42-90; and

WHEREAS, Resolution No. 42-90 set per diem payments more than 15 years ago; and

WHEREAS, meal and incidental costs have increased since Resolution No. 42-90 was adopted; and

WHEREAS, the Council discussed per diem rates at the January 14, 2006, planning work session and directed that the City of Kodiak per diem rate be increased to \$45 per day.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that Resolution No. 42-90 is hereby rescinded.

BE IT FURTHER RESOLVED that travel reimbursement while on business for the City of Kodiak will be reimbursed for reasonable expenses as follows:

1. Elected officials, board or commission members, employees, or other authorized individuals are expected to incur only such costs as are essential to perform the purpose of the travel.
2. The daily per diem allowance for meals and incidentals is \$45.00. Receipts for meals will not be required. Per diem rates shall be prorated according to the schedule:

Breakfast:	\$10.00
Lunch:	\$15.00
Dinner:	\$20.00

Should registration fees, tuition, or other paid or prepaid items include the cost of meals, the daily per diem will be reduced in accordance with the prorated schedule above.
3. Payment for all incurred expenses, other than meals and incidental costs, will be made upon submission of a request for reimbursement of expenses with attached receipts for seminar/convention registrations, tuition, hotels, air, ground and/or surface transportation, etc. Examples of costs not eligible for reimbursement are first-class air travel, alcoholic beverages, party expenses, hotel suites, personal telephone calls, taxi or car rental expenses related to nonbusiness events, etc.



CITY OF KODIAK

Carolyn Floyd

MAYOR

ATTEST:

Delva Mankin

CITY CLERK

Adopted: February 23, 2006

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Aimée Kniaziowski, City Manager

Date: April 10, 2014

Agenda Item: V. f **Resolution No. 2014–19, Rescinding Resolution No. 2011–10 and Re-Establishing Funding Criteria for Nonprofit Grants**

SUMMARY: Staff prepared Resolution No. 2014–19, which amends the funding criteria for nonprofit grant awards, based on Council discussion and consensus reached during the March 25 and April 8, 2014, work sessions.

PREVIOUS COUNCIL ACTION:

- May 26, 2005, Council adopted Resolution No. 05–20, Establishing Funding Criteria for Nonprofit Grants.
- February 26, April 12, and April 26, 2011, Council reviewed existing funding policy and discussed changes to the policy, application, and evaluation process.
- April 28, 2011, Council adopted Resolution No. 2011–10, Rescinding Resolution No. 05–20 and Establishing Funding Criteria for Nonprofit Grants
- March 25, 2014, Council discussed changes to the non-profit grant program policy resolution and application process, indicating support for the ability of a nonprofit organization to apply for and receive funding for a special project if justified and approved by Council.
- April 8, 2014, Council reviewed the proposed changes to the application and policy resolution.

DISCUSSION: Council indicated they wanted to review the City’s nonprofit funding policy, application, and award process at their February 8, 2014, annual planning meeting. The policy, application, and grant calendar were reviewed at the March 25 and April 8 work sessions. Staff drafted a revision to the policy resolution based on Council consensus to include a provision to allow eligible nonprofits to apply for one-time funding for a special project providing the project is well defined, is fully justified, can provide measurable outcomes acceptable to the Council, and when there is additional funding available for nonprofit grants at the time of application. The new language is added to Section 3 of Resolution No. 2014–19 to provide for the exception that no grantee can receive 10% more or less than received in the previous year’s funding. The attached application form (Attachment B) reflects the changed provision on Page 3.

ALTERNATIVES: Council may adopt, amend, or fail to pass Resolution No. 2014–19.

FINANCIAL IMPLICATIONS: There are no financial impacts to adopting the revised policy resolution. The formula for funding nonprofit grants each year remains the same unless Council decides to change it.

ATTACHMENTS:

Attachment A: Resolution No. 2014–19

Attachment B: Revised nonprofit grant application form for FY2015

Attachment C: Resolution No. 2011–10

Attachment D: FY2015 nonprofit grant application and award calendar

MOTION:

Move to adopt Resolution No. 2014–19.

**CITY OF KODIAK
RESOLUTION NUMBER 2014-19**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK RESCINDING RESOLUTION NO. 2011-10 AND ESTABLISHING FUNDING CRITERIA FOR NONPROFIT GRANTS

WHEREAS, the City Council recognizes and supports local nonprofit organizations and has historically made funding available to these organizations on an annual basis; and

WHEREAS, it has been determined that the appropriate total amount of City funds to grant to nonprofit organizations is a maximum of one percent of budgeted general fund revenues, exclusive of any fund balance appropriation; and

WHEREAS, City funds have been provided to nonprofit organizations that supplement and compliment the services provided to residents by the City; and

WHEREAS, it is the intent of the City Council to update this policy statement.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Kodiak, Alaska hereby establishes the following additional funding criteria for nonprofit grants provided by the City:

1. Organizations receiving funds must be legally recognized by the Internal Revenue Service.
2. Funding will be granted only for the following kinds of programs/activities and up to the maximum identified funding amount per organization and program type:

Youth Recreation Programs	\$2,500
Adult Recreation Programs	\$5,000
Public Safety Support Programs (Shelter/Food)	\$10,000
Emergency Response Support Programs	\$10,000
3. Subject to the total amount of funding available, in order to minimize the impact of potential funding cuts and/or gains to organizations as a result of the implementation of these caps, no organization will receive ten percent (10%) less and/or more than in the previous funding year, unless a special one-time funding increase for a special project is applied for and authorized by the City Council.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Adopted:

CITY OF KODIAK
FY15 NONPROFIT FUNDING APPLICATION
Return to City Manager's Office by June 20, 2014.

ORGANIZATIONAL OVERVIEW

Organization Name _____

Mailing Address _____

Telephone No. _____ Fax No. _____

Email _____

Federal Employer Tax ID Number _____

Contact Person _____

Printed Name

Title

Contact Person _____

Signature

Date

List of Board Members and Officers:

_____	_____
_____	_____
_____	_____
_____	_____

Does agency have 501(c)3 status from the IRS? _____ Yes _____ No

If yes, please include a letter from the IRS signifying agency's official non-profit tax exemption status.

If no, has your agency applied for 501(c)3 status? _____ Yes _____ No

SERVICES:

Provide a brief description of organization service(s) in order of priority:

The City of Kodiak does not fund religious programs. Are your agency's services faith-based?

_____ Yes _____ No

If yes, how do you plan to use the City's funding? _____

How many City residents will be served by this grant? _____

Please attach a copy of the organization's Mission Statement.
How does your agency collaborate with other local nonprofit organizations?

FINANCIAL INFORMATION

Funding will be granted only for the following kinds of programs/activities and up to the maximum identified funding amount per organization, per program type:

- Youth Recreation Programs \$ 2,500
- Adult Recreation Programs \$ 5,000
- Public Safety Support Programs (Shelter/Food) \$10,000
- Emergency Response Support Programs \$10,000

In order to minimize the impact of potential funding cuts and/or gains to organizations as a result of the implementation of these caps, no organization will receive ten percent (10%) less and/or more than in the previous funding year. **Please reflect this 10% in your funding request, if desired.**

List category(s) of funding requested from the above list and explain how your organization's programs fall within the powers of the City of Kodiak for each category of funding requested:

Category _____ Amount _____

Explanation: _____

Category _____ Amount _____

Explanation: _____

Category _____ Amount _____

Explanation: _____

OTHER FUNDING SOURCES

List the amount of funding your agency received from other sources during the past fiscal year:

Federal_____	State_____
City of Kodiak_____	Kodiak Is. Borough_____
Parent Organization_____	Corporate Grants_____
Foundations_____	Client Fees_____
Donations_____	Memberships_____
Interest_____	Gaming Permit Activities (pull tabs, raffles etc.)_____

If you receive state or federal grants, what is the percentage and amount of local match required for each grant your agency receives? _____

What effects will there be and what alternative plans does your agency have if City funding is not received? _____

Did your organization receive funding from the City of Kodiak during the last fiscal year (July 1, 2013 – June 30, 2014). Yes_____ No_____

If yes, please complete the grant report on page 4 and submit it with this application.

Scoring Criteria

- | | |
|--|------------------|
| Services meet City nonprofit funding criteria (adult and youth recreation programs, public safety services, and emergency response support programs | 25 points |
| Grant reports submitted to City as required | 25 points |
| Number of City residents served | 25 points |
| Other sources of applicant funding identified | 25 points |

CITY OF KODIAK GRANT REPORT

Please complete this report based on funds received from the City of Kodiak during the period July 1, 2013 through June 30, 2014.

Organization:	
Program:	
2013-2014 Grant Amount:	
Amount Expended Year-to-Date:	
Balance:	

Describe accomplishments with grant funds. _____

If you have not expended all funds, please describe how and when you intend to spend the balance.

Signature

Submit to:

City Manager
City of Kodiak
710 Mill Bay Road
Kodiak, AK 99615

**CITY OF KODIAK
RESOLUTION NUMBER 2011-10**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK RE
SCINDING RESOLUTION NO. 05-20 AND ESTABLISHING FUNDING CRITERIA
FOR NONPROFIT GRANTS**

WHEREAS, the City Council recognizes and supports local nonprofit organizations and has historically made funding available to these organizations on an annual basis; and

WHEREAS, it has been determined that the appropriate total amount of City funds to grant to nonprofit organizations is a maximum of one percent of budgeted general fund revenues, exclusive of any fund balance appropriation; and

WHEREAS, City funds have been provided to nonprofit organizations that supplement and compliment the services provided to residents by the City; and

WHEREAS, it is the intent of the City Council to update this policy statement.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Kodiak, Alaska hereby establishes the following additional funding criteria for nonprofit grants provided by the City:

1. Organizations receiving funds must be legally recognized by the Internal Revenue Service.
2. Funding will be granted only for the following kinds of programs/activities and up to the maximum identified funding amount per organization and program type:

Youth Recreation Programs	\$2,500
Adult Recreation Programs	\$5,000
Public Safety Support Programs (Shelter/Food)	\$10,000
Emergency Response Support Programs	\$10,000
3. Subject to the total amount of funding available, in order to minimize the impact of potential funding cuts and/or gains to organizations as a result of the implementation of these caps, no organization will receive ten percent (10%) less and/or more than in the previous funding year.

CITY OF KODIAK


MAYOR

ATTEST:

Hilma Marlon

CITY CLERK

Adopted: April 28, 2011



CITY OF KODIAK
Nonprofit Grant Applications
Fiscal Year 2015
Calendar

- March 25 Council review of City’s nonprofit application and award process
- Week of May 19 Mail applications, FY14 grant reports
- June 20 Applications and FY14 grant reports due to the City Manager’s Office
- July 8 City Council evaluates applications
- July 24 Nonprofit funding resolution on agenda for Council approval
- July 25 Check requests prepared and forwarded to finance
- July 28 FY15 award notification letters and agreements mailed
- August 1 Checks returned to City Manager’s Office
- August 1 Grant checks available upon execution of grant agreements and verification of FY14 reports filed