

# KODIAK CITY COUNCIL

## WORK SESSION AGENDA

**Tuesday, October 21, 2014**  
**Kodiak Public Library Multi-Purpose Room**  
**7:30 p.m.**

*Work sessions are informal meetings of the City Council where Councilmembers review the upcoming regular meeting agenda packet and seek or receive information from staff. Although additional items not listed on the work session agenda are sometimes discussed when introduced by the Mayor, Council, or staff, no formal action is taken at work sessions and items that require formal Council action are placed on a regular Council meeting agenda. Public comments at work sessions are NOT considered part of the official record. Public comments intended for the "official record" should be made at a regular City Council meeting.*

### Discussion Items

1. Public Comments (limited to 3 minutes)
2. Pier III Project Update .....1
3. Discussion About FY2016 State Capital Improvement Projects .....4
4. Discussion About Downtown Revitalization Projects .....10
5. Review of Mayor and Council Travel Policy .....36
6. October 23, 2014, Agenda Packet Review

### To Be Scheduled

1. Joint Work Session Date/Topics  
Transfer of Monashka Watershed  
Kodiak Legislative Fly-In
2. Juneau Legislative Reception Date

## Memorandum

**TO:** Aimee Kniazowski  
**FROM:** Roe Sturgulewski  
**DATE:** October 13, 2014  
**RE:** Kodiak Pier III Update

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The project is generally tracking as planned.

All owner furnished materials have been released to PPM, the General Contractor. The contract with LB Foster for the sheet pile materials has been paid in full and closed out. All the Dominion Pipe and Pile materials have been turned over to the PPM fabricators. Additional owner inspections are still required on some of the longer piles. There is one minor open cost issue related to grinding welds that must be resolved before closing out the contract.

PPM's baseline schedule pushed back the start of onsite construction beyond what was originally contemplated. This has caused them some management challenges particularly with the sheet pile installation. Most major equipment needed to perform the work has been mobilized. Onshore demolition needed to place the sheet pile has been completed. The majority of the anticipated sheet pile wing wall excavation has been completed and installation has started. PPM has experienced problems stabilizing the installed sheet pile from wave action prior to backfilling behind the cells. While this has slowed installation, damage to date has been limited to two "Y" piles. PPM's current plan is to install the south cell near the existing shop after completing 6 of the 11 cells. With minor exceptions almost all of the in water fill outside the sheet pile has been placed. The rock installation went slower than expected due to a number of factors.

Substantial off site fabrication work on the main structural elements has been completed in the Pacific Northwest area. PPM is shipping the bulk of their fabricated materials on two barges. The first one is under tow with a target arrival date of 10/15/14 which is 7 days beyond their baseline schedule. The Pier structural design was detailed to allow placement of the two shore side pile bents, caps and associated decking. The first barge load includes all the fabricated elements needed to complete this portion of the work and more. Owner supplied pile elements have been welded by the contractor into their planned installation lengths. The main pier vertical piles range from 125 to 175 feet in length while some of the dolphin batter piles will be up to 275 feet long. Numerous other elements have been fabricated including sub caps, hinge piles, support beam assemblies, dolphins, fender pile assemblies, concrete deck precast panels, etc.

Required State and Federal permitting has been received with no significant variances from expectations. An issue did come up during the water system permitting that generated a redesign of the

on dock water service which will result in a project credit. The Gibson Cove preliminary replat has been filed with the Kodiak Island Borough. The Gibson Cove electrical easement was added to the plat which triggered a full plat review. The platting process is expected to be completed in November. KEA has provided the backup documentation needed to finalize the easements.

### Schedule

PPM's latest schedule has absorbed the slippage of the in water rock placement and barge delivery activities within the milestone Substantial Completion date (6/30/15). PPM has stated the schedule critical path goes through the delivery of the first load of fabricated materials and installation of the land side (Grid A) piling. There is the potential for delay in this activity in the event PPM is not able to complete the sheet pile installation in a timely manner. PPM's basic installation sequence after the sheet pile is as follows: land side piles and pile cap, mid row piles and pile cap, girders between the piles and then precast placement. The same basic sequence will then be repeated on the water side section. The latter work is more complicated in that there is a 10' extension beyond the structural piles. The plan is to build all of the main pier work from the land side. The catwalks and dolphins will be done from a water side barge with installation of these elements anticipated to start in early 2015. PPM's intent is to have all the in water work requiring impact or vibratory hammers done prior to the start of the permitting fish window (5/1/15). One of the major remaining schedule issues is coordination of the removal of the existing pier wing, catwalks and dolphins. Different options are under consideration.

KEA remains on track with their flywheel project to provide medium voltage construction power by 6/1/15 and permanent crane power by 7/1/15. Horizon's delivery of the new crane remains tentatively scheduled for just after 7/1/15. Their plan is to finalize the delivery schedule after evaluating construction progress near the end of the year.

### Budget

The attached sheet provides a budget snapshot with expenditures through September 8, 2014. Expenditures total about \$10.3M, much of which are related to material costs. Contingency has increased slightly (\$32,000) from the last report as the anticipated Federal mitigation was not required. Unit quantities for the in water rock materials have overrun the estimated amounts. Payment for these materials is on a quantity neat line basis. Final quantities remain under review. It appears there will be an order of magnitude overage of at least \$400K but this number could move either way based on more refined information. At the time of contract award there were two design issues that were not fully resolved. The new bollard tie down solution on the existing pier had not been finalized. The second item was adding a catwalk between the old and new piers, required from downsizing the dock. Costing for both these items remains in progress. There are a small number of other issues involving both credits and adds that need to be resolved. The total cost exposure for all the identified construction changes (including Dominion and \$400K for unit quantity items) is about \$600K. Two remaining items with Owner cost risk include pipe pile driving which is scheduled to start in late October and rock anchors installation which is scheduled to start in January.

Please contact me at 907.343.3013 if you have any questions.



# Kodiak Pier III Budget 9/8/14



	Draft Budget		EAC	Obligations	Spent (as of 9/8/14)	
<b>DESIGN</b>						
Wave Modeling	\$	64,000	\$	64,000	\$	63,348
Geotech	\$	348,000	\$	348,000	\$	347,683
Survey	\$	31,000	\$	31,000	\$	30,600
Design	\$	691,000	\$	691,000	\$	690,192
Permitting	\$	111,000	\$	111,000	\$	110,131
CA	\$	1,000,000	\$	1,000,000	\$	403,341
<b>Subtotal Design</b>	<b>\$</b>	<b>2,245,000</b>	<b>\$</b>	<b>2,245,000</b>	<b>\$</b>	<b>1,645,294</b>
<b>ADMINISTRATION</b>						
City	\$	50,000	\$	50,000	\$	34,454
Professional Services	\$	625,000	\$	625,000	\$	476,791
Legal	\$	20,000	\$	20,000	\$	8,938
Other	\$	30,000	\$	30,000	\$	4,834
<b>Subtotal Administration</b>	<b>\$</b>	<b>725,000</b>	<b>\$</b>	<b>725,000</b>	<b>\$</b>	<b>525,016</b>
<b>CONSTRUCTION</b>						
Dock	\$	25,850,000	\$	25,850,000	\$	5,519,543
Material	\$	2,800,000	\$	2,800,000	\$	2,566,999
Mitigation	\$	32,000	\$	-	\$	-
<b>Subtotal Construction</b>	<b>\$</b>	<b>28,682,000</b>	<b>\$</b>	<b>28,650,000</b>	<b>\$</b>	<b>8,086,543</b>
<b>CONTINGENCY</b>						
	\$	1,915,445	\$	1,947,445		
	\$	33,567,445	\$	33,567,445	\$	10,256,853

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**CITY OF KODIAK  
RESOLUTION NUMBER 2014-35**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK ADOPTING  
A FY2016 STATE CAPITAL IMPROVEMENTS PROGRAM LIST**

WHEREAS, the City of Kodiak uses a Capital Improvements Program planning process to identify the capital improvement project needs of the community; and

WHEREAS, this identification and planning process plays a vital role in directing the City's administration and is utilized as a long-range planning and policy setting tool for City infrastructure maintenance and enhancement; and

WHEREAS, the City of Kodiak is committed to paying its way to the greatest extent possible, but the cost of some of the City's capital project needs are greater than the resources available locally; and

WHEREAS, the Kodiak City Council has identified and prioritized capital improvement projects for submission to the Alaska State Legislature and Governor for funding consideration due to their significance and/or magnitude.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that the following infrastructure replacement/improvement projects are considered of primary importance and are hereby adopted as the City of Kodiak's FY2016 State capital improvement project list:

**1. Mill Bay Road Pavement Rehabilitation Project: \$3,500,000**

Mill Bay Road is a 2.5 mile major arterial that provides access to the City of Kodiak's main business district. It is the most traveled road in Kodiak with approximately 12,000 vehicle trips per day. The City took ownership of Mill Bay Road from the State after it was reconstructed by DOT in 1991. The road surface has developed extreme pavement wear in the driving lanes over the past 23 years. The City has maintained and repaired sections and the driving lanes were milled and overlaid twice, but the overall road condition has not been assessed. The most critical issue is the development of ruts in the driving lanes up to 3" deep in some lanes in major intersections. Ruts create drainage problems which further accelerate wear on the pavement. The need for further pavement rehabilitation is necessary to prevent areas of roadbed failure. The City must plan on full road width pavement rehabilitation for the most traveled 2 mile portion from the main intersection downtown (the "Wye") to Island Lake Road (Walmart) and is completing an engineering study to assess the condition of the pavement, address drainage, and review the possibility of updating and reusing the original design segments to help reduce project costs. The total road rehabilitation cost, including engineering and construction, is estimated to be \$4,000,000 with funds coming from a combination of local funds for design & engineering and state funds for the remainder of the

project. The City of Kodiak is requesting state funding assistance for permitting, redesign , and construction in the amount of \$3,500,000 to fully rehabilitate Mill Bay Road.

## **2. Shelikof Street Bulkhead Parking**

**Funding Request: \$1,650,000**

In 2009, the City identified the need for pedestrian improvements from Pier II to downtown Kodiak to more safely accommodate pedestrian traffic and to improve facilities for local residents, workers, and businesses that use the pier, street, and access to the City's adjacent 250 slip boat harbor. The first phase of the project, construction of an ADA accessible sidewalk, new retaining walls, improved lighting and parking, and utility work was completed in 2013. The City must plan and design the next parking improvement phase of this project, which is to construct a 30 space bulkhead parking area on the south side of Shelikof Street adjacent to St. Paul Harbor. The roadway area adjacent to the proposed bulkhead parking is dangerously congested. Due to lack of adequate parking, vehicles block walkways, equipment operates in the ROW, and access to businesses is often blocked, forcing pedestrians into the roadway. Construction of additional off-road parking will direct pedestrian traffic out of the congested roadway. The net increase in parking will benefit harbor users and retail businesses along Shelikof Street. It will provide improved and safer pedestrian access from Marine Way to the fish processors in the immediate area. Associated tasks for this phase of the project include geotechnical investigation, design, permitting, mapping, construction, improved lighting, and utility relocates. The City of Kodiak is requesting state funding assistance for planning, permitting, design, and construction in the amount of \$1,650,000 to construct this bulkhead parking project to enhance pedestrian and vehicle safety.

## **3. Shelikof Street Pedestrian Improvements Pier II to Downtown**

**Funding Request: \$1,100,000**

In 2009 the City of Kodiak started work to improve pedestrian and roadway improvements along Shelikof Street (Cannery Row) from Pier II to downtown Kodiak to more safely accommodate cruise ship passengers who walk along the street and to improve the roadway and parking facilities for local residents and businesses that use the highly congested street and pier year round. The first phase, construction of an ADA accessible sidewalk, improved lighting and parking, retaining walls, and utility relocates was completed in 2013. The City wants to begin work on a portion of the next phase of improvements with design and construction of a visitor shelter-information kiosk-public restroom facility at Pier II. The shelter will benefit ferry and cruise ship passengers and visitors with a place to come in out of the weather, a location for the distribution of visitor information, and provide the only public restroom facility at Pier II. The City has 65% engineering design drawings and two drawings showing floor plans and elevations. The City of Kodiak is requesting state funding assistance in the amount of \$1,100,000 through the cruise ship excise tax fund for planning, permitting, design, and construction of this shelter for the community of Kodiak, its visitors, and residents.

CITY OF KODIAK

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MAYOR

ATTEST:

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CITY CLERK

Adopted:

DRAFT



**CITY OF KODIAK  
RESOLUTION NUMBER 2013-30**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK ADOPTING  
A FY2015 STATE CAPITAL IMPROVEMENTS PROGRAM LIST**

WHEREAS, the City of Kodiak uses a Capital Improvements Program planning process to identify the capital improvement project needs of the community; and

WHEREAS, this identification and planning process plays a vital role in directing the City's administration and is utilized as a long-range planning and policy setting tool for City infrastructure maintenance and enhancement; and

WHEREAS, the City of Kodiak is committed to paying its way to the greatest extent possible, but the cost of some of the City's capital project needs are greater than the resources available locally; and

WHEREAS, the Kodiak City Council has identified and prioritized capital improvement projects for submission to the Alaska State Legislature and Governor for funding consideration due to their significance and/or magnitude.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that the following infrastructure replacement/improvement projects are considered of primary importance and are hereby adopted as the City of Kodiak's FY2015 State capital improvement project list:

**1. Monashka Pumphouse Replacement**

**Funding Request: \$2,500,000**

The Monashka pumphouse provides almost the entire water supply for the City of Kodiak's public water system, averaging 4.73 million gallons per day but can produce as much as 10 million gallons per day during peak fish processing seasons. The pumphouse was constructed in the early 1970s, and only limited changes have been made to the system since it was built. The two story concrete building houses an electrical room and four pumps of 1940s vintage for which parts are no longer made. Some repairs to the old pumps require specialty machining which is costly since parts are no longer manufactured. The electrical system and pump motor starts are inadequate and out-of-date. The building is structurally and seismically unstable with the separation of wall panel connections and floor and roof systems. Due to its rapid deterioration it cannot be upgraded and must be replaced. The City is prepared to move into design with construction in the spring of 2014, providing funding is secured. The total project is estimated at \$6.8 million. The project will be funded using local funds, a state legislative grant, Alaska Municipal Matching Grant (AMMG) funds, and a low interest drinking water loan. So far the City has secured \$2.7 million in funding. The City of Kodiak is requesting support from the State Legislature for \$2,500,000 in the event the City

is unable to receive this funding through the Department of Environmental Conservation's grant and loan programs.

**2. E911 Replacement Equipment:**

**Funding Request: \$400,000**

The City completed its new public safety building in 2010. One of the important aspects of the new facility is to continue to provide area-wide dispatch services and enhanced 911 (E911) service to the Kodiak area, including areas outside the City's corporate boundaries. The City completed a study in 2009 which advised replacement of the system. The study indicated that basic upgrades with future expansion capabilities will cost at least \$400,000. The current system is operable but replacement parts and service/maintenance agreements are no longer available due to the age of the system. The City has been unable to afford the full replacement costs or find grant funding to help offset the replacement costs. The City of Kodiak is requesting State funding assistance in the amount of \$400,000 to assist with the upgrade of this important public safety tool.

**3. Shelikof Street Bulkhead Parking**

**Funding Request: \$1,650,000**

In 2009, the City identified the need for pedestrian improvements from Pier II to downtown Kodiak to more safely accommodate pedestrian traffic and to improve facilities for local residents, workers, and businesses that use the pier, street, and access to the City's adjacent 250 slip boat harbor. The first phase of the project, construction of an ADA accessible sidewalk, improved lighting and parking, and utility relocates is under underway and will be completed in 2013. The City must plan and design the next parking improvement phase of this project, which is to construct a 30 space bulkhead parking area on the south side of Shelikof Street adjacent to St. Paul Harbor. The roadway area adjacent to the proposed bulkhead parking is dangerously congested. Due to lack of adequate parking, vehicles block walkways, equipment operates in the ROW, and access to businesses is often blocked, forcing pedestrians into the roadway. Construction of additional off-road parking will direct pedestrian traffic out of the congested roadway. The net increase in parking will benefit harbor users and retail businesses along Shelikof Street. It will provide improved and safer pedestrian access from Marine Way to the fish processors in the immediate area. Associated tasks for this phase of the project include geotechnical investigation, design, permitting, mapping, construction, improved lighting, and utility relocates. The City of Kodiak is requesting state funding assistance for planning, permitting, design, and construction in the amount of \$1,650,000 to construct this bulkhead parking project to enhance pedestrian and vehicle safety.

**4. Shelikof Street Pedestrian Improvements  
Pier II to Downtown**

**Funding Request: \$3,800,000**

In 2009 the City of Kodiak started work to improve pedestrian and roadway improvements along Shelikof Street (Cannery Row) from Pier II to downtown Kodiak to more safely accommodate cruise ship passengers who walk along the street and to improve the roadway and parking facilities for local residents and businesses that use the highly congested street and pier year round. The first phase, construction of an ADA accessible sidewalk, improved lighting and parking, and utility relocates is scheduled to be completed in 2013. The City wishes to plan the next phase of the project, which will carry pedestrian improvements further along Shelikof Street from Jack Hinkle Way to Marine Way. This phase includes a visitor shelter-information kiosk-public restroom facility at Pier II, rehabilitation of the sidewalk from Jack Hinkle Way to Marine Way, improved lighting, landscaping, benches, signage, redesign of existing on-street parking, a walkway along the harbor side of the street, and a scenic trail along the St. Paul Harbor breakwater. Additional tasks include permitting, ROW acquisition & mapping, geotechnical investigation, and utility relocates. The City of Kodiak is requesting state funding assistance in the amount of \$3,800,000 through the cruise ship excise tax fund for planning, permitting, design, and construction of this project for the community of Kodiak, its visitors, and residents.



CITY OF KODIAK

*Pat Mauer*

MAYOR

ATTEST:

*Dulce Mark*  
CITY CLERK

Adopted: December 12, 2013

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**CITY OF KODIAK  
RESOLUTION NUMBER 2013-19**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK ESTABLISHING A DOWNTOWN KODIAK REVITALIZATION SPECIAL COMMITTEE**

WHEREAS, the Kodiak City Mayor and City Council desire to revitalize downtown Kodiak by reducing crime, brightening the downtown area, and attracting new businesses; and

WHEREAS, the Mayor desires to chair a committee of individuals interested in revitalizing downtown Kodiak.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that a Downtown Kodiak Revitalization Special Committee is hereby established.

BE IT FURTHER RESOLVED THAT:

1. **Membership.** The committee shall be chaired by the Kodiak City Mayor, and the Mayor is granted authority to name members of the committee.
2. **Scope.**
  - a. The committee shall focus on community concerns pertaining to safety, security, economic development, and aesthetic appeal of downtown Kodiak.
  - b. The committee shall not have direct power to affect policy determinations, but shall be able to make recommendations to the City Council.
  - c. Committee meetings shall be open to the public, and public notice shall be provided at least three days prior to each meeting.
  - d. The committee shall be effect until it presents its final report to the City Council.
3. **Consensus.** The affirmative votes of a simple majority of members present at a meeting shall be required to build consensus of the committee, so long as at least five members are in attendance.
4. **Administrative Support.** The City Clerk's Office shall provide administrative support as requested by the Mayor.

CITY OF KODIAK



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MAYOR

ATTEST:

*Dulce Moulton*  
CITY CLERK

Adopted: July 11, 2013



# DOWNTOWN KODIAK REVITALIZATION



## PROBLEM STATEMENT

Increasingly fewer Kodiak citizens consider downtown as a primary center for living, leisure and business.

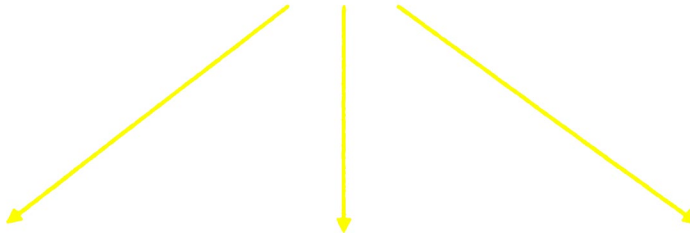
## VISION STATEMENT

The Downtown Revitalization effort strives toward a vision that Kodiak residents and visitors utilize the downtown area as the primary year-round hub for living, leisure, government and business.

## Vision Statement & Action Initiatives

## ACTION INITIATIVES

Established three areas of focus and developed Sub-Committees.



## FY2015 PRIORITIES



**ECONOMIC  
DEVELOPMENT SUB-  
COMMITTEE**

**SOCIAL ISSUES AND  
PUBLIC SAFETY SUB-  
COMMITTEE**

**BEAUTIFICATION AND  
PUBLIC SPACE  
IMPROVEMENTS SUB-  
COMMITTEE**

Downtown Kodiak Revitalization  
Action Initiatives:

	<u>Long-Term Priorities</u>	<u>Key People: Who needs to be involved to accomplish priorities?</u>	<u>Partnerships</u>	<u>Resources needed to accomplish priority</u>	<u>Time to accomplish priority</u>
	<b>Beautification and Public Space Improvements</b>				
1	Make the border of the harbor clearly walkable		Island Trails Network		2016
2	Make a lot at Kashevaroff and Mill Bay into a small children's park				2016
3	Upgrade the area between Henry's and Tony's				2017-2019
3a.	Replace the roof with clear cover				
3b.	Install a brightly colored mural			Rasmuson	
4	Increase crosswalks as designed in 2002 Community design workshop report				2017-2019
5	After the replacement of pipes downtown;				2017-2019
5a.	Reinstall a consistent awning or complimentary facades that will bring together			ArtPlace	
5b.	Get rid of slanted rock wall and widen walkway area to add in a green space				
5c.	Cover "artist alley"			ArtPlace	
5d.	Convert block of Marine Way between Sargent Park and Refuge into pedestrian historic core area				
5e.	Create green space between Tony's and NPMC building				



Downtown Kodiak Revitalization

Action Initiatives:

	<u>Long-Term Priorities</u> <b>Economic Development</b>	<u>Key People: Who needs to be involved to accomplish priorities?</u>	<u>Partnerships</u>	<u>Resources needed to accomplish priority</u>	<u>Time to accomplish priority</u>
1	Destination - the main thoroughfares bypass the downtown area, retailers want to be on a main highway. Retailers are moving to the midtown area to be on Mill Bay Rd. Downtown buildings are being turned into office space.				
2	Absentee Landlords-building maintenance needs to come from peer businesses, painting and beautification doesn't fall within code enforcement				
3	Harbor facilities and maintenance -continue to maintain current facilities. Replace older signs and add more informative signs, example is the sign on Shelikof St.				
4	Parking- evaluate the plan worked on by P & Z				
1	<b>Social Issues and Public Safety</b> Have a Day Shelter with support services				
2	Showers and Laundry facilities in downtown Kodiak to support the fishing industry.				

Downtown Kodiak Revitalization  
Action Initiatives:

	<u>Short-Term Priorities</u> <u>Beautification and Public Space Improvements</u>	<u>Key People: Who needs to be involved to accomplish priorities?</u>	<u>Partnerships</u>	<u>Resources needed to accomplish priority</u>	<u>Time to accomplish priority</u>
1	Survey downtown business owners and employees for ideas for beautifying		Chamber of Commerce		Completed by Fall 2014
2	Place many more attractive garbage/recycling cans downtown and empty them regularly		Tobacco Alliance		Completed May 2014
3	Address the issues surrounding St. Paul's Plaza (pocket park)				
4	Monitor littering, through surveillance cameras and patrol-collect fines and give mandatory community service to those caught				Begin July 2014
4a.	Use littering fines to give incentives to business owners who beautify their storefront		Island Trails Network, Sam Rhorer, and Sun'aq		Begin July 2014
5	Ensure the Thelma C exhibit is installed at planned site				Completed April 2014
6	Install stairs up from Senior Citizens of Kodiak parking lot to bridge and crosswalk from bridge across Rezanof: Note study for stairway would need to be completed prior to installation	Engineering department	Fish & Wildlife, Brechan Enterprises, Senior Center, Island Trails Networks		Begin March 2014
7	Develop map of various themed "community paths" of Kodiak		Island Trails Network		Begin May 2014
8	Start a weekly column in the paper "Beautiful Kodiak" to celebrate businesses that are making downtown Kodiak beautiful		Chamber of Commerce, Kodiak Daily Mirror		Begin June 2014
9	Beautiful "Welcome to Kodiak" sign installed downtown, possibly overlooking harbor		Rotary	Telethon	Completed September 2014
10	Beautify the restroom building		Kodiak Maritime Museum		Completed Winter 2014

Downtown Kodiak Revitalization

Action Initiatives:

	<b>Short-Term Priorities</b>	<b>Key People: Who needs to be involved to accomplish priorities?</b>	<b>Partnerships</b>	<b>Resources needed to accomplish priority</b>	<b>Time to accomplish priority</b>
	<b>Beautification and Public Space Improvements</b>				
11	Increase monitoring of downtown parks (St. Paul's Plaza and Sargent)	KPD			Begin June 2014
12	Redesign landscaping at the Y		Rice Family		Begin July 2014
13	Establish events that bring people downtown				
	Farmers Market-The summer Farmers Market could fit in the Sun'q Tribal Hall (with permission), and spill out into the pocket park, under awnings and in area				
14	Harbor Lights Festival		Maritime Museum	USDA FFPP	Begin June 2015 In December 2014
16	Develop the theme that we want for downtown so efforts can be focused and complimentary				
	<b>Economic Development</b>				
1	Survey downtown businesses on the issues that have been identified				
2	Paint over graffiti at the Harbor facilities			Parks and Recreation, KIBSD	
3	Parking enforcement and review allocation of all day and two hour parking				
4	Sandwich Boards - continual enforcement of the code				
5	Parking requirements are in review by Planning and Zoning				
6	Rotary Sign-"Welcome Kodiak		Rotary		
	<b>Social Issues and Public Safety</b>				
1	Snow Removal and Garbage Clean up				
2	Removal of Junk Vehicles from parking lots				
3	Pocket Park redesign to eliminate loitering and install bicycle racks to barricade from cars				

**Downtown Kodiak Revitalization  
Action Initiatives: Economic Development, Social Issues and Public Safety, and the Beautification and Public Space Improvements**

Short-Term Priorities	Describe the specific steps/tasks	Key People: Who needs to be involved to accomplish priorities?	Resources needed to accomplish priority	Estimated Cost	Funding Source	Subcommittee timeline	City Staff timeline	Potential Partnerships suggested by subcommittees
<i>Enhance Mall and Pocket Park</i>								
<b>Survey downtown business owners and employees for ideas for beautifying downtown</b>	1. Identify who to draft survey Suggested survey topics - safety (add citizens watch) - new activities /shuttles - keeping building active not vacant -what events will bring people downtown 2. Review and Analyze survey 3. Distribute survey to businesses 4. Analyze survey results	Chamber of Commerce survey the downtown business owners and employees for downtown beautification feedback during the Fall of 2014.  The City Library Director may be available to assist in the survey development & analysis.	Chamber of Commerce is the lead (inquire if a third party will create survey)			Completed by Fall 2014	Late Fall 2014	Chamber of Commerce  Citizens Watch  Subcommittee members

Downtown Kodiak Revitalization

Action Initiatives: Economic Development, Social Issues and Public Safety, and the Beautification and Public Space Improvements

Short-Term Priorities	Describe the specific steps/tasks	Key People: Who needs to be involved to accomplish priorities?	Resources needed to accomplish priority	Estimated Cost	Funding Source	Subcommittee timeline	City Staff timeline	Potential Partnerships suggested by subcommittees
Place many more attractive garbage/recycling cans downtown and empty them regularly	Determine location of cans Identify existing cans Increase in cans expensive. Agreement with Ak Waste revised	Public Works and Alaska Waste Downtown businesses	Funding source	Cans 10/\$1600 Additional fees	Unknown Possibly General Fund fund balance	Proposed May 2014	FY 2015	Tobacco Alliance

**Downtown Kodiak Revitalization**  
**Action Initiatives: Economic Development, Social Issues and Public Safety, and the Beautification and Public Space Improvements**

Short-Term Priorities	Describe the specific steps/tasks	Key People: Who needs to be involved to accomplish priorities?	Resources needed to accomplish priority	Estimated Cost	Funding Source	Subcommittee timeline	City Staff timeline	Potential Partnerships suggested by subcommittees
<p><b>Pocket Park redesign to beautify and eliminate loitering</b></p> <p><i>(Phase II of Pocket Park would be maintenance-could be moved to long-term priorities plans refer to Beautification suggestions)</i></p>	<p>1. Review and discuss with Downtown Revitalization Special Committee a pocket plan redesign</p> <p>2. Review and obtain a consensus using the draft landscape master plan for redesign options with Downtown Revitalization Committee. (Prioritize design concepts numerically)</p> <ul style="list-style-type: none"> <li>* Angular Concept</li> <li>* Ocean Concept</li> <li>* Compass Concept</li> <li>* New Concept</li> </ul> <p>3. Establish a cost analysis of pocket park concepts</p> <p>4. CM to work with City staff on pocket park plan to report back to Downtown committee.</p> <p>5. Put on agenda for Council review pocket park plan</p> <p>6. Parks and Recreation, other dept. ?, and volunteers to implement plan if approved &amp; funded.</p>	<p>Downtown Kodiak Revitalization Special Committee, City Manager, Dept. Heads, Mayor and Council, Chamber of Commerce, downtown businesses, volunteers</p>	<p>Establishment of a taskforce to work on recommendations for Day Shelter very important for the success of pocket park</p> <p>Determine if resources need to be given to business owners</p>	<p>Unknown</p>	<p>Budget amended GF Fund Balance</p>	<p>Fall 2014</p>	<p>FY16</p>	



**Downtown Kodiak Revitalization  
Action Initiatives: Economic Development, Social Issues and Public Safety, and the Beautification and Public Space Improvements**

Short-Term Priorities	Describe the specific steps/tasks	Key People: Who needs to be involved to accomplish priorities?	Resources needed to accomplish priority	Estimated Cost	Funding Source	Subcommittee timeline	City Staff timeline	Potential Partnerships suggested by subcommittees
<i>Enhance Kodiak Waterfront</i>								
<b>Paint over graffiti at the Harbor facilities</b>	<p>Provide and overview of Harbor facilities restroom maintenance schedule.</p> <p>Clean and paint walls in restroom, remove graffiti, weed around building etc.</p> <p>Pressure wash and stain the handrails around the parameter of the harbor. Sweep clean and wash the walkways. Weed and upgrade existing landscape/grass area.</p> <p>Pressure wash and stain gazebo</p> <p>Identify design changes for the restroom and compare other building types (Note: in long term priorities and refer to Harbormaster email 6/2/14)</p> <p>Review photo op locations</p>	Harbormaster taking some immediate actions the harbor department to address improvements to Harbor facilities	Costs will be identified after plan review	Unknown	Harbor enterprise funds	Winter 2014	Occurring  Need budget & funds	

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<b>Ensure the Thelma C exhibit is installed at planned site</b>	Ordinance completed & will submit to Council when KMM gets installation funds.	City Manager, Mayor and Council, Maritime Museum	KMM needs funds for installation	Maritime Museum working on funding	Maritime Museum working on additional funding	April 2014	N/A	
<b>Rotary Sign-"Welcome Kodiak"</b>	Clarify sign type and size Establish location for sign with Downtown Revitalization Committee (Note: location may determine size) *Ferry Terminal *Airport *Downtown or other	City Manager, Downtown Revitalization Committee, Public Works Director, Harbormaster Rotary President, DOT, Borough	Installation costs		Rotary	September 2014	FY16	Kodiak Rotary



**Downtown Kodiak Revitalization  
Action Initiatives: Economic Development, Social Issues and Public Safety, and the Beautification and Public Space Improvements**

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<b>Increase monitoring downtown</b>	KPD give an updated presentation 2014 to demonstrate the increase in monitoring from 2013 presentation  Public Awareness and Continual Updates  Implement a Citizens Watch	City Manager  KPD  Downtown Committee  Downtown businesses	Increase in staff time if patrol activity increases			June 2014		
<b>Monitor littering, through surveillance cameras and patrol-collect fines and give mandatory community service to those caught</b>	City Project to obtain cameras, wiring, maintain equipment State will get funds. Insurance carrier/community svc coverage	City staff, KPD, IT, businesses	Increase in staff time and equipment needed to monitor cameras	\$60k-100k depending on system & number of cameras	General Fund Business contributions	Proposed July 2014	Unknown	
<b>Parking enforcement and review allocation of all day and two hour parking</b>	Review KPD information and City Council authorizations for downtown parking & legal restrictions	City Manager KPD						

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<b>Parking requirements are in review by Planning and Zoning have process to monitor plan</b>	Educate the KIB role and City	Borough staff, City staff, Council sets parking plans		N/A	N/A			
<b>Sandwich Boards - continual enforcement of the code</b>	Suggestion made by economic development subcommittee to enforce code or update  Identify where and who uses sandwich boards  Identify where the problem is and what resources are available to property owners for removal	KPD, City Manager, Clerk, Council, KPD, Public Works, City staff if signs in City ROW	Possible survey of ROWs	\$60,000 est.	General Fund fund balance			
<b>Removal of Junk Vehicles from parking lots*</b>		City Council	New policy from Council. Additional funding for removal, impound, disposal, challenges	At least \$60,000 per year more than currently budgeting	General Fund fund balance		* not recommended	

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<p><b>Develop a theme for downtown</b></p> <p><b>Establish events that bring people downtown</b></p> <p>*Flea Market, Art Shows</p> <p>* Farmers Market-The summer Farmers market could fit in Sunaq tribal hall and extend to pocket park</p> <p>* Harbor Lights Festival</p>	<p>Align the theme with City master plan.</p> <p>-Suggestion of Nautical theme</p>	<p>Local businesses</p> <p>Downtown committee members</p> <p>Chamber of Commerce</p> <p>Possible Council Resolution for Farmers Market</p> <p>Revise City Code?</p>	<p>Already part of downtown master plan</p> <p>Does Council want to allow business on City property</p>	<p>Unknown</p>			<p>After Downtown W/S project completed</p>	<p>Maritime Museum</p>

**Downtown Kodiak Revitalization  
Action Initiatives: Economic Development, Social Issues and Public Safety, and the Beautification and Public Space Improvements**

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<b>Develop map of various themed "community paths" of Kodiak</b>	Establish key players for community paths Determine private and public land	City staff & Borough staff Chamber of Commerce CVB		Unknown	Unknown	Proposed May 2014	TBD	Island Trails Network
<b>Install stairs up from Senior Citizens of Kodiak parking lot to bridge and crosswalk from bridge across Rezanof</b>	Study for stairway to be completed by City. Project budgeted Coordinate with Emergency Evacuation Plan -ADA compliant	Engineering department Public Works (increased snow removal) DOT, Borough Community Development	Funds for project development & engineering & design	Approximately \$70,000-\$100,000	General Fund fund balance	Mar-14	TBD	Fish & Wildlife, Brechan Enterprises, Senior Center, Island Trails Networks
<b>Redesign landscaping at the "y"</b>	1. Intersection & "y" controlled by DOT 2. City project that could include the Parks and Recreation Department and coordination with DOT.	City Manager, Public Works, Parks and Rec. DOT	Agreement with DOT. Plan on redesign and DOT approval	Unknown	Unknown	Proposed July 2014	Unknown	Rice Family Volunteers

**Downtown Kodiak Revitalization  
Action Initiatives: Economic Development, Social Issues and Public Safety, and the Beautification and Public Space Improvements**

<b>Short-Term Priorities</b>	<b>Describe the specific steps/tasks</b>	<b>Key People: Who needs to be involved to accomplish priorities?</b>	<b>Resources needed to accomplish priority</b>	<b>Estimated Cost</b>	<b>Funding Source</b>	<b>Subcommittee timeline</b>	<b>City Staff timeline</b>	<b>Potential Partnerships suggested by subcommittees</b>
<b>Snow Removal and Garbage Clean up</b>	Define problem and scope. Code requires business & individuals to remove snow in front of their property	Ongoing with Public Works & Parks & Rec	N/A	TBD	TBD			
<b>Start a weekly column in the paper "Beautiful Kodiak" to celebrate businesses that are making downtown Kodiak beautiful</b>	Identify who would write columns and who would cover costs	Chamber of Commerce, Local businesses	Unknown	Unknown	Unknown	Proposed June 2014		Chamber of Commerce, Kodiak Daily Mirror

Downtown Kodiak Revitalization  
Action Initiatives:

	<b>Long-Term Priorities</b>	<b>Key People: Who needs to be involved to accomplish priorities?</b>	<b>Partnerships</b>	<b>Resources needed to accomplish priority</b>	<b>Time to accomplish priority</b>
	Beautification and Public Space Improvements	Council & Harbor Department	Island Trails Network	Shellkof Project Funds	2016
1	Make the border of the harbor clearly walkable	City Council, Parks & Rec			2016
2	Make a lot at Kashevaroff and Mill Bay into a small children's park	Businesses & City walkway	Chamber, Downtown Bus.	Plan, permission, & funds	2017-2019
3	Upgrade the area between Henry's and Tony's	City	Businesses, Chamber	Plan, permission, & funds	Unknown
3a.	Replace the roof with clear cover	Need location(s) to plan	Unknown	Rasmuson & permission	Unknown
3b.	Install a brightly colored mural	Review. DOT, KIB, City requirements		Plan & funds	2017-2019
4	Increase crosswalks as designed in 2002 Community design workshop report				2017-2019
5	After the replacement of pipes downtown;				
5a.	Reinstall a consistent awning or complimentary facades that will bring together	City & businesses		ArtPlace, General Funds	Unknown
5b.	Get rid of slanted rock wall and widen walkway area to add in a green space	In Downtown plan	N/A	City Funds	After S/W replacement
5c.	Cover "artist alley"	Chamber, Businesses	Evaluation for snow/wind load	ArtPlace	
5d.	Convert block of Marine Way between Sargent Park and Refuge into pedestrian historic core area	Traffic study a must. Emergency vehicle access & ferry terminal access		General Funds fund balance for traffic study	
5e.	Create green space between Tony's and NPMC building				
	Economic Development				
1	Destination - the main thoroughfares bypass the downtown area, retailers want to be on a main highway. Retailers are moving to the midtown area to be on Mill Bay Rd. Downtown buildings are being turned into office space.	Unknown			

Downtown Kodiak Revitalization  
Action Initiatives:

	<b>Long-Term Priorities</b>	<b>Key People: Who needs to be involved to accomplish priorities?</b>	<b>Partnerships</b>	<b>Resources needed to accomplish priority</b>	<b>Time to accomplish priority</b>
	<b>Economic Development</b>				
2	Absentee Landlords-building maintenance needs to come from peer businesses, painting and beautification doesn't fall within code enforcement	Unknown			
3	Harbor facilities and maintenance -continue to maintain current facilities. Replace older signs and add more informative signs, example is the sign on Shelikof St.	Some in Shelikof Street Pedestrian Improvement project	City and State	Grant funds	Ongoing
4	Parking- evaluate the plan worked on by P & Z	City to review if adopted			
	<b>Social Issues and Public Safety</b>				
1	Have a Day Shelter with support services	Non-profit sector, social services	Unknown	Agency, funds, location & process to sustain facility	
2	Showers and Laundry facilities in downtown kodiak to support the fishing industry.	City & Chamber of Commerce	City, Chamber, local businesses	Increased funding	

# POLICING DOWNTOWN KODIAK



A PRESENTATION OF INFORMATION FOR  
THE CITY COUNCIL AND DOWNTOWN  
REVITALIZATION COMMITTEE

OCTOBER 21, 2014

## Anecdotal Reports/Concerns



- Public disorder is on the rise, e.g. public intoxication, public, consumption, lewd behavior, disorderly conduct, etc.
- General public hesitant to visit downtown
- Negative impacts to business
- Police response strategies have not been effective



## Goals

1. Identify the laws and ordinances that KPD relies on to address public disorder in downtown
2. Identify KPD policing strategies
3. Report KPD activity in downtown Kodiak
4. Share our observations

## Arrestable City Ordinances

1. Public possession or consumption of intoxicating liquor “Open Container”
2. Urinating in Public
3. Disorderly Conduct – Blocking a doorway, insult, taunt, or challenge another

**Penalty: Maximum fine \$500 , and 10-days in jail upon conviction.**

## Non-arrestable City Offenses

1. Begging
2. Jostling people – roughly crowding people
3. Indecent Exposure

Penalty: Maximum fine \$300. No jail time

## Commonly Used State Laws

1. Criminal Trespass
2. Disorderly Conduct
3. Violation of conditions of release (City Attorney/DAO understanding)

Penalty: Misdemeanor crimes.

## Five Strategies for Policing

1. Preventative patrol – an attempt to stop crimes before they happen, e.g. foot patrol.
2. Routine Incident Response – calls for service. E.g. noise complaints, noise disturbances, etc.
3. Emergency Response – Rapid response to emergencies/in progress crimes.
4. Criminal Investigation – assignment of a specialist for more complex investigations.
5. Community Policing – community involvement/engagement, e.g. neighborhood watch.

## KPD Policing Strategies

Principal strategies employed by the KPD to address public disorder in downtown Kodiak involve:

1. Preventative Patrol
2. Routine Incident Response



### Preventative Patrol

Function	2010	2011	2012	2013	2014
Liquor 4199 22	737	962	1622	3488	1826
Community Policing 9559	154	340	1036	2175	1422
Security Check 9550	144	105	219	505	180

Key:

- Liquor 4199 22** is used to classify proactive checks of bars and liquor stores.
- Community Policing 9559** is used to classify proactive "mall walks" – random patrol of downtown.
- Security Checks 9550** is used to classify business security checks.

## Routine Incident Response

Uniform Crime Report (UCR) Code	2010	2011	2012	2013	2014
Drinking in Public 9933 22	8	11	2	6	3
Drunk in Public 9613	6	8	13	11	4
Open Container 9932 22	40	67	83	110	73
Indecent Exposure 3605 17	4	2	3	3	1
Disorderly Conduct 5311 24	1137	201	118	211	138

## Observations

1. Homelessness, mental illness and alcoholism/substance abuse, are not issues the KPD is resourced to address. Many of the people KPD encounters are afflicted by one or more of these conditions.
2. The KPD can only address behavior, but only if that behavior violates the law.
3. Loitering laws are deemed unconstitutional in public spaces and are unenforceable.
4. The proximity of BFS, liquor store and public spaces, such as St. Paul Plaza, public restrooms, the spit, and Sargent Park represent locations to meet, hide, share a bottle, spend the day.
5. No community day shelter or programs means there is no alternative.

**Thank You**



**Questions?**

**My contact information:**

**Chief of Police Ronda Wallace**

**[rwallace@city.kodiak.ak.us](mailto:rwallace@city.kodiak.ak.us)**

**907.486.8000**

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## **City of Kodiak Mayor and Council Travel Policy**

**POLICY:** Mayor and City Council Travel Policy

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

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

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

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

### Travel Criteria

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

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

### **PROCEDURES:**

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



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

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

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