

**KODIAK CITY COUNCIL**

**WORK SESSION AGENDA**

**Tuesday, May 12, 2015**

**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. Downtown Placement of Rotary Banner (5 minutes) .....1
- 3. Nonprofit Grant Application Review.....3
- 4. Strategic Priorities Follow Up Session With Sara Barton ..... (no backup)
- 5. Summer Meeting Schedule ..... (no backup)
- 6. May 14, 2015, Agenda Packet Review

**To Be Scheduled**

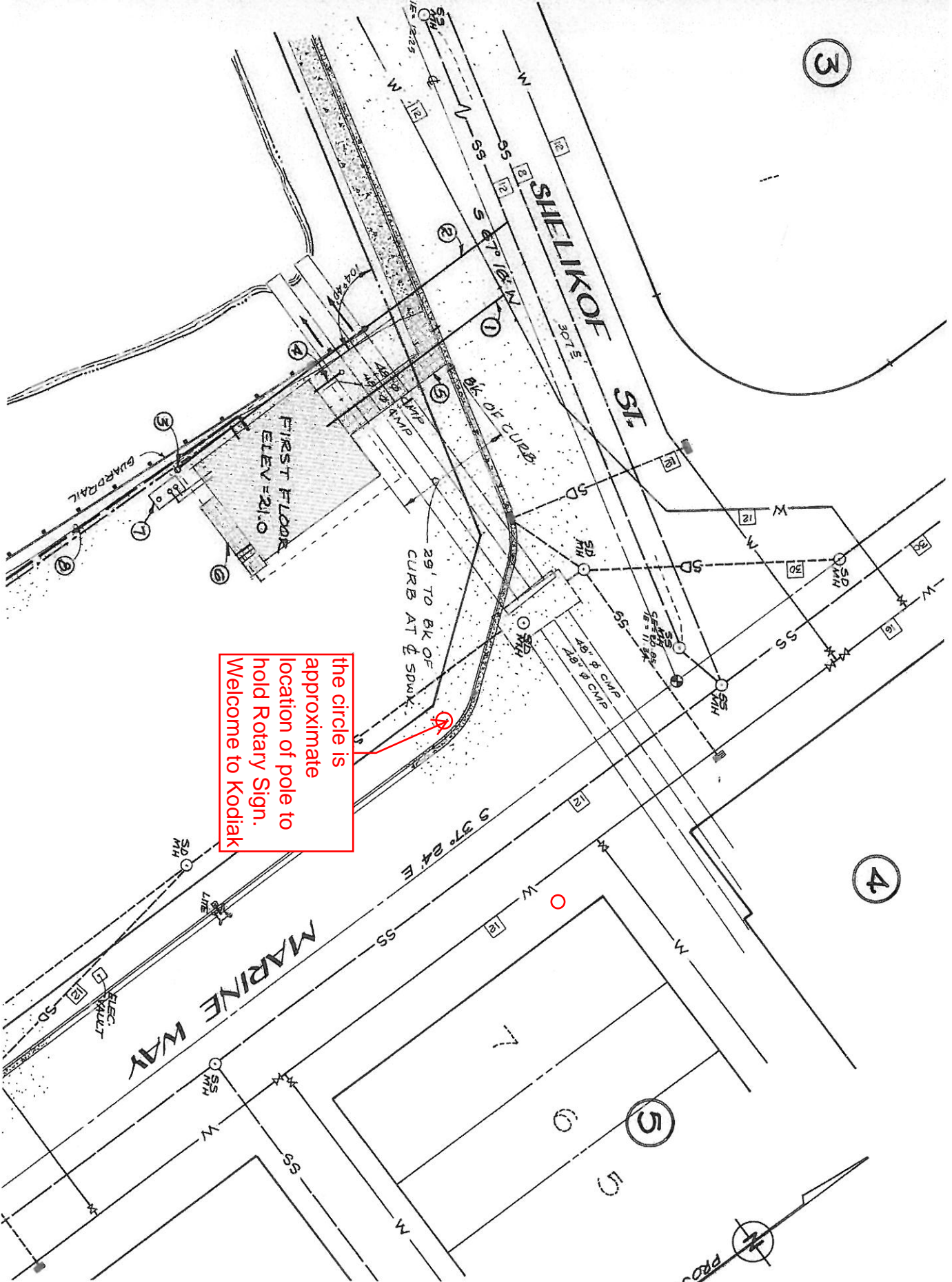
- 1. 75<sup>th</sup> Anniversary of City Incorporation (Sept. 11, 1940)

3

SHELIKOF ST.

4

the circle is approximate location of pole to hold Rotary Sign. Welcome to Kodiak





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## Contributions from General Fund for NON-PROFITS

General Fund Revenues	19,152,940.00	
Transfers	4,161,019.00	
Exp	22,469,610.00	
Diff	3,316,670.00	
<b>100.190.180.440.100</b>		
<b>100.001.000.385.100</b>		
	<b>149,900.00</b>	<b>1% Contribution</b>
	<b>3,466,570.00</b>	<b>1% Contribution</b>
	<b>14,991,921.00</b>	<b>Appropriations from Fund Balance</b>
	<b>3,466,570.00</b>	<b>22,619,510.00</b>
		<b>22,619,510.00</b>

**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: April 10, 2014



**CITY OF KODIAK**  
**Nonprofit Grant Applications**  
**Fiscal Year 2016**  
**Calendar**

- March 17 Council review of City's nonprofit application and award process
- Week of May 18 Mail applications, FY15 financial reports *(if no change to criteria)*
- June 19 Applications and FY15 financial reports due to the City Manager's Office
- July 7 or 21 City Council evaluates applications
- July 9 or 23 Nonprofit funding resolution on agenda for Council approval
- July 24 Check requests prepared and forwarded to finance
- July 27 FY16 award notification letters and agreements mailed
- July 31 Checks returned to City Manager's Office
- July 31 Grant checks available upon execution of grant agreements and verification of FY15 reports filed



**CITY OF KODIAK  
FY16 NONPROFIT FUNDING APPLICATION  
Return to City Manager's Office by June 19, 2015.**

**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?

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**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, unless a special one-time funding increase for a special project is applied for (see page 3 of application) and authorized by the Council. **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: \_\_\_\_\_

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Category \_\_\_\_\_ Amount \_\_\_\_\_

Explanation: \_\_\_\_\_

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Category \_\_\_\_\_ Amount \_\_\_\_\_

Explanation: \_\_\_\_\_

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**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, 2014 – June 30, 2015). Yes\_\_\_\_\_ No\_\_\_\_\_

**If yes, please complete the OTHER FUNDING SOURCES (top of page 4) and attach FY15 financial reports or latest audits with this application.**

**Scoring Criteria**

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

**CITY OF KODIAK GRANT REPORT**

**Please complete this report based on funds received from the City of Kodiak during the period July 1, 2014 through June 30, 2015.**

Organization:	
Program:	
2014-2015 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



## Office of the City Manager

710 Mill Bay Road, Room 219, Kodiak, Alaska 99615

May 18, 2015

VIA CERTIFIED MAIL

«AddressBlock»  
Kodiak, AK 99615

«GreetingLine»

Your organization either requested an application or received a nonprofit grant award from the City in **FY15** and is being sent an application to apply for FY16 nonprofit grant funding. Both the application form and the policy were revised in 2014 to reflect the City Council's updated policy statement. A copy of the Council nonprofit funding policy resolution is attached.

If your organization wishes to apply for City funds for the coming fiscal year, please complete and return the enclosed application and attach your **FY15 or most recent financial report**. **Applications and FY15 financial reports must be received in the City Manager's Office by 4:30 p.m. on June 19, 2015.**

Funds for approved grant requests will be included in the City's **FY16** operating budget. Applications received by the deadline will be reviewed and scored by City Council no later than **July 21, 2015**. Grant recipients will be notified of Council's decision, following final approval no later than **July 27, 2015**. It is anticipated that checks will be available in early **August 2015**.

If the City Manager needs additional information after reviewing your application, she may call you to discuss your **FY16** request. If you would like more information about the City's nonprofit grant process, please call Ms. Kniazowski at 486-8640 or me at 486-8641.

Sincerely,

Nenita S. Nicolas  
Administrative Specialist

Enclosures

**AGREEMENT**  
between the  
**City of Kodiak**  
and  
**«Company\_Name»**

THIS AGREEMENT is executed between the City of Kodiak (herein after called the "CITY"), and the «Organization» (hereinafter called the "GRANTEE").

WHEREAS, the CITY has appropriated funds for the purpose of contributing grants to nonprofit service organizations; and

WHEREAS, the GRANTEE is willing to undertake the performance of this grant under the terms of this Agreement.

NOW, THEREFORE, the parties hereto agree as follows:

**ARTICLE I. GRANT PURPOSE.**

The purpose of the grant is to provide a monetary contribution to support programs/services for Fiscal Year «Fiscal\_Year» as described in the grant application.

**ARTICLE II. GRANT CONDITIONS.**

The GRANTEE:

1. Will allow, on request from the CITY, an audit by the CITY regarding use of grant funds. All records must be kept for a period of three (3) years.
2. Will assure that the programs or services provided with the grant funds will be available for use by the general public to the extent consistent with the grant purpose.
3. Will spend grant funds by «Year\_End», unless authorized by the City Manager to carryover funds to the next fiscal year.
4. Will be responsible for the operation and maintenance of any funded facility or equipment for its practical life.
5. Will submit a grant report documenting expenditures and progress status of programs/services funded by the grant.

**ARTICLE III. TERMS OF PAYMENT.**

The total amount of the grant is \$«Award\_Amount» and shall be paid to the GRANTEE upon the execution of this Agreement by the authorized person and City Manager Aimée Kniazowski.

**ARTICLE IV. ADDITIONAL CONTRACT PROVISIONS.**

The effective date of this grant is the date the Agreement is signed by the CITY.

IN WITNESS WHEREOF, the parties have executed this agreement.

**City of Kodiak**

**«Company»**

\_\_\_\_\_  
Aimée Kniazowski, City Manager      Date

\_\_\_\_\_  
«Name»      Date  
«Title»

Attest:

\_\_\_\_\_  
Debra L. Marlar, MMC  
City Clerk

**Non-Profit Grant Award History**

Organization	Category	FY16 Req	FY15 Appr'd	FY15 Req	FY14 Appr'd	FY13 Appr'd	FY12 Appr'd	FY11 Amt	FY10 Amt	FY09 Amt	FY08 Amt	FY07 Amt	
American Red Cross, Kodiak Chapter	Emergency Res		7,390	7,390	7,390	7,390	6,720	6,110	5,555	5,050	4,590	4,175	
Brother Francis Shelter Kodiak, Inc.	Public Safety		10,000	11,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	9,680	
	One Time Funding		2,238										
Girl Scouts of Alaska	Youth Rec		2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,420	
Hope Community Resources, Inc.	Adult Rec		5,000	5,000	5,000	5,000	4,618	4,199	3,817	0	3,470	3,380	
	Youth Rec		500	500	500								
Humane Society of Kodiak	Public Safety		5,500	5,500	5,000								
Kodiak Area Transit Systems (KATS)	Emergency Res		5,000	5,000									
Kodiak Arts Council	Adult Rec		5,000	5,000	5,000	5,000	5,000	8,134	9,037	10,510	11,400	12,400	
	Youth Rec		2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,925	2,660	2,420	
Kodiak Food Bank/Baptist Mission	Public Safety		4,709	4,709	4,281	4,282	3,892	3,538	3,217	2,925	2,660	2,420	
	One Time Funding		1,238										
Kodiak Football League	Youth Rec		2,500	2,500	2,500	2,500	2,500	2,500	3,000	2,775	3,080	3,420	
Kodiak Kid Wrestling	Adult Rec		500	500	500	500	444	2,904	2,640	2,400	2,180	1,980	
	Youth Rec		2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	
Kodiak Kingfishers Swim Team Assoc.	Youth Rec		2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	
Kodiak Little League	Youth Rec		2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	
Kodiak Maritime Museum	Adult Rec		0	5,000	5,000	5,000	5,000	10,000	10,000	10,000	10,000	10,000	
Kodiak Public Broadcasting	Emergency Res		10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	
	One Time Funding		3,665	3,665									
Kodiak Teen Court	Public Safety		5,000	5,000	5,000	5,000	5,000	10,000	10,000	10,000	10,000	10,000	
Kodiak Women's Resource & Crisis Ctr.	Emergency Res		10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	
	Public Safety		10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	
Marian Center	Adult Rec		660	660	660	660							
	Youth Rec		660	660	660	660							
	One Time Funding		1,700	1,700									
Providence Kodiak Is. Counseling Ctr.	Emergency Res		10,000	10,000	10,000	10,000	5,000	5,000	5,000	5,000	5,000	5,000	
Senior Citizens of Kodiak	Adult Rec		5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	
	Youth Rec		10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	15,000	
Special Olympics, Kodiak	Adult Rec		5,000	5,000	5,000	5,000	4,880	4,620	4,200	3,965	3,830	3,710	
	Youth Rec		2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	
The Salvation Army	Public Safety		6,050	10,000	5,500	5,500	5,500	4,513	4,103	3,730	3,390	3,080	
	Youth Rec		2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	
	Emergency Res		10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	
	One Time Funding		3,238	2,000									
	Total		\$0	\$168,098	\$173,334	\$120,671	\$112,552	\$110,506	\$89,018	\$88,069	\$83,855	\$87,100	\$86,665
New Grant Request													
One Time Funding Request													
Kodiak Maritime Museum	Adult Rec		5,000	5,000	251,260	100,440	100	FY15 Tourism Development Fund					