

# KODIAK CITY COUNCIL

## WORK SESSION AGENDA

**Tuesday, October 20, 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. Presentation From DOWL on Draft Pedestrian Pathway Grant Proposal .....1
3. Update From Community Development Director and Discussion With City P&Z  
Representatives About Mobile Home, Recreational Vehicles, and Small Lots  
Ordinances .....16
4. Request for Change of Scope to the FY2016 Alutiiq Museum Nonprofit Grant Award ..18
5. Request From Baranov Museum .....25
6. Department Overview From Harbormaster .....35
7. Appointment of City Representative to KIB Lands Committee.....56
8. Appointment of City Representative to the Fisheries Work Group.....58
9. Discussion of Endorsement of the Fisheries Work Group Recommendation to Award a  
Professional Services Contract to Provide an Economic Analysis of the Fishing Industry  
(Postponed at the August 26, 2015, regular meeting).....60
10. Elected Officials Training/Travel Requests
11. October 22, 2015, Agenda Packet Review

## **To Be Scheduled**

1. November and December Meetings
2. KATS Request to Use City Logo on Buses and Promotional Materials .....72
3. Potential Joint Work Session Meeting Dates

October 13, 2015

Ms. Aimee Kniaziowski  
City Manager  
City of Kodiak  
2410 Mill Bay Road  
Kodiak, Alaska 99615

Subject: City of Kodiak Pier 2 to Near Island Pedestrian Facilities Plan and Design  
Scope and Fee for Planning and Design Services

Dear Ms. Kniaziowski:

DOWL is pleased to submit a fee and scope of work for planning and design services for the City of Kodiak (City) associated with the Pier 2 to Near Island Pedestrian Facilities Plan and Design.

## **SCOPE OF WORK**

Based on our understanding of your goals for this project and the assumptions provided, we proposed to complete the following tasks:

- **Task 1:** Pedestrian Facilities Plan– Center Street to Near Island
- **Task 2:** Public Involvement
- **Task 3:** 35% Design for Bulkhead Parking
- **Task 4:** 35% Design for Breakwater Boardwalk
- **Task 5:** Topographic Survey Coordination
- **Task 6:** Geotechnical Investigation
- **Task 7:** 65% Design for Bulkhead Parking
- **Task 8:** 95% Design for Bulkhead Parking
- **Task 9:** Final Design for Bulkhead Parking
- **Task 10:** Environmental Permitting and Right-of-Way Investigation

## **TASK 1: PEDESTRIAN FACILITIES PLAN– CENTER STREET TO NEAR ISLAND**

DOWL proposes to complete a Pedestrian Facilities Plan for the City of Kodiak that completes the connection from Pier 2 to the Near Island Bridge. Planning documents covering pedestrian facilities for a portion of the study area were previously completed by DOWL in the following documents:

- Landscape Master Plan for the Downtown Water, Sewer, and Storm Drain Master Plan – July 2010 (This document provides pedestrian planning from Marine Way to Center Street)
- Development Concept Plan, Shelikof Street: Jack Hinkel Way to Marine Way – February 2012 (Pedestrian improvements have already been constructed from Pier 2 to Jack Hinkel)

The basic objective of this new Facilities Plan is to provide a tool that will allow the City of Kodiak to build on the previous plans and evaluate options for improved pedestrian facilities from Center Street to

Near Island Bridge. These pedestrian facilities will provide a connection that facilitates access to Near Island for cruise ship passengers and supports additional tourism in downtown Kodiak.

We will prepare a plan that allows the City of Kodiak to productively focus their efforts, make decisions, and anticipate the future. The final Pedestrian Facilities Plan will be designed to position projects for future implementation. We will prepare an executive summary of prior pedestrian planning and how it can be integrated with this plan unless they are affected by the key planning issues addressed in this new Pedestrian Facilities Plan. The report will include route analysis, cost estimation, summary of land ownership, and potential right-of-way restrictions.

As part of the Facilities Plan, DOWL will prepare an implementation plan that clearly identifies the required steps to implement the recommended goals and policies. The implementation plan will propose a schedule for implementing each step, identify responsible parties for implementation, and identify potential funding sources and any intergovernmental coordination required for successful implementation.

### **Final Facilities Plan**

Once the public has had an opportunity to respond to the draft plan (Task 2), we will work with City staff to prepare recommended changes to the draft plan.

Once the plan has been approved, we will prepare the Final Facilities Plan document and submit electronic and hard copies of all project materials, including the draft and final plan, GIS/CAD maps and files, and public participation materials.

#### **Deliverables:**

- Pedestrian Facilities Plan (Draft and Final)

### **TASK 2: PUBLIC INVOLVEMENT**

Public participation is a key element in making sure the Facilities Plan (see Task 1) reflects the community's vision and has broad public support for implementation. The "public" consists of many different entities with different, and sometimes conflicting, needs and desires. One of our team's first tasks will be to develop a public involvement plan (PIP). We will meet with key City staff during development of the PIP to make sure it includes the right stakeholders. The plan will be designed to maximize public participation in the planning process and to facilitate the flow of information between the public and the planners. A two-way exchange of information will help the public understand how their input is being used in the process, which can help the credibility of the planning process.

#### **Identification of Stakeholders and Technical Advisory Members**

Public outreach efforts will be broken out into two forums: stakeholder public meetings and Technical Advisory Committee (TAC) meetings. Stakeholders and TAC members will be identified through discussions with key City staff, other local government staff, business and interest group representatives, and members of the public. Stakeholders and TAC members will likely consist of selected members from the following organizations:

<b>Stakeholders</b>	<b>Technical Advisory Committee</b>
Community residents	U.S. Fish & Wildlife Service
Project Area business owners and operators	Select City and Borough departments
Kodiak Rotary Club	City Council
Social service agencies	Parks and Recreation Advisory Board
Civic and special interest groups	Ports and Harbors Advisory Board
Kodiak Historical Society	Kodiak Island Borough Planning and Zoning Commission
Alutiiq Museum	Island Trails Network
	Kodiak Chamber of Commerce

Working with the groups most directly involved in what is happening in the project area, in addition to the broader public, will make sure the community vision gets translated into policies that work.

We anticipate two TAC meetings and two public meetings as part of completing this project. To be efficient and reduce cost, we will conduct these meetings on the same day. The TAC meetings will be held during the business day, while the public meetings will be held in the evening so that all interested stakeholders may attend. We will schedule any necessary site visits, interviews, and/or meetings to coincide with these team visits. Depending on timing and further discussion with the City, we propose presenting the 35% design for the bulkhead design (Task 3) and breakwater trail (Task 4).

Prior to the first TAC and public meeting, we will collect data, including completing appropriate phone interviews. We will present our findings at the initial meetings and gather feedback from attendees. We will present the draft Pedestrian Facilities Plan at the second round of meetings.

### **Public Participation Measures**

Specific outreach measures will be outlined in the PIP after meeting with City staff and key stakeholders. The PIP will identify appropriate participation methods and the prioritization of those measures that are the most cost effective and efficient for reaching the broadest range of affected stakeholders.

The approach is likely to include, but not be limited to, the following measures:

- Interviews with Key Stakeholders will engage those civic and business leaders that may not normally participate in broader public meetings—including City and Borough staff that implement the day-to-day decisions that affect development in the community. One-on-one or small group interviews will be used both at the beginning of the process to flesh out issues and ideas, and again later in the planning process to flesh out proposed policies and implementation issues.
- Briefings with the City Council, as needed, to keep them informed about the planning process and to allow their input to be incorporated throughout development of the plans. DOWL will assist staff in presenting the draft Pedestrian Facilities Plan to the City Council for approval.
- Use of feedback measures that allow the public to see how their input is being used in the planning process. This can be accomplished through creating and maintaining a project page on the City’s existing website.

## Presenting the Draft Facilities Plan

Once the draft plan has been developed, our team will share it with the public. We will prepare a presentation of the basic elements to help communicate the plan to members of the public that might not normally take the time to read the actual plan documents. Information will be succinct and focused on the primary planning issues and the recommended policies and actions outlined in the implementation plan.

DOWL will discuss public input received and the success of public participation measures used each month at the project progress meeting with the City. The PIP will be revised as needed throughout the process to address issues and opportunities that arise.

### Assumptions:

- Only two TAC meetings and two public meetings are included in this task.
- No additional social media measures, other than a project page on the City's website, will be required.
- This task includes up to four separate mailings.
- If the Pedestrian Facilities Plan public involvement is concurrent with efforts for the Near Island Development plan there will be an approximate \$8,800 cost savings in the Public Involvement task.
- Additional public involvement needs, outside of the above scope identified, can be provided as needed under additional services. This could include additional TAC and/or public meetings, presentations, creating and maintaining a project website, creation and distribution of additional mailings, or other services as needed.

### Deliverables:

- Public Involvement Plan
- Summary of Public Comment, included in Pedestrian Facilities Plan

## TASK 3: 35% DESIGN FOR BULKHEAD PARKING

DOWL will perform 35% design for the bulkhead parking along Shelikof Street as summarized in the Development Concept Plan. The additional vehicle parking will include an approximately 300-foot long segment of fill to be placed and retained behind a wall. The bulkhead extension is expected to add approximately 35 perpendicular parking spaces, thus reducing the desire to park along Shelikof that often results in parking on the sidewalk and reducing pedestrian mobility.

This submittal would include drawings (cover sheet, typical section, bulkhead extension plan view, details, and a concept landscape plan), a detailed engineer's estimate, and brief 2-3 page feasibility memo summarizing challenges and design decisions. We will participate in teleconference coordination meetings with your office and make one trip to Kodiak to perform a site visit, verify site conditions, discuss the 35% design submittal (for both the bulkhead parking and breakwater trail designs).

### Deliverables:

- 35% Design, engineer's estimate, and design memo

- One site visit only for two people as part of the design for the bulkhead parking and breakwater boardwalk

#### **TASK 4 – 35% DESIGN FOR BREAKWATER BOARDWALK**

DOWL will complete a 35% design for the breakwater boardwalk as summarized in the Development Concept Plan. The breakwater boardwalk was developed to provide another enhancement to the downtown Kodiak area for visitors and residents alike. By providing this boardwalk, pedestrians can enjoy a safe and convenient route out to the end of the existing breakwater. In this submittal, we envision a total sheet count as follows:

<b>Sheet Count (24" x 36")</b>	<b>Estimated Number of Sheets</b>
Cover Sheet	1
Typical Sections	1
Boardwalk Plan View	3
Notes and Details Sheets	2
<u>Landscaping Plans</u>	<u>2</u>
<b>Total</b>	<b>9</b>

In addition to the drawings listed above, this submittal would include an engineer’s estimate and brief 2-3 page feasibility memo summarizing challenges and design decisions. We will address any design questions and needs during the same teleconference coordination meetings and site visit identified in Task 4. During this same site visit, we will verify site conditions, discuss the 35% design submittal, and assist with public involvement activities if needed. Due to their geographic proximity, Tasks 3 and 4 will be closely coordinated.

#### **Deliverables:**

- 35% Design, engineer’s estimate, and design memo

#### **TASK 5: TOPOGRAPHIC SURVEY**

The City will provide the survey information required for design (see Tasks 3 and 4), and the selected surveyor will reduce the field survey and provide a base AutoCAD file. This file will be plotted for DOWL review and then used in the preparation of design drawings. It will reflect information about underground utilities obtained from available record drawings, and the locations of the new test holes will be shown. DOWL will back-check the base map and work with the City or surveyor to verify the information is complete. The City selected surveyor will also sign the survey control drawing.

#### **Assumptions:**

- The City of Kodiak will contract survey services directly with local surveyor.
- DOWL will be responsible for compiling the base map from the survey provided by the City.

#### **Deliverables:**

- Design base map

## **TASK 6: GEOTECHNICAL INVESTIGATION**

Based on the regional geology and previous geotechnical explorations in the general vicinity of your site, the scope of the exploration is based on the assumption the site soils consist of at least 20 feet of fill material over marine sediments overlying bedrock. The breakwater structure is expected to consist of large cobbles and boulders and will be difficult to drill through.

We propose to drill three test borings to depths of 50 feet along the proposed parking expansion and one to two test borings to depths of 40 feet along the breakwater; access to the breakwater appears to be limited to the first 150 to 200 feet from Shelikof Street. The test borings will be drilled using a truck-mounted drill rig equipped with an air-driven downhole hammer.

Samples will be obtained at the surface, and depths of 2.5, 5, 7.5, and 10 feet and at 5-foot intervals thereafter using American Society for Testing and Materials (ASTM) standard penetration test equipment and procedures, a modified sampler or applicable means; sampling may be limited within the breakwater structure due to the large size of the materials (i.e. rip rap). The test borings will be logged by a DOWL geologist/engineer.

A slotted three-quarter inch PVC standpipe will be placed in select bore holes to allow monitoring the groundwater level. That level will be checked once after sufficient time has passed for the water levels to stabilize in the standpipes.

Selected samples recovered from the borings will be tested in our laboratory to classify the soils and to determine their basic engineering properties. The specific testing program will depend on the soil conditions and the samples recovered, but will typically include water content, particle-size analyses, and Atterberg limits.

The findings of the field and laboratory testing will be analyzed and interpreted and a report will be issued that presents the data obtained from the field exploration and laboratory testing, our analysis and interpretation of the data, recommended geotechnical design parameters for foundations and paved parking areas, and recommendations for associated construction earthwork and construction inspection and testing.

### **Schedule:**

We expect to be able to begin the field exploration about two to three weeks following Notice-to-Proceed. The field work is expected to take approximately one week and the laboratory testing one to two weeks thereafter. The report can be made available approximately four to six weeks after completion of the field exploration. Preliminary findings and recommendations can be provided after completion of the field work as needed by your design team.

### **Assumptions:**

This scope and associated fee is based on the anticipated soil conditions and scope of work described herein and the following assumptions. If you have any additional information regarding the site conditions, if you would like the scope expanded, or if any of the assumptions are incorrect, please contact us so the scope and fee can be revised accordingly.



- The City will assist with legal entry and access onto the site for DOWL to perform the exploration. We understand that the USACE owns the breakwater and coordination will be required to gain access.
- The City will assist with all necessary utility locates.
- Locating test borings with a handheld GPS or by measuring with a cloth tape from existing site features is sufficiently accurate for the purposes of this exploration.
- The site is accessible with a truck-mounted drill rig. Tree clearing as needed to access the breakwater is allowed; cleared limbs will be left on-site.
- The drill fees are based on having appropriate equipment to drill through the rip rap/boulders that are anticipated to make up the breakwater structure. This includes sending specialized equipment from Anchorage and using a down-hole hammer.
- Backfilling the test borings with cuttings to the ground surface before leaving the site will be sufficient.
- A USACE permit will be required to drill test borings along the breakwater.
- No permits will be required to drill the test borings for the parking expansion.
- Standby fees may be invoiced in addition to the proposed lump sum fee. Standby would only be charged for delays caused by weather or circumstances beyond our control. Standby will be assessed at an additional \$250 per hour for the drilling subcontractor and an additional \$135 per hour plus reimbursables for the engineer/geologist.

**Deliverables:**

- Geotechnical Investigation Report, Location Map, Boring Logs, and Laboratory Test Results

**TASK 7: 65% DESIGN FOR BULKHEAD PARKING**

Upon written receipt of the 35% design review comments for the bulkhead parking, we will prepare an updated version of the bulkhead parking design drawings, which will constitute the 65% design submittal.

In this submittal, we envision a total sheet count as follows:

<b>Sheet Count (24" x 36")</b>	<b>Estimated Number of Sheets</b>
Cover Sheet	1
Index, Notes, Key Map, Legend, and Abbreviations	1
Demolition Sheets	1
Typical Sections	1
Parking and Drainage Plan and Profile Sheets (20-Scale)	2
Signing and Striping Plans	1
Notes and Details Sheets	4
<u>Landscape Plans and Details</u>	<u>4</u>
<b>Total</b>	<b>15</b>

Drawings will be prepared in English Units, and Draft Special Provisions will be prepared based on the City of Kodiak Standard Specifications (2012 edition).

**Assumptions**

- DOWL will prepare three sets of half size plans, specifications, and engineer’s cost estimate for each design submittal (Tasks 4, 5, and 7-9)

- No illumination desired for parking area beyond that already provided for street

**Deliverables:**

- 65% Drawings, engineer's estimate, and special provisions

**TASK 8: 95% DESIGN FOR BULKHEAD PARKING**

Upon written receipt of the 65% design review comments for the bulkhead parking, we will prepare pre-final construction documents (plans, specifications, and construction estimate) that will be essentially complete, as we understand the project. This will be our final review of the project documents prior to preparing the final construction documents. We will perform an additional site visit following the 95% design submittal.

**Deliverables:**

- 95% Drawings, engineer's estimate, and special provisions

**TASK 9: FINAL DESIGN FOR BULKHEAD PARKING**

After review of the 95% submittal for the bulkhead parking, recommended changes will be incorporated into the plan set and we will prepare the final bid documents for the bulkhead parking. The benefit of bringing the project to final design is to have a shovel ready project should federal funding become available.

**Assumptions**

- All construction for the bulkhead parking will be bid under a single contract, without alternatives, which would require additional drawings.
- Survey control sheet by local surveyor directly contracted with the City of Kodiak.

**Deliverables:**

- Final signed drawings, engineer's estimate, and special provisions

**TASK 10: ENVIRONMENTAL PERMITTING AND RIGHT-OF-WAY INVESTIGATION**

DOWL's Environmental professionals will assist with permitting efforts. At present, the exact amount of permitting required for this effort is variable, however as design progresses and details emerge, DOWL will work with the City of Kodiak to tailor the scope, budget and timeline to best meet the project timeframe and the client's needs.

We envision two necessary permit processes, to cover the expansion of the parking facilities into the tidal waters of the small boat harbor, and to allow for a review and approval of a pedestrian boardwalk atop the breakwater. These are two separate processes, although each will sit primarily with the US Army Corps of Engineers. In addition, the permit process for the parking expansion could include multiple additional permits and authorizations, including but not limited to an Essential Fish Habitat assessment, coordination with National Marine Fisheries Service (NMFS) and US Fish & Wildlife Service on endangered species, and possibly US Coast Guard consultation.

DOWL's Real Estate Services Group will provide basic ownership research and identification of additional interests necessary for the improvements proposed at the breakwater and bulkhead parking and potential stairway connection from Mission Road to Rezanof Drive. At this time we assume that a majority, if not all, of the proposed improvements will be contained within the current right of way owned by COK.

We anticipate the need for contacting and working with the Corp of Engineers Realty Services department regarding identifying interests, if any, held by the COE and obtaining said interests or clearance to facilitate the improvements on behalf of the COK. We expect that COE tasks will consist of minimal interaction and application creation. Should complications with this task arise DOWL will communicate directly with COK and provide potential solutions moving forward.

In anticipation of the development of alternatives to build pedestrian facilities from Center Avenue to the Near Island Bridge, DOWL will provide additional ownership research and cost analysis as necessary for the potential right of way impacts of the proposed alternatives. This detailed information would provide the COK the ability to present viable options to the public and make an informed decision.

**Assumptions:**

- DOWL assumes that a minimum of one Section 408 Review for 'Modification to an Existing Federal Project' will be necessary to secure approval to construct the pedestrian boardwalk atop the breakwater
- The breakwater will not involve any work at or below intertidal limits of the harbor, thus no permitting for in-water work will be required
- The parking lot expansion will involve a volume and area of fill sufficient to require a Section 404/10 Individual Permit for fill in Waters of the United States
- Fill for the project will come from an established material source, and will consist of clean shot rock
- These permitting efforts do not include permits for activities such as survey, geotechnical activities, or right-of-way acquisition
- DOWL and the client will revisit the permitting process further into the design, to decide how best to proceed with permitting once a preliminary design has been established

**Deliverables:**

- Final permits for bulkhead parking
- Memo summarizing permitting and right-of-way acquisition needs and process for the breakwater boardwalk

**SCHEDULE**

This schedule has been prepared with an assumed notice-to-proceed (NTP) date that is subject to change. Regardless of the NTP date, the schedule is intended to demonstrate the expected timeframe to complete each tasks.

Notice-to-Proceed (NTP).....	Assume October 26, 2015
Public Involvement Plan.....	November 20, 2015
Geotechnical Field Exploration .....	November 20, 2015
Pedestrian Facility Plan Data Collection .....	December 11, 2015
Geotechnical Investigation Report .....	January 8, 2016

35% Design - Bulkhead Parking and Breakwater Trail ..... January 8, 2016  
TAC #1/Public Meeting #1 ..... January 14, 2016  
Draft Facilities Plan ..... March 17, 2016  
65% Design -Bulkhead Parking..... March 17, 2016  
TAC #2/Public Meeting #2 ..... April 14, 2016  
95% Design – Bulkhead Parking ..... April 7, 2016  
Present to City Council..... May 12, 2016  
Final Facilities Plan ..... June 30, 2016  
Final Design and Permitting – Bulkhead Parking ..... June 30, 2016

**FEE PROPOSAL**

We propose to complete the described tasks for a total of \$333,535. A breakout of cost for each task is below:

<b>Task</b>	<b>Fee</b>
Task 1: Pedestrian Facilities Plan– Center Street to Near Island	\$77,360
Task 2: Public Involvement (T&M)	\$47,516
Task 3: 35% Design for Bulkhead Parking	\$21,870
Task 4: 35% Design for Breakwater Trail	\$24,250
Task 5: Topographic Survey	\$13,100
Task 6: Geotechnical Investigation	\$64,044
Task 7: 65% Design for Bulkhead Parking	\$23,130
Task 8: 95% Design for Bulkhead Parking	\$20,040
Task 9: Final Design for Bulkhead Parking	\$16,975
Task 10: Environmental Permitting and Right-of-Way Investigation	\$25,250
<b>TOTALS</b>	<b>\$333,535</b>

Services performed by DOWL under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this agreement, or in any report, opinion, document, or otherwise.

Thank you again for considering DOWL for this project. We look forward to working with you and will be happy to answer any questions you may have.

Sincerely,  
DOWL

Aaron R. Christie, P.E.  
Senior Project Manager


Attachment: Detailed Fee Estimate

This proposal/agreement and the Standard Contract Terms and Conditions are accepted, and DOWL is authorized to proceed with this work.

\_\_\_\_\_  
Signature


\_\_\_\_\_  
Date

DRAFT



**City of Kodiak Pier  
2 to Near Island  
Pedestrian  
Facilities Plan and  
Design**

City Council Work Session  
October 20, 2015



## Scope of Work

- **Task 1:** Pedestrian Facilities Plan– Center Street to Near Island
- **Task 2:** Public Involvement
- **Task 3:** 35% Design for Bulkhead Parking
- **Task 4:** 35% Design for Breakwater Boardwalk
- **Task 5:** Topographic Survey Coordination
- **Task 6:** Geotechnical Investigation
- **Task 7:** 65% Design for Bulkhead Parking
- **Task 8:** 95% Design for Bulkhead Parking
- **Task 9:** Final Design for Bulkhead Parking
- **Task 10:** Environmental Permitting and Right-of-Way Investigation

## Objectives of the Study (Task 1)

**Provide a tool allowing the City of Kodiak to build on previous plans and evaluate options for improved pedestrian facilities from Center Street to Near Island Bridge**

- Specifically complete connection from Pier 2 to the Near Island Bridge



Landscape Master Plan for the Downtown Water, Sewer, and Storm Drain Master Plan – July 2010 (This document provides pedestrian planning from Marine Way to Center Street)



Development Concept Plan, Shellkof Street: Jack Hinkel Way to Marine Way – February 2012 (Pedestrian Improvements have already been constructed from Pier 2 to Jack Hinkel)

## Objectives of the Study (Task 1)

- **Allows the City of Kodiak to productively focus their efforts, make decisions, and anticipate the future**
  - Position projects for future implementation
- **Provide an implementation plan that:**
  - Identifies required steps to implement recommended goals and policies
  - Proposes a schedule for implementing each step
  - Identifies responsible parties for implementation
  - Identifies potential funding sources and any intergovernmental coordination required for successful implementation

## Public Involvement (Task 2)

- **Key element in making sure plan reflects community's vision**

- Public Involvement Plan
  - Public meetings
  - Technical Advisory Committee
  - Interviews with key stakeholders
  - Updates and presentations to City Council



## Design Plans (Tasks 3 – 10)

### **35% DESIGN FOR BREAKWATER BOARDWALK**

- Provides another attraction to the downtown Kodiak area for visitors and residents alike
  - Provides safe and convenient route for pedestrians out to the end of the existing breakwater

### **35%, 65%, 95% & FINAL DESIGN FOR BULKHEAD PARKING**

- Along Shellkof Street as summarized in the Development Concept Plan
  - Will provide approximately 35 perpendicular parking spaces

### **TOPOGRAPHIC SURVEY AND GEOTECHNICAL INVESTIGATION**

- Coordination of design base map and completion of soils investigation

### **ENVIRONMENTAL PERMITTING AND RIGHT-OF-WAY INVESTIGATION**

- Final permits for bulkhead parking
- Memo summarizing permitting and right-of-way acquisition needs and process for the proposed breakwater boardwalk



## Schedule

- |   |                         |
|---|-------------------------|
| • Notice-to-Proceed (NTP)                               | Assume October 26, 2015 |
| • Public Involvement Plan                               | November 20, 2015       |
| • Geotechnical Field Exploration                        | November 20, 2015       |
| • Pedestrian Facility Plan Data Collection              | December 11, 2015       |
| • Geotechnical Investigation Report                     | January 8, 2016         |
| • 35% Design - Bulkhead Parking and<br>Breakwater Trail | January 8, 2016         |
| • TAC #1/Public Meeting #1                              | January 14, 2016        |
| • Draft Facilities Plan                                 | March 17, 2016          |
| • 65% Design -Bulkhead Parking                          | March 17, 2016          |
| • TAC #2/Public Meeting #2                              | April 14, 2016          |
| • 95% Design – Bulkhead Parking                         | April 7, 2016           |
| • Present to City Council                               | May 12, 2016            |
| • Final Facilities Plan                                 | June 30, 2016           |
| • Final Design and Permitting – Bulkhead Parking        | June 30, 2016           |

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# Kodiak Island Borough

**Community Development Department**

710 Mill Bay Road

Kodiak, Alaska 99615

Phone (907) 486-9363 Fax (907) 486-9396

[www.kodiakak.us](http://www.kodiakak.us)

## Memorandum

**Date:** October 15, 2015

**To:** City of Kodiak

**Cc:** Borough Manager

**From:** Robert H. Pederson, AICP - Director *RHP*

**RE:** Update on housing issues

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This memo is to provide you with an update on recent Borough efforts resulting from the announced closure of Jackson's Mobile Home Park.

The Community Development Department, the Planning and Zoning Commission, and the Borough Assembly have worked on several code changes and related efforts. This work is ongoing:

### Adopted Code Changes

- Nonconforming Uses and Structures – Chapter 17.140 KIBC. This change allows mobile homes displaced under AS 34.03.225 to relocate to existing nonconforming mobile home parks (Ordinance FY2016-04).
- Temporary Storage – Chapters 17.50 and 17.130 KIBC. This change allows temporary storage of displaced mobile homes in the Conservation and PL zoning districts (Ordinance FY2016-03).
- Mobile Home Parks – Chapters 17.115 and 17.80 KIBC. This change revises the standards for new or expanded mobile home parks and adds mobile home parks as a conditional use in the R-2 zoning district (Ordinance FY2016-06).

### Fee Waivers

- Borough - The KIB approved a fee waiver for mobile homes displaced under AS 34.03.225 (Resolution FY2016-08).
- City – The City of Kodiak approved a fee waiver for mobile homes displaced from Jacksons (Resolution R2015-29).

## Ongoing Code Review

- Recreational Vehicle Parks – Chapter 17.165 KIBC. The proposed changes will revise the development standards for recreational vehicle parks in the Borough. P&Z has held 4 work sessions (with a 5<sup>th</sup> scheduled for last night) and 1 public hearing on these changes. A second (final?) public hearing is scheduled for October 21<sup>st</sup>.
- Accessory Dwelling Units – Chapter 17.160 KIBC. The proposed changes will allow accessory dwelling units on residentially zoned properties. Development standards for this use are under review. P&Z held 1 work session (with a 2nd scheduled for last night) on these changes. P&Z public hearing date(s) will be scheduled.
- Small Lot Residential Zoning District (RSL) - Proposed new Chapter 17.77 KIBC. The proposed change would create a new zoning district (RSL) for single-family dwelling units on smaller lots. Such lots could accommodate a standard size home, a “small” house, or a manufactured home. The ordinance would establish the district and the development standards such as lot size and lot width. A rezone would be necessary to place the new district on the zoning maps. P&Z held 1 work session (with a 2nd scheduled for last night) on these changes. P&Z public hearing date(s) will be scheduled.
- Planned Unit Developments (PUD). Following consideration of the ADU and RSL code changes, P&Z will consider a new chapter of code for planned unit developments. A PUD is typically structured to allow a degree of flexibility in development standards not allowed by conventional zoning regulations.

Following P&Z review and recommendations on these code changes, each will be transmitted to the Assembly for final legislative action.

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October 5, 2016

Mr. Mike Tvenge  
Deputy City Manager  
City of Kodiak  
710 Mill bay Road  
Kodiak, AK 99615



ARCHAEOLOGICAL  
REPOSITORY

215 Mission Road, First Floor  
Kodiak, Alaska 99615

907.486.7004

**Re: Non-profit Funding for the Alutiiq Museum**

Dear Mr. Tvenge,

*Cama'i* – Hello,

I am writing on behalf of the Alutiiq Museum to request a change in the use of grant money recently awarded to the Alutiiq Museum by the City of Kodiak. In September 2015, we received \$4,575.20 from the City's non-profit funding program. This award was to support a free, fall lecture series featuring local scientists, historians, and culture bearers. Due to a variety of issues including timing, we have decided to revise the program and will not be offering a lecture series this fall.

While we are no longer planning this public event, we are developing a new website. We propose to use our award to support the website project. If approved by the City of Kodiak, we would pay our long-term web designer to assist us with the creation of the new site and to provide staff training in content management – at a cost of \$4300. The remaining \$275.20 would support a small but valuable amount of the staff time needed to complete the project. I am attaching a revised project budget, website outline, and example of a new homepage design. We are ready to complete the website, and believe it can be published by December 1 of this year with your support.

Please note that in addition to a fresh look, the website will include free new educational materials on the Alutiiq people and Kodiak history. Many patrons tell us that they come to our website not only to learn about the museum and its resources, but to study the Alutiiq world. Students, educators, artists, residents, and visitors routinely ask us for more cultural information and to share such information via the Internet. The website will help us meet this community need.

Additionally, this project is very important to the museum. Our existing website is antiquated and functions poorly. Our content management system must be updated to insure proper security and permit on line sales. Moreover, patrons tell us that the site is hard to navigate. We have seen a decline in the use of our website because people have difficulty locating content. Moreover, only one staff member can operate the existing content management system. Our website development project will add content, train multiple staff members to



manage the site, create an attractive, easily navigated presentation, and develop a secure on line retail outlet for local artwork. In short, the site will help us to better connect a global audience with Kodiak and its remarkable people and history.

This project addresses the spirit of the City's non-profit funding initiative. The website will both support the tourism industry by connecting the museum and its resources to a broad global audience, and by creating opportunities for recreation and learning among Kodiak residents. In its prime, our current site served up to 75,000 visitors a year. With an attractive new design, richer content, and improved on line shopping, we expect the museum's on line audience to continue growing.

Please let me know if you have any questions about this project.

*Quyanaa* – We thank you for your consideration,

A handwritten signature in blue ink, appearing to read "April Laktonen". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

April Laktonen Counciller, PhD  
Executive Director  
[april@alutiiqmuseum.org](mailto:april@alutiiqmuseum.org)

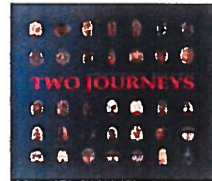
Cc. Amy Kniazowski, Kodiak City Manager  
Debbie Marlar, Kodiak City Clerk



VISIT | LEARN | EXPLORE | RESEARCH | SHOP | GIVE



**ANOTHER EDUCATION PLANNING WORKSHOP**  
September 15, 2015 | Register by August 10  
*Find out all about it and plan your visit!*



**NEW IN THE STORE**



**TRAVELING TO RUSSIA**



**NOW ON EXHIBIT**



**MEET JUNE PARUDE**



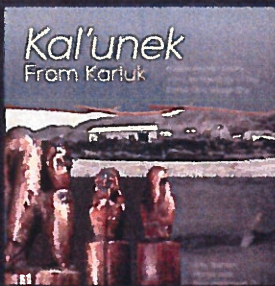
**FIRST FRIDAY: CINDY PENNINGTON**

**CONNECT WITH US**



Receive info on workshops, new exhibits, store sales, events and more! **SIGN UP**

**NEWS**



**New book In July**

The Alutiq Museum is now taking preorders for its new book *Kal'unek — From Karluk*, a fascinating look at the collection that started a new ...

[MORE>>](#)

**EVENTS**



**Woodworking Workshop**

Join us for a beginners boatbuilding workshop with CJ Christiansen on Wednesday, June 12. Learn the basics of boat design, construction, and ...

[MORE>>](#)

**EXHIBIT**



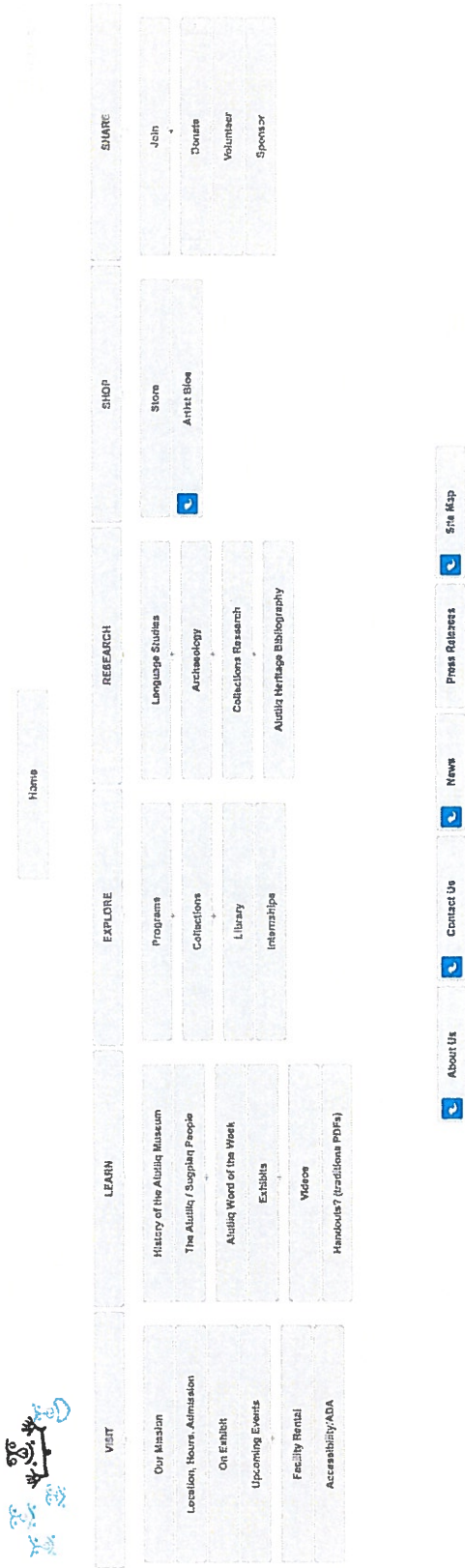
**Inartaldipet | Our Weaving Ways Through Dec 2016**

This large exhibition tells the story of five Kodiak women who traveled to Russian museums and learned ...

[MORE>>](#)



# Site Map



Budget

Alutiiq Museum Website Project

Description	Activity	Rate	Quantity	Needed	Match
April Counciller, Executive Director	Review	\$60.77 hr.	4 hours		\$243.08
Michael Bach, Alutiiq Museum	Language Features	\$39.02 hr.	8 hours		\$312.16
Amy Steffian, Alutiiq Museum	Content	\$42.46 hr.	40 hours		\$1,698.40
Dana Haynes	On Line Store, Content	\$21.86 hr.	20 hours	\$275.20	\$162.00
Sparkem Studios - Jonelle Atkinson	Site Development		Contract	\$4,300.00	
			Project Total	\$4,575.20	\$2,415.64
			Overhead		
			(35.68%)	\$0.00	\$1,632.43
			<b>GRAND TOTAL</b>	<b>\$8,623.27</b>	

**CITY OF KODIAK  
RESOLUTION NUMBER 2015–21(SUB)**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK  
AUTHORIZING PAYMENT OF FISCAL YEAR 2016 NONPROFIT ORGANIZATION  
GRANTS**

WHEREAS, the City Council recognizes and supports local nonprofit organizations and has made provisions in the Fiscal Year 2016 budget for cash contributions to these organizations; and

WHEREAS, the City Council supports these nonprofit organizations because they supplement and complement services provided by the City; and

WHEREAS, the funding criteria for cash grants from the General Fund Non-Departmental Contributions Account to nonprofit organizations is based on the criteria established in Resolution No. 2015–16; and

WHEREAS, the City Council reviewed FY2016 nonprofit grant applications at the July 22, 2015, work session and voiced a consensus to provide funding.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, hereby authorizes payment of the following nonprofit organization grants for Fiscal 2016:

**Section 1. General Fund-Non-Departmental Cash Contributions (Nonprofit Organization Grants):**

**Youth Recreation Programs**

Hope Community Resources, Inc.	550
Kodiak Arts Council	2,500
Kodiak Football League	2,500
Kodiak Girl Scouts	2,500
Kodiak Kid Wrestling Club	2,500
Kodiak Little League	2,500
Kodiak Kingfishers Swim Club, Inc	2,500
Special Olympics, Kodiak	2,500
The Salvation Army	2,500

**Adult Recreation Programs**

Hope Community Resources, Inc.	5,000
Kodiak Arts Council	5,000
Kodiak Public Broadcasting	5,000
Senior Citizens of Kodiak, Inc.	5,000
Special Olympics - Kodiak Area	5,000

**Public Safety Support Programs (Shelter/Food)**

Humane Society of Kodiak	5,500
Kodiak Area Transit System	5,000

Kodiak Baptist Mission (Food Bank)	4,709
Kodiak Teen Court, Inc.	5,000
Kodiak Women's Resource and Crisis Center	10,000
Senior Citizens of Kodiak, Inc.	10,000
Brother Francis Shelter – Kodiak	10,000
The Salvation Army	3,901

**Emergency Response Support Programs**

American Red Cross - of Alaska (Kodiak Chapter)	5,240
Kodiak Area Transit System	5,000
Kodiak Public Broadcasting Company	10,000
Kodiak Women's Resource and Crisis Center	10,000
Providence Kodiak Is Counseling/Safe Harbor	10,000
The Salvation Army	10,000

Total Non-Departmental Cash Contributions      \$149,900

**Section 2. Tourism Development Fund.** The Fiscal Year 2016 Tourism Development Fund Budget is amended by appropriating the use of additional funds in the amount of \$9,620 and authorizing payment in the amount of \$4,620.52 to the Alutiiq Museum and \$5,000 to the Maritime Museum as follows:

<u>Account</u>	<u>Description</u>	<u>Amount</u>
251.260.100.440.100	Contributions	\$9,620.52
251.001.000.385.100	Appropriation From Tourism Fund	(\$9,620.52)

CITY OF KODIAK

  
 \_\_\_\_\_  
 MAYOR

ATTEST:

  
 \_\_\_\_\_  
 CITY CLERK

Postponed:                      July 23, 2015  
 Substituted and Amended:    August 13, 2015  
 Adopted:                        August 13, 2015



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## **Kodiak Historical Society & Baranov Museum**

### **ReDesign of the Permanent Exhibitions**

#### **Project Need:**

At the Kodiak Historical Society and Baranov Museum, our current exhibits fall far short of conveying themes authentic to our 200-year old building, a National Historic Landmark facility and the oldest building in Alaska, and effectively engaging visitors and equipping them to discover meaningful relationships between present-day issues and related historic events. We seek to engage our audience of approximately 10,000 visitors per year, consisting primarily of the local Kodiak community during the fall and winter and tourists during the summer. The Baranov Museum has long identified as a community museum and our primary audience is Kodiak Islanders, a diverse population of approximately 13,500. Through this project, we have completed the process of planning and design to enable the fabrication of exhibits that will fully capitalize on the Museum's assets, and better reflect the diversity of our community both historically and presently.

#### **Background:**

In July of 2012, the Kodiak Historical Society was the receipt of a grant award from the Institute of Museums and Library Services (IMLS) Museums for America program, the Alaska State Museum Grant-in-Aid program and the City of Kodiak to support the design development of 2,400 square feet of new permanent exhibits at the Baranov Museum. These grants supported the hiring of exhibit design consultant Sarah Asper-Smith of Exhibit AK, Juneau to assist museum staff with the exhibit plan and creation of specific exhibit elements. Her deliverables to the project included detailed floor plans, elevation drawing of each exhibit, graphic design layouts, and construction drawings, including fabrication details and specifications such as casework construction, artifact placement, audiovisual hardware systems and lighting requirements.

Kodiak Historical Society staff held a community meeting to announce the project and solicit ideas and opinions on the current exhibits and suggested changes. Community surveys were distributed asking individuals to 1) prioritize key messages and potential exhibit themes and components, and 2) share ideas about how the new exhibits should look and feel. There were 119 respondents to the survey. We held a series of focus groups with interested community members to gather input on exhibit themes and interpretation. Curator of Collections Anjuli Grantham traveled to Fairbanks and San Francisco to conduct research into Kodiak's early American period as that era is significantly under researched.

While moving through the design process, from initial concept design to schematic design to final exhibit scripts, object selection and graphic design, we held community meetings, gave public presentations and otherwise solicited community input. In early 2015, we obtained the final architectural drawings and exhibit design (please see attached).

#### **Elements of ReDesign:**

Much of the project will concern new exhibit cabinetry, new panels and other non-structural changes. There are planned changes to the interior of the Baranov Museum building. Page 4 provides an overview of the planned construction to occur. All construction is interior to the building, no changes will be made to the exterior.

## Detail of Proposed Construction:

Starting from the center door on the Museum's porch:

**1:** This landing will become the primary entrance for museum visitors. The walls will be primed and repainted. The walls and steps of the stairway leading to the second floor will be repainted.

**2:** This room, currently exhibit space, will be converted to store space. The right hand wall will be stripped of its current plywood covering (which is very warped and not original to the building) and replaced with new drywall. A new room will be built in the interior of this room for store storage with a door installed (**2b**). Lighting will be through the existing light box on the ceiling to provide light for this room. The new walls will be tied into the floor and ceiling, but not to the original spruce log wall.

**3:** This room is currently store and exhibit space. A new wall will be added between the existing structural supports (**3a**). A 6" platform will be built on the far side of this wall for an environmental display (**3b**). On the lower left side of this room, the existing, non-original tongue & groove siding will be removed and replaced with drywall. An L-shaped wall will be built with drywall and period wainscoting. This wall will not reach the ceiling and will be tied into the existing corner and floor. The tongue & groove siding in the nook (**3c**) will be replaced with drywall, wallpaper and period wainscoting.

**4:** This room is currently exhibit space depicting an early American living room. A new wall will be built midway on the left hand wall, it will be attached to the ceiling and floor (**4a**). A 6" tall platform will be built in the upper right corner (**4b**). The right wall will have the existing non-original plywood removed and replaced with new drywall and wallpaper.

**5:** This area is currently the hallway to the bathroom, kitchen and pantry. This area will be repainted. Non-original shelving in the pantry (**5a**) will be replaced or additional support will be added. The bathroom will be repainted (**5b**)

**6:** This room is currently a kitchen display and staff area. The entire room will be repainted. New walls will be built within this room to create new, completely enclosed staff space with a flush door (**6a**). A waist high railing will be added at the end of the current cabinet, running to the new wall (**6b**). Current plumbing will be rerouted from the existing sink on the lower wall to the right wall in the staff area. The existing kitchen cabinetry will be renovated for exhibit storage. Visitors will be able to enter the kitchen, walk by the staff area in a newly created hallway and exit through the existing door into room **7**.

**7:** This room is current overflow storage for the staff and store. The non-original shelving will be removed and the no longer functional plumbing pipes will be removed. The walls will be repainted. It will be converted to exhibit space.

**8:** This room is current the temporary exhibit gallery. The non-original wall coverings will be removed, drywall will be installed and painted.

**9:** This room is currently the porch, the entrance to the museum and our activities space. The ceiling will be covered in drywall, new lighting will be installed by existing lights, a bench and cabinet will be built on the interior wall and the room will be painted.

Floor coverings will be replaced throughout the first floor. High impact carpet will be used through the exhibit spaces and in the store. The raised platforms for environmental displays will be laid with

hardwood flooring. Period appropriate linoleum will be used in the kitchen and staff space. Linoleum will be used in the porch.

#### Funding

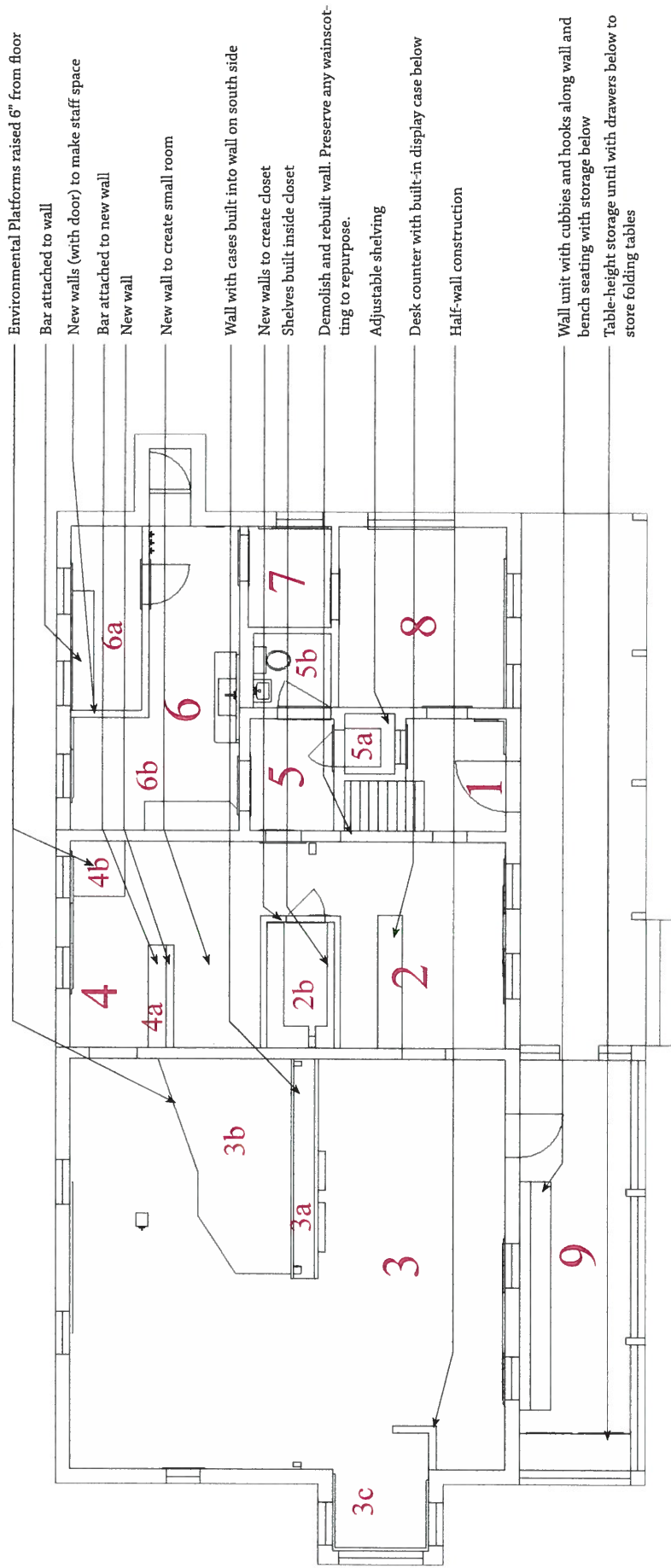
Funding for the project will be sought from the Institute for Museums and Library Services Museums for America grant and other federal grants, the Rasmuson Foundation, the Alaska State Museum Grant-in-Aid, the Alaska Humanities Forum and local fundraising. Anticipated costs for just the construction are \$100,000 to \$150,000. Total project costs are likely around \$350,000.

#### Anticipated Construction:

It is anticipated that construction will begin in January 2017 with a reopening in May or June 2017.



# Construction Plan



Construction - Floor Plan

Scale: 1/8" = 1' - 0"

**\*Note:**

See elevations and details for more information

These are not construction documents. Please verify all dimensions in field

**Demolition:**

Remove all drop-ceiling and replace with historically accurate ceiling (i.e. tin ceiling)

Remove all wainscoting to expose beams below

Remove and replace drywall where needed

**CITY OF KODIAK  
CONTRACT NO. 218113  
MUSEUM SERVICES**

**CONTRACT FOR MUSEUM SERVICES** dated as of July 1, 2014 by and between the City of Kodiak, an Alaska municipal corporation (“City”), whose address is 710 Mill Bay Road, Kodiak Alaska, and the Kodiak Historical Society, an Alaska nonprofit corporation (“Contractor”), whose address is 101 E. Marine Way, Kodiak Alaska.

WHEREAS, City owns real property located at 101 E. Marine Way, Kodiak, Alaska, and the building located thereon known as the Baranov Museum (“Museum”); and

WHEREAS, Contractor currently operates a historical museum at the Museum, consisting of a collection of artifacts, exhibits, photographs, documents and other items owned by Contractor (“Collection”); and

WHEREAS, because of Contractor’s experience operating the Museum and its ownership of the Collection, Contractor is the only source for the services that it is to provide under this Contract, and it is in the best interest of City and its residents that City contract with Contractor for such services on a sole source basis under Kodiak City Code 3.12.070(d).

NOW, THEREFORE, for and in consideration of the premises, and the terms, covenants, conditions, and provisions contained herein, it is the parties agree as follows:

**ARTICLE I**

**Provision of Services, Term, Compensation**

**Section 1.1. Agreement to Provide Services.** Contractor shall operate the Museum and provide museum services for the City as described in Article II.

**Section 1.2. Term of Contract.** The term of this contract commences July 1, 2014, and expires June 30, 2016, provided that either party may terminate this contract upon thirty (30) days written notice to the other party.

**Section 1.3. Compensation.** City shall pay Contractor the following annual fees for the services that Contractor provides under this contract. The annual fee shall be payable to Contractor in advance in equal quarterly installments on the first days of July, October, January and April; provided that the first quarterly installment shall be due on the day following the effective date of City Council approval of this contract.

(a) For the period from July 1, 2014 through June 30, 2015: \$90,000, plus an amount not to exceed \$950.00 for fire suppression system costs.

(b) For the period from July 1, 2015 through June 30, 2016: \$92,700, plus an amount not to exceed \$950.00 for fire suppression system costs.

**ARTICLE II**  
**Scope of Services**

**Section 2.1. Scope of Work in General.** Contractor shall provide museum operation services at the Museum, including without limitation collections care, management of Contractor's archives, exhibitions, educational programs, and building stewardship.

**Section 2.2. Specific Museum Management Duties.** Subject only to the limitations set forth in this Contract, Contractor shall have, and hereby agrees to undertake and assume, full and complete control and discretion in the management and operation of the Museum during the term of this contract, including without limitation the following:

(a) Employ, pay, supervise, and discharge all employees as deemed necessary by Contractor for the operation of the Museum;

(b) Adopt and implement all policies relating to the acquisition, accession, loan, care, storage, deaccession, and disposal of the Collection in accordance with the standards defined by the American Alliance of Museums;

(c) Adopt and implement the exhibition, interpretation, display and public access of the Collection in accordance with the standards defined by the American Alliance of Museums;

(d) Adopt and implement the historical, educational and research policies, programs and activities of the Museum;

(e) Properly maintain all Collection inventory records, accession records, condition assessment and conservation records, and exhibition records;

(f) Adopt and implement the budgetary and fiscal policies of the Museum, including the establishment of admission fees and other fees and charges for other program services;

(g) Keep and maintain the financial books and records of the Museum in accordance with generally accepted accounting principles;

(h) Adopt and implement the building and maintenance policies for the Museum;

(i) Adopt and implement the best practices for building stewardship of the Museum;

(j) Adopt and implement policies relating to the ancillary activities and services offered at the Museum; and

(k) Adopt and implement policies relating to the promotion and publicity of the Museum.

In performing its duties under this Section, Contractor shall exercise the same degree of care and skill exercised by nonprofit corporate owners and managers of similar local/regional history museums in the United States and shall comply in all material respects with all laws applicable to the conduct of its business and the use and operation of the Museum.

**Section 2.3 Public Museum.** Contractor shall operate the Museum as a facility open to the general public, subject to such reasonable rules and regulations as Contractor may promulgate in its discretion from time to time regarding matters that include without limitation admission fees; days and hours of operation; the safety of employees and the general public; the safety, protection and security of the Collection; the anonymity of donors who desire anonymity; and, to the extent required by law, the confidentiality of employee records and business records.

**Section 2.4. Collection.** Contractor shall have full responsibility for the maintenance, care, documentation and use of the Collection. The accession and deaccession of Collection items as

well as their management, care, documentation and use shall be governed by Contractor's Collection Management Policy and in accordance with standards defined by the American Alliance of Museums. The Collection will be used for exhibitions, research and public programs at the discretion of Contractor in accordance with its mission and in order to provide museum services to the City.

**Section 2.5. Contractor Employment Responsibilities.** All services required under this Contract shall be performed by Contractor or under its supervision. Contractor shall employ at its own expense all personnel required to perform Contractor's services under this Contract in a timely and proper manner. Such personnel shall not be considered contractors or employees of the City, and the City shall have no responsibility or liability whatsoever to any Contractor personnel, or for their acts or omissions.

**Section 2.6. Alterations and Improvements to Museum.** Contractor may make whatever nonstructural alterations or improvements to the Museum that it deems necessary or desirable in the best interests of the Museum. Contractor shall make no structural alterations or additions to the Museum or any associated City property without the written consent of the City. Unless otherwise provided in such written consent, any structural improvements or additions constructed by the Contractor shall become the City property upon substantial completion. All such nonstructural or structural alterations, improvements and additions, regardless of how funded, shall be part of the Museum real property and shall be subject to the terms of this Agreement.

**Section 2.7. Personal Property.** Contractor may furnish, install and maintain at the Museum any and all personal property which Contractor deems necessary or desirable in connection with the operation of the Museum. All tangible personal property acquired by City or Contractor and installed in or located at the Museum, regardless of how funded, shall be deemed to be subject to the terms of this Contract. All personal property installed in or located at the Museum shall be the property of Contractor. Contractor may alter, rehabilitate and improve such personal property in such manner, as it deems necessary or desirable in the best interests of the Museum.

**Section 2.8. No Liens.** In performing any work required or permitted under this contract, Contractor shall keep the Museum free of all liens, and hold the City harmless from liability for any such liens, including costs and attorney fees.

### **ARTICLE III Payment of Expenses**

**Section 3.1. In General.** Except as this Article provides otherwise, Contractor shall bear all costs and pay all expenses incurred in providing the services required under this contract.

**Section 3.2. Utilities.** City shall pay the costs of the following utility services provided to the Museum: fuel oil, heat, electricity, water and sewer. Contractor shall pay the costs of telecommunications utility services and, except as provided in the preceding sentence, any and all other utilities provided to Contractor at the Museum.

**Section 3.3. Repairs and Maintenance.**

- (a) Contractor shall provide at its expense the following at the Museum:
  - (1) Interior janitorial services
  - (2) Replacement of light bulbs and receptacles as needed
  - (3) Exhibit construction and maintenance
  - (4) Flower beds and plant box plantings and maintenance
  - (5) Fire alarm and suppression system annual inspections
  - (6) Boiler system annual inspections
- (b) City shall provide at its expense the following at the Museum:
  - (a) Maintenance of electrical, water and sewer utility facilities
  - (b) Snow removal from the parking lot and pedestrian walkways
  - (c) Lawn mowing and general landscaping
  - (d) Maintenance or replacement of sidewalk and parking lot pavement
  - (e) Structural building maintenance or replacements when funds are available

**ARTICLE IV  
Indemnification and Insurance**

**Section 4.1. Indemnification.** To the fullest extent permitted by law, Contractor agrees to defend, indemnify, and hold harmless City, its elected and appointed officials, employees, and volunteers against any and all liabilities, claims, demands, lawsuits, or losses, including costs and attorney fees incurred in defense thereof, arising out of or in any way connected or associated with this contract.

**Section 4.2. Insurance.**

(a) Contractor, at its expense, shall provide the following insurance coverages for its performance under this contract, and shall provide to City certificates of insurance and/or policies acceptable to City therefore at the time this contract is executed:

(1) Commercial General Liability Insurance. Contractor shall maintain Commercial General Liability Insurance with a minimum of \$1,000,000 per occurrence and/or aggregate combined single limit, personal injury, bodily injury, and property damage.

(2) Workers' Compensation Insurance. Contractor shall provide and maintain, for all employees of Contractor engaged in work under this contract, Workers' Compensation Insurance as required by AS 23.30.045 or any other applicable statutes or regulations. Contractor shall be responsible for Workers' Compensation Insurance for any subcontractor who directly or indirectly provides services under this Contract.

(b) Additional Insurance Requirements. Each policy of insurance that Contractor provides under this section shall:

(1) List the as additional insureds City, including all elected and appointed City officials, all City employees and volunteers, all City boards, commissions and/or authorities and their board members, employees, and volunteers, and waive subrogation in favor of the foregoing;

(2) Provide coverage that is primary to City and not contributing with any other insurance or similar protection available to City, whether other available coverage be primary, contributing, or excess;

(3) Require sixty (60) days written notice of cancellation non-renewal, reduction and/or material change addressed to: City Clerk, 710 Mill Bay Road, Room 220, Kodiak, AK 99615.

(c) Continuation of Coverage. If the above coverage expires during the term of this Contract, Contractor shall deliver renewal certificates and/or policies to City at least ten (10) days prior to the expiration date. Contractor shall not commence operations under this Contract until it has obtained the coverage required under the terms of this Contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of Alaska and acceptable to City. If Contractor fails to comply with the insurance requirements of this contract, City may terminate this contract on ten (10) days written notice. Contractor covenants to maintain all insurance policies required in this Contract for the period of time in which a person may commence a civil action as prescribed by the applicable statute of limitations. The coverage required by this Contract shall cover all claims arising in connection with Contractor's performance under this contract, whether or not asserted during the term of this contract and even though judicial proceedings may not be commenced until after this contract expires.

## ARTICLE V Miscellaneous

**Section 5.1. Independent Contractor.** Notwithstanding anything to the contrary contained herein, this contract shall not be deemed or construed to make the parties hereto partners or joint venturers, to render either party liable for any of the debts or obligations of the other, or to make either party the agent of the other or to bind or obligate the other in any manner to any third party. Without limiting the generality of the foregoing, the employees of Contractor are not City employees and are not entitled to any of the benefits City provides for its employees, including without limitation, health, life or disability insurance, sick or annual leave, or worker's compensation.

**Section 5.2. Authority of Signers.** Each individual executing this contract hereby represents and warrants that he or she has the capacity set forth on the signature pages hereof with full power and authority to bind the party on whose behalf he or she is executing this contract to the terms hereof.

**Section 5.3. Entire Agreement; Amendment.** This contract constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof, and there are no other prior or contemporaneous written or oral agreements, undertakings, promises, warranties, or covenants with respect thereto not contained herein. This Agreement may be amended only by a written instrument executed by each of the parties hereto.

**Section 5.4. No Waiver.** No waiver of any condition or provision of this contract by any party shall be valid unless in writing signed by such party. No such waiver shall be deemed or construed as a waiver of any other or similar provision or of any future event, act, or default.

**Section 5.5. Severability.** If any provision of this contract is deemed unenforceable in whole or part, such provision shall be limited to the extent necessary to render the same valid or shall be deemed excised from this contract and replaced by a valid provision as close in meaning and intent as the excised provision as circumstances require, and this contract shall be construed as if said provision had been incorporated herein as so limited or as so replaced, as the case may be.

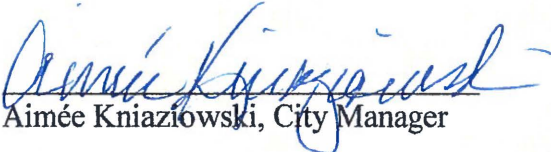
**Section 5.6. Assignment or Delegation.** Contractor may not assign its rights or delegate its duties under this contract, or any part of it, except with the prior written consent of City.

**Section 5.7. Governing Law.** This contract shall be governed by the laws of the State of Alaska and any suit or legal action hereunder shall be brought only in the courts of said State, in the Third Judicial District at Kodiak.

**Section 5.8. Notice.** Any notice required by this contract must be hand delivered or sent by first class mail to the appropriate party at the address set forth above the signatures below, or any other address which the party subsequently designates in writing.

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands this 27 day of February 2015.

CITY OF KODIAK  
710 Mill Bay Road  
Kodiak, AK 99615

  
Aimée Kniazowski, City Manager

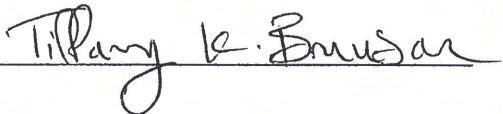
Attest:

  
Debra L. Marljar, City Clerk

KODIAK HISTORICAL SOCIETY  
101 E Marine Way  
Kodiak, AK 99615

  
Mary Munk, President

Witness:



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# Port of Kodiak

Harbors

Port



Shipyard



Electric Utility



Presented By: Lon White, Port Director/ Harbormaster

- The Harbormaster Department is responsible for at City owned marine facilities, (4 enterprise funds) Combined budget: 5 million dollars.
- Operations: Maintenance of facilities, security and customer service, administer customer accounts and billing, plan for future needs.

# Mission, Goals & Strategies

## Mission Statement:

- Safely and efficiently manage and operate Kodiak's marine facilities to provide services, moorage and dockage for commercial and recreational users.

## Goals:

- Provide quality infrastructure that meets our users needs
- Provide excellent service to all customers and the community
- Keep moorage and other fees affordable
- Be financially self sufficient

Goals:

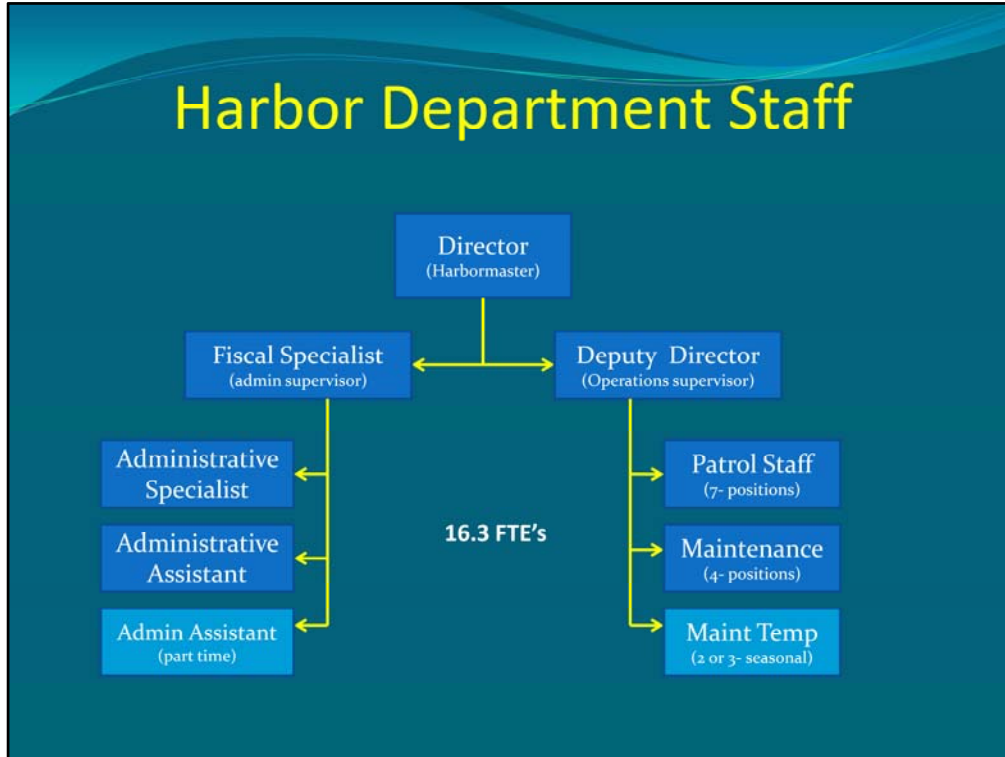
•**Provide quality infrastructure:** Maintain current facilities, plan for future facilities, obtain project funding and plan for future construction.

•**Provide excellent service:** Get input from Council, PHAB and users, Protect life and property, Keep facilities clean and in good repair, support community activities on the waterfront.

•**Keep moorage and other fees affordable:** Control cost growth, constantly look and ways to be more efficient.

•**Be financially self sufficient:** Review rates per councils direction, set fees to cover operations, repairs and replacement of facilities.

# Harbor Department Staff

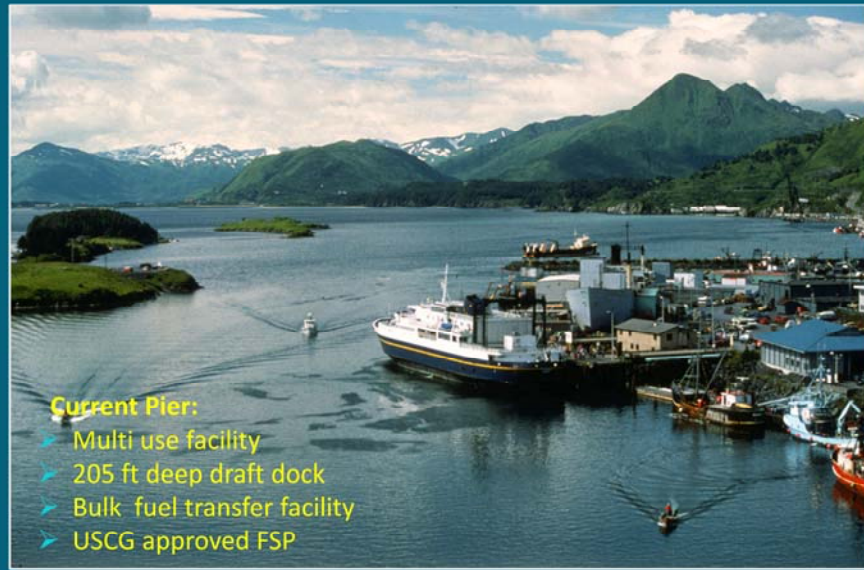


- Harbor Staff: 16.3 full time positions or FTE's.
- Harbormaster, Deputy Harbormaster, 3 office, 7 patrol and 4 maintenance) (2-seasonal Maint staff)
- 24/7 service



- Orientation to Kodiak water front: Port Facilities, Pier 1,2, and 3
- Port budget: 1.2 million
- Many harbor departments in Alaska don't manage or have the scope of port facilities we have in Kodiak.
- Tariff 12 is now in effect (new port rates)

## Pier 1 - Ferry Terminal



### Current Pier:

- Multi use facility
- 205 ft deep draft dock
- Bulk fuel transfer facility
- USCG approved FSP

- Pier 1 ferry Terminal is at the end of its useful life
- Major load restrictions currently implemented





- Preferential users: NOAA, AMHS
- Others: Cruise ships, military, cargo and fishing vessels.
- Do we want more cruise ship business? Currently we get 12 to 15 port calls per year. (Juneau get 450)
- Continue seeking head tax funds for improvements! (restrooms, downtown improvements, trails, etc)
- Pier 2 Facilities in overall good condition.



- New Pier 330ft x 110 ft, (940 ft bollard to bollard)
- Crane and Pier designed for next class of container ships.
- Pier project 34 million, Crane (Matson owned) 10 million.
- New pier will provide critical cargo infrastructure for decades to come.
- Old Pier 3 structure will need to be demolished in 5 to 10 years.



## Pier 3 Replacement Project 2015



- 1.5 minute time lapse video of construction project (over one year).

# Port Security

## Marine Security Advisory System (MARSEC)

- MARSEC Level 3
- MARSEC Level 2
- MARSEC Level 1



Federally mandated security requirements for all regulated vessels (Cruise ships, ferries, cargo and fuel vessels) requires:

- USCG approved Facility Security Plan (FSP)
- Trained FSO and security staff
- TWIC cards required for all staff
- Security equipment: Fences, barriers & signage for regulated facilities
- Perform annual exercise and quarterly drills.

# MARPOL Requirements

## Used Oil Facility (Pier 2)



- Receive used oil and oily bilge waste
- Handle regulated garbage (discontinued)
- Marine debris reception
- Spill response, response plan & SPCC plan, MTR plan

Federal MARPOL regulations require Port of Kodiak accept used oil and oily bilge waste from vessels.

- Dedicated specialty equipment and facilities: Used oil farm, Vacuum truck, Spill response trailer.
- Used oil received from vessels (and community) are recycled and used to heat city buildings in Harbor and Public Works dept.
- Staff must have specialty training in all the above.
- SUMMARY: Port facilities in overall good condition.



- Facilities under Harbor budget: CTF, SPH,SHH.
- Harbor budget: 2 million.

## Channel Transient Float



- Built in early 1970's
- Replacement cost: 3 million
- City has 1.5 million set aside for replacement
- Applied for matching State grant funds, Sept 2015
- FY 16/17 project (pending funding)

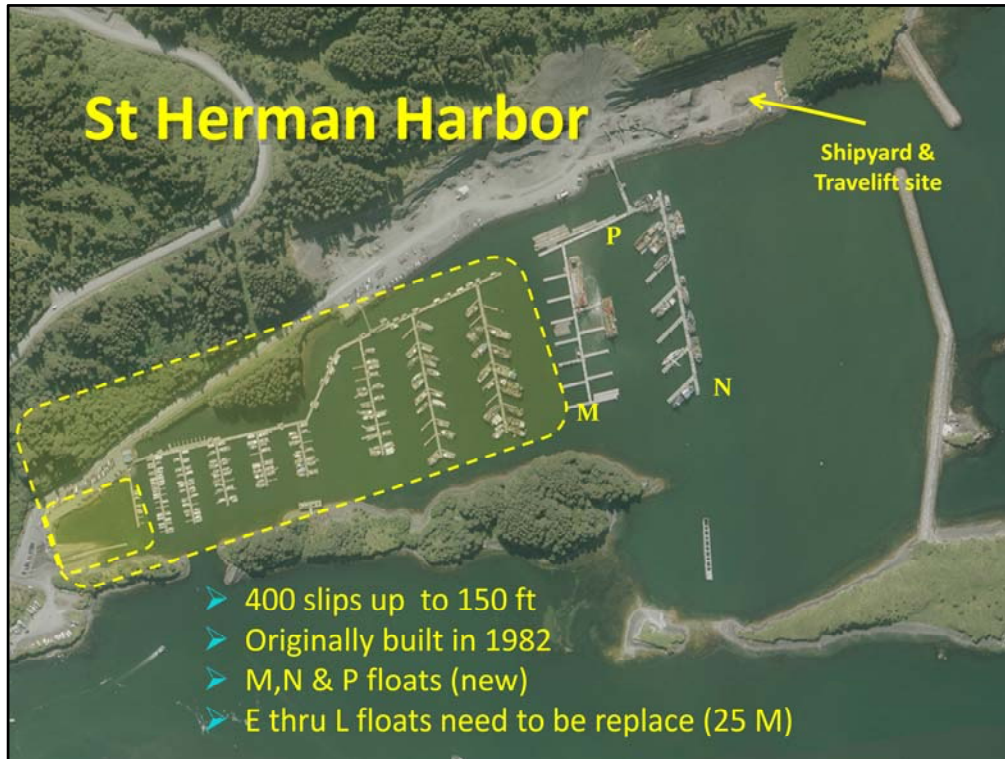
CTF: City currently has 1.5 million set aside for CTF replacement. State matching grant funds applied for FY16, project could be done in FY16/17 if state funding comes through.

## St Paul Harbor



SPH: 200 slips up to 60ft in length.

- Built in late 1990's
- Other amenities include 2 loading docks, grid, launch ramp and water / passenger loading float.
- Harbor float system and grid are in good condition overall.
- Both loading docks are near the end of their life.



- Biggest capital project on the horizon: Replacement of E thru L floats (25 million)
- Another small project: Fill North end SHH for parking. Currently permitted but expires soon. (200K ?)
- Entrances to SPH and SHH were dredged 2 years ago, spoils went in SHH between N float and breakwater.

## St. Herman Harbor



- Largest big boat facility in Alaska
- 95 exclusive slips - 90 to 150 ft
- 440 and 208 /3 phase power
- Commercial & Recreational vessels

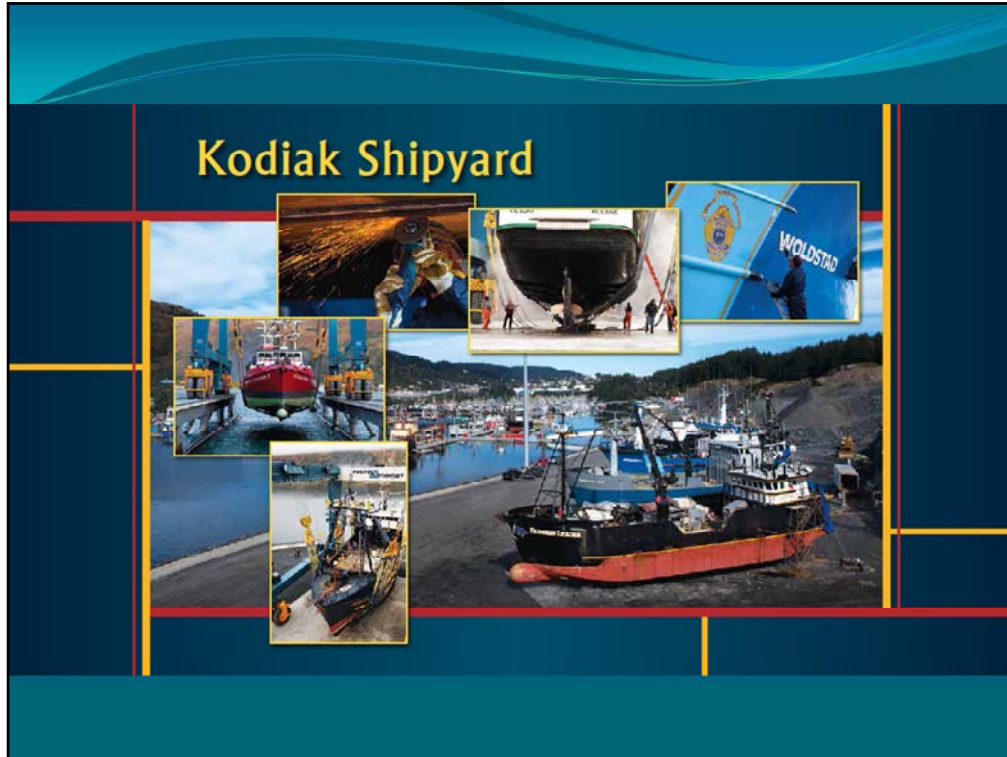


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Kodiak differs from most harbors in Alaska because of the quantity of large vessels using our facilities and the diversity of the fleet.

- Large vessels are more costly to provide infrastructure for
- Our fleet operates 24/7, requiring 24/7 staff coverage.
- Mixing recreational vessels with commercial vessels can be challenging, but necessary (different needs and expectations).



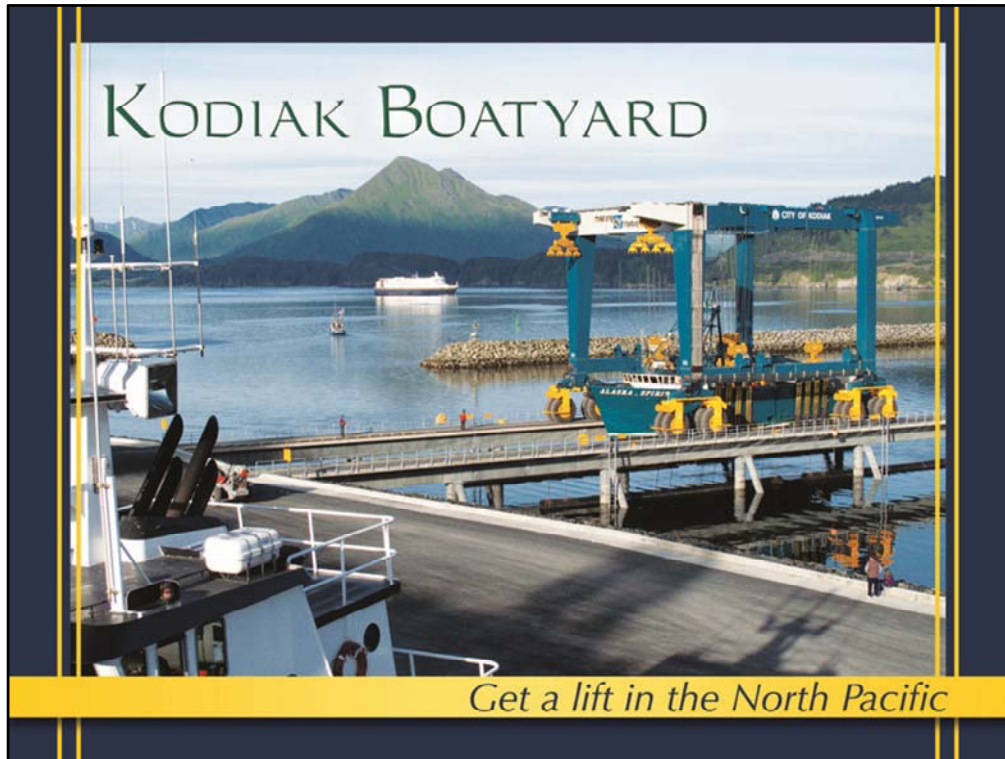


**Kodiak Shipyard**

- Broke even in FY15
- Budget: ¼ million

**Electric Utility**

- Budget: 670 K



- Kodiak's 660 ton Travelift is one of 2 on the west coast of USA
- Averaging 50 boats per year lifted.



# Capital Projects

## Port:

- Complete Pier 3 Replacement (November 2015)
- Pier 1 replacement (Start October 2015, complete July 2016)
- Old Pier 3 demo (5 to 10 years out, 5 million?)

## Harbor:

- CTF replacement (Fy16-17 ?)
- SHH E-L float replacement (within 5 years- 25 million)
- SHH Fill, (North end parking)
- Development of SHH uplands
- **Other:** Harbor Rate Study

## Shipyard:

- Master planning/ upland development
- Boat House, Vendor shop & retail space, Loading Dock
- Pave pad #1

Current and future capital projects:

## Keeping Kodiak's economy strong!



- First class moorage & dock facilities
- State of the art (do it yourself) shipyard
- Excellent support services
- Dependable shipping & transportation
- Centrally located in the Gulf of Alaska

[www.Kodiakshipyard.com](http://www.Kodiakshipyard.com)

**Questions?**

Contact: Lon White  
[lwhite@city.kodiak.ak.us](mailto:lwhite@city.kodiak.ak.us)  
(907) 486-8080

Kodiak has always supported its Port, Harbors and Shipyard, dedicating sales tax funds for capital improvements.

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Introduced by: Borough Mayor  
Requested by: Borough Mayor  
Drafted by: Borough Mayor / Borough Clerk  
Introduced: 08/06/2015  
Public Hearing: 08/20/2015  
Amended: 08/20/2015  
Adopted: 08/20/2015

**KODIAK ISLAND BOROUGH  
ORDINANCE NO. FY2016-02**

**AN ORDINANCE OF THE ASSEMBLY OF THE KODIAK ISLAND  
BOROUGH AMENDING TITLE 2 ADMINISTRATION AND PERSONNEL BY  
ADDING CHAPTER 2.160 BOROUGH LANDS COMMITTEE**

**WHEREAS,** Per KIBC 2.100.020, the Assembly, by ordinance, may provide for advisory, regulatory, appellate or quasi-judicial boards or commissions. The ordinance adopted shall prescribe the duties and qualifications of members; and

**WHEREAS,** the Borough Lands Committee will provide a forum for input and recommendations to the Assembly; the committee is responsible for review of real property acquisition and disposal of borough land; and

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KODIAK ISLAND BOROUGH THAT:**

**Section 1:** This ordinance is of a general and permanent nature and shall become a part of the Kodiak Island Borough Code of Ordinances.

**Section 2:** Title 2 *Administration and Personnel* is hereby amended to add Chapter 2.160 *Borough Lands Committee* in the Kodiak Island Borough Code.

**Chapter 2.160  
BOROUGH LANDS COMMITTEE**

**Sections:**

- 2.160.010 Created – Membership.**
- 2.160.020 Organization.**
- 2.160.030 Term-Compensation.**
- 2.160.040 Powers and duties.**
- 2.160.050 Administrative assistance.**

**2.160.010 Created — Membership.** There is created a borough lands committee consisting of the following voting members: the mayor, two (2) assembly members, one (1) representative from the Alaska Native Claims Settlement Act (ANCSA) Corporations in the Kodiak region, one (1) borough representative from the Planning and Zoning Commission, one (1) city representative from the planning and zoning commission, and one (1) at large member from the public. Members are appointed in accordance with section 2.100.030 and shall meet the qualifications of section 2.100.040 of this title. There will be four (4) nonvoting ex-officio members: representative from the City of Kodiak council, the borough resource management officer, community development director and one representative from the United States Coast Guard appointed by the ISC commanding officer.

52 **2.160.020 Organization.** The mayor will serve as the chair and the committee shall designate  
53 a vice -chair at the first meeting of the calendar year and shall hold at least one (1) quarterly  
54 meeting.  
55

56 **2.160.030 Term — Compensation.**

57 A. The mayor shall appoint two (2) assembly members during the annual appointment of  
58 assembly member representatives to boards and committees. The Commission shall make  
59 recommendations to the mayor for appointment of their members on an annual basis. The  
60 representative from ANCSA Corporations and the at large member from the public will serve  
61 for three year terms.  
62

63 B. Members of the committee shall serve without compensation. The mayor, assembly  
64 members, and commissioners will receive their existing compensation related to their duties  
65 as provided for in this title.  
66

67 **2.160.040 Powers and duties.** The borough lands committee will:

- 68 A. Assist in identifying creative and workable solutions to ongoing and emerging issues in  
69 selection, acquisition, management, and disposal of borough real property and  
70 resources.
- 71 B. Provide input for potential land sale plans.
- 72 C. Provide input for utilization of borough land that achieves multiple land and housing  
73 options.
- 74 D. Collaborate and seek input with private land owners when considering whether  
75 borough land should be developed.
- 76 E. Provide for balanced consideration and representation of the viewpoints, problems  
77 and issues regarding borough real property and resources.
- 78 F. Provide a forum for discussing development of specific sites and projects.  
79

80 **2.160.050 Administrative assistance.**

81 The resource management officer shall:

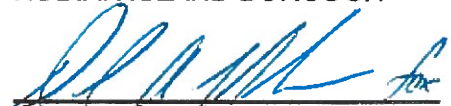
- 82 A. Refer to the committee, for its discussion, all non-emergency matters within the scope  
83 of its powers and duties prior to presenting those matters to the assembly.
- 84 B. Transmit all recommendations and other communications from the committee to the  
85 assembly.

86 The clerk's office staff shall:

- 87 A. Work with the resource management officer in furnishing the committee with copies of  
88 all requested documents and other information necessary or reasonably related to  
89 committee functions.
- 90 B. Provide the committee with such supplies, meeting space, and secretarial assistance.  
91

92 **ADOPTED BY THE ASSEMBLY OF THE KODIAK ISLAND BOROUGH**  
93 **THIS TWENTIETH DAY OF AUGUST, 2015**  
94

95 KODIAK ISLAND BOROUGH

96   
97  
98  
99 Jerrol Friend, Borough Mayor

100  
101 ATTEST:

102   
103  
104 Nova M. Javier, MMC, Borough Clerk  
105



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**CITY OF KODIAK  
RESOLUTION NUMBER 2013–17**

**A JOINT RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK AND  
THE KODIAK ISLAND BOROUGH DOCUMENTING THE KODIAK FISHERIES  
WORK GROUP’S SCOPE AND AUTHORITY**

WHEREAS, it is in Kodiak’s best interests for its City and Borough governments to be well informed regarding the potential impacts of state and federal fishery management actions on the Kodiak community; and

WHEREAS, the Kodiak City Council and the Kodiak Island Borough Assembly have determined that a Kodiak Fisheries Work Group can provide valuable assistance to the City Council and Borough Assembly by identifying fishery management actions that could affect Kodiak.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that this resolution hereby creates the Kodiak Fisheries Work Group.

BE IT FURTHER RESOLVED THAT:

1. **Membership.** The Kodiak Fisheries Work Group (work group) shall be composed of three representatives from the Kodiak City Council and three representatives from the Kodiak Island Borough.
2. **Organization.** The work group shall designate two co-chairs at the first meeting of the calendar year and shall hold at least one meeting monthly. The co-chairs shall alternate presiding at the meetings. The city manager, borough manager, and the fisheries analyst shall serve as ex-officio, non-voting members of the work group.
3. **Purpose, Scope, and Authority.**
  - a. Focus on overall impacts to the community and maintenance and growth of revenue streams.
  - b. Understand how various approaches will fundamentally impact fisheries and resources.
  - c. Frame benchmarks and objectives as positive statements.
  - d. Refrain from taking positions on allocation questions to the extent possible while understanding that many issues and decisions will have allocation implications.
  - e. Focus on broad-scale program features unless specific program elements threaten the goals for management programs as referenced within Resolution No. 2012–31 of the City of Kodiak.
  - f. Kodiak Fisheries Work Group will review the Kodiak Fisheries Analyst/Consultant written quarterly reports including background materials and analysis for fisheries issues of importance to the community pursuant to the contractual report schedule.

4. **Administrative assistance.** The City and Borough Clerk's office staff shall:
  - a. Furnish the work group with copies of all requested documents and other information necessary or reasonably related to the work group's functions;
  - b. Provide the work group with supplies, meeting space, and secretarial assistance;
  - c. Refer to the work group, for their discussion, all nonemergency matters within the scope of its powers and duties prior to presenting those matters to the assembly for action; and
  - d. Transmit all recommendations and other communications from the work group to the Council and Assembly.
  
5. **Consensus.** The affirmative votes of four (4) work group members shall be required to build consensus of the work group. Consensus shall be given at a public meeting of the work group.
  
6. **Agenda.** The co-chairs and the fisheries analyst shall determine items for the agenda. No business may be transacted nor any measure be considered that is not on the agenda. The clerk shall prepare an agenda and it shall be distributed to work group members, along with the meeting packet, one week prior to the regular meeting.
  
7. **Meeting Notes/Summary.** Bulleted notes shall be taken and shall be filed as a part of the meeting packet.

**Reporting.** Work group members who are unable to attend a meeting shall advise the staff clerk of the contemplated absence to maximize attendance and participation of members at these meetings.



CITY OF KODIAK

*Pet Braun*

MAYOR

ATTEST:

*Delma Menden*  
 CITY CLERK

Adopted: June 27, 2013

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Kodiak Island Borough

# Economic Analysis Consulting Services Request for Proposal

Kodiak Island Borough  
710 Mill Bay Road  
Kodiak, Alaska 99615  
(907) 486-9343

## July 2015

## ECONOMIC ANALYSIS CONSULTING SERVICES RFP

### 1. AUTHORITY

- A. The authority to issue this Request for Proposal (RFP) is granted under Kodiak Island Borough Code (KIBC) 3.30.110 Competitive sealed proposals – Negotiated Procurement.

### 2. PURPOSE AND INTENT

- A. It is the primary intent of this RFP to select a qualified firm to create baseline economic information about the effects of the fishing industry (harvesting, processing, labor support business, government taxes, etc.) on the economy of the City of Kodiak and Kodiak Island Borough. This baseline data will be used in the analysis of what affects actions by federal and state fishery managers and rule makers will have, positively and negatively, to the economy of the City of Kodiak and the Kodiak Island Borough. It also requests a cost estimate to create a “Kodiak model” so that future decisions can be analyzed.
- B. The term of the contract with the selected proposer will be for a period of two years. Another 1 year extension may be exercised at the discretion of the City of Kodiak and the Kodiak Island Borough.
- C. The work shall be performed in compliance with all applicable federal, state and local requirements. All work must be performed efficiently, cost effectively, and according to best business practices of the industry.
- D. The proposer should be able to demonstrate expertise in all phases of economic analysis and document similar successful work history in Alaska within the last 5 years.
- E. Contracts exceeding \$25,000 must be approved by the KIB Assembly.

### 3. SCOPE

- A. Develop baseline data about how the Gulf of Alaska fisheries, particularly the groundfish fisheries, that are the subject of North Pacific Fishery Management Council (NPFMC) action, contribute to the Kodiak Island economy. The contractor will clearly explain the economic effect of the fishing industry, processing sector, and business support activity on the community. Certain baseline data may be obtained through the Kodiak Chamber of Commerce, NPFMC, Department of Labor, Alaska Fisheries Science Center, and from processing plant owners.

- B. Provide an overview of what the communities contribute to the operation of the GOA fisheries and associated industries in the form of community infrastructure investments (i.e. water and sewer utilities, waste water treatment, road operation and maintenance), and other services (solid waste collection/disposal/and treatment and boat harbor management operations, maintenance and other improvements).
- C. Using the data collected, the contractor will show, in a quantitative and qualitative manner, the potential effects on the economy of the communities of Kodiak due to proposed changes in fishery management policy by either State or Federal rule makers. In particular, the information will be used to determine the potential effects of options and alternatives of the pending NPFMC action on GOA Trawl Bycatch Management. The following are examples of impacts from NPFMC actions that should be analyzed:

- The distributive impacts of different levels of consolidation of the harvesting sector, and processing sector;
- The potential for capital flight from the community under proposed management scenarios;
- Employment opportunities to enter into the harvesting sector and make commercial fishing a career; and
- The long term community impacts/viability (population, economy, resource tax, sales tax) to Kodiak City and Kodiak Island Borough as a major seafood processing location into the foreseeable future.

#### **4. COMMUNITY SUPPLIED DATA**

- A. The Kodiak Island Borough and the City of Kodiak will supply the following community data:
- Community tax revenues, by fishery, for the last five years
  - Community infrastructure capital investments and operational costs, and fishing industry use of community infrastructure, including boatlift, harbor, electricity, water, water treatment and roads.
  - Joint Kodiak Island Borough and City of Kodiak resolution identifying the ten (10) overarching purposes in creating a joint fish policy work group to address the management of prohibited Species catch (PSC) by the trawl fishery in the Gulf of Alaska.

## 5. CONTRACTOR PROVIDED INFORMATION

- A. The Contractor will provide the following information as part of their analysis:
- Fisheries harvest information for the most recent five years, in state and federal waters, by fishery, gear type, volume, value, landings by month;
  - Information regarding trawl vessel owner residency, crew and skipper residency and payment, use and costs of leasing in current management programs, number of active vessels, number of active LLP's;
  - By fishery, use of and impacts on support businesses, including gear and equipment suppliers, food providers, repair and machinery shops, fuel suppliers, freight and shipping companies;
  - Processing sector information, aggregated by a third party as needed, including employment numbers by month, residency of processing employees, operational timing and interaction of various fisheries.

## 6. PHASE II – COST ESTIMATE TO DEVELOP A PREDICTIVE MODEL FOR KODIAK.

- A. Though development of a predictive model will not be performed under this RFP, **provide an estimated cost to perform this Phase II effort** using the data collected in Phase I, to produce a predictive model (using software such as IMPLAN) that shows the multiplier effect of fishing industry activity in the community, and that can be used to determine the potential effects of proposed changes in fishery management policy at either the State or Federal level. In particular, such a model could be used to determine the potential effects of options and alternatives in the pending Council action on GOA Trawl Bycatch Management, once they are defined. For example, one could use such a model to determine the distributive impacts of different levels of consolidation of the harvesting sector or the processing sector.

## 7. REQUIRED PROPOSAL FORMAT

- A. Proposers are encouraged to submit proposals that exceed the minimum qualifications stated herein:
1. Qualifications  
The respondent should include timelines, projected required personnel and schedules for completing the project
  2. Time –Cost  
In the Time –Cost section, the respondent must detail the time and costs that will be required to complete the project



B. Proposed Format

Submit one (1) bound copy and ten (10 stapled) copies of the proposals and well as one electronic copy in Adobe Acrobat.

The response must contain a statement of qualifications and a concise narrative which addresses, in the order presented, the evaluation criteria set forth in this solicitation. The narrative response shall not exceed fifteen (15) pages in length, exclusive of appendix, cover page, letter of transmittal, and table of contents.

Proposals will be accepted until noon, on Tuesday, August 4, 2015. It is the proposer's responsibility to deliver proposals to:

Manager's Office  
Room 125  
Kodiak Island Borough  
710 Mill Bay Road  
Kodiak, AK 00915

## 8. REQUIRED INFORMATION

A. Proposals must include:

- A letter of transmittal that shall include the following:
  - a. The proposers name and address
  - b. Company profile and consulting experience in Alaska and in the fishery analysis field.
  - c. A statement that indicates the proposal is valid for at least 90 days from the proposal submission deadline;
  - d. Statement that indicates the proposer's willingness to perform the services described in this RFP;
  - e. A statement that all staff and other resources which are required to perform the services described in the RFP will be made available by our organization over the life of the anticipated contract
  - f. Statement that the signatory has the authority to bind the proposer; and
  - g. Signature of authorized individual.
- Fee Schedule  
Provide an all-inclusive price for this consulting engagement that includes but not limited to: incidental costs, travel, interview and data gathering costs, analysis, reports and meetings.
- Client Reference  
Respondent's should include the name, address and telephone number of two (2) clients for whom services similar to those described in this RFP, has been performed. Reference should be relevant to the personnel described in the Statement of Qualifications. Please provide a brief description of services provided with each reference, as well as the name(s) of team members that provided the services.

- Schedule  
The selection of a firm for award of the contract will be made by the Borough Assembly. Responsive firms will be ranked numerically. Responses will be evaluated on the basis of the advantages and disadvantages to the Kodiak Island Borough and the City of Kodiak using the criteria set below.

**9. RFP REVIEW CRITERIA**

- A. Evaluation Process
- A review committee will review responsive proposals according to the following criteria and given relative weight shown on the table below.

EVALUATION CRITERIA	RELATIVE WEIGHT
DISCUSSION OF PROPOSED APPROACH	30%
FIRM'S QUALIFICATIONS AND EXPERIENCE	30%
REFERENCES	20%
PROPOSED PROJECT TEAM	10%
PROPOSED RATES	10%

**B. Discussion of Proposed Approach**

Weight 30%  
Provide a detailed description about your philosophical approach to responding to this RFP. What do you see as the steps to be taken to successfully guide us through this process.

**C. Firm's Qualifications and Experience**

Weight 30%  
Discussion of what makes you believe would qualify your firm for this project and description of your successes in providing identical or similar work.

**D. References**

Weight 20%  
Included should be detailed references and information on 2 (two) similar projects done on Alaska fisheries economic analysis using a similar methodology and tell us of the success and usefulness of the final product.

**E. PROPOSED PROJECT TEAM**

Weight 10%  
Provide the professional qualifications and experience of the proposed project team members and their expertise in working as a team on a recent project.

**F. Proposed Rates**

Weight 10%

Though qualifications of the firm is of primary importance, price will be included as a weighted determinant.

**10. INTERVIEWS**

- A. Selected proposers may be requested for further interview. Proposers will be notified in writing of the interview requirements, date, time, location, and amount of time allowed for an interview/presentation and questions and answer period.

**11. ADMINISTRATIVE INFORMATION**

- A. Contact Person: Any information or questions regarding this RFP should be addressed to the Project Manager:

Bud Cassidy, Borough Manager  
(907) 486-9302 (office)  
(907) 942-2900 (cell, or email him at:  
[bcassidy@kodiakak.us](mailto:bcassidy@kodiakak.us)

Kodiak Island Borough  
Seafood Severance Tax Collections  
Calendar Years 2014-2008

	POILLOCK	SALMON	COD	ROCKFISH	SABLEFISH	SQUID	FLOUNDER/SOLE	POP	OCTOPUS
	pounds \$\$	pounds \$\$	pounds \$\$	pounds \$\$	pounds \$\$	pounds \$\$	pounds \$\$	pounds \$\$	pounds \$\$
2014	146,325,090	7,093	40,973,061	171,828	14,098	11,752	3,459,815	56,032	145,640
QTR 1	20,211,997	5,156,036	11,312,754	89,850	63,061	677,872	24,713	24,713	104,187
QTR 2	2,117,947	3,766,069	2,038,143	889,800	4,870,161	1,922,626	15,730,524	8,819,209	2,282
QTR 3	5,613,961	50,445,705	9,152,153	2,587,978	3,228,323	661,917	8,088,936	3,535,097	150,562
QTR 4	13,924,928	55,365	13,074,362	594,503	444,784	2,130,399	2,130,399	977,959	401,945
2014	41,868,833	43,324,176	20,999,992	9,950,114	10,583,090	353	29,409,674	13,388,297	700,429
2013	16,122,050	493,542	38,101,764	199,053	5,251	85,779	7,659,025	121,037	65,736
QTR 1	2,909,066	10,102,301	9,963,808	6,549,396	1,710,172	7,359,686	13,381,442	4,815,466	1,229
QTR 2	4,412,836	57,807,055	7,206,278	1,950,540	824,968	5,945,274	5,945,274	3,407,794	6,497
QTR 3	6,366,179	5,101	1,771,452	896,657	433,611	2,102,927	2,621,732	2,680,732	9,440
QTR 4	29,810,130	68,908,756	14,434,429	9,595,646	12,948,309	197,891	29,607,473	11,025,029	30,780
2012	15,076,294	1,678,486	52,578,229	161,830	303,145	283,670	4,272,093	118,683	107,955
QTR 1	1,169,044	10,127,390	2,941,527	2,271,852	1,544,622	9,635,735	9,442,541	1,083,752	61,105
QTR 2	4,780,801	43,316,455	6,858,048	2,699,057	1,163,588	6,368,009	1,864,067	3,254,292	323
QTR 3	4,157,721	1,779,155	4,203,050	114,191	437,613	2,249,810	8,400,183	350,386	74,133
QTR 4	25,183,860	56,901,486	28,692,874	7,275,070	3,189,715	18,556,699	23,978,884	16,354,227	103,742
2011	11,996,484	52,843,576	17,250,330	38,542	822,364	6,426	7,729,167	122,570	180,407
QTR 1	1,224,941	7,183,496	4,252,313	1,945,243	1,340,491	9,639,338	10,968,188	8,205,493	118,910
QTR 2	3,189,129	43,223,839	5,785,020	878,964	6,762,861	11,788,020	11,788,020	4,219,235	1,299
QTR 3	3,458,421	26,234	12,339,127	248,519	2,469,193	1,972	5,317,746	1,252,652	228,511
QTR 4	19,868,975	77,782,546	29,654,628	4,176,331	2,612,140	19,493,757	35,803,121	13,799,950	153,665
2010	10,180,416	3,053,297	12,377,232	27,121	573,810	4,130	3,733,396	75,588	31,364
QTR 1	485,937	2,680,317	2,529,933	8,545,966	1,601,533	8,737,621	16,425,178	5,754,837	1,408
QTR 2	13,381,047	54,539,756	3,602,776	3,202,634	464,522	2,693,182	3,594,217	1,025,818	120,065
QTR 3	3,868,442	261	1,482,204	1,423,960	184,993	1,073,643	7,139,008	2,051,077	21,645
QTR 4	27,915,841	30,790,013	18,956,264	8,869,678	1,232,112	13,078,256	30,891,799	8,907,320	104,105
2009	5,766,668	318,102	24,000,891	124,565	46,820	5,391	12,022,163	30,264	66,737
QTR 1	546,636	3,257,015	5,352,990	5,210,727	7,732,633	1,261	10,911,454	3,965,391	1,261
QTR 2	724,500	33,018,094	2,551,024	2,331,483	2,139,118	1,025,110	6,871,583	3,089,669	635
QTR 3	2,031,741	492,105	806,643	375,173	590,367	1,200,814	6,669,358	1,041,076	36,116
QTR 4	9,069,543	37,085,316	14,759,641	8,041,948	10,508,938	5,391	36,474,558	9,042,058	8,813
2008	5,667,024	966,084	16,223,252	214,928	1,273,160	859	2,607,091	29,783	87,578
QTR 1	398,258	8,174,217	4,246,130	5,723,220	7,635,655	23,492	19,500,492	5,412,552	498
QTR 2	1,178,800	29,144,270	7,222,580	2,750,746	538,479	2,161,216	16,534,837	3,453,414	22,650
QTR 3	2,936,180	57,887	8,336,210	295,354	654,517	1,894,360	9,785,786	357,420	102,940
QTR 4	10,180,262	35,941,361	30,486,990	8,984,248	12,463,659	859	48,428,206	9,253,169	159,749

Kodiak Island Borough  
Seafood Severance Tax Collections  
Calendar Years 2014-2008

	SKATES		HALIBUT		HERRING		SCALLOPS		CRAB		LINGCOD		* MISCELLANEOUS		TOTALS	
	pounds	\$\$	pounds	\$\$	pounds	\$\$	pounds	\$\$	pounds	\$\$	pounds	\$\$	pounds	\$\$	pounds	\$\$
2014	1,290,658	568,589	24,154	145,105	3,696,350	126,361	7,153	79,555	56,985	113,970	249,336	192,529,113	\$	249,336	\$	33,568,880
QTR 1	273,338	101,375	1,425,580	5,902,620	1,029,590	1,639,834	31,734	151,472	197,479	611,475	1,656,545	59,776,132	\$	1,656,545	\$	25,516,695
QTR 2	310,571	136,958	1,058,014	6,597,472	2,473,968	55,658	835	9,246	326,788	2,020,046		123,256,688	\$		\$	59,902,705
QTR 3	375,617	191,444	361,394	2,378,080	3,943,718	182,019	7,988	88,800	612,686	2,896,964		75,522,124	\$		\$	28,372,781
QTR 4	2,250,184	998,367	2,869,142	15,023,277	8,318,961	1,305,308	11,209	117,695	1,206,110	4,226,311	1,905,881	451,084,057	\$	1,905,881	\$	147,361,061
2013	2,051,148	919,809	21,815	109,956	0	108,407	11,209	117,695	846,281	2,148,553	2,442,421	145,762,304	\$	2,442,421	\$	33,360,480
QTR 1	1,788,359	805,338	1,438,193	6,775,751	7,736,847	1,065,926	11,209	117,695	39,084	239,782		49,997,100	\$		\$	33,815,385
QTR 2	87,604	39,950	1,469,005	7,326,851	582,114	130,976			52,283	139,737	551,642	158,210,941	\$	551,642	\$	78,019,782
QTR 3	139,782	69,771	663,065	3,370,684	8,318,961	1,305,308	11,209	117,695	268,462	1,698,240	2,994,062	56,208,624	\$	2,994,062	\$	18,009,706
QTR 4	4,066,893	1,834,868	3,592,078	17,583,242	8,318,961	1,305,308	11,209	117,695	1,206,110	4,226,311		410,178,969	\$		\$	163,205,353
2012	1,509,582	677,289	17,661	73,479	8,359,373	1,004,377	15,194	159,537	1,390,635	3,816,784	2,041,316	147,975,209	\$	2,041,316	\$	42,264,259
QTR 1	1,052,176	499,944	2,028,761	12,141,694	8,359,373	1,004,377	15,194	159,537	918	2,433		52,891,048	\$		\$	45,024,915
QTR 2	423,263	187,242	1,955,313	10,863,702	438,991	98,742	15,194	159,537	94,764	222,573	267	53				69,557,494
QTR 3	1,288,429	580,002	1,121,804	5,758,130	159,704	35,933	15,194	159,537	281,429	2,058,912	50,945	21,883				51,963,850
QTR 4	4,273,450	1,944,477	5,123,539	28,837,004	8,958,068	1,139,053	15,194	159,537	1,767,746	6,100,702	76,664	32,940				382,630,460
2011	1,395,089	550,572	279,111	1,672,392	5,875,013	444,819	30,551	467,594	1,830,388	5,330,234	2,013,488	138,655,411	\$	2,013,488	\$	40,561,245
QTR 1	911,852	411,253	2,517,279	15,902,251	5,875,013	444,819	30,551	467,594	16,914	98,892	728,282	43,860,965	\$	728,282	\$	42,323,481
QTR 2	787,748	355,039	2,244,852	15,144,026	6,298,897	540,193	30,551	467,594	323,798	776,997	27,118	129,440,392	\$	27,118	\$	78,030,033
QTR 3	817,571	436,171	858,807	5,770,321	423,884	95,374	30,551	467,594	329,099	2,743,689	559,496	38,585,373	\$	559,496	\$	22,409,206
QTR 4	3,912,260	1,753,036	5,900,049	38,488,989	6,298,897	540,193	30,551	467,594	2,500,199	8,949,811	3,328,384	350,542,141	\$	3,328,384	\$	183,323,966
2010	1,043,707	233,246	470,126	1,934,604	8,485,047	1,172,346	315	3,150	841,281	1,217,641	1,448,263	116,510,445	\$	1,448,263	\$	28,396,261
QTR 1	1,294,215	352,302	2,698,437	11,740,817	8,485,047	1,172,346	315	3,150	64,508	191,077	1,195,045	52,806,649	\$	1,195,045	\$	32,759,024
QTR 2	765,272	258,019	1,480,256	7,357,334	55,550	12,499	315	3,150	370,252	705,345		93,600,490	\$		\$	56,938,000
QTR 3	553,473	180,073	1,225,239	6,968,378	325,770	73,298	315	3,150	687,113	3,885,324		36,294,409	\$		\$	18,045,827
QTR 4	3,656,667	1,023,640	5,874,058	28,001,132	8,866,367	1,258,143	315	3,150	1,963,154	5,999,387	2,752,704	299,211,993	\$	2,752,704	\$	136,139,112
2009	755,043	309,813	14,719	46,137	8,301,743	1,642,025	315	3,150	421,369	685,812		66,797,543	\$		\$	18,236,375
QTR 1	1,033,812	230,441	3,181,013	8,789,189	8,301,743	1,642,025	315	3,150	449,726	714,886		44,096,152	\$		\$	27,348,491
QTR 2	658,224	146,327	2,803,632	8,739,134	505,244	113,680	315	3,150	1,029,590	1,639,834	-6,384	131,568,696	\$	-6,384	\$	50,632,602
QTR 3	628,232	149,238	1,784,546	6,309,329	8,806,987	1,755,705	315	3,150	632,045	2,764,707		27,984,894	\$		\$	14,946,559
QTR 4	3,075,311	835,819	7,783,910	23,883,789	8,806,987	1,755,705	315	3,150	2,532,730	5,805,239	-6,384	270,447,285	\$	-6,384	\$	111,164,027
2008	700,754	370,388	339,634	2,306,530	4,172,966	716,327	422	190	804,793	1,143,444	331,804	58,740,340	\$	331,804	\$	28,905,960
QTR 1	528,060	227,995	3,163,073	13,175,186	1,607,550	342,275	422	190	120,685	234,459		81,297,727	\$		\$	37,072,677
QTR 2	400,181	178,322	2,917,495	12,625,894	1,607,550	342,275	422	190	859,256	1,892,292		101,380,321	\$		\$	58,675,239
QTR 3	863,571	372,285	1,953,501	8,441,154	242,750	55,391	32,479	17,305	880,180	4,003,302		39,622,508	\$		\$	23,523,131
QTR 4	2,492,566	1,148,990	8,373,703	36,548,764	4,172,966	716,327	422	190	2,664,914	7,273,497	331,804	281,040,896	\$	331,804	\$	148,177,008

\*Miscellaneous Includes: eel, roe, sculpin, sea cucumber & smelt

Month All Water Meters Commercial and Industrial

	FY05	FY06	FY07	FY 12	FY13	FY14
July	111140430	185,028,320	103,460,875	62,945,310	69,115,390	74,748,020
Aug	113967220	144,980,370	124,918,740	80,641,250	87,564,880	128,191,570
Sept	91,666,510	84,589,720	104,771,640	136,336,220	107,924,309	136,726,810
Oct	37,252,280	65,866,390	91,657,110	134,608,760	90,419,650	112,796,880
Nov	25,218,900	22,865,610	33,271,870	35,142,980	67,418,270	48,044,200
Dec	7,334,680	11,178,730	18,350,050	13,091,220	27,525,650	26,139,340
<b>Total</b>	<b>386,580,020</b>	<b>514,509,140</b>	<b>476,430,285</b>	<b>462,765,740</b>	<b>449,968,149</b>	
Jan	55,855,350	61,541,490	39,007,490	89,643,187	47,180,990	
Feb	87,298,780	114,036,160	91,491,160	119,065,840	147,020,907	
Mar	133,505,150	161,228,300	103,460,857	187,030,870	117,862,193	
April	73,959,740	104,155,500	130,302,660	74,917,410	71,363,380	
May	42,418,740	30,450,680	63,570,730	49,182,000	54,465,460	
June	26,794,820	27,011,480	56,756,630	42,522,000	38,197,864	
<b>Total</b>	<b>806,412,600</b>	<b>1,012,932,750</b>	<b>961,019,812</b>	<b>1,025,127,047</b>	<b>926,058,943</b>	

1 Introduced by: Borough Assembly  
2 Requested by: Kodiak Fisheries Workgroup  
3 Drafted by: Borough Clerk  
4 Introduced on: 09/20/2012  
5 Adopted on: 09/20/2012

6 **KODIAK ISLAND BOROUGH**  
7 **RESOLUTION NO. FY2013-10**

8  
9 **A JOINT RESOLUTION OF THE KODIAK ISLAND BOROUGH ASSEMBLY AND THE**  
10 **CITY OF KODIAK COUNCIL SUPPORTING COMMENTS TO THE NORTH PACIFIC**  
11 **FISHERY MANAGEMENT COUNCIL ON PENDING ACTIONS REGARDING**  
12 **COMPREHENSIVE MANAGEMENT OF PROHIBITED SPECIES CATCH (PSC) BY THE**  
13 **TRAWL FISHERY IN THE CENTRAL GULF OF ALASKA**  
14

15 **WHEREAS,** the North Pacific Fishery Management Council is considering the need for  
16 and beginning development of a comprehensive program to manage prohibited species  
17 catch by the trawl fleet of the central Gulf of Alaska; and

18  
19 **WHEREAS,** any such comprehensive management program for fisheries in the central  
20 Gulf of Alaska will have major and direct effects on the economy and well-being of  
21 residents of the Kodiak region; and

22  
23 **WHEREAS,** National Standards of the Magnuson-Stevens Fishery Conservation and  
24 Management Act require that federal fishery management decisions take into account the  
25 importance of fishery resources to fishing communities, in order to provide for the  
26 sustained participation of such communities and minimize adverse economic impacts on  
27 such communities; and

28  
29 **WHEREAS,** the Kodiak Island Borough and the City of Kodiak represent the  
30 communities of the Kodiak region, rather than individual user groups or fishing interests;  
31 and

32  
33 **WHEREAS,** the Kodiak Island Borough and the City of Kodiak have begun a program to  
34 participate directly in public processes for fishery policy decision-making as outlined in  
35 Resolution No. FY2013-09 of the Kodiak Island Borough

36  
37 **NOW, THEREFORE BE IT JOINTLY RESOLVED BY THE KODIAK ISLAND BOROUGH**  
38 **ASSEMBLY AND THE CITY OF KODIAK COUNCIL** that these bodies support the Kodiak  
39 Fisheries Workgroup's proposed overarching purpose for consideration of fishery  
40 management issues of interest and concern to the Kodiak region as follows:

41  
42 **Overarching Purpose:**

- 43 1. Maintain healthy, sustainable resources in the central (and western) Gulf of Alaska.  
44 2. Promote a sustainable, vigorous economy in the Kodiak region with healthy and  
45 competitive harvesting and processing sectors and support industries.  
46 3. Maintain quality of life and social well-being in Kodiak.

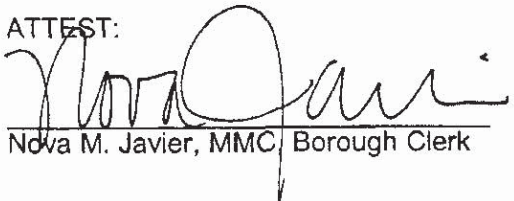
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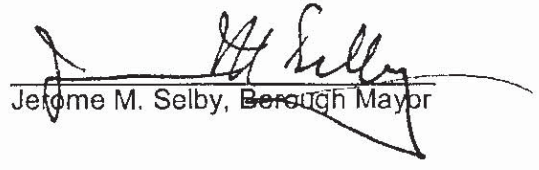
**NOW, THEREFORE BE IT FURTHER JOINTLY RESOLVED BY THE KODIAK ISLAND BOROUGH ASSEMBLY AND THE CITY OF KODIAK COUNCIL** that these bodies support the Kodiak Fisheries Workgroup's proposed goals for management programs as follows:

**Goals for Management Programs:**

1. Provide effective controls of prohibited species catch and other bycatch to provide for balanced and sustainable fisheries and healthy harvesting and processing sectors.
2. Maintain or increase target fishery landings and revenues to Kodiak.
3. Maintain or increase employment opportunities for vessel crews, processing workers, and support industries.
4. Provide increased opportunities for value-added processing.
5. Maintain opportunities for fishermen to enter the fishery.
6. Maintain opportunities for processors to enter the fishery.
7. Minimize adverse economic impacts of consolidation of the harvesting or processing sectors.
8. Maximize active participation by owners of harvesting vessels and fishing privileges.
9. Maintain the economic strength and vitality of Kodiak's working waterfront.
10. Establish methods to measure success and impacts of all programs, including collection and analysis of baseline and after-action data.

**ADOPTED BY THE ASSEMBLY OF THE KODIAK ISLAND BOROUGH  
THIS TWENTIETH DAY OF SEPTEMBER, 2012**

ATTEST:  
  
Nova M. Javier, MMC, Borough Clerk

KODIAK ISLAND BOROUGH  
  
Jerome M. Selby, Borough Mayor



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## Marlar, Debra

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**From:** Jonathan Strong [scokcc@ak.net]  
**Sent:** Wednesday, October 07, 2015 9:27 AM  
**To:** Marlar, Debra  
**Subject:** KATS Expanded Public Service

Good Morning Debra,

KATS is expanding our public service and we appreciate the City's support and would like to use the City of Kodiak's logo on the exterior of the buses and in our promotion and marketing materials to recognize the City's partnership with KATS.

Can you provide a written approval to use the logo for these purposes? Please let me know if you have any questions.

Sincerely,

Jonathan Strong  
Project Specialist  
Senior Citizens of Kodiak Inc.  
p: 907-486-2203  
f: 907-486-4503  
302 Erskine Ave. Kodiak, AK 99615