

City of Kodiak Regular Council Meeting Agenda for November 12, 2015
7:30 p.m., at 710 Mill Bay Road, Assembly Chambers (Room 232)

I. Call to Order/Roll Call	
Invocation/Pledge of Allegiance	
II. Previous Minutes	
Approval of Minutes of the October 22, 2015, Regular Council Meeting	1
III. Persons to Be Heard	
a. Public Comments (limited to 3 minutes) (486-3231)	
IV. Unfinished Business	
a. Endorsement of the Fisheries Work Group Recommendation to Award a Professional Services Contract to Provide an Economic Analysis of the Fishing Industry	12
b. Second Reading and Public Hearing, Ordinance No. 1339, Amending Kodiak City Code 14.20.020, Mobile Home Construction Standards, and Kodiak City Code 14.20.030, Location-Prohibited-Exceptions-Temporary Visitor Permit, to Provide for the Placement of Mobile Homes in the City at Locations Other Than Mobile Home Parks	60
V. New Business	
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b. Resolution No. 2015–33, Accepting a 2015 State Homeland Security Program Grant	74
c. Resolution No. 2015–34, Documenting the Joint Building Code Review Committee’s Composition and Appointing Process.....	88
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f. Authorization of Change of Scope to the FY2016 Alutiiq Museum Nonprofit Grant Award.....	112
g. Authorization of the Third Amendment to the Composting Agreement With Quayanna Development Corporation.....	120
h. Authorization to Cancel the November 26 and December 24, 2015, Regular Meetings and Authorize the City Manager to Schedule Special Meetings if Needed.....	122
VI. Staff Reports	
a. City Manager	
b. City Clerk	
VII. Mayor’s Comments	
VIII. Council Comments	
IX. Audience Comments (limited to 3 minutes) (486-3231)	
X. Executive Session	
a. Clerk’s Annual Evaluation.....	124
XI. Adjournment	

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<p>DRAFT</p>

**MINUTES OF THE REGULAR COUNCIL MEETING
OF THE CITY OF KODIAK
HELD THURSDAY, OCTOBER 22, 2015
IN THE BOROUGH ASSEMBLY CHAMBERS**

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

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

Salvation Army Sergeant Major Dave Blacketer gave the invocation and the Pledge of Allegiance was recited.

II. PREVIOUS MINUTES

Councilmember Whiddon MOVED to approve the minutes of the September 10, 2015, regular meeting as presented.

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

III. PERSONS TO BE HEARD

a. Proclamation: Declaring Childhood Cancer Awareness Week

Councilmember Walker read this proclamation, which encourages all residents to support cancer patients, survivors, their families, and caregivers; remember the lives of those we have lost; and encourage those who are working to improve survival rates and treatments of this devastating disease.

b. Proclamation: Declaring Extra Mile Day

Councilmember Haines read this proclamation, which urges each individual in the community to take time on this day to not only “go the extra mile” in his or her own life, but to also acknowledge all those around who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place.

c. Proclamation: Declaring Filipino American History Month

Councilmember Bishop read this proclamation, which urges all citizens to celebrate the rich history and contributions of Filipino Americans in Kodiak.

Nova Javier, accepted the proclamation on behalf of Fil-Am. She thanked the Mayor and Council for their acknowledgment and recognition of Filipino American History Month. She said the theme this year focuses on U.S. Immigration and Nationalization Act of 1965 and the 65' Delano Grape Strike.

d. Proclamation: Declaring Domestic Violence Awareness Month

Councilmember Whiddon read this proclamation, which encourages all citizens of Kodiak to actively support and participate in the ongoing programs designed to reduce and eventually eliminate violence as a social problem.

Lauren Humphrey, Kodiak Women's Resource and Crisis Center accepted the proclamation; she commented KWRCC holds an annual candlelight vigil for victims of domestic violence and for police officers and troopers who have lost their lives responding to domestic violence. She said KWRCC also focuses attention to the animal shelter to protect animals from cruelty. She thanked the Mayor, Council, and community for continued support.

e. Public Comments

Art Scholtz voiced his opinion about police misconduct twenty years ago, shared his current concerns, and said police body camera footage should be available to the public upon request.

Betty McTavish voiced concern about a public information request that was denied. She said an officer's duty is to protect and serve. She commented on the mobile home park closure.

Joan Suleski voiced her opinion about responsibilities of the police department and emphasized the safety of citizens is important. She said there are many people concerned about the lack of information and the excessive force by officers and said it is unacceptable.

Brent Watkins said the availability of public information is limited. He spoke about his concerns regarding the third party investigation.

Judi Kidder spoke about her concern regarding Mr. Pletnikoff. She referred to Alaska State Statute regarding mobile homes and to the Borough Code.

IV. UNFINISHED BUSINESS

a. Authorization of a Temporary Lease for Alaska Marine Highway Office at Pier II

The State of Alaska Department of Transportation and Public Facilities requested 2000 square feet at Pier II for a temporary office trailer for the Alaska Marine Highway System (AMHS) during the construction of the Pier I Ferry Terminal. Due to the limited space at

Pier I and for safety reasons, it is in the best interest of the public to relocate the AMHS office to Pier II during construction. The state ferries KENNICOTT and TUSTUMENA will both be berthing at Pier II at that time.

The motion to approve the lease was made and postponed at the September 10, 2015, regular meeting.

Councilmember Davidson MOVED to amend the motion to approve lease No. 220118 by striking “approximately eight months” and inserting “ten months” and substituting the lease presented at the September 10, 2015, regular meeting with the revised lease effective November 1, 2015, through August 31, 2016.

The roll call vote on the amendment was Councilmembers Bishop, Davidson, Haines, Saravia, Walker, and Whiddon in favor. The amendment passed.

The roll call vote on the main motion was Councilmembers Bishop, Davidson, Haines, Saravia, Walker, and Whiddon in favor. The main motion as amended passed.

V. NEW BUSINESS

a. First Reading, Ordinance No. 1339, Amending Kodiak City Code 14.20.020, Mobile Home Construction Standards, and Kodiak City Code 14.20.030, Location-Prohibited-Exceptions-Temporary Visitor Permit, to Provide for the Placement of Mobile Homes in the City at Locations Other Than Mobile Home Parks

Mayor Branson read Ordinance No. 1339 by title. The Kodiak Island Borough has planning and zoning authority within the City. Restricting placement of mobile homes within city limits does not fall within the City’s authority. Therefore, Kodiak City Code 14.20.030 (a) should be amended.

Councilmember Walker MOVED to pass Ordinance No. 1339 in the first reading and advance to second reading and public hearing at the next special or regular Council meeting.

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

b. Resolution No. 2015–30, Authorizing the Kodiak Hockey League to Sell Concessions and Sharpen Skates at Baranof Park

Mayor Branson read Resolution No. 2015–30 by title. Kodiak Hockey League is a newly formed non-profit organization that provides up to 150 Kodiak youth the opportunity to learn the game of hockey as well as sportsmanship, fair play, respect, and teamwork. KHL requests permission from the City to sell concessions in an effort to fundraise on City property to support its activities. With the closure of Skater’s Edge and the local skate sharpening service they provided, KHL purchased the sharpener and wishes to

continue this service to the public. KHL would provide skate sharpening to the community for a fee.

Councilmember Bishop MOVED to adopt Resolution No. 2015-30.

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

c. Authorization of Professional Services Contract for Planning/Design of Pedestrian Pathway Project No. 16-03/8023

The City Council received a presentation in July from the State of Alaska's grants administrator who oversees the City's legislative grants. The grants administrator advised Council and City staff that the \$384,000 that was awarded in FY2012 for the planning and design of a pathway project will be lost if a decision is not made now on which project to direct the money. DOWL proposes to complete a Pedestrian Facilities Plan that completes the connection from Pier II to the Near Island Bridge. The basic objective of this plan is to allow the City to build on previous plans for improved pedestrian access and support additional tourism in the described area.

Councilmember Haines MOVED to authorize a professional services contract dated October 22, 2015, with DOWL for the Pedestrian Facilities Plan and Design in the amount of \$333,376 with funds coming from the 2012 Pedestrian Pathway Planning and Design Grant Project No. 8023 and authorize the City Manager to execute the documents on behalf of the City.

Councilmember Whiddon clarified the authorized funds are from the cruise ship excise tax collected by the State and not expensed from the City's general fund.

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

d. Approval of Sublease at Near Island Communications Site Between Kodiak Island Broadcasting Co. Inc. and Alaska Wireless Network, LLC

Prior to the year 2000 the City of Kodiak has leased property on Near Island to Kodiak Island Broadcasting Co., Inc. (KIBCI). Section 13 of the existing lease includes a provision to sublease up to two omni antennae and associated coaxial cabling to ACS Wireless, Inc. In 2013 the Alaska Wireless Network (AWN) was formed as a result of a merger between GCI and ACS's wireless communication divisions. AWN desires to make improvements at the lease site, and KIBCI has requested the City approve its sublease with AWN. Before improvements can be authorized, the City needs to authorize the sublease between Kodiak Island Broadcasting Co. Inc. and Alaska Wireless Network, LLC.

Councilmember Whiddon MOVED to approve the sublease dated February 1, 2015, from Kodiak Island Broadcasting Co., Inc. to Alaska Wireless Network, LLC at the Kodiak Island Broadcasting Co., Inc. Near Island Communications Site that now is before the

Council, pursuant to Kodiak City Code 18.20.230, provided that this approval shall continue only for so long as a lease between the City and Kodiak Island Broadcasting Co., Inc. remains in effect.

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

e. Appointment of City Representative to Kodiak Island Borough Lands Committee

The Kodiak Island Borough adopted Ordinance No. FY2016–02 on August 20, 2015, which added a Borough Lands Committee to the Borough Code. The Borough Lands Committee is responsible for review of real property acquisition and disposal of Borough land and will also provide a forum for input and recommendations to the KIB Assembly. This committee membership includes seven voting members and four non-voting members. The committee membership includes an ex-officio City Councilmember seat.

Councilmember Davidson MOVED to appoint Councilmember Walker to the nonvoting ex-officio seat on the Borough Lands Committee.

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

f. Appointment of City Representatives to Kodiak Fisheries Work Group

The Kodiak Fisheries Work Group (FWG) scope and authority was established with the adoption of Resolution No. 2013–17. The FWG consists of three representatives of the City Council and three representatives of the Borough Assembly, as well as the City and Borough managers and fisheries analyst as non-voting members. Mayor Pat Branson and Councilmembers John Whiddon and Terry Haines are presently the City’s representatives to the FWG. Councilmember Haines’ Council term ends October 26, 2015, and another City representative needs to be appointed. Because Mayor Branson and Councilmember Whiddon were informally appointed when the group was organized in 2011, the appointments are suggested by an official motion.

Councilmember Haines MOVED to appointment Pat Branson, John Whiddon, and Gabriel Saravia to the Kodiak Fisheries Work Group to serve until successors are appointed.

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

g. Certification of Election

The City of Kodiak held a regular election October 6, 2015, and voters cast ballots for the two-year Mayoral position, one two-year and two three-year City Council positions. The Canvass Board met October 14, 2015, to tally the votes of the admissible questioned and

absentee ballots, together with votes counted on election night. The final results of the October 6, 2015, Municipal City election were:

Mayor—One Two-Year Term

Pat Branson	491
Write-ins	39

City Council—One Two-Year Term

Laura B. Arboleda.....	475
Write-ins	17

City Council—Two Three-Year Terms

Gabriel T. Saravia	359
Rich Walker	449
Write-Ins	21

Of the 3,469 registered City voters, 597 cast eligible City ballots, for a 17.2% voter turnout, which is 2.8% lower than last year.

Councilmember Bishop MOVED to certify the results of the October 6, 2015, regular election and declare Pat Branson elected Mayor for a two-year term, Laura B. Arboleda elected to the City Council for a two-year term, and Gabriel T. Saravia and Richard Walker elected to the City Council for three-year terms.

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

VI. STAFF REPORTS

a. City Manager

Manager Kniazowski thanked Deputy City Manager Tvenge for his work to prepare and research items for the meeting packet. She said the Tustemena will begin docking at Pier II instead of Pier I and commented that there will be parking changes in the area of Pier I while construction is occurring. She said the Kodiak Brown Bear Trust is relocating the Madsen Bear statue and replacing the bear with a new design that will be bronze. She provided an update that the Monashka Pumphouse is almost 100 percent complete and the ice rink will be available from November until next March. She thanked Councilmember Haines for his service. She congratulated Mayor Branson, Councilmembers Saravia and Walker, and newly elected Councilmember Arboleda. She provided a statement about the release of information and the public concern that has been expressed regarding a citizen arrest. She said a third party investigator has been hired to review the investigation. She shared an array of services the City and staff provides on a daily basis. She asked the citizens for their support and their patience to allow for the third party to conclude an investigation.

b. City Clerk

City Clerk Marljar thanked Councilmember Haines for his work on the Council and the Fisheries Work Group. She congratulated Mayor Branson and Councilmembers Arboleda, Saravia, and Walker. She stated the City's new website has launched and encouraged the public to visit the new site. She shared the Clerk's Office will work on a backlog of information dating back to 1940 to be posted on the new website. She congratulated Assistant Clerk Catherine Perkins for receiving the prestigious Certified Municipal Clerk (CMC) designation. She informed the public of the next scheduled Council work session and regular meeting.

VII. MAYOR'S COMMENTS

Mayor Branson congratulated Assistant Clerk Catherine Perkins on achieving her Certified Municipal Clerk designation and the re-elected and newly elected officials. She thanked Councilmember Haines for his commitment and service to the Kodiak community.

VIII. COUNCIL COMMENTS

Councilmember Bishop said he went to an Economic Development conference in Anchorage and plans to bring information back to the community through the next local economic development meeting. He congratulated the elected officials and thanked Councilmember Haines for his service.

Councilmember Saravia thanked Councilmember Haines for his seven years of service and congratulated Catherine Perkins for receiving her CMC designation. He congratulated the elected officials and said he looks forward to their continued work. He commented that unique viewpoints amongst the Council help to better to serve the people.

Councilmember Whiddon congratulated Assistant Clerk Perkins on her CMC designation. He thanked Mayor Branson for her leadership, hard work, and re-election as Mayor. He congratulated Councilmembers Saravia, Walker, and Arboleda. He gave an update from the Fisheries Work Group regarding the Gulf Alternative 4 evaluation and the economic consulting contract. He gave an update on the Economic Development conference and the sessions he attended. He thanked Councilmember Haines for his service and stated he has learned from him and indicated it has been a privilege to work with him. He extended his appreciation to the City Manager for her comments in her report and her service to the City.

Councilmember Davidson extended his condolences to the Wally Johnson family and shared a story regarding Mr. Johnson's public service to Kodiak. He congratulated the elected officials. He attended the Economic Development conference and gave an overview of the sessions he attended. He complimented Manager Kniazowski and voiced his support for the work she performs. He voiced his concern about community members being inappropriate in their comments when they are displeased.

Councilmember Walker gave his condolences to the Wally Johnson family. He shared his appreciation for Mayor Branson and said she is the best Mayor. He congratulated Assistant Clerk Perkins for receiving her CMC designation. He highlighted that capital projects are improving City infrastructure, and he thanked the City Manager for her work. He said he will miss Councilmember Haines and said he has respect for him, appreciates his service, and wished him luck in his future.

Councilmember Haines thanked the Councilmembers and their unique differences, the robust conversations, and putting the business of the people first. He spoke about his appreciation and the financial responsibility and diligence of the City staff. He commented that police officers protect and provide security for the public to live in such a civilized community. He spoke about a community of trust and having meaningful relationships and stated issues of concern will be addressed.

IX. AUDIENCE COMMENTS

Judi Kidder said she appreciated the Council and commented on their support for the community. She thanked Borough Clerk Javier and the City Clerks for their work during the election and she suggested the KATS service may be useful during election time. She spoke the about the public comments timeframe during regular meetings. She expressed support on affordable housing and stated it is an aspect of economic development.

David Masinter spoke about the homeless initiative. He referred to the assessing offices and indicated property taxes will continue to rise.

Brent Watkins commented on his disappointment of Council actions. He said he is concerned with the treatment of a citizen and business owner and wants information regarding the investigation of the incident.

X. OATH OF OFFICE

KCC 2.28.080 requires elected officials to take and subscribe to the Oath of Office.

The City Clerk administered the Oath of Office to Mayor Pat Branson, and Councilmembers Rich Walker and Gabriel Saravia and newly elected Councilmember Laura B. Arboleda.

XI. PRESENTATION TO OUTGOING COUNCILMEMBER

Mayor Branson presented outgoing Councilmember Terry Haines with a token of the City's appreciation for his service.

XII. EXECUTIVE SESSION

a. Discussion About Future Costs Related to the Reconstruction of Pier III

Councilmember Whiddon MOVED to enter into executive session pursuant to AS 44.62.310(c)(1) to discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the City, specifically, future costs related to the reconstruction of Pier III.

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

Council entered into Executive Session at 9:19 p.m.

The Mayor reconvened the regular meeting at 10:45 p.m.

XIII. POTENTIAL ACTION FOLLOWING EXECUTIVE SESSION

a. Resolution No. 2015–31, Appropriating \$305,000 From the Cargo Terminal Fund to the Cargo Development Capital Project Fund to Pay for Additional Engineering and Project Management Services Needed in the Pier III Replacement Project No. 11-07/8024

Mayor Branson read Resolution No. 2015–31 by title. The resolution authorizes additional funding for project management and engineering services for the Pier III Replacement Project No. 11-07/8024 in the amount of \$305,000. Pacific Pile & Marine's schedule for completion of the project has slipped at least two months causing the need for additional project management and engineering services. Remaining contingency funds for the project are not sufficient to cover these additional expenses.

Councilmember Davidson MOVED to adopt Resolution No. 2015–31.

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

b. Authorization of Amendment to the Professional Services Contract for Pier III Project Management with ARCADIS US Inc.

Amendment No. 6 to ARCADIS is for additional construction phase project management services for the Pier III replacement project. Roe Sturgulewski submitted a proposal to provide extended project management services beyond what was anticipated in the original proposal.

Councilmember Haines MOVED to authorize Amendment No. 6 to the professional services contract with ARCADIS in an amount not-to-exceed \$120,000 for project management services, Project No. 11-07/8024, with funds from the Cargo Development Capital Fund and authorize the City Manger to execute the documents on behalf of the City.

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

c. Authorization of Amendment to the Professional Services Contract for Pier III Construction Administration Services with PND Engineers, Inc.

Amendment No. 8 to PND Engineers Inc. is for additional construction phase services associated with the Pier III Replacement PN 11-07/8024 project.

Councilmember Bishop MOVED to approve Amendment No. 8 to the professional services contract with PND Engineers, Inc. for additional construction administration services related to the Pier III Replacement Project No. 11-07/8024, on a time and expense basis in an amount not to exceed \$185,000, with funds from the Cargo Development Capital Fund and authorize the City Manager to execute the documents on behalf of the City.

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

X. ADJOURNMENT

Councilmember Davidson MOVED to adjourn the meeting.

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

The meeting adjourned at 10:58 p.m.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Minutes Approved:

UNFINISHED BUSINESS

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Aimée Kniazowski, City Manager 

Date: November 12, 2015

Agenda Item: IV. a. Discussion of the Endorsement of the Fisheries Work Group Recommendation to Award a Professional Services Contract to Provide an Economic Analysis of the Fishing Industry

SUMMARY: The Kodiak Fisheries Work Group (FWG) met on September 21, 2015, and recommended a professional services contract with the McDowell Group Inc., and the Kodiak Island Borough (Attachment A). The contract is based upon the Economic Analysis Consulting Services RFP (Attachment C). The McDowell Group proposal (Attachment B) will allow the FWG to get baseline economic data and eventually a predictive model that will provide a better understanding of the impact on Kodiak's economy with the proposed state and federal fisheries management actions, specifically the GOA trawl bycatch management. The revised proposal of the McDowell Group has a project cost of \$43,940, which is higher than the estimated total cost of \$30,000 that was projected to be split equally between the Borough and City. The Kodiak Island Borough postponed award of the contract recommended by the FWG on November 5, 2015, which includes the revised cost of \$43,940. Staff recommends Council postpone the vote on this contract until the Borough has voted to support it.

PREVIOUS ACTION:

- Council endorsed the Fisheries Work Group recommendation to award professional services contract to provide an economic analysis of the fishing industry and postponed their vote on August 26, 2015

DISCUSSION: On July 10, 2015, a request for proposal was advertised by the Kodiak Island Borough for Economic Analysis Consulting Services. There were three firms that responded by August 4, 2015. The FWG received the proposals on August 5, 2015, and began reviewing and rating the responses for the August 26, 2015, FWG meeting and received revised proposals for review on a subsequent scheduled meeting on September 21, 2015. The original estimated total cost of the contract was \$30,000 to be split equally between the Borough and City and the revised proposal to include the predictive model increased the total cost to \$43,940.

ALTERNATIVES:

- 1) Postpone action until the Borough has decided how it will proceed.
- 2) Do not approve the endorsement, which is not recommended.

FINANCIAL IMPLICATIONS: This professional services contract once executed by the Borough is intended to split costs evenly between the City and Borough in an estimated amount of \$43,940. Upon revision to the professional services proposal, the cost increased by \$13,940 from the originally estimated cost of \$30,000 . These costs will be taken out of the Legislative Economic Development Fund.

CITY MANAGER'S COMMENTS: I recommend Council postpone this issue until the Borough Assembly has determined its level of support.

ATTACHMENTS:

- Attachment A: Professional Services Agreement Contract between KIB and McDowell Group Inc.
- Attachment B: Professional Services Proposal from McDowell Group
- Attachment C: Economic Analysis Consulting Services RFP

Clerk's Note: the motion to endorse the Fisheries Work Group recommendation to award a professional services contract to provide an economic analysis of the fishing industry and authorize the City Manager to expend, if necessary, an amount to exceed the estimated cost of \$15,000 is already on the floor. The motion was made and postponed at the August 26, 2015, special meeting.

PROPOSED MOTION:

Move to postpone the vote on the motion until a future meeting to be determined by the City Manager.

Contract Number FY 2016-XX

**Professional Services Agreement with
McDowell Group, Inc.**

This PROFESSIONAL SERVICES AGREEMENT ("Agreement"), is made and entered into this 6th day of November, 2015 by and between the **KODIAK ISLAND BOROUGH**, organized under the laws of the State of Alaska, hereinafter referred to as the "**Borough**," whose address is 710 Mill Bay Road, Kodiak, AK 99615, and **McDowell Group, Inc.** a corporation authorized to do business in Alaska, with offices located at 9360 Glacier Highway, Suite 201, Juneau, Alaska 99801, hereinafter referred to as the "**Consultant**".

WHEREAS, the Borough wishes to enter into an Agreement with an independent consultant to provide professional services to the Borough as described in the attached Exhibit A and within the time frames specified in Exhibit A; and

WHEREAS, in response to a Request for Proposal (RFP), Consultant submitted a Proposal dated July 31, 2015 ("Proposal") asserting it is qualified to perform these services and able to do so in a timely manner;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1.0 SERVICES OF CONSULTANT

- 1.1 This Agreement is for professional services to the Borough. The Borough and Consultant have agreed upon a scope of work as described in Consultant's Proposal and as incorporated herein as Exhibit A and clarified in Exhibit E, to provide professional services based on approved standards and instructions. The Consultant shall perform the services described in Exhibit A within the time frames specified therein, unless changed in writing pursuant to an approved Change Order as specified in this Agreement. This scope of services can only be changed in writing pursuant to Section 8 of this Agreement.
- 1.2 The Borough may by change order give authority to the Consultant to perform services in addition to those described in Exhibit A. The change order shall describe the additional services to be performed, the time frame within which the services must be performed and the compensation to be received for those services. Except as otherwise expressly stated in the change order, the additional services shall be in strict accordance with all terms and provisions of this Agreement. Without such change order from the Borough, the Consultant is neither authorized to perform services in addition to those described in Exhibit A nor is it entitled to any compensation.

- 1.3 The Consultant shall at the Consultant's own expense furnish to the Borough a copy of all information requested by the Borough for review of the Consultant's services while in progress.
- 1.4 The Borough shall provide the Consultant access in a timely manner, to those records, personnel and other items necessary for the Consultant to perform the services described in Exhibit A.

2.0 DEFINITIONS

- 2.1 "Agreement" shall mean this Professional Services Agreement, including:

Exhibit A – Proposal for Economic Analysis Consulting Services, dated July, 2015;

Exhibit B – Community Supplied Data – KIB Severance Tax made part of the Proposal;

Exhibit C – Community Supplied Data – City of Kodiak water usage made part of the Proposal;

Exhibit D- Response to RFP dated July 31, 2015; and

Exhibit E - Clarification submittal to Proposal dated September 4, 2015.

- 2.2 "Change Order" is an addition to, or reduction of, or other revision approved by the Borough in the scope, complexity, character, or duration of the services or other provisions of this Agreement.
- 2.3 "Contracting Officer" shall mean Borough Manager, and include any successor or authorized representative.
- 2.4 "Project" shall mean the planning, design and other tasks as ordered by the Contracting Officer.

- 3.0 **TERM OF AGREEMENT.** This Agreement shall take effect upon execution. This Agreement shall remain in full force and effect for a two (2) year term with a one (1) year extension and, until all claims and disputes have been concluded. The work is considered complete when the Borough has received and found acceptable the finished product of all work or changes thereto. This Agreement may be amended only in writing and upon compliance with all applicable statutes, ordinances, and regulations.

4.0 **FEES.** Compensation and fees for services performed by Consultant shall be as identified in the Proposal, incorporated herein as Exhibit E, Fee Schedule, unless otherwise agreed by both parties in writing.

5.0 **SCHEDULE FOR COMPLETION.** The schedule for completion for all work described herein shall be as stated in Scope of Services, Exhibit A attached hereto.

6.0 **PERSONNEL/ORGANIZATION**

6.1 **Key Personnel.** Services provided under this contract by the Consultant will be performed by:

- **Mr. Jim Calvin, Principal**
- **Mr. Andy Wink, Senior Seafood Industry Analyst**
- **Mr. Garrett Evridge, Project Manager**
- **Ms. Stephanie Warpinski, Economist**

6.2 **Changes in Key Personnel.** The Consultant shall give the Borough reasonable advance notice of any necessary substitution or change of key personnel and shall submit justification therefore in sufficient detail to permit the Borough to evaluate the impact of such substitution on this Agreement. No substitutions or other changes shall be made without the written consent of the Borough.

7.0 **STANDARD OF PERFORMANCE.** The Consultant agrees to provide all required professional services to complete the project and any additions or changes thereto. The Consultant accepts the relationship of trust and confidence established between it and the Borough by this Agreement. The Consultant covenants with the Borough to furnish its best skill and judgment, and to further the interest of the Borough at all times through efficient business administration and management. The Consultant shall provide all services in a competent manner. It is understood that some of the services to be rendered hereunder require professional judgment and skill. In those cases, the Consultant agrees to adhere to the standards of the applicable profession.

8.0 **CHANGES IN SCOPE OF WORK.**

8.1 **General.** No claim for additional services not specifically provided in this Agreement will be allowed, nor may the Consultant do any work or furnish any materials not covered by the Agreement unless the work or material is ordered in writing by the Borough Manager. Preparation of Change

Orders and design changes, due to errors and/or omissions by the Consultant, will be done at the sole expense of the Consultant.

8.2 Changes in Scope of Work. The Borough or its representative may, at any time, by a written Change Order delivered to the Consultant, make changes to the scope of work, or authorize additional work outside the scope of work.

8.3 Compensation to the Consultant. If any Change Order for which compensation is allowed under this Section causes an increase or decrease in the estimated cost of, or time required for, the performance of any part of the work under this Agreement, or if such change otherwise affects other provisions of this Agreement, an equitable adjustment will be negotiated. Such an adjustment may be:

- a. in the estimated cost or completion schedule, or both;
- b. in the amount of fee to be paid; and
- c. in such other provisions of the Agreement as may be affected, and the Agreement shall be modified in writing accordingly.

8.4 Any claim by the Consultant for adjustment under this Section must be asserted within fifteen (15) days from the day of receipt by the Consultant of the notification of change; provided, however, that the Borough or its representative, deciding that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under this Agreement. Failure to agree to any adjustment shall be a dispute within the meaning of Section 18.10 of this Agreement.

9.0 INDEMNITY. To the fullest extent permitted by law, Consultant agrees to defend, pay on behalf of, indemnify and hold harmless the Borough, its elected and appointed officials, employees and volunteers and other working on behalf of the Borough against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Borough, its elected and appointed officials, employees and volunteers and others working on behalf of the borough, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Agreement.

10.0 INSURANCE.

The Consultant shall not commence work until the Consultant has obtained all insurance required under this Agreement and such insurance has been approved by the Borough. Nor shall the Consultant allow any sub-consultant to commence work on its subcontract until the insurance required has been obtained. The Consultant shall maintain such insurance as will protect it from claims under Workers' Compensation Acts and other employee benefit acts for damages because of bodily injury, including death, to its employees and all others for damages to property, any or all of which may arise out of or result from the Consultant's operations under this Agreement, whether such operations be by itself or by any sub-consultant or anyone directly or indirectly employed by either of them.

Without limiting the Consultant's indemnification, it is agreed that the Consultant will purchase, at its own expense and maintain in force at all times during the term of this Agreement, the following policies of insurance. Failure to maintain insurance is, at the option of the Borough Manager, grounds for default and the Borough Manager may terminate this Agreement. Where specific limits are shown, it is understood that they will be the minimum acceptable limits. If the Consultant's policy contains higher limits, the Borough shall be entitled to coverage to the extent of such higher limits. Consultant is responsible for all deductibles. As a condition of award, certificates of insurance, with endorsements, must be furnished to the Borough Engineering and Facilities Department. These certificates must provide thirty (30) days prior notice to the Borough in the event of cancellation, non-renewal or a material change in the policy. Proof of insurance is required of the following:

- A. Workers' Compensation Insurance:** The Consultant shall provide and maintain, for all employees of the Consultant engaged to work under this Agreement. Workers' Compensation Insurance as required by applicable State law (AS 23.30.045) for all employees to be engaged in work at the site of the project under this Agreement. This coverage must include statutory coverage for States in which employees are engaging in work and employer's liability protection not less than \$1,000,000 per person, \$1,000,000 per occurrence.
- B. Comprehensive (Commercial) General Liability Insurance:** with coverage limits not less than two million (\$2,000,000) dollars per occurrence and annual aggregates where generally applicable and will include premise operations, independent Contractors, products/ completed operations, broad form property damage, blanket contractual and personal injury endorsements.

C. Comprehensive Automobile Liability Insurance): covering all owned, hired, and non-owned vehicles with coverage limits not less than \$1,000,000 per person, \$1,000,000 per occurrence bodily injury, and \$1,000,000 property damage.

D. Additional Insured: The following shall be an Additional Insured: The Kodiak Island Borough including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers. The Additional Insured shall be named on the Contractor's coverage for commercial General and vehicle liability.

11.0 OWNERSHIP OF WORK PRODUCTS. Payment to the Consultant for services hereunder include full compensation for all work products and other materials produced by the Consultant and its sub-consultants pertaining to this Agreement.

The originals of all material prepared or developed by the Consultant or its employees, agents, or representatives hereunder, including documents, drawings, designs, calculations, maps, sketches, notes, reports, data, models, computer tapes, and samples shall become the property of the Borough when prepared, whether delivered or not, and shall, together with any materials furnished the Consultant and its employees, agents, or representatives by the Borough hereunder, be delivered to the Borough upon request and, upon termination or completion of this Agreement. Materials previously created and copyrighted by the Consultant included in this project will remain property of the Consultant. Copies will be made available to the Borough upon request. Materials purchased from and copyrighted by third parties are not included in this provision.

12.0 PATENTS, TRADEMARKS, AND COPYRIGHTS. The Consultant agrees to defend, indemnify, and save the Borough harmless from and against any and all claims, costs, royalties, damages and expenses of any kind of nature whatsoever (including attorneys' fees) which may arise out of or result from or be reasonably incurred in contesting any claim that the methods, processes, or acts employed by the Consultant or its employees in connection with the performance of services hereunder infringes or contributes to the infringement of any letter patent, trademark, or copyright. In case such methods, processes, or acts are in suit held to constitute infringement and use is enjoined, the Consultant, within reasonable time and at its own expense, will either secure a suspension of the injunction by procuring for the Borough a license or otherwise, or replace such method, process, etc., with one of equal efficiency.

13.0 NONWAIVER. No failure of the Borough or Consultant to insist upon the strict

performance by the other of any of the terms of this Agreement or to exercise any right or remedy herein conferred shall constitute a waiver or relinquishment to any extent of its rights to rely upon such terms or rights on any future occasion. Each and every term, right, or remedy of this Agreement shall continue in full force and effect.

14.0 SAFETY/PERFORMANCE. The Consultant shall perform the work in a safe and workmanlike manner. The Consultant shall comply with all federal and state statutes, ordinances, orders, rules, and regulations pertaining to the protection of workers and the public from injury or damage, and shall take all other reasonable precautions to protect workers and the public from injury or damage.

15.0 SUSPENSION OR TERMINATION.

15.1 Fault Termination or Suspension. This Agreement may be terminated by either party upon ten (10) days written notice if the other party fails substantially to perform in accordance with its terms. If the Borough terminates this Agreement it will pay the Consultant a sum equal to the percentage of work completed and accepted by the Borough that can be substantiated by the Consultant and the Borough, offset by any amounts owed to the Borough. However, within the ten (10) day Notice of Intent to terminate, the party in default shall be given an opportunity to present a plan to correct its failure.

15.2 Convenience Suspension or Termination. The Borough may at any time terminate or suspend this Agreement for any reason including its own needs or convenience. In the event of a convenience termination or suspension for more than six (6) months, the Consultant will be compensated for authorized services and authorized expenditures performed to the date of receipt of written notice of termination or suspension. No fee or other compensation for the uncompleted portion of the services will be paid, except for already incurred indirect costs which the Consultant can establish and which would have been compensated but because of the termination or suspension would have to be absorbed by the Consultant without further compensation.

15.3 Activities Subsequent to Receipt of Notice of Termination or Suspension. Immediately upon receipt of a Notice of Termination or suspension and except as otherwise directed by the Borough or its Representative, the Consultant shall:

- a. stop work performed under this Agreement on the date and to the extent specified in the Notice; and

- b. transfer title to the Borough (to the extent that title has not already been transferred) and deliver in the manner, at the times, and to the extent directed by the Borough's representative, work in progress, completed work, supplies, and other material produced as a part of, or acquired in respect of the performance of the work terminated or suspended by the Notice.

16.0 LIMITATION OF FUNDS.

- 16.1** At no time will any provision of this Agreement make the Borough or its representative liable for payment for performance of work under this Agreement in excess of the amount that has been appropriated by the Borough Assembly and obligated for expenditure for purposes of this Agreement.
- 16.2** Change orders issued pursuant to Section 8 of this Agreement shall not be considered an authorization to the Consultant to exceed the amount allotted in the absence of a statement in the change order, or other modification increasing the amount allotted.
- 16.3** Nothing in this Section shall affect the right of the Borough under Section 15 to terminate this Agreement.

- 17.0 PRIOR WORK.** For the purposes of this Agreement, work done at the request of the Borough or its representative before execution of this Agreement shall be deemed to be work done after its execution and shall be subject to all the conditions contained herein.

18.0 GENERAL PROVISIONS.

18.1 COMPLIANCE WITH LAWS. The Consultant shall be familiar with and at all times comply with and observe all applicable federal, state and local laws, ordinances, rules, regulations, and executive orders, all applicable safety orders, all orders or decrees of administrative agencies, courts, or other legally constituted authorities having jurisdiction or authority over the Consultant , the Borough, or the service which may be in effect now or during performance of the services.

18.2 EQUAL EMPLOYMENT OPPORTUNITY. The Consultant shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, or because of age, physical handicap, sex, marital status, change in marital status, pregnancy, or parenthood when the reasonable demands of the position do not require distinction on the basis of age, physical

handicap, sex, marital status, changes in marital status, pregnancy, or parenthood. The Consultant shall take affirmative action required by law to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, national origin, ancestry, age, or marital status.

18.3 NO ASSIGNMENT OR DELEGATION. The Consultant may not assign, subcontract or delegate this Agreement, or any part of it, or any right to any of the money to be paid under it without written consent of the Borough Manager.

18.4 INDEPENDENT CONSULTANT. The Consultant shall be an independent consultant in the performance of the work under this Agreement, and shall not be an employee or agent of the Borough.

18.5 PAYMENT OF TAXES. As a condition of performance of this Agreement, the Consultant shall pay all federal, state and local taxes incurred by the Consultant and shall require their payment by any other persons in the performance of this Agreement.

18.6 PRECEDENCE AND DIVISIBILITY. The provisions of this Agreement shall fully govern the services performed by the Consultant. If any term, condition, or provision of this Agreement is declared void or unenforceable, or limited in its application or effect, such event shall not affect any other provisions hereof and all other provisions shall remain fully enforceable.

18.7 ENTIRE AGREEMENT. This Agreement contains the entire agreement between the parties as to the services to be rendered by the Consultant. All previous or concurrent agreements, representations, warranties, promises, and conditions relating to the subject matter of this Agreement are superseded by this Agreement.

18.8 COMPLETION OF WORK, TERM OF AGREEMENT. The Consultant Contractor shall perform all work in a timely fashion, and in accordance with the schedules included in this Agreement and Exhibits.

18.9 GOVERNING LAW. The laws of Alaska will determine the interpretation, performance and enforcement of this Agreement.

18.10 CLAIMS AND DISPUTES. Venue for all claims and disputes under this Agreement, if not otherwise resolved by the parties, shall be in the appropriate Alaska State court in Anchorage or Kodiak, Alaska.

19.0 NOTICES. Any notices, bills, invoices, or reports required by the Agreement

shall be sufficient if sent by the parties in the United States mail, postage paid, to the address noted below:

Kodiak Island Borough
Attn: Borough Manager
710 Mill Bay Road, Room 125
Kodiak, Alaska 99615

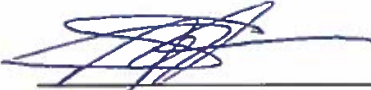
Jim Calvin
McDowell Group, Inc.
9360 Glacier Highway, Suite 201
Juneau, AK 99801

IN WITNESS WHEREOF, the parties have executed this Agreement.

Kodiak Island Borough

McDowell Group, Inc.

By: Charles E. Cassidy, Jr. _____


By: Jim Calvin _____

Title: Borough Manager

Title: Principal

Date: _____

Date: 10/23/2015

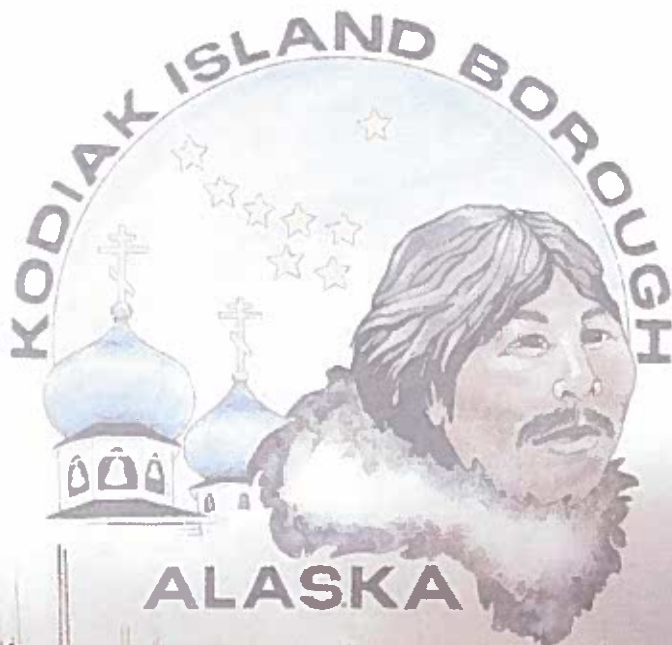
ATTEST:

Nova Javier, CMC
Borough Clerk

(Borough seal)

Professional Services Proposal

to Provide Economic Consulting Services



Prepared for
Kodiak Island
Borough

Prepared by

McDowell
GROUP

July 31, 2015

Bud Cassidy, Borough Manager
Kodiak Island Borough
710 Mill Bay Road, Room 125
Kodiak, Alaska 99615

Dear Mr. Cassidy,

McDowell Group is pleased to submit this professional services proposal to provide **Economic Analysis Consulting Services** to the Kodiak Island Borough. McDowell Group is particularly well suited to assist the Borough in creating a baseline of seafood industry activity and assessing potential impacts of proposed changes to federal and state fishery management. Alaska's commercial fishing industry has been a cornerstone of our research and consulting practice since the firm was founded in 1972. Our team offers critical expertise that will give KIB the greatest value for its investment in economic research. We bring the following assets to this important project:

- A resume that includes over 300 seafood industry-related projects for local, state, and federal government agencies, fishermen's associations, hatcheries, private processing companies, and other for-profit businesses. McDowell Group clients value our services because of our reputation for objectivity and commitment to providing useful, well-researched information on complex issues.
- A comprehensive understanding of how the seafood industry affects local and regional economies in Alaska. Our study for ASMI, *Economic Value of the Alaska Seafood Industry*, is the most recent detailed assessment of the industry's regional and statewide economic impact.
- A completely independent, objective perspective on the potential economic effects of proposed changes to federal fishery management. We are interested observers but not formal participants in the NPFMC's analyses of bycatch and other current fisheries management issues.
- Familiarity with the economies of Kodiak Island communities. Our resume includes numerous research and consulting assignments for a variety of public and private Kodiak-area clients, and includes work in the borough's smaller outlying communities.

This proposal is valid for at least 90 days from August 4, 2015. We are willing to perform the services listed, and all staff and resources will be made available over the life of our contract. As McDowell Group's Managing Principal, I have the authority to contractually bind McDowell Group. Please do not hesitate to contact us if you have any questions about our proposal or our qualifications. We appreciate this opportunity to offer our professional services to the Borough.

Sincerely,



Jim Calvin, Principal
McDowell Group, Inc.
Phone: 907-586-6130
Email: jim.calvin@mcdowellgroup.net

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Proposed Methodology

Few communities in Alaska are more dependent on the seafood industry than Kodiak, or more exposed to the economic consequences of federal fisheries resource management changes. Over its history, Kodiak has been at the front line of economic change brought on by government action, including the 1973 Limited Entry Act, the 1977 Magnuson Stevens Act, the IFQ Halibut and Sablefish program in 1995, and Bering Sea crab rationalization in 2005, along with a variety of other management actions aimed at resource conservation or marine mammal protection.

The Kodiak Island Borough would like to establish a baseline of data and eventually a predictive model that will allow it to better understand the impact on local economies of proposed state and federal fisheries management actions, such as options for Gulf of Alaska (GOA) trawl bycatch management. Development of a State waters Pollock fishery is another management issue with potentially important implications for Kodiak.

In addition to developing a comprehensive database of fisheries-related information, McDowell Group's methodology includes analysis of the linkages between harvest/processing activity and local economic activity, such as community tax revenues, employment and income for local residents, and local business sales. By identifying and measuring these linkages, it will be possible to assess the potential effects (direct and secondary) on the economy due to changes in fishery management.

While simple in concept, the analysis and modelling are complex. A myriad of factors affect the connection between commercial fisheries and economic activity in Kodiak. The first step is to gather all available, relevant data, and conduct necessary additional original research, to establish an accurate and up-to-date baseline. Data collection and other research proposed for this project are described below.

Baseline Data Collection and Research

Baseline data will be gathered for the most recent five-year period, in most cases 2010 through 2014 and in other cases 2009 through 2013, depending on data availability. In some cases, time series may be extended further into the past to show important long-term trends, provided data is available and consistently tracked. From the Borough we anticipate collecting:

- Community fish tax revenues (by fishery and year)
- Community infrastructure investment and operating costs
- Sales tax revenue
- Property tax revenue and assessed value for selected properties (e.g. processing plants)

McDowell Group's study team will compile:

- Federal and state waters fisheries harvest volume and value data by fishery, gear type, and residency (monthly and/or annual data, depending on data availability)
- Fishery participation data including permit holders and crew
- Processing employment by year, month, and residency

- Processing volume and value by species/product
- Operating months for local processors and species purchased
- Estimated value and/or number of Limited Entry Permits, IFQ shares (for crab, halibut, and sablefish), federal fisheries permits, LLP licenses held by KIB residents and non-residents, and relevant community quota entities
- Vessel ownership data, including analysis of vessels homeported in KIB communities or owned by KIB residents
- Estimated leasing costs in fisheries subject to catch share management
- Estimated payments to trawl skippers and crew and common payment terms
- Number of active vessels landing product in KIB or owned by KIB residents
- Waterborne cargo data for selected KIB imports and exports (e.g. seafood, fuels, wood)

McDowell Group is very familiar with relevant public data sets needed for the project. We routinely work with ADF&G, DOLWD, and NMFS staff to design custom data requests and are aware of the pitfalls associated with various data sets. These data issues and caveats are often not apparent and lead uninformed researchers to reach incorrect conclusions. For example, ADF&G's Commercial Fisheries Entry Commission (CFEC) publishes a wealth of easily accessible data about harvest volume and value by fishery and place of residence. However, most researchers are probably unaware that the inclusion of catcher/processor harvests in the data is not consistent over time and has grown in recent years. Using total figures for all species, this could lead researchers to conclude that harvest volume and value is rising faster than is actually the case.

Further, our relationships with fishermen and processing companies operating out of Kodiak allows us to compile and combine information from private sources. The scope of this project requires data which is either not available from public data sets or inaccessible due to confidentiality constraints.

Data sources are explained in detail below.

Fish Tickets and eLandings System (ADF&G/NMFS)

DATA PROVIDED FOR PROJECT:

- Ex-vessel volume and value of Kodiak area landings by species, fishery/gear, and month
- Number of active vessels and permits (including active LLPs) making landings by species, fishery/gear, and month
- Groundfish production by species, product type, and processor type (shoreside, mothership, catcher/processor)

Commercial fishery landings in Alaska are tracked via a fish ticket system which functions as a receipt for fishermen and processors, as well as a tool for fishery managers. Landings are entered into the system via a web-based portal, an offline application (tLandings and seaLandings), or as paper tickets. Landing records for individual fishermen and processors are confidential, but can be reported in an aggregated form, provided the data does not breach confidentiality restrictions. The eLandings system also includes daily and weekly production reports for processed volume of selected groundfish species.

Fish tickets are the most responsive data source available, offering less time lag between when the landing occurs and when the data is available for analysis. The system also produces less data entry errors because there is a natural check/balance between fisherman and processor.

However, there are issues with the data when it comes to reporting ex-vessel value. Some landings are transacted without an agreed-upon price. In these cases, the fishermen deliver fish to processors and settle on a base price later on. While base prices are eventually applied to landings by ADF&G personnel they do not include quality/handling bonuses or retro-payments. Thus, they present an incomplete account of fishery value, but can be used to as a proxy for current year harvest volume/value until other data becomes available.

Commercial Operators Annual Report (COAR)

DATA PROVIDED FOR PROJECT:

- Final ex-vessel volume and value of Kodiak area landings by species and fishery/gear
- First wholesale production volume and value of seafood processed in the Kodiak area by species and product type

The Commercial Operators Annual Report is submitted to ADF&G once a year by processors. It details the ex-vessel value and volume of product purchased during the previous calendar year as well as the first wholesale value of processed product. COAR data becomes available in May or June of the following year, depending on how much clean-up ADF&G has to do with the data and how many late submissions they receive. COAR submissions are due to ADF&G by April 1.

COAR provides the most accurate account of ex-vessel and first wholesale value. The drawbacks of the data set are that it is not available until the middle of the following year, and it can provide a skewed value of first wholesale value. The program requests first wholesale value on the amount of product produced, not that which is sold. Depending on market conditions, it is possible that unsold product will be assigned one price in COAR but subsequently sold for a different price at a later date. This is particularly true for canned salmon, which can be held as inventory for several years (although the vast majority is sold within 18 months).

CFEC and NMFS Harvest Volume and Value by Residency and Fishery

DATA PROVIDED FOR PROJECT:

- Ex-vessel volume and value of landed by KIB residents, by species and fishery

CFEC tracks harvest volume and value by species and fishery. These data are made available via their website. NMFS conducts a similar analysis and publishes the data in NPFMC SAFE reports, although in a more aggregated format.

One difference between the two data sets is that NMFS bases residency on the owner of the vessel for most fisheries whereas CFEC applies the harvest to the area of residency for the permit holder. This is a key distinction for fisheries such as groundfish, where skippers do not necessarily own the vessel they command. We anticipate combining data from both sources to maximize the utility of each data set and minimize their weaknesses.

State and Federal License, Permit, and Vessel Databases

DATA PROVIDED FOR PROJECT:

- Number of vessels (including trawl), permits, and IFQ quota owned by Kodiak residents, by community
- Number of local resident crew members and commercial fishing permit owners, by community (commercial fishery employment)
- Number of vessels homeported in Kodiak area communities
- Cumulative value of selected permits

ADF&G and NMFS collect data on fishing vessels and fishermen who hold commercial fishing or crew permits. These data provide a historical account of fishermen, permits, quota, and vessels based in the Kodiak area. Commercial permit and vessel data is freely available, while crew member data must be purchased from ADF&G.

Again, these data sets have important caveats. First, permit owners and vessels (to a lesser extent) do not necessarily participate in the fisheries. Secondly, it is not possible to connect crew member data with the fishery or fisheries in which they are employed. Finally, vessel characteristics, including homeport designation, are submitted by the vessel owner and are generally not verified, so it is possible that a vessel may actually berth in Kodiak but show up in the data with a different homeport.

Alaska Department of Labor and Workforce Development (DOLWD) Employment Data

DATA PROVIDED FOR PROJECT:

- Seafood processing employment by month and average monthly totals earned in Kodiak area
- Seafood processing wage/salary income earned in Kodiak area
- Number of seafood processing workers working in Kodiak, by local residents, other Alaska residents, and non-Alaska residents

The State of Alaska tracks wage/salary employment, in terms of monthly worker counts, average monthly employment, and annual worker totals. The data can be sorted by occupation and industry. It also includes wage/salary earnings.

Traditional government employment data does not include estimates for the commercial fishing sector. Data is based on employers who pay into the unemployment insurance (UI) program. Commercial fishermen (and their crew) are exempt from paying UI taxes. However, DOLWD does produce separate monthly employment estimates for the commercial fishing sector, including the Kodiak region. While these statistics provide a measure of employment, they tend to understate employment activity because skippers and crew are only counted in months when a landing was made. Commercial fishermen spend considerable time before and after the season tending to fishing vessels and gear. In addition, fishermen often work much longer hours than most other professions during the season. McDowell Group has developed alternative methodologies for estimating average monthly employment in the commercial fishing sector and uses license/landings data to count the number of fishermen.

Executive Interviews with Industry Contacts (Private and Confidential Data)

DATA PROVIDED FOR PROJECT:

- Trawl skipper/crew composition and average payment terms
- Profile of common leasing practices and costs
- Timing of processing operations and interaction with various regional fisheries
- Processor dependence on various fisheries and species to support profitable operations
- Purchasing and other economic connections between fishermen, processors, and Kodiak's service and supply sector.
- Processors' and fishermen's concerns, and likely operational and investment responses to potential fisheries management measures

Public data sets do not provide all of the data that is essential in conducting seafood industry economic impact analyses. To fill information gaps, McDowell Group interviews industry contacts and blends their input with data from government agencies. For example, we can interview trawl fishermen about common skipper/crew payment terms. These terms are often expressed as a percentage of the vessel's ex-vessel value. We then apply these averages to ex-vessel value for that fleet to estimate labor income for skippers and crew. With more than 40 years of experience consulting in the seafood industry, we have developed an exceptional list of contacts representing a wide array of perspectives. We will draw upon those contacts for this project.

Other Sources of Information

McDowell Group will draw upon a variety of data as needed to conduct this study. For example, Army Corps of Engineers Waterborne Commerce Database provides seafood shipping statistics to/from Kodiak (and other Alaska ports). Internal Revenue Service data provides income data at the community level. The U.S. Bureau of the Census and Bureau of Economic Analysis provide a wide range of data related to economic conditions in Kodiak.

We will also compile and review any relevant studies addressing the potential economic impact on Kodiak of GOA fisheries or potential management changes in those fisheries. This may include work conducted by Alaska Fisheries Science Center Economic and Social Sciences and Research Program, North Pacific Fisheries Management Council Scientific and Statistical Committee, Commercial Fisheries Entry Commission, and others. The purpose of this exercise is to avoid replicating research already done for related purposes.

Finally, we will work closely with the City of Kodiak and Kodiak Island Borough to gather all available information concerning community investment in infrastructure and services used by participants in GOA and other fisheries. This will include harbor facilities and services, water and sewer/waste water utilities, solid waste collection and disposal, road maintenance, and other community-supported infrastructure and services.

Economic Impact Analysis

While data collection is a principal goal of this project, the scope of work also requires analysis of the existing relationship between the seafood industry and the broader Kodiak economy. Essentially, this is an exercise of following money through the local economy, including:

- Commercial fishermen’s gross revenue that is spent in Kodiak, in support of fishing operations and in support of workers and households dependent on that income. This can include Kodiak resident fishermen (skippers and crew) and nonresident fishermen who may spend a portion of their earnings in Kodiak.
- Seafood processing revenue spent in Kodiak in support of processing operations and in support of workers and households dependent on that income, including Kodiak residents and nonresident processing workers who may spend a portion of their earnings in Kodiak.
- Tax revenues received by local government either directly or indirectly from seafood industry-related activity.

Money spent locally in support of fishing and processing flows through nearly every sector of the economy. Measuring the full economic impact of that spending is complex, but can be supported with input-output models. Economic models, such as IMPLAN, are useful in understanding the magnitude of total direct, indirect, and induced economic effects. IMPLAN is one of the most widely used U.S. input-output models for analyzing the economic impact of industrial and commercial activity. It uses county-level and statewide employment, payroll, and other data to define linkages between industries in the local economy and multipliers that predict the total impact of an economic stimulus. Multipliers can show either the number of direct, indirect, and induced jobs created per million dollars of output (spending), or the number of jobs or payroll dollars created in the support sector for each direct job or direct payroll dollar. IMPLAN measures jobs in terms of annual average full and part-time employment. The total (peak) number of workers is larger than the annual average.

IMPLAN multipliers capture only “backward linkages;” that is, they capture only jobs associated with purchases of goods and services by a firm and its employees. IMPLAN multipliers do not capture “forward linkages,” or those downstream jobs associated with adding value to a product. For example, a commercial fishing multiplier does not include the economic impact of processing activity.

While a useful tool, IMPLAN generally requires modification to accurately capture economic impacts related to commercial fishing and seafood processing. Further, the model is most useful for larger communities, and requires modification for work in smaller economies such as Kodiak’s. The seasonal nature of fishing and processing, the high levels of non-resident participation, and other factors compromise the quality of unmodified IMPLAN multipliers in fishing-dependent communities. “Off-the-shelf” IMPLAN multipliers for KIB include 10.6 jobs per million dollars of output in the commercial fishing sector, including 2.15 indirect and induced jobs per million dollars of output. The employment multiplier for seafood processing is 4.25 jobs per million of output, including 1.5 jobs per million in the support sector. Unmodified, these multipliers fail to accurately capture the structural dependence of a coastal community like Kodiak on commercial fishing and processing activity. Further, the model is hampered by an inability to adequately consider the residency of industry participants. By gathering information (through interviews and other research tools) about the actual connection between fishing, processing, and the support sector, it is possible to modify the IMPLAN analysis to accurately reflect conditions in the local economy.

Based on modified IMPLAN analysis, supported by original and secondary research on the Kodiak economy, the study team will establish quantitative relationships between commercial fishing and seafood processing activity, and the broader Kodiak economy. To the extent possible, this analysis will also consider economic relationships between commercial fisheries and the economies of outlying borough communities, such as Old

Harbor, Port Lions, Ouzinkie, and Larsen Bay. The indirect and induced effects of commercial fishing and processing may be limited in these small communities, but the direct effects may be important.

An understanding of the overall Kodiak economy and its key drivers is critical to this analysis. Without consideration of trends and impacts of other basic industries, such as the Coast Guard and the visitor industry, it is not possible to accurately measure the role of the seafood industry in the local economy. McDowell Group's proposed scope of work includes development of a summary profile of the Kodiak economy.

In addition to the economic impact analysis described above, which focuses on existing conditions, the study team will consider longer-term, structural issues which are not easily captured in traditional impact assessments. Trends such as consolidation in commercial fishing and processing, shifts in the investment climate (potential "capital flight"), next-generation participation in commercial fishing (or barriers to entry for young fishermen), and long-term community stability and economic sustainability in the face of significant industry change, are all important issues in Kodiak's seafood industry. The study team will address these and related complex issues, to the extent possible, by examination of historical data on participation and investment in Kodiak-related commercial fishing, and investment/business development/ownership in the processing sector. We will also consider how the seafood industry's role in the Kodiak economy has evolved or otherwise changed over past decades in response to major shifts in fisheries management. Based on that analysis, we will assess how proposed management changes might have structural impacts on the Kodiak economy, and its role in the fishing industry.

Cost Estimate for Predictive Model Development

The RFP also calls for a Phase II effort where the consultant will provide a cost estimate to develop a predictive model showing the multiplier effects of the seafood industry, which can be used to assess potential effects of proposed changes in fishery management. Understanding indirect and induced effects of NPFMC options or proposals for GOA bycatch management would be a priority use for the model.

As described above, it is necessary to perform economic impact modelling (in addition to extensive data collection) to achieve some of the Phase I project goals, namely to show "quantitatively and qualitatively the effects on the economy of the communities of Kodiak due to proposed changes in fishery management by either State or federal rule makers." Some of the tasks required to develop a predictive model will be completed under the Phase I scope of work. Therefore, under the Phase I contract, we will develop a cost estimate to fully develop a predictive model that will support analysis of the direct, indirect, and induced effects of specific changes in harvest volume, landings, income distribution, and other changes in activity or production. The model would be developed to provide additional detail and for ease of use and clarity of presentation. We will also consider the cost and mechanics of routinely updating the model and its supporting data, as new or improved data becomes available.

Qualifications and Experience

In business since 1972, McDowell Group is Alaska's most experienced multidisciplinary research and consulting firm. We conduct market and business feasibility studies, economic impact and cost/benefit analyses, market assessments, survey research, economic development planning, and program evaluations. With a staff of 16 professionals, the firm serves a broad range of private and public sector clients located in Alaska and elsewhere in North America. Over the past 43 years we have conducted approximately 2,000 research and consulting assignments for 350 private and public sector clients.

A cornerstone of our practice is Alaska's commercial fishing and seafood processing industries. Our seafood industry experience includes over 300 projects for local, state, and federal government agencies, Alaska Native corporate and tribal organizations, fishermen's associations, private processing companies, and other for-profit businesses.

We bring to this project a clear understanding of commercial fishery and seafood processing economics, markets for Alaska fisheries resources, and community economics. Our resume of work related to measuring the economic impact of the seafood industry includes several major statewide studies and numerous regional studies. Our firm conducted the original *Alaska Seafood Industry Study*, the first comprehensive assessment of the employment and income impacts of commercial fishing and seafood processing in Alaska. That study was unique in that when calculating employment it considered all of the time skippers and crew devote to their fishing business, not just time at sea actually fishing. Further, the study calculated net income earned by fishermen after all operating expenses are considered. In 2013, McDowell Group conducted another comprehensive assessment, the *Economic Value of the Alaska Seafood Industry*. That study measured the economic value of Alaska seafood statewide and in Alaska's coastal regions (including the Kodiak region). It quantified the direct and secondary effects of the Alaska seafood industry throughout the entire domestic supply chain. It measured the impact of Alaska seafood in the Washington State economy, and in the nation overall. That study, which is sponsored by ASMI, is currently being updated.

Most recently (in 2015), McDowell Group prepared an assessment of *The Economic Impact of the Seafood Industry in Southcentral Alaska*. Prepared for the Alaska Salmon Alliance, the report includes regional and local-level impact assessments along with descriptive profiles of industry activity in each community.

Major seafood industry policy-related assignments conducted by McDowell Group include the 2006 *State of Alaska Seafood Economic Strategies*. Commissioned by the Office of the Governor, the goal of this project was to guide and align the state's commercial seafood policies over the long term to maximize economic benefit for Alaska. The report presents research findings, conclusions, and recommendations that address the State of Alaska's economic management of its commercial seafood resource. We prepared the *Glacier Bay Compensation Plan Economic Assessment*. In that study we were asked to calculate the economic loss that would be suffered by commercial fisheries permit holders, crew, processors, their employees, support businesses and communities that were dependent on fisheries resources in Glacier Bay, which was being closed to commercial fishing. McDowell Group was also asked to assist in the development of a compensation plan for equitably distributing the \$23 million that had been set aside to compensate affected parties. This project

included public meetings in eight communities and close coordination with the National Park Service, Alaska Department of Fish and Game, fishermen's organizations, and numerous local governments.

Our team has conducted a number of economic impact studies focused on specific fisheries, including:

- *Economic Impact of the Commercial Halibut Fishing Industry in Areas 2C and 3A*
- *Lost Economic Opportunity in the 2003-2008 Bristol Bay Sockeye Fishery*
- *Bering Sea/Aleutian Islands Crab Fisheries Survey, License Limitation and Buy Back Program*
- *Southeast Alaska Seine Fleet Projected Ex-Vessel Earnings*
- *Net Economic Benefit of Northern Lynn Canal Gillnet Fishery*
- *Analysis of Inshore/Offshore Impacts on the CDQ Pollock Program*
- *Economic Impacts of the Chinook Salmon Harvests in Southeast Alaska*
- *Economic Impacts of IFQs on Rural Southeast Alaska*
- *Socioeconomic Impacts of the Proposed IFQ System on Southeast Alaska Communities*
- *The Economic Impacts and Condition of the Alaska Salmon Troll Fleet*
- *An Assessment of the Formation of a JV Fishery by the Chignik Limited Entry Salmon Permit Holders*
- *Economic Impact of Enhanced Salmon in Resurrection Bay*
- *Economic Potential of the Southeast Alaska Sea Urchin Dive Fishery*
- *Analysis of Commercial Fisheries in the Aleutians East Borough*

We have also prepared hatchery impact studies for Prince William Sound Aquaculture Corporation, Northern Southeast Regional Aquaculture Association, Douglas Island Pink and Chum, Inc., Southern Southeast Regional Aquaculture Association, Kodiak Regional Aquaculture Association, and Valdez Fisheries Development Association.

Our seafood processing-related consulting assignments include the following:

- *Kake Seafood Plant Business Plan*
- *Columbia River Commercial Fish Processing Center: Feasibility Analysis and Business Plan*
- *Dillingham Seafood Processing Plant Feasibility Study and Business Plan*
- *Atka Pride Seafoods Plant Restructuring Plan*
- *Feasibility Study of a Nelson Lagoon Seafood Processing Plant*
- *Valdez Fisheries Development Association Regional Cold Storage Facility Business Plan*
- *Feasibility Study and Business Plan for a False Pass Seafood Processing Plant*
- *Bristol Bay District and Community Needs and Ice Machine Assessment*
- *Feasibility Study for Reopening the Hydaburg Seafood Plant*
- *Valdez Cold Storage and Processing Facility Feasibility Study*
- *Fresh Seafood Freight Consolidation Facility: Analysis and Action Plan*
- *Feasibility Study for Reopening the Hydaburg Seafood Plant*
- *Business Plan and Feasibility Study for a Public Cold Storage in Wrangell*

In addition to this experience with seafood development throughout Alaska, our knowledge of Alaska seafood resources includes our 17-year contract with the Alaska Seafood Marketing Institute (ASMI) to provide periodic and ad-hoc seafood market information and analysis. We regularly research and report on seafood market and production conditions in Alaska, the U.S., and worldwide. We have produced Salmon Market Bulletins for ASMI and its constituents since 1998, and All-Species Market Bulletins beginning in 2005. In addition, McDowell Group is regarded as a leading expert on sockeye markets through our work for the Bristol Bay Regional Seafood

Development Association (BBRSDA). Further, we are currently engaged in a major research project for the National Marine Fisheries Service in which we are preparing detailed wholesale market profiles for 16 different Alaska groundfish products.

Our work in the Kodiak area (other than regional analysis as part of statewide studies) includes two studies commissioned by the Kodiak Island Borough in the early 2000s. In the study *An Assessment of the Socioeconomic Impacts on Kodiak of Management Alternatives in the Alaska Groundfish Fisheries Draft Programmatic Supplemental Environmental Impact Statement* McDowell Group assessed the impacts on the Kodiak economy of proposed changes to federal groundfish management in the Gulf of Alaska, Bering Sea and Aleutian Islands areas. Groundfish comprised 70 percent of volume and over 40 percent of value of fish landed in Kodiak, and therefore provided one of the most important components of Kodiak's base economy. This study developed a model of the Kodiak economy using Department of Labor data and independent estimates of fishing employment. McDowell Group then assessed anticipated changes in the Kodiak economy for each of the nine fishery management alternatives proposed by the National Marine Fisheries. Our *Analysis of Economic Impacts from Fishing Restrictions on the Kodiak Island Borough Economy* was an update of the study reflecting changes in Kodiak's economy due to fishery abundance, market conditions, and management regimes.

Of particular relevance to Kodiak, McDowell Group conducted the 2012 study *Economic Impact of Decline in Karluk Lake Sockeye and Benefits of Rehabilitation*. KRAA commissioned McDowell Group, Inc. to provide an assessment of the negative economic impacts associated with the Karluk River system's recent productivity declines, and an assessment of the economic benefits of restoring Karluk sockeye salmon run strength.

References

Ray Ruitta

Acting Executive Director, Alaska Seafood Marketing Institute
311 N. Franklin Street, Suite 300, Juneau, AK 99801-1147

Project reference: *Economic Value of the Alaska Seafood Industry* and other work performed by McDowell Group for ASMI over the past 14 years. The economic value study prepared by Andy Wink and Jim Calvin has served to inform policy makers and others about the important economic role of Alaska's fisheries resources in Alaska, Washington State, and nationally.

Email: rriutta@alaskaseafood.org

Phone: 907-465-5560

Arni Thomson

Director, Alaska Salmon Alliance

Project reference: *Southcentral Seafood Impact Study*.

The project team of Andy Wink, Jim Calvin and Garrett Evridge prepared this report which the Alaska Salmon Alliance is using to communicate the importance of commercial fisheries to the economic well-being of Southcentral Alaska communities including Kenai, Homer, Seward, Valdez, and Cordova. The study has also served to inform people about the important role of the seafood industry in the Anchorage economy.

Email: athomsonak@gmail.com

Cell Phone: 907-929-0388

Other McDowell Group References

(These McDowell Group clients can attest to the quality of our economic analyses and our commitment to fully meeting client needs.)

Bill Popp

President & CEO, Anchorage Economic Development Corporation
510 L Street, Suite 603, Anchorage, AK 99501

Project reference: *Various economic impact assessments and annual economic forecasts*

Email: bpopp@aedcweb.com

Phone: 907-258-3700

Tyson Fick

Communications Program Director – Alaska Seafood Marketing Institute
311 N. Franklin Street, Suite 300, Juneau, AK 99801-1147

Project reference: *Economic Value of the Alaska Seafood Industry*

Email: tfick@alaskaseafood.org

Phone: 907-465-5560

Kim Kiefer

City Manager, City and Borough of Juneau

Project reference: *Juneau Economic Development Plan*

Email: Kim.Kiefer@juneau.org

Phone: 907-586-5240

John Binkley

President, Cruise Line Agency of Alaska

Project reference: *Economic Impact of Alaska's Cruise Industry*

360 K St #300, Anchorage, AK 99501

Email: john@akcruise.org

Phone: 907-743-4529

McDowell Group Study Team

The McDowell Group project team will be led by Principal Jim Calvin, who will serve as project supervisor. Jim will have overall responsibility for the successful completion of the assignment. He will be joined by Andy Wink, the firm's senior seafood industry analyst and primary author of McDowell Group's recent seafood industry economic impact reports. Analysts Garrett Evridge and Stephanie Warpinski will round out the core team. Other McDowell Group staff will be called upon to support the team as needed.

Principal Jim Calvin's specialties include economic and socioeconomic impact analyses, cost/benefit analyses, business feasibility studies, and local, regional, and statewide economic profiles. He has been with the McDowell Group for 28 years. Since joining the firm, Jim has completed approximately 400 research and consulting assignments related to Alaska industry and economics for 100 government and private sector clients. Jim has conducted socioeconomic impact analyses for a broad range of Alaska resource development projects and industries. In the seafood industry he has prepared statewide and regional economic impact studies, fisheries impact assessments, hatchery impact studies, seafood product market assessments, and a variety of other reports related to Alaska's seafood industry. Jim has conducted community-level economic modeling and analyses in dozens of Alaska's communities, including Kodiak. Jim's formal education includes a Master of Science in mineral economics from the University of Alaska, Fairbanks.

Senior Seafood Industry Analyst Andy Wink is a project manager specializing in seafood market analysis, feasibility studies, and economic impact studies. He was primary researcher and author of McDowell Group's comprehensive assessment of the *Economic Value of the Alaska Seafood Industry*, conducted in 2013 for ASMI. Andy provides regular and ad-hoc research and analysis for the Alaska Seafood Marketing Institute's Seafood Market Information Service (SMIS). He has also worked on a variety of seafood-related projects such as economic impact reports for Alaska salmon hatcheries, Russian fisheries analysis, history of pink salmon product development, and a snow crab market report for the Newfoundland/Labrador Department of Fisheries and Aquaculture. Andy's seafood industry-related research places him in frequent contact with senior operations/marketing staff from all of the largest seafood processors operating in Alaska. Prior to joining McDowell Group in 2010, Andy worked for the Alaska Department of Commerce, Community, and Economic Development administering the final phase of the \$35 million Alaska Fisheries Revitalization Program and spent three years as a DOLWD labor economist specializing in resident hire and seafood industry analysis.

Project Manager Garrett Evridge has extensive experience in economic impact analyses, including seafood industry-related work. Garrett was McDowell Group's lead researcher and project manager on the 2014 *Trends and Opportunities in Alaska Maritime Industrial Support Sector*. That study assessed the capacity of maritime industrial support (MIS) services in the state, profiled in detail the composition of the Alaska fleet (in terms of type of vessel and homeport), and made recommendations on how the MIS sector might be strengthened. A lifelong Alaskan from Kodiak, Garrett has been active in salmon, crab, cod, and halibut commercial fishing from the Bering Sea to Prince of Wales Island. Garrett holds a bachelor's degree in Economics and is currently pursuing his Masters of Science in Resource and Applied Economics from UAF.

Economist Stephanie Warpinski joined McDowell Group in 2015, adding depth to the firm's seafood and fisheries expertise. She recently completed her Masters of Science in Resource and Applied Economics from the

University of Alaska Fairbanks. Her master's thesis involved an economic analysis of the Alaska sablefish fishery, including the impacts of the IFQ system on sablefish ex-vessel prices and revenues. Stephanie is a lead analyst on McDowell Group's wholesale market analysis for 16 different Alaska groundfish products, being prepared for National Marine Fisheries Service.

More detailed resumes for the McDowell Group project team are provided in the Appendix.

Fee Schedule and Timeline

Fee Schedule

McDowell Group's proposed professional services for this project is \$41,440. With an expense budget of \$2,500, the total proposed project cost is \$43,940. Expenses are based on travel between Kodiak and Anchorage.

If our proposed budget exceeds available resources, we look forward to working closely with KIB to modify our scope of work and budget so as to most efficiently meet the research and analysis needs of the Borough.

Study Team Professional Services Rates and Costs

Staff	Hours	Hourly Rate	Cost
Calvin (Principal-in-Charge)	64	\$130	\$8,320
Wink (Lead Economic Analyst)	96	\$120	\$11,520
Evrige (Database Manager and Analyst)	96	\$120	\$11,520
Warpinski (Economic Analyst)	64	\$115	\$7,360
McDowell Group Support Staff	32	\$85	\$2,720
Totals	352		\$41,440

Project Budget by Task

	Hours
Professional Services	
Secondary Data Collection	96
Database Development	64
Primary Research (Interviews)	32
Impact Analysis and Reporting	120
Predictive Model Development Cost Analysis	40
Total Professional Services Hours	352
Total Professional Services Cost	\$41,440
Expenses	
Travel and Per Diem	\$2,500
Total Proposed Project Budget	\$43,940

Timeline

McDowell Group is prepared to begin work immediately upon contract signing. We would require approximately 90 to 120 days to complete the initial research and analysis, depending on the final scope of work as defined in consultation with KIB. Recognizing that the contract has a term of two years, with an option for a third year, we look forward to supporting KIB with model development and additional economic analysis of fisheries management proposals, as needed, on an on-going basis.

Appendices: Project Team Resumes

Biographies for Key Project Staff



JIM CALVIN, PRINCIPAL

Education:

MS, Mineral Economics, University of Alaska Fairbanks

BS, Western Washington University

Years with McDowell Group: 28 years

Jim Calvin has authored, managed or supervised more than 400 consulting and research assignments throughout Alaska, from Kotzebue to Ketchikan, for 100 government and private sector clients. Jim's specialties include economic and socioeconomic impact analyses, cost/benefit analyses, business feasibility studies, and local, regional, and statewide economic profiles. As McDowell Group's Managing Principal, Jim has supervised dozens of the projects related to Alaska's seafood industry, including industry and fishery economic impact studies, plant feasibility studies, and market assessment. Jim's experience with the Kodiak area economy includes that gained in a major transportation planning study, the 2011 *Island-Wide Transportation Feasibility Study for Kodiak Island*. That study assessed the feasibility of a Kodiak Island-wide ferry and road transportation system connecting the Island's outlying communities to the city of Kodiak. The study included visits to and analysis of the economies of Old Harbor, Akhiok, Larsen Bay, Karluk, Port Lions, and Ouzinkie, as well as the community of Kodiak.

Related Project Experience

- Jim has managed economic impact studies for every major industry in Alaska and dozens of resource development projects. In addition to seafood industry-related projects, Jim has managed studies of the economic impact of Alaska's oil and gas industry (three editions), the visitor industry (four editions), and the mining industry (annually). His economic impact work also includes studies of the impact of the University of Alaska (statewide, regional, and campus level), the economic impacts of early learning and child care services in Alaska, and the economic impact of alcohol and drug abuse in Alaska, among others. These projects include detailed assessment of direct, indirect, and induced impacts (the multiplier effects), using models such as IMPLAN and a variety of other analytical tools.
- Jim served as lead researcher and co-author on the original *Alaska Seafood Industry Study* – a milestone project in the quantification of the economic impacts of one of Alaska's largest industries. Prior to this study, the economic role of the seafood industry in the state and each of its regions had not been accurately measured. Participation and earnings models developed for the study yielded new data on seafood harvesting employment and net income, as well as on other aspects of the industry.
- Jim was project manager for the 2002 *Glacier Bay Compensation Plan Economic Assessment*. In 1999, the National Park Service initiated a plan to close the waters of Glacier Bay National Park to all commercial fishing – an area with over 50 years of commercial fishing activity. Jim lead the analysis to

calculate the economic loss suffered by commercial fisheries permit holders, crew, processors, their employees, support businesses, and communities that were dependent on commercial fishing in Glacier Bay. Jim also assisted in the development of a compensation plan for distributing the \$23 million set aside to compensate affected parties.

- Jim also managed a comprehensive assessment of the economic impacts of critical habitat designations in Alaska (2013). Conducted for the Alaska Department of Commerce, Community, and Economic Development, the study evaluated costs to businesses and investors in Alaska from critical habitat designations (CHDs) under the Endangered Species Act (ESA).



ANDY WINK, SENIOR SEAFOOD ANALYST

Education:

BS, Economics, University of Wisconsin – La Crosse

BS, Finance, University of Wisconsin – La Crosse

Years with McDowell Group: 5 years

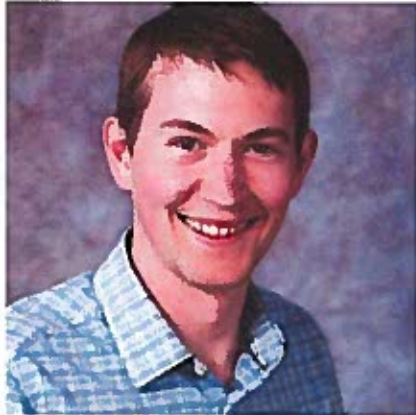
Andy is an authority on economic impacts and market research related to the Alaska seafood industry. He contributed to several recent projects specifically dealing with economic impacts and issues of the seafood industry in Kodiak, and was named the “top fish economist” of 2014 by Alaska Fish Radio. Andy’s specialties include economic and socioeconomic impact analyses relating to the Alaska seafood industry, seafood market analyses, seafood processing plant feasibility studies, and local, regional, and statewide economic profiles. Prior to joining McDowell Group, Wink was a labor economist with the Alaska

Department of Labor and Workforce Development and focused on resident hire and seafood industry employment analyses.

RELATED PROJECT EXPERIENCE

- Served as project manager and lead analyst of the *Economic Value of the Alaska Seafood Industry* report, which quantified impacts at a regional, statewide, and national level. The analysis included a chapter on impacts in the Kodiak region. The report is in the process of being updated.
- Managed a recent project quantifying community-level economic impacts in Anchorage, Mat-Su Borough, the greater Kenai area, Homer, Seward, Cordova, and Valdez. The report studied economic impacts of the seafood industry in Southcentral Alaska.
- Contributed to an assessment of trends and opportunities in the Alaska maritime support sector, including a profile of Kodiak vessels, port infrastructure, support businesses, and other maritime assets.
- Managed a project examining the economic impacts of declining Karluk River sockeye runs and the potential benefits of rehabilitation efforts.

- Regularly provides strategic consulting to ASMI and BBRSDA regarding the likely impact and reaction to changes in market demand, regulatory requirements, or environmental conditions.
- Currently managing a series of wholesale market profiles for Alaska groundfish and crab species caught in federal fisheries.



GARRETT EVRIDGE, RESEARCH ANALYST

Education:

MS, Natural Resource and Applied Economics, University of Alaska Fairbanks (Expected Completion: December 2015)

BA, Economics, University of Alaska Fairbanks

Years with McDowell Group: 3 years

A lifelong Alaskan from Kodiak, Garrett has either managed or provided support for a wide variety of fisheries and maritime projects while at McDowell Group. He has fished commercially for salmon, halibut, cod, shrimp, and crab in the Bering Sea, Kodiak, Prince William Sound, and Southeast. His commercial fishing experience and experience on maritime

economic and socioeconomic projects across the state qualify him as an integral member of our seafood team.

- Managed the *Trends and Opportunities in the Alaska Maritime Industrial Support Sector* report, which examined the Alaska fleet of nearly 10,000 vessels, maritime infrastructure in 22 Alaska communities, and maritime services available in coastal cities and towns in the state. Garrett presented the findings of this report at the 2015 Southwest Alaska Municipal Conference.
- Contributed to a variety of fisheries and maritime projects for clients including the Alaska Salmon Alliance, Alaska Seafood Marketing Institute, Valdez Fisheries Development Association, Alaska Department of Commerce, Community, and Economic Development, and Bristol Bay Regional Seafood Development Association.
- Currently providing support for a project producing market profiles for Alaska groundfish and crab species caught in federal fisheries including the Gulf of Alaska.



STEPHANIE WARPINSKI, ECONOMIST

Education:

MS, Resource and Applied Economics, University of Alaska Fairbanks
BS, International Business and Economics, Marquette University

Stephanie joined McDowell Group as an economist in 2015, adding depth to the firm's seafood and fisheries expertise. She recently completed her Masters of Science in Resource and Applied Economics from the University of Alaska Fairbanks. Her master's thesis involved an economic analysis of the Alaska sablefish fishery, including the impacts of the IFQ system on sablefish ex-vessel prices and revenues.

Stephanie is McDowell Group's lead researcher on its development of *Wholesale Market Profiles for Alaska Federal Groundfish Fisheries*. The comprehensive market research project includes assessing market conditions for 17 different product forms, including those produced from Pollock, Pacific cod, halibut, sablefish, yellowfin sole, rock sole, Atka mackerel, Pacific Ocean Perch, king crab, and snow crab products.

Stephanie's professional interests in sustainably developing Alaska's marine resources coincides with her longtime research interests in international trade and economics. Originally hailing from the Midwest, she graduated from Marquette University in Milwaukee, Wisconsin with a bachelor's degree in International Business and Economics and worked at the World Trade Center Wisconsin in international market analysis.



September 4, 2015

Bud Cassidy, Borough Manager
 Kodiak Island Borough
 710 Mill Bay Road, Room 125
 Kodiak, Alaska 99615

Dear Mr. Cassidy,

Thank you for the opportunity to clarify aspects of our proposal to provide economic consulting services. As requested, we are providing more detail about how our proposed budget is allocated among various tasks.

In the table below we provide professional services budgets for each of the five tasks defined in our proposal. Our first two tasks, **Secondary Data Collection** and **Database Development** are together budgeted at \$17,600. In these tasks we will gather all available *secondary* data regarding Kodiak-related fisheries harvests (volume, value, gear type, participation, residency, etc.) and production (landings, volume by product type, first wholesale value, employment, residency of work force, taxes, etc.). One time-consuming aspect of this task is working closely with the various agencies to gather and present as much data as possible without compromising data confidentiality. **Database Development** involves making the database accessible and user-friendly with formatting, directories, user notes, and source notes. It also includes creation of a set of summary tables and graphs that would reside in the Excel file that houses all the data.

Project Budget by Task

	Hours	Budget by Task
Professional Services		
Secondary Data Collection	96	\$10,560
Database Development	64	\$7,040
Primary Research (Interviews)	32	\$3,680
Impact Analysis and Reporting	120	\$15,000
Predictive Model Development Cost Analysis	40	\$5,160
Total Professional Services Hours	352	
Total Professional Services Cost		\$41,440
Expenses		
Travel and Per diem		\$2,500
Total Proposed Project Budget		\$43,940

The next two tasks, **Primary Research** and **Impact Analysis and Reporting**, are the steps needed to understand the full economic impact of the seafood industry in Kodiak, including multiplier effects. Interviews will be conducted to augment our internal knowledge about how local spending in support of commercial fishing and processing activities impacts the Kodiak economy. Informed by these interviews and McDowell Group's experience working in coastal Alaska communities, a model will be constructed to measure the direct,

indirect, and induced economic effects of the seafood industry. This analysis will provide a current “snapshot” of the seafood industry’s role in the Kodiak economy.

The final task in our proposal, **Predictive Model Development Cost Analysis**, is time set aside to work with the Fisheries Work Group and other stakeholders to clarify needs and expectations regarding a predictive model for Kodiak. Based on the results of that process we will develop a conceptual framework for a model which we would verify with the Work Group, then derive a detailed cost estimate for building and applying the model to an initial set of potential changes in fisheries management. Model development of this nature can be a complex and costly undertaking; it is important that model designers have a very clear understanding of client expectations.

We understand the Fisheries Work Group is interested in having at this time a preliminary estimate of predictive model development cost. We will develop and communicate that estimate prior to the next Work Group meeting.

We look forward to speaking with the Fisheries Work Group about Kodiak’s needs for economic consulting services and about our proposal.

Please do not hesitate to contact us if you have any additional questions about our proposal. We appreciate this opportunity to offer our professional services to the Kodiak Island Borough and the Fisheries Work Group.

Sincerely,



Jim Calvin, Principal
McDowell Group, Inc.
Phone: 907-586-6130
Email: jim.calvin@mcdowellgroup.net



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 proposer's 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 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

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

	POILOCK	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	4,826,422	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	1,299	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	22,546
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	1,999
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	2,970,050	12,948,309	29,607,473	11,025,029	30,780
2012	15,076,294	1,678,486	52,578,229	161,830	43,892	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	90,172
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	233
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	268,370
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	5,325,517	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	67,953
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	446,323	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	2,351,922	13,078,256	30,891,799	8,907,320	211,071
2009	5,766,668	318,102	24,000,891	124,565	46,820	5,391	12,022,163	30,264	99,442
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	4,005,327	635
QTR 3	2,031,741	492,105	806,643	375,173	590,367	1,200,814	6,669,358	1,041,076	55,978
QTR 4	9,069,543	37,085,316	14,759,641	8,041,948	10,508,938	5,065,281	36,474,558	9,042,058	14,947
2008	5,667,024	966,084	16,223,252	214,928	1,273,160	859	2,607,091	29,783	151,018
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	2,900,327	2,161,216	16,534,837	3,453,414	22,650
QTR 3	2,936,180	57,887	4,580,361	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	23,492	48,428,206	9,253,169	277,106
2008	10,180,262	35,941,361	30,486,990	8,984,248	12,463,659	23,492	48,428,206	9,253,169	277,106

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	1,656,545	\$	33,568,880
QTR 1	273,338	101,375	1,425,580	5,902,620	1,029,590	34,275	31,734	151,472	197,479	611,475	771	59,776,132	\$	1,656,545	25,516,695	\$	25,516,695
QTR 2	310,571	136,958	1,058,014	6,597,472	2,917,495	34,275	17,153	8,246	326,788	2,020,046	771	123,256,688	\$	1,656,545	59,902,705	\$	59,902,705
QTR 3	375,617	191,444	361,394	2,378,080	2,473,968	55,658	835	9,246	612,686	2,896,964	509,560	75,522,124	\$	1,905,881	28,372,781	\$	28,372,781
QTR 4	2,250,184	998,367	2,869,142	15,023,277	3,943,718	182,019	7,988	88,800	112,110	4,226,311	510,331	451,084,057	\$	1,905,881	147,361,061	\$	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	10,233	145,762,304	\$	2,442,421	33,360,480	\$	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	24,209	49,997,100	\$	551,642	33,815,385	\$	33,815,385
QTR 2	87,604	39,950	1,469,005	7,326,851	582,114	130,976	11,209	117,695	52,283	139,737	1,192	158,210,941	\$	551,642	78,019,782	\$	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	417,861	56,208,624	\$	2,994,062	18,009,706	\$	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	452,303	410,178,969	\$	2,994,062	163,205,353	\$	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	10,013	147,975,209	\$	2,041,316	42,264,259	\$	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	108	52,891,048	\$	2,041,316	45,024,915	\$	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	53	129,800,353	\$	2,041,316	69,557,494	\$	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	571,938	51,963,850	\$	2,041,316	22,872,022	\$	22,872,022
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	582,059	382,630,460	\$	2,041,316	179,718,689	\$	179,718,689
2011	1,395,089	550,572	279,111	1,672,392	6,298,897	540,193	30,551	467,594	1,830,388	5,330,234	3	138,655,411	\$	2,013,488	40,561,245	\$	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	1,863	43,860,965	\$	728,282	42,323,481	\$	42,323,481
QTR 2	787,748	355,039	2,244,852	15,144,026	5,550	12,499	30,551	467,594	323,798	776,997	1,188	129,440,392	\$	559,496	78,030,033	\$	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	635,549	38,585,373	\$	3,328,384	22,409,206	\$	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	637,499	350,542,141	\$	3,328,384	183,323,966	\$	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	11	116,510,445	\$	1,448,263	28,396,261	\$	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	11	52,806,649	\$	1,195,045	32,759,024	\$	32,759,024
QTR 2	765,272	258,019	1,480,256	7,357,334	5,550	12,499	315	3,150	370,252	705,345	83	93,600,490	\$	109,396	56,938,000	\$	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	6,193	36,294,409	\$	2,752,704	18,045,827	\$	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	683,680	299,211,993	\$	2,752,704	136,139,112	\$	136,139,112
2009	755,043	309,813	14,719	46,137	8,301,743	1,642,025	421,369	685,812	421,369	685,812	2,849	66,797,543	\$	66,797,543	18,236,375	\$	18,236,375
QTR 1	1,033,812	230,441	3,181,013	8,789,189	8,301,743	1,642,025	421,369	685,812	449,726	714,886	314,239	44,096,152	\$	66,797,543	27,348,491	\$	27,348,491
QTR 2	658,224	146,327	2,803,632	8,739,134	5,052,444	1,133,680	421,369	685,812	1,029,590	1,639,834	314,239	131,568,696	\$	-6,384	50,632,602	\$	50,632,602
QTR 3	628,232	149,238	1,784,546	6,309,329	5,052,444	1,133,680	421,369	685,812	632,045	2,764,707	349,022	27,984,894	\$	-6,384	14,946,559	\$	14,946,559
QTR 4	3,075,311	835,819	7,783,910	23,883,789	8,806,987	1,755,705	421,369	685,812	2,532,730	5,805,239	666,110	270,447,285	\$	-6,384	111,164,027	\$	111,164,027
2008	700,754	370,388	339,634	2,306,530	4,172,966	716,327	804,793	1,143,444	804,793	1,143,444	7,010	58,740,340	\$	331,804	28,905,960	\$	28,905,960
QTR 1	528,060	227,995	3,163,073	13,175,186	1,607,750	34,275	422	190	120,685	234,459	1,763,790	81,297,727	\$	331,804	37,072,677	\$	37,072,677
QTR 2	400,181	178,322	2,917,495	12,625,894	1,607,750	34,275	402,833	230,488	859,256	1,892,292	1,081	101,380,321	\$	331,804	58,675,239	\$	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	320,617	39,622,508	\$	331,804	23,523,131	\$	23,523,131
QTR 4	2,492,566	1,148,990	8,373,703	36,548,764	4,172,966	805,993	435,734	247,982	2,664,914	7,273,497	26,782,699	2,092,498	\$	331,804	148,177,008	\$	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
Total	386,580,020	514,509,140	476,430,285	462,765,740	449,968,149	
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	
Total	806,412,600	1,012,932,750	961,019,812	1,025,127,047	926,058,943	

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Introduced by: Borough Assembly
Requested by: Kodiak Fisheries Workgroup
Drafted by: Borough Clerk
Introduced on: 09/20/2012
Adopted on: 09/20/2012

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

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

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

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

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

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

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

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

Overarching Purpose:

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

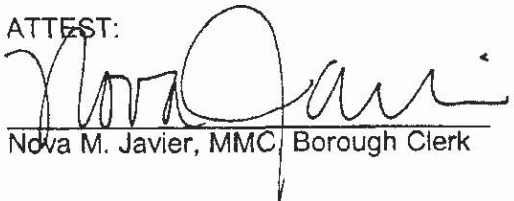
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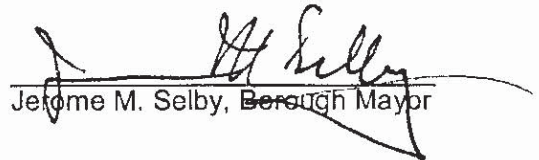
NOW, THEREFORE BE IT FURTHER JOINTLY RESOLVED BY THE KODIAK ISLAND BOROUGH ASSEMBLY AND THE CITY OF KODIAK COUNCIL that these bodies support the Kodiak Fisheries Workgroup's proposed goals for management programs as follows:

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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MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Aimée Kniaziowski, City Manager

Date: November 12, 2015

Agenda Item: IV. b. **Second Reading and Public Hearing, Ordinance No. 1339, Amending Kodiak City Code 14.20.020, Mobile Home Construction Standards, and Kodiak City Code 14.20.030, Location-Prohibited-Exceptions-Temporary Visitor Permit, to Provide for the Placement of Mobile Homes in the City at Locations Other Than Mobile Home Parks**

SUMMARY: The Kodiak Island Borough has planning and zoning authority within the City. Restricting placement of mobile homes within city limits does not fall within the City's authority; therefore, Kodiak City Code 14.20.030 (a) should be amended.

PREVIOUS COUNCIL ACTION: Brief discussion was held during the September 9, 2015, work session and staff was directed to draft an ordinance for the October meeting. Council moved Ordinance No. 1339 to second reading after review at the October 22, 2015, regular meeting.

BACKGROUND: The recent change of use for Jackson's Mobile Home Park has sparked debate about relocation of the displaced residents. There exists few mobile home parks within the Kodiak community, and residents are looking for alternatives to the current planning and zoning restrictions. Amendment of the current City Code could relax that restriction. Building, safety, and fire codes are still within the enforcement authority of the City.

DISCUSSION: The proposed ordinance will remove the current limiting restriction of placing a mobile home within the City limits outside an existing mobile home park. As the City Code now stands, it could be challenged legally. The Borough adopted Borough Ordinance FY2016-06 on September 17, 2015, which amends certain chapters of their zoning code pertaining to mobile home parks, two-family residential district, multi-family residential district and business district to revise and update the standards for mobile home parks in the Borough. Borough Code 17.115.120 stipulates the conditions for placement of mobile homes on individual lots. Any current city mobile home parks "considered" non-conforming would be subject to Borough decision whether they are non-conforming.

ALTERNATIVES:

- 1) Adopt Ordinance No. 1339 following the public hearing as it is written, which is staff's recommendation.
- 2) Do not pass this ordinance and research options within the City's authority.

FINANCIAL IMPLICATIONS: Building inspections are limited and, therefore, less expensive than a standard home. Property values are typically lower with mobile homes; therefore, property tax revenue could be reduced.

LEGAL: Borough actions were discussed and reviewed by the City Attorney, and he prepared the ordinance.

STAFF RECOMMENDATION: At this time the City Council has no authority over the Borough on planning, platting or land use regulations. As discussed at the October meetings, staff recommends Council adopt Ordinance No. 1339 as required.

CITY MANAGER'S COMMENTS: This change to the City Code was required because the Borough retains the planning and zoning authority. With the recent changes enacted in response to the Jackson Mobile Home Park sale, this section of the City Code came to light as needing to be removed to be consistent with the Borough changes and their Code requirements. This potential inclusion of mobile homes within existing residential subdivisions may create unintended consequences.

ATTACHMENTS:

Attachment A: Ordinance No. 1339

Attachment B: KIB Ordinance No. FY2016-06

PROPOSED MOTION:

Move to adopt Ordinance No. 1339.

**CITY OF KODIAK
ORDINANCE NUMBER 1339**

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KODIAK AMENDING KODIAK CITY CODE 14.20.020, MOBILE HOME CONSTRUCTION STANDARDS, AND KODIAK CITY CODE 14.20.030, LOCATION-PROHIBITED-EXCEPTIONS -TEMPORARY VISITOR PERMIT, TO PROVIDE FOR THE PLACEMENT OF MOBILE HOMES IN THE CITY AT LOCATIONS OTHER THAN MOBILE HOME PARKS

BE IT ORDAINED by the Council of the City of Kodiak, Alaska, as follows:

Section 1: Kodiak City Code 14.20.020, Mobile home construction standards, is hereby amended to read as follows (added language bold and underlined; deleted language stricken through):

14.20.020 Mobile home construction standards.

Any mobile home intended to be placed ~~in a mobile home park~~ within the city of Kodiak must conform to the standards set forth in the Code of Federal Regulations, Title 24, Part 3280, titled “Manufactured Home Construction and Safety Standards.”

Section 2: Kodiak City Code 14.20.030, Location—prohibited—exceptions—temporary visitor permit, is hereby amended to read as follows (added language bold and underlined; deleted language stricken through):

14.20.030 Location—prohibited—exceptions—temporary visitor permit.

~~(a) The parking or otherwise locating of mobile homes for any purpose other than storage anywhere within the city limits, outside an existing mobile home park, is prohibited.~~

~~(b) The parking or otherwise locating of recreational vehicles for any purpose other than storage anywhere within the city limits, outside an existing mobile home park, is prohibited unless authorized by the terms of a temporary visitor permit or unless the recreational vehicle is located on private property with the permission of the owner of that property and is at least 150 feet from the nearest public road and all property owned by other persons and for a maximum period of not more than 10 weeks in any one calendar year.~~

(a) The cashier may issue one temporary permit per visitor per six-month period; said permit not to exceed 14 days which shall be subject to a single renewal for a period not to exceed an additional seven days. If the permittee fails to vacate or remove the recreational vehicle at the expiration of the permit term and any renewal period granted, the permittee shall become liable to the city for a civil fine in the amount of \$20.00 per day for each day or portion of a day that the recreational vehicle remains on the premises without authorization plus any

surcharge required to be imposed by AS 29.25.072. For the purpose of this section, “visitor” shall mean a person who journeys to the city for the purpose of a short stay and has been in Kodiak for less than 30 days. The temporary visitor permit will be issued only to recreational vehicles bearing a current license plate. The permit will be issued to the license number except in the case of vehicle-mounted campers, in which case, the permit will be issued to the license number of the vehicle upon which the camper is mounted. It is not permitted under this section to remove a camper from the licensed vehicle to which the temporary permit applies.

(b2) The cashier shall only issue temporary visitor permits for private property. If the applicant desires to park a recreational vehicle on any city-owned property or rights-of-way the permit shall be subject to approval by the council.

(c3) Opportunity for objection to the issuance of a temporary visitor permit issued under this section will be extended to property owners whose property immediately abuts the private property on which the temporary visitor permit is issued or applied for, and on whose property is situated an occupied dwelling. The objection may be made before issuance or during the term of the permit. Any objections filed under this subsection will be reviewed by the council at the next regular council meeting following the filing of the objection; a decision by the council as to the issuance or continuance of the protested permit will be made at that meeting.

(d4) The city council may establish by resolution or motion the fees for each original application for a temporary visitor permit and for the renewal of such permits.

Section 3: This ordinance shall be effective one month following final passage and publication in accordance with Kodiak Charter Article II Section 13.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

First Reading: October 22, 2015
Second Reading:
Effective Date:

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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:

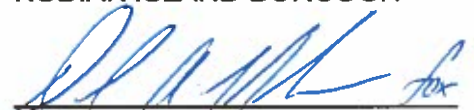
- 82 A. Refer to the committee, for its discussion, all non-emergency matters within the scope
83 of its powers and duties prior to presenting those matters to the assembly.
84 B. Transmit all recommendations and other communications from the committee to the
85 assembly.

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

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99 Jerrol Friend, Borough Mayor

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101 ATTEST:

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104 Nova M. Javier, MMC, Borough Clerk
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NEW BUSINESS

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Aimée Kniazowski, City Manager 

Date: November 12, 2015

Agenda Item: V. a. Resolution No. 2015–32, Waiving Utility Fees for Kodiak Women’s Resource and Crisis Center’s New Building

SUMMARY: This resolution would waive the billing and collection of City water and sewer fees for the building at 418 Hillside Drive, a recently acquired property operated by the Kodiak Women’s Resource and Crisis Center (KWRCC). The City has waived collection of the utilities at their original location at 422 Hillside for many years, as it has for other nonprofits. If Council supports this request, they would adopt Resolution No. 2015–32.

PREVIOUS COUNCIL ACTION:

- Each year Council receives a summary sheet of all nonprofit organizations who receive City utilities in-kind when they award the nonprofit grants at the start of the new fiscal year.
- Council reviewed the request from KWRCC at the September 9, 2015, work session, and staff was asked to bring the request forward for formal approval.

DISCUSSION: The KWRCC provides an important service to the residents of the Kodiak area. Its mission is to work for the prevention and elimination of domestic violence and sexual assault by educating people. KWRCC also provides shelter to women and children in need.

KWRCC has received City utilities free of charge for their main facility at 422 Hillside Drive for many years. They recently acquired the adjacent building at 418 Hillside and have requested the City to waive those utility fees as well (Attachment B). Council indicated support for their request at the September 9, 2015, work session. Staff researched the process by which nonprofits have received utility waivers, but staff couldn’t find out how the waiver program started or was approved.

The current utility waiver for the 422 Hillside address is \$1,493.76 per year. The waiver for the new facility would be the same amount at least for the remainder of this fiscal year. Sewer rates will increase five percent yearly through FY2018. Water rates increased by eight percent in FY2016. Future increases will depend upon the results of the new cost of service/rate study being completed by CH2M Hill.

ALTERNATIVES:

- 1) Adopt Resolution No. 2015–32, which would allow KWRCC to receive water and sewer services at their new building at no cost to them. This is consistent with City support for the organization at their original building.

- 2) Do not adopt Resolution No. 2015–32, which is counter to Council direction and ongoing practice.

FINANCIAL IMPLICATIONS: The City water and sewer utilities are enterprise funds and are expected to cover operating and capital costs as well as the cost associated with regulatory compliance measures. However, it has been Council practice to waive City utility fees for several local nonprofit organizations. The enterprise funds use fund balance to cover the expense of the utility waivers, which lowers the net income of the funds.

LEGAL: N/A

CITY MANAGER’S COMMENTS: I recommend Council adopt Resolution No. 2015–32, if Council remains in support of waiving the utilities as it has for the original KWRCC building.

ATTACHMENTS:

- Attachment A: Resolution No. 2015–32
- Attachment B: Letter of request from KWRCC, dated July 7, 2015
- Attachment C: Nonprofit In-Kind Contribution Sheet for FY2016

PROPOSED MOTION:

Move to adopt Resolution No. 2015–32.

**CITY OF KODIAK
RESOLUTION NUMBER 2015-32**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK WAIVING
UTILITY FEES FOR KODIAK WOMEN’S RESOURCE AND CRISIS CENTER’S NEW
BUILDING**

WHEREAS, the City of Kodiak has provided City utility fee waivers to a number of local nonprofit organization buildings located in Kodiak for many years; and

WHEREAS, one of the nonprofits receiving a utility fee waiver, the Kodiak Women’s Resource and Crisis Center, located at 422 Hillside Drive, acquired another building to enhance service provision; and

WHEREAS, the Kodiak Women’s Resource and Crisis Center has requested a separate utility fee waiver for its new building located at 418 Hillside Drive; and

WHEREAS, the fee waivers for utilities are ways the City offers support to nonprofit organizations in addition to annual grant awards.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that the Council formally authorizes the waiver of water and sewer fees to the property located at 418 Hillside Drive owned and operated by the nonprofit organization, Kodiak Women’s Resource and Crisis Center as an additional means of in-kind support for the organization.

BE IT FURTHER RESOLVED by the Council of the City of Kodiak that this waiver will remain in effect until it is formally rescinded.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Adopted:

KODIAK WOMEN'S RESOURCE AND CRISIS CENTER



P.O. Box 2122, Kodiak, Alaska 99615 email:kwrc@gci.net
Phone: (907) 486-6171 Crisis Line: (907) 486-3625 Fax: (907) 486-4264

July 7, 2015

City of Kodiak
Aimee Kniazowski
P O Box 1397
Kodiak AK 99615



Dear Ms. Kniazowski,

This letter is being written in regards to our water and sewer bill for our property located at 418 Hillside Drive. We recently purchased this property, located right next door to our first property at 422 Hillside Drive. Our water and sewer bill at 422 Hillside Drive has not been billed to us but has been considered an in-kind contribution. I am hoping that you will do the same for our newly acquired property.

We greatly appreciate your past and current support of our organization. The City has been very helpful to our organization and we are hopeful for any and all continued support that you are able to offer us.

Sincerely,


Mary Lund, Acting Executive Director
486-6171
kwrc@gci.net

Non-Profits - In Kind Contributions City of Kodiak	City Owned Land	City Owned Building	Utility Rate Code	Annual							Total In-kind	Grant	Total
				Sewer	Water	Land/Bldg Rent	Electricity	Fuel					
Baranof Museum - Kodiak Historical Society	yes	yes										FY16 Budget	
101 E Marine Way New Kodiak Block 16 Lot 2 R1220160020			B1IN	831.00	662.76	86,592.00	3,120.00	12,000.00	103,205.76	93,650.00	196,855.76		
Animal Shelter	yes	yes										FY16 Budget	
2409 Mill Bay Road US Survey 3469 Unsubdivided Portion R1453000007			B1IN	831.00	994.20	24,960.00			26,785.20	117,000.00	143,785.20		
Discover Kodiak	yes	yes										FY16 Budget	
106 Marine Way			B1IN						-	108,000.00	108,000.00		
Kodiak Chamber of Commerce	yes	yes										FY16 Budget	
106 Marine Way			B1IN	1,662.00	1,325.52	43,008.00			45,995.52	7,000.00	52,995.52		
Kodiak Head Start	yes	yes											
419 Hillside USS 2538A Tract B R1443020201			B1IN	1,662.00	1,325.52	43,416.00			46,403.52		46,403.52		
Brother Francis Shelter (UT#20028-001)	yes	NO											
410 Thorseim Street Kodiak Twnst Black 15 Lot 2 R1340150020			B1IN	17,451.00	13,917.96	62,208.00			93,576.96	?	93,576.96		
Ak Wing Civil Air Patrol (UT#11013-001)	yes {a}												
2411 Mill Bay Road USS 3469 USub Portion of B/O R1453000010			B1IN	831.00	662.76	33,920.76			35,414.52	-	35,414.52		
Senior Citizens of Kodiak (UT#11171-001)													
309 Erskine Erskine TR A-1 Senior Center R1440000001			B1IN	3,324.00	2,651.04				5,975.04	?	5,975.04		
Kodiak Women's Resource and Crisis Center (UT#11947-001)													
422 Hillside Aleutian Block 14 Lot 13 & 14 R10410140140			B1IN	831.00	662.76				1,493.76	?	1,493.76		
KMXT (UT#12187-001)													
620 Egan Way 2538 A Lot 5A-2A R1443000053	USS		B1IN	831.00	662.76				1,493.76	?	1,493.76		

{a} If the building is vacated, then the land and building reverts back to the City

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MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers
From: Aimée Kniazowski, City Manager 
Thru: James R. Mullican Jr., Fire Chief
Date: November 12, 2015

Agenda Item: V. b. Resolution No. 2015–33, Accepting a 2015 State Homeland Security Program Grant

SUMMARY: The City has been awarded a State Homeland Security Program grant to provide funding for approved equipment purchase and to participate in the Alaska Shield 2016 statewide emergency response exercise. Alaska Shield 2016 is an exercise being conducted statewide; the exercise is required every three years by the Homeland Security Exercise and Evaluation Plan. The equipment approved for purchase will improve both the Fire and Police Department’s ability to respond to high threat situations. This grant will repay costs associated with the purchase of approved equipment, cover the cost of expenses for City staff to attend key Alaska Shield 2016 planning meetings in Anchorage, and cover staffing and overtime costs associated with participation in Alaska Shield 2016 exercise. Staff recommends Council accept this grant in the amount of \$64,280.79 by adopting Resolution No. 2015–33.

PREVIOUS COUNCIL ACTION: Council routinely accepts grants from federal or state agencies by resolution.

DISCUSSION: The City plans to participate in the statewide emergency response exercise, Alaska Shield 2016. Fire Chief James Mullican Jr. wrote a grant to request funding support for approved equipment and funds to enable the City to participate in the exercise. The \$64,280.79 grant was awarded to the City through the Alaska Department of Military and Veteran Affairs.

The grant provides \$41,528.23 to repay costs associated with the purchase of approved equipment and \$22,752.56 in exercise related expenses, including overtime and backfill, travel for key City employees to attend the initial, mid-planning, and final planning meetings in Anchorage. Staff recommends Council accept the grant funds to offset the expenses to participate in the Alaska Shield 2016 exercise.

ALTERNATIVES:

- 1) Adopt Resolution No. 2015–33, which is the recommendation of staff, because it will offset the costs of equipment purchase and provide funds for the City to participate in the exercise.
- 2) Do not adopt Resolution No. 2015–33, which is not recommended, because it would shift the cost burden for equipment and participation directly on the City.

FINANCIAL IMPLICATIONS: The grant amount of \$64,280.79 will be used for reimbursement of City costs to purchase approved equipment and participate in the exercise.

STAFF RECOMMENDATION: Staff recommends Council adopt Resolution No. 2015–33 to accept the 2015 State Homeland Security Program Grant No. 20SHSP-GY15. The City benefits from the financial support and demonstrates our commitment to participate in statewide Homeland Security exercises like Alaska Shield.

CITY MANAGER’S COMMENTS: This grant will help offset costs associated with City participation in Alaska Shield 2016. The City has actively participated in the statewide exercise for several cycles. I believe the training and participation in the exercises help make us a better, more responsive emergency management team. I appreciate Chief Mullican’s work in getting the grant and recommend Council approve its acceptance by adopting the resolution.

ATTACHMENTS:

Attachment A: Resolution No. 2015–33

Attachment B: SHSP grant award notice

PROPOSED MOTION:

Move to adopt Resolution No. 2015–33.

**CITY OF KODIAK
RESOLUTION NUMBER 2015-33**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK ACCEPTING
A 2015 STATE HOMELAND SECURITY PROGRAM GRANT**

WHEREAS, the City of Kodiak has been awarded a 2015 State Homeland Security Program Grant, Grant No. 20SHSP-GY15, in the amount of sixty four thousand, two hundred eighty dollars and seventy nine cents (\$64,280.79) to assist with costs associated with approved equipment purchase costs and the City’s participation in the State’s Alaska Shield 2016 exercise; and

WHEREAS, these funds will be used to support the purchase of equipment which will improve emergency service response to high threat situations; and

WHEREAS, emergency management and all-hazards preparations have been incorporated into the on-going operations of the City of Kodiak; and

WHEREAS, the grant funds will ensure that the City of Kodiak can participate in the State’s Alaska Shield 2016 exercise.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that the City Manager is hereby authorized to sign the State of Alaska Department of Military and Veterans Affairs, Division of Homeland Security Grant document.

BE IT FURTHER RESOLVED by the Council of the City of Kodiak that the City Manager is hereby authorized to execute and administer any and all documents required for the acceptance and management of this grant award.

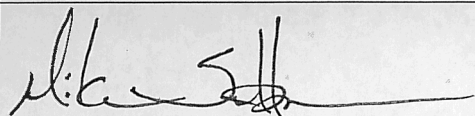
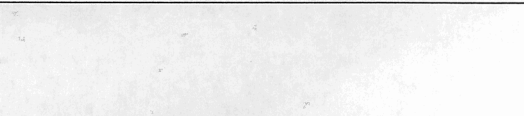
CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Adopted:

State of Alaska					Page 1 of 7	
Division of Homeland Security and Emergency Management					FEDERAL AWARD DATE	
Under US Department of Homeland Security Federal Emergency Management Agency Grant Programs Directorate					August 10, 2015	
					FEDERAL GRANT PROGRAM	
					2015 State Homeland Security Program	
OBLIGATING AWARD DOCUMENT					FEDERAL GRANT NUMBER	
					EMW-2015-SS-00026-S01	
RECIPIENT NAME AND ADDRESS		PERFORMANCE PERIOD		AMENDMENT		CFDA: 97.067
City of Kodiak 710 Mill Bay Road Kodiak, AK 99615		FROM:	September 01, 2015	AMENDMENT #:		AWARD AMOUNT
		TO:	September 30, 2017	EFFECTIVE DATE:		
		STATE PROGRAM NUMBER				
DUNS NUMBER	078191970		FUNDING ALLOCATION			
EIN	92-6000083		PLANNING		EXERCISE	\$16,566.76
METHOD OF PAYMENT	Electronic		TRAINING	\$6,185.80	EQUIPMENT	\$41,528.23
PURPOSE OF AWARD						
The attached Project Budget Details is the funding allocation. Grant program guidelines and federal, state, and local contracting and procurement compliance requirements apply.						
GRANT REQUIREMENTS AND PROGRAM TERMS AND CONDITIONS						
The acceptance of a grant from the United States government creates a legal duty on the part of the recipient to use the funds or property made available in accordance with the conditions of the grant. [GAO Accounting Principles and Standards for Federal Agencies, Chapter 2, Section 16.8(c)] See attached for continued Grant Requirements and Program Terms and Conditions						
SPECIAL CONDITIONS (Grant funds cannot be expended until these conditions have been met. See Obligating Award for details)						
None						
AGENCY INFORMATION						
ADDRESS	Division of Homeland Security and Emergency Management PO Box 5750 JBER, AK 99505-5750			WEBSITE	http://ready.alaska.gov	
				EMAIL	mva.grants@alaska.gov	
				PHONE	907-428-7000	
				FAX	907-428-7009	
STATE PROJECT MANAGER	PHONE	FAX	EMAIL			
Adrian Avey	907-428-7027	907-428-7009	adrian.avey@alaska.gov			
AGENCY APPROVAL			RECIPIENT ACCEPTANCE			
NAME AND TITLE OF APPROVING AGENCY OFFICIAL			NAME AND TITLE OF AUTHORIZED RECIPIENT OFFICIAL			
Michael J. Sutton, Deputy Director			Aimée Kniazowski, City Manager			
SIGNATURE OF APPROVING AGENCY OFFICIAL			SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL			
			DATE			DATE
			29 Aug 15			
FOR STATE USE ONLY						
AR UNIT	LOC CODE			DIVISION FILE NUMBER		
99160010	2154			1.6.2.11	DATE RETURNED	

Project Budget Details Report

COPY

2015 State Homeland Security Grant Program (SHSP) / SHSP

Kodiak, City of

Reported Category = ALL. Reported Revision = 0 of 0.

<u>PBD#</u>	<u>Expense Category</u>	<u>Solution Area</u>	<u>Discipline</u>	<u>Qty</u>		<u>Budgeted Cost</u>	<u>Amt Spent</u>	<u>PBD#</u>	<u>PBD#</u>	<u>Balance</u>
1	Equipment	Terror.Inc.Prevent	LE		State					
	EHP	Item:			Federal	\$41,528.23				\$41,528.23
	<input type="checkbox"/> EHP	Active Shooter Response Equipment								
	Description	Purchase tactical belts and active shooter gear bags, binoculars, K9 trauma first aid kits, and ropes/drag harnesses for police; and trauma first aid kits, body armor, ballistic helmet, packs/bags, tourniquets, hemostatic bandage/products, and dressing bandages for EMS								

2	Exercise	OverTime	LE		State					
	EHP	Item:			Federal	\$11,792.76				\$11,792.76
	<input type="checkbox"/> EHP	AS16 Exercise Participation								
	Description	Overtime and backfill for Fire and Police personnel for Active Shooter and EOC exercises								

3	Exercise	Prog: Des,Dev,Cond,Eval	FS		State					
	EHP	Item:			Federal	\$325.00				\$325.00
	<input type="checkbox"/> EHP	AS16 Exercise Supplies								
	Description	Purchase of consumables: assorted prop building material, consumable medical training material and moulage								

4	Exercise	Prog: Des,Dev,Cond,Eval	FS		State					
	EHP	Item:			Federal	\$4,449.00				\$4,449.00
	<input type="checkbox"/> EHP	AS Exercise - Travel								
	Description	Travel costs to attend the Mid Planning and Final Planning meetings, and the AAR								

5	Training	OverTime	FS		State					
	EHP	Item:			Federal	\$6,185.80				\$6,185.80
	<input type="checkbox"/> EHP	AS16 HazMat Symposium								
	Description	Overtime and backfill for HazMat Symposium participation								

Grant Requirements

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(A) Monies may not be obligated outside of the time period as stated on the grant document. An obligation occurs when funds are encumbered, as with a purchase order and/or commitment of salaries and benefits. All obligated and encumbered funds must be liquidated within 45 days of the end of the performance period (unless otherwise specified in the Program Terms and Conditions) when the *Final Performance Progress Reports* are due.

(B) The signature of the signatory officials on this award certifies that all financial expenditures, including all supporting documentation submitted for reimbursement, have been incurred by the jurisdiction, and are eligible and allowable expenditures consistent with the grant guidelines for this project. The jurisdiction shall follow the financial management requirements imposed on them by the Division of Homeland Security and Emergency Management (DHS&EM).

(C) The signature of the signatory officials on this award attests to the jurisdiction's understanding, acceptance, and compliance with Acknowledgement of Federal Funding; Lobbying; Debarment, Suspension and other responsibility matters; Drug-free Workplace; Conflict of Interest, and Non-Supplanting certifications. Federal funds will not be used to supplant state or local funds. Federal funds may be used to supplement existing funds to augment program activities, and not replace those funds which have been appropriated in the budget for the same purpose. Potential supplanting may be the subject of application and pre-award, post-award monitoring, and audit. Any cost allocable to a particular Federal award or cost objectives under the principles provided for in 2 CFR Part 200, subpart E, may not be charged to other Federal awards to overcome fund deficiencies.

(D) The jurisdiction shall ensure the accounting system used allows for separation of fund sources. These grant funds cannot be commingled with funds from other federal, state or local agencies, and each award is accounted for separately.

(E) The jurisdiction shall comply with the requirements under 2 CFR Part 25.110, to maintain and keep jurisdiction information current within the System of Award Management (SAM). Also the jurisdiction is requirement to be non-delinquent to the Federal government as required in OMB Circular A-129.

(F) The jurisdiction shall comply with Federal Laws and Regulations: *Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, Americans with Disabilities Act of 1990. Per Executive Order 13166.* The jurisdiction will take reasonable steps to ensure Limited English Proficient (LEP) persons have meaningful access to its programs and activities. *Executive Order 13347 Individuals with Disabilities in Emergency Preparedness* requires government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism. *Executive Order 13224* prohibits transactions with and support to organizations associated with terrorism. Energy Policy and Conservation Act, National Environmental Policy Act (NEPA) of 1969 and the Coastal Wetlands Planning, Protection, and Restoration Act of 1990 (as applicable.) The USA PATRIOT Act of 2001, Trafficking Victims Protection Act of 2000, Hotel and Motel Fire Safety Act of 1990, Fly America Act of 1974, subrecipients who collect Personally Identifiable Information (PII) are required to have a publically-available privacy policy that describes what PII they collect, how they use the PII, whether they share PII with third parties, and how individuals may have their PII corrected where appropriate.

(G) The jurisdiction certifies that it has an *Affirmative Action Plan/Equal Employment Opportunity Plan*. An *EEOP* is not required for subrecipients of less than \$25,000.00 or fewer than 50 employees.

(H) The jurisdiction certifies that its employees are eligible to work in the U.S. as verified by Form I-9, Immigration & Naturalization Service Employment Eligibility.

(I) It is the responsibility of the jurisdiction as the subrecipient of these federal funds to fully understand and comply with the requirements of:

a. Administrative requirements

2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

b. Cost Principles

2 CFR Part 200 Subpart E *Cost Principles*

[http://www.ecfr.gov/cgi-](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=a470d16f3403a225479f2a8a6c7c4058&n=pt2.1.200&r=PART&ty=HTML#sp2.1.200.e)

[bin/retrieveECFR?gp=&SID=a470d16f3403a225479f2a8a6c7c4058&n=pt2.1.200&r=PART&ty=HTML#sp2.1.200.e](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=a470d16f3403a225479f2a8a6c7c4058&n=pt2.1.200&r=PART&ty=HTML#sp2.1.200.e)

c. Audit Requirements

2 CFR Part 200 Subpart F *Audit Requirements*

[http://www.ecfr.gov/cgi-](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=a470d16f3403a225479f2a8a6c7c4058&n=pt2.1.200&r=PART&ty=HTML#sp2.1.200.f)

[bin/retrieveECFR?gp=&SID=a470d16f3403a225479f2a8a6c7c4058&n=pt2.1.200&r=PART&ty=HTML#sp2.1.200.f](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=a470d16f3403a225479f2a8a6c7c4058&n=pt2.1.200&r=PART&ty=HTML#sp2.1.200.f)

- i. Federal: The applicant agrees that, as a condition of receiving any federal financial assistance, a Single audit of those federal funds will be performed, if required by law, and further agrees it will comply with all applicable audit requirements.
- ii. State: If the applicant is an entity that received state financial assistance the applicant shall submit to the State coordinating agency, within one year after the end of the audit period, an annual audit report covering the audit period as required by 2 AAC 45.010.
- iii. Subrecipients identified as "non-compliant" by the Alaska Dept. of Administration, Division of Finance, Single Audit

Coordinator shall be subject to the following grant payment restrictions:

1. DHS&EM will not process grant payments of any nature directly to the subrecipient.
 2. Subrecipients will be required to fully comply with the Single Audit requirements as specified by the Alaska Dept. of Administration, Division of Finance, and Single Audit Coordinator.
 3. Subrecipients will provide compliance evidence to DHS&EM from the state audit coordinator before any payment will be processed.
 4. DHS&EM may process On-Behalf-Of (OBO) payments to vendors for costs directly associated to the scope of work on approved awards.
 5. Performance periods will not be extended due to a subrecipient's failure to comply with Single Audit requirement.
 6. Payments made in error to subrecipients that are "non-compliant" must be repaid to the State of Alaska within 90 days of receipt of notice from DHS&EM.
- d. Procurement and Contracts. Contracts must be of a reasonable cost, generally be competitively bid, and must comply with Federal, State, and local procurement standards. Detailed requirements for eligible procurement methods and contract types can be found in 2 CFR Part 200 Subpart D. The applicant agrees to review and follow procurement and contract requirements necessary for compliance with the grant program. Further, the applicant understands that failure to comply with these requirements may result of loss of funding for the entire project.
- i. Debarred/Suspended Vendors. As required by Executive Orders 12549 and 12689, Debarment and Suspension, and implemented at 2 CFR Part 180, the applicant certifies that it and its principals:
1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 2. Have not within a three-year period preceding this award been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 3. Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
 4. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default. Where the applicant is unable to certify any of the statements in this certification, he or she shall attach an explanation to this application.
- e. Conflict of Interest
2 CFR Part 200.112 – the jurisdiction must disclose in writing to DHS&EM any potential conflict of interest per the applicable Federal awarding agency policy in the award's performance period.
- f. False Claims Act, Program Fraud Civil Remedies, and Mandatory Disclosures
- i. 31 U.S.C. §3729, no recipient of federal payments shall submit a false claim for payment.
 - ii. 38 U.S.C. §3801-3812, details the administrative remedies for false claims and statements made.
 - iii. 2 CFR Part 200.113 – the jurisdiction must disclose, in a timely manner and in writing to DHS&EM, all violations of Federal criminal law involving fraud, bribery, or gratuity potentially affecting the award.
- g. Technology Requirements
28 CFR Part 23, Criminal Intelligence System Operating Policies
- h. Duplication of Benefits
2 CFR Part 200, Subpart E, Cost Principles
- i. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. §5121-5206, and Related Authorities, where applicable.
- j. State Requirements
Alaska State Procurement Code AS 36.30, AS36.30.005--030 www.state.ak.us/local/akpages/ADMIN/dgs/docs/as3630.doc
Alaska Administrative Code Title 2 Chapter 12, 2 AAC 12.74. <http://www.legis.state.ak.us/cgi-bin/folioisa.dll/aac>
Alaska Administrative Manual <http://doa.alaska.gov/dof/manuals/aam/index.htm>

SHSP Program Terms and Conditions

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The total allocation of the 2015 State Homeland Security Program awarded to the Division of Homeland Security and Emergency Management (DHS&EM) is \$3,734,500.00 under *Federal Grant EMW-2015-SS-00026-S01, CFDA# 97.067*. The City of Kodiak has been awarded \$64,280.79, which shall be used to support activities essential to the ability of states, territories, and urban areas to prevent, protect against, mitigate, respond to, and recover from terrorist attacks and other all-hazards events. The performance period of this grant award is September 1, 2015 through September 30, 2017. Project conditions must be completed by this date. The City of Kodiak cannot sub-grant all or any part of this award to any other entity or organization. All awards require confirmation within the first reporting quarter that activities toward projects will be made, or DHS&EM may execute de-obligation of the funds.

(A) Changes to Award: All change requests must be submitted in writing, or electronically to the DHS&EM project manager, accompanied by a justification narrative and budget/spending plan, for review and approval. Changes must be consistent with the scope of the project and grant guidelines. Requests for changes will be considered only if the reporting requirements are current, and if terms and conditions have been met at the time the request. Changes in the programmatic activities, or purpose of the project, changes in key persons specified on the grant award, contractual services for activities central to the purposes of the award, requests for additional funding, change in project site, or release of special conditions may result in an amendment to this award. No transfers of funds between budget categories will be authorized, only de-obligation of funds, except on a case-by-case basis.

(B) Reporting Requirements: The City of Kodiak shall submit timely quarterly *Performance Progress Reports* and *Financial Progress Reports* to the project manager at DHS&EM. Instructions and blank forms are located electronically at <http://ready.alaska.gov/grants>, and may be reproduced. Jurisdictions must check the web site quarterly for most current forms. Use of outdated forms will not be accepted. Quarterly reports are due:

Number of Scheduled Report Due	Jurisdiction Performance Period	Performance Progress and Financial Progress Report Due Dates
1	09/01/2015-09/30/2015	Waived
2	10/01/2015-12/31/2015	01/20/2016
3	01/01/2016-03/31/2016	04/20/2016
4	04/01/2016-06/30/2016	07/20/2016
5	07/01/2016-09/30/2016	10/20/2016
6	10/01/2016-12/31/2016	01/20/2017
7	01/01/2017-03/31/2017	04/20/2017
8	04/01/2017-06/30/2017	07/20/2017
9	07/01/2017-09/30/2017	10/20/2017
10	Final Report	11/15/2017

Invoices with progress reports will be submitted to DHS&EM by the due date as specified in the above schedule. Should the grant period be extended for any reason, a modified report schedule will accompany the award amendment.

The *Performance Progress Report* (PPR) contains an AK-PPR-A cover page form and an AK-PPR-B Program Indicators form. Both forms must be completed and submitted by the report due date. Requests for grant extensions, budget adjustments, project realignments, and significant problems or delays are reported on the AK-PPR-A. An AK-PPR-A must be submitted even if no additional information is required. The AK-PPR-B shall describe the progress and percent completed of projects and detail any related expenditures submitted on the *Financial Progress Report*. *Financial Progress Reports* shall describe the status of the funds, show encumbrances, and receipts of program income, cash or in-kind contributions to the project, whether or not a local match is required. A final PPR is a summary report, showing project completion, evaluating project activities and measuring performance against project goals for the entire performance period, and is required in addition to the last quarterly PPR. An *After-Action Report/Improvement Plan* (AAR/IP) is required within 30 days of the conduct of an exercise.

(C) Signatory Requirements: The primary signatory official, project manager and financial officer as listed on the *Signatory Authority Form* must sign the original obligating award document and any amendments. Delegates may sign quarterly and final reports, however, the signatures of the project manager, signatory official and the financial officer must be three different signatures.

(D) Reimbursements: Submit on the *Financial Progress Report* form. Reimbursement shall be based upon authorized and allowable expenditures consistent with project narrative and budget detail and grant guidelines, and submission of timely quarterly *Performance Progress* and *Financial Progress Reports*. Payments may be withheld pending correction of deficiencies or for use of outdated forms. Reimbursement of expenditures may be requested at any time within the performance period. Expenditures must be supported with source documentation (e.g. copies of invoices, receipts, timesheets with name/wage/hours, cost allocation, warrants, etc.), method of solicitation must be documented with a *Procurement Method Report* and documentation of payment must be included.

- Personnel Costs:** Payroll reports signed and certified by the Chief Financial Officer that capture the employee name, position, coded allocation to the project, amount paid, are acceptable. Staff may not self-certify their own time and wages. The City of Kodiak shall retain all supporting payroll records, including time and attendance records signed by the employee and supervisor and copies of warrants as per the recordkeeping requirements in Section N. Limited to 50 percent for employees assigned to program management functions, not operational duties. The limit does not apply to contractors.
- Contracts:** All sole-source procurements, single vendor response to a competitive bid, service contracts of any value, and contracts over \$25,000 require DHS&EM pre-approval prior to implementation. Final signed copies of all contracts are required for submission to DHS&EM with the request for reimbursement.

- **Program Income and Local Match:** Program income may be used to supplement project costs, reduce project costs, or may be refunded to the federal government, and must be used for allowable program costs and be expended prior to requests for reimbursement. Local matching funds must clearly support the source, the amount, and the timing of all matching contributions.
 - **Equipment:** Allowable equipment categories are listed on the web-based Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB). Documentation required per instructions attached to DHS&EM quarterly reports.
- **Travel:** Travel must be listed in the approved budget.
- **Training:** Requires DHS&EM pre-approval prior to registering or participating in training opportunities.
- **Exercise:** Requires submission of an AAR/IP within 30 days after conduct of the exercise.
- **Food and Beverages:** All food and/or beverage expenses require pre-approval by DHS&EM and are only allowable costs if related to a grant funded sheltering exercise, such as a Mass Care Shelter Exercise where food is prepared as part of the exercise objectives in evaluating food preparation capabilities.

(E) Non-reimbursable Expenses:

- Contracts, service contracts of any value, single vendor response to a competitive bid, and/or procurements over \$25,000 not pre-approved by DHS&EM
- Sole source contracts and procurements not pre-approved by DHS&EM
- Reimbursable training and related travel costs not pre-approved by DHS&EM
- Construction and renovation
- Indirect costs
- Management and Administration (M&A) costs to manage sub-contracts
- Supplanting
- Maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances) Maintenance and/or wear and tear costs of general use vehicles and emergency response apparatus during exercises.
- Equipment purchased for an exercise cannot be used for permanent installation and/or beyond the scope of the conclusion of the exercise.
- Hiring of sworn public safety officers to fill traditional public safety duties or to supplant traditional public safety positions and responsibilities
- Weapons, weapons accessories, ammunition
- Entertainment and sporting events
- Personal items such as laundry, personal hygiene items, magazines, in-room movies, personal travel
- Travel insurance, visa, and passport charges
- Lodging costs in excess of federal per diem, as appropriate
- Lodging fees associated with violation of the lodging facility's policies, such as smoking in a non-smoking room
- Lunch when travel is wholly within a single day
- Stand-alone working meals
- Bar charges, alcoholic beverages
- Tips
- Finance, late fees, or interest charges
- Lobbying, political contributions, legislative liaison activities
- Organized fund-raising, including salaries of persons while engaged in these activities
- Land acquisition
- Organizational Costs
- Expenditures not supported with appropriate documentation when submitted for reimbursement. Only properly documented expenditures will be processed for payment. Unsupported expenditures will be returned to the jurisdiction for resubmission.

(F) Property and Equipment Management: The City of Kodiak shall maintain an effective property management system; safeguards to prevent loss, damage or theft; maintenance procedures to keep equipment in good condition; and disposition procedures. A *Property Inventory Report* is available at <http://ready.alaska.gov/grants> shall be submitted to DHS&EM annually each June 20 with the *Financial Progress Report*, and continued submission is required annually until final disposition of the equipment. No equipment purchased with these grant funds may be assigned to other entities or organizations without the expressed approval in writing from DHS&EM, prior to the jurisdiction's encumbrance or expenditure for that equipment. Management of property and equipment shall be in accordance with state laws and procedures as outlined, and 44 CFR Part 13, sections 13.31 and 13.32. For items over \$5,000.00, a Single Equipment Reporting Form must be submitted at the time of reimbursement at the time of reimbursement request

(G) Procurement: Each purchase in excess of \$25,000.00, service contracts of any value, sole-source procurement, and single vendor response to a competitive bid require pre-approval of DHS&EM. A *Procurement Method Report* documenting method of solicitation is required for reimbursement for every procurement (with the exception of local advertising, legal notices and travel arrangements). Contractors that develop or draft specifications, requirements, *Statements of Work (SOW)*, and/or *Requests for Proposals (RFP)* for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. Local bidder's preference is not allowed for federally funded procurements. Procurement transactions shall be conducted to provide maximum open and free competition.

(H) Contracts: Any contract entered into during this grant period shall comply with local, state and federal government contracting regulations. To the extent that subrecipients of a grant use contractors, subrecipients shall use small, minority, women-owned or disadvantaged business concerns and contractors to the extent practicable. Contracts for professional and consultant services must include local, state and federal government required contract language, a project budget, and require pre-approval by DHS&EM prior to implementation. Contract deliverables must meet the intent of the grant application and grant requirements. Justification is required for compensation for individual consultant services, which must be reasonable and consistent with the amount paid for similar services in the market place. Detailed invoices and time and effort reports are required for consultants. A *Procurement Method Report* documenting method of solicitation is required for reimbursement for every procurement.

(I) Use of DHS Seal, Logo and Flags: All subrecipients must obtain DHS&EM approval prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags of likenesses of Coast Guard officials.

(J) Publications and Copyright: All recipients must affix the applicable copyright notices of 17 U.S.C. § 401 or 402 and an acknowledgement of Government sponsorship (including award number) to any work first produced under Federal financial assistance awards, unless the work includes any information that is otherwise controlled by the Government (e.g., classified information or other information subject to national security or export control laws or regulations) Publications created with funding under this grant should prominently contain the following statement: *This document was prepared under a grant from the Federal Emergency Management Agency (FEMA)'s Grant Programs Directorate, U.S. Department of Homeland Security and the Alaska Division of Homeland Security and Emergency Management. Points of view or opinions expressed in this document are those of the*

authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate, the U.S. Department of Homeland Security or the State of Alaska.

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(K) Acknowledgement of Federal Funding: All subrecipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

(L) Federal Debt Status: All subrecipients are required to be non-delinquent in their repayment of any Federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129 and form SF-424, item number 17 for additional information and guidance.

(M) False Claims Act and Program Fraud Civil Remedies: All subrecipients must comply with the requirements of 31 U.S.C. § 3729 which set forth that no subrecipient of federal payments shall submit a false claim for payment. See also 38 U.S.C. § 3801-3812 which details the administrative remedies for false claims and statements made.

(N) Recordkeeping Requirements: Grant financial and administrative records shall be maintained for a period of three (3) years following the date of the closure of the grant award, or audit if required. Time and effort, personnel and payroll records for all individuals reimbursed under the award must be maintained. Property and equipment records shall be maintained for a period of three (3) years following the final disposition, replacement or transfer of the property and equipment.

(O) Performance Measures: Quarterly Progress Reports shall demonstrate performance and progress relative to:

1. Acceptable performance on applicable critical tasks in Exercises using approved scenarios
2. Progress in achieving project timelines and milestones identified on the Grant Activities Plan
3. Percent measurable progress toward completion of project
4. How funds have been expended during reporting period, and explains expenditures related to the project

(P) Subrecipient Monitoring Policy: Periodic monitoring is required to ensure that program goals, objectives, timelines, budgets and other related program criteria are being met. DHS&EM reserves the right to periodically monitor, review and conduct analysis of the City of Kodiak's financial, programmatic and administrative policies and procedures such as, accounting for receipts and expenditures, cash management, maintaining adequate financial records, means of allocating and tracking costs, contracting and procurement policies and records, payroll records and means of allocating staff costs, property/equipment management system(s), progress of project activities, etc. This may include desk and field audits. Technical assistance is available from DHS&EM staff. The Monitoring Policy is available in the Grants Management Handbook at <http://ready.alaska.gov/grants>.

(Q) Penalty for Non-Compliance: For the reasons listed below, special conditions may be imposed, reimbursements may be partially or wholly withheld, the award may be wholly or partly suspended or terminated, or future awards, reimbursements and award modifications may be withheld. DHS&EM may institute the following, but is not limited to, withholding authority to proceed to the next phase of a project, requiring additional or more detailed financial reports, additional project monitoring, and/or establish additional prior approvals. DHS&EM shall notify the City of Kodiak of its decision in writing stating the nature and the reason for imposing the conditions/restrictions, the corrective action required and timeline to remove them, and the method of requesting reconsideration of the imposed conditions/restrictions. The City of Kodiak must respond within five (5) days of receipt of notification.

1. Unwillingness or inability to attain project goals
2. Unwillingness or inability to adhere to Grant Requirements and Program Terms and Conditions
3. Failure or inability to adhere to grant guidelines and federal compliance requirements
4. Improper procedures regarding contracts and procurements
5. Inability to submit reliable and/or timely reports
6. Management systems which do not meet federal required management standards

(R) Termination for Cause: If performance is not occurring as agreed, the award may be reduced or terminated without compensation for reduction or termination costs. DHS&EM will provide five (5) days notice to City of Kodiak stating the reasons for the action, steps taken to correct the problems, and the commencement date of the reduction or termination. DHS&EM will reimburse City of Kodiak only for acceptable work or deliverables, necessary and allowable costs incurred through the date of reduction or termination. Final payment may be withheld at the discretion of DHS&EM until completion of a final DHS&EM review. Any equipment purchased under a terminated grant may revert to DHS&EM at the option of DHS&EM.

(S) Termination for Convenience: Any project may be terminated upon convenience, in whole or in part, for the convenience of the Government. The U.S. Department of Homeland Security and the DHS&EM, by written notice, may terminate this grant, in whole or in part, when it is in the Government's interest. Allowable costs obligated and/or incurred through the date of termination shall be reimbursed. Any equipment purchased under a terminated grant may revert to DHS&EM at the option of DHS&EM.

(T) Project Implementation: Due to the competitiveness of the 2015 State Homeland Security Grant, approved projects must be ready-to-go. Project implementation shall begin within the first reporting quarter.

1. If a project cannot be operational within the first reporting quarter of the approved award date, the subrecipient should provide notice to DHS&EM, stating the implementation delay and expected starting date. At the discretion of DHS&EM, the grant award is subject to cancellation and funds may be de-obligated and reallocated to other projects if project implementation is unjustifiably delayed.

(U) The City of Kodiak shall comply with the requirements and restrictions of the Federal Fiscal Year (FFY) 2015 Homeland Security Grant Program (HSGP) Program Guidance, State Overview and Guidelines, State Preparedness Report, and the State Homeland Security Strategy. By signing this obligating award document, the City of Kodiak certifies it has read, understood and accepted these documents as binding.

(V) No funds will be reimbursed until City of Kodiak fiscal and programmatic representatives attend a 2015 Grant Kick-Off Meeting to be held throughout the state in September and October, 2015. Activity towards grant acceptance and projects may take place prior to Kick-Off meeting attendance.

(W) The City of Kodiak must complete a Quarterly Activities Plan by January 20, 2016. Information on this requirement will be provided at 2015 Grant Kick-off meetings.

(X) The City of Kodiak must complete/update the Alaska Assessment annually by December 31.

(Y) The City of Kodiak must have programmatic jurisdictional representatives at the annual DHS&EM Multiyear Training and Exercise Plan Workshop (TEPW).

(Z) The signature of the signatory officials on this award attests to the City of Kodiak's understanding and acceptance of the National Incident Management System (NIMS) compliance requirements. For FFY 2015, the Alaska Assessment will be the required means to report NIMS compliance for future preparedness award eligibility.

Special Conditions

We certify we have read, understood, and accept the Grant Terms and Conditions, the Grant Requirements, and Assurances and Agreements, and Special Conditions in accordance with this Award.

Project Manager's Signature

Chief Financial Officer's Signature

Signatory Official's Signature

2015 SHSP Quarterly Activities Plan

Provide milestones (bullets) for each Project Budget Details # (PBD#) in each quarter to implement the approved project.
Reminder: Project implementation must begin within 90 days of award date.

PBD#1—Active Shooter Response Equipment	
FFY	Milestone Bullets
16-Q1	
16-Q2	
16-Q3	
16-Q4	
17-Q1	
17-Q2	
17-Q3	
17-Q4	

PBD#2—Alaska Shield 2016 Exercise Participation	
FFY	Milestone Bullets
16-Q1	
16-Q2	
16-Q3	
16-Q4	
17-Q1	
17-Q2	
17-Q3	
17-Q4	

PBD#3—Alaska Shield 2016 Exercise Supplies	
FFY	Milestone Bullets
16-Q1	
16-Q2	
16-Q3	
16-Q4	
17-Q1	
17-Q2	
17-Q3	
17-Q4	

PBD#4—Alaska Shield 2016 Planning Meetings Travel	
FFY	Milestone Bullets
16-Q1	
16-Q2	
16-Q3	
16-Q4	
17-Q1	
17-Q2	
17-Q3	
17-Q4	

2015 SHSP Quarterly Activities Plan

PBD#4—HazMat Symposium Participation	
FFY	Milestone Bullets
16-Q1	
16-Q2	
16-Q3	
16-Q4	
17-Q1	
17-Q2	
17-Q3	
17-Q4	

Quarters	Dates
FFY16-Q1	10/01/15 – 12/31/15
FFY16-Q2	01/01/16 – 03/31/16
FFY16-Q3	04/01/16 – 06/30/16
FFY16-Q4	07/01/16 – 09/30/16

Quarters	Dates
FFY17-Q1	10/01/16 – 12/31/16
FFY17-Q2	01/01/17 – 03/31/17
FFY17-Q3	04/01/17 – 06/30/17
FFY17-Q4	07/01/17 – 09/30/17

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Aimée Kniazowski, City Manager
Debra Marlar, City Clerk *DM*

Date: November 12, 2015

Agenda Item: V. c. Resolution No. 2015–34 Documenting the Joint Building Code Review Committee’s Composition and Appointing Process

SUMMARY: Resolution No. 2015–34 documents the Joint Building Code Review Committee’s composition and appointment process. There has been no consistent appointment method in the history of the Committee. Typically, City appointees have been members of the City’s Building Code Board of Appeals (BCBA) who are builders willing to serve on the committee when codes require review. Other membership includes the KIB Architectural/Engineering Review Board Building Code Board of Appeals (ARB). In May 2015 the Council confirmed the Mayoral appointments of John Butler, and Ed Mahoney for the City seats with terms ending 2015 and Randall Bishop as the Council representative of the Joint Building Code Review Committee. Staff recommends Council adopt Resolution No. 2015–34, which will document the composition and appointment process of this joint committee before terms end on December 31, 2015.

PREVIOUS COUNCIL ACTION:

- February 2012: Mayoral appointments were confirmed to this Committee with terms that ended in December 2012.
- March 6, 2013: Council adopted Ordinance No. 1305, Amending Kodiak City Code 14.04.010, 14.24.010 and 14.24.020; Enacting Kodiak City Code 14.04.080 and 14.24.030; and Repealing and Reenacting Kodiak City Code 14.24.040; Regarding the Adoption of Building and Other Codes and Related Matters
- April 21, 2015: Council discussed the re-activation of the Joint Building Code Review Committee at the work session and voiced a consensus to confirm Mayoral appointments from the City’s Building Code Board of Appeals membership and a Councilmember at an upcoming regular meeting.
- May 12, 2015: Council confirmed the Mayoral appointments of John Butler, and Ed Mahoney for the City seats with terms ending 2015 and Randall Bishop as the Council representative of the Joint Building Code Review Committee.
- June 30, 2015: Council met with Assembly in joint work session and directed a joint resolution be written documenting the Joint Building Code Review Committee’s composition and appointment process.

DISCUSSION: Advisory board members are appointed at the end of each year when terms expire and throughout the year as necessary. The Joint Building Code Review Committee members have been appointed as needed to review building, plumbing, fire, electrical and other code revisions and make recommendations for City and Borough code amendments. The Joint Building Code Review Committee will meet soon to re-assess changes that were made to building codes via Ordinance No. 1305; specifically, Section 1(b). The Building Official will also bring forward new State approved codes that were adopted after Ordinance No. 1305, because the City is required to follow State building codes, as well as international building codes.

ALTERNATIVES:

- 1) Adopt Resolution No. 2015–34, which is staff’s recommendation, because it reflects Council’s intent as discussed at the joint work session on June 30, 2015.
- 2) Do not adopt Resolution No. 2015–34, which is not recommended, because it does not align with Council discussion at the joint work session.

CITY MANAGER’S COMMENTS: I support Council’s adoption of this resolution. As stated, it reflects Council discussion in June as to who will serve and how they will be appointed to this joint City-Borough committee. This clarifies the City’s process and will be of value now and into the future.

CITY CLERK’S COMMENTS: The Joint Building Code Review Committee has evolved over the years to a committee that provides regular review and revisions to the City and Borough building codes. A formal appointment process is needed to track appointments and document the organization of the committee. I recommend that Council adopt Resolution No. 2015–34.

ATTACHMENTS:

- Attachment A: Resolution No. 2015–34
- Attachment B: Joint Building Code Review Committee Current and Expired Member List
- Attachment C: Building Code Board of Appeals Current Member List
- Attachment D: Architectural/Engineering Review Board Building Code Board of Appeals Member List

PROPOSED MOTION:

Move to adopt Resolution No. 2015–34.

**CITY OF KODIAK
RESOLUTION NUMBER 2015–34**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK DOCUMENTING THE JOINT BUILDING CODE REVIEW COMMITTEE’S COMPOSITION AND APPOINTMENT PROCESS

WHEREAS, there has been no consistent appointment method in the history of the Joint Building Code Review Committee; and

WHEREAS, historically, the Borough Mayor appoints Borough representatives from the Architectural Review Board and, typically, the City appointees have been members of the City’s Building Code Board of Appeals; and

WHEREAS, on June 30, 2015, direction was given by the City Council and Borough Assembly to formally document the Joint Building Code Review Committee’s composition; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, this resolution hereby documents the Joint Building Code Review Committee’s composition and appointment process.

- 1. Membership.** The Joint Building Code Review Committee shall be composed of six (6) voting members and two ex-officio non-voting members:
 - a. Two members from the City of Kodiak’s Building Code Board of Appeals appointed by the City Mayor
 - b. Two representatives from the KIB Architectural Review Board appointed by the Borough Mayor
 - c. One elected official from the City Council
 - d. One elected official from the Borough Assembly
 - e. The Building Inspector staff shall serve as ex-officio, non-voting members of the work group
- 2. Organization.** The work group shall designate two co-chairs at the first meeting of the calendar year and will alternate presiding at the meetings.
- 3. Administrative assistance.** The City’s Public Works Department will provide administrative assistance for this Committee.
- 4. Consensus.** The affirmative votes of four (4) committee members shall be required to build consensus of the committee. The members shall review and revise the respective City and Borough building codes and strive to maintain identical regulations for recommendation to the City Council and Borough Assembly for adoption.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Adopted:



KODIAK ISLAND BOROUGH / CITY OF KODIAK



JOINT BUILDING CODE REVIEW COMMITTEE

NAME	TERM	HOME PHONE	WORK PHONE	CELL PHONE	EMAIL
CITY BUILDING CODE BOARD OF APPEALS REPRESENTATIVES					
John Butler PO Box 2610 Kodiak, AK 99615	2015	486-4604	486-3706		jbjhs@ptialaska.net
Ed Mahoney 3944 Spruce Cape Rd. Kodiak, AK 99615	2015	486-5759	486-5759		builders@ptialaska.net
BOROUGH ARCHITECTURAL REVIEW BOARD REPRESENTATIVES					
Scott Arndt PO Box 76 Kodiak, AK 99615	2016	414-791-3745	SAME	SAME	sla3745@yahoo.com
Bill Barton PO Box 8995 Kodiak, AK 99615	2016	486-4870	SAME	539-6870	mandbbarton@att.net
NON-VOTING EX-OFFICIOS Assembly Representative Dan Rohrer PO Box 786 Kodiak, AK 99615		486-0977	486-4949	539-5836	dan.rohrer@kibasassembly.org
City Council Representative Randall Bishop 402 West Marine Way, Suite 300 Kodiak, AK 99615	*2015		486-3364	909-238-0494	Rbishop@city.kodiakak.us

* Assembly and City Council representatives are appointed on a yearly basis.

This ad hoc committee's mission is to review building, plumbing, fire, and electrical code revisions, etc. and make recommendations to the Borough Assembly and City Council. For building code appeals see KIBC 15.45.010.

STAFF:

BUILDING OFFICIAL, DOUG MATHERS 486-8072 dmathers@city.kodiak.ak.us

CITY OF KODIAK / KODIAK ISLAND BOROUGH
720 MILL BAY ROAD
ROOM 208
KODIAK, AK 99615



Office of the City Clerk

710 Mill Bay Road, Room 216, Kodiak, Alaska 99615

BUILDING CODE BOARD OF APPEALS

Five seats

TERM	BOARDMEMBER	HOME	WORK	FAX	MAILING ADDRESS
2015	John Butler JBJHS@PTIALASKA.NET	486-4604	486-3706	486-2497	P.O. Box 2610
2015	Ed Mahoney builders@ptialaska.net	486-1968	539-1234		3944 Spruce Cape Road
2015	Vacant				
2016	R. Scott Bonney STRALASKA@HOTMAIL.COM	907 301-8490			PO Box 5524, Chiniak AK 99615
2016	Gregg Hacker ghacker01@kibsd.org	539-5230	481-2288	481-2280	1310 Baranof St.

Legislation	Appointments
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Kodiak City Code Chapter 14.40

10/25/84	01/23/86	02/12/87
01/08/87	12/14/87	12/12/88
01/26/89	01/11/90	12/14/90
01/09/92	01/14/93	01/27/94
12/22/94	12/14/95	12/12/96
03/27/97	12/11/97	12/10/98
02/10/00	05/24/01	12/13/01
01/23/03	01/13/05	12/15/05
12/13/07	02/28/08	12/11/09
12/9/10	2/23/12	12/13/12
2/13/14		



KODIAK ISLAND BOROUGH

ARCHITECTURAL/ENGINEERING REVIEW BOARD
BUILDING CODE BOARD OF APPEALS

NAME	TERM	HOME PHONE	WORK PHONE	CELL PHONE	EMAIL
Scott Arndt (Chair) PO Box 76 Kodiak, AK 99615	2016	414-791-3745	SAME	SAME FAX 481-3333	sla3745@yahoo.com
Bill Barton PO Box 8995 Kodiak, AK 99615	2015	486-4870	486-4870	539-6870	mandbbarton@att.net
Cliff Ford 1250 Beaver Way Kodiak, AK 99615	2015	486-5353	486-7742	539-5342	cliff@acsalaska.net
Kelsea Kearns PO Box 759 Kodiak, AK 99615	2017	942-5278	486-3215	942-5278	kkearns@gci.net
Steven Neff 3240 Lake View Dr. Kodiak, AK 99615	2017	486-2033	486-2033	573-247-6064	swneff@gmail.com
Rick Ryser PO Box 8908 Kodiak, AK 99615	2017	486-5490		942-2747	goldenalaska@gmail.com
VACANT	2016				

**NON-VOTING EX-OFFICIOS
Assembly Representative**

Jerrold Friend
PO Box 175
Kodiak, AK 99615

jerrol.friend@kibasassembly.org
jfriend@alaska.net

School Board Representative

Norm Wooten
PO Box 3016
Kodiak, AK 99615

539-1975

539-1419

nwooten@gci.net
nwooten@aasb.org

This board is governed by Kodiak Island Borough Code 2.125 and 15.45.010


STAFF:

E/F DIRECTOR, BOB TUCKER	486-9343	btucker@kodiakak.us
PROJ. MGR./INSPECTOR, MATT GANDEL	486-9211	mgandel@kodiakak.us
PROJECTS ASSISTANT, KATHIE PETERS	486-9210	kpeters@kodiakak.us

ENGINEERING & FACILITIES DEPARTMENT
PROJECTS OFFICE
720 EGAN WAY
KODIAK, AK 99615

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MEMORANDUM TO COUNCIL

To: Mayor and City Councilmembers
From: Aimée Kniazowski, City Manager 
Thru: Mark Kozak, Public Works Director
Date: November 12, 2015

Agenda Item: V. d. Authorization of Bid Award for Public Works Vehicle

SUMMARY: The FY2016 budget funded the replacement of an existing maintenance pickup in the sewer/collection division of Public Works and Utilities. The electronic power control system failed two years ago on the vehicle scheduled to be replaced. Due to the high cost to replace the electronic system and based on the condition of the pickup, the vehicle was parked and not used. The bid documents for this vehicle replacement were opened on October 21, 2015, with only one bid received. Staff recommends Council approved the bid award to Kodiak Motors in the amount of \$26,977 to replace the Public Works ½ ton, four wheel drive pickup truck with funds coming from sewer/collection machinery and equipment account.

PREVIOUS COUNCIL ACTION: The City Council adopted a vehicle and equipment replacement policy in 2011. This replacement vehicle was budgeted in the FY2016 budget.

DISCUSSION: The Public Works shop does mechanical evaluations on all City vehicles and equipment up for replacement. Using a mechanical and structural evaluation process, each piece is evaluated first for safety issues and second for significant mechanical issues requiring major investment in repairs. Staff then weighs the estimated repair or component replacement cost against the potential additional years of service. In the Kodiak environment, structural deterioration of the frames on smaller vehicles typically determine the remaining time in service. As each vehicle or piece of heavy equipment is evaluated, staff must also weigh the risk of extending the time in service. The Public Works shop evaluates the equipment and vehicles prior to the department preparing their budgets. This means that most vehicles and equipment is evaluated by April for the coming year's budget preparation. If a piece of equipment or vehicle is extended one year, that piece typically remains in service for 18 months to two years before it is finally replaced. Staff also modified bid specs to accept current year models in an effort to save cost and improve delivery times.

This vehicle was not bid as part of the vehicle bid package back in August. At the time ½ ton pickup pricing for 2016 year models was not available from the local Ford dealer. Since both Parks and Rec. and Fire were in urgent need to replace their vehicles due to condition, staff elected to split the bid into two and bid this one separately.

The vehicle replacement policy estimates replacement of a maintenance pickup at 12 years. Pickup #22 was purchased in 1999 and is 16 years old. The shop did another evaluation in March 2015; as mentioned above, the electronic power train control module had failed. Based on the condition of the vehicle at the time and after swapping electronic components from another vehicle parked for replacement, the decision was made not to try and purchase replacement components.

ALTERNATIVES:

- 1) Authorize the bid award to Kodiak Motors for the replacement ½ ton pickup for Public Works and Utilities to the only and lowest responsible bidder, Kodiak Motors, in the amount of \$26,977, which is staff's recommendation, because the vehicle is needed and the bid will go to a local business per City Code.
- 2) Reject the bid and do not authorize the purchase the new vehicle. This is not recommended since the vehicle is not operational. It may have some value for replacement parts when it is placed in the surplus sale.

FINANCIAL IMPLICATIONS: The funding for replacing the vehicle was approved in the FY2016 Sewer Collection, machinery and equipment account number 570-580-380-470-126 in the amount of \$30,000.

LEGAL: KCC 3.12.060 allows the City to provide a referential discount of ten percent to local bidders if that bid does not exceed the otherwise lowest responsible bidder by more than ten percent. Kodiak Motors was the only bidder and, therefore, the lowest bidder using the Code criteria.

STAFF RECOMMENDATION: Staff recommends that Council authorize the award of the vehicle bid to purchase a ½ ton pickup truck for the Public Works Sewer Collection division to Kodiak Motors in the amount of \$26,977, with funds coming from the Public Works Sewer Collection, machinery and equipment account.

CITY MANAGER'S COMMENTS: Staff followed the City's vehicle replacement policy when proposing the replacement of this vehicle, and it was authorized for replacement in the FY2016 budget. The shop did two comprehensive reviews of the existing pickup and found it to be unusable and too expensive to repair. I support the replacement recommendation and am pleased to see the order go to a local business once again. I recommend Council authorize the purchase as outlined in the memo and attachments.

ATTACHMENTS:

- Attachment A: Kodiak Motors Bid Forms
- Attachment B: PW Maintenance Pickup #22 Mechanical Evaluation

PROPOSED MOTION:

Move to award the bid to purchase a ½ ton four wheel drive pickup truck for the Public Works Sewer Collection Division to Kodiak Motors in the amount of \$26,977 with funds coming from the Public Works Sewer Collection, Machinery and Equipment Account

Invitation to Bid-532

September 21, 2015

BID FORM

TO: Aimee Kniazowski, City Manager
City of Kodiak
710 Mill Bay Road, Room #114
PO Box 1397
Kodiak AK 99615

Any exceptions to the published bid specifications must be listed by item.

In compliance with your Invitation to bid for Bid No. 532 dated September 21, 2015, the undersigned hereby proposes to provide the following:

1. One (1) 2015 or 2016, ½ ton, four wheel drive, standard cab, long bed pickup truck.

Bid amount

26,977.00

Total 26,977.00

(Turn in Page 5 & 6 in as part of your bid)

Invitation to Bid-532

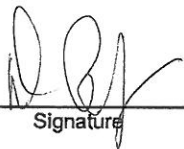
September 21, 2015

Liability Copies of Business License and City Sales Tax Registration enclosed.

Bid price valid for 30 days.

Submitted by:

Dated: Oct. 20, 2015



Signature

Kodiak Motors, Inc

Business Name

President

Title

201 Center Ave

Address

907-486-3204

Telephone

Kodiak, AK 99615

City, State, Zip

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing
P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

KODIAK MOTORS INC

201 CENTER AVE KODIAK AK 99615

owned by

KODIAK MOTORS INC

is licensed by the department to conduct business for the period

December 12, 2013 through December 31, 2015
for the following line of business:

42 - Trade

This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location. It is not transferable or assignable.

Susan K. Bell
Commissioner



CITY OF KODIAK
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
VEHICLE / EQUIPMENT REPLACEMENT NOMINATION

1 of 2 pages

EXHIBIT: A

Costs are estimated at (check one)

- Less than \$10,000
 Greater than \$10,000

The Following Signatures are required:

Vehicle Maint. Supervisor Chris Dolph

Department Head: Mark Kozak

City Manger: _____

This purchase is requested to be funded in Fiscal Year	Fiscal Year : FY 2016
Prepared by: Mark Kozak	Date: 3-27-15
Department: Public Works Sewer	
Nomination Name: PU # 22	

REQUEST NEW UNIT DESCRIPTION (ATTACH PRICE QUOTES, DESCRIPTIONS, AND PHOTOS FROM THREE VENDORS)	
Unit ID Number	# 22
Year – Make - Model	1999, Ford, F-150
Engine Size – Fuel Type	4.6 L, Gas
Current Mileage	Not Available because of electronic failure
Body Condition	Poor
License Plate No.	XXV 983
VIN or Serial Number	2FTZF1829XCA04441

FUNCTION: WRITE A BRIEF SUMMARY OF HOW THIS UNIT HAS BEEN USED AND HOW OFTEN.
This pickup was used to support water, sewer and street maintenance activities. The electrical system failed roughly 2 years ago and the vehicle was parked. It was missed in our replacement request last year because of my absence.

JUSTIFICATION: WRITE A BRIEF SUMMARY OF WHY THIS UNTI IS BEING REPLACED. INCLUDE ITEMS SUCH AS HISTORY, CONDITION ASSESSMENT, COSTS, USES, PUBLIC WORKS EVALUATION REPORT, ETC.
This vehicle failed while in use. The shop spent quite a bit of time on it and swapped electrical components from other vehicles to try and find the problem. We finally stopped trying because the condition of the vehicle did not warrant large expenses to repair. The maintenance log does not reflect any replacement parts or repairs since 2011.

CITY OF KODIAK
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
VEHICLE / EQUIPMENT REPLACEMENT NOMINATION
2 of 2 pages

Attachment B

Proposed Dispositions of Replaced Unit as Determined by Vehicle Maintenance Division (check one):

To General Fleet

To Surplus Sale

REQUEST NEW UNIT DESCRIPTION (ATTACH PRICE QUOTES, DESCRIPTIONS, AND PHOTOS FROM THREE VENDORS)	
Year – Make - Model	2015 or 2016 Ford F-150 4X4
Engine Size – Fuel Type	V-6
Number of Doors	2
Seating Capacity	3
Specialty Items	N/A
Color , Police Package, Tires, Transmission, Etc.	White, auto transmission

REQUESTED NEW UNIT COSTS	
Basic Equipment Costs	\$30,000
Specialty Equipment Cost	\$ Safety light bar, expect enough funds in vehicle quote to cover cost.
Shipping Costs	\$
Total Costs	\$30,000

OPERATIONAL COSTS:

Attach a detailed spreadsheet describing the last five years' annual costs to operate this unit, including fuel consumption, maintenance materials, AND maintenance labor.

City of Kodiak Vehicle Evaluation

- Evaluation date 3-26-2015
- City vehicle ID number PW 22
- Vehicle odometer reading UNKNOWN
- Vehicle history VEHICLE INOPERATIVE
- Vehicle test drive notes _____
- _____
- Assess engine and transmission performance 11
- _____

Under vehicle inspection

- Front brakes condition, amount remaining RF _____ LF _____
- Rear brakes condition, amount remaining RR _____ LR _____
- Brake hoses, lines and cables RUSTED
- _____
- Suspension and steering components, including tie rods, drag link, ball joints, springs shackles and shocks HEAVILY RUSTED
- _____
- Condition of frame, frame hangers and body mounts REAR FRAME
- HEAVILY RUSTED - BED SUBSTRUCTURE NEARLY
- Transmission, transfer case and differentials OK GONE
- _____
- Underside of engine and engine compartment OK

Under hood inspection

- Check all fluid levels and record _____
- Check battery and charging system _____
- Inspect engine for leaks, exhaust, oil, coolant _____
- _____
- Inspect power steering, hoses, belts and accessories _____
- _____
- Inspect electrical components and wiring _____
- Check cylinder power balance or compression _____
- _____
- Check power train control module for codes _____

Vehicle exterior

- Check for body damage—fenders, bumpers OK

- o Check glass—windows, windshield OK
- o Check lights – lenses and proper operation OK


Vehicle interior

- o Check interior—seats, steering wheel, pedals and panels WORN
- o Check vehicle controls and accessories -

Added notes:

VEHICLE WAS TOWED TO IMPOUND LOT APPROX 2 YEARS AGO AFTER A MAJOR ELECTRONICS FAILURE. BECAUSE OF THE OVERALL CONDITION OF THE VEHICLE IT WAS DECIDED THAT IT WOULD NOT BE COST EFFECTIVE TO SPEND THE TIME AND MONEY TO GET THIS VEHICLE REPAIRED

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers
From: Aimée Kniaziowski, City Manager 
Thru: Glenn Melvin, City Engineer & Mark Kozak, Public Works Director
Date: November 12, 2015

Agenda Item: V. e. Authorization of Bid Award for Snow Storage Yard

SUMMARY: In November 2012 the City was contacted by the Alaska Department of Environmental Conservation (ADEC) about the City's practice of dumping snow removed from streets and parking lots directly into the harbor channel. The contact by ADEC was generated by a public complaint regarding the snow disposal practice. In response to the complaint, the City agreed to start the process of developing a snow disposal method to replace dumping in the channel. In January 2013, Council approved DOWL HKM to perform a snow disposal site selection study. Based on wetlands delineation, staff recommended Council approve the area behind the Water Treatment Plant, and Council authorized a contract with DOWL for final design and permitting of the snow storage yard. The project was bid on September 30, 2015, and bids were opened on October 30, 2015. Four bids were received, and staff recommends Council award the bid to Brechan Enterprises, LLC as the lowest responsible bidder in the amount of \$206,190.

PREVIOUS COUNCIL ACTION:

- At the December 11, 2012, City Council work session staff gave Council an update about having been contacted by ADEC regarding the City's snow dumping practices in the harbor and the approach proposed to ADEC, as well as a plan to work toward a long term solution to meet compliance with current regulations.
- January 24, 2013, Council approved authorization of a professional services contract with DOWL/HKM for Preliminary Design of Snow Dump Storage Yard PN 13-07/5030
- January 14, 2014, DOWL made a presentation to Council reporting that the Lower Reservoir, Site 12 was the preferred site for a snow dump storage yard
- March 13, 2014, Council approved Amendment No. 1 to begin the preliminary design and permitting for the snow dump storage yard
- At the August 26, 2014, work session staff discussed using the area behind the Water Treatment Plant rather than the area originally proposed in January 14 presentations. Council accepted the recommendation based on cost and permitting issues.

DISCUSSION: DOWL evaluated all potential locations within close proximity of the City's snow hauling operation that met the two acre minimum size required and narrowed the selection to three viable sites.

DOWL made a presentation to Council at the January 14, 2014, work session indicating that Site 12 (Old Lower Reservoir) was the best alternative for the snow disposal site. In March 2014 Council approved a contract amendment to continue with design and permitting on the snow storage site.

In May of 2014, DOWL staff delineated the wetlands as part of the design process. Once the wetland area was defined, it significantly reduced the available space that could be used in the lower reservoir site without extensive permitting issues. Because of the limited size and the proximity of the lower site to the road and residents, staff asked DOWL to stop design work until staff could discuss the project with the Council. Staff met with the Council at the August 26, 2014, work session and recommended the lower site not be considered further, but to focus the design of the future snow storage location on the fill area behind the Water Treatment Plant (WTP).

This site is designed to be graded into a shallow V swale with the flow direction to the northwest; the center of the swale is designed to allow slow transport of melt off to reduce erosion. A settling and dilution pond will be located at the end of the drainage swale to allow settling of sediments contained in the melt water and dilution of potential contaminants, such as chlorides from road salting, from entering the existing drainage system. The perimeter of the site will use a berm and trees (mostly alder and willow) as screening to prevent trash from blowing off site. It also helps contain snow from going over the bank directly into the stream below. The earthwork portion of the site can be constructed late this year if weather allows and the remaining work can take place next summer.

The project design was completed and placed out to bid September 30. Bids were opened on October 30. Four bids were received, and Brechan Enterprises was the lowest bidder (Attachment A).

ALTERNATIVES:

- 1) Authorize the construction contract to Brechan to construct the snow disposal site. This is staff's recommendation, because it will bring the City of Kodiak into compliance with Clean Water Regulations.
- 2) Do not authorize the construction contract. This is not recommended since the current practice of dumping directly into the harbor channel is not in compliance with Clean Water Regulations and will result in actions against the City.

FINANCIAL IMPLICATIONS: Funding for the snow disposal site was included in the FY2015 Streets Capital Improvement project budget and additional construction funding was added in the FY2016 budget based on preliminary construction cost estimates. There is adequate funding in the project budget to award this contract.

There will be a financial impact to haul snow to the upland storage site. The current snow removal process has a very quick turnaround time per load of snow. This new site will increase that time by a factor of three or four depending on the location from which we haul. This will significantly affect snow

removal in the downtown area. In addition, this increase in time will raise the snow removal cost significantly. This will vary substantially on an annual basis depending on snow quantities.

The plan also calls for the rental of equipment, such as a dozer to stack snow, and additional hauling trucks may need to be rented. All that will depend on conditions and public demand for service. The FY2016 budget includes funds for dozer rental with an operator as well as funds for renting two trucks and drivers. This is based on rough estimates, since the City doesn't have experience with the requirements and costs of hauling snow from the downtown area.

LEGAL: The City is legally obligated to comply with EPA and DEC regulations regarding the authorized disposal of snow.

STAFF RECOMMENDATION: Staff recommends that Council approve the contract for construction of the Snow Storage Yard PN 13-07/ 5030 in the amount of \$206,190 to Brechan Enterprises with funds coming from the Streets Improvement Capital Fund No. 5030.

CITY MANAGER'S COMMENTS: It has taken City staff two years of working closely with DEC and DOWL to come up with an appropriate site to be used as a snow storage yard, one that is adequate in size and meets all environmental requirements. There was quite a bit of interest in the project from local contractors, and I'm pleased that we received the four bids we did. I support staff's recommendation that Council authorize the contract to Brechan so we can begin the work as soon as possible this winter.

ATTACHMENTS:

Attachment A: Bid Tabulation Sheet

PROPOSED MOTION:

Move to award the bid for construction of the Snow Storage Yard PN 13-07/5030 to Brechan Enterprises, LLC in the amount of \$206,190 with funds coming from the Streets Improvement Capital Fund No. 5030 and authorize the City Manager to execute the documents on behalf of the City.



Bid Tab

Snow Dump Storage Yard

PN 13-07

Bid Date: tober 30, 2015

Bid Item	Description	Quantity	Units	Engineers Estimate	Brechan Construction LLC	B & R Fish By Products, Inc.	Golden Alaska Excavating, LLC	Red Hook Construction
1	Clearing and Grubbing	1 Lump Sum		15,000.00	5,000.00	2,000.00	28,800.00	40,000.00
2	Common Excavation	1 Lump Sum		100,000.00	52,100.00	90,570.00	136,400.00	50,000.00
3	204(IE) Classified Material, Type E	570 cubic yard		60.00	40.00	35.00	20.00	45.00
4	Leveling Course	1090 cubic yard		60.00	25.00	67.50	21.40	50.00
5	208(1-1) Class I Riprap	300 cubic yard		70.00	10.00	38.50	32.75	110.00
6	Subdrains	1480 linear foot		100.00	10.00	25.00	0.00	40.00
7	Mobilization and Demobilization	1 Lump Sum		100,000.00	26,000.00	8,000.00	9,900.00	40,000.00
8	Erosion and Pollution Control Administration	1 Lump Sum		10,000.00	1,200.00	5,000.00	5,300.00	20,000.00
9	Erosion and Pollution Control	1 Lump Sum		10,000.00	1,700.00	7,000.00	1,750.00	10,000.00
10	Silt Fence	1 Lump Sum		10,000.00	6,500.00	2,000.00	570.00	7,000.00
11	Construction Surveying	1 Lump Sum		25,000.00	9,000.00	10,000.00	13,470.00	20,000.00
12	Seeding (Schedule C)	25 1,000 square foot		200.00	190.00	240.00	210.00	300.00

Attachment A

<i>Bid Item</i>	<i>Description</i>	<i>Quantity</i>	<i>Units</i>	<i>Engineers Estimate</i>	<i>Brechan Construction LLC</i>	<i>B & R Fish By Products, Inc.</i>	<i>Golden Alaska Excavating, LLC</i>	<i>Red Hook Construction</i>
13	Geotextile, Erosion Control	130	square yard	1,300.00	1.00	4.00	7.50	50.00
					130.00	520.00	975.00	6,500.00
14	Topsoil	300	cubic yard	21,000.00	80.00	30.00	22.75	100.00
					24,000.00	9,000.00	6,825.00	30,000.00
15	Chain Link Fence, Removable (6-ft High, 11- Gage)	190	linear foot	2,850.00	34.00	30.00	33.00	100.00
					6,460.00	5,700.00	6,270.00	19,000.00
16	Soil Stabilization Material	25	1,000 square foot	2,500.00	60.00	200.00	53.48	700.00
					1,500.00	5,000.00	1,337.00	17,500.00
<i>Grand Total</i>				<i>\$571,250.00</i>	<i>\$206,190.00</i>	<i>\$292,865.00</i>	<i>\$261,398.00</i>	<i>\$439,850.00</i>

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MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Aimée Kniazowski, City Manager 

Date: November 12, 2015

Agenda Item: V. f. Authorization of Change of Scope to the FY2016 Alutiiq Museum Nonprofit Grant Award

SUMMARY: The Alutiiq Museum requested consideration to change the use the funds they were granted under the City Council's FY2016 nonprofit grant program from use for a lecture series to costs associated with updating the museum's website. The request to change focus is unique and required a formal approval process which can be done by Council motion.

PREVIOUS COUNCIL ACTION:

- Each year Council awards nonprofit organizations grants through an application and reporting program. This year's grants were awarded by resolution at the August 13, 2015, meeting.
- Alutiiq Museum staff members made a request to the Council at their October 20 meeting to redirect the grant ward funds. Council voiced support for the change.

DISCUSSION: The Alutiiq Museum made an application request in the amount of \$4,575.20 to help support a community lecture series for the fall. They received the funds in August following Council approval. However, the museum decided not to develop the lecture series, but to concentrate on website development. They made a request to the City at the October 20 work session. The Council supported the request, and staff was to bring the request forward at this meeting for formal approval by Council, since a change in grant scope is an unusual thing. Council can authorize the change by motion.

ALTERNATIVES: Council may amend, approve or reject the change in scope as requested by the Alutiiq Museum. However, approval of the change reflects Council's stated intent at their October meeting.

FINANCIAL IMPLICATIONS: There will be no impact to the change in grant scope as requested by the museum. Council awarded the \$4,575.20 grant in August, and the Alutiiq Museum intends to use the money in the grant to go toward upgrading the museum's website.

LEGAL: N/A

CITY MANAGER'S COMMENTS: I recommend Council authorize this change in scope as indicated at the October meeting. I appreciate the fact that the Alutiiq Museum staff came forward and made a formal request to redirect the funds.

NOVEMBER 12, 2015
Agenda Item V. f. Memo Page 1 of 2

ATTACHMENTS:

Attachment A: Letter of request from Alutiiq Museum, dated October 5, 2015

Attachment B: FY2016 grant award letter, dated August 14, 2015

PROPOSED MOTION:

Move to authorize the Alutiiq Museum's requested change of scope for the use of the \$4,575.20 awarded under the City's FY2016 nonprofit grant program to be changed from a fall community lecture series to support for the museum's website development.

NOVEMBER 12, 2015
Agenda Item V. f. Memo Page 2 of 2

October 5, 2016

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



215 Mission Road, First Floor
Kodiak, Alaska 99615
907.486.7004

Re: Non-profit Funding for the Alutiiq Museum

Dear Mr. Tvenge,

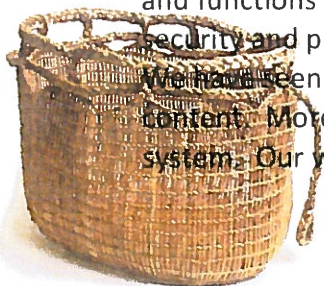
Cama'i – Hello,

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 stroke extending to the right.

April Laktonen Counciller, PhD
Executive Director
april@alutiigmuseum.org

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

Budget

Alutiiq Museum Website Project

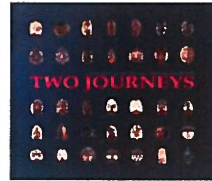
Description	Activity	Rate	Quantity	Needed	Match
April Counciller, Executive Director	Review	\$60.77 hr.	4 hours		\$243.08
Michael Bach, Alutiiq Museum	Language Features	\$39.02 hr.	8 hours		\$312.16
Amy Steffian, Alutiiq Museum	Content	\$42.46 hr.	40 hours		\$1,698.40
Dana Haynes	On Line Store, Content	\$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
			GRAND TOTAL	\$8,623.27	



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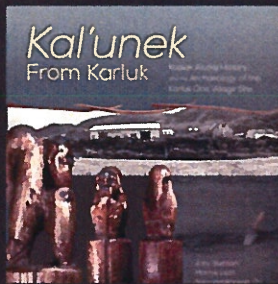
FIRST FRIDAY: CINDY PENNINGTON

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NEWS



New book in July

The Alutiq Museum is now taking preorders for its new book *Kal'unek — From Kartuk*, 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



Inartallirpet | Our Weaving Ways Through Dec 2016

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

[MORE>>](#)



Office of the City Manager

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

August 14, 2015

April Counciller, Executive Director
Alutiq Museum & Archeological Repository
215 Mission Road, Suite 101
Kodiak, AK 99615

Dear Ms. Counciller,

At its August 13, 2015, regular meeting, the City Council approved payment of fiscal year 2016 nonprofit grants, which included a contribution to your organization in the amount of \$4,620.52.

Enclosed are two copies of the City's standard grant agreement. Please review the agreement, sign both copies indicating acceptance of the grant and its conditions, and mail **both** copies to the City Manager's Office at 710 Mill Bay Road, Room 114, Kodiak, AK 99615. Upon receipt, I will execute both copies of the agreement, and one copy will be returned for your records.

Checks will be available in the Manager's Office by August 21, 2015, and will be released when the enclosed documents have been executed.

Sincerely,

A handwritten signature in cursive script, appearing to read "Aimée Kniaziowski".

Aimée Kniaziowski
City Manager

Enclosure(s)

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Aimée Kniazowski, City Manager

Thru: Mike Tvenge, Deputy Manager and Mark Kozak, Public Works Director


Date: November 12, 2015

Agenda Item: **V. g. Authorization of the Third Amendment to the Composting Agreement with Quayanna Development Corporation**

Clerk's Note: The information for this agenda item was unavailable when the packet was published. An updated agenda memo will be provided at Tuesday's work session.

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MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers
From: Aimée Kniaziowski, City Manager 
Date: November 12, 2015

Agenda Item: V. h. Authorization to Cancel the November 26 and December 24, 2015, Regular Meetings and Authorize the City Manager to Schedule a Special Meeting if Needed

SUMMARY: The regularly scheduled Council meetings for November and December may be cancelled to reflect the holidays and elected official and staff travel schedules. Thanksgiving is on November 26 and December 24 is Christmas Eve, which are both regular meeting days. Elected Officials and staff attend the winter Alaska Municipal League conference November 16 through November 20. Staff discussed the meeting schedule with the Council at the October 20, 2015, work session, and Council recommended cancelling the November 26 and December 24, 2015, regular meetings and scheduling a special meeting if needed.

PREVIOUS COUNCIL ACTION: The City Council cancels regular meetings and schedules special meetings from time to time due to travel and other scheduling conflicts.

LEGAL: Kodiak City Code identifies regular meetings are held on the second and fourth Thursdays of each month. If a regular meeting must be cancelled, a special meeting may be scheduled. The attendance requirements do not apply to special meetings.

PROPOSED MOTION:

Move to cancel the November 26 and December 24, 2015, regular meetings and authorize the City Manager to schedule a special meeting if needed.

EXECUTIVE SESSION

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Debra Marlar, City Clerk *DM*

Date: November 12, 2015

Agenda Item: X. a. Clerk's Annual Evaluation

SUMMARY: Annually, the City Council reviews the performance of the City Clerk. In accordance with the Open Meetings Act, the City Clerk does not object to the evaluation being done in executive session.

PROPOSED MOTION:

Move to enter into executive session, as authorized by Kodiak City Code Section 2.04.100(b)(2), to conduct the City Clerk's annual performance evaluation.

NOVEMBER 12, 2015
Agenda Item X. a. Memo Page 1 of 1