

City of Kodiak Regular Council Meeting Agenda for July 13, 2017
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 June 22, 2017, Regular Council Meeting.....1

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

- IV. Unfinished Business**
None

- V. New Business**
 - a. First Reading, Ordinance No. 1364, Amending Section 5.04.050 of the Kodiak City Code Pertaining to Procedures for Issuing Permits for Community Festivities8
 - b. Resolution No. 2017–20, Appropriating Funding From the General Fund and Respective Enterprise Funds Balances to Include a 5% Cost of Living Increase to City Employees .12
 - c. Authorization of Bid Award for Compost Wood Amendment Purchase for FY2018 through FY202018
 - d. Authorization to Purchase Servers.....24
 - e. Authorization of Cooperative Agreement Between the City of Kodiak and Sun’aq Tribe for Improvements to Shelikof Street.....34

- VI. Staff Reports**
 - a. City Manager
 - b. City Clerk

- VII. Mayor’s Comments**

- VIII. Council Comments**

- IX. Audience Comments** (limited to 3 minutes) (486-3231)

- X. Adjournment**

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<p>DRAFT</p>

**MINUTES OF THE REGULAR COUNCIL MEETING
OF THE CITY OF KODIAK
HELD THURSDAY, JUNE 22, 2017
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, Laura B. Arboleda, Charles E. Davidson, Gabriel T. Saravia, and Richard H. Walker were present and constituted a quorum. Councilmember John B. Whiddon was absent. City Manager Mike Tvenge, City Clerk Debra Marlar, and Deputy Clerk Michelle Shuravloff-Nelson were also present.

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

II. PREVIOUS MINUTES

Councilmember Bishop MOVED to approve the minutes of the June 8, 2017, regular meeting and June 9, 2017, special meeting as presented.

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

III. PERSONS TO BE HEARD

a. Public Hearing, Resolution No. 2017–17, Amending Sections 9, 10, and 12 of the Schedule of Fees, Charges, and Tariffs

The City sets its fees and charges for various services by a resolution of the Council. The Council has requested a public hearing prior to amending fees, which is scheduled as New Business item V. a, Resolution No. 2017–17, Amending Section 9, (Harbor and Shipyard), Section 10 (Laboratory), and Section 12 (Parks and Recreation) of the Schedule of Fees, Charges and Tariffs.

Mayor Branson closed the regular meeting, opened and closed the public hearing when no one came forward to testify, and reopened the regular meeting.

b. Public Comments

None

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS**a. Resolution No. 2017–17, Amending Sections 9, 10, and 12 of the Schedule of Fees, Charges, and Tariffs**

The City sets its fees and charges for various services by a resolution of the Council. The City Council identified the importance of an annual review and update of the schedule of fees and charges by including this as a budget goal since FY2011. Staff completed the review and submitted a list of proposed changes to fees pertaining to the Harbor, Shipyard, Laboratory, and Parks & Recreation departments. Changes are proposed to take effect on July 1, 2017.

Councilmember Arboleda MOVED to adopt Resolution No. 2017–17.

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

b. Resolution No. 2017–18, Authorizing the Issuance of a Permit to the American Legion Post 17 for Use of Public Property in Conjunction With Fourth of July Celebrations

Resolution No. 2017–18 permits the American Legion Post 17 to close and use City streets for its annual Fourth of July parade. Street closures for the parade will take place on Tuesday July 4, 2017, from 11 a.m. to 12:30 p.m. for the parade and from 9 a.m. to 9 p.m. for the Fourth of July celebration and town feed.

Councilmember Walker MOVED to adopt Resolution No. 2017–18.

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

c. Resolution No. 2017–19, Authorizing the Issuance of a Permit to the Kodiak Football League for its Football Camp Fundraiser and to Collect Admission Fees and Sell Concessions at Baranof Park

The Kodiak Football League has requested use of Baranof Park and field for the upcoming season. Resolution No. 2017–19 authorizes the issuance of a permit to the Kodiak Football League (KFL) to use the Baranof Football Field and areas of the park to sell concessions and collect gate fees for home games from August 1 to October 31. This resolution also allows KFL to charge a fee for its summer football camp from July 13 – July 15.

Councilmember Bishop MOVED to adopt Resolution No. 2017–19.

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

d. Authorization of Animal Control Contract With the Kodiak Island Borough

The City operates animal control services and contracts with the Humane Society of Kodiak to operate the Animal Control Shelter. The Kodiak Island Borough (KIB) does not provide these

services to its residents and, therefore, contracts with the City. The KIB Assembly approved this agreement during its June 1 regular meeting. This is a one-year agreement beginning July 1, 2017.

Councilmember Walker MOVED to authorize the Animal Control Contract, City Record No. 232399, between the City of Kodiak and the Kodiak Island Borough.

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

e. Authorization of Bid Award for FY2018 Petroleum Products

Each year the Public Works Department issues bids for the City's petroleum products. Bids were opened on June 8, 2017, for FY2018 petroleum products. Two bids were received. Petro Marine Services was the lowest bidder for all petroleum products.

Councilmember Davidson MOVED to authorize the bid award of the City's FY2018 petroleum products to Petro Marine Services for Diesel Ultra Low Sulfur at \$2.32, Gasoline at \$2.34, Heating Fuel #2 at \$2.32, and Heating Fuel #1 at \$2.42 per gallon with funds coming from each department's FY2018 fuel line items.

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

f. Authorization of Bid Award for FY2018 Sodium Chloride

Each year Public Works combines deicing salt with ¼ inch rock chips for winter deicing and traction control on City streets and parking lots. Annually, the quantity of product requested is based on the remaining stock on hand and the previous winter's consumption. The City's last bid for salt was in FY2015. A small quantity was purchased at the end of FY2016 by quote.

Councilmember Davidson MOVED to authorize the FY2018 sodium chloride bid to Round Butte Products in the amount of \$104,936.83 with funds coming from the FY2018 Public Works Department, Street Supplies account.

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

g. Authorization of Bid Award of Kodiak Wastewater Treatment Plant Centrifuge Installation, Project No. 17-03/7519

In September 2016, Council approved a design project to install a new Andritz Centrifuge at the City's Wastewater Treatment Plant (WWTP). The intent of the Centrifuge was to replace the existing 24-year old Andritz belt filter press (belt press).

Councilmember Arboleda MOVED to authorize the bid award for the Wastewater Treatment Plant Centrifuge Installation Project No.17-03/7519 with Bering Industrial Contractors Inc. in the amount of \$341,550 with funds coming from the Sewer Capital Improvement Fund, Wastewater Treatment Plant Centrifuge Project No. 7519.

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

h. Authorization of Professional Services Contract for Upper Bettinger Dam Seismic Stability Analysis, Project No. 18-01/7042

In May of 2016, the field work was completed for the 2016 Periodic Dam Safety Inspections with final reports approved and certificates to operate the dams issued by the Alaska Department of Natural Resources (ADNR) Dam Safety division on April 24, 2017. Part of the special conditions of the Certificate to Operate Upper Bettinger Dam AK 00022 is to submit a plan and schedule to complete a Seismic Stability Analysis for the dam within one year. The timing was negotiated in order to assure funding in the FY2018 budget to complete the work. Staff requested a seismic stability analysis proposal from Golder Associates, and it has been reviewed and approved by Dam Safety division.

Councilmember Walker MOVED to authorize the professional service contract with Golder Associates for the Upper Bettinger Dam Seismic Stability Analysis Project No. 18-01/7042 in the amount of \$75,000 with funds coming from the Water Improvement Fund Project 7042.

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

i. Authorization of Amendment No. 1 to the Professional Services Contract for Wastewater Treatment Plant Centrifuge Installation Construction Phase Engineering Services, Project No. 17-03/7519

In September 2016, Council approved a design project to install a new Andritz Centrifuge at the City's Wastewater Treatment Plant (WWTP). The centrifuge will replace the existing 24-year-old Andritz belt filter press (belt press). Bering Industrial Contractors is scheduled to begin replacement in July 2017. This request is for approval of Construction Phase Engineering Services with CH2M.

Councilmember Bishop MOVED to authorize Amendment No. 1 to the professional services contract with CH2M for Construction Phase Services for the Wastewater Treatment Plant Centrifuge Project No. 7519 in an amount not to exceed \$76,000 with funds coming from the Sewer Capital Improvement Fund, WWTP Centrifuge Project No.17-03/7519.

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

VI. STAFF REPORTS

a. City Manager

Manager Tvenge said the City's insurance package, which includes general liability, workers compensation, aviation, and property insurance with Marsh and McLennan Agency, LLC will increase nine percent for FY2018, which is approximately a \$75,000 annual increase. He indicated there were credits received for FY2017. He said some of the increases are attributed to property assessment increases, rate increases, and claims. He gave an update on the nonprofit grant process and indicated the application period closes on June 23, 2017; the Council is scheduled to review the applications on July 11, and they are scheduled to be awarded on August 10. He provided an update from the Department of Labor regarding the wages for the sunroom construction project on Pier I and those requirements for Davis Bacon wages have been forwarded to the Executive Director of Discover Kodiak. He said the City Manager's office has received a notice there may be a closure of State government offices; there are comments the Legislative branch is scheduled to pass the budget next week. He provided an update on the Request for Proposal process for legal counsel stating the selection committee has met and scored the RFPs'.

The City Manager asked through the Mayor for the Council's direction on the legal counsel review process. Manager Tvenge said the selection committee can interview and make a recommendation to the Council or the Council could participate in the interview process.

There was consensus of the Council to have the committee make a recommendation to the Council after the interviews are conducted.

b. City Clerk

City Clerk Marljar informed the public of June and July scheduled Council meetings.

VII. MAYOR'S COMMENTS

Mayor Branson thanked the gardening volunteers for the flowers they placed in the Y in the downtown area. She said the Downtown Kodiak Revitalization Committee has selected banners, which will be placed in the downtown area soon. She said she would like the Council to address and make a plan for the Shelikof bathroom area in the near future. She said Baranof Museum is working on decals in the downtown area which provide historical information to the present; she said there are handouts that further provide information. She said the American Legion is sponsoring a July 4, 2017, parade and town feed and she emphasized the reason for the celebration.

VIII. COUNCIL COMMENTS

Councilmember Bishop said he attended the Fil-Am Independence Day event. He said there was very good outreach at the event, which included great food, resources rehabilitation programs, and entrepreneurial programs for the food industry. He thanked the American Legion for sponsoring the Fourth of July event. He reminded the public about the Marijuana Committee meeting on June 27, 2017; he encouraged the citizens to have an open mind as the community ventures into this new area of business.

Councilmember Saravia said he appreciated Mayor Branson’s comments regarding the need to address the building and bathroom problem area in downtown Kodiak. He wished everyone a Happy Fourth of July and encouraged safety.

Councilmember Arboleda hoped everyone is enjoying their summer and the beautiful community.

Councilmember Davidson wished everyone a happy Fourth of July. He thanked Peggy Smith and family for the placing flowers in the downtown area. He asked everyone to drive carefully and watch for children crossing the roads.

Councilmember Walker thanked the nonprofits for their services and their volunteer efforts. He wished everyone a happy Fourth of July.

IX. AUDIENCE COMMENTS

None

X. ADJOURNMENT

Councilmember Davidson MOVED to adjourn the meeting.

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

The meeting adjourned at 8:02 p.m.

CITY OF KODIAK

MAYOR

ATTEST:


CITY CLERK

Minutes Approved:

NEW BUSINESS

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Mike Tvenge, City Manager 

Date: July 13, 2017

Agenda Item: V. a. First Reading, Ordinance No. 1364, Amending Section 5.04.050 of the Kodiak City Code Pertaining to Procedures for Issuing Permits for Community Festivities

SUMMARY: In an effort to accommodate local nonprofit organizations and other associations performing community events on City-owned property, a permit must be issued for the specific request. The Council has been authorizing these requests during regular scheduled Council meetings. The public is quite good at getting these requests into the Clerk's office prior to the scheduled event; however, with a full agenda, requests may need to wait for another regular meeting. This proposal moves the approval of the event from the Council or Clerk to the City Manager. This is an effort to streamline the application and approval process.

PREVIOUS COUNCIL ACTION: This idea was discussed during the May 23, 2017, Council work session and had strong support.

BACKGROUND: Department directors and the City Clerk's office receive requests for temporary stands or tables etc. taking place on City property. Kodiak City Code 5.04.050 (a) requires the City Clerk to issue a permit allowing for such use. With a request for a community event or festival, the Council may by KCC 5.04.050 5(d) authorize the issuance of a permit to that organization by resolution. Council may also waive the required fee for such an event.

DISCUSSION: We typically receive requests from known local nonprofits or organizations year to year. The City Council has unanimously, by resolution, allowed for these events to take place as requested. This action, following the guideline set forth by Council in past situations, could easily be accomplished by the City Manager's office and reported to Council during the City Manager's report at the next scheduled regular meeting. This would save time for both the applicant and the staff that prepare the resolution for each applicant's request.

ALTERNATIVES:

- 1) This ordinance (Attachment A) would amend the sections of City Code 5.04.050, which provides the permitting authority to the Clerk or the Council. The impact of this change by transferring to City Manager's approval would streamline this process. The City Manager would coordinate with the department director the nonprofits request and the intended use of the facility or area, and then determine the decision of the request.

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2) Continue the current policy, and do not pass the ordinance in the first reading.

FINANCIAL IMPLICATIONS: This would not incur any additional costs; it could actually reduce costs by eliminating staff time preparing these agenda memos.

LEGAL: A change to the Kodiak City Code is required by ordinance.

STAFF RECOMMENDATION: Department directors have agreed with this process change and support an ordinance change by Council.

CITY MANAGER'S COMMENTS: As long as we approve local nonprofit and local organization requests for use of City facilities or property consistent with past Council history, I see no concerns with a change to this authorization procedure. Events that require closure of city streets such as the American Legion/Elks event during July 4th could remain a decision of the Council, if desired. That request originated in the City Manager's office, coordinated through the Chief of Police and Fire Chief before reaching the Council to vote on the resolution.

ATTACHMENTS:

Attachment A: Ordinance No. 1364

PROPOSED MOTION:

Move to pass Ordinance No. 1364 in the first reading and advance to second reading and public hearing at the next regular or special Council meeting.

**CITY OF KODIAK
ORDINANCE NUMBER 1364**

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF KODIAK AMENDING
SECTION 5.04.050 OF THE KODIAK CITY CODE PERTAINING TO PROCEDURES
FOR ISSUING PERMITS FOR COMMUNITY FESTIVALS**

WHEREAS, the City of Kodiak supports the King Crab Festival and other similar designated community events; and

WHEREAS, the City of Kodiak may issue permits allowing the erection of temporary stands, structures, or tables or the temporary parking of a suitable vehicle on public property for the purpose of selling or dispensing goods or services in conjunction with designated community events and may collect fees thereon as appropriate; and

WHEREAS, the City of Kodiak may reduce or waive the fees for such permits issued to non-profit organizations and associations performing community services in Kodiak; and

WHEREAS, the Kodiak City Code provides for the City Clerk to issue such permits and the City Council to determine when fees may be waived for non-profit organizations; and

WHEREAS, it is in the best interest of the City to vest these administrative duties with the City Manager.

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

Section 1: Kodiak City Code section 5.04.050 is amended as follows:

5.04.050 Permits for community festivities

- (a) The ~~city clerk~~ **city manager** may issue permits allowing the erection of temporary stands, structures, or tables or the temporary parking of a suitable vehicle on public property for the purpose of selling or dispensing goods or services in conjunction with the King Crab Festival or other similar designated community events.
- (b) **A letter of request or** an application for a permit under this section shall be submitted to the ~~city clerk~~ **city manager** accompanied by any required fees established by resolution or motion of the city council; provided, however, that the ~~council~~ **city manager** may reduce or waive payment of the fee for permits issued to nonprofit organizations and associations performing community services in Kodiak, so long as all such organizations are treated alike with respect to permits issued for any single festival or similar community event. The application shall contain the following information:
- (1) The name and address of the applicant;

[Bold and underlined added. Deleted language stricken through.]

- (2) The business name to be used and the nature of the business;
- (3) The name of the festivity or event for which the permit is requested;
- (4) A description of the structure, stand, or vehicle to be used;
- (5) The location where the applicant would prefer to conduct the business.
- (c) If insufficient space or facilities are available to accommodate the applicants for permits at any particular event, locations shall be assigned giving preference to nonprofit organizations and associations performing community services in Kodiak and to those businesses that are most compatible with the community festival or event for which the applicants are seeking permits.
- (d) If a community event or festival is being planned and managed by a local nonprofit community organization, the ~~council may, by resolution~~ **city manager may** authorize the issuance of a single permit to that organization for the designated public property. As a condition to receiving the permit, the organization shall:
 - (1) Agree to assign space in accordance with the priorities established in subsection (c) of this section;
 - (2) Comply with the conditions set forth in KCC 5.04.060 and require compliance with those conditions by all persons occupying space under the auspices of a permit from that organization; and
 - (3) Hold harmless and defend the city from any claims for death, injury, or damage arising or resulting from the event conducted, as well as from any suits or actions based upon the assignment or utilization of public property under the permit.
 - (4) The ~~council~~ **city manager** may waive payment of any fee by an organization receiving a permit under this subsection, and the organization may charge a reasonable fee for persons utilizing a booth, structure, or stand in conjunction with their participation in the festivity. [Ord. 1177 §1, 2004]

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

CITY OF KODIAK

MAYOR

ATTEST:


CITY CLERK

First Reading:
 Second Reading:
 Effective Date:

[Bold and underlined added. Deleted language stricken through.]

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Mike Tvenge, City Manager 

Thru: Kelly Mayes, Finance Director

Date: July 13, 2017

Agenda Item: **V. b. Resolution No. 2017–20, Appropriating Funding From The General Fund and Respective Enterprise Fund Balances to Include a 5% Cost of Living Increase to City Employees**

SUMMARY: Resolution No. 2017–20 provides for the adoption of a cost of living adjustment for all City full-time, part-time, and temporary employees. This is a proposed cost of living adjustment for all current City employees and does not adjust the pay scale per the Personnel Rules and Regulations handbook. The cost of living adjustment was calculated using the State of Alaska CPI-U Inflation / Deflation calculator for Anchorage, Alaska. This calculation is located on the State of Alaska, Department of Labor website. The proposed increase is five percent for fiscal year 2018. City staff recommends the cost of living adjustment to be effective July 31, 2017. This would include all City full-time, part-time, and temporary employees, including the City Clerk and City Manager.

PREVIOUS COUNCIL ACTION:

- Council authorized Ordinance No. 1353 on July, 15, 2016 for COLA increases.

DISCUSSION: The Finance Director investigated several studies to a cost of living adjustment for City staff. Based on the State of Alaska Department of Labor Inflation/Deflation Calculator, the inflation increase from 2011 to 2016 is 8.492 percent (rounded to 8.5 percent). The Finance Director notes the following items for this calculation:

- The classification and compensation study was performed by Fox Lawson and Associates during 2011. To determine a starting date, the 2011 year was used to coincide with the study performed.
- The most recent end period provided by the State of Alaska Department of Labor website is 2016.
- The City has many classification and compensation levels. The Finance Director noted that an entry level person, working a standard 40-hour week, with required qualifications and skill levels will average a starting rate of \$19.89. This rate was considered to be more representative of the City staff. The Finance Director used the pre-FY2017 Cost of Living Adjustment hourly rate of \$19.43. This was due to showing the entire inflation index from the starting date of 2011 through the end of the calendar 2016 year.
- The inflation index starting in 2011 at \$19.43 increased to \$21.08 in 2016. This is an increase of \$1.65 per hour, or 8.5 percent.

- By taking the 8.5 percent noted above, less the FY2017 COLA of 2.38 percent, 6.12 percent inflation adjustment remains.
- To further corroborate these amounts, the finance director researched other sources for COLA. Per the American Institute for Economic Research website, the cost of living adjustment calculation utilizing the same criteria noted above calculates to the same increase.

Based on the calculations noted above, City staff recommends a 5 percent cost of living adjustment to offset inflation from 2011 to 2016.

ALTERNATIVES:

- 1) Adopt Resolution No. 2017–20 to support a 5 percent cost of living adjustment for all City staff.
- 2) Council may also amend Resolution No. 2017–20.

FINANCIAL IMPLICATIONS: Financial implications have been noted in Attachment B: FY18 Budget with 5% COLA.

LEGAL: Budget appropriations may be made by resolution or motion of the Council.

CITY MANAGER’S COMMENTS: The City has competing employers on Island and Statewide. While the City does not intend to aspire to compete with other employers, we do recognize the value of employee retention and the benefits associated with retention. For this reason and the opportunity to recognize the City’s valued employees, I support the proposed Cost of Living Adjustment for all City employees.

ATTACHMENTS:

Attachment A: Resolution No. 2017–20

Attachment B: Cost of Living Calculations and FY 2018 Budget Implications

PROPOSED MOTION:

Move to adopt Resolution No. 2017–20.

**CITY OF KODIAK
RESOLUTION NUMBER 2017–20**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK APPROPRIATING FUNDING FROM THE GENERAL FUND AND RESPECTIVE ENTERPRISE FUND BALANCES TO INCLUDE A 5% COST OF LIVING INCREASE TO CITY EMPLOYEES

WHEREAS, the City of Kodiak adopted Ordinance No. 1307 on June 1, 2013, to amend the Personnel Rules and Regulations based on the Classification and Compensation study performed by Fox Lawson & Associates, and that ordinance defines regular merit increases and special merit increases; and

WHEREAS, based on section 4.06.1 and 4.06.2 of the Personnel Rules and Regulations as defined by Ordinance No. 1307, a cost of living adjustment for all City employees would not constitute a regular merit increase or special merit increase; and

WHEREAS, the City of Kodiak provided a cost of living adjustment of 2.38% in July 2016.

WHEREAS, a cost of living adjustment is calculated to be 5% based on the inflation calculation provided by the State of Alaska, Department of Labor, for Anchorage, Alaska; and

WHEREAS, this increase would be incorporated into the Fiscal Year 2018 budget adopted on June 8, 2017, and

WHEREAS, City Charter V-4 provides that budget appropriations may be made by resolution of the Council.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, as follows:

- Section 1: A 5% cost of living adjustment will constitute an increase for all City full-time, part-time, and temporary positions who are actively employed on July 31, 2017.
- Section 2: A 5% cost of living adjustment shall be granted to the City Manager and the City Clerk and shall be implemented on July 31, 2017.
- Section 3: The cost of living adjustment constitutes a one-time adjustment and will not be retroactively applied prior to July 31, 2017.
- Section 4: The Fiscal Year 2018 Operating Budget is amended by appropriating up to \$475,000 from the Fund Balance of the General Fund and appropriating up to \$145,000 from the respective enterprise funds to provide a 5% Cost of Living increase for all City full-time, part-time, and temporary positions who are actively employed on July 31, 2017.

Section 5: This resolution shall become effective upon adoption by the City Council.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Adopted:


FY 2018 Budget with 5% COLA

	<u>Total Wages</u>	<u>Total Benefits Less Health Insurance</u>	<u>Total Wages & Benefits</u>	<u>COLA 5% Increase \$</u>	<u>Total Wages & Benefits including COLA</u>
General Fund	5,637,570.10	3,858,288.10	9,495,858.20	474,792.91	9,970,651.11
Enterprise Funds	1,768,649.64	1,126,520.84	2,895,170.48	144,758.52	3,039,929.00
Totals	7,406,219.74	4,984,808.94	12,391,028.68	619,551.43	13,010,580.12

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MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Mike Tvenge, City Manager 

Thru: Mark Kozak, Public Works Director & Glenn Melvin PE, City Engineer

Date: July 13, 2017

Agenda Item: V. c. Authorization of Bid Award for Compost Wood Amendment Purchase for FY2018 through FY2020

SUMMARY: Starting in December 2015, the City of Kodiak began operation of the bio-solid composting facility. Our facility is using negative aeration static pile process by combining bio-solids with wood amendments to create a Class A, EQ compost. In FY2017 we put out a Request for Proposal (RFP) for the purchase of up to 3,000 cubic yards of wood amendment. In May of this year we put out an RFP for wood amendment purchase for FY2018, FY2019, and FY2020. The proposal was advertised on May 15 and proposals were opened on June 22; one proposal was received. Staff recommends Council approve the purchase of wood amendments from Jere's Tree Service (Attachment A) with funds coming from the Sewer Operation, Compost Budget line 570-580-390-450-340 Supplies-Wood Chips.

PREVIOUS COUNCIL ACTION:

- Council approved the FY2017 purchase of wood amendments at the April 28, 2016, Council meeting.

DISCUSSION: The basic composting process is to combine bio-solids from the WWTP with a wood amendment (chips). The goal is to achieve a combined moisture content of the two products between 40 and 43 percent solids. The bio-solids vary in solid content from a low of 16 percent to a high of 22 percent. Under good conditions you want the wood amendment to be equal or greater than 60 percent solids. With this ratio, we can use a mix ratio of approximately three parts wood amendment to one part bio-solids. As the wood or bio-solids become wetter (lower solids content/higher moisture content), we have to increase the volume of wood amendment to work toward the 40 to 43 percent solids goal.

During the proposal time frame for the FY2017 wood amendment, we heard from several potential suppliers that a longer term wood purchase agreement would allow them to evaluate and consider proposing. This year, we put out a proposal for three years with a goal of potential improvement of pricing over the long term.

We also reduced the amount of wood chips we are requesting. In FY2017, we purchased 3,000 cubic yards. This proposal has 2,500 yards in FY2018 and 2,000 yards in FY2019 and FY2020. The reduction is based on formulas used to calculate quantities based on the solid contents of the bio-solids and wood amendments. The laboratory testing of our bio-solids shows we should see a 5-8 percent increase in

solid contents of the bio-solids produced by the centrifuge over the existing belt filter press. We are estimating the centrifuge to be in operation by late September or October 2017.

In addition, the City offered for any potential proposer to utilize the downed trees on Near Island above the boat harbor rock quarries. This concept was discussed with Council at their May 9 work session. We left the option of using this material to the contractor in order to allow for the most-cost effective pricing for wood amendment.

The following table breaks out the cost per fiscal year from the bidding documents.

Description	Unit	Quantity	Unit Bid Price	Bid Amount
Wood Chips FY2018	CY	2,500	\$50.00	\$125,000.00
Wood Chips FY2019	CY	2,000	\$55.00	\$110,000
Wood Chips FY2020	CY	2,000	\$55.00	\$110,000

ALTERNATIVES: The above table has the cost for wood amendments for each fiscal year as identified.

- 1) Approve the purchase of 2,500 yards in FY2018, 2,000 yards in both FY2019 and FY2020 of wood amendments for the Kodiak Composting Facility to Jere’s Tree Service with funds coming from the annual fiscal year compost budget account number 570-580-390-450-340 Supplies-Wood Chips.
- 2) We do not have an alternative to operate the facility without wood amendment.

FINANCIAL IMPLICATIONS: The goal with the longer term wood amendment purchase agreement is to secure the best pricing and stability in operational cost at the Compost Facility. The purchase of wood amendments is an annual expense. With a three-year purchase agreement we can develop the annual supplies-wood chip line item based on this pricing.

LEGAL: This procurement followed KCC Chapter 3.12.

STAFF RECOMMENDATION: Staff recommends Council authorize the purchase of wood amendments for the Composting Facility from Jere’s Tree Service in the amount of \$125,000 for FY2018, \$110,000 for FY2019 and \$110,000 for FY2020 with funds coming from the annual Sewer Operation, Composting Budget line 570-580-390-450-340 Supplies-Wood Chips.

CITY MANAGER'S COMMENTS: I support staff's recommendation to award this wood amendment purchase to Jere's Tree Service of Kodiak. A portion of the first year supply of wood is potentially coming from the blow down on Near Island as discussed during a recent work session. This will benefit the City's trail system cleanup. Having a sustainable wood source for the compost facility assures continued operation and quality.

ATTACHMENTS:

Attachment A: Jere's Tree Service Proposal

PROPOSED MOTION:

Move to authorize the purchase of wood amendments for the Composting Facility to Jere's Tree Service in the amount of \$125,000 for FY2018, \$110,000 for FY2019 and \$110,000 for FY2020 with funds coming from the annual Sewer Operation, Composting Supplies-Wood Chips Line Item.

ATTACHMENT: A



CITY OF KODIAK
 2410 Mill Bay Road, Kodiak, AK 99615
 Engineering Dept. and Public Works Dept.
 (907) 486-8065 or 486-8060 Fax: (907) 486-8066

BID FORM

TO: Mr. Mike Tvenge, 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 Request for Proposal for the purchase of Wood Amendment for the City of Kodiak Compost Facility May 15, 2017, the undersigned hereby proposes to provide the following:

Description	Unit	Quantity	Unit Bid Price	Bid Amount
Wood Chips FY 2018	CY	2,500	\$ 50.00	\$ 125,000
Wood Chips FY 2019	CY	2,000	\$ 55.00	\$ 110,000
Wood Chips FY 2020	CY	2,000	\$ 55.00	\$ 110,000
TOTAL (in numbers):			\$ 345,000.00	
TOTAL (in words):		Three hundred and forty five thousand dollars		
				/100 Dollars

1. If the City requires additional quantity, will the contractor guarantee the same unit cost per cubic yard through the life of contract? Yes No

If not, please explain:

(use extra sheet, if needed)

2. Explain the origin and condition of the wood chips for each FY year.

FY 2018 - whole tree chips from spruce, local clearing jobs & near island
 FY 2019 - whole tree chips from spruce, local clearing jobs, pending successful agreeable negotiations from KIB logging residue (use extra sheet, if needed)
 FY 2020 - SAME " " " "

City of Kodiak Compost Wood Amendment (Wood Chips) Purchase
 May 15, 2017

Page 7



CITY OF KODIAK

2410 Mill Bay Road, Kodiak, AK 99615

Engineering Dept. and Public Works Dept.

(907) 486-8065 or 486-8060 Fax: (907) 486-8066

Copies of Business License and City Sales Tax Registration enclosed.

Bid prices valid for 30 days.

Name of Bidder Jer's Tree Service

Bidder is: An Individual
 A Partnership
 A Corporation in the State of _____
 A Joint Venture

Address 2566 Devils Prong
Kodiak AK 99615

Telephone No. 907 539-2137

Email Address jerolsen@gmail.com

Authorized Signature [Signature]

Printed Name Jeremiah Olsen

Title owner

Date 6/21/2017

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MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Mike Tvenge, City Manager *MT*

Thru: Kelly Mayes, Finance Director

Date: July 13, 2017

Agenda Item: V. d. Authorization to Purchase Servers

SUMMARY: The Finance-IT Department is requesting the purchase of five servers. These servers are currently six years old and are no longer covered under warranty. These servers store the City's financial software and various third-party software components. IT equipment is generally required to be replaced every three to five years.

PREVIOUS COUNCIL ACTION: N/A

DISCUSSION: The Finance-IT department reviewed purchasing regulations under City Code Chapter 3.12 and noted that the City Manager's signing authority is \$35,000. In addition, the Finance-IT department noted that since these servers were estimated to be less than \$50,000, an advertisement bid process was not required. The Finance-IT department obtained three competitive quotes as required by City Code. The IT department personnel recommend purchasing the servers from GovConnection, Inc. in the amount of \$38,845.70. All quotes received have been included (Attachment A).

ALTERNATIVES:

- 1) Authorize the purchase of five servers from GovConnection, Inc. in the amount of \$38,845.70.
- 2) Do not authorize the purchase of five servers from GovConnection, Inc. and choose another vendor.
- 3) Do not authorize the purchase of five servers. The City would be at a considerable risk by choosing this alternative. By choosing not to replace the servers, the City's data could become irreparably compromised and cease to function.

FINANCIAL IMPLICATIONS: The server replacement was budgeted under Finance-IT machinery & equipment for FY2018 in the amount of \$45,000.

LEGAL: N/A

STAFF RECOMMENDATION: Finance-IT recommends the Council to authorize the purchase of five servers from GovConnection, Inc. in the amount of \$38,845.70.

CITY MANAGER'S COMMENTS: This is another critical component of the City's Finance department, which has reached its replacement date. I recommend Council approve this equipment request.

ATTACHMENTS:

Attachment A: Competitive Quotes

PROPOSED MOTION:

Move to authorize the purchase of five servers from GovConnection, Inc. in the amount of \$38,845.70 from the Finance-IT Machinery & Equipment Line Item.

City of Kodiak

MIS Expenditure Request

 Requesting Department IT

 Date: 6/26/2017

QTY	Item Description & Usage
4	Dell PowerEdge T430 Servers
1	Dell PowerEdge R430 Server

 Estimated Cost: \$45000

- | <u>Cost Range</u> | <u>Purchasing Method</u> |
|--|--|
| <input type="checkbox"/> \$200 to \$15,000 | Verbal Prices/Quotes (at least three) |
| <input checked="" type="checkbox"/> \$15,001 to \$49,999 | Open Market (written bids/price quotes) |
| <input type="checkbox"/> \$50,000 & Up | Formal Bid |
| | <input type="checkbox"/> Advertisement |
| | <input type="checkbox"/> City Council - Agenda |
| <input type="checkbox"/> \$ 100 to \$15,000 | Emergency Purchase |

Approval to Proceed _____

Department Head Signature Responsible for Payment

Date

PRICE QUOTES / BIDS – Attach any Backup

Vendor	Cost	Freight/ Other	Total Cost	Date
<i>Connection</i>	<i>38595.70</i>	<i>250.00</i>	<i>38845.70</i>	
<i>GCSIT</i>	<i>39550.00</i>			
<i>SHI</i>	<i>41537.09</i>			

Local Preference Allowance Lowest Off Island Bidder X *%
\$25,000.00 & Up 10% or \$30,000 whichever is less
\$

Subtract this amount from the Local bidder's Total Cost to determine if they are within the Local Preference Allowance

Approval:

 Vendor Connection
 Cost \$38595.70
 Budget Amount \$45000.00
 General Ledger
 Account 100 - 130 - 135 - 470 - 126

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> | Petty Cash |
| <input type="checkbox"/> | City Credit Card |
| <input type="checkbox"/> | Check Request |
| <input checked="" type="checkbox"/> | Purchase Order # _____ |
| <input type="checkbox"/> | KIBSD Central Stores |
| <input type="checkbox"/> | Attach Backup Documentation & File |
| <input type="checkbox"/> | Fixed Asset – Over 5K – Copy to Finance |

Finance Department Head Approval _____

Date

Mike Tvenge, City Manager Approval (\$10,000 & Up) _____

Date



SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Paul Layman
Phone: (800) 800-0019 ext. 34350
Fax: (603) 683-1627
Email: paul.layman@connection.com

24376835.01-W1
PLEASE REFER TO THE ABOVE
QUOTE # WHEN ORDERING

Date: 6/14/2017
Valid Through: 7/14/2017
Account #:

Account Manager:
Phone:
Fax:
Email:

Customer Contact: Lee Peterson
Email: jpeterson@city.kodiak.ak.us

Phone: (907) 486-8619
Fax: (907) 486-8600

QUOTE PROVIDED TO: AB#: 1305478 CITY OF KODIAK ACCOUNTS PAYABLE PO BOX 1397 KODIAK, AK 99615 (807) 486-8000	SHIP TO: AB#: 10456964 CITY OF KODIAK LEE PETERSON 710 MILL BAY ROAD KODIAK, AK 99615 (907) 486-8650
--	---

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	.00 lbs	NET 30	

Important Notice: -- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: www.govconnection.com, or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements. In which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	1		210-ADLO	PowerEdge R430 Server Dell	Dell	\$ 8,295.18	\$ 8,295.18
2	4		210-ADLR	PowerEdge T430 Server Dell	Dell	\$ 7,575.13	\$ 30,300.52
						Subtotal	\$ 38,595.70
						Fee	\$ 0.00
						Shipping and Handling	\$ 250.00
						Tax	Exempt!
						Total	\$ 38,845.70



QUOTATION



Serving Your Information Technology Needs Since 1989

Quote #: 170655610

Date: 6/14/2017

Attention: James "Lee" Peterson

Phone: (907) 486-8619

Email: jpeterson@city.kodiak.ak.us

Re: City of Kodiak - 4 x Dell PowerEdge T430 PowerEdge R430 - 170655610

Brian Staley

Email:

Phone:

Ext:

Fax:

Inside Sales Rep

Email: bstaley@gcsit.com

(866) 424-2766

2248

(888) 349 2801

Unless otherwise noted quoted prices include shipping. Pricing includes shipping to 710 Mill Bay Rd Kodiak, Alaska

GROUP 1 UNIT PRICE: \$7,890.00 QUANTITY: 4 GROUP TOTAL: \$31,560.00

210-ADLR	PowerEdge T430 Server
384-BBMX	PowerEdge T430 Motherboard MLK
461-AADZ	No Trusted Platform Module
321-BB0B	Chassis with up to 8, 3.5" Hot Plug Hard Drives, Tower Configuration
340-AMPV	PowerEdge T430 Shipping
338-BJCZ	Intel Xeon E5-2620 v4 2.1GHz,20M Cache,8.0GT/s QPI,Turbo,HT,8C/16T (85W) Max Mem 2133MHz
338-BJEJ	Intel Xeon E5-2620 v4 2.1GHz,20M Cache,8.0GT/s QPI,Turbo,HT,8C/16T (85W) Max Mem 2133MHz
412-AAFE	Heatsink for PowerEdge T430
412-AAFE	Heatsink for PowerEdge T430
370-ACPH	2400MT/s RDIMMs
370-AAIP	Performance Optimized
780-BBMW	RAID 10 for H330/H730/H730P (4-32 HDDs or SSDs in pairs)
405-AAGJ	PERC H730 Controller, 1GB NV Cache
542-BBBP	On-Board LOM Dual/Quad Port 1GBE
385-BBIJ	IDRAC8, Basic
330-BBCL	Internal Dual SD Module
385-BBJM	8GB SD Card for RIPS
429-AAIQ	No Internal Optical Drive
429-AAQS	No Internal Optical Drive
325-BBLH	Security Bezel
770-BBCR	No Rack Rails, No Cable Management Arm, No Casters
750-AABF	Power Saving Dell Active Power Controller
450-AEHF	Dual, Hot-plug, Redundant Power Supply (1+1), 495W
631-AACK	No Systems Documentation, No OpenManage DVD Kit
634-BILL	Windows Server 2016 Standard,16CORE,Factory Installed, No Media,NO CAL
634-BILD	Windows Server 2016 Standard,16CORE,Media Kit
800-BBDM	UEFI BIOS Boot Mode with GPT Partition
332-1286	US Order
978-9507	Basic Hardware Services: Business Hours (5X10) Next Business Day On Site Hardware Warranty Repair 5 Year
978-9564	Dell Hardware Limited Warranty Plus On Site Service
SS-12MO	Signature Support, Proactive Maintenance, 1 Year, 2 Events per Year
909-0259	Dell Proactive Systems Management - Declined - www.dell.com/Proactive



QUOTATION

Serving Your Information Technology Needs Since 1989



973-2428	Declined Remote Consulting Service
370-ACNB	32GB RDIMM, 2400MT/s, Dual Rank, x4 Data Width x 2
400-ALUK	1TB 7.2K RPM Near-Line SAS 2.5in Hot-plug Hard Drive,3.5in HYB CARR x 6
450-AALV	NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), Power Cord, North America x 2
634-BILH	Additional 2 VMs x 3
634-BILE	MS2016 Standard Edition, Additional License, 16 CORE,NO MEDIA/KEY x 3

GROUP 2 UNIT PRICE: \$7,990.00 QUANTITY: 1 GROUP TOTAL: \$7,990.00

210-ADLO	PowerEdge R430 Server
384-BBMW	PowerEdge R430/R530 Motherboard MLK
461-AADZ	No Trusted Platform Module
321-BBNK	2.5" Chassis with up to 8 Hot Plug Hard Drives
340-AMJF	PowerEdge R430 Shipping
338-BJCZ	Intel Xeon E5-2620 v4 2.1GHz,20M Cache,8.0GT/s QPI,Turbo,HT,8C/16T (85W) Max Mem 2133MHz
338-BJEJ	Intel Xeon E5-2620 v4 2.1GHz,20M Cache,8.0GT/s QPI,Turbo,HT,8C/16T (85W) Max Mem 2133MHz
370-ABXP	DIMM Blanks for System with 2 Processors
370-ABXV	Cooling Fan
374-BBIJ	135W Heatsink
374-BBIJ	135W Heatsink
370-ACPH	2400MT/s RDIMMs
370-AAIP	Performance Optimized
700-BBPP	RAID 10 for H330/H730/H730P (4-8 HDDs or SSDs in pairs)
405-AAEG	PERC H730 Integrated RAID Controller, 1GB Cache
542-BBCO	On-Board LOM 1GBE (Dual Port for Towers, Quad Port for Racks)
385-BBIJ	iDRAC8, Basic
330-BBCL	Internal Dual SD Module
385-BBJM	8GB SD Card for RIPS
429-AAQN	No Optical Drive Internal for 8 HD Chassis
350-BBBW	No Bezel
770-BBBC	ReadyRails Sliding Rails Without Cable Management Arm
384-BBBL	Performance BIOS Settings
450-AEGZ	Dual, Hot-plug, Redundant Power Supply (1+1), 550W
631-AACK	No Systems Documentation, No OpenManage DVD Kit
634-BILL	Windows Server 2016 Standard,16CORE,Factory Installed, No Media,NO CAL
634-BILD	Windows Server 2016 Standard,16CORE,Media Kit
800-BBDM	UEFI BIOS Boot Mode with GPT Partition
332-1286	US Order
330-BBED	No PCIe Riser, PowerEdge R430
996-8029	Declined recommended ProSupport service - Call your Dell Sales Rep if Upgrade Needed



QUOTATION

Serving Your Information Technology Needs Since 1989



997-2924	Dell Hardware Limited Warranty Plus On Site Service
997-2928	Basic Hardware Services: Business Hours (5X10) Next Business Day On Site Hardware Warranty Repair 5 Year
999-0259	Dell Proactive Systems Management - Declined - www.dell.com/Proactive
88-12MO	Signature Support, Proactive Maintenance, 1 Year, 2 Events per Year
370-ACNS	32GB RDIMM, 2400MT/s, Dual Rank, x4 Data Width x 2
400-ALUN	1TB 7.2K RPM Near-Line SAS 2.5In Hot-plug Hard Drive x 6
450-AALV	NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), Power Cord, North America x 2
634-BILH	Additional 2 VMs x 3
634-BILE	MS2016 Standard Edition, Additional License, 16 CORE, NO MEDIA/KEY x 3

QUOTE TOTAL: \$39,550.00

All product and pricing information is based on latest information available. Subject to change without notice or obligation. Local sales taxes, when applicable, will appear on your final invoice.



Pricing Proposal
 Quotation #: 13658534
 Created On: 6/19/2017
 Valid Until: 6/30/2017

City of Kodiak AK

Inside Account Executive

James Peterson
 AK 99815
 United States
 Phone: (907) 488-8638
 Fax:
 Email: jpeterson@city.kodiak.ak.us

Pete Garay
 290 Davidson Ave
 Somerset, NJ
 08873
 Phone: 1-732-652-0815
 Fax: 732-564-8224
 Email: Pete_Garay@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 PowerEdge T430 Server, Chassis with up to 8, 3.5" Hot Plug Hard Drives, Tower Configuration Dell - Part#: 3000014748628.1	4	\$8,284.00	\$33,136.00
2 PowerEdge R430 Server, 2.5" Chassis with up to 8 Hot Plug Hard Drives, Intel Xeon E5-2620 v4 2.1GHz,20M Cache,8.0GT/s QPI,Turbo,HT,8C/16T Dell - Part#: 3000014748631.1	1	\$8,401.09	\$8,401.09
		Subtotal	\$41,537.09
		Shipping	\$0.00
		*Tax	\$0.00
		Total	\$41,537.09

*Tax is estimated. Invoice will include the full and final tax due.

Additional Comments

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

T430 Specs:

210-ADLR

PowerEdge T430 Server

1

TekMate, LLC.
 Phone: 907-561-6283
 Fax: 907-375-1188
 600 Telephone Ave. MS# 13-TP
 Anchorage, AK 99503



Quote
 No.: **20623**
 Date: **06/23/2017**

Prepared for:
 James Le Peterson (907) 486-8619
 City of Kodiak
 P.O. Box 1279
 Kodiak, AK 99516 USA


Prepared by: Christian Cheatham
 Account No.: 822
 Phone: (907) 486-8659
 Job: Service

Qty.	Description	UOM	Sell	Total
1.00	PowerEdge R430 - [dellstar_11598]	EA	\$9,213.71	\$9,213.71
4.00	PowerEdge T430 - [dellstar_1454]	EA	\$9,064.60	\$36,258.40
			Your Price:	\$45,472.11
			Total:	\$45,472.11

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MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Mike Tvenge, City Manager 

Date: July 13, 2017

Agenda Item: V. e. **Authorization of Cooperative Agreement Between the City of Kodiak and Sun'aq Tribe for Improvements to Shelikof Street**

SUMMARY: The Sun'aq Tribe of Kodiak has approached the City requesting to extend the Memorandum of Agreement (MOA), which included Shelikof Street in the Tribe's existing road inventory, and the Bureau of Indian Affairs (BIA) Tribal Transportation Program. The initial MOA expired in May with an option to renew. By continuing the agreement, the Sun'aq Tribe would potentially bring Federal funding to Kodiak to make improvements to this street. Staff recommends the City Council authorize the City Manager to renew this Memorandum of Agreement for an additional three years.

PREVIOUS COUNCIL ACTION:

- Council heard discussion of this proposal during the May 10, 2016, City Council work session.
- May 12, 2016, during the regular meeting, Council moved to postpone the vote on the Memorandum of Agreement to a future meeting after staff obtained additional information.
- May 25, 2016, Council authorized the amended the Memorandum of Agreement between the City and Sun'aq Tribe and BIA for Improvements to Shelikof Street.
- Council heard discussion from Dave Kaplan to renew the MOA during the June 20, 2017, Council work session.

DISCUSSION: City Council has authorized DOWL to develop a plan for the Shelikof Street area including bulkhead parking. Dave Kaplan, Sun'aq Tribal Transportation & Ursin Property Project Manager, is aware of this project and sees the benefit in a collaborative plan as the Tribe recently purchased the old Ursin cannery property for future development.

Dave Kaplan and Randy Boskofsky, Transportation Coordinator, presented to the City Council and public in attendance, the request to continue the MOA and potentially include other properties in the BIA Transportation Program. As the program is explained, the City does not transfer any rights or ownership but rather benefits from any improvements BIA funding might provide the Sun'aq Tribe. With the recent purchase of Ursin Cannery property on Shelikof Street by the Sun'aq Tribe, they too have a vested interest in the area. City Council approval would be required for any Tribal-Council approved projects.

ALTERNATIVES:

- 1) City Council could authorize the City Manager to bind a three-year agreement with the Sun’aq Tribe of Kodiak to allow Shelikof Street to remain part of their Transportation Program Inventory, and potentially other property could be considered.
- 2) City Council could deny approval of the MOA with the Sun’aq Tribe of Kodiak, foregoing benefits of collaboration to the City.

FINANCIAL IMPLICATIONS: There are no matching funds or other financial obligations required of the City by this MOA. The City has been working on a phased project for the Shelikof Pedestrian Pathway project since 2010 and continues as state cruise ship excise taxes become available.

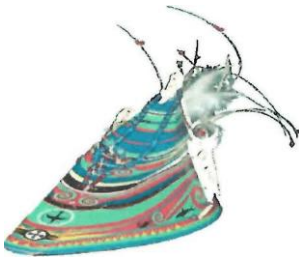
CITY MANAGER’S COMMENTS: It appears to be a clear benefit to the Community with an opportunity to fund improvements to Shelikof Street. As the City moves ahead with the bulkhead parking project design and other phases of the Shelikof Pedestrian Pathway project, the Sun’aq Tribe suggestions could fold into our master plan for this area of town. This MOA includes the entire distance of Shelikof Street 0.9 miles.

ATTACHMENTS:

- A) MOA Between the Sun’aq Tribe of Kodiak and the City of Kodiak

PROPOSED MOTION:

Move to authorize the Memorandum of Agreement between the City and Sun’aq Tribe for Improvements to Shelikof Street, City Record No. 232453, and authorize the City Manager to sign the MOA for the City.



MEMORANDUM OF AGREEMENT
Between



Sun'aq Tribe of Kodiak

City of Kodiak

312 West Marine Way
 Kodiak AK 99615
 Phone: (907) 486-4449
 Fax: (907) 486-3361

710 Mill Bay Road
 Kodiak, AK 99615
 Phone: (907) 486-8640
 Fax: (907) 486-8600

This Memorandum of Agreement is by and between City of Kodiak, current OWNER and RESPONSIBLE AUTHORITY for Maintaining Routes in the City of Kodiak and Sun'aq Tribe of Kodiak. In Kodiak, Alaska, where Sun'aq Tribe of Kodiak Resides; the Tribe does not own the Route or maintain it. Any proposed improvements will be presented to the City for approval prior to implementation. This is a three-year agreement with option for a two-year extension or renewal upon agreement of both parties.

A Separate Maintenance Agreement between the Public Authorities allows the Tribe to work with City to maintain route.

Route#	Section#	Route Name	Length	Route Location
1012	010	Shelikof Street	0.1	E01-850
1012	020	Shelikof Street	0.4	E01-850
1012	030	Shelikof Street	0.4	E01-850
Total Length			0.9 Miles	

If needed, improvements to the OWNER routes are completed under cooperative agreements between the TRIBE and OWNER, and if Tribal Transportation Program (TTP) funds are available, the TRIBE can contribute based on its Long-Range Transportation Plan (LRTP) and Council approval. Moreover, these routes will be open to the public unless the roads meet the definition of 25 C.F.R. Part 170 Regulations: §170.112, §170.116, and §170.443 (d) and Requirement 23 U.S.C. 116 (a) (b).

This agreement is binding upon signatories not as individuals, but solely in their capacity as officials of their respective organizations, and acknowledges proper action of OWNER and TRIBE to infer the same.

SUN' AQ TRIBE OF KODIAK

CITY OF KODIAK

 Chief Executive Officer

 City Manager

Date: _____

Date: _____

*312 W. Marine Way, Kodiak, Alaska 99615 (907) 486-4449
 Fax: (907) 486-3361 * E-mail: ceo@sunaq.org*

Proudly representing the members of the Sun'aq Tribe of Kodiak Island, Alaska