

**The Planning Work Session
cancelled for December 16, 2017.
A work session will be
rescheduled.**

**KODIAK CITY COUNCIL
PLANNING WORK SESSION AGENDA**

Saturday, December 16, 2017

**Kodiak Fisheries Research Center
301 Research Court
9:30 a.m.**

Planning sessions are extended work sessions of the City Council where Councilmembers discuss policy issues and projects and receive information from staff. Additional items not listed on the planning work session agenda are sometimes discussed when introduced by the Mayor, Council, or staff; no formal action is taken at planning work sessions, and items that require formal Council action are placed on a regular Council meeting agenda. Public comments intended for the "official record" should be made at a regular City Council meeting.

Discussion Items

- 1. Public Comments** (limited to 3 minutes)
- 2. Organizational/Policy Issues**
 - a. Discuss FY2019 Draft Budget Goals.....1
 - i. Personnel
 - ii. Review Debt Service.....5
 - iii. Review Nonprofit Grant Policy10
 - b. Review Special/Standing Rules18
- 3. Other Staff/Council Comments**
 - a. Council Training Needs
 - b. Other Staff/Council Comments

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**CITY OF KODIAK
RESOLUTION NUMBER 2017-05**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK APPROVING
THE CITY COUNCIL'S BUDGET GOALS FOR FY2018**

WHEREAS, budget guidelines help ensure that the City's budget is prepared in a manner consistent with City Council desires; and

WHEREAS, the City Council discussed and selected the list of budget goals at their January 14, 2017, planning meeting; and

WHEREAS, management will use the listed budget goals as a framework when developing the FY2018 budget.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that the following budget goals will be used in the development of the City of Kodiak's FY2018 budget:

Revenue

Revenues will continue to be estimated conservatively using an analytical and objective approach.

One-time revenues will be used only for one-time expenditures. The City will avoid using temporary revenues or grants to fund routine City services or positions.

Charges for Fees and Services will be reviewed and updated annually to ensure quality service delivery and adequate revenues.

Operating Expenses

General Fund operating (non-personnel) expenses for FY2018 will be at a level consistent with FY2017. Required increases will be justified to the City Manager in writing and, if approved, presented by department heads to the City Council for final consideration during budget presentations.

Review existing programs and services to assess how well budgeted performance indicators met goals and objectives.

City management will continue to examine ways to maintain efficiencies of expenditures without significant impact to level and quality of services provided to residents.

Personnel Goals

The increase in personnel includes the Council approved Human Resource Manager. The City will not increase the current number of FTEs from 129.15 in FY2018 unless new operational needs or mandates require additional employee positions.

Sections of the PR&R will continue to be reviewed and amended to improve practices that reflect recognized Human Resources standards.

General Fund

Council will review ways to increase revenues in the General Fund to help offset increases in operating expenses, meet infrastructure needs, and increase the fund balance, per the plan outlined in "Setting the Course for the Future," 1/14/12.

General Fund revenues will be forecast conservatively and take into consideration possible state funding policies that may affect City revenues such as, community assistance program, shared fisheries and other shared business taxes, pension costs and liabilities, and the required allocation of sales tax.

The General Fund will be budgeted without a deficit through appropriations from the fund balance when/if necessary, and with a goal to maintain up to three months' operating reserves. Council may appropriate additional funds for capital projects.

Enterprise Funds

The major enterprise funds will develop long-term plans to include maintenance and repairs, needed facility replacement or expansion, and a schedule for rate reviews.

Enterprise Funds will continue to conduct rate studies every five years and present them to the City Council for implementation.

The Shipyard will strive to maintain positive cash flows through charges for services to meet debt service payments and maintain facilities operations and maintenance costs. The Shipyard will highlight the services offered by developing a business plan and marketing campaign to maximize revenues. This plan will be reviewed annually for marketing effectiveness.

Ensure adequate revenues are established to continue to maintain and improve Harbor facilities that support fisheries and support sector services and activities.

Community Support

The total amount available to fund non-profit requests will continue to follow the Council established level of funding which is based on 1% of budgeted General Fund revenues.

Capital

Within resources available, the City will maintain capital assets and infrastructure at a level that is adequate to protect its investment, to minimize future replacement and maintenance costs, and to maintain existing service levels.

The City Manager and management staff developed the City's first formal five-year capital improvement plan (CIP) that identifies and ranks projects for capital and major maintenance projects. The plan has additional information for ten-year expense projections for all departments and funds. The City will utilize the planning document and develop policies and procedures identifying criteria and steps for implementation. The capital budget will link to, and flow from, the multi-year capital improvement plan.

Debt Service

The City will not incur new debt without appropriate analysis to:

- Show impacts on rates or taxpayers, or
- Analyze financial capacity for proposed capital projects, or
- Determine if the debt is required for projects mandated by the state or federal government, needed for economic development, environmental, aesthetic or quality of life, or health and safety improvements.

Quality of Life

The City will provide adequate services that meet the community needs, priorities, challenges and opportunities with consideration given to the condition of the economy, the composition of the population, technology, legal or regulatory issues, intergovernmental issues, and physical or environmental issues.

Economic Development

The City will continue to promote and support economic development to help ensure a sustainable and healthy economy for Kodiak.



CITY OF KODIAK

MAYOR

ATTEST:

for CITY CLERK

Adopted: February 28, 2017

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City of Kodiak, Alaska

Notes to Basic Financial Statements

6. Long-term Debt

Long-term debt at June 30, 2016 is comprised of the following:

| Governmental Activities | Balance at July 1, 2015 | Additions | Retirements | Balance at June 30, 2016 | Due Within One Year |
|--|----------------------------|---------------------|-------------------|-----------------------------|------------------------|
| \$8,000,000 2008 Series A Public Safety Building General Obligation Bonds, due in annual installments of \$205,000 to \$480,000 plus interest at 4.0% to 5.2% through 2038 | \$ 6,890,000 | \$ - | \$ 195,000 | \$ 6,695,000 | \$ 205,000 |
| Net pension liability | 6,007,243 | 3,161,564 | - | 9,168,807 | - |
| Accrued leave | 624,199 | 473,700 | 508,021 | 589,878 | 480,088 |
| Total Governmental Activities | \$ 13,521,442 | \$ 3,635,264 | \$ 703,021 | \$ 16,453,685 | \$ 685,088 |

The accrued leave related to governmental activities is generally liquidated by the General Fund.

| Business-type Activities | Balance July 1, 2015 | Additions | Retirements | Balance June 30, 2016 | Due Within One Year |
|---|-------------------------|-----------|-------------|--------------------------|------------------------|
| Revenue Bonds: | | | | | |
| \$2,000,000 2007 Series A Boat Harbor Revenue Bonds, due in annual installments of \$45,000 to \$125,000 plus interest at 4.0% to 6.0% through 2038 | \$ 1,790,000 | \$ - | \$ 45,000 | \$ 1,745,000 | \$ 45,000 |
| \$4,000,000 2007 Series A Shipyard Revenue Bonds, due in annual installments of \$75,000 to \$295,000 plus interest at 4.0% to 6.0% through 2038 | 3,635,000 | - | 70,000 | 3,565,000 | 75,000 |
| \$1,000,000 2009 Series One Shipyard Revenue Bonds, due in annual installments of \$20,000 to \$65,000 plus interest at 3.0% to 5.875% through 2037 | 890,000 | - | 20,000 | 870,000 | 20,000 |
| Loans Payable: | | | | | |
| \$3,016,458 Sewer loan, due in annual installments of \$201,097, plus interest at 1.5% through 2016 | 201,100 | - | 201,100 | - | - |

City of Kodiak, Alaska

Notes to Basic Financial Statements

| Business-type Activities, continued | Balance July 1, 2015 | Additions | Retirements | Balance June 30, 2016 | Due Within One Year |
|---|-------------------------|--------------------|-------------------|--------------------------|------------------------|
| Loans Payable, continued: | | | | | |
| \$550,000 Sewer loan, due in annual installments of \$55,000, plus interest at 1.5% through 2019 | \$ 220,000 | \$ - | \$ 55,000 | \$ 165,000 | \$ 55,000 |
| \$1,000,000 Sewer loan, due in annual installments of \$58,246, including interest at 1.5% through 2030 | 777,187 | - | 46,589 | 730,598 | 47,286 |
| \$930,000 Shipyard loan, due in annual installments of \$46,500, plus interest at 1.5% through 2030 | 697,500 | - | 46,500 | 651,000 | 46,500 |
| \$862,000 Water loan, due in annual installments of \$50,208, including interest at 1.5% through 2030 | 669,934 | - | 40,159 | 629,775 | 40,761 |
| \$341,930 (maximum) Water loan, due in annual installments of \$64,603 plus interest at 1.5% through 2019 | 323,017 | - | 64,603 | 258,414 | 64,603 |
| \$341,930 (maximum) Sewer loan, due in annual installments of \$32,302 plus interest at 1.5% through 2024 | 323,017 | - | 32,302 | 290,715 | 32,302 |
| \$5,982,000 (maximum) Water loan, due in annual installments of \$77,168, including interest at 1.5% through 2032 | 1,209,418 | - | 59,027 | 1,150,391 | 59,912 |
| \$1,878,491 Water loan, due in annual installments including interest of 1.5% beginning March 2017 | - | 1,878,491 | - | 1,878,491 | - |
| Net pension liability | 1,882,456 | 826,555 | - | 2,709,011 | - |
| Accrued leave | 194,898 | 165,646 | 177,343 | 183,201 | 81,958 |
| Total Business-type Activities | \$12,813,527 | \$2,870,692 | \$ 857,623 | \$ 14,826,596 | \$ 568,322 |

City of Kodiak, Alaska

Notes to Basic Financial Statements

Annual debt service requirements to maturity for all the above obligations except the net pension liability and the accrued leave are as follows:

| Governmental Activities | General Obligation Bonds | | |
|--------------------------------|--------------------------|--------------|---------------|
| | Principal | Interest | Total |
| <i>Years Ending June 30,</i> | | | |
| 2017 | \$ 205,000 | \$ 327,240 | \$ 532,240 |
| 2018 | 210,000 | 319,040 | 529,040 |
| 2019 | 195,000 | 310,640 | 505,640 |
| 2020 | 205,000 | 302,840 | 507,840 |
| 2021 | 215,000 | 294,128 | 509,128 |
| 2022-2026 | 1,210,000 | 1,320,600 | 2,530,600 |
| 2027-2031 | 1,540,000 | 995,480 | 2,535,480 |
| 2032-2036 | 1,975,000 | 561,795 | 2,536,795 |
| 2037-2038 | 940,000 | 73,840 | 1,013,840 |
| | \$ 6,695,000 | \$ 4,505,603 | \$ 11,200,603 |

| Business-type Activities | Revenue Bonds | | | Loans Payable | | |
|---------------------------------|---------------|--------------|---------------|---------------|------------|--------------|
| | Principal | Interest | Total | Principal | Interest | Total |
| <i>Years Ending June 30,</i> | | | | | | |
| 2017 | \$ 140,000 | \$ 294,664 | \$ 434,664 | \$ 346,364 | \$ 58,139 | \$ 404,503 |
| 2018 | 155,000 | 286,039 | 441,039 | 348,586 | 52,942 | 401,528 |
| 2019 | 160,000 | 276,839 | 436,839 | 350,839 | 47,714 | 398,553 |
| 2020 | 170,000 | 268,639 | 438,639 | 298,127 | 42,452 | 340,579 |
| 2021 | 175,000 | 261,395 | 436,395 | 235,842 | 37,979 | 273,821 |
| 2022-2026 | 1,025,000 | 1,178,033 | 2,203,033 | 1,182,952 | 136,122 | 1,319,074 |
| 2027-2031 | 1,405,000 | 905,028 | 2,310,028 | 962,252 | 50,300 | 1,012,552 |
| 2032-2036 | 2,000,000 | 487,253 | 2,487,253 | 150,931 | 3,404 | 154,335 |
| 2037-2038 | 950,000 | 47,063 | 997,063 | - | - | - |
| | \$ 6,180,000 | \$ 4,004,953 | \$ 10,184,953 | \$ 3,875,893 | \$ 429,052 | \$ 4,304,945 |

At June 30, 2016, the City had one loan still in drawdown status with an outstanding balance of \$1,878,491. As a result, no final repayment schedule has been determined. The loan balance has been omitted from the above schedule.

Revenue Bond Requirements

Certain covenants of the revenue bonds require the establishment of bond redemption and reserve accounts. This requirement is reflected as restricted cash and investments in the Boat Harbor and Shipyard Enterprise Funds in the total amount of \$505,050.

Long Term Debt - Enterprise Funds 06.30.2017

Revenue Bonds 06.30.2017

| Fund | Description | Original Principal | 6/30/2016 | Additions | Deletions | 6/30/2017 | Current | Long Term | Total |
|-----------|---|--------------------|---------------------|---------------------|---------------------|---------------------|-------------------|---------------------|---------------------|
| Harbor | 2007 Revenue Bond - Floats M, N, P | 2,000,000.00 | 1,745,000.00 | - | 1,745,000.00 | - | - | - | - |
| Harbor | 2016A Revenue Bond - Floats M, N, P | 1,680,000.00 | - | 1,680,000.00 | - | 1,680,000.00 | 55,000.00 | 1,625,000.00 | 1,680,000.00 |
| | Total Harbor Revenue Bonds | | <u>1,745,000.00</u> | <u>1,680,000.00</u> | <u>1,745,000.00</u> | <u>1,680,000.00</u> | <u>55,000.00</u> | <u>1,625,000.00</u> | <u>1,680,000.00</u> |
| Ship Yard | 2007 Revenue Bond - Boat Lift | 4,000,000.00 | 3,565,000.00 | - | 3,565,000.00 | - | - | - | - |
| Ship Yard | 2016A Revenue Bond - Boat Lift | 3,485,000.00 | - | 3,485,000.00 | - | 3,485,000.00 | 85,000.00 | 3,400,000.00 | 3,485,000.00 |
| Ship Yard | 2007 Revenue Bond - Boat Lift | 1,000,000.00 | 870,000.00 | - | 870,000.00 | - | - | - | - |
| Ship Yard | 2016A Revenue Bond - Boat Lift | 875,000.00 | - | 875,000.00 | - | 875,000.00 | 30,000.00 | 845,000.00 | 875,000.00 |
| | Total Ship Yard Revenue Bonds | | <u>4,435,000.00</u> | <u>4,360,000.00</u> | <u>4,435,000.00</u> | <u>4,360,000.00</u> | <u>115,000.00</u> | <u>4,245,000.00</u> | <u>4,360,000.00</u> |
| | Total Revenue Bonds - All Enterprise Funds | | <u>6,180,000.00</u> | <u>6,040,000.00</u> | <u>6,180,000.00</u> | <u>6,040,000.00</u> | <u>170,000.00</u> | <u>5,870,000.00</u> | <u>6,040,000.00</u> |

Loans 06.30.2017

| | | | | | | | | | |
|---------------|---|--------------|---------------------|---------------------|-------------------|---------------------|-------------------|---------------------|---------------------|
| Ship Yard | DEC ACWF Loan - Loan # 503141 | 930,000.00 | 651,000.00 | - | 46,500.00 | 604,500.00 | 46,500.00 | 558,000.00 | 604,500.00 |
| Water Utility | DEC Loan - Loan # ADWF 503091 | 862,000.00 | 629,775.71 | - | 40,761.00 | 589,014.71 | 41,372.60 | 547,642.11 | 589,014.71 |
| Water Utility | DEC Loan - Loan # ADWF 503061 | 5,982,000.00 | 1,150,391.37 | - | 59,911.99 | 1,090,479.38 | 60,810.67 | 1,029,668.72 | 1,090,479.39 |
| Water Utility | DEC Loan - Loan # ADWF 503071 | 341,930.00 | 268,413.60 | - | 64,603.40 | 193,810.20 | 64,603.40 | 129,206.80 | 193,810.20 |
| Water Utility | DEC Loan - Loan # ADWF 503161 | 1,878,491.67 | 1,878,491.67 | 548,128.15 (a) | 93,924.58 | 2,332,695.24 | 122,773.43 | 2,209,921.81 | 2,332,695.24 |
| | Total Loans - Water Utility Fund | | <u>3,917,072.35</u> | <u>548,128.15</u> | <u>259,200.97</u> | <u>4,205,999.53</u> | <u>289,560.11</u> | <u>3,916,439.43</u> | <u>4,205,999.54</u> |
| Sewer Utility | DEC Loan - Loan # ACWF 503131 | 1,794,603.95 | - | 1,794,603.95 | - | 1,794,603.95 | 89,730.20 | 1,704,873.75 | 1,794,603.95 |
| Sewer Utility | DEC Loan - Loan # ACWF 503101 | 341,930.00 | 290,715.30 | - | 32,301.70 | 258,413.60 | 32,301.70 | 226,111.90 | 258,413.60 |
| Sewer Utility | DEC Loan - Loan # ACWF 503111 | 550,000.00 | 165,000.00 | - | 55,000.00 | 110,000.00 | 55,000.00 | 55,000.00 | 110,000.00 |
| Sewer Utility | DEC Loan - Loan # ACWF 503121 | 1,000,000.00 | 730,598.28 | - | 47,286.75 | 683,311.53 | 47,996.05 | 635,315.49 | 683,311.54 |
| | Total Loans - Sewer Utility Fund | | <u>1,186,313.58</u> | <u>1,794,603.95</u> | <u>134,588.45</u> | <u>2,846,329.08</u> | <u>225,027.95</u> | <u>2,621,301.14</u> | <u>2,846,329.09</u> |
| | Total Loans - All Enterprise funds | | <u>5,754,385.93</u> | <u>2,342,732.10</u> | <u>440,289.42</u> | <u>7,656,828.61</u> | <u>561,088.05</u> | <u>7,095,740.58</u> | <u>7,656,828.63</u> |

Accrued Leave 06.30.2017

| | | | | | | | | | |
|--|---|--|----------------------|---------------------|---------------------|----------------------|-------------------|----------------------|----------------------|
| | Total Accrued Leave - Enterprise Funds | | <u>183,201.00</u> | <u>168,666.00</u> | <u>152,236.00</u> | <u>199,631.00</u> | <u>(b)</u> | <u>122,939.00</u> | <u>199,631.00</u> |
| | Net Pension Liability | | <u>2,709,011.00</u> | <u>1,045,482.00</u> | <u>(c)</u> | <u>3,754,493.00</u> | <u>(b)</u> | <u>(b)</u> | <u>(b)</u> |
| | Totals | | <u>14,826,597.93</u> | <u>9,596,880.10</u> | <u>6,772,525.42</u> | <u>17,650,952.61</u> | <u>807,780.05</u> | <u>13,088,679.58</u> | <u>13,896,459.63</u> |

Governmental Activities - Long Term Debt 06.30.2017

| Description | 6/30/2016 | Additions | Deletions | 6/30/2017 | Current | Long Term | Total |
|-------------------------------------|---------------|--------------|--------------|---------------|---------------------|---------------------|---------------------|
| 2008 GOB Public Safety | 6,695,000.00 | - | 6,485,000.00 | 210,000.00 | 210,000.00 | - | 210,000.00 |
| 2016 Refunded GOB Public Safety | - | 6,355,000.00 | - | 6,355,000.00 | 5,000.00 | 6,350,000.00 | 6,355,000.00 |
| | | /./2 | | /./2 | | /./2 | |
| Total GO Bonds | 6,695,000.00 | 6,355,000.00 | 6,485,000.00 | 6,565,000.00 | 215,000.00 | 6,350,000.00 | 6,565,000.00 |
| | PY | {a} | | {a} | {a}, GL 900 225 458 | {a}, GL 900 231 490 | {a}, GL 900 253 200 |
| Accrued Leave | 589,879.00 | 517,459.00 | 581,857.00 | 525,481.00 | 518,335.00 | 7,146.00 | 525,481.00 |
| | PY | {b} | {b} | {b} | {b} | {b} | {b}, GL 900 203 900 |
| Net Pension Liability | 9,168,807.00 | 2,649,047.00 | - | 11,817,854.00 | | | |
| | PY | {d} | {d} | {d} | | | |
| Total Long Term Debt - Governmental | 16,453,686.00 | 9,521,506.00 | 7,066,857.00 | 18,908,335.00 | 733,335.00 | 6,357,146.00 | 7,090,481.00 |

**CITY OF KODIAK
RESOLUTION NUMBER 2017-13**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK RESCINDING RESOLUTION NO. 2015-16 AND ESTABLISHING FUNDING CRITERIA FOR NONPROFIT GRANTS

WHEREAS, the City Council recognizes and supports local nonprofit organizations and has historically made funding available to these organizations on an annual basis; and

WHEREAS, it has been determined that the appropriate total amount of City funds to grant to nonprofit organizations is a maximum of one percent of budgeted general fund revenues, exclusive of any fund balance appropriation; and

WHEREAS, City funds have been provided to nonprofit organizations that supplement and compliment the services provided to residents by the City; and

WHEREAS, it is the intent of the City Council to update this policy statement.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Kodiak, Alaska hereby establishes the following additional funding criteria for nonprofit grants provided by the City:

1. Organizations receiving funds must be legally recognized by the Internal Revenue Service.
2. Organizations are limited to one funding criteria or program per year.
3. Funding will be granted only for the following kinds of programs/activities and up to the maximum identified funding amount per organization and program type as defined:
 - a. Youth Recreation Programs \$5,000

Indoor and outdoor recreational activities typically include games and pursuit of hobbies and activities that one engages in, for entertainment. Typically included in this category are activities like baseball, football, hockey, swimming, basketball, wrestling, cheerleading singing, reading, listening to music, watching movies, dancing, and aerobics.

- b. Adult Recreation Programs \$5,000

Indoor and outdoor recreational activities typically include games and pursuit of hobbies and activities that one engages in, for entertainment. Typically included in this category are activities like baseball, football, hockey, swimming, basketball, wrestling, cheerleading singing, reading, listening to music, watching movies, dancing, and aerobics.

- c. Public Safety Support Programs \$15,000

Programs serving the entire Kodiak area through its emergency shelters and food service programs. Typically included in this category are food banks, soup kitchens, sleeping shelters, crisis centers, senior services and animal shelters.

- d. Emergency Response Support Programs \$15,000

Programs that provide humanitarian relief, disaster relief and education designed to mitigate local disasters. Typically included in this category are emergency temporary shelters, counseling, public awareness and basic humanitarian needs.

4. Subject to available funding, the Council may authorize a special one-time funding increase for a special project.

CITY OF KODIAK



MAYOR

ATTEST:



CITY CLERK

Amended and Adopted: May 11, 2017



**CITY OF KODIAK
RESOLUTION NUMBER 2017-21**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK
AUTHORIZING PAYMENT OF FISCAL YEAR 2018 NONPROFIT ORGANIZATION
GRANTS**

WHEREAS, the City Council recognizes and supports local nonprofit organizations and has made provisions in the Fiscal Year 2018 budget for cash contributions to these organizations; and

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

WHEREAS, the funding criteria for cash grants from the General Fund Non-Departmental Contributions Account to nonprofit organizations is based on the criteria established in Resolution No. 2017-13; and

WHEREAS, the City Council reviewed FY2018 nonprofit grant applications at the July 11, 2017, work session and voiced a consensus to provide funding.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, hereby authorizes payment of the following nonprofit organization grants for Fiscal 2018:

Section 1. General Fund-Non-Departmental Cash Contributions (FY2018 Nonprofit Organization Grants):

| | |
|---|-------------------------|
| <u>Youth Recreation Programs</u> | <u>15,730.00</u> |
| Island Trails Network | 3,575.00 |
| Kodiak Football League | 3,575.00 |
| Kodiak Girl Scouts | 3,575.00 |
| Kodiak Kid Wrestling Club | 1,787.50 |
| Kodiak Kingfishers Swim Club, Inc | 1,787.50 |
| St. Paul Lutheran Preschool | 1,430.00 |
| | |
| <u>Adult Recreation Programs</u> | <u>10,725.00</u> |
| Hope Community Resources, Inc. | 3,575.00 |
| Kodiak Arts Council | 3,575.00 |
| Special Olympics - Kodiak Area | 3,575.00 |

Public Safety Support Programs (Shelter/Food) 73,000.00

| | |
|---|-----------|
| Brother Francis Shelter – Kodiak | 15,000.00 |
| Humane Society of Kodiak | 6,000.00 |
| Kodiak Teen Court, Inc. | 7,000.00 |
| Kodiak Women’s Resource and Crisis Center | 15,000.00 |
| Senior Citizens of Kodiak, Inc. | 15,000.00 |
| The Salvation Army | 15,000.00 |

Emergency Response Support Programs 61,200.00

| | |
|---|-----------|
| American Red Cross of Alaska | 6,200.00 |
| Kodiak Area Transit System (KATS) | 15,000.00 |
| Kodiak Island Food Bank/Baptist Mission | 15,000.00 |
| Kodiak Public Broadcasting Company | 10,000.00 |
| Providence Kodiak Is Counseling/Safe Harbor | 15,000.00 |

Total Grant Funding 160,655.00

Section 2. Tourism Development Fund. The Fiscal Year 2018 Tourism Development Fund Budget is amended by appropriating the use of additional funds in the amount of \$4,350 and authorizing payment to the Alutiiq Museum as follows:

| <u>Account</u> | <u>Description</u> | <u>Amount</u> |
|---------------------|---|---------------|
| 251.260.100.440.100 | Contributions | 4,350.00 |
| 251.001.000.385.100 | Appropriation from Tourism Fund Balance | (4,350.00) |

Section 3. In-Kind Contribution. A one-time in-kind contribution shall be granted to the Kodiak Maritime Museum in the amount of \$2,039.15 to cover the cost of the building permit fee for the Thelma C Interpretive Exhibit as follows:

| <u>Account</u> | <u>Description</u> | <u>Amount</u> |
|-----------------|---|---------------|
| 100.001.385.100 | Appropriation from General Fund Balance | 2,039.15 |
| 100.001.320.300 | Building Permits | (2,039.15) |

Section 4. Reporting Requirements. All grantees shall submit two written reports annually to the City Manager, one not later than January 15 and one not later than July 15 to document

expenditure of grant funds. Grantees that fail to comply with grant reporting requirements may be ineligible for future grant funding.



ATTEST:

Michelle Shironoff Nelson
for CITY CLERK

CITY OF KODIAK

Randall L. Bishop
DEPUTY MAYOR

Adopted: August 10, 2017

| Non-Profits - In Kind Contributions City of Kodiak | City Owned Land | City Owned Building | Utility Rate Code | Annual | | | | | | | | Total FY 2018 | | | | | | | | |
|---|-----------------|---------------------|-------------------|-----------|-----------|----------------|-------------|-----------|-----------------------|------------------|--------------------------|---------------|---|--|------------|--|--|--|--|--|
| | | | | Sewer | Water | Land/Bldg Rent | Electricity | Fuel | Total In-kind FY 2018 | Contract FY 2018 | Nonprofit Grants FY 2018 | | | | | | | | | |
| Baranof Museum - Kodiak Historical Society | yes | yes | | | | | | | | | | | | | | | | | | |
| 101 E Marine Way Kodiak Block 16 Lot 2 R1220160020 | | | B1IN | 916.20 | 662.76 | 86,592.00 | 3,120.00 | 12,000.00 | | 103,290.96 | 94,700.00 | | - | | 197,990.96 | | | | | |
| Animal Shelter - Humane Society of Kodiak | yes | yes | | | | | | | | | | | | | | | | | | |
| 2409 Mill Bay Road Survey 3469 Unsubdivided Portion R1453000007 | | | B1IN | 916.20 | 994.20 | 24,960.00 | | | | 26,870.40 | 125,000.00 | 6,000.00 | | | 157,870.40 | | | | | |
| Discover Kodiak | yes | yes | | | | | | | | | | | | | | | | | | |
| 100 Marine Way | | | B1IN | | | | | | | - | 108,000.00 | | | | 108,000.00 | | | | | |
| Kodiak Chamber of Commerce | yes | yes | | | | | | | | | | | | | | | | | | |
| AMHS Rental | | | | | | | | | | | | | | | | | | | | |
| 100 Marine Way | | | B1IN | 1,832.40 | 1,325.52 | 43,008.00 | | | | 46,165.92 | 7,000.00 | | | | 69,571.20 | | | | | |
| Kodiak Garden Club | n/a | n/a | | | | | | | | | | | | | | | | | | |
| Garden Work for City of Kodiak | | | | | | | | | | - | 1,200.00 | | | | 1,200.00 | | | | | |
| Kodiak Head Start | yes | yes | | | | | | | | | | | | | | | | | | |
| 419 Hillside 2538A Tract B R1443020201 | | | B1IN | 1,832.40 | 1,325.52 | 43,416.00 | | | | 46,573.92 | | | | | 46,573.92 | | | | | |
| Brother Francis Shelter | yes | NO | | | | | | | | | | | | | | | | | | |
| 410 Thorseim Street Twinst Black 15 Lot 2 | | | B1IN | 19,240.20 | 13,917.96 | 62,208.00 | | | | 95,366.16 | | | | | 110,366.16 | | | | | |
| AK Wing Civil Air Patrol | yes {a} | | | | | | | | | | | | | | | | | | | |
| 2411 Mill Bay Road 3469 USub Portion of B/O R1453000010 | | | B1IN | 916.20 | 662.76 | 33,920.76 | | | | 35,499.72 | | | | | 35,499.72 | | | | | |

| Non-Profits - In Kind Contributions City of Kodiak | City Owned Land | City Owned Building | Utility Rate Code | Annual | | | | | | | | | | Total FY 2018 | | | | |
|--|-----------------|---------------------|-------------------|----------|----------|----------------|-------------|------|-----------------------|------------------|--------------------------|---|-----------|------------------|--|--|-----------|--|
| | | | | Sewer | Water | Land/Bldg Rent | Electricity | Fuel | Total In-kind FY 2018 | Contract FY 2018 | Nonprofit Grants FY 2018 | | | | | | | |
| Senior Citizens of Kodiak | | | | | | | | | | | | | | | | | | |
| 309 Erskine Erskine TR A-1 Senior Center R1440000001 | no | no | B1IN | 3,664.80 | 2,651.04 | | | | | | 6,315.84 | - | 15,000.00 | | | | 21,315.84 | |
| Kodiak Women's Resource and Crisis Center | | | | | | | | | | | | | | | | | | |
| 422 Hillside | no | no | B1IN | 916.20 | 662.76 | | | | | | 1,578.96 | - | 15,000.00 | | | | 16,578.96 | |
| Kodiak Women's Resource and Crisis Center | | | | | | | | | | | | | | | | | | |
| 418 Hillside | no | no | SRIN | 916.20 | 662.76 | | | | | | 1,578.96 | - | - | | | | 1,578.96 | |
| KMXT - Kodiak Public Broadcasting Co. | | | | | | | | | | | | | | | | | | |
| 620 Egan Way | no | no | B1IN | 916.20 | 662.76 | | | | | | 1,578.96 | - | 10,000.00 | | | | 11,578.96 | |
| Kodiak Teen Court, Inc | | | | | | | | | | | | | | | | | | |
| Public Safety Support Programs | n/a | n/a | | | | | | | | | - | - | 7,000.00 | | | | 7,000.00 | |
| The Salvation Army | | | | | | | | | | | | | | | | | | |
| Public Safety Support Programs | n/a | n/a | | | | | | | | | - | - | 15,000.00 | | | | 15,000.00 | |
| American Red Cross of Alaska | | | | | | | | | | | | | | | | | | |
| Emergency Response Support Programs | n/a | n/a | | | | | | | | | - | - | 6,200.00 | | | | 6,200.00 | |
| Kodiak Area Transit System (KATS) | | | | | | | | | | | | | | | | | | |
| Emergency Response Support Programs | n/a | n/a | | | | | | | | | - | - | 15,000.00 | | | | 15,000.00 | |
| Kodiak Island Food Bank/Baptist Mission | | | | | | | | | | | | | | | | | | |
| Emergency Response Support Programs | no | no | | | | | | | | | - | - | 15,000.00 | | | | 15,000.00 | |
| Providence Kodiak Is Counseling/Safe Harbor | | | | | | | | | | | | | | | | | | |
| Emergency Response Support Programs | no | no | | | | | | | | | - | - | 15,000.00 | | | | 15,000.00 | |
| Island Trails Network | | | | | | | | | | | | | | | | | | |
| Youth Recreation Programs | no | no | | | | | | | | | - | - | 3,575.00 | | | | 3,575.00 | |

**CITY OF KODIAK
RESOLUTION NUMBER 2012-05**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK RESCINDING RESOLUTION NUMBER 08-02 AND RE-ESTABLISHING STANDING AND SPECIAL RULES OF THE COUNCIL

WHEREAS, the City Council initially established its Standing and Special Rules with Resolution No. 02-01 and subsequently amended its Rules with Resolution Nos. 05-6; and 08-02; and

WHEREAS, the City Council reviewed its Special and Standing Rules at the January 28, 2012, planning meeting; and

WHEREAS, the City Council desires to amend Section 3, Work Session Agenda Discussion .

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that Resolution No. 08-02 is hereby rescinded.

BE IT FURTHER RESOLVED by the Council of the City of Kodiak, Alaska, that the following Rules are hereby adopted and shall remain in effect until rescinded or amended:

- Section 1: Items for Regular Meeting Agendas.** Regular meeting agenda items shall be established by the Mayor, any two Councilmembers, and/or the City Manager. The Clerk may also place routine items on the agenda.
- Section 2: Agenda Amendments.** Except in the event of an emergency, or to consider an extremely time-sensitive issue, motions to amend the agenda shall not be made. (Any amendment to an agenda that results in an official Council action for which sufficient public notice has not been given is a violation of the Alaska Open Meetings Act and is grounds for recall.)
- Section 3: Work Session Agenda Discussion Items.** Work session agendas are set at the weekly agenda setting meetings by the Mayor, Council Representative(s), Manager, and Clerk. Any two Councilmembers may also add an item to the work session agenda. At the request of a citizen, the Mayor, a Councilmember, the City Manager, or the City Clerk, an item may be listed on the work session agenda under "To Be Scheduled."
- Section 4: Time Limits for Public Comments.** Unless the Mayor announces a different time limit for public comments, the Clerk shall set a timer for three minutes for public comments during regular and special meetings and work sessions.

- Section 5: Presiding Officer in the Absence of the Mayor and Deputy Mayor.** The most recent Deputy Mayor shall preside at meetings when both the Mayor and Deputy Mayor are absent.
- Section 6: Cell Phones.** Cell phones must be turned off or muted during regular and special meetings. A member cannot leave the chambers to answer a cell phone unless a recess has been called.
- Section 7: Certificates of Appreciation, Proclamations, Letters of Support, etc.** The Mayor is authorized to proclaim events, issue certificates of appreciation, and sign letters of support for various nonprofit agencies, etc.
- Section 8: City of Kodiak Membership in Organizations.** As a matter of policy, the City of Kodiak shall decline membership in organizations whose mission does not promote or support municipal government. Unless otherwise directed by the Council, the City shall maintain membership with the following: Alaska Municipal League, Southwest Alaska Municipal Conference, and National League of Cities.
- Section 9: Public Hearings/Amendments to Motions.** The following process shall be followed with respect to public hearings:
- The agenda item shall be read by the Mayor.
 - A staff report shall be given.
 - A main motion shall be made and seconded.
 - The public hearing shall be opened.
 - The public hearing shall be closed after public comments are made.
 - Amendments to the main motion may be made, if desired.
 - The public hearing shall be reopened **ONLY** if an amendment alters the substantive content of the ordinance.
 - The roll call vote shall be taken on any amendment(s).
 - The roll call vote shall be taken on the main motion.
- Section 10: Restatement of Motion.** Once made and seconded, a motion is considered to be before the Council and does not need to be restated by the Mayor.
- Section 11: Right of Motion Maker to Modify or Withdraw Motion.** The maker of a motion may modify or withdraw the motion before debate/discussion has begun. After debate/discussion has begun, the motion “belongs” to the entire Council and can only be withdrawn by Council consent or amended through the usual process of amendment.
- Section 12: Voting Order.** Unless a conflict has been determined in accordance with KCC 2.10.060(d), a Councilmember shall vote when his or her name is called and may not pass.

Section 13: Change of Vote. The Clerk shall inquire if anyone desires to change a vote before the result is announced.

Section 14: Reintroduction of a Defeated Motion/Proposal. A defeated motion/proposal may not be reintroduced for one year. However, a motion may be reintroduced following an election or appointment of new Councilmembers.

Section 15: Postponed Motions. A motion may be postponed until a specific future meeting. The Councilmember who moves to postpone a motion shall state in the motion when it will be reintroduced.

Section 16: Vote on a Motion To Reconsider. When a motion has been made to reconsider an action of the Council, the vote on the motion to reconsider shall be taken at the next regular meeting, unless otherwise stated in the motion.



CITY OF KODIAK

Pat Braun

MAYOR

ATTEST:

Dulce Marie

CITY CLERK

Adopted: February 23, 2012