

KETCHIKAN CHARTER COMMISSION

AGENDA STATEMENT

NO F-2

MEETING OF January 30, 2004

ITEM TITLE Anticipated budget needs and correspondence with the City, the Borough, Community Agencies and Businesses SUBMITTED BY Glen Thompson, Chair

SUMMARY STATEMENT:

A discussion was held during the organizational meeting regarding Commission needs, a possible budget, and possible funding sources.

Attached are example letters to the City, the Borough, community agencies and businesses, as well as a preliminary budget. Once responses to these letters are received and the actual monetary needs identified, as opposed to donated items or in-kind items or services, a formal budget for the Commission will be brought forward for approval.

RECOMMENDED ACTION:

"I move to authorize the Chair to submit letters to the City and Borough, as well as varying agencies and businesses in substantially the same format as the examples attached and include the Commission's preliminary budget as an attachment with each."

KETCHIKAN CHARTER COMMISSION

January 30, 2004

Delivered via Email

Roy Eckert, Manager
Ketchikan Gateway Borough
344 Front St.
Ketchikan, Alaska 99901

DRAFT

Dear Mr. Eckert:

On behalf of the Ketchikan Charter Commission, we feel the need to keep you informed as to our progress. We had our first meeting the 21st of January. Many thanks to Borough clerk, Harriet Edwards, for helping us get started. At that first meeting we elected a Chairman, Glen Thompson, a Vice Chairman, Mike Painter, and a Secretary, Debby Otte. We adopted several resolutions pertaining to conducting our meetings.

We appreciate the fact that the Borough has set aside funds for our endeavor. With that in mind, we come to you to see if you have a small handicapped-accessible office available. Along with that we'll need several other items to complete our job. We have attached a representative list of the office supplies/services we anticipate needing. We do understand that the Local Boundary Commission has offered the Commission an opportunity to petition for a grant and the Borough would be the pass-through agency, but as you can see from our projected budget, that amount of funding will not be sufficient to get the job done properly.

All of the elected commissioners are volunteers and have agreed initially to meet on a weekly basis. To be most effective, since we all work full time jobs, we believe it would be prudent to hire a part-time person to do the clerical tasks of our commission. This position could possibly be contracted or perhaps the Borough could lend the support needed in this area.

In closing, we appreciate anything you have to offer and would appreciate your expediting this request with the Assembly since time is of the essence: we have less than eight months to submit our draft consolidation plan to you. We look forward to your reply and we would be happy to give you some time on any of our agendas to address this request or any other matters.

Sincerely,

/s/
Glen Thompson, Chairman
Ketchikan Charter Commission

C: KGB Mayor and Assembly
Harriett Edwards, Borough Clerk

Attachment

KETCHIKAN CHARTER COMMISSION

January 30, 2004

Delivered via Email

Karl Amylon, Manager
City of Ketchikan
334 Front St.
Ketchikan, Alaska 99901

DRAFT

Dear Mr. Amylon:

On behalf of the Ketchikan Charter Commission, we feel the need to keep you informed as to our progress. We had our first meeting the 21st of January. My thanks to you for attending and answering some of our questions. As you know, at that first meeting we elected a Chairman, Glen Thompson, a Vice Chairman, Mike Painter, and a Secretary, Debby Otte. We also adopted several resolutions pertaining to conducting our meetings.

We understand that the Borough has set aside funds for our endeavor and we have just learned that the Local Boundary Commission has authorized a grant in the amount of \$10,000 for the Commission's needs. This grant would be channeled through the Borough, as the Commission has no corporate standing. As you can see, the projected budget exceeds that \$10,000 grant, as well as any separate funds the Borough may have indicated may be available. With that in mind, we come to you to see if you have a small handicapped-accessible office available to offer as an in-kind donation, if you will. Along with that we will need several other items to complete our job. We have attached a representative list of the office supplies/services we anticipate needing.

All of the elected commissioners are volunteers and have agreed initially to meet on a weekly basis. To be most effective, since we all work full time jobs, we believe it would be prudent to hire a part-time person to do the clerical tasks of our commission. This position could possibly be contracted or perhaps the City could lend the support needed in this area.

In closing, we appreciate anything you have to offer and would appreciate your expediting this request with the Council since time is of the essence: we have less than eight months to submit our draft consolidation plan to you. We look forward to your reply and we would be happy to give you or the Mayor or any of the City Council some time on any of our agendas to address this request or any other matters.

Sincerely,

/s/
Glen Thompson, Chairman
Ketchikan Charter Commission

C: City Mayor and Assembly
Katy Suite, City Clerk

Attachment

KETCHIKAN CHARTER COMMISSION

January 30, 2004

Delivered via Fax

Ketchikan Chamber of Commerce
Ketchikan Visitor's Bureau
Ketchikan Daily News (an open letter for publication)??
Ketchikan Gateway Borough School District

DRAFT

Dear:

At that first meeting the Ketchikan Charter Commission elected a Chairman, Glen Thompson, a Vice Chairman, Mike Painter, and a Secretary, Debby Otte. We also adopted several resolutions pertaining to conducting our meetings. We then discussed what tangible needs the Commission anticipates in order to most efficiently and publicly conduct our business.

With that in mind, we are asking if you have a small handicapped-accessible office available to offer as a donation to the Commission until at least September 30, 2004. Along with that we also need several other items to complete our job. We have attached a representative list of the office supplies/services we anticipate needing.

All of the elected commissioners are volunteers and have agreed initially to meet on a weekly basis. To be most effective, since we all work full time jobs, we believe it would be prudent to hire a part-time person to do the clerical tasks of our commission. This position could possibly be contracted or perhaps someone could lend the support needed in this area. The duties are not expected to take more than 20 hours per week, however, there will be times when the duties will require more time. We are looking for a person who would be willing to commit to the entire time frame and who would be needed to type documents, amend documents, notice meetings, type minutes, maintain records, and handle correspondence, to name some of the tasks to be performed.

In closing, we appreciate anything you have to offer and would appreciate your expediting this request since time is of the essence: we have less than eight months to submit our draft consolidation plan submitted. We look forward to your timely reply and we hope your organization will feel free to attend and contribute to our public meetings.

Sincerely,

/s/
Glen Thompson, Chairman
Ketchikan Charter Commission

Attachment

KETCHIKAN CHARTER COMMISSION

January 30, 2004

Delivered via Fax

Tongass Business Supply
Jud's Office Supply
WalMart
SE Business Machines

DRAFT

Dear:

At that first meeting the Ketchikan Charter Commission elected a Chairman, Glen Thompson, a Vice Chairman, Mike Painter, and a Secretary, Debby Otte. We also adopted several resolutions pertaining to conducting our meetings. We then discussed what tangible needs the Commission anticipates in order to most efficiently and publicly conduct our business.

The Commission needs several items to complete our job. We have attached a representative list of the office supplies/services we anticipate needing.

In closing, we appreciate anything you have to offer and as that you expedite this request since time is of the essence: we have less than eight months to submit our draft consolidation plan submitted. We look forward to your timely reply and we hope you and your staff will feel free to attend and contribute to our public meetings.

Sincerely,

/s/

Glen Thompson, Chairman
Ketchikan Charter Commission

Attachment