



MEMORANDUM

TO: Mayor Branson and City Councilmembers

FROM: Mike Tvenge, City Manager *MT*

DATE: September 12, 2019

RE: Monthly Report

Administration:

- Attended the AK Municipal League (AML) Annual Legislative Conference and the summer meeting of the AK Municipal Management Association (AMMA) in Soldotna from August 13-15, 2019. Highlights of the AMMA meeting included professional development seminars, a panel discussion on '*A Manager's Leadership Role on Difficult Issues*', and a tour of City of Soldotna facilities. AML hosted discussions with AK Legislators on current legislation that could impact municipalities, a session on the AK Municipal Service Dividend, and a round table discussion with leaders from the nonprofit sector.
- On August 20, 2019, participated in a productive roundtable discussion with US Senator Dan Sullivan, EPA Administrator Wheeler, EPA Region 10 Administrator Hladick, ADEC Commissioner Brune, and ADEC Deputy Commissioner Kent to discuss Kodiak's wastewater issues. Specifically, requirements for a UV Disinfection facility under the City's new permit that became effective in 2018. Follow-up included a letter to ADEC Commissioner Brune requesting a firm commitment for principal forgiveness of a state revolving fund loan program prior to application for the \$5M loan. We will keep the Council apprised of any developments on this priority project.
- The FY 2020 Budget incorporates the management goal to establish a vehicle use policy for City employees. In advance of a formal proposal for Council consideration and approval, the Manager sent out a memo to provide guidance on appropriate use of City owned vehicles and has received constructive feedback from Department Heads that will be incorporated in a more comprehensive policy as described in the memo. We appreciate the immediate voluntary cooperation with the appropriate use and stewardship of City owned vehicles. A copy of the memo is attached to this report.
- At their regular meeting on August 21, 2019, the Kodiak Island Borough (KIB) Planning and Zoning Commission moved to recommend to the KIB Assembly to review the Near Island Development Plan Concept A – Minimum Development and that it be adopted as a component to the KIB's 2008 Comprehensive Plan Update. In addition to the recommendation, additional findings of fact in support of their decision included the recognition of the substantial public input, quality of work

product, and that the plan is a significant document to guide future development of Near Island. The Assembly will consider the City's request at their next regular meeting for adoption/approval.

- Working with ADOT/PF – AMHS to repair deficiencies in the security gate at Pier I and to finalize a joint use agreement that allows AMHS exclusive, priority use of the facility. Once the Pier I project has been formally closed-out, we will move towards acquiring title to the property from the State.
- Following Council adoption of the new non-discrimination, anti-harassment, and equal employment policy, all employees received the newly adopted City policy and training was conducted by APEI for the designated staff named in the settlement with materials approved by the Alaska State Commission for Human Rights. All other supervisors, managers, and department heads will be training in the upcoming weeks. I'm pleased to report that the City has fulfilled all components of the Michael Chiesa v. City of Kodiak settlement agreement.
- The City was notified by Ms. Della Hall, Executive Director of Museums Alaska that the statewide museum association selected the City of Kodiak to receive this year's 2019 Award for Excellence in the Museum Field for collaboration with the Alutiiq Museum & Archaeological Repository, the Kodiak History Museum, and the Kodiak Maritime Museum. The award will be presented to Mayor Branson on Friday, September 27th at the Convention Center during the 2019 Museums of Alaska and Alaska Historical Society joint conference. If you are interested in attending, please contact the City Clerk's office for banquet tickets.
- In an effort to conserve our water supply, the City issued a press release asking customers to voluntarily reduce water usage. The response to the release covered in local media was immediate. Within 24 hours, the City reduced usage by approximately 400,000 gallons per day. A copy of the press release is attached to this report.
- In conjunction with First National Bank of Alaska's (FNBA) grand reopening, the City received a courtesy visit from FNBA Board Chair and CEO, Betsy Lawer, Board of Directors Admiral Tom Barrett, (USCG (Ret.), Perry Eaton, and Branch Manager, Mark Lonheim. The Manager, Deputy, and Finance Director discussed the City's investment policy, cash management, capital projects, and overall satisfaction with the host of services provided by FNBA.
- Met with April Counciller, Executive Director of the Alutiiq Museum & Archaeological Repository & Mike Brady, U.S. Fish & Wildlife Service to discuss conceptual plans for future programming, timelines, and potential partnership with the City through the Federal Lands Access Program (FLAP). The intent of FLAP is to improve transportation facilities that provide access to, are adjacent to, or are located within federal lands.
- In addition to multiple IT projects approved by the Council in the FY 2020 budget, the City is currently working across all Departments on the implementation of an email archiving policy.

- Over the last few months, employee recognition was given with a service pin presentation and reception to the following employees and their Departments:
 - 20 Years
 - Matthew Stone, Kodiak Fire & EMS
 - Frank Fish, Public Works
 - 15 Years
 - Michael Barnett, Kodiak Police
 - Judy Mullican, Port & Harbor
 - 10 Years
 - Michael Sortor, Kodiak Police
 - Hector Suarez, Kodiak Police
 - Elizabeth Cornelius – Kodiak Police
 - Ryan Emmert, Port & Harbor
 - 5 Years
 - Jojo Inaldo, Kodiak Police
 - Christopher Dolph, Public Works
- The City of Kodiak would like to welcome the following new employees:
 - Alfred Charliaga, Corrections Officer
 - Louden Wright, Corrections Officer
 - Chase Sortor, Police Officer
 - Gian Carlo Santiago, Harbor Officer
 - Monica Walker, WWTP Specialist
 - Agnes Sanjoyo, Library Specialist
- The City of Kodiak is currently recruiting for the following positions
 - FT Public Safety Dispatcher
 - PT Administrative Assistant at Fire Department
 - FT Maintenance Technician
 - FT Firefighter/EMT
 - FT Police Officer

Finance/IT:

- Finance department staff are working through year-end close and preparing for the annual audit. In addition, staff is getting the new fiscal year started off with a bang as work continues with other departments to ensure proper financial recording, grant requirements, bid and RFP procedures for new purchases, and streamlining the City's internal controls over financial reporting and IT.
- The City's annual financial audit is scheduled for October 7-11, 2019.
- The Facilities Replacement and Reserve Policy is being drafted with an anticipated completion date in mid-October.
- The City completed the most recent workman's compensation audit through our insurance company.
- As Harbor, Shipyard, Cargo, and Electric Utility accounting is processed into the financial software system, the finance department will begin assisting with the installation and training process for new Harbor software in September.

- Beginning in mid-October through the remainder of 2019, finance department staff will begin researching new collections options for delinquent accounts, finalize preparations on the FY 2020 budget document, and begin updates to the City's Long-Term Capital Improvement Plan.
- The Finance Director and IT Administrators meet quarterly with department heads to discuss current IT projects, upcoming projects, and any problem areas in the IT arena. For the first meeting, projects slated in the FY 2020 budget and the replacement of equipment based on the IT equipment schedules were discussed. The IT department is streamlining projects by using Project software to track the status of projects in progress. With 21 IT projects and 23 replacement desktops budgeted for FY 2020, the IT staff budgeted a new position to begin in FY 2020. We anticipate advertising for this new position soon. Current projects underway include the Citywide phone system upgrade, the replacement of all multifunction printers, new Harbor software, the Library SIRSI card catalog migration, and the email retention policy. The IT department continues to provide email phishing and cybersecurity training webinars to all City personnel. Research continues on a Citywide Cybersecurity training and implementation in the FY 2021 year. With the increased threat of data breaches, additional cybersecurity training will assist to minimizing our risk of exposure.

Police:

- The "Venture-Thru-Vehicles" co-sponsored event with the KPD and Chamber of Commerce was a great success. The event included 33 vehicles (including a USCG Search and Rescue Helicopter) and over 1,500 Kodiak residents and visitors attended. The goal of the event was to get big trucks, food trucks, emergency, construction, electric, one-of-a-kind vehicles and other modes of transportation together for kids and families to explore.
- With school back in session, KPD has a full-time School Resource Officer placed in the School District. Officer Shane Parker is certified to teach the Drug Abuse Resistance Education (D.A.R.E.) education programs and is the liaison between the District and KPD.
- The KPD Downtown Satellite Office is open and actively patrolling from Noon to Midnight daily.

Public Works:

- The City of Kodiak has been awarded the Ursa Minor status in Water System Excellence for 2018 by ADEC. The Ursa Minor award goes to communities with compliance with Operator Training and Certification and Drinking Water Program regulations. Congrats to the WTP Crew for demonstrating expertise and dedication to safety and ongoing efforts to provide safe drinking water to the residents and businesses in Kodiak!
- The City of Kodiak was notified by ADEC that we have met all requirements in the 2019 Annual Filtration Avoidance and Watershed Protection Inspection. Federal and State Regulations require that surface water systems which do not provide filtration have an onsite inspection completed annually. This year's inspection was conducted on July 23, 2019 and addresses the following:
 - Watershed control program
 - Source water quality

- Disinfection treatment
- Equipment maintenance
- Operating procedures
- Reporting requirements

The inspection documents demonstrate that the City meets requirements to avoid filtration for 2019. A copy of the annual inspection report is available upon request.

- Finalizing RFP for the purchase of two 2,000 gallon above ground fuel dispensing tanks to be located at the Public Works Building.

Fire/EMS:

- Issued RFP for site selection for future Fire Station and Ambulance Garage with an October 4th deadline.
- Working with Architect Brian Meissner, ECI, on a space program and site selection for the new Fire Station. We've scheduled a pair of two-day workshops each culminating in a Council Work Session, plus a final presentation to Council in early December.
- The October workshop will focus on development of site selection criteria and an initial space list for the fire station. Following the first workshop we will apply the site selection criteria to each site to create a preliminary site ranking. We will also develop a conceptual floor plan for the fire station and use it to test fit up to five of the most promising sites.
- The November workshop will focus on review of the shortlisted sites and finalization of the site selection matrix, finalization of the space list, and development of room data sheets. Following the second workshop we will compile the findings in a draft report. City staff will review and refine report before final presentation to Council in early December. The report will provide a basis of design for future phases of project development.

Library:

- As presented at the last regular Council meeting and in partnership with the Alaska Library Network, the Kodiak Public Library is in the process of migrating their catalog to the Alaska Library Catalog program. This integration will greatly improve the library customer experience with increased access to circulating collections around the State.


Parks & Recreation:

- Planning a Council work session on September 24, 2019 to provide update on Ice Rink funding and concept design.



MEMORANDUM

TO: ALL CITY EMPLOYEES

FROM: Mike Tvenge, City Manager 

DATE: August 5, 2019

RE: Vehicle Use Policy

City vehicles are available solely for the purpose of assisting staff in the day to day functions of performing City business. City administration is working on a comprehensive vehicle use policy to provide guidelines for obtaining, qualifying for, and using a city vehicle. The purpose of the policy is to minimize City transportation costs and legal liability, help ensure the safeguarding of City personnel and resources, and also to address new IRS regulations regarding an employee's personal use of city vehicles. We anticipate formal adoption of a policy by the City Council before the end of the year and will distribute at that time.

In the meantime, the following rules apply to ALL licensed drivers who use city vehicles and are effective immediately:

- Use City vehicles for Official City Business only. Personal use of City vehicles is only allowed on a case-by-case basis and MUST be approved in advance by the City Manager. Personal use includes using the vehicle for personal errands between business activities, to commute between the workplace and home, or using the vehicle outside of business hours.
- Operate a City vehicle in accordance with all federal and state laws, City regulations and work rules.
- Always wear a seat belt when driving or occupying a City vehicle.
- Never transport passengers such as family members or friends.
- All passengers must be authorized, approved and on official City business.
- No tobacco products will be used in City vehicles at any time.
- No texting on cell phones.
- Report any damage or vehicle problems to your immediate supervisor.
- All City vehicles must be returned by the end of normal working hours each day, unless authorized by the City Manager.

We appreciate your cooperation with the appropriate use and stewardship of City owned vehicles.



Office of the City Manager

710 Mill Bay Road, Room 114, Kodiak, Alaska 99615

City of Kodiak Asking Customers to Voluntarily Reduce Water Usage

AUGUST 19, 2019 – KODIAK – After unusually hot weather and in preparation of a potentially dry fall, the City of Kodiak is asking customers for a voluntary reduction of water usage. The reduction of usage is being requested because the potential for a water supply shortage continues to increase.

The City of Kodiak water supply originates from two sources: the Pillar Creek Reservoir and the Monashka Reservoir. The Monashka Reservoir is the City's main water supply and the average daily use is 6.3 million gallons a day.

"Kodiak customers know it is important to manage their water use during these dry conditions", said City Manager Mike Tvenge. "Today we are asking residents and businesses to continue to reduce water use both indoors and outdoors."

Ways people can reduce their water use:

- Limit plant watering to twice a week – Doing this at home and at businesses can make a big difference.
- Water plants before 8 a.m. and after 7 p.m. – If you are watering, do it during this timeframe to reduce the impact of evaporation.
- Reduce your showering time at home.
- Wash only full loads of laundry and dishes.

If you have any questions regarding this press release, please contact Craig Walton, Public Works at 907.486.8062.

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