




MEMORANDUM

TO: Mayor Branson and City Councilmembers

FROM: Mike Tvenge, City Manager 

DATE: October 10, 2019

RE: Monthly Report

Administration:

- On September 10, 2019, the Mayor and Manager toured the USS Comstock, a US Navy amphibious dock landing ship that was in Kodiak for a port visit in conjunction with the 2019 Arctic Expeditionary Capabilities Exercise. While in port, USS Comstock Sailors and Marines participated in community outreach projects at East Elementary School and the Kodiak Baptist Mission. During their first visit to Kodiak, Commander Kevin Culver expressed the extremely strategic location that Alaska is in the Indo-Pacific. Due to weather, the crew was able to extend their Kodiak experience, engage with the public, and infuse some revenue into the local economy.
- On September 16, 2019, the Mayor and Manager met with USCG Admiral Matthew Bell and his wife Nancy at City Hall. For his third tour in Alaska (including Kodiak), Rear Adm. Bell took over as commander of the USCG District 17 in May 2018 and works out of the district headquarters in Juneau. We discussed USCG plans to expand its presence in Kodiak over the next few years, Arctic shipping and domain awareness, and other federal issues of importance to Kodiak and the State of Alaska. After Kodiak, Adm. Bell flew to Adak to meet with Secretary of the Navy Richard Spencer and participate in the Arctic Expeditionary Capabilities Exercise.
- Attended the Mill Bay Corridor Planning meeting with Borough staff and consultants to discuss City land use priorities, future development in the area, and provide feedback for the planning process. The project is supported by a \$600,000 US EPA Brownfields Assessment Grant to identify clean-up sites on the island, create an action plan for site clean-up, and define strategies for reuse and redevelopment of those sites on Mill Bay Road and the surrounding area. Following additional public meetings, a report with recommendations incorporating feedback from the public and government entities will be distributed at the end of the project. A copy of the project information summary and Kodiak Market Trends analysis is attached.
- At their regular meeting on October 3, 2019, the Kodiak Island Borough (KIB) Assembly moved to approve the Near Island Development Plan Concept A – Minimum Development and adopt as a component to the KIB's 2008 Comprehensive Plan Update.

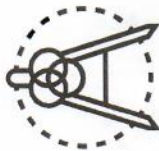
- Land appraisers from MacSwain and Associates were in Kodiak on September 16, 2019 to review and conduct site evaluations at Pillar Mountain, Trident Basin, Municipal Airport, and the Port of Kodiak Shipyard. The appraisals are intended to lead City Administration to a conclusion of value and proposed lease rates for the different properties.
- Following Council approval, the Manager's Office has been busy processing nonprofit grant awards and payments to all 19 recipients of the FY 2020 City program. I'm pleased to report that all 19 organizations have fulfilled the requirements and payments have been completed at the time of this writing.
- On behalf of the Kodiak Fire Department and the Red Cross of Alaska, negotiated a facility use agreement with the Kodiak Island Borough to utilize space at the High School for storage of emergency shelter equipment. The High School is designated as the primary emergency shelter in Kodiak and the agreement allows for storage of 800 new cots, medical cots, blankets, and other equipment necessary during a disaster event.
- Due to ongoing building maintenance issues at the Kodiak Public Library and Police Station, the Manager is working with RSA Engineering to provide engineering services at the facilities to survey the existing mechanical and electrical systems, monitor power quality issues, and provide a condition survey report with recommendations for upgrades. The report will include a narrative describing potential upgrades and a rough order of magnitude cost estimate for upgrade options. Any identified projects will be included in the City's Long-Term Capital Improvement Plan.
- During the Alaska Historical Society & Museums Alaska Conference in Kodiak last month, we met with the State Historic Preservation Officer, Judith Bittner to discuss the City's historic preservation efforts and potential participation in the Certified Local Government Program. Thanks to Mayor Branson and Councilman Davidson for participating in the meeting, tour of the City's barn, and attending the Conference banquet to accept 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.
- **Risk Management:**
 - Loss Control Program – Through our membership with Alaska Public Entity Insurance (APEI), City employees have access to a wide variety of resources to assist in reducing risk, including support by phone, email, on-line training courses, on-site training, loss control visits, and regional seminars. In the City's ongoing commitment to achieve a safe and healthy workplace, we are participating in APEI's Loss Control Program. Participation includes monthly and documented safety briefings at Department Head meetings, self-inspections and audits, safety appraisals (ex. Baranof Turf and Track & WWTP Centrifuge), and other employee safety-related training. Participation helps reduce the cost of the City's insurance through premium savings, improves our loss history rating, and can help reduce losses that can lead to expensive claims including property damage and employee injuries.

- 'Stop the Bleed/Active Shooter' Training - This training is being conducted by the Fire and Police Department on October 25, 2019 and is being provided to the City Clerk's Office, Finance/IT Department, Building Inspectors, Library, and the City Manager's Office.
- Target Solutions – This on-line safety training platform provided through APEI membership is available to help the City improve overall performance, increase operational readiness, save money, and reduce claims. It also includes operations management software that helps the City Manager's Office assign and track compliance with all employee training. We have arranged for a Department Head demonstration at the next monthly meeting. A full list of training topics is available upon request.
- APEI New Manager Boot Camp – Through scholarships provided by APEI, the City will have two staff members attending the 2-day training on October 23-24, 2019 in Anchorage. Training topics include personnel management topics, effective communication, conflict resolution, ADA accommodation, Family Medical Leave Act, addressing substance abuse, and termination decisions.
- **Public Works :**
 - Held a design, budget, and funding status briefing with the City Engineer & Jacobs Engineering on the 50% design with WWTP UV Disinfection Facility.
 - Received recognition by NOAA – National Weather Service for 15 years of service by providing daily observation reports of record temperature and precipitation data. Attached is a photo of the award presentation with WWTP Superintendent, Tino Bormuel and Kaitlyn O'Brien, NWS Meteorologist.
 - Soliciting Request for Proposals for a 2020 Ford F-450 that was not available during the City's last advertisement in June 2019.
- **Police :**
 - Tsunami Siren Replacement Project Funding & Request for Proposals – The City was notified on September 26, 2019 that it's been awarded the NOAA Tsunami Siren Mitigation Program grant for \$108,000 to be used towards the siren replacement project. The City is working on refining a draft RFP and continues to await acceptance of funding by the State of Alaska and grant award.
 - KPD assisted with the coordination of the US Attorney's Office and Drug Enforcement Administration outreach visits to Kodiak at the local schools and Kodiak Area Native Association.
- **Port of Kodiak:**
 - Pier II Condition Report – During an annually required inspection of APL's leased premises, noticeable damage to one of the storm drain catch basins as well as some pavement damages were observed. The City is working with APL to finalize a work plan to replace the storm drain structure, all damaged piping, and pavement repairs.
 - Pier III Asphalt Repairs – Worked with a local contractor to complete paving of the approach on the apron at Pier III.

- **Library:**

- Alaskan Author Annie Boochever was in Kodiak on October 7-8, 2019 to provide a book reading and signing for her new book *'Fighter in Velvet Gloves: Alaska Civil Rights Hero Elizabeth Peratrovich*. Ms. Boochever also conducted a writing workshop on October 8, 2019 with support from City Library staff.

Kodiak Island Borough Area-Wide Planning Project Information Summary



Project Purpose

The Kodiak Island Borough is working with a consulting team to develop a revitalization strategy for underutilized properties in Kodiak to stimulate public and private investment. The Borough wants to engage Kodiak Island residents to learn about our community planning project to plan for reinvestment along Mill Bay Road and to provide recommendations on the plan components.

Goals & Desired Outcomes:

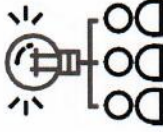
- Define community priorities
- Address environmental conditions
- Evaluate development opportunities & constraints
- Explore potential land use & urban design options
- Focus on sites with greatest redevelopment potential
- Stimulate private & public investment
- Develop an action plan



EPA Grant Funding

The U.S. Environmental Protection Agency (EPA) is funding the project. The project is part of a US EPA Brownfield Assessment Grant to identify brownfield sites across the island, create an action plan for site cleanup, and define strategies for reuse and redevelopment of those sites and the surrounding neighborhood.

The EPA defines a brownfield as "real property, the expansion, redevelopment or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant"



Public Input

The Borough invites the public to identify ideas, suggestions, and strategies to revitalize the neighborhood around Mill Bay Road. The project team will use the process to define a common vision and action plan that prioritizes project investments in alignment with community priorities. This process will also guide the region's economic development strategy and business recruitment efforts.

Feedback & Inquiries

Please submit additional comments and/or inquiries to:

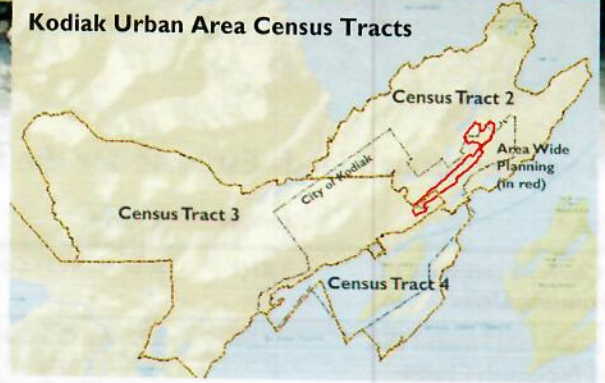
Erin Welty
Acting Director
Kodiak Island Borough
Community Development Department
710 Mill Bay Road
Kodiak, AK 99615
907-486-9362
ewelty@kodiakak.us

Project Boundaries

See map on the reverse side of this paper.

Kodiak Market Trends

An overview of population, housing and employment trends prepared by Agnew::Beck Consulting as part of the Kodiak Market Study to inform the Brownfields Area Wide Planning effort being conducted by Stantec on behalf of the Kodiak Island Borough. September 2019.

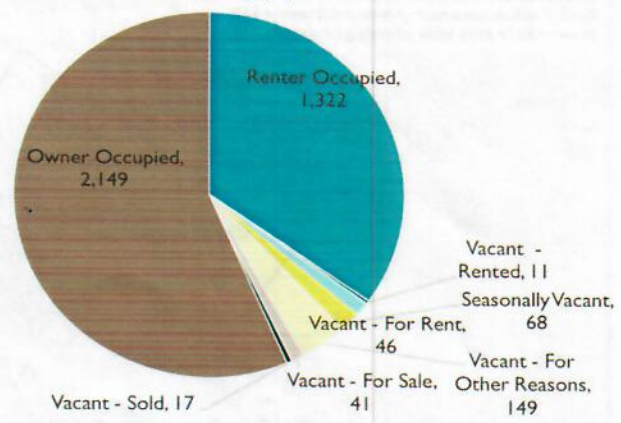


Population Characteristic	Kodiak Urban Area	Census Tract 2	Census Tract 3	Census Tract 4	City of Kodiak	Kodiak Island Borough	Alaska
Total Population (2018)	10,584	7,279	2,581	724	6,130	13,773	738,565
Historical population annual increase since 2000	.3%	.6%	.4%	-.3%	-.2%	-.3%	1%
Household (HH) Size		2.95	3.62	2.02	3.03	2.02	2.96
Med. HH Income		\$94,625	\$70,781	\$58,839	\$69,868	\$74,167	\$76,114
HH with Children %		39.9%	48.1%	20.9%	38.8%	40.9%	35.1%
HH with 65+ living alone %		3.2%	10.6%	12.7%	5.8%	6%	6.8%
Unemployment Rate	4.6%	4.7%	3.6%	7.4%	4.8%	5.3%	7.7%
Civilian Residents Employed in Fishing*	8%	7%	9%	11%	6%	7%	5%
Civilian Residents Employment in Fish Processing**	20%	19%	24%	17%	24%	17%	4%
Resident Population 16 + in the Armed Services	2%	2%	1%	1%	1%	5%	3%
Estimated Jobs (2018)***	6,533					8,452	377,829
Annual Job Growth Rate since 2010	3%****					.8%	0%
Projected Jobs (2029)	7,885*****					9,108	

Source: 2013 – 2017 American Community Survey 5-Year Estimates; Notes: * and agriculture, forestry, hunting, and mining; ** manufacturing; *** Estimated using ACS and Alaska Department of Labor + Workforce Development QCEW, Uniformed Armed Service and Fishers.****Resident employment; *****Estimated at 2% growth rate; Total jobs not available for other geographies, the AKDOLWD projects an estimated .5% job growth rate between 2016 and 2026.

Housing Characteristic	KUA	KUA (%)	Alaska
Total Housing Units	3,816	100%	313,937
Owner Occupied	2,149	56%	63.7%
Renter Occupied	1,322	38%	36.3%
Vacant Units	221	9%	19.6%
Homeowner Vacancy Rate		1.9%	1.8%
Rental Vacancy Rate		3.4%	6.5%
Average Household Size	3.05		2.92
Overcrowded or Severely Overcrowded ¹	365	12%	6.5%
Built Before 1950	221	5.8%	3.4%

Kodiak Urban Area Housing Units by Tenure and Occupancy (I)



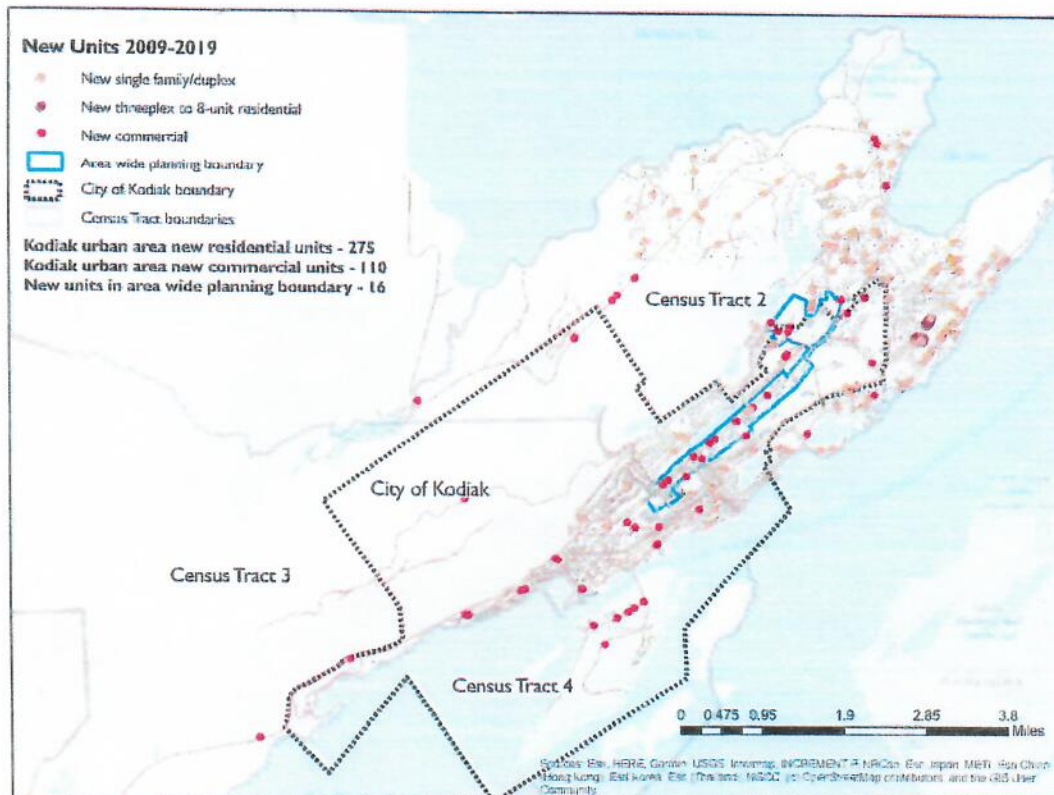
¹ More than one occupant per room. A “room” includes bedrooms, kitchens and living rooms, but not bathrooms, hallways or unfinished basements. For example, a two-bedroom apartment with a living room and a kitchen would be considered overcrowded if there were five or more people living in the apartment. The same apartment would be considered severely overcrowded if six people were living in the apartment.



10-year Housing Needs Estimate for the Kodiak Urban Area

Item	Number	Source
Current estimate of Housing Units	3,816	2017 American Community Survey (ACS) 2013-2017 5-Year Estimate.
New Units Needed Due to Population Change 2019-2029	124	American Community Survey 5-Year Estimates and Decennial Census. Assumes .3% average annual increase based on historic growth in the KUA 2000-2017. For reference, the projected population annual increase through 2030 increase for the KIB is -.5%; Alaska: .6%
New Units Needed Due to Housing Condition	169	Estimated as the average of three indicators applied as a percent to the sum of occupied units and units on the market: occupied units lacking kitchen and plumbing facilities (.9%), all units built before 1950 (5.8%) and all units that are mobile homes (6.8%). 2017 ACS 5-Year Estimate.
New Units Needed Due to Severe Overcrowding	87	Overcrowding is defined by Census and HUD as homes with more than one occupant per room. Severe overcrowding is defined as more than 1.5 occupant per room. Rooms are defined as the total number of rooms, not just the bedrooms. Three (3%) percent of occupied Kodiak Urban Area housing is severely overcrowded. Another 8% are overcrowded. 2017 ACS 5-Year Estimate
Less New Residential Construction in 2017, 2018 and 2019	(87)	New residential units are counted as those that result in a new unit (or units) calculated within the Kodiak Urban Area. Source: City of Kodiak and Kodiak Island Borough
Total New Housing Units Needed	293	By 2029
Percent of permanent housing total	8%	
Estimated annual absorption	27	Calculated over a 10-year period

Building Permit Analysis



Year	New Residential Units	New Commercial Units
2009	16	3
2010	19	4
2011	18	7
2012	28	13
2013	21	14
2014	19	11
2015	25	11
2016	42	17
2017	37	17
2018	38	7
2019	12	6
Total	275	110

Source: Kodiak Island Borough, Map and analysis by Agnew::Beck Consulting, September 2019




Kosyginne
Richard Hoff
for Fifteen Years
of SERVICE to the
Government of the
United States of AMERICA
National Oceanic and Atmospheric Administration
National Weather Service
Alaska Region
2004-2019