



## MEMORANDUM

TO: Mayor Branson and City Councilmembers  
FROM: Mike Tvenge, City Manager *MT*  
DATE: February 11, 2020  
RE: Monthly Report

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### Administration:

- In preparation for the new fiscal year and following the FY 2021 Planning meeting with Council on January 25, 2020, the Manager established a DRAFT list of strategic priorities and accomplishments attached to this report for your consideration and feedback.
- As the operating agency of the Municipal Airport and to meet the needs of the aviation community in Kodiak, the Manager, Deputy, and Public Works Director convened an open house on January 30, 2020 with lease holders to present new leases and rates for hangar and tie-down lots. The meeting was well attended and we received numerous suggestions for potential future improvements to maximize safety and efficiency of the facility.
- The Alaska Municipal League (AML) adopted resolution 2020-22 – Requesting the Alaska State Legislature approve a coastal infrastructure general obligation (GO) bond for the 2020 election. Since, several other communities with a critical need for coastal infrastructure repair and maintenance have adopted similar resolutions and included with their 2020 State Legislative Priorities. Due to timing of AML Winter Conference in Juneau later this month, the Manager is recommending Council request St. Herman Harbor Replacement project for \$10M be included for consideration in a GO Bond package. Should the Legislature approve, the issue would be placed on the November 3, 2020 general election ballot.
- During the AML Winter Conference, the Manager requested a meeting with AK Department of Corrections to seek support for annual funding increases to the Kodiak Regional & Community Jail contract. The justification for the annual increase includes covering actual annual costs of operating the facility and also the increase in pre-trial monitoring activities. A white paper for the City's request is attached to this report.
- Approximately 120 fifth-grade students from Kodiak Elementary Schools were honored for completing the Drug Abuse Resistance Education or D.A.R.E. program on February 7, 2020. Delivered through a collaborative partnership between KPD and the School District, the D.A.R.E. is a comprehensive K-12 education program that teaches students decision making skills that equip them to lead safe and healthy lives. Lesson topics include dangers of drug abuse, how to resist peer pressure, and how to take a stand against bullying. As a graduation requirement, the 5<sup>th</sup> graders write an essay describing what they learned from the D.A.R.E. program. The Manager served as a judge to select the best three essays for one of six classrooms and was a guest presenter at the graduation.

- **Personnel:**
  - Mr. Glenn Melvin, City Engineer announced his retirement date of May 29, 2020. Glenn has served in his role for 8 years and has assisted the City on the successful completion of numerous capital projects and meet numerous State & Federal Compliance Requirements. We'll begin recruitment for his replacement in the upcoming months.
- The City of Kodiak would like to welcome the following new employees:
  - Elaan Thomas, Library Specialist
  - Carrie Sheckells, PT Administrative Assistant at KFD
- The City of Kodiak is currently recruiting for the following positions:
  - FT Harbor Officer
  - FT Maintenance Specialist
  - FT Fleet Mechanic
  - FT Water/Wastewater Treatment Specialist
  - FT Firefighter/EMT
  - FT Police Officer
- **Emergency Services:**
  - In coordination with KFD and KPD, we are closely monitoring and taking precautionary measures with changes to response operations at the direction of the U.S. Center for Disease Control (CDC). We are monitoring daily CDC advisories and will convene a meeting of the Emergency Services Council as necessary. We'll keep Council apprised of any critical developments as we learn more.
- **Finance/IT:**
  - The FY 2019 audit & a comprehensive annual financial report completed.
  - Working on FY 2020 Supplemental Budget for Council consideration in March.
- **Public Works :**
  - Kudos to the Public Works Road Crew for doing an outstanding job with snow removal this winter. With a record amount of snowfall in January, the crew worked tirelessly to keep City streets open and safe in cooperation with KPD and the Public. Advisories were sent out via press release, NIXLE, and social media to keep Kodiak residents informed about snow removal procedures.
  - The City's ADEC Alaska Clean Water Fund Loan for the Wastewater UV Effluent Disinfection Facility has been approved. We will be advertising construction bid documents on February 18 with a mandatory pre-bid conference the first week of March, and bid opening on March 19, 2020.
- **Police :**
  - To help mitigate the opioid crisis in Kodiak and in an effort to further the work of the Mayor's Opioid Task Force and Community Coalition, a one-day course, 'Creating and Sustaining a Culture of Recovery' will be provided to KPD and key community leaders on February 25, 2020 with training developed by the Hazelden Betty Ford Foundation.
  - KPD is in the process of developing a Recruitment and Retention Plan to address potential barriers to recruitment, competitive pay benefits, and factors that lead to

turn-over. The end goal is to fully staff KPD positions (Patrol, Dispatch, & Corrections) to meet the public safety needs of Kodiak and to recruit & retain the highest quality workforce.

▪ **Library:**

- The new Alaska Library Catalog is very popular among library patrons, has increased sharing from other libraries, and increased borrowing from Kodiak, according to Library Director, Laurie Madsen.
- Collaboration for Altered Books Event: Kodiak's Public Library, Arts Council, and Public Library Association co-sponsored the First Friday Art Walk on February 7, 2020. Artwork with altered books created by local artists are on display at the Gerald C. Wilson Auditorium for the month of February.

• **Parks & Recreation:**

- The Parks & Recreation Advisory Board met on February 6, 2020 and voted in favor of the \$3.1M Baranof Park Improvements Project (Ice Rink and Track enclosure).
- Capital Campaign and Fundraising training with Foraker Group CEO, Lauri Wolf and Baranof Park volunteers was held at the Public Library on January 14, 2020.
- Anticipating a fee proposal from ECI Alaska to begin a five-week design process for the Ice Rink and Walking Track enclosure. In advance, we are focusing on schematic design because we need to understand structural, mechanical and utility implications before accepting a finalized full design proposal.
- Last day of ice at the hockey rink is March 23, 2020.
- Youth soccer registration will begin on March 10, 2020.

• **Fire & EMS:**

- The Steering Committee will meet on February 11, 2020. Due diligence on site selection for the future Fire Station continues with site testing and gathering necessary documents and reports.

**The Manager will be attending the Winter AML Conference on February 17-21, 2020.**



## FY 2021-2023 City Council & Manager Strategic Priorities

**Kodiak is a thriving, engaging, and diverse island-community that cares for all**

<b>Envisioned Future:</b>	<b>Leadership, Integrity, Collaboration, Innovation, Stewardship</b>						
<b>Core Values:</b>							
<b>Council &amp; Manager Priorities</b>	<b>Maintain Sustainable Fiscal Policy</b>	<b>Reliable, Well Maintained Infrastructure</b>	<b>Safe Community</b>	<b>Vibrant Local Economy</b>	<b>Quality of Life, Family Oriented Community</b>	<b>Attract &amp; Retain Brightest Minds</b>	
	Update 10-year Capital Improvement Plan  Implement Remote Seller Sales Tax  Improve Revenues w/ changes to Title 3  Strengthen contract mgmt. practices to avoid litigation	Construct upgrades to aging water & sewer system (incl. UV Facility)  Sustain City facilities w/ building operations and maintenance program  Explore annexation to promote cost-effective extension of public services	Design and Plan for Construction of New Fire Station  Replace Tsunami Sirens  Establish citywide snow removal policy & procedures  Pursue AHFC Public Safety Housing Program grant funding	Collaborate with Chamber of Commerce to allow Business on City Property.  Pursue public/private partnerships for capital projects and land leases  Support all Tourism activities	Maintain 'Coast Guard City' designation w/ recertification  Establish Local Govt. Certification in Historic Preservation  Construct Baranof Park Improvements (Ice Rink/ Indoor Track/Parking)	Evaluate recruitment incentives  Research & Implement an employee wellness program  Improve employment application process with new software  Create Admin. Manual to guide employees in policy, procedures, and processes  Deliver training for all staff	



## Office of the City Manager

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

### FY 2020 Accomplishments

- Donated Ambulance to Larsen Bay
- Finalized Near Island Land Use Plan
- Completed Sewer Rate Study
- Emergency Lift Station Repairs
- Repaved Von Scheele Way
- Completed Land Appraisals at Pillar Mountain Communication Lease Sites, Municipal Airport, Shipyard, and Trident Basin Sea Plane Base
- Executed Lease agreements –
  - NOAA Pier II - \$114,744K
  - Afognak Native Corp. - \$11,854.92K
  - Petro Star - \$13,880K
  - DPS Dispatch - \$75k
  - Department of Corrections - \$1,092M
  - Redemption Air - \$23,700K
    - TOTAL: \$1.33 M Annual Revenue
- Renewed Borrow Permits - \$20k
- Implemented Vehicle Use Policy
- Secured Grants:
  - \$576k – DHSS – Cots, Radios, Tsunami Sirens
  - \$109k – NOAA – Tsunami Sirens
  - \$39k – JAG
  - \$54k – Hazelden
    - TOTAL: \$778,000
- Secured Loan for UV Disinfection Facility through AK Clean Water Fund - \$5.4M
- Shipyard Agreement to operate Marine Travelift
- Coordinated installation of new Art Exhibit at St. Paul Harbor Spit
- Supported Community events:
  - Venture-Thru-Vehicles
  - Christmas at Harbor
  - Chamber of Commerce
  - Statewide Museum Conference
- Fire Station Site Selection & Pre-Design Services with ECI Alaska underway

#### **Personnel:**

- Recognized and Celebrated 245 years of service to the City with pin presentations to 20 City Employees.
- Turnover Rate – 22%
- Adopted Nondiscrimination, Anti-Harrassment & Equal Employment Policy
- Reorganize City Hall to improve work flow and efficiency





## **Kodiak Regional & Community Jail Contract with AK Department of Corrections**

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The Kodiak Community Jail is an integral piece to the overall public safety of Kodiak. Since 1960, the City Council has approved an annual jail services contract with the State of Alaska to incarcerate persons held for violations of State law.

On July 25, 2019, The Alaska Department of Corrections (DOC) and the City of Kodiak entered into a one-year contract (DOC Contract No. 2091006) to provide short-term Regional and Community Jail services. The base contract amount is \$991,552 with an additional \$37,380 included for Pretrial Electronic Monitoring Services the City provides for the State. The total FY 2019 contract amount is \$1,028,932. With capital improvement projects included, the total audited jail expenses for FY 2019 is \$1,190,312. Revenues received under this contract do not cover, but do offset the City's cost to operate the jail.

With the passage of SB 91 and HB 49, the roles and responsibilities of the Kodiak Police Department – Corrections Division have been modified. The jail is again booking and housing an increased amount of prisoners with the added responsibility of pretrial electronic monitoring. Pretrial monitoring has increased the overall workload tremendously. After assuming responsibility for all of Kodiak's pretrial monitoring from Palmer, the Kodiak Community Jail supervises an average of 58-70 pretrial detainees per day.

The City of Kodiak supports the DOC's mission to provide secure confinement, reformative programs, and a process of supervised community reintegration to enhance the safety of our communities. The Kodiak Police Department is committed to ensuring compliance with the highest operating standards and we are requesting additional financial support to continue the performance of pretrial services and sentenced electronic monitoring in Kodiak.

The City seeks support to have the DOC provide a sufficient level of annual funding to adequately provide services and maintenance of the Kodiak Community Jail, which will allow the facility to function at an acceptable level and meet DOC's operating standards. **For FY 2021, the City is increasing its request by \$130,000 (\$100k Community & Regional Jail Program and \$30k for Pre-Trial Services) to cover operating and capital costs associated with the increased work load.**



## Office of the City Manager

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

### City of Kodiak Asking Residents to Cooperate with Snow Removal Operations

JANUARY 28, 2020 – KODIAK – With the winter snow season upon us, the City's Department of Public Works asks for your cooperation to ensure that snow removal operations are possible.

This is friendly reminder of the following:

- Please move vehicles and garbage cans away from the road so the plows can do their job. Cars should be parked off the rights-of-way as much as possible during the clearing and removal of snow.
- Please use caution of what is shoveled into piles does not contain materials that could damage our equipment.
- Do not pile snow within 15' of an intersection.
- Do not pile snow against power poles or fire hydrants; these need to be visible and readily accessible in the event of an emergency.
- Snow berms are attractive to children but pose a significant safety risk. A child might slide into oncoming traffic, especially if the berm is located in or near a public street. Remember that vehicles can skid on ice despite braking.
- Prioritized actions that the City of Kodiak will take following significant snow fall includes opening fire lanes, major school bus routes, opening routes to two lanes of traffic, hauling to snow storage, and cleaning sidewalks.

Please discuss winter safety with your children and make sure that they're playing safely. It is highly encouraged that children and adults alike wear bright clothing and/or reflector tape for visibility.

If you have questions about where to pile snow, please call 486-8060 and your questions will be passed along to the Public Works Operators. With your help, snow can be cleared throughout town quickly and effectively.

###



# Creating and Sustaining a Culture of Recovery

A one-day interactive training

[CLICK HERE TO REGISTER](#)

*A project of The Kodiak Summit Community Coalition and KPD*

**February 25, 2020**

**Afognak Center  
300 Alimaq Drive,  
Kodiak, AK 99615**

**Prior registration required  
(no walk-ins)**

**Check in: 8:00am  
Training: 8:30am-5:00pm**

This one day interactive training will help to build and sustain a culture of recovery that includes KPD employees and Summit members. Through this training you will gain the education to address stigma and promote all pathways to recovery. This training provides a platform to better understand the impacts of stigma, discrimination on the ways they work, and to create and sustain recovery oriented systems of care that are welcoming to all.

**By the end of this training, Kodiak Police Dept. employees and Summit members will be able to:**

- Develop a baseline understanding of their implicit biases
- Describe Recovery-Oriented Systems of Care (ROSC)
- Describe the Cycle of Conditioning and its impact on a culture of recovery in Kodiak
- Identify opportunities to interrupt the Cycle of Conditioning in order to build cultures of recovery
- Use recovery-enhancing language to replace traditional words and concepts when speaking about the recovery or potential recovery of those involved in opioid or other substance activities
- Be able to demonstrate cultures of recovery



**JAY HUGHES**  
Director of Training and Technical Assistance, Georgia Council on Substance Abuse

**NEIL CAMPBELL**  
Executive Director, Georgia Council on Substance Abuse

**6.5 CE HOURS AVAILABLE!  
LUNCH PROVIDED**

**If you want to go fast, go alone;  
If you want to go far, go together.**

**Questions and information about Summit Newcomers Orientation, which is required for all new Summit members, contact Sandra Collins-Jackson, Summit coordinator at [sandracj2019@gmail.com](mailto:sandracj2019@gmail.com)**