



## MEMORANDUM

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

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### **Emergency Services:**

- Kodiak's Emergency Operations Center (EOC) was activated on March 19, 2020 and has been operational for 87 days. The EOC staff currently meets on Monday, Wednesday, and Friday to continue public awareness campaign of COVID-19 threat through aggressive daily public safety messaging utilizing all forms of electronic and print media accessible by the general public.
- The Emergency Services Director (ESD) and Emergency Services Council continue to meet once a week as well as conducting a live forum and radio interviews for public outreach.
- City and Borough offices opened on June 8, 2020 to the public. Citizens visiting an office must sign-in at the main entrance and wear a mask.
- Continue to review and accept mitigation plans for essential business and non-essential businesses in response to the Governor's mandates to reopen Alaska. To date the EOC has accepted 112 mitigation plans.
- The City is making every effort to continue providing essential government services including public safety, fire and ambulance service, water/sewer utilities, street maintenance, administrative and legislative functions.
- Met with Alaska Airlines team to discuss messaging to inbound passengers to Kodiak about current mandates.

### **CARES Act Funding:**

- The Council resolution was submitted to State of Alaska – Division of Community and Regional Affairs and we expect funding to be disbursed early next week.
- We are putting a spreadsheet together on the expenditures related to COVID-19 and it will include what we have expended to-date and what we are proposing, including the KEDC Small Business Emergency Grant program. We should have this available for your next work session.
- Council and Departments are in the process of developing a spending plan based on eligible criteria. Public comments are welcome and suggestions can be submitted through the City Clerk's Office.

**Administration:**

- Work continues on several projects including:
  - 35% Schematic design is complete for the \$3.1M Baranof Park Improvements Project (Ice Rink and Track enclosure). Continue work with ECI on advancing design with input from the City Manager, City Engineer, and Parks and Rec Director.
  - Tsunami Siren Replacement Project – Kick-off meeting held following Council approval of contract with Federal Signal Cooperation. Project planning continues with Federal Signal team, City, and Borough staff.
  - Barn Stabilization –Working with ECI on condition summary report including a narrative regarding historic aspects of the building, As-built drawings, and identifies recommendations for stabilization and upgrades to the structure.
  - WWTP UV Disinfection Facility Construction
  - Water & Sewer Phase VII Hemlock Street Design
  - Pier II Storm Drain Repair
  - St. Herman Harbor Float Replacement Design
  - Storm Drain Design on Simeonoff
  - North Mill Bay Paving from Island Lake Drive to Rezanof Drive
  - Lift Station #5 and Force Main Replacement
- The Manager's office is busy assisting with nonprofit grant applications for FY21. Applications are due on June 12, 2020 and we'll have binders assembled for Council review at your June 23, 2020 work session.
- Special Use Permit issued to the Chamber of Commerce for a Summer Solstice Sidewalk Shopping promotion with local food trucks. The event is scheduled for June 19-21, 2020 in downtown Kodiak.
- Working with KANA to install information boards on Near Island at two locations to post data on algal blooms and shellfish toxin research affecting local beaches. KANA is monitoring harmful algal blooms and marine biotoxins and the message boards are intended to advise residents of potential health threats while harvesting shellfish in the Kodiak region.
- The City's lease for office space at the Kodiak Island Borough building at 710 Mill Bay Road expires on June 30, 2020. Administration has requested terms and rates for a renewal and once received, we'll bring to the Council for consideration.

**Personnel:**

- Over the last two months, employee recognition was given with a service pin presentation to the following employees and their Departments:
  - 10 Years
    - Darrylynn Ford, KPD
    - Patrick Maloney, KPD
    - Kyle Papineau, KFD
  - 5 Years
    - Susan Smith, Finance

- I'm pleased to announce that we have two outstanding additions to our management team:
  - Matt Holmstrom, City Engineer started on Monday, June 8, 2020. He has 32 years of experience as a Professional Engineer and Project Manager. Holmstrom has worked with both government agencies and private industry, including employment with the City of Kodiak as a City Engineer from 1988-1997.
  - Michael Sarnowski was hired for the Harbormaster position and his start date is August 1, 2020. Sarnowski just retired after 22 years of service in the USCG and most recently was the Commanding Officer of the USCGC TAHOMA. Prior to that, he was the Executive Officer of the Kodiak based USCGC DOUGLAS MUNRO from 2016 to 2018.
- The City of Kodiak would also like to welcome the following new employees:
  - Luke Bond, Corrections Officer
  - Leexan Wenz Data, Harbor Admin. Assistant
  - Michael Holden, PW Maintenance Specialist
- The City of Kodiak is currently recruiting for the following positions:
  - FT Maintenance Specialist - Harbor
  - FT Firefighter/EMT
  - FT Police Officer
  - FT Harbor Officer
  - FT Fiscal Specialist - Harbor
- Lastly, the City was notified by the Department of Labor, Alaska Labor Relations Agency that they received a petition from the Public Employees Local 71 seeking certification of the Public Works Department employees that have expressed interest to join the Union. We are following up on the State request at this time.

**Public Works:**

- After a six month quality control records audit, we received notification on June 10, 2020 from Alaska Department of Environmental Conservation that the City of Kodiak's Drinking Water Laboratory continues to be fully certified to meet EPA requirements. Thanks to staff for their continued diligence and efforts to monitor water quality with the highest of standards.

**Kodiak Police Department:**

- The KPD continues to deal with chronic building issues related to the heating system and access controls. The new City Engineer is working closely with Chief to get up to speed on mechanical and electrical issues to identify problems and come up with a corrective plan.
- KPD received a grant award in the amount of \$20,878.50 for COVID-19 related expenditures through the State Department of Public Safety. The funding will be reimbursed for procurement of PPE and decontamination supplies to minimize the risk of exposing KPD staff and prisoners to COVID-19.
- Future work items that will need Council action include the City and Borough Animal Control Contract, Department of Corrections and Kodiak Community Jail Contract, as well

as the Department of Public Safety Special Services agreement. We hope to have these finalized in the upcoming month.

**Kodiak Fire Department:**

- At the invitation of the Kodiak Island Borough (KIB) Assembly, we accepted the opportunity to provide a presentation at their June 25, 2020 Work Session to review the merits of the City's request for property for the new Fire Station at the corner of Egan Way and Rezanof Drive. Unfortunately, the work session has been delayed and it is not known when the City will now have this opportunity. The KIB property has many beneficial features including the placement of the Fire Station out of the Tsunami Inundation Zone and it achieves response times of five minutes or less to approximately 90% of the KIB's property tax revenue base and assets. We will continue to be available at the KIB's invitation.

**Parks and Recreation:**

- Parks and Recreation Department reopened the Pool, Teen Center, and Playgrounds on May 29, 2020.
- Six Lifeguards have successfully completed instruction last week and Youth swim lessons begin on June 15, 2020.
- Following is an update on Parks and Recreation programming:
  - Women's Volleyball resumed on June 1, 2020
  - Morning programs at the Teen Center begin on June 15, 2020
  - Youth Soccer begins on June 22, 2020
  - Adult Softball begins on June 15, 2020
  - Adult Soccer begins on June 18, 2020
- Downtown banners and flower baskets are in place and the crew has resumed its trash pickup at the parks and downtown six days a week.
- As summer is coming to full swing and a high volume of park usage, we'd like to remind residents that bikes and pets are not allowed on the track or field at Baranof Park.

**Kodiak Public Library:**

- Started a library Facebook page to increase communication and encourage use of the online resources.
- 2020 Summer Reading Program themes is 'Dig Deeper: Read, Investigate, Discover.' Library staff is offering outside story time, or story walks that focus on outdoor activities to complement stories and enhance this year's theme.
- Library will be open to the public on June 15, 2020.