



## MEMORANDUM

TO: Mayor Branson and City Councilmembers  
FROM: Mike Tvenge, City Manager *MT*  
DATE: September 23, 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 191 days. The EOC staff meets on Monday, Wednesday and Friday to continue public awareness campaign of COVID-19, active cases and preventative measures.
- The Emergency Services Director (ESD) and Emergency Services Council continue to meet once a week as well as conducting a community update on Thursday at Noon and radio interviews for public outreach.
- As of Wednesday, September 22, 10,758 CV-19 tests have been conducted for Kodiak Island.
- To date, the EOC staff has reviewed 130 safety plans from local businesses, nonprofits, and community events.
- Continue working with KIBSD, medical providers and seafood processors on enhanced protective measures for workers and students, capacity of local surveillance testing and testing options to accommodate the Seafood Industry and School District.
- Continue resource requests to State EOC for testing supplies and personal protective equipment.
- Relocated the KANA and KCHC testing center from East Elementary to Bayside Fire Station in August 2020.

### Administration:

- The Manager submitted authorization under the Marine Protection, Research and Sanctuaries Act general permit to EPA for the disposal at sea of the 124 ft./ 500 ton former passenger vessel WILD ALASKAN on August 7, 2020. As Council knows, the WILD ALASKAN has been in the custody of the City of Kodiak since it was determined to be a port risk and was impounded in December 2017. The request to EPA included a vessel disposal plan which outlines justification of conditions that meet EPA's general permit requirements. Since submittal, the Harbormaster and DCM have met telephonically with staff from EPA Ocean Dumping Program, USCG Marine Safety Detachment, NOAA National Fisheries Service, USFWS, and State DEC. Extensive cleaning of the vessel is underway and a hazardous risk assessment has been conducted. An approximate location for disposal has been tentatively agreed upon and final scuttle plans are weather dependent. A copy of the City's Disposal Plan is available upon request.

- Coordinating plans across City Departments to conduct a Surplus Sale of equipment and materials no longer necessary for City operations. Tentative sale date is November 2020.
- Work continues with ISER on a comprehensive scope of work for the economic feasibility of annexation or other alternative methods to continue offering essential services to residents inside and outside of city limits with aging infrastructure and economic decline.
- In partnership with AML, participated in a coordinated municipal response to the AMHS Reshaping Group in August 2020. Approximately 30 coastal communities joined in a presentation to highlight essential community ferry needs to support community, economic, and social well-being, compatibility or opportunity of other means of travel, difference between winter and summer schedules, frequency and reliability, use by school district, and importance of freight, vehicles and passengers. Each community was allotted 2 minutes to present information and the video was submitted to the AMHS Reshaping Group as public testimony during their August 26, 2020 meeting.
- The Manager and DCM have been invited to participate and present during the AK Municipal Management Association and AML Annual Local Government Conference (virtual) in November on the topics of City Manager Evaluations and Community and Regional Jails.
- Plans are underway with the Kodiak Historical Society to formalize implementation of the newly formed Historic Preservation Commission.
- In light of CV-19 and in an effort to improve and streamline human resource (HR) management, the Manager's Office has selected a workforce management software provided by NEOGOV. NEOGOV is a technology leader in on-demand HR software for the public sector. The HR software automates the entire hiring, onboarding, and performance evaluation process.
- The City's lease for office space at the Kodiak Island Borough building at 710 Mill Bay Road expired on June 30, 2020. Administration received terms and rates for a month to month tenancy or renewal and is exploring options at this time. Rent to increase by 10% on November 1<sup>st</sup> to \$15,843.74 per month.

**Personnel:**

Over the last two months, employee recognition was given with a service pin presentation to the following employees and their Departments:

- **25 Years**
  - Bear Becker, WWTP
- **15 Years**
  - Steve Wilson, Public Works
  - Brian Mullen, Harbor
  - Lee Peterson, Finance/IT
- **10 Years**
  - Zach Keplinger, Parks & Rec
- **5 Years**
  - DJ Kewan, Public Works

- The City of Kodiak would like to welcome the following new employees:
  - Marina Shangin, Public Safety Dispatcher
  - Nathan Finley, Public Safety Dispatcher
  - Dustin Collier, Corrections Officer
  - Steven Morales, Police Officer
  
- The City of Kodiak is currently recruiting for the following positions:
  - FT Maintenance Specialist – Harbor
  - FT Administrative Assistant – Harbor
  - FT Maintenance Technician
  - FT Firefighter/EMT
  - FT Public Safety Dispatcher
  - FT Corrections Officer
  - FT Fleet Mechanic

**Engineering:**

- Work continues on several projects including:
  - Baranof Park Improvements Project (Ice Rink and Track enclosure) - 100% design underway for the \$3.1M upgrade. Design scheduled to be complete early January 2021.
  - Tsunami Siren Replacement Project –As of 9/22, Eight of 12 poles with siren head installed and KEA is reconnecting power. Final four pole assemblies scheduled to be installed the week of 9/29/20. Project completion scheduled for Mid-October.
  - Barn Stabilization –Conducted a hazmat survey and results indicated no asbestos but high lead content in existing paint. In addition, we received a DRAFT condition summary report from ECI that included recommendations for exterior stabilization (paint and roof) and As-built drawings. We will be putting together a bid package for execution in Spring of 2021.
  - WWTP UV Disinfection Facility Construction – Project continues with no major differing site conditions or other unforeseen issues. Pre-engineered metal building is on site. Assembly of building schedule to start mid-October. Project remains on schedule with final completion in January 2021.
  - Water & Sewer Phase VII Hemlock Street - Design underway with DOWL. Scheduled to be complete 12/31/2020.
  - Pier II Storm Drain Repair – APL in process of completing repairs.
  - Lift Station #5 and Force Main Replacement Design – Notice to Proceed pending with DOWL. Design tentatively scheduled for completion in January 2021 with construction to follow.

**Kodiak Police Department:**

- In an effort to deal with chronic building issues related to the HVAC system, the City commissioned a mechanical and electrical condition survey report from RSA Engineering. We received the DRAFT report on September 9, 2020 and the City Engineer is working closely with Chief Putney to prioritize repairs.
- KPD received a grant award in the amount of \$30,000 from Alaska Highway Safety Office for procurement of upgraded vehicle laptop computers and docking stations. This repeat funding requires a 20% local match and ensures continued participation in the Traffic and Criminal Software (TraCS) program. The goal of the program is to increase traffic safety by significantly decreasing the amount of time it takes an officer to write a traffic ticket or collect collision report information.

**Parks and Recreation:**

- Parks and Recreation Staff began closing down the ice rink on September 21<sup>st</sup> to prepare for ice. Ice rink reopening scheduled for October 12, 2020.
- Following is an update on Parks and Recreation programming:
  - Little Dribblers Basketball starts on October 5, 2020 until the end of the year
  - Fall swim lessons started on September 15, 2020
  - A modified Toddler Time at the Teen Center resumed on September 21, 2020
  - Adult Softball begins on June 15, 2020
  - Adult Soccer begins on June 18, 2020
- Downtown banners and flower baskets are in the process of coming down for the winter months.

**Port & Harbors:**

- Life and safety improvements at the facilities continue to be the priority. These include:
  - Lighting improvements and LED retrofit at piers and docks in partnership with KEA.
  - Work with KFD to get fire suppression systems operational. Existing pumps are 20 years old and need to be replaced.
- Shipyard Transition – Since signing the Highmark agreement with the City in late August, several transitional activities have been underway including:
  - Hauled out 5 boats and 6 more scheduled. The yard is full until November.
  - Administrative tasks include bringing internet to yard office, placement of all revised forms, documents, calendar on a cloud server for easy access from computers and smart phones.
  - New Shipyard staff cross-trained by Harbor staff who have since transitioned back to Harbor maintenance.
  - Work continues with Harbormaster on security gate and fencing project at the Shipyard.
  - Bids awarded to the Shipyard for two new vessel haul-outs from Sandpoint and Homer that have not been previously been serviced in Kodiak.
- Pink Salmon Disaster Grant – Work is underway to replace decking and awnings at St. Paul Harbor. Design for repairs at Boat Launch Ramp in the works.

- Harbormaster met with State vendor, Long Technologies on scope of work and fee proposal for CARES Act security surveillance project.
- Work is underway to update environmental plans including the Storm Water Pollution Plan at the Shipyard, the Oil Spill Prevention Control and Countermeasures Plan at the used oil facility at Pier II and the Facility Response Plan for the vacuum truck.
- Invitation to bid for a new Harbor Patrol Vessel advertised on September 18<sup>th</sup> and bids are due on October 23, 2020.
- Harbor accounting staff researching collections process for approximately \$100,000 in outstanding accounts receivable owed to the City.