



MEMORANDUM

TO: Mayor Branson and City Councilmembers
FROM: Mike Tvenge, City Manager
DATE: April 28, 2021
RE: City Manager Report

Emergency Operations Center:

- The full EOC staff continues to meet every other Wednesday to continue public awareness campaign for COVID-19 (CV-19) vaccinations. The Public Information Officer continues to report active cases daily.
- The community risk level is Green. The mask mandate has stopped. All businesses can operate at 100% with social distancing. Federal mask mandate is in effect for all public transportation conveyances and transportation hubs.
- Airport greeters continue their service of handing out flyers with information about CV-19 testing.
- As of 4/21/2021, 60.2% of Kodiak's eligible population have initiated their first vaccine dosage or are fully vaccinated. The city is continuing to support providers to ensure timely dispensing of the CV-19 vaccine and KFD continues to respond to vaccination needs of the community.

Administration:

- We were informed on April 27, 2021 that the Kodiak Fire Station project made the cut to be included on US Rep. Young's community project request list that was recently submitted to the Appropriations Committee. The House Appropriations Bills will take shape over the next few months. We'll keep Council apprised of progress.
- Attended the Decommissioning Ceremony of USCGC Munro on April 24, 2021 at Coast Guard Base Kodiak with Mayor Branson. Following the ceremony, the Mayor hosted a roundtable discussion with Senator Murkowski, Senator Sullivan, Lt. Governor Meyer and other community leaders to provide updates on Kodiak priority issues. The City specifically thanked the Congressional Delegation for CARES ACT funding and recognized community health partners in response to the pandemic. We also promoted a Federal infrastructure package relative to the City's 2021 Federal Priorities as well as highlighted the private public partnership at the Shipyard, which has created 30 new local jobs in our community.
- In an effort to streamline procurement practices across City Departments and increase transparency, the Manager's Office issued a Request for Proposal (RFP) for janitorial services in late March 2021. The deadline to receive proposals is May 3, 2021 and once evaluated, we'll bring to Council for authorization of a comprehensive agreement.
- Arctic Eagle 2022 – Coordination continues with mission planners of the National Guard on Gibson Cove Demolition and Municipal Airport Apron Improvements. The event is scheduled for February-March 2022 with approximately 150 Guard Soldiers from around

the United States to train for response to natural disasters and community recovery with a focus on civil engineering projects. Alaska National Guard Joint staff will be in Kodiak on May 6-7 to meet with city administration to discuss the scope of work and what we hope to accomplish next year.

- In preparation of Council's May 11, 2021 Work Session, Architect Brian Meissner is working with the Chief and Deputy Chief to develop building concept plans that illustrate what is required in the new fire station and which items can be pulled out to reduce cost (for example, reduce number of bays to the minimum). The items we plan to bring to the work session include:
 - Building conceptual floor plan showing the desired spaces and the minimum spaces.
 - Space list showing both the desired and minimum spaces.
 - Updated conceptual site plans for Old Library site and the Coon Field site.
 - Cost estimate showing the desired and minimum building cost.
 - Updated cost estimates for site development at both sites.
- Following final inspection for the security gate at Pier I Ferry Terminal last year and after nearly a year of negotiations with AMHS management, I'm happy to report that we have come to a tentative agreement on plans to move forward to transfer ownership back to the City of Kodiak. DOT/PF will be taking the lead on finalizing the Memorandum of Agreement and we'll be presenting to Council for acceptance in the near future.
- Work continues with ISER on a comprehensive scope of work and fee proposal for the economic feasibility of annexation.
- Submitted a Tier II Letter of Inquiry to the Rasmuson Foundation for a \$500,000 grant for the Baranof Park Improvements Project in late January. We expect to hear from the Foundation in upcoming weeks to learn if the City will be invited to submit a full proposal. The Friends of Baranof Park have been working diligently to pursue all potential private and nonprofit funding sources and continue to provide regular updates to the Manager's Office.
- We were notified on Monday, April 26, 2021 that the City's application for a Small Shipyard Grant through US DOT's Maritime Administration (MARAD) did not score high enough to be awarded funding this year. Despite support from the Alaska Congressional Delegation, Kodiak's application was not one of the 31 small shipyards in 15 states that were selected. Following the news, we'll be reaching out to MARAD to identify ways that we can strengthen our application for the next funding cycle.

Personnel:

- Ms. Cindy Cortez, Senior Fiscal Analyst will retire on April 30, 2021 after 11 years with loyal service to the City of Kodiak. Congratulations Ms. Cindy!!
- The City of Kodiak would like to welcome the following new employees:
 - Loren St. Amand – Maintenance Specialist – Harbor
 - James Poulos – Maintenance Technician – PW
 - Jordan Skidmore – Maintenance Technician – PW
 - Jasmine Oliver - Administrative Assistant PT – Parks & Rec

- John Kenneth Anselmo - Fiscal Specialist – Finance
- Russel Grimes - Firefighter/EMT I – Fire
- Michael Murray - Firefighter/EMT I – Fire
- Dustin Cook - Firefighter/EMT I - Fire
- Logan Hildebrand – Firefighter/EMT I – Fire
- The City of Kodiak is currently recruiting for the following FT positions:
 - Firefighter/EMT
 - Police Officer
 - Harbor Officer
 - Senior Fiscal Analyst
 - Water/Wastewater Treatment Operator II
 - Maintenance Technician
- The City was notified by the Department of Labor, Alaska Labor Relations Agency that they received a petition from the Public Safety Employees Association seeking certification of the Kodiak Police Department employees that have expressed interest to join the Union. We are following up on the State request at this time and the election date has been scheduled for June 2, 2021.
- In line with the Council and Manager’s goal to attract and retain the brightest minds, extensive work continues with the City Attorney on the Personnel Rules and Regulations Manual (PR&R) to address proposed revisions/clarifications needed in areas such as performance evaluations, salary administration, disciplinary actions, separations, military leave and federally mandated alcohol and drug testing.
- In line with the same personnel goals, administration continues vigorous discussions about methods to conduct a study to analyze organizational structure, staffing, compensation, benefits and operations of city departments through a wide variety of data collection and analytic techniques.

Finance/IT:

- Coordinating all aspects of the FY 2022 budgets, water rate study, business license implementation planning, harbor financial software conversion, recruitment of senior management with retirement of Ms. Cortez and scheduling an Investment Committee meeting in June 2021.
- Major projects completed by IT this year include network connectivity, security and alarm system for newly purchased warehouse and KPD Dispatch Console reconfiguration. In addition to annual computer replacements, other upcoming plans include implementation of a cybersecurity policy which would allow for routine assessments and monitoring.
- Our Finance Director, Ms. Julie Liew continues participation on the Policy Committee of the Alaska Remote Seller Sales Tax Commission. A newly adopted uniform code by the Commission is currently under review by staff and if changes to Kodiak code are necessary, we’ll present to Council for consideration and adoption.

Engineering:

Work continues on several projects including:

- Baranof Park Improvements Project (Ice Rink and Track enclosure) – 95% design completed. Final review by Building Official and Fire Marshal pending. Plan to advertise for bids in fall

of 2021 pending funding.

- Tsunami Siren Replacement Project – project 99% complete.
- Barn Stabilization – ECI architects preparing bid package for exterior stabilization (replace roof shingles, remove/abate existing lead-based paint and replace rotted timbers & paint). Invitation for bids tentatively scheduled for mid-May. Construction summer of 2021.
- WWTP UV Disinfection Facility Construction – project complete.
- Water & Sewer Phase VII Hemlock Street - Design with DOWL on hold pending completion of Lift Station #5 design.
- Lift Station #5 and Force Main Replacement Design – Design continues with DOWL. Interim Engineer’s report detailing challenges and resulting changes in design approach pending from DOWL.
- WWTP SCADA upgrade – ADEC/SRF loan offer received April 8, 2021.
- CT Tank Coating design – 65% design submittal review pending. Plan to advertise for bids fall of 2021. Recoating of first tank tentatively scheduled to start May 2022.
- Police Station Heating repairs – Long Technologies in process of removing large quantities of gravel and grit from heating piping (assumed present during original installation in 2010) that has clogged piping, valves and strainers. These blockages have severely reduced or in many cases prevented water flow to heating device outlets resulting in extremely cold office temperatures. Once the grit is removed from the piping the contractor will continue with chemical treatment of the water to clean out residue from the pipe and prevent future heating system problems.
- 417 Hillside – NWFF scheduled to start asbestos abatement work May 3, 2021.
- Public Works UST removal – Brechan Construction tentatively scheduled to commence work on May 10, 2021.
- Larch Street paving – work scheduled to start the first week of June (weather dependent).
- Simeonoff Street storm drainage repair – IFB scheduled to advertise following receipt of ADEC approval to construct.

Port & Harbors:

Work continues on several projects including:

- Pier II Storm Drain Repair – APL repairs complete. Final inspection pending.
- St. Paul Harbor Boat Launch Ramp – PND is preparing: 1. memo addressing challenges associated with project and potential approaches; 2. environmental permitting timeline; and 3. update on ADF&G grant program for possible funding.
- Fender pile replacement (Dock 1 & Oscar’s dock) – PND is preparing: 1. Pile material specification so the City can order materials; and 2. Environmental permitting timeline.
- Oscar’s Dock phase III (fenced area) upgrade – need to decide if we want to proceed with project (outlined in BSI inspection report) this year.
- Pier II anodes – PND preparing proposal for design to include underwater (dive) inspection recommended in 2018 “topside” inspection report.
- Harbor Waterfront Master Plan update – need to decide on scope of update. \$100k in FY22 budget request.
- St. Paul Harbor Fire Suppression system repairs – pressure test pending to assess extent of leaks. Once extent of problem is known we can move forward on repair plan and

execution. Plan to make repairs spring/summer of 2021.

- Pier I and III Inspections – PND preparing fee proposals.
- St. Herman Harbor Replacement – staff reevaluating approach with update of 2010 Plan
- Shipyard high mast light foundation repair – repair submittals approved. Repair schedule pending.

Fire/Ambulance:

- Working to surplus heavy rescue truck in compliance with the Finance Department policy and in a manner consistent with the best interest of the City of Kodiak. After an internal/public process is completed, we'll bring to Council for authorization to surplus.
- Continue work to onboard new staff and implement training cycle.
- Command Staff has moved into the temporary portable trailers for staff to be properly housed in the fire station.
- While the kitchen remodel is complete, the building continues to deteriorate. Staff is currently researching replacement of roof due to concerns with the ceiling collapsing in the engine bay.

Parks and Recreation:

- Department staff is in spring mode and preparing to hang banners, wash-down downtown, planning Crab Fest events and summer programming.
- Youth Soccer program is underway and 222 kids are participating this year.
- Hosted 8 out-of-town teams the past two weekends for spring sports.
- 20 athletes participated in this year's Earth Day Triathlon on April 24th.

Public Works:

- In partnership with UAA, we continue participation in a program that detects CV-19 in Kodiak's wastewater. Raw wastewater samples are being sent to an Anchorage lab where they're being analyzed and tested for the presence of CV-19. The Manager is being provided weekly updates and will continue participation through the Spring of 2021.

Library:

- The Library is now open from 10 a.m. to 6:30 p.m. for two hour visits from patrons.
- Working with HVAC consultant to replace the boiler control panel that does not work and is not repairable since parts are obsolete.
- The Library partnered with the Bear Paw Quilters' Guild to hang quilts in the Multipurpose Room which has added striking art work to the walls and provided the space with natural sound diffusing panels.
- Popularity of curbside pickup and in-person visits continue. The library is averaging about 600 adult and 120 children visiting in person per month. Digital offerings have increased and best sellers continue to be purchased, both fiction and non-fiction in various formats for all ages. Interlibrary loans come and go daily from all over the state.