



## MEMORANDUM

TO: Mayor Branson and City Councilmembers  
FROM: Mike Tvenge, City Manager  
DATE: February 9, 2022  
RE: City Manager Report

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In addition to routine administrative matters and in preparation of topics and business action items on the Council's work session and meeting agendas, following is a summary of tasks that the City Manager's Office has been working on:

**Administration:**

- The DRAFT Long Range Transportation Plan (LRTP) will be posted this week for public comment and a survey questionnaire posted on the City website to further identify transportation goals and needs of the community and also to prioritize road maintenance activities. An open house for public participation is being scheduled for early March.
- Arctic Eagle 2022 – Coordination continues with mission planners of the National Guard on this operation to conduct training associated with a Tsunami from a large earthquake. The Gibson Cove hazmat assessment is scheduled for March 4-6, 2022 in coordination with Harbormaster staff. The City Airport Apron Assessment is scheduled for March 7-8, 2022 with Public Works to review the feasibility of clearing out additional hangar and tie-down space.
- Bloomberg Philanthropies Asphalt Art Initiative – The Manager's office continues to participate as a core team member with this project. Recent progress includes finalizing site plans and participation in the artist selection committee. Kodiak's project titled 'The Heart of Kodiak' will install an intersection mural to welcome workers and visitors to the heart of the city's historical center and tourist district. The project is in partnership with the Kodiak History Museum and the Kodiak Arts Council. We expect to deliver this project in June 2022.
- Near Island Quarry Management – The Deputy Manager continues working with the City Engineer and Nitro Consulting on continued management of 3 permits. To date, Nitro Consulting has prepared two comprehensive mining plans and is working on the third. Meetings with permittees are ongoing to discuss on-site quarry activities to meet a specified end-design for the Shipyard and Trident Basin within a reasonable time schedule.
- Served on selection committee for new Fire Station to evaluate proposals and recommended Wolf Architecture to the Council. Staff is proceeding with contract negotiations and scheduling a kick-off meeting. Wolf Architecture offers an Alaska-based design team with experience in rural and coastal communities; extensive experience working with municipalities to design fire and emergency response facilities; and their most recent clients in Wasilla, Big Lake and Valdez gave the firm outstanding reviews.
- Negotiated temporary lease with Cornerstone General Contractors, Inc. for laydown space

and storage at the new KANA Marketplace.

- Working with staff and City Attorney on KANA Marketplace correspondence relative to storm drain pipes constructed by the State of Alaska which run under the construction site.
- At the invitation of COMFISH coordinators, preparing a Kodiak Harbor facility presentation in partnership with the Harbormaster.

**Personnel:**

Thanks to their dedication, commitment and service provided to the City and the taxpayers of Kodiak over the years! Employee recognition was given with a service pin presentation to the following employees and their Departments:

- **30 Years**
  - DaLana Hatfield, KPD
- **25 Years**
  - Craig Walton, Public Works (Retired)
  - Tino Bormuel,, WWTP (Retired)
- **20 Years**
  - Sev Reed, WWTP/Public Works
- **15 Years**
  - Gena Diniega-Wandersee, Public Works
- **10 Years**
  - Nichol Wilson, KPD
  - Corey Gronn, Parks & Rec
  - Alex Alvarado, KPD
- **5 Years**
  - Gerber Saavedra, Harbor
  - Czarina Arbues, Parks & Rec
  - Stephanie Kell, KPD (Resigned)

The City of Kodiak would like to welcome the following new employees:

- Branon Sargent – Harbor Officer
- Kelly Sarnowski – Fiscal Analyst
- Chad Pascua – Corrections Officer
- Kristina Dillon – Public Safety Dispatcher
- Kirsten St Amand – Police Officer
- Hilary Kjera – Public Safety Dispatcher
- Daniel Moore – Firefighter/EMT I
- Matthew Vick – Maintenance Technician
- Bayli Berry – Library Specialist

The City of Kodiak is currently recruiting for the following FT positions:

- Firefighter/EMT
- Harbor Officer
- Senior Fiscal Analyst
- IT Technician

- Maintenance Technician
- Maintenance Specialist/Equipment Operator (Compost)
- Wastewater Treatment/Compost Specialist
- Wastewater Treatment Manager
- Collective Bargaining is underway with the Public Safety Employees Association. First three meetings held in January and next round of negotiations scheduled for late February 2022.
- Due to lack of applicants for Compost Facility, the Manager contracted with Jere's Tree Service temporarily, on a month to month basis pending receipt of qualified applicants and onboarding a new operator.

**Finance/IT:**

- Due to staff shortage and increasing workload, the opening hours for the Cashier's Office were shortened to allow staff to manage and complete their work/tasks. Temporary hours are Monday-Thursday from 8 am to 2 pm and they are closed to the public on Fridays.
- Investment Committee – Tentative plan is to convene the committee on a quarterly basis for 2022. Next meeting scheduled for February 17, 2022.
- In an effort to address the overall maturity of our current information technology and information security functions, the department and contractor BDO are conducting a cybersecurity assessment on the current state of the City's information technology infrastructure this week. The audit will include an analysis of current IT practices, security systems in place and highlight weak areas with proposed solutions.

**Engineering:**

Work continues on several projects including:

- Teen Center Roof Repair – Notice to Proceed issued on August 30, 2021. Construction to be complete by June 15, 2022.
- Water & Sewer Phase VII Hemlock Street - Design with DOWL approximately 60% complete.
- Existing Fire Station Maintenance Projects - Contracted with Friend Construction for temporary roof leak repairs (3-year duration) to provide safe usable work space until new fire station is built. Repairs scheduled for Spring 2022.
- Lift Station #5 and Force Main Replacement Design – 90% Design in work with DOWL. 90% design submittal due mid-March 2022. Tentative plan is to advertise for construction bids May/June 2022.
- WWTP SCADA Upgrade – project on hold pending further review of need and priority.
- CT Tank Coating Design – 65% design submittal review pending. Plan to advertise for bids winter of 2022 or early spring 2023. Recoating of first tank tentatively scheduled to start May 2023. Second tank to be completed in 2024.
- 417 Hillside – Preparing Invitation for Bid for Spring 2022 to relocate structure off City property.
- Simeonoff Street Storm Drainage Repair – project currently in the submittal stage. Construction tentatively scheduled to start 7/5/2022 after completion of softball season.
- Baranof Park Improvements Project (Ice Rink and Track enclosure) – 100% design

completed. Final review by Building Official and Fire Marshal complete. Plan to advertise for bids on March 1, 2022.

- Portland Loos – All four units on Island. Looking to purchase 5<sup>th</sup> unit per Council direction. Installation bid will be advertised next week.

#### **Port & Harbors:**

Work continues on several projects including:

- St. Herman Harbor (SHH) Replacement - The City's grant application to the US DOT –Marine Administration's 2021 Port Infrastructure Development Program was denied. Alternative funding options are being identified and pursued.
- St. Paul Harbor Boat Launch Ramp – ADF&G grant application submitted 7/19/21 for possible funding for replacement of entire structure. USACE Permit application submitted for temporary repairs to bottom 7 concrete planks to correct safety and user issues.
- Fender Pile Replacement (Dock 1 & Oscar's dock) – Design is 100% complete. PND is preparing pile material specification so the City can order materials. USACE Permit in place and Invitation for Bid (IFB) pending funding.
- Pier II Anodes – Plans and specifications are complete. USACE Permit is in place and IFB pending funding.
- St. Paul Harbor Fire Suppression System Repairs – mechanical repairs complete.
- Pier I, II and III Inspections – Inspections complete. Staff reviewing "draft" report.
- Shipyard High Mast Light Foundation Repair – repair submittals approved. Repair schedule pending.

#### **Fire/Ambulance:**

- The Department continues to meet the need of the community for treatment and transport of patients with highly infectious disease.
- Continue work to onboard new staff and implement training cycle. Completed process of migrating to new State of Alaska EMT standards.

#### **Public Works:**

- Pending final technical review, we'll be bringing DRAFT Water Rate Report from Jacobs Engineering to Council for review and recommendations.
- Planning for Lift station electrical upgrade project underway.
- Working with KPD on Lift station 4 vandalism which occurred last month and resulted in a power outage and DEC noncompliance notification.
- Transition and associated tasks continue with retirement of PW Director and WWTP Manager.

#### **Library:**

- Blind Date with a book – a promotion to find a good book with library staff. Details on the Kodiak Public Library Facebook page.
- Monthly Monday Virtual Trivia continues with great success. The next game is Monday, February 28, 2022.
- Reading Challenges – 2022 Reading Challenges for adults, teens and kindergarteners. Sign up at [kodiak.beanstack.org](http://kodiak.beanstack.org).

**Parks & Recreation:**

- Next session of youth swim lessons begins on Tuesday February 15<sup>th</sup>.
- Annual Hockey Game between Townies v. Coasties scheduled for March 5<sup>th</sup>.
- Working on Baranof Park renderings for reconfigured parking lot.