



MEMORANDUM

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

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:

- **New Fire Station Concepts** – Following the Council's May 24th work session, the core project team met to continue developing concepts based on Council input as well as using technical information learned during a site visit to Valdez to tour the City's new Fire Station. Geotechnical drilling was conducted on the site last week and the Manager's Office is moving forward with USDA Rural Development to access the \$7M provided in the 2022 Omnibus Appropriations Bill.
- **Waterfront Master Plan** – Progress continues with this priority project. Tasks accomplished in the past few weeks include public involvement during Crab Fest, review and tabulation of public input from the event, procurement of a translation service for the survey into Tagalog and Spanish and coordination with Alaska Marine Exchange on vessel data analysis. In the upcoming weeks, we'll work with PDC subcontractor to get data compiled for the rate study and economic analysis. Bi-monthly progress meetings continue in an effort to keep the project on schedule.
- **Long Range Transportation Plan (LRTP)** – The final draft LRTP was due on May 20, 2022. Work continues with Bristol Engineering to finalize the DRAFT plan, produce a reliable maintenance budget and identify funding needs and resources. Once finalized, we'll present to Council for acceptance/approval.
- **Bloomberg Philanthropies Asphalt Art Initiative** – Due to coordination challenges with artists, subcontractors and the prime funder, Bloomberg, project schedule has shifted to July and project delivery has been altered for greater artist and community volunteer involvement. Target date for installation is mid-late July, weather permitting.
- **Port & Harbor Governance** – Due to the high volume of future harbor improvement projects (planning/design/construction), policy updates necessary to Harbor rules and regulations (KCC 18.28), ongoing budgeting challenges and lack of an appointed decision making body with the authority to adequately manage and operate the "Port of Kodiak" (including municipal airport and Trident Basin Seaplane Base), the Manager's Office researched how other coastal communities govern their marine and aviation transportation facilities. See attached overview of port commissions in Alaska in this report. While the existing Port & Harbor Advisory Board (PHAB) continues to fulfill its role

authorized by Council in an advisory capacity, the PHAB has no formal powers and duties, the composition of membership is general, no specific representation for each facility, nor do they receive compensation. As the City continues to address the planning, design, funding and replacement of aging infrastructure and contemplates future expansion/modernization, it will be critical for these issues to receive adequate time and attention to succeed.

- The Deputy City Manager continues to participate as an ex-officio member of the Borough's Consolidation Committee. While participation has been scarce due to lack of quorum of the committee over the last six months, a meeting was held on June 6, 2022 to discuss streetlight expenses in a consolidated government and a DRAFT general fund budget was presented to the group. Next meeting is scheduled for July 11, 2022.

Personnel:

- Thanks to Mr. Bear Becker for over 25 years of dedication, commitment and service to the City and the residents of Kodiak. A celebration of his retirement was held on May 31, 2022 with co-workers, friends and family in attendance.
- Employee recognition was given with a service pin presentation to the following employees and their Departments:
- **20 Years**
 - Jim Mullican, Fire Chief (Retired)
- **15 Years**
 - Frances de la Fuente, KPD
- **5 Years**
 - Edgar Sandoval, KPD
 - Brandy Warneke, KPD (transferred to Clerks)
- I'm pleased to announce that we have two outstanding additions to our management team, Sterling Lewis and Dave Johnson. Both bring an honorable track record of public service to our Nation and the community of Kodiak:
 - Sterling Lewis, Public Works Director started on May 2, 2022 and comes to the City with over 15 years as a construction superintendent & project manager, most recently on USCG Base Kodiak. During his time on base, he led over \$17M in facility upgrades to underground water, sewer and electrical work; road and airport paving; vertical construction; in-water work at the fuel pier and environmental work.
 - Dave Johnson, Harbormaster started on May 31, 2022. Raised in Seward, Dave first arrived in Kodiak in 1995 as a commercial fisherman and he retired from the U.S. Coast Guard in June 2021. Dave's first job was selling coffee off the docks in Seward so he has a natural appreciation for the legacy of Kodiak harbors and the critical role they play in our community. In addition to being a harbor user, Dave brings extensive experience in leadership and management to the City and has a strong working knowledge of capital improvements to shore and in-water infrastructure.

- The City of Kodiak would also like to welcome the following new employees:
 - Deniela Beltran, Fiscal Specialist
 - Haden Hinchman, IT Technician
 - Alina Button, Fiscal Specialist
 - Alana Tousignant, Library Assistant
 - Dennis Helms, W/WWT Operator II
- The City of Kodiak is currently recruiting for the following FT positions:
 - Finance Director
 - Deputy Fire Chief
 - Firefighter/EMT
 - Harbor Officer
 - Fiscal Analyst
 - Maintenance Technician
 - Maintenance Specialist/Equipment Operator (Compost)
 - Police Officer
 - Public Safety Dispatcher
 - Wastewater Treatment/Compost Specialist
 - Wastewater Treatment Manager
- Collective Bargaining with the Public Safety Employees Association (PSEA) will continue in July 2022. Efforts to continue negotiations were delayed following a thorough review and incorporation of changes from the City's Personnel Rules and Regulations. City management requested changes be incorporated into a complete DRAFT collective bargaining agreement which PSEA has recently completed.
- Alaska Public Entity Insurance (APEI), the City's insurance carrier made a 3-day site visit to Kodiak in early May to conduct property safety inspections at all city facilities. The site visit is a part of the loss control program offered by APEI. These inspections look for life safety issues as well as other hazards that could cause injuries to employees or damage to public property. APEI is working on writing a report of any detected hazards with recommendations to reduce hazard risks.
- In May, OSHA also did similar inspections but they issued citations to the Fire and Police Department. The Manager is actively working with OSHA staff to address the citations in an effort mitigate any fines relative to OSHA compliance.

Finance/IT:

- FY 2022 Audit dates have been scheduled for the week of August 1, 2022 for the interim audit and the week of October 3, 2022 for the final audit.
- Investment Committee – The committee met on April 21, 2022 to review quarterly performance and the City's investment policy. Next meeting scheduled for August 30, 2022.

Engineering:

Work continues on several projects including:

- Teen Center Roof Repair –Construction complete. Warranty letter pending.
- Water & Sewer Phase VII Hemlock Street - Design with DOWL approximately 75% complete.
- Existing Fire Station roof leak repairs - Friend Construction completed roof leak repairs on north bay (applied hot mop sealant) to provide safe usable work space until new fire station is built. Repairs completed May 16th.
- Lift Station #5 and Force Main Replacement – City staff reviewing 90% design submittal. ADEC Loan agreement received June 3rd. Tentative plan is to advertise for construction bids August/September 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 – Award to MK Enterprises pending to remove structure from City property.
- Simeonoff Street Storm Drainage Repair – Construction tentatively scheduled to start 7/5/2022 after completion of softball season.
- Baranof Park Improvements Project (Ice Rink and Track enclosure) – Friend Contractors awarded construction contract. Notice to Proceed and preliminary progress schedule pending. Final completion October 2023.
- Portland Loos – AIM Maintenance awarded installation contract. Pier 2 location scheduled to begin week of June 13th.
- Public Works Warehouse extension – design/build RFP in work
- KPD Security Controls Upgrade – proposals due June 16th
- KPD HVAC DDC Upgrade – RSA preparing RFP scope in preparation for advertising

Port & Harbors:

- Submitted Small Shipyard Grant to MARAD on May 12, 2022 for two pieces of heavy equipment at the Shipyard.
- Completed a Benefit Cost Analysis for Saint Herman Harbor with Northern Economics for future funding proposal to replace the 40-year old facility.
- Work continues on several projects including:
 - St. Herman Harbor (SHH) Replacement – Preparing: a. engineering documents necessary for grant applications and b. scoping documents for maintenance projects to be executed in advance of replacement
 - St. Paul Harbor Boat Launch Ramp – Bid opening for temporary repairs to bottom 7 concrete planks scheduled for June 23rd. Repairs to be complete by mid-September.
 - 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 – Invitation for Bid (IFB) scheduled for week of June 13th.
- Dock 1 re-decking – City furnishing materials. Invitation for Bid (IFB) for installation scheduled for week of June 20th
- St. Paul Harbor Fire Suppression System Repairs – Mechanical repairs completed to hold the required hydrostatic pressure. Replacement of pipe hangars pending.
- Pier I, II and III Inspections – Inspections complete. Staff reviewing “draft” report.
- Shipyard High Mast Light Foundation Repair – repair submittals approved. Repair schedule pending.

Public Works:

- Road Maintenance/Paving Plan for 2022
 - Complete Mill Bay Design Study Report to provide planning, data collection and an evaluation of long-term alternatives with cost estimates for capital and annual maintenance. Preliminary design drawings will be included in order to use as the basis for design of the selected alternative.
 - Continue preservation patching on Mill Bay with Public Works Road Crew.
 - Complete Striping on Mill Bay in June/July 2022 with K-Line Alaska.
 - Depending on pricing, pave portions of Mission and the entire length of Powell, Baranof, Ole Johnson and Armstrong.
 - Researching Chip Seal application on recent paving projects with DOT/PF.

Library:

- This summer’s reading challenge theme is ‘Read Beyond the Beaten Path’ and will be coordinated with outdoor activities at the library this summer. Some of the outdoor activities will include campfire stories, pollination garden tours, edible plants nature walks and story stroll stations.
- Weekly activities at the library include a new bridge club, escape room, Lego club, preschool story time and Chess club.

Parks & Recreation:

- Crab Fest was busy for Parks & Rec! Annual events held during the celebration include Predict-a-mile Run/Swim, Chess Tournament, Ping Pong Tournament, Kids Foot Races, Pasagshak Bike Race and the Pillar Mountain Run.
- The 2022 Earth Day Triathlon/Duathlon had 25 athletes join and participate.
- City Softball League begins June 14, 2022. Forms are available at the Teen Center and also online at the City’s website.
- Kodiak Basketball Skill Camp will be August 16-18, 2022.
- Youth Flag Football season begins on July 11, 2022

COMMUNITY	COMPOSITION	PURPOSE/LEGAL AUTHORITY	ELECTED/APPOINTED	NOTES
Homer	7 members comprised of at least 5 members that reside inside city limits	-Act as advisory on problems and development of port & harbor facilities. -Direct recommendations re. the operation & maintenance of the facilities -Consider proposal, problem or project as directed by Council and any report or recommendations	Nominated by Mayor and confirmed by City Council to serve 3 year terms	1 City Council member, Mayor, City Manager, and Port Director/Harbormaster may serve as non-voting consulting members. Monthly meetings on fourth Wednesday at 5:00 p.m.
Juneau	9 members from the Public	Charter Sec 3.21 & Chapter 85.02	Appointed by the City/Borough Assembly for 3 year terms	Standing Committees: -Finance -Operations & Planning
Sitka	7 members from the Public	-Working with Harbormaster for new harbors -Evaluating needs for harbor services -Examining and updating harbor ordinances -Review of current harbor operations and annual budgets -Recommending priorities, moorage rates and other charges -Receiving and evaluating formal and informal advice on operations from citizens	Appointed	-meet 2 nd Wednesday of the month @ 6:00 p.m. from September-May (9 times per year) with additional meetings as needed Codified: -Charges/Fees -Privileges & Prohibitions -Reserved Mooring Stalls -Anchoring -Float Regulations -Enforcement -Nuisances -Vessel Impoundment & Disposition -Float Homes
Petersburg	7 members At-large Must be qualified voter and live within borough for 1 year	Through the harbormaster: -Plan, manage, improve, operate and maintain all facilities	Elected for 3 year terms	Meet on an as-needed basis

COMMUNITY	COMPOSITION	PURPOSE/LEGAL AUTHORITY	ELECTED/APPOINTED	NOTES
Unalaska	Council Authority with a Port Director & Harbormaster	<ul style="list-style-type: none"> -Enforce Rules & Regs. And recommend any changes -make recommendations on annual budget and CIP -Annually review revenue to support the cost of harbor & ports Dept. -Harbor Management -Harbor Rules -Fees & Charges -Impoundment & Abatement 	No Commission- Council elected	Includes Airport
Seward	Council Authority with City Manager & Harbormaster	<ul style="list-style-type: none"> -Formulate, recommend and administer policies and procedures -Collect fees and charges -Provide enforcement of all city regulations -Provide other services and duties directed by the City Manager 	No Commission – Council elected	
Nome	Port Commission is 7 members appointed by Mayor & confirmed by Council	<ul style="list-style-type: none"> -Prepare and submit rules and regulations to Council -Enforce and regulate operation of Port & Harbor -Study and make recommendations on tariff rates, bond issues, fiscal matters, mgmt. services, personnel staffing, safety precautions, expansion or extension of services and public relations 	Appointed for three-year terms and until a successor is appointed	<p>Meet at least 6 times each year</p> <p>Mayor & Council reserve powers.</p> <p>Port Director & Harbormaster management</p>

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		<p>-Prepare & submit to the Council an annual report of operations and finances including recommendations for the safe, efficient and economical operation of the Nome port.</p>		