



MEMORANDUM

TO: Mayor Branson and City Councilmembers
FROM: Mike Tvenge, City Manager *MT*
DATE: October 13, 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 this past quarter:

Administration:

- New Fire Station - Following the Council's August 23rd work session, the core project team met to continue working with Wolf Architecture on finalizing the preliminary design including civil, landscape, mechanical and electrical in order to prepare for the final submittal next week. We are working with the City Attorney on DRAFT procurement documents for the Construction Manager/General Contractor delivery method and plan to present to Council at your next work session on October 25, 2022. In an effort to increase visibility and transparency to the project and to encourage public involvement, we are maintaining the [Kodiak Fire Station Replacement \(kodiakfs.blogspot.com\)](http://kodiakfs.blogspot.com) blog, offering presentations to local civic groups and engaging the Borough's Architectural/Engineering Board to present the project design drawings and take comments, suggestions and recommendations to our architect.
- Waterfront Master Plan – Progress continues with this priority project. Tasks accomplished in the past few weeks include review of a DRAFT rate study and economic analysis as well as a technical review of the 'Existing Conditions Report'. Weekly progress meetings continue in an effort to keep the project on schedule. We are targeting December 2022 to present the plan to Council before going out for public comment.
- Long Range Transportation Plan (LRTP) – The final draft LRTP is complete. Work continues with Bristol Engineering to finalize the plan, produce a reliable maintenance budget and identify funding needs and resources. Once finalized, we'll present to the public, our partners and potential funding agencies.
- Bloomberg Philanthropies Asphalt Art Initiative – Installation of 'Dancing in the Rain' was completed by Artists Bonnie Dillard, Marina Thomas and a group of volunteers on August 12, 2022. We'd like to thank our partners at the Kodiak Arts Council and Kodiak History Museum for their leadership in the project. There were several challenges that we were able to overcome relative to site plan, paint, safety, coordination/communication, site preparation, weather and ferry operations. We'll be conducting a follow-up evaluation required by our funders (Bloomberg and Rasmuson) in the near future.
- Attended the Alaska Municipal League Summer Legislative Conference in Sitka, AK from

August 10-12, 2022. Highlights included Municipal Manager training, panel discussions on municipal operational challenges (fuel cost, inflation, staff shortages and housing), a rank choice voting demonstration and tours of the Sitka Community Land Trust project and State Trooper Academy. I was pleased to be able to greet KPD's newest Police Officer, Edgar Sandoval, who is attending the 17-week intensive training. Another highlight of the conference included a roundtable discussion with several State Legislators on local priorities. The City of Kodiak has been invited to host the 2024 Summer conference and we'll be presenting an application and resolution for Council consideration at a future meeting.

- Working closely with EPA and USDA Rural Development on final guidance for the community grant programs to access Lift Station 5 (\$3.25M) and Fire Station (\$7M) construction funding.
- Hosted several dignitaries and City partners this quarter including DOT/PF Commissioner Ryan Anderson, DOT/PF Deputy Commissioner Rob Carpenter, Ms. Raina Thiele with the US Secretary of Interior, Alaska Office, US Senator Lisa Murkowski, US Senator Dan Sullivan and US Rep. Mary Peltola. We also held several meetings with candidates running for office to share the City's State and Federal priorities.
- The Manager's Office continues to work with KANA on the Regional Economic Development Plan, KEDC on Workforce Development, KIB Rezone of Fire Station, KIB Consolidation Committee, Downtown Revitalization Committee, Kodiak Community Foundation Block Party, Historic Preservation, Port & Harbor Advisory Board as well as participation in many other civic events.

Personnel:

- Employee recognition was given with a service pin presentation to the following employees and their Departments:
- **20 Years**
 - Jeff Holden, KPD
- **10 Years**
 - Victoria Ellis, Finance/IT Department
 - Phillip Christman, Police Department
- **5 Years**
 - Shane Parker, Police Department
 - Paul Sorongon, Building Department
 - Jeffery Woods, Police Department
 - John Donat, Public Works Department
 - Jose Mercado, Public Works Department
- I'm pleased to announce that Mr. Severin Reed has accepted the position of Wastewater Treatment Plant Manager.
- The City of Kodiak would also like to welcome the following new employees:
 - Sean Rubino, Harbor Officer
 - Rebecca Barber, KPD - PT Admin Assist.
 - Keaton Dolph, Maintenance Technician

- Parra Samuel, Maintenance Technician
- Sullivan Trenery, Fire Fighter
- Michael Medoff, Fire Fighter
- Ben West, Parks & Rec – PT Admin Assist.
- Nathan Palmer, Fire Fighter

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

- Finance Director
- Deputy Fire Chief
- Firefighter/EMT
- Harbor Officer
- Fiscal Analyst
- Senior Fiscal Analyst
- Police Officer
- Public Safety Dispatcher
- Wastewater Treatment/Compost Specialist
- Collective Bargaining with the Public Safety Employees Association (PSEA) will continue in November 2022.
- The City is evaluating opportunities with the Borough to fund and hire a full-time Joint Emergency Services Administrator position to oversee community-wide planning, training, and other grant related activities. We believe this position is long overdue and hope to present to Council with a proposal in the coming year.
- The Alaska Municipal League Joint Insurance Association (AML/JIA), the City's insurance carrier will make a 2-day site visit to Kodiak on October 25-26 to conduct property safety inspections at all city facilities. The site visit is a part of the loss control program offered by AML/JIA. These inspections look for life safety issues as well as other hazards that could cause injuries to employees or damage to public property.
- Participated in the Kodiak College Job Fair on June 16, 2022.

Finance/IT:

- With the retirement of our Finance Director, focus has been placed on recruitment and interviews for this critical position as well as other vacancies in the Finance Department.
- The final FY 2022 Audit was conducted in Kodiak the week of October 3, 2022.
- Investment Committee will meet on October 17, 2022.
- Due to the rising security risks and costs for cyber insurance and in an effort to improve IT security and integrity, the City is in the process of implementing multifactor authentication for all city computers. Once fully implemented, employees will utilize a small USB device in order to login to a computer.

Fire Department:

- Since July 2022 to October 7, 2022, the Kodiak Fire Department (KFD) has answered 289 Ambulance and 76 Fire calls.
- With extremely low staffing levels the department transitioned to the 48 hours on 48 hours off schedule. To put it into perspective a standard employee works 40 a week, on

this schedule staff is working 72 to 96 hours a week depending on the rotation. With three new hires, we hope to transition back to our standard schedule in late October.

- On October 20th our EMS sponsoring physician Dr. John Everett will receive the prestigious Longenbaugh Memorial Award presented by the Alaska Council on Emergency Medical Services. Dr. George Longenbaugh was a pioneer in Alaska EMS and this award honors a physician who exemplifies leadership and dedication to EMS systems and, through his or her efforts, has significantly promoted the Alaska EMS system. Congrats to Dr. Everett!
- In partnership with the Kodiak Police Department (KPD), continue Stop the Bleed and Active Shooter presentations to the Kodiak Island Borough School District staff. At the time of this report, approximately 300 school staff members have been able to participate.
- KFD and KPD are hosting a Community Hazards Awareness tabletop exercise at the USCG Fire Open House on October 22, 2022.

Police Department:

- Community Jail Contract - The City received a new one-year proposal to continue operating a Community Jail for Department of Corrections (DOC) in September. While the proposal was increased for the first time in 7 years, it still requires the City to subsidize Jail operations. The State's budget is finalized, so it is unlikely DOC can increase the contract amount this year; however, at the time of this report the City is still in negotiations.
- In August, KPD and KFD hosted ALERRT training in Kodiak at the Middle School. The City welcomed instructors from Hawaii and other local public safety agencies for "active shooter" training specifically designed around managing an emergency scene.
- Despite having 15 vacant positions across all divisions, the KPD continues to operate 24/7 providing patrol, dispatch and jail services. Between June and August 2022, the KPD responded to over 2,300 calls for service, which included 57 arrests.

Engineering:

Work continues on several projects including:

- Lift Station #5 and Force Main Replacement – City staff reviewing 90% design submittal. ADEC Loan agreement in place. Tentative plan is to advertise for construction bids November/December 2022. Construction to be complete no later than December 31, 2024.
- CT Tank Coating Design – 95% design submittal review underway. Plan to advertise for bids winter of 2022. Recoating of first tank tentatively scheduled to start May 2023. Second tank to be completed in 2024.
- Simeonoff Street Storm Drainage Repair – Construction complete. Project close out process underway.
- Baranof Park Improvements Project (Ice Rink and Track enclosure) – Construction continuing. Hockey rink re-opened October 10th. Final completion October 2023.
- Portland Loos – All 4 Loo units installed and paving complete. Pre-final inspection and punch list pending.
- 2023 paving plan – preliminary planning underway for summer 2023 construction.

- KPD Security Controls Upgrade – notice to proceed issued September 19, 2022.
- KPD HVAC DDC Upgrade – RSA preparing RFP scope in preparation for advertising.
- Shelikof slide – initial condition assessment completed. ADOT guidance due by October 15, 2022. Tentatively plan to make repairs spring/summer 2023.
- Water & Sewer Phase VII Hemlock Street - Design with DOWL approximately 80% complete.

Port & Harbors:

- Harbor Officers saved four lives this summer who were pulled from the water. Unfortunately, staff also recovered one drowning victim.
- We were informed by MARAD that the City's 2022 Small Shipyard Grant for two pieces of heavy equipment at the Shipyard was not funded. A debrief with MARAD on ways to improve our application for funding is pending.
- Alaska Association of Harbormasters and Port Administrators conference was held in Anchorage on September 26-29, 2022. Sessions included emerging technologies in port construction, grant writing and availability, and derelict vessel management.
- Harbor staff responded to a sinking vessel anchored outside the harbor and used three dewatering pumps to save the vessel. Also partnered with Highmark Marine to recover a truck that went in the harbor off the spit.
- During summer maintenance period, staff completed full overhaul of water float, patched dock concrete on E and F floats and rebuilt harbor maintenance sheds.
- Work continues on several projects with Engineering Department including:
 - St. Herman Harbor (SHH) Replacement – PND preparing engineering documents necessary for grant applications by December 2022. City staff preparing scoping documents for maintenance projects to be executed in advance of replacement with PND Engineers.
 - St. Paul Harbor Boat Launch Ramp – Construction complete replacing bottom 7 concrete planks and placing structural fill.
 - 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. Construction scheduled for summer 2023.
 - Pier II Anodes – notice to proceed issued September 27, 2022. Work scheduled to begin March 2023.
 - Dock 1 re-decking – City furnishing materials. Invitation for Bid (IFB) pending. Construction scheduled for summer 2023.
 - St. Paul Harbor Fire Suppression System Repairs – replacement of pipe hangars pending.
 - Shipyard High Mast Light Foundation Repair – repair submittals approved. Repair schedule pending.

Public Works:

- Completed FY 2023 paving program which included sections of Ole Johnson, Baranof, Armstrong, Powell, Kashevaroff and the Spit entrance. Project close-out process underway.

- Continued localized pavement repairs utilizing infrared and mastic machines, gravel road maintenance, sewer infrastructure maintenance, preventative maintenance at Compost facility, annual dam maintenance, curb and gutter, and exterior lighting upgrades at WWTP.
- Drafted official City snow removal policy and translating to Tagalog for public awareness campaign.
- In advance of winter weather conditions, prepping snow removal and road de-icing equipment.
- Contracted with KEA for safety improvements and street lighting installation on sections of Selief to Von Scheele.

Library:

- Reading Celebration – Following a successful summer reading program with over 200 readers participating in ‘Read Beyond the Beaten Path’, the Library held a community gathering on September 17th that included live music, games, food and fun. Grand prizes for super readers were awarded at the event and participants were able to enjoy the library’s new outdoor furnishings, story stroll and pollinator garden.
- The library is sponsoring a monthly Writer’s Group on Wednesdays in the Alaskana Room for those wanting to pursue, improve and share their writing.
- The Escape Room activity was very popular this summer. 210 people participated and it took them an average of 43 minutes and 1.5 hints to complete the room. The current round of Escape Room began on September 26th with a Halloween theme.

Parks & Recreation:

- Youth Basketball started in mid-September with over 150 youth participating between grades 3-6.
- Water safety classes have begun with elementary school students. Certified five new lifeguards in August 2022.
- Ice rink installation and grand opening this week. Skating season has begun!
- Extensive maintenance activities in the downtown area including work in the ‘Fisherman’s Plaza’ that included removal of benches, concrete platform, unsafe sections of concrete, removal of overgrown greenery, and replaced trash receptacle. Design plans are underway for future improvements.