




MEMORANDUM

TO: Mayor Branson and City Councilmembers
FROM: Mike Tvenge, City Manager 
DATE: March 23, 2023
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 – Now that Council has approved final design work with Wolf Architecture and selection of a general contractor has been made, we are motivated to begin conversations on the project schedule. We'll be meeting on the 24th to identify aspects of the work that may involve early solicitations, procurement determined to be advantageous to the project, acceptable to the City and attainable by the design team. A project kick-off meeting with owner, designer and contractor will take place in Anchorage on April 7, 2023. We continue to maintain the [Kodiak Fire Station Replacement \(kodiakfs.blogspot.com\)](http://kodiakfs.blogspot.com) blog.
- 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.
- Re-entry Coalition Program – Working with a group of volunteer stakeholders to formalize a Kodiak-based program to reduce the recidivism rate of returning citizens. As a part of a statewide, community-based effort, the mission of the Kodiak Reentry Coalition is to create and maintain an inclusive, healing environment for individuals returning to the community from incarceration. They pledge to educate and advocate for reentrants from all walks of life in a concerted effort to inspire long-term change and success. To date, we've offered Police Chief Putney as a resource to the local governing board as they secure funding and formalize organization and operations.
- Gibson Cove Stakeholders Group meeting – Attended an informal meeting of stakeholders on March 16th to listen to ideas on how to best make use of the property, how to accommodate various interests and to chart a path forward. We'll be proposing a line-item in the FY 2024 budget to conduct a thorough and documented planning effort with wide public participation.
- The Manager submitted the 2018 Pacific Cod Disaster Relief Funding proposal to the Pacific States Marine Fisheries Commission in February and received unofficial word on 3/21/23 that our proposal for \$800,134 was approved. The funding will be utilized to improve infrastructure and increase service capacity to the Pacific cod commercial fisheries in Kodiak by adding three electric pedestals in the Shipyard for fleet maintenance and

replacement of antiquated equipment to repair the fleet locally which decreases out of pocket expenses overall due to unplanned equipment repairs. Once we receive official notification, we'll bring to Council for formal acceptance of the funding.

- KANA Marketplace Parking Lot Design – Working with Bristol Engineering to complete redesign documents in an effort to maximize number of parking spaces to accommodate all businesses in the area, improve traffic flow to allow access to Rezanof Drive and hopefully eliminate congestion. Work on the design will address existing conditions of the parking lot and adjacent facilities including but not limited to pavement condition, drainage features, pedestrian pathways, utilities, light poles, signage, and access points. Once drafted, we'll present options to the Council at a future work session. Design of the new parking lot will be finalized by May 2023 and per our Site License agreement with Cornerstone, they will repave and repaint parking lines.
- Meeting with Commander, US Navy Region Northwest Rear Adm. Mark Sucato with Mayor Branson and Harbormaster during his first visit to Alaska and Kodiak on April 21st. Navy Region Northwest oversees the Navy's shore infrastructure that supports Navy vessels operating at sea and Alaska is one of 11 states in their area of operations. Per his request, we'll also be providing Adm. Sucato a tour of Harbor facilities and discuss any future needs of the Navy in the Kodiak area.
- Received news from the National Park Service, Washington D.C. office this morning that the City of Kodiak is officially a Certified Local Government (CLG) as provided in the National Historical Preservation Act. As a CLG, the City is eligible to apply for historic preservation funds, participate directly with the National Register of Historic Places and the Alaska Historical Commission. Additional benefits include technical assistance and training and travel grants to national and state preservation conferences. We are excited to join other Alaska communities with the same prestigious designation.

Personnel:

- Employee recognition was given with a service pin presentation to the following employees and their Departments:
- **20 Years**
 - Ted Hansen, Building Department
 - Tim Putney, Police Department
- **10 Years**
 - Jerran Nelson, Public Works Department
- **5 Years**
 - Roman Rice, Public Library
- The City of Kodiak would also like to welcome the following new employees:
 - Jeff Valerio, KPD Officer
 - Christopher Gayton, Maintenance Technician
 - Jaden Phillips-Amodo, Maintenance Technician
 - Olivia Lyons, KPD Dispatcher
 - Brittany Hightower, KPD Corrections

- Sheryl Greene, Fiscal Specialist - Payroll
- Julia Long, KPD Dispatcher
- Christopher Baker, KPD Community Service Officer
- The City continues to evaluate 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 we will present to Council with a proposal for next fiscal year.
- Worked with AML/JIA Consultant Greg Russell to conduct staff training. The focus of the training for our public-facing employees was how to deal with difficult customers, aggressive behavior, bad behavior, conflict and de-escalation and communication.
- Marsh McLennan, the City's insurance broker made a courtesy visit to Kodiak in mid-February to provide proposed schedules and renewal strategies for next fiscal year.

Finance:

- Received the preliminary draft reports of the Letter to the Governing Board and the Financial Statements for City of Kodiak for the year ending June 30, 2022 on March 22nd from Altman Rogers. We are currently reviewing and commenting during the preliminary stages of review. Tentative plan is to present to Council during April work session.

Fire Department:

- Since January 1, 2023 to March 21, 2023 the Kodiak Fire Department (KFD) has answered 236 Ambulance and 74 Fire calls.
- In partnership with UAF, participated and helped facilitate the inaugural online EMT II certification class. KFD had two staff members participating in the class who successfully completed and passed the State Exam.
- KFD is the City's point of contact for hosting the Kodiak Tsunami Operations Workshop to be held March 28-30, 2023 at the Best Western Kodiak Inn. Planners from the State DHS&EM, National Weather Service, UAF Geophysical Institute, USCG, ADEC will be present to conduct a number of workshops and facilitated table-top exercises. See attached agenda for more information.
- Working with local stakeholders for the development and implementation of a local firefighter and EMS cadet training program for Kodiak.

Engineering:

Work continues on several projects including:

- Lift Station #5 and Force Main Replacement – Bid opening scheduled for March 29, 2023. Construction to be complete no later than December 31, 2024.
- CT Tank Coating – DAMA Industrial, tank coating contractor, is scheduled to start on first tank May 1, 2023. Second tank to be completed in 2024. Highmark Marine will do quality control.
- Baranof Park Improvements Project (Ice Rink and Track enclosure) – Construction continuing. Hockey rink scheduled to close March 27th. Final completion October 31, 2023.
- Public Works Warehouse Extension – design/build planning underway. Construction tentatively complete by October 31, 2023.

- 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. Await guidance from DOT/PF to make repairs during spring/summer 2023.
- Water & Sewer Phase VII Hemlock Street - Design with DOWL approximately 80% complete.

Port & Harbors:

Work continues on several projects with Engineering Department including:

- St. Herman Harbor (SHH) Replacement –
 - PND Engineers prepared initial scoping documents necessary for grant applications and state/federal funding requests in January 2023.
 - Received a fee proposal on March 17th for engineering services in support of 35% design and permitting for the float replacement project.
 - City staff preparing scoping documents for maintenance projects to be executed in advance of replacement.
- St. Paul Harbor Boat Launch Ramp – ADF&G grant application for \$2M approved. Working on a draft cooperative agreement and design procurement managed by ADF&G and will be complete later this year. Construction in 2024.
- 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 – preconstruction conference scheduled for March 23, 2023. Work scheduled to be done in April 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 – resolution of pressure certification and replacement of pipe hangars pending.
- Shipyard High Mast Light Foundation Repair – repair submittals approved. Repair schedule pending.

Library:

- KPLA Annual Meeting held on March 11, 2023.
- Visiting anthropologist and author Margaret Willson in Kodiak on March 22, 2023. Ms. Willson is the third visiting author to the library this month.
- Fan Con 2023 hosted on March 17 & 18 was a huge success! Congrats to Library staff!!
- *For the Love of Reading* Challenge & Iditaread programs both had great participation this year. See attached March 2023 Kodiak Public Library newsletter for more information.

Parks & Recreation:

- The ice rink closed for the season on 3/21/23.
- Hosted adult basketball with 22 teams and 330 players this season.

- Now that the winter Coed volleyball is complete, we're now hosting separate Men and Women volleyball leagues.
- Engaged Corvus Design for a fee proposal to create a conceptual master plan for Baranof Park. The scope includes stakeholder engagement and public involvement. Project kick-off scheduled for early April.

Kodiak Tsunami Operations Workshop

March 28-30, 2023 | Kodiak Island, Alaska | Best Western Kodiak Inn 236 E Rezanof Dr, Kodiak, AK 99615

Tuesday, March 28	
7:30 – 8:00 am	Registration & Check-in
8:00 – 9:00 am	Welcome: Dave Reilly – State Lead Planner DHS&EM Introductions: Attendees – Name, Community, Experience with Emergency Management/Incident Command System, Takeaways Administrative Notes, Housekeeping, and Rules
9:00 – 10:00 am	Tsunami Threat to Coastal Alaska Presented by: Dr. Barrett Salisbury – Geotectonic Geologist, Alaska Division of Geological & Geophysical Surveys
10:00 – 10:15 am	NETWORKING BREAK
10:15 – 11:15 am	Modeling and Mapping Tsunami Inundation Presented by: Dr. Elena Suleimani – Tsunami Modeler, UAF Geophysical Institute (Alaska Earthquake Center)
11:15 am – 12:00 pm	Tsunami Warning Dissemination Presented by: Dave Snider – Tsunami Warning Coordinator, National Tsunami Warning Center Desiree Chambers – Operations Specialist, AK DHS&EM
12:00 – 1:30 pm	LUNCH (not provided)
1:30 – 2:15 pm	Tsunami Ready Program Overview Presented by: Aviva Braun – Warning Coordination Meteorologist, National Weather Service Kristine Chen – Meteorologist, National Weather Service
2:15 – 2:45 pm	NETWORKING BREAK
2:45 – 4:00 pm	Group Activity Exercise #1: Local Reception & Recognition of Warning Facilitated by: Desiree Chambers – Operations Specialist, AK DHS&EM

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4:00 – 5:00 pm	<p>Disaster Assistance Programs Presented by: Jonathan Zeppa – Public Assistance Branch Chief, DHS&EM</p>
Wednesday, March 29	
8:00 – 9:00 am	<p>National Weather Service: NWS Community Services and Partner Resources Presented by: Aviva Braun – Warning Coordination Meteorologist, National Weather Service Kristine Chen – Meteorologist, National Weather Service</p>
9:00 – 9:45 am	<p>Maritime Guidance for Boaters and Harbor Masters Presented by: Dr. Elena Suleimani – Tsunami Modeler, UAF Geophysical Institute (Alaska Earthquake Center)</p>
9:45 – 10:00 am	NETWORKING BREAK
10:00 – 11:00 am	<p>U.S. Coast Guard: Support to Tsunami Response Presented by: Captain Dan Payne - US Coast Guard Sector Anchorage, Port Security Specialist</p>
11:00 am – 12:00 pm	<p>Alaska Department of Environmental Conservation: Spill Prevention and Response Considerations for Tsunamis Presented by: Kathy Shea – Interagency Liaison, ADEC Victoria Hoskins – Environmental Health Officer II, ADEC</p>
12:00 – 1:15 pm	LUNCH (not provided)
1:15 – 2:15 pm	<p>Mass Care: Sheltering and Evacuation Considerations Presented by: Desiree Chambers – Operations Specialist, AK DHS&EM Bill Morrow – Regional Disaster Officer, American Red Cross of Alaska</p>
2:15 – 2:30 pm	NETWORKING BREAK
2:30 – 3:00 pm	<p>Group Activity Exercise #2: After the Waves Hit Facilitated by: Desiree Chambers – Operations Specialist, AK DHS&EM</p>

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3:00 – 4:00pm	NETWORKING BREAK

Thursday, March 30	
8:00 – 8:30 am	Individual and Family Preparedness for Earthquakes and Tsunamis Presented by: Jeremy Zidek – DHS&EM Public Information Officer
8:30 – 9:30 am	Small Community Emergency Response Plan (SCERP) Presented by: John Andrews – Small Community Emergency Response Plan (SCERP) Coordinator, AK DHS&EM
9:30 – 9:45 am	NETWORKING BREAK
9:45 – 10:45 am	Grants for Tsunami Mitigation Presented by: Anthony Picasso, Geohazard Mitigation Coordinator, AK DHS&EM
10:45 – 11:15 am	Staying Engaged: Alaska Partnership for Infrastructure Protection (APIP) Presented by: Dave Reilly – State Lead Planner DHS&EM
11:15 am – 12:00 pm	Workshop Wrap-Up Round Table Discussion Parking Lot Evaluations

Kodiak Tsunami Operations Workshop

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Workshop POC:

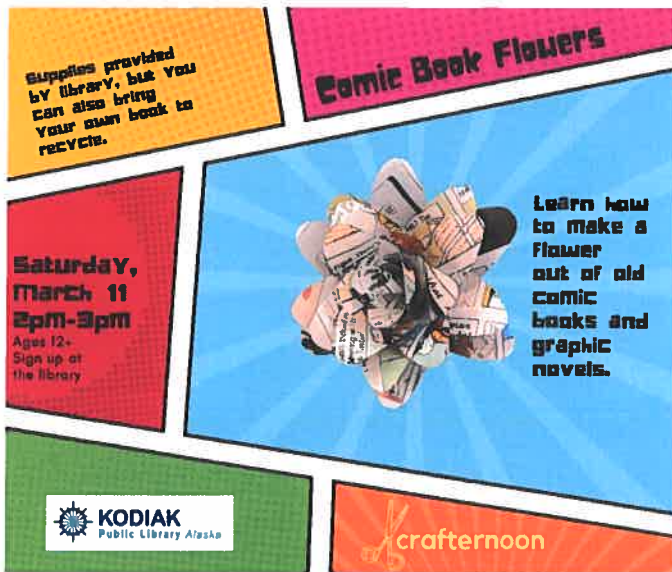
Anthony Picasso - Geohazards Mitigation Coordinator @ DHS&EM

anthony.picasso@alaska.gov – desk: 907-428-7046

March Crafternoon

Make a Comic Book Flower

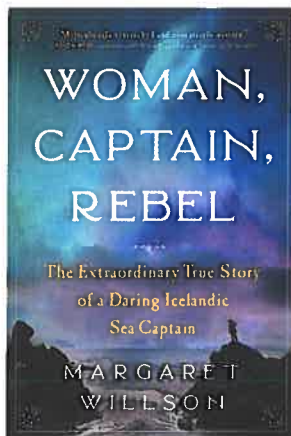
Saturday, March 11th at 2pm, the library will hold an afternoon craft session to make flowers from comic books and graphic novels. Supplies are provided. For ages 12 and older. Stop in or call 486-8686 to reserve your spot.



Visiting Author—March 22 6:30pm

We are excited to announce a visit from anthropologist and author Margaret Willson whose latest book, *Woman, Captain, Rebel: The Extraordinary True Story of a Daring Icelandic Sea Captain* has been issued in paperback.

Margaret is an Affiliate Associate Professor with the Departments of Anthropology and Scandinavian Studies at the University of Washington, and a Senior Associate Scientist at the Stefánsson Arctic Institute in Iceland.



Her eclectic nonacademic jobs have included abalone diving and being a deckhand on fishing boats off the south coast of Tasmania. Her previous books include *Seawomen of Iceland: Survival on the Edge* and *Dance*

Lest We All Fall Down: Breaking Cycles of Poverty in Brazil and Beyond.

Kodiak Public Library 612 Egan Way Kodiak Alaska 907.486.8686 www.city.kodiak.ak.us/library

Kodiak Public Library

March 2023 Newsletter



March 17-18!

Kodiak Public Library will host Fan Con 2023 (a Fan Convention) all day, March 17 & 18. Fan Con celebrates your fandom with games, crafts, discussions, trivia, and cosplay (costume play) where participants wear costumes to represent a certain character. With something for all ages, it's sure to be a lively weekend at the library. We will offer video games, board games, tournaments, trivia night, movies, Pokémon, Star Trek, K-pop, horror, Harry Potter, and more.

SPECIAL GUEST

Graphic Artist, Jared Cullum, whose debut graphic novel, "Kodi" received a Reuben Award for Best Graphic Novel will run workshops too. Learn more about Jared at his [website](http://jaredcullum.com/about):



JARED CULLUM
AUTHOR-CARTOONIST

Everything is free, and you may even win prizes! This pop culture extravaganza will be at the library all day on Friday and Saturday March 17 & 18. Join in the fun.

Annual Meeting March 11th—10am



KPLA, the association that supports our library, will hold its annual meeting with a catered brunch, elections and more. Held in the library's Multipurpose

Room, all are welcome!

Congratulations to the twenty readers who completed the *For the Love of Reading* Challenge. This time participants were asked to read at least 300 minutes and write one book review during February.

The top five finishers (who each read over 1500 minutes-5 times the minimum) received a gift and all participants received a certificate of completion and a choice of a new book.

Congratulations to some avid readers:: Debra, Abel & Deegan Canavan; Tristyn and Freyja Altman; Sarah & Joshua Neumeyer, Larz, Loch, Loxley, & Lief Ludke; Becky Stewart, Arowyn & Bob Gray; Abigail & Wes Hannah; Nicole Clark; Aubrey Lechner and Jennifer Canaveral.



Iditaroad has started! The Kodiak Public Library's annual reading challenge to highlight the Iditarod Sled Dog Race runs the month of March. Mush north, read 1,000 minutes or more, keep track of your reading, write a book review, and win prizes. For all ages, sign up Kodiak.beanstack.org

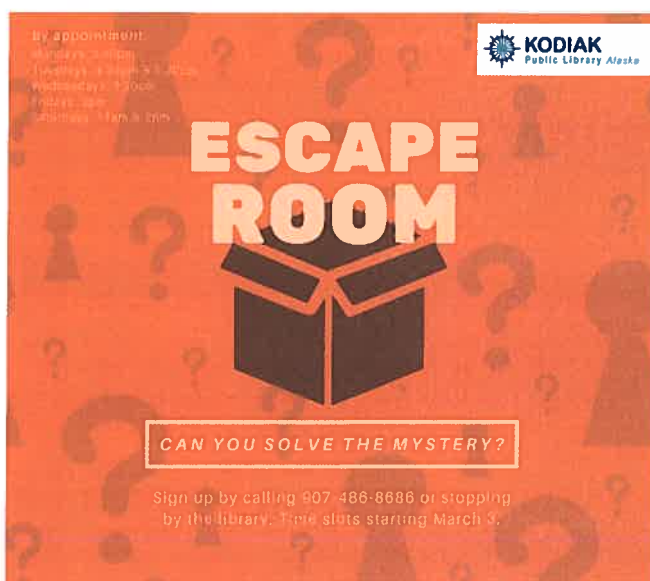
**Upcoming Library Closures:
Monday, March 27-Seward's Day
(Trivia will occur despite the closure)**

Dinner & a Movie

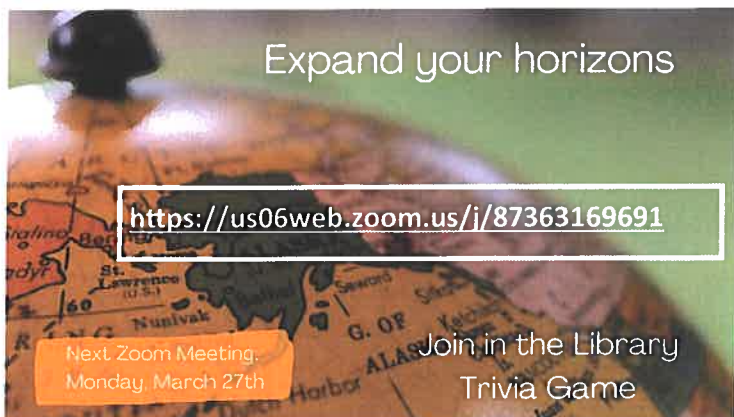
Tuesday, March 28, 6:00pm

**This month's showing will be announced soon
(as the Oscars are announced!!)**

You bring dinner, we'll show a movie!



The library's Escape Room is back and runs through April 14th. Daily time slots are available except Thursdays. Open to all ages, but children under 14 must be accompanied by an adult. Groups of three are recommended. Call the Library at 486-8686 to reserve your spot.



<https://us06web.zoom.us/j/87363169691>

Next Zoom Meeting:
Monday, March 27th

Join in the Library
Trivia Game



Library Hours:

- Monday: 10:00am-5:00pm
- Tuesday: 10:00am-7:00pm
- Wednesday: 10:00am-7:00pm
- Thursday: 10:00am-7:00pm
- Friday & Saturday:
10:00am-5:00pm