



MEMORANDUM

TO: Mayor Branson and City Councilmembers
FROM: Mike Tvenge, City Manager
THROUGH: Josie Hardy Bahnke, Deputy City Manager
DATE: August 22, 2023
RE: City Manager Report

A handwritten signature in blue ink, appearing to read "Josie", is written over the "THROUGH:" line of the memorandum.

Administration:

New Fire Station –

- Mid-September - 95% Construction Document development expected to be complete.
- Mid-October 2023 – Expecting Guaranteed Maximum Price and General Construction Contract for Council approval.
- Core Project Team and CM/GC team anticipates a 16-month building period beginning in earnest in April of 2024.
- Value Engineering (VE) – We have received the 65% Design Phase construction estimate. Based on the 65% design we have been working on Value Engineering (VE) items. Receiving a construction estimate at the 65% Design Phase is one benefit of the CM/GC or Early Contractor Involvement (ECI) process. The information provided at the 65% estimate helps guide decisions moving forward into the 95% Design Phase in order to remain within the budget. At present, we have over 120 VE items being evaluated in order to provide the best construction project (weather-tight, durable, low maintenance) within the budget. Design effort is being directed to those areas.
- Interior Finishes and color boards have been presented for review and guidance.

Risk Management/Loss Control – Baranof Park Tree Assessment

- Assessment conducted on May 15, 2023 by Jere's Tree Service and a full report was provided in the June 8, 2023 City Manager Report. Approximately 37 trees identified as dead, dying, indications of root rot, cracked/spiraled grain or mechanically damaged.
- Report provided to City's Risk Management and Loss Control team at AML/JIA for review and analysis. AML/JIA conducted site visit to Baranof Park on August 3, 2023. Attached is their risk management report with a corrective action plan to remove the trees.

Griffin Building – The City received the Quitclaim Deed to the Griffin Memorial Hospital on August 17, 2023. Working with DOT/PF on transfer of the building utilities, service contracts/manuals, removal of building contents, walk-through of the building and formal acceptance. We have received several inquiries from interested organizations looking to lease space in the building.

Community Block Party – The Manager's Office permitted the 2nd Annual Downtown Block Party sponsored by the Kodiak Community Foundation & Kodiak Arts Council for September 9th from 12-8 p.m. This year's event will include a nonprofit street fair, live music and performers. The Manager's Office has been coordinating resources with various City departments to help support the event.

- **Federal/State Visits to Kodiak -**

- Attended the City co-sponsored community reception for a group of Alaska lawmakers on August 8th followed by dinner with Federal lobbyist Seb O'Kelley and staff from Senator Murkowski's office.
- The ATF and MSHA were in Kodiak on August 8, 2023 to meet with Near Island quarry permittees and to inspect the magazines at Pillar Creek.
- Provided talking points for U.S. Senator Dan Sullivan's visit on August 17, 2023.

Personnel:

- Effective July 3, 2023, Ms. Jennifer Vickstrom has been hired as the Interim Finance Director. Ms. Vickstrom brings with her an extensive professional finance and accounting background. For the last 20 years she has owned her own business, Balanced Accounting & Tax Service based in Kodiak. Over the course of 20 years, Jennifer has been responsible for accounting, payroll, general ledger, financial statements and tax returns for local Kodiak businesses. During that time, she developed valuable relationships with the community and worked to build a solid reputation of exceptional service to all her clients. Vickstrom holds a B.A. in Accounting from the University of Alaska Southeast. Ms. Vickstrom spent several weeks in July working in Kodiak with Finance staff and consultants to get up to speed on the City's financial management processes and accounting software. She will continue to work a hybrid schedule of on-site and remote work until a permanent full-time Finance Director is hired.
- Employee recognition was given with a service pin presentation to the following employees and their Departments:
 - **25 Years**
 - Robert Chichenoff, Harbor Department
 - **20 Years**
 - Rhonda Keifer, Police Department
 - **15 Years**
 - Louise Halvorsen, Police Department
 - Steel McNeil, Fire Department
 - **5 Years**
 - Elke Bartsch-Carros, Harbor Department
 - Daisy Briones, Library
 - Jessica Edelson, Library
 - Laurie Madsen, Library
- The City of Kodiak welcomes the following new employees:
 - Trent Mackenzie, Harbor Officer
 - Heather Stewart, W/WWT Operator in Training
 - Ty Johnson, Firefighter/EMT I
 - Donald Kewan JR, Equipment Operator I
 - Kathryn Hill, Library Specialist

- Elwin Ann Abrincia, Fiscal Specialist
- Fallon Ruhl, Administrative Specialist
- Brendan Dent, Firefighter/EMT I
- Scott Butler, Firefighter/EMT I
- Carl Justine Dantay, Administrative Assistant (PT)
- Raquelyn Batocabe, Administrative Assistant
- Kylie Jordinelli, Library Assistant (PT)
- Public Safety Employee Association (PSEA) Negotiations – Progress continues on a collective bargaining agreement with the PSEA. In-person meetings scheduled for August 28-29 in Kodiak.
- A Public Information Officer job description is in DRAFT for review and approval. Once finalized, we will request authorization from Council to recruit and hire this position as it is not included in the FY 2024 General Fund operating budget.
- 2023 City Employee Picnic & BBQ scheduled for Friday, August 25, 2023 from 12:30 -3:30 p.m. at East Addition Park. See attached flyer for more details.

Finance:

- Annual Review with the Treasury Management Services division at First National Bank of Alaska coincided with their 60th anniversary celebration in Kodiak last month. We reviewed projects/changes occurring within the City over the next year, fraud prevention tools and improvements to the FNBA wealth management services.
- Work continues on a more functional water and sewer utility billing access to enhance customer satisfaction and increase staff productivity. At present, about 90% of the call volume in the Cashier's Office are utility customers paying their bill. The improved service will provide self-service functionality while maintaining a secure process to receive payments. Go 'live' is expected in early 2024.

Engineering:

Work continues on several projects including:

- New Fire Station Design development – 95% design deliverable due mid-September.
- Lift Station #5 and Force Main Replacement – Primary replacement project on hold due to high bid costs. Staff re-evaluating approach. Temporary bypass project bid opening scheduled for September 5, 2023. Construction to be complete no later than October 31, 2023.
- CT Tank Coating – Tank B is 80% complete, and is scheduled to be back in operation by September 30, 2023. Tank A to be completed in 2024.
- Baranof Park Improvements Project (Ice Rink and Track enclosure) – Construction 60% complete. Hockey rink scheduled to open October 9th. Work will continue. Substantial completion December 3, 2023.
- Public Works Warehouse Addition – one bid received on August 11, 2023, substantially over budget. Reevaluating approach.
- 2023 Paving Plan – Mill Bay (Wilson to Lower Mill Bay) 95% complete. Lower Erskine

scheduled for week of August 21, 2023. Mission Road tentatively scheduled for week of August 28th.

- KPD Security Controls Upgrade – 98% complete.
- KPD HVAC DDC Upgrade – Johnson Controls preparing proposal. We'll be requesting authorization from Council for this work at your regular meeting on September 14, 2023.
- Shelikof Slide – Northern Geotechnical Engineers designing repairs. Repairs tentatively scheduled for spring/summer 2024.
- Waste Water Treatment Plant SCADA upgrades; PH2 – Jacobs Engineers was issued notice to proceed July 28, 2023.
- Russian American Magazine (RAM) Roof – Anderson Hallas Architects was issued a notice to proceed with preparation of final design documents on July 31, 2023.
- Water Treatment Chlorine Storage Improvements – staff formulating approach.

Port & Harbors

- Summer 2023 Newsletter attached to this report.
- Annual review of agreement with Highmark Marine for Shipyard Services scheduled for later this week with owner Cooper Curtis.
- At the direction of the USACE, working on the completion of a marketing video production to promote the Saint Herman Harbor re-build project and Kodiak with Bitanga Productions.

Work continues on several projects including:

- St. Herman Harbor (SHH) Replacement – RFP for engineering services to obtain necessary permitting scheduled to advertise starting August 25, 2023.
- St. Paul Harbor Boat Launch Ramp – ADF&G grant cooperative agreement in final stages. ADF&G will manage design development, and City will administer construction tentatively summer 2024.
- St. Paul Harbor Fender Pile Replacement (Dock 1 & Oscar's dock) – Invitation for Bid (IFB) pending resolution of funding. Construction scheduled for fall 2023/spring 2024.
- Gibson Cove dock inspection – PND Engineers (with Highmark divers) scheduled to conduct onsite inspection week of August 21st. Condition assessment and load rating scheduled to be complete mid-November 2023.
- Dock 1 re-decking – City furnishing materials. Invitation for Bid (IFB) pending. Construction scheduled for fall 2023.
- St. Paul Harbor Fire Suppression System Repairs – water line pipe hangar replacement Invitation for Bid (IFB) pending. Construction scheduled for fall 2023.
- Shipyard High Mast Light Foundation Repair – repair submittals approved. Repair schedule pending.
- Shipyard Pedestals – RSA Engineers notice to proceed with preparation of final design documents pending. Construction scheduled for summer 2024.

Police Department

- Accepting proposals to provide services for the replacement, implementation, and continued support for a new Next Generation (NG) 911 system until August 25, 2023. We'll be seeking authorization to award at regular Council meeting on September 14, 2023.

Public Works

- We are currently experiencing an average of one water main leak/repair each week and one sewer main leak/repair every two weeks while maintaining and repairing sewer lift stations.
- Road maintenance activities include conducting weekly pavement IR and mastic repair, placing and rotating a limited number of speed bumps throughout the city, and repairing concrete curbs.
- Due to the number of ongoing repair issues and difficulty in filling vacant staff positions with qualified applicants, we have been using local contractors to address sidewalk cleaning, crosswalk/line striping, and brush removal from the water reservoir dam faces.

Parks & Recreation

- ISR (infant swimming resource) is in town offering swim safety to 18 students ranging from 10 months to 6 years old. This complements our City offered lessons and extends to infants. Fall swim lesson registration is open.
- High school football hosted their first home game last week v. Houston. KYFL (Kodiak Youth Football League) held opening ceremonies last Saturday at Baranof Park.

Library

- *Find Your Voice* was the theme of this summer's reading program. Activities this summer included a summer reading challenge for all ages, beehive checks, 'crafternoons', Story Stroll, Escape Room, Genealogy sessions, campfire stories and songs, and interactive movies and songwriting with Ellamy Tiller.
- 'Kodiak Reads' is a Library sponsored program, like a community book club, that promotes an Alaskan Author annually. Copies of the author's work is distributed and then the Library hosts the author in Kodiak for an evening event or class. Tentative plan for this winter is Author Kim Heacox and her new Alaska novel, 'On Heaven's Hill'.

City of Kodiak

RISK MANAGEMENT REPORT

09324A





August 3, 2023

Mike Tvenge, City Manager
City of Kodiak
710 Mill Bay Road
Kodiak, Alaska 99615

SENT BY EMAIL: mtvenge@city.kodiak.ak.us

Dear Mr. Tvenge:

As part of AMLJIA's ongoing commitment to serve its members, I visited the City of Kodiak to inspect the Baranof Park and its recent tree assessment. I appreciate the time spent with you and your staff.

This report includes photographs of potential hazards with recommendations provided to help reduce the city's exposure to losses. The Action List included with the report must be completed, signed and returned **within 30 days** of receipt. The process is simple: document the date the hazard was remedied or a plan for future corrective action. These recommendations are a simple and useful tool for tracking your progress as the identified hazards are corrected.

The City of Kodiak has \$1,352.81. in its AMLJIA Safety Savings Account that may be used for purchasing safety products. Please let me know if you have questions.

Sincerely,


Amira Goldstein
Risk Control Specialist
amirag@amljia.org

The Alaska Municipal League Joint Insurance Association provides this report to the member entity with the sole purpose of helping to identify and eliminate potential loss to the member. This report is not, nor is it meant to be, inclusive of all potential hazards. Final resolution of any problems identified, and any measures taken or not taken, are the responsibility of the member. This document is not meant to expand or amend AMLJIA coverage documents, nor should it be used in the determination of liability for any particular claim. For specific details, please refer to the AMLJIA Participant Coverage Memorandum and other official coverage forms. All matters of interpretation are to be construed in favor of these documents.

cc Marsh & McLennan Agency



Risk Management Report

Report #09324A
August 21, 2023

City of Kodiak: Baranof Park

Photo Page 1



01-09324A: Baranof Park currently has a grove of trees (pictured to the left) located between Chichenoff Street and the baseball field. A recent arborist report identified multiple trees as dead, dying, having indications of root rot, cracked/spiral grain, or mechanically damaged.



02-09324A: The arrow indicates a mechanically damaged tree in which the bark has peeled off exposing the bare trunk. This causes damage to the roots, root collar, stem, branches, and leaves. It was noted in the arborist report and during my inspection, that partial removal of trees may leave the rest unprotected and unsheltered to prevailing winds causing further damage.



Risk Management Report

Report #09324A
August 21, 2023

City of Kodiak: Baranof Park

Photo Page 2



03-09324A: This photo represents the tree grove across from the baseball field. During my inspection, it was reported that the needles from the trees spread to the adjacent artificial turf on the baseball field, thus creating a maintenance removal and upkeep task.

This report is provided to the member entity with the sole purpose of helping to identify and eliminate potential loss to the member. This report is not, nor is it meant to be, inclusive of all potential hazards. Final resolution of problems, and any measures taken or not taken, are the responsibility of the member.



807 G Street, Suite 356
 Anchorage, Alaska 99501
 Tel: (800) 337-3682
 Fax: (907) 279-3615

ACTION LIST

Please Respond to the AMLJIA in 30 Days

City of Kodiak
Mike Tvenge, City Manager
(907) 486-8640

August 21, 2023

To help assure protection for your entity, please return a completed copy of this form to Amira Goldstein, Risk Control Specialist, amirag@amljia.org, upon correcting all identified items, or within **30 days** of receiving this report, whichever is sooner. For each item that can not be resolved within 30 days, please describe your plan for future action, including a timetable for completion, on this form or a separate sheet. Note: The numbers down the left side correspond with the accompanying Risk Management Report photos.

No.	Recommendation (Location)	Date of Completion	State Corrective Action Taken or Describe Plan For Future Action
01-09324A	Baranof Park: This photo represents the tree grove located at Baranof Park between Chichenoff Street and the baseball field. A recent arborist report identified multiple trees as dead, dying, having indications of root rot, cracked/spiral grain, or mechanically damaged.	N/A	N/A
02-09324A	Baranof Park: Recommendation to remove all trees as partial removal may leave the remaining trees unprotected and unsheltered from prevailing winds causing further damage.		
03-09324A	Baranof Park: Removing trees will cease the spread of needles to the adjacent baseball field turf, alleviating additional maintenance and upkeep, and further preserve the turf.		

This action list is provided to the member entity with the sole purpose of helping to identify and eliminate potential loss to the member. This list is not, nor is it meant to be, inclusive of all potential hazards. Final resolution of problems, and any measures taken or not taken, are the responsibility of the member.

Signature of Authorized Representative

Date

PLEASE SIGN AND RETURN UPON COMPLETION OR WITHIN 30 DAYS

This action list is provided to the member entity with the sole purpose of helping to identify and eliminate potential loss to the member. This list is not, nor is it meant to be, inclusive of all potential hazards. Final resolution of problems, and any measures taken or not taken, are the responsibility of the member.

ACTION LIST

**Join us for
our
Employee
Picnic &
BBQ**



**Enjoy great
food and
music**

**Friday, August 25,
2023**

**12:30 —3:30 pm
East Addition Park**

**Employees are encouraged
to bring your own chair
and side dish to share**

**The City will provide Chicken, burgers, hotdogs &
condiments, chips, beverages and desserts**

.....
Hosted by the City of Kodiak

Contact Nita in the City Manager's office at 486-8640 for more information



The Kodiak Brailer



LANDING SMALL LOADS OF INFORMATION IN KODIAK HARBOR

Summer 2023

Derelict Vessels, A Statewide Problem



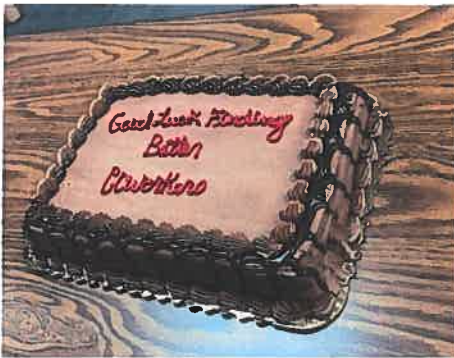
Dave Johnson
Harbormaster

Customers have been asking why harbor staff are tagging vessels with expired Alaska registrations? In 2019 the Legislature passed the Derelict Vessels Act, one of the few outcomes of the law was the requirement for all non-exempt vessels to be registered with the State of Alaska. The idea behind the requirement is that when a vessel is abandoned a current registration will allow the harbor to locate a responsible party. As we begin gearing up to replace St Herman Harbor, every vessel will need to be moved to accommodate the rebuild. This will be much easier to accomplish if all vessels in the harbor are in an operational (seaworthy) state as required by Kodiak City Code. In anticipation of this effort Harbor staff will require current registrations for all users and vessels that have not moved in a year or more will be required to demonstrate seaworthiness to remain in the harbor. Please contact the harbor office with any questions.

-Dave

Fair Winds and Following Seas

On July 7th, we bid farewell to Elke Bartsch-Carros after over five years of faithful service to the Port and Harbors Department. She was a critical member of the harbor staff and will be greatly missed! Elke was responsible for slip assignments and billing. Until a new administrative specialist is found the Harbor Office will be operating at reduced hours.



Are you interested in working at the Port and Harbors department? We have openings for a Harbor Officer and an Administrative Specialist. Harbor Officers work 8-hour shifts and provide harbor security and code enforcement 24/7. The Administrative specialist will be responsible for billing, slip assignments and other duties as required. Proficiency with the Microsoft office suite and basic computer skills are critical to the position. To see the full job descriptions or to apply, both positions can be viewed at: <https://www.governmentjobs.com/careers/kodiak>

If either positions interests you, contact the harbor office and we will be glad to answer any questions you might have.

Rules of the Road

Common city code violations

18.28.330 Wheeled vehicles prohibited

No person may drive any bicycle or any motorized wheeled or tracked equipment upon any float facility without first obtaining the consent of the harbormaster.

18.28.310 Responsibility for animals

(a) A person owning or in charge of any animal within the Kodiak harbor shall keep that animal restrained on a leash not more than five feet in length.

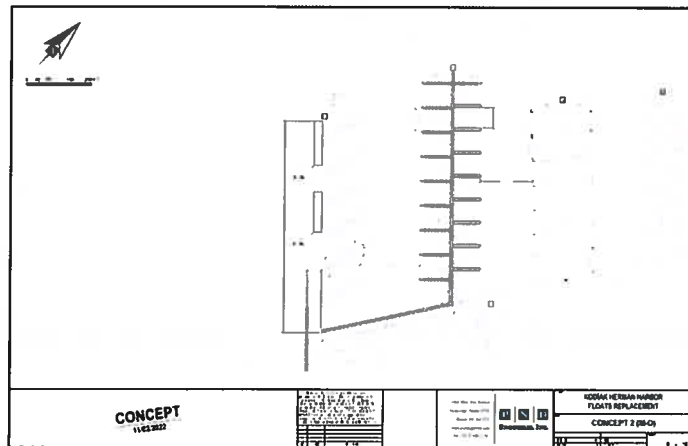
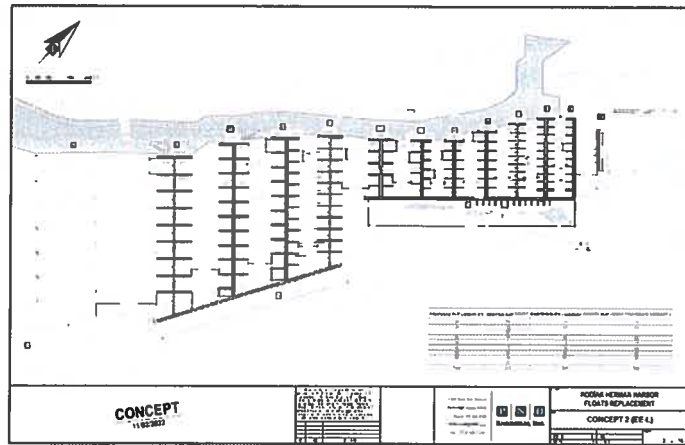
(b) The owner or person in charge of any animal shall be responsible for removing and disposing of any feces deposited by the animal on any small boat harbor.

18.28.340 Regulation of signs

(a) No person may write or post any written or printed matter in any place within the Kodiak harbor except upon bulletin boards constructed for that purpose and only after obtaining permission by the harbormaster.

St Herman(Dog Bay) Harbor conceptual drawings

We will be continuing the planning effort to rebuild St Herman Harbor later this summer. The initial focus will be to somewhat solidify the layout which will determine the number of pilings that need to be driven. We will then pursue the environmental permits necessary to begin work as the permits can take upwards of a year to approve once submitted. Actual designs for the harbor will come at a much later stage, but the layout will determine the slip configuration for the next 50 years. All eight current concepts are available for viewing at the harbor office and we are eager for any feedback to make sure the new design works for as many vessel owners as possible. Because of feedback received, we have already made changes to better accommodate our fleet.

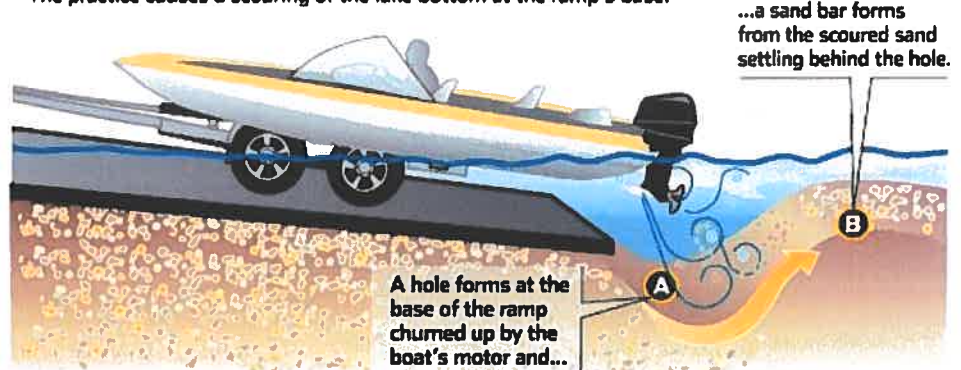


Power loading, what is it and why is it prohibited?

Power loading describes the process of using engine power to drive a boat up the trailer as opposed to lowering the trailer sufficiently in the water to allow for the winch to pull it in. Power loading causes significant erosion and damage to the boat launch itself. The prop wash creates waves and turbulence, which erode the launch area, disrupt the sediment, and can destroy both the ramp and trailers attempting to use it. Last summer boat owners suffered a broken wheel and a broken axle due to holes at the bottom of the launch ramp in St Herman Harbor. Additionally, almost \$100 thousand dollars was spent from the harbor fund repairing the damaged ramp in St Paul Harbor that had broken free due to the hole at the base of the ramp where the riprap had washed away. The prohibition against power loading is posted in both harbors. Any use of engines beyond clutching in is considered power loading. Failure to comply with the posted regulations can result in fines or denial of harbor facility use. Please practice safe and responsible boating.

Boat ramps and 'power loading'

The practice causes a scouring of the lake bottom at the ramp's base.



Source: Minnesota Department of Natural Resources Information Center

PIONEER PRESS

Highliner Contest:

The Harbor is pleased to announce a highliner contest for this commercial fishing season. The homeported seiner who has the largest single-day haul of the season (prove by sending a copy of your weight ticket to djohnson@city.kodiak.ak.us or texting to (907)654-5994. Leaders will be posted in the harbor office and the winner

of the contest will be announced on November 1st and receive Harbor swag for the entire crew.



Photos from the Harbor archive believed to be from Marion Owen

New Fee Taking Effect July 1, 2023

There is an old adage that 5% of the people cause 95% of the problems. That is certainly the case when it comes to delinquent payments in the harbor. By the time a vessel is placed on the denied use list, the owner of the vessel will have received four invoices, three to four phone calls and a personalized letter reminding them to pay their bill. This amounts to an incredible use of staff time that could be better spent. To accurately capture the labor hours that go into collecting on these accounts there will be a new fee of \$500 placed on each account that has a lien filed, which is only done after a minimum 90 days of no payment.

Never miss a payment again with autopay! Stop by the harbor office to get an authorization form (we can mail or email these as well). Be sure to contact the office at 486-8080 if any card information changes, including the expiration date, as we need it to process your payment.

There have been no changes to slip fees the last two fiscal years. The Harbormaster's intent is to freeze large vessel fees for at least two more years and adjust small vessel fees to better reflect South-central Alaska price structures.

From the Office Staff

Salmon season is in full swing and the harbor is as busy as ever. To make sure we have your slip ready for your return please notify the office with as much lead time as possible. Likewise, if you are planning to vacate your slip for more than a few days please remember to let the office know per the mooring agreement.

Update Your Contact Info

Moved? New phone number? If we don't know about it, we can't get a hold of you! Boat owners are responsible for making sure their information on file at the harbor office is current and accurate.

Get a Caretaker

If you are leaving town and keeping your boat in the harbor, the Kodiak Harbor requires you to provide contact information for a local caretaker who is able to tend to your vessel in case of emergency. Please note that those listed in a caretaker capacity must be willing to

New Carts Delivered

In May Harbor Staff took delivery of two prototype aluminum harbor carts fabricated by the Kodiak High School welding program. These carts will be used for the summer and if successful more will be ordered when school reconvenes. Please let harbor staff know if you have any feedback on the performance and design of the carts.



respond to calls from the harbor office and check vessel if needed, so ensure your caretaker is aware of the responsibility. If you are a transient vessel, you must be able to move within two hour's notice at all times.

Pull Your Skiff

If your auxiliary skiff has been in the water all summer, remember that per city ordinance it must be removed by November 15 to avoid being charged.

Schedule Dock Space

Pier and dock space is limited this time of year. Exclusive vessels are authorized a free day of dock use *when scheduled in advance*, this is critical to manage availability around the scheduling of cruise ships and the ferries. In addition, please moor as closely as possible to neighboring vessels to maximize dock space.

Questions?

Your office staff is here to help! We're open Monday-Friday 8 a.m. to 5 p.m. Call 486-8080 during business hours or VHF Ch 12 after hours or on the weekend.

Electrical Compliance

As with the seaworthiness of vessels, harbor staff will be paying extra attention to the condition of shore ties in the upcoming year. NFPA 303 requires that shore ties be free of tape and splices and neutral current shall not flow through the ground connection. When St Herman (Dog Bay) Harbor is rebuilt it will be to code, which will render vessels wired as such unable to use shore power. Channel Transient Float is built to current code so if you would like to check your shore tie there to see if your vessel is compliant, a member of the harbor staff will be glad to help.



This is how you get a "hot" harbor

Harbor Contact Information

Dave Johnson, Harbormaster and Port Director: 486-8086

Cell: 907-654-5994

E-mail: djohnson@city.kodiak.ak.us

Monte Anderson, Deputy Harbormaster: 486-8092

Cell: 907-942-1384

E-mail: manderson@city.kodiak.ak.us

**Dock/Pier Scheduling: 486-8080
Slip Assignment: 486-8081**

**Kodiak Police Department: 486-8000
USCG Marine Safety Detachment: 486-5918**

Oil Spill Response Center: 1-800-424-8802

Ferry Office: 486-3800

Petro Marine Services: 486-3421

North Pacific Fuel: 486-3245