



MEMORANDUM

TO: Mayor Branson and City Councilmembers
FROM: Mike Tvenge, City Manager *MT*
THROUGH: Josie Hardy Bahnke, Deputy City Manager *JHB*
DATE: November 30, 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 since our last report on October 12, 2023:

Administration:

New Fire Station –

- In an effort to keep the public informed about the project including the announcement of meetings, sharing the design and schedule we are updating the Kodiak Fire Station Blog [Kodiak Fire Station Replacement \(kodiakfs.blogspot.com\)](http://kodiakfs.blogspot.com) on December 1, 2023. The update will include 5 renderings of the exterior which are attached to this report.
- Design on the new fire station is complete and the next phase in the City's long anticipated emergency services headquarters has begun. Wolf Architecture delivered Construction Documents drawings and specs to the City, Building Official, and General Contractor for bidding and permitting. The bidding period ended on November 21, 2023.
- We plan to meet with Osborne Construction to review and negotiate Guaranteed Maximum Price the next week while in Anchorage for AK Municipal League. Pending negotiations, we'll bring a contract to Council for approval and issue a Notice to Proceed so that materials and equipment may be ordered.
- The Core Project Team and CM/GC team still anticipate a 16-month building period beginning in earnest in April of 2024.

Griffin Building –

- Engaged Wolf Architecture to develop a scope of work to assist the City assess space needs and provide an analysis of cost estimates to upgrade the facility for occupation. Once finalized, we will negotiate a fee proposal with Wolf.

Historic Preservation Commission (HPC) –

- An RFQ for an Historic Preservation Plan was issued this fall and five proposals were received by the deadline. Commissioners went through a qualifications review evaluation process and will have a recommendation for the City Council in January 2024.
- At their 10/25/2023 meeting, the HPC re-prioritized the Griffin Memorial Building from #6 to #4 and added scope to include conducting a determination of eligibility and nomination to the National Register, a Historic Architectural Building Survey and a Historic Structure Report.

- Met with HPC Chair, staff and KIB Community Development Director Chris French to make introductions and discuss the section of the City’s Ordinance that establishes the HPC. In section 2.40.045 Duties and responsibilities (c) the commission may make and receive recommendations to and from the Kodiak Island Borough Architectural/Engineering Review Board and Planning and Zoning Commission. We discussed how the HPC may intersect with these two KIB Commissions and it was informally agreed that the HPC staff will be the recipient of all notices (re-zoning, etc) and would distribute and respond as appropriate.
- The State Historic Preservation Office announced the availability of matching grants to Certified Local Governments on November 17, 2023 for projects in a number of categories including historic preservation plans and national register nominations. Approximately \$100,000 will be available to award eligible projects. Deadline is Monday, January 22, 2024. We are looking to apply for additional funds to complete a historic preservation plan and nominate Griffin Memorial to National Register. A Council resolution will be required to support the project funding and will be presented when complete.

Kodiak History Museum (KHM) – Update on the Russian American Magazine Re-Roof Project:

- The structural engineer on the Anderson Hallas design team for the RAM re-roofing project conducted a site visit on September 5, 2023. During the site visit, he inspected the foundation under the porch to ensure the foundation was sound for the re-roofing effort.
- The engineer observed considerable moisture around the perimeter of the porch and noted the four (4) primary support posts are deteriorating. In his report, he indicated the grade around the perimeter of the porch (and building in general) slopes toward the structure causing water infiltration.
- Following a meeting with the design team and the City on November 2, 2023, the group concluded site grading and drainage improvements were needed prior to the re-roofing project. This will ensure the new roof will not be impacted by a deteriorating foundation or any efforts to replace the foundation.
- The foundation recommendations align with the Historic Structure Report as one of the top priorities for the building.

Near Island & Trident Basin Quarry – The following is a breakdown of material removed from the citizen-owned quarries in tonnage for the last three years. Each ton represents a one dollar value in royalty payments from each contractor in addition to annual permit fee.

	2021	2022	2023
Brechan	20,891	32,593	18,358
B&R Fish	3,171	5,594	31,326
Golden Excavating	3,769	1,955	765

Discover Kodiak – Met with Director Brock Simmons and Survivorman Les Stroud on November 14th to discuss a proposal to the City of Kodiak from Mr. Stroud to produce four full episodes of ‘Les Stroud’s Wild Harvest’ to be filmed on Kodiak Island highlighting local foragers, chefs and locations. The proposal also includes the production of a feature length documentary film highlighting Kodiak Island at large. The film would be featured and presented to film festivals, television networks worldwide and streaming. The Discover Kodiak Board will discuss at their next meeting.

Kodiak Chamber of Commerce – Met with Director Ellen Simeonoff on November 15th to go over building maintenance requests and generate ideas on ways the Chamber and City can collaborate on local projects and programs of mutual interest. Attended the Chamber Board Meeting on November 17th hosted at the USCG Base Kodiak. A copy of Executive Director, Ellen Simeonoff’s Board Report attached. Follow-up meeting held on 11/28/2023 at the Chamber to review building maintenance items for FY 2025 budget.

KEDC – Attended a Roundtable luncheon with community and business leaders and the USCG to discuss planned USCG expansion that will take place in the next three to five years. Following lunch and a formal presentation from the USCG, a breakout session/group exercise looked at challenges and opportunities for housing, transportation, education and health care.

USACE General Investigation (GI) Feasibility Study – The City continues to work with the USACE for authorization and funding for the study in FY 2025. The study will enable us to identify areas that require navigational improvements and develop a plan to address port and harbor needs. The USACE Alaska District site visit to Kodiak is planned for December 13, 2023. We look forward to developing a strong relationship with USACE leadership in Alaska.

Ownership of Pillar Creek Watershed – Working with the State Department of Natural Resources (DNR), Division of Mining, Land & Water on a land lease of the Pillar Creek watershed land to the City of Kodiak in order to protect and preserve our public water source and back-up water supply. DNR staff was in Kodiak on November 28, 2023 to meet with the City and conduct a site visit. We’ve been advised that the City is required to complete a development plan as a part of our application. We’ll keep Council apprised of the details of the lease requirements as we work through the process.

Personnel:

- The City of Kodiak welcomes the following new employees:
 - Amy Clough, Public Safety Dispatcher
 - Caleb Oswell, Public Safety Dispatcher
 - Joseph Lovette, Harbor Officer
- Thanks to Mr. Tad Morris for 15 years of dedication, commitment and service to the City and the residents of Kodiak. Tad was a dedicated belt press/centrifuge operator in the Sludge Room at the Waste Water Treatment Plant during his city employment. In the last few months, Tad worked hard to insure a smooth transition after his retirement by creating Standard Operating Procedures and record keeping for future operators. A celebration of

his retirement was held on October 31, 2023 with co-workers, friends and family in attendance.

- Public Safety Employee Association (PSEA) Negotiations – Progress has been extremely slow with a collective bargaining agreement with the PSEA. The City submitted a proposal to PSEA on October 19, 2023 and we have not received a response.

Finance:

- Finalized the issuance of estimated tax returns for businesses that are delinquent or have failed to file tax returns. This has been a priority and with new staff in the Department, this task is finally being addressed.

Engineering:

Work continues on several projects including:

- Existing Fire Station; emergency roof repairs on south bay are complete.
- Lift Station #5 and Force Main Replacement: temporary bypass project construction on phase I is complete. Phase II design pending.
- CT Tank Coating – Tank B is complete and is back in operation. Tank A to be completed in spring/summer 2024.
- Baranof Park Improvements Project (Ice Rink and Track enclosure) – Construction 85% complete. Work continues. Final completion date moved from December 4 to December 29, 2023 due to a number of requested proposals and field adjustments. We'll be bringing a change order to Council in the amount of \$132,000 at your December meeting for consideration.
- Russian American Magazine (RAM) Roof – 100% design documents received on 11/27/2023. Drainage improvements are a priority.

Port & Harbors

- We've recently been approached by the USCG regarding potential use of Pier II for a period of time while their pier is replaced. They would need 2-800 amp service funded and installed. Working out details and a formal request for consideration.
- St. Herman Harbor (SHH) Replacement –Following proposal evaluations, we negotiated a fee proposal with Turnagain Marine. Once authorized by Council, we'll issue a notice to proceed.
- Dock 1 Re-Decking – Mandatory Pre-bid meeting on November 2, 2023. Eight general contractors in attendance. Bid opening November 30th. Construction scheduled for spring 2024.
- At their regular meeting on November 29, 2023, the PHAB made a motion to recommend that the City Council authorize the Harbormaster to make adjustments to the Harbor fee schedule in support of commercial fishing vessel relief. After much discussion, the action was taken in recognition of the economic uncertainty of the markets that are negatively impacting Kodiak's home ported fleet. The proposal is to reduce shipyard and exclusive moorage fees by 25% from January to July 2024 billing cycle. We will place this topic on the Council's December 12th Work Session for discussion.
- A copy of the Fall 2023 Newsletter attached.

Public Works:

- Kudos to the PW & WWTP crews for the clutch job following the water main break on November 10, 2023. City employees amaze us on the ordinary but they really shine when the going gets rough (and COLD!). Mill Bay Emergency Repairs were completed by Brechan Construction today and Kashevaroff to Center will be open tomorrow morning.

Fire Department

- MOA with Kodiak College and Island GRAD project – The MOA represents a joint commitment by all parties to increase the availability of emergency services training opportunities for the community. Under the agreement, KFD will allow students to conduct ride-along's and participate in training. The purpose is to encourage interest in the field of EMS & Fire.

Parks & Recreation

- The Parks and Recreation Advisory Board met on November 14, 2023. A recommendation was made to the Council that Baranof Park have its name changed.
- Ribbon Cutting Ceremony/ceremonial puck drop for Baranof Park Improvements Project tentatively scheduled for January 12, 2024 at 7:00 p.m. in conjunction with Senior Night for Kodiak and hosting Kenai's hockey team.

Library

- The Kodiak Public Library's 10th Birthday is on December 9, 2023. The KPLA will host a celebration with cake, refreshments, musicians and a slideshow of progress and events over the past 10 years. Council should receive invitations this week.

PROJECT: 2122
DRAWN: LR
CHECKED: GW
DATE: 10-27-2023
FILE: 02L DRAWINGS 23-134

KODIAK FIRE STATION
CONSTRUCTION DRAWINGS
1240 MILL BAY RD, KODIAK, ALASKA



wolfearchitecture.com
PALMER, AK
T: 907 746 6670
F: 907 746 6680

Wolf
ARCHITECTURE

DATE PLOTTED:
EXTERIOR RENDERING

A9.0



2 VIEW FROM SW
Scale: 6" = 1'-0"

NO. 2122
DRAWN: LR
CHECKED: CWM
DATE: 10-27-2023
FILED: 10-27-2023
KODIAK FIRE STATION

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WOLF
ARCHITECTURE

PROJECT NO. 2122
EXTERIOR RENDERING

A9.1



1 VIEW FROM SE
Scale: 6" = 1'-0"

PROJECT 2122
DRAWN LR
CHECKED GW
DATE 10-27-2023
FILED DRAWING 21-124

KODIAK FIRE STATION
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WOLF
ARCHITECTURE

ARCHITECTURE
EXTERIOR RENDERING

A9.2



2 VIEW FROM NW
Scale: 6" = 1'-0"

PROJ NO: 2122
DRAWN: LR
CHECKED: GW
DATE: 10-27-2023
FILED: 02/04/2024 11:34 AM

KODIAK FIRE STATION
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Wolff
ARCHITECTURE

PROJ NO: 2122
DRAWN: LR
CHECKED: GW
DATE: 10-27-2023

EXTERIOR RENDERING
A9.3



2 VIEW FROM NE
Scale: 6" = 1'-0"

EXECUTIVE DIRECTOR BOARD REPORT | Ellen Simeonoff | October 23 – November 15, 2023

MARKETING & PROMOTION –Regularly engaging in ongoing communication via email promotion as well as talking with Members about their upcoming campaigns. Working on upcoming marketing and media plans for Chamber campaigns for the year.

1. **Website**—I started uploading newsletters to kodiakchamber.org hasn't been done since 2020 but the page I am updating is not the one visible online through the link for newsletters, working on finding the correct link to update. The Website is updated with the Annual Relocation Guide Photo Contest & the Crab Fest Logo & Poster Contests. ComFish and Crabfest websites updated for 2024 event dates
2. **Newsletter**—The October Newsletter went out on the 23rd. Deadline for the November Newsletter is this Monday the 20th!
3. **Flyers & Email Campaigns:** Annual Meeting & Dinner, Thank Yous & Election Results, Alaska Groundfish Data Bank BAH, KCHC BAH, Moonlight Madness, Downtown Trick or Treat, Alaska Marine Highway
4. **Advertising Campaigns**— Moonlight Madness, Downtown Trick or Treat, Crab Fest Logo & Poster Contest on facebook, radio and newspaper. Plans for a promo campaign for the Chamber in the coming months. Still need to update liners that we get through trade on KMXT. Upcoming campaigns, Black Friday, Small Business Saturday and Shop Local for the Holidays.
5. **Member Promotions, Relations, & Communications**—
 - a. CHAMBER NEWS & VIEWS is back in full swing with scheduled recordings airing every week. Lori is very busy scheduling guests, and recording interviews that air on Thursdays on KVOK & HOT 101.1. Still in the works-- setting up a new feature similar to News & Views on KMXT again but without the call to action that is on the commercial stations.
 - b. Ellen, Lori and 4 or more Board members hosted and attended the Alaska Groundfish Data Bank BAH about 30 to 35 people attended.
 - c. **Annual Meeting & Dinner**—sold out event, we raised \$4100 for the Kodiak Scholarship Fund through the Silent Auction & \$690 through Split the Pot. Great music, speakers, award recognition, and food. Exceptional help from the Annual Meeting Committee Members & Ex Officio Member Aimee Williams! I and several others have received a tremendous amount of positive feedback about how fun, dynamic, positive, and great this event was. So thankful that this turned out so well.
 - d. Linda, Lori & Lindsay hosted & attended a BAH & 20th Anniversary Open House at KCHC on November 9th...another very successful and well attended BAH with a diverse group of attendees about 35 people give or take.
 - e. Attended the KEDC Community Forum on November 14th in the Kodiak Marketplace regarding the coming increase in population through the Coast Guard. Assisted KEDC in greeting guests.
 - f. **Upcoming Business After Hours**—Nov 30- Kodiak Furniture, **Dec 12**-Grand Slam, **Dec 19** Kodiak Island Brewing & Still **RIBBON CUTTING & GRAND OPENINGS Jan 6th** Kodiak Marketplace Sm. Businesses Grand Slam, The Islander, Bearfoot Bakery, Tunguitaa—Kodiak Crystals Fine Arts by Hanna Sholl, and possibly others. Others pending and some on the books for 2024 Jan-March.
6. **Training, Expos and Upcoming Events**—
 - a. **Pacific Marine Expo**--Shared a Booth with the City Ports & Harbors to help promote COMFISH & the Port of Kodiak, and Kodiak Businesses. This was a very successful trip on multiple fronts, for the Chamber, ComFish, the City Ports & Harbors, through growing and establishing relationships, getting feedback, meeting multiple potential new and returning vendors, receiving face to face feedback from both satisfied and some dissatisfied vendors from this year's show. It was tremendously helpful to view the layout of PME, and the forums there as well as to get a good solid look at layout and displays at the Expo and different booths. We reserved our booth for next year's expo next to the Highmark Marine Booth next fall.
 - b. **Board Development Training is Wednesday, November 15th with Opportunity Strategies** via zoom but in person for the Board 3pm to 7pm
 - c. **Coast Guard Appreciation Dinner is SET for February 9th at the Kodiak Marketplace.**

- d. **PULL TABS Customer Appreciation Event on St. Patrick's Day 2024:** Met with Chamber Hospitality for a quarterly meeting to go over the last quarter revenues and for planning for a Customer Appreciation Event on St. Patrick's Day in 2024 at Henry's. We haven't held one since 2019. We are collectively working on those details now.
- e. **ComFish April 11-13th in the Kodiak Marketplace with Forums held in the Harbor Room if needed.**
- f. **Community Clean Up Day—Lori will be booking the room**

MEMBERSHIP –

1. **28 Renewing regular Members since our last meeting report—Aquamarine Café, State of AK Job Center, American Red Cross of Alaska, Educational Concepts, Honey Salon, Fitch Fuel Catalyst, Trident Seafoods, Sweeney Insurance, Skinner Law Office, Kodiak Island Ambulatory Clinic,**
2. **PIKE Sponsorships** –KIHA renewal is up, Alaska Airlines,KANA, working on a renewal agreements and invoices.
3. **New Members** –Well Being Massage, Uncharted, and MK Enterprises

FINANCES: *I have been working on all aspects of the financials, reconciling accounts, updating some account codes for improved budgeting categorization, and getting more familiar with the annual budget.*

- a. **Continue to work with Patricia to better understand gaming and pull tabs.**
- b. **Our new investments are earning interest and growing. See Attached Docs.**
- c. **CD investments this summer: Global Federal Credit Union--Invested \$100,000 in early August in an 11 month CD at 5.0 % interest, this will earn us over \$4,583 when it matures. Wells Fargo--\$108,192 (this includes interest) in a 5-month CD at 4.4% interest rate with the ability to roll it over at the same rate for another 3 months. In 8 months we will earn a total of \$3,179 when this cd matures in late November. Key Bank—Invested \$91,500 in July into a 13 month CD at 5.0% this will earn 5,082. Edward Jones—Invested \$100,000 in July at a rate of 5.3% for 6 months matures on 1/25/2024—to earn \$2650. We have another \$32,844 in two CDs at Edwards Jones earning 5.05% interest, one matures on 11/6/23, the other on 05/01/24.**

2022 Compilation—Turned Docs into Wallstrum Stevens last month

EVENTS/CURRENT PROJECTS:

1. **HOLIDAY DECORATING CONTEST—NEED CHAMBER JUDGES--December**
2. **Crab Fest Logo & Poster Contests—Deadlines are November 28th & December 19th**
3. **Relocation Guide Photo Contest—Deadline is December 18th**
4. **Strategic Planning**—Should have this for approval by the November Board Meeting.
5. **Fall Holiday Raffle**—Worked on this for
6. **Relocation Guide**—Advertising outreach for the relocation guide has begun
7. **Coast Guard Appreciation Dinner**—February 9th Need to set up a planning meeting with Captain Hall & Captain Williams.
8. **ComFish** – Meeting with Emily at Kodiak Marketplace Thursday the 16th to go over layout options etc. Will work on forms for signup, advertising and planning
9. **Crab Fest** –Waiting on a proposal from Golden Wheel due to us by the 28th

COMMITTEE / BOARD MEETINGS:

1. **Executive Committee**—Met with the Executive Committee on the 15th
2. **Small Business Committee**—We met on Tuesday, the 14th Meeting went well Mary Beth, Nichole, Lori, Linda & I were present along with Jesse Glamann, Melissa Haffeman, Beth Koehler, Crystal Burnside, and Susan Johnson. Discussed Holiday ideas, advertising, and events. Next meeting is January 9th.
3. **Board Development**—Need to schedule after the Board Dev. Training
4. **Policy/Governance Committee: Set up meetings within the next two months.**
5. **CRABFEST**— Crab Fest Committee meets on Wednesday the 29th at 9am.
6. **COMFISH Committee**—Met on the 16th, next meeting is November 20th.
7. **Economic Development, Membership, & Strategic Planning Committees**—TBD.



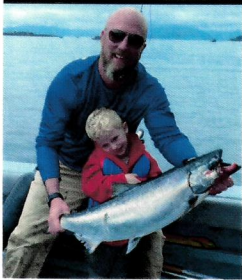
The Kodiak Brailer



LANDING SMALL LOADS OF INFORMATION IN KODIAK HARBOR

Fall 2023

Harbormaster's Update



**Dave Johnson
Harbormaster**

I came into this position knowing St Herman Harbor was in dire need of replacement, having been a tenant of the harbor for several years before coming into the job. Since day one I have picked up where my predecessors left off and have focused on rebuilding St Herman Harbor to serve our community for the next 50 years. I often say a world class fleet deserves a world class harbor; we're only going to get one chance in our lifetimes to do this so we need to make sure it is done right. Progress feels slow at first, we have to find the capital, complete the design and apply for permits all before any construction can begin. Some surveying work has been completed and we anticipate council awarding the first layout design contract in November. There will be ample opportunity for public input throughout the process, please come in any time to discuss ideas with your harbor staff! Our sincere hope is during that process we will identify the capital necessary for the project and begin construction no later than 2026. So, while the progress is not yet visible, we are moving in the right direction. In the meantime, knowing St Herman Harbor needs replacement has not kept us from working hard to maintain what we still have. This year staff repaired over 300 feet of bullrail, replaced four pedestals, changed out over sixty light fixtures, three finger floats rebuilt and six derelict or abandoned vessels have been removed from the harbor.

-Dave

Winter is Coming

Now is a great time to clear off the finger floats and get your vessel and slip ready for winter. While city code normally prohibits items to be left on the finger floats, we try to relax the policy during the busy summer months to an extent. With termination dust on the mountains, it's a good time to get the fingers cleared for the winter. Auxiliary skiffs must be out of the water by November 15th. Harbor officers have responded to a number of skiffs flooding and partially submerged this fall. Please ensure your vessel has an operational bilge pump if it is left in the harbor. We are watching the temperatures closely and will be securing water as soon as we start to see overnight freezing temperatures. Fresh water will still be available



at the Ferry Dock, Pier II and the water float in St Paul Harbor. If you are planning to pull your boat for the winter,



please remember to let harbor staff know so it can be used for the large number of transient fishing vessels we host during the winter months.

We're putting together a list of individuals willing to be on-call hires for snow removal. Please contact the harbor office to get your name on the list and we will share it with vessel owners who need snow removal services provided.

Rules of the Road

Common city code violations

18.28.230 Occupancy of vessels (a) No person may use or occupy a vessel moored at boat harbor facilities as a place of residence, nor may a person rent or lease such a vessel as a place of residence, utilize it as a rooming house, or

permit it to be occupied for any period of more than five days by any person other than the normal crew of the vessel .

18.28.300 Fire hazards prohibited

No person may store, deposit, or leave on any float, dock, or other harbor facility any gasoline, lubricating oil, or other combustible liquid of any nature or description, except for temporary purposes

in conjunction with the loading or unloading of a vessel.

18.28.340 Regulation of signs

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.

Kids Don't Float

We know how quickly things can go wrong on the water. We encourage all children visiting the harbor to wear life-jackets and will continue the positive reinforcement of this practice by offering free ice cream to children "caught" wearing life jackets in the harbor. Harbor Officers carry the gift cards and will hand them out at their discretion to reward such behaviors.

New Program Alert!

As we are reminded every year during the Norm Holm Memorial Survival Suit Race, an immersion suit is the most realistic way to survive any prolonged exposure in our frigid waters. For families with small children this can be especially challenging as the suits are expensive to purchase and we know how kids tend to outgrow everything as soon as it is purchased. To further increase the safety of our users the harbor is going to begin offering a free survival suit loaner program for child-sized suits. We will be soliciting donations from the community and building up an inventory of suits to check out when you're making that trip a little further away from home and would like the additional piece of mind.



Boating Safety and Regulations Update

This summer we were visited by a detachment of Coast Guard law enforcement personnel from Seattle, WA. Some vessels were cited and others had their voyage terminated for various violations of state and/or federal law. For the convenience of our fleet, we have attached the Alaska requirements summary to review to ensure your next adventure will go off without a hitch.

Update your registration

As was discussed in our last edition, we are starting to enforce registration requirements for vessels in the harbor. This is to protect our users; unregistered vessels are difficult to trace back to a responsible party and they are the ones most often left abandoned which then require destruction, paid for by our user fees. It costs an exorbitant amount of money to dispose of a vessel, a cost which again, is borne by our harbor users. Additionally, an abandoned vessel represents a large opportunity cost whether it is in the impound lot or still in the water as that is space that could be used to generate revenue.

ALASKA REQUIREMENTS SUMMARY				
Requirements	Boats under 16 feet	Boats 16 feet to less than 26 feet	Boats 26 feet to less than 40 feet	Boats 40 feet to less than 65 feet
Life Jackets	One U.S. Coast Guard approved life jacket for each person on board. Must be in serviceable condition, approved for the activity, and worn in accordance with the label and owner's manual. Persons under 13 must wear a life jacket when in an open boat, on the deck of a boat, or when being towed (i.e. tubing, waterskiing).			
Throwable Devices	Recommended but not mandatory.	Except for canoes and kayaks, one U.S. Coast Guard approved throwable device (i.e. seat cushion or throw ring).		
Sound Producing Devices	Boats less than 39.4 feet (12 meters) in length must be able to make an efficient sound signal (such as that made with a whistle or horn) to signal intentions and to signal position in periods of reduced visibility.			Boats 39.4 feet (12 meters) or more in length, a whistle or horn.
Visual Distress Signals	Night signals meeting federal requirements (33 CFR 175.110) between sunset and sunrise.	Signals meeting federal requirements (33 CFR 175.110) for both day and night-time use. Exception: boats and open sailboats not equipped with mechanical propulsion and under 26 feet in length are not required to carry day signals. <i>Note: Pyrotechnic devices, if used to meet this requirement, must be current, serviceable and readily accessible. At the minimum, a total of three day/night combination devices or three day and three night devices must be carried.</i>		
Fire Extinguishers	At least one U.S. Coast Guard approved B-I required for boats with inboard engines, living spaces, permanent fuel tanks or enclosed storage areas or hull voids not sealed or filled with flotation material.		At least two B-I or one B-II U.S. Coast Guard approved fire extinguishers.	At least three B-I or one B-II U.S. Coast Guard approved fire extinguishers.
Navigation Lights	Display required between sunset and sunrise and when visibility is restricted. International configuration required (varies with length and mode of operation). See the International Navigation Rules.			
Backfire Flame Arrestors	One U.S. Coast Guard approved backfire control device on each carburetor of all inboard gasoline engines.			
Ventilation	Boats with permanently installed engines, closed compartments, or permanent fuel tanks must have efficient natural or mechanical ventilation.			
Registration	A boat placed on state waters that is equipped with mechanical propulsion (gas, diesel, or steam engines, and electric motors) and any vessel used in sport fishing charter activities must be registered and numbered with the Division of Motor Vehicles (AS 05.25.53). Certificate of Number must be carried onboard. Registration numbers and validation decals must be properly displayed on hull of boat.			

Waitlist update

Our waitlist currently sits at 112 vessels. After reviewing the entire list and our vacant slips we are in the process of offering permanent slips to 55 of those customers. What that means to our users is that if you are currently hot bunking a slip there is a chance you will be asked to move. Many of our long term hot bunk vessels are going to be offered the slips they are currently using, others will be required to move and a couple of slips will be reassigned to better manage slip availability. We look forward to accommodating these new exclusive slip holders. If you have questions whether or not you are on the waitlist, please check with harbor staff.

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.

From the Office Staff

Autopay errors have been an ongoing challenge this fall, multiple accounts have expired or cancelled cards on file. Please remember to update your credit card information with the office if you would like to stay on autopay. Check your bill, we will work with vessel owners to the maximum extent possible when they are proactive about managing their moorage, but once it goes beyond 90 days of no payment there is a \$500 fee attached to the account to offset the labor in collecting.

Update Your Contact Info

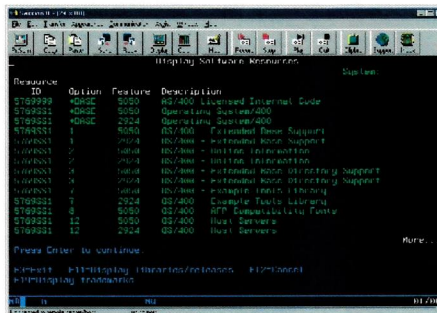
Moved? New phone number? If we don't know about it, we can't get a hold of you! Boat owners are responsible for making sure their information on file at the harbor office is current and accurate.

Get a Caretaker

If you are a transient vessel, you must be able to move within two hour's notice at all times. If harbor staff are required to move a vessel it results in a service charge of several hundred dollars. Vessel owners who repeatedly fail to respond may see their mooring privileges revoked.

New Software Coming Soon

Anyone who has been a customer of the harbor more than a month knows the difficulty we have with our software. Our financial management software was designed in 1988 and our vessel tracking and management software was last updated in 2009. Several attempts to replace the software over the years have failed for various reasons. Working close with the finance and IT departments, we have selected a vendor and are in the process of adapting the new system for our use. Our hope is to go live on November 1st of this year. We cannot express how appreciative of the patience and understanding our customers have shown with all of our billing difficulties this year. We expect that once our new system is operational it will bring an end to the confusion and will better operate our berthing management and billing.



Resource ID	Out Unit	Feature	Description	License
01000001	00000	00000	Microsoft Office	00000
01000002	00000	00000	Microsoft Office	00000
01000003	00000	00000	Microsoft Office	00000
01000004	00000	00000	Microsoft Office	00000
01000005	00000	00000	Microsoft Office	00000
01000006	00000	00000	Microsoft Office	00000
01000007	00000	00000	Microsoft Office	00000
01000008	00000	00000	Microsoft Office	00000
01000009	00000	00000	Microsoft Office	00000
01000010	00000	00000	Microsoft Office	00000
01000011	00000	00000	Microsoft Office	00000
01000012	00000	00000	Microsoft Office	00000

This is what our system looks like

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. Additional requirements for auxiliary skiffs are as follows: an auxiliary vessel may not exceed one-half the overall length of the primary vessel and not exceed a maximum length of 25 feet. Auxiliary vessels may not have an enclosed cabin and must be consistent with and designed to support the type of fishery or operation engaged in by the primary vessel.

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.

Welcome New PHAB Members

The Ports and Harbors Advisory Board (PHAB) is back to full strength. Congratulations to recent appointees Sara Fraser, Ryan Cross, Kori Allen and Alexis Kwachka. They are joining incumbents Marty Owen, Jack Everich, Nick Szabo, Christopher Johnson, and Oliver Holm. These are your direct conduits to Port and Harbor policy, priorities and strategic direction. Your harbor staff are always willing to discuss issues with customers, but the PHAB membership is also a great resource to use if you have questions or ideas that you would like addressed. Full contact information is available at: <https://www.city.kodiak.ak.us/phab>

Dumpsters

For the fiscal year ending June 30th, harbor customers spent \$190, 953 to dispose of harbor garbage. Amazingly this is 48% of the harbor discretionary budget. We have to consider ways to better account for the waste coming out of the harbor and fairly distribute the cost to users. Ideas under consideration include surcharges, or physical controls to ensure garbage being dumped in the harbor represents harbor refuse. If you have additional ideas to better manage harbor garbage please let staff or one of your PHAB members know.

Harbor Contact Information

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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