



## MEMORANDUM

TO: Mayor Branson and City Councilmembers  
FROM: Mike Tvenge, City Manager *MT*  
THROUGH: Josie Hardy Bahnke, Deputy City Manager *JHB*  
DATE: March 28, 2024  
RE: City Manager Report

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A copy of this report is available on our website at: [City Manager's Reports | City of Kodiak Alaska](#)

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 the City Manager's Office has been working on since our last report on January 22, 2024:

### **New Fire Station –**

- We are in the final stages of negotiating the terms and conditions for construction and completion of the new Fire Station with a firm fixed price with Osborne Construction. Pending USDA/RD final approval, we plan to bring a contract to Council for approval on April 11, 2024.
- In an effort to keep the public informed about the project we are continuing to update the Kodiak Fire Station Blog [Kodiak Fire Station Replacement \(kodiakfs.blogspot.com\)](http://kodiakfs.blogspot.com).

### **Griffin Building –**

- Wolf Architecture visited Kodiak in mid-February to spend time at Griffin as well as to facilitate meetings with the Manager, Building Official and City Department Directors. The visit coincided with having the City's mechanical/electrical consultants in town for the Griffin Building evaluation. Wolf was able to use LIDAR scanning equipment to capture a complete, 3-dimension scan of both floors and the exterior of the building. Work on the condition report is about 75% complete. The report may be used for future planning, design, renovations, remodels, additions, maintenance and other work.

### **Ferry Terminal/Chamber of Commerce Building –**

- Wolf and the Manager also met with tenants of the building to learn about some of the functional and maintenance issues they face there. Wolf provided a fee proposal to consider options for identifying and resolving those problems. We'll include funding in the FY 25 budget for Council consideration.

### **Municipal Space Use and Needs Assessment –**

- Wolf met with staff from the Finance, Clerk, Manager, Information Technology, Human Resources, Building Safety and Engineering Departments as a part of an effort to evaluate current municipal space use and needs. A fee proposal has been received from Wolf to complete this effort.

### **Historic Preservation Commission (HPC) –**

- The Manager’s Office submitted a grant application in late January to the State Historic Preservation Office for \$50,000 to complete a historic preservation plan. We were informed on March 15<sup>th</sup> that the Alaska Historic Commission and SHPO recommended award of Kodiak’s grant application. The SHPO is working on final budgetary reviews and drafting grant agreements and due to a high number of applications, we can expect to receive a grant agreement for execution in early May. We’ll bring to Council for acceptance when finalized as well as authorization of a professional services agreement with True North Sustainable Development Solutions, LLC to develop the plan.

### **Washington D.C. Lobbying Trip –**

- Made annual visit to DC on March 5-6, 2024 with Mayor Branson and Councilman Whiddon to work with the City’s federal lobbyist, Seb O’Kelly. The two-day meeting schedule consisted of the following:
  - Joseph Redican, Deputy Chief of Planning with US Army Corps of Engineers; Fred Jones, Office of Ports & Waterways with Federal Maritime Administration, Justin Tooley, Program Director for Economic Development Administration, Senator John Boozman (Arkansas), Senator Murkowski, Senator Sullivan, Representative Peltola, LCDR Nikki Corbett, USCG Headquarters, John Clark Rayfield, Majority Staff Director-House Subcommittee on Coast Guard & Maritime Transportation and Office of the Undersecretary, USDA Rural Development Administration/Rural Housing Service.

**Baranof Park Recreation Center Grand Opening & Ribbon Cutting** - The Deputy Manager coordinated with Parks and Recreation Department and event planners on schedule of events, design of program, press release and door prizes for the community event. See attached picture to commemorate the grand opening.

**City of Kodiak Strategic Plan** – Continue to lead work with Agnew Beck consultants to coordinate follow-up meetings with Department Directors on March 13, 2024 and finalization of plan for Council review and approval. We received great feedback from Directors on the value of the discussions and creative exercise. All sessions have been great team building exercises for the City’s management team, as well.

**Request for Proposals (RFP’s)** – Working on RFP’s for janitorial and banking services and will solicit in April 2024 and bring to Council for approval in May.

### **Personnel:**

- The City of Kodiak congratulates and welcomes the following new and promoted employees:
  - Melanie Weller, Administrative Specialist/Finance
  - Eric Campbell, Deputy Finance Director



- Cameron Bolen, WWTP Technician
- John Peterson, PW Shop Supervisor
- Following the Joint Work Session of the Kodiak Island Borough (KIB) Assembly and City Council, engaged the KIB Manager in discussions on interest for a shared Emergency Manager in the FY 2025 budget as well as identification of grant funds available to offset costs of the E911 system. The KIB Manager is requesting a ½ FTE expense for the position, and we are evaluating the overall cost of the position for the City's FY 25 budget concurrently.
- Planning and coordinating a Mass Casualty Training in May 2024.
- Working with the Alaska Rural Water Association to host a Level 1 Water Distribution and Collection class with testing/certification on May 20-24, 2024 that will include several surrounding villages and USCG personnel.
- This week KPD hosted a five day/40-hour Field Training Officer Seminar with Kaminsky, Sullenberger & Associates, Inc. to prepare officers to become Field Training Officers. The training course was possible through funding from the Alaska Police Standards Council. We hosted 21 officers, dispatchers and VPSO's from all around the State including a State Park Ranger, Unalaska, Homer, Seward, Valdez, Kenai, North Slope Borough, Glenallen, Tlingit Haida, KANA VPSO's and 9 KPD employees across all divisions.

#### **Finance/IT:**

- The IT Division is planning for expanded services provided by our finance software vendor, Tyler Technologies solution to include their cybersecurity preparedness solution. This solution includes in-depth testing and planning as well as developing a written security policy and an incident response plan that is robust and tested. The end result is a solution that meets cybersecurity standards for Payment Card Industry, HIPPA, and Criminal Justice Information Systems as well as federal grant requirements, and potentially reducing cyber insurance costs.
- Assisting Harbor Department with conversion to new marine management software and integration into our financial management software.
- Continue transition of utility customers from manual to electronic billing and ACH/credit card payments. To date, we have approximately 800 customers utilizing this new service.

#### **Engineering:**

Work continues on several projects including:

- Lift Station #5 and Force Main Replacement:
  - Primary replacement project on hold due to high bid costs. Staff working with DOWL engineers on: a. feasibility of relocating new location, and b. breaking the project into smaller bid packages to encourage more bid competition and local participation.
  - Temporary bypass project Phase 2 design 75% complete. Construction scheduled

for summer 2024.

- CT Tank Coating – contractor mobilizing for Tank A on May 1st.
- Baranof Park Improvements Project (Ice Rink and Track enclosure) – Construction 98% complete. Contractor completing punch list items. Walking track installation scheduled for May 2024.
- Shelikof Slide – Design complete. Northern Geotechnical Engineers obtaining ADOT permit for work in Rezanof right of way. Repairs scheduled for Summer 2024.
- Waste Water Treatment Plant SCADA upgrades -
  - Phase 2 – Jacobs Engineering 14% complete
  - ACS fiber link added to project scope. Installation scheduled for Summer 2024.
- Russian American Magazine (RAM) Roof –
  - Roof – Design complete.
  - Drainage:
    - RESPEC awarded survey/design on March 28.
    - Construction of improvements scheduled for summer/fall 2024.
- 100 Center Avenue Parking Lot Replacement Design – Bristol Engineering finalizing design. Construction tentatively scheduled for summer 2024.
- Water Treatment Chlorine Storage Improvements – staff formulating approach.
- Mill Bay Road emergency repairs (necessary after GCI broke a water line) were completed. in November. Staff monitoring condition of roadway.
- Parking Plan – Staff working with Bristol Engineering to add parking to the Long Range Transportation Plan previously prepared by Bristol to address chronic parking problems in the downtown corridor.

#### **Port & Harbors:**

- Working with Environmental permitting consultant Turnagain Marine Construction and sub-consultants on planning public outreach and survey during COMFISH 2024 for input on concept designs of St. Herman Harbor Replacement Project. Project presentation schedule for April 11<sup>th</sup>.
- Working with Highmark Marine on an agreement to remove four derelict vessels from their current locations and transport them to the City's impound yard located next to the shipyard.

Work continues on several projects including:

- St. Paul Harbor Boat Launch Ramp Replacement – Council to authorize ADF&G grant cooperative agreement for design of improvements. ADF&G will manage design development.
- St. Paul Harbor Fender Pile Replacement (Dock 1 & Oscar's dock) – Highmark Marine awarded contract March 14. Construction scheduled for spring/summer 2024.
- Gibson Cove Dock – Bids opened March 27, 2024. Alaska Demolition apparent low.
- Dock 1 Re-Decking –
  - Highmark Marine 20% complete.



- Joist rot discovered at “northern approach” (Shelikof side). Change order pending.
- St. Paul Harbor Fire Suppression System Repairs – Bid opening on April 25th. Construction scheduled for summer 2024 to minimize disruption to the salmon fleet.
- Shipyard High Mast Light Foundation Repair – Repair submittals approved. Repair schedule pending.
- Shipyard Pedestals – Electrical design 95% complete. Site survey as-built and design base map 95% complete. Civil design pending removal of unmined rock in quarry. Plan is for City to furnish long-lead items (pedestals) and complete construction in spring/summer 2025. Pacific Cod grant expires July 31, 2025.

### **Public Works:**

- Questions have been posed to the City by the newly formed KEDC Housing Committee and relative to water and sewer capacity issues, impact on the future constructability of new housing and whether or not our system can handle the growth. At present, there are no water capacity (transmission or flow, treatment and distribution) issues impacting housing growth. However, the City has high levels of inflow and infiltration (I&I) within our sanitary sewer system and the wastewater treatment plant reports increases in flow during high rain events. The attached spreadsheet compiled by WWTP provides capacity and I&I information about each of the City’s sewer lift stations. One of our main capacity issues relates to I&I issues caused by the high level of annual precipitation combined with snowmelt runoff and the increase of sewer and gray water flows into the treatment plant. Based on discussions with the PW Director relative to new housing developments, Near Island is the most promising as we only utilize 50% of our capacity. Outside of city limits, Spruce Cape is at 60% capacity. A study with DOWL Engineering for Natives of Kodiak is underway to examine Spruce Cape housing expansion. We are working to identify and address I&I issues in Kodiak with the following tasks:
  - Purchase of an upgraded Centrifuge - \$376k (equipment minus installation costs) to increase capacity to address the additional amount of sewage coming into Kodiak’s WWTP due to increased or new housing developments.
  - Continue to work with Steph Engineering to assist with analyzing I&I in our sanitary sewer collection system.
  - Place flow meters throughout the City sewer system to get a more accurate picture of sewer lines and man holes needing rehabilitation.
  - Plan smoke testing and camera viewing of sewer infrastructure to identify areas that require corrective measures.
  - GIS Mapping of entire water & sewer system as a tool for preventative maintenance and to replace critical infrastructure & gauge capacity.
  - Replace pump at Lift Station 1B (Mill Bay Beach).
  - Design & construct phase 2 of Lift Station 5 By-Pass (phase I completed this summer).
  - Infrastructure upgrades at WWTP - Replace hydronic building heating system, electrical upgrades, centrifuge and clarifier upgrades.

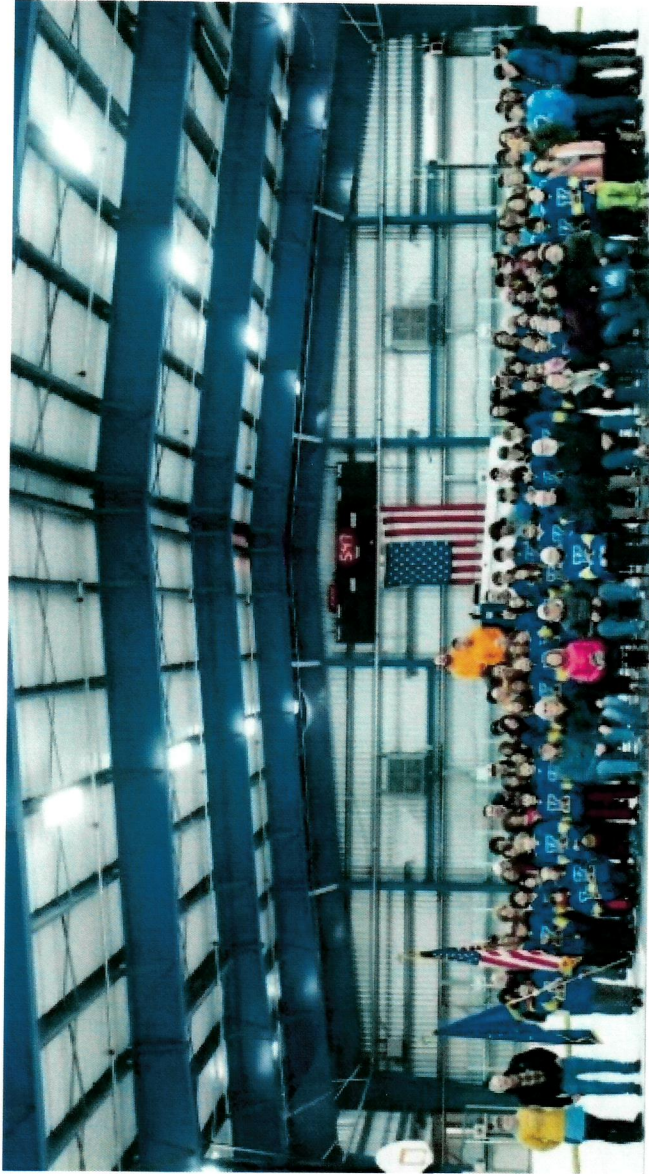
- Secure funding for infrastructure projects.
- Public Works continues to address water production and breaks/leaks.
- Working with vendor In-Pipe Technologies regarding the feasibility of installing a micro-hydro turbine at the Monashka Pump House to offset the \$30k per month electric bill.

**Parks & Recreation:**

- Ice Rink – Hosted annual Townie v. Coastie game on March 9<sup>th</sup> following grand opening and ribbon cutting with excellent attendance. The rink will be shut down for the season on April 3, 2024. The walking track is open daily from 8 a.m. to 10 p.m.
- Swimming Pool – Seven students completed a lifeguarding class over Spring Break. Looking at a couple week closure in May for maintenance.
- Offering a new basketball program for boys and girls from 6<sup>th</sup> to 12<sup>th</sup> grade. Approximately 75 participating.
- Opened up registration for youth soccer. Over 100 registered at the time of this report and expecting 250 plus kids total.
- Hosting High School Softball and Baseball tournaments in April 2024.
- Continue work with the Parks & Recreation Advisory Board to select a final playground design recommendation to the Council at your April 11<sup>th</sup> meeting. Plan is to request Council authorization for purchase and install mid to late summer.

**Library:**

- See attached March Newsletter from Director Laurie Madsen. Congrats to Ms. Laurie and her staff for a wildly successful FANCON held at the library over Spring Break!! The Library had a total of 555 patrons visit the event on Friday and Saturday.





# Cyberattacks

It's not if... but when.

## Packaged cybersecurity solutions suite

Implementing structure into your cybersecurity discipline at an expanding scope can be a daunting task. Tyler Cybersecurity's suite of subscription-based solution services provides a strategic, purpose-driven path forward in support of your strategic business, operational and security objectives across all stages of the cybersecurity lifecycle.

### Cybersecurity Awareness

- Acceptable use policy with data handling matrix
- End user cyber awareness and phishing training
- Email phishing campaign
- One day follow-up end user training
- Annual leadership meeting



### Ransomware & Audit Readiness

- External penetration test with vulnerability scan
- Internal vulnerability scan
- Incident response plan creation and update
- Incident response plan tabletop exercise
- Acceptable use policy with data handling matrix
- Information security policy set creation and update
- Cybersecurity training
- Annual leadership meeting
- Quarterly advisor call



### Comprehensive Preparedness

- External penetration test with vulnerability scan
- Internal configuration and vulnerability assessment (CAVA)
- Acceptable use policy with data handling matrix
- Information security policy set creation and update
- Incident response plan creation/update
- Incident response plan tabletop exercise
- Business impact analysis
- IT risk assessment
- Cybersecurity training
- Email phishing campaign
- Annual leadership meetings and training
- Monthly advisor call

All new and existing Tyler Clients can take advantage of a two week trial of our Managed Detection and Response solution.



## Lift Station List

Station #	Location	Capacity %	Inflow Issues Y/N
<b>1</b>	Shelikof Street	50%	N
<b>2</b>	Marine Way Elks	80%	Y
<b>3</b>	101 Marine Way	70%	Y
<b>4</b>	211 Father Herman Street	60%	Y
<b>5</b>	2578 Metrokin	90%	Y
<b>6</b>	Larch Street	80%	Y
<b>7</b>	518 Mozart/Selief	90%	Y
<b>8</b>	Dog Bay Harbor	50%	Y
<b>9</b>	Trident Basin Above Ground	50%	Y
<b>10</b>	Trident Basin Below Gound	30%	N
<b>11</b>	Harbor Spit Bathroom	na	N
<b>1B</b>	Mill Bay Beach/4152 E Rezanof DR	95%	Y
<b>2B</b>	3010 Spruce Cape Road	60%	N
<b>3B</b>	3565 Sean Circle	80%	Y
<b>4B</b>	Sharitin/438 Teal Way	75%	Y
<b>5B</b>	Cliffside	65%	N

<b>6B</b>	315 Seabreeze	30%	N
<b>7B</b>	3880 Woodland Drive	60%	N
<b>8B</b>	Beaver Lake Drive	60%	N
<b>9B</b>	Harry Nielson	65%	N
<b>10B</b>	Sut Larsen	90%	N

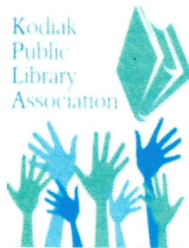


## 1:00pm Opening Friday, March 8th

The library will open at 1:00pm on Friday, March 8th because that morning, library staff will engage in all-staff training. Topics include safety and emergency planning, preparing for the upcoming FanCon events and learning to use a new book binding machine purchased by KPLA. Staff will not be unavailable to answer phones during this time, but messages can be left at the director's voice mail, 907.486.8688. Books can be returned through the outdoor book drop.

## KPLA Annual Meeting March 9th, 10am

KPLA, the association that supports our library, will hold its annual meeting with snacks, elections and more in the library's Multipurpose Room, Saturday, March 9, 2024. Stop in and renew your membership, and find out what's new with KPLA.



Join the IditaREAD Challenge from March 1<sup>st</sup> to March 31<sup>st</sup> and experience the thrill of the Iditarod Trail Sled Dog Race from Anchorage to Nome through reading! Read for one minute per mile of the race, totaling 1000 minutes or about half an hour daily. Along the journey, submit a book review for any book read. Earn colorful canine badges at checkpoints and prizes at the Nome finish line! Sign up at [kodiak.beanstack.org](http://kodiak.beanstack.org) or call 907-486-8686.

# Kodiak Public Library

March 2024 Newsletter

A vibrant yellow poster for the Kodiak FANCON Pop Culture Convention. The word "FANCON" is written in large, bold, white letters with a black outline, set against a red, jagged, starburst background. Above it, "Kodiak" is written in a smaller, black font. To the left, the word "FREE" is written in bold black letters. To the right, "Pop Culture Convention" is written in a smaller black font. Below the main title, a large black speech bubble contains the event details. The text inside the speech bubble lists activities: "Games, Shopping, Crafting, Discussions, Trivia, Raffles, Cosplay, and more! For all ages." It also includes the dates and times: "Friday March 22 10-8pm" and "Saturday March 23 10-5pm". The location is listed as "WHERE: Kodiak Public Library 612 Egan Way". The background of the poster features a blue and white polka-dot pattern at the bottom, resembling a comic book style.

Come check out Fan Con at the Kodiak Public Library March 22nd & 23rd! Fan Con is a convention that celebrates all kinds of pop culture phenomenon, and this year, special guest author H.L. Burke will be visiting from Oregon. With something for all ages at Fan Con – video game competitions, carnival games like Stormtrooper Ring Toss, crafts, discussions and trivia (including topics like horror, K-pop, Star Trek), a Mario Photobooth, a Pokémon scavenger hunt, and more!

Shopping opportunities will be available from Grand Slam Toys & Games, The Islander Bookshop, a local artist, local comic collectors, and KPLA will offer a used book sale. Join us for this completely FREE event on Friday March 22<sup>nd</sup> from 10am-8pm & Saturday March 23<sup>rd</sup> from 10am-5pm.





## Volunteers Needed for Elwani Project

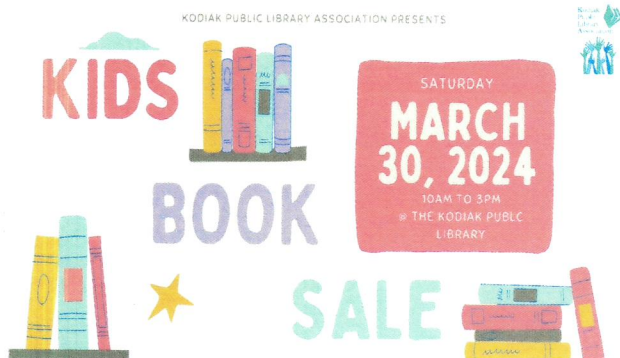
A long-overdue project that I would like to accomplish is to better describe the contents of the Kodiak High School magazine: *Elwani: Inside the life and culture of Kodiak*. First published in 1976, by the Kodiak Aleutian Regional High School, this annual publication, authored by high school students, profiled community members and places around Kodiak, like fox farms and fish sites. The contents of each issue have not been properly described for the public to easily find stories about past lives and places in Kodiak.

With the help of a few volunteers, Jessica and I plan to update the catalog records and use more descriptive online tools to identify people and places who are profiled. For example, when completed, if you wanted to learn about a fox farm on Whale Island, you would be able to find the issue with the article in an *Elwani*.

A few volunteers are needed to record the information found in the issues of *Elwani*, then Jessica will enter into the cataloging software. We will train willing volunteers to complete this long-overdue project. If you're interested in helping out, please contact Laurie, 907.486.8688 or email, [lmadsen@city.kodiak.ak.us](mailto:lmadsen@city.kodiak.ak.us). Thank you!

### Library Hours

Monday: 10:00am-5:00pm  
 Tuesday: 10:00am-8:00pm  
 Wednesday: 10:00am-8:00pm  
 Thursday: 10:00am-8:00pm  
 Friday & Saturday:



## Upcoming Events @ the Library

Wednesday, March 6: 6:30pm Zoom Trivia

Friday, March 8, Library opens at 1:00pm

Friday, March 8, 3:30pm Kodiak Hearts: Read to Shelter Animals (at the Animal Shelter)

Saturday, March 9: 10:00am KPLA Annual Meeting

Saturday, March 9 1:00pm Crafternoon: Comic Books

Wednesday, March 13 1:00pm KANA Elder Game Time with Penny Boschee

Friday, March 15, 3:30pm Game On: Video Game Club

Saturday, March 16 1:00pm Pokémon Club

Friday, March 22: 10am-8pm: FanCon

Saturday, March 23: 10am-5pm: FanCon

Wednesday, March 27 1:00pm KANA Elder Game Time with Penny Boschee

Friday, March 29 1:00pm Teen Tabletop-open play in-house games

Saturday, March 30: 10am: KPLA Children's Book Sale

Sunday, March 31, 5pm Beanstack Iditared Reading Challenge ends

## Weekly Library Activities:

Monday: 1pm Bridge Club

3:00pm Escape Room (series ends 3/16)

Tuesdays, 11am Lofi & Chill

6:00pm Escape Room

Wednesday: 3pm Lego Club

Thursday: 3pm Chess Club (1st & 3rd Thursdays)

Friday: 10:30am—Lap Sit Story Time

3:00pm Escape Room

Saturday, 11am: Escape Room (series ends 3/16)

**The Library will be closed Monday, March 25th in honor of Seward's Day—honoring the person responsible for the purchase of Alaska from the Russians.**