



MEMORANDUM

TO: Mayor Branson and City Councilmembers
FROM: Josie Hardy Bahnke, Acting City Manager *JHB*
DATE: May 3, 2024
RE: Acting City Manager Report

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 March 27, 2024:

New Fire Station –

- The groundbreaking ceremony was held on April 30th and was very well attended. I want to give a big shout out to Chief Dorner, Deputy Chief McNeil, all Fire/EMS employees and City Departments who showed up. See attached article from the Kodiak Daily Mirror.

Alaska DOT&PF Outreach –

Met with DOT/PF staff on April 16, 2024 to discuss proposed ADA improvements to Rezanof Drive. Construction is anticipated to commence in stages starting in 2026 and continuing in 2027. As follow-up the City requested a list of DOT&PF projects currently in development in the Kodiak area. Attached is current for now but subject to change due to development, permitting and financial challenges.

Kodiak History Museum – Attached is a 2023 Cruise Ship Report completed by Museum staff. We are working to negotiate a new three-year agreement with KHM and are making very minor language changes. Their new Director, Kristin O'Lear starts the job in mid-May.

Visit with Sen. Murkowski's Staff – Met with Sen. Murkowski's Staff Director and Professional staff member for the Senate Indian Affairs. They were in Kodiak to gain a greater understanding of community needs and partnerships, specifically around housing issues. We mentioned the current title restrictions on property owned by the City across from Ft. Abercrombie by the Secretary of Interior and hope to receive some follow-up guidance. Other topics of discussion were public safety and public health issues.

Joint City/Borough Response to Flooding – Due to the heavy rain and increased potential for landslides, the City and Borough met multiple times between April 18-19, 2024 to assess National Weather Service issued flood warning and advisories, local conditions relative to observations of the road crew, city engineer and first responders. Documented the incident response with EOC staff and issued three press releases to the public through local media. Follow-up items include reaching out to State Floodplain Management and participation with Borough Hazard Mitigation Planning efforts.

City & Borough Building Permit Count and Values for FY 24 – See attached report from the Building Safety Department.

City Manager Work Items in Progress for Council Review/Approval -

- 1) Petro Star Pier II Rows 11 & 12 lease (8,300 square feet; expires on June 20, 2024)
- 2) NOAA Pier II Storage (500 square feet; expires on July 31, 2024)
- 3) Afognak Native Corporation lease (expires on June 30, 2024)
- 4) Kodiak Historical Society contract for museum operations and MOA for admin support to Historic Preservation Commission
- 5) Lift Station #5 project funding and \$3.25 EPA grant
- 6) Humane Society Contract for Animal Shelter services (expires on June 30, 2024)
- 7) KIB Animal Control Contract (expires on June 30 2024)
- 8) Janitorial Services proposals due on May 14th
- 9) KIB Building Official Contract
- 10) Personnel Rules & Regulation Updates
- 11) Administrative Policy Manual (policies not covered in PR&R)

Personnel:

- Congratulations to Rhonda Kiefer for her retirement after 20 years with the City of Kodiak! Thank you for your years of dedication and hard work! We appreciate you!
- Congratulations and thank you to the following employees who are celebrating work anniversaries with the city. Employee recognition was given with a service pin presentation to the following employees and their Departments:
- **5 years-**
 - Glenn Largo, Parks & Recreation
 - William Saavedra Hernandez, Harbor
 - Jennifer Canaveral, Library
 - Cam Slusmeyer, Public Works
- **10 years -**
 - Dave Smith, IT
- **15 years -**
 - Ryan Emmert, Harbor
 - Hector Suarez, KPD
- Continue to work with KIB Manager for a shared Emergency Manager in the FY 2025 budget.
- Planning and coordinating a Mass Casualty Training at the Municipal Airport on May 16, 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.
- The City's health insurance rate increase for FY25 is 1.3% through Premera.

Police:

- See attached memorandum from Chief Tim Putney with a summary of the police department's trends related to staffing, hiring, and call volume. Chief Putney will provide a presentation to Council at your May 21st Work Session and be available for a Q&A.

Public Works:

- During the flood event in mid-April, the Wastewater Treatment Plant maximum daily flow according to SCADA exceeded 6.35 Mgal/d. The City's permitted limit is 6.2 Mgal/d. so we reported the noncompliance to DEC. In addition, the overflow level in the wet well at Lift Station 5 reached high levels but thankfully no overflow. Kudos to WWTP staff for addressing major infiltration points and repairs to avoid the overflow and for all the hard work their team demonstrates when the situation demands it. The inflow and infiltration issues remain a top funding priority.

Library:

- See attached April/May Newsletter from Director Laurie Madsen.

KODIAK LITTLE LEAGUE
OPENING CEREMONIES
SPORTS, 8



KODIAK DAILY MIRROR

VOL. 85 NO. 224

WEDNESDAY, MAY 1, 2024

50¢

LOCAL NEWS FOR ALASKA'S EMERALD ISLE



DIGGING IN

DEREK CLARKE/KODIAK DAILY MIRROR

About 65 people turned out Tuesday for a groundbreaking ceremony for Kodiak's new fire hall. The Kodiak City Council awarded Redmond, Washington, general contractor Osborne Construction, \$24.3 million to build the new Mill Bay Road fire station.

Work on the six bay, two-story 19,784 square-foot facility will commence this spring. Substantial completion is expected in December 2025.

In 2019 the city made building a new fire hall a top priority, to replace the original 1960-vintage fire hall that was damaged by a January 2018 earthquake.

The 5,000-square-foot first floor will house the public entrance and administration, training room and gym. The 12,363-square-foot second floor is the working floor, with fire truck and ambulance bays, support spaces, crew quarters, crew showers and lockers, and storage.

The money for the project comes from federal (approximately \$7 million), state (\$15.1 million) and local (\$2.38 million) sources. The local match will come from interest earned on the city's investments over the past year.



Josie Bahnke

Bahnke tabbed as acting city manager

By STEVE WILLIAMS
Kodiak Daily Mirror

Deputy City Manager Josie Bahnke became acting City Manager today after the Kodiak City Council voted last week to offer Bahnke the position through July 30.

Bahnke's been on the job for five years. Prior to taking the deputy position here she worked as Nome's city manager and spent time on the staff of former Alaska Governor Bill Walker.

Mayor Pat Branson said the city's fortunate to have Bahnke's experience and willingness to step into the job to take over for retiring former city manager Mike I'venge.

"Josie has so much municipal experience, with contracts and projects, we're really lucky to have her here, and very lucky to have had that team of Josie and Mike together for five years," Branson said.

The council met Monday night to determine how much to pay Bahnke. The 90-day term can be extended, Branson said. The city is advertising the permanent post at \$175,000 per year.

The job is no picnic. Branson said Kodiak's city manager leads 143 employees, oversees a \$45 million budget, "... and something always needs to be fixed."

"It's not just contracting out the job, you're leading the police department, the fire department, the harbor, road maintenance, parks and rec, you manage projects. Mike and Josie have done a lot, the ice rink, the fire station. They have really kept the city going," Branson said.

"Under the policy direction of the City Council, the City Manager plans, directs, manages and oversees the activities and operations of the City of Kodiak; is responsible to the City Council for executing city laws and ordinances and implements policy decisions made by the Council; provides information on policy, legislative and financial decisions; ensures that public services are delivered in an efficient and effective manner ... " the job posting states.

GET IN TOUCH

Main office (907) 486-3227
Place a classified ext. 2612
Display advertising ext. 2612
Circulation ext. 2612
Editorial ext. 2614
Online www.kodiakdailymirror.com



Fire damages two houses on Simeonoff Street

By STEVE WILLIAMS
Kodiak Daily Mirror

Kodiak Fire Department is still investigating the cause of a Simeonoff Street house fire early last Tuesday morning.

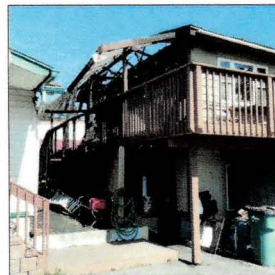
Fire Chief Frank Dornier said the 3:45 a.m. call came in from a neighbor, whose next door house had

caught fire due to the heat from the burning porch at 1513 Simeonoff St.

"By the time we were able to knock out the fire on the secondary house, the primary building was fully involved," Dornier said.

The two-story split level primary house is a total loss, Dornier said. The

■ See FIRE, Page 5



A house on Simeonoff Street that was damaged by a fire on April 23.

STEVE WILLIAMS/KODIAK DAILY MIRROR

KODIAK projects in development April 2024

<u>number</u>	<u>name</u>	<u>project manager</u>	<u>est.advertised</u>	<u>Funding</u>
SFHWHY00459	KDK SARGENT CREEK BRIDGE (#0989) REPLACEMENT	POLLARD, BRAN	2/20/2026	PAR T02015
SFAPT00144	KDK AIRPORT PERIMETER FENCING UPGRADES	BROWN, JAMES	8/15/2025	PAR T02000
SFHWHY00260	KDK REZANOFF DR RESURFACE: W.MARINE WAY TO AIRPORT	POLLARD, BRAN	8/15/2025	PAR T02015
SFHWHY00433	KDK ADA IMPROVEMENTS STAGE I OF SEGMENT 5 REZANOF DRIVE	BROWN, JAMES	7/1/2025	PAR T02015
Z687130000	KDK: OTMELOI WAY REHABILITATION	BROWN, JAMES	5/15/26	NP TC2000
SFAPT00558	KDK ADQ AIRPORT TAXIWAYS C AND D RECNSTN	EPSTEIN, DAVID	5/15/25	PAR T02FAI
SFAPT00227	KDK ADQ AIRPORT APRON AND TWY F RECNSTN	EPSTEIN, DAVID	5/1/24	PAR T02000
SFHWHY00111	KDK CHINIAK HIGHWAY REHABILITATION: MILE POST 15 TO 31	BROWN, JAMES	6/30/27	PAR T02015

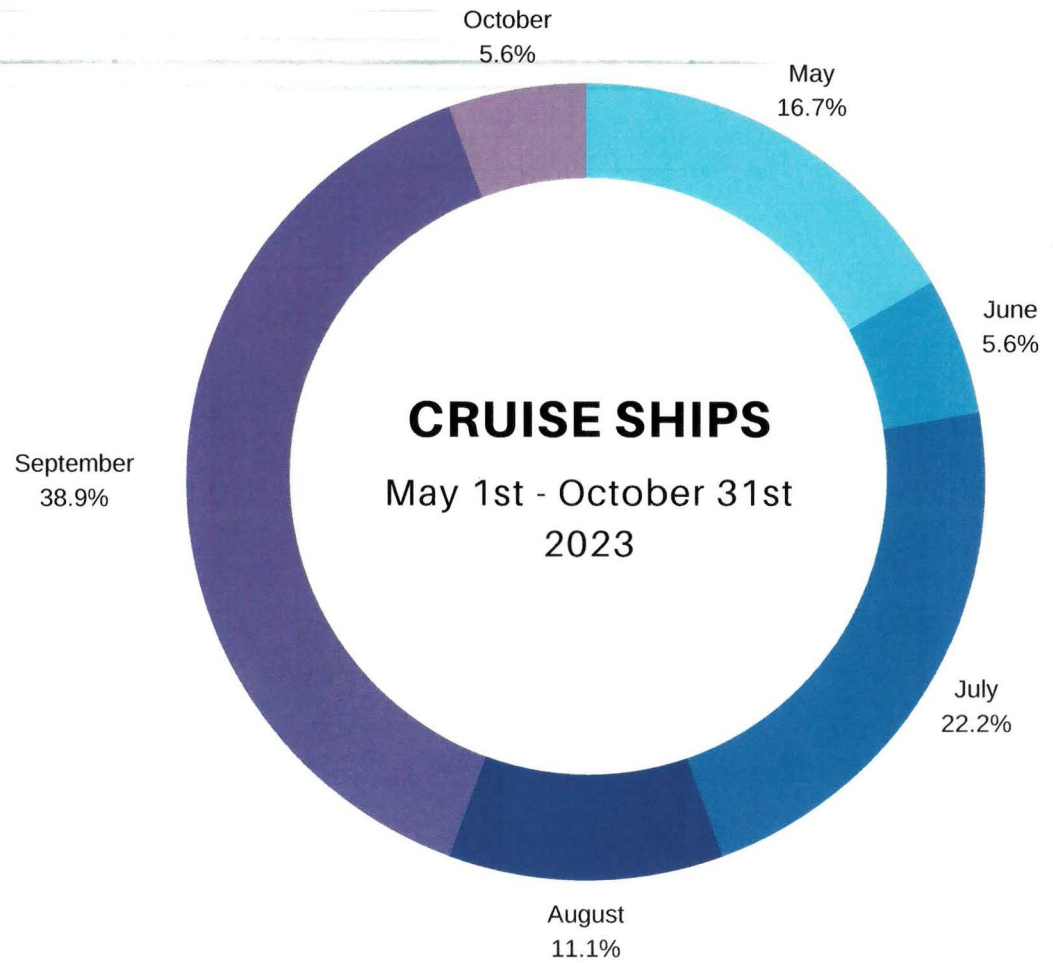
KODIAK projects in planning April 2024

--	RUSSIAN / SARGENT BRIDGES PEL STUDY	POLLARD, BRAN	--	Discretionary - BIP
--	ANTON LARSON BAY ROAD EXTENSION SCOPE STUDY	LAWRENCE, ALEXANDRIA	--	Discretionary - CDS

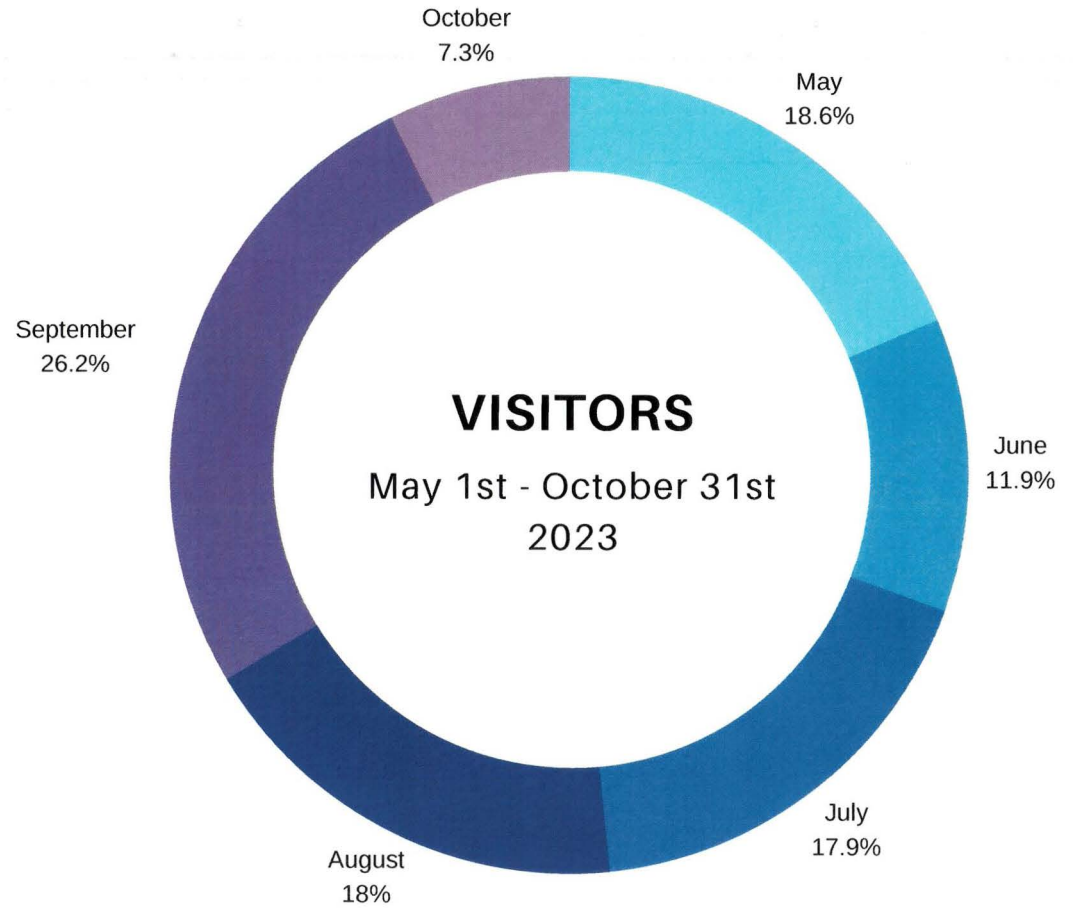


2023 CRUISE SHIPS

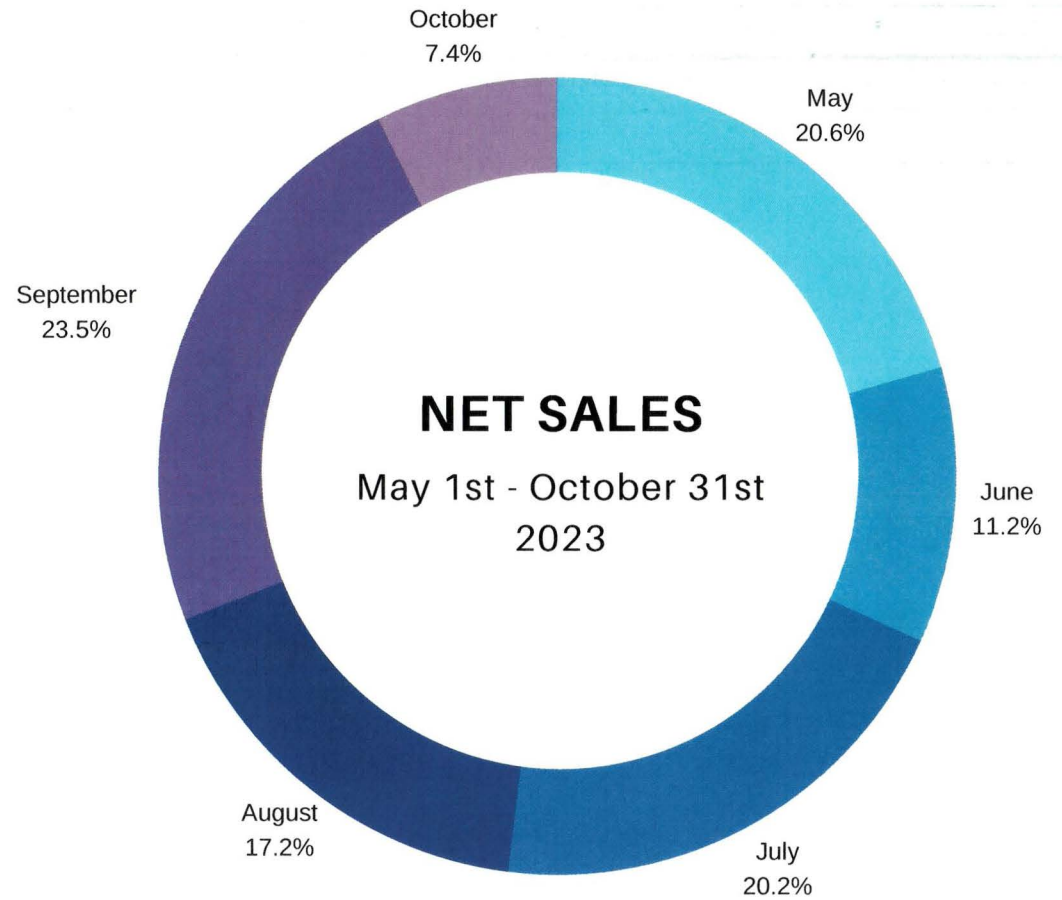
MAY	OPEN FOR 3
JUNE	1
JULY (2 SPECIAL OPENINGS)	4
AUGUST	2
SEPTEMBER (2 SPECIAL OPENINGS)	7
OCTOBER (1 SPECIAL OPENING)	1

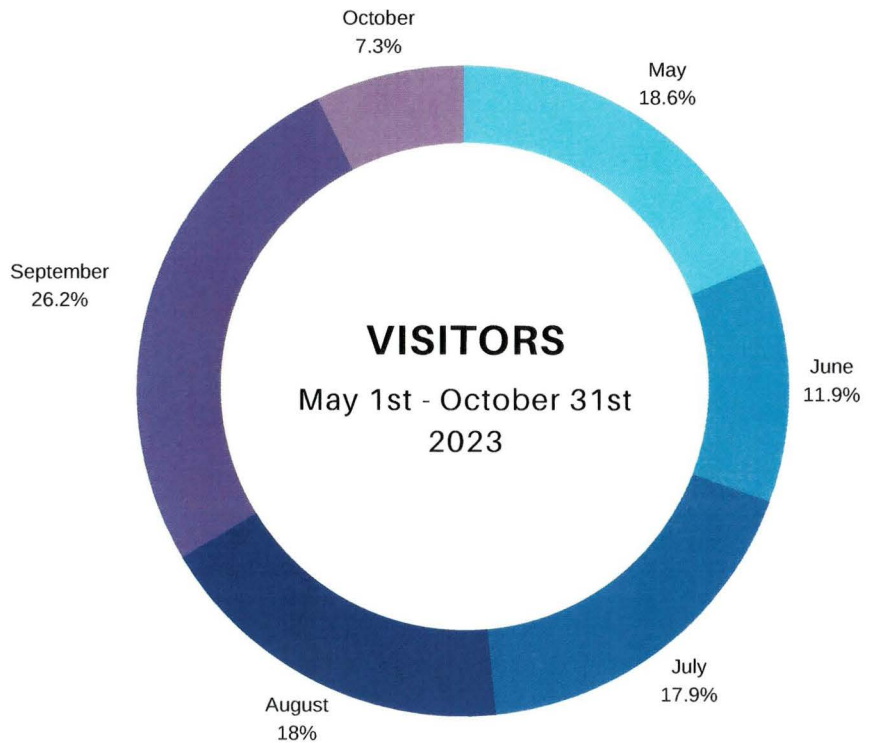
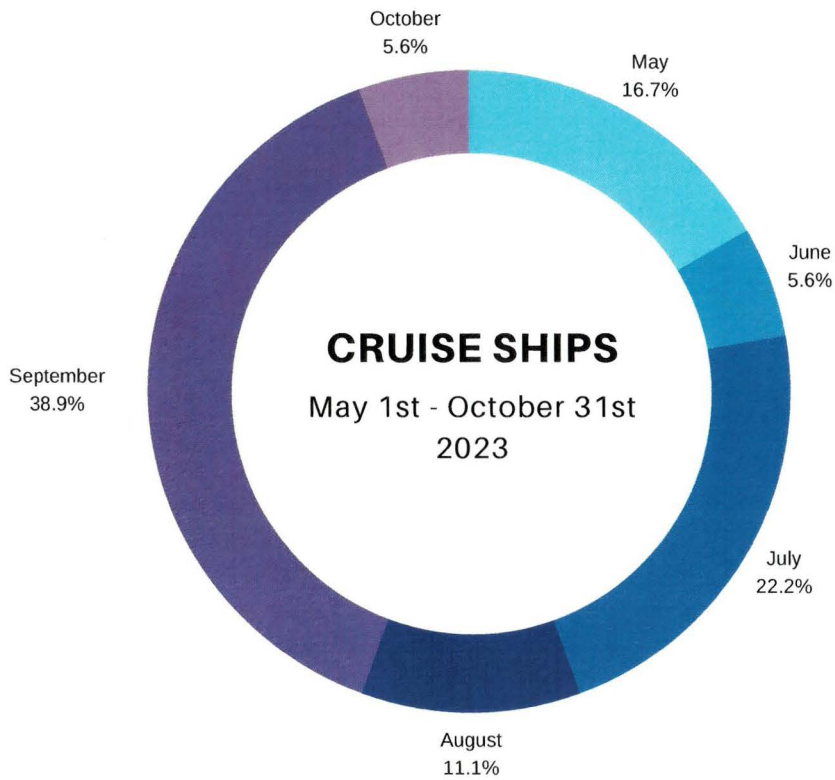


MAY	634
JUNE	404
JULY	608
AUGUST	614
SEPTEMBER	893
OCTOBER	249



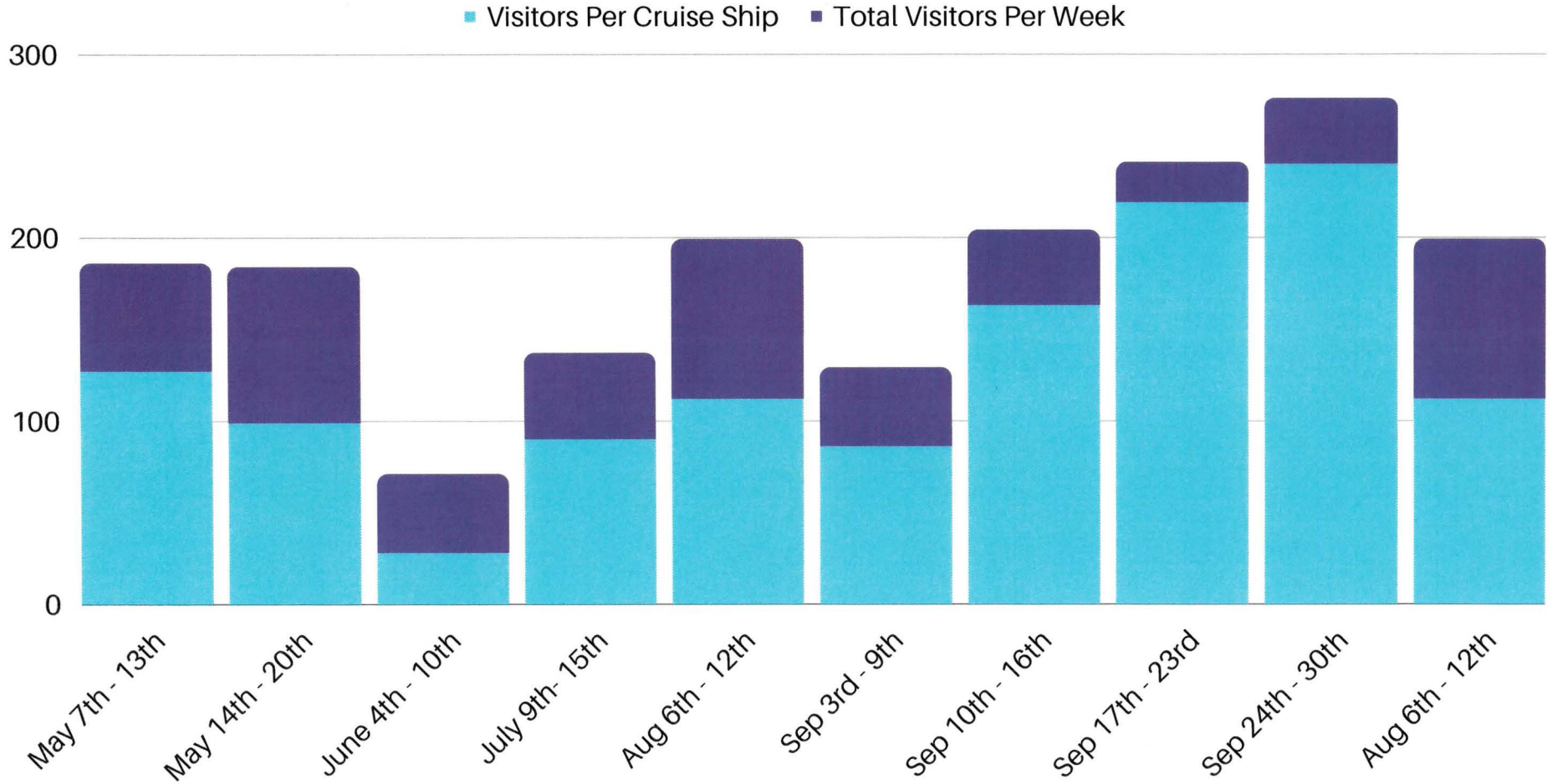
MAY	\$9,623.91
JUNE	\$5,210.42
JULY	\$9,436.44
AUGUST	\$8,015.09
SEPTEMBER	\$10,952.42
OCTOBER	\$3,446.58





CRUISE SHIPS CORRELATES VISITORS WITHIN A 13% DIFFERENCE
 JUNE - 2 SCHOOL GROUPS FROM SUMMER ENHANCEMENT PROGRAM

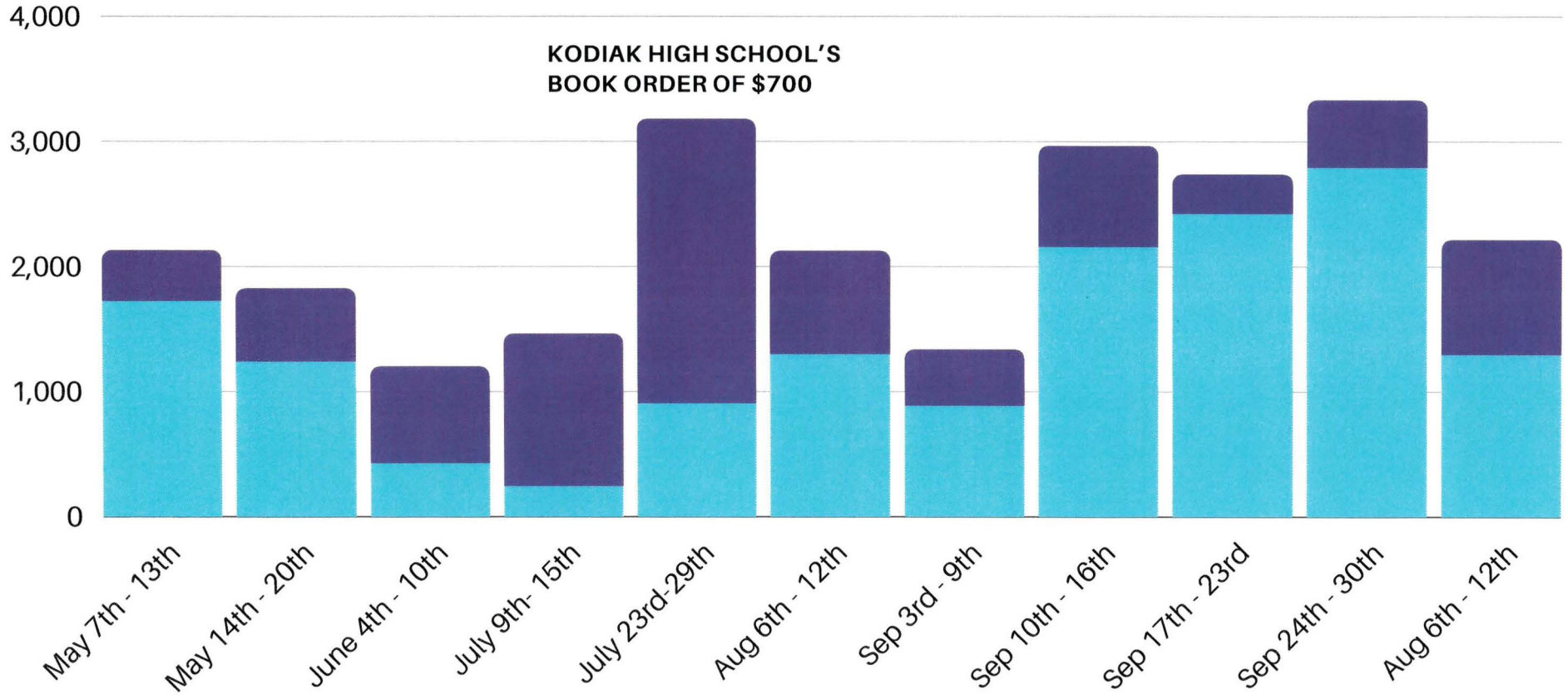
BREAK UP BY WEEK

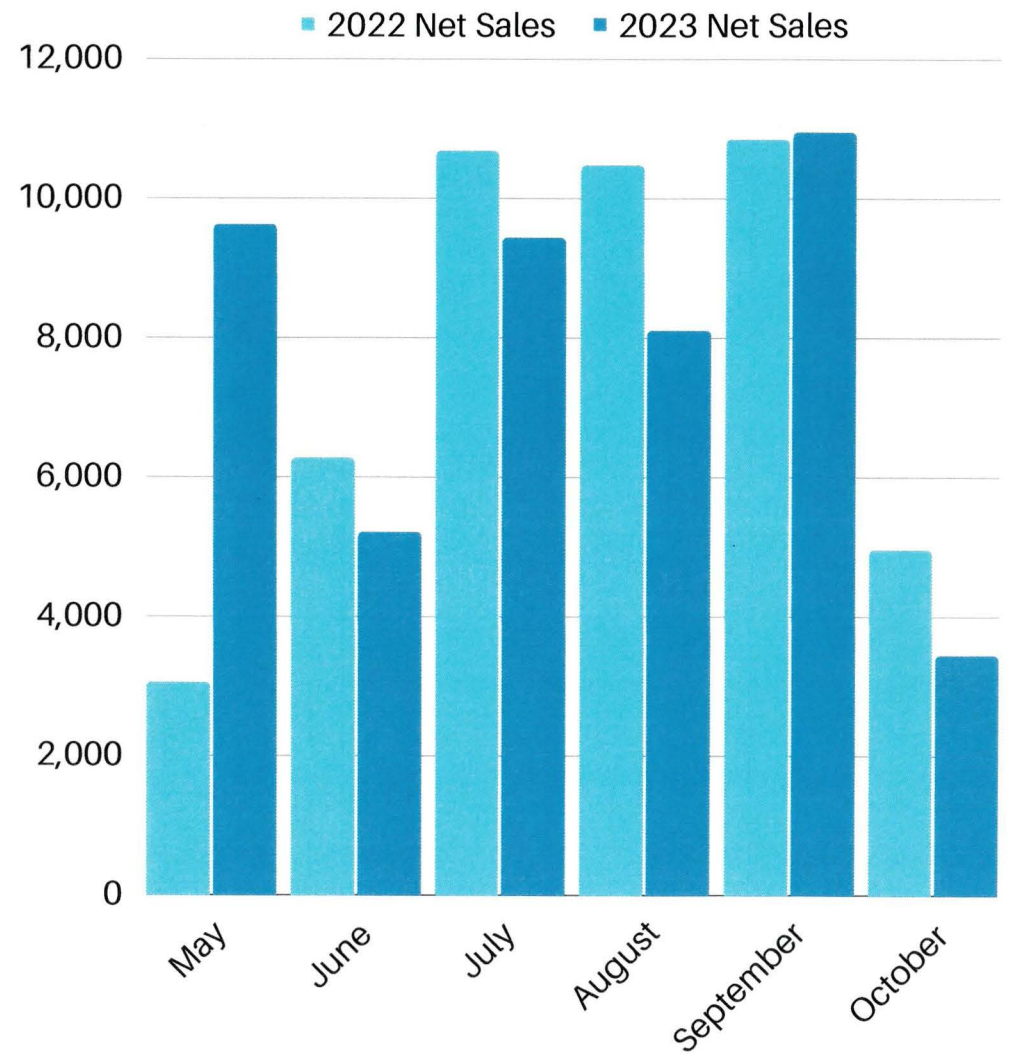
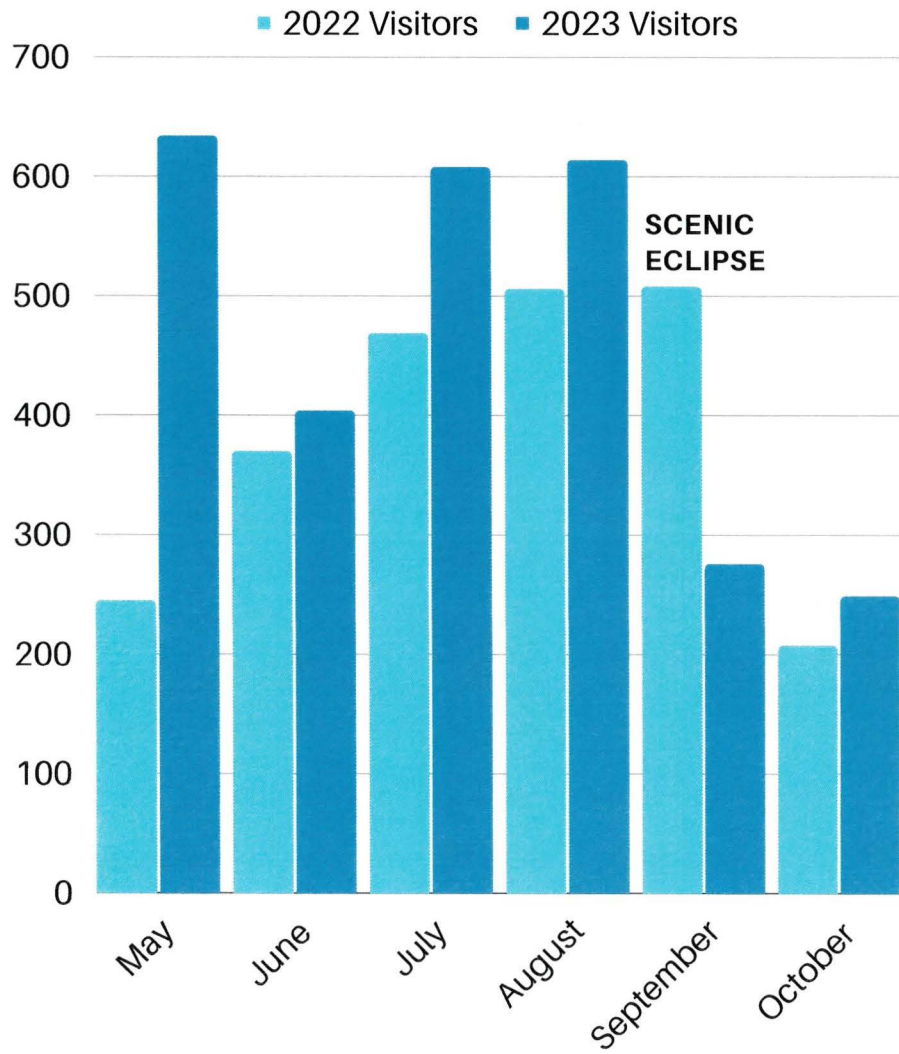


BREAK UP BY WEEK

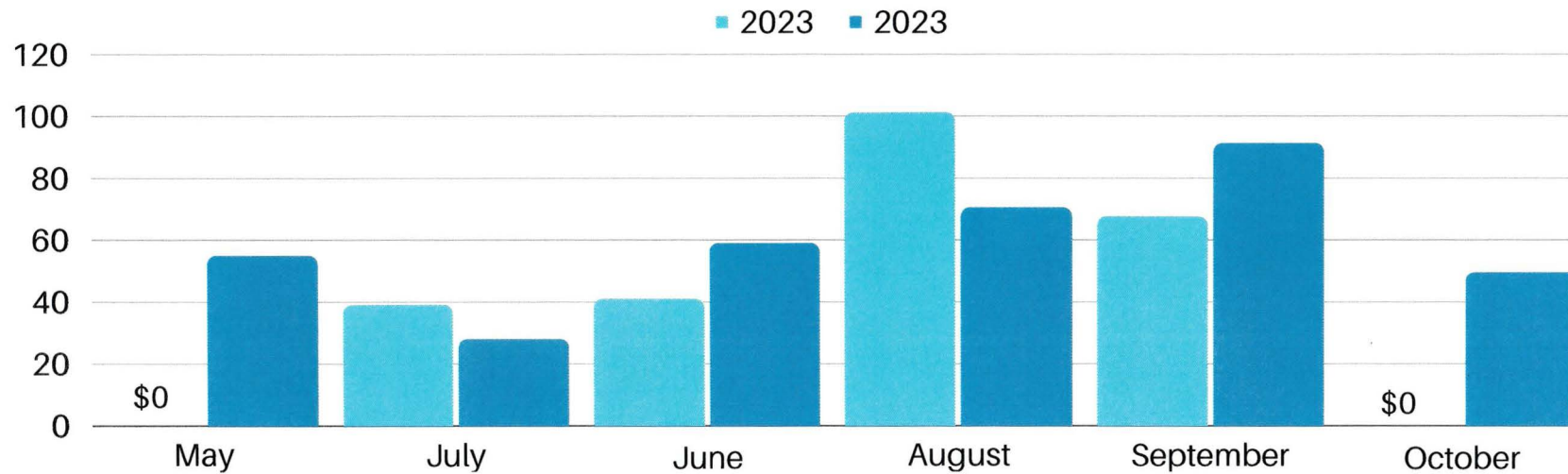
Net Sales Per Cruise Ship Total Net Sales

KODIAK HIGH SCHOOL'S
BOOK ORDER OF \$700





DONATIONS



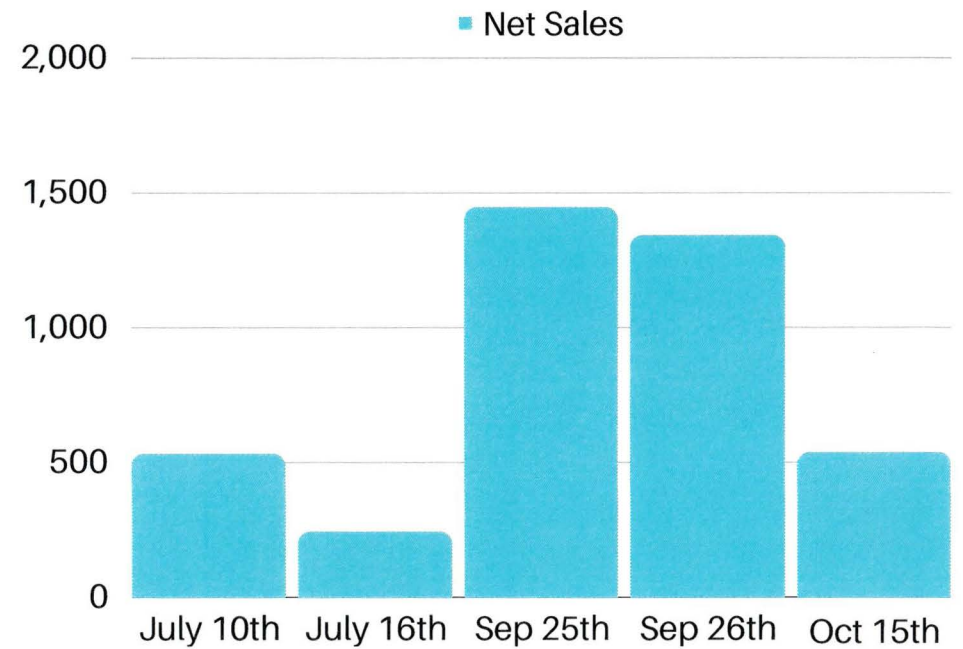
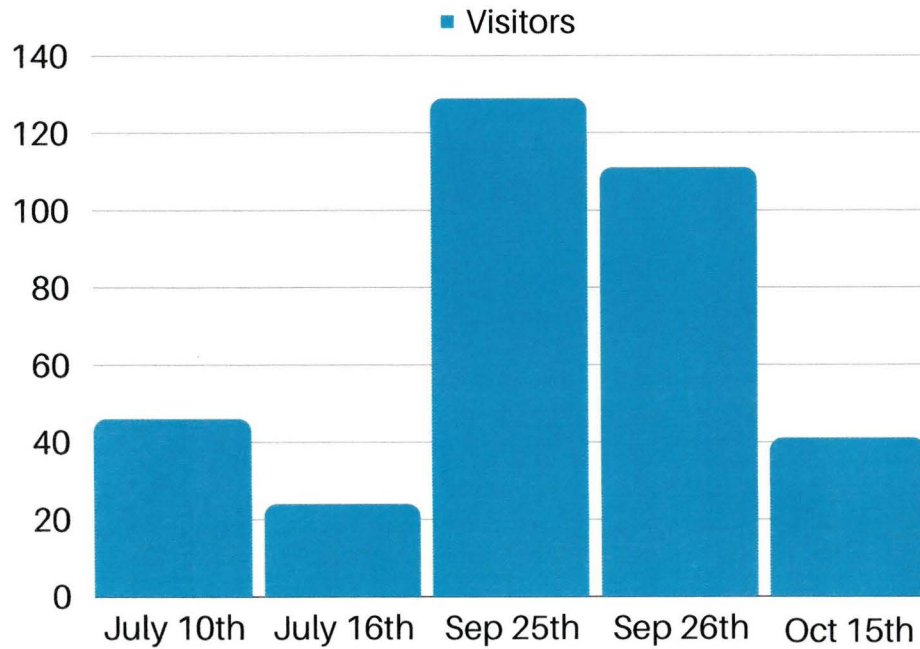
2022 MAY-OCTOBER TOTAL DONATIONS + \$248.87

2023 MAY-OCTOBER TOTAL DONATIONS + \$353.35

2022 AVERAGE MONTHLY DONATIONS + \$41.50

2023 AVERAGE MONTHLY DONATIONS + \$58.90

SPECIAL OPENINGS



TOTAL NET SALES + \$4,071.60
TOTAL VISITORS + 351 PEOPLE

SPECIAL OPENINGS

AVERAGE COST OF THREE EMPLOYEES FOR
FOUR HOUR DAYS - \$280

ESTIMATED COST FOR SPECIAL
OPENINGS - \$1,387.40

STORE NET SALES + \$4,071.60
MINUS EMPLOYEE PAY - \$1,387.40

TOTAL NET SALES + \$2,684.20



MOST POPULAR MONTH OF 2023

SEPTEMBER

Net Sales up by 13% of
second busiest month; May

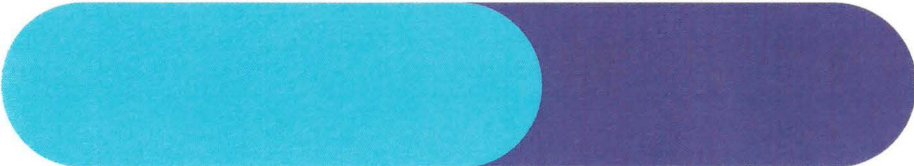
Cruise Ships up by 133% of
second busiest month; May

Attendance up by 41% of
second busiest month, May

MOST POPULAR MONTH COMPARED TO 2022

MAY

Net Sales up by 159% from
past year



Attendance up by 215%
from past year



City and Borough Permit Count and Values FY 2024

		<i>City</i> City Building Permit	<i>City</i> Plumbing Permit	<i>City</i> Electrical Permit	<i>Borough</i> Borough Building Permit	<i>Borough</i> Borough Plumbing Permit	<i>Borough</i> Borough Electrical Permit
Jul-23	Value	\$3,098,196.65	\$0.00	\$0.00	\$807,940.00	\$0.00	\$0.00
	Fee	\$16,705.88	\$217.20	\$505.50	\$5,421.30	\$276.00	\$509.00
	Permits	10	5	4	11	6	5
Aug-23	Value	\$1,689,266.54	\$0.00	\$0.00	\$1,026,109.00	\$0.00	\$0.00
	Fee	\$9,769.88	\$225.60	\$432.00	\$6,109.08	\$192.00	\$276.00
	Permits	11	4	7	11	4	5
Sep-23	Value	\$670,720.00	\$0.00	\$0.00	\$755,952.00	\$0.00	\$0.00
	Fee	\$5,558.47	\$120.00	\$169.50	\$4,951.20	\$331.68	\$0.00
	Permits	12	2	2	9	3	0
Oct-23	Value	\$318,566.11	\$0.00	\$0.00	\$991,103.00	\$0.00	\$0.00
	Fee	\$2,993.50	\$330.00	\$66.00	\$5,624.38	\$420.00	\$368.00
	Permits	17	2	1	8	5	6
Nov-23	Value	\$1,840,000.00	\$0.00	\$0.00	\$282,144.00	\$0.00	\$0.00
	Fee	\$10,787.25	\$111.60	\$881.40	\$1,731.70	\$0.00	\$120.00
	Permits	15	2	2	4	0	2
Dec-23	Value	\$10,950,020.00	\$0.00	\$0.00	\$410,156.00	\$0.00	\$0.00
	Fee	\$39,651.16	\$184.20	\$201.00	\$2,263.30	\$1,338.00	\$204.00
	Permits	2	4	2	3	2	3
Jan-24	Value	\$95,500.00	\$0.00	\$0.00	\$825,000.00	\$0.00	\$0.00
	Fee	\$1,005.80	\$0.00	\$223.50	\$5,440.48	\$0.00	\$192.00
	Permits	3	0	2	3	0	3
Feb-24	Value	\$567,000.00	\$0.00	\$0.00	\$290,000.00	\$0.00	\$0.00
	Fee	\$4,431.73	\$109.20	\$1,164.90	\$2,396.68	\$72.00	\$36.00
	Permits	5	2	2	3	2	1
Mar-24	Value	\$435,884.46	\$0.00	\$0.00	\$937,405.00	\$0.00	\$0.00
	Fee	\$3,107.00	\$84.00	\$930.30	\$6,159.13	\$272.40	\$72.00
	Permits	8	1	3	8	1	2
Apr-24	Value	\$2,890,716.50	\$0.00	\$0.00	\$2,261,212.00	\$0.00	\$0.00
	Fee	\$10,353.24	\$0.00	\$36.00	\$13,741.53	\$84.00	\$390.00
	Permits	9	0	1	9	1	8
May-24	Value		\$0.00	\$0.00		\$0.00	\$0.00
	Fee						
	Permits						
Jun-24	Value		\$0.00	\$0.00		\$0.00	\$0.00
	Fee						
	Permits						
City Value		\$22,555,870.26	\$0.00	\$0.00			
City Permit Fees		\$104,363.91	\$1,381.80	\$4,610.10			
City Permits Issued		92	22	26			
Borough Value					\$8,587,021.00	\$0.00	\$0.00
Borough Permit Fees					\$53,838.78	\$2,986.08	\$2,167.00

	<i>Borough Permits Issued</i>		
	<i>City</i>	<i>Borough</i>	Grand Total
Total permits issued	140	128	268
Total Fees	\$110,355.81	\$58,991.86	\$169,347.67



City of Kodiak
KODIAK POLICE DEPARTMENT
Office of the Chief of Police



MEMORANDUM

To: City Mayor and Councilmembers
Thru: Josie Bahnke, Deputy City Manager
From: Timothy Putney, Chief of Police
Date: April 25, 2024
Subject: Department Update in Consideration of PSEA Agreement

The purpose of this memorandum is to provide Mayor Branson and members of the City Council with a summary of the police department's trends related to staffing, hiring, and call volume.

Department Staffing/Hiring

The City separates the Police Department's personnel into 10 different department budgets which include administration, uniform patrol, detectives, corrections, dispatch, and community service/animal control. Currently, the Department is authorized 17 police officer positions to include the Chief and specialty positions like detective. Historically, we have been authorized as many as 19 positions. The last position defunded was the school resource officer in FY 2023. This was due to a staffing shortage and the inability to hire for the position.

At the end of calendar year 2021, the Department had 16 police officers employed to include the Chief, a detective sergeant, and a detective. The corrections division was fully staffed with 10 employees and there were 9 dispatchers (10 is full staff).

In 2022, the Department closed out the calendar year with 14 police officers to include the Chief and 1 detective. Corrections and dispatch were staffed at the same numbers as 2021.

At the close of calendar year 2023, the Department had 13 police officers to include the Chief and 1 detective. Corrections was fully staffed and we were hiring for 3 dispatchers.

As of April 22, 2024, the Department has 12 police officers to include the Chief. The remaining detective has been reassigned to patrol and another officer has resigned effective May 6. We are anticipating additional vacancies before July 1, 2024. Once the

Department falls below 10 officers, we will not be able to support 24/7 patrol coverage. Both corrections and dispatch are down 2 positions each.

The last police officer was hired in October 2022. Once hired, it can take a year before a new officer impacts the patrol schedule. All new police officers complete a 15-week orientation and field training program and attend the next available 17-week State Trooper Academy in Stika. Currently, there are 2 police officer applicants in the hiring process which takes an average of 3 months to complete. If both applicants successfully complete the hiring process, they could go to the next Academy in July and complete Field Training by March 2025.

Calls for Service and Other Statistics

A call for service includes emergency and non-emergency phone calls that initiate a response from an officer or officer-initiated activity like a traffic stops, security checks, and foot patrols downtown. Calls are categorized by their nature. When more than one nature is involved, the most serious one is usually selected for the narrative that follows.

2021

- There were 10,161 calls for service
- Dispatch answered 16,142 phone calls; 3,380 911 calls, and assisted 3,892 people in the front lobby
- The Jail booked 461 prisoners who served 2,059 days and were provided 5,690 meals

2022

- There were 10,423 calls for service
- Dispatch answered 15,897 regular phone calls; 2,625 911 calls and assisted 3,691 people in the front lobby
- The Jail booked 498 prisoners who served a total of 2,535 days and 8,588 meals were provided

2023

- There were 11,227 calls for service
- Dispatch answered 15,445 phone calls; 2,683 911 calls, and assisted 3,438 people in the front lobby
- The Jail booked 605 prisoners who served 2,473 days and 9,624 meals were provided

Kodiak Public Library

April-May 2024 Newsletter

Community Beekeeping Returns

The Apiarist, Judi Kidder, has placed a new community of bees in the library's yard. Weekly hive checks will occur on Mondays at noon beginning April 22nd. Sign up online (<https://tinyurl.com/2a43zv6k>) or at the library to attend. Judi will provide inside programming if the weather is foul. Children must be six years old and accompanied by an adult, to view outside, with a limit of 15 outside attendees. All who view the opening of the hives will be required to wear a head net, which we provide. Signup, call or stop by to register for a spot at a hive check, which will occur on Mondays at noon throughout the summer.



Whale Fest Celebration!

The library is joining in this year's Whale Fest during the month of April. In addition to a movie and art creation activities, we have special events in the library. There's an Ocean Puzzle corner, children can solve a puzzle by themselves in small groups; an Ocean Scavenger Hunt, children search the library for items related to whales, habitats, and marine conservation. We also have a robust collection of books and DVDs about whales.

Final Trivia Game of the Season May 1, 6:30pm

Join your in the final online trivia game of the season on Wednesday, May 1st. The game lasts about 1.5 hours, and is full of laughter and brain strain. On Zoom:

<https://us06web.zoom.us/j/87850454973>

Successful FanCon!

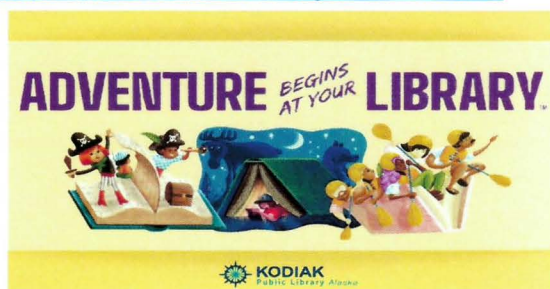


This year's FanCon, the pop culture convention was overwhelmingly successful this year. During the 2-day event we counted over 500 people who came into the library, many enjoying the games, panels and scavenger hunts that were held. Many thanks go out to the numerous volunteers who helped make it a success. Library Specialist, Bayli Berry, creator of all things FanCon provided a fantastic experience for all who attended.

If you would like to give us feedback to plan next year's FanCon please complete this anonymous online survey and return it by the end of April, thank you: <https://tinyurl.com/yyx257vt>

Late Opening Friday, May 10th

The library will open at 1:00pm on Friday, May 10th while library staff will engages in training. Topics include preparing for summer reading, safety, and housekeeping tasks we need the time to achieve. Staff will not be available 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. Thank you for your understanding.



Summer Reading begins June 1, 2024

Designed for all ages, this summer's reading theme is *Adventure Begins at Your Library*. There will be weekly events and activities to explore. We will use the Beanstack app again for patrons to chart their reading progress, and earn rewards along the way. Paper recording sheets will also be available. The program runs from June 1-September 1, 2024. There will be a "kickoff" June 1 from 11am-1pm to learn about the activities and to sign up for the reading program. We hope you'll join the adventure

Fantastic Beasts invade the Library

Lurking in the stacks of the library are creatures born from the imaginations of 7th grade artists. Students were tasked to create and follow their original design plans. Each creature has its own story!

These beasts can be found atop the fiction shelves and each one tells its own story! Thanks to Karen King and her Middle School art students for sharing the Fantastic Beasts class of 2024.



Volunteers Needed for Elwani Project

Plans are underway to update the catalog records and use more descriptive online tools to identify people and places who are profiled in Kodiak's *Elwani: Inside the life and culture of Kodiak*. For example, when completed, if you wanted to learn about a fox farm on Whale Island, you would be directed to the right issue.

A few volunteers are needed to record the information found in the *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. 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:
10:00am-5:00pm

Upcoming Events @ the Library

Friday, April 19: 3:00pm: Children's Movie: Free Willy (rated PG-13; 1 hr, 52 mins)

Wednesday, April 24 1:00pm KANA Elder Game Time with Penny Boschee

Friday, April 26: Crafternoon: Whale Fest Art: create a Swimmy collage

Wednesday, May 1, 6:30pm: LAST Trivia via Zoom

Friday, May 3, 10:30am: KANA elder story time

Friday, May 3, 3:30pm: Children's Movie: Star Wars Resistance (30 minutes)

Saturday, May 4, 11:00am Steam & a Story: Color Dance

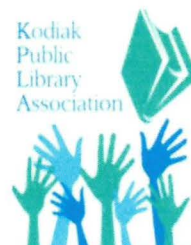
Friday, May 10, Library opens at 1pm

Friday, May 10, 3:30pm Kodiak Hearts Plant a mini flower pot

Saturday, May 11, 1pm: Crafternoon: Make paper flowers

Friday May 24-Monday, May 27: KPLA Crab Fest Book Sale (hours to be announced)

Saturday, June 1, 11-1pm: Summer Reading kickoff



Weekly Library Activities:

Monday: 1pm Bridge Club
Tuesdays, 11am Lofi & Chill (Teen Room)
Wednesday: 3pm Lego Club
Thursday: 3pm Chess Club (1st & 3rd Thursdays)
Friday: 10:30am—Lap Sit Story Time