

a. Manager's Report to Council

TRANSMITTAL MEMORANDUM

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TO: Honorable Mayor & City Council

FROM: Delilah A. Walsh, City Manager

Initials:



DATE: April 11, 2024

File #: MGR24-262

RE: **Manager's Report to Council**

April 4th Meeting Follow-Up

The Library Reconsideration Policy was updated and a copy has been added to this report. During the LAB, there was a suggestion to add more language regarding any person's ability to appeal any decision by the manager to their City Councilmember. Staff have taken that under consideration for review.

Pressure washing costs are currently with a local vendor and is approximately \$30,000. As shared on 4/4/24, this is covered by CPV funds.

We will schedule an agenda item for discussion of the dispatch agreement with the Ketchikan Gateway Borough. We do have a 180-day obligation to give notice to the Borough. Therefore, I will bring forth an item on the agenda for Council to make that official motion to cancel and renegotiate and for Councilmembers to provide staff with strategic direction of what Councilmembers want addressed in the agreement. We are working on clarifying user SOPs for better dispatch efficiencies. Staff has informed me that designing a new agreement would take several months under the current workload and 180-days may not be enough time for drafting a proposal then negotiations.

Other Items

We received notice of award for the Promenade project in the STIP. We will have to discuss the program match funds in subsequent fiscal years. We can start with the design process once funds are released.

With this report, I've included a memorandum to the Library Advisory Board (LAB) related to the use of the Library Reconsideration Policy. I had committed to Ms. Simon that I would share

this summary with the LAB and the City Council to ensure it was information available to the public.

Last year, the City received a \$75,300 EECBG grant through the Infrastructure Investment and Jobs Act (IIJA) of 2021 and in April 2023, we notified the DOE of our acceptance through a Pre-Award Information Sheet. City staff collaborated with the Borough and KIC to develop a heat-pump incentive program as an eligible activity for the grant by consolidating the award funds from every organization. We will continue pursuing the funding for a heat-pump incentive program. I've attached a copy of a memorandum from Contract/Grants Administrator Bod Diaz with more information.

Travel Report:

March 2024 Travel Log						
Dan	Lindgren	3/4	3/7	Juneau	ATA State Fly In	KPU - Telephone
Laurie	Booyse	3/4	3/7	Juneau	SE AK Scenario Planning Workshop	Tourism
Laurie	Booyse	3/18	3/21	Sitka	Heritage & Culture Tourism Conference	Tourism
Gretchen	O' Sullivan	3/23	3/31	Valdez	Fire Investigation Training Course/ BOD Meeting	Fire Dept.
Jeffrey	Jones	3/25	3/29	Valdez	Fire Investigation Training Course	Fire Dept.
Lacey	Simpson	3/26	3/29	Haines	SE Conference Board Retreat	City Mngr. Office

Council Items: I am completely reprogramming and rebuilding this report which will include a listing of which meetings the item will be presented to Council. I will send my email as soon as I'm complete (or at least close to completion). I am adding a realistic order of priorities and expected completion dates. Though a project may only take 2 or 3 months, it may be in a queue until time and resources are available.

TRANSMITTAL MEMORANDUM

TO: Pat Tully, Library Director

CC: Library Advisory Board

FROM: Delilah A. Walsh, City Manager

Initials:



DATE: March 21, 2024

File #: MGR24-186

RE: **Reconsideration Policy Communication and Transparency**

This memorandum follows up on my recent conversation with Ms. Deborah Simon, a concerned citizen, regarding the public's understanding of the Library's Reconsideration Policy.

Ms. Simon expressed a belief that some community members perceive the policy as a discouragement to raising concerns about library materials. I share her concern about the importance of clear public communication regarding the policy's purpose and value.

The Reconsideration Policy is a vital tool for ensuring transparency and a fair process for addressing concerns about library materials. It provides a structured channel for individuals to express their viewpoints while guaranteeing their concerns receive a thorough and objective review. This process fosters a balance between respecting diverse viewpoints and upholding community standards regarding library materials.

Key Points:

- The Reconsideration Policy offers a structured and transparent avenue for expressing concerns about library materials.
- It is not intended to stifle different opinions but rather ensures a fair and balanced consideration of all viewpoints.
- This transparent review process reflects the diversity of our community while upholding established standards for library materials.
- The policy does not prevent anyone from expressing opinions or accessing information outside the library.

I did share with Ms. Simon that I would emphasize the transparent process of the policy with the LAB as well as the City Council. This memorandum serves as a starting point should the Library Advisory Board require further consideration to ensure clear and concise information for the public about the policy's purpose and its role in maintaining a balanced and inclusive library collection. Effective public communication is essential for ensuring the Reconsideration Policy serves its intended purpose effectively.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Transportation and
Public Facilities
PROJECT DELIVERY DIVISION

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April 5, 2024

City of Ketchikan
Attn: Bob Diaz
2930 Tongass Avenue
Ketchikan, AK 99901

Dear Mr. Diaz,

On behalf of The Department of Transportation and Public Facilities (DOT&PF) and the Transportation Alternatives Program Project Evaluation Board, I am pleased to inform you that your project nomination has been accepted for award.

Need ID: 34248 Project Title: Spruce Mill Promenade

The purpose of this project is to construct a pedestrian walkway that will connect to existing pathways on either end of The Great Alaskan Lumberjack Show Pavilion. Work includes driven steel pipe pile foundations for a concrete retaining wall, shot-rock borrow backfill with riprap erosion protection along the base of the wall, and base course supporting a timber promenade decking surface - with steel safety handrailing along the seaward edge of the walkway. Also includes various landscaping features and electrical/lighting improvements.

Federal Award:	\$5,000,000
<u>Required Match:</u>	<u>\$2,467,500</u>
Your total project cost:	\$7,467,500

The federal-aid agreement requires federal and matching shares as percentages. **The matching share for this project is 33.04%.** The City of Ketchikan is expected to maintain this matching share through the life of the project, including if the total project cost changes. A match waiver, signed by the Commissioner, is required for any decrease to the matching share and may come with penalties as described in 17 AAC 05.175(l).

This project has been programmed into the 2024-2027 Statewide Transportation Improvement Program (STIP) with the design phase in the STIP programmed years (2024-2027) and the construction phase in After 27. Funding is expected to be available for the construction phase in FFY28. These dates are subject to change pending project development and funds availability.

"Keep Alaska Moving through service and infrastructure."

Next steps:

- DOT&PF Field Office and the City of Ketchikan will work together to prepare the Project Memorandum of Agreement (MOA) detailing match and maintenance commitments and roles and responsibilities.
- The City of Ketchikan must provide matching funds including contingency (by phase) to DOT&PF.
- After these steps are completed (signed MOA is in place; project is in an approved STIP; matching funds received by DOT&PF), the project may begin.

Please expect to hear from your Regional Planner, Alexandria Lawrence, to initiate the Project Agreement within the next few weeks. You may contact your planner at Alexandria.lawrence@alaska.gov or (907) 465-8864.

Sincerely,

Marie Heidemann

Marie Heidemann
Southcoast Region Planning Chief
Project Delivery Division

cc: Karin McCoy, Acting STIP Manager, DOT&PF
Sara Lucey, Planning Manager, DOT&PF
Chris Goins, Southcoast Region Director, DOT&PF
Kirk Miller, Southcoast Region Pre-construction Engineer, DOT&PF
Julius Adolfsson, Active Transportation Planner & Statewide Bike – Ped Coordinator
Judy Chapman, Deputy Director of Planning, Project Delivery Division, DOT&PF
James Marks, Director, Project Delivery Division, DOT&PF



Ketchikan Public Library Request for Reconsideration of Library Materials Policy and Procedure

Informal Interview:

An informal interview discussion between the patron and the appropriate librarian should be arranged (Lisa Pearson for Adult collection materials, Amie Toepfer for Children's or Teen materials). The librarian will listen carefully to the patron's objection(s) to the material and may explain to the best of their ability, why and how the material was originally selected. The library's formal request for reconsideration of materials should be clearly explained.

If the informal review by the librarian is sufficient and the patron does not wish to pursue the request further, a short synopsis of the complaint and the circumstances should be filed with the Director and no further action need be taken.

Formal Review:

If the patron is not satisfied with the informal review and wishes to pursue the complaint, the staff member should provide the "Request for Reconsideration of Materials" form as well as the "Collection Development Policy" to the patron and again explain the procedures for a formal review.

When the Library receives a written request to reconsider a title, the Director will:

- 1.) Notify the Library Advisory Board and the City Managers Office that a request to reconsider has been received, with a synopsis of the complaint.
- 2.) Route the formal request to the appropriate collection Librarian (Lisa Pearson, if the complaint involves Adult collection materials, Amie Toepfer if Children's or Teen collection materials).

The Collection Librarian will respond in writing, citing all available review sources and explain why the material was selected, what audience it was selected for, and where this item fits in a well rounded collection if the decision is to retain the material. The written response to the patron should be made within ten (10) working days of receiving the formal request. The Library Director will receive a copy of the request and the written response. The patron will receive a copy of the written response and information about the appeals process.

Appeals:

- 1.) If the patron is not satisfied with the recommendation and explanation of the formal review, they may file a written appeal to the Library Director. The Director will respond, in writing within ten (10) days.
- 2.) If that response is unacceptable, the patron may file a written appeal to the Library Advisory Board to request further consideration at a public hearing.
- 3.) If the recommendation of the Library Advisory Board, accepted by the Library Director, is deemed unacceptable, within ten working days the patron may file a written request to the City Manager to review the appeal and decide whether or not to sustain the recommendation of the Library Advisory Board.

Disposal of material:

The material in question will not be removed or restricted unless an official determination has been made to do so. The item may be temporarily unavailable if a library staff member or Advisory Board member has the item checked out in order to review it.

April 4, 2024 revision

NOTE: This form and attachments may be included in the City Council agenda packet, which is made available to the public.

Ketchikan Public Library
Request for Reconsideration of Library Materials

Title: _____

Choose one:

Book: _____

Periodical or magazine: _____

DVD: _____

Other (please specify): _____

Author: _____

Publisher: _____

Your Name: _____

Address: _____

Phone Number _____ Best time to call: _____

Indicate one:

- I represent myself _____
- This request is being filed on behalf of: _____

To what in the material do you object? Please be specific. Cite page numbers.

Did you read (listen to or watch) the entire work? If not, which parts?

What do you feel might be the result of reading this work?

What would you like the library to do about this item?

April 4, 2024 revision

NOTE: This form and attachments may be included in the City Council agenda packet, which is made available to the public.

MEMORANDUM

TO: Delilah Walsh, City Manager
FROM: Bob Diaz, Contract/Grants Administrator
CC: Amanda Robinson, AIA, Acting Public Works Director
DATE: March 22, 2024
SUBJECT: **Energy Efficiency and Conservation Block Grant**

As you are aware, the City received notification in March of 2023 that we were awarded a Department of Energy (DOE) - Energy Efficiency and Conservation Block Grant (EECBG) in the amount of \$75,300 as a result of the Infrastructure Investment and Jobs Act (IIJA) of 2021.¹

Staff reviewed the Grant and submitted a Pre-Award Information Sheet in April of 2023 to notify the DOE that we would accept these funds and utilize them in accordance with the Grant's goals & objectives.

Since then, staff has worked on developing a plan that, among other things, considered the needs of our unique community, the current funding landscape, and staff availability. And after a great deal of investigation, discussion, and meetings; staff is proposing that these funds be primarily utilized to create a small program to install heat pumps in long-term, low-income rental units that are currently heated by fuel oil.

Program specific details are still in development and it is not yet approved by the DOE; but outreach efforts to pool our EECBG funds with the Borough (\$75,180) and KIC (\$12,280) have shown promise thus far. There is no cost match and the City will be the principal applicant.

Our next step will be to apply for the funds by the end of April, 2024 and if the DOE approves (3-6 months), I anticipate finalizing the details with partner agencies and going to council for a resolution to authorize the program.

¹Funding Allocation, https://www.energy.gov/sites/default/files/2023-01/IIJA%20%2840552%29%20EECBG%20Program_Attachment%201a.%20_Local%20Govt.%20Allocations_FINAL.pdf