



CITY MANAGER REPORT

Reporting Period: January 25 – February 23, 2024

Prepared By: Phillip A. Zavadil, City Manager

Date: February 23, 2024

ADMINISTRATION

VIRTUAL MEETING WITH REPRESENTATIVE BRYCE EDGMON

On February 8, 2024, Mayor Mercurief and I met virtually via Zoom with Representative Bryce Edgmon and two of his staff. We briefed Rep. Edgmon on the status of City's financial situation considering no crab season for the past two years and what the City is doing to adapt to this situation. Representative Edgmon is scheduled to meet with the City Council briefly at the next regular meeting.

US ARMY CORPS OF ENGINEERS HARBOR MAINTENANCE PROJECT

I met virtually with a couple of the contractors that bid on the harbor maintenance project to discuss why there was such a difference between the bids and what the Corps budget for the project. Below is a potential list of what could have contributed to the difference:

- Bids were only open to small businesses. The project is technically complex, and a small business might have a difficult time completing the project. Some bidders partnered with small businesses which increased costs.
- The Corps schedule for the project was difficult to work with leading to mobilizing for the project more than once, which increased costs.
- Corps made an assumption that some of the rock needed for the project could come from the island, however our rock does not meet some of the Corps spec, especially the larger, heavier armor rock, so rock would need to be obtained elsewhere which lead to increased costs.

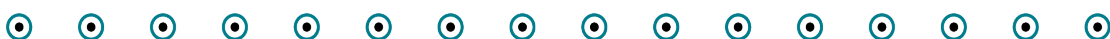
Some of the bids were close with the Corps budget on the dredging portion of the project. I am hoping the Corps can award the dredging portion of the project and seek additional funding for the rock work.

SAINT PAUL ISLAND COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGYS

See attached comments that I submitted on behalf of the City on the public draft of the CEDS.

FACILITY LEASES

Civic Center – I am working on updating the Civic Center lease to the Aleut Community of Saint Paul to increase the monthly/annual rent and have the ACSPI pay for the electricity. The revised lease will need to be approved by City Council via a resolution.



Public Works - the Aleut Community of Saint Paul is looking for space for the food bank and building traditional boats and carving. On February 20, 2024, Aubrey and I showed April Kushin the office space and the wood shop area at the Public Works building as a possible location for the food bank and boat building and carving, respectively. I drafted a lease agreement for each space for legal counsel's review. These revised leases will need to be approved by City Council via a resolution.

NEW TAX IMPLEMENTATION

The room tax and vehicle rental tax passed the public vote on February 7, 2024. The Administration and Finance Departments are working on implementing these new taxes. Implementation includes the following actions:

- Sending the approved new tax ordinances to Code Publishing to publish online.
- Creating of new revenue codes in the accounting system to track revenue from each new tax separately.
- Sending a letter to business entities that will be affected by the new tax. This letter should go out first part of March 2024.
- Working with MuniRevs to set up the new taxes in our MuniRevs system. If this is going to take time we will have a paper report form that can be used until the taxes are ready in the MuniRevs system.

We are expecting the new taxes to be fully implemented by April 1, 2024.

PLANNING AND ZONING

Plat Application – The City received a request from the US Coast Guard to replat the Tract 43 at the coast guard station. The tract will be split, and a portion retained by US Coast Guard and a portion transferred to TDX. I am current working with the US Coast Guard to submit the proper and required documents to the City for review. The replat will require a meeting of the Planning and Zoning Commission. The date for this meeting has not been schedule yet and is pending the submission of the correct documents to the City and review by the City's general engineer.

Zoning Variance Application – The City received a request from the Aleut Community of Saint Paul for a variance on zoning for house 130. The request is to allow a zoning variance from residential to commercial for the purpose of a childcare center. As of February 22, 2024, the City is waiting for payment on the application prior to reviewing the request.

AGREEMENTS/CONTRACTS/GRANTS

EDA Small Boat Harbor (SBH) Utilities Extension

100% Design – Kuna completed the draft 100% design drawings (*see attached*).

Construction Bid Documents – In the coming weeks I will be working with Kuna on preparing bid documents for the project to requests bids for construction.

Easements – I am still waiting on a response from ACSPI and TDX regarding the easements requested for the utilities for this project. The easements needed from CBSFA on the leased tidelands will require Alaska DNR amended patent, which will take a couple months.

USDA Loan for Electric Utility Upgrades – The City loan went to the USDA Senior Loan Committee on February 15, 2024 and was recommended to the Administrator for approval. The Administrator is reviewing the loan for approval.

USDA RUS HECG for Airport Feeder Replacement – The City is waiting for the grant extension which is based receipt of the USDA loan approval.

USEPA STAG for Aalax Solid Waste Facility

Purchasing – I am in the process of gathering quotes for materials to complete the equipment building and fencing for this project.

Surveying – The City received two bids for the surveying work. One bid from Kuna Engineering and the other from 3-Tiers Alaska. 3-Tiers Alaska was selected based on the cost. I have prepared a contract for their review and hope to finalize the contract by the end of February. Surveying work is expected to begin late May, early June 2024.

SOA CBDG and AEA for Bulk Fuel Facility Upgrades

Contract Amendment – I am working with Polarconsult on a contract amendment to include the addition of the dispensing station in the 95% and the design report the controls.

USDOT SS4A Grant for Comprehensive Safety Action Plan

Outreach – Kuna is working with myself and Todd Morrison to add a page to the City’s website to showcase the City’s infrastructure improvement projects, specifically the USDOT SS4A CSAP project and the interactive GIS web map for the project. This page should be live in the coming weeks.

Thriving Communities Program (TCP) Technical Assistance

Workplan – The TCP Team has finalized the workplan (*see attached*).

Comments on CEDS – The TCP Team commented on the Saint Paul Island CEDS during the public comment period (*see attached*).

Grant Assistance – The TCP Team is assisting Lynn and I will review and development of RAISE, PDIP and other infrastructure grant proposals.

SOA VSW Lift Station Replacement Grant – Kuna completed the draft 100% design drawings (*see attached*).

SOA Homeland Security Program

EHP Screening Form – The required Environmental and Historic Preservation Screening Form for this grant was submitted to the State on January 16, 2024. FEMA needs to review and approve the form, which could take up to 6 weeks.

Request for Quotes – The City received one quote for this project. We submitted the required paperwork to the State to approve the contractor the submitted the quote.

I have instructed Lynn to start including computers replacements and graphic design services in all our new grant applications with the goal to have grants pay for these items. Additionally, with being

successful in receiving more grants now my, Stephanie's and Lynn's workload is becoming overwhelming. In response to this we are planning on including funding in the grants to hire a part-time accounting staff to work directly on grant reporting, ordering, and tracking. I, Lynn and Stephanie will still be involved in these aspects of the grants, but the bulk of the work would be performed by this new position. We will not be able to fund or hire for this position until we have sufficiently grant funding to do so.

The City has contracted with Ben Coleman to assist Lynn with preparing the RAISE and PIDP proposals. Ben previously worked for R&M Consultants as a planner and moved to the lower 48 with his family to start a small business. The City is doing an in kind trade with Ben and provide him a mileage ticket, housing and a vehicle for a visit to the island later this year.

See Project/Grant Specialist's report for more information on grants.

PUBLIC WORKS DEPARTMENT

MAINTENANCE AND OPERATION DIVISION

Roads – City crews have been working diligently to maintain the roads and perform snow removal. It has been challenging to keep up with the changing ice and no ice conditions. It is advised that resident slow down and drive according to the conditions.

MOTOR POOL DIVISION

Personnel – Damon Zacharof was hired for the mechanic position. His first day was January 19, 2024. Damon hit the ground running and is working on getting a couple vehicles back on the road and will be working on fixing the fuel tanker and garbage truck.

BULK FUEL UTILITY

Nothing to report currently.

ELECTRIC UTILITY

Trident Connection – EPS/EPC is scheduled to arrive on March 3, 2024 to start connecting the Trident plant to the City Electrical Grid.

Meter Base Replacements – Rich is back on island and will continue been working on replacing meter bases on homes that were identified last year that needed replacement.

Residential Smart Meters – New smart meters for the residents that have not received one that were ordered last year are expected to arrive in April this year. Residents that are still on the AMPY system will receive a new smart meter in the coming months.

WATER UTILITY

Water Samples – Coliform samples were collected in January 2024 and sent to Alaska Water Laboratories for analysis. Coliform was absent from these samples as see in the attached report.

SEWER UTILITY

Nothing to report currently.

REFUSE UTILITY

Personnel – Tim Mercurief does not have a valid driver’s license and has been requested to obtain one prior to returning to work. Since the Landfill Operator position requires a valid driver’s license to operate City vehicles and equipment and driving and operating is major portion of the job duties and that the Refuse utility cannot afford to pay for a driver for Tim, he has not been working. In the meantime, we have had other staff performing the basic refuse duties.