



CITY MANAGER REPORT

Reporting Period: December 10, 2022 – January 12, 2023

Prepared By: Phillip A. Zavadil, City Manager

Date: January 12, 2023

ADMINISTRATION

WORKERS' COMPENSATION EXPERIENCE

The summary of the City's Workers' Compensation Experience for July 1, 2017 to December 31, 2022 is attached.

INSURANCE CLAIM ON FIRE STATION ROOF

I am waiting for a report from our insurance company their findings and recommendations on the roof.

AGREEMENTS/CONTRACTS/GRANTS

EDA Small Boat Harbor Utilities

The Request for Proposals document for consultant to provide, architectural, design, and construction management services for this project has been approved and will be published on January 16, 2023.

USDA Loan for Electric Utility Work

EPS completed the construction workplan, budget and load forecast that is required for the loan. These documents are attached under Resolution 23-01 for council's review.

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

DEPARTMENT OF PUBLIC SAFETY

Budget Review - On January 10, 2023, Aubrey, Stephanie, and I met with Sergeant Murdock to review the CY2023 Approved City Budget for the Department of Public Safety.

Regular Meetings - Sergeant Murdock and I will have weekly standing meetings to plan and discuss department projects, needs, progress, challenges, and cases.

PERSONNEL

New Police Sergeant. John Murdock our new Police Sergeant arrived on island on January 5, 2022.

Officer Recco – Officer Recco has resigned. His last days is February 2, 2023. I would like to take this opportunity to thank Tony for his service, dedication and work for the City and community and wish him luck achieve his career goals.



STATE COURT TRIALS

The State of Alaska will be having jury trials on island from January 24 – 30, 2023. The court will be using the Rec Hall for the trials and the City Council Chambers for meetings.

CALLS FOR SERVICE

See the attached call for service data for December 2022.

PUBLIC WORKS DEPARTMENT

PERSONNEL

Shannon Mercurief - Shannon has taken a position with the Bering Sea Campus. Her last day is January 20, 2023. I would like to take this opportunity to thank Shannon for her service, dedication and work for the City and community and wish her luck working at the campus. This position has been advertised and we have received several applications. We will be conducting interviews for the position this next week.

MAINTENANCE AND OPERATION DIVISION

Budget Review - On January 11, 2023, Aubrey, Stephanie, and I met with Tone, Mac, and Nick to review the CY2023 Approved City Budget for the Maintenance and Operations Division.

Regular Meetings - In the coming weeks we will be setting up regular meetings with the Maintenance and Operations Division to plan and discuss division projects, tasks, needs, progress, challenges.

City Hall Emergency Backup Generator – The City Hall emergency backup generator has been experiencing issues with starting up. Kyle with Alpine checked to voltage, fuses, filters, fuel, and other items. He obtained the fault codes, which were Low Fuel Level and Rupture Basin. We contacted Cummins to find out what to look for based on these codes. They informed us that a Cummins Tech will need to come out to determine what is going on. Cummins thinks that the ECM is faulty. It is not known yet when the tech will be onsite. The generator was put into service July 27, 2021 and the base warranty is good for 24 months after startup.

MOTOR POOL DIVISION

Budget Review - On January 11, 2023, Aubrey, Stephanie, and I met with Johnny to review the CY2023 Approved City Budget for the Motor Pool Division.

Regular Meetings - In the coming weeks we will be setting up regular meetings with the Motor Pool to plan and discuss division projects, tasks, needs, progress, challenges.

Garbage Truck – The pump for the garbage truck arrived. The pump is not the exact match to the old pump. The shaft on the pump as a ½” too long. Johnny and Nick successful cut the shaft down. The pump had several leaks that were addressed. However, the pump is not pushing enough pressure to operate the hydraulics. Johnny is working on one other trick to get the pump to work. If we cannot get this pump to work, we will send the old pump out to be rebuilt. We are also looking into to getting and Honda line hauler to mount to the truck to operate the hydraulics.

Sewer Vacuum Truck – Johnny is working on ordering the transmission of the sewer vacuum truck.

Grader Cutting Edges – Cutting edges for the CAT 160 Grader have been ordered.

Preventative Maintenance Schedules – Once we have the new Public Works Administrative Assistant hired, I will be working with this person and Johnny to enter equipment and vehicle preventive maintenance schedules into Asset Essential so that we can stay on top of scheduled oil changes and preventive maintenance inspections for each vehicle and piece of equipment.

BULK FUEL UTILITY

Budget Review - On January 11, 2023, Aubrey, Stephanie, and I met with Marc and Steven to review the CY2023 Approved City Budget for the Bulk Fuel Utility.

Regular Meetings - In the coming weeks we will be setting up regular meetings with the Bulk Fuel Utility to plan and discuss division projects, tasks, needs, progress, challenges.

ADEC Compliance Inspection – Lucas Ellis and Howard Minor conducted an inspection of the City of Saint Paul Bulk Fuel Storage on October 11, 2022. The purpose of this inspection was to verify compliance with the oil and hazardous substances pollution control statutes and regulations and the approved City of Saint Paul Bulk Fuel Storage Facility Oil Discharge Prevention and Contingency Plan (plan) in accordance with 18 AAC 75.480 (*see attached report*). During the inspection they found the facility to be in an overall good condition. With that said, there are five areas of concern addressed in the letter along with three observations/recommendations and three information requests. They have established a February 24, 2023 deadline for responding to the identified action items. We will be working to address the concerns and correct the identified action items.

Additionally, ADEC conducted an announced discharge exercise for the City of Saint Paul Bulk Fuel Storage (facility) on October 12, 2022. The exercise was conducted to assure the approved City of Saint Paul Bulk Fuel Storage Facility Oil Discharge Prevention and Contingency Plan (plan) is adequate in content and execution. Exercises that demonstrate a plan holder can implement the plan effectively count as one of the two discharge exercises the department may require in each 12-month period under 18 AAC75.485(a) (*see attached report*).

ELECTRIC UTILITY

Budget Review - On January 13, 2023, Aubrey and I met with Gabe and Jared to review the CY2023 Approved City Budget for the Electric Utility.

Regular Meetings - In the coming weeks we will be setting up regular meetings with the Electric Utility to plan and discuss division projects, tasks, needs, progress, challenges.

Smart Meter System – The program data cards for the Versacollector arrived. We need to order two ethernet to fiber convertors and preterminated fiber cable. I have contacted Electric Power Constructors and they can provide us with the preterminated fiber cable. Once the convertors and cable arrive, we can get components installed and test the new system. I am planning for a completion date of March 31, 2023.

WATER UTILITY

Budget Review - On January 12, 2023, Aubrey and I met with Adrian to review the CY2023 Approved City Budget for the Water Utility.

Regular Meetings - In the coming weeks we will be setting up regular meetings with the Water Utility to plan and discuss division projects, tasks, needs, progress, challenges.

Sanitary Survey Corrective Action Plan - We will be developing a project plan and ordering of supplies to address the maintenance items identified in the sanitary survey and correction action plan.

Water Well and Treatment Plant Building Repairs - We will be working on a project plan with facilities maintenance staff and ordering of supplies and materials to repair siding, doors, etc. at the water wells. Additionally, we will be working on a project plan to move the chlorine injection system outside of the main treatment plant area.

Bulk Chlorine Order - A order was placed for chlorine to treat our water.

SEWER UTILITY

Budget Review - On January 12, 2023, Aubrey and I met with Adrian to review the CY2023 Approved City Budget for the Sewer Utility.

Regular Meetings - In the coming weeks we will be setting up regular meetings with the Sewer Utility to plan and discuss division projects, tasks, needs, progress, challenges.

REFUSE UTILITY

Budget Review - On January 12, 2023, Aubrey and I met with Tim to review the CY2023 Approved City Budget for the Refuse Utility.

Regular Meetings - In the coming weeks we will be setting up regular meetings with the Refuse Utility to plan and discuss division projects, tasks, needs, progress, challenges.

Burn Box – We will be working on a plan to replace the old burn box with pieces of the incinerator units.

Fencing - We will be working on a plan to repair fencing and install fencing around the septage waste pit as identified in the environmental health and safety survey of the landfill.