



CITY MANAGER REPORT

Reporting Period: December 9, 2023 – January 24, 2024

Prepared By: Phillip A. Zavadil, City Manager

Date: January 24, 2024

ADMINISTRATION

COUNCIL ACTIONS

At the last City Council meeting on December 12, 2024 there were two questions that came up regarding council actions. The first being the number of affirmative votes needed for a council action to pass. Per City Code of Ordinances Chapter 2.15.110 (<https://saintpaul.municipal.codes/CCO/2.15.110>) in the last sentence council needs 4 affirmative votes for passage of an ordinance, resolution, or motion. Abstentions are not affirmative votes so a motion would fail if there were less than 4 affirmative votes.

The second action that was brought up in the last meeting was regarding council approving the Mayor’s travel. The City Code of Ordinances Chapter 2.15 (<https://saintpaul.municipal.codes/CCO/2.15>) is the ordinance that governs the council. The chapter is silent on council approval of travel for the Mayor or any other council member. Historically, the city council has not approved travel for the Mayor or other council members. Council approves the annual city budget, which may contain travel for Mayor or other council members. The recent travel by the Mayor to Washington, DC was covered under a grant and was at no cost to the City. Additionally, travel to meetings, conferences, etc. is reported to council prior to and after travel occurs.

FISHERIES

Disaster Funding – The final spend plan for funds appropriated to address the 2021/22 and 2022/23 Bristol Bay red king and Bering Sea snow crab fisheries disaster was transmitted to the Pacific States Marine Fisheries Commission (PSMFC) on January 10, 2024, and can be viewed at the following link: https://www.adfg.alaska.gov/index.cfm?adfg=fishing.2021_2022_2022_2023_bristolbay_kingcrab_beringsea_snowcrab. The spend plan informs the federal grant application submitted by PSMFC to NOAA Fisheries and is subject to change based on approval of the final grant. Once the grant has been approved by NOAA Fisheries and the White House Office of Management and Budget, the funds will be released to PSMFC and they can begin the application and distribution process. Fishery Disaster Program information will be posted to the PSMFC website: <https://relief.psmfc.org/> as it becomes available.

Municipalities/Boroughs are to receive a share of the Community Allocation based on pro-rata landings. The north region landing requirement is used as a proxy for historical landings but is likely an underestimate since CDQ, B/C shares have been delivered to Saint Paul Island.



Saint Paul Island will receive a 1% set aside for community entities (except for CBSFA). The special set aside will be split equally between the City of Saint Paul, Tanadgusix Corporation, and the Aleut Community of Saint Paul.

The table below shows the estimated disaster funding for the City based on this final spend plan.

2021/22 & 2022/23 Crab Fisheries	Bristol Bay Red King		Bering Sea Snow		BBR & BSS
<i>North Region Landing Requirement</i>	2.115%	\$66,723	37.11%	\$2,303,012	\$2,369,375
<i>1/3 of 1% - Saint Paul Allocation</i>					\$623,333
Total		\$66,723		\$2,303,012	\$2,993,068

The next steps will be to prepare a work plan and budget for review and approval by the city council and PSMFC.

US ARMY CORPS OF ENGINEERS HARBOR MAINTENANCE PROJECT

On January 18, 2024, the US Army Corps hosted an online bid opening for the Saint Paul Harbor maintenance project. Three bids were received. All the bids came in over the amount allocated for the project. On January 23, 2024, I met with the Monica Velasco, the Corps project manager to discuss the next steps. She said the Corps is trying to figure out if they can rebid a portion of the project and will have to ask for more funding to complete the project. It is highly unlikely that the harbor maintenance project will happen this year.

INSURANCE

Workers Comp – Attached is the summary of workers’ compensation experience for the City from 7/1/19 to 12/31/23. The City did not have any claims in 2023.

Property – The City had one property claim on the Motor Pool siding in 2023. Some of the siding on the northeast side of Motor Pool blew off during high winds. The City filed a claim for this damage. We are waiting on the insurance company to approve the repairs.

SAINT PAUL ISLAND COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGYS

I have been working on preparing comments on the draft Saint Paul Island Comprehensive Economic Development Strategy (see attached). I will provide a copy of the comments to council once they are finalized.

AGREEMENTS/CONTRACTS/GRANTS

EDA Small Boat Harbor (SBH) Utilities Extension

95% Design –Kuna is working on 95% design for this project, which is expected to be completed in March this year.

Easements – I am 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 take a bit more time while we wait for an amended patent from Alaska DNR.

Reports – Lynn has completed and submitted the required financial and progress reports for this grant.

USDA Loan for Electric Utility Upgrades – The City is waiting on loan 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 – The grant award has been approved and signed. We are in the process of obtaining updated quotes and purchasing items identified in the grant. ASAP issues.

Purchasing – To date the following purchases have been made: Burn Cage, Excavator, Track Loader, Garbage Truck, Hooklift Truck, Water Trailer, Flatbed for current refuse truck, Equipment Building.

Quotes for Surveying – Prior to the holidays I sent requests for quotes to several survey firms to perform surveying of the new landfill site. I am still waiting on one more quote prior to deciding which survey firm to select for this project.

ASAP System – We have had trouble accessing and assigning roles in the Automated Standard Application for Payments (ASAP) system that EPA is using for payments for this grant, which has caused delays in ordering.

Reports - Lynn has completed and submitted the required financial and progress reports for this grant.

SOA CBDG and AEA for Bulk Fuel Facility Upgrades

95% Design - Polarconsult Alaska, Inc. (PCA) continued coordination with CSP and subconsultants to close out review comments on 65% submittal. Work included scoping to understand cost and design impact of two additional desired upgrade scope items that arose out of 65% design review:

- Adding retail dispensing station upgrade to project scope. This will avoid challenges of interfacing new dispensing tanks with existing deteriorated dispensing piping / equipment, and provide significant value-added to City from the overall upgrade project.
- Replacing bulk fuel diesel controls with new controls. The existing controls are a series of limited upgrades installed upon the original 1988 controls, and some of the original / intended / desired control functionality is not working. PCA is characterizing existing controls to try and define a clear upgrade scope. A key concern is that complete replacement of the diesel bulk fuel controls will exceed available funding and a limited controls replacement scope will not address the needs because the existing controls are poorly documented, functionally obsolete, and will not support limited upgrade.

Polarconsult will provide recommendations to City on these additional scope items for final scope decision in January to allow completion of 95% drawings. 95% submittals are expected to be issued to CSP by late January, allowing the project to go out to bid in February. This should still be sufficient timing for bid, procurement, mobilization, and construction to occur during the 2024 season.

Reports - Lynn has completed and submitted the required financial and progress reports for this grant.

USDOT SS4A Grant for Comprehensive Safety Action Plan

Planning Meetings – On January 22, 2024 the planning team discussed scheduling public meetings in March/April this year to solicit residents’ input on a transportation safety action plan. We also discussed scheduling of the survey team for some time in May/June of this year. Next meeting will be to work on a web page for the project that will include a link the project web map (see more information on the web map below).

Web Map - Kuna has been working on a web map of existing road/route data collected and developed in working on route inventory with the tribal governments in Saints Paul and George Island. More data and transportation information will be included in this web map that will be used to develop public facing web maps, plotted maps and transportation mapping for public engagement with the community.

See the following map:

<https://www.arcgis.com/apps/mapviewer/index.html?webmap=dd3d40ac089e4375b4c695deb2955a84>

Reports - Lynn has completed and submitted the required financial and progress reports for this grant.

Thriving Communities Program (TCP) Technical Assistance

Workplan – We have been working with TCP on finalizing the workplan that will guide the technical assistance the TCP Team will provide to the City. The workplan is scheduled to be finalized on January 26th. I will provide a copy of the workplan to council once it is finalized.

Comments on CEDS – The TCP Team will be providing high level comments on the draft Saint Paul Island CEDS. I will provide a copy of the comments on the CEDS from the TCP Team to council once they are finalized.

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 – On January 26, 2024 we will have a final 95% design review meeting the Kuna, State and 3rd party engineer review team.

SOA Homeland Security Program

EHP Screening Form – Lynn and I worked on the required Environmental and Historic Preservation Screening Form for this grant, which was submitted to the State on January 16, 2024.

Request for Quotes – Three quotes are required for the harbor CCTV project. On January 22, 2024, I sent out the attached request for quotes for purchase of equipment and installation of the equipment.

Meeting with Grant Rep – Lynn and I will be meeting with the State grant representative to review the changes to emergency dispatch and the potential effect on this project if any.

Reports - Lynn has completed and submitted the required financial and progress reports for this grant.

CBSFA Funding Request – On January 18, 2024, I submitted the attached funding request to CBSFA for consideration.

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

PUBLIC WORKS DEPARTMENT

MAINTENANCE AND OPERATION DIVISION

Boilers – We have had several boiler issues in City housing that Daniel and Mac continue to address as they come up. Mayor Jacob has also assisted when needed.

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 with the recent storms. It is advised that resident slow down and drive according to the conditions.

City Hall Fuel Tank – NOAA donated a used fuel tank to the City when they replaced the fuel tanks at Staff Quarters and the Lab Building. Daniel and Mac have been working on minor repairs and painting the tank. This tank will replace the aging tank at the City Hall. Additionally, the crew will run and new fuel line into the boiler room.

Internet to Public Works – We have been having issues with the internet to Public Works facilities. The internet is transmitted from City Hall wireless to the Public Works facilities. City crews have been working on installing a new network switch that failed, replacing ethernet cables and connecting the new wifi antennas.

MOTOR POOL DIVISION

Personnel – City continues advertising for a Mechanic.

Minor Repairs and Maintenance – Daniel, Nicolai, and Tim are all assisting with minor repairs and maintenance to City equipment and vehicles.

BULK FUEL UTILITY

Personnel – Matthew Mandregan was transferred/hired on January 3, 2024 for the Bulk Fuel Operator position.

CP System – The cathodic protection system for the fuel farm and fuel line are need of some minor repairs and annual inspection. We have scheduled Norton Corrosion to come up to perform the repairs and inspection.

Feul Pipe Maintenance – Marc and Matthew will complete the soil to air interface maintenance on the piping in the tank farm this spring. This process involves removal of the anticorrosion pipe wrap, grinding down the pipe, priming and painting the pipe and installing new anticorrosion pipe wrap.

Fuel Truck Accident – On December 14, 2023, the bulk fuel operator went off the road in the fuel tanker on Side Town Road due to extremely icy road conditions. There was no damage to the fuel truck or other property. No fuel was spilled. The fuel truck was equipped with chains on the rear tires but due to the extremely icy road conditions the truck was not safe to be on the road, especially on steep slopes. We discontinued fuel deliveries for the day to avoid another situation. The next day the road conditions improved slightly, and we were able to sand the roads, so fuel deliveries resumed.

ELECTRIC UTILITY

Personnel – David completed the in-classroom portion of the Power Plant Operator training at AVTEC in Seward on January 23, 2024.

Trident Connection – We are waiting on the construction schedule from EPS/EPC.

Unit #6 – I gave the go ahead to have NC Machinery start the in-frame overhaul on Unit #6. There is a long lead time on many of the parts. The in-frame overhaul is tentatively scheduled for June this year.

Meter Base Replacements – Rich has been working on replacing meter bases on homes that were identified last year that needed replacement.

WATER UTILITY

Water Samples – Coliform samples were collected in December 2023 and sent to Alaska Water Laboratories for analysis. Coliform was absent from these samples as see in the attached report.

Water Usage – We have been experiencing high water usage rates the past couple months. We suspect that a service line is broken but have not been able to identify it yet.

Sanitary Survey- The required sanitary survey on our water system is scheduled for this year. The survey is performed by ANTHC and helps to identify deficiencies in the system that need to be corrected.

SEWER UTILITY

Lift Station Issues – Both lift stations continue to have issues. Adrian addresses the issues as they come up.

Lift Station Pump Rebuild –Alaska Pump and Supply received the lift station pump and is working on the rebuild.

REFUSE UTILITY

Garbage Truck – We are waiting on the hydraulic control body from the garbage truck to be rebuilt by AK Hydraulics.

Landfill Inspection and Permit Renewal – The Ataquan Landfill is scheduled for inspection and Class 3 permit renewal this year. We will be working to go through the checklist that ADEC provides to make sure we are ready for the inspection.