

CITY MANAGER REPORT

Reporting Period: March 11 – April 7, 2023

Prepared By: Phillip A. Zavadil, City Manager

Date: April 7, 2023

ADMINISTRATION

PERSONNEL

Director of Public Safety/Chief of Police – Chief Murdock has resigned. His last days is April 20, 2023. I would like to take this opportunity to thank John for his service, dedication and work for the City and community.

WEBSITE UPDATES

City Page – I worked with Lynn to make some minor updates to the City’s website. See www.stpaulak.com.

COVID Dashboard – I worked with Lynn to make updates to the COVID website. See <https://covid19.stpaulak.com/>.

NOAA COASTAL ENERGY IMPACT PROGRAM (CEIP) LOAN

Mateo and I have been in communication NOAA staff regarding the status of the City’s 1987 CEIP loan and attempt to get the loan forgiven. On April 3, 2023, I sent the attached letter to Commerce Secretary Gina Raimondo.

AGREEMENTS/CONTRACTS/GRANTS

EDA Small Boat Harbor Utilities – After consultation with EDA regarding only receiving one proposal for the project, we had three options:

1. Elect an Architect/Engineer and move forward without EDA participation in funding this contract.
2. Re-advertise the solicitation in hopes of receipt of 3 or more proposals.
3. Request EDA approval of the sole-source selection of Kuna Engineering for the design of the project. This alternative will require:
 - A formal, signed request from the City asking for EDA consideration based on the applicable procurement regulations.
 - Submittal of all documentation of the solicitation action to EDA.
 - Review of such documentation by EDA Regional Counsel. Unfortunately, EDA Regional Counsel is backed-up some 3 to 6 months with other reviews.



To avoid risk to the City, we opted to reissue the RFP.

On March 17, 2023 the City reissued the Request for Proposals for Architectural, Engineering and Project Inspection Services for the Saint Paul Small Boat Harbor Utility Expansion Project (*see attached*). In the reissued RFP we took out the budget and clarified what the City was asking the contractor to perform for inspection services. The new RFP schedule is listed below:

Release of revised RFP – March 17, 2023
Proposals Due – April 17, 2023
Review of Proposals Completed – May 12, 2023
Selection of Contractor -- May 26, 2023
Negotiation of Contract -- June 2, 2023

ADEC VSW for Lift Station Replacement – Kuna Engineering has completed 95% design drawings for the sewer lift stations. The plans have been sent to another engineering firm for review. Since the construction cost estimate is over by \$400,000, VSW will be requesting additional funding, but in the meantime will put the project out to bid.

USDA Loan for Electric Utility Work –Aldrich Advisors is finalizing the financial forecast etc and will be submitted to USDA for review. We are waiting for review of the NEPA environmental review documents by USDA.

USDOT Safer Streets and Roads for All Grant for Action Plan – Lynn and I are working on grant agreement to send to USDOT for review. USDOT has the grant recipient complete their own grant agreements using the USDOT template. USDOT informed us that we will receive an approved grant agreement in approximately six months.

USEPA STAG for Aalax Solid Waste Facility – The environmental review document was to submit to EPA for review and approval. We are waiting on one more equipment quote then will submit the workplan and budget to EPA for review and approval.

SOA CBDG for Bulk Fuel Facility Upgrades – On March 3, 2023 the City received notice from the State of Alaska Community Development Block Grant (CBDG) program that the City was award up to \$850,000 for the Bulk Fuel Facility/Dispensing Tankage Upgrades (*see attached letter of award*). Lynn and I met with the granting agency to discuss the next steps and will be completing the required paperwork for the award.

USDOT Thriving Communities Program – On April 7, 2023, the City received notice from the US Department of Transportation that we were selected as a recipient of technical assistance, planning, and capacity building support through the USDOT Thriving Communities Program (*see attached notification letter*).

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

PUBLIC WORKS DEPARTMENT

PERSONNEL

Power Plant Operator – Miron Kochergin was selected for the Power Plant Operator position. He started on April 3, 2023.

MAINTENANCE AND OPERATION DIVISION

City Hall Emergency Backup Generator – We are waiting for a response for Cummins to determine the next steps to get the generator operational again.

Roof Repairs – The temporary patch made to the Motor Pool roof back in September did not last in recent weather. Mr. Mac made another temporary repair to this section of the roof. After some search for a product that will remain flexible and not crack we found a product called Turbo Poly Seal (<https://bergstromm.com/product/turbo-poly-seal-1-2-gal-with-silver-coat-protection/>). We plan to purchase this product to make repairs to the Motor Pool, Public Works, and Power Plant roofs.

Grading of Roads – On April 3, 2023 I sent an email to the entities requesting a donation of scoria and D1 to start repairing some of the roads. Nick was able to get out to southwest to grade the road.

MOTOR POOL DIVISION

Garbage Truck – A Honda hydraulic pump was ordered and is on island. We will be working on how to install it on the truck.

BULK FUEL UTILITY

Fuel Supply - As of March 3, 2023 the City has 34,631 gallons of gasoline and 201,863 gallons of diesel.

ELECTRIC UTILITY

Smart Meter System – Installation of new meters began on April 3, 2023. The readings from the old meters were recorded during the month meter reads and any remaining AMPY credit was also recorded. Any credits will be noted on electric utility accounts. During the council meeting I will show the council how the new system functions. Staff are investigating prepay options to replace the AMPY function. We are looking at a company called PayGo (*see attached flyer regarding the system*). Additionally, we will need to work on some new disconnection rules and update the electric utility ordinance to reflect the new rules.

Connecting Trident to City Grid – Trident is waiting for approval from TDX on running the secondary wire into the container with the switchgear.

WATER UTILITY

Water Samples – Coliform sample results for March were received (*see attached report*). Adrian collected lead and copper samples on April 3, 2023, due to a slight error the lab will be sending out another sample kit to collect these samples again. VOC and Nitrate/Nitrite samples were collected and then to the lab for analysis.

Water Usage – In January of this year I reported to city council the monthly water usage. The numbers previously reported were not correct due to multiplier that was not included in the spreadsheet. In

March 2023, a total of 5,793,400 gallons of water was used. See the attached monthly water usage chart from January 2018 to March 2023.

SEWER UTILITY

Nothing new to report.

REFUSE UTILITY

We are working on preparing a standard operating procedure (SOP) for the refuse utility schedule and required documentation (*see attached draft*).