



## CITY MANAGER REPORT

**Reporting Period:** September 3 - 29, 2022

**Prepared By:** Phillip A. Zavadil, City Manager

**Date:** September 26, 2022

### **Personnel**

#### *City Clerk*

Current City Clerk Monique Baker submitted a resignation letter on. Monique's last day is October 7, 2022. The City Clerk position was advertised on island for over two weeks. We received an application from Aubrey Wegeleben. Mayor Jacob, Monique, Stephanie, and I conducted an interview with Aubrey for the City Clerk position on September 23, 2022. Monique contacted most City Council members to get their thoughts on hiring Aubrey for the City Clerk position. The council members contacted agreed with hiring Aubrey. I notified Aubrey on September 23<sup>rd</sup> that she was selected for the position. On September 26<sup>th</sup>, Aubrey notified Monique and I that she would accept the position. Aubrey will start on October 10, 2022.

I want to thank Monique for her time, dedication and commitment to the City Clerk position, the City and our community. Monique has been in the clerk position of 5 years .. She will be missed.

#### *Public Works Director*

Current Public Works Director David Joyner's employment agreement will be ending at the end of December this year. David will be moving on. The Public Works Director position was advertised on island and via ZipRecruiter. The City received 11 applications for the position and conducted three interviews. We made an offer to an individual that applied for the position in 2016, however the individual declined the offer. The City made an offer to Tony Walker for the Public Works position. Tony accepted the offer and we are working on the details to finalize the offer.

#### *Accounting Supervisor*

Nadia Melovidov, has been in the Accounting Supervisor position for about a year now. When the City received notice that Nadia would be moving off island, we started advertising for the position on island and via ZipRecruiter. Nadia moved off island in May of this year and continued to work in the Accounting Supervisor position while the search for qualified applicants continued. The City received 62 applications for the position and conducted three interviews. In the end we did not receive applicants that were either willing to relocate or did not have the municipal accounting experience the City was seeking. Nadia is experienced and knowledgeable with the City accounting system, billing and sales tax procedures and is an invaluable employee. At the beginning of September, Nadia was offered to continue in the position of Accounting Supervisor and accepted to continue work for the City in her current role.

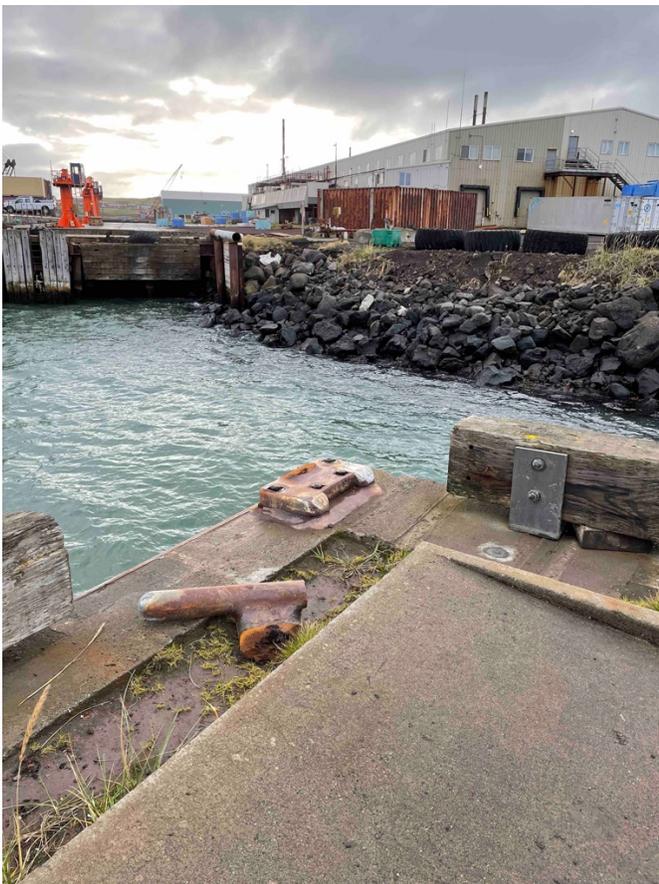


### **PSD Fuel Bid**

On September 15, 2022, the City received a letter for Pribilof School District (PSD) Superintendent Michael Baldwin informing us that PSD is seeking competitive bids for heating fuel for use at the St. Paul School and teacher housing through the 2022-2023 school year (*see attached*). On September 23, 2022, I submitted the following bid to PSD for the City to supply the school and teaching housing with fuel (*see attached*).

### **Damage to Cleat on South Dock**

The tug Maia H and barge Madison Bay arrived at approximately 1730 hours on September 19, 2022 to backload containers and equipment for ATHNA and Boretide, and supersacks of contaminated soil. The barge moored at the City South dock. I instructed the captain and crew to use the winches and to attach a spring line to the buried chains. Crews started and completed the backload on September 20, 2022. Due to weather and sea conditions the tug and barge did not leave. I did instruct to the captain of the tug to tend to the lines and winches due to the weather and surge in the harbor. On September 24, 2022 at approximately 1000 hours the tug and barge moved to TDX/Trident dock. I noticed several broken line on the dock. and the mooring cleat on the southeast corner of the South Dock was broken (*see photo below*).



This cleat was damaged due to improper use of the winches and lack of spring line. I contacted Boyer Towing, Inc. to inform them of the broken cleat and that the City will be charging Boyer for purchase,

shipping and installation of the new cleat. This cleat was damaged in 2017 and replaced in 2019. I have contacted Bradken, Inc. to obtain a quote for replacement of this cleat.

### **CY 2023 Budget Planning**

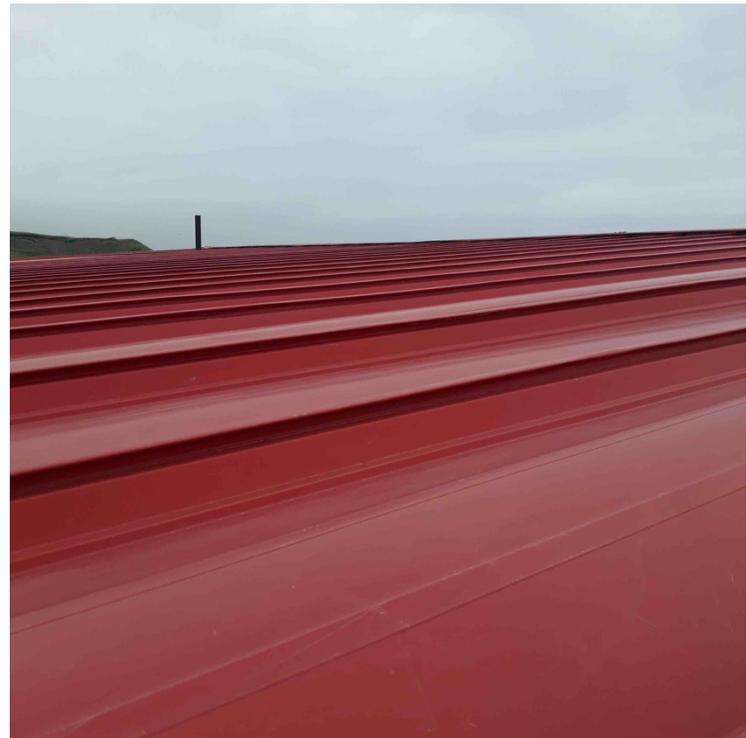
We have started planning for the calendar year (CY) 2023 budget. On August 4, 2022, I emailed all department directors a CY 2023 budget planning worksheet for the various funds they are responsible for. All department planning worksheets were submitted on or before September 23, 2022 as requested. We are in the process of review of the proposed budgets and waiting for crab quotas to be announced and will adjust proposed budgets accordingly.

### **Report on Damage from Remanence of Typhoon Merbok**

I am working on a detailed report on the details of the storm and the damage caused in our community by the remanence of Typhoon Merbok.

### **Insurance Claim on Fire Station Roof**

The standing seam metal roof on the Fire Station was further damaged in the storm on September 15/17, 2022 (see photos).



The roof is beyond simple repair, so I filed a claim with our insurance company APEI (*see attached claim*). APEI is going to be sending an insurance adjuster and building inspector out to inspect the roof to come up with a plan for the repair or replacement of the roof.