



## CITY MANAGER REPORT

**Reporting Period:** April 8 – May 11, 2023

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

**Date:** May 11, 2023

### ADMINISTRATION

#### COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY

On April 19, 2023, the Aleut Community of Saint Paul, City of Saint Paul, and Agnew Beck hosted a CEDS Community Open House at the Rec Hall. The purpose of the open house was to gather community input on the CEDS, what residents like about living on the island, what they find challenging about living on the island, what are ideas to make life better on the island, and what do you want the island to look like 20 years from now. See attached notes from this meeting.

On April 20, 2023, I participated in the CEDS community partners meeting at the tavern. We reviewed the notes from the community open house and discussed the next steps in gathering community input regarding the economic future for the island.

The next CEDS community partners meeting will be on June 1, 2023. We will review the emerging strategies list, proposed formation for follow up topic specific conversations with the community. See attached emerging strategies list.

#### INSURANCE

Nadia and I have been working on the insurance renewal paperwork and submitted by the deadline. We are expecting a double digit increase on property insurance premiums. Once increase in premium is final, we would propose different options to keep our annual costs for insurance close to this year.

#### ESSENTIAL AIR SERVICE

On May 1, 2023, the US Department of Transportation issued a request for essential air service (EAS) proposals for Saint Paul Island. Attached is USDOT Order 2023-5-4, requesting proposals. Proposals are due June 1, 2023, by 11:59 pm Eastern time. I have reached out to Ravn and Aleutian Airways to see if they are going to submit a proposal. Aleutian Airways has indicated they are not prepared to submit a proposal at this time. Ravn indicated that they would submit proposal. I am working with Ravn management to set up a community meeting to discuss Ravn's service and proposal and will announcement a meeting date once it is finalized.



### AGREEMENTS/CONTRACTS/GRANTS

EDA Small Boat Harbor Utilities – On April 17, 2023, the City received three proposals in response to the reissued the Request for Proposals for Architectural, Engineering and Project Inspection Services for the Saint Paul Small Boat Harbor Utility Expansion Project. See the attached memorandum regarding the review and selection process. I am working on the Professional Services Agreement for Kuna Engineering and will send to City legal counsel and EDA for review.

ADEC VSW for Lift Station Replacement – Kuna Engineering has completed 65% design drawings for the sewer lift stations. The drawings were reviewed by a third-party engineering firm and some changes were suggested by this firm. It was recommended not to go with surface mount pumps and to stick with submersible pumps on a rail system. I have informed ADEC and Kuna that we are still in favor for the surface mount pumps.

USDA Loan for Electric Utility Work – NEPA environmental review documents were approved by USDA (*see attached*). The financial forecast was submitted to USDA for review and approval. We also submitted a couple of final forms to USDA. The loan approval could take 2-3 months. Once the City receives the approval letter we can begin work.

USDOT Safer Streets and Roads for All Grant for Action Plan – Lynn submitted the grant agreement to USDOT for review.

USEPA STAG for Aalax Solid Waste Facility – The environmental review document was to submit to EPA for review. EPA had some questions on the document, and we are preparing responses to send to them. Lynn and I submit the workplan and budget to EPA for review and approval (*see attached*).

SOA CBDG for Bulk Fuel Facility Upgrades – Lynn and I worked on completing the environmental review paperwork required for this project and have submitted it for review to granting agency. There are several required civil rights resolutions that City Council needs to approve as part of the requirement for this funding. The resolutions are on the agenda for review and approval.

Alaska Energy Authority (AEA) for Bulk Fuel Facility Upgrades – AEA is providing additional funding for the Bulk Fuel Facility Upgrade projected funded by CBDG. AEA sent grant paperwork which has been completed and returned to them.

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

### DEPARTMENT OF PUBLIC SAFETY

#### PERSONNEL

New Police Officer. Jason Cohen our new Police Officer arrived on island on May 1, 2023 and resigned on May 2, 2023.

Officer Recco – Officer Recco returned for a month to assist with coverage and this next month will be starting a new position with North Slope Borough Police Department.

Dispatchers – City is looking for temporary dispatchers to help fill in while Maxim Zacharof is out. Applicants with a criminal history or pending case will not be considered for the position.

EMT – City advertised for an EMT position after we were informed the Delta Medical Transport will no longer service Saint Paul Island. The position was advertised for 16 days. The City received 18

resumes of this position and conducted two candidate interviews from the prescreened, qualified applicants. We made an offer to Zacarias Nason. Zack is currently working for Delta and is an EMT III. Zack has accepted the position and is scheduled to arrive on island on June 15, 2023.

### PATROL DIVISION

We do not have a certified police officer on island currently. We continue to advertise for the position. Community Service Officer David Mercurieff is patrolling throughout the community but is not responding calls for law enforcement due to not having the proper training. CSO Mercurieff is responding to EMS calls.

I have looked at other options to find police officers or to provide law enforcement functions. The VPSO program seems to be our best option currently and the items is on the agenda for further discussion and action.

### CALLS FOR SERVICE

Due to turnover and other factors, I do not have stats to report for this month but will prepare stats for next month.

## **PUBLIC WORKS DEPARTMENT**

### MAINTENANCE AND OPERATION DIVISION

City Hall Emergency Backup Generator – Cummins tech came out at the end of April and repaired the backup generator. Currently, it is operating as normal. We will be looking for funding to install a closure around the generator to protect it from the weather.

### MOTOR POOL DIVISION

Garbage Truck – A Honda hydraulic pump was ordered and installed on the garbage truck. All the preliminary tests performed without garbage in the truck seemed to work without issue. The tipper for the 96-gallon carts worked without issue as well as the tipper for the 2-yard dumpsters. The compacting unit worked as well as the rear door opened to dump the garbage. A test was then performed by going around a pickup up garbage. All the systems worked properly, except when filled with garbage the rear door did not open. We have ordered a different hydraulic pump that has a higher psi. The new pump should arrive early June.

### BULK FUEL UTILITY

Fuel Supply - As of May 1, 2023 the City has 29,910 gallons of gasoline and 175,646 gallons of diesel.

Fuel Resupply – Vitus is proposing split the City’s delivery of diesel and gasoline into three trips. The first trip the second half of June we plan to receive 110,000 gallons of diesel and 65,000 gallons of gasoline. Vitus then will deliver 295,000 gallons of diesel in July and the 55,000 gallons of gasoline and 130,000 gallons of diesel in August. As far as price, at this point it is lower, but I am requesting an even low price for both products.

### ELECTRIC UTILITY

Training – Power Plant Operator Miron Kochergin, Jr. is currently going through on-the-job training. We are working to get Miron in the next AVTEC Power Plant Operator course.

Smart Meter System – Installation of new meters is near complete. Some customer’s meter bases need replacement prior to installation of the new meters. The City is working on scheduling replacement of these meter bases and has notified customers that will require new meter bases. A letter has been distributed to these customers notifying them of the needed replacement (*see attached*).

The prepay option to replace the AMPY function is quite expensive. PayGo would cost \$2,000 per month and a one-time payment of \$20,000. The initial payment and ongoing monthly fee is cost prohibitive at this time.

Connecting Trident to City Grid – Trident has approval from TDX for running the secondary wire into the container with the switchgear. We are waiting on finalizing the cost involved in making this connection and review and approval of an electrical services agreement between the City and Trident. The City will need funding to start this project. The current plan is to have council approve a budget amendment at the next meeting in June to allocate funds for the labor and materials for this project.

### WATER UTILITY

Training – Water/Wastewater Operator Adrian Dirks attended the RUBA Utility Manager training the weeks of May 1<sup>st</sup> and May 8<sup>th</sup>.

Water Samples – Coliform sample results for April 2023 were received (*see attached report*). Volatile Organic Compound and Nitrate/Nitrite sample results for April 2023 were received (*see attached report*).

CCR – The City’s Water Utility is required to produce and distribute to customer a Consumer Confidence Report (CCR) annually. City Clerk Aubrey Wegeleben is currently reviewing past reports and reformatting the report to make it more user friendly. The CCR will be distribute via mail to utility customers.

### SEWER UTILITY

Lift Station Issues – The Ellerman lift station has been having issues with the pumps. The main issue is caused by wipes and other products clogging the pump. We put out a notice to customers not to flush wipes and other products down the toilet or drains that can cause issues with these pumps.

### REFUSE UTILITY

Training – On April 11-13, 2023, Landfill Operator Tim Mercurieff attended the Alaska Landfill Operator Training via Zoom. Tim successfully completed this training.

Appliances and Furniture Cleanup – The Refuse Utility is working with CBSFA to collect appliances and furniture that residents have put outside by their homes. CBSFA will use their staff to pick up these items and haul them to the landfill and will cover the cost for disposal. A PSA was sent out to remind customers that they have two options to dispose of appliances or furniture. These items can either be self-hauled to the landfill or the utility can pick them up and haul to the landfill for the customer. Fridges and freezers can be self-hauled to the landfill for \$50.00 per item. This fee includes the removal of the freon, or the utility can pick up the item for \$83.30 per item. Other appliances and furniture can be self-hauled to the landfill for \$20.00 per item or the utility can pick them up for \$36.30 per item. We encourage all residents to properly dispose of appliances and furniture to help keep our community clean.

Landfill Inspection Meeting - On May 10, 2023, Landfill Operator Tim Mercurieff, Public Works Admin Assistant, and I attended a meeting to review preparing for a landfill inspection by Alaska Department of Environmental Conservation (ADEC). Our Class III landfill is inspected and permitted by ADEC every 5 years. Attached is the waste index form that ADEC uses to inspect the landfill. Our current landfill permit us up for renewal next year.