



CITY MANAGER REPORT

Reporting Period: May 24 – June 12, 2024

Prepared By: Phillip A. Zavadil, City Manager

Date: June 12, 2024

ADMINISTRATION

PLANNING AND ZONING

Plat Application – I am still working with the US Coast Guard to replat the Tract 43 at the coast guard station and to submit drawing and details that meet the City Code of Ordinance on plats and replats. The USCG is working with PND to prepare the survey and drawings on the replat that meets the City’s specifications per the ordinance. On May 21, 2024, I issued the attached letter to the USCG regarding the replat and land beneath the subbase of Polovina Turnpike.

PSD House 34 – Kuna Engineering is currently reviewing the application for construction permit for this project.

GCI CELL ISSUES

The GCI crew arrived on island on June 11, 2024 to replace the one of the cell antennas. The parts to perform the work have not arrived yet.

INSTRUMENT LANDING SYSTEM (ILS)

The FAA crew was scheduled to arrive on June 9, 2024 to fix the ILS. Ravn canceled that day. FAA is working to rebook the crew and possibly sending a charter to bring the crew in to make the repair.

SAINT PAUL AIRPORT UPGRADES

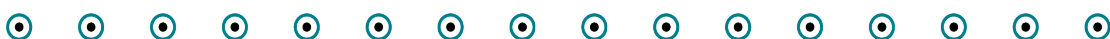
The Alaska Department of Transportation and Public Facilities is scheduled to replace the St. Paul Airport Visual Aids. See the attached letter for more information.

AGREEMENTS/CONTRACTS/GRANTS

EDA Small Boat Harbor (SBH) Utilities Extension

Easements – I am still waiting on Alaska DNR amended patent. City legal counsel drafted an easement agreement between the City and TDX which is under review now. Kuna will be assisting with cross walking the proposed new easements with the current easements and property tracts and lots to include in the agreement.

USACOE Permit – The USACOE has determined that no USACE Corps permit is required for the small boat harbor project (*see attached letter*). EDA has issued an approval letter that the City award conditions regarding this permit requirement (*see attached letter*).



Soils Management Plan –Kuna is still finalizing the soils management plan for the project. I have a meeting scheduled with Kuna on June 13th to finalize the plan.

USDA RUS Loan for Electric Utility Upgrades

Northrim Loan – Northrim has agreed to provide gap funding up to \$3 million for the project. We are waiting on processing of the loan and transferring low interest yield investments from Concourse to Northrim to gain a high interest rate and secure the loan.

Master Services Agreements –The MSA for EPS has been amended and signed. I am waiting for the final version of the agreement for MBI to sign. Once funding is in place then I will issue Work Orders for the remaining design portions of the project, which include the switch gear design, G&W design. Also will issue a work order to proceed with the construction of the new fuel system and a notice to proceed to 49th State Power to complete the John Deere units.

USDA RUS HECG for Airport Feeder Replacement

Work Order – I am in the process of finalizing the Work Order for EPC to start on this project.

USEPA STAG for Aalax Solid Waste Facility

Survey and Earthwork – The surveyor with 3 Tier Alaska has started staking out the property, cells, equipment pad, fencing and access road. He will need to return next month to complete the survey. City crews started the earthwork at the new site (*see photos below*).





SOA CBDG and AEA for Bulk Fuel Facility Upgrades

Work Order for EPS – Now that the Master Services Agreement with EPS is signed. I have sent a Work Order to complete the design of the bulk fuel upgrades to EPS for review. Under the MSA Work orders will specify the details of tasks to be performed, deliverable, schedules, budgets and payment for each project.

USDOT SS4A Grant for Comprehensive Safety Action Plan

Survey Team – The survey team from Kuna Engineering for this project arrived on June 11, 2024 to perform a drone and tradition survey of the roads in town for the use to prepare the Comprehensive Safety Action Plan.

SOA VSW Lift Station Replacement Grant

Archeological Survey – ADEC/Kuna has contracted Aubrey Morrison to perform an archeological survey for this project. Aubrey had to reschedule and is now scheduled to arrive June 14, 2024.

SOA Homeland Security Program Grant for Harbor Security Cameras

Contract – I am working on updated pricing for the security cameras and a contract with TecPro to perform the installation of the security system in the harbor.

SOA-DHSEM State and Local Cybersecurity Grant for Cybersecurity Assessment

Kick Off Meeting – I have a kick off meeting with FRSecure on June 17, 2024 to discuss the cybersecurity assessment plan and process.

SOA VSW Planning Grant for PER for Treatment Plant Upgrades, Valve House, and Water Main Replacement

Site Visit – Kuna engineers are scheduled to arrive on June 25, 2024 to perform a site inspection of the water treatment plant, valve house, and water mains.

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

DEPARTMENT OF PUBLIC SAFETY

VPSO – VPSO Davis has resigned and is scheduled to depart the island with his family on June 14, 2024. Jared a VPSO from Seldovia is scheduled to arrive on island on June 14th. He will be here to work with VPSO Swanson until Swanson departs for the VPSO academy in the first part of July.

Jail Guard Applications – State of Alaska Jail Guard applications are available at the City Clerk’s office.

FIANANCE DEPARTMENT

Audit – This past wee, Stephaine, Nadia, Haretina, and Pariscovia have been working diligently to perform their regular duties as well as sending documents to the auditors and responding the auditors’ questions and requests for information. Thank you to our finance staff for their dedication and work.

Staffing and Outsourcing Billing Options – The City has an open Accounting Clerk position. Stephaine, Nadia and I discussed the Finance Department needs and shifting some of the duties around, especially Nadia’s to be able to meet the needs. With the success the City has had with receiving grants the needs and demands on the Finance Department have increased. The proposed plan is to have Nadia focus more

on training and supervision of current staff and shifting some of Stephanie’s duties over to Nadia. To be able to make this shift we have been looking out outsourcing utility billing, which is the bulk of what Nadia and Haretina do. During the peak of the COVID-19 pandemic, we looked at a company called MuniBilling that can provide managed billing services. See the attached documents on MuniBilling services. We are waiting on a final quote from MuniBilling before making any decisions regarding engaging their services. Preliminary pricing is as follows:

- Managed Billing Services = \$874.95 per month, \$10,499.40 per year based on 5-year agreement
- One-Time Implementation Fee = \$1,800
- Online Payment Module = \$37.00 per month/\$444.00 per year

For a one-time fee of \$1,800 and an annual fee of \$10,943.40 the City can shift the current utility billing performed by staff to MuniBilling and add an online payment option. The benefits of outsourcing utility billing are:

- Customers would have online access to their utility accounts, payment status, etc.
- Customers can pay online or set up automatic payments.
- Existing staff can focus on other tasks that are needed.
- Estimated savings of approximately \$39,075 per year.
- Room in department budget to provide modest wage increases to a couple staff.

Existing staff will be involved in the process of utility billing still but it will shift to sending data and documents to MuniBilling and reconciling payments, bank statements and customer accounts. There is still significant time involved in performing these tasks but in theory the amount of time will be less.

Some of the potential drawbacks of using MuniBilling services are:

- Not hiring locally for the open position.
- Integration issues with MuniBilling and MOMs accounting software.
- Shifting duties and time learning new systems and duties.

PUBLIC WORKS DEPARTMENT

MAINTENANCE AND OPERATION DIVISION

Personnel – Mr. Mac is retiring at the end of June 2024. Thank you to Mac for his service to the community and the City.

MOTOR POOL DIVISION

Vehicles – We are waiting on parts to fix some of the nonoperational vehicles.

Dump Truck – We are waiting on tires and some other parts for one of the dump trucks. The dump truck will be used on the new landfill project.

Compactor – The compactor is still not working. It will be needed for the new landfill project.

325 Excavator – The excavator has been repaired. The excavator will be used on the new landfill project.

BULK FUEL UTILITY

Fuel Supply – As of June 3, 2024 the City has 52,240 gallons of gasoline and 256,846 gallons of diesel.

Fuel Resupply – I have reached out to Vitus to request 435,000 gallons of diesel and 50,000 gallons of gasoline. The current plan is for three deliveries starting this month and two in July. Due to a cold May and taking on St. Paul Fuel customers, we have ordered an additional 50,000 of diesel fuel.

Fuel Trailers – The new fuel trailers to use at the dock arrived on the last Coastal boat. There was some minor damage in shipping that will not affect the function of the units. The gasoline trailer did not come with a grounding reel. Quality Fuel Trailers is shipping the reel. Thank you to CBSFA for providing the funding for the fuel trailers.

ELECTRIC UTILITY

Unit #6 – We are waiting on the mechanic from NC Machinery to arrive.

Radiator Replacement – We have purchased some parts needed to complete the installation of the new radiator to replace the south radiator. As soon as these parts arrive City crews will work on removing the old radiator and installing the new one.

WATER UTILITY

Water Samples – Coliform samples were collected in June 2024 and sent to Alaska Water Laboratories for analysis.

CCR – Aubrey has completed the annual Consumer Confidence Report for the Water Utility (*see attached*). The CCR is being printed and will go in the mail by the end of this month.

SEWER UTILITY

Pump Replacement – We are in the process of ordering a new pump for the Ellerman Lift Station. Thank you to CBSFA for providing the funding for the new pump.

Hot Water Jetter – The Hot Water Jetter has been ordered and is currently being built. The jetter will ship in late July. Thank you to CBSFA for providing the funding for the jetter.

REFUSE UTILITY

Permit Renewal – The Alaska Department of Environmental Conservation (ADEC) Class III Landfill Permit Renewal application (*see attached*) for the Ataqaq Landfill has been submitted to ADEC for review.

Landfill Inspection – ADEC has rescheduled the inspection of the Ataqaq Landfill until 2025.