



CITY MANAGER REPORT

Reporting Period: January 18 to March 6, 2020

Prepared By: Phillip A. Zavadil, City Manager

Date: March 8, 2020

Air Transportation

On January 31, 2020 I met with Derek Shanks with Ravn. We discussed issues relating to non-completion of flights and how the situation in Unalaska may be affecting service. Derek stated that he would like to have a community meeting on St. Paul to discuss how EAS and service has been going. I have followed up with an email to Derek.

On March 5, 2020 at the SWAMC conference Derek Shanks with Ravn, Scott Habberstad with Alaska Airlines, a Grant Aviation representative, DOT/PF Deputy Commissioner John Binder presented at the conference. One of the consistent messages is that the airline industry in Alaska is seeking aircraft mechanics and pilots; there are a shortage of both. I asked Derek if there is a shortage of the right aircraft to serve our region. Derek stated that in the peak season that there is and during non-peak they have too many aircraft.

On March 6, 2020 at the SWAMC conference I spoke with a representative with Alaska airlines (RC) in regard to St. Paul Island serving as the regional airline hub for the Aleutian/Pribilof region. The representative is going to put me in touch with Scott Habberstad, the Director of Sales & Community Marketing with Alaska Airlines to discuss further. RC did state that she like the idea but there are not renewing their partnership agreement with Ravn until Ravn address some of Alaska Airlines safety concerns.

Harbor

On February 25, 2020 I met with Amos and Patrick with ACSPI, Phillip and Ray with CBSFA and Ron with TDX to harbor expansion. I informed the group that the City applied for an EDA grant to conduct a feasibility study on harbor improvements and expansion. I shared with the group the letters that I sent to the USACOE earlier in the month requesting a study on harbor expansion and a study to evaluate our breakwater. Pat informed the group about his discussion with DOD regarding the needs of the military in the Bering Sea. I agreed to follow up by sending information on past USACOE studies on the harbor

On February 26th, I met with Amos and Pat for lunch in Anchorage to review how the meeting went and how we would follow up meeting with DOD regarding their harbor needs.

Lobbying Efforts in Juneau

Mayor Merculief and I went to Juneau on March 2-4, 2020 to meet with our state legislatures and department commissioners and staff. Please see the attached schedule. I will provide a verbal report to council on the various meetings.



General Meetings

Petro Star

On January 28, 2020, I met with Mark Hughes in Seattle. We discussed renewing the terminaling agreement for another year. On January 30, 2020, I signed the Terminaling Agreement Renewal with Petro Star.

Ashburn and Mason

On February 26, 2020, I met with Becky Lipson in Anchorage to discuss revision of the harbor, water and sewer ordinances this year. We also discussed the status of the NOAA landfill transfer, reviewing the CRE contact and a document to provide to homeowners regarding installing temporary traffic barricades on their property.

USDA Rural Development

On February 26, 2020, I met in Anchorage with Robert Chambers the Director for Community Programs with USDA Rural Development. Shirley Kelly with EDA and Heather Stewart with Agew Beck were also present. The purpose of the meeting was to gather more information regarding community facilities funding. The community facilities funding is limited and could come in the form of a loan or grant or a mix of both. I will be looking at USDA RD funding options for some of our community facilities identified in the City's Capital Improvement Plan.

Alaska Energy Authority

On February 27, 2020, I met in Anchorage with Ryan Garner and Rebecca Garrett with AEA. We discussed:

- Current VEEP LED lighting grant.
- Funding for alternative energy projects.
- Upgrades in our power plant.
- Funding for expanding our heat recovery system.
- Water utility energy efficiency projects.
- Funding for bulk fuel upgrades.

Integrity Environmental

On February 27, 2020, I met in Anchorage with Shannon Oelkers of Integrity Environmental to discuss the City's Bulk Fuel Storage Facility Oil Discharge Prevention and Contingency Plan /Facility Response Plan (i.e. spill plan) renewal. I have contracted with Integrity Environmental to prepare the plan renewal. Jim Berry who has previously updated our plan is retiring. The spill plan needs to be renewed by January 18, 2021.

Alaska Department of Environmental Conservation (ADEC)

On February 27, 2020, I met in Anchorage with Katie Winter and Theo Graber with ADEC to discuss the following:

- 95% review of the preliminary engineering report (PER) for the sewer lift stations. The status of the PER is:
 - Going through final review by the lead ADEC engineer.
 - To be reviewed by the PER Review Committee and decided on scoring and funding.
 - Entering the project in the ADEC system by April 19, 2020 for construction funding.
- Other projects in the ADEC system. We need to update projects in the system and provide Katie with updated housing information.
- Need for PER for our water system.
- Projects that may be good for the revolving loan fund or micro loan program.
- Theo is our ADEC Remote Maintenance Worker and will be onsite to conduct an sanitary assessment of our water system in April.

Department of Law-Assistant District Attorney (ADA)

On March 4, 2020, Chief Lamblez and I met in Anchorage with our new ADA Nolan Oliver. The purpose of this meeting as just an in-person meeting and greet and to open up the lines of communication with our new ADA.

LMJ Consulting

On March 5, 2020, I met in Anchorage with Lauchie Johnston and Tim Plamer with LMJ Consulting regarding switching of our internet, cabling project, decommissioning of the old servers, and future projects. We discussed the best time for an IT tech to come out this year to perform the work mentioned above.

Alaska State Troopers

On March 5, 2020, Chief Lamblez and I met in Anchorage with Troopers. Specifically, we met with Captain Roberts, Captain Merrill and Trooper Kay. We discussed interagency assistance and the request process, as well as, our public safety department providing assistance to St. George if needed. We discussed with Captain Roberts the following:

- Status of Criminal Justice Information Systems (CJIS) MOU between the Troopers and the City's Dept. of Public Safety.
- New Dispatch center opening in Anchorage next year how they may be able to assist our department with dispatch calls for service.
- The State's Debarment of Public Safety records management system.

Awards/Grants/Donations/Opportunities/Agreements

Agnew Beck Grant Writer

On February 25, 2020, I met with via teleconference with Heather and Karen with Agnew Beck regarding a couple new grants: 1) FEMA Ports grant, and 2) USDOT Transportation grant.

We discussed whether the FEMA ports grant was the right fit for construction of a new harbormaster office. We also reviewed the data needs for the DOT transportation grant and decided to develop a spreadsheet to track required data to apply for this grant in the future.

State of Alaska Hazard Mitigation Grant Program (HMGP)

We are waiting to hear from the state on funding for the proposal submitted for new emergency sirens.

State of Alaska State Homeland Security Program (SHSP)

We are waiting to hear from the state on funding for the proposal submitted to prepare an Emergency Operations Plan for the community.

Economic Development Administration (EDA)

We are waiting to hear from EDA on funding for the proposal submitted to conduct a feasibility study on improvements and expansion of our harbor.

State of Alaska Community Transportation Program (CTP)

We are waiting to hear from the state on funding for the proposal submitted to relocate the harbor road.

Sales Tax

MuniRevs

We are in the process of setting up the new sales tax database, MuniRevs. This will allow sellers and seafood buyers to register and file their sales tax remittals online. This will allow for additional reporting function for the City.

Alaska Remote Seller Sales Tax Commission

I have attended various commission meetings. The commission is waiting for the City Council to adopt the Alaska Remote Seller Sales Tax Code. This code has been presented to council for first reading.

Personnel

Annual Performance Reviews

We have initiated the annual performance review process for all regular staff.

Training

First Aid/CPR

We have hired BCI Corporation to conduct an onsite customer service training with all City staff on May 18 and 18, 2020.

Customer Service

We have hired Alaska Search, Rescue, Survival to conduct an onsite first aid/CPR training with City staff that need a refresher. They will also be providing the training to school staff. The training will occur on April 3 and 4, 2020 in the Bering Sea Learning Center.

CAPSIS

Last month I submitted the following projects to the state legislative Capital Project Submission and Information System (CAPSIS): 1) Harbor Office; 2) Lift Station Replacements; 3) Harbor Road Relocation; 4) Community Pond Flood Mitigation; 5) City Hall Code Upgrades; 6) Water Well Control Upgrades. The state is not likely to have funding for these projects in their capital budget.

Local Emergency Planning Committee (LEPC)

The LEPC will meet on March 12th at 3:30 pm to discuss COVID-19 prevention and response in our community. The meeting will be aired on KUHB.

Fire Department

No fires occurred in January 2020.

On February 10, 2020 a fire occurred at the US Coast Guard Station St. Paul. The main fire was extinguished prior to fire personnel and apparatus arrived on scene. Fire personnel extinguished any remaining flareups and ventilated the building. I prepared a report on the fire and contacted the State Fire Marshall's office to report the fire.

On February 21, 2020, myself, Chief Lamblez, Ed Paulus and Anthony Kushin met with Meet USCG team on February 21

Safety Committee

On February 19, 2020, we held a Safety Committee meeting to review status of safety issues and what is being done to address them. Staff are currently addressing placing fire extinguishers at the correct height and ordering required PPE.

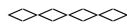


Jacob Merculief, Mayor, Phillip Zavadil, City Manager
- joined by Mark Hickey, City of St. Paul lobbyist

Juneau Schedule

March 2 – 4, 2020

[updated: 2/28/20 @ 2:10 PM]



Monday – March 2nd

8:00 AM / **Sandpiper** / Breakfast

11:00 / **HOUSE FLOOR SESSION**

11:00 / **SENATE FLOOR SESSION**

11:30 / **Ben Stevens, Chief of Staff, Governor – 3rd Floor** (465-3500)

1:00 PM / **Jason Brune, Com/DEC–410 Willoughby Ave. Suite 303** (465-5066)

Joining in Juneau will be:

- Randy Bates, Director, Div. of Water

- Carrie Bohan, Facilities Mgr.

Commissioner Brune to Skype in from his Anchorage Office

2:30 / **Dr. Michael Johnson, Comm/DEED – 801 West 10th St.** (465-2802)

Joining will be Heidi Teshner, Director of Finance and Support Services

3:30 / **Rep. Bryce Edgmon (37/S) – Room 208** (465-4451)

Tuesday – March 3rd

8:30 – 8:45 AM / **Rep. Jennifer Johnston (28/N) –Room 511** (465-4950)

9:30 / **John MacKinnon, Comm/DOT/PF – Mile 3** (465-3905)

10:45 / **Sen. Natasha von Imhof (L) – Room 516** (465-2995)

(Meeting with Shareen Crosby, Chief of Staff and Capital budget lead)

11:30 / **Lunch**

1:00 – 2:00 PM / **U.S. Coast Guard – R. Admiral Matthew T. Bell, Jr., Commander**
17th USCG District – Federal Bldg. (463-2031)

3:00 / **Rep. Neal Foster (39/T) – Room 505** (465-3789)

(Meeting with Paul Labolle, Chief of Staff)

Wednesday – March 4th

8:30 AM / **Sen. Lyman Hoffman (S) – Room 508** (465-4453)

9:15 / **Rachel Baker, Dep. Com. /ADF&G–F&G Bldg:1255 W.8th St.** (465-4100)