



## CITY MANAGER REPORT

**Reporting Period:** September 16 – November 13, 2020

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

**Date:** November 14, 2020

### **OUTREACH AND EDUCATION**

We are working on sending out a quarterly BeringS newsletter either house to house or by mail. Agnew Beck, the consultant the designed the City's website will assemble the newsletter for us and we will have the newsletter printed in Anchorage at Chinook Printing.

### **COVID-19**

Alaska's number of new COVID-19 infections are increasing. Hospitalizations due to COVID-19 are increase. Thus far, there is still sufficient bed hospital bed capacity. As of November 14th, the number of healthcare staff out currently or within the past week in the Anchorage area is:

Anchorage/Mat-Su Hospitals 255

Hospitals outside of Anchorage 162

Nursing Homes 37

Total 454

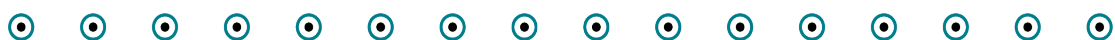
Listed below are updates based on our ongoing preparations and response to COVID-19:

#### **Use for Old Ambulance**

We are working on converting the old ambulance into an additional quarantine bus in preparation for potential additional transports during snow crab seasons.

#### **Education and Outreach**

City continues to provide new information regarding COVID-19 to the community via NIXLE, Facebook and KUHB. On November 13<sup>th</sup>, the attached COVID-19 Travel Update was distributed. I participated in an interview with a KUCB reporting, which focused on what Saint Paul Island is doing to keep the virus at bay. The story will be posted on Saint Paul Island's COVID response page once it is aired.



### **CARES Grant Relief Funding**

We continue to expend CARES funds in preparation and response to the pandemic. As of October 31<sup>st</sup>, we have expended a total of \$763,133. List below is an update on some of the outstanding projects.

#### **Household COVID Safety Bags**

Staff begun assembling the bags to distribute to households, however we are still waiting for additional items to arrive.

#### **City Phone System Upgrade**

The contract with LMJ to upgrade the City phone system has been signed and the system is being built and phones purchased. Tentatively, LMJ techs will be onsite the week of December 14<sup>th</sup> to set up the new system. If congress extends the deadline to expend CARES fund, we will hold off on the installation until the COVID case numbers in the State begin to decline.

#### **ARCS/Public Radio Dish**

The ARCS / Public Radio dish has been ordered and should be on the next Coastal boat. We will be moving the dish to where the old radio station tower was, this will allow for assembly of the new dish while still maintaining service with the old dish.

#### **Emergency Radio Upgrades**

All the emergency radio equipment and battery backup unit for the base radio in City Hall is onsite. We are waiting to arrange for the Revl Communications techs to come install the backup system and new mobile radios. As with the phone system, if congress extends the deadline to expend CARES fund, we will hold off on the installation until the COVID case numbers in the State begin to decline.

### **FEMA Reimbursement Funding**

Stephanie and I continue to work with FEMA regarding reimbursement for response to COVID-19. Final review of our application for reimbursement for June-September has been completed. The City will be requesting over \$38,000 for this period. We will continue to request reimbursement from FEMA for eligible expenses on a month to month basis.

### **Saint Paul Island Unified Command**

The Unified Command had several meetings over this past reporting period. We have reviewed the Community Risk Indicator, formed a Vaccine Taskforce to track and prepare for the vaccine, formed a Community/Workforce Protection Plan (CWPP) Taskforce to review CWPPs and to prepare a Joint CWPP for the Bering Sea Snow Crab Season.

## **PERSONNEL**

### **APEI Training**

The week of October 19<sup>th</sup> several staff participated in Zoom training session offered by our insurance company, Alaska Public Entity Insurance. Training sessions included the following topics: COVID Issues; Ergonomics; Cyber Security; FMLA/AFLA; and Filing Claims. We will receive a premium credit for attending these trainings.

### **Cultural, Historical, and Wildlife Orientation**

On September 30<sup>th</sup> I conducted a Cultural, Historical, and Wildlife Orientation with Jo Lynn, Jessica and Kaitlan. This orientation was developed by Aquilina and I when we were directors for ECO.

### **AIR TRANSPORTATION**

Ravn is still waiting for the US Department of Transportation Fitness Division to authorize them to fly their regular scheduled service. We will be working to set up a meeting to with the DOT Fitness Division staff to find out when they will approve Ravn to fly.

While Ravn waiting for the DOT regarding scheduled service, they are offering a special rate for charters to our community. The charter rate is \$17,500 for the 25-seat configuration. Ravn is offering regular scheduled charters to other communities. The reason why they are not offering scheduled charter service to our community has something to do with essential air service.

We are working on arranging the Grant schedule to line up with the Ravn scheduled charter service into Unalaska.

### **STRATEGIC PLANNING**

We conducted a Strategic Planning Workshop with City Council and key City staff on October 14<sup>th</sup>. I have been working with Agnew Beck to prepare a draft of the plan based on the discussion and information gathered at this workshop. A draft for review and approval will be presented to City Council at the next meeting.

### **ATV/MOTOR VEHICLE ORDINANCE UPDATE**

City Administration and Public Safety have been working with City General Legal Counsel to review and update the City's ATV/Motor Vehicle Ordinance. We should have a draft ready for review first part of the new year.

### **WASTEWATER AND REFUSE UTILITIES RATE AND COST OF SERVICE STUDIES**

City Administration is working with PBA Associates to finalize rate and cost of service studies for the Wastewater and Refuse Utilities. We should have the draft studies for review by City Council by sometime in December.

### **GRANTS**

#### **State of Alaska Hazard Mitigation Grant for Emergency Sirens**

On October 30<sup>th</sup>, the Finance Director, Emergency Manager and I participated in a Kickoff Meeting with DHSEM staff to review the project, grant requirements and reporting procedures.

We received an updated quote from Federal Signal Corporation for the siren system and will be working in the coming weeks to submit approval paperwork to the DHSEM for approval of the purchase and installation of the siren system.

Installation of the sirens is tentatively scheduled for spring 2021.

**State of Alaska Homeland Security Grant for Planning**

On November 2<sup>nd</sup>, the Finance Director, Emergency Manager and I participated in a Kickoff Meeting with DHSEM staff regarding the Homeland Security Grant awarded to the City for planning. The City originally requested \$146,662 for the planning project and only was awarded \$24,000. In a follow-up meeting with DHSEM staff we informed them we are going to decline the award since it would not be enough funding to complete the project as outlined in the grant proposal. Declining the grant would not affect our ability to apply for this grant in the future.

**Economic Development Administration Grant for Harbor Feasibility Study**

Work has begun on this grant. Outlined below is the tasks that have been completed thus far:

- **Request for Proposals** – I developed a Request for Proposals (RFP - *see attached*) and sent to our grant writer and EDA staff for review. The RFP was issued on October 6<sup>th</sup> to Northern Economics, McKinley Research Group, Prospectus, Information Insights, R&M Consultants, Wert-Berater, Bermello Ajamil & Partners, and Summit Consulting Services. Proposals were due on November 6<sup>th</sup>. On November 5<sup>th</sup> a proposal was received by McKinley Research Group (formerly McDowell Group) and on November 6<sup>th</sup> a proposal was received from R&M Consultants.
- **RFP Review** – On November 10<sup>th</sup>, the City review team met to review the proposals received from McKinley Research Group (formerly McDowell Group) and R&M Consultants (*see attached proposals*). The next step is to have check with references these companies provided and meet with each company to ask some follow-up questions.
- **Harbor Improvements Planning Team** - As part of the grant we proposed to form a Harbor Improvements Planning Team. I sent letters to representatives of the Saint Paul Island entities requesting their participation on this team. Chris Mandregan with TDX, Amos Philemonoff with Aleut Community of Saint Paul Island, and Dean Fasnacht with Trident, and Myron Melovidov as an elder representative agreed to participate on the team. The team will meet to: Interview with the selected consultant to gather your ideas, concerns and projects to document in the feasibility study; and Review the results of the feasibility study when it is completed and make suggestions.

**State of Alaska Village Safe Water Grant for Lift Stations**

On November 2<sup>nd</sup>, the Finance Director, Emergency Manager and I participated in a Kickoff Meeting with DHSEM staff regarding the Homeland Security Grant awarded to the City for planning. The City originally requested \$146,662 for the planning project and only was awarded \$24,000. In a follow-up meeting with DHSEM staff we informed them we are going to decline the award since it would not be enough funding to complete the project as outlined in the grant proposal. Declining the grant would not affect our ability to apply for this grant in the future.