



CITY MANAGER REPORT

Reporting Period: August 1 – September 16, 2016

Prepared By: Phillip A. Zavadil, City Manager

Date: September 17, 2016

On August 1st I hit the ground running in my new position as City Manager. The past 7 weeks has been exciting, learning filled, challenging and productive. Even in light of a potential reduction in crab and City revenues I remain positive that the City and community will move forward and persevere though difficult times and overcome any hardship and challenges presented to us. This report highlights many of the items and projects the City staff and I have been working on over the month and half.

ADMINISTRATION

Capital Improvement Plan

I started updating the Capital Improvement Plan (CIP). The purpose of the CIP is to facilitate the orderly planning of infrastructure improvements; to maintain, preserve and protect the community of St. Paul Island's existing infrastructure system; and to provide for the acquisition, or scheduled replacement, of equipment to ensure the efficient delivery of services to the community. The CIP is a wonderful planning tool, but our list did not include any narrative on how it is developed or establish any type of project prioritization process/policy. I met with Mike Dahl to identify and update the project list and to discuss a narrative which would include categorization and prioritization of projects. He liked the idea. We are moving forward with the CIP narrative and updating and prioritizing the project list and will present it to Council in the coming months for review and approval.

Strategic Planning

I reached out to Agnew Beck the consultant currently hired by the Tribal Government that is updating the Community Economic Development Strategic (CEDS) plan to see what the City needs to do to become more involved in this process. Shelly Wade with Agnew Beck provided me with a proposal, which I provided to Council a week ago. I would like to move forward with funding this proposal so that we can join in the CEDS planning process by contributing more significantly to the plan with a City strategic plan. Developing a comprehensive City strategic plan as well as updating the CIP is critical to planning the City's and community's future and even more critical given the potential reduction in crab quota.

Personnel

My first day on the job I met with all the City personnel to introduce myself and let them know I looked forward to working with them. The rest of the week I scheduled meetings with all the individual departments. The meetings consisted of learning in more detail what each department and individual employee does. We then discussed the department and individual strengths and successes, challenges and opportunities. We then proceeded to identify actions

to address the challenges. Notes were taken at each meeting and action plans to address the challenges are being entered into an Excel spreadsheet for tracking progress and follow through.

Monday, September 12th I held another all staff meeting to develop performance and behavior expectations. Staff were put in three small groups to work on developing a list of expectations from Employee, Employer and Customer perspectives. The groups then shared the results of their work with all the staff. I then prepared a memo from what the staff came up with which was provided to all the staff and attached to this report. These expectations will serve as our guide moving forward as we address challenges, make improvements and hold our staff accountable. I look forward to working with and coaching City staff to meet and exceed these expectations.

Personnel Policies and Procedures and Employee Handbook

City staff and I have identified that need to review and update all the City's personnel policies and procedures and to develop an Employee Handbook to use as a communication tool to staff on what the policies and expectations are. Staff have challenged me to complete this review and update by August 2017. With personnel issues beginning day one I have found these policies challenging to navigate. I am committed to reviewing and updating these policies and meeting the staff deadline.

Performance Evaluations, Individual Development Planning, Job Descriptions

Having to address personnel issues on a regular basis dealing with requests for increase in hours and pay I have found that employee performance evaluations have been lacking. Also I have found in trying to address training needs and requests there is no consistent process. Additionally, the current job descriptions that I have in a binder in my office are inadequate, outdated and have not been consistently provided to staff. My plan moving forward is to put together a committee of staff that would like to work on the development and implementation of policies, procedures and processes for Employee Performance Evaluations, Individual Development Plans, and Job Descriptions. If time and resources allow, the goal would be to complete this by the end of next year.

Human Resources (HR)

Staff have identified the need for a human resource (HR) person. By policy and ordinance, the City Manager is to serve in this capacity. Phyllis for years has been working serving as the HR clerk and I commend her for her effort, time and patience in trying to address the constant personnel issues, concerns, conflicts, etc. As funding and resources allow I would like to pursue the possibility of hiring someone that can focus on human resources. This person would work under the administration and focus on the typical areas of HR (e.g. recruitment, retention, safety, employee relations, benefits, compliance, and training and development).

Attorneys, Consultants, Engineers

Sedor, Wendlandt, Evans & Filippi, LLC

I have contacted John Sedor regarding a couple of personnel issues to ask for his advice and plan to have an in person meeting with him on October 14th.

DTB Associate, LLP

I met with Mateo Paz-Soldan by phone a few times to review all the projects he is working on for the City and he provided me a brief update on most of the current issues. Mateo provided an update on a few items above. Mateo, Simeon and I are planning to meet with Alaska delegation staffers while in Anchorage.

Steigers Corporation

On September 12th I had a teleconference with Bill Steigers and Chuck Hoyle. They provided me with an update on the services Steigers provided for the City, which consist of working on and maintaining our ADEC air quality permits for the power plant and landfill. We discussed some possibilities of transferring some report preparation responsibilities to City staff. This would transfer more responsibility to our staff for preparing reports thereby reducing use of Steigers for this task. Steigers would still review and correct reports, which could be significant savings to the City. I will be discussing this with our staff in the coming weeks.

James Newman

I met briefly with Jim while he was here for a week in August. Jim's next trip is scheduled for November. I have asked Jim to provide me with a cost estimate on upgrading City servers and associated IT equipment. In November I will discuss his contract with the City.

Polar Consult

I met with Mike Dahl by phone a couple of times. Mike provided me with an update on the projects he has and is working on for the City. I plan to have a half day meeting with Mike when I am in Anchorage next month to work on the CIP, Preventive Maintenance Plan, and Corps of Engineers. We will also be meeting with Jim Gray to discuss the power plant.

Vector Engineering

I met a couple of times with Jim Gray by phone. He provided me with an update on the projects he is working on for the City. I will be meeting with him and Mike Dahl while in Anchorage.

Development Research Group

Early in the month I spoke with Norm and Elaine Baker with Development Research Group (DRG) regarding the possibility of assisting the City with preparing grant applications. DRG is the company the Tribal Government has used for years to prepare and submit grant applications. I have established a wonderful working with relationship with both Norm and Elaine. Norm is working a Task Contract, which would be a contract between the City and DRG that would allow the City to contact DRG for assistance when needed and the City would only pay for services rendered; there would be no ongoing/recurring fees for retaining their services. I am still waiting to receive and review the contract.

Economic Development

Value Added Tax

The concept of a Value Added Tax needs to be investigated. My plan is to investigate options on this type of tax with a Finance Director when hired.

City Berth

At the City Council meeting on June 29th we teleconferenced with Mateo and Steve Minor to discuss the possibilities of filling the City (Unisea) berth. On August 25th, Phyllis and I had a teleconference with Mateo and Steve regarding the berth. Steve informed us that he is working on a business plan for Signature Seafoods that would propose bringing their barge the Lucky Buck to St. Paul Island to process crab, cod and possibly other species. The Lucky Buck is a barge that houses processing facilities. The main concern is obtaining enough quote to make processing viable. In a separate discussion that I had with Mike Dahl, he informed me that water and sewer at that location are ready to go, but electrical service may need some upgrades. I would recommend to Council that we budget some funding or seek a grant to work on this project.

Marijuana

Per Council directive at previous meetings and workshops I began to investigate the possibilities of generating additional revenues for the City through the development of ordinances, licensing procedures and tax schedule for the commercial growing and sale of marijuana. I have contacted the Municipality of Anchorage since they have been going through this process. I have received multitude of documents from their “marijuana coordinator”. These are lengthy documents that I have not included in my report. One of the major problems at this time is that all commercial marijuana needs to be tested prior to sale and it is still illegal to transport marijuana by means of mail, airplane or boat because these methods of transportation are regulated by Federal law or subsidized by the Federal government. My recommendation to Council is that we form a workgroup made up of staff and council to read through the documents and develop a plan how would might proceed if Council decides to proceed with allowing the sale and taxation of marijuana.

2016 WRDA and St Paul Harbor (Report from Mateo Paz-Soldan)

On September 15, 2016 the Senate passed its version of the 2016 Water Resources Development Act (WRDA). Senator Sullivan of Alaska successfully introduced an amendment in the 2016 WRDA that includes repeal of Section 2008 (c) of the 2007 WRDA. The 2007 WRDA had changed the cost-share on the Saint Paul Harbor Improvements Act from 90/10 to 65/35.

By returning to 90/10, the City would no longer owe the Corps of Engineers the \$13 million that the Corps claims it is owed under a 65/35 split.

This is a very positive development for the City and reflects the persistent and patient work undertaken on this issue with congressional offices since this issue first arose in 2010. WRDA now passes to the U.S. House of Representatives, which should take action next week. The House version is more streamlined and the House is bound by the earmark moratorium in place since 2011, so final passage of WRDA or the amendment may fail during Conference with the House.

However, it is an election year and there has been much horse-trading between Republicans and Democrats on items of priority such as assistance to Flint, Michigan, for contaminated drinking water and California for drought relief, which Democrats want, and flood relief for Louisiana which Republicans are seeking. So due to a confluence of events, it is possible that the repeal of Section 2008 (c) contained in the Senate version, may succeed this year.

Crab TACs (Quotas) for the 2016-2017 Season (Report from Mateo Paz-Soldan)

The summer stock surveys indicate that the snow crab total allowable catch (TAC) or quota for next season (2016-2017) may withstand a significant reduction. Furthermore, it is highly possible that the bairdi fishery will be closed. The Alaska Bering Sea Crabbers (ABSC), a harvester group, contends that due to warmer waters, crab stocks are heading to colder waters, deeper and further north, and that there is more crab than the stock surveys show. The City of Saint Paul, CBSFA, and the City of Unalaska, signed on to an emergency request by ABSC to the Alaska Board of Fish asking that the metrics used by the surveys be modified to take into account different elements that will translate into higher bairdi TACs and the possibility of a bairdi fishery next season. While the bairdi fishery had been closed for many years, the existence of a bairdi TAC during the past two seasons helped to offset reduced snow crab TACs.

The Alaska Board of Fish & Game will announce the crab TACs in early October. The City of Saint Paul will continue to work with other crab industry representatives, the State of Alaska, and NMFS representatives to err on the side of viable crab fisheries while respecting scientific guidelines and assessments.

Regional Relief from Regionalization (Report from Mateo Paz-Soldan)

The City of Saint Paul, in coordination with CBSFA representatives, engaged in discussions with crab harvester representatives over the summer, who are interested in modifying the provisions of the Framework Agreement. This Agreement, which must be signed and submitted annually by October 15th, among harvester, processor, and community representatives establishes the basis for relief from regional landing requirements. Specifically, processors and harvesters have had difficulty in complying with provisions requiring the establishment of fishery guidelines ahead of the crab season. These guidelines are designed to encourage industry coordination regarding capacity and scheduling, thereby reducing the possibility that relief from regional landing requirements will be requested in case of an ice event.

The City has indicated its opposition to any changes at this time, and has pointed out that the parties to the Framework Agreement must first attempt to comply with the existing agreement and make it work. Discussions on this matter will continue during the NPFMC meetings in Anchorage from October 4 to October 11, 2016 but given the short window of time until October 15, 2016 the existing Framework Agreement will likely be renewed by interested parties.

Other

US Coast Guard Cutter SPAR Visit

Over the Labor Day weekend, the cutter SPAR came in port. The crew participated in the BBQ, a softball game for which they want a rematch, and conducted tours of the vessel for the community. Their main mission was to work on the Aides to Navigation units here on

the island. I received a plaque from Captain Doug which we can display in the council chambers.

City Website and Facebook Page

Nadia has been working on updating and maintaining the City's website (www.stpaulak.com). I created a City Facebook page (www.facebook.com/CityofSaintPaulAK). A City Facebook page helps us communicate with the community on a real-time basis and also is a show case for the great work the City is doing for the community.

Travel and Leave

I will be traveling to Anchorage at the end of this month to attend the North Pacific Fisheries Management Council meeting with Simeon and Mateo. I will also be meeting with various City consultants, engineers, attorneys, the Corps of Engineers, Alaska delegation staff, and various State of Alaska staff.

I would like to request leave beginning December 11, 2016 to January 4, 2017 to be with my grandchildren for Christmas. I will be available by cell and email and might work on a few things as well.

FINANCE (120)

Report from Stephanie Mandregan

The biggest process this summer has been the implementation of the .5% increase in sales tax. Vendors had to be notified, reporting forms had to be changed, and the financial software updated to reflect the change—in the middle of a month even. Staff was able to answer questions and provide documentation to vendors and customers during the implementation and provide documentation for the change if needed.

We have been actively researching ways to save the City money while making all required purchases, proactively trying to stay within the budget at all times as well as pursuing options to collect on delinquent accounts. During the busy summer season, the staff worked diligently to ensure that all work orders processed at public works and fuel tickets were billed out in a timely manner to keep current accounts up to date.

With the lack of a finance director for the majority of the year, the staff's focus is to maintain compliance in all areas of reporting and data input.

Finance Director

I have established hiring a committee for the Finance Director. The committee consists of Stephanie, Sophia, Phyllis and I. The committee has not met to review the applications. I have briefly reviewed the applications and we potentially have two individuals that meet the minimum qualifications. I am exploring and investigating the option that if we cannot find a qualified individual to move to St. Paul Island, possibly have this person work from Anchorage but travel to St. Paul Island on a regular interval. I plan to meet with the committee in October when I return from meetings. My goal is to have this position filled by the end of the year.

Audit

The 2015 audit is still preliminary at this time. We are waiting for the State of Alaska Division of Retirement and Benefits to complete their audit of PERS. They are hopeful that it will be released the third week of September. BDO our audit firm will not be able to issue the final audit until the State completes their audit of PERS. Also the audit delay is holding up our state revenue sharing, PILT, and other money. We are hoping the State completes this prior to the 9/30 federal single audit filing deadline and that there is enough time for BDO to quickly turnout the City's audit.

Training

Finance staff identified the need for cross training in billing, fuel requests, cashier and other areas. Cross training of staff in the areas needed is in progress. Additionally, staff have requested training in grant writing.

Finance Polices and Procedures

Finance staff identified the need for developing and updating polices and procedures for the various accounting functions (payroll, cashier, accounts receivable, accounts payable, bulk fuel, grants, purchasing and receiving, sales tax, etc). Staff have been tasked with preparing and revising policies and procedures and we will be reviewing them as drafts are completed.

Other

I would like to commend that Finance staff for their dedication to saving the City money in these tough financial times and for working together as a team without a Finance Director for nearly a year now. Additionally, the Finance staff was a tremendous help with preparing for and getting through the recent audit.

PUBLIC SAFETY (130/135)

Chief of Police/Public Safety Director

I have a established hiring committee for the Chief of Police/Public Safety Director position. The committee consists of two officers, two dispatchers, Phyllis and I. I developed a review process for the committee and the committee reviewed nearly a dozen applications/resumes. I developed a set of standardized questions for interviewing candidates that meet or exceed minimum qualifications and that the committee and I moved forward to the interview stage. In late August and early September the committee conducted telephone interviews with four candidates. From these interviews the committee narrowed down the candidates to two individuals. I conducted reference checks on these two candidates and requested criminal background checks from both of them. Mike Rover is assisting me with contacting the States that hold these candidate's certifications to investigate any records or information that the state commission may have. I prepared a set of follow-up questions that I provided to each candidate to prepare written responses. I have reviewed the written responses and conducted a follow-up discussion with each of the candidates. Based on this process, I have made a selection for this position. To date I have not notified either candidate whom I have selected for this position. I have asked both candidates "if selected for this position when could you possibly move and start working?". I am waiting for a response. I hope to make an offer by the end of September. Letters to applicants that applied but were not selected for the position have been email/mailed.

Police Services

Officer Meetings

I have set up and conducted weekly meetings with the police officers. During these meetings we have clarified the chain of command, discussed training and professional development and path to advancement, discussed working together as a team, reviewed calls, and discussed other items as needed.

Officer Field Training

Our police officers need to complete field training in order to be certified officers in accordance with the Alaska Police Standards Council rules and State of Alaska regulations. Phyllis has been working persistently all summer trying to find someone or a department that could provide this training. Officer Hunnicutt just completed 40 hours of field training with the State Trooper post in Palmer. The Troopers normally require 15 weeks of field training after the 15-week basic academy has been completed. While the 40 hours of training Officer Hunnicutt is not ideal it should meet the requirements for her certification. Officers Boudukofsky and Huff still need to complete field training to become certified officers. Sending one officer to Palmer for a week was quite expensive and sending officers for 15 weeks is out of the question. The plan moving forward is to fill the Chief of Police position and have that person provide the required field training here in our community and work towards one of our officers becoming a certified Field Training Officer.

Contact with DA

I recently had a teleconference with the State Assistant District Attorney assigned to St. Paul Island, Saritha Anjilvel. The meeting was very informative and productive. We discussed having our officers contact her when they have a case. She stated all the officers have been great at contacting her so that she can help them with developing the case. She recommended that this process continue when we hire a Chief. I updated her on the status of filling the Chief of Police position. We discussed having the officers consistently use the Datamaster machine each and every time they make a DUI arrest or cite a juvenile for minor consuming. We also discussed having the officers use body cameras. Body cams help with prosecuting cases, covering liability issues and are great for training purposes. I am currently working on a memo to the officers to provide guidance on the use of the Datamaster and body cams. Both these pieces of equipment will be addressed in policies and procedures.

Dispatch

We are in dire need of dispatchers and backup dispatchers. We have been struggling to cover all the shifts but have done the best we can to make sure there is 24/7 coverage. We are in the process of advertising for the Public Safety Administrative Assistant and backup dispatcher positions. I am organizing monthly meetings with the dispatchers, which will focus on providing training and support so that we can retain the people that we have.

Public Safety Policies and Procedures

In late August 2016, I signed a small agreement with former Chief Mike Rover to work on policies and procedures for the Public Safety Department. Mike had started the policies during his service here and past City Managers were working on contracting him to complete this work but the agreement was never signed. These department policies and procedures are important for protecting our employees, the City and council from liability and serve as a guide and direction for the employees within the department as to how certain tasks and services are to be performed. We will likely continue the agreement even upon hiring a Chief so that the policies can be completed in a timely manner.

ALMR Radio System

The ALMR radio system is experiencing some issues which could result in failure. However, with funding from a Tribal Government FEMA grant we will be replacing the system this next year.

First Responder Notification System

I purchased a new first responder notification system called Omnilert with funding from one of the Tribal Government's FEMA grants. This new system will allow dispatch to "tone out" first responders in the event of an EMS, Fire, Police, SAR incident. The system allows users to be notified of an incident, training, meeting, etc. via a telephone call, text, and email. We are still in the process of fully designing/implementing the system but have been using it on a limited basis for notification of trainings and tests of the system. The grant paid for three years of the service.

Records Management and Computer Aided Dispatch System

I researched upgrading Report Exec, the records management system that Public Safety uses to record and track calls for service and report writing. Funding for the upgrade will come from a grant the Tribal Government has already.

EMS, Fire, SAR

EMS

We are in dire need of EMS volunteers and training to recertify and certify new EMTs and EMTs.

This past week the City submitted a grant application to the Southern Region EMS Council in the amount of \$2500 for repairs on the ambulance. CBSFA graciously provided the 15% matching funds for this grant. I would like to thank Sophia for her dedication and work on this grant application. She is looking forward to working on larger and more complex grant applications.

Fire

The St. Paul Island Volunteer Fire Department is doing well. They are holding bi-monthly trainings.

The department received approximately \$23000 from CBSFA to purchase new hoses, hose pressure tester, new bunkers, boots, gloves, etc., books and study guides for training, and other miscellaneous items.

The leak on the Fire Station roof was recently sealed by City Maintenance Staff and the Fire Chief.

Parts are on order for the ARFF engine.

The department is planning activities for Fire Prevention Month next month.

Future activities and training will be to clean and organize the station and set up a study schedule for book work that needs to be completed.

SAR

Last year the St. Paul Island Volunteer Fire Department added a Search and Rescue Team. The team now consists of 10 volunteers, which most are active volunteer fire personnel as well. A large portion of the team is trained in lost person search and rescue, tracking, and technical rope rescue. We are still awaiting training for surface ice rescue and completion and certification on high angle rope rescue. Nearly a half dozen volunteers have joined recently, so we will need to find funding for training and equipment for these volunteers.

Training

Officer Hunnicutt recently completed the Datamaster Supervisor training. The department is required to have at least one person have this level of training.

Officer Bourdukofsky will be attending a Sexual Assault Response Team (SART) training in Unalaska this week. The cost for her travel, lodging and per diem was covered by a grant from the Tribal Government.

I have been working with representatives from Western Oregon University's Western Community Policing Institute to host a Strategic Community Policing and Problem Solving training here on St. Paul Island. This is a two day course designed to provide participants with the information and structure needed to develop or strengthen collaborative partnerships between the community and police. The training incorporates the unique considerations facing communities in addressing crime, violence, and safety issues that require specific skills and capabilities in collaboration, including problem identification, information sharing, sharing resources, spreading costs, and helping communities explore community policing collaboration initiatives. There will be no cost to the City for this training other than providing a venue to hosting the training. The training is tentatively scheduled for October 31-November 1, 2016.

Other

On August 9, 2016 Trident hosted a dinner for all the emergency first responders in our community. EMS, Fire and SAR personnel, dispatchers, police officers, and their spouses/significant others attended the dinner. The dinner gave all the responders a chance to visit and share a meal together. The purpose of the dinner was to show appreciate to all our paid and volunteer first responders for their commitment and services to our community. They all have been involved in some very personal and trying incidents over the past couple years. Bill Briggs offered to have this be an annual event.

PUBLIC WORKS

Administration (170)

I will be working at Public Works from 8:00 am to noon each day starting this week. This will allow me to assign staff in the Maintenance, Refuse and Water/Sewer Divisions daily and weekly tasks and to work on building up the team. We will start having weekly division coordination meetings again.

Public Works Director

I have established a hiring committee for the Public Works Director position. The committee consists of one employee from each division within Public Works, Phyllis and I. The committee has not met to review the applications. We have received applications/resumes from three individuals. I plan to meet with the committee to review the applications/resumes within the next couple weeks. My goal is to have this position filled by the end of the year.

Public Works Director

I have established a hiring committee for the Public Works Director position. The committee consists of one employee from each division within Public Works, Phyllis and I. The committee has not met to review the applications. We have received applications/resumes from three individuals. I plan to meet with the committee to review the applications/resumes within the next couple weeks. My goal is to have this position filled by the end of the year.

Maintenance (170/172)

Organization, Cleanup, and Inventory

I have been conducting site visits to all of the City facilities and have noticed a general lack of organization, cleanliness, and up to date inventory lists. I will be working with staff to organize and clean all the facilities. I will also be working with staff to develop an inventory system that we can implement to ensure that inventory of equipment, supplies, parts and materials is performed consistently.

Preventive Maintenance Plan/Program

I have been discovering there has been a general lack of preventive maintenance with many of the City's facilities. Removing grass around facilities, painting, lubricating, checking systems, etc. can go a long way to extend the life of many of our facilities and systems. I started preparing a Comprehensive Maintenance Plan. The plan is to help identify, improve and develop a preventive maintenance program for the City. The primary purpose of this plan is to ensure that City will properly maintain its facilities, systems, and equipment so that they are fully operational so that municipal services can be effectively delivered and supported.

I investigated upgrading Job Cal, a Computerized Maintenance Management Software (CMMS) solution that provides easy-to-use maintenance tracking and scheduling. The software will help improve productivity and efficiency. The software provides inventory, vendor, labor and purchasing tracking, and flexible security options. This software will be essential in the implementation of a preventive maintenance program and providing for increased accountability. Initial cost for the software is \$6,465. The annual support cost is \$970 per year.

Snow Blower

As most of you know we purchased a snow blower from the State for \$10,000. We took possession of the snow blower last week. The snow blower is in excellent condition and came with many spare parts.

Motor Pool (180)

The City now has 60 pieces of rolling stock (equipment and vehicles). We have one trained mechanic to maintain our equipment and vehicles. I have met with the Motor Pool Supervisor to work on a plan of what we need to make any sort of headway on maintaining the rolling stock. Ultimately, we need an additional qualified mechanic to help with maintenance and repairs. This week we will be advertising for an ASE certified mechanic. Having two skilled mechanics I anticipate we can move from reactive repairs of our equipment and vehicles to full implementation of preventive maintenance in hop of reducing downtime, costly repairs and increase the longevity of our equipment and vehicles.

Refuse (195)

Landfill Cleanup and Inspection

Refuse and Maintenance staff have been working to clean up the landfill to prepare for a inspection by Alaska Department of Environmental Conservation (ADEC). Clean up consisted building a containment area for storage of drums, cleaning up loose metal and other items, moving vehicles, equipment and tires into a designated area within the landfill, and consolidating items in various cells into the main cell at the landfill. I would like to commend the staff (Nick, Dimitri, Jesse, Eric, Andrew, Rodion) on their work on cleaning up the landfill.

DCCED Ataquan Landfill Burn Box Grant

In July 2012 the City received a grant (#13-DC-347) from the Alaska Department of Commerce, Community and Economic Development in the amount of \$382,337.00 to purchase new burn boxes, design and permit how we will use the burn boxes, and prepare the landfill site for the new burn boxes. The work completed to date includes:

- Purchase and shipping of two burn boxes.
- Preparation and approval of an ADEC Air Quality Control Permit (No. AQ1390MSS01) by Stiegers Corporation for the operation of the new burn boxes.
- Construction of a ramp for for staging and off load of garbage into the new burn boxes, however some minor changes still need to be made.

We still need to complete a design for how these new burn boxes will be used. The design needs to take into account how we will load garbage and remove ash. I will be working with refuse staff and Mike Dahl to come up with a design that will be operationally efficient and meet the requirements within the air quality permit. This project will need to be completed by June 30, 2017.

Bulk Fuel/Marine Sales (300/305)

Tank Farm Maintenance

The Tank Farm underwent some maintenance this year which included welding of stairs on the tanks, welding and patching inside tanks and coat the bottoms of inside the tanks. Sand blasting and painting of the tanks was scheduled but not completed or started prior to when I started as City Manager. In later August we began starting experiencing weather that is not good for blasting or painting so I informed Larry and other staff we will need to put this on a task list for next year. Additionally, we are working on upgrades to the overfill prevention sensors on the tanks and ran into some technical issues that are in the process of be resolved at this time.

ADEC Tank Farm Inspection

Bernie Nowicki with the State of Alaska Department of Environmental Conservation conducted a required state inspection of the City's Tank Farm facilities on September 14, 2016. Larry and I were present during the inspection.

During a debrief meeting on September 16, 2016, regarding the inspection, Mr. Nowicki, Larry, Phyllis and I were present on this meeting. Mr. Nowicki informed us there were no major concerns, but were some items that we needed to work which include: record keeping and documenting training, training requirements, updating the Oil Discharge Prevention and Contingency Plan, soil-to-air interface wrap on piping, maintaining and inventorying spill response equipment, completing hydro testing, and miscellaneous tank farm maintenance. I will be working with Larry and his staff on these items.

Electric Utility (310)

Generator #5

Generator #5 needs to be serviced or we need to purchase a rebuilt or new generator. We are in the process of gathering quotes to include this in the 2017 budget.

Engine #2

Engine #2 is still not up and running. I am working with Jim Gray to get this project on track for completion by early 2017.

Transformers

There are number of electrical transformer that are in dire need of being replaced. Jeff has identified the ones that need to be replaced and I worked with him to prioritize which transformers we will need to be replaced this year and which ones can wait for next year and future years. Most of these transformers have not undergone regular and consistent preventive maintenance. I will be working with staff to start on a path to preventive maintenance.

Water/Sewer (320)

Dimitri Zacharof resigned as of September 23, 2016. He was our certified water treatment operator. Mark will be attending Water/Waste Water Operator Training in Fairbanks in October. We will notify ADEC of the situation we are in and that we have someone attending the training.

Harbor (340)

Harbor Maintenance Project

The harbor was extremely busy this summer with all the construction activity and vessel traffic. The St. Paul Harbor maintenance project is completed. Kiweit repaired the detached breakwater, dredged the main harbor entrance, the Small Boat Harbor entrance channel, and the sediment management area/basin. The dredge spoils were put on a 10-acre site owned by the City out near the rock quarry. The dredge spoil site was shaped, seeded, covered with top soil and the covered with jute matting. Grass is already starting to grow on the site. The detached breakwater passed Corps of Engineers inspection and is now the new standard for construction.

EDA Project No. 07010647

This past week Phyllis and I worked on submitting the final report for this grant, closing out this project.

Seasonal Harbor Officer

We have someone signed up for the Seasonal Harbor Officer position for the upcoming crab season.