



## CITY OF SAINT PAUL

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### CITY MANAGER REPORT

**Reporting Period:** April 11 – May 18, 2017

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

**Date:** May 16, 2017

#### ADMINISTRATION

##### Terminating Agreement with Petro Star

On May 11, 2017, the Terminating Agreement between the City of Saint Paul and Petro Star was signed. The significant changes to this agreement include an increase in the Throughput Fee from \$0.12 to \$0.15 per gallon; an increase in profit sharing from 25% to 30% on diesel; an increase in the discount amount the City can purchase fuel internally from \$0.10 to \$0.20 per gallon of the advertised price; and the marine diesel price on St. Paul Island will be \$0.10 more per gallon over the posted price in Dutch Harbor. We will track these changes over the rest of the year to determine how these increases and savings will affect the bottom line for the bulk fuel/marine sales utility.

##### Grant Writing

Sophia Zacharof and I began working with the Agnew::Beck grant writers on a proposal to the Economic Development Administration (EDA) to prepare a tourism development plan for St. Paul Island. For this proposal, I reached out to Northern Economics and McDowell Group to see if they could assist with preparing this type of plan. Both companies are cable of performing this work. Both companies will prepare a brief scope of work and budget for the grant proposal. We plan to submit the grant proposal to EDA mid-June.

##### Meetings in Anchorage

While in Anchorage the week of May 8<sup>th</sup> I set up meetings with the following individuals: Mike Dahl, John Sedor and Alan Clendaniel, Revl Communications, Tribal Government staff (Patrick, Marissa, Charlene), and Don Castle with Petro Star. I fell ill on the way to Anchorage so I was unable to make some of the meetings in person.

##### Personnel

###### *Personnel Policies and Procedures and Employee Handbook*

I continue to work on the personnel policies.

###### *Job Posting, Application Review, Selection, and Hiring Process*

I wanted to document again for Council and community the job posting, application review, selection, and hiring process we are currently using the for open positions with the City. First, we develop a job announcement and full job description. These announcements and

descriptions are reviewed by the Department Director, City Clerk and City Manager and then are posted on bulletin boards around town, the City website and Facebook page. Some of the announcements are posted on ALEXSYS (the State job website). Once we receive applications, a committee made up of a department employee, Department Director, City Clerk, and/or City Manager is formed to review the applications. During the review process the committee looks at the following:

- Completeness of the application or resume if required.
- If applicant is a previous City employee, is she/he in good standing?
- Qualifications for the position.
- Reference checks are conducted.
- Background checks are conducted if required by the position.
- Is the applicant a good “fit” for the position?

Once the review process is completed and any applicants that are not in good standing, do not meeting minimum qualifications, do not have good reference checks, or do not pass a background check are weeded out, interviews are scheduled. The committee then will conduct an interview with the candidates. Upon completion of the interview the committee will select the applicant that is the most qualified and best “fit/match” for the position. All applicants will be notified via a letter if they were selected for the position or not. Due to legal reasons, we do not explain why one applicant was selected over the other.

### **Planning and Zoning**

NOAA is waiting for approval from TDX on the final plats for Tracts 50 and 38.

### **Harbor Improvements Project – Cost Share Issue**

I have not received notice yet from the US Army Corps of Engineers on the final accounting and amount that the City will owe for the past harbor improvement projects. Mateo Paz-Soldan and I continue to work on options regarding the cost share issue. Mateo has been communicating with our congressional representatives’ staff regarding the issue and will prepare a letter for them outlining the issue. The hope is that our representatives can assist us with finding an administrative solution with the Army Corps.

## **FINANCE (120)**

### **Finance Director**

The hiring committee for the Finance Director position will conduct phone interviews the week of May 15<sup>th</sup> with two candidates for the position.

## **ELECTRIC UTILITY (310)**

### **Emission Source Testing**

We experienced an issue with one of the contractors scheduled to perform the emission source tests on Units 01, 05, and 06 at the power plant and terminated the contract with them. We are working with a new contractor to perform the tests the first week in June.

**Wind/Diesel Interconnect Project**

Mike Dahl corresponded with John Lyons to get set up to work on completion on the wind/diesel interconnect project. We need to set up meeting with AEA and TDX Power to go over the checklist of work remaining to close out the grant and obtain a work order or agreement for reimbursement of City costs.

**Fuel System Upgrades and Arctic Entry**

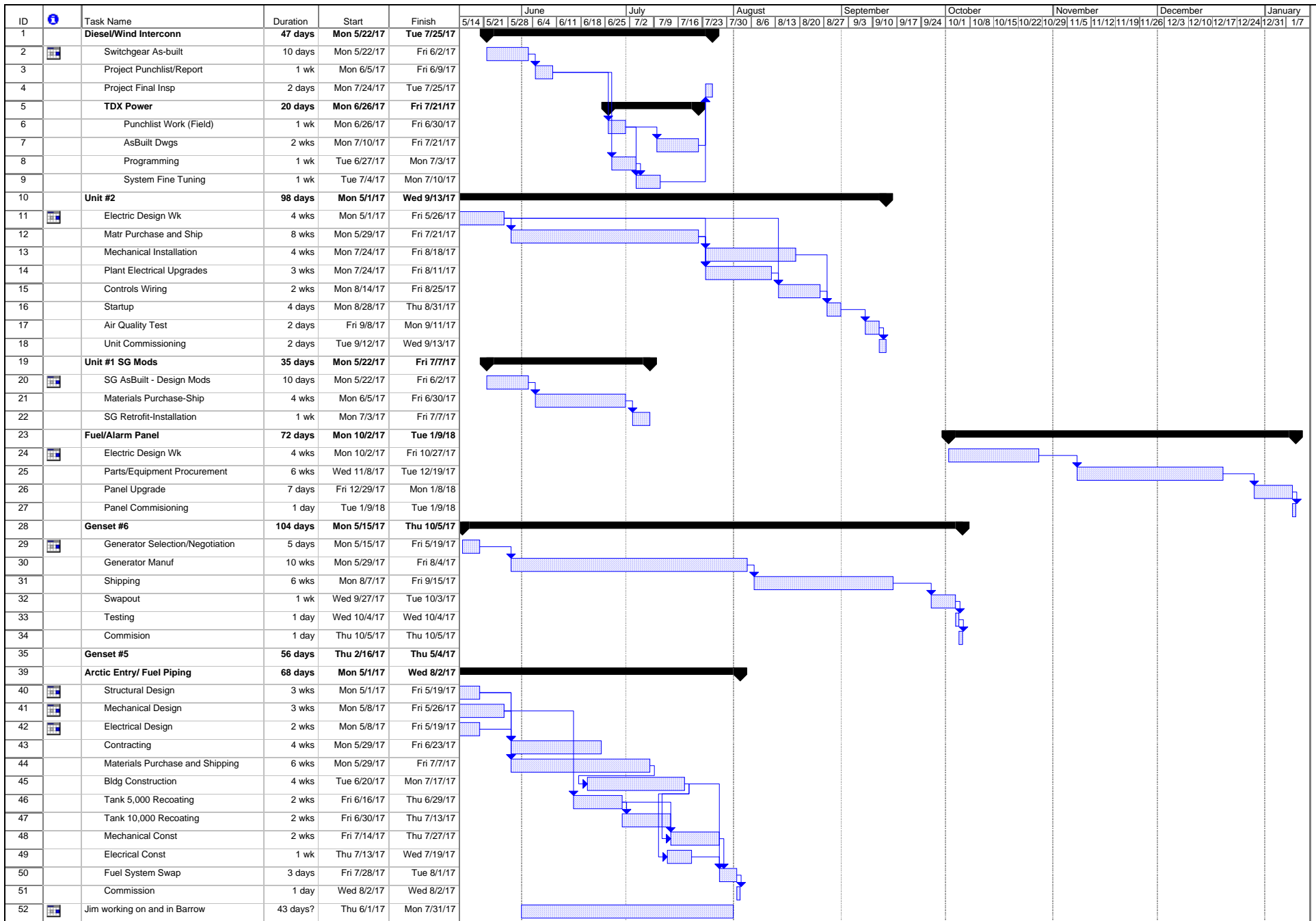
Polarconsult has completed a draft layout of an arctic entry and fuel upgrades and scheduled a meeting with Jernstrom discuss work on moving fuel lines.

**Other Power Plant Projects**

Refer to attached Gantt chart.

**HARBOR (340)**

Mike Dahl and I are waiting to hear from the surveyor with the tug company to work out who will pay for the repairs to the dock.



Project: PwrPltProj2017  
Date: Mon 5/8/17

Task Progress Summary External Tasks Deadline

Split Milestone Project Summary External Milestone