



**CITY OF SAINT PAUL**  
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## **CITY MANAGER REPORT**

**Reporting Period:** January 16 to February 10, 2017

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

**Date:** February 10, 2017

### **ADMINISTRATION**

#### **Capital Improvement Plan**

Ed Paulus, Mike Dahl, and I met to prioritize the project list based on the proposed ranking criteria. The project prioritization is completed and the CIP will be ready for review and approval by Council at a March meeting.

#### **Strategic Planning**

The strategic plan for the City will also be ready for review and approval by Council at a March meeting

#### **Community Economic Development Strategy (CEDS)**

The CEDS document is ready for public review. *See attached Executive Summary.* Full CEDS document is available at City Clerk office.

#### **Terminating Agreement with Petro Star**

Mr. Hughes informed me that a copy of a draft agreement has been sent to their in-house attorney, but the attorney has been traveling so it has delayed the review process.

#### **Trump Administration Shovel Ready Project Proposal**

On February 1, 2017 Shirley Kelly with the Economic Development Administration (EDA) sent the following email:

The Trump Administration is looking for specific information on **Shovel Ready Projects**. When providing the information on a particular project make sure the project you or your constituent send me are in fact shovel ready, meaning the environmental permits are in hand and the engineering is 95% complete on the project you are proposing. Please pass this on to your colleagues that may have a project that is indeed shovel ready.

To ensure I have sufficient number of potential project for the Administration to consider please provide me with the top three priorities that are identified in the regional CEDS. Please also provide the information in word format, please to a short concise detail of the proposed project description and the benefits to the operation and performance of the transportation network, and the regional and national economy.

I thank you in advance in providing the following information as concise and detailed as possible

PLEASE REPLY AND PROVIDE THE FOLLOWING INFORMATION:

- Project
- Project sponsor
- Project description
- Estimated total investment necessary
- Current status/estimated date for start of construction and completion
- Benefits to the operation and performance of the transportation network, and the regional and national economy
- Estimate of direct and indirect job creation and private sector investment generation

I proceeded to work with Patrick Baker from the Tribal Government of St. Paul to submit a joint project proposal for the “shovel ready” projects for St. Paul Island. *Attached is the project proposal.* Early feedback from Shirley is that she was glad we submitted a joint proposal and she thought it was a strong proposal and one of the better proposals received in Alaska.

### **Personnel**

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

I continued work on the personnel policies. *Attached is a draft Table of Contents* for the Personnel Policy and Procedures Manual. I contacted with Alan Clendainel with SEDOR WENDLANDT EVANS & FILIPPI, LLC, to discuss with him the process of updating the City’s personnel policies. Alan will be assisting with review of the following key policies: Leave; Drug Free Work Place; Controlled Substances; Alcohol and Drug Testing; Social Media; HIPAA; Sexual Harassment and Discrimination; Recruitment and Selection; Disciplinary Action; and Grievances. He will also be providing us with several sample model policies. Also *attached is the draft General Provisions and Responsibilities* policy.

#### **All Staff Meetings and Events**

On January 16, 2017 we held an all staff meeting to:

- Review the draft City Strategic Plan
- Discuss performance evaluations and development process
- Attendance issues

#### **Performance Evaluations and Employee Development**

Employee performance evaluations have begun. The Finance Department staff are the first to go through the process. We will conduct a performance evaluation for every regular employee. Each employee will receive the following as part of the process:

- 360-degree evaluation
- Individual Development Plan
- Updated Job Description

*Attached is the Employee Performance Evaluation Process Flow Chart and a copy of a Supervisor Performance Evaluation Form.*

### **Insurance Claims**

*Attached is a Summary of Worker’s Compensation and Liability and Auto Experience* from Alaska Public Entity Insurance (APEI). Worker’s Comp claims went down in 2016/2017. We

have the large claim on the garbage truck. Ed and I will be working to complete health and safety plans and policies this year. Implementation of new plans and policies and continued training on health and safety should help to keep claims low.

### **Other**

For information purposes the following *documents are attached*:

- MOU between ACSPI and CSP (*Public Safety*)
- Law Enforcement Capital Equipment Lease (*DCSP trucks for DPS*)

## **FINANCE (120)**

### **Finance Department Meetings**

I continue to host monthly Finance Department meetings with the staff.

### **Finance Director**

We have updated the job announcement for this position and reposted it.

### **2017 Budget**

I worked on updating the CY2017 Budget based on the 1<sup>st</sup> reading.

## **Harbor (340)**

On January 30, 2017 at 11:55 a.m. the AML (Northland) barge hit the north corner of the City's South Dock and broke the bull rail and bracket, and sheared off the bolts from the corner bollard (*see attached photo*). This dock is a continuous concrete wall with crushed rock backfill. Original bollards were bolted directly into the concrete dock structure. In 2015 an AML barge hit this same corner and damaged the same bollard. Repairs were made to the bollard in 2015.

On February 1, 2017, we filed an insurance claim has been filed with Alaska Public Entity Insurance (APEI). The deductible on this property is \$25,000.

Ed and I contacted Mike Dahl to find out what we need to do to inspect the damage in more detail. He suggested we need to inspect the concrete structure to see if visible cracking of the structure by:

1. Cleaning snow and ice off the top surface of the concrete wall to expose concrete structure.
2. Digging out a couple feet of backfill at the corner to expose inside face of concrete dock structure.
3. Inspecting concrete surface around bolt holes to see if there is any noticeable cracking or spalling of the top surface,
4. Inspecting inside and outside faces of the concrete dock to see if there are any noticeable cracks or spalling of the structure.
5. Checking concrete soundness by tapping with hammer to see if any large cracks or voids are exhibited. Should be a noticeable difference in sound where delaminations or cracks are present under the surface.
6. Reviewing any additional pictures to see if location of impact from barge can be determined, and how load was transferred to dock.

7. Renting specialty equipment to do ultrasonic testing of dock, but not sure if is warranted at this time.

The repairs that can be seen are:

- Remove sheared off bolts and bollard
- Check to see if existing bolts can be removed, reinstall
- Remove bull rail bracket, bend or re-weld back into shape and replace
- Install new bull rail section
- Remove broken vertical timber brackets on outside face of dock
- Install new vertical brackets
- Install new timber to protect corner of dock.

The more detail inspection of the damage and work to begin the repair will be scheduled to start working on this month.