

## CITY MANAGER'S REPORT

TO: Mayor Tutiakoff and City Council Members

FROM: Marjie Veeder, Acting City Manager

DATE: April 23, 2024

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- **CHANNEL DREDGING PROJECT:** The Corps of Engineers held their pre-bid meeting on Monday, April 15, 2024. Port Director Peggy McLaughlin presented at the meeting and discussed the importance of the project to the city and the port. USACE highlighted the geotechnical findings and the Marine Mammal permit requirements. There were two dredging companies attending the meeting. Bids are due May 1, 2024.
- **PCR MASTER PLAN PROJECT UPDATE:** On April 3-6, 2024, the consulting firm Berry Dunn undertook a crucial initiative in our community, embarking on the development of a master plan for Parks, Culture, and Recreation. Their dedicated team engaged in a comprehensive community outreach program aimed at discerning the community's needs and laying the groundwork for the next 10 to 20 years. This engagement effort was extensive, involving interviews with 70 community members, interactions with 134 individuals at the spring festival, meetings with 75 attendees at the open house, and visits to key locations such as the City High School, the Senior Center, the community swim meet, Library, and all PCR facilities. The forthcoming step in this pivotal process will be the distribution of a community-wide survey. Look out for this survey in your post office box and online in the coming weeks; we strongly encourage everyone to participate.
- **DENALI COMMISSION GRANT APPLICATION:** The city recently submitted a grant application to the Denali Commission for the Captain's Bay Road Sewer Line Extension project. The purpose of the \$339,032 funding request is for design and permitting of the project, which will extend sewer line from Westward Seafoods along Captains Bay Road to the future Trident Seafoods facility. The city will provide the \$34,000 matching funds.
- **DMV CONNECTIVITY UPDATE:** Personnel from the City met remotely with personnel from the IT Department of State DMV and several issues have been identified and resolved, resulting in better connectivity for the Unalaska DMV office and faster processing of CDL and other licenses.
- **COMMUNITY RENT STUDY:** On April 2 the Planning Department mailed out rental surveys to sixty-nine (69) landlords in the City business license records. As of April 18, twelve (12) surveys have been returned to the Department for a response rate of 17%. The survey requests information regarding low and high rent values for residences of varying type and number of bedrooms, as well as utility costs and overall expenses for tenants. Of note, the questionnaire also seeks to identify how many units are subsidized by employers in town. The deadline for the survey is April 26<sup>th</sup>.
- **PLANNING COMMISSION SPECIAL MEETING:** The Planning Commission held a work session meeting on April 18, 2024 to discuss a response to the State Department of Natural Resources (DNR) Division of Mining, Land & Water's Unalaska Bay Site Specific Plan Land Classification Order SC-24-001. This is a tideland classification from the State to guide plans for tideland use in the future. The classification order is in response to tideland easement requests from as far back as 1990 for the drinking water line across the channel from Unalaska to Amaknak, and as recent as an outfall line easement in 2023. The Planning Commission will review the order through the lens of local zoning law and planned future

development. Results of the discussion will be provided in a report to the DNR prior to the April 22 deadline.

- **FY23 FINANCIAL AUDIT:** The auditors from BDO had a planned on-site visit for the week of April 15, but bad weather caused their flight to be turned back to Anchorage. Therefore, they are doing the site visit process remotely which increases the time required by staff to pull the samples for them. We are still working towards getting the FY23 audit finalized.
- **FIRE CHIEF ATTENDS STATE EMERGENCY MANAGER CONFERENCE:** Fire Chief Ben Knowles recently attended the 2024 State of Alaska Emergency Managers Conference in Anchorage. The conference focused on discussing important updates regarding priorities for coastal communities, emergency planning and funding opportunities. Chief Knowles had the opportunity to interact with several individuals from key organizations such as the State of Alaska Department of Homeland Security and Emergency Management, FEMA and NOAA. This conference served as a valuable networking opportunity for Chief Knowles to communicate the emergency management needs of Unalaska-Dutch Harbor to both state and federal partners. Additionally, Chief Knowles utilized this time to meet with two key representatives from the State and FEMA's Tribal Mitigation Planning team to further efforts in updating and gaining acceptance for the City's Hazard Mitigation Plan.
- **WASTEWATER STAFF CERTIFICATIONS:** Brian Brown and Miguel Cristobal obtained their State of Alaska Level 2 Wastewater Collections and Treatment certifications, a significant accomplishment that requires meeting several educational and experience requirements. In addition, Trever Shaishnikoff passed his State of Alaska Level 2 Wastewater Collections and Treatment exams. Obtaining proper certification not only grows each member of the team professionally, but enhances the City's operations. The City of Unalaska congratulates them on this achievement.
- **DPU DIRECTOR RECRUITMENT:** Candidate Mike Golat arrived for an on-site visit on April 15, 2024. Numerous meetings and tours were conducted to provide Mr. Golat a thorough understanding of the community, our utility needs, and introduce him to many city employees. Unfortunately, Mr. Homka was unexpectedly out of town and wasn't able to meet Mr. Golat in person. The City Manager will be following up with Mr. Golat this week.
- **STAFFING UPDATE:** The tables below summarize HR actions and position openings.

**Monthly HR Information**

**March 16, 2024 – April 15, 2024**

Type of Action	Number Of	Internal	External
Hires	4	2	2
Pending Hires	2	0	2
Pending Offers	0	NA	NA
Resignations	1	NA	NA
Separations	2	NA	NA

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### Position Openings

Department	# Of Openings	Notes
DPS	4	Police Sergeant (3), Corrections Officer
DPU	7	Director, Water Operator, Waste Water Operator, Electric Utility Lineman (2), Utility Lineman Chief, Apprentice Lineman
Finance	1	Controller
PCR	5	3 Lifeguards, PT Rec Assistant, On-Call Library Assistant
TOTAL	17	

Of the 17 open positions

- 2 pending hires will reduce the number of open positions
- 4 open positions are on the electric lineman crew
- The GIS Administrator position in Planning Department is in the process of being revamped
- We plan to use recruitment firm for the Controller position