



CITY OF UTQIAGVIK

"Farthest North Incorporated City"

MEMORANDUM

TO: City of Utqiagvik Council
FROM: Asisaun Toovak, Mayor
DATE: December 1, 2022
SUBJECT Monthly Report

The Mayor's Monthly report is broken down by: Mayor's Office, Operations, Finance, and lastly DMV & Taxi Cab Commission.

Administration

- ✚ My first few days I got familiar with the day to day operations of the City. Mayor Suvlu helped with the transition and has been helpful since. After a few days I did a facility tour, below will show what the City needs are to have our facilities operational.
- ✚ Director Cropsey, NSBSD, and I sat down and talked about the Kiita land lease. We will continue with a 17-year lease with a lump sum of \$350,000. In the October council approved Ordinance 06-2022 allowing the Mayor to negotiate and execute lease agreements regarding the land Kiita is on.
- ✚ Since on board we have hired a Finance Director, Gaming Manager, Expeditor/Custodian, Accountant, Deputy Clerk, and Administrative Assistant, Temp Maintenance workers, and one temporary rec aid for Roller Rink. We are in the interview process for the DMV Coordinator. With Youth Center and Roller Rink opening we will need more Rec Aids. We are also in the process of reviewing the pay scales and compensations. The Borough is willing to help with job descriptions. Attached you'll see a reorganizational chart for the City is going to implement once we have a more clear budget.
- ✚ We have established weekly, and monthly meeting with the directors, and recreation. We have also incorporated Food Friday (last Friday of the month) and Traditional Tuesday.
- ✚ The surplus sale of the old qamuns have commenced. We are receiving sealed bids until Dec. 5th at 5pm. If we do not get at least 3 bids on items valued at 5K to 25K we will need to put it back for bid until 3 bids have been made. We have 3 qamuns between that value.
- ✚ Through purchasing and donations from AC we gave 55 turkeys and 55 boxes of fixings to families in Utqiagvik. We were also able to get turkeys for our employees and council members. Staff pulled together to stuff boxes and deliver. The Maintenance Department was helpful in this project.
- ✚ I gave a speech at Ipalook for their Inuit Day School Assembly.



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- + The City raised over 3K for KBRW’s Drive to Thrive. Thank you to those who participated and Donated.
- + I connected with the Director of Planning at the Borough. Community planning, Utqiagvik Zoning Commission, and PRC process to gather Utqiagvik’s Community priority list is in collaboration. The City will need to start the planning process to submit the priority list to the Planning Department.
- + The city connected with EIAP staff at the NSB Mayor’s Office on the process of the EIAP funding. We will need to turn in our audits, and spending reports. Once we as a council submit our lists to the NSB Mayor’s office then he will approve for funding. After reviewing the past projects that are not completed, we suggested to reallocate funding. For example, we have had no Junior Council and the 4 schools in Utqiagvik have successful student governments that we can contribute to that have similar goals.
- + NVB and the City is collaborating on a trilateral between the City, NVB, and UIC.
- + On November 18, 2022 our old server died and we were without communication for several days. Tech GN was on top of getting us connected. We had to quickly moved to a new server and that operations we expected to do in Jan/Feb of next year happened in November.
- + The Clerks Office has completed 58 business licenses and the deadline to submit without late fees is December 28, 2022.
- + The City met with the Port Authority in collaboration on the Seawall.

Operations

- + Rec staff and I established a monthly meeting every 3rd Thursday at 12pm. They are working on clearing the weight room and preparing the Roller Rink to open to the public. We established that children 7 and under will need to be accompanied by a legal guardian at all facilities. Children 8 and over will need to have a legal guardian sign an annual liability waiver. All facilities include Piuraagvik, Roller Rink, Youth Center, and Tupikpak.
- + For twice a month competition we have done the Thankful For contest where any child under the age of 18 can submit a drawing or letter showing what they are thankful for this year. We have received a few submissions.
- + The Maintenance Shop has no running water, toilet, or wash station. We have found a new toilet still in the box at the Pool Hall and will be using that to install at the shop. We have purchase request for a sink and water pump. This will cost \$1,400 to get our shop in sanitary working conditions. The flooring was started by Moss Construction but put to a halt when a hole in the floor was found and reevaluated and will cost an additional \$37,000. You will see we suggested this on the EIAP list. We will also need to order an Eye was station.
- + The Maintenance department assisted with several families at the cemetery, filled and delivered water to pull tabs, expedited funds from pull tabs to accounting, assisted with distribution freight,



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filled heating fuel, laundry to the cleaners, routine snow removal, replaced ballasts and lamps at bingo hall/pull tabs/pool hall, and replaced signage for the new Mayor.

- ✚ Roller Rink's flooring is warping and will need to be replaced. The roller blades/skates will also need to be replaced. The bathrooms will also need to be redone. We are working with Steven Cropsey on the land lease and building lease of Roller Rink. We will also need to prove site control of Roller Rink if we want to put any NPRA or EIAP funds into this facility.
- ✚ Padlocks were changed at Tupikpak. BHCA and the City are unsure who changed them, we changed them back and both parties have keys.
- ✚ Bathroom stalls were completed and we are able to operate at the Teen Center. There is still a question of the grade of the ramp. I have found no evidence or none was presented to me that says we cannot use that ramp. We will continue to operate this facility and add extra cautionary signs on the ramp. We continue to seek Rec Aides to operate facilities available to Youth.
- ✚ We have order \$20K of fireworks, which is the legal Alaska limit. We spent \$5 in shipping. We estimate it will be \$5K for contract services for a Pyrotechnician. We will know more on employees' salaries, heating fuel, gas, and other expenses after the new year. The Council and the NSB Mayor's office approved \$60K for NE Fireworks through EIAP funds.
- ✚ We connected with Shop II in hope to start a collaboration. We along with the NSB shop II contract with Yukon to fly them up to use their computer to understand or clear codes on the new loaders. We talked about purchasing this computer and stationing it at Shop II and eliminate Yukon contracts for the City and NSB. Shop II has been helping us with all loader needs. Although Yukon has come to work on it we still do not have an operating loader.
- ✚ Alaska Fire continue to upkeep our access to the building using the new key card system. This system also can tell use who is entered in the building or not. We only have two master keys held by me and my staff.
- ✚ We still have the Browerville playground equipment at South Pad. We had to take it out of the shop to put in the new loader for Yukon to work on. Once we get the loader out we can continue with the shop floor is approved to pay the \$37k.

Finance

- ✚ 2019 needed one last Journal Entry to GP. After getting connected with Carmen Jackson & Associates, Altman & Rodgers, Encore (GP contract provider), and us; we identified the last piece of information needed and we're quickly able to send the information to the Auditors. In January Altman & Rodgers will then present a second draft for the City. After our review he will then present the council with a final draft along with a presentation. If the council approves the 2019 audit he will finalize the document. With this final document we can submit it to EIAP and NPRA. We are working on a schedule to conduct the 2020 audit.



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- + The Finance Director continues to work with Encore and GP to produce monthly finance reports. We are currently not using Caselle yet. We cannot start using this program until we have a solid beginning balance audited numbers. Our goal will be to begin at the start of next fiscal year.
- + The Finance Department continue to streamline the purchase requests and orders in parallel with receiving orders.
- + I met with NPRA with the Department of Commerce. If we complete our audits and proper reports they will release \$5.5 Million in grants funds we have written for. Grants submitted a new grant for Local Government for NPRA 2022. We were recently denied a grant written to NPRA for three playgrounds
- + Grants attended National Cities League for the grants portion.
- + Attached is the monthly grant report.
- + Gaming will open Bingo January 6th. You will see resolution for the entities agreed to be on the Bingo Schedule. Our Gaming Manager has been connecting with entities to get up to date on their gaming permit and business license. We have also added a Saturday onto the pull tabs schedule. We still need to mount monitors and work on lighting in the bingo hall

DMV/Taxi Cab

- + We have received three application for DMV/Taxi Cab applications. We have giving weekly updates with the DMV Contracts division. They provided us with the current contract which is through 2025.

Tavra!

**NORTH SLOPE BOROUGH
POLICE DEPARTMENT**

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Jeffrey R. Brown, Chief of Police

TO: Chief Jeffrey R. Brown
THRU: Captain Garrett Walker
FROM: Sergeant Neil Lynch
DATE: November 15, 2022
SUBJECT: Utqiagvik – Monthly Report for November 2022

From October 15, 2022 to November 15, 2022, North Slope Borough Dispatch in Utqiagvik recorded 1057 calls for service.

- 117 were called in on 9-1-1
- 516 were officer-initiated contacts
- 30 were in-person

Of the 965 calls for Police service:

- 30 arrests were made (Adults)
- 07 were Warrant Arrests
- 14 were Domestic Violence Related
- 13 were Drug Related
- 87 were Alcohol Related
- 01 Juvenile Arrests
- 04 were Detoxed
- 07 Incidents involved Taxi Cabs
- 158 were Non-Criminal in nature
- 11 were Mental Health related

Drug and Alcohol Seizures:

During the month there were 1 incident where alcoholic beverages were seized and placed into evidence. (approximately bottles of spirits)

- 2 - 450 ml btl R&R (10/23/2022)

During the month there were 1 incident where drugs were seized and placed into evidence.

- Unknown Substance/Residue (10/23/2022)

During the month there was 1 incident where drug/narcotics equipment were seized and placed into evidence.

Note: these figures presented are only on cases that are closed and forwarded for prosecution; they don't include active investigations or joint investigations with other agencies.

The Police Department encourages the willingness of citizens to assist us in the "War On Drugs" campaign. The majority of the information gathered comes from YOU. We encourage all community members to report illegal use or sale of drugs and alcohol in our villages, to either the local Police Department, Police Dispatch 907-852-6111, or the Hotline at 1-800-478-3784.

With this effort, together we can stop the illegal sale of alcohol or drugs.

Community Involvement:

10/21/2022 – North Slope Borough Police Department participated in the walk for awareness of Domestic Violence with North Slope Borough Health and Services and Arctic Woman in Crisis.

10/31/2022 – North Slope Borough Police Department participated in the parade at Ipalook Elementary School.

Throughout the month North Slope Borough Police Department attended the Volleyball games at BHS.

11/16/2022 – Captain Nicolas Gueco attended an awards ceremony at Ipalook Elementary.

