**M E M O R A N D U M**

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| **TO:** | City of Utqiaġvik Council |
| **FROM:** | Asisaun Toovak, Mayor |
| **DATE:** | February 20, 2023 |
| **SUBJECT** | Monthly Report |

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

Administration

* We provided a driver, a van, and Piuraaġvik for Kivgiq this year. We had all of our facilities reserved for Borough use during Kivgiq. We also served the community on the 2nd from 530 to 630. Lisa with Conoco also ordered a dozen Pizzas to go with our sandwiches.
* We completed the 2019 Audit and the resolution is attached from our special meeting on the 13th.
* We’ve successfully changed the “Closing Hours” ordinance to add an exception for Taxi Cabs
* We’ve meet with the Taxi Cab Commission on the 11th and will meet again on March 11th. We agreed that the Taxi Cab service could use more attention. They have been reviewing Chapter 7 and have some recommendations. I’ve been using our attorney’s to help with this process.
* We have met with Kuna once in person and several connections there after to gather more information to complete the designs for the Piuraagvik Expansion.
* We’ve also met with the NSB Hazard Mitigation Planning team. They are in the beginning stages for revamping their mitigation plan and included the City.
* We have public noticed solicitation for Government Financial Accounting Management Contract and Government Information Technology Management Contract around town and on our website.
* We had our first inhouse Piuraaġiaqta Planning meeting. On the 24th we will have a community wide Piuraaġiaqta meeting at 3:30 in the chambers.
* We have connected with our contract audit prep accountants and audits and will begin 2020 audit the week of April 17th and hope for 2021 audit in August or sooner. Everyone is eager to complete audits as this will help with future grant funding.
* If you haven’t noticed we begun the surplus sale for the vehicles we have matching VINs for. You can pick up a packet at the front desk. We’ve started accepting bids on February 17th and will close the bids on March 6th. We will then open the sealed bids on the 7th at noon and contact the highest bidder. They will have 3 business days to make payment and remove the vehicle otherwise we will move on the next highest bidder.
* The Clerks completed 14 business licenses, 3 Burial Permits, and completed 14 scholarship applications. They have also assisted me with Taxi Cab commission meetings.

Operations

* Piuraaġvik
  + 2023 Little Dribblers Program is underway. We currently have 3 Sr. Boys and 3 Sr. Girls teams. For our co-ed Jr. league, we have a total of six teams. Piuraagvik is currently operating on a modified schedule to accommodate the Little Dribblers Program. The schedule is modified as follows:
    - Monday, Tuesday, Thursday. 3:00 to 7:30pm.
    - Wednesday. 1:30 to 7:30pm
    - Friday. 5:00 to 7:45pm.
    - Saturday. 11:00am.to 3:30pm.
    - This schedule will be in effect until the end of the Little Dribbler season. We are anticipating the season ending on May 15, 2023. We have been in communication with City of Wainwright in hopes to have our Little Dribblers have an invitational competition.
  + Piuraagvik has had a total of 1,028 customers utilizing our gym during the month of January.
  + We have partnered with ASNA to host a Zumba class that happens every Tuesday & Thursdays through March 31, 2023.
  + We are currently working with another vendor to start hosting Yoga classes. 1 class is Mom & Dads, a destress and relaxation yoga, and the second class would be a general yoga class. We are hoping to have it started by the end of February.
* Roller Rink
  + The Roller Rink remains closed for normal operations apart from renting the facility for events. For the month of January, we hosted a total of 15 private events. We are currently seeking 2 recreation aide positions for this facility. For the primary positions, the schedule would be M-F from 3:00-10:00pm, Saturday from 1:30-10pm. For the part time position, it would be M-F from 5:30-10pm, and Saturdays 5:00-10:00pm.
* Youth Center
  + The North Slope Borough has graciously installed a new set of stairs to enter the Youth Center. We are currently waiting for a response regarding the ADA Ramp. We are hoping that we will be allowed to open the facility to the community soon. We are also seeking 2 recreation aide positions for this facility. For the primary positions, the schedule would be M-F from 3:00-10:00pm, Saturday from 1:30-10pm. For the part time position, it would be M-F from 5:30-10pm, and Saturdays 5:00-10:00pm.
* Maintenance
  + Maintenance continues to inspect our facilities and conduct preventive maintenance.
  + Staff assisted in three grave preparations this past month. We are currently working on the following projects.
  + Prepare vehicles for surpluses.
  + Evaluate and prepare damage report to 1807.
  + Work with contractors to complete repairs on all heavy equipment.
  + Repairs to distribution center due to freeze up secondary to heating failure.
  + Contacting vendors to get quotes on installation of the new playground equipment.
  + Reviewing current job descriptions and recommending changes where needed.
  + Preparing a budget for FY 23-24
  + Seeking training opportunities
  + Identify Maintenance & Inventory software.
  + Review policy and procedures and recommend updates related to Maintenance.
  + Complete and inventory on all equipment

We are currently improving the maintenance operations and process to become more productive and efficient.

* Distribution
  + The distribution center disseminated the following quantities of alcohol:
    - 1,171.80 gallons of malt alcohol/beer
    - 1,659.50 liters if wine
    - 539.25 liters of distilled spirits
  + The total in sales was approximately $4,694.93. Shipping & handling $3,425.00, 3% tax $1,269.93.
  + Our permit printer and software crashed and we are in the process of updating the system. For the time being, we are issuing letters to the permit holders until we replace the system and software.
* Operations
  + We are currently in the process of reorganizing the Recreation, Maintenance, and the Distribution division to increase effectiveness.
  + The weight room at Piuraagvik is near completion and we are planning to open them at the end of February. Prior to opening, we are evaluating the admission charges and also looking into accepting card payments.
* Finance
  + We are still seeking applications for Director of Finance. We are diligently recruiting and looking for recruitment vendors for this position. We also noticed Government Financial Accounting Contracts bids. So far, we’ve received two bids, but per our ordinances we will need 3 bids.
  + Grants
    - Attached is a report outlining the City of Utqiaġvik grant activities through December 2022 with updates through February 2023. You’ll see that we signed two grant agreements with the NPR-A for Fire Systems Upgrade and Local Government Grants and have the Community Kitchen Design grant agreement waiting in the wings. However, we’re still waiting on the audit to be completed. Please feel free to contact me if you have any questions.
  + Gaming
    - Gaming Report for January 2023
    - Bingo Revenue (total sales) $6,427.50 .
    - Bingo Pay-Outs $5,037.50
    - Bingo Deposited $1389.00
    - Bingo started January 26, 2023 Total number of Organizations 2, each organization gets 10-14 days a month
    - Pull Tab Revenue (total sales) $55,473.00
    - Pull Tab Pay-Outs $32,678.00
    - Pull Tab Play-Backs $8,624.00
    - Cash over/short $19.00
    - Pull Tab Deposited $14,190.00
    - Total deposit $15,579.00
    - Salaries & Wages/Taxes & Benefits $11,167.17
* DMV/Taxi
  + The change in “Closing Hours” has been posted and the Police Department has been notified. Taxi Cabs can now run from 2am to 6am with limited service.
  + Last Taxi Cab Commission Meeting was February 11 at 3pm in the Chambers and the next one will be March 11 at 3pm in the Chambers. Commissioner James Patkotak gave each permit holder knitted hats.
  + According to our Ordinances we should have 50 cabs on the road to accommodate our population. Right now, we only have 29. The newest taxi cab I commissioned on the road spent $6,800 to meet on the requirements we set and the state of Alaska sets. This does not include car payments or gas. With the Attorney’s we continue to look into changes to better suit our community. In our last meeting there was a suggestion to create kits or scholarships to help community members become cab drivers.