



CITY OF UTQIAGVIK

"Farthest North Incorporated City"

MEMORANDUM

TO: City of Utqiagvik Council
FROM: Asisaun Toovak, Mayor
DATE: March 12, 2023
SUBJECT: Monthly Report

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

Administration

- ❖ Admin and Clerks went to Iļisaġvik to view and learn more about their Zoom Rooms and how to can have a similar set up. This is a feature we have been paying for the last 2 years and now the 2 years up and coming. I've also ordered a Neat Bar and Neat pad to install in our Chambers.
- ❖ Director Texeira has updated our fillable complaint form that is available online and can be emailed to me where I will assign to an employee to investigate. This form is universal. It can be a complaint from one person to another or entity to another. Sometimes we get complaints that someone doesn't have a business license or someone complains about cab drivers. But can also be used to complain about a city employee.
- ❖ We had our 3rd meeting with Kuna and informed that we are at 90% complete with the design.
- ❖ Clerk Patkotak and I attend the Voice meeting on March 14th.
 - We look forward to partner on Community Assessment needs. As a council I've heard that we need to understand our community needs to better serve our community.
- ❖ We had our 4th Piuraaġiaqta Planning Committee meeting today and have a draft schedule attached.
- ❖ Clerk Patkotak, Director Texeira, and I meet with Native Village of Barrow Lands Department in talks of a partnership on our Cemetery Project. Our Cemetery Project will roughly cost us \$89K. This project will be an inventory of all graves of all 3 cemeteries the City manages. As far as I know we have not as a council or admin allocated money to fund this project. I've looked at EIAP and NPRA funding the last 3 years.
- ❖ Town Hall meeting on the 30th and April 6th to start a series of townhall meetings to address funds from community taxes.
- ❖ The Borough Mayor's office invited us for clarification on EIAP funding where we were able to give them everything they needed and we were able to understand their needs to get our funding.



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- ❖ We’ve lost a few employees in the main office and a couple times I was answering the phone and taking payment. The majority of the staff we lost was offered more money elsewhere. The vital staff that is still here; I had to match their pay with the offers they received. But to be fair and transparent we raised the pay of each department and thoroughly looked at each job and longevity.
- ❖ Katie Akpik-Varner accepted a Position as Special Assistant/HR Specialist.
- ❖ **Clerk’s Office** -
 - Cemeteries – Assisted with three burial permits. Met with Mayor Toovak regarding the summer cemeteries project. Reviewed all burial permits to our master list to date, corrected errors and entered missing permits
 - Business Licenses – We have received 143 2023 business license applications, and 125 are complete.
 - Eben Hopson, Sr., Memorial Scholarship – Received one scholarship application for the summer.
 - Public Notices - Posted 6 public notices around town, emailed to KBRW, posted to the website and social media.
 - Taxicab Commission – Assisted with preparing and conducting the March 11, 2023 Taxicab Commission meeting.

Operations

- ❖ **Piuraagvik** - The Little Dribblers program is going on its third week of games. The teams look more organized and competitive when they participate in games. We would like to send a big thank you to the coaches and their assistants, their hard work is showing through the kids. The junior league co-ed teams participate in three games every Friday. The first game starts at 5:30 PM and the last game starts at 7:00 PM. The senior league teams have four games every Saturday with the first game starting at 11:00 AM and the last game at 2:00 PM. The games will continue until the last week of April 2023. The Senior League tournament dates are tentatively scheduled for May 4-6, 2023. Thank you to ASNA for donating water bottles for both Junior and Senior leagues. We would also like to thank Alaska Commercial Company for donating funds that allowed us to secure some new equipment for the referees and kids. Piuraagvik has had a total of 2067 customers utilizing our gym during the month of February 2023. ASNA is sponsoring Zumba class that will continue in the Aerobics room every Tuesday and Thursday through March 31, 2023. Yoga classes have started up and their schedule is every Wednesday from 6:30 PM to 8:30 PM. Thank you to the Recreation staff for completing the inventory of all Piuraagvik supplies and equipment. We are currently reviewing what equipment is viable and which equipment is obsolete.
- ❖ **Roller Rink** - The Roller Rink remains closed for normal operations apart from renting the facility for events. There was a total of 8 private events for the month of February 2023. We continue seeking applications for employees to work at Roller Rink. Once we hire the 2 vacant positions, we will be



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reopening the roller rink and running its normal schedule. We have continued to work on inventory, organizing and cleaning will continue to be done by the recreation staff until it is complete.

- ❖ **Youth Center** - Recreation staff completed a full inventory of supplies and equipment and also organized and disinfected the facility. Determinations will be made on which equipment to keep and what is obsolete. We have received some applications and the hiring process will begin soon. We are currently waiting for a response regarding the ADA Ramp. Hopefully we will be allowed to open the facility very soon.
- ❖ **Maintenance** - Staff assisted in 5 grave preparations this past month. We are currently working on the following projects.
 - 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.
 - We have installed a new furnace.
 - In the process of ordering parts for the new water pump to be installed
 - 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
 - We are finding that a lot of the heavy equipment has developed problems sitting idle for so long. We are currently working with the North Slope Borough Public Works department on having them repaired
 - Attended a Boiler Maintenance course at Iḷisaġvik. All participants were successful in passing and receiving certification.
 - Identify Maintenance & Inventory software.
 - We have identified a couple programs and are looking into them. Review policy and procedures and recommend updates related to Maintenance.
 - Complete and inventory on all equipment. A lot of the power tools are antiquated. They no longer are supported by the manufacturer. We are currently improving the maintenance operations and process to become more productive and efficient.
- ❖ **Distribution** The total in sales was approximately \$3,546.59. Shipping & handling \$2,600.00, 3% tax \$946.59. We received our new Permit printer and are working with the vendor to import all the files into the new system. We hope to have it up and running by the end of March.
 - Disseminated the following quantities of alcohol
 - 1,097.54 gallons of malt alcohol/beer
 - 1,687.50 liters of wine
 - 515.25 liters of distilled spirits
- ❖ **General Operations**
 - Assisting with Piuraaġiaqta
 - We have reorganized the Recreation department and our staff is happy with the changes that we are making. Maintenance, and the Distribution divisions are still being reviewed to improve efficiency.



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- The weight room at Piuraagvik is complete and we are expecting to open and start charging customers starting April 1, 2023.
- Here is a list of current rates that we will be implementing for Day use. We are still looking into monthly, quarterly, and annual rates.

General Admission	
Children 13 and under	Free
Teens 14-17	\$5.00
Adults 18 – 59	\$7.00
Senior Citizen 60 +	\$2.00
Military & Emergency Services	\$3.50
Spectator Admission	
Children 13 and under	Free
Teens 14-17	\$1.00
Adults 18 – 59	\$2.00
Senior Citizen 60 +	\$1.00
Other Fees	
Aerobics Room	\$10.00
Weight/Cardio Rooms	\$10.00
Showers (per token)	\$5.00
Senior Citizens	\$2.00

Finance

- ❖ Eta-Starr Edwardsen has accepted the position as Finance Director. We look forward to start date on March 27th.
- ❖ We are working with AML on meeting this ARPA Fund Reporting. This will be due in April.
- ❖ Future Audits scheduled for April, June, and September
- ❖ Inuuraq Moss, Grants Administrator has turned in her resignation. She has been with the City for 5 years and we are very sad to see her leave us. We will be having a food Friday tomorrow party in honor of her time at the City, please join us.

DMV/Taxi Cab

- ❖ We are hopeful we will have a director hired and finger printed soon. It will be faster to send the new hire to anchorage for finger printing directly by State of Alaska. We have interviews set up for
- ❖ We continue to have monthly Taxi Cab meeting. In the last meeting we were able to address the needs to cab drivers and community members. We still only have 29 cabs and according to our codes we need a total of 50 to accommodate our community. Additionally, there is no code or other laws that stops our community from opening a food & goods delivery service in our community. We just need proof of an Alaska Business license.
- ❖ Our attorneys have updated Code of Ordinances to reflect the Alaska Statue 28.23.180 Rideshare law. I’ve done a quick review and like it so far. This will also Uber or Lyft to operate in our community. I’ve attempted to call or email someone at Uber or Lyft and have not got a clear response if they can approve a vehicle in our area.

Tavra!