



CITY OF UTQIAGVIK

"Farthest North Incorporated City"

MEMORANDUM

TO: City of Utqiagvik Council
FROM: Asisaun Toovak, Mayor
DATE: April 21, 2023
SUBJECT Monthly Report

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

Administration

- Town Hall Meeting on March 30th at 530 pm regarding tax was held. Although we advertised around town, KBRW, our website and Facebook we had a low turnout.
- Our attorney's and I have been working with Tribn on finalizing our service agreement contract. Once we complete these negotiations we will begin negotiations with INU-IT. Attached you will see a resolution for your considerations for Me, the Mayor to sign this contract.
- I took a trip to Anchorage where I meet with our Attorneys, NSB Law & Port Authority, and US Army Corps of Engineers. This meeting brought us closer to finalizing the Sea Wall Perpetual Lease Agreement. The forever lease will be approximately from Gravel Pits to the Sadie Neakok Playground.
- The Emeritus Nathaniel Olemaun Jr building is now connected to ASTAC. We are on a test run at the moment and hope we grow to our other buildings and be fully ASTAC.
- The Clerks have been working with Jeff at KBRW to create a Zoom room, a feature of the Chambers.
- The Clerks have received one burial permit this month. And sent in two notification of Voter Death, (one for an individual who was cremated and not buried) so the deceased will be removed from the voter sign in list.
- Business Licenses – We have received 146 business license applications and all are completed. Deputy Clerk Lambrecht prepared a letter for businesses that do not have a City of Utqiagvik business license while operating a business in Utqiagvik and will be sending them out so all businesses will be in compliance with Title 6.
- Eben Hopson, Sr., Memorial Scholarship – We have not received any scholarship applications during this past month.
- Public Notices - Posted 6 public notices around town, emailed to KBRW, posted to the website and social media.



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- Taxicab Commission – Assisted with preparing and conducting the April 22, 2023 Taxicab Commission meeting including public notice posting, agenda preparation and notifying the Commissioners.
- Sea Wall perpetual lease agreement with the North Slope Borough from Gravel Pits to Sadie Neakok Playground
- Inu-Hour on the History of Piuraagiaqta
- Contract Negotiations with Tribn.
- Regular monthly meeting with Dr. Pearl Brower, UIC and Fannie Suvlu, Native Village of Barrow regarding a trilateral agreement.
- Admin sent letters to UIC, BUECI, and ASNA requesting help to erect the Browerville Playground. There is interest to help us. What the City will need to do it create an action plan and blue prints along with a start date and completion date. Our team is gathering all the information we need to move forward. Any help is welcome.

Finance

- New Finance Director, Eta-Starr Edwardsen started on the 28th and has hit the road running. She’s been helpful in identifying our financial needs.
- Closed out FY2019 in GP to finalize our financials for the Audit. All Adjusting Journal Entries were created and the balances were rolled forward into FY2020
- Auditors from Altman & Rodgers came the week of the 16th working on 2020 Audit. We were unable to complete the 2020 Audit. They will be back June 5th to complete. We continue to work with Carman Jackson and crew to be Audit Ready.
- Finance Director, Clerks, and I meet with Caselle to begin conversations on switching over. It’s recommended that we do not switch to this accounting system until we are in good Financial Standing and from my understanding that means we need to have all audits done and start on a new fiscal year. We also had conversations about the cemetery project we hope to work on this summer/fall. Caselle has a program that can help us keep an inventory of plots and future plots.
- Finance Director and I have been in weekly conversations with Wells Fargo and representatives in getting us connected and aware of cost savings plans.
- Attached you’ll find a GP Finance Report. Although it’s hard to read we can help read it or understand it.
- The Week of March 26th was our Grant Administrators last week with the City. We enjoyed a small gathering to wish her well. Our Finance Director and I have been trying our best to turn in reports or documents needed from Grantors.
- Attached you’ll find the Gaming Report.

Operations



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➤ Recreation

○ Piuraagvik

- The weight room and cardio room are fully operational and open to the public. We have been receiving a lot of positive feedback from the community. They are excited that the equipment is up to date and all in working condition. Zumba classes are still happening every Tuesday and Thursday from 5:30pm – 6:30pm.
- Total usage for Piuraagvik: 3,051 customers signed in.

○ Roller Rink

- We are pleased to announce that the Roller Rink is fully staffed! As we are training our staff, we expect the facility to be opened full time by Monday, April 24, 2023. We hosted approximately 16 private events this month. We have teamed up with ASNA to host Family Kinship Nights. These events are hosted every other week. The next one is scheduled for May 4, 2023, starting at 5:30pm.

○ Youth Center

- The Youth center is also fully staffed! It will be opened to the public starting May 4, 2023. We are still working to resolve the wheelchair ramp issues.

➤ Upcoming Events

- Men’s and Women’s City League Basketball Tournament Proposed dates 5/25-5/27

➤ Maintenance

- Maintenance continues to inspect our facilities and conduct preventive maintenance.
- Evaluate and prepare damage report to 1807.
- Working with Yukon & NSB Public Works to complete repairs on City heavy equipment.
- The CASE loader requires further inspection, the harness has been replaced and there are other issues that have developed. Both NSB and City are waiting for Yukon come to Utqiagvik.
- The BobCat Parts have been ordered. Once we receive them the repairs can be completed. Thanks to Shop I & II helping us in identifying the repairs we are on a path to having operational heavy equipment. We are finding that a lot of the heavy equipment has developed problems sitting idle for so long.

➤ Distribution

- The distribution center disseminated the following quantities of alcohol.
- 1,365.32 gallons of malt alcohol/beer (607 cases if 12oz cans)
- 1,958.13 liters if wine 392 (5liter boxes)
- 592.50 liters of distilled spirits (790 750ml bottles)

The total in sales was approximately \$6,398.72. Shipping & handling \$4,650.00, 3% tax \$1,748.72.

Our new permit printer and permit software is operational, and we have been issuing permits cards.



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➤ **Operations**

- **Piuraagiaqta 2023** was just completed at the time of this report. I would like to thank the Recreation Staff and Maintenance staff for committing to the success of this event. They spent many hours preparing and executing functions at the events.
- I would also like to take this opportunity to thank all of the events sponsors, without their support, we wouldn't have been able to successfully host Piuraagiaqta 2023, Aarigaa Inupiaguniq! #ElderApproved

DMV & Taxi Cab

➤ **DMV**

- Interviews and selection process is completed for the New DMV Clerk. From here we will begin the finger printing process by hand delivering it to the State of Alaska DMV Contracts Division. Once that is completed and passed we will then schedule training. This can take up to two weeks.

➤ **Taxicab**

- We had our monthly taxicab commission meeting on the 22nd.

Tavra!