

CITY ADMINISTRATOR'S REPORT May 2023 General Meeting

- Worked with City Clerk to learn how to edit and post the draft meeting minutes generated via input during meetings from the MuniCode program.
- Worked with City Clerk to relocate and organize some electronic folders so they are more logical and retrievable.
- Posted City Clerk job on AKDOL website.
- Corrected a few minor typos on the Purchase Requisition P&P and had City Clerk update on the website.
- Continued to work with John Barry on the septage project. John is working on projects from Texas since he is dealing with a medical process at the University Medical Center. While he can attend to most of the project from there, Mike and I along with Paul and Ian will need to work with GBC for the boots on the ground piece, some of which will be staking out the roadway and the exact location for the tanks installation. We will be issuing a Notice to Proceed in the next few days. An NCO is up for public hearing tonight for supplementary funding for this project and council approval. As previously addressed, some unanticipated regulatory provisions required by ADEC, project management, and additional site preparation for adequate staging of the pump truck requires these additional funds.
- Continued to work on our grant projects, attending weekly Office Hours sponsored by AML, learning about upcoming funding opportunities and responding to agencies for projects that didn't make the cut along with analyzing the next best funding sources to apply for those projects.
- The Marine Facilities Coordinator position has been filled by Larry Platt and he will begin his duties starting June 5th. Thanks to Larry for starting a couple days as a temp and to Ben for training him on the metal ramp and float installation process.
- Testified again to the Senate Education Subcommittee on Senate Bill 110, companion bill to HB 21 - State Insurance pool for municipalities and school districts. I don't know yet what the costs will be for participating in this program should the bill pass, but if the Alaska Cares pool becomes available, it would be an additional resource for the City to consider as we look at improving our health insurance plan offerings.
- Worked with Ben to get our treasury.gov sign on straightened out from past user and account administrators to a current status. They will not talk to anyone on the phone to resolve problems and so it was back and forth emails for days. Finally I just told them that it wasn't working, and they needed to make backdoor changes to get it updated. We use this site for reporting purposes on receipt of various federal funds.
- Held a pre-award meeting for projects with GBC, John Barry, Mayor Taylor, Ben and me on 3 different projects to iron out additional details for the projects prior to award.
- Attended to road condition complaints and other citizen calls. We are doing what we can with the weather restrictions and the resources we have.
- Have spent a significant amount of time and resources with the Contractor, City Attorney and Project Manager on the post award terms and conditions of the Library Shelter Project. We will be unable to issue a NTP on that project until all of those conditions and change orders are stipulated and agreed to. It is possible we may need to rebid the project.

- Reworked the Lease Agreement and matrix of responsibilities on the Old PO building. Kenn Magowan has started working on the interior of the building and will finish when he returns from another job commitment. I also contacted Arthur at Byte Networking to have internet installed at that facility. Luckily the fiber is right outside the building and won't require additional fiber.
- Worked with Sol and the Alaska Division of Health on the Healthy and Equitable Communities MOU Amendment which was subsequently approved for additional funding to go towards the repeater tower project. Additionally, we were encouraged to submit an additional project which has the potential to be funded if not all communities apply for the second round of funding. We have the potential to get approved for some funding for the playground equipment should there be remaining funds.
- Thanks to Council Member Owens for volunteering to come to CH a couple afternoons a week to answer phones and help with basic tasks until we are able to hire a City Clerk.

Any comments, questions, or suggestions? Particularly, any ideas on what to do in the interim as we continue to recruit for a City Clerk?