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Memorandum

TO: Mayor Derek Haviland-Lie and Members of the City Council

FROM: The Office of the City Manager, Tessa Baldwin

DATE: November 2024

Key Accomplishments and Project Updates

- New Finance Director Started on November 15, 2024! Welcome Mike to our team!
- Successfully worked with our community and partners on the West Coast Flood. We are starting the recovery process and will need to continue to monitor expenses.
- Lobbying and legal service contracts have been awarded!
- RFP for Water Filtration System has been posted and will be open until December 2, 2024.
- RFP for Engineering and Project Management will be posted prior to November 21, 2024 meeting.

Report Narrative

I have started my transition plan for the City of Kotzebue City Manger's Office. This will be added to the city manager's report during city council meetings. Thank you for the opportunity to serve the community I grew up in, in this capacity. We have accomplished a lot together and I look forward to seeing the accomplishments of the city under new leadership.

The State of Alaska Declared the Disaster on the 2024 West Coast Flood. A number of homes were damaged and some families were displaced long term. We have worked with the Northwest Arctic Borough on this matter as well. The City of Kotzebue will be responsible for applying for assistance for our facilities which includes the small boat harbor, North Tent City, and roads. We have also hired temporary employees as well which will be reimbursed by the State of Alaska. Please be mindful that this is the second declared disaster for the City of Kotzebue in 2024. This process is timely and our staff has done an excellent job responding to these disasters.

Current Open Grants and Funding Opportunities

Newly Awarded Grants:

- Denali Commission, Local Match Funding for Cape Blossom Road Phase II, **\$2,000,000.00**
 - Pre- Assessment forms have been completed. We are working with DOT and Denali Commission to execute this grant agreement.

Continuing Projects:

- Village Improvement Fund, Bulldozer Purchase, **\$375,600.00**
 - Quotes selected and grant agreement with the NWAB has been signed.
- Cyber Security Grant Award, **\$30,000.00**
 - The first on boarding for the grant was attended.
- State Revolving Fund, Water Treatment Plant Filtration System
 - The RFP is currently out until December 2, 2024 in which will be selected shortly after with our RFP committee made up of council members and staff members.
- State Revolving Fund, Vortac Lake Dam, **\$1,000,000.00**
 - On hold until the PER is completed by ANTHC.
- State Revolving Fund, Swan Lake Loop/ Lagoon Loop, **\$2,500,000.00**
 - RFP was awarded to DOWL engineering.
- U.S. Department of Transportation, Port Infrastructure Development Program (PIDP) at **\$2,455,000.00.**
 - A finalized grant agreement was formulated between the City of Kotzebue and the U.S. DOT. This will be signed in September. RFP was selected for consulting on this project and was awarded to PND Engineering- an on boarding call will be set up with their company to do next steps.
- Alaska Housing Finance Corporation Grant, **\$5,000,000.00.**
 - KIC was awarded the grant after review. Sam and I met with AHFC and KIC to discuss next steps. The City of Kotzebue will be providing administrative support but funding will go through the AHFC directly to KIC.
- Healthy and Equitable Communities- State of Alaska Department of Health and Division of Public Health, **\$94,471.00.**
 - ACS was unable to complete this project and the deadline passed. We were unable to utilize this funding.

- Village Improvement Fund- Northwest Arctic Borough Flood Mitigation and Emergency Management Project. **\$280,000.00** and Alaska Community Foundation- Typhoon Merbok Funding, **\$50,000.00**
 - DOWL has worked through the assessment. More on this project soon!
- Village Economic Investment Funding, NANA Regional Corporation, Cape Blossom Road Project, **\$139,480.00**
 - PIDP accepted this as match funding.
- Village Economic Investment Funding, NANA Regional Corporation, Cudd Hall Renovations, **\$56,289.00**.
 - Met with Brad Reeves who has submitted quotes for needed equipment. Public Works ordered the needed items and reimbursement for this amount of money has been requested to NANA at about \$15,000.00.
- Designated Legislative Spending, State of Alaska Legislature, **\$500,000.00**.
 - To be used for supporting Cape Blossom Local Committee is scheduled for early October 2024. Some funds will be used to hold this meeting.
- Denali Commission, Washeteria and Local Shower Facility, **\$1,250,000.00**
 - This project has several moving parts. The first being that the design came back over budget by nearly \$1M. Denali Commission stated that we are welcome to reapply but had suggested that we need to search for additional funding to finish this project. Rasmussen and other funding organizations had been suggested.
- Village Improvement Fund, NWAB, Car Crusher, **\$275,000.00**
 - The car crusher is here and will go online September 13th, 2024. This project will be closed out.
- Village Economic Investment, NANA Regional Corporation, Landfill Upgrades, and Infrastructure Project, **\$782,500.00**
 - The project is moving forward. Russ Ferguson, public works director, is the lead for this project.

Public Notices Posted and Upcoming City Events/ Meetings

- Individual Assistance Application for 2024 West Coast Winter Storm. Posted October 28, 2024.
- P&R Veterans Day Luncheon Announcement. Posted October 29, 2024, shared November 8, 2024.

- Program Coordinator Job Description. Posted October 30, 2024.
- Halloween City candy handout locations. Posted October 30, 2021, shared October 31, 2024.
- November 7 RCCM Notice and Agenda. Posted October 31, 2024.
- Boosted NVOK Kotzebue Relief Fund post November 1, 2024.
- KPD Press Release Arctic Spirits Robberies and suspect photos. Posted November 1, 2024.
- PSA Arctic Spirits closed on Election Day. Posted November 1, 2024.
- City and Borough debris pickup timeline. Posted November 5, 2024.
- Cape Blossom Road Stage II open house on November 19, 2024. Posted November 6, 2024.
- PSA City closed on Veterans Day November 11, 2024. Posted November 6, 2024.
- KPD Press Release Discovery of human remains dated November 6, 2024. Posted November 7, 2024.
- PSA landfill reached C&D capacity, no longer accepting until Spring. Posted November 7, 2024.
- November 14 RPCM Agenda Notice. Posted November 8, 2024.
- PSA Road Closure 5th Ave. Posted November 8, 2024.
- Public Notice Armory Gym Temporary Closure. Posted November 8, 2024.
- Public Notice Toddler Time cancelled November 14, 2024. Posted November 12, 2024.
- Admin Assistant Job Description. Posted November 12, 2024.