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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: December 2024

Key Accomplishments and Project Updates

- We had a great Christmas Party for all staff and families! Thank you, Parks and Rec for hosting and putting on such a great event!
- Grant reports for the year have been closed out! We look forward to continuing the capital projects in 2025!
- SRF Documents are moving forward for Water Treatment Plant Filtration System and Swan Lake Loop/ Lagoon Loop.

Report Narrative

Attached to this document you will see my transition plan for the council to review. It has been a working document for the last 90 days. Please give any feedback that the city council sees fit.

The Mayor, Russ, Sam and I attended a State of Alaska Department of Transportation meeting with Commission Ryan Anderson, and Deputy Commissioner Katherine Keith. Also in attendance were representatives from the Tribe and Northwest Arctic Borough. During this meeting we were informed that we do not have enough local match for Cape Blossom Phase II of the road. Originally, we were told that the tribes bridge funding from the BIA would be a local match, however, since the original funding is federal funds we cannot match with federal funds. Therefore, the only local match at this moment in time is the City of Kotzebue award from Denali Commission at \$2 Million dollars. This is a concern as project funding can be shifted and placed on a different state project if we do not find the additional local match. We requested that the Mayor work with the Northwest Arctic Borough Mayor to secure a plan for additional funding. The State of Alaska DOT will also break down recommendation on what can be

completed with an additional \$1M in local match, \$2M and more so that we can better understand the extent of the work.

Current Open Grants and Funding Opportunities

Continuing Projects:

- 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.
- 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**
 - Grant documents submitted and the process to follow this award was submitted.
- State Revolving Fund, Water Treatment Plant Filtration System
 - The RFP is currently out until December 2, 2024. We are waiting for the contract for the state to review and council approval to start spending down on this money.
- State Revolving Fund, Vortac Lake Dam, **\$1,000,000.00**
 - ANTHC has told us that they pulled funding for the PER. A decision needs to be made by the city council to use these funds for the preliminary engineering design.
- State Revolving Fund, Swan Lake Loop/ Lagoon Loop, **\$2,500,000.00**
 - RFP was awarded to DOWL engineering. Project is moving forward and funding is being spent down.
- U.S. Department of Transportation, Port Infrastructure Development Program (PIDP) at **\$2,455,000.00.**
 - 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. Their contract is up for review during the January 2025 city council meeting.
- 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.

- 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. This will be used to pay for the PND contract for consulting.
- 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**.
 - Some of these funds will be used for the economic study currently being developed.
- 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. The council needs to make a decision on how to move forward with this project.
- 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.

City of Kotzebue - City Manager Transition Plan

Effective Date: January 20, 2025

Prepared by: Tessa Baldwin, City Manager

1. Executive Summary

The purpose of this transition plan is to ensure continuity of operations across all departments and ongoing projects. This document provides key information, department contacts, and next steps for the incoming City Manager and current administration.

2. Departmental Overview & Key Contacts

a. Administration

- **Overview:** Responsible for overseeing city operations, city clerk functions, records management, and HR.
- **Key Contacts:**
 - Acting City Manager (upon transition): **TBD**
 - City Clerk: Paeton (responsible for managing records, council meetings, and city documents)
 - City Attorney: Joe Evans
- **Next Steps:**
 - Ensure Paeton has access to all city clerk-related resources and any updates to council protocols.
 - Work with **(name ACM)** on pending administrative issues and sign-off processes until the new City Manager is in place. Passwords for all accounts will be handed over to the ACM on January 17, 2025.

b. Finance Department

- **Overview:** Manages city finances, including payroll, accounts payable, accounts receivable, and budgeting.
- **Key Contacts:**
 - Finance Lead: Mike Laughlin (New Finance Director)
 - Support Team: Mike (Altman and Rogers)
- **Next Steps:**
 - Finalize Caselle payroll transition process, ensuring all finance staff are trained.

- Review Tax Form 941 filing process and address any outstanding IRS responses to ensure compliance.
- Prepare the upcoming fiscal year budget and brief **ATC** on any significant budgetary considerations.
- Sales Tax Transition (Charlie Santos has been taking the lead on this initiative)

c. Planning & Capital Projects

- **Overview:** Oversees city planning, zoning, and project management for capital projects.
- **Key Contacts:**
 - Planning Director: Sam Camp (responsible for project surveys, evacuee assessments, and community planning)
 - Planning Support: Gem Belamour
- **Next Steps:**
 - Ensure continuity of Cape Blossom Port project, including timelines for planning and funding proposals.
 - Confirm follow-ups with the RFP committee for any pending or upcoming project selection.
 - Meet with Sam Camp regarding survey and damage assessment plans and ensure the data is accessible to **ACM**.

d. Public Safety (Police Department, Regional Jail, Fire Department, EMS Contract)

- **Overview:** Coordinates emergency response, public information, and public safety operations. Originally we had a fire chief position and police chief. We have not had the fire chief position filled in almost a year. After leaving it open for some time we have decided to have the fire and EMS programs go under the current fire chief until the position is filled. This is for a time period that would allow the department some leadership as well as more hands on attention with administrative aspects.
- **Key Contacts:**
 - Chris Cook (Chief of Police)
 - Fire Department TBD
- **Next Steps:**
 - Interview for Fire chief and stabilize communication between Fire Department and City Council.

e. Grants and Special Projects

- **Overview:** Manages grant applications, compliance, and funding for city projects.
- **Key Contacts:**

- Grant Manager (temporary assignment to Sailaq LLC.)
- Mike Laughlin (Finance Director)
- Sam Camp (Planning Director)
- Lobbying Team (Drue, Eldon, Ben)
- **Next Steps:**
 - Document all current grant applications, status updates, and upcoming deadlines.
 - Briefing to the City Council is scheduled during the budget retreat on January 6-7th, 2025. Here we will better understand where all the projects are for 2025.

f. Arctic Spirits

- **Overview:** Manages Arctic Spirits and oversight of the liquor store.
- **Key Contacts:**
 - Jamie Lambert
- **Next Steps:**
 - Newly updated cameras for security. A quote has been requested by Jamie.

g. Parks and Recreation

- **Overview:** Manages and organizes community events and facilities.
- **Key Contacts:**
 - Ron Johnson (Director of Parks and Recreation)
 - Liliya Boiko (Assistant Director)
- **Next Steps:**
 - Calendar for yearly projects- Ron has a good grasp of what this is.

h. Human Resources

Overview: The HR department handles all aspects of employment, including job descriptions and postings, interviews, onboarding, benefits, policy regulations, grievances, I-9 compliance, CSSD, training, and separation/termination processes.

- **Key Contacts:**
 - **HR Administrator: Rachel Belamour**, Rachel is transitioning out of the City of Kotzebue at the end of January. We will need to find a replacement.
 - **HR Technician: Juan Rodriguez**

Next Steps:

- HR operations will continue as usual, with no current issues requiring City Manager intervention. Support from the City Manager will be provided only if necessary.

i. Public Works

- **Overview:** Manages all public utilities including water, sewer, refuse, and streets department.
 - **Key Contacts:**
 - **Next Steps:**
-

3. Current & Pending Projects

- **Cape Blossom Port Planning & Design Project:**
 - Confirm the next steps in planning, including engineering reviews, funding allocations, and community engagement.
 - Provide contacts for the project committee and consultants.
- **Water Treatment Plant**
- **Swan Lake and Lagoon Loop**
 - Currently the PER is being worked on by DOWL Engineering. We will have it slated for Capital Project funds in March.
- **Vortac Lake Dam**
 - There are funds allocated for this project. We are debating on requesting the use of these funds to start the PER process for this project. Right now, the project funds are only allocated for design.
- **Negotiations with Maniilaq Association**
- **Housing Development Partnership with AHFC:**
 - Review the \$5 million low-income housing project with Kikiktagruk Inupiat Corporation.
 - Prepare a report summarizing goals, timelines, and key contacts within AHFC.
- **Emergency Preparedness & Response Improvement:**
 - Compile after-action reports from recent responses to update protocols and identify gaps.
 - Ensure Rachel Belamour and Chris Hatch are supported with resources for future incidents.
- **Recommendation for the 2025 Budget Retreat and Capital Projects Reorganization**
 - Given that my last day as City Manager is January 17, 2025, I recommend the following timeline to ensure a smooth transition in the budget process and a thorough review of capital projects:
Budget Retreat Week: Schedule the 2025 budget retreat for the week of **January 6, 2025**. This timing allows us to:
 - Review the new budget for 2025 alongside the end-of-year budget for 2024.

- Ensure alignment of goals and funding.
- Prioritize and address any adjustments to capital projects as necessary, with discussions focused on reorganization and prioritization where needed.

Capital Projects List: During the retreat, review the existing list of capital projects. This will allow us to address any pressing needs or reprioritizations for 2025 and set clear goals to match available funds with project timelines. The one capital project that is recommended to add to this list is the baler building facility.

City Council Budget Readings:

- **First Reading: January 16, 2025** – Council can review and make preliminary adjustments.
- **Second Reading: February 6, 2025** – Final reading and approval in time for the City Council's annual trip to Juneau.
- This timeline will allow the incoming City Manager and the City Council to have a well-organized and thoroughly vetted budget, and capital projects plan in place for 2025.

4. Additional Priorities & Deadlines

- **Scholarship Committee Administration:** Continue with the updated scholarship process, ensuring Paeton has clear guidance on timelines, packet preparation, and communication with Josh and Derek.
- **Human Resources & Recruitment:**
 - Review open positions, including any interim needs, especially in the finance department or administration.
 - Prepare onboarding materials for the incoming city manager and identify any immediate training requirements.
- **Legal & Compliance:**
 - Monitor any pending legal matters
 - Prepare a summary of outstanding compliance matters or litigation as of the effective transition date.

5. Final Handover Meeting

- **Scheduled Handover Meeting with(ACM) and Mayor Haviland-Lie :** January 15, 2025
 - Review final project updates, department status reports, and key tasks.
 - Discuss any remaining handover items, especially those needing immediate attention post-transition.

6. Conclusion

This transition plan is intended to guide the incoming City Manager through Kotzebue's ongoing initiatives, departmental activities, and critical projects. Comprehensive briefings and documentation are prepared to facilitate seamless management and minimize disruptions to city operations.

DRAFT

Kotzebue City
Revenues with Comparison to Budget
For the 12 Months Ending December 31, 2024

GENERAL FUND

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>GENERAL REVENUE</u>					
100-00-43100 Sales Tax	.00	2,509,975.83	3,837,500.00	1,327,524.17	65.4
100-00-43105 Sale Tax-Bingo/Pull Tabs	.00	158,233.72	280,000.00	121,766.28	56.5
100-00-43110 Sales Tax - MUS	.00	91,549.49	96,000.00	4,450.51	95.4
100-00-43111 Bed Tax	.00	87,160.60	110,000.00	22,839.40	79.2
100-00-43115 Alcohol Use Tax	.00	.00	500.00	500.00	.0
100-00-43116 Liquor Store Use Tax	7,878.64	170,126.66	180,000.00	9,873.34	94.5
100-00-43117 Tobacco - Excise Tax	.00	158,418.74	330,000.00	171,581.26	48.0
100-00-43120 Penalties/Interest	.00	22,753.18	10,000.00	(12,753.18)	227.5
100-00-43125 Municipal Court Fines	.00	5,990.00	3,000.00	(2,990.00)	199.7
100-00-43126 Court Fees for Summons	150.00	730.00	750.00	20.00	97.3
100-00-43130 Interest	.00	20,187.82	10,000.00	(10,187.82)	201.9
100-00-43200 State Revenue Sharing	.00	.00	140,180.00	140,180.00	.0
100-00-43207 State of AK PERS Relief	.00	.00	317,342.00	317,342.00	.0
100-00-43305 Equipment Rental	.00	.00	500.00	500.00	.0
100-00-43315 DOC Jail Contract	.00	588,954.14	1,182,050.00	593,095.86	49.8
100-00-43320 Emerg. Mgmt. Assistance	.00	97,961.23	.00	(97,961.23)	.0
100-00-43330 Rentals/Lease	.00	21,633.22	25,000.00	3,366.78	86.5
100-00-43331 Land Lease	.00	.00	500.00	500.00	.0
100-00-43335 Xerox Copy	.00	11.19	75.00	63.81	14.9
100-00-43345 Maps	.00	391.90	180.00	(211.90)	217.7
100-00-43400 Alarms Monitoring	.00	.00	200.00	200.00	.0
100-00-43415 Animal Control Fees	5.00	590.00	2,000.00	1,410.00	29.5
100-00-43425 Building Permits	.00	9,320.50	3,000.00	(6,320.50)	310.7
100-00-43426 Community Activities	.00	5,575.00	4,000.00	(1,575.00)	139.4
100-00-43427 Notary Services	.00	88.60	200.00	111.40	44.3
100-00-43435 Miscellaneous Permits	50.00	7,898.75	15,000.00	7,101.25	52.7
100-00-43505 Cash Over/Short-G.F.	.00	1.26	50.00	48.74	2.5
100-00-43520 Miscellaneous Income	320.00	104,913.91	15,000.00	(89,913.91)	699.4
100-00-43522 Gen Fund Admin Overhead	.00	137,500.00	550,000.00	412,500.00	25.0
100-00-43523 Electric & Telephone Coop	.00	136,456.56	90,621.00	(45,835.56)	150.6
100-00-43524 OTZ Native Village-Roads	.00	.00	50,000.00	50,000.00	.0
100-00-43525 NSF Check Fee	.00	54.00	1,000.00	946.00	5.4
100-00-43526 Snow Removal	.00	350.00	.00	(350.00)	.0
100-00-43530 Donations	3.00	1,606.00	2,500.00	894.00	64.2
100-00-43534 911 Billing Surcharge	7,170.00	188,584.87	105,000.00	(83,584.87)	179.6
100-00-43535 Ambulance 3rd Party	.00	231,847.96	275,000.00	43,152.04	84.3
100-00-43536 Maniilaq Ambulance	.00	265,000.00	580,000.00	315,000.00	45.7
100-00-43606 Memberships	.00	342.00	.00	(342.00)	.0
100-00-43610 Food	.00	.00	2,000.00	2,000.00	.0
100-00-43615 Building Rental	330.00	19,205.54	4,000.00	(15,205.54)	480.1
100-00-43616 Special Events / Misc.	.00	85.00	5,200.00	5,115.00	1.6
100-00-43800 Operating Tranfers In	.00	.00	1,778,344.00	1,778,344.00	.0
Total GENERAL REVENUE	15,906.64	5,043,497.67	10,006,692.00	4,963,194.33	50.4
Total Fund Revenue	15,906.64	5,043,497.67	10,006,692.00	4,963,194.33	50.4

Kotzebue City
Expenditures with Comparison to Budget
For the 12 Months Ending December 31, 2024

GENERAL FUND

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>ADMINISTRATION DEPT.</u>					
100-10-54125 Salaries & Wages	45,597.45	598,645.93	797,674.00	199,028.07	75.1
100-10-54130 Overtime Salaries	.00	67.50	1,500.00	1,432.50	4.5
100-10-54140 Employee Benefits	9,602.79	175,544.48	303,117.00	127,572.52	57.9
100-10-54210 Electricity	.00	6,449.26	8,500.00	2,050.74	75.9
100-10-54215 Heating Fuel	.00	12,328.73	12,675.00	346.27	97.3
100-10-54220 Building Maintenance	.00	2,416.44	3,500.00	1,083.56	69.0
100-10-54306 Meals & Entertainment	.00	696.37	500.00	(196.37)	139.3
100-10-54312 Books & Publications	.00	.00	200.00	200.00	.0
100-10-54315 Office Supplies & Equip.	.00	14,139.47	16,478.50	2,339.03	85.8
100-10-54325 Office Leased Equipment	.00	21,554.39	30,000.00	8,445.61	71.9
100-10-54400 Service Charges	.00	5,137.22	24,500.00	19,362.78	21.0
100-10-54407 Employee Morale & Health	.00	1,029.18	500.00	(529.18)	205.8
100-10-54410 Telephone/Fax	.00	23,675.84	30,000.00	6,324.16	78.9
100-10-54415 Travel/Lodging	.00	18,356.15	25,000.00	6,643.85	73.4
100-10-54425 Training	.00	1,061.02	10,000.00	8,938.98	10.6
100-10-54430 Dues & Membership	.00	1,580.49	.00	(1,580.49)	.0
100-10-54434 Ambulance 3rd Party Fees	.00	11,392.18	25,000.00	13,607.82	45.6
100-10-54435 Postage	.00	6,488.08	4,521.50	(1,966.58)	143.5
100-10-54436 Professional Services	.00	83,109.43	100,000.00	16,890.57	83.1
100-10-54437 Audit Consulting	.00	218,499.95	270,000.00	51,500.05	80.9
100-10-54438 Legal	.00	172,665.13	157,000.00	(15,665.13)	110.0
100-10-54439 Insurance	.00	12,299.62	14,000.00	1,700.38	87.9
100-10-54440 Advertising	.00	1,281.60	1,500.00	218.40	85.4
100-10-54441 Lobbying	.00	46,538.82	60,000.00	13,461.18	77.6
100-10-54505 Unleaded Gas	.00	2,052.54	2,700.00	647.46	76.0
100-10-54526 Light Vehicle R & M	.00	39.99	2,000.00	1,960.01	2.0
100-10-54620 Maintenance/Support Agrmt	.00	49,886.50	75,000.00	25,113.50	66.5
100-10-54625 Computer & DP Equipment	.00	1,520.93	3,000.00	1,479.07	50.7
100-10-54901 Miscellaneous	.00	100.00	900.00	800.00	11.1
Total ADMINISTRATION DEPT.	55,200.24	1,488,557.24	1,979,766.00	491,208.76	75.2
<u>CITY CLERK</u>					
100-20-54110 Council Honorarium	900.00	21,150.00	31,000.00	9,850.00	68.2
100-20-54125 Salaries & Wages	6,153.84	65,582.56	80,100.00	14,517.44	81.9
100-20-54130 Overtime	.00	.00	1,000.00	1,000.00	.0
100-20-54140 Employee Benefits	1,445.28	24,021.99	30,400.00	6,378.01	79.0
100-20-54170 Election Expense	.00	.00	2,000.00	2,000.00	.0
100-20-54312 Books & Publications	.00	.00	436.86	436.86	.0
100-20-54315 Office Supplies	.00	3,835.28	2,207.30	(1,627.98)	173.8
100-20-54325 Office Leased Equipment	.00	.00	3,000.00	3,000.00	.0
100-20-54410 Telephone	.00	2,332.68	2,500.00	167.32	93.3
100-20-54415 Travel/Lodging	.00	25,997.39	42,000.00	16,002.61	61.9
100-20-54425 Training	.00	350.00	350.00	.00	100.0
100-20-54430 Dues & Memberships	.00	10,480.29	6,463.14	(4,017.15)	162.2
100-20-54435 Postage	.00	18.40	75.00	56.60	24.5
100-20-54439 Insurance	.00	1,537.44	3,000.00	1,462.56	51.3
100-20-54440 Advertising (RFB & RFP)	.00	.00	42.70	42.70	.0
100-20-54500 Council Amenities	.00	99.81	500.00	400.19	20.0
100-20-54620 Maintenance/Support Agrmt	.00	.00	1,000.00	1,000.00	.0
Total CITY CLERK	8,499.12	155,405.84	206,075.00	50,669.16	75.4

Kotzebue City
Expenditures with Comparison to Budget
For the 12 Months Ending December 31, 2024

GENERAL FUND

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>CAPITAL PROJ/PLANNING</u>					
100-50-54110 Planning Comm Stipend	.00	2,325.00	6,300.00	3,975.00	36.9
100-50-54125 Salaries & Wages	18,705.94	207,541.02	180,000.00	(27,541.02)	115.3
100-50-54130 Overtime	.00	.00	500.00	500.00	.0
100-50-54140 Employee Benefits	7,393.88	75,366.48	68,200.00	(7,166.48)	110.5
100-50-54315 Office Supplies	.00	1,679.68	1,500.00	(179.68)	112.0
100-50-54325 Office Leased Equipment	.00	.00	2,000.00	2,000.00	.0
100-50-54410 Telephone	.00	161.25	500.00	338.75	32.3
100-50-54415 Travel/Lodging	.00	978.46	2,000.00	1,021.54	48.9
100-50-54425 Training	.00	.00	2,500.00	2,500.00	.0
100-50-54436 Professional Services	.00	81,174.67	301,000.00	219,825.33	27.0
100-50-54439 Insurance	.00	1,459.90	2,800.00	1,340.10	52.1
100-50-54500 Commission Amenities	.00	.00	250.00	250.00	.0
100-50-54505 Unleaded Gas/Diesel	.00	1,368.35	1,688.00	319.65	81.1
100-50-54526 Light Vehicle R & M	.00	.00	1,500.00	1,500.00	.0
100-50-54620 Maintenance/Support Agrmt	.00	.00	360.00	360.00	.0
Total CAPITAL PROJ/PLANNING	26,099.82	372,054.81	571,098.00	199,043.19	65.2

POLICE DEPT

100-70-54125 Salaries & Wages	58,203.98	802,604.91	1,102,509.00	299,904.09	72.8
100-70-54130 Overtime	82.18	96,877.81	75,000.00	(21,877.81)	129.2
100-70-54140 Employee Benefits	22,366.69	329,734.57	404,301.00	74,566.43	81.6
100-70-54210 Electricity	.00	7,457.42	8,500.00	1,042.58	87.7
100-70-54215 Heating Fuel	.00	8,693.37	9,100.00	406.63	95.5
100-70-54220 Building Maintenance	.00	2,879.41	2,500.00	(379.41)	115.2
100-70-54301 Clothing	.00	2,697.94	4,200.00	1,502.06	64.2
100-70-54315 Office Supplies	.00	4,228.08	6,000.00	1,771.92	70.5
100-70-54316 Operations Supply	.00	12,482.90	19,633.00	7,150.10	63.6
100-70-54317 Community Policing	.00	.00	500.00	500.00	.0
100-70-54325 Office Leased Equipment	.00	3,840.00	2,880.00	(960.00)	133.3
100-70-54410 Telephone/Fax	.00	14,398.08	9,500.00	(4,898.08)	151.6
100-70-54415 Travel/Lodging/Per Diem	.00	8,871.18	20,000.00	11,128.82	44.4
100-70-54420 Employee Rent	.00	3,300.00	15,000.00	11,700.00	22.0
100-70-54425 Training	(300.00)	7,350.00	35,000.00	27,650.00	21.0
100-70-54430 Dues & Membership	.00	6,355.79	6,375.00	19.21	99.7
100-70-54435 Postage	.00	672.41	800.00	127.59	84.1
100-70-54436 Professional Services	.00	11,057.09	13,495.00	2,437.91	81.9
100-70-54439 Insurance	.00	119,671.73	229,000.00	109,328.27	52.3
100-70-54440 Advertising	.00	.00	500.00	500.00	.0
100-70-54505 Unleaded Gas/Diesel	.00	21,698.15	25,000.00	3,301.85	86.8
100-70-54526 Light Vehicle R & M	.00	8,617.54	10,000.00	1,382.46	86.2
100-70-54530 Equipment Maintenance	.00	.00	500.00	500.00	.0
100-70-54620 Maintenance/Support Agrmt	.00	.00	1,500.00	1,500.00	.0
100-70-54630 Animal Control	.00	2,302.61	2,367.00	64.39	97.3
Total POLICE DEPT	80,352.85	1,475,790.99	2,004,160.00	528,369.01	73.6

JAIL DEPT

100-75-54125 Salaries & Wages	33,665.22	570,159.44	828,945.00	258,785.56	68.8
100-75-54130 Overtime	3,952.85	98,781.24	73,000.00	(25,781.24)	135.3
100-75-54140 Employee Benefits	13,203.00	220,906.36	316,139.00	95,232.64	69.9

Kotzebue City
Expenditures with Comparison to Budget
For the 12 Months Ending December 31, 2024

GENERAL FUND

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
100-75-54210 Electricity	.00	11,405.15	10,000.00	(1,405.15)	114.1
100-75-54215 Heating Fuel	.00	47,537.57	78,000.00	30,462.43	61.0
100-75-54220 Building Maintenance	.00	10,713.09	30,000.00	19,286.91	35.7
100-75-54301 Clothing	.00	1,147.37	3,000.00	1,852.63	38.3
100-75-54306 Food & Prisoner Supplies	.00	33,511.61	30,000.00	(3,511.61)	111.7
100-75-54315 Office Supplies	.00	3,509.25	3,500.00	(9.25)	100.3
100-75-54316 Operation Supplies	.00	7,565.50	20,000.00	12,434.50	37.8
100-75-54410 Telephone	.00	10,433.69	9,000.00	(1,433.69)	115.9
100-75-54415 Travel/Lodging/Per Diem	.00	5,712.45	15,000.00	9,287.55	38.1
100-75-54420 Employee Rent	.00	6,700.00	15,000.00	8,300.00	44.7
100-75-54425 Training	.00	753.98	10,000.00	9,246.02	7.5
100-75-54430 Dues & Membership	.00	1,063.08	1,150.00	86.92	92.4
100-75-54434 Television	.00	1,624.82	1,350.00	(274.82)	120.4
100-75-54435 Postage	.00	809.01	850.00	40.99	95.2
100-75-54436 Professional Services	.00	7,831.87	9,075.00	1,243.13	86.3
100-75-54439 Insurance	.00	69,309.12	133,000.00	63,690.88	52.1
100-75-54505 Unleaded Gas/Diesel	.00	2,052.54	2,700.00	647.46	76.0
100-75-54526 Vehicle & Equip R & M	.00	15.68	1,000.00	984.32	1.6
100-75-54620 Maintenance/Support	.00	.00	16,723.00	16,723.00	.0
100-75-54901 Miscellaneous Expense	.00	53.82	75.00	21.18	71.8
Total JAIL DEPT	50,821.07	1,111,596.64	1,607,507.00	495,910.36	69.2

FIRE/EMT DEPT

100-80-54125 Salaries & Wages	36,344.91	541,490.00	1,029,422.00	487,932.00	52.6
100-80-54130 Overtime	9,848.34	128,990.63	85,500.00	(43,490.63)	150.9
100-80-54140 Employee Benefits	18,961.49	259,970.08	391,180.00	131,209.92	66.5
100-80-54210 Electricity	.00	9,389.80	14,000.00	4,610.20	67.1
100-80-54215 Heating Fuel	.00	58,565.82	71,500.00	12,934.18	81.9
100-80-54220 Building Maintenance	.00	14,111.87	5,000.00	(9,111.87)	282.2
100-80-54301 Clothing	.00	3,994.58	25,000.00	21,005.42	16.0
100-80-54315 Office Supplies	.00	3,223.09	4,891.38	1,668.29	65.9
100-80-54323 Fire prevention/hydant maint.	.00	.00	7,500.00	7,500.00	.0
100-80-54324 Ambulance Supplies&Equip.	.00	595.94	1,500.00	904.06	39.7
100-80-54325 Office Leased Equipment	.00	3,840.00	3,840.00	.00	100.0
100-80-54327 Small Tools	.00	142.98	1,500.00	1,357.02	9.5
100-80-54407 Fire/EMT Rehabilitation	.00	612.37	1,000.00	387.63	61.2
100-80-54410 Telephone/Fax	.00	2,769.50	3,000.00	230.50	92.3
100-80-54415 Travel/Lodging	.00	.00	9,768.62	9,768.62	.0
100-80-54425 Training	.00	10,957.00	15,000.00	4,043.00	73.1
100-80-54430 Dues & Membership	.00	166.50	500.00	333.50	33.3
100-80-54435 Postage	.00	36.66	500.00	463.34	7.3
100-80-54436 Professional Services	.00	9,641.04	6,000.00	(3,641.04)	160.7
100-80-54439 Insurance	.00	8,737.08	16,500.00	7,762.92	53.0
100-80-54505 Unleaded Gas/Diesel	.00	10,282.92	12,000.00	1,717.08	85.7
100-80-54526 Vehicle R & M	.00	917.76	22,000.00	21,082.24	4.2
100-80-54530 Equipment R & M	.00	4,636.67	10,000.00	5,363.33	46.4
Total FIRE/EMT DEPT	65,154.74	1,073,072.29	1,737,102.00	664,029.71	61.8

PUBLIC WORKS DEPT

100-90-54125 Salaries & Wages	59,748.27	826,026.93	1,122,991.00	296,964.07	73.6
100-90-54130 Overtime	378.24	33,232.34	30,000.00	(3,232.34)	110.8
100-90-54140 Employee Benefits	22,582.34	349,198.12	426,737.00	77,538.88	81.8

Kotzebue City
Expenditures with Comparison to Budget
For the 12 Months Ending December 31, 2024

GENERAL FUND

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
100-90-54201 Street Lighting	.00	53,646.50	80,000.00	26,353.50	67.1
100-90-54202 Sign Replacement	.00	302.65	2,500.00	2,197.35	12.1
100-90-54210 Electricity	.00	20,920.47	13,000.00	(7,920.47)	160.9
100-90-54215 Heating Fuel	.00	128,083.09	131,200.00	3,116.91	97.6
100-90-54220 Building Maintenance	.00	20,426.15	13,000.00	(7,426.15)	157.1
100-90-54300 Cleaning Supplies	.00	1,925.39	500.00	(1,425.39)	385.1
100-90-54301 Clothing	.00	1,580.88	4,000.00	2,419.12	39.5
100-90-54315 Office Supplies	.00	4,378.21	3,500.00	(878.21)	125.1
100-90-54325 Office Leased Equipment	.00	3,840.00	2,000.00	(1,840.00)	192.0
100-90-54327 Small Tools	.00	1,422.91	4,500.00	3,077.09	31.6
100-90-54410 Telephone/Fax	.00	6,358.02	6,000.00	(358.02)	106.0
100-90-54415 Travel/Lodging	.00	754.00	5,000.00	4,246.00	15.1
100-90-54425 Training	.00	644.00	8,500.00	7,856.00	7.6
100-90-54430 Dues & Memberships	.00	2,115.00	2,000.00	(115.00)	105.8
100-90-54435 Postage	.00	.00	500.00	500.00	.0
100-90-54436 Professional Services	.00	16,088.85	30,000.00	13,911.15	53.6
100-90-54439 Insurance	.00	14,599.29	28,000.00	13,400.71	52.1
100-90-54505 Unleaded Gas/Diesel	.00	125,332.76	130,000.00	4,667.24	96.4
100-90-54525 Emergency Disaster Relief	1,820.61	1,337,677.99	.00	(1,337,677.99)	.0
100-90-54526 Light Vehicle R & M	.00	37,005.29	22,500.00	(14,505.29)	164.5
100-90-54527 Snow Removal	.00	46,590.00	40,000.00	(6,590.00)	116.5
100-90-54528 Gravel Purchases	.00	50,000.00	50,000.00	.00	100.0
100-90-54529 Paved Road Maintenance	.00	16,945.07	50,000.00	33,054.93	33.9
100-90-54530 Heavy Equipment R & M	.00	121,952.88	85,000.00	(36,952.88)	143.5
Total PUBLIC WORKS DEPT	84,529.46	3,221,046.79	2,291,428.00	(929,618.79)	140.6
 SMALL BOAT HARBOR					
100-94-54125 Salaries & Wages	.00	16,570.00	100,000.00	83,430.00	16.6
100-94-54130 Overtime	.00	.00	500.00	500.00	.0
100-94-54140 Benefits	.00	1,110.57	40,000.00	38,889.43	2.8
100-94-54210 Electricity	.00	4,543.41	13,500.00	8,956.59	33.7
100-94-54225 R&R Docks Annually	.00	10,247.92	6,500.00	(3,747.92)	157.7
100-94-54315 Office Supplies & Equipment	.00	110.38	1,000.00	889.62	11.0
100-94-54439 Insurance	.00	14,599.29	28,000.00	13,400.71	52.1
Total SMALL BOAT HARBOR	.00	47,181.57	189,500.00	142,318.43	24.9
 PARKS & REC.					
100-95-54125 Salaries & Wages	12,422.37	194,669.36	296,515.00	101,845.64	65.7
100-95-54130 Overtime	.00	25.88	1,000.00	974.12	2.6
100-95-54140 Employee Benefits	4,345.14	70,466.04	112,676.00	42,209.96	62.5
100-95-54210 Electricity	.00	13,000.01	20,000.00	6,999.99	65.0
100-95-54215 Heating Fuel	.00	14,017.97	15,000.00	982.03	93.5
100-95-54220 Building & Equipment Maint.	.00	13,225.34	20,000.00	6,774.66	66.1
100-95-54300 Cleaning Supplies	.00	497.75	2,500.00	2,002.25	19.9
100-95-54306 Food	.00	996.40	2,000.00	1,003.60	49.8
100-95-54308 Playground & Park Maintenance	.00	2,761.81	5,000.00	2,238.19	55.2
100-95-54315 Office Supplies & Equipment	.00	2,749.37	3,000.00	250.63	91.7
100-95-54410 Telephone/Fax	.00	3,144.28	3,000.00	(144.28)	104.8
100-95-54415 Travel/Per Diem	.00	.00	1,000.00	1,000.00	.0
100-95-54425 Training	.00	.00	1,000.00	1,000.00	.0
100-95-54436 Professional Services	.00	550.00	2,500.00	1,950.00	22.0
100-95-54439 Insurance	.00	4,640.18	9,000.00	4,359.82	51.6

Kotzebue City
Expenditures with Comparison to Budget
For the 12 Months Ending December 31, 2024

GENERAL FUND

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
100-95-54505 Gas/Deisel	.00	2,301.59	2,700.00	398.41	85.2
100-95-54526 Light Vehicle Maintenance	.00	900.25	3,000.00	2,099.75	30.0
100-95-54530 Program Equip. & Equip. Repair	.00	328.63	1,000.00	671.37	32.9
100-95-54907 Community Events	.00	4,178.17	4,000.00	(178.17)	104.5
Total PARKS & REC.	16,767.51	328,453.03	504,891.00	176,437.97	65.1
 <u>Other Agency Contributions</u>					
100-96-54905 Kotzebue Broadcasting, Inc	.00	.00	2,500.00	2,500.00	.0
100-96-54907 July 4th Celebration Comm.	.00	6,136.14	4,500.00	(1,636.14)	136.4
100-96-54908 Miscellaneous Comm. Support	.00	1,044.12	2,500.00	1,455.88	41.8
100-96-54909 Kotzebue/Middle High School	.00	20,000.00	40,000.00	20,000.00	50.0
100-96-54911 City of Kotz Scholarship Fund	.00	18,967.00	20,000.00	1,033.00	94.8
Total Other Agency Contributions	.00	46,147.26	69,500.00	23,352.74	66.4
 <u>NON-DEPT. EXPENSE</u>					
100-98-54407 Employee Morale & Health	.00	3,554.60	10,000.00	6,445.40	35.6
Total NON-DEPT. EXPENSE	.00	3,554.60	10,000.00	6,445.40	35.6
 Total Fund Expenditures	 387,424.81	 9,322,861.06	 11,171,027.00	 1,848,165.94	 83.5
 Net Revenue Over Expenditures	 (371,518.17)	 (4,279,363.39)	 (1,164,335.00)	 3,115,028.39	 (367.5)

Kotzebue City
 Revenues with Comparison to Budget
 For the 12 Months Ending December 31, 2024

E-911 SPECIAL REVENUE FUND

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>E911 Revenue</u>						
204-00-43534	E-911 Surcharge	.00	7,072.00	.00	(7,072.00)	.0
	Total E911 Revenue	.00	7,072.00	.00	(7,072.00)	.0
	Total Fund Revenue	.00	7,072.00	.00	(7,072.00)	.0
	Net Revenue Over Expenditures	.00	7,072.00	.00	(7,072.00)	.0

Kotzebue City
 Revenues with Comparison to Budget
 For the 12 Months Ending December 31, 2024

Capital Projects

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Water Treatment Plant Const.</u>					
467-85-43225 Water Treatment Plant-Const	.00	33,761.00	.00	(33,761.00)	.0
Total Water Treatment Plant Const.	.00	33,761.00	.00	(33,761.00)	.0
Total Fund Revenue	.00	33,761.00	.00	(33,761.00)	.0

Kotzebue City
Expenditures with Comparison to Budget
For the 12 Months Ending December 31, 2024

Capital Projects

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Water Treatment Plant Const.</u>					
467-85-54436 Professional Services	.00	23,336.36	.00	(23,336.36)	.0
Total Water Treatment Plant Const.	.00	23,336.36	.00	(23,336.36)	.0
Total Fund Expenditures	.00	23,336.36	.00	(23,336.36)	.0
Net Revenue Over Expenditures	.00	10,424.64	.00	(10,424.64)	.0

Kotzebue City
Expenditures with Comparison to Budget
For the 12 Months Ending December 31, 2024

Major R&R CPF

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Expense - Admin CP</u>					
469-10-54600 Capital Purchase - Veh & Equip	.00	24,425.00	.00	(24,425.00)	.0
469-10-54601 Capital Purchase - Constr.	.00	74,549.00	.00	(74,549.00)	.0
Total Expense - Admin CP	.00	98,974.00	.00	(98,974.00)	.0
<u>Expense - Police CP</u>					
469-70-54600 Capital Purchase - Veh & Equip	.00	11,460.28	.00	(11,460.28)	.0
Total Expense - Police CP	.00	11,460.28	.00	(11,460.28)	.0
<u>Expense - Package Store CP</u>					
469-93-54601 Capital Purchase - Constr.	13,774.35	341,024.75	.00	(341,024.75)	.0
Total Expense - Package Store CP	13,774.35	341,024.75	.00	(341,024.75)	.0
Total Fund Expenditures	13,774.35	451,459.03	.00	(451,459.03)	.0
Net Revenue Over Expenditures	(13,774.35)	(451,459.03)	.00	451,459.03	.0

Kotzebue City
 Revenues with Comparison to Budget
 For the 12 Months Ending December 31, 2024

Washateria Denali Comm Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Source 00</u>					
472-00-43215 Grant Revenue - State	.00	172,460.72	.00	(172,460.72)	.0
Total Source 00	.00	172,460.72	.00	(172,460.72)	.0
Total Fund Revenue	.00	172,460.72	.00	(172,460.72)	.0

Kotzebue City
Expenditures with Comparison to Budget
For the 12 Months Ending December 31, 2024

Washateria Denali Comm Fund

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Washateria Denali Comm Fund</u>						
472-10-54163	Design Engineering	.00	310,391.57	.00	(310,391.57)	.0
	Total Washateria Denali Comm Fund	.00	310,391.57	.00	(310,391.57)	.0
	Total Fund Expenditures	.00	310,391.57	.00	(310,391.57)	.0
	Net Revenue Over Expenditures	.00	(137,930.85)	.00	137,930.85	.0

Kotzebue City
 Revenues with Comparison to Budget
 For the 12 Months Ending December 31, 2024

Designated Legislative Grants

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Grant Revenue</u>					
483-00-43215 Grant Revenue - State	.00	36,609.18	.00	(36,609.18)	.0
Total Grant Revenue	.00	36,609.18	.00	(36,609.18)	.0
Total Fund Revenue	.00	36,609.18	.00	(36,609.18)	.0

Kotzebue City
Expenditures with Comparison to Budget
For the 12 Months Ending December 31, 2024

Designated Legislative Grants

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Expense-Swan Lake</u>						
483-50-54303	Construction	.00	36,128.00	.00	(36,128.00)	.0
	Total Expense-Swan Lake	.00	36,128.00	.00	(36,128.00)	.0
	Total Fund Expenditures	.00	36,128.00	.00	(36,128.00)	.0
	Net Revenue Over Expenditures	.00	481.18	.00	(481.18)	.0

Kotzebue City
 Revenues with Comparison to Budget
 For the 12 Months Ending December 31, 2024

AEA Grant Special Revenue Fund

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Source 00</u>						
487-00-43210	Grant Revenue - Federal	.00	6,104.72	.00	(6,104.72)	.0
487-00-43215	Grant Revenue - State	.00	2,875.33	.00	(2,875.33)	.0
	Total Source 00	.00	8,980.05	.00	(8,980.05)	.0
	Total Fund Revenue	.00	8,980.05	.00	(8,980.05)	.0

Kotzebue City
Expenditures with Comparison to Budget
For the 12 Months Ending December 31, 2024

AEA Grant Special Revenue Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
487-00-54436 Professional Services	.00	2,875.33	.00	(2,875.33)	.0
Total Department 00	.00	2,875.33	.00	(2,875.33)	.0
Total Fund Expenditures	.00	2,875.33	.00	(2,875.33)	.0
Net Revenue Over Expenditures	.00	6,104.72	.00	(6,104.72)	.0

Kotzebue City
 Revenues with Comparison to Budget
 For the 12 Months Ending December 31, 2024

VIF

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Source 00</u>					
490-00-43220 Grant Revenue - Local	.00	402,500.00	.00	(402,500.00)	.0
Total Source 00	.00	402,500.00	.00	(402,500.00)	.0
Total Fund Revenue	.00	402,500.00	.00	(402,500.00)	.0

Kotzebue City
Expenditures with Comparison to Budget
For the 12 Months Ending December 31, 2024

VIF

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
490-00-54615 Equipment	.00	39,066.01	.00	(39,066.01)	.0
Total Department 00	.00	39,066.01	.00	(39,066.01)	.0
Total Fund Expenditures	.00	39,066.01	.00	(39,066.01)	.0
Net Revenue Over Expenditures	.00	363,433.99	.00	(363,433.99)	.0

Kotzebue City
 Revenues with Comparison to Budget
 For the 12 Months Ending December 31, 2024

NANA VEI GRANT

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
491-00-43220 Grant Revenue - Local	.00	3,298.29	.00	(3,298.29)	.0
Total Source 00	.00	3,298.29	.00	(3,298.29)	.0
Total Fund Revenue	.00	3,298.29	.00	(3,298.29)	.0

Kotzebue City
Expenditures with Comparison to Budget
For the 12 Months Ending December 31, 2024

NANA VEI GRANT

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
491-00-54303 CONSTRUCTION	.00	9,576.23	.00	(9,576.23)	.0
Total Department 00	.00	9,576.23	.00	(9,576.23)	.0
Total Fund Expenditures	.00	9,576.23	.00	(9,576.23)	.0
Net Revenue Over Expenditures	.00	(6,277.94)	.00	6,277.94	.0

Kotzebue City
Expenditures with Comparison to Budget
For the 12 Months Ending December 31, 2024

Cape Blossom Road

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
492-00-54163 Design Engineering	.00	21,210.08	.00	(21,210.08)	.0
Total Department 00	.00	21,210.08	.00	(21,210.08)	.0
Total Fund Expenditures	.00	21,210.08	.00	(21,210.08)	.0
Net Revenue Over Expenditures	.00	(21,210.08)	.00	21,210.08	.0

Kotzebue City
Revenues with Comparison to Budget
For the 12 Months Ending December 31, 2024

ENTERPRISE ACCOUNTS

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>MUS REVENUE</u>					
601-40-43524	OTZ Native Village-Roads	.00	50,000.00	.00 (50,000.00)	.0
601-40-43915	MUS Penalties & Interest	.00	30,889.99	20,000.00 (10,889.99)	154.5
601-40-43927	Service Equipment Sales	.00	1,609.08	500.00 (1,109.08)	321.8
601-40-43928	Hydro Flush Service	.00	17,042.00	10,000.00 (7,042.00)	170.4
601-40-43930	Water Sales-Residential	.00	395,682.55	700,000.00	304,317.45 56.5
601-40-43931	Water Sales-Commercial	.00	1,055,365.99	1,150,000.00	94,634.01 91.8
601-40-43932	Water Delivery	.00	11,975.59	10,000.00 (1,975.59)	119.8
601-40-43940	Sewer Sales-Commercial	.00	642,969.62	500,000.00 (142,969.62)	128.6
601-40-43941	Sewer Sales-Residential	.00	172,204.18	290,000.00	117,795.82 59.4
601-40-43950	Water Connection Fees	.00	.00	2,000.00	2,000.00 .0
601-40-43951	Sewer Connection Fees	.00	.00	500.00	500.00 .0
601-40-43952	Water Re/Dis/ connect	.00	7,742.00	4,000.00 (3,742.00)	193.6
601-40-43953	Sewer Re/Dis Connect	.00	.00	500.00	500.00 .0
601-40-43985	Miscellaneous	.00	14,263.50	2,500.00 (11,763.50)	570.5
601-40-44107	State of AK PERS Relief	.00	.00	27,035.00	27,035.00 .0
	Total MUS REVENUE	.00	2,399,744.50	2,717,035.00	317,290.50 88.3
	Total Fund Revenue	.00	2,399,744.50	2,717,035.00	317,290.50 88.3

Kotzebue City
Expenditures with Comparison to Budget
For the 12 Months Ending December 31, 2024

ENTERPRISE ACCOUNTS

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Water & Sewer Expenses</u>					
601-10-54400 Service Charges	.00	16,200.03	17,500.00	1,299.97	92.6
601-10-54434 3rd Party Collection Fees	.00	.00	500.00	500.00	.0
601-10-54435 Postage	.00	3,029.75	3,000.00	(29.75)	101.0
601-10-54460 Gen. Fund Admin. Overhead	.00	71,500.00	285,000.00	213,500.00	25.1
601-10-54700 Transfer Out	.00	.00	1,907,640.00	1,907,640.00	.0
	.00	90,729.78	2,213,640.00	2,122,910.22	4.1
<u>Water Expenses</u>					
601-20-54125 Salaries & Wages	15,556.52	217,205.66	300,000.00	82,794.34	72.4
601-20-54130 Overtime	2,814.21	54,779.92	27,000.00	(27,779.92)	202.9
601-20-54140 Employee Benefits	7,455.33	95,930.81	114,000.00	18,069.19	84.2
601-20-54210 Electricity	.00	132,847.92	160,000.00	27,152.08	83.0
601-20-54215 Heating Fuel	.00	120,080.21	100,000.00	(20,080.21)	120.1
601-20-54216 KEA Waste Heat	.00	12,735.79	100,000.00	87,264.21	12.7
601-20-54220 Building Maintenance	.00	2,540.15	5,000.00	2,459.85	50.8
601-20-54301 Clothing/Safety Equipment	.00	1,544.64	2,000.00	455.36	77.2
601-20-54315 Office Supplies	.00	2,402.81	1,000.00	(1,402.81)	240.3
601-20-54327 Small Tools	.00	899.30	1,000.00	100.70	89.9
601-20-54331 Chemicals	.00	116,113.98	170,000.00	53,886.02	68.3
601-20-54332 Pipe & Materials	.00	53,201.15	25,000.00	(28,201.15)	212.8
601-20-54410 Telephone	.00	11,520.43	5,700.00	(5,820.43)	202.1
601-20-54415 Travel/Loding	.00	540.50	4,000.00	3,459.50	13.5
601-20-54425 Training	.00	428.50	8,000.00	7,571.50	5.4
601-20-54430 Dues & Membership	.00	75.00	4,000.00	3,925.00	1.9
601-20-54436 Professional Services	.00	10,122.02	64,000.00	53,877.98	15.8
601-20-54439 Insurance	.00	7,299.62	14,000.00	6,700.38	52.1
601-20-54505 Unleaded Gas/Diesel/Oil	.00	2,356.47	3,750.00	1,393.53	62.8
601-20-54525 Light Vehicle R & M	.00	.00	1,500.00	1,500.00	.0
601-20-54526 Vehicle & Equipment R & M	.00	528.77	3,000.00	2,471.23	17.6
601-20-54541 Lab Equipment/Testing	.00	18,091.80	20,000.00	1,908.20	90.5
	25,826.06	861,245.45	1,132,950.00	271,704.55	76.0
<u>Sewer Expenses</u>					
601-30-54125 Salaries & Wages	30,932.17	367,191.59	357,914.00	(9,277.59)	102.6
601-30-54130 Overtime	3,275.63	61,661.76	61,000.00	(661.76)	101.1
601-30-54140 Employee Benefits	11,630.76	138,979.64	154,998.00	16,018.36	89.7
601-30-54210 Electricity	.00	77,402.96	75,000.00	(2,402.96)	103.2
601-30-54211 Electricity-Sewage Lagoon	.00	3,835.60	10,000.00	6,164.40	38.4
601-30-54220 Building Maintenance	.00	5,667.27	30,000.00	24,332.73	18.9
601-30-54301 Clothing/Safety Equipment	.00	5,825.40	5,000.00	(825.40)	116.5
601-30-54315 Ofc Sup/Equip/Maintenance	.00	1,662.93	500.00	(1,162.93)	332.6
601-30-54316 Operational Supplies	.00	116.20	3,000.00	2,883.80	3.9
601-30-54327 Small Tools	.00	7,359.51	4,000.00	(3,359.51)	184.0
601-30-54331 Chemicals	.00	25,484.90	80,000.00	54,515.10	31.9
601-30-54332 Pipe & Materials	.00	37,129.23	60,000.00	22,870.77	61.9
601-30-54415 Travel/Loding	.00	.00	3,500.00	3,500.00	.0
601-30-54425 Training	.00	10,107.00	8,500.00	(1,607.00)	118.9
601-30-54436 Professional Services	.00	27,514.08	35,000.00	7,485.92	78.6
601-30-54439 Insurance	.00	2,949.86	6,000.00	3,050.14	49.2

Kotzebue City
Expenditures with Comparison to Budget
For the 12 Months Ending December 31, 2024

ENTERPRISE ACCOUNTS

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
601-30-54505 Unleaded Gas/Diesel/Oil	.00	26,047.24	35,100.00	9,052.76	74.2
601-30-54525 Light Vehicle R & M	.00	2,239.71	2,000.00	(239.71)	112.0
601-30-54526 Vehicle & Equipment R & M	.00	5,348.65	22,500.00	17,151.35	23.8
601-30-54600 Capital Purchases - Pumps	.00	84,195.69	.00	(84,195.69)	.0
601-30-54901 Miscellaneous	.00	43.99	.00	(43.99)	.0
Total Sewer Expenses	45,838.56	890,763.21	954,012.00	63,248.79	93.4
Total Fund Expenditures	71,664.62	1,842,738.44	4,300,602.00	2,457,863.56	42.9
Net Revenue Over Expenditures	(71,664.62)	557,006.06	(1,583,567.00)	(2,140,573.06)	35.2

Kotzebue City
Revenues with Comparison to Budget
For the 12 Months Ending December 31, 2024

REFUSE DEPARTMENT

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>REFUSE ENTERPRISE FUND</u>					
602-40-43915 Penalties & Interest	.00	.00	5,000.00	5,000.00	.0
602-40-43923 Baler Drop Off Charges	.00	29,202.77	23,000.00	(6,202.77)	127.0
602-40-43924 Residential Refuse Collec	.00	347,911.70	335,000.00	(12,911.70)	103.9
602-40-43925 Commercial Refuse Collect	.00	572,779.00	640,000.00	67,221.00	89.5
602-40-43926 Refuse Equipment Sales	.00	.00	2,000.00	2,000.00	.0
602-40-43927 Residential Refuse Cart	299.50	1,538.98	1,750.00	211.02	87.9
602-40-43928 Commercial Dumpster Rental	.00	35,625.24	40,000.00	4,374.76	89.1
602-40-44107 State of AK PERS Relief	.00	.00	28,496.00	28,496.00	.0
602-40-49987 Miscellaneous Income	.00	6,668.50	5,000.00	(1,668.50)	133.4
Total REFUSE ENTERPRISE FUND	299.50	993,726.19	1,080,246.00	86,519.81	92.0
Total Fund Revenue	299.50	993,726.19	1,080,246.00	86,519.81	92.0

Kotzebue City
Expenditures with Comparison to Budget
For the 12 Months Ending December 31, 2024

REFUSE DEPARTMENT

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>REFUSE ENTERPRISE FUND</u>					
602-40-54125 Salaries & Wages	35,792.16	410,325.35	579,620.00	169,294.65	70.8
602-40-54130 Overtime	18.75	14,234.36	10,000.00	(4,234.36)	142.3
602-40-54140 Employee Benefits	15,328.21	182,900.33	220,256.00	37,355.67	83.0
602-40-54210 Electricity	.00	19,039.63	25,000.00	5,960.37	76.2
602-40-54215 Heating Fuel	.00	63,407.99	60,000.00	(3,407.99)	105.7
602-40-54220 Building Maintenance	.00	6,489.48	5,500.00	(989.48)	118.0
602-40-54300 Operational Supplies	.00	104,149.54	90,000.00	(14,149.54)	115.7
602-40-54301 Clothing/Safety Equipment	.00	2,552.09	3,000.00	447.91	85.1
602-40-54307 Spring Cleanup	.00	9,554.40	7,000.00	(2,554.40)	136.5
602-40-54315 Office Supplies	.00	1,730.70	600.00	(1,130.70)	288.5
602-40-54327 Small Tools	.00	68.97	1,000.00	931.03	6.9
602-40-54410 Telephone	.00	3,160.62	2,500.00	(660.62)	126.4
602-40-54415 Travel/Lodging	.00	9,606.50	3,000.00	(6,606.50)	320.2
602-40-54425 Training	.00	10,779.00	7,000.00	(3,779.00)	154.0
602-40-54436 Professional Services	.00	16,854.35	30,000.00	13,145.65	56.2
602-40-54439 Insurance	.00	46,747.75	90,000.00	43,252.25	51.9
602-40-54448 Bad Debt Expense	.00	.00	5,000.00	5,000.00	.0
602-40-54449 Closure & Post Closure	.00	.00	1,800.00	1,800.00	.0
602-40-54450 Refuse Operating Permit	.00	4,000.00	4,000.00	.00	100.0
602-40-54505 Unleaded Gas/Diesel/Oil	.00	28,905.89	47,250.00	18,344.11	61.2
602-40-54525 Light Vehicle R & M	.00	2,201.48	1,500.00	(701.48)	146.8
602-40-54526 Vehicle & Equipment R & M	.00	8,869.18	25,000.00	16,130.82	35.5
602-40-54527 Gen. Fund Admin. Overhead	.00	27,500.00	110,000.00	82,500.00	25.0
Total REFUSE ENTERPRISE FUND	51,139.12	973,077.61	1,329,026.00	355,948.39	73.2
Total Fund Expenditures	51,139.12	973,077.61	1,329,026.00	355,948.39	73.2
Net Revenue Over Expenditures	(50,839.62)	20,648.58	(248,780.00)	(269,428.58)	8.3

Kotzebue City
Revenues with Comparison to Budget
For the 12 Months Ending December 31, 2024

ARCTIC SPIRITS

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>ARCTIC SPIRITS REVENUE</u>					
603-00-43405 Retail Sales-Liquor	124,870.92	2,789,489.55	2,972,500.00	183,010.45	93.8
603-00-43407 Retail Sales - Tobacco	5,654.55	79,505.62	61,200.00	(18,305.62)	129.9
603-00-43408 Retail Sales - Miscellaneous	793.39	12,826.31	10,200.00	(2,626.31)	125.8
603-00-43410 Distribution Point Fees	40.00	1,560.00	1,500.00	(60.00)	104.0
603-00-43425 Permitting Fees	3,335.00	74,920.00	55,000.00	(19,920.00)	136.2
603-00-44107 State of AK PERS Relief	.00	.00	15,697.00	15,697.00	.0
Total ARCTIC SPIRITS REVENUE	134,693.86	2,958,301.48	3,116,097.00	157,795.52	94.9
Total Fund Revenue	134,693.86	2,958,301.48	3,116,097.00	157,795.52	94.9

Kotzebue City
Expenditures with Comparison to Budget
For the 12 Months Ending December 31, 2024

ARCTIC SPIRITS

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>ARCTIC SPIRITS EXPENSES</u>					
603-10-54110 LBCB Stipend	.00	900.00	5,500.00	4,600.00	16.4
603-10-54125 Salaries & Wages	18,089.58	212,597.90	276,585.00	63,987.10	76.9
603-10-54130 Overtime	.00	1,195.45	3,000.00	1,804.55	39.9
603-10-54140 Employee Benefits	5,221.55	49,538.76	108,502.00	58,963.24	45.7
603-10-54210 Electricity	.00	4,677.68	6,000.00	1,322.32	78.0
603-10-54215 Heating Fuel	.00	28,684.19	30,000.00	1,315.81	95.6
603-10-54220 Building Maintenance	.00	3,159.33	2,000.00	(1,159.33)	158.0
603-10-54300 Cleaning Supplies	.00	212.28	500.00	287.72	42.5
603-10-54315 Office Supplies & Equip	.00	8,911.88	5,000.00	(3,911.88)	178.2
603-10-54320 Product Acquisition	.00	3,527.74	1,279,000.00	1,275,472.26	.3
603-10-54321 Cash Overs/Shorts - Pkg Store	2.22	79.99	500.00	420.01	16.0
603-10-54400 Service Charges	.00	32,360.72	37,500.00	5,139.28	86.3
603-10-54410 Telephone/Fax	.00	1,407.91	2,000.00	592.09	70.4
603-10-54415 Travel/Lodging/Per Diem	.00	378.00	2,000.00	1,622.00	18.9
603-10-54425 Training	.00	150.00	1,000.00	850.00	15.0
603-10-54433 Postage	.00	.00	50.00	50.00	.0
603-10-54434 Freight Charges	.00	323,444.31	475,000.00	151,555.69	68.1
603-10-54436 Professional Services	.00	.00	400.00	400.00	.0
603-10-54438 Legal Fees	.00	3,054.80	10,000.00	6,945.20	30.6
603-10-54439 Insurance	.00	32,848.44	63,000.00	30,151.56	52.1
603-10-54450 Permits	.00	46.50	500.00	453.50	9.3
603-10-54505 Gas/Diesel	.00	2,052.54	2,700.00	647.46	76.0
603-10-54526 Light Vehicle R & M	.00	.00	2,000.00	2,000.00	.0
603-10-54527 Gen. Fund Admin. Overhead	.00	38,500.00	155,000.00	116,500.00	24.8
603-10-54530 Equipment Maint.	.00	1,181.00	1,500.00	319.00	78.7
603-10-54620 Maintenance/Support Agrmt	.00	.00	500.00	500.00	.0
603-10-54625 Computer Equipment	.00	2,126.35	1,500.00	(626.35)	141.8
603-10-54702 Transfer to G.F.-Comm Support	.00	.00	1,137,672.00	1,137,672.00	.0
Total ARCTIC SPIRITS EXPENSES	23,313.35	751,035.77	3,608,909.00	2,857,873.23	20.8
Total Fund Expenditures	23,313.35	751,035.77	3,608,909.00	2,857,873.23	20.8
Net Revenue Over Expenditures	111,380.51	2,207,265.71	(492,812.00)	(2,700,077.71)	447.9

Public Works Department Report
November 12 - /December,23, 2024
Russell Ferguson/Lorraine Hunnicutt

Public Works – For a complete record of the work orders – on Public Works Assistant Directors computer. Reports are from November 12, 2024, through December 23, 2024. We want to welcome Ronnie Huss, Municipal Government Intern, back for Christmas Break. The 2025 fuel bid ITBs were received, with Vitus winning the bid. The Water Filter Pitchers ITB only had one bidder, which met our Manganese removal criteria, but we are waiting on an update showing 10-cup pitchers instead of the 7-cup pitchers offered.

Water Treatment Plant—Swalling was here working on punch list items and completed push-back racking. We are currently advertising for another operator. A leak under the slab has not been isolated, but troubleshooting thus far indicates the force main to the back-wash tank; this has been temporarily bypassed. Russ was able to troubleshoot control problems to the generator fuel system, a new circuit board is on order. We received one proposal for the WTP filtration improvements RFP, The selection committee consisted of Russ Ferguson, Josh Hadley, and Lorraine Hunnicutt, we recommended to our city manager acceptance with stipulations that the 30% mark-up be removed (this mark-up was not honored during the Swan Lake freeze up reimbursement request) and that they give a total amount rather than time and materials proposed.

Building Maintenance – We would like to welcome John Mendenhall, Maintenance Worker. There were twenty-five (25) work orders generated seven (7) City Hall, three (3) Fire Department, three (3) Water Plant; six (6) Public Works; three (3) Youth Center; one (1) Baler Building; one (1) Cain Building, one (1) Bump out.

Streets Department – All of the docks have been recovered. We may have lost some pilings and covers, but we have some spares in the connexs. There were ten (10) work orders generated for the streets department. Our Large Volvo 150 loader is currently down for repairs. Parts are on order; it will cost approximately \$43,000 to repair. Both loaders are wearing out from age.

Shop Department – There were thirty-one (31) work orders. nine (9) Heavy Equipment, twelve (12) KPD; six (6) light vehicles; two (2) KFD; two (2) equipment. We are waiting for parts to come in for the L150, and when the parts come in we will need to have a mechanic come in and install it.

Line Maintenance: *Twenty-nine (29) work orders were generated, of which twenty were billable at \$7,525.00. Three operators received Certificates for the Sewer Lagoon,*

bringing the total number of certificated Operators to four. Russ troubleshot and repaired lift-station 10 level control circuitry.

Refuse Department: We would like to welcome Travis Lisbourne back. The final thermal well, TS #11, has been installed and is operational. The springs on the main garage door of the baler building were replaced. Parts are ordered for the baler machine repair; service technicians will arrive after the parts are on site.

We were able to cover the C&D from the flood disaster, but we are now out of cover material and cannot accept anymore C&D until spring.

LOOP SUPPLY

December

2024

Date	Temp. deg. F	pH	Color (app)	Turb. NTU	Alk. mg/L	Hard. mg/L	Fe mg/L	Mn mg/L	Chlorine mg/L	Fluoride mg/L	Comments	Oper.
1	37.2	7.71	2	0.086					0.47	0.79		AA
2	38.4	7.69	3						0.45			RF
3	37.4		4	0.095				0.024	0.56	0.70		MFL
4	37.4	8.06	5	0.099					0.56	0.70		MFL
5	37.3	7.66	5	0.108					0.65	0.70		MFL
6	37.5	7.79	5	0.104					0.57	0.68		MFL
7	37.2	7.69	6	0.122					0.58	0.67		MFL
8	37.0	7.72	5	0.155					0.56	0.69		AA
9	37.2	7.66	3	0.136					0.40	0.66		MFL
10	37.7	7.72	6	0.125				0.031	0.49	0.69		MFL
11	37.4	7.67	6	0.126					0.52	0.71		AA
12	37.2	7.63	5	0.141					0.49	0.72		AA
13	37.2	7.63	6	0.196					0.51	0.75		AA
14	37.5	7.62	5	0.125					0.40	0.72		MFL
15	37.4	7.54	6	0.207					0.36	0.78		AA
16	37.5	7.59	5	0.121				0.041	0.35	0.70		MFL
17	37.4	7.51	6	0.119					0.35	0.69		MFL
18	37.0	7.55	3	0.117					0.36	0.75		MFL
19	37.3	7.72	5	0.116					0.39	0.73		MFL
20	37.2	7.46	6	0.111					0.38	0.75		MFL
21	36.8	7.43	6	0.102					0.47	0.74		AA
22	37.0	7.44	5	0.106					0.49	0.71		AA
23	37.2	7.56	3	0.109				0.045	0.47	0.68		MFL
24	36.6	7.40	3	0.126					0.49	0.76		AA
25	36.6	7.38	5	0.114					0.47	0.78		AA
26	36.5	7.18	4	0.132					0.43	0.74		AA
27	36.6	7.19	6	0.119					0.43	0.75		AA
28	36.6	7.38	5	0.165					0.44	0.71		AA
29	36.8	7.39	5	0.106				0.054	0.25	0.67		MFL
30	36.5	7.19	7	0.116					0.42	0.68		MFL
31	36.8	7.21	5	0.122					0.56	0.71		MFL
Avg	37.1	7.55		0.124					0.46	0.72		
Max	38.4	8.06	7	0.207	0	0	0.00	0.05	0.65	0.79		
Min	36.5	7.18	2	0.086	0	0	0.00	0.02	0.25	0.66		

On-line analyzer reading for April 27.

Marble Test:	Initial:	Final:	Difference:	Date:	MFL
Temperature	11.5	11.8	0.3	Must be less than 1 degree C.	
pH	7.81	7.91	-0.10	Approximate Langelier Saturation Index.	
Hardness	58	64	-6	Calcium Carbonate Precipitation Potential.	



City of Kotzebue, Alaska
Police Department

258B Third Avenue Box 550 Kotzebue, AK 99752-0550

Office: 907-442-3539 Fax: 907-442-3357

Christopher Cook, Chief of Police



To: City Manager Tessa Baldwin
Re: Kotzebue Police and Jail Activity Report

Date: 12/30/2024

Since the Kotzebue Police Department's last activity report, the police department has responded to 525 calls for service (November 2024), a 12% increase from the month of October. Calls of note for the month of November were 20 Disturbances, 36 Intoxicated Persons, 10 Assaults, and 40 Animal Control Calls. For a complete list of calls for service see the attached report. Calls for service occurred most frequently on Fridays between the hours of 04:00 am to 05:00 am.

The Kotzebue Regional Jail processed 54 prisoners during the month of October, a 11% increase from October.

Community Policing:

- KPD officers had 140 public relations, safety, and assistance contacts with the citizens and business owners of Kotzebue during the month of November.
- KPD officers conducted 82 security checks of businesses, or other locations within the city.

Staff Development and Training:

- Sgt. Meier, Lt. Odom, Sgt. Buege are participating in Police One Leadership Training, Leadership Academy, Leadership Styles, Leadership for the New Supervisor, Leadership and Law Enforcement, Leadership- Tips for the New Supervisor, Adult Learning Concepts for Field Trainers,
- E-911 Operators participated in virtual academy training, 9-1-1 Cape Building and Building Trust on Both Sides of the Console.

Community Service Officers:

- The Community Service Officers responded to 44 calls for service regarding animal complaints, a 7% increase from October.
- The CSOs impounded 5 dogs.
- 2 animal(s) were adopted or rescued. (32 since beginning of the year)
- 1 animal(s) was euthanized in October. (24 since the beginning of the year)
- Served or attempted to serve 0 court documents.

Christopher Cook / Chief of Police



KOTZEBUE POLICE DEPARTMENT

258B THIRD AVENUE

PO BOX 550
KOTZEBUE, AK 99752

Date : 12/29/2024
Page : 1
Agency : KPD

Calls For Service Totals By Call Type

11/01/2024 to 11/30/2024

Call Type	Totals
	1
ABAN ABANDONED AUTO	3
AGAS AGENCY ASSIST (NON LAW ENFORCEMENT) M	21
ALAR-U ALARM UNFOUNDED	2
AOFF ASSIST OFFICIAL	1
ASLT ASSAULT	10
CHAB CHILD ABUSE/NEGLECT	1
CIVIL CIVIL	20
CRIM CRIMINAL MISCHIEF	1
DISC DISORDERLY CONDUCT	7
DIST DISTURBANCE	20
DOGY ANIMAL CONTROL	40
DOMS DOMESTIC	8
DRUG DRUGS	2
DUI DRIVING UNDER THE INFLUENCE	3
DVORDER DV ORDER SERVICE	2
FIGH FIGHT	2
HARA HARASSMENT	4
INDEC INDECENT EXPOSURE	1
INTP INTOXICATED PERSON	36
JFING JAIL FINGER PRINTING	1
JSEAR JAIL SEARCH AND SECURITY	1
KIDN KIDNAPPING	1
MCA MINOR CONSUMING ALCOHOL	1
MVC-D MOTOR VEHICLE CRASH-DAMAGE ONLY	2
PASS PUBLIC ASSIST	115
PHN Phone Call	1
POLYCOM INMATE COURT	2
PROV PROBATION VIOLATION	5
PSAF PUBLIC SAFETY	4
PSR Protective Services Report	2
PUBR PUBLIC RELATIONS	25
RUNA RUNAWAY	2
SALT SEXUAL ASSAULT	2
SAMI SEXUAL ABUSE OF A MINOR	1
SCHOOL SCHOOL PATROL	4
SECU SECURITY	82
SUCD SUICIDE/SUICIDAL/ATTEMPTED/POSSIBLE	1
SUM/SUB SERVING SUMMONS/SUBPOENA/ORDER TO SHO	8



KOTZEBUE POLICE DEPARTMENT

258B THIRD AVENUE

PO BOX 550
KOTZEBUE, AK 99752

Date : 12/29/2024
Page : 2
Agency : KPD

Calls For Service Totals By Call Type

11/01/2024 to 11/30/2024

Call Type	Totals
SUSP SUSPICIOUS PERSON/VEHICLE/ACTIVITIES	8
THEF THEFT	8
THRE THREATS	2
TRAF TRAFFIC	10
TRAIN DEPARTMENT TRAINING	9
TRES CRIMINAL TRESPASS	3
TRNG Training Run	1
TSA TSA ASSISTS/AIRPORT SECURITIES	3
VETH VEHICLE THEFT	1
VOCR VIOLATION OF CONDITIONS OF RELEASE	3
WARRANT WARRANT (ARREST, BENCH, DAY, AND SEAR	16
WEAP WEAPONS	1
WELF WELFARE CHECK	15
Grand Total for all calls	525



KOTZEBUE POLICE DEPARTMENT
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Calls For Service By Time of Day / Day of Week

11/01/2024 to 11/30/2024

Time of Day / Day of Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
0000 - 0059 Hrs	4	0	2	1	2	2	1	12
0100 - 0159 Hrs	4	0	1	4	0	1	5	15
0200 - 0259 Hrs	0	0	3	2	2	5	3	15
0300 - 0359 Hrs	1	0	0	2	5	4	3	15
0400 - 0459 Hrs	5	3	2	11	1	11	5	38
0500 - 0559 Hrs	3	2	5	8	5	7	9	39
0600 - 0659 Hrs	1	1	4	1	1	1	2	11
0700 - 0759 Hrs	2	1	0	0	2	1	1	7
0800 - 0859 Hrs	0	1	4	3	3	6	2	19
0900 - 0959 Hrs	6	2	6	3	3	4	1	25
1000 - 1059 Hrs	0	5	12	2	4	6	3	32
1100 - 1159 Hrs	1	3	8	5	5	9	0	31
1200 - 1259 Hrs	2	3	8	2	4	6	1	26
1300 - 1359 Hrs	2	2	1	1	7	5	6	24
1400 - 1459 Hrs	1	8	6	2	1	3	2	23
1500 - 1559 Hrs	3	5	1	4	4	7	2	26
1600 - 1659 Hrs	2	3	6	6	7	1	3	28
1700 - 1759 Hrs	6	4	0	4	3	8	5	30
1800 - 1859 Hrs	3	3	3	1	2	7	4	23
1900 - 1959 Hrs	2	0	2	1	4	3	1	13
2000 - 2059 Hrs	2	3	0	2	3	3	4	17
2100 - 2159 Hrs	1	3	3	1	4	4	6	22
2200 - 2259 Hrs	2	0	0	2	2	3	6	15
2300 - 2359 Hrs	1	3	0	3	2	3	7	19
Total	54	55	77	71	76	110	82	525

City of Kotzebue - Parks and Recreation

December 2024 Report

Staff:

Program Coordinator: The Program Coordinator's last day was 29 October. The vacant position currently has two applicants. We will interview and fill the position pending the outcome of the interviews.

Janitor: The janitor's position was vacated just prior to Christmas. We are currently advertising for another janitor.

On-call Attendant: We will be interviewing an additional on-call attendant for upcoming basketball activities in January.

Parks and Recreation Advisory Committee (PRAC): The 4th PRAC meeting was held on 19 December. All seven of the seven members were present.

Special Events:

1. **Christmas House Decorating Contest:** 18 December 2024.

Winners: 1st: Bree Swanson

2nd: Andrea Henry

3rd: Crystal Jennings

Boat Harbor: The Parks and Recreation Department is currently coordinating harbor improvements / outdoor activities.

1. **Ramp Extensions:** A contractor has been selected for improvements to ramp extensions. Contract is under review. Work to begin shortly.
2. **Safety / Environmental Equipment:** Pads and booms have been received to facilitate containment and removal of petroleum-based spills.
3. **Ice Skating:** The Parks and Recreation Department is coordinating with the Kotzebue Fire Department for surface preparation for ice skating activities in the small boat harbor.

Youth Center:

1. **Rentals:** The Youth Center has been booked many weekends and occasionally with multiple renters on the same day.
2. **Youth Nights:** The Parks and Recreation Department / Maniilaq has begun Youth Nights at the Kotzebue Youth Center.
3. **Boiler Room Floor:** The boiler room will require replacement if a suitable contractor can be hired to do the work. We would expect to conduct repair operations during the summer.
4. **Swing Dance Class:** The Parks and Recreation Department in partnership with Chukchi campus completed swing dance class. Interest has already been expressed in a new dance opportunity beginning in January for Kotzebue residents.
5. **Toddler Time:** Toddler Time continues Tuesdays and Thursdays from 10:00-11:30 am. Both Nikaitchuat School and individual parents / toddlers participate with an average of about 20 children each session for December. Also, special toddler time is allocated to home-school students/residents on a case-by-case basis.

Armory:

1. **Schedule and Staffing:** The Armory gym is under normal operations and have hired an attendant to cover the hours.

Open Gym {School}: Open Gym Basketball is currently on-hold due to after-school usage and night-time use. We have coordinated with the School Advisory Board and JNES for use of the JNES gym. JNES gym availability is forthcoming.

December 2024

Arctic Spirits Manager's Report

To: Tessa Baldwin – City Manager
CC: Mike Laughlin, Paeton Schaeffer
From: Jamie Lambert, Arctic Spirits Manager
Date: January 2, 2025
Re: Arctic Spirits Manager's report and monthly recap comparison

The following is a calendar recap for December 2023 as compared to December 2024.

Total revenue collected in December of 2023 was \$292,031.60 compared to \$281,945.82 in December of 2024. This is a decrease of \$10,085.78. or 3% less revenue than this time last year. There were 25 sales days in December of 2023 and 25 sales days in December of 2024.

In December of 2023 we had 5,326 customers compared to 5,367 in December of 2024. This is an increase of 41 customers. The average sale in December of 2023 was \$54.83 compared to \$52.53 in December of 2024 or an average of \$2.30 less spent per customer this year compared to last year.

Cigarette sales in December of 2023 were \$5,310.17 as compared to \$10,206.14 in December of 2024. This is an increase of \$4,895.97 in tobacco sales compared to this time LY.

The Delivery Site 3 logged transactions.

The number of 10-day permits issued was 166.

The number of 30-day permits issued was 6.

The number of 90-day permits issued was 2.

The number of 180-day permits issued was 9.

The number of one-year permits issued was 62.

Total Permits sold \$6,350.00

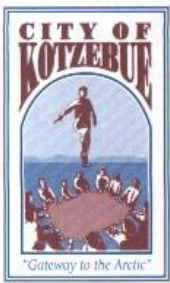
Total Delivery Site fees \$120.00

Total - \$6,470.00

At least 5 permits were newly suspended or revoked due to background checks, public intoxication reports, and COR/judgement paperwork sent from the jail. We received about 0 COR/judgements to update within our system.

Inventory for December 2024 has been completed and filed.

Please feel free to contact me if you have any questions,
Jamie Lambert - Arctic Spirits Store Manager
(907)442-4000 or (907)412-0747



P.O. Box 46

Kotzebue, Alaska 99752

City Hall (907) 442-3401

Police Dept. (907) 442-3351

Fire Dept. (907) 442-3404

Public Works (907) 442-3401

Human Resources/Public Relations City Council Report

*Welcomed six new employees across different departments.
Promoted one employee in the fire department.*

Actively Advertising as of January 1st, 2025!

JOB TITLE	DEPARTMENT	FULL-TIME/PART-TIME
911 Dispatcher	Police Department	Regular/Full-time
City Manager	Administration	Regular/Full-time
EMS/FIRE: First Responder	Fire Department	Regular/Full-time
Fire Chief	Fire Department	Regular/Full-time
Program Coordinator	Parks and Rec	Regular/Full-time
Rec Center Attendant	Parks and Rec	Regular/Full-time
Refuse Landfill Supervisor	Public Works	Regular/Full-time
Maintenance Worker	Public Works	Regular/Full-time
Office Assistant	Fire Department	Regular/Full-Time
Human Resources Administrator	Human Resources	Regular/Full-Time
Janitor	Parks and Rec	Regular/Part-Time
Municipal Government Inter	Administration	Temporary/Part-Time
Police Officer	Police Department	Regular/Full-Time
Refuse Helper	Refuse Helper	Regular/Full-Time
Water Treatment Plant Operator	Public Works	Regular/Full-Time

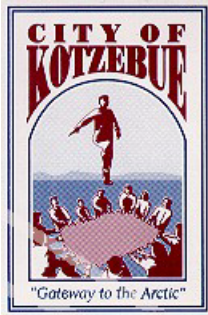
Key Accomplishments/Ongoing items:

HR Items:

1. Wage Scale: Creating a wage scale for the City of Kotzebue, setting starting salaries and ensuring it reflects all positions across departments.
2. Employee Evaluations: Reviewed employee evaluations, made recommendations for salary increases and promotion opportunities, and ensured consistency in evaluation processes.
3. Rehire Policies: Updated and reviewed rehire policies for former employees to ensure clarity and consistency.
4. Employee Warning Report Update: Revised the Employee Warning Report for better documentation of behavioral or performance issues.

Public Relations (PR):

5. Holiday Closures: Posted about holiday closures to inform residents of City office and service schedules.
6. Job Postings: Shared job openings for various City positions to attract applicants.
7. Resident Updates: Posted updates on community issues, maintenance schedules, and other important City information for residents.



1/2/25

Planning Director: January RCCM Report

I. Permits for month of November

- a. Building permits
 - i. 1 pending
 - ii. 0 issued
- b. Moving permits
 - i. 0 pending
 - ii. 0 issued
- c. Excavation permits
 - i. 0 pending
 - ii. 0 issued
- d. Variance Requests
 - i. 0 pending
 - ii. 0 issued
- e. Tidelands permits
 - i. 0 pending
 - ii. 0 issued
- f. Subdivisions
 - i. 2 pending
 - ii. 0 issued

II. Hazards Mitigation Plan (HMP) Update

- a. Working on update with DOWL and project team.
- b. Final HMP updated and complete.
- c. Updated HMP will be adopted by City Council at November RCCM on November 21st.
- d. The updated HMP has been submitted to the State and FEMA for approval.
- e. Upon State and FEMA approval, the City will have an updated HMP valid until December 2029.

III. Recreation Center

- a. \$1 million has been allocated by Senator Peltola for a new Multipurpose Emergency Shelter and Command Center.
- b. EPA Community Wide Assessment Grant for States and Tribes (CWAGST) through DEC Brownfields Program

- i. DEC applied for program in November 2024, award notification will be sent in late spring 2025.

IV. CAIN Building

- a. Planning Commission passed resolution recommending building to be used as heavy equipment storage until June 2025 at which point building utilization will be reassessed.
- b. Resolution will be presented to City Council at next regular meeting on January 2nd.

V. Cape Blossom Road/Port Project

- a. Planning for Phase II has begun. Construction to begin Summer 2025 and finish Summer 2026.
- b. Two open houses hosted by DOT to discuss details of project with community.
- c. Met with selected consultant for development of port using Port Infrastructure Development Program (PIDP) Grant on December 5th.
- d. Price and scoping meeting on December 9th rescheduled.

VI. Land Disposal: Sale of City-Owned Property to NVOK

- a. Sales agreement has been finalized between City and Tribe.
- b. Following items remaining:
 - i. Survey received and working on subdivision of the property by Tribe.
 - ii. Tribe to submit payment for property.
 - iii. City will officially transfer ownership to Tribe.
 - iv. Ashley Johnson-Barr (AJB) Park repairs to be done by City.
 - v. Tribe will take over responsibility and maintenance of AJB Park

VII. City of Kotzebue Capital Project Priorities 2025

- a. City Council will be reassessing capital projects priority list for CY2025 at budget retreat January 6th-7th (CY2024 Capital Projects Priority list attached to report).
- b. Attached are Capital Projects that the Planning Department has submitted.