



MEMORANDUM

DATE: November 21, 2024

TO: City Council

FROM: Brooks Chandler, Interim City Manager

SUBJECT: *Manager's Report For 11/25/2024 Council Meeting*

It has been a busy month.

Directives to Management- Administration received the following directives at the October 25 meeting. Responses are as noted.

1. Provide cost information on covering ice rink- Council member Piscoya

A rough order of magnitude of cost to do this is in the packet. There are less expensive ways to cover the rink. Even these are pricey. Chip Leeper can expand on those options at a future meeting. This topic should be considered when developing the next capital projects budget.

2. Provide information on federal per diem. – Council member Johnson

This is in the packet as part of an agenda item (\$68/day for meals and incidentals). A memo identifies possible Council actions on the per diem ordinance.

3. Examine conversion of construction camps to permanent housing- Council member Henderson

The concept of converting construction camp housing to residential housing fits within a planning concept known as “change of use”. A memo from the city planner is in the packet. Administration recommends adoption of the crew camp ordinance in its current form. If Council is interested in the conversion concept recommend the Planning Commission be tasked to develop other zoning ordinance changes that would further a policy of allowing the option of having temporary construction housing be converted to permanent residential housing.



4. Elimination of penalty for late filing of sales tax returns when no tax is owed – Council member Johnson.

Draft ordinance is on the agenda for introduction. Administration recommends a NO vote. A penalty provides an incentive for timely filing. Encouraging a habit of timely filing is beneficial for both the city and the city's sales tax collectors regardless of whether tax has been collected during the reporting period.

5. Determine if NSHC is interested in leasing rather than buying city property – Council member Henderson-

Inquiry made. The answer was no. NSHC will provide a more detailed statement on their intended uses of the property they proposed purchasing. Council direction is needed as to whether purchase agreement discussions should be initiated before receiving the additional information. In the meantime, an ordinance terminating the lease of this property with the Alaska Army National Guard (lease discovered after being mentioned at last council meeting) is before the Council for consideration. Administration recommends this ordinance be moved to second reading.

6. Examine quarterly budgeting- Council member Henderson

This request requires a significant amount of work including investigation and pricing of financial software changes. In addition, it fell during a period of heavy workload for the Finance Department during the annual audit. This has not been worked on beyond estimating the effort required to intelligently respond to the directive. Administration would like to know if quarterly budgeting has broader Council support before investigating the details and presenting information at a future meeting.

This last item raises a more general topic- how much council support should directives to management receive from council before considerable staff resources are spent responding? In my city attorney days my rule of thumb was to respond to any and all council inquiries unless doing so would involve a significant amount of time. If more than an hour of work was required I asked that a majority of the council authorize the work. The same budgetary considerations do not apply to staff requests but staff time is also a limited resource. Staff should be responsive to requests made at Council meetings within limits. What those limits are is something for everyone to think about.

Other developments include:

CBA- Negotiations have concluded. A tentative agreement has been reached subject to union ratification and city council approval. Cynthia Gray and I will have input for the City Council in executive session.

City Manager Search- The recruiter is in Nome for two days. I will have an update on applications already received and request input/confirmation on a salary range in executive session.



City Hall HVAC- The project has been completed and folks should be moved in by the time of the Council meeting. There may still be some items placed in temporary storage that need to be unpacked. It will be nice to return to Council chambers for council meetings. Many thanks to the Public Works crew who efficiently moved staff back to City Hall.

Kawerak Lease of Monofill Building- Ordinance for introduction is on the agenda. Recommend moving this to second reading in December. Projected utility cost information is discussed in a separate memorandum.

Hazard Mitigation Plan Update- A planning committee has been formed. The state contractor will be meeting with the planning committee perhaps before the city council meeting. Angie Guyen will be providing administrative support to the planning committee.

Emergency Operations Plan Update- A grant opportunity will be open in December. Angie Guyen will monitor this. I will assign someone to work with her on the grant application.

Police Department Shoulder Patch- In process. We have not selected a designer. A seamstress has been located. I hope to obtain a price quote for the sewing work before the end of the month.

Alaska Blanket Exercise- Myself, the museum director and several police department employees participated in this cultural awareness program on October 29. I will be recommending new Nome Police Department hires take advantage of any similar opportunities that arise in the future. I am also working with the museum director to incorporate guided tours of the museum and cultural center as part of the onboarding process for new officers.

Police Accreditation- NPD groundwork remains on track. Goal is being ready for a site visit by January 1, 2025. Public Works is waiting on a part to complete an impound yard. There are still about 50 old files that the evidence custodian is tagging for archiving. The tagging/archiving process will most likely be the final piece of the puzzle to be ready for a site visit.

Deep Draft Arctic Port- Joy Baker, Nickie Crowe and I have worked with ACOE to set up an option for the City's Local Sponsor match funds (10% of construction costs) to be released by ACOE for deposit into an interest bearing escrow account as allowed by the Project Partnership Agreement. The potential interest earnings are significant. A resolution authorizing opening the account is on the agenda.

NACTECH- An agreement to let NACTECH use an older city grader as a training unit has been completed. The grader will remain available for use by Public Works in snow or other emergencies.

Christmas Extravaganza- Cheryl Thompson and Angie Guyen have led the organization effort for Nome's annual celebration of the holiday season. The extravaganza is set for Wednesday December 4 at 5:30 pm at Old St. Joe's.



Youth Advisory Group- Marguerite La Riviere has organized a teen youth advisory group intended to promote teen use of the library. The first meeting of the group has been held with good youth participation.

MOA's My "to do" list includes formalizing some existing informal "arrangements" between the City and other community entities. The MOA's I hope to complete within the next month include:

MOA with Nome Public Schools governing responsibilities for maintenance and operation of the Nome Public Pool.

MOA with NACTECH on use of the Nome Public Pool.

MOA with the Nome Winter Sports Association for seasonal use of the ice rink and outbuildings.

MOA with Nome Animal House regarding vaccines and animal licensing.

MOA with Rural Alaska Animal Rescue regarding vaccines and animal licensing.

MOA with NVFD regarding passes for use of the Recreation Center.