



Marissa Medford

City Administrator Report

March/April 2024

City of Saxman Council:

Currently working with Peter Amylon from the Ketchikan Gateway Borough and Kaitlyn Jared from S.E. Conference for the 2024 Port Infrastructure Development Program (PIDP) Grant. The grant application is due May 10, 2024. The Ketchikan Gateway Borough is assisting the City of Saxman by providing administrative support for this grant.

Also currently working with Cynna Gubatayao, Peter Amylon, and Amy Briggs from the Ketchikan Gateway Borough and Andy Petroni and Daniel Delfino from Alaska Housing Finance Corporation (AHFC) on the Affordable Housing Construction Grant. Once we receive approval from Council, we can move forward with AHFC's grant agreement. A Memorandum of Understanding (MOU) between the City of Saxman and Ketchikan Gateway Borough will also be completed to clearly define roles and responsibilities between the two entities for grant admission. The Ketchikan Gateway Borough is assisting the City of Saxman by providing administrative support for this grant, too.

The Ketchikan Gateway Borough and has been instrumental in ensuring these grants will be executed effectively and I sincerely appreciate their support and guidance.

Officially closed on the 2707 Bear Clan lot. The City of Saxman owns more land.

Several Accounting team meetings to discuss:

- Teuscher Walpole's scope of work—will continue to evolve as we clearly define roles and responsibilities and train staff.
- Ongoing Elgee Rehfeld FY23 audit.
- Budget mod for the rest of FY24.
- Budget for FY25.

Discovered there hasn't been a lease agreement completed between the City of Saxman and the Organized Village of Saxman (OVS) since the last one expired on January 17, 2021. Working on updating the lease agreement and then will send to Charlie White, OVS Tribal Administrator and Joe Williams, OVS President for review and approval.

Completed the Independent Tour Agreements for 2024. Decided to implement the head count slips and daily sheets for 2024 for documentation/accounting purposes. Melissa and Diane have created 2024 park permits and have been accepting tour agreements and payments for the 2024 tour season.

Had an initial meeting with FileHold as it does not seem that the system is currently being utilized. Need to schedule a follow-up meeting now that we have the two new scanners



installed. Once I am familiarized with FileHold, I will have a team meeting to ensure we are properly utilizing the system and implement a feasible strategy for the project.

Consumer Confidence Report and CCR Certification Form for 2023 were completed and distributed to customers to maintain compliance.

Met with Steve Rydeen, Fire Chief and Mio Rhein, Fire Captain to discuss the new STVFD contract for Fire and EMS services. Saxman is not part of the service area, which is why we have contract services.

Met with Skyleen Bottani from First Bank to discuss possible community re-investment projects we could partner on (painting elders' homes, pressure washing homes, community clean-ups throughout the year, lunch and learn for home buyers/financing).

Met with Erin Traudt from Ketchikan Wellness Coalition to discuss substance abuse prevention in youth and what we could do within the community to prolong it for as long as possible. Talked about possibly doing a drug take back in Saxman (they currently do four throughout the year within the City of Ketchikan), doing a Town Hall event (bringing speakers, presenting data, etc.). There will also be a 3-day prevention training scheduled for July 31-August 2 at Ted Ferry Civic Center with tribal trainers from Oklahoma and conducting the training through an Indigenous lens. She will send more information when she receives it.



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April 17, 2024