

Marissa Medford

City Administrator Report

September/October 2024

City of Saxman Council:

Having weekly OAC (Owner, Architect, Contractor) meetings with Dawson Construction, Welsh Whiteley Architects, and Ketchikan Gateway Borough staff regarding the Alaska Housing Finance Corporation (AHFC) Last Frontier Housing Initiative (LFHI) Housing Development Project.

- September 25, 2024 discussed lot clearing, needing to shift the unit on Wolf St. to avoid rock, and still on schedule.
- October 2, 2024 discussed starting on foundations, site development, 7 units will be ADA, rebar coming up from Seattle (pre-bent and ready to go), making good progress and still on schedule.
- October 9, 2024 discussed progress on site development. Construction will be starting very soon. Lot 2 is nearly ready for footings. Lot 4 is cleared but holding off on that until Lot 1 is done. Structural and civil is wrapped up. Still on schedule.
- October 16, 2024 discussed Lot 2 and Lot 4 being done and ready for concrete. Steel arrives next week. SEA Island Construction will be starting on Lot 2. Need to finish Lot 4 before finishing site development on Lot 1. Finalizing design architecturally. Will get concrete done as soon as possible and framing will go throughout the Winter. Still on schedule. SEA Island Construction will be doing 2 fourplexes and Dawson Construction will be doing a fourplex and a duplex. Still on schedule.
- October 23, 2024 discussed that Lot 2 is ready for concrete, just waiting on a final QC check. Lot 4 is almost ready for concrete. Lot 1 they have started chipping rock and will be at that for the next one to two weeks. There will be a final drawing review next week before it is submitted to the State Fire Marshall on November 1st. Still on schedule.

Ketchikan High School Wood Shop class is almost completed with building the picnic tables for the Saxman Community Center.

VPSO interview with Tlingit and Haida. VPSO has been hired and started at the beginning of the week (in training and not cleared for full duties until training is complete).

Accounting meetings to discuss:

- Teuscher Walpole's scope of work, amending the engagement letter, and new personnel—will continue to evolve as we clearly define roles and responsibilities and train staff.
- Elgee Rehfeld FY23 audit—completed and closed out.
- Budget Mod for FY25—most likely occur at 6-month mark.
- Process and procedure improvements.



Conducted two interviews for the City Clerk position. Council approved moving forward with hiring the candidate. Candidate accepted the position and filled out new hire paperwork on Monday, October 21st and started on Tuesday, October 22nd and is all setup with IT and training has commenced.

Lead Service Line Inventory (LSLI) completed with Sarah from Alaska Rural Water Association and City of Saxman Public Works. All filter media for the filter replacements has been ordered. The majority of it has already arrived and is up at the Water Plant. We are just waiting on the Garnet to arrive and then we can schedule TUS and Sarah to come down and assist.

Conducted the Election on October 1st. Election was certified on October 4th. All necessary documentation was submitted to State of Alaska Division of Elections and Division of Community and Regional Affairs.

Meeting with Dorica and Nathan Jackson on the Eagle Beaver Totem contract.

Quarterly Financial Report for AHFC LFHI grant and putting together spreadsheet to submit expenses for reimbursement through AHFC and KGB.

A handwritten signature in blue ink that reads "M. Medford" is written over a horizontal line.

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October 23, 2024