



Marissa Medford

City Administrator Report

April/May 2024

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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 was submitted and I will report back when I have an update on the status of the grant application. The Ketchikan Gateway Borough is assisting the City of Saxman by providing administrative support for this grant.

Having weekly meetings (at minimum) with Cynna Gubatayao, Peter Amylon, and Amy Briggs from the Ketchikan Gateway Borough regarding the Alaska Housing Finance Corporation (AHFC) Last Frontier Housing Initiative (LFHI) Grant. The Ketchikan Gateway Borough is assisting the City of Saxman by providing administrative support for this project.

- Grant Agreement with AHFC fully executed.
- Memorandum of Agreement (MOA) with Ketchikan Gateway Borough created, approved, and fully executed.
- Request for Proposals (RFP) with Ketchikan Gateway Borough created, approved, and posted on May 10, 2024. Currently open for bids until June 4, 2024 at 3:00pm.

There is a Pre-Proposal Site Visit scheduled on May 22, 2024 at 2:00pm for any potential bidders to take a look at the five proposed lots. Proposals will be reviewed on June 5, 2024 with Notice of Intent to Award taking place on June 5/6, 2024.

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

In the process of consolidating Lots 1 and 2 of Block 19 of USS 1652A located at Eagle Avenue & Frog and Lots 11 and 12 of Block 24 of USS 1652A located at Coho Road and Wolf Street for AHFC LFHI Grant. We should have a decision from KGB Planning Director in early June.

Capital Title and Escrow is working on Title Reports for all lots that will be utilized for the AHFC LFHI Grant. This will ensure that nothing has been filed in error on any of the lots causing a project delay.

Alpine Real Estate is working on Brokers Opinion of Value report for all lots that will be utilized for the AHFC LFHI Grant. This will ensure we have an accurate land value to submit for our match requirement.

GT Landy Surveying, LLC set all missing property corners and flagged all property lines for Lot 9A Block 23 of USS 1652A located at Eagle Avenue and Lots 11 and 12 of Block 24 of USS 1652A located at Coho Road and Wolf Street for site development.



P&T Construction has already started site development on Lot 9A on Eagle Avenue.

Accounting 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.
- FY24 Budget Mod completed.
- Budget for FY25.

Discovered the City of Saxman's SAM.gov registration hadn't been active since July 2022 and we had a duplicate UEI number assigned, preventing registration renewal. Was able to have the duplicate UEI number removed and renew registration. We now have an active registration with SAM.gov. Not having an active SAM.gov registration prevented the City of Saxman from receiving Federal Assistance Awards.

LC Refrigeration Project with OVS for custom walk-in refrigerator and freezer units. OVS will be utilizing grant funds for this project. LC Refrigeration came for a site visit and has provided a quote and project specs. All information has been provided to OVS.

Working with Robert and Richard to complete the State of Alaska Fire Marshall corrections at SCC. All orders have been placed and delivered as of today. A few corrections still need to be taken care of now that all orders have arrived. Corrections are due on June 3, 2024.

Melissa and Diane have created a monthly invoicing and tracking system for tourism and it seems to be working out well for everyone involved and the feedback has been positive.

A handwritten signature in blue ink that reads "M. Medford".

Marissa Medford

City Administrator

May 15, 2024