

TO: Mayor Gardner
City Council Members

FROM: Jordan Keeler
City Administrator

DATE: September 5, 2019

SUBJ: Monthly Report for September 2019



I took off the second half of August, so this month's report is fairly brief:

- Work continues on the dock project and remains on schedule with a target completion time of late October.
- Dug up several documents and chased down various people for audit prep paperwork.
- Spent time on personnel matters and it appears that our PPPM needs a review as several policies appear to be in conflict or could be view as contradicting.
- Harbor cameras are installed. General incompetence by Ravn will add slightly to the final cost, but I set aside 10% of the total grant amount from the bid price, so the City will not pay out of pocket for this.
- The scrap metal in the harbor will be removed starting the middle of the month through cooperation with QTT and Western Marine. The City will be providing equipment and staff for the project and will bill accordingly.
- I will not be in Sand Point for the meeting due to the light agenda but will definitely be at the October meeting.