



## **CITY COUNCIL REGULAR MEETING**

Thursday, April 11, 2024 at 7:00 PM

### **AGENDA**

*In compliance with the Americans with Disabilities Act, individuals needing special accommodations / during this meeting should notify the City of Dillingham at 907-842-5212 at least three working days before the meeting.*

### **MEETING INFORMATION**

#### **AGENDA**

#### **CITY COUNCIL REGULAR MEETING**

CITY HALL COUNCIL CHAMBERS / 7:00 p.m.  
141 Main Street, Dillingham, AK 99576 (907) 842-5212

This meeting will also be available at the following online location:  
<https://us02web.zoom.us/j/83814220378?pwd=cUE4N0paZWpJSmJBRXILcDhPZEJGUT09>

Meeting ID: 838 1422 0378; passcode: 003553  
Or dial (346) 248-7799, or (669) 900-6833

#### **CALL TO ORDER**

#### **PLEDGE OF ALLEGIANCE**

#### **ROLL CALL**

#### **APPROVAL OF MINUTES**

1. Meeting Minutes March 14, 2024
2. Special City Council Meeting March 19, 2024

#### **APPROVAL OF CONSENT AGENDA**

#### **APPROVAL OF AGENDA**

#### **STAFF REPORTS**

3. Staff Reports

- a. Strategic Plan
- b. Staff Reports
- c. Committee Reports

**PUBLIC HEARINGS**

**4. ORDINANCE NO. 2024-01 AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 4.30, CONTRACT AND PURCHASE PROCEDURES TO ADJUST THE PURCHASE PARAMETERS**

**5. ORDINANCE NO. 2024-02 AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL ADOPTING THE BUDGET AMENDMENT NO.1 AND APPROPRIATING FUNDS FOR THE FY 2024 CITY OF DILLINGHAM BUDGET**

**CITIZEN’S COMMENTS** (Prior Notice or Agenda Items)

**ORDINANCES AND RESOLUTIONS**

**6. ORDINANCE NO. 2024-01 AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 4.30, CONTRACT AND PURCHASE PROCEDURES TO ADJUST THE PURCHASE PARAMETERS**

**7. ORDINANCE NO. 2024-02 AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL ADOPTING THE BUDGET AMENDMENT NO.1 AND APPROPRIATING FUNDS FOR THE FY 2024 CITY OF DILLINGHAM BUDGET**

**8. RESOLUTION NO. 2024-24 A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AMENDING THE BANK SIGNATURE CARD AND INVESTMENT ACCOUNTS SIGNATURE AUTHORITY FORMS DUE TO A CHANGE CITY ADMINISTRATION**

**UNFINISHED BUSINESS**

**9. LAND ENTRY PERMIT and AGREEMENT TO GRANT EASEMENT AND RIGHT OF WAY**

**NEW BUSINESS**

- 10. Proposed Salary Schedule**
- 11. Revised Org Chart**
- 12. Deputy Manager Job Description**

**CITIZEN’S DISCUSSION** (Open to the Public)

**COUNCIL COMMENTS**

**MAYOR’S COMMENTS**

**EXECUTIVE SESSION**

13. The following subjects may be discussed in an executive session, from which the public is excluded:

- 1. Matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government unit; Gramma's House

ADJOURNMENT

# CALL TO ORDER

# PLEDGE OF ALLEGIANCE

# ROLL CALL

# APPROVAL OF MINUTES



## CITY COUNCIL REGULAR MEETING

Thursday, March 14<sup>th</sup>, 2024 7:00 PM

### MINUTES

#### CALL TO ORDER

A regular meeting of the Dillingham City Council was held on March 14, 2024, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 6:37 P.M.

#### PLEDGE OF ALLEGIANCE

#### ROLL CALL

Mayor Ruby was present.

Council members present and establishing a quorum (a quorum being four):

Michael Bennett	Steve Carriere	Curt Armstrong
Bert Luckhurst	Kaleb Westfall	Kevin McCambly

#### APPROVAL OF MINUTES

##### 1. Regular Council Meeting Minutes of February 07, 2024;

MOTION to approve minutes made by Michael Bennett. Second by Kaleb.

#### DISCUSSION

- Discussion within the motion

VOTE YEA None

VOTE NAY Council Member Bennett, Council Member Carriere, Council Member Westfall, Council Member Luckhurst, Council Member McCambly, Council Member Armstrong

MOTION FAILED Minutes not approved

#### APPROVAL OF CONSENT AGENDA

MOTION Steve Carriere made motion to move Item 2 of the Consent Agenda to the Agenda where it could be stricken, Seconded by Michael Bennett



**APPROVAL OF AGENDA**

MOTION Steve Carrier move to approve the agenda, striking RESOLUTION NO. 2024-08, Michael Bennett seconded the motion.

VOTE YEA UNANIMOUS APPROVAL – Motion Carried

**STAFF REPORT**

DISCUSSION

Kaleb Westfall questions on the Landfill Back Haul Funds and our monetary and manpower obligation to Greenstar.

City Clerk, Dan Decker, stated Sen. Murkowski’s office estimated the matching funds from the City would be 20% to 50%, but could not be determined until the application was submitted. Further information could be requested for a future meeting.

Kaleb Westfall questioned if the Fire Command Truck was Diesel or Gasoline. Anita Fuller, Finance Director, replied that it was gas.

Kaleb Westfall asked Anita Fuller if Resolution NO. 2024-15A was specifically for Altman Rogers. Anita responded that having two audits already completed this year, it would be advantageous to complete the FY24 audit and to go out bid next year.

Kaleb Westfall questioned the “Unearned Revenue” on Page 39 of the packet. Anita explained that the LGR Grant has been received but not spent.

**COMMITTEE REPORTS**

FINANCE Curt Armstrong reported there have been three meetings resulting in one budget revision in this evening’s packet. The committee will now be preparing for the FY25 Budget.

CODE Bert Luckhurst reported their meeting had reviewed the contract limits resulting in Ordinance NO. 2024-01 included in this evenings packet.

MEALS Kevin McCambly reported on progress of forming a board for the committee.

**PUBLIC HEARING** None

**CITIZEN’S COMMENTS** None

**ORDINANCES AND RESOLUTIONS**

**INTRODUCTION OF ORDINANCE 2024-01 AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTERS 4.30 CONTRACT AND PURCHASE PROCEDURES AND TO ADJUST THE PURCHASE PARAMETERS.**

MOTION to approve made by Michael Bennett, seconded by Steve Carriere.

DISCUSSION None

VOTE YEA Unanimous, vote carries.

**INTRODUCTION OF ORDINANCE NO. 2024-02 AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL ADOPTING THE BUDGET AMENDMENT NO. 1 AND APPROPRIATING FUNDS FOR THE FY 2024 CITY OF DILLINGHAM BUDGET**

MOTION to approve made by Kaleb Westfall, seconded by Michael Bennett.

DISCUSSION None

VOTE YEA Unanimous, vote carries.

**RESOLUTION NO. 2024-13 AUTHORIZING THE PURCHASE OF A FIRE DEPARTMENT COMMAND VEHICLE AND TRANSFER OF CURRENT FIRE DEPARTMENT PICKUP TO EMS STAFF**

MOTION to approve made by Steven Carriere, seconded by Kaleb Westfall.

DISCUSSION None

VOTE YEA Unanimous, vote carries.

**RESOLUTION 2024-14 A RESOLUTION OF THE CITY COUNCIL OD DILLINGHAM, ALASKA WAIVING RESTRICTIONS AND PROVISIONS OF CHAPTER 4.30.130**

MOTION to approve by Kaleb Westfall, seconded by Steven Carriere

DISCUSSION Kurt Armstrong questioned the necessity of this resolution.

MOTION TO POSTPONE until April council meeting made by Michael Bennett, seconded by Steve Carriere

VOTE YEA Unanimous, vote carried.

**RESOLUTION 2024-15 A RESOLUTION OF THE CITY COUNCIL OF DILLINGHAM, ALAKSA CONTINUING CONTRACT WITH ALTMAN ROGERS FOR FY24 AUDIT**

MOTION to approve by Kaleb Westfall, seconded by Steve Carriere.

DISCUSSION Anita Fuller explained that it was good for the City to carry on with them, especially while we are cleaning up the FY24 audit. She believes one more year is what we need.

VOTE YEA Unanimous, vote carried.

**RESOLUTION 2024-16 A RESOLUTION OF THE CITY COUNCIL OF DILLINGHAM, ALASKA AWARDDING THE HARBOR FLOAT REPAIR CONTRACT TO IRON HILL WELDING AND FABRICATING**

MOTION to approve by Kaleb Westfall, seconded by Kevin McCambly, Michael Bennett recused himself do a possible conflict of interest.

ROLL CALL YEA VOTE Unanimous, with Michael Bennett abstaining. Vote carried

**RESOLUTION NO. 2024-17 A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ADOPTING THE RECOMMENDATION OF THE DILLINGHAM PLANNING COMMISSION TO RELINQUISH THE GRANT EASEMENT FOR RIGHT-OF WAY RECORDED AT BOOK 42, PAGES 891-898 OF THE BRISTOL BAY RECORDING DISTRICT**

MOTION to approve by Kaleb Westfall, seconded by Steven Carriere.

DISCUSSION Kaleb explained that there were plat discrepancies, and this clarification would allow the properties to be used as intended.

VOTE YEA Unanimous, motion carried.

**UNFINISHED BUSINESS** None

**NEW BUSINESS**

**Acting City Manager Contract**

**UTILITY EASEMENT**

DISCUSSION Michael Bennet recused himself from voting or discussion due to a possible conflict of interest. Mayor Alice Ruby has scheduled a Special Meeting for March 19<sup>th</sup> 2024 to allow for detailed discussions with GCI and Nushagak Cooperative engineers.

**GRANDMA’S HOUSE**

DISCUSSION Ken McCambly reported that the MEAL board has rescinded the eviction notice of caretaker William Yates and will decide the future use of the facility.

**CONGRESSIONAL APPROPRIATION AWARD**

DISCUSSION Kaleb Westfall moved to suspend the rules and add Acting City Manager Contract to new business following executive session. Steven Carriere seconded the motion.

VOTE YEA 5

VOTE NAY 1 Motion Carries.

**CITIZENS DISCUSSION** None

**COUNCIL COMMENTS** Kaleb Westfall expressed his thanks for allowing the council members to travel and attend the AML and SWAMCI conferences. Special thanks to City staff and Anita Fuller for providing the budget and all of the hard work and meetings it required. Kevin McCambly stated he was not offered the opportunity to attend these events should be offered fairly to all council members. Michael Bennett called a point of information and that Alice offered to everyone the opportunity to attend SWAMCI in the prior meeting.

**MAYORS COMMENTS** Mayor Ruby said she felt badly that Kevin missed the SWAMCI conference and in the future would provide the Clerk with information to be included in the council packet. She encourages the council members to provide a trip report, especially if they were speaking on behalf of the city. Also, copies of the resolutions adopted by SWAMCI would be included in the next packet. Alice reported that Kaleb Westfall was appointed to a municipal seat on the board, and that Steve Carriere was elected to an associate seat on the board. Rose Loreta gave Alice permission to say that she may be

interested in helping out in a city manager transition. Alice requested a moment of silence to recognize those we had lost since our last meeting.

**EXECUTIVE SESSION - Out of executive session at 8:49 PM**

**ACTING CITY MANAGER CONTRACT**

DISCUSSION Stevn Carriere suggested we put the City Clerk, Dan Decker, in the position of City Manager.

Bertram Luckhurst agreed.

MOTION to appoint City Clerk Dan Decker to the position of City Manager, Bert Luckhurst seconded the motion.

DISCUSSION Mayor Ruby, Curt Armstrong, Kevin McCambly all shared various scenarios and individuals who could fill the position.

VOTE YEA Unanimous, motion carried.

**ADJOURNMENT** Mayor Ruby called the meeting adjourned at 9:06 PM

Mayor Alice Ruby

ATTEST:

\_\_\_\_\_

SEAL

\_\_\_\_\_  
Daniel E. Decker Sr, City Clerk



Approval Date:





## CITY COUNCIL SPECIAL MEETING

Tuesday March 19,2024 at 5:30 PM

### MINUTES

#### CALL TO ORDER

A special meeting of the Dillingham City Council was held on Tuesday, March 19, 2024, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 5:30 p.m.

#### ROLL CALL

Mayor Ruby was present.

Council members present and establishing a quorum (a quorum being four):

Bertram Luckhurst

Michael Bennett

Curt Armstrong

Steven Carriere

Kaleb Westfall

Kevin McCambly

#### PLEDGE OF ALLEGIANCE

#### APPROVAL OF AGENDA

**MOTION** to approve the agenda made by Kaleb Westfall, seconded by Michael Benett with the amendment to move CITIZENS COMMENTS above ORDINANCES AND RESOLUTIONS.

Discussion: None

VOTE YEA: Council Members Bennet, Carriere, Westfall, Luckhurst, McCambly, Armstrong. Vote was unanimously approved; motion carried.

#### CITIZEN'S DISCUSSION

- **Chisty Nesser** addressed the **Resolution No. 2024-21**. She was speaking on behalf of her brother, Acting Chief Craig Maines. She felt it was an insult and unfair not to have interviewed Craig for the Chief of Police position.
- **Cody Herzberg** stated he had been employed with the COD for four months. He believed that a rotational Chief of Police was not an acceptable alternative.



- **Craig Maines, Acting Chief of Police** stated he has been interested in Chief's position and was told that he would be interviewed for the position. He has been employed for fifteen years. He does want a fair chance to be Chief. He only desires fair hiring practice.

## **ORDINANCES AND RESOLUTIONS**

### **RESOLUTION 2024-18 A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ACCEPTING THE YEAR END AUDIT FOR THE FISCAL YEAR ENDING JUNE 30,2022**

MOTION to approve by Steve Carriere, seconded by Kaleb Westfall.

VOTE YEA: Council Members Bennet, Carriere, Westfall, Luckhurst, McCambly, Armstrong. Vote was unanimously approved; motion carried.

### **RESOLUTION NO. 2024-19 A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPOINTING DANIEL DECKER AS ACTING CITY MANAGER**

MOTION to approve amendment by Kaleb Westfall with the amendment to the second Whereas that Ms. Johnson fulfilled her contract on March 15, 2024, Michael Bennett seconded.

VOTE YEA: Council Members Bennet, Carriere, Westfall, Luckhurst, McCambly, Armstrong. Vote was unanimously approved; motion carried.

### **RESOLUTION NO. 2024-20 A RESOLUTION OF THE CITY COUNCIL OF DILLINGHAM ALASKA APPOINTING JON SORENSEN AS ACTING CITY CLERK**

MOTION to approve by Michael Bennett, seconded by Steve Carriere.

DISCUSSION       None

VOTE YEA: Council Members Bennet, Carriere, Westfall, Luckhurst, McCambly, Armstrong. Vote was unanimously approved; motion carried.

### **RESOLUTION 2024-21 A RESOLUTION OF CITY COUNCIL OF DILLINGHAM ALASKA , ALASKA, APPROVING THE APPOINTMENT OF TRACY O'MALLY AS CHIEF OF POLICE**

MOTION to approve by Kevin McCambly, seconded by Kaleb Westfall.

#### **DISCUSSION**

- Curt Armstrong asked if the "Two Week On-Two Week Off" had changed? Is the application period still open?
- Dan Decker explained that the application period is still open. The city had stopped receiving applications several months ago. He has been in discussion with Officer O'Malley and there will be a greater length of time that she will be "Boots On The Ground" for the next two months, and in the busy summer months she will be here basically full time as she will bring her son with her. Dan added that Officer O'Malley has never taken a housing stipend, and that she rents a place in Dillingham. She has been here for years and has great ties to the community.

- Steven Carriere questioned how an interview process would be conducted. Dan Decker explained that it would be himself and persons from various organizations within the community, and possibly one council member.

**MOTION:** Kaleb Westfall moved to postpone Resolution NO. 2024-21 until the next meeting or special council meeting to allow for an interview process. Bert Luckhurst seconded.

**VOTE YEA:** Council Members Michael Bennet, Steve Carriere, Caleb Westfall, Bert Luckhurst, Kevin McCambly, Curt Armstrong. Vote was unanimously approved; motion carried.

### CITIZENS DISCUSSION

- **Chrissy Nesser** believed there was a conflict of interest in the selection process since Dan Decker and Tracy O'Mally had both worked with her brother, Acting Chief Maines, and that admitted short-cuts were taken in the process.
- **Dan Boyd**, former city employee, asked the status of previous candidates and defined a "conflict of interest" as only related to monetary gain.
- **Sgt. Tracy O'Mally** stated Acting Chief Maines has been offered the Chief's position but had declined the offer due to the level of pay. She also stated that she would be spending more time here and when absent would be working remotely. A lot of problems have arisen in the department as a direct result of negligence by Acting Chief Maines. Case work has been neglected and cases are not getting to the DA's office on time. Further, she must testify in a hearing because the Court would like to know why a case was opened in January and they did not receive their Discovery until March. Other State agencies are reporting that they are not getting what they need and that they get no response from Acting Chief Maines. The State Crime Lab scheduled a training session, and no one was made aware of this. If she hadn't been here they would not have been able to execute their training. Within the space of one year, the department has had sixteen lateral officers resign. They did not feel safe because there was no response to their call for "back up". Also, there was no leadership within the department.
- **Suzie Jenkins Brito** encouraged the Council to reach out to inter-department agencies to participate in an interview panel and solicit letters of support for whom they would find as the best Acting Chief.
- **Acting Chief Craig Maines** stated he had never been offered the position, otherwise he would have accepted it. Scheduling of officers is the reason for high turnover. Inadequate staff to provide backup. He has been trained and will continue to be. It is difficult to recruit officers, especially locally.
- **Laura Jungreis, Assistant District Attorney**, stated that the things that are truly detrimental to a community are a lack of training on the part of officers, accountability of officers and their supervisors, and lack of community trust. In her experience here, she has witnessed all three.
- **Sgt. Tracy O'Mally** stated that in her absence the officers were not held accountable to complete their cases. This was also the responsibility of the Chief.

**SPECIAL BUSINESS**

**GCI UNICOM Easement Discussion**

FOR THE RECORD council member Michael Bennett stepped away from the council table to recuse himself due to a possible conflict of interest.

GCI representative, Rebecca Marcelly, explained the scope of the project, its pathway for buried cable and questions related to easements and alternative routings.

**COUNCIL COMMENTS**           None

**MAYORS COMMENTS**       None

**ADJOURNMENT**

Mayor Ruby called meeting adjourned at 7:24 PM

# APPROVAL OF CONSENT AGENDA

# APPROVAL OF AGENDA

# STAFF REPORTS



## Monthly Report: March 2024

### Introduction:

As Acting City Manager, I am pleased to present the monthly report for March 2024, outlining the significant activities, achievements, and challenges faced by the City of Dillingham.

### Key Highlights:

#### Appointment of Chief of Police:

I am delighted to announce the successful appointment of Tracy O'Malley as the Chief of Police for the City of Dillingham. This decision was made after careful consideration and with the concurrence and recommendation of the hiring committee, reflecting our commitment to ensuring effective leadership within our public safety department.

#### Appointment of Public Works Director:

I am pleased to report that Phil Baumgartner has been hired as the Public Works Director for the City of Dillingham. Phil brings a wealth of experience and expertise to this role, and I am confident that his leadership will contribute significantly to the continued improvement of our city's infrastructure and public services.

#### Budget Planning and Review:

Throughout March, the Finance Director and I have been actively engaged in budget planning and review processes for the upcoming fiscal year. Our focus remains on responsible financial management, prioritizing essential services, and addressing the needs of our community while maintaining fiscal sustainability.

#### Infrastructure Development Projects:

Progress continues on various infrastructure development projects aimed at enhancing the quality of life for our residents. This includes road maintenance initiatives, upgrades to public facilities, and ongoing efforts to improve utility services.

#### Attendance at AML Infrastructure Symposium:

I had the opportunity to represent the City of Dillingham at the Alaska Municipal League (AML) Infrastructure Symposium. This event provided valuable insights and networking opportunities related to infrastructure planning, funding, and sustainability, which will inform our strategic initiatives moving forward.

**Challenges and Opportunities:**Infrastructure Maintenance and Upkeep:

While progress has been made on infrastructure development projects, we recognize the importance of ongoing maintenance and upkeep to ensure the long-term sustainability of our infrastructure assets. Addressing these needs will require strategic planning and allocation of resources.

**Upcoming Priorities:**Emergency Preparedness and Response:

With the onset of spring and the potential for inclement weather events, emergency preparedness and response remain a top priority. We are actively collaborating with local emergency services and agencies to ensure our community is prepared for any emergencies that may arise.

Strategic Planning and Goal Setting:

Looking ahead, we will continue to engage in strategic planning and goal-setting processes to guide the direction of our city's future. This includes identifying key priorities, establishing measurable objectives, and aligning resources to achieve our collective vision for Dillingham.

Conclusion:

In conclusion, March has been a productive and eventful month for the City of Dillingham. Despite the challenges we face, I am confident that by working together as a community, we can overcome obstacles and build a brighter future for all residents. As Acting City Manager, I remain committed to serving the best interests of our city and its residents.

Sincerely,

*Daniel E. Decker Sr.*

Daniel E. Decker Sr.

Acting City Manager

City of Dillingham, Alaska



**Mayor**  
Alice Ruby

**Acting Manager**  
Daniel Decker



**Dillingham City Co**

Section . Item 3.

Bertram Luckhurst  
Michael Bennett  
Steven Carriere  
Curt Armstrong  
Kaleb Westfall  
Kevin McCambly

## MEMORANDUM

**Date:** March 30, 2024  
**To:** Daniel Decker, Acting City Manager  
**From:** Anita Fuller, Finance Director  
**Subject:** Monthly Report

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### **Acknowledgements and Recognitions:**

February Statistics: As of date of report.

Cash Receipts: \$430,129.16

All Payments: \$868,876.08 (includes \$252,508.57 for 2 payrolls & 2 supplement payrolls).

### **Department Accomplishment and Opportunities for March:**

#### *Accomplishments*

- Medicaid renewal completed for ambulance billing.
- Property tax assessment notices mailed on 03/15/2024 for real and personal property taxes.
- OSHA reporting corrections made and completed.
- 1099 Adjustments completed.
- Started APEI Insurance Renewal for FY25.

#### *Staffing changes*

- Account Tech II – Payroll/Payables position resignation received, position has been advertised and potential position filled April 8, 2024.
- Account Tech II – Receivables position is advertised.
- Account Tech I – Cashier position filled 03/13/2024 by Alkayuk Moore, who is doing very well.
- AccuFund training completed by several staff for new hires, payables and report writing.

#### *Grant Reporting*

- SAM registration renewal completed.
- Started NTS continuation application

**Budget**

- FY24 Budget revision review pending council action.

**Projects – Progress and Public Impacts:****Audit**

- FY22 Audit – Finalized.
- FY23 FY23 Audit – New questions have been presented and answered. One question pending council meeting minutes adopted.
- FY24 Audit – Contract approved. Scheduled for September 30, 2024, and November 11 2024.

**Projects**

- Setup of personal property tax in MARS is in progress for 2024 personal property tax, completed and assessments were mailed out.
- Questica training ongoing budgeting software – training is scheduled and build is ongoing.

**Personal Property Tax**

- Review of personal property tax has started with F&B Committee 09/25/2023 and is ongoing.
- Personal property tax has been sent to Code Committee for review 09/28/2023 and is ongoing.

**Collections**

- Ongoing.

**Utility Rates Evaluation**

- Evaluation of utility rates needs to be held for a rate study for water/wastewater.

**Contract Management**

- Ongoing, filing has started, process is in place.

**Three+One**

- Implementation has begun and view only access is being obtained.

**Upcoming Calendar Items:**

- 15<sup>th</sup> of each month utility payments due; last day of month utility bills sent.
- 02/15/2024 any business conducting business without a business license can be fined.
- 02/01/2024 business/personal property tax assessments are due.
- 03/15/2024 real and personal property tax assessment notices are to be mailed out.

**Revenue and Expense Report – Next report****Balance Sheet – Next report**

**Mayor**  
Alice Ruby

**Acting City Manager**  
Daniel Decker Sr.



**Dillingham City Co**

Section . Item 3.

Bertram Luckhurst  
Michael Bennett  
Steven Carriere  
Curt Armstrong  
Kaleb Westfall

## MEMORANDUM

**Date:** April 3, 2024  
**To:** Daniel Decker Sr., Acting City Manager  
**From:** Patty Buholm, Planning Director  
**Subject:** April 3, 2024 Monthly Report

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### **Acknowledgements and Recognitions:**

Please welcome Darrell Tilden as the newest Water/Wastewater Operator.

The Planning Department would like to recognize a fellow community member and recent collaboration with Bristol Bay Native Association (BBNA) Kristina Andrew. Kristina recently was recognized by the Alaska Journal of Commerce as one of the **2024 Top Forty Under 40** in her role as the Economic Development Program Manager at BBNA. Congratulations Kristina and thank you for all of your assistance with projects within Dillingham and ensuring the Regions Comprehensive Economic Development Strategy (CEDS) has included Dillingham. The CEDS document and website helps with planned projects and potential partnering for like-minded community projects.

Thank you to Kimberly Johnson for her time as the Acting and full-time role as the City Manager, your dedication to improving the City Services and push for unified processes has made a positive impact in the Planning Department. Good luck on your new role as the Curyung Tribal Administrator and I look forward to continuing collaboration with the Curyung Tribe.

Thank you to Daniel Decker for accepting the Acting City Manager role after Kimberly Johnson's departure. Having an Acting City Manager that is familiar with the many projects and existing community needs in this role makes the transition easier to continue with forward movement.

### **Department Accomplishment and Opportunities:**

In February the City Council voted on and passed the new Organizational chart, which transfers the Landfill and Water/Wastewater into the Planning Department. I have been working with staff in each department on additional training opportunities and strengthening their respective departments. Staff at both the Landfill and Water/Wastewater have been open to this transition and are accepting of my leadership, I hope to fulfill each department's existing needs and work positively with all staff in each department. The Planning Department continues to organize and locate all the Planning Department records.

I was able to attend 3 training opportunities for the Planning Department:

1. March 26-29, 2024: Wastewater Collection and Lagoon Course. Darrell T (Water/Wastewater Operator) and Triston Hansen (Public Works Operator) also attended this course. All 3 of us attended the course in full and are awaiting our test results for this course.
2. March 13-15, 2024: Alaska Native Claims Settlement Act (ANCSA) Workshop in Anchorage
  - a. This training workshop reviewed the ANCSA claim that was passed on December 18, 1971 by President Richard Nixon. The act has many aspects of how ANCSA relates to Native Allotment and Land Management surrounding restricted lands, including some of the unique and very specialized rules and regulations surrounding Land Conveyance to their respective Municipalities, as in the instance from Choggiung Ltd to the City of Dillingham.
3. February 27, 2024 – March 2, 2024: Managing Floodplain Development through the National Flood Insurance Program (NFIP).
  - a. This training was sponsored by FEMA Region 10 in Anchorage. This course was very beneficial for Managing the lands and permitting process within the Floodplain. I have yet to be able to take the Certified Floodplain Managers test at this time, however when time permits I do plan to sit for this exam.

**Projects – Progress and Public Impacts:** The Planning Department has been working diligently with landowners to assist with their needs. The Planning Commission Meeting scheduled for April 10, 2024 will consist of 3 Public Hearings for these individual landowner needs. I am still working with other businesses and private individuals on existing land issues. When these other land issues are ready to be shared, they will be scheduled with the Planning Commission to their appropriate “next steps” as they move through the appropriate code requirements.

The Planning Commission received a letter of resignation from Planning Commissioner Jennifer Evridge on February 7, 2024. If you know of anyone that is interested in filling Seat B on the Planning Commission, please have them send a letter of interest to the Mayor and/or the City Clerk. Please remember that the Mayor will appoint the Planning Commissioner once letters of interest have been received and acted upon.

Agnew::Beck will be submitting a Comprehensive Plan update before the April 10, 2024 Planning Commission meeting. I will share any new information as this comprehensive plan update was due to be completed by the end of April, 2024.

I have been communicating with Bristol Engineers and the DEC of Cell 3 Expansion and other items for Landfill compliance (location of fish waste bin). In communication with BBNC and Choggiung Limited, the city will be able to purchase the stripped overburden from the pit located closest to the landfill at a reduced rate of \$2.00/cubic yard. I still anticipate requesting a donation of gravel and/or materials that is offered through BBNC for region area projects, for the expansion of cell three at the Landfill. At this time, I have not been able to communicate with them due to many new duties in the Planning Department.

I have been in communication with the Curyung Tribe and Bristol Engineers on the Nerka Road Rehabilitation Project. At this time nothing has changed, and the project is still in winter shut down mode until favorable weather and construction can begin for the 2024

construction season. If you have any additional questions or concerns about this project, please contact Isaac Pearson, Project Engineer at 907-743-9313.

The Lagoon Project is approaching a near start as well for the 2024 construction season. I have been in communication with the Project Engineers and the Project Manager in preparation of the project start, however no start date has been announced at this time. On March 8, 2024 Senator Lisa Murkowski's office announced via press release that the City of Dillingham's request for 4.72 million dollars had been passed through Congress. Currently the appropriation application has been assigned to the Interior Division to sort and release the funding for Landfill improvements. This funding may become available as soon as May 2024 or as late as August 2024. This funding application was submitted for the FY 2024, however due to the Speaker of the House, Nancy Pelosi, resigning and then stretch of time for her replacement to be named, caused a delay in the processing of the FY24 appropriations; therefore, the timing of this funding is uncertain as we are already months beyond the average time of releasing funding.

**Upcoming Calendar Items:**

Training will continue to occur for the Landfill, Water/Wastewater, and Planning staff. As these training courses are identified and scheduled for their respective departments, I will relay that information. Currently all 3 departments (Landfill, Planning, and Water/Wastewater) need to either test for or participate in some sort of training to become more effective, compliant, and efficient in their roles within the department.

A new sign will be placed prior to A Street from Central Ave stating "END CITY MAINTENANCE" will be posted upon receiving in Dillingham. A platted but undeveloped road was constructed by a private citizen without proper guidance or engineered plans. The process for a Land Use Permit was not followed and had caused confusion among previous staff. I am working with others to find potential corrections to this issue.

**Public Feedback:** The Planning Department has received several communications from landowners who have expressed their thanks for assisting with their land issues and concerns.

**List of Attachments:** none

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2024-01

**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 4.30, CONTRACT AND PURCHASE PROCEDURES TO ADJUST THE PURCHASE PARAMETERS**

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

**Section 1. Classification.** This is a code ordinance.

**Section 2. Amendment to Chapter 4.30 Contract and Purchase Procedures.** Section 4.30 of the Dillingham Municipal Code is hereby amended as follows with new text displayed in **bold** and underlined font and deleted text displayed in strike out font.

**Sections:**

**4.30.050 Purchase orders.**

**4.30.060 Contracts/purchases of under one thousand dollars.**

**4.30.070 Contract/purchases of one thousand dollars to five thousand dollars.**

**4.30.080 Contracts/purchases of five thousand dollars to twenty thousand dollars.**

**4.30.090 Contracts/purchases of twenty thousand dollars or more.**

**4.30.050 Purchase Orders.**

A. The city manager is responsible for the establishment of a purchasing system under which all merchandise, supplies and services will be purchased for the city, except for the school district.

B. Purchase orders shall be issued upon requisitions signed by the head of the division requesting the purchase. All requisitions shall be filed with the purchasing agent and no purchase shall be made until an order has been obtained from him/her.

C. In the absence of the city manager, a person designated in writing by him/her, is hereby authorized to sign purchase orders for supplies which do not exceed ~~two thousand dollars~~ **\$4,999** in value, in conformance with control procedures to be established by the city manager for that purpose.

**4.30.060 Contracts/purchases of under ~~two thousand dollars~~ **\$4,999**.**

Unless otherwise required by law, contracts and purchases estimated by the city manager to be not in excess of ~~two thousand dollars~~ **\$4,999** may be made on the open market without competitive bidding or quotations.

**4.30.070 Contracts/purchases of ~~two thousand dollars~~ **\$4,999** to ~~seven thousand nine hundred ninety-nine dollars~~ **\$9,999**.**

Unless otherwise required by law, contracts and purchases estimated by the city manager in writing to be between ~~two thousand~~ **\$4,999** and ~~seven thousand nine hundred ninety-nine dollars~~ **\$9,999** may be made in the open market without competitive sealed bid or public notice; however whenever possible the city manager shall obtain at least three price quotes

and shall award the contract purchase to the lowest responsible bidder. The city manager shall maintain a written record of the price quotations requested and received.

**4.30.080 Contracts/purchases of ~~eight thousand dollars~~ \$10,000 to ~~thirty thousand dollars~~ \$50,999.**

Unless otherwise required by law, contracts and purchases estimated by the city manager in writing to be between ~~eight thousand~~ \$10,000 and ~~twenty-nine thousand nine hundred ninety nine dollars~~ \$50,999 may be made in the open market without competitive sealed bid or public notice, subject to the following:

- A. Quotations and Award. Such open market contracts and purchases, whenever possible and practicable, shall be based upon at least three competitive written quotations from interested bidders and shall be awarded to the lowest qualified and responsible bidder.
- B. Interested Bidder’s List. The city manager shall create and maintain a list of interested bidders, which list shall contain the names of suppliers who have declared their interest in being solicited for quotations on specific classes of supplies or services. Names of suppliers who have become inactive in submitting quotations may be removed from the list.
- C. Written Quotations. Written quotations may be solicited by telephone, in person or in writing from bidders in the interested bidders list and from others known to be interested in submitting quotations. All quotations shall be submitted in writing and a detailed record shall be made of the quotations received. The city manager may consider the prices in published mail order catalogs as written quotations.
- D. City Council Approval. The city manager shall review all quotations and award the contract or purchase in writing. The city manager shall notify the city council of the award of such contract or purchase at the next regular city council meeting.
- E. Records. The city manager shall keep a written record of all such open market contracts and purchases and the quotations submitted in competition thereon. Such records shall be open to public inspection during regular business hours. Records of such open market purchases may be disposed of two years following the action.

**4.30.090 Contracts/purchases of ~~thirty thousand dollars~~ \$51,000 or more.**

- A. Unless exempt under the provisions of Section 4.30.130, contracts for and purchases of supplies estimated by the city manager in writing to exceed ~~thirty thousand dollars~~ \$51,000 shall be made by competitive sealed bid.
- B. Unless exempt under the provisions of Section 4.30.130, contracts for professional services estimated by the city manager in writing to exceed ~~thirty thousand dollars~~ \$51,000 shall be made by competitive sealed proposal.
- C. The city manager may provide for a process whereby interested bidders/proposers submit statements of qualifications. From these statements, the manager shall determine those who appear to satisfy the “responsible bidder” criteria as set forth at Section 4.30.030(A) and may limit the submittal of bids and proposals pursuant to Section 4.30.100 to only those parties.

**Section 3. Effective Date.** This ordinance is effective upon passage.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on \_\_\_\_\_, 2024.

\_\_\_\_\_  
Alice Ruby, Mayor [SEAL]

ATTEST:

\_\_\_\_\_  
Daniel E. Decker Sr  
City Clerk



NON-CODE ORDINANCE

Introduced: March 14, 2024

Public Hearing Scheduled for: April 4, 2024

Enacted: April 4, 2024

CITY OF DILLINGHAM, ALASKA

**ORDINANCE NO. 2024-02**

**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL ADOPTING THE BUDGET AMENDMENT NO.1 AND APPROPRIATING FUNDS FOR THE FY 2024 CITY OF DILLINGHAM BUDGET**

---

WHEREAS, the City Council has approved the Operating Budget and Capital Improvement Budget for FY24 to the City Council in accordance with Title 4 of the Dillingham Municipal Code pursuant to A.S. 20.20.500(3); and

WHEREAS, duly advertised public workshops were held and the City Council reviewed the budget amendment recommendations presented; and

WHEREAS, the City Council has set the rate of levy of property tax for the City of Dillingham for FY 2024 budget at 13 mills; and

WHEREAS, the budget presented, reviewed and changed is in accordance with sound and efficient municipal management principles. The City Council should have the power to transfer appropriated monies from one General Government Fund or Special Revenue Fund to another and from one Capital Project to another by resolution and the City Manager should have the power to transfer funds from one line item object to another object code within a fund and within a Capital Improvement Project; and

WHEREAS, additional FY 2024 funds are available for appropriation by ordinance;

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that:

1. The FY 2024 Operating Budget and Capital Improvement Amendment No.1 as recommended by the City Manager is hereby adopted for the City of Dillingham.
2. The amounts set forth in the budget by the City Council for the respective departments and/or funds shall be, and hereby are, appropriated for the fiscal year ending June 30, 2024.
3. The City Council shall have the power to transfer approved and appropriated General Fund or Special Revenue Fund monies from one to another and from one Capital Project to another by resolution.
4. The City Manager shall have the power to transfer funds from one line item object code to another within a fund and within a Capital Improvement Project.

BE IT ENACTED BY THE COUNCIL OF THE CITY OF DILLINGHAM that:

**Section 1. Classification.** This ordinance is a non-code ordinance.

**Section 2. Severability.** If any portion of this ordinance or any application thereof to any person or circumstances is held invalid, the remainder of the ordinance and the application to other persons or circumstances shall not be affected thereby.

**Section 3. Appropriation summary.** The total appropriation from the Treasury in Section 6 was a total of \$ 24,259,953

**Section 4. Revenues**

General Fund

Taxes

General Sales Taxes	3,300,000
Remote Sales Taxes	425,000
Alcohol Sales Taxes	280,000
Transient Lodging Sales Taxes	150,000
Gaming Sales Tax	50,000
Tobacco Tax	350,000
Marijuana Tax	90,000
Penalty & Interest – Sales Tax	15,000
Real Property Taxes	2,460,000
Personal Property Taxes	555,000
Penalty & Interest – Property Tax	125,000
Business License	17,000

Other Revenue

Telephone Gross State Tax	70,000
Raw Fish Tax	600,640
Shared Fisheries	30,000
Revenue Sharing (community support)	75,352
Payment in Lieu Taxes (PILT)	522,976
Jail Contract Revenue	442,926
Motor Vehicle Tax	25,000
Ambulance Fees	65,000
Lease and Rental Income	35,000
Administrative Overhead	171,805
PERS on Behalf	92,530
PERS Forfeiture Fund	5,000
All Other Revenues	323,750

**Total General Fund Revenues**

**10,276,979**

Special Revenue & Other Funds Revenues

Water	229,712	
Waste Water	478,712	
Landfill	334,259	
Port – Dock	876,576	
Port – Harbor	145,200	
Asset Forfeiture	500	
E-911	65,000	
Senior Center (Includes grants)	127,261	
Library Grants	54,170	
Debt Service	1,071,017	
Mary Carlson Estate	21,000	
<b>Total General Fund &amp; Special Revenues</b>		<b><u>3,420,207</u></b>

Project Revenue

LGLR	1,900,000	
BBEDC Intern	112,201	
BBEDC Training Grant	40,350	
BBNC Training Grant	10,350	
ADOH Grants	210,250	
EPA Federal Grants	1,000,000	
SOA SRF Loan - Lagoon Aeration	670,000	
<b>Total General Fund &amp; Special Revenues</b>		<b><u>3,943,151</u></b>

**TOTAL REVENUES** **17,640,337**

**Section 5. Transfers**

Transfers from General Fund to Other Funds

Water	0	
Wastewater	0	
Landfill	607,680	
Harbor	72,030	
Senior Center	231,500	
Ambulance Replacement	55,500	
Equipment Replacement	400,000	
Capital Projects	957,334	
SRF Loans Payments	58,119	
Streets Bond Payment	-94,574	
Firehall Bond Payment	44,000	
School Bond payment	319,307	
<b>Total Transfers from Gen. Fund</b>		<b><u>2,650,896</u></b>

Transfers from Dock Fund to Harbor Funds

Harbor Operations	246,551	
Ice Machine	18,200	
Bathhouse	17,000	
<b>Total Transfers from Dock Fund</b>		<b><u>281,751</u></b>

Transfers from Department to Department		
From E-911 to Dispatch	63,916	
From Mary Carlson Estate to Library	4,000	
From Wastewater to Water	40,002	
	<hr/>	
<b>Total Transfers between Departments</b>		<b>107,918</b>
<b>TOTAL TRANSFERS</b>		<b><u>3,040,565</u></b>
<b>TOTAL REVENUES, TRANSFERS, AND FUNDS</b>		<b><u><u>20,680,902</u></u></b>

**Section 6. Appropriations.**

General Fund Government Operations

City Council	104,150	
City Clerk	172,255	
Administration	528,827	
Finance	1,226,649	
Legal	90,000	
Insurance	328,100	
Planning	618,933	
Foreclosures	9,000	
IT	311,300	
PS Administration	243,323	
PS Dispatch	651,125	
PS Patrol	1,273,100	
PS Corrections	767,164	
PS DMV	79,647	
PS Animal Control Officer	153,268	
PS Fire Department	545,377	
PS Volunteer Fire Donation	15,000	
PW Administration	229,700	
PW Buildings & Grounds	411,402	
PW Shop	632,757	
PW Streets	693,308	
Library	191,285	
Grandma's House	41,000	
City School District	1,702,000	
Transfer Subsidy for Special Revenue	2,650,896	
	<hr/>	
<b>Total General Fund Appropriations</b>		<b>13,669,566</b>

Special Revenue & Other Funds Appropriations

Water	269,714
Waste Water	380,841
Landfill	941,939
Port-Dock	1,304,434
Port-Harbor	386,951
Port Harbor – Ice Machine	22,200
Port Harbor – Bathhouse	17,800
Asset Forfeiture	0
E-911	136,968

Senior Center	358,761		
Library Grants	54,170		
ADOH Grant	210,250		
LGLR Grant	1,900,000		
SRF Loans	670,000		
EPA Federal Grants	1,000,000		
BBEDC Intern Grants	112,201		
BBEDC Training Grants	40,350		
BBENC Training Grants	10,350		
Mary Carlson Estate	6,255		
Ambulance Replacement Fund	12,000		
Debt Service	1,397,869		
Equipment Replacement/Reserve	400,000		
Capital Project (Planning) Fund	957,334		
<b>Total Special Rev &amp; Other Appropriations</b>		<u>10,590,387</u>	
<b>TOTAL APPROPRIATIONS</b>			<u><u>24,259,953</u></u>

<b>Total Revenues and Transfers</b>	<b>20,680,902</b>
<b>Total Appropriations</b>	<b>24,259,953</b>
<b>Net Increases (Decreases) to Balance</b>	<b><u><u>(3,579,051)</u></u></b>

**Section 7. Fund Balance Explanation**

- (3,324,671) General Fund Reserves
  - 97,871 Water/Sewer Fund Reserves
  - (355,828) Port-Dock
  - 500 Asset Forfeiture
  - (71,968) E-911 Services Fund
  - 60,300 Ambulance Reserve Capital Project
  - 14,745 Mary Carlson Estate Fund Reserves
- (3,579,051)

**Section 8. Effective Date.** This Ordinance is effective upon passage

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on April 04, 2024.

SEAL

\_\_\_\_\_  
Alice Ruby, Mayor

ATTEST:

\_\_\_\_\_  
Daniel Decker, City Clerk

# CITIZEN'S COMMENTS

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2024-01

**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 4.30, CONTRACT AND PURCHASE PROCEDURES TO ADJUST THE PURCHASE PARAMETERS**

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

**Section 1. Classification.** This is a code ordinance.

**Section 2. Amendment to Chapter 4.30 Contract and Purchase Procedures.** Section 4.30 of the Dillingham Municipal Code is hereby amended as follows with new text displayed in **bold** and underlined font and deleted text displayed in strike out font.

**Sections:**

**4.30.050 Purchase orders.**

**4.30.060 Contracts/purchases of under one thousand dollars.**

**4.30.070 Contract/purchases of one thousand dollars to five thousand dollars.**

**4.30.080 Contracts/purchases of five thousand dollars to twenty thousand dollars.**

**4.30.090 Contracts/purchases of twenty thousand dollars or more.**

**4.30.050 Purchase Orders.**

A. The city manager is responsible for the establishment of a purchasing system under which all merchandise, supplies and services will be purchased for the city, except for the school district.

B. Purchase orders shall be issued upon requisitions signed by the head of the division requesting the purchase. All requisitions shall be filed with the purchasing agent and no purchase shall be made until an order has been obtained from him/her.

C. In the absence of the city manager, a person designated in writing by him/her, is hereby authorized to sign purchase orders for supplies which do not exceed ~~two thousand dollars~~ **\$4,999** in value, in conformance with control procedures to be established by the city manager for that purpose.

**4.30.060 Contracts/purchases of under ~~two thousand dollars~~ **\$4,999**.**

Unless otherwise required by law, contracts and purchases estimated by the city manager to be not in excess of ~~two thousand dollars~~ **\$4,999** may be made on the open market without competitive bidding or quotations.

**4.30.070 Contracts/purchases of ~~two thousand dollars~~ **\$4,999** to ~~seven thousand nine hundred ninety-nine dollars~~ **\$9,999**.**

Unless otherwise required by law, contracts and purchases estimated by the city manager in writing to be between ~~two thousand~~ **\$4,999** and ~~seven thousand nine hundred ninety-nine dollars~~ **\$9,999** may be made in the open market without competitive sealed bid or public notice; however whenever possible the city manager shall obtain at least three price quotes

and shall award the contract purchase to the lowest responsible bidder. The city manager shall maintain a written record of the price quotations requested and received.

**4.30.080 Contracts/purchases of ~~eight thousand dollars~~ \$10,000 to ~~thirty thousand dollars~~ \$50,999.**

Unless otherwise required by law, contracts and purchases estimated by the city manager in writing to be between ~~eight thousand~~ \$10,000 and ~~twenty-nine thousand nine hundred ninety nine dollars~~ \$50,999 may be made in the open market without competitive sealed bid or public notice, subject to the following:

- A. Quotations and Award. Such open market contracts and purchases, whenever possible and practicable, shall be based upon at least three competitive written quotations from interested bidders and shall be awarded to the lowest qualified and responsible bidder.
- B. Interested Bidder’s List. The city manager shall create and maintain a list of interested bidders, which list shall contain the names of suppliers who have declared their interest in being solicited for quotations on specific classes of supplies or services. Names of suppliers who have become inactive in submitting quotations may be removed from the list.
- C. Written Quotations. Written quotations may be solicited by telephone, in person or in writing from bidders in the interested bidders list and from others known to be interested in submitting quotations. All quotations shall be submitted in writing and a detailed record shall be made of the quotations received. The city manager may consider the prices in published mail order catalogs as written quotations.
- D. City Council Approval. The city manager shall review all quotations and award the contract or purchase in writing. The city manager shall notify the city council of the award of such contract or purchase at the next regular city council meeting.
- E. Records. The city manager shall keep a written record of all such open market contracts and purchases and the quotations submitted in competition thereon. Such records shall be open to public inspection during regular business hours. Records of such open market purchases may be disposed of two years following the action.

**4.30.090 Contracts/purchases of ~~thirty thousand dollars~~ \$51,000 or more.**

- A. Unless exempt under the provisions of Section 4.30.130, contracts for and purchases of supplies estimated by the city manager in writing to exceed ~~thirty thousand dollars~~ \$51,000 shall be made by competitive sealed bid.
- B. Unless exempt under the provisions of Section 4.30.130, contracts for professional services estimated by the city manager in writing to exceed ~~thirty thousand dollars~~ \$51,000 shall be made by competitive sealed proposal.
- C. The city manager may provide for a process whereby interested bidders/proposers submit statements of qualifications. From these statements, the manager shall determine those who appear to satisfy the “responsible bidder” criteria as set forth at Section 4.30.030(A) and may limit the submittal of bids and proposals pursuant to Section 4.30.100 to only those parties.



**Section 3. Effective Date.** This ordinance is effective upon passage.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on \_\_\_\_\_, 2024.

\_\_\_\_\_  
Alice Ruby, Mayor [SEAL]

ATTEST:

\_\_\_\_\_  
Daniel E. Decker Sr  
City Clerk

NON-CODE ORDINANCE

Introduced: March 14, 2024

Public Hearing Scheduled for: April 4, 2024

Enacted: April 4, 2024

CITY OF DILLINGHAM, ALASKA

**ORDINANCE NO. 2024-02**

**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL ADOPTING THE BUDGET AMENDMENT NO.1 AND APPROPRIATING FUNDS FOR THE FY 2024 CITY OF DILLINGHAM BUDGET**

---

WHEREAS, the City Council has approved the Operating Budget and Capital Improvement Budget for FY24 to the City Council in accordance with Title 4 of the Dillingham Municipal Code pursuant to A.S. 20.20.500(3); and

WHEREAS, duly advertised public workshops were held and the City Council reviewed the budget amendment recommendations presented; and

WHEREAS, the City Council has set the rate of levy of property tax for the City of Dillingham for FY 2024 budget at 13 mills; and

WHEREAS, the budget presented, reviewed and changed is in accordance with sound and efficient municipal management principles. The City Council should have the power to transfer appropriated monies from one General Government Fund or Special Revenue Fund to another and from one Capital Project to another by resolution and the City Manager should have the power to transfer funds from one line item object to another object code within a fund and within a Capital Improvement Project; and

WHEREAS, additional FY 2024 funds are available for appropriation by ordinance;

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that:

1. The FY 2024 Operating Budget and Capital Improvement Amendment No.1 as recommended by the City Manager is hereby adopted for the City of Dillingham.
2. The amounts set forth in the budget by the City Council for the respective departments and/or funds shall be, and hereby are, appropriated for the fiscal year ending June 30, 2024.
3. The City Council shall have the power to transfer approved and appropriated General Fund or Special Revenue Fund monies from one to another and from one Capital Project to another by resolution.
4. The City Manager shall have the power to transfer funds from one line item object code to another within a fund and within a Capital Improvement Project.

BE IT ENACTED BY THE COUNCIL OF THE CITY OF DILLINGHAM that:

**Section 1. Classification.** This ordinance is a non-code ordinance.

**Section 2. Severability.** If any portion of this ordinance or any application thereof to any person or circumstances is held invalid, the remainder of the ordinance and the application to other persons or circumstances shall not be affected thereby.

**Section 3. Appropriation summary.** The total appropriation from the Treasury in Section 6 was a total of \$ 24,259,953

**Section 4. Revenues**

General Fund

Taxes

General Sales Taxes	3,300,000
Remote Sales Taxes	425,000
Alcohol Sales Taxes	280,000
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Marijuana Tax	90,000
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Real Property Taxes	2,460,000
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Business License	17,000

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Raw Fish Tax	600,640
Shared Fisheries	30,000
Revenue Sharing (community support)	75,352
Payment in Lieu Taxes (PILT)	522,976
Jail Contract Revenue	442,926
Motor Vehicle Tax	25,000
Ambulance Fees	65,000
Lease and Rental Income	35,000
Administrative Overhead	171,805
PERS on Behalf	92,530
PERS Forfeiture Fund	5,000
All Other Revenues	323,750

**Total General Fund Revenues**

**10,276,979**

Special Revenue & Other Funds Revenues

Water	229,712	
Waste Water	478,712	
Landfill	334,259	
Port – Dock	876,576	
Port – Harbor	145,200	
Asset Forfeiture	500	
E-911	65,000	
Senior Center (Includes grants)	127,261	
Library Grants	54,170	
Debt Service	1,071,017	
Mary Carlson Estate	21,000	
<b>Total General Fund &amp; Special Revenues</b>		<b><u>3,420,207</u></b>

Project Revenue

LGLR	1,900,000	
BBEDC Intern	112,201	
BBEDC Training Grant	40,350	
BBNC Training Grant	10,350	
ADOH Grants	210,250	
EPA Federal Grants	1,000,000	
SOA SRF Loan - Lagoon Aeration	670,000	
<b>Total General Fund &amp; Special Revenues</b>		<b><u>3,943,151</u></b>

**TOTAL REVENUES** **17,640,337**

**Section 5. Transfers**

Transfers from General Fund to Other Funds

Water	0	
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Landfill	607,680	
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Harbor Operations	246,551	
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Transfers from Department to Department		
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From Mary Carlson Estate to Library	4,000	
From Wastewater to Water	40,002	
	<hr/>	
<b>Total Transfers between Departments</b>		<b>107,918</b>
<b>TOTAL TRANSFERS</b>		<b><u>3,040,565</u></b>
<b>TOTAL REVENUES, TRANSFERS, AND FUNDS</b>		<b><u><u>20,680,902</u></u></b>

**Section 6. Appropriations.**

General Fund Government Operations

City Council	104,150	
City Clerk	172,255	
Administration	528,827	
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PS Dispatch	651,125	
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PW Shop	632,757	
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Library	191,285	
Grandma's House	41,000	
City School District	1,702,000	
Transfer Subsidy for Special Revenue	2,650,896	
	<hr/>	
<b>Total General Fund Appropriations</b>		<b>13,669,566</b>

Special Revenue & Other Funds Appropriations

Water	269,714
Waste Water	380,841
Landfill	941,939
Port-Dock	1,304,434
Port-Harbor	386,951
Port Harbor – Ice Machine	22,200
Port Harbor – Bathhouse	17,800
Asset Forfeiture	0
E-911	136,968

Senior Center	358,761
Library Grants	54,170
ADOH Grant	210,250
LGLR Grant	1,900,000
SRF Loans	670,000
EPA Federal Grants	1,000,000
BBEDC Intern Grants	112,201
BBEDC Training Grants	40,350
BBENC Training Grants	10,350
Mary Carlson Estate	6,255
Ambulance Replacement Fund	12,000
Debt Service	1,397,869
Equipment Replacement/Reserve	400,000
Capital Project (Planning) Fund	957,334

**Total Special Rev & Other Appropriations** 10,590,387

**TOTAL APPROPRIATIONS** 24,259,953

**Total Revenues and Transfers** 20,680,902

**Total Appropriations** 24,259,953

**Net Increases (Decreases) to Balance** (3,579,051)

**Section 7. Fund Balance Explanation**

(3,324,671) General Fund Reserves
97,871 Water/Sewer Fund Reserves
(355,828) Port-Dock
500 Asset Forfeiture
(71,968) E-911 Services Fund
60,300 Ambulance Reserve Capital Project
14,745 Mary Carlson Estate Fund Reserves
<u>(3,579,051)</u>

**Section 8. Effective Date.** This Ordinance is effective upon passage

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on April 04, 2024.

SEAL

\_\_\_\_\_  
Alice Ruby, Mayor

ATTEST:

\_\_\_\_\_  
Daniel Decker, City Clerk

CITY OF DILLINGHAM, ALASKA

**RESOLUTION NO. 2024-24**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AMENDING THE BANK SIGNATURE CARD AND INVESTMENT ACCOUNTS SIGNATURE AUTHORITY FORMS DUE TO A CHANGE CITY ADMINISTRATION**

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WHEREAS, due to a vacancy of City Manager, Daniel Decker was appointed as the Dillingham Acting City Manager at a Regular City Meeting held March 14, 2024; and

WHEREAS, the signature cards for the City’s accounts at Wells Fargo Bank will need to reflect the change in personnel; and

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that the following persons are authorized to give instructions on behalf of the City of Dillingham on the funds that are now and shall be deposited in the above mentioned investment institutions..

Daniel E. Decker Sr.                      Acting City Manager

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on April 11, 2024.

\_\_\_\_\_  
Alice Ruby, Mayor

ATTEST: [SEAL]

\_\_\_\_\_  
Jon Sorenson, Acting City Clerk

# UNFINISHED BUSINESS



After Recording Return to:  
 Unicom Inc.  
 Attn.: Corporate Counsel  
 2550 Denali Street, Suite 1000  
 Anchorage, AK 99503

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**LAND ENTRY PERMIT  
 and  
 AGREEMENT TO GRANT EASEMENT AND RIGHT OF WAY**

This Land Entry Permit and Agreement to Grant Easement and Right of Way (the “Agreement”) is made between City of Dillingham, an incorporated city in the Dillingham Census Area, Alaska, with offices at 141 Main Street, Dillingham, AK 99576 (“Grantor”) and Unicom, Inc., an Alaska corporation, with offices at 2550 Denali Street, Suite 1000, Anchorage, AK 99503 (“Grantee”).

Grant of Land Entry Permission

WHEREAS, the objective of Grantee’s Airraq Project (“the project”) is to provide high speed internet (broadband) service to the Western Alaskan communities of Platinum, Quinhagak, Eek, Napaskiak, Oscarville, Bethel, Tuntutuliak, Atmoutluak, Nunapitchuk, and Kasigluk;

WHEREAS, the project will require the installation of fiber optic cable (“FOC”) and facilities including a beach manhole (“BMH”) on Grantor’s property; and

WHEREAS, Grantee anticipates that construction will begin in May 2024 with an anticipated completion date of December 31, 2026;

NOW THEREFORE, Grantor hereby irrevocably gives permission to Grantee to enter upon and use the land described below (the “Property”) in accordance with the terms of this Agreement:

*The SE1/4 of SEC36, T13S, R56W within the Seward Meridan, Alaska.*

The preliminary figure attached hereto, and designated as Exhibit A was developed for the purpose of installing FOC and facilities, and includes the locations of the following project components:

**Fiber Optic Cable (FOC):** The project will extend the existing FOC network from Dillingham. Lightweight submarine cables will be used when crossing wetlands, and armored submarine cable will be used where crossing rivers. The final FOC easement will be 20 feet wide (10 feet each side of the FOC centerline).

**Beach Manhole (BMH):** BMHs are excavated manholes that provide connection points between submarine cable and terrestrial cable. The BMH will be constructed to contain the connections for the FOC to transition from water to land. The footprint of the BMH will be approximately 3 feet by 4 feet.

Agreement to Grant Permanent Easement and Right of Way

1. Land entry permission for Grantee shall extend from April 15, 2024 and continue until the completion of the installation of the above-described FOC, facilities, as-built survey, and execution of subsequent easement and right of way documents;
2. Grantor authorizes the land use necessary to construct the herein described FOC and facilities;
3. The exact location of the FOC and facilities will be determined upon completion of construction;
4. Grantee will record an as-built survey of the entire Airraq project following completion of project construction;
5. Following completing construction, Grantee will provide Grantor with an Easement and Right of Way Agreement which shall include a parcel plat prepared by a registered land surveyor identifying the as-built centerline of the Easement within Grantor's property;
6. Grantor, and its successors and assigns, hereby agree to execute a perpetual agreement across the surface estate of the Grantor's real property described in the Easement and Right of Way Agreement to be executed by the Grantee and delivered to Grantor upon completion of the project as-built.
7. The fully executed Easement and Right of Way Agreement shall be recorded by the Grantee, in the appropriate recording district, and a copy will be delivered to the Grantor.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

GRANTOR: CITY OF DILLINGHAM

By: \_\_\_\_\_

Title: \_\_\_\_\_

**ACKNOWLEDGMENT OF GRANTOR**

STATE OF ALASKA        )  
                                  ) ss:  
\_\_\_\_\_ Judicial District )

On this \_\_\_\_ day of \_\_\_\_\_, 2023 before me, the undersigned, a Notary Public in and for the State of Alaska, personally appeared \_\_\_\_\_, the Grantor, known to me to be the identical person who executed the foregoing instrument and who acknowledged to me that they executed the same as the free and voluntary act of said corporation, with full knowledge of its contents, for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year above written.

\_\_\_\_\_  
Notary Public in and for the State of Alaska  
My Commission Expires: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

GRANTEE: UNICOM, INC

By: \_\_\_\_\_

Title: \_\_\_\_\_

**ACKNOWLEDGMENT OF GRANTEE**

STATE OF ALASKA        )  
                                  ) ss:  
\_\_\_\_\_ Judicial District )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2023 before me, the undersigned, a Notary Public in and for the State of Alaska, personally appeared \_\_\_\_\_, the Grantee known to me to be the identical person who executed the foregoing instrument and who acknowledged to me that they executed the same as the free and voluntary act of said corporation, with full knowledge of its contents, for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year above written.

\_\_\_\_\_  
Notary Public in and for the State of Alaska  
My Commission Expires: \_\_\_\_\_

After Recording Return to:  
Unicom Inc.  
Attn.: Corporate Counsel  
2550 Denali Street, Suite 1000  
Anchorage, AK 99503

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## **EASEMENT AND RIGHT-OF-WAY AGREEMENT**

This Easement and Right-of-Way Agreement (“Easement”) is made between \_\_\_\_\_, a \_\_\_\_\_ with offices at \_\_\_\_\_ (“Grantor”) and Unicom Inc., an Alaska corporation, with offices at 2550 Denali Street, Suite 1000, Anchorage, AK 99503 (“Grantee”).

1. Grant of Easement. Grantor, for \$10 and other valuable consideration, hereby grants, warrants and conveys to Grantee, its successors and assigns, and Grantee accepts, a perpetual 20 foot wide easement and right of way (collectively, “Easement”) across the surface estate of the real property described herein, together with the right of ingress and egress over the adjacent lands of Grantor, its successors and assigns, for the purposes of this Easement.

2. Permitted Uses. The Easement may be used by Grantee and its successors and assigns, affiliates, contractors, subcontractors, agents, representatives, employees and delegates to locate, access, construct, add to, reconstruct, alter, operate, repair, maintain, upgrade, improve and remove above ground and underground telecommunication facilities and services, including, without limitation, antennas, lines, wires, cables, vaults, poles, conduits, guy wires, and pedestals (collectively, “Permitted Uses”). Grantee may allow joint usage of the Easement by other persons on the same terms and conditions as Grantee is entitled to use the Easement. Grantee may assign this Easement to a party to whom Grantee has assigned all of its rights and obligations with respect to the facilities and services for which this Easement was granted.

3. Location of the Easement. Grantor does hereby grant an Easement 20 feet in width, 10 feet on each side of the centerline, across Grantor's surface estate interest in the property described as follows:

# EXAMPLE

[Insert legal description, including recording district.]

[By one year from the date hereof, Grantee shall record a parcel plat prepared by a registered land surveyor identifying the as-built centerline of the Easement across Grantor's property. The recorded as-built survey shall define the specific location of this Easement.] **(Only include this paragraph if an As Built will be done.)**

4. Ownership of Equipment. Grantor agrees that all equipment, including but not limited to antennas, lines, wires, cables, vaults, poles, transformers, conduits, guy wires, substations and pedestals (“Equipment”) installed on the property at Grantee’s expense shall remain the property of Grantee, removable at the option of Grantee.

5. Ownership Covenant. Grantor covenants that it is the owner of the above described lands and is legally capable of granting and is authorized to grant, the Easement.

6. Easement Running with the Land. The Easement granted and the covenants, conditions, and terms of this Easement shall constitute covenants to run with the land covered by the Easement, and shall be binding upon Grantor and Grantee herein, and upon all other persons and parties claiming through Grantor or Grantee, and for the benefit of and limitation upon all future owners of said land and premises.

7. Non-Interference. Grantor covenants and agrees that it shall not interfere or allow other persons to interfere with Grantee’s Permitted Uses of the Easement.

8. Indemnity. Grantee shall defend, indemnify and hold harmless Grantor from and against all claims, obligations and liabilities for personal injury, death or property damage occurring on the Easement to the extent that they are legally caused by the fault of Grantee or its affiliates, contractors, representatives, agents, employees or joint users who are using the Easement with Grantee’s permission.

9. Governing Law. It is agreed that this Easement shall be governed by, construed, and enforced in accordance with the laws of the State of Alaska. Grantee agrees it will comply with all applicable laws, regulations and ordinances in the use of the Easement.

IN WITNESS WHEREOF, each party to this Easement has caused it to be executed on the date both parties have signed this Easement.

GRANTOR: OWNER

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

# EXAMPLE

GRANTEE: GCI COMMUNICATION CORP.

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

STATE OF ALASKA.                    )  
  ) ss.  
THIRD JUDICIAL DISTRICT        )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_  
by (name of officer or agent, title of officer or agent) of (name of corporation  
acknowledging) (state or place of incorporation) corporation, on behalf of the corporation.

\_\_\_\_\_  
Notary Public in and for Alaska  
My Commission Expires: \_\_\_\_\_

STATE OF ALASKA                    )  
  ) ss.  
THIRD JUDICIAL DISTRICT        )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_  
by (name of officer or agent, title of officer or agent) of (name of corporation  
acknowledging) (state or place of incorporation) corporation, on behalf of the corporation.

\_\_\_\_\_  
Notary Public in and for Alaska  
My Commission Expires: \_\_\_\_\_

# NEW BUSINESS



**City of Dillingham  
FY2025 Salary Schedule**

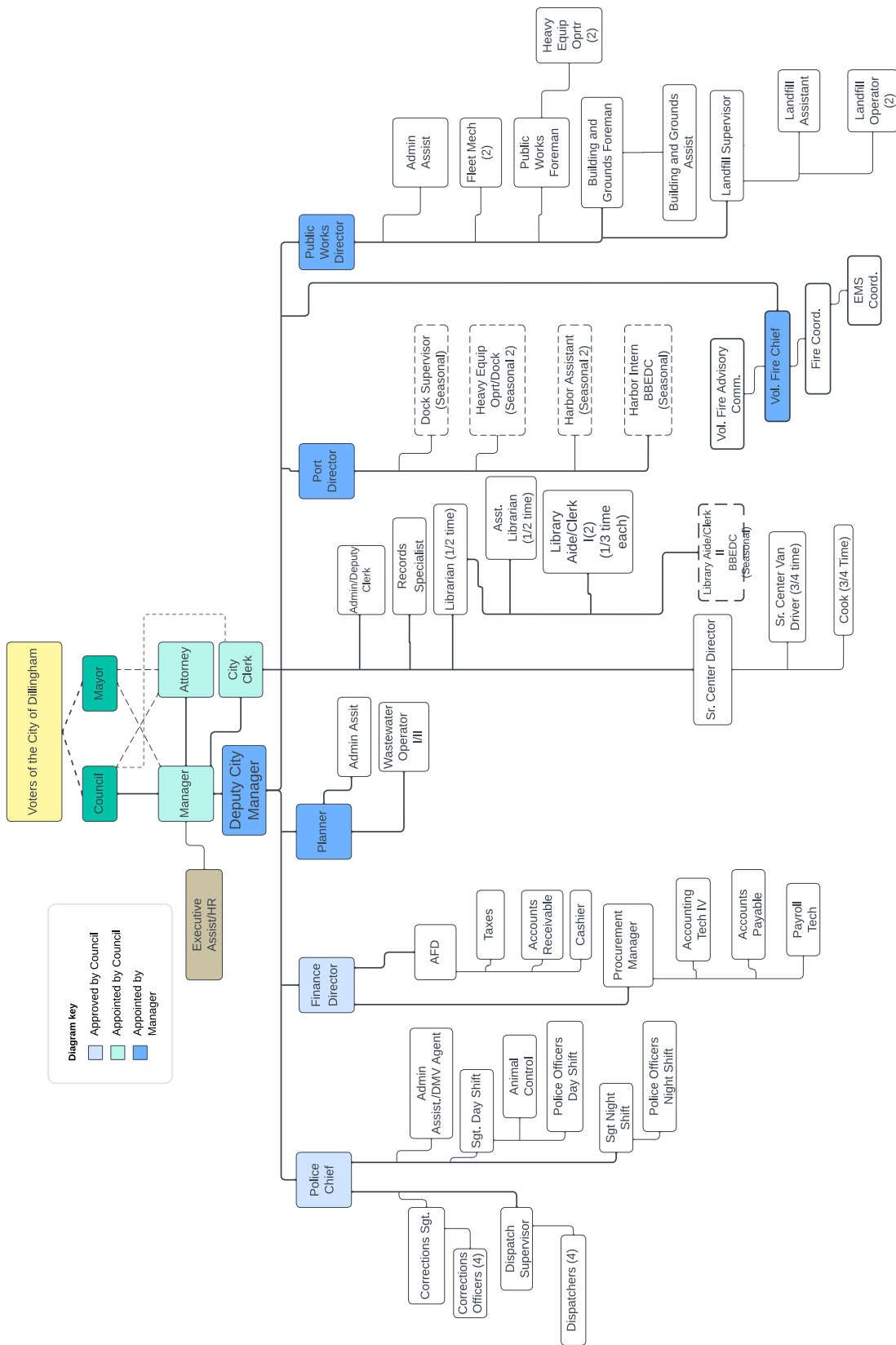
Section . Item 10.

<b>Dillingham City Salary Schedule: 12% increase effective July 1, 2024; Admin Inc. Effective March XX, 2024</b>													
<b>Level</b>	<b>Job Title</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>	<b>Step 11</b>	<b>Step 12</b>
II	Cooks Helper Library Aide/Clerk	17.51	17.86	18.22	18.58	18.95	19.33	19.72	20.11	20.52	20.93	21.34	21.77
III	Sr. Center Cook	19.48	19.87	20.27	20.67	21.09	21.51	21.94	22.38	22.82	23.28	23.75	24.22
IV	Library Assistant - Seasonal Receptionist Temporary Harbor Intern	21.72	22.15	22.60	23.05	23.51	23.98	24.46	24.95	25.45	25.96	26.48	27.01
V	Accounting Technician I Planning Records Manager Senior Center Driver	24.28	24.77	25.26	25.77	26.28	26.81	27.34	27.89	28.45	29.02	29.60	30.19
VI A	Accounting Technician II Assistant Librarian B&G Assistant B&G Laborer Dock Assistant Harbor Assistant Landfill Attendant Seasonal PW Office Asst/Landfill Attendant Records Specialist Temp Laborer	27.19	27.73	28.29	28.85	29.43	30.02	30.62	31.23	31.86	32.49	33.14	33.81
VI B	Dispatcher I	27.45	28.00	28.56	29.13	29.71	30.31	30.91	31.53	32.16	32.81	33.46	34.13
VII A	Dock Asst/Heavy Equipment Op Fleet Mechanic Landfill Operator Heavy Equipment Operator Office Supervisor/Heavy Equip Op Planning Admin Assistant Seasonal EMT Water/Wastewater Operator I	30.52	31.13	31.75	32.39	33.04	33.70	34.37	35.06	35.76	36.47	37.20	37.95
VII B	Animal Control Officer Corrections Officer Dispatcher II DMV Agent/Admin Asst	30.81	31.43	32.05	32.70	33.35	34.02	34.70	35.39	36.10	36.82	37.56	38.31
VIII A	Accounting Technician III Bldg & Grounds Foreman Deputy Clerk/Admin Assistant Dock Supervisor EMS Prevention Officer Executive Asst/HR Asst Heavy Equipment Mechanic Foreman Landfill Supervisor Librarian Water/Wastewater Operator II	34.36	35.05	35.75	36.46	37.19	37.94	38.69	39.47	40.26	41.06	41.88	42.72
VIII C	Corrections Sergeant Dispatch Supervisor	34.70	35.39	36.10	36.82	37.56	38.31	39.08	39.86	40.66	41.47	42.30	43.15
VIII B	Police Officer	37.93	38.69	39.46	40.25	41.06	41.88	42.72	43.57	44.44	45.33	46.24	47.16
IX	Accounting Tech IV Fire Department Coordinator Grant Writer Harbor Master PW Foreman Sr Center Director Utility Foreman	38.72	39.49	40.28	41.09	41.91	42.75	43.61	44.48	45.37	46.27	47.20	48.14
X A	Asst. Finance Director Port Director	43.75	44.63	45.52	46.43	47.36	48.30	49.27	50.25	51.26	52.29	53.33	54.40
X B	Police Sergeant Administration	44.17	45.05	45.95	46.87	47.81	48.77	49.74	50.74	51.75	52.79	53.84	54.92
XI	Finance Director Police Chief PW Director City Clerk Planning Director	54.37	55.46	56.57	57.70	58.85	60.03	61.23	62.45	63.70	64.98	66.28	67.60
XII	Deputy City Manager	60.89	62.11	63.35	64.62	65.91	67.23	68.57	69.94	71.34	72.77	74.22	75.71

**City of Dillingham  
FY2024 Salary Schedule**

Section . Item 10.

<b>Dillingham City Salary Schedule: 8.27% increase effective July 1, 2023; Admin Inc. Effective March XX, 2024</b>													
<b>Level</b>	<b>Job Title</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>	<b>Step 11</b>	<b>Step 12</b>
II	Cooks Helper Library Aide/Clerk	15.63	15.94	16.26	16.59	16.92	17.26	17.60	17.95	18.31	18.68	19.05	19.43
III	Sr. Center Cook	17.39	17.74	18.09	18.45	18.82	19.20	19.58	19.98	20.38	20.78	21.20	21.62
IV	Library Assistant - Seasonal Receptionist Temporary Harbor Intern	19.39	19.78	20.17	20.58	20.99	21.41	21.84	22.27	22.72	23.17	23.64	24.11
V	Accounting Technician I Planning Records Manager Senior Center Driver	21.68	22.11	22.56	23.01	23.47	23.94	24.42	24.90	25.40	25.91	26.43	26.96
VI A	Accounting Technician II Assistant Librarian B&G Assistant B&G Laborer Dock Assistant Harbor Assistant Landfill Attendant Seasonal PW Office Asst/Landfill Attendant Records Specialist Temp Laborer	24.28	24.77	25.26	25.77	26.28	26.81	27.34	27.89	28.45	29.02	29.60	30.19
VI B	Dispatcher I	24.51	25.00	25.50	26.01	26.53	27.06	27.60	28.15	28.72	29.29	29.88	30.48
VII A	Accounting Technician III Dock Asst/Heavy Equipment Op Fleet Mechanic Landfill Operator Heavy Equipment Operator Office Supervisor/Heavy Equip Op Seasonal EMT Water/Wastewater Operator I	27.25	27.80	28.35	28.92	29.50	30.09	30.69	31.30	31.93	32.57	33.22	33.88
VII B	Animal Control Officer Corrections Officer Dispatcher II DMV Agent/Admin Asst	27.51	28.06	28.62	29.19	29.78	30.37	30.98	31.60	32.23	32.88	33.53	34.21
VIII A	Administrative Assistant Bldg & Grounds Foreman Dock Supervisor EMS Prevention Officer Executive Asst/HR Asst Heavy Equipment Mechanic Foreman Landfill Supervisor Librarian Water/Wastewater Operator II	30.68	31.29	31.92	32.56	33.21	33.87	34.55	35.24	35.95	36.67	37.40	38.15
VIII C	Corrections Sergeant Dispatch Supervisor	30.98	31.60	32.23	32.88	33.53	34.20	34.89	35.59	36.30	37.02	37.76	38.52
VIII B	Police Officer	33.87	34.55	35.24	35.94	36.66	37.40	38.14	38.91	39.68	40.48	41.29	42.11
IX	Accounting Tech IV Fire Department Coordinator Grant Writer Harbor Master PW Foreman Sr Center Director Utility Foreman	34.57	35.26	35.97	36.69	37.42	38.17	38.93	39.71	40.50	41.31	42.14	42.98
X A	Asst. Finance Director Port Director	39.06	39.84	40.64	41.45	42.28	43.13	43.99	44.87	45.77	46.68	47.61	48.57
X B	Police Sergeant	39.44	40.23	41.03	41.85	42.69	43.54	44.42	45.30	46.21	47.13	48.08	49.04
	Administration												
XI	Finance Director Police Chief PW Director City Clerk Planning Director	54.37	55.46	56.57	57.70	58.85	60.03	61.23	62.45	63.70	64.98	66.28	67.60
XII	Deputy City Manager	60.89	62.11	63.35	64.62	65.91	67.23	68.57	69.94	71.34	72.77	74.22	75.71





# Job Description

<b>Job Title</b>	Deputy City Manager	<b>Department</b>	Administration
<b>Reports to</b>	City Manager	<b>Salary Level</b>	XII
<b>Classification</b>	Exempt	<b>Approved By</b>	<i>Daniel Decker</i>

### I. General Description

The Deputy City Manager is a key leadership role within the city government, assisting the City Manager in overseeing the daily operations and strategic initiatives of the municipality. This position requires a highly motivated individual with a strong background in management, administration, and municipal governance. The Deputy City Manager will work closely with department heads, elected officials, and community stakeholders to drive organizational effectiveness and achieve the city's goals and objectives.

### II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

#### II. Essential Job Duties

1. **Assist City Manager:** Collaborate with the City Manager to develop and implement policies, programs, and initiatives to advance the city's strategic vision.
2. **Operational Oversight:** Provide oversight and guidance to department heads in the execution of their duties, ensuring alignment with organizational objectives and compliance with regulatory requirements.
3. **Budget Management:** Support the City Manager in the development and administration of the annual budget.
4. **Interdepartmental Coordination:** Foster collaboration and communication among city departments to enhance efficiency, promote best practices, and address cross-functional challenges.
5. **Community Engagement:** Engage with residents, businesses, and community organizations to understand their needs, gather feedback, and promote civic participation in local governance.
6. **Policy Development:** Research, analyze, and recommend policy options to address emerging issues and improve service delivery in areas such as public safety, infrastructure, economic development, and environmental sustainability.
7. **Performance Evaluation:** Establish performance metrics and benchmarks to evaluate



## Job Description

departmental performance and track progress towards organizational goals.

8. **Emergency Management:** Coordinate with emergency services and other stakeholders to develop and implement emergency preparedness and response plans, ensuring the safety and well-being of residents during crises.
9. **Representation:** Represent the City Manager and the municipality at meetings, conferences, and public events, serving as a spokesperson and advocate for the city's interests.
10. **Special Projects:** Lead or support special projects and initiatives as assigned by the City Manager, demonstrating flexibility and adaptability in addressing evolving priorities.

### Qualifications:

1. **Management Experience:** A minimum of 10 years of progressive management experience in a governmental, nonprofit, or corporate setting, with demonstrated success in leading teams, managing resources, and driving organizational change.
2. **Leadership Skills:** Strong leadership qualities, including strategic thinking, decision-making, problem-solving, and conflict resolution abilities.
3. **Communication Skills:** Excellent written and verbal communication skills, with the ability to articulate complex ideas clearly and persuasively to diverse audiences.
4. **Collaborative Approach:** A collaborative and inclusive leadership style, with a proven track record of building effective working relationships and fostering teamwork across organizational boundaries.
5. **Analytical Skills:** Proficiency in data analysis, financial management, and performance measurement techniques to inform decision-making and enhance organizational effectiveness.
6. **Integrity:** High ethical standards, with a commitment to transparency, accountability, and public service excellence.
7. **Adaptability:** Flexibility to navigate ambiguity, manage competing priorities, and thrive in a dynamic and fast-paced environment.
8. **Professional Development:** A commitment to continuous learning and professional development, staying abreast of emerging trends, best practices, and regulatory changes in municipal governance.
9. In the absence of the City Manager, assume City Manager duties as the Acting City Manager.

## Job Description

- 1. Effective Personnel Management:**
  - Understanding of principles and practices related to personnel management, including recruitment, training, performance evaluation, and employee relations.
  - Knowledge of relevant employment laws, regulations, and policies governing personnel matters within municipal government.
  - Ability to develop and implement strategies for fostering a positive work environment, promoting staff development, and resolving conflicts effectively.
- 2. City Code:**
  - Familiarity with municipal codes, ordinances, and regulations applicable to the city's operations.
  - Understanding of zoning regulations, building codes, land use policies, and other legal frameworks governing urban planning and development.
  - Ability to interpret and apply city codes to ensure compliance and facilitate decision-making in administrative and operational matters.

**Skills and Abilities:** This position must demonstrate the following skills and abilities:

- 1. Excellent Interpersonal Skills:**
  - Ability to establish and maintain positive working relationships with a diverse range of stakeholders, including elected officials, department heads, staff members, community leaders, and the general public.
  - Skill in effective communication, active listening, conflict resolution, and negotiation to address issues and build consensus.
- 2. Proficiency in Computer Applications:**
  - Competence in utilizing various software applications commonly used in office environments, including word processing (Word), email management (Outlook), spreadsheet analysis (Excel), document editing (Adobe Acrobat), and internet research.
  - Ability to adapt to new technologies and software tools as needed to support administrative functions and information management.
- 3. Analytical and Problem-Solving Skills:**
  - Capacity to analyze complex issues, gather relevant information, and formulate practical solutions to address challenges and achieve organizational objectives.
  - Skill in identifying patterns, trends, and opportunities for improvement through data analysis and critical thinking.
- 4. Decision-Making Skills:**
  - Ability to make sound and timely decisions based on careful evaluation of available information, consideration of potential impacts, and alignment with organizational priorities and goals.
  - Confidence in making tough decisions under pressure while balancing competing interests and risks.
- 5. Effective Verbal and Listening Communication Skills:**
  - Clear and articulate communication skills, both orally and in writing, to convey ideas, instructions, and information effectively to diverse audiences.



## Job Description

- Skill in active listening, empathy, and understanding to facilitate constructive dialogue and resolve conflicts.
- 6. Attention to Detail and High Level of Accuracy:**
- Thoroughness and precision in performing tasks, reviewing documents, and handling information to ensure completeness, correctness, and compliance with standards and requirements.
- 7. Very Effective Organizational Skills:**
- Strong organizational skills to manage multiple priorities, deadlines, and responsibilities efficiently, while maintaining quality and consistency in work output.
  - Ability to plan, prioritize, and delegate tasks effectively to meet objectives and optimize productivity.
- 8. Effective Written Communication Skills:**
- Proficiency in written communication, including drafting clear, concise, and grammatically correct correspondence, reports, memos, and other documents for internal and external audiences.
- 9. Ability to Interact with the Public, Co-workers and Subordinates:**
- Capacity to engage with members of the public, colleagues, and stakeholders in a professional, courteous, and respectful manner, demonstrating empathy, patience, and diplomacy in all interactions.
- 10. Maintain Confidentiality:**
- Commitment to maintaining the confidentiality and privacy of sensitive information acquired during the course of employment, including personnel records, legal documents, and privileged communications.

### Supervisory Responsibility:

- 1. Supervise Department Heads:**
- Oversight of department heads to ensure effective management, coordination, and performance of city departments.
  - Provide leadership, guidance, and support to department heads in aligning departmental goals and initiatives with the city's strategic objectives.
  - Foster a collaborative and productive working environment among department heads, promoting teamwork, communication, and accountability.
  - Conduct regular performance evaluations, provide feedback, and identify opportunities for professional development and growth within department leadership.

### IX. Scope of Employment

Regular, full-time employment, exempt position.



City of Dillingham

# Job Description

## X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

This job description is accurate and has been reviewed with the above employee.

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



# CITIZEN'S DISCUSSION

# COUNCIL COMMENTS

# MAYOR'S COMMENTS

# ADJOURNMENT

To: File  
From: Alice Ruby  
Date: 3/18/24  
Re: Additional highlights re: SWAMC Conference and Board meeting(s)

The Conference included some interesting panel discussions. Eventually the SWAMC staff will post copies of the presentations on the SWAMC website.

A few highlights:

- Shirley Kelly, EDA and I had a long discussion about the need for communities to reach out to her and bring their list of priorities. She's a wealth of knowledge about EDA but also about other funding programs that have been used to leverage recent EDA grants.
- Sean Holland, DOT/PF advised that the 2024-2027 STIP (Statewide Transportation Improvement Plan) has been completed and awaits approval. The STIP hasn't always been of value in competing for funding for projects in our region because it's difficult to compete with the larger population areas. The DOT/PF planners that staffed a booth at the conference suggested that the Southwest Transportation Plan update will be an opportunity for our communities but that is not expected to occur this year. The staff encouraged that our communities engage with DOT/PF under the Resiliency & Coastal Protection Program. There may be funding resources there that will be important. I'll suggest that the planning staff be included in invitations for the Bristol Bay Sustainability Summit in the fall.
- ADFG Commissioner Lang's remarks included that he strongly supports the Joint Legislative Seafood Industry Task Force that has been proposed in Senate Concurrent Resolution 10. Support for creation of that Task Force was also expressed by Senator Stevens and Representative Stutes as well as by Nicole Kimball of PSPA. The Task Force is a proposed 7 member task force made up of legislators, public members (UFA or PSPA) and the Commissioner that will "develop a long-term vision for the seafood industry as a critical element of the state's economic future". Good news that the importance of the seafood industry is recognized but unfortunate that almost every facet of the industry is experiencing challenges.
- Board elections took place at the membership meeting and resulted in some new faces on the SWAMC Board. Kaleb Westfall was elected to a municipal seat and Steven Carriere was elected to an At large seat.
- Resolutions were considered and adopted by the membership and included the following:
  - o 2024-01 Opposing Governor Dunleavy's Executive Order that would reorganization of the Marine Highway Operations Board
  - o 2024-02 Opposing Governor Dunleavy's Executive Order that would transfer the functions of the Wood-Tikchik State Park Management Council to DNR
  - o 2024-03 Supporting the Funding of the Alaska Marine Highway System Operating Budget at sustainable levels and the Re-capitalization of the fleet using IJJA funding
  - o 2024-04 Supporting Government efforts to improve competitiveness and resilience of the Alaska Seafood Industry

Legislators presentations included updates on current issues. The proposed increase to the Education Base Student Allocation (BSA) was discussed and Representative Stutes was vocal about supporting an increase. Senator Stevens seemed to support the increase but was a little less vocal. Both talked about the Seafood Industry Task Force and the need to address wide-spread problems with Alaska's seafood industry. Representative Edgmon attended the President's Reception but wasn't able to attend the conference due to a family emergency. Senator Hoffman wasn't able to attend.

During the post-conference board meeting, the Executive Director submitted his resignation. The Board is in the process of retaining some interim contract assistance and will begin a search for a replacement.