



CITY COUNCIL REGULAR MEETING

Thursday, October 06, 2022 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

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/81774247061?pwd=MFhZM0ZXSE13SkRlaDFOc1pUVTcxzd09>

Meeting ID: 817 7424 7061; passcode: 000178

Or dial (346) 248-7799, or (669) 900-6833

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Minutes of September 8, 2022, Regular Council Meeting

APPROVAL OF CONSENT AGENDA

APPROVAL OF AGENDA

STAFF REPORTS

2. City Manager and Staff Reports
3. Standing Committee Reports

PUBLIC HEARINGS

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

Citizen Committee Appointments

Senior Advisory Commission, five seats

Port Advisory Committee, three seats

Planning Commission, one seat

Library Advisory Board, one seat.

- [4.](#) Letter of Interest, Port Advisory Committee

NEW BUSINESS

- [5.](#) Annual Committee Work Plan

CITIZEN'S DISCUSSION (Open to the Public)

COUNCIL COMMENTS

MAYOR'S COMMENTS

ADJOURNMENT

Minutes



CITY COUNCIL REGULAR MEETING

Thursday, September 08, 2022 at 7:00 PM

MINUTES

CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, September 8, 2022, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:14 p.m. A workshop to review committees preceded the meeting.

ROLL CALL

Mayor Ruby was present.

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

Michael Bennett	Curt Armstrong
Perry Abrams	Kaleb Westfall

Council members excused:

Aksel Buholm	Chris Napoli
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APPROVAL OF MINUTES

- Minutes of August 11, 2022, Regular Council Meeting

MOTION: Kaleb Westfall moved, and Michael Bennett seconded the motion to approve the August 11, 2022 council meeting minutes.

VOTING Yea: Council Member Armstrong, Council Member Abrams, Council Member Westfall, Council Member Bennett

APPROVAL OF CONSENT AGENDA

There was no consent agenda.

APPROVAL OF AGENDA

MOTION to approve the agenda made by Kaleb Westfall, seconded by Perry Abrams.

VOTING Yea: Council Member Armstrong, Council Member Abrams, Council Member Westfall, Council Member Bennett

REPORTS

- City Manager and Staff Reports

- Review of staffing structure, needs, and job descriptions ongoing.
- Equipment repairs underway, preparation for winter begun,
- Road maintenance solutions being explored, meeting with local contractors for input.
- DOC representative to assess local jail and determine if they can assist with staffing.
- After season review with dock and harbor staff in process.
- Library and Senior Center numbers still down after COVID closures.
- Identification of city property has been productive; project is nearing completion.
- Several bond reimbursements have been received and will be reflected in the fund balance.

- Efforts to address the notice of violation and clean up after the landfill fire are ongoing.

3. Standing Committee Reports

There were no reports.

PUBLIC HEARINGS

4. Ordinance 2022-06; An Ordinance of the Dillingham City Council Adopting a False Claims Act

There were no comments.

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

Kevin Tennyson: Spoke regarding the terrible condition of the roads.

ORDINANCES AND RESOLUTIONS

5. Adopt **Ordinance 2022-06**; An Ordinance of the Dillingham City Council Adopting a False Claims Act

MOTION: to adopt Ordinance 2022-06 made by Perry Abrams, seconded by Kaleb Westfall.

VOTING Yea: Council Member Armstrong, Council Member Abrams, Council Member Westfall, Council Member Bennett

6. Adopt **Resolution 2022-24**; A Resolution of the Dillingham City Council Approving a Public Utilities Easement for Nushagak Cooperative at Kenny Wren Road for Supplemental Heat, Power, and Communication Work

MOTION: to adopt Resolution 2022-24 made by Kaleb Westfall, seconded by Michael Bennett.

VOTING Yea: Council Member Armstrong, Council Member Abrams, Council Member Westfall, Council Member Bennett

7. Adopt **Resolution 2022-26**; A Resolution of the Dillingham City Council Authorizing the City Manager to Hold a Mayor's Sale to Dispose of Surplus City Equipment

MOTION: to adopt Resolution 2022-26 made by Perry Abrams, seconded by Kaleb Westfall.

VOTING Yea: Council Member Armstrong, Council Member Abrams, Council Member Westfall, Council Member Bennett

UNFINISHED BUSINESS

Citizen Committee Appointments

Port Advisory Committee - 3 seats

Senior Advisory Commission - 5 seats

Planning Commission - 1 seat

No letters of interest received.

NEW BUSINESS

8. **Action Memorandum 2022-08**; Authorize the City Manager's purchase of a generator for the wastewater treatment plant

MOTION: to adopt Action Memorandum 2022-08 made by Kaleb Westfall, seconded by Perry Abrams.

- RFP for wastewater plant aeration at lagoon garnered no responses.
- Grant funding deadline approaching and grant authority authorized alternate use of funding. Provided four vendor names; quotes received from all vendors.

VOTING Yea: Council Member Armstrong, Council Member Abrams, Council Member Westfall, Council Member Bennett

- 9. **Action Memorandum 2022-09**, Authorize City Manager to Extend a Contract with Appraisal Company of Alaska

MOTION: to adopt Action Memorandum 2022-09 made by Kaleb Westfall, seconded by Perry Abrams.

VOTING Yea: Council Member Armstrong, Council Member Abrams, Council Member Westfall, Council Member Bennett

CITIZEN’S DISCUSSION (Open to the Public)

There were no comments.

COUNCIL COMMENTS

Perry Abrams:

- Commented he has received calls regarding the condition of roads.
- Noted the need for communication and outreach to inform the public of solutions being worked on.

Michael Bennett:

- Stated it would be beneficial to pay journeyman wages.
- Inquired regarding the status of the list of city owned lands.

MAYOR’S COMMENTS

- Thanked candidates who declared, noting it is not easy to be on the council. Thanked those who have invested their time to council.
- Commented the strategic plan will be revisited. City Manager will keep council updated.
- Noted local stakeholders are having conversations regarding the housing issue. Stated OBI is working to open up apartment units to sublease to teacher for the school year.
- A moment of silence was recognized for those lost since the last meeting, noting the loss of elders, and the passing of the Queen of England.

ADJOURNMENT

Mayor Ruby adjourned the meeting at 8:06 p.m.

Mayor Alice Ruby

[SEAL]

ATTEST:

Lori Goodell, City Clerk

Approval Date: _____

City Manager and Staff Reports


Mayor
Alice Ruby

City Manager
Robert J. Mawson



Dillingham City Council
Chris Napoli
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Perry Abrams

MEMORANDUM

Date: 6 October 2022
To: Honorable Mayor and City Council
From: Robert J Mawson, City Manager 
Subject: Council Report

Municipal Strategic Plan

City-wide Initiatives

The work on the Six City-wide Strategic Planning Initiatives continues, although making time to update the on-line platform has proven to be a challenge for most, if not all of our managers whose day-to-day responsibilities leave minimal time for this administrative task. We do regularly touch base on our progress and are doing quite well in accomplishing the six initiatives adopted by Council. We are looking at ways to better address the data entry portion of the effort, which will likely lead to having one person responsible for the on-line updates.

Despite the challenge of updating the on-line platform, we are making good progress with the established initiatives for FY23. Progress is noted below.

1. Right Size and Balance the Municipal Budget

- A Balanced Budget was achieved for FY23 that moved us very close to matching estimated revenues and anticipated expenditures, but we still relied on a transfer from the General Fund to do so. Getting to the ultimate goal of utilizing only estimated revenues to offset anticipated expenditures will likely take us one or two more years to achieve. Increasing collection rates, establishing additional revenue streams, and reducing expenditures where possible (all of which are underway) will play a large part in achieving a true balanced budget.
- The FY23 Budget Development Process allowed us to take a closer look at how the City has addressed services and needs in the past. It also required us to look at the historical collection of revenues and how we can maximize our collections. It also allowed us an opportunity to look at the historical allocation of City resources and where allocations should be focused to going forward.
- Preparations for FY24 are already being made, as we analyze our operations and gauge the needs for next and future fiscal years. Working other aspects of the Strategic Plan is proving beneficial to this Initiative as well.

2. Optimize Existing Revenues

- Finance staff have been reviewing processes and practices associated with revenue collection, across the board. Collection efforts have been stepped up to better address expired or non-purchased Business Licenses, Property assessments and associated Taxes, Sales & Excise Tax receipts and other sources of revenue. Efforts to expend and collect Insurance Claims and Grant Funds, already on the books, have also increased.
- Rate and Customer Connection studies for the Water, Wastewater and Landfill need to be completed over the next 6 to 8 months to ensure that customers are classified correctly and the respective City Enterprise is receiving sufficient revenue to operate safely and in accordance with all City, State and Federal requirements.

3. Develop New Sources of Revenues

- Early collections for the Marijuana Excise Tax, recently put in place, have been promising and look to be exceeding our estimates for FY23. With the first year of this tax being in place, and no historical experience with this taxing situation locally, this year will provide a baseline for future fiscal year projections.
- Establishing a Fish Excise Tax, which is currently subject to further study and discussion to refine, will provide a second new source of revenue. Once in place, this excise tax should provide a significant addition to City revenue stream. Until a final conclusion is reached on the breadth and scope of the tax, it will be difficult to estimate the potential revenue associated with this tax.
- We are also in the process of establishing a more robust grant-writing program to address minor and major funding needs City-wide. This effort will combine a strengthening of internal capacity and supplementing internal efforts with external contract grant-writers.

4. Improve Staff Retention and Recruitment Efforts

Much has been accomplished in regard to this Initiative.

- Current hiring practices, employee working conditions & resources, wages, and benefit offerings are being reviewed to determine what and where improvements can be made to make working for the City a more desirable situation. The results thus far have been:
 - i. A 10% raise for all employees.
 - ii. Amendments to the two Collective Bargaining Agreements that reflect more favorable benefits for their respective participants.
 - iii. Proposed amendments to the City-wide Personnel Regulations to reflect similar benefits for all City employees.
 - iv. Changes in the methods and sources used to recruit potential candidates.
 - v. Establishing Part-time, Temporary, Project Specific and other flexible job opportunities for potential candidates.
 - vi. Expanding our network of contacts and attending job fairs.
 - vii. Creating a better Staff Development & Training program for current employees, with an eye toward more internal promotions.
- Additional exploration into remote work and other methods of accomplishing various responsibilities is also in progress.

- The overall Municipal Structure, Job Description Reviews, and Department Responsibilities are also being studied to determine if department and position responsibilities are adequately described, properly assigned, and if individuals are over-burdened or under-burdened with work. This effort will also provide additional knowledge about needed training and job direction.
- Department structures and staffing are being reviewed with Department heads to determine whether current staffing is sufficient to accomplish all the objectives and responsibilities assigned to their departments, and if not, what options are available to either reduce the workload or supplement their staffing.

5. Initiate Monthly Community Stakeholder Gatherings

- This effort has been delayed for a few reasons (COVID, Fishing Season, Hunting Season, Other meetings, etc.). Now that some of these activities have slowed some, we will make more progress on this particular Initiative.

6. Develop and implement a 5-year Capital Improvement Plan

- Much groundwork has been and is being completed to support an official update to the City's Capital Improvement Plan. Facility evaluations, Equipment evaluations, Project scoping, Minor & Major funding request lists are being generated, and historical Program/Project needs and ideas are being evaluated. A template for the Plan has also been prepared and will soon be updated and populated for presentation & discussion with the City Planning Commission.

September Activities and Actions

Internal Staff Meetings

- Department head / Manager meetings are held every Tuesday morning to coordinate with each other, train, and share information pertinent to departments and their respective staff members. We also use this time to invite other agencies or organizations in to provide an opportunity to discuss common issues or learn more about their services. Most recently, representatives from the National Weather Service in Anchorage were in town and met with us to learn more about our region of Alaska and how they could better assist us with forecasting services and emergency notifications & protocols. Earlier in the month we participated in an on-line Human Resources training for Supervisors to discuss Documenting Employee Behavior, Performance, and Disciplinary actions.
- Monthly all-staff meeting are held, typically on the last Wednesday of each month. We utilize these meetings as a forum to share important information, conduct training and just build better relationships between staff members of all departments. Our most recent meeting included training on our "Emotional Bank Accounts" and how to deal with other people and balance regulation enforcement with compassion for those we serve. Everyone participated in "Department Trivia", which was an activity designed to teach us all more about each other's responsibilities and a few things we didn't know about our City's operations. We concluded our meeting with a "Chili Cookoff" for lunch. Judging was done by our Senior Center Cooks and a People's Choice vote. Chris Maines swept the two awards with his entry, which was a big hit among diners. Other contestants also presented great chili's, which were very tasty and didn't go to waste.

Legislative Activities

- Although the Legislative Sessions have concluded for the State of Alaska, Federal activities continue year around. Chris Hladick and I continue to follow-up on matters that are specific to Dillingham and this region of Alaska, with Federal and State agencies and elected representatives. Particularly regarding our active requests for project funding.
- In concert with these administrative activities, I would like to suggest that Council consider adopting a Legislative Agenda for the City and our surrounding area. This can be a simple statement or resolution adopted each year to indicate what issues the City feels are important to support or push for at the State and Federal levels. This statement can then be used to support legislation that forward these issues and when visiting State officials in Juneau and Federal officials in Washington, D.C. It also gives our City Lobbyist additional direction and focus beyond the existing effort to find funding for capital projects. Considerations for this type of statement could include a Stance on the proposed Pebble Mine and other Protections for Bristol Bay and the Salmon Fishery, Remediation of the PFAS contamination near the Airport, Housing and Day Care resource development, Veterans, Elders, and so forth. A process can be developed to review and generate this Legislative Agenda each year, along with a review to determine the success of the previous year's goals and objectives.

Grant-writing

- In addition to the major funding requests noted below, the City continues to obtain smaller grants for the Library, Senior Center, Fire Department and others, as time and staff availability permit.
 - \$36 million dollar request for Erosion Control near Snag Point, through Senator Murkowski's Office. (Recently, \$5 million was included, as a first-year allocation, in the appropriations bill currently working through the Federal process).
 - \$11.3 million dollar request for Harbor Floats, Water/Sewer Line Extensions and other Harbor property improvements, through the USDOT Maritime Administration. (Awards are pending review and announcement).
 - \$2 million dollar request for Harbor Project matching funds, through the Denali Commission. (Awards are pending review and announcement).
- Mayor Ruby and I met with representatives from Agnew-Beck to discuss some minor funding needs. Consulting work would be paid for using a grant-writing award received through BBEDC.
- To supplement our present efforts and focus more diligently on the quest for funding, we are in the process of developing a Grant-writing Program designed to organize our internal efforts and expand our ability to respond to funding announcements that promote the City's needs and priorities. The key to this effort will be assigning a Steward and creating an internal "Team" of city staff to manage the program, research, write and administer grants. Internal efforts would be supplemented with consulting grant-writers when needed for quick turn-around grants or when more complicated/specialized application preparation is required.

Regional Coordination, Community & Economic Development

- I continue to participate in weekly Community Health / COVID Response coordination meeting held virtually with regional health providers and local government representatives. The group is led by Mayor Ruby and with the decline in COVID related concerns, the group is discussing additional issues that have a community-wide effect.

- I am meeting with other Jail Contract Communities, through a task force put together by AML to discuss Jail Funding and Recent Contract Operational Requirements.
- We continue to meet and coordinate with representatives of ADEC concerning Landfill operations and remediation efforts after the metal pile fire.
- Still working with APEI adjusters to close out two outstanding insurance claims for the Landfill Equipment Building fire and the Downtown Fire Hall water damage claims.
- Held a meeting with landowners and residents of the Squaw Creek area to develop and execute a plan for long-term courtesy maintenance of Squaw Creek Road. This is the first of several efforts we need to undertake to develop a City-wide Health and Safety Plan for streets, roads and walking paths within the City limits.
- Visited with local State Troopers to learn more about their operations in the region, how relations are with the City Police, and how the Jail operations support their efforts.
- I met with the Volunteer Fire Department Board to learn more about their operations and how the City and the Board work together. We also discussed having a debriefing to discuss recent fires in the community and what the challenges and take-aways were.
- We met with representatives of BBNA and the Playground Project contractor to close out the project and discuss on-going repair and maintenance plans.
- I have been meeting with the new State Jail Contract Coordinator to discuss challenges with keeping the City Jail staffed and managed in accordance with recently updated Contract requirements.
- Mayor Ruby and I met with Representatives from Agnew-Beck to discuss some minor funding needs and discuss the potential for grant-writing services to address some of them.
- I'm also participating in three processes to update the Comprehensive Economic Development Strategies (CEDS) for the Bristol Bay area, Southwest Alaska, and the State-wide CEDS.

Human Resources

- Kelsa and I have been polishing up our efforts in human resources, better organizing our approach, reviewing job descriptions with department heads, analyzing the municipal organization, interviewing admin candidates and continue our efforts to improve recruitment and retention.
- Five interviews were held for potential Police Officers, with promising results. More follow-up paperwork and background checks are needed, but we are optimistic that we have some good candidates.
- We also continued to work on improving our overall Staff Development and Training program, to include on-line offerings that can be taken when convenient and an added emphasis on internal processes and procedures, such as Procurement and Accounts Payable training that will be offered to employees in October.
- Kelsa will also be taking a larger role in training and supporting administrative staff in all departments.

City Clerk

- September has been busy with local Election preparations and accommodating participants in the early-voting process.
- Record-keeping and Retention projects are moving forward with much organization and house-cleaning being accomplished in both the Administration and Finance departments.

- Lori helps to organize and participates in all the Department Head and All-staff meetings, which I appreciate.
- We also discuss many aspects of the City operations and historical records that have guided the establishment and development of current practices and procedures, in an effort to stay current and better address local needs.

Finance

- Anita and her staff have worked very hard to improve the work flow and processes associated with taxation and revenue collections, accounts payable, payroll and other aspects of their responsibilities. They have tackled a very large backlog of historical records and archived documentation that has been accumulating for decades. If the City had a talent show, I'm sure that the Finance Department would win the "Juggling" contest. They work very hard to push an incredible amount of responsibilities forward each month and we have frequent discussions to consider better ways to accomplish things and how we can integrate additional technology or software to assist.
- As stated above, preparations are already underway to look ahead to the FY24 budget, as we discuss department responsibilities and staffing throughout the city. Revenue forecasting and planning for up-coming expenses are always included as a part of our conversations.

Planning

- Patty continues to dive into research and numerous planning activities, both past and present. Unfortunately, although we talk daily, I am not as available as I would like to be to assist her, but she works well with limited direction.
- Along with other department heads, we are discussing department responsibilities and demands so we can focus our efforts on the things that matter most. We have upgraded the computer system and storage capacity in the planning office and now are working to secure a new plotter/scanner so we have the capability to print maps and larger documents once again.
- Patty continues to work with several of the City's consultants and various agencies to resolve land use and record conflicts that occur between assessor's information and the City's mapping software interfaces. Updates to the City website have also been accomplished.
- One of the biggest projects that planning has been working on is the inventory and disposition of City-owned facilities and properties. Not a day goes by that something isn't done on this project, which has been held up by years of neglect, poor recordkeeping, and little coordination with other governmental agencies and organizations. Often, there are no records on file to document official City ownership, which has lead to weeks or months of correspondence and research to obtain the appropriate documentation or complete a process that had not been finished. We will provide an update presentation of this project for the Council during the October 13th special meeting.

Public Works

- Manpower remains a challenge for all areas of public works, but with seasons ending for the Harbor and the Dock, we will see three employees return to streets and the shop. We have also hired an Administrative Assistant to fill a position that has been vacant for several months. Buildings and Grounds remains unstaffed, so we have been relying on local contractors to complete some of the work that needs to be done. We have a couple of recent applications for open positions that are pending interviews.

- During the month of September, both of the large container handlers at the Dock received a much needed dose of part replacements and maintenance care. This will help us in the short term, but long term we are working on a plan to upgrade or replace the smaller of the two, as larger, heavier containers are becoming the norm.
- Dan continues to address as many vehicle and equipment issues as he can and we have contracted with SMI to address some larger equipment repairs, such as the landfill dozer. Obtaining parts continues to be a challenge, which seems to be our biggest hurdle to getting some of this equipment back in service.
- In addition to the challenges, we have with aging or inadequate heavy equipment, the City's fleet of Police cars, Transportation vans, and Pick-ups are also aging and frequently in need of repair or maintenance. A plan to address these needs is also in the works.
- We are wrapping up preparations for the City Surplus Sale, to take place in mid-October, weather permitting.
- Chris Maines was able to adjust the aeration system in the wastewater lagoons, which has had a positive effect on the treatment process. We have also ordered a backup generator for the wastewater plant, using grant funds remaining from an earlier wastewater project.
- Grading city streets has been difficult with a lack of grader operators for the past few months. Continuous rain has also hampered our efforts. As noted above however, with the closure of the Harbor and Dock soon we will have more operators available and a more concentrated effort can be made to address our vast network of gravel roads. Delivery of a new Plow Truck is also scheduled for October so we will have another resource to use for sanding and plowing, as needed.
- We are looking into methods to improve the condition of our gravel roads. Additives and techniques are being explored that could make our gravel roads more resilient and less likely to pot-hole as quickly as they do now. These treatments will cost some money but should pay dividends with less maintenance and better driving conditions in the long run.
- With two operators now on staff at the Landfill, there have been some improvements made to the condition of various areas of the Landfill. We are better able to keep up with the household trash pile and the metal pile is in the early stages of being re-groomed. Max just recently returned from CDL training and now has his CDL endorsement. There is much to be done to get the property into a "model" of solid waste management, but we are making positive strides. We are also looking for one more attendant to direct patrons to the appropriate area to drop their debris and monitor for unacceptable materials.
- With the arrival of the new plow truck for streets, the older plow truck will be transferred to the Landfill to assist with on-site snow removal, road repairs, and drainage improvement projects.
- Final preparations are being made to ship a container of aluminum cans from the Senior Center to Seattle. The container is scheduled to ship out the first week of October. Special thanks to the Friends of the Landfill, Senior Center and Summer Staff, and Desi Bond with the Curyung Tribe's Environmental department for making this happen.

The Port of Dillingham

- The Harbor season has come to a close, with the last of the floats being removed at the end of September. With the closure, CJ will return to work as an operator for public works, along with his former assistant Kelly who will be transferring to public works as well.

- We will soon be completing a post-season evaluation of the Harbor activities and make plans for next season. We will also be reviewing the Harbor Master position description so we can officially post for next season's operations.
- I want to thank CJ for stepping into the Harbor Master position this past season. He and his staff did a commendable job getting and keeping things up and running during a very busy fishing season that saw 717 boats in the harbor prior to the opener.
- The Dock will continue to operate for about another month to accommodate expected cargo ship deliveries and outgoing shipments. Hats off to Dean and his crew for handling the challenges and increased workload that accompanied this season. This season saw the biggest cargo ships ever received here in Dillingham and an dramatic increase in goods, materials and fish pass through the dock.
- Like the Harbor, we have begun post-season discussions about the operations and facilities associated with the Dock. Increased activity this past season taxed our ability to unload, store and load containers and other materials safely and effectively. It also posed a problem for users of the Dock facilities because we were not able to accommodate container storage for very long because space was at a premium.

Public Safety

- Craig Maines continues in an Acting Chief role for the Public Safety Department. Following a Department Assessment, to be completed by an outside consulting firm during the month of October, we will prepare and post the Chief of Police position.
- Five applications for rotational officers were received and interviews held the last half of September. We expect to make a couple of offers once the required paperwork is received to confirm past training and qualifications.
- Dispatch is in need of additional staff and the Jail remains closed due to a lack of certified corrections officers to meet supervision and safety requirements outlined and referred to in the new Jail Contract. State DOC officials are looking at ways to assist with staffing recruitment and perhaps utilizing rotational COs from other DOC facilities.

Fire and EMS

- We now have one full time EMT on staff to go along with our Fire Coordinator position. We also have a temporary driver position that was extended from a BBEDC position that helped with the seasonal EMTs. The number of volunteers has been on the decline in recent years and having a full time EMT and driver will help cover some of the gap.
- The Fire Department is also conducting EMT classes right now, with over a dozen participants, so hopefully we will see some additional qualified volunteers in the near future.
- The 911 system upgrade project taking place at the Lake Road Fire Hall and the Public Safety building was interrupted because the installation of three phone lines at the Lake Road facility were not complete. Installers are expected back in mid-October to complete the installation at the Lake Road building, transfer the service from the Public Safety building, install the new system at the Public Safety building, and then transfer operations back. At no time will the 911 system be out of service. This upgraded, redundant system will ensure a more resilient and reliable operation for many years to come.
- We are expecting a compressor delivery on the October barge to complete the replacement of the inoperable air-filling station at the Lake Road Fire Hall.
- We are working with APEI to close out the insurance claim for the Downtown Fire Hall after it suffered water damage to the lower level. Repairs are pending.

- We appreciate JJC Construction and their mechanics for repairing the City's large green tanker for the fire department. This tanker had some mechanical issues that rendered it unusable. JJC not only used their mechanics to repair it for us but donated the labor cost to do so.

Library

- Sonja and her staff continue to make sure paperwork for Library Grants and other documentation is completed as needed.
- An additional Library aide position was funded by BBEDC and an offer of employment has been extended. We hope to have someone on board the first week of October. This new position will provide additional coverage and may allow for an extension of Library hours of operation.
- I want to thank the Library staff and volunteers who did a great job with the Summer reading program, Storytime and other Summer activities provided for the kids. They also put together a hydroponic garden, which not only served as a great learning activity, but is now successfully producing a bumper crop of lettuce and basil.

Senior Center

- The front doors are fixed and the old wooden deck at the back door has been replaced with a nice concrete patio. A new roof will be planned for installation in the Spring.
- The Senior Center is now open every weekday. Elders can come to the Center to have a warm lunch, play games, work puzzles or just enjoy one another's company. Meal deliveries are also offered to those who would prefer to eat at home or are unable to make it to the Center.
- We are making arrangements to replace a couple of upright freezers that recently quit working.
- Discussions are taking place to prepare for, and assist our Elders to prepare for, another difficult Winter. Projections from the National Weather Service show that we are in for another Winter with one storm after another. We'll have more to share on this at a future date.

Additional Thoughts

There are a number of things that are not necessarily department specific that we are presently engaged in or that I think we should work toward.

- The Samuel K. Fox Museum, which shares space with the City Library and contains a marvelous collection of local and regional historical artifacts, is in need of an updated Operations and Curator Plan. For many years, the City has relied upon the Samuel K Fox Museum Association Board as its advisory board for the Museum. The Association is incorporated as a non-profit organization under the laws of the State of Alaska. I would like to engage the Association and others in an active planning effort to provide better safeguards for the collection and develop an Operations Plan to address current and future needs. Doing so will provide better documentation, caretaking, and an opportunity to develop a supporting annual budget. It would also be invaluable for insurance purposes.

- I already mentioned the thought of developing a Legislative Agenda for the City of Dillingham to assist in our lobbying efforts. This agenda would complement the City's Capital Projects Priority List that is generated each year for the CAPSYS but cover non-project related priorities. It could also contain a plan for visits to Juneau and Washington, if warranted, and used as a basis for budget development (lobbying, travel, etc.). If this is something that Council would like to pursue, we can prepare a discussion for the November Council meeting.
- Housing is a major concern for pretty much every segment of our community. Not enough housing, overcrowding, unsafe/dilapidated structures, unsanitary living conditions, housing, affordability, homelessness, and the list goes on and on. Alone, the problem seems daunting and unsolvable, but with partners we could make a lot of headway. As a starting point, I am putting together a Housing Forum for the purpose of bringing together the major stakeholders in the community to discuss common needs, available resources, and the possibility of coming together to provide some solutions. Hopefully, this will lead to additional discussions, community outreach, and various other efforts designed to make projects happen.

I remain available for any questions or comments.



MEMORANDUM

DATE: September 27, 2022
TO: Robert Mawson, City Manager
FROM: Lori Goodell, City Clerk
SUBJECT: Department Report

STAFF REPORT

2022 Elections:

The 2022 Municipal Election will be held October 4, 2022.

Declaration of Candidacy was received by the following:

Council Seat A, Kimberly Williams, and Steven Carriere

Council Seat B, Ronald Johnson, and Michael Bennett

School Board Seat A, Heather Savo, and Dianna Schollmeier

Write-in Candidate must file a letter of intent. Forms can be filled out in the Clerk's Office from 8 a.m., Sept. 6 through 1 p.m., October 3, 2022. *Write-ins will **not** be listed on the ballot.* To date, no letters of intent have been received.

The Canvass Committee will meet at 12:15 p.m. on October 6 to review the questioned and absentee ballots. The Certificate of Canvassing Committee results provide the official tally to council. A special council meeting will be held on October 13 to certify the election. Per DMC 2.06.040 the regular term of office begins on the first Monday following the certification of election.

The 2022 General Election will be held November 8, 2022. Information regarding this election can be found on the state website <https://www.elections.alaska.gov/Core/generalelectioninformation.php>

A Special Council Meeting is scheduled for October 13, 2022, 5:30 p.m. This meeting is required by code to certify the local election.

Foreclosure:

The final steps for foreclosure action filed in 2018, 3DI 18 157 CI, are underway. The notice of end of redemption period has been scheduled to appear in the Bristol Bay Times four consecutive weeks beginning with the September 29th edition. Certified letters will go out to the four property owners remaining on the list.

CITY CLERK STRATEGIC PLAN PROJECTS:

Update election equipment. This project is at 100% completion. Efforts to enhance the election process will remain a priority.

Records Management: The report from the State of Alaska Archivist has still not been received. I met with two departments to review the retention schedule specific to their department and will continue to reach out to the remaining departments to get this project completed. I have started work on updating the retention schedule to reflect more specifically records created by each department and assign ownership as appropriate.

STANDING ITEM(S):

Liquor & Marijuana License Renewals/Transfers/New Licenses. There are currently no licenses for review.

Commission/Board Seats Vacant.

- Senior Advisory Commission, five seats.
- Port Advisory Committee, three seats.
- Planning Commission, one seat
- Library Advisory Board, one seat.



MEMORANDUM

DATE: September 30, 2022
TO: City Manager
FROM: Anita Fuller, Finance Director
SUBJECT: Finance Department Staff Report

STAFF REPORT

Statistics: September 30, 2022

Payroll run: 2

Cash Receipts: \$1,183,037.64

(\$246,932.39 2nd ARPA NEU received & \$146,537.90 ANTHC Final Payment)

All Payments: \$1,202,256.58 (includes \$203,158.74 for payroll)

Important deadlines:

15th of each month utility payments due; last day of month utility bills created and sent

11/1/22 First half of property taxes due

11/1/22: Send Business License Renewal Notices

11/15/22: Send Personal Property Tax Assessment Notices

12/1/22 Second half of property taxes due

Audit

- FY21 Audit final response turned in and pending review.
- FY22 Audit scheduled week of October 24, 22 and December 5, 2022
- Audit preparations started

Staffing changes

- All Staffing positions are filled.
- Account Tech IV position was moved to regular part time.

Grant Reporting

- No reports this month

Collections

- Signed 1 promissory notes for real property and utilities.
- Two promissory note holders in default
- 15 utility notices sent out for lack of payment and risk of water shutoff
- 95 letters sent to businesses without a business license

-
- 205 letters sent requesting sales tax payments
 - Foreclosure listing for 2018 Action have passed the period of redemption (4 properties at \$21,810). Letters sent out on foreclosure action.
 - Foreclosure listing for 2019 Action have passed the period of redemption (5 properties at \$8,332). Litigation report requested in March.
 - Foreclosure list for potential 2022 Action 31 properties at \$82,272.

Budget

- FY23 Budget revision to be scheduled

Revenue and Expense review Aug 2022 –

Attached

Other Departmental Concerns

- Assessors on-site for FY23 property tax initial review
- Crystal Miner consultant from Carmen Jackson CPA on-site for AP and Audit support
- Assisted with hardware changes to server room.
- Merchant services contract with PACE renewed (setup in process)

Safety Committee

- Conducted 3rd meeting of the fiscal year
 - 10/17/22 Fire Extinguisher review scheduled with Taylor Fire
 - Cleats ready to order
 - Training needs discussed (First Aid/CPR, Fire Extinguishers and Other areas)
-

	<u>Budget - FY23</u>	<u>08/31/22</u> YTD	<u>Percent</u>	<u>08/31/21</u> YTD	<u>INC/(DEC)</u>
General Fund Revenues					
General Sales Tax	\$ 3,000,000	\$ 791,822	26%	\$ 276,239	\$ 515,583
General Sales Tax - Remote	400,000	77,635	19%	0	
Alcohol Sales Tax	260,000	81,784	31%	32,917	48,867
Alcohol Sales Tax - Remote	-	51		-	51
Transient Lodging Sales Tax	120,000	39,449	33%	16,391	23,057
Gaming Sales Tax	65,000	7,698	12%	4,410	3,288
Tobacco Excise Tax	350,000	64,543	18%	23,444	41,099
Marijuana Excise Tax	75,000	24,965	33%	-	-
Penalty & Interest - Sales Tax	20,000	2,189	11%	8,036	(5,847)
Total Sales Tax	4,290,000	1,090,137	25%	361,439	626,098
Real Property Tax	2,410,000	2,393,797	99%	2,084,566	309,231
Personal Property Tax	450,000	456,068	101%	479,357	(23,289)
Penalty & Interest - Property Tax	70,000	24,324	35%	27,683	(3,359)
Total Property Taxes	2,930,000	2,874,189	98%	2,591,605	282,584
Telephone Gross Receipts State Tax	65,000	81,672	126%	-	81,672
Shared Fisheries	600,000	-	0%	-	-
Raw Fish Tax	20,000	-	0%	-	-
Community Sharing	73,072	-	0%	84,575	(84,575)
Payment in Lieu of Taxes (PILT)	460,000	480,895	105%	473,299	7,596
State Jail Contract	645,000	-	0%	-	-
Ambulance Fees	50,000	15,006	30%	1,053	13,953
Lease & Rental Income	35,000	1,800	5%	1,780	20
Admin Overhead	130,300	30,845	24%	24,190	6,655
PERS on Behalf	67,126	19,364	29%	37,949	(18,585)
PERS Forfeiture Fund	20,000	-	0%	2,617	(2,617)
Other Revenues	145,400	29,265	20%	17,791	11,474
Total	2,310,898	658,846	29%	643,253	15,593
Total	\$ 9,530,898	\$ 4,623,172	49%	\$ 3,596,297	\$ 924,275
Special Revenue & Other Funds Revenue					
Water	232,087	44,533	19%	41,036	3,497
Sewer	457,000	87,631	19%	75,090	12,541
Landfill	256,459	81,845	32%	76,313	5,532
Port - Dock	721,915	203,469	28%	108,486	94,983
Port - Harbor	184,295	37,740	20%	26,194	11,546
Asset Forfeiture Fund	2,000	12	1%	(10)	21
E-911 Service	65,000	11,242	17%	15,403	(4,161)
Senior Center (Non-Grant)	40,597	3,616	9%	4,775	(1,159)

	<u>Budget - FY23</u>	<u>08/31/22</u> YTD	<u>Percent</u>	<u>08/31/21</u> YTD	<u>INC/(DEC)</u>
Senior Center (Grant)	131,000	642	0%	(12,307)	12,949
Library (Grants)	98,302	2,190	2%	24,213	(22,023)
Debt Service	305,000	1,773,338	581%	-	1,773,338
Mary Carlson Estate	1,000	463	46%	(1,011)	1,475
Total	\$ 2,494,655	\$ 2,246,722	90%	\$ 358,183	\$ 1,888,539
Transfers			18,081		
<i>From General Fund to Other Funds</i>					
Landfill	340,323	-	0%	-	-
Senior Center	184,242	39,872	22%	22,004	17,868
Ambulance Reserve	45,000	(1,501)	-3%	105	(1,606)
Equipment Replacement	600,000	-		-	-
Capital Projects	-	-		1,304	(1,304)
Debt Service SRF Loans	47,400	-	0%	-	-
Debt Service School Bond	765,500	-	0%	-	-
Debt Service Firehall Bond	45,000	-	0%	-	-
Debt Service Streets Bond	226,750	-	0%	-	-
<i>From Dock Fund to Harbor Funds</i>					
Port - Harbor	54,858	74,159	135%	31,528	42,631
Port - Harbor - Ice Machine	-	-	0%	-	-
Port - Harbor - Bathhouse	13,308	401	3%	4,064	(3,663)
<i>From Department to Department</i>					
Transfer from E911	52,084	1,124	2%	6,847	-
Transfer from Mary Carlson Estate	4,000	-	0%	-	-
Total	\$ 2,378,465	\$ 114,055	5%	\$ 65,852	\$ 53,926
Total Revenues & Transfers	\$ 14,404,018	\$ 6,983,949	48%	\$ 4,020,332	\$ 2,866,740

City of Dillingham
Unaudited Revenues and Expenditures As of August 31, 2022

Data Collected on
 9/1/2022
 Section . Item 2.

	<u>Budget - FY23</u>	<u>08/31/22</u> YTD	<u>Percent</u>	<u>08/31/21</u> YTD	<u>INC/(DEC)</u>
EXPENDITURES:					
General Fund Expenditures					
City Council	\$ 85,350	\$ 17,438	20%	\$ 5,202	\$ 12,235
City Clerk	158,775	22,706	14%	16,546	6,160
Administration	505,373	57,408	11%	41,755	15,653
Finance	884,069	107,866	12%	122,321	(14,455)
Legal	60,000	5,886	10%	3,231	2,655
Insurance	313,400	1,016	0%	42,525	(41,510)
Non-Departmental	0	0		5,203	(5,203)
Planning	213,884	14,203	7%	26,147	(11,944)
Foreclosures	6,000	120	2%	0	120
IT	282,688	51,829	18%	20,577	31,252
Meeting Hall above Fire Station	0	0		150	(150)
Public Safety Administration	194,510	25,451	13%	27,906	(2,455)
Dispatch	520,844	64,392	12%	68,473	(4,082)
Patrol	1,010,368	106,210	11%	126,213	(20,003)
Corrections	750,223	51,101	7%	78,041	(26,940)
DMV	60,373	7,867	13%	6,900	967
Animal Control Officer	119,767	15,590	13%	14,756	834
Fire	344,013	71,591	21%	11,090	60,502
Fire Department Donation	0	0		0	-
EOC	0	0		5,455	(5,455)
Public Works Administration	348,747	265	0%	20,386	(20,121)
Building and Grounds	401,788	31,962	8%	28,584	3,377
Shop	505,287	75,468	15%	57,561	17,906
Street	484,679	30,213	6%	45,366	(15,153)
Library	169,187	34,908	21%	21,359	13,548
City School	1,300,000	325,000	25%	325,000	-
Transfers to Other Funds	2,254,215	38,371	2%	23,413	14,958
Total	\$ 10,973,540	\$ 1,156,858	11%	\$ 1,144,160	\$ 12,699

City of Dillingham
 Unaudited Revenues and Expenditures As of August 31, 2022

Data Collected on 9/1/22
 Section . Item 2.

	<u>Budget - FY23</u>	<u>08/31/22</u> YTD	<u>Percent</u>	<u>08/31/21</u> YTD	<u>INC/(DEC)</u>
<u>Special Revenue Funds Expenditures</u>					
Water	243,834	21,543	9%	30,997	(9,454)
Sewer	310,834	40,591	13%	31,192	9,399
Landfill	596,782	55,337	9%	60,579	(5,242)
Port - Dock	721,915	191,562	27%	114,778	76,784
Port - Harbor	256,953	112,760	44%	79,659	33,101
Asset Forfeiture Fund	2,000	-	0%	-	-
E-911 Service	52,084	1,124	2%	6,847	(5,723)
Senior Center (Non-Grant)	219,839	40,658	18%	26,146	14,512
Senior Center (Grant)	136,000	8,671	6%	18,231	(9,560)
Library (Grants)	98,302	12,092	12%	13,197	(1,105)
Mary Carlson Estate	6,201	59	1%	345	(286)
Ambulance Reserve Fund	50,478	-	0%	-	-
Debt Service SRF Loans	47,400	-	0%	-	-
Debt Service School Bond	1,065,500	-	0%	-	-
Debt Service Firehall Bond	45,000	-	0%	-	-
Debt Service Streets Bond	231,750	-	0%	-	-
Equipment Replacement	600,000	103,692	17%	5,849	97,843
Total	\$ 4,684,872	\$ 588,090	13%	\$ 387,820	\$ 200,270
	\$ 15,658,412	\$ 1,744,948	11%	\$ 1,531,979	\$ 212,969
Net Increase (Decrease) to Fund Balances	\$ (1,254,394)	\$ 5,239,001		\$ 2,488,353	\$ 2,653,771

	<u>Budget - FY23</u>	<u>08/31/22</u> YTD	<u>Percent</u>	<u>08/31/21</u> YTD	<u>INC/(DEC)</u>
Grant & Bond Revenues					
ANTHC-Lagoon	146,778	6,183	4%	227	5,956
State Public Safety	-	-		(3,056)	3,056
COVID - ARPA	-	-		472,784	(472,784)
COVID - LGLR	2,786,321	285,609	10%	-	-
SRF Loan - Lagoon Aeration	670,000	-	0%	-	-
SRF Loan - Waterfront	114,125	-	0%	-	-
SRF Loan - Water	44,000	-		-	-
SRF Loan - Wastewater	60,000	-	0%	-	-
SRF Loan - Landfill	-	-		5,320	(5,320)
Southern Region EMS	-	-		360	(360)
Curyung-Ice Machine	2,000	160	8%	-	160
BBEDC Intern Program	56,682	-	0%	(7,753)	7,753
BBEDC Training Reimb	-	-		-	-
BBEDC Pass Thru	-	-		-	-
Bond Investment Income	-	1,628		85	1,543
Total	\$ 3,879,906	\$ 293,580	8%	\$ 467,967	\$ (459,996)
Grant & Bond Expenditures					
ANTHC-Lagoon	146,778	146,538	100%	-	146,538
State Public Safety	-	-		1,353	(1,353)
COVID - LGLR	2,786,321	42,559	2%	-	-
SRF Loan - Lagoon Aeration	670,000	-	0%	-	-
SRF Loan - Waterfront	114,125	-	0%	-	-
SRF Loan - Water	44,000	-		-	-
SRF Loan - Wastewater	60,000	-	0%	-	-
SRF Loan - Landfill	-	-		8,364	(8,364)
Southern Region EMS	-	-		-	-
Curyung-Ice Machine	2,000	200	10%	1,662	(1,462)
BBEDC Intern Program	56,682	17,742	31%	20,617	(2,875)
BBEDC Training Reimb	-	5,913		-	5,913
BBEDC Pass Thru	-	-		-	-
Total	\$ 3,879,906	\$ 212,951	5%	\$ 31,997	\$ 138,395
	\$ -	\$ 80,629		\$ 435,970	\$ (321,601)

	<u>Budget - FY23</u>	<u>08/31/22</u> YTD	<u>Percent</u>	<u>08/31/21</u> YTD	<u>INC/(DEC)</u>
Capital Project Funds Revenues					
Investment Income	-	-		-	-
Insurance Proceeds	-	214,490		-	214,490
Total	\$ -	\$ 214,490		\$ -	\$ 214,490

Capital Project Funds Expenditures					
Major Building Maintenance	400,000	-		-	-
Landfill Groundwater Well	-	-		4,447	(4,447)
Total	\$ 400,000	\$ -	0%	\$ 4,447	\$ (4,447)
	\$ (400,000)	\$ 214,490		\$ (4,447)	\$ 218,937

	Budget	Actual
General Fund Revenue	\$ 9,530,898	\$ 4,623,172
Special Fund Revenue	\$ 2,494,655	\$ 2,246,722
Transfers In	\$ 2,378,465	\$ 114,055
Grant and Bond Revenue	\$ 3,879,906	\$ 293,580
CIP Revenue	\$ -	\$ 214,490
	\$ 18,283,924	\$ 7,492,019
General Fund Expenditures	\$ 10,973,540	\$ 1,156,858
Special Fund Expenditures	\$ 4,684,872	\$ 588,090
Grant and Bond Expenditures	\$ 3,879,906	\$ 212,951
CIP Expenditures	\$ 400,000	\$ -
	\$ 19,938,318	\$ 1,957,899
Net Increase (Decrease) to Fund Bal	\$ (1,654,394)	\$ 5,534,120



MEMORANDUM

DATE: September 27, 2022
TO: Robert Mawson, City Manager
FROM: Sonja Marx, Librarian
SUBJECT: Department Report

STAFF REPORT

September has flown by quickly as fall is already here. This is the time of year all the final grant reports are due from the last FY22. The library was awarded more grants last year than ever before. The following list shows how much and where they came from: \$10,000 – IMLS (Institute of Museum and Library Services grant); \$7,000 – PLA (Public Library Assistance grant); \$7,077 – ILC (Interlibrary Cooperation grant); \$6,000 – ARPA (American Rescue Plan Act); \$25,000 – LINKED (Literacy Innovation for Neighborhood Kids' Educational Development grant); \$5,149.20 – OWL (Online With Libraries grant); \$59,842.80 – E-rate funds for internet services. These 7 grants funded much of our library's budget; thus showing how much we depend on grant funds to operate the library in serving this community. It also reflects the time in money spent by city staff to apply for and maintain these grants.

We have interviewed and are hiring Rene Johnson for the 14-hour a week Librarian Assistant position offered through the LINKED grant with the Dillingham City School District. She will start September 29th. We also have an opportunity through BBEDC to apply for another youth internship from now until the end of the year. This being said, if we gain these extra employees, the library may be able to extend the hours we are open to later in the evenings; perhaps until 5 pm on Monday through Friday.

Library Stats report August 29th- September 25th, 2022:

Patron Visits: 369 Computer Use: 55 *Wireless Use: 70
Story Hour: 2 Museum Use: 28
AWE Station Use: 5 Volunteer Hours Logged: 3

Next Library Advisory Board meeting to be scheduled; two open seats need to be filled.

**The Library will be closed Friday, November 11th, 2022 for Veteran's Day;
 Thursday & Friday, November 24th & 25th, 2022 for Thanksgiving.**

***The WiFi usage report continued to be offline for September; thus not accurate usage shown.**



Beautiful Basil

“This Hydroponic Growing System Library Project was supported in whole or in part by the Institute of Museum and Library Services through the Library Services and Technology Act, administered by the Alaska State Library.” The Dillingham Public Library was awarded this grant of \$7,077 in FY22.



MEMORANDUM

DATE: September 30, 2022
TO: Robert Mawson, City Manager
FROM: Patty Buholm, Planning Director
SUBJECT: September 2022 Monthly Report

STAFF REPORT

Planning Commission

The last Planning Commission meeting was held on August 24, 2022, with a Planning Commission Workshop on August 25, 2022. The Planning Commission has 1 vacant seat, Seat F (term ends December 2022). Active recruitment has been occurring by posting flyers has been posted in public places, City social media account, and the City Website. The next Planning Commission Meeting is scheduled for October 12, 2022.

Permitting

Land Use Permits:

Five (5) pending LUP. Planning is working with each of the landowners.

Harbor Lot Leases:

Alaska Appraisal and Consulting Group is still working to complete the Harbor land appraisal report. Three (3) additional reports for the land value in and around the boat harbor are expected.

Encroachment Permits:

2 Short-term encroachment permits were issued for connection to the Sewer Main.

Burial Registry/Burial Permits:

1 Burial Registry has been issued

1 Burial Permit has been issued

Cemeteries:

A meeting with all local churches with cemeteries in Dillingham is being planned for October to review the process of the Burial Registry and Burial Permit.

Preliminary Plat Applications:

None received

Requests for Proposal (RFP/ITB)

n/a

Meetings/Trainings:

- Attended weekly Department Head Meetings. I have continued to communicate with Alaska Native Tribal Health Consortium (ANTHC) for future funding infrastructure opportunities.
- Meeting with the City Manager and Landowners on Squaw Creek Road was held regarding road conditions and hazardous tree/brush removal. I am actively working with 1 landowner located on Squaw Creek Road, BBNA Land Management and a Survey Company for an easement to be granted to the City. Other landowners have offered land easements or additional land for the road.

Projects:

- R&M Consultants held a second open house for the Dillingham Airport Updated Master Plan. A total of 21 residence attended virtually and in person.
- Addresses throughout Dillingham are still being corrected. Some streets and access points have been identified as having same names, or no names which is being actively worked on to correct.
- Two of the three signs for the Clean Harbor Survey that were donated to the City by the Marine Advisory Program, were installed with help from Tav Ammu, Marine Advisory Program fellow. The third sign will be posted in the Spring of 2023 when the Harbor is reopened.

General Communications:

- The Draft 2022 Multi-Jurisdiction Hazard Mitigation Plan is available for public comment and is posted on the City Website for review. AECOM Technical Services, Curyung Tribal Council, and Fire Administrator Scott Runzo, and a few community members have all been contributing factors to complete this draft. This will be the first Multi-Jurisdictional Plan for Dillingham.
- The MOA between the City, BBNA, and the SeaShare program was completed in June for the refrigerated shipping container. A shipping container was obtained by BBNA and is located in the harbor, final placement and hook up to the temp power box needs to be completed.
- Safety Committee meeting on 9/28/22 lead by Susan Stinnett, has proven to be very helpful in identifying needs and possible future development.
- State of Alaska/FEMA contact, Harmony Curtis has tentatively scheduled a trip for 10/23/22 to Dillingham to assist with the Floodplain Program. Once this onsite training/review occurs public outreach will be completed for the permitting process and Floodplain education.
- Online courses and attending various workshops continue to build my knowledge Planners responsibilities.
- Wood River Road and Squaw Creek Road land corrections have been noted on the City map and are being updated to reflect correct Right-of-Ways and easements.
- A survey conducted in August by Southwest Surveyors of city owned land discovered property lines were unknown and inadvertently built on or used as storage by others. The affected business/community members have been made aware and I am currently working to correct with each business/community member.
- A temporary Revocable Use Permit issued on 8/14/13 by the BBNA Land Management and Bureau of Indian Affairs (BIA) to the City of Dillingham expired 8/14/2014. BBNA and BIA have been working with the Planning Department to finalize a 50-year Right-of-Way, which if approved, the City of Dillingham could receive the \$15,000.00 cash bond that was paid by the City of Dillingham in 2013 for the easement. BBNA has been working directly with the landowner of USS# 4974 and the Planning Department.
- The Planning Department is continuing to evaluate Planning Code and in-house process'.



MEMORANDUM

DATE: August 19, 2022
TO: City Manager
FROM: Ida R. Noonkesser, Director
SUBJECT: Department Report

STAFF REPORT

During the month of July, the Senior Center served 517 home delivered meals to 31 individuals. Our ride service is still suspended at this time, but we hope to start giving assisted rides again as soon as our larger van is back in service.

We are continuing to deliver lunches to the elders using the small Senior Center van. Our larger van is still in the shop. Public Works is trying hard to catch up and get it back on the road. Our new van driver, Diana Merlino, has been awesome to work with. Cheyenne Roehl, our BBEDC intern, is a very hard worker and does a great job assisting our cook, Kathy Johnson. The Senior Center team is doing a great job and looking forward to being back open normally this month.

Apologies for the delayed report. Our SAMS program reporting software has changed on reporting. Logging meals and rides now takes considerably more time with the new system, but we are getting used to using it. I have been working with Kristin Cox from the state and she has been very helpful while we switch to the new program.

We hope to also start having our Advisory meetings again, but we need new volunteers to fill vacant seats and have a quorum again.

Standing Committee Reports



FINANCE AND BUDGET COMMITTEE
Tuesday, May 31, 2022 at 4:00 PM
Adjourned to Wednesday, June 1, 2022 at 4:00 PM

MINUTES

CALL TO ORDER

The Finance and Budget Committee met on Monday, May 26, 2022, in the City Council Chambers, Dillingham, AK, and via Zoom video conference call. Curt Armstrong called the meeting to order at 4:00 p.m.

ROLL CALL

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

Alice Ruby	Robert Mawson	Aksel Buholm
Anita Fuller	Curt Armstrong	

Committee members excused:
Perry Abrams

APPROVAL OF MINUTES

1. Minutes of May 26, 2022, Finance & Budget Committee Meeting

MOTION: Anita Fuller moved and Alice Ruby seconded the motion to approve the minutes of May 26, 2022.

VOTING: the motion passed by unanimous consent.

APPROVAL OF AGENDA

MOTION: Alice Ruby moved and Anita Fuller seconded the motion to approve the agenda.

VOTING: the motion passed by unanimous consent.

STAFF REPORTS

There was no staff report.

COMMITTEE BUSINESS

2. FY23 Budget

- Proposed budget shows anticipated revenue at 17.6 million, 18.6 million in expenditures, and 1.175 million in reserve funds to balance the budget.
- Budget includes a 10% across the board wage increase for all city staff, 20% for inflation, and projected increased insurance costs.
- Currently does not include anticipated projects or equipment replacements.
- State of Alaska; jail contract, bond reimbursement etc. exact numbers are still unknown; therefore not reflect in the budget yet.
- Council strategic project for staffing organization has not been completed. Longevity incentives are also being considered.

Council Member Abrams arrived at 4:43 p.m.

- Individual department budgets reviewed. Non departmental has been rolled into administration. IT budget has computer replacement on a rotational four year cycle. Facilities / Buildings & Grounds to be moved under supervision of administration. Budget for facilities to be established to address needed repairs and maintenance. Volunteer Fire Donation budget will be closed when there is no balance remaining.
- Budget book to be compiled for council members.

MOTION: Aksel Buholm moved and Alice Ruby seconded the motion to recess the meeting, reconvene to tomorrow, Wednesday June 1, 2022, 4:00 p.m.

VOTING: the motion passed by unanimous consent.

ADJOURNMENT

The meeting concluded as an adjourned meeting at 7:22 p.m.

CALL TO ORDER

Curt Armstrong reconvened the Finance & Budget Committee and called the adjourned meeting to order on June 1, 2022, at 4:00 p.m.

ROLL CALL

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

Perry Abrams

Robert Mawson

Aksel Buholm

Anita Fuller

Curt Armstrong

Committee members excused:

Alice Ruby

COMMITTEE BUSINESS CONTINUED

Mayor Ruby arrived at 4:11 p.m.

- Several Library grant opportunities are not being funded this year. School pass through grant funding noted. Carlson Estate contribution to library / museum facility to resume. Recommended dock fund balance be considered for equipment needs. Condition of ice machine to be evaluated and potential solutions being considered. CARES LGLR projects to be clarified as some projects will be completed in subsequent fiscal years.
- Transfers show allocations from general fund to other department funds.
- Rate / fee study is included in the master plan.
- Fund balance policy was proposed. 20% of the fund balance to be set aside in the budget for investment in equipment.

MOTION: Aksel Buholm moved and Alice Ruby seconded the motion to have \$1,000,000 from the general fund for the capital projects budget and equipment replacement.

- A plan will be developed prior to any expenditures. An evaluation of need, and prioritization will be outlined.

VOTING: the motion passed by unanimous consent.

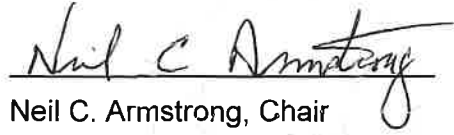
- Recommended city look for ways to wisely invest other funds; i.e. dock and Carlson accounts.
- Finance & Budget Committee to recommend budget ordinance based on changes discussed.
- List of city property still being compiled.
- Auditors requested more information adjusting the date of audit acceptance.

PUBLIC/COMMITTEE COMMENT(S)

There were no comments.

ADJOURNMENT

The meeting adjourned at 6:15 p.m.


Neil C. Armstrong, Chair

ATTEST:



Lori Goodell, City Clerk

Approved: Sept. 19, 2022

Committee Letter of Interest

Re: Dillingham Port / Harbor Advisory Committee

AR Alice Ruby To: Dan & Marjorie Dunaway <dlgdunaway@gmail.com>; Robert Mawson; Mon 7/25/2022 12:05 PM

Hi Dan:

Thanks for your interest and willingness to serve. I'm going to forward this to Lori so that she can include it in the packet at the appropriate time. From the city webpage, it looks like your term isn't actually up until November. But I'm not sure whether the website has been updated.

Thanks again

Alice

From: Dan & Marjorie Dunaway <dlgdunaway@gmail.com>
Sent: Monday, July 25, 2022 12:50 AM
To: Alice Ruby <alice.ruby@dillinghamak.us>; Robert Mawson <manager@dillinghamak.us>
Subject: Dillingham Port / Harbor Advisory Committee

Dear Alice, I have been meaning to write this for over a week.

I am willing to continue to serve on the Port / Harbor Advisory committee.

I have always been interested in how the harbor is operated and developed.

thank you

Dan Dunaway
PO Box 1490
Dillingham, Alaska 99576

907-843-3030

Reply Reply all Forward

New Business


Mayor
Alice Ruby

City Manager
Robert J. Mawson



Dillingham City Council
Chris Napoli
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Perry Abrams

MEMORANDUM

Date: 6 October 2022
To: Honorable Mayor and City Council
From: Robert J. Mawson, City Manager 
Subject: Commissions, Committees and Boards – FY23 Work Plan

City Commissions, Committees & Boards Committee Overview Sheets are being transmitted for Council Consideration. Each overview sheet notes the Duties/Goals of each Committee and also includes a section to list more specific FY23 Work Plan tasks/assignments that Council would like to have addressed or completed by the respective Committee.

I am recommending that Specific Committee Tasks & Assignments be proposed and discussed during the Council meeting on October 6th so Council can take action to authorize and approve the FY23 Committee Work Plans during the October 13th Council meeting.

After reviewing the existing Committee structure, along with the Codes, Ordinances and Resolutions that created them, I am making the following suggestions:

1. The following Commissions, Committees, and Boards should be approved and authorized for FY23 (October 1,2022 – September 30. 2023).

- Board of Equalization
- Code Review Committee
- Finance and Budget Committee
- Friends of the Landfill
- Library Advisory Board
- Planning Commission
- Port Advisory Committee
- Public Outreach Committee
- Samuel K Fox Museum Advisory Board
- School District Facility Committee
- Senior Advisory Commission
- Volunteer Fire Department Board

2. I am recommending that the Duties and Responsibilities associated with the following Commissions, Committees & Boards be incorporated into the Work Plan of the Planning Commission.

Historic Preservation
Parks & Recreation

3. I am recommending that the following Commissions, Committees & Boards be removed from the list of Committees, as they have previously "Sunset" or are no longer required.

Dillingham Cemetery Committee
Marijuana Advisory Committee
Territorial School Advisory Committee



Committee Overview

Standing Committee Special Committee Citizen Committee Code

COMMITTEE NAME

Board of Equalization

AUTHORITY

DMC 4.15.120

DURATION

Standing Committee

MEMBERSHIP STRUCTURE

Mayor (Chair), three (3) Council members (members shall not be in default with the City for taxes)

STAFF SUPPORT

City Clerk or Designee

DUTIES/GOALS OUTLINED IN DMC

- The Board may determine equalization on properties brought before the board by appellants or by one or more members of the board. The board may alter an assessment of a lot only pursuant to an appeal filed as to the particular lot.

FY23 WORK PLAN

-

MEETING SCHEDULE

The Board of Equalization shall meet annually, as necessary to address all official assessment appeals filed with the City Clerk's office, during the statutory appeal period.



Committee Overview

Standing Committee Special Committee Citizen Committee Code

COMMITTEE NAME

Code Review Committee

AUTHORITY

DMC 2.06.070(A)

DURATION

Standing Committee

MEMBERSHIP STRUCTURE

Mayor, 2 Council Members, City Manager, City Clerk
Chairperson & Members – Annually appointed by Mayor

STAFF SUPPORT

City Clerk or Designee

DUTIES/GOALS OUTLINED IN DMC

- To review city ordinances as assigned
- To recommend revisions, and submit to council for action
- May recommend ordinances to be assigned
- To announce ordinances to be reviewed to the city council and public
- Work cooperatively and be supported administratively by the city clerk, and with the approval of the mayor, may request other administrative or legal advice or assistance when appropriate

FY23 WORK PLAN

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MEETING SCHEDULE

The Code Committee will meet at least quarterly but may meet more often, if needed.



Committee Overview

Standing Committee Special Committee Citizen Committee Code

COMMITTEE NAME

Finance & Budget Committee

AUTHORITY

DMC 2.06.070(B)

DURATION

Standing Committee

MEMBERSHIP STRUCTURE

Mayor, 2 Council Members, City Manager, Finance Director
Chairperson & Members – Annually appointed by Mayor

STAFF SUPPORT

City Clerk or Designee

DUTIES/GOALS OUTLINED IN DMC

- Guide the city toward long-term financial stability and promote fiscal responsibility
- Create and formulate fiscal policies, policy statements, and develop plans to achieve long-term goals for the city
- Complete tasks as assigned by the City Council

FY23 WORK PLAN

- Work with City Staff to Develop an Annual and/or Multi-year Municipal Operating Budget
- Develop Procedures, Internal Controls, and Best Practices sufficient to Ensure Adherence to applicable Federal, State and City Financial Requirements, and GFOA guidelines
- Set long-term Financial Safeguards & Goals for the City of Dillingham, to include but not limited to Establishing General Fund Balance Guidelines, Cash Reserve Funds, Revenue Targets for City Enterprises, and a Capital Improvement / Equipment Replacement Program
- Ensure Adherence to Financial Requirements, Municipal Budget and Achievement of Financial Goals by Meeting Regularly to Review the City's Financial Activities.

With respect to internal controls and accountability policies, the Committee may take the lead in creating such policies, ensuring that they are appropriately documented in a manual or otherwise, and confirming that they are being followed. The committee may also work with City staff to develop useful and readable formats for financial reports, set expectations regarding the desired quantity and subjects of reports, and present financial reports to the City Council. The Committee may also be charged with reviewing the organization's insurance coverage to ensure that its assets are appropriately protected.

MEETING SCHEDULE

Typically, the Finance and Budget Committee will meet Monthly, however, they may meet more frequently during the Municipal Budget Preparation cycle. Meetings will not be held during the month of July.



Committee Overview

Standing Committee Special Committee Citizen Committee Code

COMMITTEE NAME

Friends of the Landfill

AUTHORITY

Resolution 2019-07, and Resolution 2021-02

DURATION

Committee "Sunsets" January 31, 2024, unless extended by action of the City Council.

MEMBERSHIP STRUCTURE

5 – 11 residents of the Dillingham area

STAFF SUPPORT

City Clerk or Designee

DUTIES/GOALS OUTLINED IN DMC

- Assist in projects as determined appropriate by and under the direction of the Public Works Director

FY23 WORK PLAN

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MEETING SCHEDULE

Typically, the Friends of the Landfill meets on the last Friday of each month, however they may meet more frequently as the workload dictates. Meetings are not usually held during the month of July.



Committee Overview

Standing Committee Special Committee Citizen Committee Code

COMMITTEE NAME

Library Advisory Board

AUTHORITY

DMC 2.80.040
Resolution 2013-71

DURATION

Standing Committee (by Resolution)

MEMBERSHIP STRUCTURE

Seven (7) members, including one (1) representative of the University of Alaska Fairbanks and one (1) representative of the Dillingham City School District HS/MS. Members must be Residents of the greater Dillingham area and registered to vote in the State of Alaska.

STAFF SUPPORT

City Clerk or Designee

DUTIES/GOALS OUTLINED IN DMC

- Assist if preparing rules for the operation of the library
 - General promotion and community outreach
 - Hours of operation
 - Length of time items may be borrowed
 - Fines
- Advisory to the Manager regarding applications for funding

FY23 WORK PLAN

-

MEETING SCHEDULE

Typically, the Library Advisory Board will meet Monthly, however they may meet more frequently as the workload dictates. Meetings are not usually held during the month of July.



Committee Overview

Standing Committee Special Committee Citizen Committee Code

COMMITTEE NAME

Planning Commission

AUTHORITY

AS 29.40
DMC 2.68.160

DURATION

Standing Committee

MEMBERSHIP STRUCTURE

Seven (7) Citizens that are Residents of the City

STAFF SUPPORT

City Clerk or Designee

DUTIES/GOALS OUTLINED IN DMC

- Prepare and Recommend to the City Council the following:
 - Comprehensive plan consisting of maps and related texts for the systematic development of the city
 - Land use regulations to implement the Comprehensive plan
 - A Subdivision ordinance
 - The Official map of the city, to include reference to land use regulations
 - Annual update of a six-year capital improvement plan
 - Request for an exception to a speed limit in a specified area
 - Hold public hearings prior to submitting its recommendations to the Council.
- Act as the Platting Board
- Act upon requests for variances
- Act upon requests for conditional uses
- Provide other review recommendations and support as requested by the council

FY23 WORK PLAN

-

MEETING SCHEDULE

Typically, the Planning Commission will meet Monthly however they may meet more frequently as the workload dictates. Meetings will not be held during the month of July.



Committee Overview

Standing Committee Special Committee Citizen Committee Code

COMMITTEE NAME

Port Advisory Committee

AUTHORITY

Resolution 2010-66

DURATION

Active until disbanded by City Council action.

MEMBERSHIP STRUCTURE

Seven (7) members. Mayor serves as Chair, one (1) Council Member, five (5) members who have an interest and are somewhat knowledgeable about the operations of the Harbor and Dock.

STAFF SUPPORT

City Clerk or Designee

DUTIES/GOALS OUTLINED IN RESOLUTION

- Review issues pertinent to the Port

FY23 WORK PLAN

-

MEETING SCHEDULE

As needed.



Committee Overview

Standing Committee Special Committee Citizen Committee Code

COMMITTEE NAME

Public Outreach Committee

AUTHORITY

DMC 2.06.070(C)

DURATION

Standing Committee

MEMBERSHIP STRUCTURE

Mayor and Council

STAFF SUPPORT

City Clerk or Designee

DUTIES/GOALS OUTLINED IN DMC

- Conduct informal meetings on neutral grounds to hear what the residents concerns are and to answer questions
- Partition areas in the community to deal with issues in that given area
- Meetings will be held between the months of September to May and are to be advertised publicly for maximum attendance
- Be responsible for meeting follow-up to those in attendance

FY23 WORK PLAN

-

MEETING SCHEDULE

Meetings held between September and May each year, as determined by Council.



Committee Overview

Standing Committee Special Committee Citizen Committee Code

COMMITTEE NAME

Samuel K Fox Museum Advisory Board (AKA The Samuel K Fox Museum Association Board, a Non-profit Organization)

AUTHORITY

Ordinance No. 86-17

DURATION

Standing Committee

MEMBERSHIP STRUCTURE

The City of Dillingham recognizes The Samuel K Fox Museum Association Board, a Non-profit Organization, as the Advisory Board for the Samuel K Fox Museum

STAFF SUPPORT

City Clerk or Designee

DUTIES/GOALS OUTLINED IN DMC

- As described in the Memorandum of Understanding associated with Ordinance No 86-17

FY23 WORK PLAN

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MEETING SCHEDULE

Meeting schedule is set by the Association Board and made available to the Public



Committee Overview

Standing Committee Special Committee Citizen Committee Code

COMMITTEE NAME

School Facility Committee

AUTHORITY

DMC 2.72.070

DURATION

Standing Committee

MEMBERSHIP STRUCTURE

Mayor (Chair), School Board President, Council Member, School Board Member, City Manager, Superintendent, Public Works Director, School District Director of Facilities, Citizen who is a resident of the city.

STAFF SUPPORT

City Clerk or Designee

DUTIES/GOALS OUTLINED IN DMC

- Needs for increase / decrease in school facility related services
- Assess funding necessary for school facility maintenance and repair
- Arrange annual inspection of city school facilities, by October 31st each year
- Consider & review emergency appropriations
- Monitor implementation of the school district's maintenance master plan
- Conduct an annual review of the maintenance master plan
- Monitor the implementation of a preventative maintenance plan
- Make recommendations to the city council regarding annual appropriation of revenues for facility maintenance and/or repair purposes

FY23 WORK PLAN

-

MEETING SCHEDULE

The School Facility Committee shall meet Quarterly.



Committee Overview

Standing Committee Special Committee Citizen Committee Code

COMMITTEE NAME

Senior Advisory Commission

AUTHORITY

DMC 2.84.020 Powers and 2.84.030 Duties

DURATION

Standing Committee

MEMBERSHIP STRUCTURE

Seven (7) members with demonstrated knowledge of Elderly problems.
Ex-officio members (no voting privileges) - BBNA, BBAHC, and HUD

STAFF SUPPORT

City Clerk or Designee

DUTIES/GOALS OUTLINED IN DMC

- Assist and cooperate with partners whose objective is the development or improvement of activities and programs for the elderly
- Accept gifts and grants to assist in the performance of its function
- Keep aware of the needs of the elderly in the area
- Advise the director of the senior center on matters dealing with the programs operated at the senior center
- Forward copies of written minutes of meetings to the city manager who, in turn, forwards the minutes to the city council
- Advise the mayor and city council regarding elderly issues and matters directly affecting the senior center
- Set the annual membership fee
- Recognize volunteers at the annual membership dinner and dance
- Ensure that the mayor and city council’s purpose and vision statement are met through the activities and services of the senior center

FY23 WORK PLAN

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MEETING SCHEDULE

Typically, the Senior Advisory Commission meets on the first Wednesday of each month, however they may meet more frequently as the workload dictates. Meetings are not usually held during the months of June or July.



Committee Overview

Standing Committee Special Committee Citizen Committee Code

COMMITTEE NAME

Volunteer Fire Department Board

AUTHORITY

DMC 2.48.020

DURATION

Standing Committee

MEMBERSHIP STRUCTURE

Fire Chief, Assistant Fire Chief, and other Officers deemed necessary for the effective operation of the Department

STAFF SUPPORT

City Clerk or Designee

DUTIES/GOALS OUTLINED IN DMC

- Along with the Fire Chief, and Assistant Fire Chief, the Volunteer Fire Department Board is responsible for the prevention of fire, provision of emergency medical services, and the protection of life and property in the area of Dillingham.

FY23 WORK PLAN

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MEETING SCHEDULE

Meeting schedule is set by the Fire Chief and made available to the Public



Committee Overview

Standing Committee Special Committee Citizen Committee Code

COMMITTEE NAME

Historic Preservation Commission

AUTHORITY

DMC 2.70.080

DURATION

Standing Committee

MEMBERSHIP STRUCTURE

Seven (7) members having a demonstrated interest, competence or knowledge in historic preservation. To the extent available, three (3) Commission members shall be professionals, as defined by the National Park Service regulations, from the disciplines of history, architecture or architectural history and archaeology. Commission members shall choose, from among their membership, a Presiding Officer, Deputy Presiding Officer and a Clerk.

STAFF SUPPORT

City Clerk or Designee

DUTIES/GOALS OUTLINED IN DMC

- Survey and Inventory Community Historic Resources
- Prepare an historic preservation plan for the surveyed resources
- Prepare an ordinance measure to implement the preservation plan if necessary
- Review Proposed Nominations to the National Register of Historic Places
- Act in an advisory role to other officials and departments of local government regarding the identification and protection of local historic and archaeological resources
- Work toward the continuing education of citizens regarding historic preservation and the community's history
- Support the enforcement of the Alaska Historic Preservation Act.

FY23 WORK PLAN

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MEETING SCHEDULE

The Historic Preservation Commission shall meet at least two (2) times each year.