



CITY COUNCIL REGULAR MEETING

Thursday, April 06, 2023 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.

WORKSHOP INFORMATION

Council Workshop / FY24 DCSD APPROPRIATION / 6:00 p.m.

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/88030545156?pwd=eGhWVzBhRUhGeU9pZXI3Z211YmQ0QT09>

Meeting ID:880 3054 5156; passcode: 720227

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

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- [1.](#) Minutes of March 2, 2023, Regular Council Meeting

APPROVAL OF CONSENT AGENDA

APPROVAL OF AGENDA

STAFF REPORTS

- [2.](#) City Manager and Staff Reports
- [3.](#) Standing Committee Reports

PUBLIC HEARINGS

- [4.](#) Ordinance 2023-01; An Ordinance Of The Dillingham City Council Amending Section 2.09.080 Order Of Business To Include The Pledge Of Allegiance
- [5.](#) Ordinance 2023-02; An Ordinance Of The Dillingham City Council Amending Section 2.68.110 Order Of Business To Include Citizen Comments

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

ORDINANCES AND RESOLUTIONS

- [6.](#) Adopt Ordinance 2023-01; An Ordinance Of The Dillingham City Council Amending Section 2.09.080 Order Of Business To Include The Pledge Of Allegiance
- [7.](#) Adopt Ordinance 2023-02; An Ordinance Of The Dillingham City Council Amending Section 2.68.110 Order Of Business To Include Citizen Comments
- [8.](#) Adopt Resolution 2023-07; A Resolution of the Dillingham City Council Approving Changes to 10.08 Drug Free Workplace Policy in the Personnel Regulation
- [9.](#) Adopt Resolution 2023-09; A Resolution of the Dillingham City Council Waiving Section 3.95 of the City's Personnel Regulations to Authorize Hiring Dennis Wilson as a Corrections Officer While His Sister is the Corrections Sergeant
- [10.](#) Adopt Resolution 2023-10; A Resolution of the Dillingham City Council Authorizing the City Manager to Waive the Purchasing Requirements to Award a Contract to Agnew Beck Consulting for the 2023 Dillingham Comprehensive Plan
- [11.](#) Adopt Resolution 2023-11; A Resolution of the Dillingham City Council Establishing the Level of Funding for the Dillingham City School District for the Fiscal Year Ending June 30,2024
- [12.](#) Adopt Resolution 2023-12; A Resolution of The Dillingham City Council Supporting the Dillingham School District to Pursue Energy Efficiency Upgrades to the School Facilities and the Reduction in Energy Cost Through the Installation of a Solar Project.
- [13.](#) Adopt Resolution 2023-13; A Resolution of the Dillingham City Council Authorizing the City Manager to Waive the Purchasing Requirements to Award a Contract to Russell Consulting, LLC for a Professional Management Best Practices Review of The City's Police Department's Operations.
- [14.](#) Adopt Resolution 2023-14; A Resolution of the Dillingham City Council Accepting Senator Murkowski's Congressionally Directed Spending Appropriation Of \$5,016,000 For Snag Point Erosion Mitigation

UNFINISHED BUSINESS

15. Juneau Legislative Trip
- [16.](#) Committee Appointments
 - Council Committees
 - Library Advisory Board (1)
 - Senior Advisory Commission (4)
 - Port Advisory Committee (2)

NEW BUSINESS

- [17.](#) Adopt Action Memorandum 2023-06; Authorize the City Manager to collaborate with Nushagak Cooperative for a Community Cleanup, May 25 - 27, 2022

CITIZEN'S DISCUSSION (Open to the Public)**COUNCIL COMMENTS****MAYOR'S COMMENTS****ADJOURNMENT**

Minutes



CITY COUNCIL REGULAR MEETING

Thursday, March 2, 2023 at 7:00 PM

MINUTES

CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, March 2, 2023, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:00p.m.

ROLL CALL

Mayor Ruby was present.

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

Michael Bennett	Kim Johnson	Curt Armstrong
Perry Abrams	Kaleb Westfall	

Council members excused:

Aksel Buholm

APPROVAL OF MINUTES

1. Minutes of February 9, 2023, Regular Council Meeting
2. Minutes of February 16, 2023, Special Council Meeting

MOTION: Kim Johnson moved, and Perry Abrams seconded the motion to approve the February 9, and February 16, 2023, council meeting minutes in block.

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

APPROVAL OF CONSENT AGENDA

3. Resolution 2023-06; A Resolution of the Dillingham City Council Amending the Bank Signature Card and Investment Accounts Signature Authority Forms Due to a Change in City Staff.

MOTION: Michael Bennett moved, and Perry Abrams seconded the motion to approve the consent agenda.

MOTION: Michael Bennett moved, and Kaleb Westfall seconded the motion to Amend This Resolution to Replace Chris Napoli with Kimberly Johnson.

VOTING (to amend) Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Armstrong

VOTING (as amended) Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Armstrong

APPROVAL OF AGENDA

MOTION: To approve the agenda made by Kaleb Westfall, seconded by Michael Bennett.

MOTION: To amend the agenda to add Pledge of Allegiance after approval of agenda made by Kim Johnson, seconded by Michael Bennett.

VOTING (to amend) Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Armstrong

VOTING (as amended) Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Armstrong

PLEDGE OF ALLEGIANCE

STAFF REPORTS

4. City Manager and Staff Reports

- Contacted the State of Alaska regarding Jail Contract.
- The Congressional Designated Spending just entered the project application phase.
- Submitted the changes requested to the attorney on the Proposed MOU between MEAL, Bristol Bay Housing Authority, and City of Dillingham.
- Advised Manager to continue with the internal report for Animal Control concern.
- The Senior Center is open to all seniors; senior housing units are owned by BBHA.

5. Standing Committee Reports

Code Review Committee:

- Reviewed the marijuana license renewals, liquor license renewals and transfers.
- Assessed Ordinances 2023-01 and 2023-02.

Finance and Budget Committee:

- Reviewed financial reports.
- Urged city staff to explore existing resources for additional finance department support.
- Reviewed Qestica Software proposal. Recommended Council adopt action memorandum for purchase.
- Discussed general budget preparation schedule, to begin in April.
- DCSD presented a draft of their FY23 budget.

PUBLIC HEARINGS

6. Transfer Liquor License: Olsen's Liquor Store to DariaJohn LLC
7. Liquor License Transfer: Dillingham Liquor Store to DariaJohn LLC

There were no comments made.

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

8. Amy Brower, DCSD Superintendent:

- Requested to have a joint meeting between City Council and The School Board.

ORDINANCES AND RESOLUTIONS

9. Introduce Ordinance 2023-01; An Ordinance Of The Dillingham City Council Amending Section 2.09.080 Order Of Business To Include The Pledge Of Allegiance.

MOTION: To adopt Ordinance 2023-01 made by Michael Bennett, seconded by Perry Abrams.

- Expressed concern about impromptu motions at council meetings.

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

10. Introduce Ordinance 2023-02; An Ordinance Of The Dillingham City Council Amending Section 2.68.110 Order Of Business To Include Citizen Comments.

MOTION: To adopt Ordinance 2023-02 made by Kim Johnson, seconded by Michael Bennett.

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

11. Resolution 2023-07; A Resolution of the Dillingham City Council Approving Changes to 10.08 Drug Free Workplace Policy in the Personnel Regulation.

MOTION: To adopt Resolution 2023-07 made by Kim Johnson, seconded by Perry Abrams.

- Introduced to update current policy.
- Expressed new policy will provide additional support tools for supervisors and employees.
- Requested to include the checklist supervisors will use for review.

MOTION: Made by Kaleb Westfall, seconded by Michael Bennett to postpone Resolution 2023-07 to next meeting for discussion.

VOTING (to postpone) Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Armstrong.

UNFINISHED BUSINESS

12. Juneau Legislative Trip

- Informed that Lobbyist, Chris Hladick would recommend the appropriate time to attend.

Citizen Committee Appointments

Library Advisory Board (1)

Senior Advisory Commission (5)

Port Advisory Committee (2)

13. Letter of Interest; Senior Advisory Commission

Mayor Ruby recommended the appointment of Liz Johnson to the Senior Advisory Commission.

MOTION: To concur with Mayor Ruby's recommendation to appoint Liz Johnson to the Senior Advisory Commission made by Michael Bennett, seconded by Perry Abrams.

- Clarified this gives only appointment to Senior Advisory Board.
- Expressed concern for age requirement not being met.
- Requested confirmation on identity of candidate.

Mayor Ruby withdrew recommendation and will place on next agenda.

NEW BUSINESS

14. Marijuana License Renewal, 16915 Bristol Bay Bud

MOTION: Michael Bennett moved to waive the right to protest the Marijuana License Renewal of Bristol Bay Bud, and Perry Abrams seconded the motion.

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

15. Marijuana License Renewal, 25324 Alaska Grown Cannabis
16. Liquor License Renewal, 2787 Olsen's Liquor Store
17. Liquor License Transfer, 2787 Olsen's Liquor Store
18. Liquor License Transfer, 1405 Dillingham Liquor Store

MOTION: Michael Bennett moved to waive the right to protest: Alaska Grown Cannabis, Olsen's Liquor Store renewal, Olsen's Liquor Store transfer, and Dillingham Liquor Store transfer, seconded by Kaleb Westfall.

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

19. Action Memorandum 2023-04; Authorize the City Manager to Purchase Four Water Pumps.

MOTION: To adopt Action Memorandum 2023-04 made by Michael Bennett, seconded by Kaleb Westfall.

- Noted that some of current water pumps in the pump houses are original, and replacement is essential.
- No asphalt will be disturbed.

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

20. Action Memorandum 2023-05; Confirm the Purchase of Questica Budget Software.

MOTION: To adopt Action Memorandum 2023-05 made by Perry Abrams, seconded by Kaleb Westfall.

- Stated a presentation was given to the Finance and Budget Committee.
- Noted software would reduce staff time and labor.
- All finance staff, department heads, admin staff, city council members, and the public will have access.
- Data is highly transferable between programs.

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

CITIZEN'S DISCUSSION (Open to the Public)

Tom Mueller:

- Expressed concern that dumpsters around town not getting picked up, lead to overflow. Desire to keep the town clean.

COUNCIL COMMENTS

Perry Abrams:

- Requested update on advertisement for Public Works Director Position.

Michael Bennett:

MOTION: To Direct Code Review Committee to Draft a possible ordinance for Dumpster Confinement made by Michael Bennett, seconded by Perry Abrams.

- Appreciated citizen's suggestion for dumpsters.

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

- Requested an updated list of City owned properties for review.

Kim Johnson:

- In Code (chapter 2.84), no age requirement specified. Identify of Senior Advisory Commission candidate confirmed.

MOTION: To appoint Elizabeth Johnson to Senior. Advisory Commission made by Kim Johnson, seconded by Michael Bennett.

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

Kaleb Westfall:

- Noted trouble with hearing specific microphones over zoom, investigation of this issue will ensue promptly.

MAYOR'S COMMENTS

- Acknowledged the request for the joint meeting between the School and City Council.
- Urged council members to hold on additional work requests to the Acting City Manager until next month.
- Requested council members make a motion to add to future agendas in place of impromptu motions. Give the public a chance to comment.
- A moment of silence was observed for those lost since the last meeting.

EXECUTIVE SESSION

21. Personnel Matter Update, *Matters which by law are required to be confidential.*

MOTION: Michael Bennett moved and Perry Abrams seconded the motion to enter into executive session to discuss personnel matter. [8:08 pm]

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

MOTION: Michael Bennett moved, and Perry Abrams seconded the motion to exit executive session. [8:33] PM

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

ADJOURNMENT

Mayor Ruby adjourned the meeting at 8:33 p.m.

Mayor Alice Ruby

[SEAL]

ATTEST:

Greta Hayden-Pless, Acting City Clerk

Approval Date: _____

City Manager And Staff Reports

Mayor
Alice Ruby

City Manager
Robert Mawson



Dillingham City Co

Section . Item 2.

Kim Johnson
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Perry Abrams

MEMORANDUM

Date: March 28, 2023
To: Honorable Mayor and City Council
From: Lori Goodell, Acting City Manager
Subject: Council Report

Funding:

Dillingham Port Improvements: The debrief meeting held March 7th with PIDP, the MARAD Gateway Director, and PND Engineers, Inc. to review the FY22 MARAD application was very productive. The review covered how the application can be improved for the FY23 MARAD application. PND Engineers, Inc. have been retained for that purpose. *DMC 4.30.080(D) 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. DMC 4.30.130(B)(4) The services are of a professional nature requiring specialized knowledge and judgment*

Snag Point Erosion Mitigation Project: The City of Dillingham received an earmark \$5 million FY23 Congressional Delegation Spending allocation. This appropriation requires an application submittal prior to the receiving funds. The appropriation requires a 10% match, equating to approximately \$55,000. The City will look to acquire matching funds, if a match cannot be found the City can use in-kind to satisfy this match. This award will be for planning purposes, engineering, permitting, and surveying etc. Funding opportunities for construction are being pursued.

Funding for other capital projects being explored:

CDS request for Landfill improvements.

DNR for fire break at the Landfill.

Researching 100% reimbursable State Revolving Fund to address clean water/drinking water concerns.

The requirements have been met for the jail contract. The signed contract was sent to the State of Alaska Department of Corrections on March 29, we are waiting to get the fully executed document back.

Grant Writer:

Council has expressed a need for a dedicated grant writer. As previously reported the attempt to retain a grant writer through the RFP process was unsuccessful. Research

into developing a Grant Writer job description has begun. This will be included in the Admin budget and submitted to the Finance & Budget Committee for consideration during the upcoming budget cycle as new positions are subject to budgetary appropriations by the City Council.

Council Vacancy

At the March Finance & Budget Committee meeting Council Member Perry Abrams announced he will be leaving Dillingham and has submitted his resignation from the City Council with an effective date of June 1, 2023. Dillingham Municipal Code outlines steps needed to fill a vacancy. I have outlined that process in an attached memo.

Budget:

FY23 budget review is ongoing with Department Directors. This needs to be concluded prior to the FY23 budget revision ordinance.

FY24 budget sessions will begin with Finance & Budget Committee workshops scheduled in April and May. The FY24 budget ordinance will be introduced at the June 1, 2023, Council meeting.

Bond Dept Schedule and payout:

School Bond – FY28 remaining average annual payout of \$1.065 M per year. A total of \$5,316,625.

Streets Bond – FY39 remaining payout of \$4,451,750

City Property:

The list of properties continues to be an ongoing process. It has involved the Planner, Assessors, Finance, GIS Mapping Service, and many other entities. Attached is the working map showing city property in yellow highlights. The status of land owned by the city is unique to each parcel. Some parcels have a very complex history. Any city land would need to be assessed prior to any consideration of disposal. With the BBEDC grant writing assistance award the City is working with Agnew Beck on assessing the housing needs in Dillingham. I suggest the Council actively engage in the housing strategy development to better understand what the complete needs of the community are, what the city's role will be, and identify all the stakeholders. Further a plan is prudent so it is clear how disposal of land correlates with the City's comprehensive plan, long term goals of the Council, and how that will best assist the housing needs for the community.

Departments:

- Recruitment for Harbormaster and Public Works Director was posted mid-March.
- Seasonal dock employees have notified the City they will return for work this season.
- Senior Center van repairs are slated for completion this week.
- Training with the Acting City Clerk is ongoing. Greta is a fast study, learns software quickly, understands technology, and is willing to get the job done.
- Reviewed landfill requirements with Public Works Foreman and Landfill Supervisor to develop a plan for reporting and improvements needs. Looking into a Starlink system so the landfill would have internet access.

Other local, regional, and state happenings:

- PSEA collective bargaining agreement in progress.

- I was able to attend a few planning sessions at the Sustainability Summit.
- Sent the Memorandum of Understanding to BBHA and MEAL on March 10. Waiting for response.
- Met with Agnew Beck to discuss possibility of a housing needs assessment (BBEDC grant writing assistance award.) This project is slated to begin in late April / early May.
- Met with Bristol Bay Borough Manager James Wilson. We discussed capital projects, and harbor needs. This opportunity to network resulted in an offer to assist with the harbor this season. I will explore this further after we get a Harbormaster in place.



March 17, 2023

Dempsey S. Thieman, PE, SE
PND Engineers, Inc.
1506 West 36th Avenue
Anchorage, AK 99503

Subject: Contract for Professional Services – 2023 PIDP Grant Application

Dear Dempsey:

The City of Dillingham received PND Engineers, Inc. March 15, 2023, proposal for the 2023 PIDP grant application for the Dillingham Harbor Improvements. This letter serves as notification of the City's intent to retain your firm for this grant application as outlined in your proposal with a fixed fee of \$14,500. The services provided are of a professional nature requiring specialized knowledge which PND Engineers, Inc. has demonstrated. The 2023 grant application will be realized more efficiently with that acquired knowledge.

We look forward to working with you on the MARAD PIPD 2023 grant application for the Port of Dillingham Improvements Project.

Sincerely,

A handwritten signature in black ink that reads "Lori Goodell".

Lori Goodell
Acting City Manager

cc: Anita Fuller, Finance Director for the City of Dillingham

Mayor
Alice Ruby

Manager
Robert Mawson



Dillingham City Co

Section . Item 2.

Kim Johnson
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Perry Abrams

MEMORANDUM

Date: March 31, 2023
To: Alice Ruby, Mayor
From: Lori Goodell, Acting City Manager
Subject: Resignation of Council Member

At the March Finance & Budget Committee meeting Council Member Perry Abrams informed the committee he is leaving Dillingham and will resign from Council effective June 1, 2023. Dillingham Municipal Code has guidelines for filling vacancies and are outlined below. A resolution to accept the resignation and declare an open seat will be in the May 4, 2023, council packet.

DMC, Section 2.03.070, Vacancies, the code reads that an elected municipal office, except for that of mayor or school board member, is vacated under specific conditions, and upon declaration of vacancy by the Council. The council shall within forty-five days appoint a qualified person. The council shall declare an elective office vacant when the person elected:

- Resigns and the resignation is accepted. (one of seven options listed in code)

Timing

If City Council accepts a resignation for Seat F and declares the seat vacant at their regular council meeting on May 4, 2023, they would need to fill the seat within 45 days, or by June 18. There are two regular meetings during that period: June 1 and June 15. An appointment would need to be designated at one of those meetings unless a special meeting is held.

City Attorney's advice regarding qualifications and appointment.

Qualifications

There are two qualifications listed in DMC 2.06.020.

- Registered Voter in Dillingham
- Have lived in Dillingham for one year

In my opinion, the person appointed to fill a vacancy must be qualified as of the date the vacancy is filled. Therefore, any person registered to vote AND who has lived in Dillingham for a year by June 18 (or any earlier date of appointment) may be appointed.

Filling the vacancy

Filling the vacancy is mandatory. The council MUST appoint someone. That is why the word "shall" is used in DMC 2.06.060. There is no procedure to fill a vacancy by special election.

DMC 2.03.070 Vacancies.

An elected municipal office, except for that of mayor or school board member, is vacated under the following conditions and upon the declaration of vacancy by the council. The council shall within forty-five days appoint a qualified person. If less than thirty days remain in a term, a vacancy may not be filled unless the vacancy reduces the body to less than a quorum, in which case the remaining member shall appoint a number of qualified persons to constitute a quorum within seven days. The council shall declare an elective office vacant when the person elected:

- A. Fails to qualify or take office within thirty days after his or her election or appointment;
- B. Is physically absent from the municipality for a consecutive ninety-day period, unless excused by the council;
- C. Resigns and the resignation is accepted;
- D. Is physically or mentally unable to perform the duties of his or her office as determined by two-thirds vote of the council;
- E. Is removed from office in accordance with Section [2.06.030](#) herein;
- F. Misses three consecutive regular meetings unless excused; or
- G. No longer physically resides in the municipality and two-thirds of the council members vote the seat vacant.

DMC 2.06.060 Vacancies

If a vacancy occurs in the council, the council, **by vote of a majority of its remaining members**, shall within forty-five days designate a person to fill the vacancy until the next regular election and until a successor is elected and has qualified. The term of office at the next regular election shall be for the unexpired term only.

Working Map of City Properties



Mayor
Alice Ruby

Manager
Robert Mawson



Dillingham City Co

Section . Item 2.

Kim Johnson
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Perry Abrams

MEMORANDUM

Date: March 29, 2023
To: Honorable Mayor and City Council
From: Lori Goodell, Acting City Manager
Subject: Public Safety; Animal Control

City Council was addressed by Mr. Johnson, who lives on Squaw Creek Road, on December 16, 2021. He spoke regarding the neighbors loose dogs, and issues he was having with non-response from the Animal Control Officer (ACO) Boyd. A report on the matter was requested by Council, Chief Dan Pasquariello investigated the situation and reported there were 8 animals living in the vicinity. The neighbor has 3 dogs. It was also noted the ACO rents a home from the neighbor. This creates a challenging situation for the ACO and a possible conflict of interest in responding to animal call involving the neighbor. A system was put in place where an officer would respond to calls from the Johnsons, a citation could be issued and co-signed by the Johnsons. On January 12, 2023, the Johnson's again spoke to council stating loose dogs have been an ongoing problem for over four years and requested a plan of action to address the issue.

In response to the concern about loose dogs and code enforcement in Dillingham I researched the issue cooperatively with the current Acting Chief of Police and did multiple interviews with the ACO regarding loose dogs, the code, and how animal control is handled in the city. A few specific questions / answers:

1. Is there a loose dog problem? While this question appears to elicit a simple answer, I have found that is not the case. According to DMC it is unlawful for a keeper to allow *any* uncontrolled animals on city property and requires animals outside the confines on the keeper's property to be controlled or restrained. Feral animals and animals coming in from neighboring communities must also be considered in this equation. What threshold then constitutes a problem? That threshold would be smaller for some than others, and circumstances would play a factor. The direct answer to the question is yes. There are loose dogs in Dillingham and according to code it is an issue.
2. Has the problem increased over the past couple of years? ACO Boyd's 12+ years of experience shows the problem ebbs and flows over the years. Currently the interruption of the ACO's duties and spay/neuter clinics during the pandemic have had an impact on the number of dogs in the city.
3. Are we addressing the loose dog problem? The ACO focuses on the loose dog situation every shift he works. Regular patrols are done during his shift with an emphasis on areas with known large dog populations. Additionally, all calls concerning animals are responded to. Abandoned animals are most often relocated and spay / neuter clinics have resumed. All these solutions address the dog problem in Dillingham.
4. Is there a need to make any revisions to our Code? DMC's regulations regarding restraint of animals offers several remedies; education, warnings, citations, impound, and non-

release to a keeper if multiple impounds occur within a specified time frame. regulations are common to most communities. ACO Boyd is going to the Alaska Animal Control Association 2023 Training Conference this month. He will be conferring with other communities around the state to see if there are any other solutions the city could consider.

- 5. What action has been taken to assure that we are enforcing DMC? ACO Boyd's initial effort when catching loose dogs is to return to them to known keepers with a focus on education and adherence to code requirements regarding restraint. Animals are impounded when the situation indicates that need. It has been emphasized to Animal Control that citations will be issued when appropriate. The ACO is submitting regular reports to the Acting Chief of Police and the Acting City Manager.

Dillingham Municipal Code (DMC) Title 7 is the current regulation regarding animals. The purpose for this title as stated in DMC 7.10.010:

The purpose of this title is to promote public health and safety and to encourage responsible pet ownership and the humane care of animals.

Pursuant to the purpose of Title 7 there have been numerous improvements to animal control since 2010 when ACO Boyd took the position:

- Community Service Officer position transitions to Animal Control Officer. This allows the position to focus on Title 7 Animals.
- Impound of animals went from an expensive contract service to in house, offering more control, regulation, and management of sheltering animals.
- Method used to euthanize animals went from dispatching with a firearm to the ACO acquiring the DEA license to euthanize with controlled drugs.
- Spay and Neuter clinics routinely scheduled, and rabies and vaccination clinics available. Increasing availability for residents to receive care for their pets.
- Start a relocation program for unadopted animals.
- Additional certifications received including; Sheltering Operations, Investigations, Animal Behavior, Euthanasia, Chemical Immobilization, Bite Stick, and use of Pepper Spray.
- Outside pens improved with roofs, and concrete pads. Upgraded pen conditions allow for disinfecting and sanitation of outside pens and eliminates the spread of disease.
- Rehabilitation program discovered for relocation of dogs with behavior issues.
- Title 7 updated to improve aggressive animal determinations, with confinement and control considerations.
- ACO receives Immune Globulin shots to be protected from rabies.
- Focus on rabies shots including a PSA campaign when foxes test positive for rabies.

The 2020 COVID pandemic essentially shut down animal control efforts. Spay and neuter clinics were suspended. The animal shelter was utilized as a COVID testing facility, and the ACO began to work with the Emergency Management Coordinator. ACO position utilized for logistics and delivery of supplies, as well as assisting with the travel permit process put in place by the City Council.

The Department of Public Safety statistics relating to animal control calls:

Time span	Number of calls	Calls from Squaw Creek area	Calls associated with Johnson residence
1/2019 – 1/2023	728	35 (5%)	15 (2%)
3/2021 – 1/2023	325	20 (6%)	9 (3%)

The number of citations issued from animal calls February 2022 – February 2023 is 18, and two warning citations issued. The distribution of citation locations for the last year of animal calls shows numerous locations, with a third of the citations being in the HUD housing area. These

numbers only represent the calls recorded. The ACO spends time patrolling the city, picking up animals, and often returning them to their owners with a request to adhere to code and keep their animals restrained.

Breakdown of the 15 calls associated with the Johnson residence:

- 1 request for protection order against residence dog.
- 1 request to euthanize aged dog at the residence.
- 2 complaints against neighbor dog defecating on residence property.
- 7 complaints regarding loose dogs in residence yard.
- 1 report of loose dogs fighting with resident dogs.
- 1 report of resident confronting ACO regarding neighbor's dog defecating in residence yard.
- 1 report resident blocked shared driveway in protest of neighbor's loose dogs.
- 1 report of dog tracks through residence yard.

Other allegations / consideration from calls:

- Asserted neighbor threatened to shoot dogs.
- Stated nothing is done about dogs running loose.
- Claimed ACO protecting neighbor's dog due to possible conflict of interest with ACO renting a unit from neighbor.
- Officer reported patrolling Squaw Creek Road several times, unable to locate dog.
- Live trap recommended to residence.

As noted earlier, an unexpected impact to Animal Control resulting from the COVID pandemic has been an increase of dogs in the city. The reduction of spay/neuter clinics, repurpose of the Animal Shelter to a vaccination clinic, and refocus of the ACO duties during the pandemic all contributed to an escalation of animals in Dillingham. This surge in animals will take time to address. The Animal Control department employs one person to cover an area of 33.6 square miles, respond to all incoming animal calls, as well as patrolling, educating, and holding spay/neuter and vaccination clinics.

The minor offense fine schedule in DMC provides the Department of Public Safety the authority to write citations in response to the types of calls reported. However, there is some difficulty in the time lapse between the incoming call and the responding officer's arrival. Most often the animal in question has left the premises. The ACO will acquire a description and look for the alleged dog. If the ACO can verify the identity of the dog, such as the caller getting a photo of the animal, a citation can be written.

In consideration of the purpose of Title 7 Animals, the ACO's first emphasis is education to stress health and safety of pets in Dillingham. Citations are written for repeat offenders, and where else it is warranted and allowed by DMC. I have confirmed with the ACO this is the methodology we are adhering to.

A proposal for an independent assessment of the Department of Public Safety including Animal Control has been obtained and is waiting for Council approval of funding. This review will be a comprehensive look at Public Safety, staffing needs, regulations, and help determine how the Department can better serve the community.

Mayor
Alice Ruby

Manager
Robert J Mawson



Dillingham City Co

Section . Item 2.

Kimberly Johnson
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Perry Abrams

MEMORANDUM

Date: March 28, 2023
To: Lori Goodell, Acting City Manager
From: Greta Hayden-Pless, Acting City Clerk
Subject: Monthly Report

Acknowledgements and Recognitions:

- Lori Goodell has gone above and beyond in the duties of Acting City Manager and is doing an incredible job wearing many hats. (Public Works Director, Harbor Master, Acting City Manager)
- Amazing job to Billy Noonkesser and the public works staff for their dedication to meeting road needs, regardless of staffing shortages, and often challenging demands.

Department Accomplishment and Opportunities:

- Sent official letter waiving the right to protest all liquor/marijuana license renewals and transfers to Alcohol & Marijuana Control Office.
- Coordinated with Nushagak Coop and Friends of the Landfill for planning the May community cleanup.
- Researched dumpster ordinances in other municipalities for Code Review Committee. Created two possible ordinance options for a jumping point.
- Completed onboarding for three employees.
- Used fabric glue to reassemble the torn and dismantled patches of carpet throughout City Hall to make it look more professional.
- Prepped for the Bristol Bay Job Fair and manned the table:
 - Created job postcards to increase interest.
 - Organized a raffle with the prize of a Dillingham sweatshirt.
 - We received 44 contact slips for summer employment interest and entrance into the raffle.
- Handed out employee appreciation gifts to individual departments with Kelsa and Lori.
- Completing assigned work as both the Acting City Clerk and Administrative Services Assistant.

Projects – Progress and Public Impacts:

- Maintained and updated running master lists for facilities needs and equipment and supplies requests from all departments.
- Received partially signed MOU between MEAL, BBHA, and COD. Sent to BBHA for signature, they are awaiting their attorney's approval before signing.
- Continuing to catalog the 3rd floor library; I am 3/4th of the way completed, with the exceptions of new additions.
- Coordinated and scheduled a joint meeting between the school board and the city council for March 27th.
- Assisted Finance to schedule upcoming LMJ visit and contract renewal.

Upcoming Calendar Items

04.06.2023 Regular City Council Meeting
04.13.2023 Code Review Committee Meeting
04.17.2023 Finance & Budget Committee Meeting
04.28.2023 Friends of the Landfill Meeting
05.04.2023 Regular City Council Meeting
05.18.2023 BOE Meeting / Hearing

Public Feedback:

- Received several positive comments, and two complaints regarding the condition of roads and snow removal.

Mayor
Alice Ruby

Manager
Robert Mawson



Dillingham City Co

Section . Item 2.

Kimberly Johnson
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MEMORANDUM

Date: 03/28/2023

To: Robert Mawson, City Manager

From: Kelsa Brandenburg, Administrative Services Manager

Subject: March Monthly Report - Administration

Acknowledgements and Recognitions:

- All City Employees.

Strategic Plan Update:

- Attending the NLC Brownsville training sessions.

Department Accomplishment and Opportunities:

- Had several interviews for rotational officers. Hired one, he'll started on May 16. The next project is figuring out housing for the other interviewee.
- Attended the BBEDC job fair at the High/Middle School. We'll be reaching out the youths interested in the BBEDC summer job we'll be applying for.

Projects – Progress and Public Impacts:

- Assisting with the PSEA CBA negotiations.
- Working with Department Heads on BBEDC summer employment applications.
- Working with Department Heads to schedule interviews with applications received.
- Scheduling weekly Department Head training to take place during Department Head Meetings.
- Assisting with updating department job descriptions.
- Assisting on updating personnel policies.
- Advertising and recruiting for open positions.

Upcoming Calendar Items:

- I'll be back in Dillingham at the end of May. Tickets have not been purchased; I'm shooting for 5/17.



MEMORANDUM

DATE: 03/22/23
TO: City Manager
FROM: 02/01/22 to 03/22/23
SUBJECT: Police Department Report

STAFF REPORT

The Dillingham Police Department:

Patrol Department:

Currently has 8 officers which includes:

-2 resident officers Myself (Sgt. Craig Maines), and Officer Aquila Kapotak.

Officer Aquila Kapotak is at the Fairbanks UAF CTC Police Academy from 03/06/23 to 06/10/23. Leaving us short one officer at this time.

-6 rotating officers which include Officer Judson Hack, Officer Adam Krahn, Officer Douglas Johnson, Officer Matthew Williamson, Officer Douglas Jones and Officer Jake Sleik.

Officer Judson Hack has returned to full duty on 03/22/23.

Officer Matthew Williamson is resigning and last day is 03/30/23

With Officer Kapotak at the Academy and Officer Williamson resigning, this leaves patrol with 6 working officers.

At the current man power for the Patrol Dept., there is only 3 to 4 officers available in Dillingham at a given time. Which means there is only one officer on each shift at a given time. These are not ideal working conditions for officer safety.

Between 02/01/23 to 03/20/23 the Police Department have received 166 calls for service which included animal calls, medical calls, Traffic calls, Disturbances, Security Checks, Welfare Checks, and Criminal Investigations.

-16 individuals placed in T-47 custody

-10 individuals arrested for criminal investigations.

Ideally the Patrol Dept. needs to grow in force. An ideal number for patrol would be 14 officers which would include 1 Chief, 1 Lieutenant, 2 Sergeants, 4 Resident Officers and 6 rotational officers. A 14 man department would allow better 24_7 coverage for the City of Dillingham as well as better Officer Safety. This would also allow us to hopefully have more officers in Dillingham. Police Departments across the nation all suffer from open positions. Stats have shown police departments always have about 25% of their positions open. 25% of the positions are always having officers coming and going.

For smaller departments this means less officers will be available. Dillingham has been an 8 man police force for over 30 years. Since I've worked for the police department I've seen 2 to 3 positions always open on average. The 25% rule. If we had a higher man power more positons we would hopefully have more available officers.

Corrections Dept.:

Currently has 5 Corrections Officers which includes the Corrections Supervisor.

-The Jail has been open and running smoothly.

Dispatch Dept.:

Currently has 4 Dispatchers, which includes the Supervisor.

-Chelsea Wassily with DOT, continues part-time to provide a day off in the busy schedule for the short staffed Dispatchers

Animal Control:

-Animal Control continues to be a one man department to handle all the animal calls in Dillingham.

-Animal Control has handled 17 calls for animal related issues.

DMV:

-The DMV has been running smoothly.

-Gary is back full time in DMV

-As of now DMV is open Monday through Friday

Below is the ideal growth plan for the Police Department. Please review and consider.

Dillingham Police Department Growth Plan:

This would be an ideal Starting point to focus on for the Police Forces Growth

PATROL DEPARTMENT

RESIDENT POSITIONS:

Chief of Police:

Oversee all Public Safety
(Patrol, Correction, Dispatch, Animal Control, DMV, & Admin)
Attend Meetings
Fulltime Resident Officer
Starting Salary: 200,000 – 250,000 (DOE)

Lieutenant

Starting Pay: 45.50 – 49.50 (DOE)
Resident Position
Lead Investigator
Training/Instructor/FTO
Oversea Patrol Division
Attend Meetings
Make Patrol Schedules

Sergeant:

Starting Pay: 42.50 – 44.50 (DOE)

<u>Resident Sergeant #1:</u>	<u>Resident Sergeant #2:</u>
Supervisor Day Shift/Night Shift	Supervisor Day Shift/Night Shift
Review Cases	Review Cases
Lead Investigator	Lead Investigator
Training/Instructor/FTO	Training/Instructor/FTO
Attend Meetings	Attend Meetings

Police Officer:

Starting Pay: 38.50 – 40.50 hr (DOE)

<u>Resident Patrol Officer #1:</u>	<u>Resident Patrol Officer #2:</u>
School Resource Officer	WAANT Officer
DARE Officer	Shift Coverage: Day/ Mid/ Night
Shift Coverage: Day/ Mid	Training/Instructor/FTO
Training/Instructor/FTO	
<u>Resident Patrol Officer #3:</u>	<u>Resident Patrol Officer #4:</u>
Airport Officer Duties	Airport Officer Duties
Harbor Officer Duties	Harbor Officer Duties

Shift Coverage: Day/ Mid/ Night
Training/Instructor/FTO

Shift Coverage: Day/ Mid/ Night
Training/Instructor/FTO

ROTATIONAL POSITION:

2 Weeks On/ 2 Weeks Off

168 work hours

Starting Pay: 33.50 – 35.50 hr (DOE)

Rotation Patrol Officer #1:

Shift Coverage: Day/ Mid/ Night
14 days, 12 hour shifts
Standard Patrol Officer

Rotation Patrol Officer #2:

Shift Coverage: Day/ Mid/ Night
14 days, 12 hour shifts
Standard Patrol Officer

Rotation Patrol Officer #3

Shift Coverage: Day/ Mid/ Night
14 days, 12 hour shifts
Standard Patrol Officer

Rotation Patrol Officer #4

Shift Coverage: Day/ Mid/ Night
14 days, 12 hour shifts
Standard Patrol Officer

Rotation Patrol Officer #5

Shift Coverage: Day/ Mid/ Night
14 days, 12 hour shifts
Standard Patrol Officer

Rotation Patrol Officer #6

Shift Coverage: Day/ Mid/ Night
14 days, 12 hour shifts
Standard Patrol Officer

ANIMAL CONTROL DEPARTMENT

Animal Cont. Supervisor

Starting Pay: 32.50 – 34.50 (DOE)

Supervise Animal Cont. Officers

Make ACO schedules

Training/Instructor/FTO

Review/Handle Animal Calls

Animal Cont. Officer #1

Starting Pay: 28.50 – 30.50 (DOE)

Handle Animal Calls

Issue Citations

Animal Cont. Officer #2

Starting Pay: 28.50 – 30.50 (DOE)

Handle Animal Calls

Issue Citations

DISPATCH DEPARTMENT

Dispatch Supervisor

Starting Pay: 32.50 – 34.50 (DOE)

Make Dispatch Schedule

Training/Instructor/FTO

Review/Handle Dispatch Calls

Dispatch Officer #1
Starting Pay: 28.50 – 30.50 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

Dispatch Officer #2
Starting Pay: 28.50 – 30.50 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

Dispatch Officer #3
Starting Pay: 28.50 – 30.50 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

Dispatch Officer #4
Starting Pay: 28.50 – 30.50 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

Dispatch Officer #5
Starting Pay: 28.50 – 30.50 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

CORRECTIONS DEPARTMENT

Corrections Supervisor
Starting Pay: 32.50 – 34.50 (DOE)
Make Dispatch Schedule
Training/Instructor/FTO
Review/Handle Dispatch Calls

Corrections Officer #1
Starting Pay: 28.50 – 30.50 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #2
Starting Pay: 28.50 – 30.50 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #3
Starting Pay: 28.50 – 30.50 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #4
Starting Pay: 28.50 – 30.50 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #5
Starting Pay: 28.50 – 30.50 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

OTHER POSITIONS

Admin Assistant/Grant Writer:

Find and Write Grants for Police Funding
Supply Ordering and Filing
Cross trained in Corrections and Dispatch
40 hour weeks
Starting pay: 28.50 hr

DMV/Admin Assistant

Handle DMV
Supply Ordering and Filing
40 hour weeks
Starting pay: 28.50 hr

POSSIBLE SOURCES OF FUNDING:

APSC (Alaska Police Standards Council) offers Funding

Alaska TSA/DOT

Dillingham City School District

Curyung Tribal

GRANT FUNDING (will require a fulltime grant writer for the police department)

AST WAANT grant funding

Other.....

EOR

Sgt. Craig Maines

Mayor
Alice Ruby

Manager
Robert Mawson



Dillingham City Co

Section . Item 2.

Kimberly Johnson
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Perry Abrams

MEMORANDUM

Date: March 28, 2023
To: Lori Goodell, Acting City Manager
From: Anita Fuller, Finance Director
Subject: Monthly Report – March 2023

Acknowledgements and Recognitions:

Statistics: As of date of report.

Cash Receipts: \$1,166,148

All Payments: \$471,396.93 (includes \$184,149.54 for 2 payrolls)

Department Accomplishment and Opportunities:

Accomplishments

- FY23 Shared Fisheries Business Tax received for \$37,499.
- Real Property tax assessment notices mailed out.
- Personal Property tax assessments to be mailed out by end of month.

Staffing changes

- Account Tech I – Cashier: Filled 03/06/2023 by Angelina Olson.
- Account Tech II – Receivables: 03/06/2023 returned from extended leave.
- Account Tech II on call – On-call status.
- Account Tech IV part time – Working remote at 20 hours per week.
- Assistant Finance Director – Position became open 12/14/2022. Position was restructured and advertised as AFD, Purchasing and Disbursements and AFD, Revenue Cycle Manager. Two applicants have expressed interest.
- Account Tech II – New position for payroll and payables support.

Grant Reporting

- LGLR quarterly grant reporting completed

Projects – Progress and Public Impacts:

Audit

- FY22 Audit next visit moved to May 15, 2023, for final work. Carmen Jackson, LLC continues to be retained to provide support and onsite week of 03/27/2023.

Projects

- Development of software to manage personal property tax assessments. On hold due to timing, will use for 2024 tax year.
- Purchase of Questica budgeting software to be implemented June 2023 for FY24 and to be fully utilized with FY24 budget revision and FY25 budget.

Upcoming Calendar Items:

- 15th of each month utility payments due; last day of month utility bills sent
- Denied services notices to be mailed out.
- 04/15/2023 Last day to appeal real property tax assessment.
- 04/30/2023 Last day to appeal personal property tax assessment.

Public Feedback:

- Senior Citizens and Disabled Veterans can apply for an exemption to a portion of real property taxation. Rules on who can apply are detailed in Dillingham Municipal Code 4.15.030.C. The application can be found on the Dillingham website or at the Finance Department at City Hall. Applications are due to the office by February 15; however, a good cause extension is allowed no later than May 25, 2023.
- FAQ, How does a property owner appeal real and personal property tax values? After receiving the Property Tax Assessment Notice mailed out on 03/15/2023, property tax owners can appeal the assessed values within 30 days of the notice. Appeal forms are available on the City of Dillingham website.

List of Attachments: Revenue and Expense Report February 2023.

Revenue and Expense review February 2023 –

Information provided for percentages below 47% or above 87%. Current actuals recognize a net increase to fund balance by \$4,856,499.

General Fund Revenues

- Marijuana continues to be above the expected return.
- Sales tax penalty and interest continues to reflect timely reporting. Will begin force files for business that have not filed reports in 2022.
- Real and personal property tax are recognized at 100%. Real property has been collected at 91% (\$145,496 collected in February). Personal property has been collected at 89%.
- PILT has come in above expected at 105%. Audit review will determine if funds belong to FY22.
- Jail contract not signed, and funding not approved. Acting City Manager continues working with Department of Corrections.
- Leases are as expected. Received annually at end of fiscal year.

- Administrative Overhead is driven by Dock unplanned expenses; other transfers are as expected.

Special Revenues & Other Funds Revenue

- Dock revenue is at 108%, FY22 revenue is still included and will be reduced with audit preparations.
- Harbor revenue is at 21%. This is \$12,321 reduced from last year but can still be recovered.
- Asset Forfeiture revenue is at 10%. Actuals are determined by closed cases with public safety and difficult to predict.
- Senior Center NTS grant has been awarded; staff are actively working on the first two quarter reports.
- Debt services is as budgeted. Audit adjustments have been made correcting a double entry of revenue.

Transfers

- Landfill transfer continues to be low. A combination of landfill fees is at 80% and large projects have not been completed and incinerator has not been running.
- Senior Center transfer has increased due to funding support change. Funding is reduced to 70%.
- Ambulance Reserve transfer is based on 10% of ambulance fee revenue.
- Debt Service transfers as expected based on when payments are due.
- Dock to Harbor transfer is higher than expected due to wages.
- Mary Carlson transfer not completed at this time.

General Fund Expenditures

- Correction expenditures are down due to staffing shortage which contributed to jail closure at beginning of fiscal year.
- Public Work expenditures down due to staffing shortages and projects delayed.
- Transfers down pending debt services reconciliation as part of audit preparations.

Special Revenues & Other Funds Expenditures

- Sewer expenditures are at 44%. Purchase of pumps for lift stations will be recognized in April.
- Dock expenditures are at 108%. Equipment maintenance and damages due to accident have been paid. Insurance proceeds are still in review. Annual leased equipment payment made. Budget revision will be required.
- Harbor expenditures are high due Harbor Master position not being shared with dock and filled with hourly employee.
- Senior Center budget is higher due to grant reporting pending.
- Mary Carlson Estate transfer not completed.
- Ambulance Reserve spending not required at this time.
- Debt services are as expected.
- Equipment replacement expenses are skid steer, Admin truck, sander and plow assembly. Dock top loader has been approved by council 01/12/2023; expense will be recognized when received.

Grant and Bond Revenues/Expenditures

- ANTHC – Grant is fully expended and is in the process of being closed out.
- COVID/ARPA/LGLR - Funds received, lake road E911 duplicate system nearing completion, additional projects pending.
- BBEDC training support was recognized for the Fire Department.
- Bond investment income will be used to cover bond repayment.

Capital Project Revenues/Expenditures

- Insurance Proceeds– Funds received for landfill shop building and downtown fire hall will be kept in reserve until projects begin.

City of Dillingham
 Unaudited Revenues and Expenditures As of February 28, 2023

Data Collected on:
 3/27/2023

Section . Item 2.

	<u>Budget - FY23</u>	<u>02/28/23</u>	<u>Percent</u>	<u>02/28/22</u>	<u>INC/(DEC)</u>	Uncollected
		<u>YTD</u>		<u>YTD</u>		
General Fund Revenues						
General Sales Tax	\$ 3,000,000	\$ 2,400,382	80%	\$ 1,968,000	\$ 432,382	(3,466.99)
General Sales Tax - Remote	400,000	338,346	85%	200,514		
Alcohol Sales Tax	260,000	200,940	77%	152,695	48,245	
Alcohol Sales Tax - Remote	-	1,787		89	1,698	
Transient Lodging Sales Tax	120,000	93,836	78%	74,843	18,993	-
Gaming Sales Tax	65,000	36,432	56%	37,430	(998)	
Tobacco Excise Tax	350,000	202,457	58%	193,150	9,307	
Marijuana Excise Tax	75,000	71,218	95%	-	-	
Penalty & Interest - Sales Tax	20,000	8,146	41%	11,464	(3,318)	(640.13)
Total Sales Tax	4,290,000	3,353,545	78%	2,638,185	506,310	
Real Property Tax	2,410,000	2,375,657	99%	2,078,512	297,145	(190,225.06)
Personal Property Tax	450,000	450,703	100%	477,738	(27,035)	(48,534.24)
Penalty & Interest - Property Tax	70,000	79,304	113%	74,733	4,572	
Total Property Taxes	2,930,000	2,905,664	99%	2,630,983	274,682	
Telephone Gross Receipts State Tax	65,000	-	0%	-	-	
Shared Fisheries	600,000	696,572	116%	772,264	(75,692)	
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%	282,684	(282,684)	
Ambulance Fees	50,000	48,207	96%	11,885	36,322	
Lease & Rental Income	35,000	7,230	21%	-	7,230	
Admin Overhead	130,300	113,401	87%	132,909	(19,509)	
PERS on Behalf	67,126	56,261	84%	138,687	(82,426)	
PERS Forfeiture Fund	20,000	704	4%	13,698	(12,995)	
Other Revenues	145,400	144,679	100%	83,478	61,201	(2,685.52)
Total	2,310,898	1,547,949	67%	1,993,480	(445,531)	
Total	\$ 9,530,898	\$ 7,807,158	82%	\$ 7,262,648	\$ 335,461	
Special Revenue & Other Funds Revenue						
Water	232,087	175,679	76%	156,173	19,506	(37,538.34)
Sewer	457,000	325,971	71%	317,157	8,814	(30,775.76)
Landfill	256,459	205,418	80%	189,979	15,439	(5,032.00)
Port - Dock	721,915	781,306	108%	492,925	288,381	(39,449.34)
Port - Harbor	184,295	37,950	21%	50,271	(12,321)	(6,292.00)
Asset Forfeiture Fund	2,000	203	10%	0	203	
E-911 Service	65,000	44,728	69%	40,547	4,181	
Senior Center (Non-Grant)	40,597	21,618	53%	22,847	(1,229)	

City of Dillingham
Unaudited Revenues and Expenditures As of February 28, 2023

Data Collected on:
3/27/2023

Section . Item 2.

	<u>Budget - FY23</u>	<u>02/28/23</u> YTD	Percent	<u>02/28/22</u> YTD	INC/(DEC)
Senior Center (Grant)	131,000	22,936	18%	33,482	(10,546)
Library (Grants)	123,302	72,423	59%	62,499	9,924
Debt Service	305,000	-	0%	-	-
Equipment Replacement Insurance	-	-		-	-
Mary Carlson Estate	1,000	4,085	409%	(5,055)	9,141
Ambulance Rental	-	16,821		-	16,821
Total	\$ 2,519,655	\$ 1,709,139	68%	\$ 1,360,825	\$ 348,314
Transfers					
<i>From General Fund to Other Funds</i>					
Landfill	340,323	76,966	23%	174,510	(97,544)
Senior Center	184,242	187,830	102%	82,544	105,286
Ambulance Reserve	45,000	4,821	11%	717	4,103
Equipment Replacement	600,000	159,076		56,663	102,413
Capital Projects	-	-		5,201	(5,201)
Debt Service SRF Loans	47,400	42,107	89%	-	42,107
Debt Service School Bond	765,500	-	0%	928,375	(928,375)
Debt Service Firehall Bond	45,000	12,500	28%	13,000	(500)
Debt Service Streets Bond	226,750	65,875	29%	68,375	(2,500)
<i>From Dock Fund to Harbor Funds</i>					
Port - Harbor	54,858	124,476	227%	86,117	38,360
Port - Harbor - Ice Machine	-	380	0%	-	380
Port - Harbor - Bathhouse	13,308	11,502	86%	9,992	1,509
<i>From Department to Department</i>					
Transfer from E911	52,084	33,067	63%	29,427	-
Transfer from Mary Carlson Estate	4,000	-	0%	-	-
Total	\$ 2,378,465	\$ 718,600	30%	\$ 1,454,921	\$ (739,961)
Total Revenues & Transfers	\$ 14,429,018	\$ 10,234,897	71%	\$ 10,078,394	\$ (56,186)

City of Dillingham
Unaudited Revenues and Expenditures As of February 28, 2023

Data Collected on:
3/27/2023

Section . Item 2.

	<u>Budget - FY23</u>	<u>02/28/23</u>	<u>Percent</u>	<u>02/28/22</u>	<u>INC/(DEC)</u>
		<u>YTD</u>		<u>YTD</u>	
EXPENDITURES:					
General Fund Expenditures					
City Council	\$ 85,350	\$ 59,563	70%	\$ 6,611	\$ 52,952
City Clerk	158,775	76,937	48%	81,895	(4,958)
Administration	505,373	329,232	65%	233,212	96,021
Finance	884,069	561,667	64%	409,870	151,796
Legal	60,000	42,960	72%	24,136	18,824
Insurance	313,400	179,973	57%	170,101	9,873
Non-Departmental	0	0		46,918	(46,918)
Planning	213,884	108,744	51%	119,710	(10,966)
Foreclosures	6,000	3,997	67%	380	3,617
IT	282,688	170,094	60%	112,132	57,963
Meeting Hall above Fire Station	0	0		426	(426)
Public Safety Administration	194,510	133,068	68%	124,147	8,921
Dispatch	520,844	330,677	63%	337,618	(6,942)
Patrol	1,010,368	561,431	56%	589,443	(28,012)
Corrections	750,223	291,371	39%	372,991	(81,620)
DMV	60,373	35,570	59%	33,765	1,804
Animal Control Officer	119,767	75,718	63%	68,974	6,744
Fire	344,013	265,384	77%	126,826	138,558
Fire Department Donation	0	193		440	(247)
EOC	0	0		16,794	(16,794)
Public Works Administration	348,747	77,394	22%	71,930	5,465
Building and Grounds	401,788	179,921	45%	176,163	3,758
Shop	505,287	306,908	61%	346,412	(39,504)
Street	484,679	140,151	29%	307,651	(167,501)
Library	169,187	111,437	66%	91,451	19,986
City School	1,300,000	975,000	75%	975,000	-
Transfers to Other Funds	2,254,215	549,175	24%	1,078,318	(529,143)
Total	\$ 10,973,540	\$ 5,566,565	51%	\$ 5,923,313	\$ (356,749)

City of Dillingham
 Unaudited Revenues and Expenditures As of February 28, 2023

Data Collected on:
 3/27/2023

Section . Item 2.

	<u>Budget - FY23</u>	<u>02/28/23</u> <u>YTD</u>	<u>Percent</u>	<u>02/28/22</u> <u>YTD</u>	<u>INC/(DEC)</u>
<u>Special Revenue Funds Expenditures</u>					
Water	243,834	122,707	50%	151,694	(28,987)
Sewer	310,834	135,478	44%	227,674	(92,196)
Landfill	596,782	282,384	47%	387,198	(104,814)
Port - Dock	721,915	781,306	108%	463,426	317,880
Port - Harbor	256,953	199,380	78%	154,456	44,924
Asset Forfeiture Fund	2,000	-	0%	5,880	(5,880)
E-911 Service	52,084	33,067	63%	29,427	3,640
Senior Center (Non-Grant)	219,839	206,634	94%	116,288	90,345
Senior Center (Grant)	136,000	26,331	19%	86,639	(60,309)
Library (Grants)	123,302	76,040	62%	53,219	22,821
Mary Carlson Estate	6,201	1,357	22%	1,417	(60)
Ambulance Reserve Fund	50,478	1,600	3%	9,160	(7,560)
Debt Service SRF Loans	47,400	42,107	89%	-	42,107
Debt Service School Bond	1,065,500	947,875	89%	928,375	19,500
Debt Service Firehall Bond	45,000	12,500	28%	13,000	(500)
Debt Service Streets Bond	231,750	65,875	28%	68,375	(2,500)
Equipment Replacement	600,000	158,034	26%	56,663	101,371
Total	\$ 4,709,872	\$ 3,092,676	66%	\$ 2,752,893	\$ 339,783
	\$ 15,683,412	\$ 8,659,240	55%	\$ 8,676,206	\$ (16,966)
Net Increase (Decrease) to Fund Balances	\$ (1,254,394)	\$ 1,575,656		\$ 1,402,188	\$ (39,220)

City of Dillingham
Unaudited Revenues and Expenditures As of February 28, 2023

Data Collected on:
3/27/2023

Section . Item 2.

	<u>Budget - FY23</u>	<u>02/28/23</u> YTD	<u>Percent</u>	<u>02/28/22</u> YTD	<u>INC/(DEC)</u>
Grant & Bond Revenues					
ANTHC-Lagoon	146,778	143,708	98%	227	143,481
State Public Safety	-	-		1,646	(1,646)
COVID - CARES & ARPA & LGLR	2,786,321	3,086,298	111%	1,004,559	2,081,739
SRF Loan - Lagoon Aeration	670,000	-	0%	-	-
SRF Loan - Waterfront	114,125	-	0%	-	-
SRF Loan - Water	44,000	-	0%	-	-
SRF Loan - Wastewater	60,000	-	0%	-	-
SRF Loan - Landfill	-	15,323		5,320	10,003
Southern Region EMS	-	360		360	-
Curyung-Ice Machine	2,000	597	30%	1,435	(838)
BBEDC Intern Program	56,682	26,120	46%	22,747	3,373
BBEDC Training Reimb	-	15,939		-	15,939
BBEDC Pass Thru	-	-		6,000	-
Bond Investment Income	-	36,777		352	36,425
Total	\$ 3,879,906	\$ 3,325,123	86%	\$ 1,515,429	\$ 1,815,693
Grant & Bond Expenditures					
ANTHC-Lagoon	146,778	146,538	100%	-	146,538
State Public Safety	-	-		1,856	(1,856)
COVID - CARES & ARPA	2,786,321	42,559	2%	472,780	(430,221)
SRF Loan - Lagoon Aeration	670,000	-	0%	-	-
SRF Loan - Waterfront	114,125	-	0%	-	-
SRF Loan - Water	44,000	-	0%	-	-
SRF Loan - Wastewater	60,000	-	0%	-	-
SRF Loan - Landfill	-	-		15,323	(15,323)
Southern Region EMS	-	360		-	360
Curyung-Ice Machine	2,000	1,412	71%	2,072	(660)
BBEDC Intern Program	56,682	26,134	46%	22,747	3,387
BBEDC Training Reimb	-	15,939		-	15,939
BBEDC Pass Thru	-	-		6,000	(6,000)
Total	\$ 3,879,906	\$ 315,785	8%	\$ 606,534	\$ (290,749)
	\$ -	\$ 3,009,338		\$ 908,895	\$ 1,524,944

City of Dillingham
 Unaudited Revenues and Expenditures As of February 28, 2023

Data Collected on:
 3/27/2023

Section . Item 2.

	<u>Budget - FY23</u>	<u>02/28/23</u> <u>YTD</u>	<u>Percent</u>	<u>02/28/22</u> <u>YTD</u>	<u>INC/(DEC)</u>
Capital Project Funds Revenues					
Investment Income	-	-		-	-
Insurance Proceeds - Firehall	-	57,015		-	-
Insurance Proceeds - Landfill Shop Fire	-	214,490		325,016	(110,525)
Total	\$ -	\$ 271,505		\$ 325,016	\$ (110,525)

Capital Project Funds Expenditures					
Major Building Maintenance	400,000	-		-	-
Water Improvements	-	-	0%	-	-
WasteWater Improvements	-	-		-	-
Sewer Lagoon Relocation	-	-		-	-
Other Lift Station	-	-		-	-
Fire Dept Water Damage Repair	-	-		-	-
Landfill New Cell	-	-		-	-
Landfill Shop Fire	-	-		5,201	-
Landfill Groundwater Well	-	-		9,663	(9,663)
Bingman-Harbor cleanup	-	-		-	-
Total	\$ 400,000	\$ -	0%	\$ 14,864	\$ (9,663)
	\$ (400,000)	\$ 271,505		\$ 310,151	\$ (100,862)

	<u>Budget</u>	<u>Actual</u>
General Fund Revenue	\$ 9,530,898	\$ 7,807,158
Special Fund Revenue	\$ 2,519,655	\$ 1,709,139
Transfers In	\$ 2,378,465	\$ 718,600
Grant and Bond Revenue	\$ 3,879,906	\$ 3,325,123
CIP Revenue	\$ -	\$ 271,505
	\$ 18,308,924	\$ 13,831,524
General Fund Expenditures	\$ 10,973,540	\$ 5,566,565
Special Fund Expenditures	\$ 4,709,872	\$ 3,092,676
Grant and Bond Expenditures	\$ 3,879,906	\$ 315,785
CIP Expenditures	\$ 400,000	\$ -
	\$ 19,963,318	\$ 8,975,025
Net Increase (Decrease) to Fund Bal	\$ (1,654,394)	\$ 4,856,499

Mayor
Alice Ruby

Manager
Robert Mawson



Dillingham City Co

Section . Item 2.

Kimberly Johnson
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Perry Abrams

MEMORANDUM

Date: 3/28/2023
To: Lori Goodell, Acting City Manager
From: Patty Buholm, Planning Department
Subject: Monthly Report – FEBRUARY 2023

Acknowledgements and Recognitions:

I appreciate the collaboration with the Alaska Native Tribal Health Consortium's (ANTHC) Maicel Fuhriman and Cy Two Elk for partnering with the Planning Department to complete the Alaska Community Housing Assessment (ACHA) in Dillingham. A special thanks to both Curyung Tribal Council and the Native Village of Ekuk Tribe for being project supporters during this effort to complete the ACHA within Dillingham.

A huge "Thank You" to thank all the community members that welcomed myself and Maicel as we showed up on doorsteps or called by phone as we completed this section of the assessment. This assessment would not be successful without your participation.

Department Accomplishment and Opportunities:

I was able to attend a 5-day training session in Anchorage for Floodplain Management Training. An overhaul of the floodplain information on the City website and all associated documents have been and will continue with correction as they are both in need of improvement.

Projects – Progress and Public Impacts:

- Maicel Fuhriman from ANTHC traveled to Dillingham on February 11th and assisted the Planning Department with the door-to-door portion of the Housing Assessment. The assessment started on Saturday (3/11/23), then ran through until the plane departed on Wednesday 2/15/2023. Many homes were visited and applications for the ANTHC Scattered Sites were given to residents who stated they were experiencing either well or septic issues. Other issues that were discussed were address corrections, owner corrections, were the well or sewer shared with neighbors or other residential units on the property, are the residents tied into City Infrastructure (water or sewer), and if any corrections needed to be noted by request of the property owner, mostly address corrections. This will be an ongoing process until Maicel's last day at ANTHC on 4/12/2023.

- Wastewater Lagoon Generator has been purchased and I have been working Raven Electric on the final details of this project, including the concrete pad that will need to be engineered for the weight of the generator and fuel tank as well as the stub-ups that will need to be installed for the incoming/outgoing power lines.
- Raven Electric will be in Dillingham sometime in March to complete the cut-over of power from overhead to the already buried lines in the Dock area to eliminate the power poles that are in the Dock lot area.
- Cross Training occurred on 2/22/23 for the Burial Permitting with Clara Chapman from Public Works and with Greta Hayden-Pless and Kelsa Brandenburg from Human Resources/Administration to cover while I was away at the Floodplain Management Training.

Upcoming Calendar Items: The March Planning Commission meeting was canceled.

Public Feedback:

Permits Issued: one Burial

Land Use Permit:

Floodplain Permit:

List of Attachments: ACHA flyer



ALASKA COMMUNITY HOUSING ASSESSMENT

Dillingham

The goal of this project is to update rural Alaskan community housing information in order to accurately represent the current status of sanitation facilities to federal, state and local funding agencies. Accurate housing and sanitation data is required for sanitation funding eligibility. This project will identify the number of occupied homes in Dillingham and their current water and wastewater systems. It is currently being developed at the Alaska Native Tribal Health Consortium (ANTHC).

How will the information be collected?

The data for this project will be collected via community collaboration City of Dillingham. A historical map and corresponding table will be used to verify the number of occupied homes in Dillingham.

Why is this information important?

When funding agencies consider funding a sanitation facility project in Dillingham, the number of homes and types of water and wastewater systems are reviewed. However, many times this information is outdated, misrepresenting the current state of sanitation facilities to funding agencies. By updating this information, funding agencies and ANTHC will have a current understanding of the state of sanitation facilities in Dillingham.



Project Supporters:
Curyung Tribal Council
Ekuk Village Council
Project Collaborator: City of Dillingham

*Thank you for participating in this project.
We look forward to working with you.*

ANTHC Dillingham Project Manager: Cy Two Elk Office: (907) 729-4097 · Email: catwoelk@anthc.org



ALASKA NATIVE
TRIBAL HEALTH
CONSORTIUM

Optimizing health and well-being through
collaborative partnerships and services

Mayor
Alice Ruby

Manager
Robert Mawson



Dillingham City Co

Section . Item 2.

Kimberly Johnson
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Perry Abrams

MEMORANDUM

Date: 3/28/2023
To: Lori Goodell, Acting City Manager
From: Patty Buholm, Planning Department
Subject: Monthly Report – March 2023

Acknowledgements and Recognitions:

A special thanks to Basil Tilden in the Finance Department for the assistance in updating the MARS property cards. The MARS software is critical to having correct land ownership in the City Maps.

United Tribes of Bristol Bay (UTBB) did an excellent job on putting together and executing a Sustainability Summit in March, thanks to all that made this summit inclusive with the presentations and many resources that affected Class 1 Cities.

Department Accomplishment and Opportunities:

While in Anchorage for the Floodplain Management course, I was able to meet with Tyler Ellingboe with Bristol Environmental to check on the status of the Landfill Groundwater Wells Monitoring status and introduce myself to Tyler. At this time there are no new developments as he is also waiting for a response from the Alaska DEC if the wells still have to be monitored quarterly or bi-annually.

Attended the UTBB Sustainability Summit on March 23 – 24, 2023. Many local and regional participants were in attendance. This summit was extremely beneficial to attend as many at the summit shared ideas and resources.

Projects – Progress and Public Impacts:

- Maicel Fuhriman from ANTHC and I continue to meet on a weekly basis in an attempt to complete the housing assessment (ACHA) for Dillingham. We are continuing to call people, and I do “site visits” with her on the phone so our information is as accurate as possible.
- An email was sent to Bristol Engineers in request of engineering a concrete pad for the generator that will be located at the Wastewater Lagoon. Due to the weight and specifications of the arctic cover, it is best to have the pad engineered.
- Raven Electric is in Dillingham now 3/28/23 through 3/31/23 to complete the cut-over to underground power for the Dock and Sea Inn. The poles will be stripped of the overhead lines by Nushagak Cooperatives and will be removed later, after the

snow and ground thaw enough to remove. This will increase the usable land for Dock crew for storage of containers/freight while unloading barges.

- Communication with the Green Star program has been frequent. Conversations surround aspects of the Landfill findings and what improvements can be made. With the assistance of the Green Star program director, Joy Britt, a submission for \$4,719,678.00 was made through the Murkowski Appropriation. This will be third on the list for requests from the City of Dillingham, however very much needed. I do realize there is a slim chance of receiving the funding, but I will continue to be hopeful that the funding is awarded.
- I continue to work with the Bristol Bay Area Health Corporation, Environmental Health Office, the Public Health Commissioned Corp Officers, and ANTHC to increase the Best Practice Scores that affect the water and wastewater scores so additional funding opportunities become available to the City of Dillingham. Public Works Department and the Water/Wastewater Operator have been instrumental in increasing this score.
- The FEMA Floodplain training brought to light that more public outreach and education needs to occur in Dillingham about building and floodplains. I am working with Scott Van Hoff of FEMA to come to Dillingham in the early part of April to complete education on Building Codes, building within the Floodplain, and general education for Floodplain Insurance requirements as Dillingham is a participating member of the National Floodplain Insurance Program (NFIP).
- The land commercial assessment that was completed by the Alaska Appraisal and Consulting Group in April 2022 was delayed. They are on the final stages of completing the Commercial Appraisal of the Harbor properties. Once these are finalized, I will share the reports.
- I continue to work with updating the City Map, correcting addresses, with Alaska Map Company. Gary Greenburg, owner/operator of Alaska Map Company does plan on a site visit to Dillingham to train staff how to correct issues with the map, upload correct locations of manholes, fire hydrants, etc. Both the iPads and the Trimble were mailed to Gary to be updated with the newest software and check the accuracy of the Trimble. The tripod for the Trimble is now missing so another one will have to be ordered as the Trimble will not give accurate readings without it.
- The Harbor Dredging Contract went out for bid by the Army Corp of Engineers, and a Preconstruction Conference was held on March 17, 2023. One contractor was present for the pre-construction meeting. Once I am notified the contract has been awarded, I will share those results.

Upcoming Calendar Items:

FEMA public education, April 2023

Public Feedback: Many thankful phone calls for the Public Works and clearing snow.

Permits Issued: one, Burial

Land Use Permit:

Floodplain Permit:

List of Attachments: Floodplain Management Trip Report, UTBB Flyer

2023 Bristol Bay Sustainability Summit Agenda		
Day 1	March 23	
Time	Presentation <i>*all presentations will be held in HS Gym unless otherwise noted*</i>	Speaker & Organization
8:00 AM	Registration Opens & Continental Breakfast	XX
8:30-9:00	Opening Remarks & Welcome	MC- Curyung/City of Dillingham/Summit Co-Sponsors
9:00-9:15	Yuraq Performance	DMHS Yup'ik Dancers
9:15-9:45	Keynote Address	AlexAnna Salmon, Igiugig Village Council
Community Economics & Quality of Life		
9:45-10:25	Community Development Through Community Planning	Shanna Zuspan & Tanya Iden, Principal::Owners, Agnew::Beck Consulting
10:25-10:45	Resources for Tribal and Municipal Governments	Erin Reinders, Alaska Municipal League
10:45-11:00	Coffee Break- Sponsored by: Ocean Beauty Seafoods	
11:00-12:00	Breakout Sessions	
Option #1	Community Infrastructure: Housing Breakout-- <i>in HS Gym</i>	
11:00-11:15	Housing and Urban Development	Brenda Akelkok, Bristol Bay Housing Authority, Executive Director
11:15-11:30	Access to safe, quality, affordable housing in Alaska	Daniel Delfino, Alaska Housing Finance
11:30-11:45	Water & Sewer Infrastructure Planning	George Larsen, BBAHC Environmental Health Program
11:45-12:00	Sanitation Infrastructure and ANTHC Community Assistance	Victoria Jelderks, ANTHC DEHE, Senior Project Manager
Option #2	Infrastructure Funding Sources Breakout -- <i>at Curyung Tribal Center</i>	
11:00-11:20	Infrastructure Funding Strategy	Erik OBrien, Denail Commission
11:20-11:40	DOT & PF Projects	Judy Chapman, State of AK DOT&PF, Deputy Director of Planning
11:40-12:00	Update on federal infrastructure opportunities	Erin Reinders, Alaska Municipal League
12:00-1:00	Lunch Provided	
1:00-2:00	Breakout Sessions	
Option #1	Small Business Funding Sources & Opportunities -- <i>at Curyung Tribal Center</i>	
1:00-1:15	BBNC 8(a) Program	Romina Bentz, Bristol Bay Native Corporation Vice President Government Contracting
1:15-1:30	McKinley Alaska Growth Capital	Julie Woodworth & Madison Binkley, McKinley Alaska Growth Capital
1:30-1:45	Alaska Division of Investments Business Development Resources	Sandra Holst, Alaska Division of Investments
1:45-2:00	AKSBDC Resources for small business development	Jon Bittner, Alaska Small Business Development Center
Option #2	Small Business Panel -- <i>in MS Gym</i>	
1:00-2:00	Fritze Furs	Annie & Todd Fritze
	JD Sales & Services	JD Bennis
	Triple L Repair	JJ Larson, part owner
	Bristol Bayking	Kyrstin Arellano
Option #3	Energy: Nuyakak Hydroelectric Project Update, Renewable Energy Resources -- <i>in HS Gym</i>	
1:00-1:20	UAF Sustainable Energy Program and Our Community	Eric Goddard and Chandler Kemp, University of Alaska Bristol Bay Campus, Assistant Professors of Sustainable Energy
1:20-1:40	Clean Energy Development In Bristol Bay and Beyond	Brian Hirsch, DeerStone Consulting, CEO
1:40-2:00	Nuyakuk Hydro Electric Project Update	Will Chaney, Nushagak Cooperative & Cory Warnock, McMillen
2:00-2:15	Coffee Break- Sponsored by: Ocean Beauty Seafoods	
Education Employment & Training		
2:15-3:00	Small Business Development Resources	Madison Binkley & Julie Woodworth, McKinley Alaska Growth Capital
3:00-3:30	Caliaq Program- Regional Youth Employment Program	Annie Fritze, BBNC
3:30-4:00	Cuilistet Program- Young Leaders Program	Kristina Andrew, BBNA
4:00-4:15	UAF Bristol Bay Campus Tribal Governance Program	Laura Zimin, Assistant Professor UAF Tribal Governance Program
4:15-5:10	Bristol Bay regional WFD Consortium	Carol Wren & Casey Sifsos, BBNC
5:10-5:15	Closing Remarks - Door Prizes	
5:30-6:15	Action Planning & Support Session *optional*	
6:30-8:00	Cultural Celebration & Feast @ DHS Gym	

2023 Bristol Bay Sustainability Summit Agenda		
Day 2	March 24	
Time	Presentation <small>*all presentations will be held in HS Gym unless otherwise noted*</small>	Speaker & Organization
8:00 AM	Registration Opens & Continental Breakfast	XX
8:30-8:45	Welcome Back & Door Prizes!	MC
Community & Cultural Wellbeing		
8:45-10:00	Why We Hurt	Opioid Prevention Team, BBAHC
10:00-10:45	Small Group Reflections	Opioid Prevention Team, BBAHC
10:45-11:00	Coffee Break- Sponsored by: Trident Seafoods	
11:00-11:15	BBNCEF- Cultural & Language Revitalization	Kay Larson-Blair, BBNCEF Cultural Heritage Program Officer
11:15-11:30	Iliamna Communities Teaching Culture Through Native Language	Atkiq Ilutsik-Snyder, Igiugig Career Counselor
11:30-12:00	Dialogue Circles: Community & Regional Recommendations	UTBB/BBAHC/BBNCEF
12:00-1:00	Lunch Provided	
Our Lands and Waters		
1:00-1:30	Climate change and Bristol Bay fisheries-what should we expect and what can we do about it?	Daniel Schindler, Professor of Aquatic and Fisheries Sciences, University of Washington
1:30-2:00	Board of Fish 2022/23 Report	Gary Cline, BBEDC Regional Fisheries Director
2:00-2:30	Where to now? Renewing conversations on restoring fisheries access in Bristol Bay	Rachel Donkersloot, PhD- Coastal Cultures Research
2:30-2:45	Coffee Break- Sponsored by: Trident Seafoods	
2:45-3:15	Bristol Bay National Wetlands Inventory	Daniel Cheyette, BBNC Senior VP Lands & Resources & Sydney Thielke, USFWS Wetlands Regional Director
3:15-3:45	Community-Based Environmental Monitoring in Bristol Bay	Mary Hostetter & Bill Kane, Igiugig Village Tribal Stewards
4:00-4:30	Permanent Protections for Bristol Bay & What's Next	Alannah Hurley, UTBB Executive Director & Matt Newman, NARF Senior Staff Attorney
4:30-4:45	Closing Circles & Evaluations	Summit Planning Team
4:45-5:00	Closing Remarks/Door Prizes	MC



City of Dillingham Trip Report

1. Course/Class/Conference Name:

E0273: Managing Floodplain Development Through the NFIP

2. Date(s) attended/location:

Course Dates: 2/27/2023 through 3/03/2023

Course Location: Robert B Atwood Building

3. Participant(s):

Patty Buholm, Planning Director

4. Main topic(s):

Floodplain Development and Management

5. Detailed discussion of training/event:

This course reviewed the Floodplain Management and what details of being a Floodplain Manager's responsibilities. This training stressed the importance of how being a National Floodplain Insurance Program (NFIP) participating community affects the ability to apply for assistance during or after a flooding event.

6. How it could/will impact the City of Dillingham:

The National Floodplain Act was started in 1968 and the Flood Disaster Protection Act of 1973. The first visit to Dillingham by the Federal Emergency Management Agency (FEMA) in 1978. Studies including gathering stories of previous flood events, mapping and some aerals were completed. Over a course of 2 years (January 1977 – October 1979) and massive amounts of research were the development of the Floodplains maps in Dillingham.

Dillingham has been a participating member of the NFIP since the release of the maps and the Flood Insurance Study booklet in March of 1982.

NFIP is a program that was created by Congress with the main purposes of this is to reduce flood damage by limiting development in the identified floodplains and sharing knowledge of Insurance coverage, especially flooding.

If the NFIP is not enforced and permitting not followed, Dillingham could be moved to a probationary status or expelled from the NFIP. The NFIP does cover flood events when created by natural rise of water level. If Dillingham does not follow the NFIP standards, all insurance rates would increase within the floodplain. Homes located outside the floodplain may not have funding available and insurance for other homes or financially funded homes may be lost due to lending institutes making the NFIP a regular standard in insurance.

It is critical to implement the process' set by FEMA so these options are available to the community members of Dillingham.

7. Recommendations for the City of Dillingham:

- Update the all forms pertaining to the NFIP.
- Re-establish the process' set by Dillingham Municipal Code (DMC), Chapter 15.04 for the Floodplain Management.
- Re-establish the permitting process
- Public Outreach and Education for community members of Building Codes and Floodplain Insurance.

Signed: _____


Patty Buholm

Date: 3/20/2023



MEMORANDUM

DATE: 03/24/22

TO: Robert J Mawson

FROM: Scott Runzo FDC

SUBJECT: February/March Monthly Report

STAFF REPORT

- **Rescue and fire calls**
- **43 EMT/ EMS calls**
- **3 Fire calls**

Fire/EMS activity:

- Testing for volunteers Scott Pak scheduled for April 12-14
- Scott Pak service will be performed on April 12-14
- Fire department and EMS provided EMS services for Beaver Round and did an open house.
- EMS/prevention has attended both job fairs in Dillingham.
- EMS has Coordinated CPR class with State troopers.
- Beginning the process of recruiting for summer EMTs. It looks like we might be able to fill these positions with local individuals. Interviews will start next week.
- 4 weekly training sessions covering fire and EMS.
- Eng 1 and tanker 5 will be worked on by an outside vendor at the beginning of May.
- We have two new certified EMTs.
- Added Janice Cox as a new member of the Department.
- Four-day fire training starts this week, Thursday through Saturday. The trainers are from the Fairbanks Fire department. We have 9 people who signed up to do the training.
- The fire department is in the pre-planning stages of producing a long-term plan for a new fire station. Decisions need to be made by the city manager and planning for direction.
- Working with Alekengik fire and other areas outside the city limits.

Mayor
Alice Ruby

Manager
Robert Mawson



Dillingham City Co

Section . Item 2.

Kimberly Johnson
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Perry Abrams

MEMORANDUM

Date: March 28, 2023
To: Lori Goodell, Acting City Manager
From: Sonja Marx, Librarian
Subject: Monthly Report

Acknowledgements and Recognitions:

Our Librarian Assistant hired last December under the LINKED grant, unfortunately resigned in March. We advertised the position again, interviewed, and hired Helen Nelson. She started March 28th. A big “thank you” to Jenny Bennis for her time with us this winter at the library. We appreciate having the extra staff provided under this grant.

Department Accomplishment and Opportunities:

The Librarian, along with the Alaska E-rate Coordinator for Schools and Libraries, completed and certified USAC Form 471 on March 28th after receiving 5 possible bids for internet services for the library for FY24 (July 1, 2023 – June 30, 2024). After many, many years of having GCI as our provider, we have accepted this year, the bid from another provider. We appreciate that GCI was able to put the infrastructure in place years ago so the Dillingham Public Library could be connected to other libraries in the state through the Alaska OWL program as well as providing internet service for us here.

Projects – Progress and Public Impacts:

The Library is working on the PLA grant for FY24 that is due April 1st. The Dillingham Public Library has been awarded this grant from the Alaska State Library each year for @\$7,000 to purchase materials for the library such as books & audio visuals, along with the supplies needed to process them. However, this year we heard the PLA grant might be reduced to @\$2,300. The Librarian went to the LIO office here in Dillingham to testify during the Finance Committee hearing on the State Budget to say just how important this funding is to our library, as well as to the other 86 public library facilities in Alaska that received the PLA grant last year, and we asked for it to be restored.

Upcoming Calendar Items:

See dates and times below for the next LAB and FOL meetings.

Public Feedback:

From the stats listed below, more and more patrons are visiting the library to check out materials and use the internet than in previous months.

Since the time we extended our hours on Mondays (starting February 27th), we have seen 24 more patrons come into the library between 4 – 6 pm over the last month. People are becoming aware that we are now open longer on both Mondays and Fridays (until 6 pm).

List of Attachments:**Library Stats report February 20th – March 26th, 2023:**

**Patron Visits: 694 Computer Use: 53 Wireless Use: 498
Story Hour: 27 Museum Use: 69 Game Night: 22
AWE Station Use: 2 Volunteer Hours Logged: 1**

Next Friends of the Library meeting is 10 am Saturday, April 1st at the library.

Next Library Advisory Board meeting is 5:30 pm Thursday, May 11th at the library.

Game night will continue every other Friday night starting April 14th.

Standing Committee Reports



FINANCE AND BUDGET COMMITTEE

Monday, February 27, 2023 at 5:30 PM

CALL TO ORDER

The Finance and Budget Committee met on Monday, February 27, 2023, in the City Council Chambers, Dillingham, AK, and via Zoom video conference call. Mayor Alice Ruby called the meeting to order at 5:30 p.m.

ROLL CALL

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

Alice Ruby	Lori Goodell	Perry Abrams
Anita Fuller	Curt Armstrong	Aksel Buholm

APPROVAL OF MINUTES

- Minutes of January 16, 2023, Finance & Budget Committee

MOTION: Lori Goodell moved, and Perry Abrams seconded the motion to approve the minutes of January 16, 2023.

VOTING: the motion passed by unanimous consent.

APPROVAL OF AGENDA

MOTION: Anita Fuller moved, and Perry Abrams seconded the motion to approve the agenda

VOTING: the motion passed by unanimous consent.

STAFF REPORTS

- January Financial Report
 - Overall, the budget is doing well.
 - Most business licenses have been completed.
 - Marijuana excise tax at 88%. This is above expectations.
 - FY22 Audit scheduled in May thus will incur a late finding.
 - The FY22 audit will have a late file finding.
 - Contact Carmen Jackson's Accounting Firm to assist further with audit.
 - Explore additional options to expediate FY22 Audit
 - Revenue is showing higher, overall percentage, 204%
 - Working with AML for online sales taxes reports, reduce staff time and bring into compliance with contract.
- Staffing Report
 - Senior Center awarded \$91,000 from Nutrition, Transportation, and Support Services Grant, less than what originally budgeted for.
 - Dock expenses are high, due to equipment repairs.
 - Interest expressed in the two Assistant Finance Director positions.
 - Letters will go out to businesses with 2022 business license but have not renewed.

- Notifying businesses of change in tax forms, 1% discount removed in code.
- Recommended to look for outside additional assistance.
- Budgeting workshops for FY23 revision and FY24 budget session to begin in April.

COMMITTEE BUSINESS

4. FY24 DCSD Budget Overview

- School representatives present: Amy Brower, superintendent, and Phil Hulett, business manager.
- Draft budget for FY24 presented.
- Joint school board and City Council meeting to be scheduled.
- Final DCSD Budget expected end of March.
- Further investigation of current in-kind City donations

5. Questica Software Purchase

- Current Accounting software is Accufund.
- Integrates with Accufund.
- Questica will easily produce revenue and expense reports, eliminating creation in Excel, which is labor intensive and has potential for errors.
- Provides flexible data viewing options for public.
- Estimated integration 6 months to avoid negative impact to Finance Department.
- Benefits: GFOA compliance, public transparency, and decrease staff time.
- Researched Tyler Technologies, Caselle, and ClearGov
- Assists with timely reporting to State of Alaska.
- 5-year contract includes software trainings
- Create timeline with Carmen Jackson’s Accounting Firm to present to City Council meeting March 2nd to assist with onboarding.

PUBLIC/COMMITTEE COMMENT(S)

Citizen Present: Susan Isaac

- Noted Anita Fuller does a great job for the city.
- Commented new computer program seems affordable.
- Encourage Finance Committee to give school \$1.1 million, instead of 1.3 million, noting other needs City has.

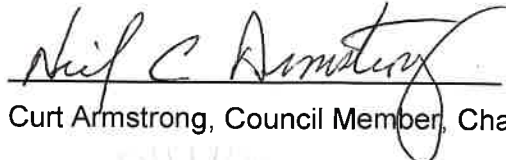
Committee Comments:

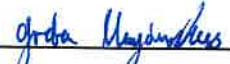
- Requested Fish Tax be placed on next Finance and Budget Committee agenda.
- Commented Chris Hladick offered on-site meetings and discussions.
- Thanked Anita Fuller for generating report.

ADJOURNMENT

The meeting adjourned at 7:15 p.m.

ATTEST:


 Curt Armstrong, Council Member, Chair



 Greta Hayden-Pless, Acting City Clerk

Approval Date: March 20, 2023



NOTICE OF A PUBLIC HEARING

Ordinance No. 2023-01

Ordinance No. 2023-02

The City of Dillingham will hold a **Public Hearing** on Thursday, April 6, 2023 at 7:00 P.M. for the purpose of taking comment from the public on the following ordinance:

- *Ordinance 2023-01; An Ordinance Of The Dillingham City Council Amending Section 2.09.080 Order Of Business To Include The Pledge Of Allegiance*
- *Ordinance 2023-02; An Ordinance Of The Dillingham City Council Amending Section 2.68.110 Order Of Business To Include Citizen Comments*

If you have any questions, please contact the City Clerk's office at (907) 842-5212 or email cityclerk@dillinghamak.us.

Introduced ordinances are available on the city website: <https://www.dillinghamak.us/ordinances>

Ordinances And Resolutions



Council Meeting – Regular
Meeting Date: April 6, 2023
Introduced, March 2, 2023
Public Hearing Scheduled, April 6, 2023
Submitted By: Code Review Committee

Information

TITLE

Ordinance 2023-01; An Ordinance Of The Dillingham City Council Amending Section 2.09.080 Order Of Business To Include The Pledge Of Allegiance

Ordinance 2023-02; An Ordinance Of The Dillingham City Council Amending Section 2.68.110 Order Of Business To Include Citizen Comments

RECOMMENDED ACTION

I move to adopt Ordinance 2023-01 and Ordinance 2023-02.

SUMMARY OF ISSUE

Ordinance 2023-01, will amend the order of business for regular city council meetings to include the Pledge of Allegiance to be agenda item 3, following roll call.

Ordinance 2023-02 provides an allotted time for citizens to speak on matters on the presented agenda to the city council members. This increases the current open communication between the public and the city council.

CODE ORDINANCE

Introduced: March 2, 2023
Public Hearing: April 6, 2023
Adopted: April 6, 2023

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2023-01

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING SECTION 2.09.080 ORDER OF BUSINESS TO INCLUDE THE PLEDGE OF ALLEGIANCE

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

Section 1. Classification. This is a code ordinance.

Section 2. Amendment to Section 2.09.080(A). Dillingham Municipal Code Section 2.09.080(A) is hereby amended to read as follows [new language **underlined and emboldened** and deleted text displayed in ~~strike-out font~~]:

2.09.080 Order of business.

A. The order of business for the regular meetings of the city council shall be as follows:

- 1. Call to order;
- 2. Roll call;
- 3. Pledge of allegiance;**
- ~~4.3.~~ Approval of minutes;
- ~~5.4.~~ Approval of consent calendar and regular agenda;
- ~~6.5.~~ Staff reports;
 - a. Strategic plan report,
 - b. City manager and staff reports,
 - c. Standing committee reports;
- ~~7.6.~~ Public hearings;
- ~~8.7.~~ Citizens' comments (prior notice or agenda items);
- ~~9.8.~~ Ordinances and resolutions;
- ~~10.9.~~ Unfinished business;
- ~~11.10.~~ New business;
- ~~12.11.~~ Citizens' comments (open to public);
- ~~13.12.~~ Council discussion;

~~14.13~~. Mayor's discussion;

~~15.14~~. Adjournment.

Section 3. Effective Date. This ordinance is effective upon adoption.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on April 6, 2023.

Alice Ruby, Mayor

[SEAL]

ATTEST:

Lori Goodell, City Clerk

CODE ORDINANCE

Introduced: March 2, 2023
Public Hearing: April 6, 2023
Adopted: April 6, 2023

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2023-02

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING SECTION 2.68.110 ORDER OF BUSINESS TO INCLUDE CITIZEN COMMENTS

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

Section 1. Classification. This is a code ordinance.

Section 2. Amendment to Section 2.68.110(A). Dillingham Municipal Code Section 2.09.080(A) is hereby amended to read as follows [new language **underlined and emboldened** and deleted text displayed in ~~strike-out font~~]:

2.68.110 Order of business.

A. The order of business at regular meetings shall be:

1. Call to order;
2. Roll call;
3. Approval of minutes;
4. Approval of agenda;
5. Communications:
 - a. Communications to the planning commission,
 - b. Planner’s report;
 - ~~c. Citizen’s comments on items not on the agenda;~~
6. Public hearings;
- 7. Citizen comments**
- ~~8.7.~~ Unfinished business;
- ~~9.8.~~ New business;
- ~~10.9.~~ Commissioner comments;
- ~~11.40.~~ Adjournment.

Section 3. Effective Date. This ordinance is effective upon adoption.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on April 6, 2023.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2023-07

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING CHANGES TO 10.08 DRUG FREE WORKPLACE POLICY IN THE PERSONNEL REGULATIONS

WHEREAS, the City of Dillingham’s Personnel Regulation 10.08 Drug Free Workplace Policy revision is considered necessary to bring the policy in line with State of Alaska statutes; and

WHEREAS, the revisions also address personnel issues that have been experienced with how the policy is currently written; and

WHEREAS, the City believes it is essential to have clarity and transparency for its employees, and supervisors; and

WHEREAS, changes to the policy are noted as: deletions indicated by ~~strikeout~~, additions indicated by **bold and underline**.

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council authorizes the revision to section 10.08 in the City of Dillingham Personnel Regulations as shown in attachment A.

PASSED and ADOPTED by the Dillingham City Council on March 2, 2023.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

Resolution 2023-07 Attachment A

City of Dillingham Drug Free Workplace Policy

10.08 DRUG FREE WORKPLACE POLICY ~~The City of Dillingham has adopted a Drug Free Workplace policy as an integral part of these Personnel Regulations. All employees must sign the policy as a condition of employment.~~

~~Supervisors, department heads, and/or the City Manager may direct a City employee, during regularly scheduled work hours, to submit to a breathalyzer and/or other medical test, if the employee exhibits behavior or actions that would indicate that he/she is under the influence of any intoxicant, non-prescription, hallucinogenic or narcotic drug. Refusal of the employee to take such a test will be grounds for disciplinary actions, up to and including dismissal.~~

It is the policy of the City of Dillingham, that the unlawful manufacture, distribution, dispensation, use or possession of any alcoholic substance or drugs, including barbiturates, hallucinogens, marijuana, or derivatives, cocaine, opium, heroin or other mind-altering substance, other than prescribed medication, during working hours shall be prohibited.

Additionally, employees shall not take such substances during lunch hours, or shall not report to work at any time within eight hours of such use of such substances. Employees shall not transport such substances in vehicles or equipment owned by the City.

CITY OF DILLINGHAM GENERAL ALCOHOL AND DRUG TESTING

1 POLICY

It is the policy of the City of Dillingham, that the unlawful manufacture, distribution, dispensation, use or possession of any alcoholic substance or drugs, including barbiturates, hallucinogens, marijuana, or derivatives, cocaine, opium, heroin or other mind altering substance, other than prescribed medication, during working hours shall be prohibited.

Additionally, employees shall not take such substances during lunch hours, or shall not report to work at any time within eight hours of such use of such substances. Employees shall not transport such substances in vehicles or equipment owned by the City.

2 INDIVIDUALS SUBJECT TO TESTING

2.1 Safety class and Operators. Any person who is a public safety employee, or an employee who operates a city owned vehicle or equipment within City limits may be subject to mandatory or random drug and alcohol tests. Holders of Commercial Drivers Licenses (CDLs) are subject to federal requirements for drug testing whose violation can result in loss of employment. CDL requirements are in addition to the general drug testing provisions of this policy.

2.2 All Employees. All City employees are subject to reasonable suspicion testing outlined below.

2.3 Job Applicants. Candidates for certain jobs may require drug testing, as designated by management, regardless of whether the job applicant is a current City employee. Such designations are subject to change. It is the responsibility of a job applicant to inquire to learn whether drug testing is required for that position.

3 CIRCUMSTANCES WHICH TESTING MAY BE REQUIRED

3.1 Reasonable Suspicion Testing. If a supervisor, department head, or the City Manager has reasonable suspicion that an employee is under the influence of alcohol or a prohibited drug, which suspicion is supported by current and specific information concerning the employee's behavior, appearance, speech or odor, immediately before, during, or immediately after the employee has been on duty in any job, the supervisor shall

- (a) immediately stop the employee's work;
- (b) complete the Supervisor Reasonable Suspicion Checklist;
- (c) inform the employee of the suspicion of alcohol and/or drug use and of the supervisor's determination that a drug or alcohol test should be administered. (If practical, the supervisor will arrange for the presence of a second supervisor or other witness during this notification to the employee.);

- (d) contact the program administrator to arrange for the employee to be tested; and
- (e) have the employee transported directly to and from the testing facility and driven home or, if the test is known to be negative or at management's discretion other duties can be assigned under the circumstances, returned to the work site after the test.

The employee may request a confirmation test. If the test results are not immediately known, the employee will be placed on paid administrative leave until the test results are available.

Supervisors shall complete a Reasonable Suspicion Checklist within 24 hours after the supervisor's initial determination that an employee appears to be under the influence of alcohol or drugs, or before the results of the test are released, whichever is earlier.

If the test does not occur within 2 hours after the supervisor's initial determination, the supervisor shall document the facts and circumstances giving rise to the delay.

To ensure the safety of others, any employee who knows or suspects that another employee is under the influence of drugs or alcohol shall report this suspicion to the observing employee's supervisor immediately.

3.2 Confirmation Testing. All positive drug and alcohol tests shall be verified via approved confirmation test methods, as required.

4 SUBSTANCES WHICH TESTING MAY BE REQUIRED

4.1 Prohibited Drugs. The manufacture, distribution, dispensation, use or possession of any drugs, including barbiturates, hallucinogens, marijuana, or derivatives, "spice" or synthetic cannabinoids, cocaine, opium, heroin, or other mind altering substance, other than prescribed medication, during working hours shall be prohibited. Employees shall not arrive for work under any degree of impairment from such prohibited substances.

4.2. Prescribed Drugs. Safety-sensitive employees covered under 2.1, above, may have additional limitations on prescription drug use. However, all employees may use prescription drugs during the workday only as lawfully prescribed, within the safety labels of the drug, and only within the directions given by their state licensed medical doctor. Prescribed drug use shall not adversely affect an employee's performance, impair the safety of the employee's work, or create a perception of impairment among coworkers. Employees are responsible for understanding the effect of prescription drug use on their work and talking to management or taking time off to prevent being under the influence, or the appearance of being under the influence, during the workday, and may be subject to discipline for failing to do so. Employees who appear impaired will be subject to the same provisions across this policy, regardless of whether the impairment was due to prescription drug use or illicit drug use. Third-party drug testers may return a "negative" result for tests showing drug use within the bounds of a valid prescription. Regardless of this or of whether a third-party drug test has been completed, however, the employer may take steps to prevent impairment, including but not limited to

requiring the prescribing doctor to certify that the drug use will not impair or make unsafe performance of job duties, or requiring a confidential accounting of prescription drugs being taken to the Human Resources Manager or designee.

4.3 Alcohol. The use or possession of any alcoholic substance during working hours shall be prohibited. Employees shall not arrive for work under any degree of impairment from alcohol.

5 TESTING METHODS AND COLLECTION PROCEDURES

5.1 Drug Testing. Drug tests will be conducted via urinalysis. Samples will be collected and testing administered by a third party lab according to industry best practices and the standards of AS 23.10.645. Tests shall be performed under reasonable and sanitary conditions with maximum amount of privacy given to the employee. Cutoff levels to determine a positive test result are defined by the US Department of Health and Human Services.

5.2 Alcohol Testing. Alcohol tests will be conducted via breath or blood test. Samples will be collected and testing administered by either a third party lab or the City police department. The Tests shall be performed under reasonable and sanitary conditions with maximum amount of privacy given to the employee. Cutoff levels to determine a positive test result is .02 percent blood alcohol by breath or blood test.

5.3 Confirmation Testing. All positive drug and alcohol tests shall be verified via approved confirmation test methods. Drug testing confirmation shall be by mass spectrometry. A licensed physician or doctor of osteopathy will review the results of any positive confirmation test with the employee within 48 hours of the positive result.

5.4 Time of Testing. The City shall normally schedule drug tests during or immediately before or after a regular work period. Testing time shall be considered work time with the City paying the entire actual costs for the drug tests as well as reasonable transportation costs if the test is conducted at a location other than the employee's normal worksite. For pre-employment screenings, the candidate shall be responsible for their own transportation to and from the screening location.

6 REFUSAL TO PARTICIPATE IN TESTING

6.1 Refusal to be Tested. The City will treat a refusal to be tested, whether the testing is random or for reasonable suspicion, as a positive test. Each of the following constitutes refusal to submit to testing:

- (a) Failure to provide adequate breath for testing without a valid medical excuse from a state-licensed medical doctor;
- (b) Failure to provide adequate urine for testing within a reasonable time without a valid medical explanation from a state-licensed medical doctor;
- (c) Failure to report on time, or to sign or initial testing documents, as required;

- (d) Refusal to be tested; or
- (e) Leaving the scene of an accident without a valid reason before tests are conducted.
- (f) Failing to follow the directions or to cooperate with the tester, such that the tester deems the result positive or does not obtain a sample.

6.2 Consequences of Refusal to be Tested. An employee who refuses to make themselves available for, or to submit to, or to cooperate and follow the directions given for a drug or alcohol test mandated or authorized by these policies shall be subject to disciplinary actions, up to and including dismissal.

7 DISCIPLINARY ACTION RELATED TO DRUG AND ALCOHOL TESTING

7.1 Temporary Adverse Action. An employee who tests positive, refuses to be tested, or performs an act prohibited under this chapter will be removed from duty immediately. The employee will be placed on administrative leave pending determination of the appropriate discipline.

7.2 Permanent Adverse Action. An employee may be subject to any disciplinary action the City sees fit, including but not limited to, written reprimand, suspension without pay, demotion, or dismissal. Non-disciplinary remedial or corrective actions such as transfer or change in job duties may be taken as well.

7.3 Discipline Not Limited by Policy. This policy described the ideal actions that the City should strive to take when an employee is to be tested for drugs or alcohol. It is important for employees to understand that the failure of the City, its managers, employees, or testers, to follow this policy does not preclude discipline for misconduct, nor does a negative test result preclude discipline. For instance, an employee who fails to remain alert, fails to report for duty, or acts erratically on the job may be subject to discipline for misconduct, even if a subsequent drug test is negative for prohibited substances, or is positive only for valid prescription drugs. Likewise, if the City fails to arrange drug testing, the City may make a disciplinary determination based on the evidence available to management of misconduct.

7.4 City's Option for Rehabilitation and Retention. The City may choose to work with a substance abuse professional to rehabilitate an employee who has tested positive or otherwise committed one or more acts prohibited by this policy, but the City is under no obligation to retain the employee, even if the rehabilitation is successful. Determination whether to retain the employee will depend on the employee's history of conduct and performance and cooperativeness during the investigation. An employee who participates in a rehabilitation plan approved by the SAP Substance Abuse Professional and Program Administrator may take leave in accordance with City policy for the purpose of undergoing the approved dependency treatment program.

Other than any covered City Employee Assistance Program, no rehabilitation program or treatment services will be paid by the City for the purposes outlined in this section.

8 EMPLOYEE RIGHTS

8.1 Right to Records. Records pertaining to an employee's drug and alcohol testing will be made available to employee upon written request by the employee. If the written request is made within six months after the date of the test, the City will provide written test results within five working days after the request is made.

8.2 Right of Explanation of Positive Test Result. The employee has the right, within 10 working days of notification of a positive test result, to request an explanation of the request the opportunity to explain their test result to the employer in a confidential setting. Such a request must be made by the employee in writing. The City will provide such an opportunity, in a confidential setting, within 72 hours of receipt of the written request, or before taking any adverse employment action after the written request, whichever occurs later. after receiving the employee's written notice, for the employee to consult with a licensed physician or doctor of osteopathy concerning the confirming test result, the interpretation and an evaluation of the positive drug test for legal use, and the potential impact of prescription medication on the result.

9 CONFIDENTIALITY OF TEST RESULTS

9.1 Security of Records. All records pertaining to employee and applicant drug and alcohol testing shall be maintained in a secure location, and access shall be controlled in the same manner as other confidential personnel records.

9.2 Release of Records. Test results will be shared with the employee (or a person they authorize/designate in writing).

9.3 Disclosure by the City. Disclosure of Records in Lawsuit, Grievance, Etc. The City may disclose information pertaining to an employee that it is required to maintain under this policy to the decision-makers in a lawsuit, grievance, or other proceeding initiated by or on behalf of the employee. This includes individuals designated by the City to receive results or hear explanation of the employee concerning results, courts, and government agencies.

Reasonable Suspicion Checklist

(The following checklist should be completed when a manager or supervisor suspects drug or alcohol use based on an employee's physical appearance or behavior.

PART 1: EMPLOYEE INFORMATION

Employee Name and Title: _____

Observation Date and Time (indicate a.m. or p.m.): _____

Location: _____

PART 2: OBSERVATIONS

(Place a **checkmark** next to any of the following observations exhibited by the employee.)

PHYSICAL

Walking:

___ Stumbling; ___ Unable to walk; ___ Unsteady; ___ Staggering; ___ Swaying; ___ Falling; ___ Other (describe) _____

Standing:

___ Swaying; ___ Unable to stand; ___ Rigid; ___ Staggering; ___ Dizziness; ___ Other (describe) _____

Movements:

___ Fumbling; ___ Jerky; ___ Nervous; ___ Slow; ___ Normal; ___ Hyperactive; ___ Reduced reaction time; ___ Not following tasks; ___ Diminished coordination; ___ Tremors; ___ Other (describe) _____

Eyes:

___ Bloodshot; ___ Watery; ___ Droopy; ___ Glassy; ___ Closed; ___ Dilated/Constricted Pupils; ___ Other (describe) _____

Face:

___ Flushed; ___ Pale; ___ Sweaty; ___ Other (describe) _____

Breath:

___ No alcoholic odor; ___ Faint alcoholic odor; ___ Alcoholic odor; ___ Chemical odor; ___ Sweet/pungent tobacco odor; ___ Heavy use of breath spray; ___ Other (describe) _____

Speech:

___ Whispering; ___ Slurred; ___ Shouting; ___ Incoherent; ___ Slobbering; ___ Silent;
___ Rambling; ___ Mute; ___ Slow; ___ Other (describe) _____

Appearance:

___ Neat; ___ Unruly; ___ Messy; ___ Dirty; ___ Marijuana Odor; ___ Partially
dressed; _
Other
(describe) _____

BEHAVIORAL

Demeanor:

___ Cooperative; ___ Calm; ___ Talkative/Rapid Speech; ___ Polite; ___ Sarcastic;
___ Sleepy; ___ Crying; ___ Sleeping on job; ___ Argumentative; ___ Excited;
___ Withdrawn; ___ Mood swings; ___ Overreacts to minor things; ___ Excessive
laughter;
___ Forgetful; ___ Other (describe) _____

Actions:

___ Hostile; ___ Fighting; ___ Profanity; ___ Drowsy; ___ Threatening; ___ Erratic;
___ Hyperactive; ___ Calm; ___ Resisting communication; ___ Paranoid;
___ Possessing, using or distributing an illegal substance;
___ Other (describe) _____

MISCELLANEOUS

___ Presence of alcohol and/or drugs in employee's possession or vicinity
___ On-the-job misconduct by employee
___ Employee admission to alcohol and/or drug use or possession

CORROBORATING WITNESSES

(List names of all witnesses to the employee's conduct below)

OTHER OBSERVATIONS

(List below any other observations not included in this checklist. Also provide details for any accident that the employee in question caused or was involved in.)

Supervisor/Manager Signature: _____

Date: _____

After stopping the employee's work, and upon completion of this form, the supervisor may discuss the suspicion with the employee. Additional notes may be taken on this form or elsewhere regarding the employee's reaction. The next step is to arrange for the employee to be tested, including making arrangements for transportation to be tested.

Please review the City's drug and alcohol testing policy for additional details. When circumstances allow, it is always advised to discuss reasonable suspicion testing with Human Resources or the City Manager prior to confronting an employee or requiring testing.



Council Meeting – Regular
Meeting Date: April 6, 2023
Submitted By: Administration

Information

TITLE

Adopt Resolution 2023-09; A Resolution of the Dillingham City Council Waiving Section 3.95 of the City's Personnel Regulations to Authorize Hiring Dennis Wilson as a Corrections Officer While His Sister is the Corrections Sergeant

RECOMMENDED ACTION

I move to adopt Resolution 2023-09.

SUMMARY OF ISSUE

Personnel Regulation 3.95 Nepotism states: No employee shall hold a position over which a member of his/her family exercises direct supervisory control.

It further states: The City Council, upon recommendation of the City Manager, shall have power to grant specific waivers of this provision if they decide the appointment is in the best interest of the City.

A process has been established wherein Police Sergeant Maines will be Dennis Wilson's direct supervisor. The City Manager recommends this waiver as there is a critical need for staffing in corrections.

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2023-09

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL WAIVING SECTION 3.95 OF THE CITY'S PERSONNEL REGULATIONS TO AUTHORIZE HIRING DENNIS WILSON AS A CORRECTIONS OFFICER WHILE HIS SISTER IS THE CORRECTIONS SERGEANT

WHEREAS, Section 3.95 of the City's Personnel Regulations prohibits employees from holding a position over which a member of his/her family exercises direct supervisory control; and

WHEREAS, Section 3.95 also allows the City Manager to recommend a waiver of the nepotism restriction if the appointment is in the best interest of the City; and

WHEREAS, the Dillingham Corrections Department has been understaffed since 2021 and the Dillingham jail is currently understaffed; and

WHEREAS, Dennis's direct supervision will be managed by the Acting Chief of Police Craig Maines and his general supervision will be managed by the Corrections Sergeant Matriona Jenkins; and

WHEREAS, Acting City Manager Lori Goodell recommends the Council approve a waiver of the nepotism restrictions as the appointment of Dennis Wilson is in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE DILLINGHAM CITY COUNCIL:

1. Finds it is in the best interest of the City for Dennis Wilson to be appointed as a Corrections Officer for the City of Dillingham.
2. Section 3.95, Nepotism, of the Personnel Regulations, is waived to allow Dennis Wilson to be employed by the City.

PASSED and ADOPTED by the Dillingham City Council on April 6, 2023.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Greta Hayden-Pless, Acting City Clerk

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2023-10**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO WAIVE THE PURCHASING REQUIREMENTS TO AWARD A CONTRACT TO AGNEW BECK FOR UPDATING THE DILLINGHAM COMPREHENSIVE PLAN**

WHEREAS, the City of Dillingham Municipal Code 2.68.160 (A)(1) requires that the planning commission prepare and recommend to city council, a comprehensive plan consisting of maps and related texts for the systematic development of the city; and

WHEREAS, the current comprehensive plan was developed in 2010 with assistance from Agnew Beck; and

WHEREAS, the comprehensive plan is in need of updating to reflect current needs and goals for the City; and

WHEREAS, the Planning Commission has met and requested funding to facilitate an update to the comprehensive plan; and

WHEREAS, this update to the comprehensive plan will provide the basis for orderly development in the municipal boundary, as the community realizes its vision for the future; and

WHEREAS, the City of Dillingham believes efficiencies will be gained by utilizing Agnew Beck to provide these services as they have worked extensively with the City in development of prior projects as well as development of past comprehensive plans; and

WHEREAS, the public interest would best be served by waiving the purchasing restriction procedures and is requesting a waiver based on the criteria outlined in DMC 4.30.130, Exemptions B. 4, The services are of a professional nature requiring specialized knowledge and judgment; and

WHEREAS, the attached proposal from Agnew Beck reflects an estimated total for the contract of \$65,931

NOW, THEREFORE, BE IT RESOLVED:

- 1) The Dillingham City Council waives the purchasing restrictions as stated above to contract for updating the comprehensive plan in an amount not to exceed \$65,931;
- 2) That the attached proposal will be used to guide the scope of work.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on April 6, 2023.

Alice Ruby, Mayor

[SEAL]

ATTEST:

Greta Hayden-Pless, Acting City Clerk

Cost Estimate from Agnew::Beck Consulting Dillingham Comprehensive Plan Update		Principal		Senior Associate		Associate		Total
May - December		hours	rate	hours	rate	hours	rate	
Date of Estimate: March 3, 2023			\$190		\$145		\$135	
Task								
1. Project Kick-Off (May)								
Teleconference meeting with AB team and Dillingham Planning Director (with Planning Commissioners if desired) to review and refine the scope, outline project responsibilities, and clarify project timeline. Identify a citizen advisory or planning work group (could be the Planning Commission). Highlight current issues and opportunities as identified by meeting attendees.								
	2	\$380	4	\$580	2	\$270		\$1,230
2. Community Assessment (June - July)								
Update Dillingham regional context using readily available local, state, and federal data sources. Telephone interviews with key Dillingham Commissioners, City Council members or staff regarding current issues and opportunities the plan will address.								
	4	\$760	16	\$2,320	40	\$5,400		\$8,480
3. Planning Commission Worksession (June)								
Meet via teleconference (video conference, if available) with the Dillingham Planning Commission (and/or Planning Work Group) to review key areas of the 2010 Plan to update with attention to implementation status and confirm current issues the plan update will address.								
	4	\$760	6	\$870	6	\$810		\$2,440
4. Public Meeting #1 (September)								
Facilitate a community work session in Dillingham to record community input on the community vision, strengths and goals; updated community assessment data (Task 2); and emerging issues and opportunities. Meet with key organizations and stakeholders. (Assumes minimum of 2-days in Dillingham; plus travel and facilitation preparation.)								
	2	\$380	32	\$4,640	36	\$4,860		\$9,880
5. Draft Comprehensive Plan (September-November)								
Draft comprehensive plan using information gathered to date. Perform additional analysis and facilitation on key issues as needed. Release draft plan for internal (Planning Work Group) review, then for public review.								
	16	\$3,040	48	\$6,960	48	\$6,480		\$16,480
6. Public Meeting #2 Review Draft Plan (November)								
Facilitate a work session in Dillingham to review the draft plan update. Meet with Planning Commission members to identify key workable components of an annual review process, and with other key individuals as needed to complete plan review and revision. Collect and record public comments. (Assumes minimum of 1-day in Dillingham; plus travel and facilitation preparation.)								
	2	\$380	24	\$3,480	4	\$540		\$4,400
6. Final Plan Revisions (December)								
Revise the draft plan based on review and comments. Prepare the final plan and submit to the City of Dillingham for the city to carry through the approval process. Develop and submit an annual Comprehensive Plan Review process for the Planning Commission.								
	8	\$1,520	22	\$3,190	32	\$4,320		\$9,030
7. Project Administration								
Includes ongoing check-in meetings with Client Project Manager (City Planner), regular reporting and general communications to keep the project moving forward. (15% of project time)								
								\$7,791
Travel *								
								\$5,600
Expenses **								
								\$600
TOTAL***		38	\$7,220	152	\$22,040	168	\$22,680	\$65,931

EXCLUSIONS + TERMS

* Travel - Roundtrip from Anchorage. Trip 1 - 3 people, Trip 2 - 1 person.

** Other Expenses - Include costs for phone and related equipment and services required in the normal performance of the contract. Costs for services required to produce informational, advertising or meeting materials are included in this budget; however, costs for printing, mailing or otherwise distributing these materials, or for paid advertising or other public notices are not included in this budget and would be paid for directly by client, as needed. Digital versions of all final materials will be submitted in an organized manner to the client for future editing, use and reproduction. Rights to final versions of all materials are transferred to the client upon conclusion of the project. A::B reserves the right to use any and all project materials for educational and marketing purposes. A::B reserves the rights to any draft or conceptual materials developed in the course of the project, or other materials specified in the terms of the contract.

*** A::B reserves the right to move budget between tasks, staff and subcontractors so long as costs do not exceed the total budget.

This estimate is good for 90 days from the date of the estimate.

City of Dillingham
Fiscal Note

Agenda Date: March 29, 2023

Contract with Agnew::Beck Consulting, LLC for an updated comprehensive plan to reflect current needs and goals for the City of Dillingham

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$65,931		FUNDING SOURCE	
		City of Dillingham	
FROM ACCOUNT		Project	
1000 7060 10 18 0000 0	Contractual/Professional	Comprehensive planning	
TO ACCOUNT:	VERIFIED BY: Anita Fuller	Date:	3/29/2023

EXPENDITURES

OPERATING	FY23	FY24	FY25	FY26
1000 7060 10 18 0000 0	\$ 11,373.00	\$ 54,558.00		
TOTAL OPERATING	\$ 11,373.00	\$ 54,558.00	\$ -	\$ -

CAPITAL	\$ -			
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REVENUE	-			
---------	---	--	--	--

FUNDING

General Fund	\$ 11,373.00	\$ 54,558.00		
TOTAL FUNDING	\$ 11,373.00	\$ 54,558.00	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary)
Current budget will allow for FY23 expenses.

2023-10

PREPARED BY: Anita Fuller

March 29, 2023

DEPARTMENT: Finance

APPROVED BY: _____

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2023-11

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ESTABLISHING THE LEVEL OF FUNDING FOR THE DILLINGHAM CITY SCHOOL DISTRICT FOR THE FISCAL YEAR ENDING JUNE 30, 2024

WHEREAS, Alaska Statute 14.14.060(c) provides that the Dillingham School Board (“School Board”) shall submit the school budget for the following year by May 1 for approval of the total amount; and

WHEREAS, the Dillingham City Council (“City Council”) shall determine the total amount of money to be made available from local sources for school purposes within 30 days after the School District presents the budget request to the City; and

WHEREAS, the School Board submitted a proposed FY 2023 Budget of \$9,952,078 which includes a request of \$1,700,000, filed at City Hall on March 28, 2023; and

WHEREAS, the City Council shall determine the total amount of money to be made available from local sources for School purposes and shall furnish the School Board with a statement of this sum on or before April 28, 2024; and

WHEREAS, AS 14.17.410(b)(2) requires a contribution from the City in the amount of the equivalent of a \$302,117,657 tax levy on the full and true value of the taxable real and personal property as of January 1, 2022, (property values as of January 1 of the second preceding fiscal year from Alaska Taxable Report) which is calculated to be a local contribution in the amount of \$800,599; and

WHEREAS, the City Council wishes to allocate:

- 1) The minimum required amount to meet the City’s legal obligation which is \$302,117,657 equivalent to property tax or \$800,599 and
- 2) An additional \$539,846, or one/sixth of the six percent sales tax approved by the Dillingham voters June 19, 2001, of which the intent was to allocate a portion of the six percent to education above that required by state law, subject to an annual appropriation by the City Council; and
- 3) An additional \$59,555 for a **total allocation** to the education operating budget for Fiscal Year ending June 30, 2024, of \$1.4 Million; and

WHEREAS, the actual amount to be appropriated for School District purposes will be made a part of the City’s FY 2024 Budget.

NOW, THEREFORE, BE IT RESOLVED the Dillingham City Council has determined regarding additional funds which may be available to the School District based upon State

funding of local governments and other information made available by this date that the school appropriation be set at \$1,400,000 with a minimum of \$100,000 for major maintenance for FY 2024.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on April 6, 2023.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Greta Hayden-Pless, Acting City Clerk

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2023-12

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL SUPPORTING THE DILLINGHAM SCHOOL DISTRICT TO PURSUE ENERGY EFFICIENCY UPGRADES TO THE SCHOOL FACILITIES AND THE REDUCTION IN ENERGY COST THROUGH THE INSTALLATION OF A SOLAR PROJECT.

WHEREAS, the Dillingham City Council supports the Dillingham School Board’s grant application to the Department of Energy for the capital project to provide the facilities with alternative energy sources (solar) and upgrade the building to increase energy efficiency; and

WHEREAS, a grant award would be used to upgrade and improve the facilities to lower energy costs. The measures identified by an energy assessment have an impact on the overall energy usage of the school district and the safety, health, and comfort of the learning environment; and

WHEREAS, the facilities are City owned buildings, and renovations require City Council approval; and

WHEREAS, Dillingham Municipal Code 2.72.070(D)(5), Major Repair, designates the School Facility Committee shall oversee implementation of the School District’s maintenance master plan, such plan defined as major rehabilitation, construction, and/or major repair; and

WHEREAS, Dillingham School District will be responsible for project oversight and management; and

WHEREAS, with inflation rates and dwindling funding streams the School District and City budgets cannot support the needed upgrades and technology surrounding energy efficiency and solar power.

NOW, THEREFORE, BE IT RESOLVED the Dillingham City Council supports the Dillingham School Board’s grant application to pursue energy efficiency upgrades to the school facilities and the reduction in energy cost through the installation of a solar project.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on April 6, 2023.

Alice Ruby, Mayor

ATTEST: [SEAL]

Greta Hayden-Pless, Acting City Clerk

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2023-13**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO WAIVE THE PURCHASING REQUIREMENTS TO AWARD A CONTRACT TO RUSSELL CONSULTING, LLC FOR A PROFESSIONAL MANAGEMENT BEST PRACTICES REVIEW OF THE CITY'S POLICE DEPARTMENT'S OPERATIONS.**

WHEREAS, the City of Dillingham wishes to contract with Russell Consulting, LLC for a professional management best practices review of the City's Police Department's operations; and

WHEREAS, the City of Dillingham's Police Department would improve efficiency and professionalism thereby enhancing its ability to serve the citizens and visitors of the City of Dillingham; and

WHEREAS, the assessment would include a review of the department's internal and progressive discipline programs as well as developmental relationships relative to the services it provides to the visitors and residents of the City of Dillingham to improve the functions and operations of the City of Dillingham Police Department.

WHEREAS, Russell Consulting, LLC:

- has demonstrated expertise in this area.
- has completed similar plans for like communities located around Alaska.
- has outlined the estimate of hours, budget/costs, and assurance of confidentiality of the review to the degree allowed or governed by law; and

WHEREAS, the City is asking to waive the purchasing restrictions based on the criteria outlined in DMC 4.30.130, Exemptions B. 4, The services are of a professional nature requiring specialized knowledge and judgment; and

WHEREAS, the attached proposal from Russell Consulting, LLC reflects an estimated total for the contract of \$35,000, excluding all travel and lodging costs associated with this project.

NOW, THEREFORE, BE IT RESOLVED:

- 1) That the Dillingham City Council waives the purchasing restrictions as stated above to contract for consulting services in an amount not to exceed \$35,000;
- 2) That the attached proposal will be used to guide the scope of work;

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on April 6, 2023.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Greta Hayden-Pless, Acting City Clerk



Proposal and Statement of Qualifications

Russell Consulting, LLC
P.O. Box 1655
Soldotna, AK 99669

(907) 398-2770
(888) 398-2658 fax
www.russell-consulting.org

Gregory A. Russell
March 27, 2023

PROPOSAL ABSTRACT / STATEMENT OF NEEDS

The City of Dillingham requires a Professional Management Best Practices Review of its Police Department's Operations. The assessment will include a review of the department's internal and progressive discipline programs as well as the departmental relationships relative to the services it provides to the guests and residents of the city. The City of Dillingham requires a detailed report indicating all recommendations the consultant feel are warranted to improve the functions and operations of the City of Dillingham Police Department.

STATEMENT OF GOALS

The goal of the review is to improve the efficiency and professionalism of the City of Dillingham Police Department, thereby enhancing its ability to serve the citizens and guests of the City of Dillingham.

PROJECT METHODOLOGY / TIMELINE

Conduct Project Kick-Off Meeting – In this task, we would conduct a kick-off meeting to review the project's goals and objectives, discuss our work plan and plan the schedule of subsequent meetings and interviews. The kick-off is where final matters regarding project scope and any last minute contractual issues can be resolved. We will also discuss the stakeholder input process and any evaluation criteria for our analysis.

Request and Review Background Information – We would request your assistance in gathering any information related to the current initiatives. Our methodology anticipates the review and consideration of the following materials, if available:

- Organization charts and relevant job descriptions.
- Operating and capital budgets (including grants) for the past five years.
- Formal and informal policies and procedures, as well as controlling directives for each department (police, jail, and dispatch) reviewed.
- Training and qualification requirements.
- Cost allocation or cost recovery agreements.
- Compensation and benefit schedules.
- Recruitment and retention (turnover) data, as well as overtime utilization.
- Public safety contracts, MOUs, and amendments.
- Mutual aid and/or automatic aid agreements.
- Outside contracts with service providers, including telecommunications, repair/maintenance, etc.
- Labor contracts, labor/management agreements and memoranda.
- Planning data on trends in population, demographics, and business growth.
- Local ordinances and statutory references relevant to the current initiatives.
- Technology platforms, including information systems (APSIN, records management (RMS), and radio/telecommunications capabilities.
- Availability and administration of geographic (mapping) information.
- Current scope of administrative support for public safety activities.
- Incident trend data for the past 10 years, including UCR and NIBRS information.

To the extent possible, we would like to obtain this data at the beginning of the project. We understand that some of the information may not be available or may take time to gather.

Understand Service Level Requirements – We would meet with the appropriately identified stakeholders to understand overall service level requirements. We would also seek to understand any unique environmental considerations as well as community expectations for law enforcement, corrections, fire / emergency medical, and dispatch services.

On-Site Observations and Information Gathering –We would observe first-hand the police department, jail, and the call taking and dispatching operations of the existing communications center. We would also interview management and staff to clarify our understanding of agency priorities and unique requirements, including client agency representatives. We would review and profile the operational relationships of the police department and communications center with the agencies served. This would include the scope of services provided and the cost allocation associated with those services. We would also obtain call for service volumes and other available measures of productivity, performance and/or workloads. Relationships with allied agencies that work with or support the police department, e.g., but not limited to, the Municipal / District Attorney’s Office, the Court, the Adult / Juvenile Probation Office, the Public Defender’s Office, the Alaska State Troopers, Family Protective Services, and the general public will also be considered when making recommendations.

Develop Gap Analysis – We would present our findings in a scorecard format that would reflect the discrepancies between the services desired and current capabilities. We would consider appropriate professional accreditation standards for police agencies to include:

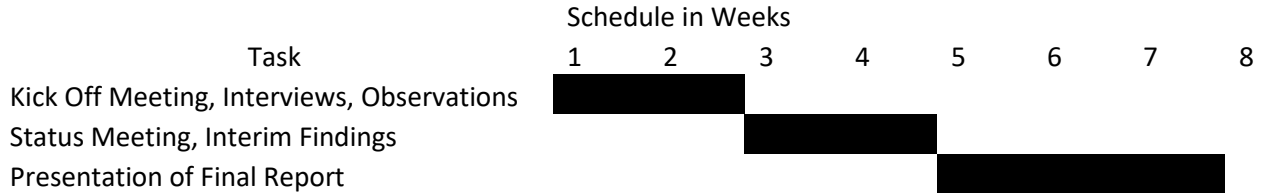
- [Oregon Accreditation Alliance](#) (OAA) or similar

We will profile the options for meeting desirable standards, which may include the deployment of technology, minimum staffing guidelines, training, and proficiency/performance standards.

Develop Draft and Final Reports – In this task, we would develop draft and final reports. The draft reports will be a comprehensive compilation of the findings and conclusions developed during our scope of work. We would convene the project steering committee and present our draft conclusions for discussion and consideration, allowing time for review and comment. After receiving comments, we will make final edits and submit the completed assessment report.

PROJECT SCHEDULE

We anticipate that the tasks and activities described in this proposal could be completed over a seven to eight (7-8) week period. A preliminary estimate for the precedence of activities and duration of project tasks is provided below.



We are prepared to proceed with our assistance immediately and have the necessary availability over the duration of the project. Our proposed project schedule assumes the following:

- Project stakeholders will be available upon reasonable notice to participate in interviews, meetings, and workshops.
- All draft deliverables will be submitted electronically for distribution to stakeholders.
- Stakeholders will review and comment on deliverables within two calendar weeks of publication.

Estimate of Hours

It will require approximately one hundred eighty (180) hours to complete the tasks described in this proposal. Our allocation of effort for each task is:

Task	Hours
Kick Off Meeting	4
Review Background Info	20
Interviews	30
Operational Observation	20
Analysis & Writing	40
Status Meetings	6
Draft Report	20
Final Report	40
Total Hours	180

PROJECT BUDGET / COSTS

The anticipated cost for this project is \$35,000, excluding all transportation and lodging costs associated with this project to be prepaid by the city. Ground transportation inside the city will be provided by the city. An initial retainer fee of \$15,000.00 will be non-refundable if the project is accepted and subsequently cancelled by the City of Dillingham. However, if the Consultant fails, or chooses not to complete the work identified within this contract, the retainer fee shall be refundable, less any actual incurred work and expenses of the Consultant, either by the completion deadline or date of notice of cancellation. In order to reduce cost to the client, Russell Consulting, LLC has retained services of professional support staff and colleagues, and will utilize their services as appropriate, billing their time and expenses against the retainer fee. The primary personnel that may work on this project, and their hourly billing rates, are identified as follows:

- Gregory A. Russell, \$195.00 / hour
- Michael Holman, \$125.00 / hour

When the retainer fee is exhausted, the Consultant shall invoice the Borough bi-monthly for the amount owed.

The completion of this Project may require two or more visits to City of Dillingham. The first visit would initiate the on-site management review, facilitating the gathering of information and data. The second trip to City of Dillingham shall be to facilitate a presentation to the project steering committee. Additional travel shall be at the discretion of the Borough Manager, to be agreed to by both parties.

Reasonable office expenses, such as long distance calls, copying costs, etc., shall be billed against the retainer upon submission of receipts or invoices of actual cost to Consultant.

If additional work is requested outside the scope of this project or required more than the time provided in this proposal, then the hourly rate of \$195.00 will be paid to Russell Consulting, LLC by the City of Dillingham, to be invoiced bi-monthly.

STATEMENT OF ASSURANCES

1. Russell Consulting, LLC, shall administer the on-site management review of the City of Dillingham Police Department.
2. Individual integrity, along with the implementation of recognized professional standards and best practices, are key components of management reviews conducted by Russell Consulting, LLC. Therefore, all City of Dillingham staff, personnel, and members of the public shall be treated with respect and dignity throughout all phases of the Project.
3. The management review shall comply with all applicable federal, state, and local laws and ordinances.
4. Russell Consulting, LLC shall maintain the confidentiality of such a review to the degree allowed or governed by law.

5. There are no known conflicts of interest between Russell Consulting, LLC, and the City of Dillingham that would prevent a management review at this time.
6. Russell Consulting, LLC shall use such fiscal control and accounting procedures as to ensure proper disbursement and accounting of funds as provided by the City of Dillingham throughout the term of this Project.
7. Russell Consulting, LLC shall provide written reports to the Borough Manager of the City of Dillingham in accordance with the provisions specified in the Project Budget.
8. Russell Consulting, LLC shall maintain records of the management review for a period of five (5) years from the starting date of the retention period.
9. Russell Consulting, LLC is licensed, and in good standing, to conduct business within the State of Alaska.
10. Russell Consulting, LLC is insured by Axis Surplus Insurance Company, carrying Professional Liability Insurance, and shall maintain such a policy throughout the performance of this Project.

Thank you for the opportunity to submit this proposal to the City of Dillingham. I welcome the opportunity to provide this service to you and your city. Please call if you have any questions or require additional information.

Respectfully,



Gregory A. Russell, CEO / President
Russell Consulting, LLC
greg@russell-consulting.org

Russell Consulting, LLC is a full-service Public Safety Management consulting company specializing in supporting remote and rural agencies. This responsive and reliable consulting service has successfully handled even the most extreme challenges found throughout rural Alaska.

We offer a very high level of practical experience and high-tech management expertise to all rural public safety entities. A cost-effective alternative to in-house resources, we offer high quality, confidential assistance based on practical experience, know-how, and a wide breadth of professional contacts.

Clients learn working with Russell Consulting, LLC is simply a more professional, less risky way to develop new areas within their department

RESUMES

Gregory A. Russell, Chief of Police (retired)

Greg, President / CEO of **Russell Consulting, LLC**, began his law enforcement career in 1981, working as an undercover drug enforcement officer for the Alaska State Troopers. Receiving a Special Commission from AST, he worked with the South-central Alaska Narcotics Team, making controlled purchases of illegal drugs on the Kenai Peninsula and in Anchorage. In August 1982, he went to work for the Soldotna Police Department as a Patrol Officer and attended the 23rd session of the Municipal Police Academy in Sitka, graduating as Salutatorian. Greg was promoted to Sergeant in 1985 and supervised the Patrol Division. During his nearly 18 years at the Soldotna Police Department, Greg supervised Patrol, Investigations, Property and Evidence, Administration, and was the Computer Systems Administrator for the department. In 1995, Greg attended the 180th Session of the FBI National Academy in Quantico, VA, working taking command level courses in: Contemporary Issues for Law Enforcement; Management Planning and Budget; Forensic & Technical Services for Managers; and Legal Issues for the Police Administrator. He received his bachelor's degree in 1977.

In March 2000, Greg and his family moved to Kotzebue, where he served as the Chief of Police. His duties at the Kotzebue Police Department included managing its Regional Jail Facility, one of the most active contract jails in the state. The jail was staffed by KPD's Municipal Corrections Officers, were also the Public Safety Dispatchers. During his tenure at KPD, the department updated its Records Management System; gained access to the Alaska Public Safety Information Network (APSIN) and NCIC; modernized its Jail Accounting System; improved its overall efficiency at delivery of services; and dramatically improved its professional reputation throughout the community. Greg retired in October 2002, after more than 20 years of public service.

Moving back to Soldotna, he established a consulting/training company that specializes in high-tech management expertise offered to all Alaskan public safety entities. A true alternative to in-house resources, his business offers a very high level of practical experience, expertise, contacts, and confidentiality. Clients learn that working with Russell Consulting, LLC can be a more professional, less risky way to develop new areas within their departments.

Greg is a life member of APOA (Alaska Peace Officers Association), a retired member of the Alaska Chapter of the FBI National Academy Associates, a life member of the Alaska Chiefs of Police Association and current Secretary of the Association, and a member of the International Association of Chiefs of Police. He is a certified Police Instructor, a former Traveling Trainer for the Alaska Police Standards Council, held an Advanced Certificate with the Alaska Police Standards Council, and is an Instructor Trainer for Skid Car. He served as the Program Manager for the Alaska Law Enforcement Agency Accreditation Commission and has been the Alaska Municipal League Joint Insurance Association's Law Enforcement Practices Consultant since 2003. He is the immediate past president of the Peninsula Crime Stoppers Board in Soldotna, AK and remains an active volunteer in his community. Greg returned briefly to law enforcement in 2018 as the Acting Chief of Police in Kotzebue, AK and the Interim Chief of Police in Whittier, AK.

Michael Holman, Chief of Police (retired)

Michael is a retired chief of police with over 22 years of progressive law enforcement experience and a demonstrated history of successfully leading and managing a public safety department staffed with thirty-four paid employees and 25 volunteers. He is an effective communicator experienced with criminal and civil investigations, improving workplace safety, and establishing effective employee selection and retention processes.

As the lead manager for the City of Unalaska’s Public Safety Department; which includes police, corrections, communications, animal control, fire, and EMS divisions, Michael was responsible for the development and implementation of rules, policies, and procedures related to the day-to-day operations and goals and objectives of the department. He reviewed and determined equipment/resource needs to effectively provide public safety services to the citizens of Unalaska and developed and implemented the department’s annual \$6 million budget.

Michael reviewed and investigated all allegations/complaints involving potential employee misconduct, oversaw all department personnel matters, reviewed and approved recommendations regarding appointments, promotions, suspensions, and dismissal of public safety employees; established standards for recruitment, hiring, training, and promotion of staff. He assisted the City Manager in collective bargaining with union and interpreting contract provisions, reviewed crime and accident rates and related statistics to determine the most effective deployment of staff and resources. Michael directed and coordinated the investigation of all major crimes, functioned as the Emergency Management Coordinator for City of Unalaska; managing and directing the activities of various agencies involved in mitigation, preparedness, response, and recovery from a disaster occurring within the City of Unalaska.

Professional Qualifications & Education:

- Advanced Police Certificate – issued by Alaska Police Standards Council
- FBI National Academy – Session 251
- Secret Security Clearance – U.S. Department of Homeland Security
- Legal Issues for Command Officers – FBI
- Criminal Intelligence & Analysis – U.S. Department of Justice
- Master’s Degree in Public Administration, 2013 - Ashford University
- Graduate Certificate in Criminal Justice, 2012 - University of Virginia
- Bachelor of Arts in Organizational Management, 2011 - Ashford University
- Associates of Arts in General Studies, 2003 - University of Alaska, Fairbanks
- Use of Force and Defensive Tactics Instructor - APSC
- Homicide Investigations
- Interview & Interrogation (basic and advance) – John E. Reid & Associates
- Property and Evidence Room Certification – IAPE
- Police Officer Selection and Background Investigations - APSC

REPRESENTATIVE PROJECT PROFILES – Russell Consulting, LLC

Cordova Police Department, Cordova, AK	<ul style="list-style-type: none"> Conducted management of review, including patrol, investigations, property & evidence, dispatch, and small jail; recommended action plan subsequently implemented by agency.
Hoonah Department of Public Safety, Hoonah, AK	<ul style="list-style-type: none"> Conducted management of review, including patrol, investigations, property & evidence, dispatch, and small jail; recommended action plan subsequently implemented by agency.
Juneau Police Department, Juneau, AK	<ul style="list-style-type: none"> On-site assessor for police department during its application for ALEAAAC accreditation; assessed all divisions according to recognized professional police standards; recommended accreditation.
Haines Borough Police Department, Haines, AK	<ul style="list-style-type: none"> Conducted management of review, including patrol, investigations, property & evidence, dispatch, and small jail; recommended action plan subsequently implemented by agency.
Bristol Bay Borough Department, King Salmon, AK	<ul style="list-style-type: none"> Conducted management of review, including patrol, investigations, property & evidence, dispatch, and small jail; recommended action plan subsequently implemented by agency.
Unalaska Dept. of Public Safety	<ul style="list-style-type: none"> Conducted management of review, including patrol, investigations, property & evidence, dispatch, and small jail; recommended action plan subsequently implemented by agency.
Nome Police Department, Nome, AK	<ul style="list-style-type: none"> Conducted management of review, including patrol, investigations, property & evidence, dispatch; recommended action plan subsequently implemented by agency.

Each of the individuals identified below can speak to their respective projects and experience with the Russell Consulting, LLC.

Name	City of Cordova
Address	Box 1210 Cordova, AK 99574
Telephone Number	(907) 424-6200
Contact Person	Helen Howarth, City Manager

Name	City of Hoonah
Address	Box 360 Hoonah, AK 99829
Telephone Number	(907) 945-3655
Contact Person	Eric Hurtado, Chief of Police (907) 945-3655

Name	Juneau Police Department
Address	6255 Alaway Ave. Juneau, AK 99829
Telephone Number	(907) 586-0600
Contact Person	Greg Browning, Chief of Police (retired) (512) 571-8696

Name	Haines Borough Police Department
Address	Box 1209 Haines, AK 99740
Telephone Number	(907) 766-2121
Contact Person	David Sosa, Borough Manager (former) (910) 508-5622

Name	Bristol Bay Borough Police Department
Address	Box 655 King Salmon, AK 99613
Telephone Number	(907) 246-4222
Contact Person	John Rhyshek, Chief of Police

Name	Unalaska Dept. of Public Safety
Address	29 Safety Way Unalaska, AK 99685
Telephone Number	(907) 581-1251
Contact Person	Chris Hladick, Interim City Manager

Name	Nome Police Department
Address	102 Greg Kruschek Ave. PO Box 1230 Nome, AK 99762
Telephone Number	(907) 443-5262
Contact Person	Michael G. Heintzelman, Chief of Police

Russell Consulting, LLC

Box 1655
Soldotna, AK 99669
www.russell-consulting.org

(907) 398-2770 (cell)

(888) 398-2658 (toll free fax)

2023 Fee Schedule – Investigations / Training / Consultations

30 min. phone consultation (initial call): I welcome telephonic discussions of potential cases and training. There is no charge for this service.

***Hourly Rate (Investigations / Training):** \$195.00 / hr.

Phone time, includes telephonic interviews: \$19.50 for each 6-minute increment (rounded up)

Travel (50% of hourly rate): Actual travel time begins upon arrival at the departure airport / location and ends upon arrival at destination. Includes any associated ground or water transportation. Does not include fees, fares, tolls, or tariffs. 4-hour minimum (daily rate). 10-hour maximum (daily rate). Includes time spent on return travel.

Airline travel will be at coach fare, normally at the Y class due to the uncertainties of litigation scheduling.

All travel and lodging reservations shall be the responsibility of the client, to be arranged and paid for by the client, prior to the actual travel. Unanticipated travel and lodging expenses or costs due to adverse weather delays or other unanticipated events, as well as any alternative travel methods (ferry travel or car rental) are the responsibility of the client.

Ground expenses, meals, and incidentals are billed at actual cost, unless prior arrangements are agreed upon. ***I reserve the right to require prepayment of all travel expenses.***

Case Consultation: Independent review of investigative and/or reporting works ***already performed*** by another agency, investigator, or individual, generally done to determine potential litigation options.

****Payment requirements (Case Consultation):** A case development fee (as explained below) is required before I review your material.

*****Deposition / Court Rate Information:**

Deposition / Court preparation	\$195.00 / hr.
Deposition rate	\$230.00 / hr. (Inside Alaska)
Deposition rate	\$230.00 / hr. (Outside Alaska)
Court rate	\$230.00 / hr. (Inside Alaska)
Court rate	\$230.00 / hr. (Outside Alaska)

Other Fees:

Other fees and expense reimbursement are due when I arrive at your location unless other written arrangements are agreed upon. All bills are payable, in any other case, within 15 days of receipt of invoice. I reserve the right to charge a fee of one percent (1%) per month on the outstanding balance.

The tax identification number for Russell Consulting, LLC is **26-2447323**.

* **Written reports** are prepared only when specifically requested by you or your firm and are invoiced at the hourly investigations rate.

** **Cases accepted for consultation.** There is a flat case development fee when cases are accepted for consultation, development, and preparation. ***This case development fee is non-refundable.***

- **Normal case development fee** **\$7,500**
- **Expedited cases** **\$9,500**
- **Expanded case development fee** **\$8,500**

The case development fee only covers work done in Alaska and excludes time spent in preparation for, or participation in, depositions or court. This fee includes document review and evaluation, discovery and investigation of additional materials, research, written reports and affidavits, telephone, and copying. It also includes follow-up discussions and reviews of additional materials. The case development fee also covers **brief** meetings with you and your associates when I am in your locale on other matters and our schedule permits. *Written reports are prepared only when specifically requested by you or your firm.*

I have a flat rate for case consultations rather than an hourly fee structure for several reasons. First, a flat fee promotes a better professional relationship and allows you to understand the costs you and your firm will incur at the outset. Second, I want to be an integral part of your case development to the fullest extent appropriate. The fee is structured to encourage you to draw upon this involvement and experience and to utilize it fully. Only then, can I give you the best possible consultation and be able to fully assist in presenting your case. When you consider my involvement with your case, I do not want you to feel constrained by the thought that the meter is running. My experience in police civil litigation cases with differing strategies, tactics, and demonstrative trial aids makes me a valuable resource in preparation, discovery, and case development. My experience in facilitating training on liability issues provides you with a source of current and pragmatic knowledge of police practices.

Expanded cases are those that require much more time and generally involve agency pattern and practice, negligent retention, wrongful termination and other personnel related matters. Such cases require extensive documentation review, such as personnel records, administrative hearing transcripts, and/or administrative investigation files and adjudications. I can usually determine whether yours is an expanded case during our initial discussion or soon after the initial review of materials.

Expedited cases are those cases in which a report or evaluation is required within four (4) weeks of the date that Russell Consulting, LLC is retained in the matter.

***** Depositions, testimony, on-site inspections and conferences:** I will normally try to arrange my travel schedule to ensure meeting with you and your associates prior to deposition or other testimony related to your case. Depositions are very taxing on both the deponent and the person(s) conducting the deposition. Therefore, it is our policy to limit a deposition day to a maximum of eight (8) hours including breaks.

Investigation Cases are those requiring initial or follow-up investigative actions to determine potential litigation and/or criminal processing. Information obtained at the request of the client is strictly confidential and for the client’s use only, unless otherwise agreed prior to the initiation of the investigation. The client agrees to hold same in strict confidence for its own use, not to be communicated, except for legal permissible reasons, and in compliance with all applicable federal, state, and local laws and regulations. Investigations will be thorough and well documented; however, may not be exhaustive and complete, dependent upon information available at the time of reporting or termination of this agreement. Information supplied to the client may not be used for purposes that cause physical or emotional harm to the subject of the report or for any criminal acts such as stalking, harassing, etc. The client agrees to indemnify and hold harmless Russell Consulting, LLC and/or its agents and employees from all actions, causes of actions, claims, damages, and demands of whatever type arising directly or indirectly from the investigation, training, and / or information requested. The client further agrees to be personally responsible for any damage arising from a violation of any of the above provisions.

Cases accepted for investigation. There is an **initial retainer fee of 50% of expected cost or proposal**, against which the previously listed hourly / travel rates and expenses will be charged. Once that retainer fee has been exhausted, no additional work will be performed until the client refreshes the fee at an agreed amount. In order to reduce cost to the client, Russell Consulting, LLC has retained services of professional support staff and colleagues, and will utilize their services as appropriate, billing their time and expenses against the retainer fee.

Acceptance of Services

Professional relationship. You are entering into a professional relationship with Russell Consulting, LLC for assistance with your case or training need. **You and your firm, agency, or entity, not your client or opposing litigants, are my client.** You and your firm, agency, or entity are solely responsible for payment of my professional services. Any fee and/or expense incurred for deposition by the opposing side reverts to your firm, agency, or entity if that entity fails to fulfill this obligation or if a court order reduces the fee or expense charge. Your firm, agency, or entity is responsible for the increment should the court reduce the fee or expense charged. Please do not ask us to wait for reimbursement from your client. I also do not accept payment directly from your client unless prior arrangements have been agreed upon.

Agreement. This document constitutes a contract for my professional services in return for your agreement to pay or reimburse me according to the terms and conditions of this document. The contract is governed by the terms and conditions set forth herein. This contract is intended to be enforceable under the laws of the State of Alaska or in the State in which the services are rendered, at the discretion of Russell Consulting, LLC.

Subject to the fulfillment of my obligation to maintain proper standards of professional conduct, I reserve the right to terminate this firm's services, upon written notice to you, at any time under the following circumstances: (a) when you or your firm fail to cooperate with me; (b) when continuing to work for you or your firm seems likely to lead to conduct that would be unethical, impractical, or illegal; (c) when you or your firm fail to keep your account current; (d) if a breakdown of the consultant-client relationship should occur; or (e) if I should cease my business.

In the event of termination by either you or this firm, you agree that you will be responsible for the balance of fees and costs of consultation through the date of termination.

SIGNATURES:

AGREED TO:

Date

Signature

Printed Name / Title

Agency / Firm / Entity

ACCEPTED:

Date

Gregory A. Russell

City of Dillingham
Fiscal Note

Agenda Date: March 29, 2023

Contract with Russell Consulting, LLC to assess Dillingham Public Safety

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$40,000		FUNDING SOURCE City of Dillingham	
FROM ACCOUNT 1000 7060 20 20 0000 0 Contractual/Professional		Project Contractual Public Safety Admin	
TO ACCOUNT:	VERIFIED BY: Anita Fuller	Date:	3/24/2021

EXPENDITURES

OPERATING	FY23	FY24	FY25	FY26
1000 7060 10 18 0000 0	\$ -	\$40,000		
TOTAL OPERATING	\$ -	\$ 40,000.00	\$ -	\$ -

CAPITAL	\$ -			
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REVENUE	-			
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FUNDING

General Fund	\$ -	\$ 40,000.00		
TOTAL FUNDING	\$ -	\$ 40,000.00	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary) 2023-13
Contract is for \$35,000 and additional \$5,000 is budgeted for travel expenses as needed.

PREPARED BY: Anita Fuller March 29, 2023
DEPARTMENT: Finance
APPROVED BY: _____

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2023-14

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ACCEPTING SENATOR MURKOWSKI’S CONGRESSIONALLY DIRECTED SPENDING APPROPRIATION OF \$5,016,000 FOR SNAG POINT EROSION MITIGATION

WHEREAS, the City of Dillingham, with the aid of Senator Murkowski, applied through the Homeland Security Pre-Mitigation Program for Congressionally Directed Spending (CDS) for erosion mitigation at Snag Point; and

WHEREAS, the City of Dillingham relies on an aerated wastewater treatment lagoon system, constructed in 1989, which is located on Snag Point and discharges domestic wastewater into the Nushagak River; and

WHEREAS, the 2022 Assessment of City Services noted sewage lagoon as being threatened by erosion from Snag Point, North, towards the lagoon and beyond. Causing serious threat to survival of the lagoon with possible long-term impacts; and

WHEREAS, according to the 2018 City Shoreline Emergency Bank Stabilization Environmental Assessment by the Army Corps, the Nushagak estuary shoreline is “highly erosive,” with an erosion rate of 11-12 feet per year; and

WHEREAS, A failure of the lagoon could have serious, long-term consequences, putting the community’s health at risk from untreated sewage, as well as the salmon fisheries that the Bristol Bay Region relies on for subsistence and economic activity; and

WHEREAS, the funds will be utilized for planning, engineering, and permitting for the Snag Point Erosion Mitigation Project-

NOW, THEREFORE, BE IT RESOLVED the Dillingham City Council authorizes the City to apply for the CDS appropriation of \$5,016,000 for Snag Point Erosion Mitigation and approves the 10% match requirement of \$53,333, with a total grant amount of \$5,573,333.33.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on April 6, 2023.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Greta Hayden-Pless, Acting City Clerk

Unfinished Business

Committee Appointments

Committees/Committee Appointments

	Appointments as of 2/22	Appointments as of 11/22	Appointments needed 3/23	Committee make-up and/or Comments
Council Member/Staff Committees				
Code Committee	Chris - Chair, Kaleb, Michael, Alice, Lori, Manager	Kim-Chair, Kaleb, Michael, Alice, Lori, Robert		Mayor, at least 1 Council Member, City Clerk, City Manager
Public Outreach Committee		Council as a whole		Mayor, at least 1 Council Member, City Manager
Finance Committee	Curt-Chair, Perry, Aksel, Alice, Anita, Manager	Curt - Chair, Perry, Aksel, Alice, Anita, Robert		Mayor, at least 1 Council Member, City Manager, Finance Officer
Public Committees Advisory to the Council where Council member is appointed				
Port Committee (Mayor Chairs) - appointed by City Council as needed	Alice-Chair, Kaleb	Alice-Chair, Kaleb		Mayor, 1 Council Member, other citizens (Dan Dunaway, Robert Heyano, ?, ?)
Senior Advisory Committee - appointed by City Council as needed	None needed at this time			other citizens
Public Committees upon which the City/Council/Mayor sit/participate				
Marrulut Eniit Assisted Living (Grandma's House) - City rep appointed by City Council as needed	Chris Napoli	Michael Bennett		all consortium agencies appoint reps (1 City of Dlg), other citizens
Cooperative Agency Committees upon which City/Council/Mayor sit				
Facility Committee (School District & City) - appointed by City Council as needed	Alice-Chair, Chris Napoli, Erin Ohlson			Mayor, 1 Council member, City Manager, Public Works Director, School Board President, 1 School Board member, Superintendent, School Facilities Manager
MOU Committee (Curyung & City) - city reps appointed by City Council as needed	Alice, Curt	Alice, Curt		Mayor, Council Member, City Manager, Tribal Chief, Tribal Administrator
BBNA Economic Development Committee - appointed by BBNA as needed	Alice, Alternate is Manager or Planning Director	Alice, Alternate Planning Director		Standing invitation from BBNA, community/organizational reps
Others				
Wood Tikchik State Park Advisory Council - citizen appointed by Governor as needed	Appointed by Governor			Council nominate 3 candidates as needed - appointed by Gov
Board of Equalization – council appointments are made prior to meeting of BOE	Alice-chair, Perry, Kaleb, Chris, Curt-Alternate			3 Council Members, Mayor
SWAMC Rep – that organization recognizes the Mayor unless other is appointed	same	Mayor		dictated by SWAMC
AML rep - that organization recognizes the Mayor unless other is substituted	same	Mayor		dictated by AML
SWAMC committees – council/citizen apointed by SWAMC Board as needed (sometimes nominated by Council)	None needed at this time			dictated by SWAMC
Planning Commission - citizens appointed by City Council as needed	As needed			dictated by code
Library Board - citizens appointed by City Council as needed	As needed			dictated by code
BBEDC (Alternate Seat) - appointed by Council as needed	Curt Armstrong	Curt Armstrong		dictated by BBEDC
Senior Advisory Committee - citizens appointed by City Council as needed	As needed			dictated by code
Historic Commission - appointed by City Council as needed	None needed at this time			
Friends of the Landfill	Citizen Appointments as needed			dictated by code

2.18.070 Succession.

Should the office of **mayor** become vacant or should the **mayor** be absent or unable to perform the duties of the office of **mayor**, the order of interim succession shall be determined as follows:
 A. The council member with the longest total period of tenure in office shall assume the office of **mayor pro tempore**.
 B. Should more than one councilmember have the same total period of tenure in office, that councilmember who received the largest plurality at the last election at which such council members were elected shall assume the office of **mayor pro tempore**.
 (Ord. 77-6 § 2 (part), 1977; Ord. 84-8, 1984; Ord. 86-8 §

Curt Armstrong, Mayor Pro Tempore		
Council Members		First Elected (consecutively)
Armstrong		12/14
Buholm		10/20
Abrams		10/21
Westfall		10/21
Bennett		2/22
Johnson		10/22

NEW BUSINESS

City of Dillingham Action Memorandum

Agenda of: April 6, 2023

2023-06

Action Memorandum No. _____

Subject:

Authorize the City Manager and City Clerk to collaborate with Nushagak Cooperative for a Community Cleanup, May 25 - 27, 2023

City Manager: Recommend Approval

Signature: 

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- None

Summary Statement:

The Community Cleanup is an annual event that is typically scheduled in the month of May. This year the dates will be May 25 - 27, 2022. Note the event is Thursday - Saturday as the landfill is closed on Sundays.

City workers will collect the yellow ALPAR bags from along the major roads; i.e. Kakanak Road and Lake Alegknagik Road.

Paul Liedberg and the Friends of the Landfill Committee work along side the Public Works Department to keep the Landfill as efficient as possible. They will be at the Public Safety Building beginning Tuesday, May 23 to dispense gloves and the ALPAR (Alaskans for Litter Prevention and Recycling) bags.

This event has cleaned up thousands of pounds of litter, cleaned acres of public spaces, and many miles of roadways and shorelines. Last year 400 ALPAR bags were given out, the cleanup unifies and beautifies the community with a spring-cleaning movement.

The cleanup event prompts individuals to take greater responsibility for their local environment through this community service project that engages volunteers, local businesses, and civic leaders.

Action Memorandum No. 2023-06

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council on _____.

Mayor

ATTEST: [SEAL]

City Clerk

Route to	Department Head	Date
	Finance Director	
X	Public Works Director	
X	City Clerk	