



CITY COUNCIL REGULAR MEETING

Thursday, October 03, 2024 at 7:00 PM

AGENDA

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

MEETING INFORMATION

AGENDA

CITY COUNCIL REGULAR MEETING

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES

1. Minutes 09/12/24

APPROVAL OF CONSENT AGENDA

APPROVAL OF AGENDA

STAFF REPORTS

2. Staff Reports
 - a. City Manager and Staff Reports
 - b. Committee Reports

PUBLIC HEARINGS

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

Neal Bennett

ORDINANCES AND RESOLUTIONS

3. Resolution 2024-38 A RESOLUTION OF THE DILLINGHAM CITY COUNCIL SUPPORTING CURYUNG TRIBAL COUNCIL'S BBEDC ARCTIC TERN GRANT APPLICATION FOR PARTICIPATION AT THE 2024 ELDERS AND YOUTH CONFERENCE

4. RESOLUTION NO. 2024-39 A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AWARDING A CONTRACT TO FURNISH AGGREGATE FOR FY25

5. RESOLUTION NO. 2024-40
A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AWARDING THE 1000 KANAKANAK ROAD DEMOLITION PROJECT TO JJC ENTERPRISES

6. RESOLUTION NO. 2024-41 A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING THE SEWER LAGOON AERATION PROJECT COST PROPOSAL #3

7. RESOLUTION NO. 2024-42 A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO AWARD A CONTRACT TO NAVIGATEAK FOR STATE LOBBYING SERVICES

8. RESOLUTION NO. 2024-43 A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO AWARD A CONTRACT TO COMMONWEALTH STRATEGIC PARTNERS FOR FEDERAL LOBBYING SERVICES

UNFINISHED BUSINESS

NEW BUSINESS

9. Draft Letter of Nomination to the Governor

CITIZEN'S DISCUSSION (Open to the Public)

COUNCIL COMMENTS

MAYOR'S COMMENTS

ADJOURNMENT

INFORMATIONAL ITEMS

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES



CITY COUNCIL REGULAR MEETING
Thursday, September 12, 2024, at 7:00 PM

MINUTES

CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, August 01, 2024, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:08 P.M.

PLEDGE OF ALLEGIENCE

ROLL CALL

Mayor Ruby was present.

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

Councilman Curt Armstrong, Councilman Bertram Luckhurst, Councilman Kevin McCambly, Councilman Steve Carriere.

Absent: Michael Bennett – Excused; Caleb Westfall – Excused *Quorum established.*

APPROVAL OF MINUTES

1. 08-01-2024 Regular City Council Meeting

MOTION TO APPROVE MADE BY Councilman Carriere; seconded by Councilman Luckhurst.

DISCUSSION: None

ROLL CALL YEA: Unanimous Approval, motion carried.

APPROVAL OF CONSENT AGENDA

No items on the agenda

APPROVAL OF AGENDA

Motion to approve by Councilman Carriere; seconded by Councilman Luckhurst

Discussion: None

ROLL CALL YEA: Unanimous Approval, motion carried.

STAFF REPORTS

2. Reports

a. City Manager

Dan Decker has scheduled a meeting with ADF&G to discuss the current bear problem within the city. Public Works Director, Phil Baumgartner, State Troopers and Dillingham Police department will meet to discuss all options regarding the matter. Dan stated that efforts to provide euthanasia services for pets was ongoing.

b. City Clerk

Mayor Ruby reminded the council to keep their calendars open for a meeting to certify the results of the election.

c. Committee Report: Councilman Armstrong stated the Finance committee has finished reviewing audits and is currently up to date.

Mayor Ruby urged the council to solicit citizens to serve on committees as well as applicants for the Wood Tikchik Park board. The state requires three, but only one has been received to date.

PUBLIC HEARINGS: None

CITIZENS COMMENTS (Prior Notice or Agenda Items): None

ORDINANCES AND RESOLUTIONS

3. RESOLUTION 2024-37: A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO PURCHASE A COMPACT TRACK LOADER (SKID STEER) FOR THE STREET DEPARTMENT

MOTION TO APPROVE made by Councilman Carriere; seconded by Councilman Luckhurst

DISCUSSION: None

ROLL CALL YEA: Unanimous Approval, motion carried.

UNFINISHED BUSINESS: None

NEW BUSINESS

4. MOTION to set September 26, 2024, for a Special Meeting of the city council to review aggregate bids and any outstanding IFP's, made by Councilman Carriere; seconded by Councilman Luckhurst.

DISCUSSION:None

ROLL CALL YEA: Unanimous Approval, motion carried.

CITIZENS DISCUSSION (Open to the Public): None

COUNCIL COMMENTS

Councilman McCambly asked if the landfill could be opened on Sunday for depositing household trash only. Public Works Director, Phillip Baumgartner, explained that a thorough evaluation of the landfill staffing was taking place. Dan Decker replied that the issue would be addressed when management met with Fish & Game. He is hoping measures can be taken to resolve the bear issue for the remainder of the year.

MAYOR'S COMMENTS

Mayor Ruby asked for a moment of silence to recognize those who we have lost since the last meeting. She also wished to thank the Emergency Services personnel for the assistance they provided for a family member.

Executive Session

5. Executive session

MOTION to move into executive session by Councilman Carriere; seconded by Councilman McCambly.

MOTION to exit executive session at 8:37 p.m. made by Councilman Luckhurst; seconded by Councilman Carriere.

ADJOURNMENT

Mayor Ruby adjourned the meeting @ 8:37 P.M

Mayor Alice Ruby
[SEAL]

ATTEST:

Jon Sorensen, Acting City Clerk

Approval Date: _____

APPROVAL OF CONSENT AGENDA

APPROVAL OF AGENDA

STAFF REPORTS



City of Dillingham, Alaska

Daniel E. Decker Sr., Acting City Manager

Monthly Report to the City Council – September 2024

Date: October 3, 2024

To: Mayor Alice Ruby and Members of the City Council

1. Administration and Operations

- **City Staffing:**
Staffing levels remain stable across most departments. HR continues to collaborate with department heads to address ongoing staffing needs and facilitate evaluations as we prepare for the upcoming fiscal year.
 - **Grants and Funding:**
The City is actively pursuing several funding opportunities, including state and federal grant applications for infrastructure improvements.
-

2. Public Safety

- **Bear Problem and ADF&G Meeting:**
The City held discussions with the Alaska Department of Fish and Game (ADF&G) this month to address the ongoing issue of bear activity within city limits. We are actively working on solutions to mitigate the risks posed by increasing bear encounters. Plans include launching public awareness campaigns, securing waste disposal sites, and exploring further bear deterrence measures.
-

3. Public Works

- **Roads and Maintenance:**
Routine Road maintenance is ongoing on key access roads. Seasonal preparations for winter are underway, with a focus on securing supplies for snow removal and equipment maintenance. Additionally, we have completed the bidding process for the demolition of the building at 1000 Kanakak Road (Bingman Property), targeting completion before the winter freeze.



4. Harbor and Port

- **Operations:**
Harbor activity decreased in September as the peak fishing season concluded. Preparations for the offseason are in progress, including the winterization of harbor facilities and the removal of harbor floats for the winter.
 - **Revenue:**
September's harbor revenues were in line with projections for the end of the fishing season. The finance department is currently reviewing the final figures for the year.
-

5. Financial Report

- **Audit Preparation:**
The finance department is in the process of completing preparations for the FY24 audit review.
 - **Budget Planning:**
Initial planning for the FY2025 budget will begin in October, with a focus on departmental input and prioritizing capital projects. Public budget hearings are scheduled for late October.
-

6. Other Notable Items

- **Lobbyist:**
We received two bids for lobbyist services. After reviewing, we have decided to award contracts to both bidders, pending the results of reference checks.
- **Dillingham City School District Meeting:**
Mayor Ruby and I met with representatives of the Dillingham City School District to discuss the ongoing housing challenges affecting teachers.



Looking Ahead

- **Winter Readiness:**
In October, our focus will be on completing winterization efforts, ensuring all critical systems, including heating and public works equipment, are ready for the season.
- **Legislative Priorities:**
Preparations are underway for the upcoming Alaska State legislative session. The city is developing its priorities for state funding requests and legislative advocacy, particularly concerning infrastructure and emergency services.

Thank you for your continued support and guidance. I look forward to discussing these items and more at the upcoming council meeting.

Respectfully Submitted,

Daniel E. Decker Sr.

Daniel E. Decker Sr.
Acting City Manager, City of Dillingham

Mayor
Alice Ruby

Acting Manager
Daniel Decker



Dillingham City Co

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

MEMORANDUM

Date: September 25 2024

To: Daniel Decker, Acting City Manager

From: Anita Fuller, Finance Director

Subject: Monthly Report

Acknowledgements and Recognitions:

August Statistics: As of date of report.

Cash Receipts: \$1,356,240.47

All Payments: \$2,952,249.78 (includes \$314,322.66 for 2 payrolls & 4 supplement payrolls).

Council Considerations/Recommendations:

- Ongoing, Dock and Harbor tariff rates need to be evaluated to offset the amount of expenses experienced by the departments.
- Ongoing, DMC 4.07 Regional Fisheries Improvement Fund, 4.20 Tax on Sales of Raw Fish and 4.22 Severance Tax need to be reviewed by Code Committee to determine necessary changes required from the changes made with annexation.

Department Accomplishment and Opportunities for September:

Accomplishments

- Ongoing development of vehicle and mobile equipment spreadsheet. APEI Insurance updates have been submitted on vehicles in use with the city.
- Department has received an increase in complimentary comments on customer service over the month.

Staffing

- Finance Director – A remote work agreement has been made with the City Manager to allow for every other month to work in Dillingham.

- Account Tech II and Account Tech III - Job switch has happened with Basil Tilden as the Account Tech II, Receivables and Kortney Johnson as the Account Tech III, Payroll/Payables.
- Training of Cashier, Payroll and Receivables is going well.

Grant Reporting

- Asset Forfeiture reporting completed for FY25.
- PLA Grant approval submitted for the reduced amount of \$1,825.

Budget

- FY25 Budget revisions will begin at the end of them on the month with department heads.

Projects – Progress and Public Impacts:

Audit

- FY24 Audit – Test work is being pulled for final review. Federal and State grant schedules have been completed. Auditors will be on site 09/30/2024. Final review scheduled for November 11, 2024.
- Audit is on target for February presentation to the council to meet required deadline.

Projects

- Implementation in process. Past data has been imported and ready for City staff to review accuracy as of 09/22/2024. Start date is being discussed to see if it can assist with FY25 Budget Revisions.
- Sharepoint Migration has been completed for all departments.
- Scanning of payables has been a focus to move towards an electronic filling system for Finance.
- Evaluation of electronic timesheets ongoing. Dependent on IT upgrades.

Personal Property Tax

- Personal property tax has been sent to Code Committee for review 09/28/2023 and is ongoing.

Collections

- A foreclosure list has been filed with the courthouse for 2017-2022 tax years. Two properties have been paid in full and are removed from the list. There are ten remaining properties.
- Promissory default notices mailed at the end of August.

Utility Rates Evaluation

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

Upcoming Calendar Items:

- 15th of each month utility payments due; last day of month utility bills sent.
- November 1, 2024 – First half property tax payments due.
- November 3, 2024 – Penalty will be assessed on all property taxes if the first half payment is not made.

- December 1, 2024 – Allowed to pay on December 2, 2024. Second half property tax payments due if 1st half was paid by Nov 1, 2024.
- December 3, 2024 - Penalty assessed to remaining balance of property tax to those taxes where first half was paid on time and not paid by December 2, 2024.

Revenue and Expense Report – February – June 2024

Information providing support for July 2024. July 2024 impact on the fund balance is an increase of \$2,762,495. Which is typical due to property taxes being invoiced on 07/01/2024. The expected percentage is 8%.

- Real and personal property taxes are as expected. Penalty & Interest is high. Which causes the overall revenue to be 38%. The actual amount collected is 12%.
- The Telephone State Tax is received after the fiscal year is over.
- Shared Fisheries, Raw Fish, Community Sharing, PILT, State Jail Contract, Motor Vehicle tax arrive later in the year.
- PERS Forfeiture fund has already exceeded expectation. Will review with budget revision.

Special Revenues & Other Funds Revenue

- Harbor revenue is high as expected due to the bulk of Harbor stickers purchased in May and June of each year.

Transfers

- All transfers are as expected.

General Fund Expenditures

- All expenses are as expected.

Special Revenues & Other Funds Expenditures

- All revenue and expenses are as expected.

Grant and Bond Revenues/Expenditures

- The Lagoon Aeration project is in full motion and is expensed by the LGLR grant and the SRF Loan.

Capital Project Revenues/Expenditures

- Snagpoint erosion project has not started.
The Sewer Lagoon city portion is not expended until grant funding is spent.

Balance Sheet

Will be presented with quarterly with the September 2024 report.

City of Dillingham
Unaudited Revenues and Expenditures As of July 31, 2024

Data Collected on:
9/20/2024

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	<u>07/31/24</u>			<u>07/31/23</u>			Uncollected	% Adj
	<u>Budget - FY24</u>	<u>YTD</u>	<u>Percent</u>	<u>YTD</u>	<u>INC/(DEC)</u>			
General Fund Revenues								
General Sales Tax	\$ 3,200,000	\$ 374,046	12%	\$ (119,382)	\$ 493,428	(877.54)	12%	
General Sales Tax - Remote	425,000	45,206	11%	(55,344)				
Alcohol Sales Tax	280,000	27,701	10%	27,383	318		10%	
Transient Lodging Sales Tax	150,000	10,956	7%	22,385	(11,429)	-	7%	
Gaming Sales Tax	45,000	3,199	7%	-	3,199		7%	
Tobacco Excise Tax	300,000	22,195	7%	34,709	(12,514)		7%	
Marijuana Excise Tax	90,000	5,272	6%	10,444	-		6%	
Business License	17,000	250	1%	300	-			
Penalty & Interest - Sales Tax	17,000	766	5%	1,304	(537)	-	5%	
Total Sales Tax	4,524,000	489,593	11%	(78,201)	472,465		11%	
Real Property Tax	2,460,000	2,472,978	101%	2,476,512	(3,534)	(2,177,650.39)	12%	
Personal Property Tax	1,098,000	1,052,793	96%	573,653	479,140	(906,070.28)	13%	
Penalty & Interest - Property Tax	130,000	37,627	29%	25,476	12,151		29%	
Total Property Taxes	3,688,000	3,563,399	97%	3,075,641	487,758		13%	
Telephone Gross Receipts State Tax	70,000	69,204	99%	(83,984)	153,188		99%	
Shared Fisheries	600,000	-	0%	-	-		0%	
Raw Fish Tax	20,000	-	0%	-	-		0%	
Community Sharing	75,396	-	0%	-	-		0%	
Payment in Lieu of Taxes (PILT)	520,000	-	0%	522,976	(522,976)		0%	
State Jail Contract	720,000	-	0%	-	-		0%	
Motor Vehicle Tax	25,000	-	0%	(3,571)	3,571			
Ambulance Fees	60,000	882	1%	1,299	(417)		1%	
Lease & Rental Income	35,000	920	3%	910	10		3%	
Admin Overhead	157,405	9,251	6%	13,698	(4,447)		6%	
PERS on Behalf	168,162	13,522	8%	6,328	7,194		8%	
PERS Forfeiture Fund	25,000	26,796	107%	14,422	12,374		107%	
Other Revenues	298,800	41,866	14%	19,087	22,779	-	14%	
Total	2,774,763	162,441	6%	491,164	(328,724)		6%	
Total	\$ 10,986,763	\$ 4,215,432	38%	\$ 3,488,604	\$ 631,499		10%	
Special Revenue & Other Funds Revenue								
Water	229,211	22,735	10%	20,882	1,853	(6,302.64)	7%	
Sewer	462,111	34,103	7%	36,037	(1,933)	(4,800.71)	6%	
Landfill	346,032	47,275	14%	50,855	(3,580)	(18,387.00)	8%	
Port - Dock	750,402	108,572	14%	8,196	100,376	(97,211.37)	2%	
Port - Harbor	157,912	63,715	40%	20,073	43,642	(3,168.00)	38%	
Asset Forfeiture Fund	500	34	7%	43	(10)		0%	
E-911 Service	67,000	5,693	8%	4,069	1,624		8%	

City of Dillingham
Unaudited Revenues and Expenditures As of July 31, 2024

Data Collected on:
9/20/2024

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	<u>Budget - FY24</u>	<u>07/31/24</u> YTD	<u>Percent</u>	<u>07/31/23</u> YTD	<u>INC/(DEC)</u>	
Senior Center (Non-Grant)	49,059	883	2%	2,364	(1,481)	2%
Senior Center (Grant)	80,450	-	0%	(69,140)	69,140	0%
Library (Grants)	38,578	7,419	19%	(11,579)	18,998	19%
Debt Service - Bond Investments	80,000	9,562	12%	8,677	885	12%
Debt Service - SOA Revenue	742,060	7,447	1%	7,457	(10)	
Debt Services - Streets Refund	-	-		-	-	
Mary Carlson Estate	21,000	1,844	9%	1,810	34	9%
Ambulance Rental	14,400	1,200	8%	-	1,200	
Total	\$ 3,038,715	\$ 310,483	10%	\$ 79,745	\$ 230,738	6%
Transfers						
<i>From General Fund to Other Funds</i>						
Landfill	662,724	75,607	11%	54,658	20,949	
Senior Center	281,383	15,607	6%	4,281	11,326	
Ambulance Reserve	50,000	794	2%	1,169	(376)	
Equipment Replacement	220,000	-	0%	84,620	(84,620)	
Capital Projects (Fund 7140)	368,694	-	0%	-	-	
Landfill Closure (Fund 7150)	25,000	-	0%	-	-	
Debt Service SRF Loans	51,461	-	0%	-	-	
Debt Service Streets Bond	151,500	-	0%	-	-	
Debt Service Firehall Bond	43,000	-	0%	-	-	
Debt Service School Bond	318,440	-	0%	-	-	
<i>From Dock Fund to Harbor Funds</i>						
Port - Harbor	258,263	-	0%	-	-	
Port - Harbor - Ice Machine	-	-		-	-	
Port - Harbor - Bathhouse	13,470	-	0%	-	-	
<i>From Department to Department</i>						
Transfer from E911 to Dispatch	67,000	4,395	7%	4,209	-	
Transfer from Carlson Estate to Library	4,000	337	8%	333	-	
Transfer from Wastewater to Water	102,068	-	0%	-	-	
Total	\$ 2,617,003	\$ 96,739	4%	\$ 149,270	\$ (52,721)	
Total Revenues & Transfers	\$ 16,642,481	\$ 4,622,654	28%	\$ 3,717,619	\$ 809,516	

City of Dillingham
Unaudited Revenues and Expenditures As of July 31, 2024

Data Collected on:
9/20/2024

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EXPENDITURES:	<u>07/31/24</u>		<u>Percent</u>	<u>07/31/23</u>	
	<u>Budget - FY24</u>	<u>YTD</u>		<u>YTD</u>	<u>INC/(DEC)</u>
General Fund Expenditures					
City Council	\$ 146,350	\$ 202	0%	\$ 7,000	\$ (6,798)
City Clerk	326,797	15,486	5%	889	14,597
Administration	771,879	23,396	3%	21,386	2,010
Finance	1,496,839	73,697	5%	62,294	11,403
Legal	125,000	0	0%	90,237	(90,237)
Insurance	328,100	0	0%	27,692	(27,692)
Planning	527,182	13,397	3%	10,138	3,259
Foreclosures	9,000	0	0%	0	-
IT	342,300	33,036	10%	15,930	17,106
Public Safety Administration	370,887	9,607	3%	11,272	(1,665)
Dispatch	745,231	43,958	6%	35,725	8,234
Patrol	1,597,624	52,378	3%	62,041	(9,663)
Corrections	773,407	56,685	7%	43,834	12,852
DMV	86,804	4,372	5%	3,710	662
Animal Control Officer	187,282	6,800	4%	7,138	(338)
Fire	776,570	52,874	7%	39,814	13,059
Fire Department Donation	10,000	0	0%	0	-
Public Works Administration	499,835	22,541	5%	7,494	15,046
Building and Grounds	1,229,345	21,564	2%	22,903	(1,339)
Shop	743,197	27,908	4%	11,859	16,049
Street	738,528	8,308	1%	67,029	(58,721)
Library	255,972	15,326	6%	13,289	2,037
Grandma's House	73,961	1,329	2%	2,901	
City School	1,702,000	0	0%	425,000	(425,000)
Transfers to Other Funds	2,147,202	92,007	4%	144,728	(52,721)
Total	\$ 16,011,292	\$ 574,871	4%	\$ 1,134,302	\$ (557,860)

City of Dillingham
 Unaudited Revenues and Expenditures As of July 31, 2024

Data Collected on:
 9/20/2024

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	<u>Budget - FY24</u>	<u>07/31/24</u> <u>YTD</u>	<u>Percent</u>	<u>07/31/23</u> <u>YTD</u>	<u>INC/(DEC)</u>
<u>Special Revenue Funds Expenditures</u>					
Water	331,279	8,619	3%	11,088	(2,469)
Sewer	539,468	8,210	2%	69,591	(61,382)
Landfill	1,008,756	122,882	12%	121,609	1,273
Port - Dock	840,229	53,454	6%	37,814	15,640
Port - Harbor	428,545	32,811	8%	47,899	(15,088)
Asset Forfeiture Fund	500	-	0%	-	-
E-911 Service	67,000	4,395	7%	4,209	186
Senior Center (Non-Grant)	330,469	16,490	5%	8,425	8,065
Senior Center (Grant)	80,423	3,449	4%	1,790	1,659
Library (Grants)	38,578	397	1%	677	(280)
Mary Carlson Estate	6,255	396	6%	442	(47)
Ambulance Reserve Fund	20,000	-	0%	-	-
Debt Service SRF Loans	51,461	-	0%	-	-
Debt Service School Bond	1,060,500	-	0%	-	-
Debt Service Firehall Bond	43,000	-	0%	-	-
Debt Service Streets Bond	231,500	-	0%	-	-
Equipment Replacement	220,000	-	0%	84,620	(84,620)
Total	\$ 5,297,963	\$ 251,102	5%	\$ 388,165	\$ (137,062)
	\$ 21,309,255	\$ 825,973	4%	\$ 1,522,467	\$ (694,922)
Net Increase (Decrease) to Fund Balances	\$ (4,666,774)	\$ 3,796,681		\$ 2,195,152	\$ 1,504,439

City of Dillingham
Unaudited Revenues and Expenditures As of July 31, 2024

Data Collected on:
9/20/2024

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	<u>Budget - FY24</u>	<u>07/31/24</u> <u>YTD</u>	<u>Percent</u>	<u>07/31/23</u> <u>YTD</u>	<u>INC/(DEC)</u>
Grant & Bond Revenues					
SOA-Landfill Firebreak	-	-		-	-
EPA Snagpoint Erosion Grant	-	-		-	-
COVID - CARES & ARPA & LGLR	1,776,543	-	0%	280,966	(280,966)
SRF Loan - Lagoon Aeration	615,813	93,719	15%	-	93,719
SRF Loan - Landfill	-	-		-	-
SOA-DOH Grants	201,000	-	0%	-	-
Curyung-Ice Machine	20,833	-	0%	(1,324)	1,324
Snagpoint Funding	3,209,387	-	0%	-	-
BBEDC Intern Program	72,923	-	0%	-	-
BBEDC Training Reimb	-	-		-	-
BBNC Training Reimb	-	-		-	-
Total	\$ 5,896,499	\$ 93,719	2%	\$ 279,643	\$ (185,924)
Grant & Bond Expenditures					
SOA-Landfill Firebreak	-	-		-	-
EPA Snagpoint Erosion Grant	-	-		-	-
COVID - CARES & ARPA & LGLR	1,776,543	845,838	48%	-	845,838
SRF Loan - Lagoon Aeration	615,813	275,804	45%	-	275,804
SRF Loan - Landfill	-	-		-	-
SOA-DOH Grants	201,000	-	0%	-	-
Curyung-Ice Machine	20,833	-	0%	-	-
Snagpoint Erosion	3,209,387	-	0%	-	-
BBEDC Intern Program	72,923	6,263	9%	14,145	(7,882)
BBEDC Training Reimb	-	-		10,350	(10,350)
BBNC Training Reimb	-	-		10,350	(10,350)
Total	\$ 5,896,499	\$ 1,127,905	19%	\$ 34,845	\$ 1,093,060
	\$ -	\$ (1,034,186)		\$ 244,797	\$ 907,136

City of Dillingham
 Unaudited Revenues and Expenditures As of July 31, 2024

Data Collected on:
 9/20/2024

Section . Item 2.

	<u>Budget - FY24</u>	<u>07/31/24</u> <u>YTD</u>	<u>Percent</u>	<u>07/31/23</u> <u>YTD</u>	<u>INC/(DEC)</u>
Capital Project Funds Revenues					
Harbor Mayor Sale Revenue	-	-		-	-
Total	\$ -	\$ -		\$ -	\$ -
Capital Project Funds Expenditures					
Public Safety Building	-	-		-	-
Water Improvements	-	-		-	-
WasteWater Improvements	-	-		-	-
Snagpoint Erosion	356,694	-	0%	-	-
Sewer Lagoon Aeration	12,000	-	0%	-	-
Other Lift Station	-	-		-	-
Fire Dept Water Damage Repair	-	-		-	-
Landfill Closure (7150)	-	-		-	-
Landfill Shop Fire	-	-		-	-
Landfill Groundwater Well	-	-		-	-
Harbor cleanup	-	-		-	-
Total	\$ 368,694	\$ -	0%	\$ -	\$ -
	\$ (368,694)	\$ -		\$ -	\$ -

	Budget	Actual
General Fund Revenue	\$ 10,986,763	\$ 4,215,432
Special Fund Revenue	\$ 3,038,715	\$ 310,483
Transfers In	\$ 2,617,003	\$ 96,739
Grant and Bond Revenue	\$ 5,896,499	\$ 93,719
CIP Revenue	\$ -	\$ -
	\$ 22,538,980	\$ 4,716,373
General Fund Expenditures	\$ 16,011,292	\$ 574,871
Special Fund Expenditures	\$ 5,297,963	\$ 251,102
Grant and Bond Expenditures	\$ 5,896,499	\$ 1,127,905
CIP Expenditures	\$ 368,694	\$ -
	\$ 27,574,448	\$ 1,953,878
Net Increase (Decrease) to Fund Bal	\$ (5,035,468)	\$ 2,762,495



MEMORANDUM

DATE: 9/26/24
TO: City Manager
FROM: Chief of Police
SUBJECT: Police Department Report for September 2024

STAFF REPORT

Patrol:

There are currently six sworn officers in the department including the Chief of Police. One new officer will begin working with us in October, possibly two. I am working with human resources to fill our current open patrol positions. Last week the police department assisted with a cross country running event in the community.

Corrections Dept.:

Lee Wassen began working in corrections on 9/18/24. He is a retired federal correctional officer with many years of experience. We have experienced applicants applying and anticipate hiring two more correctional officers by the beginning of November.

We currently have one working correctional officer and one correctional officer in training. The department of corrections sent an officer out to assist with training. I am working with human resources to fill our current open correctional officer positions.

Dispatch:

There are presently five dispatchers including the supervisor. Our newest dispatcher is still in training.

City of Dillingham
Monthly Administrative Report

Department/Program: Corrections	By: Sgt. Lee Wassen	Date: 09/26/2024
Operations: The jail is partially open with one correctional officer at this time, and one in training.		
Staffing: One new rotational correctional officer began working on 9/18/24. We are expecting to hire two more rotational correctional officers by November.		
Projects: <ul style="list-style-type: none">• Currently waiting on new toilet/sink assembly for cell #2. Cell is currently unusable. Update measurements have been sent to the manufacturer using there template. Comby unit will be installed on arrival.• Waiting on the new door to cell #5 to arrive.		
Facility Needs: Small toolkits for minor repairs/projects		
Tools & Equipment Needs: New cameras for cells that have privacy masking software. New cameras need to be able to integrate with current system.		

List of Attachments:

STATS:

Monthly Activity Report

Dillingham Dept. of Public Safety

For the period of August 27, 2024 to September 26, 2024

Division of Motor Vehicle

- ❖ 10 – Commercial D/L
- ❖ 49 – Driver License
- ❖ 22 – Identification Cards
- ❖ 00 – HC Permits (No Fee)
- ❖ 20 – Miscellaneous Fees
- ❖ 48 – Vehicle Registration
- ❖ 42 – Title / Lien
- ❖ 10 – Boat Registration
- ❖ 09 – Road Test

Customer Assist:

- ❖ 00 – License Services
- ❖ 25 – AK Written Test

Mayor
Alice Ruby

City Manager
Daniel Decker Sr.



Dillingham City Co

Section . Item 2.

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

MEMORANDUM

Date: September 25, 2024
To: Daniel Decker Sr., City Manager
From: Christopher Maines, Planning Director
Subject: August-September Monthly Report

Planning Commission Activity:

The Planning Commission held a workshop on August 21, 2024. Discussion involved the proposed abbreviated plat or Barret Subdivision, housing issues, future training opportunities, and the comprehensive plan.

The Planning Commission held an official meeting on September 11, 2024. The agenda included the preliminary plat or the Barret Subdivision. The preliminary plat was accepted and will be moving forward once all parties have agreed to the easements. No further actions will be taken until the agreement is finalized.

Planning Department Activity:

The aeration lagoon improvements project is developing on schedule. The new aerators and baffles have been installed. Nexum arrived on site in late August and ran staff through the new aeration system. It was certified by the company and is in working order. Because of needed modification to the original plan the fence line will need to be altered as a safety precaution. A change order is forthcoming or review.

I have been working with Edge Consulting on the myriad of requests. Due to staffing shortages the platting of the Bingman Lot 2 Harbor Area, Napa Lease Lot, and Shannon's Pond have languished within their office. I had a meeting with Veronica Bojko, PLS who works for Edge Consulting and she assured me that our plat requests are being prioritized and I am hoping we get them by October.

I have been working with our Public Works Director Phil Baumgartner on numerous items as our departments overlap in many areas. We have been working to address the permit renewal or the landfill, the scope of work for the senate appropriation of the Landfill Improvements Project, determining City of Dillingham owned roads, State roads, and

private access roads, and other potential and future infrastructure upgrades improvements

I am working with Scott Runzo, Fire Department Coordinator, on the new Fire Hall for the City of Dillingham. We visited the site with Principal Engineer Karl Johansson of Aetta Architects. I provided the most current documentation of the site for reference. A meeting was held to further gain an idea of the scale and positioning of the building. Future details will be given, as this is in the early stages of the project design phase.

I have been working with Wendi Deschamps Environmental Permitter on the GCI/Unicom Land Use Permit for their CLS Shelter install at 3832 Antenna Road. The paperwork is in order and easements have been determined. The construction is set for the first week of October.

I will be completing a Community-Wide Brownfields Inventory for the Alaska DEC. The list will be for possible brownfields in a community. This information can help inform local leaders where to prioritize resources and assist with planning for how best to address and reuse these properties. If you have any nominations please notify us as soon as possible, as the last day to apply is November 15, 2024.

I attended a meeting with the Curyung Tribal Council, SAFE, and BBNA to discuss the homeless situation in Dillingham. The discussion involved potentially purchasing Marrulut Eniit and turning it into a shelter with the intention of it being maintained by BBNA. Other options included the Curyung Tribal Council building on D Street as another option, but staffing would become an issue. I will provide further information as plans are developed that may involve the City.

Alaska State Parks & Outdoor Recreation is working hard to catch-up with the backlog of overdue inspections that are required every five years by the National Park Service for all park properties assisted with Land and Water Conservation Fund (LWCF) grants. The City of Dillingham has one (1) park that has received LWCF federal grant assistance. This grant was for the Tennis Court that was built over 30 years ago. I took pictures of the current conditions and am completing the report.

Upcoming Calendar Items:

- September 27: Community Change Grant Meeting
- October 1-2: Sustainability Summit
- October 9: Planning Commission Meeting

Mayor
Alice Ruby

City Manager
Daniel Decker



Dillingham City Co

Section . Item 2.

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

MEMORANDUM

Date: September 25, 2024
To: City Manager
From: Public Works Director
Subject: Monthly report

Accomplishments:

Public Works is working toward planning and scheduling known maintenance items within and around buildings, streets and vehicles. We've engaged engineers and industry professionals in identifying scope, budget and next steps on City Hall heating systems, Lagoon Aeration, Public Works septic, Dock lighting, Landfill permitting, ground water monitoring and improvements, Harbor Park, Snag Point erosion among others.

A multi-jurisdictional group met to discuss options and next steps regarding problem bears. Status, plans and implementation of prevention systems at the landfill, coordination of response to bear calls as well as lethal and non-lethal options were primary points of review.

Building and Grounds has worked diligently to tend to work orders and general maintenance. Such as repairing the Senior Center entry floor. An older service vehicle was brought online to streamline this department's efforts.

Public Works currently has five (5) open positions for which we are advertising and recruiting. Our Fleet Mechanic was promoted to Landfill Supervisor and is backfilling for vehicle maintenance pending filling the newly opened position. The Landfill is fully staffed and making progress on cleaning and organizing the facility. An offer letter to an overseas candidate for Heavy Equipment Mechanic was rescinded as cost, timeline and logistics were prohibitive. Alternate manpower and contract services options are being considered for open positions.

A trailer and container vans at the Lake Road fire station have been moved for fire training and rest area for bike path users. Plans are being developed to put in a food vendor and park area to the East of the Harbor/Animal Control building.

Incinerator repairs are slated for Spring of '25 as supplies missed the fall barge o
Installation of garage door is pending arrival of the fall barge. Quotes for various pieces of heavy equipment and attachments have been acquired. Research of equipment pricing and lead time continues.

Underway:

Staffing recruitment, identifying breakdown in procurement and tracking processes, researching Brightly software for work order and asset tracking capacity. ID and scheduling training for PW personnel. Issued RFP on Aggregate and 1000 Kananak Road demolition. Working CRW and BERS engineering firms and Industry on multiple projects. Continue review and prioritization of infrastructure needs, assessing crew capacities, LF groundwater monitoring and Operation Permitting.

Upcoming:

Plan/build PW septic, continue prioritizing work orders/lists, find as-builts, plans, manuals and information on existing & planned infrastructure, Landfill Improvements grant, incinerator service, groundwater monitoring, dock light evaluation, Mayor Sale. City Hall heat system upgrade, install Landfill gate & install electric fence, purchase equipment, Lagoon aeration completion, research Snag Point erosion project

- PW:
 - Quotes for equipment & vehicles
 - Staffing – Mechanic promoted, advertising positions and evaluating structure
 - Garage Doors – pending barge arrival
 - Incinerator – delayed to Spring '25
 - Phase I into a Phase II Environmental Study of “Bingman’s” property
 - RFP – bids received and pending Council review
 - IT – waiting on Admin computer, systems corrupted and repaired.
 - Inventory roads, current ownership & maintenance status efforts continue
- SHOP:
 - Service – passenger fleet – Public Safety patrol, “old” B&G truck, general
 - Service equipment – service equipment, attachments and small equipment
 - Coordinating Service Technician trips
- B&G:
 - City Hall - Siding
 - Senior Center – entry floor, gutter system, apartment, finished roof
 - PS – Jail door & toilet being built, second fuel tank installed, prep buildings for winter
 - PW – Shop unit heater installed
 - LF – work on water supply for incinerator and potential bathroom
 - Clear additional trees @ LR Fire Hall
 - Use Oil systems operations
 - Grounds – landscaping City Hall, Library, Public Safety, Baseball field
 - Weed control @ dock & ice rink

- STREETS:
 - Harbor floats and arms pulled
 - Repair LF Cell access road
 - Assist with web recycle & disposal
 - Prep fleet for winter operations
 - Installed delineators on corners – prevent gravel spread to asphalt
 - Pothole repairs – Waskey/Lake Road curtain & Senior Center, etc.
 - Dispose of old vehicles – not sold or picked up from Mayor Sale
 - Clear septic lines & plan for holding tank conversion

- WATER / WASTEWATER:
 - Train PW Foreman and B&G staff
 - Aeration project nearing completion
 - Change Order – review & negotiated
 - Planning hydrant repair & winterization
 - Research backup generator status, search for install contract

- LANDFILL:
 - Fish Waste closed
 - Consolidated disposed paints
 - Water supply to incinerator & potential bathroom
 - Consolidated metal pile
 - Reopened Cell operating area & evened distribution of refuse
 - New gates – need hinges & posts to install
 - Groundwater monitoring scheduled
 - Renewing Operating Permit
 - Rate sheet signs ordered

Mayor
Alice Ruby

City Manager
Daniel Decker



Dillingham City Co

Section . Item 2.

Bertram Luckhurst
Michael Bennett
Steven Carriere
Curt Armstrong
Kaleb Westfall

MEMORANDUM

Date: September 23, 2024, 2024
To: Daniel Decker, City Manager
From: Scott Runzo, Fire Department Coordinator
Subject: Monthly Report

Acknowledgements and Recognitions:

- The department would like to thank our current volunteers as they will begin to start running on calls at the end of the month. We have several people out for different reasons and with the lack of personnel it will require more commitment from our current volunteer team.
- I would also like to thank Chris Maines for working with us and the Architect on the development of the future fire station

Department Accomplishment and Opportunities:

During the month of September, the department's focus is training and prevention.

- Three volunteers will be attending the state Fire conference for training. This is a weeklong in Wasilla and is a great opportunity for our members
- Last week the architect came for a site visit for the new proposed fire station. The time was very encouraging, and it looks like the first choice that will work is the current site of the old fire station. The city should have the first draft of the pre-design in about a month.
- The city has also received a grant of 600k to pay for the new fire hall's design and engineering costs.
- Staff have set a working date with the Fire Chief and Executive Board to plan and schedule monthly meetings. Things covered will be department needs, desired training, and looking into how to better the department for future needs.
- The staff will be working with the hospital for a vaccination day on October 5th at the high school for flu and Covid shots
- The fire staff is working with BBNA hosting a Red Card wildland fire training at the end of October. Participates will be able to get their nationally recognized Red Card once they complete the training. 3 of our volunteers will be attending.

Projects – Progress and Public Impacts:

- The department continues to offer many training opportunities that consist of CPR, First Aid, Emergency Trauma Technician, and Emergency Medical Technician-1, and Narcan Training classes. If you need training, please contact us.
- Summer employees will have their last day with the City on September 29, 2024. Once the summer season is complete, the volunteers will resume the night and weekend Fire and EMS calls.
- The new Fire Command Truck will be arriving next week on the barge.

Upcoming Calendar Items:

- Fire training conference end of September
- Flu and covid shots October 5th
- Volunteers running calls starting September 25th
- Fire prevention week second week of October for the school
- Wildland fire training end of October
- EMS and Fire training starts the 25th and is held twice a month

Public Feedback:

- There have been several citizens that have called wondering why their home insurance rates have increase. The reason they were given is because of the type of fire infrastructure and fire resources that we currently have. This is all related to our current ISO rating, which is a 6, which is good. For some reason insurance carriers think it has changed. We are looking into this and will keep you informed.

List of Attachments:

- None currently

Mayor
Alice Ruby

Acting City Manager
Dan Decker



Dillingham City Co

Section . Item 2.

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

MEMORANDUM

Date: 9/25/2024
To: Dan Decker, Acting City Manager
From: Daniel Miller, Port Director
Subject: Monthly Report: September

Acknowledgements and Recognitions:

Department Accomplishment and Opportunities:

- Winterized ice machine
- Winterized and stored harbor skiff/bobcat
- Removed remaining docks

Projects – Progress and Public Impacts:

- Planning Port Advisory Committee for October
- Working to become a certified member of Alaska Clean Harbors
- Replace compressor for cold storage in icehouse
- Update Port Terminal Tariff
- Develop a plan for improved Kanakanak Beach Access maintenance
- Awaiting results to begin phase 2 of Bingman property cleanup
- Awaiting announcement for PIDP Grant awards
- Planning and preparation for next season

Upcoming Calendar Items:

- Last scheduled barge to arrive October 1
- October 21-25: AAHPA Conference
- November: Debrief for PIDP Grant Application

Public Feedback:

- Repair/replace ice machine.
- Repair Bulkhead Crane
- Electricity to docks.

Mayor
Alice Ruby

Acting Manager
Daniel Decker



Dillingham City Co

Section . Item 2.

Bertram Luckhurst
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Kevin McCambly

MEMORANDUM

Date: September 25, 2024
To: Daniel Decker, Acting City Manager
From: Abigail Flynn, Acting City Clerk
Subject: Monthly Report

Acknowledgements and Recognitions:

Thank you to Jon Sorensen who has kept the Clerk Department running while I was out serving on three Juries and out on medical leave. Jon will be acting Clerk while I am away in October. While I am away, I will check in and work remotely as often as possible. Thank you to Scott Runzo for cooking and shopping for the Employee BBQ.

City Clerk Department Accomplishment and Opportunities Since the Last Meeting:

Accomplishments

*Prepared for the Municipal Election.
New bids advertised, opened and scored.
Employee Appreciation BBQ planned and carried out*

Upcoming Calendar Items:

Elections:

November General Election Early and Absentee Voting Oct 21st to Nov 4th
<https://www.elections.alaska.gov/voter-information/absentee-and-early-voting/>

November 5th General Election 7:00 A.M-8:00 P.M. in the Council Chambers

Upcoming Meetings:

Planning Commission Meeting October 9th 5:30 P.M.
Council to Certify Election October 10th 5:30 P.M.
Potential-Special Council Meeting to publicly declare election results TBD
Friends of the Landfill October 25th, 10 am
Finance and Budget Committee October 28th, 5:30 P.M. (4th Monday)
Port Advisory Committee meeting date TBD
Next Regular City Council meeting November 7th, 7 P.M.

Needs:

- *Election Workers for the November 5th General Election- please email cityclerk@dillinghamak.us and see <https://www.elections.alaska.gov/election-workers/>*

Attachments:

November 5th Election Information

Accomplishments

- Days open when meals were served: 18 with 634 meals served during that time.
- Days the van ran:13, People given rides:120, Meals delivered:174

Staffing Update

- Two staff members will be out of town from 9/25-10/4 for Medical.
- Diana let the elders know that there is no shuttle service until October 7th. Diana will still be cooking lunch by herself at the center. Home delivery clients have been notified that there will be no delivery, but pickup is still available if they have someone to pick up their lunch.
- There is an opening for a temporary driver.

News

- Committee appointments needed so that Senior Advisory Meetings can be set

Grant Reporting

- The NSIP/NTS grants for the State of Alaska were approved on September 18th.

Library Accomplishment and Opportunities for the summer:

Accomplishments

<i>Library Stats for August 26 to September 22, 2024</i>			
629	<i>Patron count</i>	447	<i>Desktop computer usage</i>
652	<i>WiFi Session Count</i>	30	<i>Museum visitors</i>
13	<i>AWE station usage</i>	1	<i>Volunteer hours</i>
0	<i>Game night attendees</i>	28	<i>Story Time attendees</i>

Staffing changes

- Library Fully staffed with some taking time off
- Library Closed on Labor Day and a few hours on September 19th for the City Employee Appreciation Event.
- Library will be closed Monday, October 14th for Indigenous Peoples Day

Grant Reporting

- PLA Grant received FY25 funding of \$1,829, more to be awarded in October
- PLA final grant report for FY24 due September 27th, 2024.
- LINKED Grant- \$25,000 a year budgeted for Year 4 and year 5

Advisory Board News

- LAB met September 26th
- New appointment for vacant LAB Seat E needed

NOTICE OF GENERAL ELECTION

To the qualified voters in the State of Alaska in

**37-714 Dillingham
Dillingham City Hall**

Notice is hereby given that a General Election will be held on

**Tuesday, November 5, 2024
Between the hours of
7:00 A.M. and 8:00 P.M.**

For the purpose of electing officials for the following seats:

1. President / Vice President
2. United States Representative
3. State Senators (10)
4. State Representatives (40)

For the purpose of voting on judicial retention of the following:

1. Supreme Court Justices
2. Court of Appeals Judges
3. Superior Court Judges
4. District Court Judges

If you are not already registered to vote, or if you need to update your existing registration, please contact your election office listed below or visit our website at www.elections.alaska.gov.

For Language Assistance, please call 1-866-954-8683.

THE REGISTRATION DEADLINE FOR THIS ELECTION IS OCTOBER 6, 2024.

Juneau
465-3021 or
1-866-948-8683

Anchorage
522-8683 or
1-866-958-8683

Mat-Su
373-8952 or
1-844-428-8952

Fairbanks
451-2835 or
1-866-959-8683

Nome
443-5285 or
1-866-953-8683

PUBLIC HEARINGS

CITIZEN'S COMMENTS

I Neal Bennett dba Bennett Enterprises LLC
protest the award of the RFP 2024-03 1000
Kanakanak Rd. - Demolition

Neal R. Bennett
9/27/24

ORDINANCES AND RESOLUTIONS

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2024-38

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL SUPPORTING CURYUNG TRIBAL COUNCIL’S BBEDC ARCTIC TERN GRANT APPLICATION FOR PARTICIPATION AT THE 2024 ELDERS AND YOUTH CONFERENCE

Whereas, the City of Dillingham supports employment and educational activities for youth in the community; and

Whereas, the City of Dillingham supports participation in the 2024 Elders and Youth Conference by youth from the community; and

Whereas, a grant from BBEDC under the Arctic Tern program will allow the Curyung Tribal Council to provide the activities described above;

NOW THEREFORE BE IT RESOLVED that this resolution supports the application for and receipt of a BBEDC Arctic Tern Grant and further supports Curyung Tribal Council youth program.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on September 26, 2024.

Alice Ruby, Mayor

ATTEST:

[SEAL]

_ Jon Sorensen, Acting City Clerk

2024 BBEDC Arctic Tern Program

Program Overview

The BBEDC Board feels strongly that introducing youth to the workplace can provide a small income as well as a head start on valuable work skills. These work skills will help them to succeed over the long term; whether it is as an employee or as a small business owner/operator. Further, providing these opportunities in their resident community encourages pride and a sense of community responsibility.

Also of value are educational activities related to employment opportunities, economic issues, career choices, leadership forums and educational opportunities. These activities enhance resident youth's exposure to the world of work. This allows youth to gain the self-confidence, career awareness, financial literacy, and interpersonal competencies needed to succeed over the long term.



The BBEDC Board is aware that resident young people in BBEDC communities have limited opportunities for employment and communities have few resources for creating opportunities. Therefore the Board established the *Arctic Tern* Program as a vehicle for providing an annual grant to each of the CDQ communities to be used for jobs and educational activities for youth.

Purpose

To grant funds to BBEDC communities to be used to support and foster jobs, employment activities or learning opportunities for resident young people up to 17 years of age.

Grant Amounts

In 2024, funds are allocated for up to \$6,000.00 per community.

Eligible Entities

The fund recipient will be either the Tribal Council or City Council. In either case, if both entities exist within a community, both must provide a resolution in support of the project application. The resolution must contain language specified in the *Arctic Tern* application.

Applicants in default in any BBEDC programs are no longer eligible to participate in additional BBEDC programs or services until fully compliant.

Recipient Responsibility

The recipient organization shall submit an application for the grant funds using the form provided by BBEDC. The application shall contain a plan that describes how the organization will use the grant funds and resolutions from the Tribal and/or City organization(s).

The recipient organization shall not discriminate in the selection of resident youth participants because of ethnic background, religious preference, sexual preference, gender or family affiliation.

The recipient organization is responsible for oversight of their community program, supervision of participants and reporting responsibilities to BBEDC. The Recipient Organization will execute an agreement with BBEDC. In accepting this grant, the Recipient agrees to indemnify, release, and hold BBEDC, its directors, officers, employees, contractors and agents, harmless from and against any disputes which might arise from activities and transactions performed or contemplated. This indemnity and release shall include costs and attorney's fees incurred by BBEDC in defending itself from any filed or threatened legal action related to this Grant or Agreement.

The Recipient Organization is responsible for assuring compliance with all local, state and federal employment, labor, Internal Revenue Service (IRS) and other laws.

Program Close-Out

The *Arctic Tern* Program has no deadline for grant applications. Arctic Tern grant funds allocated but not awarded will expire on December 31st of the year they are allocated. Arctic Tern funds must be spent within the year they are awarded (by December 31st of each year). Final Reports are due from the recipient organization by December 31, 2024. **Pictures of the activities that are funded with the grant must be submitted with the report.**

The Recipient Organization shall provide BBEDC with a close out report that describes how the funds were spent, the number of youth employed/involved in total, what activities were carried out, performance of the participants, what was contributed to the community and overall how the program was received in the community. The report should be significantly detailed to allow BBEDC to evaluate the effectiveness of the program on an annual basis.

Eligible Activities

Recipients may use the grant funds as wages to employ youth in positions within the community or to fund youth participation in educational and learning activities.

Participants may be employed to work, under supervision provided by the recipient organization, in any capacity within the law that benefits the community in general. Activities may include assistance to elderly or disabled residents (shoveling snow, assist in household activities, pack water and wood for steams, etc.), assisting city or tribal departments (phone/mail duties, pick up litter, shoveling snow, paint community equipment such as benches, garbage cans or other), assisting with school extracurricular and/or community related activities (organize and assemble specific events such as after school activities, community events, and etc.).

Funds may be used to fund participation in educational and learning activities. Funds may be used to pay for travel, registration or other fees associated with sending resident youth to an educational and or learning activity (career/employment events, college exploration events, leadership events such as AFN Youth Conference, etc.).

Project/Grant Management

No more than \$500.00 of the grant funds may be used for project/grant management. Grant management activities include but are not limited to office/facility costs, indirect costs, supervision/chaperone costs and other costs not directly related to wages or travel for youth participants.

Fund Accountability

By applying for the fund, the applicant acknowledges and agrees to the BBEDC Accountability Policy as outlined below.

Failure to comply with the accountability requirements can result in denial of payment and the applicant may become ineligible for funding of later phases of the current fund and/or subsequent fund cycles.

Specific Policy (Applies to all BBEDC Fund Projects):

- A. A Budget that is reasonably detailed must be included with the application.
- B. The Application proposal must include a reasonably detailed Project Timeline that fits the BBEDC required ending date.
- C. The entity receiving the fund must select and identify whom they wish to be the project manager.
- D. Grant funds will be issued to the Recipient Organization in one lump sum after approval of the application. Payment will be made to the Recipient Organization only.
- E. The Recipient Organization will be required to submit a close out report. The report must contain the information required with supporting receipts, check copies and financial reports.
- F. A maximum of \$500.00 may be used as indirect, administrative and/or project management (See Project/Grant Management).

2024 BBEDC Arctic Tern Program

Application

Instructions: Applicant shall use this page as a cover sheet for their application. The remainder of the application may be the following form or may be submitted as a simple narrative in whatever format is desired, provided it contains the information required.



Date 8/22/2024

Name & Address of Entity Requesting Grant:

Curyung Tribal Council
P.O. Box 216
Dillingham, Alaska 99576

Specific Contact Person:

Name: Kim Williams
Title: Tribal Administrator
Address: P.O. Box 216
Dillingham, Alaska 99576

Phone Number: 907-842-2384
Fax Number: 907842-4510
E-mail Address: tribaladmin@curyung.com

Project Title: DCSD AFN Elders & Youth Conference

Total Amount Being Requested: \$6,000

Brief Description of Project:

Four MS/HS student delegates and one chaperone to attend the First Alaskans Elders & Youth Conference in Anchorage on 10/12-10/17/2024. Delegates will meet before and after travel to discuss issues and plan culturally relevant activities in the school.

Signature by an authorized official of the Recipient Organization below acknowledges the intent to operate according to the program purpose and guidelines and assures that all information contained in this application is true and correct.

Signature

Date

Please note: Applicants in default in any BBEDC programs are no longer eligible to participate in additional BBEDC programs or services until fully compliant.

The following can be used to simply fill in the blanks after each question or the items can be addressed in a simple written narrative provided that all information is included. The preceding cover sheet should be included in any case.

Refer to Program Description and Guidelines for further information.

1. Project Title: DCSD AFN Elders & Youth Conference
2. Describe the number of youths that are expected to be employed or involved.
Four-Six students will attend the AFN Elders & Youth conference in person. Over 50 will participate remotely through live broadcast of the event at the school.
3. Describe the work or activities that the youth are expected to accomplish.
Delegates will meet three times before the conference to discuss contemporary issues, will attend the entire conference, and will continue to meet after the conference to plan cultural activities in the school.
4. Describe the timeline for the entire grant. If the grant includes multiple projects, include timelines for each project. For example, if one project involves employing youth and a second project includes travel, include a timeline for each of the projects.
Group will travel to Anchorage on 10/12/24 and return to Dillingham on 10/17/24. Group will meet before and after travel to the conference.
5. Describe anything that the youth are expected to submit (reports, presentations or other).
Youth are required to provide a report (written, video or multimedia) to the Dillingham Parent Advisory Committee.
6. Describe how the youth will be supervised and/or chaperoned. Include the name(s) of the supervisor(s) and/or chaperone(s).
Supervisor: Robyn Chaney, DCSD Federal Programs Coordinator
Chaperone's: Maria Dosal, DMHS Bilingual/Bicultural Teacher, Tish Olson, DMHS Pipeline Services Coordinator
7. Provide a budget that is reasonably detailed.
Please see attached.
8. Attach a resolution from the applicant that includes the following statements:
 - a. The Recipient Organization acknowledges legal responsibility for assuring that all local, state and federal laws will be adhered to in any actions under this grant project.

- b. In accepting this grant, the Recipient agrees to indemnify, release, and hold BBEDC, its directors, officers, employees, contractors and agents, harmless from and against any disputes which might arise from activities and transactions performed or contemplated. This indemnity and release shall include costs and attorney's fees incurred by BBEDC in defending itself from any filed or threatened legal action related to this Grant or Agreement
9. Attach a resolution from other (city or tribal) government organization if appropriate that supports the application.

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2024-39

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AWARDING A CONTRACT TO FURNISH AGGREGATE FOR FY25

WHEREAS, the City of Dillingham has a need gravel, crushed stone and reject D1 for City projects and the city shop and landfill; and,

WHEREAS, the City advertised a Request for Proposals for the delivery of Pit Run Gravel, Crushed Stone and Reject D1;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council awards the bids for Pit Run Gravel, Crushed Stone and Reject D1 to the City of Dillingham to the lowest bidder or solo bidder as follows for Fiscal Year 2025.

<u>Product</u>	<u>Low Bidder</u>	<u>Price per Cubic Yard</u>
Pit Run Gravel, 3000 cy (to landfill)	JJC Enterprises	\$14.50
Pit Run Gravel, 3000 cy (to shop)	Snag Point Trucking	\$19.53
Crushed Stone 400 cy (to shop)	JJC Enterprises (Solo Bidder)	\$73.50
Reject D1 600 cy (to shop)	JJC Enterprise	\$25.00

PASSED and ADOPTED by the Dillingham City Council on October 3rd, 2024.

SEAL:

Alice Ruby, Mayor

ATTEST:

Jon Sorensen, Acting City Clerk

Attachment A. Aggregate Bid

City of Dillingham
RFP 2024-06 Furnish Aggregate for FY25

The furnishing and delivery of gravel and crushed stone shall be in accordance with the Request for Proposal/Bid and Specifications for the term of the contract. The price per cubic yard shall include the entire supplier costs associated with providing aggregate and delivery. The contract shall remain in effect from the date of execution through June 30, 2025. The City reserves the right to purchase up to 25% more materials at the unit prices bid.

1. Contractor may bid one or more options listed below:

<u>Materials</u>	<u>Amount</u>	<u>Delivery Location</u>
Pit-Run Gravel	3,000 cubic yards	Landfill
Pit-Run Gravel	3,000 cubic yards	City Shop
Crushed Stone	400 cubic yards	City Shop
Reject D1 Gravel	600 cubic yards	City Shop

2. Complete and submit this document in a sealed envelope for the items you are bidding.

\$ 17.95 Bid Amount per cy. – Pit-Run Gravel Delivered (Landfill)

\$ 19.53 Bid Amount per cy, – Pit-Run Gravel Delivered (City Shop)

\$ _____ Bid Amount per cy. – Crushed Stone Delivered (City Shop)

\$ 31.25 Bid Amount per cy, – Reject D1 Gravel Delivered (City Shop)

Contractor Name: Don Wierd Title: Owner

d/b/a Company Name: Snag Point Trucking

City Business License Number: 5160

Alaska State Business License Number: 2124379

Contractor Signature:  Date: Sep. 16, 2024
(Authorized Agent)

Mailing Address: P.O. Box 35 Dig. AK 99576

Phone Contact: 907-843-1376

Email Address: snagpt@yahoo.com

City of Dillingham
RFP 2024-06 Furnish Aggregate for FY25

The furnishing and delivery of gravel and crushed stone shall be in accordance with the Request for Proposal/Bid and Specifications for the term of the contract. The price per cubic yard shall include the entire supplier costs associated with providing aggregate and delivery. The contract shall remain in effect from the date of execution through June 30, 2025. The City reserves the right to purchase up to 25% more materials at the unit prices bid.

1. Contractor may bid one or more options listed below:

<u>Materials</u>	<u>Amount</u>	<u>Delivery Location</u>
Pit-Run Gravel	3,000 cubic yards	Landfill
Pit-Run Gravel	3,000 cubic yards	City Shop
Crushed Stone	400 cubic yards	City Shop
Reject D1 Gravel	600 cubic yards	City Shop

2. Complete and submit this document in a sealed envelope for the items you are bidding.

- \$ 14.50 Bid Amount per cy. – Pit-Run Gravel Delivered (Landfill)
- \$ 23.00 Bid Amount per cy, – Pit-Run Gravel Delivered (City Shop)
- \$ 73.50 Bid Amount per cy. – Crushed Stone Delivered (City Shop) (D1)
- \$ 25.00 Bid Amount per cy, – Reject D1 Gravel Delivered (City Shop)

Contractor Name: JJC Enterprises, Inc Title: _____

d/b/a Company Name: _____

City Business License Number: 5286

Alaska State Business License Number: 981834

Contractor Signature:  Date: 9/16/2024
(Authorized Agent)

Mailing Address: PO Box 1234 Dillingham, AK 99576

Phone Contact: 907-842-1553

Email Address: cjmeng@jjcak.com & accounting@jjcak.com

City of Dillingham
Fiscal Note

Agenda Date: October 3, 2024

Aggregate for FY24 - Contract with JJC Enterprises for gravel (Landfill), Crushed Stone and D1; Contract with Snag Point Trucking & Snow Removal for Gravel (Shop)

ORIGINATOR: Abigail Flynn

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$146,490 Budget Approved		FUNDING SOURCE City of Dillingham	
FROM ACCOUNT		Project	
1000 7395 30 33 0000 0	\$102,990	Furnish Aggregate per RFP 2024-06	
2200 7395 30 81 0000 0	\$43,500		
TO ACCOUNT:	VERIFIED BY: Anita Fuller	Date: 9/24/2024	

EXPENDITURES

OPERATING	FY25			
Gravel Landfill 3,000 cy	\$ 43,500.00			
Gravel Shop 3,000 cy	58,590.00			
Crushed Stone 400 cy	\$29,400.00			
Reject D1 600cy	\$15,000			
TOTAL OPERATING	\$ 146,490.00	\$ -	\$ -	\$ -

CAPITAL	\$ -			
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REVENUE	-			
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FUNDING

General & Special Rev. Funds	\$102,990			
State/Federal Funds	\$43,500			
Capital Project				
Other				
TOTAL FUNDING	\$ 146,490	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary)

See Resolution 2024-39

Budget approved for Landfill Gravel \$66,000 - Budget revision -22,500;

Budget approved for Streets Gravel \$100,000 - Budget revision +\$2,990

PREPARED BY: Anita Fuller

September 24, 2024

DEPARTMENT: Finance

APPROVED BY: _____



**REQUEST FOR PROPOSALS
RFP 2024-06 Furnish Aggregate for FY25**

The City of Dillingham is soliciting sealed bids to supply gravel and crushed stone to the landfill and city maintenance yard. The selected firm or individual will enter into a term contract in effect from the date of execution through June 30, 2025. Bids will be accepted for:

<u>Materials</u>	<u>Amount</u>	<u>Delivery Location</u>
Pit-Run Gravel	3,000 cubic yards	Landfill
Pit-Run Gravel	3,000 cubic yards	City Shop
Crushed Stone	400 cubic yards	City Shop
Reject D1 Gravel	600 cubic yards	City Shop

Bid documents can be found at: <https://www.dillinghamak.us/rfps>.

Inquiries should be sent to the Public Works Director at 907-842-4598 or via email at publicworks@dillinghamak.us.

Bid deadline is 4:00 p.m. on Monday, September 16, 2024, followed by the bid opening. A contract to award will be authorized at a subsequent City Council meeting.

SPECIFICATIONS

Submittal Requirements and Information

To be considered, all proposals must be delivered to the address below, on or before the deadline no later than 4:00 p.m. on Monday, September 16, 2024. Submissions must include a signed copy of Attachment A, Aggregate Bid.

Please mark the envelope to identify the project: **RFP 2024-06 Furnish Aggregate FY25.**

Delivery instructions – mail or hand deliver in a sealed envelope to:

City of Dillingham – Public Works
PO Box 889
Dillingham, AK 99576

Required Proposal Content

Return the following attachments to the City of Dillingham by the due date:

- Attachment A. Aggregate Bid

Electronic and faxed proposals will not be accepted.

Proof of Insurance and Licensing

Responding bidders will be required to provide the following prior to “Notice of Award”:

- Copy of 2024 City of Dillingham Business License;
- Current State of Alaska Business License;
- Certification of Insurance and Workers Compensation as required under AS23.30 naming all employees;
- Proof of commercial insurance, covering bodily injury, death, and property damage with a single limit not less than one million (\$1,000,000) dollars;
- Vehicle liability insurance including applicable uninsured/underinsured coverage with limits of liability not less than one million (\$500,000) dollars per occurrence combined single limit bodily injury and property damage.

All insurances, workers’ compensation insurance, commercial general liability insurance and motor vehicle liability insurance, as described above shall include an endorsement stating the following: sixty (60) days advance written notice of cancellation, non-renewal, reduction change, shall be sent to the City Manager, PO Box 889, Dillingham, AK 99576.

Owner/Operators are eligible to submit a bid, as long as they meet the minimum State requirements for operating as an owner operator.

Scope of Service

The contractor shall furnish and deliver aggregate according to the following specifications and conditions:

1. Materials: Gravel and crushed stone shall contain no frozen material, mulch, roots, sod, dirt or other deleterious matter. The material shall be graded within the limitations shown below:

Pit-Run Gravel	
6” Sieve	100 % Passing
No. 200 Sieve	0 – 6 % Passing
Crushed Rock – Washed 1”	
8” Sieve	100% Passing
2” Sieve	0-10% Passing
No. 200 Sieve	0-6% Passing
D1 Gravel	
8” Sieve	100 % Passing
2” Sieve	0-10 % Passing
No. 200 Sieve	0-6 % Passing

2. Sampling: The contractor shall submit a relative sample of the material to be supplied. Sampling details need to be coordinated with the Public Works Director. The City reserves the right to have samples tested to confirm to specs prior to and during delivery. The contractor will bear all cost related to the testing. Materials failing to conform to the specifications will not be used and will cause the City to declare the contractor in default and cancel the contract.

3. Quantity:

The total quantity of Pit-Run Gravel to be purchased will be approximately SIX THOUSAND (6,000) cubic yards.

The total quantity of Crushed Stone to the Public Works Shop to be purchased will be approximately FOUR HUNDRED (400) cubic yards.

The total quantity of D1 gravel to be purchased will be approximately SIX HUNDRED (600) cubic yards.

4. Method of Measurement: Gravel and crushed rock shall be measured by volume, in the truck, at the point of delivery.

5. Time Line:

Gravel and crushed rock deliveries need to be delivered to the landfill at 50% by October 19, 2024 with the remaining bid delivered by November 31, 2024 unless otherwise approved in writing by the Public Works Director. .

Conditions of Offering and Acceptance

This is a Request for Proposal/Bid only and is not a guarantee the City of Dillingham will purchase any or all of the products or services indicated in this invitation.

The City of Dillingham reserves the right to reject or accept any and all bids, to waive irregularities or informalities in the procurement process, and to give particular attention to the qualifications of the proposer.

****The City reserves the right to revise or clarify the Request for Proposal/Bid, respond to questions, and/or extend or shorten the due date of process.****

The City retains the right to cancel the Request for Proposal/Bid process if the City determines it is in their best interest. Any cost incurred by proposers for the preparation and submittal of the bid is the sole responsibility of the bidder.

A bid may be corrected or withdrawn by a written request received prior to the deadline for receipt of bid proposals.

All bid proposals and other material submitted become City property and may be returned only at their option.

The City assumes no responsibility or liability for the transmission, delay, or delivery of bid proposals by either public or private carriers.

Any and all media announcements pertaining to this RFP require the City's prior written approval.

The bidder agrees to allow the City at least 60 days from the bid close date to enter into a contract with the selected bidder for the price offered by the bidder.

The City intends to award a contract, subject to negotiation of a satisfactory agreement based upon the City's standard professional services contract form.

Contractor shall in performance of a contract, comply with all applicable federal, state, and local laws, ordinances, orders, rules and regulations applicable to its performance.

Contractor must be in compliance with Dillingham Municipal Code 4.20.240, Tax Delinquent List.

City of Dillingham
RFP 2024-06 Furnish Aggregate for FY25

The furnishing and delivery of gravel and crushed stone shall be in accordance with the Request for Proposal/Bid and Specifications for the term of the contract. The price per cubic yard shall include the entire supplier costs associated with providing aggregate and delivery. The contract shall remain in effect from the date of execution through June 30, 2025. The City reserves the right to purchase up to 25% more materials at the unit prices bid.

- 1. Contractor may bid one or more options listed below:

<u>Materials</u>	<u>Amount</u>	<u>Delivery Location</u>
Pit-Run Gravel	3,000 cubic yards	Landfill
Pit-Run Gravel	3,000 cubic yards	City Shop
Crushed Stone	400 cubic yards	City Shop
Reject D1 Gravel	600 cubic yards	City Shop

- 2. Complete and submit this document in a sealed envelope for the items you are bidding.

\$ _____ Bid Amount per cy. – Pit-Run Gravel Delivered (Landfill)

\$ _____ Bid Amount per cy, – Pit-Run Gravel Delivered (City Shop)

\$ _____ Bid Amount per cy. – Crushed Stone Delivered (City Shop)

\$ _____ Bid Amount per cy, – Reject D1 Gravel Delivered (City Shop)

Contractor Name: _____ Title: _____

d/b/a Company Name: _____

City Business License Number: _____

Alaska State Business License Number: _____

Contractor Signature: _____ Date: _____
(Authorized Agent)

Mailing Address: _____

Phone Contact: _____

Email Address: _____

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2024-40

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AWARDING THE 1000 KANAKANAK ROAD DEMOLITION PROJECT TO JJC ENTERPRISES

WHEREAS, the City of Dillingham issued a Request for Proposals (RFP) for the demolition of the property located at 1000 Kanakanak Road; and

WHEREAS, the project entails the safe and complete demolition, removal, and disposal of structures and materials in accordance with all applicable local, state, and federal regulations; and

WHEREAS, the City received multiple bids for the project, which were reviewed for compliance with the RFP criteria and requirements; and

WHEREAS, JJC Enterprises submitted the most responsive and responsible bid in the amount of \$167,347; and

WHEREAS, it has been determined that awarding the contract to JJC Enterprises is in the best interest of the City of Dillingham; and

WHEREAS, the Dillingham City Council acknowledges that the expenses to complete this contract are not currently allocated in the city's budget; and

WHEREAS, a budget revision will be required to secure the necessary funding for the completion of the demolition;

NOW, THEREFORE, BE IT RESOLVED, that the Dillingham City Council hereby awards the demolition contract for 1000 Kanakanak Rd to JJC Enterprises for \$167,347 and directs city staff to prepare a budget revision to fund the completion of this project.

BE IT FURTHER RESOLVED, that the City Manager is authorized to execute the necessary contract documents on behalf of the City of Dillingham.

PASSED and ADOPTED by the Dillingham City Council on October 3, 2024.

Alice Ruby, Mayor

SEAL

ATTEST

Jon Sorensen, Acting City Clerk



Office: 907-842-1553 | Fax: 907-206-7020

PO Box 1234 Dillingham, Alaska 99576

September 16th, 2024

CITY OF DILLINGHAM

RFP 2024-03 1000 KANAKANAK RD – DEMOLITION

BID/PROPOSAL

Letter of Interest

JJC Enterprises is pleased to provide an overview of our qualifications along with a proposal for demolition and clearing at 1000 Kanakanak Road, Dillingham, Alaska 99576 (aka Bingman Property).

Experience (With Similar Projects):

- 5 Unit Housing & Foundation Demolition – 6000 Kanakanak Rd Dillingham, AK (BBAHC) – 2018
- Blue House & Foundation Demolition – 422 2nd Ave Dillingham, AK (Across From L&M) – 2020
- Dillingham Hotel & Foundation Demolition – 429 2nd Ave Dillingham, AK (Next to L&M) – 2021
- BBAHC Dental Annex Demolition – 6000 Kanakanak Rd Dillingham, AK (BBAHC) – 2022

Team Organization:

- Chris Meng or Dan Meng are both authorized to make any decision on behalf of JJC, they will be performing the on-site work with the below employees as support.
- Allen Swift, Thomas Gardiner or Harold Cox will be driving truck, as needed.
- Emil Sorensen and/or Caden Smeaton will be laboring, as needed.

Work To Be Performed: Preferred completion date is 11/29/24 but must be done by 5/15/25

We will have a minimum of one operator at a time, who will be loading end dump truck(s) and/or belly dump trailer(s) as the demolition is occurring, hauling to the landfill as the materials are being handled/demolished in efforts to keep the site as clean as possible throughout the project. Once we are mobilized on site, we intend to perform the work in the following order:

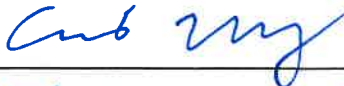
- Remove F/V Thor (if present), empty large wheel trailer, bow picker and boat trailer
- Disassemble and remove the roof atop the 40' containers
- Remove liquid materials out of 40' containers, place with other drums and buckets currently on property (will remain on site)
- Demo & remove 40' containers (Option #1)
- Demo metal & plywood buildings
- Demo cement pad(s)

Once the property is free and clear of the requested structures and items, JJC will do a site cleanup then haul, place and compact gravel as needed.

Subcontractors (If Any): If any subcontractors are utilized it would solely be for hauling debris to the landfill. At this time, we are not intending to use any subcontractors.

Key Employees (Please include all employees on correspondence regarding this project):

- Chris Meng – Vice President – 907-843-0315 – cjmeng@jjcak.com – 20+ Years experience
- Dan Meng – Plant Manager – 907-545-1232 – dmeng@jjcak.com – 20+ Years experience
- Brittney Long – Office Manager – 907-422-7780 – brittney@jjcak.com – 15+ Years experience

JJC Authorized Signature: 

JJC Authorized Name/Title: CHRIS MENG, VICE PRESIDENT

City of Dillingham
Fiscal Note

Agenda Date: October 3, 2024

JJC Enterprices, Inc. 1000 Kananak Demolition (USS 3643 Lot 2)

ORIGINATOR: Phil Baumgartner, PW Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$167,347		FUNDING SOURCE City of Dillingham	
FROM ACCOUNT 7140 8530 30 62 4511 0 CIP Fund		Project 1000 Kankanak Demolition	
TO ACCOUNT:	VERIFIED BY: Anita Fuller	Date:	9/24/2024

EXPENDITURES

OPERATING	FY25	FY26	FY27	FY28
7140 8620 70 71 2114 0	\$167,347			
TOTAL OPERATING	\$ 167,347.00	\$ -	\$ -	\$ -

CAPITAL	\$ -			
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REVENUE	-			
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FUNDING

General Fund Transfer	\$167,347			
TOTAL FUNDING	\$ 167,347.00	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary)
Project not in the current FY25 Budget
Budget Revision required

Resolution 2024-40

PREPARED BY: Anita Fuller

September 24, 2024

DEPARTMENT: Finance

APPROVED BY: _____



City of Dillingham
Box 889
Dillingham, Alaska 99576

**REQUEST FOR PROPOSALS/BIDS
RFP 2024-03 1000 KANAKANAK RD - DEMOLITION**

The City of Dillingham is soliciting sealed proposals from businesses with the skills and equipment required to clear 1000 Kanakanak Rd. of structures and debris.

Bid documents can be found at: <https://www.dillinghamak.us/rfps>.

Inquiries should be sent to the Public Works Director at 907-842-4598 or via email at publicworks@dillinghamak.us.

SPECIFICATIONS

Submittal Requirements and Information

To be considered, one original and two copies of the proposal must be delivered to the address below, on or before the deadline no later than 4:20 p.m. on September 16, 2024. Proposals must include original signatures by an individual able to legally represent the firm. Late proposals will not be opened or evaluated.

Please mark the envelope to identify the project:

RFP 2024-03 1000 KANAKANAK RD - DEMOLITION

Delivery instructions – mail or hand deliver in a sealed envelope to:

Public Works
City of Dillingham
PO Box 889
Dillingham, AK 99576

Electronic and faxed proposals will not be accepted.

A pre-proposal meeting will not be held.

Background

The City of Dillingham (COD) acquired USS 3643 Lot 2 (aka the Bingman property) through foreclosure in 2016. The lot has multiple structures, boats, containers, cement foundations, etc. that will need to be cleared before the property can be used or sold. The preferred completion date for this project is November 29, 2024. The project must be completed before May 15, 2025

Scope of Work

- Demo Metal & plywood buildings
- Demo Cement pad(s)
- Remove 40' containers

Equal Employment Opportunity Reporting Requirements

The successful proposer shall be required to comply with all federal and state laws including Equal Employment Opportunity hiring. Failure to meet these regulations shall be grounds for not awarding a contract.

SELECTION PROCESS & CONTRACT AWARD

Evaluation Criteria

The City will evaluate all proposals received using the following process.

1. All proposals will first be reviewed for conformance with the RFP as listed below. Any proposals not found to be in conformance with the RFP will be rejected.
 - a. Was the proposal received on time?
 - b. Was the proposal signed by a representative of the company?
 - c. Were addenda addressed in the cover letter?
2. If a proposal meets the requirements above then it will be reviewed by the City.
 - a. Proposals that are price based only will be reviewed by City staff and the proposal that is in the best interest of the City will be selected. This may not always be the lowest bid. If the City elects to accept the bid that is not the lowest bidder than the City Manager will follow Section 4.30.00, of the municipal code.
 - b. Proposals that are based on price and qualification will be reviewed by a panel of reviewers selected by the City. This panel will not be less than three individuals. The panel will objectively review the proposals, and will make a recommendation to the City Manager based on what they determine is in the best interest of the City.

Evaluation Process

Proposals will be reviewed by a Selection Committee established for this particular RFP.

EXECUTION OF AGREEMENT

Notice of Intent to Award does not constitute a formal award of contract.

The successful Proposer shall enter into a contractual agreement with the City, as outlined in the Sample Contract attached to this document.

Prior to the execution of the agreement the following shall occur:

1. The agreement shall be approved by the City Council and/or the City Manager, as required by the City's municipal code.
2. The Proposer shall provide the following to the City, to their satisfaction.
 - a. Proof of business and professional licensure, as requested.
 - b. Proof as insurance
 - c. Proof of Bonding

Proof of Insurance and Licensing

Responding bidders will be required to provide the following prior to a "Notice of Intent to Award"

Licensure Requirements

1. State of Alaska business license;
2. City of Dillingham business license;
3. Proposer's contractors or professional license;
4. Proposer's staff(s) contractor or professional license;

Insurance Requirements

1. Workers Compensation as required under AS23.30 naming all employees;
2. Vehicle liability insurance including applicable uninsured/underinsured coverage with limits of liability not less than one million (\$1,000,000) dollars per occurrence combined Single limit bodily injury and property damage, or the minimum amount required by the law whichever is greater;
3. Umbrella policy of not less than one million (\$1,000,000) dollars per occurrence;
4. Professional errors and omissions insurance of not less than one million (\$1,000,000) dollars per occurrence.
5. A "Certificate of Insurance" naming the City of Dillingham as an "Additional Assured" on the policy.

Bonding Requirements

1. Surety Bond of at least \$20,000.
2. A performance and payment bond worth half the value of the contract

Conditions of Offering and Acceptance

This is a Request for Proposal and is not a guarantee the City of Dillingham will purchase any or all of the products or services indicated in this proposal.

The City of Dillingham reserves the right to reject or accept any and all bids, to waive irregularities or informalities in the procurement process, and to give particular attention to the qualifications of the proposer.

The City reserves the right to revise or clarify the Request for Proposal, respond to questions, and/or extend or shorten the due date of proposals.

The City retains the right to cancel the Request for Proposal process if the City determines it is in their best interest.

All costs incurred during proposal preparation, or in any way associated with the proposer's preparation, response, submission, presentation or oral interview if required, shall be the sole responsibility of the proposer and shall not be reimbursed.

A proposal may be corrected or withdrawn at any time prior to the final submission date by sending written notification of this withdrawal, signed by an agent authorized to represent the respondent, to the City's Designated Representative indicated above. The proposer may thereafter submit a new or modified proposal prior to the submission date. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City after the date of receipt and following oral presentation (if requested).

All bid proposals and other material submitted become City property and may be returned only at their option.

The City assumes no responsibility or liability for the transmission, delay, or delivery of bid proposals by either public or private carriers.

Any and all media announcements pertaining to this RFP require the City's prior written approval.

The bidder agrees to allow the City at least 30 days from the bid date to enter into a contract with the selected bidder for the price offered by the bidder.

The City intends to award a contract, subject to negotiation of a satisfactory agreement based upon the City's standard professional services contract form.

Contractor shall in the performance of a contract, comply with all applicable federal, state and local laws, ordinance, orders, rules and regulations applicable to its performance.

Contractor must be in compliance with Dillingham Municipal Code 4.20.240, Tax Delinquent List.

COMPLETE THE BID FORM

**REQUEST FOR PROPOSAL TO PROVIDE CONSTRUCTION SERVICES FOR RFP 2024-03
1000 KANAKANAK RD - DEMOLITION**

In accordance with the Request For Proposal to provide skills and equipment required to clear 1000 Kanakanak Rd. of structures and debris, and the conditions/considerations related thereto, I propose to furnish all labor and materials for the following Lump Sum (LS) price.

BID ITEM

The City of Dillingham (COD) acquired USS 3643 Lot 2 (aka the Bingman property) through foreclosure in 2016. The lot has multiple structures, boats, containers, cement foundations, etc. that will need to be cleared before the property can be used or sold. The preferred completion date for this project is November 29, 2024. The project must be completed before May 15, 2025.

BID

Lump Sum Not to Exceed Price \$ _____

Price amount written out in words _____

Bidder Name _____
Company (Please Print)

Address _____

Contact Phone _____ FAX _____

Email _____

By signing and submitting this bid / proposal I attest the Firm mentioned above can provide all required payment and performance bonds in the amount of 50% of the contract price.

I will provide the products specified in the RFP or an equivalent product the product description and specifications are included herewith. Described as

_____.

The specifications are attached.

Authorized Representative (Print)

Authorized Representative (Signature)

Title

Date _____

Alternate Product Specification Attached _____
Yes Yes No

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2024-41**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING THE SEWER LAGOON AERATION PROJECT COST PROPOSAL #3**

WHEREAS, the Dillingham City Council has approved the Sewer Lagoon Aeration Project and the design the city council initially approved and accepted did not provide access to the cleanouts for maintenance, or adequate space for City of Dillingham or commercial vehicles enough room to turn; and

WHEREAS, because additional fill is required the fence line had to be moved and two gates were added. It is necessary to fence these areas off for health and safety reasons; and

WHEREAS, Udelhoven has submitted Cost Proposal #3 for an additional \$70,609.00 to complete the necessary facility enhancements; and

WHEREAS, it is understood that the Local Government Revolving Loan (LGLR) and State Revolving Fund (SRF) loans allocated for this project have been exhausted; and

WHEREAS, the additional expenses required to complete the project are not currently included in the city's budget; and

WHEREAS, a budget revision will be necessary to allocate the funds for the completion of the Sewer Lagoon Aeration Project;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council hereby approves the Sewer Lagoon Aeration Project Cost Proposal #3 from Udelhoven in the amount of \$70,609.00 and directs staff to prepare a budget revision to facilitate the funding necessary to complete this project and Authorizes the City Manager to direct Udelhoven to complete the project with the changes that were found to be necessary.

BE IT FURTHER RESOLVED that the Dillingham City Council expresses its commitment to maintaining the city's infrastructure and ensuring compliance with environmental standards.

PASSED and ADOPTED by the Dillingham City Council on October 3rd, 2024.

Alice Ruby, Mayor

SEAL

ATTEST:

Jon Sorensen, Acting City Clerk



September 24, 2024

Project Name: Dillingham Aerated Lagoon Facility Improvements – Cost Proposal 003 R2

Mike,
Per your request, we are submitting the following cost proposal for the scope of work that was completed on Cost Proposal 001 Option 2. The civil scope of work and procurement of the 18’ gate had started once UOSS received verbal confirmation that this cost proposal was approved. Procurement of the gate had to be completed asap to meet the barge schedule. Our civil subcontractor was ready to Demob from site and an additional mobilization cost would have been required if we had to wait for the city signature on the cost proposal. Please see below for the scope that was completed on this scope before we were advised to stop the work.

UOSS PROJECT SPECIFIC INCLUSIONS AND ASSUMPTIONS

1. Installation of 108 CY of additional fill.
2. Installation of 322 SY of geotextile.
3. Installation of 1,284 Tons of Borrow/Import Rock.
4. Installation of 1 load of hydroseeding. This still needs to be completed.
5. Procurement of the 18’ gate.
6. Performance and payment bonds.

UOSS PROJECT SPECIFIC EXCLUSIONS

1. Shipping of the 18’ gate.

BASE BID PRICING FOR UOSS SCOPE OF WORK:

- UOSS Materials = \$2,200.00
- P&P Bonds = \$1,577.00
- UOSS OH & P = \$567.00
- Subcontractor = \$56,970.00
 - o See breakdown below

Material	Quantity	Units	Unit Price	Subtotal	O&P	O&P Subtotal	Total
Additional fill at contractors own accord	898.8	Ton	\$35	\$31,458	7.50%	\$2,359.35	\$33,817.35
Additional fill per change order	385.2	Ton	\$35	\$13,482	15.00%	\$2,022.30	\$15,504.30
Additional Excavation	108	CY	\$28	\$3,024	15.00%	\$453.60	\$3,477.60
Additional Geotextile	322	SY	\$3.50	\$1,127	15.00%	\$169.05	\$1,296.05
Additional Hydroseeding	1	EA	\$2,500	\$2,500	15.00%	\$375.00	\$2,875.00

Total	\$51,591		\$5,379.30	\$56,970.30
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- Subcontractor Markup = \$2,849.00

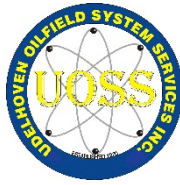
Total Price = \$64,163.00

Thank-you,

Justin Littlefield (Mechanical Field Engineer)
Udelhoven Oilfield System Services
184 East 53rd Avenue
Anchorage, AK 99518

UDELHOVEN

Udelhoven Oilfield System Services, Inc.



Section . Item 6.

184 East 53rd Avenue
Anchorage, AK 99518
Office: (907) 344-1577

(601)-374-0532
jlittlefield@udelhoven.com

City of Dillingham, Alaska
ITB-2023-01 Aerated Lagoon Facility Improvements
Change Order 1

To: Udelhoven Oilfield System Services
184 E 53rd Avenue
Anchorage, AK 99518

You are directed to make the changes in this CONTRACT as follows:

- The air header piping as designed does not include restrained joints. If valves were closed or the line plugged, air pressure would increase. As air is compressible, a dangerous condition could occur if the piping separated. Install concrete thrust blocks at each end of the two air header lines. You are authorized to perform this work for a lump sum cost of \$2,653.02
- The fencing layout and access pad as designed do not allow for city vehicles to access the outflow structure and first cleanout as necessary for maintenance. Revise the fencing layout and access pad per attached Option 2. You are authorized to perform this work for a lump sum cost of \$64,163.00.

Justification:

- Justification is provided above as part of the description for each change.

Not valid until signed by the City of Seward Director of Public Works. Signature of Contractor indicates his agreement herewith, including any adjustment in **CONTRACT** sum or **CONTRACT** time.

The original CONTRACT sum was	\$ 2,724,763.00
Change by previously authorized Change Orders	\$ 0.00
The CONTRACT sum prior to this Change Order was	\$ 2,724,763.00
The CONTRACT sum will be <i>increased</i> by this Change Order	\$ 66,816.02
New CONTRACT sum including this Change Order will be	\$ 2,791,579.02

CONTRACT will not be extended as part of this Change Order.

ACCEPTED BY:

By: Tuata Littlefield
Contractor's Representative

Date of Signature: 9/24/24

RECOMMENDED BY:

By: M. Lapineche
Project Engineer

Date of Signature: 9/24/2024

AUTHORIZED BY:

CITY OF DILLINGHAM, ALASKA

By: _____
City Manager

Date of Signature: _____



August 22, 2024

Project Name: Dillingham Aerated Lagoon Facility Improvements - Cost Proposal 002 Rev. 1

Mike,
Udelhoven experience during hydrotesting that the below grade ductile iron piping wanted to separate and believes the lines need concrete thrust blocks in 4 locations. This cost proposal is for installing the (4) thrust blocks prior to backfilling.

UOSS PROJECT SPECIFIC INCLUSIONS AND ASSUMPTIONS

1. Labor and equipment and concrete to form and pour (4) thrust blocks.
2. Performance and Payment bonds.

UOSS PROJECT SPECIFIC EXCLUSIONS

1. None

BASE BID PRICING FOR UOSS SCOPE OF WORK:

- UOSS Labor = \$401.07
- P&P Bonds = \$78.00
- UOSS OH & P = \$72.16
- Subcontractor = \$2,000.00
- Subcontractor Markup = \$100.00

Total Price = \$2,653.02

Thank-you,

Justin Littlefield (Mechanical Field Engineer)
Udelhoven Oilfield System Services
184 East 53rd Avenue
Anchorage, AK 99518
(601)-374-0532
jlittlefield@udelhoven.com



September 24, 2024

Project Name: Dillingham Aerated Lagoon Facility Improvements – Cost Proposal 003 R2

Mike,
Per your request, we are submitting the following cost proposal for the scope of work that was completed on Cost Proposal 001 Option 2. The civil scope of work and procurement of the 18’ gate had started once UOSS received verbal confirmation that this cost proposal was approved. Procurement of the gate had to be completed asap to meet the barge schedule. Our civil subcontractor was ready to Demob from site and an additional mobilization cost would have been required if we had to wait for the city signature on the cost proposal. Please see below for the scope that was completed on this scope before we were advised to stop the work.

UOSS PROJECT SPECIFIC INCLUSIONS AND ASSUMPTIONS

1. Installation of 108 CY of additional fill.
2. Installation of 322 SY of geotextile.
3. Installation of 1,284 Tons of Borrow/Import Rock.
4. Installation of 1 load of hydroseeding. This still needs to be completed.
5. Procurement of the 18’ gate.
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UOSS PROJECT SPECIFIC EXCLUSIONS

1. Shipping of the 18’ gate.

BASE BID PRICING FOR UOSS SCOPE OF WORK:

- UOSS Materials = \$2,200.00
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- UOSS OH & P = \$567.00
- Subcontractor = \$56,970.00
 - o See breakdown below

Material	Quantity	Units	Unit Price	Subtotal	O&P	O&P Subtotal	Total
Additional fill at contractors own accord	898.8	Ton	\$35	\$31,458	7.50%	\$2,359.35	\$33,817.35
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Additional Hydroseeding	1	EA	\$2,500	\$2,500	15.00%	\$375.00	\$2,875.00

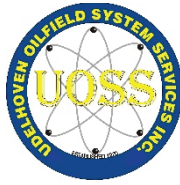
Total	\$51,591		\$5,379.30	\$56,970.30
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- Subcontractor Markup = \$2,849.00

Total Price = \$64,163.00

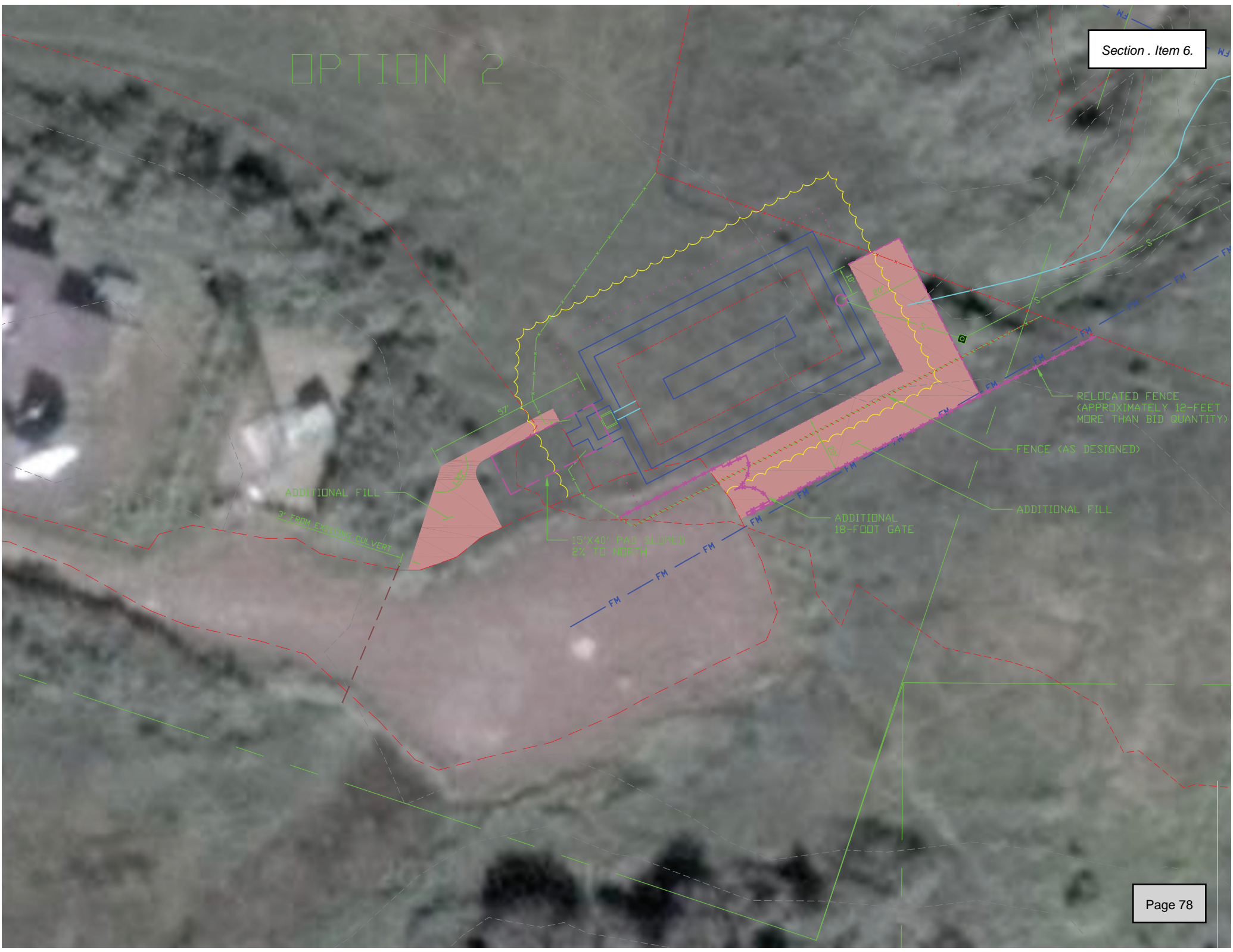
Thank-you,

Justin Littlefield (Mechanical Field Engineer)
Udelhoven Oilfield System Services
184 East 53rd Avenue
Anchorage, AK 99518



(601)-374-0532
jlittlefield@udelhoven.com

OPTION 2



City of Dillingham
Fiscal Note

Agenda Date: October 3, 2024

Udelhoven Oilfield System Services - Lagoon Aeration Project - Cost Proposal #3 (Cost Proposal 001 Option 2 modified)

ORIGINATOR: Phil Baumgartner, PW Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$70,609		FUNDING SOURCE City of Dillingham	
FROM ACCOUNT 7140 8530 30 62 4511 0 CIP Fund		Project Sewer Lagoon Aeration	
TO ACCOUNT:	VERIFIED BY: Anita Fuller	Date:	9/24/2024

EXPENDITURES

OPERATING	FY25	FY26	FY27	FY28
7140 8530 30 62 4511 0	\$70,609			
TOTAL OPERATING	\$ 70,609.00	\$ -	\$ -	\$ -

CAPITAL	\$ -			
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REVENUE	-			
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FUNDING

General Fund	\$70,609			
TOTAL FUNDING	\$ 70,609.00	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary)

Resolution 2024-41

LGLR and SRF Loan will be fully expended. This portion of the project was not expected and not budgeted.

Budget Revision required

PREPARED BY: Anita Fuller

September 24, 2024

DEPARTMENT: Finance

APPROVED BY: _____

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2024-42**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO AWARD A CONTRACT TO NAVIGATEAK FOR STATE LOBBYING SERVICES**

WHEREAS, the Dillingham City Council recognizes the importance of effective advocacy for state-level support and resources for the city; and

WHEREAS, the Council advertised for proposals for state lobbying services and received only one solitary proposal from NavigateAK; and

WHEREAS, a throughout reference check of the sole applicant for State Lobbying Service ,NavigateAK, determined that NavigateAK is highly recommended by other municipal clients in Alaska; and

WHEREAS, the proposed yearly contract for NavigateAK is for a total of \$60,250, with \$35,250 allocated for FY25 and \$25,000 for FY26; and

WHEREAS, it is understood that these expenses are covered in the FY25 Budget, which includes a reduction in the original FY24 Budget allocation of \$84,000 for state and federal lobbying services; and

WHEREAS, the contract with NavigateAK will commence December 1st 2024 and continue through November 30th 2025;

NOW, THEREFORE, BE IT RESOLVED that:

1. the Dillingham City Council hereby awards the State Lobbying Services contract to NavigateAK for a total of \$60,250, with \$35,250 allocated in FY25 and \$25,000 in FY26, in accordance with the approved budget.
2. The Dillingham City Council authorizes the City Manager to execute said contract.

BE IT FURTHER RESOLVED that the Council expresses its commitment to working collaboratively with NavigateAK to advance the interests of the Dillingham community at the state level.

PASSED and ADOPTED by the Dillingham City Council on October 3, 2024.

Alice Ruby, Mayor
SEAL:

ATTEST:

Jon Sorensen, Acting City Clerk



*Government Relations * Consulting * Lobbying Services*
NavigateAK - dba Blumer& Associates
6058 Azalea Dr., Anchorage, Alaska 99516
907-575-2279 dianne@navigate-ak.com

September 16, 2024

City of Dillingham
177 North Birch Street
Soldotna AK 99669

Subject: City of Dillingham Lobbying Services

To Whom it May Concern:

NavigateAK is pleased to offer this proposal to provide municipal lobbying services to the City of Dillingham.

As the principal of NavigateAK I personally offer over seventeen years of combined advocacy experience with the Alaska State Legislature and the Executive Branch, including recent direct support on behalf of local governmental clients. I maintain a solid relationship with the Governor and his Cabinet, as well as the House and Senate members, including leadership on both sides of the aisle.

You will find I am well versed in the history, legislative goals, priorities, and the roles of local government. I have provided governmental affairs and lobbying services to the Alaska Municipal League and other cities over the last several years and have presented to various municipals/cities in relation to governmental and legislative matters.

NavigateAK possess the bipartisan professional relationships to ensure that the City of Dillingham's priorities and concerns are well represented and advocated for ensuring they will be heard and acted upon. I am fluent in local government priorities and resolutions on key legislative issues.

In addition to advocating on various cities independent capital requests, I have supported statewide local government issues in the legislature including, but not limited to, the PERS/TRS employer contribution rate, community assistance / revenue sharing, supported maximum local control including multiple pieces of legislation, multiple budget appropriations, and opposing cost shifting to the local governments.

I offer integrity, professionalism, familiarity with process, and the bipartisan relationships required to successfully represent the City of Whittier.

My work history includes, Chief of Staff and Policy Advisor in the Legislature, executive level management positions in the Administration, including a Cabinet level appointment by the Governor as the Commissioner of Labor and Workforce Development.

I will serve as the prime contractor and will secure administrative assistance when needed. I am committed to devoting all the time, energy, resources, and legwork necessary to fulfill the scope and parameters of this proposal.

In addition to the professional experience, recent executive branch, and legislative experience, I have strong relationships with bipartisan contacts. My office maintains a manageable workload allowing for personalized service to the City of Dillingham.

I look forward to hearing from you.

Respectfully,

Dianne Blumer
President

EXPERIENCE AND QUALIFATIONS

Dianne Blumer, a life-long Alaskan, was appointed by Gov. Sean Parnell in May of 2012, as the Commissioner of the Department of Labor and Workforce Development. Previously, for more than 26 years, she served the State of Alaska, including leadership positions as director of the Division of Personnel and Labor Relations and deputy director of the Child Support Services Division. She served as a special assistant to Governor Parnell, advising on regulation and policy for three Departments: Administration, Revenue and Commerce, Community and Economic Development.

Blumer was born in Ketchikan and raised on Prince of Wales Island. She lived in various Southeast communities until 2007, when she moved to Anchorage. In addition to her public service, Blumer worked in the private sector managing a Sitka hotel and owning two successful Juneau businesses.

Currently, Dianne operates her own successful consulting, lobbying and advocacy business, NavigateAK, which represents a wide array of Alaska communities and business.

Blumer was co-chair of the Alaska Prisoner Re-entry Task Force, served on the Alaska Gas line Development Corporation Board of Directors, the Alaska Workforce Investment Board. She has also served on the Municipality of Anchorage Public Transportation Advisory Board, the Juneau Chamber of Commerce Board of Directors and the Wildflower Court Assisted Living Facility Board of Directors, the American Cancer Society Gala Committee (Chair 2017), Board of Directors, Anchorage Chamber of Commerce.

POTENTIAL CONFLICT OF INTERESTS

There is no apparent conflict of interests. We understand the need to avoid conflicts of interest and are sensitive to those issues. We are very willing to discuss potential conflicts of which we may not be aware.

SUMMARY OF RELEVANT EXPERIENCE:

Our guiding principles consist of hard work, integrity, and attention to detail. We are careful to maintain reliable and enduring relationships, based on trust, with elected and appointed officials and their staff at all levels of State Government.

We have first-hand extensive understanding of the legislative process from both the Executive and Legislative Branch perspectives. This experience will be invaluable in assisting the City of Soldotna in the legislative process.

NavigateAK has represented local government and various cities on individual, capital and statewide issues for the previous seven years and currently remains the primary state lobbyist for four diverse and prosperous cities. Our portfolio of clients allows for variations of crossover

to insure we have a unified voice covering the business, local government, and health sectors. We are often consulted by legislative and administrative leadership to articulate the voice of industry.

LOBBYING OUTCOMES (not all inclusive):

- Assisted in passage of HB 267 allowing for release of hunting and fishing records to municipalities.
- Passage of HB 176 allowing for Medicaid reimbursements for publicly-owned emergency transport services.
- Lobbied for passage of HB 146 allowing municipalities to offer tax exemptions on deteriorated residential property and newly subdivided property to allow for development.
- Worked closely on SB91 the omnibus crime bill and subsequent criminal justice reform legislation SB 54 and SB 55.
- Lobbied for local municipal control matters related to the Transportation Network Companies legislation in both 2017 and 2018 Sessions.
- Advocated and passed legislation related to abandonment of derailed vessels.
- Successfully lobbied against HB 409, imposing an increase in the registration fees for municipally owned vehicles.
- Advocated and passed legislation SB123, related to railbelt utilities;
- Lead advocate and passed HB 203 related to transportation of live crab.
- Successfully secured funding for City of Kodiak fire hall.
- Successfully secured funding for capital projects in Soldotna and Unalaska.

CURRENT LIST OF CLIENTS OR WITHIN LAST 12 MONTHS:

- Associated General Contractors for Alaska
- City of Kodiak
- City of Unalaska
- Matanuska Electric Association
- North Star Health System
- Marathon Petroleum
- Ounalashka Corporation
- American Institute of Architects – Alaska
- City of Soldotna
- City of Whittier

NavigateAK is a full-service consulting, advocacy and lobbying firm which specializes in public affairs and government relations with a focus on local government and organizations that require advocacy assistance with the State Legislature and Executive branch of Government.

In 2006 Dianne was appointed as the State Director of Personnel and Labor Relations where she was responsible for human resources, employee payroll and benefits, employee classification and negotiating collective bargaining agreements with all State of Alaska unions.

Prior to becoming the Director, Dianne had served as a Labor Relations Analyst for many years, where she was chief negotiator on state labor contracts and chief advocate in arbitration. This experience requires extensive knowledge in all aspects of the state employee relations, retirement benefits, labor laws, and negotiated agreements.

In 2012 Dianne was appointed to serve as Commissioner of the Department of Labor and Workforce Development. During her tenure she was responsible for developing grant funding and educational programs relating workforce development and the post-secondary education. She successfully worked with several communities to develop apprenticeship programs for individuals who had been incarcerated. This program was positive and substantially changed the lives of otherwise misguided individuals.

On the Alaska Workforce Development Board, Dianne worked closely with the members of local governments to ensure the program funding was distributed to best meet the workforce development needs of Alaska.

As Commissioner, an extensive understanding of the legislative and state administrative processes is essential. Lobbying the legislature and testifying on programs and the department's budget was obligatory on a regular basis.

Dianne has also staffed in both the House and Senate of the Alaska State Legislature drafting bills/legislation, scheduling and preparing testimony, testifying, and negotiating with legislators to ensure successful and desired outcomes.

METHODOLOGIES AND APPROACH

NavigateAK (Contractor) will advise the City of Whitter (Client) on strategy and tactics throughout the term of this agreement. Contractor will provide all state lobbying services including identifying, prioritizing, engaging on, and monitoring legislation and state regulations related to the Client's interests. Contractor will arrange all necessary meetings, facilitate testimony, track hearing schedules, and legislative activity related to the Client's interests. Contractor will also provide general consulting and advocacy services as appropriate and directed by the Client.

We have extensive experience working for public entities and associations, which requires unique communication and reporting skills. This includes, verbal communication as required, weekly updates during legislative session regarding relevant committee meeting schedules and bill status, monthly written reports related to legislative activity during the session and as required in the interim. Outside the legislative session current events, regulatory concerns and communication with the Governor, his staff and the Administration will continue to be monitored and reported on for matters that relate to the client.

Our big picture political strategy includes working with the Client to identify and develop its top priorities. The Contractor will then focus on those priorities, provide a physical presence, in person communication and advocacy that will provide awareness of the issues and will lobby to achieve those goals. In addition, the Contractor will review all legislation introduced for impacts, positive or negative, and report back the Client with recommendations or to determine the next course of action.

Our suggested approach related to the Client's governmental relations work includes the following:

- Understand, articulate, and marshal public policy, legislative, and regulatory arguments supporting legislative priorities;
 - Identify legislation and its impact;
 - Work with the City Council, Mayor, and City Manager to identify city legislative priorities.
 - Develop a cohesive legislative strategy working with the Client's leadership;
 - Identify a timeline for tasks to be accomplished each week/month of the Session;
 - Work with the Client's leadership to identify legislative allies and schedule meetings as directed;
 - Work with the Client's leadership and staff to identify impediments to achieving legislative objectives and strategies to overcome or avoid these obstacles,
 - Meet with and educate Legislative and Executive Branch leadership on the Client's priorities;
 - Form alliances and strengthen relationships;
 - Provide reports on legislative activity and key issues during the Legislative Session;
 - Provide written or oral reports during the Interim on an as needed basis;
 - Attend and report on legislative processes and current events at council meetings as requested.
-
- Identifying proposed state regulatory changes;
 - Arrange lobbying visits for City of Soldotna staff
 - Draft and review legislation

AVAILABLE RESOURCES

Key staff physically relocates to Juneau for the entirety of the Legislative Session to ensure that access, efficiency, and in person contact is a top priority. We maintain fully functioning year-round offices in both Anchorage and Juneau, both offices have workspace available for client use.

City personnel will be provided with contact information to allow for constant contact during session. Dianne travels back to Anchorage every other weekend during session and arrangements can be made for in-person meetings at the client's request, in, Anchorage or Juneau.

OFFICE LOCATIONS

Physical office location during session (this is not a mailing address):

Session Address:

224 4th Street
Juneau, AK 99801

Mailing address:

6058 Azalea Dr.
Anchorage, Alaska 99516

4.6 REFERENCES

Pat Branson, Mayor of City of Kodiak
scokinc@ak.net (907) 539-5720

Bil Homka, City Manager, City of Unalaska
bhomka@ci.unalaska.ak.us (907) 359-2105

Janette Bower, City Manager, City of Soldotna
jbower@soldotna.org 907-841-9865

*Attached written letter of recommendation from Governor Sean Parnell

4.7 COST OF SERVICES AND EXPENSES

The compensation for services based on a December 1, 2024, start date will be \$55,000, paid in equal monthly installments by the 5th day of each month.

Pre-approved reasonable out of pocket expenses will be reimbursed by the Client. Estimated expenses would primarily include travel required by the Client, outside the travel for the Legislative session.

The Contractor will be reimbursed for the APOC lobbyist registration fee of \$250.00 annually.

Contractor will invoice the Company monthly for fees and expenses.

Checks will be addressed to: Blumer & Associates

TERMS OF AGREEMENT

The term of this agreement will commence December 1, 2024 and will remain in effect through November 30, 2025, unless otherwise negotiated by the parties.

The agreement shall remain in full force and effect, unless terminated or annulled by mutual consent of the parties, with the exception of termination for cause.

The agreement may be modified or amended in writing if both parties sign such amendment.

The laws of Alaska shall govern the agreement.

SIGNED:

Daniel Decker Sr.
Acting City Manager

Dianne Blumer
President, NavigateAK

Date

Date

City of Dillingham
Fiscal Note

Agenda Date: October 3, 2024

NavigateAK - State Lobbying Services

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$60,250		FUNDING SOURCE City of Dillingham	
FROM ACCOUNT 1000 7025 10 11 0000 0 Lobbying		Project Lobbying services for state only	
TO ACCOUNT:	VERIFIED BY: Anita Fuller	Date:	9/26/2024

EXPENDITURES

OPERATING	FY24	FY25	FY26	FY27
1000 7025 10 11 0000 0	\$35,250	\$ 25,000.00		
TOTAL OPERATING	\$ 35,250.00	\$ 25,000.00	\$ -	\$ -

CAPITAL	\$ -			
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REVENUE	-			
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FUNDING

General Funds	\$ 35,250.00	\$ 25,000.00		
TOTAL FUNDING	\$ 35,250.00	\$ 25,000.00	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary)

Resolution 2024-42

Covered in FY25 Budget, will start in December 2024 so will end in FY26

Original FY24 Budget of \$84,000. State and Federal Lobbying will be less allowing for Budget reduction.

PREPARED BY: Anita Fuller

September 26, 2024

DEPARTMENT: Finance

APPROVED BY: _____

NAVIGATE AK RFFERENCE CHECK BY DILLINGHAM CLERK’S OFFICE

	Does Navigate AK file their reports on time?	Are you satisfied with their efforts as your Lobbyist	Are they easy to work with?	Are they worth the expense?	Do you recommend them?
Pat Branson, Mayor, City of Kodiak 539-5720	Yes!	Yes! City is going to renew contract	Easy to work with and very responsive.	Absolutely!	Yes
Janette Bower City of Soldotna 841-9865	Yes	very satisfied	very easy to work	Absolutely!	Yes
Bill Homka, City Manager City of Unalaska 359-2105	Did not respond to phone call or email				



Request for Proposals for Lobbying Services 2024-24

The City of Dillingham, Alaska, is soliciting proposals to select a qualified firm or individual to provide lobbying services (hereafter “Consultant”) at the state and federal level for the City of Dillingham (hereafter “City”) for the purpose of influencing legislative or administrative actions as directed or requested by the City. The selected firm or individual will enter into a term contract for a period of one year with an option for an additional extension based upon a satisfactory review by the City Manager and City Council of services provided. The contract will also include a termination clause by either party with a 30-day notice. This RFP can also be found on the City’s website at www.dillinghamak.us under the “Bids and RFPs” tab.

Inquiries and proposals should be directed to:

City Manager
 City of Dillingham
 PO Box 889
 Dillingham, AK 99576
 (907) 842-5148

A signed original copy of the proposal should be delivered to the office of the City Manager no later than 4 p.m., on February 16, 2024, at the address noted above.

About Dillingham

The City of Dillingham is a First Class City and has a Council/Manager form of government. The City is located approximately 350 miles south west of Anchorage, set against a backdrop of Wood River Mountains. The City is home to about 2,300 residents, and covers an area of about 36 square miles. The community is largely Yupik Eskimo and the hub of the surrounding Bristol Bay region, as well as being the gateway to Wood Tikchik State Park, the largest State Park in the nation. Many people look to, and rely on, Dillingham for freight, transportation, health, and visitor services.

Dillingham monitors legislative, administrative, and regulatory actions of the state and federal governments, especially those that could impact the community. The City has historically submitted annual requests for funding assistance to the Governor and Legislature for key infrastructure projects and actively promotes those projects. The City wants to be at the front of the line when state or federal funding opportunities become available. The City requires the services of a professional lobbyist to represent Dillingham’s interests at the state and federal level and to provide professional advice to the City Manager and City Council, regarding lobbying efforts.

Scope of Work

The Consultant will communicate directly or through consultant's agents with any appropriate public official for the purpose of influencing legislative or administrative action as directed or requested by the City, and in the best interests of the City.

In this regard, the Consultant shall:

- A. Receive guidelines for lobbying efforts from the City Council through the City Manager and work within such guidelines to promote, advocate, support, modify, oppose, or delay any appropriate legislative or administrative action. Modifications to these guidelines may be made from time to time by the City.
- B. Communicate with the City Council through the City Manager for the purpose of acquiring necessary available information, statistics, studies, and analyses to use as back-up and support material in support of Consultant's lobbying activities.
- C. Plan to spend significant time in Juneau during the legislative session.
- D. Plan one trip each year to accompany a City delegation to Washington D.C.

The Consultant will be called upon to arrange meetings and/or conferences, provide information and/or research, and provide such other services as required or convenient to enhance communication between the City and all branches of the state and federal governments.

The Consultant shall provide reports and professional advice to the City Council through the City Manager regarding Consultant's lobbying efforts on behalf of the City. In this regard, the Consultant shall:

- A. Maintain regular contact with the City Council through the City Manager on the status of pending legislation or capital projects and regularly promote the City's interests with appropriate legislators, agencies, and staff throughout the year.
- B. Provide written monthly reports to the City Manager, and such reports shall include, but shall not be limited to, contacts and progress made on behalf of the City, changes in the status of capital projects, legislation, and any anticipated problem areas of which the Consultant becomes aware.
- C. Travel to Dillingham to meet with the City Manager, City staff and Council at least twice each year.
- D. Exercise best professional judgment in all matters relating to work for the City of Dillingham and immediately report any position or action taken which involves an area of uncertainty or controversy to the City Manager.

Required Proposal Content

Proposals must include:

- Transmittal Letter
- Experience
- Proposed Fee
- Minimum of three (3) professional references
- Ability to provide applicable insurance coverage

Submittal Requirements and Information

To be considered, all proposals must be delivered to the address below, on or before the deadline.

Deadline – All proposals must be received no later than 4:00 p.m. on February 28, 2024.

Delivery instructions – mail or hand delivered in a sealed envelope, or emailed to:

City Manager
City of Dillingham
PO Box 889
Dillingham, AK 99576

Faxed proposals will not be accepted.

Email proposals may be sent to: assistant@dillinghamak.us

Email proposals will be recorded as received based on the date and time stamp on the email when it is received by the City.

USPS mailed proposals will be date stamped upon arrival to the City.

No exceptions will be made concerning the deadline, so send your proposal early. Call (907) 842-5148 and speak to Sherina to make sure it arrived.

Please mark the envelopes, or put in the subject line if emailing, to identify the project: "RFP: Lobbying Services."

Required number of copies: Please provide one signed copy with your proposal.

The City of Dillingham reserves the right to reject or accept any or all bids, to waive irregularities or informalities in the proposal, and to give particular attention to the qualifications of the proposer.

The City reserves the right to revise or clarify the RFP, respond to questions, and/or extend or shorten the due date of proposals.

The City retains the right to cancel the RFP process if it is in their best interest. Any cost incurred by proposers for the preparation and submittal of the proposal is the sole responsibility of the proposer.

A proposal may be corrected or withdrawn by a written request received prior to the deadline for receipt of proposals.

All proposals and other material submitted become City property and will not be returned.

The City assumes no responsibility or liability for the transmission, delay, or delivery of proposals by either public or private carriers.

Any and all media announcements pertaining to this RFP require the City’s prior written approval.

This RFP does not obligate the City or the selected proposer until a contract is signed and approved by all parties.

Evaluation and Selection Criteria

EVALUATION CRITERIA	RELATIVE WEIGHT
TRANSMITTAL LETTER	10%
REFERENCES	10%
PROPOSED RATES	20%
QUALIFICATIONS AND EXPERIENCE	40%
OVERALL QUALITY OF PROPOSAL	20%

A committee will review the submittals. A city employee will conduct reference checks.

Based on the committee evaluation, the City may select a short list of up to three individuals or firms for more in-depth evaluation or interviews.

The evaluation committee will recommend one finalist to the City Council for final contract award.

The City intends to award a contract, subject to negotiation of a satisfactory agreement based on a contract form provided by the City, to the individual or firm which, in the City Council’s sole judgment, is best suited to perform the services required.

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2024-43**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO AWARD A CONTRACT TO COMMONWEALTH STRATEGIC PARTNERS FOR FEDERAL LOBBYING SERVICES**

WHEREAS, the Dillingham City Council acknowledges the necessity of effective federal advocacy to secure funding and resources for the city; and

WHEREAS, the City of Dillingham advertised for proposals for federal lobbying services and received only one solitary proposal from Commonwealth Strategic Partners; and

WHEREAS, an indepth reference check of the sole applicant for federal lobbying Service determined that Commonwealth Strategic Partners is highly recommended by all responding references; and

WHEREAS, the Council has reviewed the proposal for federal lobbying services and determined that Commonwealth Strategic Partners is well suited to meet the city's needs; and

WHEREAS, the proposed contract for Commonwealth Strategic Partners is for \$3,000 per month for FY25, totaling \$36,000 for one year; and

WHEREAS, it is understood that these expenses are covered in the FY25 Budget, which reflects a reduction from the original FY24 Budget allocation of \$84,000 for state and federal lobbying services; and

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council hereby awards the Federal Lobbying Services contract to Commonwealth Strategic Partners for a yearly total of \$36,000 and authorizes the City Manager to execute said contract.

BE IT FURTHER RESOLVED that the Council remains committed to collaborating with Commonwealth Strategic Partners to effectively advocate for the interests of the Dillingham community at the federal level.

PASSED and ADOPTED by the Dillingham City Council on October 3, 2024.

Alice Ruby, Mayor

ATTEST:

SEAL:

Jon Sorensen, Acting City Clerk

PROPOSAL RESPONSE

Request for Proposals for Lobbying Services 2024-07



Commonwealth Strategic Partners
50 F Street, NW, Suite 1240
Washington, D.C. 20001

George McElwee
Co-Founder and Managing Partner
gmcElwee@commonwealthstrategic.com
(202) 390-1278

<https://www.commonwealthstrategic.com/>



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The team working with Dillingham would include all three federal lobbyists on CSP's team: Co-founders and Managing Partners George McElwee and Keith Pemrick, and Vice President for Federal Government Affairs Katie Hazlett. Additionally, the team would be supported by Mackenzie Campbell, CSP's Government Affairs Manager.

George and Keith started CSP almost ten years ago and Katie has been with the firm since 2021. All three have extensive experience in Congress and have had significant successes in securing federal funding for municipalities and state efforts as both Congressional staff and for clients of CSP. All are available and reachable to clients at all hours.

CSP has a depth of understanding on federal funding issues unmatched by other firms. George McElwee, CSP's co-founder and managing partner, served for nine years as Chief of Staff to a senior House Appropriator. During George's time as the Congressman's lead strategic advisor, he helped secure tens of millions of dollars for various local projects including intermodal transportation centers, bus purchases including hydrogen fuel cell vehicles, community centers, enhancing institutions of higher learning and bridge enhancement projects. George's team led projects for traffic calming efforts, streetscaping improvements, road widening, and prioritized projects that alleviated congestion and enhanced safety on critical roads. During all of this work, George worked regularly with program managers and administration officials for various agencies and program offices.

As a federal lobbyist, George has interacted with hundreds of municipal governments while advocating for improved housing options for first responders and educators. George is the lead lobbyist for legislation, H.R.3170/S.1514, the Homes for Every Local Protector, Educator, and Responder (HELPER) Act. The legislation was an idea of a CSP's client who saw a need for affordable housing options for first responders. CSP worked with the client to strategize on the legislative idea and helped craft legislative language to create a Federal Housing Administration (FHA) home loan program for police officers, firefighters, emergency medical technicians, paramedics, and preK-12 teachers. CSP assisted the client with identifying Congressional champions to shepherd the proposal. The legislation has been introduced in the House and Senate and has the support of 173 Members of Congress (117 Democratic, 55 Republican) **including Sen. Lisa Murkowski (R-AK) and Rep. Mary Peltola (D-AK-At Large)**. During the 118th Congress, CSP has facilitated more than 100 Congressional meetings with both personal offices and committee offices. Thousands of emails and calls have been made to secure national, state, and local endorsements of more than 150 local elected officials, **including the Mayors of Cordova, Kodiak, Valdez, and Wasilla**. CSP has leveraged those endorsements with op-eds running in major media markets and press events in multiple states. CSP made introductions to Administration officials, and at CSP's urging, the Administration has weighed in with positive comments at Congressional hearings and provided technical assistance with the bill's drafting.

Keith Pemrick, CSP's other co-founder and managing partner, has specific expertise in federal transportation issues and appropriations. As a legislative director, Keith was the lead staff member to a senior member of the House Committee on Transportation and Infrastructure. In this role, he wrote the legislative language included in transportation authorization bill that allows for state



COMMONWEALTH STRATEGIC PARTNERS

Katie has performed similar work for clients. Specific examples include Katie's work with the City of Aberdeen, Maryland on their efforts to rehabilitate a train station and make it a multi-modal transportation hub. In Fiscal Year 2023, Katie helped **secure \$4 million in congressionally directed funding for this project through the Federal Transit Administration**. She has also identified multiple Department of Transportation (DOT) grant opportunities to assist the municipality. She has guided the client through the grant process including identifying opportunities, reviewing and editing grant proposals, arranging in-person one-on-one collaboration sessions with DOT and securing Congressional letters of support. In 2024, these efforts have resulted in the Client being awarded both a **Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant program** and a **Reconnecting Communities and Neighborhoods grant**. Katie has also executed site visits from both Administration officials and Congressional representatives.



COMMONWEALTH STRATEGIC PARTNERS

In the 117th Congress, George worked with members of the House and Senate to introduce bipartisan legislation to reauthorize the EB-5 Regional Center Program through Fiscal Year 2026. HR2901 and S831, the **EB-5 Reform and Integrity Act of 2021** was incorporated in an omnibus spending package and enacted into law.

In the 116th Congress, George worked to introduce bipartisan HR1975 and S4024, **Cybersecurity Advisory Committee Authorization Act**. Enacted into law through its inclusion of the National Defense Authorization Act of 2021, the legislation established a new committee of industry experts to advise the U.S. Department of Homeland Security and Director of the Cybersecurity and Infrastructure Security Agency (CISA). George was able to secure language to establish the Cybersecurity Advisory Committee in the FY21 National Defense Authorization Act, which was enacted in January 2021.

George's knowledge of politics and his instinctive ability to connect people of varying backgrounds has led him to consistent success and respect among his colleagues. For example, while working as Chief of Staff to U.S. Representative Charles W. Dent (R-PA), George was elected by his peers to serve as President of the House Chiefs of Staff Association, a position he held for three years, making him the longest-serving president in the association's 36-year history.

After working for Mr. Dent, George served as the Organization for International Investment's Vice President, Public Policy & Government Affairs, as the association's chief lobbyist. He also spent five years as Director, Federal Government Affairs for the American Financial Services Association and worked on the staff of U.S. Senator Rick Santorum (R-PA).

Lt. Cmdr. McElwee is currently assigned to the Navy Public Affairs Support Element East and serves as Assistant Officer in Charge (AOIC). As AOIC, Lt. Cmdr. McElwee oversees the administration and operation of a 40+ member unit of officers and enlisted personnel. His previous assignments include Flag Assistant to the U.S. Navy Vice Chief of Information, Navy Office of Community Outreach, U.S. Navy Chief of Information, and U.S. Fleet Forces Command. Lt. Cmdr. McElwee's service has taken him to Alaska. Earlier this year, in June, Lt. Cmdr. McElwee supported a mission that included time at Joint Base Elmendorf-Richardson.

Nominated by Pennsylvania Governor Tom Wolf and confirmed by the Pennsylvania Senate, George is a proud member of the Shippensburg University Council of Trustees.

George holds an M.A. in Strategic Security Studies from National Defense University at Fort Lesley J. McNair, a graduate certificate in PACs and Political Management from George Washington University, and B.A. in Political Science from Shippensburg University of Pennsylvania. George is also a graduate of the Air Command and Staff College at Maxwell Air Force Base and the Defense Information School at Fort George G. Meade.

George lives in Fairfax, VA, with his wife and their two daughters.



COMMONWEALTH STRATEGIC PARTNERS

Keith sits on the Blue Dog (Democrat) Coalition Steering Committee, is President of the Pennsylvania Society of Washington, DC, serves on the Board of Directors for the non-profit Making a Difference of Lebanon, PA, and is a recipient of the Patrick Henry Award for his outstanding and exceptional service to the Armed Forces of the United States and the National Guard.

Keith holds an M.A. in Public Management from Johns Hopkins University and a B.A. in Political Science from American University.

Katie Hazlett, CSP's Vice President for Government Affairs, served for 14 years working for the **Chairman of the Full House Committee on Appropriations as Chief of Staff and Senior Advisor to the Committee**. She staffed the Congressman as his top advisor for all 12 Appropriations subcommittees and through multiple leadership posts at various subcommittees including Defense; Energy and Water Development; Homeland Security; and Commerce, Justice, and Science. During her time on Capitol Hill, Katie was involved in all aspects of the legislative process and developed in-depth knowledge of an array of issues including transportation, homeland security, environment, energy, and infrastructure projects.

Prior to CSP, Katie served as Principal Deputy Assistant Secretary at the Department of Energy (DOE), where she led DOE's relationship with Congress including the Committees on Armed Services, the House Committee on Energy and Commerce, and the Senate Energy and Natural Resources Committee. In that role, she supported the Secretary of Energy, the Department, and the Administration's policies before the Senate and House of Representatives, while managing and overseeing the external affairs engagement activities and the intergovernmental relationships with state and local governments. Katie also served as Chief of Staff for COE's Office of the Chief Financial Officer, which is responsible for the formulation and execution of DOE's nearly \$40 billion annual budget with an office staff of over 100 employees.

Since joining CSP in 2021, Katie has worked with a municipal client on their efforts to rehabilitate a train station and make it a multi-modal transportation hub. In Fiscal Year 2023, CSP helped secure \$4 million in congressionally directed funding for this project through the Federal Transit Administration. CSP has also identified multiple Department of Transportation (DOT) grant opportunities to assist the municipality. Katie has guided the client through the grant process including editing an \$800,000 award winning grant proposal under the Reconnecting Communities and Neighborhoods program, securing meetings with administration officials and the Congressional delegation for one-on-one collaboration sessions and grant reviews.

Katie also made great strides for a construction company that had not retained a federal lobbying firm in recent years. Prior to CSP's involvement, the company primarily relied upon the trade associations it was a part of for most of their lobbying efforts. The client brought in CSP to help identify federal funding opportunities through the Bipartisan Infrastructure Act, the Inflation Reduction Act, and the annual appropriations process. For funding efforts for this client, CSP identified a Department of Energy Inflation Reduction Act funding opportunity to assist the



COMMONWEALTH STRATEGIC PARTNERS

References

City of Aberdeen, Maryland

Phyllis Grover, Director of Planning and Community Development
60 North Parke Street, Aberdeen, MD 21001

phyllis@aberdeensmd.gov

410-272-1600

Project Name: Aberdeen Station Square Improvements Project

Project Date: 2021 to Present

Commonwealth of Pennsylvania, Office of the Governor

TJ Yablonski, Secretary of Legislative Affairs

508 Main Capitol Building, Harrisburg, PA 17120

tyablonski@pa.gov

717-787-2500

Project Name: Representation to U.S. Congress and Executive Branch

Project Date: June 2015 to January 2023

Granite Construction

Gary Johnson, Vice President, Land and Quarry

AK Location: 11471 Lang Street, Anchorage, AK 99515

gary.johnson@gcinc.com

760-578-2407

Project Name: Decarbonization Upgrades and Improvements to Asphalt Production Facilities funding project, and Military Construction Contracting Improvements legislative language.

Project Date: 2023 to Present

John Latini

Executive Director of Federal Relations

University of Alaska (UA) System

jalatini@alaska.edu

202-253-4691

444 N. Capitol Street NW, Suite 334, Washington, DC 20001

Disclaimer: John Latini is a personal reference and does not reflect or imply any endorsement on behalf of the University of Alaska System.



COMMONWEALTH STRATEGIC PARTNERS

- Assist Dillingham with developing relationships with relevant federal government agencies, including, but not limited to:
 - Department of Transportation
 - Department of Energy
 - Environmental Protection Agency
 - Department of Education
 - Department of Defense
 - Department of the Interior
 - Department of Housing and Urban Development
- Facilitate conference calls, letters, emails, and other necessary communications to key Members and staff with the latest updates regarding the City's ongoing work in Dillingham.
- Advise the City on opportunities to enhance regular communications with Members and staff to share key findings regarding recently introduced or amended legislation, feedback on policy-based initiatives, providing nonpartisan research analyses, etc.
- Plan and execute legislative visits to Capitol Hill each year for Dillingham officials to develop priority relationships with members of the Alaska delegation and others.
- Plan and execute events in Dillingham to host Administration officials and Congressional members to highlight the City's needs.

Legislative Monitoring & Reporting

- Monitor and report the activities of the House and Senate related to the City's public policy goals, including key committees of jurisdiction.
- Assist the City in formulating a list of federal legislative advocacy items.
- Provide continuous assessment of the political landscape to help guide Dillingham's lobbying strategy.
- Report on Administration initiatives of interest to Dillingham.
- Provide a written monthly report to the City that will provide updates on developments in Congress that align with Dillingham's priorities, including, but not limited to:
 - A summary of all recent activity undertaken by CSP to further Dillingham's goals such as meetings and communication with key officials.
 - Summary of status and movement of key legislation affecting Dillingham's public policy goals.
 - Summary of developments on key grant programs of interest to the City.
 - Analysis of any newly introduced or amended legislation affecting Dillingham's public policy goals.
- Participate in a scheduled bi-weekly call between the City and CSP to strategize, organize objectives, funnel questions, and report on congressional and administrative initiatives of interest to Dillingham.
- Travel to Dillingham twice a year to meet with the City Manager, City staff and Council.



**COMMONWEALTH
STRATEGIC PARTNERS**

Fee Schedule

In consideration of the performance of the aforementioned scope of work, Commonwealth Strategic Partners will be paid a retainer of \$3,000.00 a month (\$36,000.00 annually) for services. This fee will remain consistent for one year.

City of Dillingham
Fiscal Note

Agenda Date: October 3, 2024

Commonwealth Startegic Partners - Federal Lobbying Services

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$36,000		FUNDING SOURCE City of Dillingham	
FROM ACCOUNT 1000 7025 10 11 0000 0 Lobbying		Project Lobbying services for federal only	
TO ACCOUNT:	VERIFIED BY: Anita Fuller	Date:	9/26/2024

EXPENDITURES

OPERATING	FY25	FY26	FY27	FY28
1000 7025 10 11 0000 0	\$24,000	\$12,000		
TOTAL OPERATING	\$ 24,000.00	\$ 12,000.00	\$ -	\$ -

CAPITAL	\$ -			
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REVENUE	-			
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FUNDING

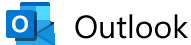
General Funds	\$ 24,000.00	\$ 12,000.00		
TOTAL FUNDING	\$ 24,000.00	\$ 12,000.00	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary) Resolution 2024-43
 Covered in FY25 Budget, will start in October 2024 so will end in FY26
 Original FY24 Budget of \$84,000. State and Federal Lobbying will be less allowing for Budget reduction.

PREPARED BY: Anita Fuller September 26, 2024
 DEPARTMENT: Finance
 APPROVED BY: _____



Fw: Responses to Questions on Commonwealth Strategic Partners

From Jon Sorensen <jon.sorensen@dillinghamak.us>

Date Fri 9/27/2024 8:04 AM

To Abigail Flynn <abigail.flynn@dillinghamak.us>

Jon E. Sorensen

Deputy City Clerk

City of Dillingham

Clerks Office: 907-842-5212

Cell: 907-843-0914

From: Grover, Phyllis <phyllis@aberdeenmd.gov>

Sent: Friday, September 27, 2024 5:28 AM

To: Jon Sorensen <jon.sorensen@dillinghamak.us>

Subject: Responses to Questions on Commonwealth Strategic Partners

Good morning Jon,

I have worked closely with Commonwealth Strategic Partners and our POC is Katie Hazlett with this firm.

Here are my responses:

1. Does your lobbyist, Commonwealth Strategic Partners, file their required reports on time? I have requested monthly reports and bi-weekly meetings which have been held regularly and I receive the monthly reporting as required.
2. Are you satisfied with efforts as your lobbyist? We are very satisfied with the federal lobbying work that we have received from Commonwealth Strategic Partners. We have been able to secure \$5.6 M in federal funds with their diligent work efforts. A portion of these funds were grant funds (RAISE and RCN) with the U.S. Department of Transportation. Ms. Hazlett reviewed and provided input on the grant applications and the deadlines for submission. In addition, she alerted my Department to federal grant opportunities for a variety of projects.
3. Are they easy to work with? Yes, Keith Pemrick and Katie Hazlett are responsive to our community needs and follow-up on project or federal funding opportunities.
4. Are they worth the expense? Yes, they are worth the annual expense due to their commitment with their clients and clear understanding of the federal government budgetary and earmark processes.
5. Do you recommend them? Yes, I would recommend them for their lobbyist services. We have built a good relationship with our Congressional officials and staff due to Commonwealth's efforts to represent the City of Aberdeen on rail, infrastructure, and recreational matters that impact our community.

If you need additional information, please contact me.
Sincerely,

Phyllis G. Grover

Director of Planning and Community Development
City of Aberdeen
60 N. Parke Street
Aberdeen, Maryland 21001
410-272-1600 ext. 216

From: Jon Sorensen <jon.sorensen@dillinghamak.us>

Sent: Thursday, September 26, 2024 7:05 PM

To: Grover, Phyllis <phyllis@aberdeenmd.gov>

Subject: Commonwealth Strategic Partners

Your name has been listed as a reference. Our city council is considering this firm to perform as our federal lobbyist. We will appreciate your response to the following five questions.

1. Does your lobbyist, Commonwealth Strategic Partners, file their required reports on time?
2. Are you satisfied with efforts as your lobbyist?
3. Are they easy to work with?
4. Are they worth the expense?
5. Do you recommend them?

Best regards,
Jon

Jon E. Sorensen

Deputy City Clerk

City of Dillingham

Clerks Office: 907-842-5212

Cell: 907-843-0914



Fw: Commonwealth Strategic Partners

From Jon Sorensen <jon.sorensen@dillinghamak.us>
Date Fri 9/27/2024 8:05 AM
To Abigail Flynn <abigail.flynn@dillinghamak.us>

Response for the Federal Lobbyist search.

Jon E. Sorensen

Deputy City Clerk

City of Dillingham

Clerks Office: 907-842-5212

Cell: 907-843-0914

From: John Latini <jalatini@alaska.edu>
Sent: Friday, September 27, 2024 7:37 AM
To: Jon Sorensen <jon.sorensen@dillinghamak.us>
Subject: Re: Commonwealth Strategic Partners

Jon,

Appreciate your reaching out.

Just to be clear, the University of Alaska system, nor any of our campuses, are a client of Commonwealth Strategies. The University system is not making any recommendations for the city regarding hiring federal lobbyists.

I was asked to serve as a personal reference for the firm. I have known the founders for over a decade and worked with them in various capacities in prior lobbying jobs. They are excellent lobbyists. They understand DC, work hard for their clients, are responsive and have great connections. In my personal capacity, I recommend considering hiring them.

Again, this is not an official endorsement on behalf of the University of Alaska system. I am providing my own personal recommendation. On background, I've been with the University for over two years. Prior to that, I worked at Penn State University and before then two Members of Congress.

Please let me know if you need any additional information.

Thanks.

--

John Latini

Executive Director of Federal Relations
University of Alaska (UA) System
444 N. Capitol Street NW Suite 334
Washington, DC 20001
Cell: (202) 253-4691
Email: jalatini@alaska.edu

On Thu, Sep 26, 2024 at 7:11 PM Jon Sorensen <jon.sorensen@dillinghamak.us> wrote:

Your name has been listed as a reference. Our city council is considering this firm to perform as our federal lobbyist. We will appreciate your response to the following five questions.

1. Does your lobbyist, Commonwealth Strategic Partners, file their required reports on time?
2. Are you satisfied with efforts as your lobbyist?
3. Are they easy to work with?
4. Are they worth the expense?
5. Do you recommend them?

Best regards,

Jon E. Sorensen

Deputy City Clerk

City of Dillingham

Clerks Office: 907-842-5212

Cell: 907-843-0914

NEW BUSINESS



Teresa M. Duncan

(907) 843-1755 teresaduncan45@yahoo.com 3738 Lupine Drive, Dillingham, AK 99576

August 28, 2024

City Council
City of Dillingham
141 Main St E
Dillingham, AK 99576

Dear Dillingham City Council Members,,

I wish to be considered to be appointed to the Wood-Tikchik State Park management council.

As a 33 year resident of Dillingham and an outdoor enthusiast, I have recreated in the Wood-Tikchik State Park for decades enjoying camping, kayaking, berry picking, hiking, bird watching, fishing and boating. I am a park volunteer and have offered my assistance with park projects and property maintenance. I have witnessed growth in and around the park.

With the extensive leadership training during my educational career, I understand the importance of gathering sufficient data before making responsible decisions. As a retired educator, I believe I would be a valuable voice providing community member input into park decisions..

Sincerely,

Teresa M. Duncan

Christopher Maines
Dillingham, AK 99576
September 23, 2024

Dillingham City Council
PO BOX 889
Dillingham, AK 99576

To Whom It May Concern,

I am writing to express my strong interest in serving on the Wood-Tikchik State Park Management Council. As a lifelong resident of Bristol Bay and current resident of Dillingham, I believe I can offer a valuable perspective and deep commitment to the preservation and responsible management of this unique and vital area.

The Wood-Tikchik State Park holds a special place in the hearts of those who call Bristol Bay home. As the largest state park in the United States, it represents not only a stunning natural wonder but also a critical resource for traditional subsistence activities that have sustained our communities for generations. The Management Council's role in overseeing these traditional hunting and fishing rights while balancing conservation efforts is of paramount importance to the region's cultural heritage and economic stability.

My background as a lifelong resident of Bristol Bay has given me a deep understanding of the delicate balance between human needs and environmental conservation. I have witnessed firsthand the impact of various management decisions on our local communities and ecosystem. This perspective, I believe, would be invaluable in contributing to the Council's decision-making processes.

I am particularly drawn to the Council's collaborative approach, which allows local voices to be heard while working in tandem with state agencies. This model of cooperative management is crucial for ensuring that decisions reflect both local knowledge and broader conservation goals. If selected to serve on the Council, I would be committed to fostering this spirit of collaboration and ensuring that all stakeholders' perspectives are considered in our deliberations.

My professional experience includes working with the Curyung Tribal Council for 9 years and involved in many aspects of environmental conservation and 1 year with the BBNA Natural Resources Department. These experiences have honed my skills, such as conflict resolution, policy analysis, or community outreach.

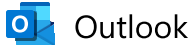
Serving on the Wood-Tikchik State Park Management Council would be an immense honor and responsibility. I am eager to contribute to the ongoing stewardship of this magnificent park, ensuring that it continues to thrive for future generations while respecting the needs and traditions of our local communities.

Thank you for your consideration. I would welcome the opportunity to discuss my potential contribution to the Council in more detail.

Respectfully,

A handwritten signature in red ink, appearing to read 'Chris Maines', with a long horizontal flourish extending to the right.

Christopher Maines



Letter of interest for Wood-Tikchik State Park Managent Council

From Abigail Flynn <abigail.flynn@dillinghamak.us>

Date Fri 9/27/2024 10:41 AM

To Alice Ruby <alice.ruby@dillinghamak.us>

Dear Mayor Ruby,

I am writing to express my interest in the Governor-appointed position on the Wood-Tikchik State Park Management Council. As a long-time resident of Dillingham, I am deeply passionate about outdoor recreation and habitat preservation, and I believe my background aligns well with the needs of the Council.

I hold a B.Sc. in Environmental Science and Biology and Chemistry, as well as a B.Ed. My experience in forestry field research and botany, particularly in fragmented forests in northern Canada, has equipped me with a strong foundation in ecological principles and management practices. I am eager to apply this knowledge to support the goals of the Wood-Tikchik State Park.

Additionally, I have worked for a nonprofit watershed alliance, where I focused on educating the public about enhancing water quality and preserving riparian habitats in the North Saskatchewan Watershed. This experience has strengthened my understanding of the interconnectedness of ecosystems and the importance of community engagement in environmental stewardship.

I am committed to addressing local environmental concerns and would be honored to contribute my skills and expertise to the Wood-Tikchik State Park Management Council. Thank you for considering my application for this position. I look forward to the opportunity to discuss how I can support the Council's mission.

Warm regards,

Abigail Flynn

Acting City Clerk

City of Dillingham

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CITIZEN'S DISCUSSION

COUNCIL COMMENTS

MAYOR'S COMMENTS

ADJOURNMENT