



CITY COUNCIL REGULAR MEETING

Thursday, November 03, 2022 at 7:00 PM

AGENDA

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

MEETING INFORMATION

CITY COUNCIL REGULAR MEETING CITY HALL COUNCIL CHAMBERS / 7:00 p.m.

141 Main Street, Dillingham, AK 99576 (907) 842-5212

This meeting will also be available at the following online location:

<https://us02web.zoom.us/j/84731436367?pwd=NDBITlg0TytGQTJybHd3UFV6RXRldz09>

Meeting ID: 847 3143 6367; passcode: 594367

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

- AMENDED AGENDA -

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Minutes of September 8, 2022, Regular Council Meeting
2. Minutes of October 13, 2022, Special Council Meeting

APPROVAL OF CONSENT AGENDA

3. Adopt Resolution 2022-28; A Resolution of the Dillingham City Council to Recognize the Contributions and Honor the Service of David Bouker
4. Adopt Resolution 2022-29; A Resolution of the Dillingham City Council to Recognize the Contributions and Honor the Service of Chris Napoli
5. Adopt Resolution 2022-31; A Resolution of the Dillingham City Council Amending the Bank Signature Card and Investment Accounts Signature Authority Forms Due to a Change in City Council Members

APPROVAL OF AGENDA

STAFF REPORTS

6. City Manager and Staff Reports
7. Standing Committee Reports

PUBLIC HEARINGS

CITIZEN’S COMMENTS (Prior Notice or Agenda Items)

ORDINANCES AND RESOLUTIONS

- [8.](#) Adopt Resolution 2022-32; A Resolution of the Dillingham City Council Waiving Section 3.95 of the City's Personnel Regulations to Authorize Hiring William Wilson as a Corrections Officer While His Sister is the Corrections Sergeant

UNFINISHED BUSINESS

NEW BUSINESS

- [9.](#) Annual Committee Work Plan and Committee Appointments
Letter of Interest:
Port Advisory Committee
Library Advisory Board (2)
- [10.](#) Real Property Inventory Report
- [11.](#) Legislative Action Plan
- [12.](#) Adopt Action Memorandum 2022-11; Authorize the City Manager to enter into a renewal contract with Premera Blue Cross Blue Shield of Alaska, and Navia for an HRA

CITIZEN’S DISCUSSION (Open to the Public)

COUNCIL COMMENTS

MAYOR’S COMMENTS

EXECUTIVE SESSION

- 13. Legal Matter

ADJOURNMENT

Minutes



CITY COUNCIL REGULAR MEETING

Thursday, September 08, 2022 at 7:00 PM

MINUTES

CALL TO ORDER

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

ROLL CALL

Mayor Ruby was present.

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

Michael Bennett	Curt Armstrong
Perry Abrams	Kaleb Westfall

Council members excused:

Aksel Buholm	Chris Napoli
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APPROVAL OF MINUTES

- Minutes of August 11, 2022, Regular Council Meeting

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

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

APPROVAL OF CONSENT AGENDA

There was no consent agenda.

APPROVAL OF AGENDA

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

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

REPORTS

- City Manager and Staff Reports

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

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

3. Standing Committee Reports

There were no reports.

PUBLIC HEARINGS

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

There were no comments.

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

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

ORDINANCES AND RESOLUTIONS

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

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

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

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

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

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

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

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

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

UNFINISHED BUSINESS

Citizen Committee Appointments

Port Advisory Committee - 3 seats

Senior Advisory Commission - 5 seats

Planning Commission - 1 seat

No letters of interest received.

NEW BUSINESS

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

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

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

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

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

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

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

CITIZEN’S DISCUSSION (Open to the Public)

There were no comments.

COUNCIL COMMENTS

Perry Abrams:

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

Michael Bennett:

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

MAYOR’S COMMENTS

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

ADJOURNMENT

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

Mayor Alice Ruby

[SEAL]

ATTEST:

Lori Goodell, City Clerk

Approval Date: _____



CITY COUNCIL SPECIAL MEETING
Thursday, October 13, 2022 at 5:30 PM

MINUTES

CALL TO ORDER

A special meeting of the Dillingham City Council was held on Thursday, October 13, 2022, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 5:30p.m.

ROLL CALL

Mayor Ruby was present.

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

Aksel Buholm Curt Armstrong Perry Abrams Michael Bennett

Council members absent:

Chris Napoli Kaleb Westfall

APPROVAL OF AGENDA

MOTION to approve the agenda made by Aksel Buholm, seconded by Perry Abrams.

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

CITIZEN'S DISCUSSION

There were no comments.

SPECIAL BUSINESS

1. Manager's Report

- Met with the State of Alaska Department of Labor regarding recruitment, and training opportunities.

Council Member Westfall arrived via zoom link.

- Reported public works is prepping equipment for winter, identifying snow removal patterns, and snow storage areas. Noted conversation with local contractors are willing to help if needed.
- Rate studies for water/wastewater and landfill are proceeding, with goal of springtime completion.
- Review of job structure for all departments has begun.
- Corrections still understaffed. Jail contract with the State is on hold pending solution to staffing.

2. Adopt **Resolution 2022-27**; A Resolution of the Dillingham City Council Accepting the Certification of the Canvassing Committee Results and Certifying the October 4, 2022 Regular City Election

MOTION to adopt Resolution 2022-27 made by Aksel Buholm, seconded by Perry Abrams.

- Noted Council Member Armstrong was on the Cavass Committee, no conflict of interest, and no relations on the ballot.

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

3. Adopt **Action Memorandum 2022-10**; Authorize Administrative Leave for Christmas and New Year's Holiday

MOTION to adopt Action Memorandum 2022-10 made by Aksel Buholm, seconded by Michael Bennett.

- Council initiated this tradition many years ago.

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

4. City Property List/Status

- Compiling the list has been an ongoing process and had to be created as no comprehensive list existed. 87 parcels identified to date.
- Contacting city departments and other agencies have been essential in gathering information, including long time residents with historical knowledge.
- Difficulties encountered: incorrect info, duplicate and missing property cards, slow response from outside agencies.
- Goal is to provide list of properties known to date at the November 3, 2022 council meeting.
- Additional items moving forward: valuations needed by assessor, verify insurance requirement, use list for budgeting and capital planning.

COUNCIL COMMENTS

Aksel Buholm:

MOTION to schedule a Juneau trip for two council members, the lobbyist, and the manager made by Aksel Buholm, seconded by Michael Bennett.

- Recommended to develop a legislative agenda and define council issues of concern.
- Watch legislative focus, and state budget.
- Noted calls to federal legislators are taken very seriously.

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

- Requested joint City Council / School Board meeting.
- Noted a follow-up trip to D.C. may be prudent and possibly consider a delegation approach.
- Thanked Chris Napoli for his service. Congratulated Kim and Michael.

Curt Armstrong:

- Welcomed Kim and Michael, noting their three-year commitment.
- Noted Heather Savo's continued service on the School Board.
- Recognized Chris Napoli, stating he might possibly be the most decorated politician in Dillingham, noting his many positions, including but not limited to Mayor, Council Member, School Board, Nushagak Board, M.E.A.L. Thanked for his service and efforts.

MAYOR’S COMMENTS

- Noted Chris Napoli for his long time effort and service. Noted due to his experience and knowledge on the Marrulut Eniit Assisted Living Board he will continue to serve as the council representative.
- Congratulated Tom Tilden for being awarded the Citizen of the Year by BBNC.
- Noted a resolution to honor Dave Bouker will be in the next council packet.
- A moment of silence was observed for all those lost since the last meeting.

Oath of Office for Newly Elected Council Members:

DMC 2.06.040 Election of Members, The regular term of office begins on the first Monday following the certification of election.

DMC 3.7.040 B, Upon certification of a valid election, the city council shall direct the clerk to deliver to each person elected to office a “certificate of election” signed by the mayor and the clerk and authenticated by the seal of the city

The Oath of Office was taken by Kimberly Johnson (Williams), and Michael Bennett. A certificate of election was given to both newly elected officials.

- Noted appreciation for all who chose to declare candidacy for the 10.04.2022 election.

ADJOURNMENT

Mayor Ruby adjourned the meeting at 6:39 p.m.

Mayor Alice Ruby

[SEAL]

ATTEST:

Lori Goodell, City Clerk

Approval Date: _____

Consent Agenda Items



Council Meeting – Regular
Meeting Date: November 3, 2022
Submitted By: Administration

Information

TITLE

Consent Agenda

Resolution 2022-28; A Resolution of the Dillingham City Council to Recognize the Contributions and Honor the Service of David Bouker

Resolution 2022-29; A Resolution of the Dillingham City Council to Recognize the Contributions and Honor the Service of Chris Napoli

Resolution 2022-31; A Resolution of the Dillingham City Council Amending the Bank Signature Card and Investment Accounts Signature Authority Forms Due to a Change in City Council Members

RECOMMENDED ACTION

I move to approve the consent agenda.

SUMMARY OF ISSUE

Resolution 2022-28 recognizes contributions Dave Bouker made to the community.

Resolution 2022-29 recognizes Chris Napoli's contributions to the city.

Resolution 2022-31 updates the banking signatory authority.

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2022-28

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL TO RECOGNIZE THE CONTRIBUTIONS AND HONOR THE SERVICE OF DAVID BOUKER

WHEREAS, David Bouker served as interim City Manager for the City of Dillingham from November 1993 until October 1994, and

WHEREAS, David Bouker served as the Mayor of the City of Dillingham from October 1994 until October 1997; and

WHEREAS, David Bouker served on the Dillingham City School District School Board and on the City of Dillingham Planning Commission; and

WHEREAS, David Bouker served the community for many years in the establishment and growth of Nushagak Cooperative; and

WHEREAS, David Bouker served on the Marrulut Eniit Assisted Living Board of Directors; and

WHEREAS David will be fondly remembered as a hardworking, caring, generous and engaged citizen dedicated to the growth and prosperity of the community; and

WHEREAS, David Bouker was a devoted husband, father and grandfather and a longtime member of the Dillingham Community.

NOW, THEREFORE, BE IT RESOLVED that on behalf of the citizens of Dillingham the Mayor and City Council recognize the contributions of David Bouker to the community and offer sincere thanks and gratitude.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on November 3, 2022.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2022-29

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL TO RECOGNIZE THE CONTRIBUTIONS AND HONOR THE SERVICE OF CHRIS NAPOLI

WHEREAS, Chris Napoli served as Mayor of the City of Dillingham from October 1997 until May 2006, and

WHEREAS, Chris Napoli served as a City Council member from October 1994 until October 1997, May 2011 until October 2011, and June 2018 until October 2022; and

WHEREAS, Chris Napoli served on the Dillingham City School District School Board; and Continues to serve on Nushagak Cooperative Board of Directors; and

WHEREAS, Chris Napoli was a founding member of and served as the City of Dillingham representative on the Marrulut Eniit Assisted Living Board of Directors as well as the President of that Board; and

WHEREAS, Chris participated in many Council committees including the Code Review Committee and served as Chairman of that Committee; and

WHEREAS Chris has committed a significant amount of personal time and effort dedicated to the growth and prosperity of the community; and

NOW, THEREFORE, BE IT RESOLVED that the Mayor, City Council, and City staff offer their gratitude and a commendation for Chris Napoli’s selfless dedication of time, participation, and leadership while serving on the Dillingham City Council and serving the community as a whole.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on November 3, 2022.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2022-31

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

WHEREAS, a municipal election was held on October 4, 2022 resulting in a change of city council members; and

WHEREAS, the signature cards for the City’s accounts at Wells Fargo Bank will need to reflect the newly elected officials; and

WHEREAS, the signature authority forms for the City’s investments will need to be reflect the changes in City Council;

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

- | | |
|-------------------|------------------|
| Robert Mawson | City Manager |
| Alice Ruby | Mayor |
| Kimberly Johnson | Council Member |
| Michael Bennett | Council Member |
| Aksel Buholm | Council Member |
| Neil C. Armstrong | Council Member |
| Kaleb Westfall | Council Member |
| Perry Abrams | Council Member |
| Anita Fuller | Finance Director |

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on November 3, 2022.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

City Manager and Staff Reports

Mayor
Alice Ruby

Manager
Robert J Mawson



Dillingham City Co

Section . Item 6.

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

MEMORANDUM

Date: 10.26.22
To: Robert Mawson, City Manager
From: Kelsa Brandenburg, Administrative Services Manager
Subject: Monthly Report, October

Acknowledgements and Recognitions:

- Greta Hayden-Pless started on 10/24 as the Administrative Services Assistant, primarily assisting the City Manager and myself.
- I would like to recognize the Public Works staff for constantly going above and beyond daily. Its impressive the amount they accomplish with such a small crew.

Strategic Plan Update:

- Updates to Personnel Regulations 3.65 and 5.46 have been submitted for review.
- Researching other municipal engagement plans for Developing and Implementing Public Engagement Program.

Department Accomplishment and Opportunities:

- Along with the Police Department, Greta represented the City at Trunk or Treat.
- The All-Employee Meeting on October 26 went well. Departments assisted with providing the Taco Bar.

Projects – Progress and Public Impacts:

- All-Employee Online Training has been assigned. The training is a combination of HR and Safety Class. Employees have till Mid-April to complete Business Writing Basics, Developing Effective Communication Skills, Sexual Harassment in the Workplace, Defensive Driving Basics, Back Injuries, Absorbents and Spills.
- Continuing Training for Online Orientation with NeoGov for new employees.
- Updating Job Descriptions – met with Department Heads and will be following up with them in November.

Upcoming Calendar Items:

- Veteran’s Day Holiday – November 11
- Thanksgiving and Friday after Thanksgiving Holidays – November 24 & 25
- I’ll be in Dillingham November 14 – November 30
- Two online Grant courses will be attended in December - Grant Writing and Grant Management.
- City of Dillingham Employee Christmas Party, tentatively December 16

Public Feedback:

List of Attachments:



MEMORANDUM

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

STAFF REPORT

2022 Elections:

The 2022 General Election will be held November 8, 2022. In person absentee voting is available in the council chambers beginning October 31, 10:30 a.m. - 2:30 p.m. Additional information regarding the November 8th General Election is available on the state website link below: <https://www.elections.alaska.gov/Core/generalelectioninformation.php>

DMC 3.30.020(E) Report to council regarding recruitment efforts for the October 4, 2022 election. There were five election judges for the 10.04.2022 local election. The Precinct Chair for the municipal election was recruited during the State Primary Election. This is the third election cycle for the Chair and she has attended the state election training. The four remaining election judges were also recruited during the August primary election. All have experience working prior elections. There is continued efforts to recruit new judges, word of mouth, known associates of current judges, and asking voters regarding interest in working the election polls is the most common process.

Foreclosure:

Four properties remain unredeemed and an affidavit for issuance of deed on for Case No. 3DI 18 157 CI will be filed with the court on October 31, 2022. Upon completion of the court case the City Attorney will have the deeds recorded with the State of Alaska Department of Natural Resources.

The redemption period for foreclosure Case No. 3DI 19 00122 CI has ended. Finance continues to work with property owners for past due tax payments. An updated foreclosure list will be provided to the Attorney.

The City Council adopted Resolution 2022-18 authorizing foreclosure proceedings for tax years 2017 – 2021. Finance continues to work with property owners on the foreclosure list and has been successful in reducing the number of properties on list. I will be working with the Attorney to get a new case filed with the court.

Travel and Training:

I will be attending the Alaska Association of Municipal Clerks annual conference held in Anchorage, December 3 – 7, 2022. Prior to the conference I will be visiting family for Thanksgiving. I am taking the laptop and will be working remotely as needed. I will be out of office 11/18 – 12/7/2022.

CITY CLERK STRATEGIC PLAN PROJECTS:

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

Records Management: Despite repeated inquiries the report from the State of Alaska Archivist has still not been received. Work on updating the retention schedule to reflect more specifically records created by each department and assign ownership as appropriate continues. I hope to meet with several more departments in the next few weeks to review their portion on the current schedule.

STANDING ITEM(S):

Liquor & Marijuana License Renewals/Transfers/New Licenses. There are currently no licenses for review. Windmill Grille has requested a waiver of operation with the State noting business closure in 2022 due facility flooding and the lengthy insurance process for repairs. I have not received anything yet from the State regarding this Liquor License Renewal.

Open Commission/Board Seats.

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



MEMORANDUM

DATE: October 28, 2022
TO: City Manager
FROM: Anita Fuller, Finance Director
SUBJECT: Finance Department Staff Report

STAFF REPORT

Statistics: October 28, 2022

Payroll run: 2

Cash Receipts: \$2,093,426.81

(\$696,572.32 Shared Fisheries Business Tax Received)

All Payments: \$946,373.74 (includes \$177,614.27 for payroll)

Important deadlines:

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

11/1/22 First half of property taxes due

11/1/22: Send Business License Renewal Notices

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

12/1/22 Second half of property taxes due

Audit

- FY21 Audit preliminary review received. Will be presented at the December council meeting.
- FY22 Audit testwork finished (1 item pending), next visit December 5, 2022 for final work.

Staffing changes

- Account Tech III – Taxes/Collection: Position has been reduced to taxes. Promoted Basil Tilden 10/14/2022 to fill this role.
- Account Tech II – Summar Roehl's has transitioned to an on-call status on 10/15/2022. Summar has been a great asset to the Finance Department in the time she has been with us. We wish her well on her future endeavors. Ryan Johnson has taken the position of Receivables. His knowledge of the department will help greatly in his new role.
- Account Tech I – Cashier: Position is open until filled.

Grant Reporting

- Curyung Ice Machine pass thru completed.
- LGLR – 6 month report completed.
- FY22 NTS and NSIP final report submitted.

Collections

- Signed 1 promissory notes for real property and utilities.
- Two properties in Foreclosure paid in full
- 1 utility account water shutoff completed – remainder are pending infrastructure repair.
- Foreclosure listing for 2018 Action have passed the period of redemption (4 properties at \$21,912). Final stage completed, ready for foreclosure.
- Foreclosure listing for 2019 Action have passed the period of redemption (3 properties at \$7,944). Litigation report requested in March pending 2018 Action Foreclosure.
- Foreclosure list for potential 2022 Action 27 properties at \$71,242.

Budget

- FY23 Budget revision to be scheduled

Revenue and Expense review September 2022 – Including current Fund Balance as presented to F&B committee

Information provided for percentages below 0% or above 45%. Revenues are high and expenditures are low. Most expenditures are low. Contributing factors include open staffing positions and a delay in projects that were budgeted.

General Fund Revenues

- All taxes are reported 1 month behind. FY22 taxes are still included. 36% is above expected.
- Real and personal property tax are recognized at 100%. Real property has been collected at 27%. Personal property has been collected at 53%. First half payment is due 11/1/2022.
- PILT has come in above expected at 105%. Audit review will determine if funds belong to FY22.
- Admin overhead is at 50% which is related to the expenditures of Dock at 48% and Harbor at 54%.

Special Revenues & Other Funds Revenue

- Dock revenue is at 48% which is reflected higher than last year due to prompt invoicing.
- Debt services is exceeded due to the state providing support from unfunded prior years.
- Mary Carlson Estate investments have reported in the negative for the previous two months.

Transfers

- Senior Center transfer has increased due to funding support change.

General Fund Expenditures

- City School – payment already made for 2nd quarter.

Special Revenues & Other Funds Expenditures

- Dock expenditures are at 48%. Equipment maintenance and other costs have been paid. Insurance proceeds are still in review.
- Harbor expenditures are high due to increased labor costs. A port director position was filled with an Acting Harbor master.

Grant and Bond Revenues/Expenditures

- ANTHC – Grant is fully expended and is in the process of being closed out.

Capital Project Revenues/Expenditures

-
- Insurance Proceeds– Funds received for landfill shop building that will be kept in reserve until project begins.

Other Departmental Concerns

- SOA Loan repayment plan in final process, begin repayment 12/1/2022

Safety Committee

- No meeting held.
 - Week of 10/17/22 Fire Extinguisher review with Taylor Fire
-

Fund Balance Evaluation

Section . Item 6.

	<u>Fund Bal.</u> <u>6/30/2020</u> <u>Audited</u>	<u>Fund Change</u> <u>6/30/2021</u> <u>Unaudited</u>	<u>Fund Change</u> <u>6/30/2022</u> <u>Unaudited</u>	<u>FY'23</u> <u>Revenue</u>	<u>FY'23</u> <u>Expenditures</u>	<u>Add or (-)</u> <u>FY23 Fund Bal</u>	<u>6/30/2023</u> <u>Unaudited</u>
General Fund	5,555,980	156,583	722,088	5,038,439	2,021,365	3,017,073	9,451,724
Streets Project	3,078,649	(2,977,878)	1,426	4,190	-	4,190	106,387
Planning Capital Project	264,537	1,579	320,554	214,490	-	214,490	801,161
Debt Service	-	(53,742)	(35,216)	1,773,338	-	1,773,338	1,684,380
Special Revenue Fund							-
Water & Sewer	552,780	198,615	155,228	186,025	86,451	99,574	1,006,197
Landfill	(14,281)	13,661	-	109,030	82,811	26,219	25,599
Port - Dock	1,218,057	58,529	-	344,640	344,640	-	1,276,586
Port - Harbor	13,256	1,496	(86,603)	50,665	137,555	(86,889)	(158,740)
E-911 Service	268,809	25,783	15,828	16,814	10,275	6,539	316,959
Asset Forfeitures Fund	27,733	29	(1,682)	29	-	29	26,109
Reward Fund	400	-	-	-	-	-	400
Senior Center	11,099	(3,573)	20,886	91,594	86,304	5,291	33,703
Library (Grants)	(804)	5,861	(3,644)	36,608	33,634	2,974	4,387
Public Safety	-	-	150	-	-	-	150
Local Support	1,170	-	(6,491)	-	31,077	(31,077)	(36,398)
Covid Support	-	-	2,553,760	532,541	275,124	257,418	2,811,178
Capital Project Fund							-
Ambulance Reserve Capital Project	544,853	(244,480)	(11,338)	2,206	800	1,406	290,441
Equipment Replacement Capital Project	68,327	(6,675)	-	-	114,091	(114,091)	(52,439)
School Project	(1,626)	-	-	-	-	-	(1,626)
Firehall Project	787,325	(666,785)	(85,755)	-	-	-	34,785
Dock and Harbor Capital Project	-	-	(350)	160	407	(247)	(597)
Public Safety Capital Project	-	-	-	-	-	-	-
Wastewater System Improvements	-	-	(9,012)	152,721	146,538	6,183	(2,829)
Water Improvement	-	-	-	-	-	-	-
SOA Loans Capital Projects	-	(5,025)	(10,003)	-	-	-	(15,028)
Denali Commission Project	-	-	-	-	-	-	-
Landfill Committed Funds	172,044	-	-	-	-	-	172,044
Permanent Fund							-
Mary Carlson Estate	367,955	615	(11,878)	(695)	118	(813)	355,879
Undesignated - VEEP							-
Total	12,916,263	(3,495,408)	3,527,948	8,552,796	3,371,188	5,181,608	18,130,411

City of Dillingham
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	<u>Budget - FY23</u>	<u>09/30/22</u> YTD	<u>Percent</u>	<u>09/30/21</u> YTD	<u>INC/(DEC)</u>	Uncollected	% Adj
General Fund Revenues							
General Sales Tax	\$ 3,000,000	\$ 1,142,036	38%	\$ 679,378	\$ 462,658	(2,670.43)	38%
General Sales Tax - Remote	400,000	116,621	29%	0			
Alcohol Sales Tax	260,000	86,361	33%	63,797	22,563		33%
Alcohol Sales Tax - Remote	-	51		-	51		
Transient Lodging Sales Tax	120,000	47,199	39%	22,870	24,329	-	39%
Gaming Sales Tax	65,000	13,139	20%	4,571	8,568		20%
Tobacco Excise Tax	350,000	87,338	25%	64,730	22,608		25%
Marijuana Excise Tax	75,000	28,266	38%	-	-		
Penalty & Interest - Sales Tax	20,000	3,730	19%	9,035	(5,305)	(383.20)	17%
Total Sales Tax	4,290,000	1,524,742	36%	844,381	535,473		35%
Real Property Tax	2,410,000	2,379,730	99%	2,084,566	295,164	(1,725,144.31)	27%
Personal Property Tax	450,000	452,818	101%	478,884	(26,066)	(214,035.32)	53%
Penalty & Interest - Property Tax	70,000	26,171	37%	29,459	(3,288)		37%
Total Property Taxes	2,930,000	2,858,719	98%	2,592,909	265,810		31%
Telephone Gross Receipts State Tax	65,000	-	0%	-	-		0%
Shared Fisheries	600,000	-	0%	-	-		0%
Raw Fish Tax	20,000	-	0%	-	-		0%
Community Sharing	73,072	-	0%	84,575	(84,575)		0%
Payment in Lieu of Taxes (PILT)	460,000	480,895	105%	473,299	7,596		105%
State Jail Contract	645,000	-	0%	-	-		0%
Ambulance Fees	50,000	22,064	44%	2,098	19,965		44%
Lease & Rental Income	35,000	2,700	8%	-	2,700		8%
Admin Overhead	130,300	64,760	50%	24,190	40,571		50%
PERS on Behalf	67,126	24,653	37%	55,995	(31,342)		37%
PERS Forfeiture Fund	20,000	-	0%	2,617	(2,617)		0%
Other Revenues	145,400	49,631	34%	39,885	9,747	(1,020.00)	33%
Total	2,310,898	644,703	28%	682,659	(37,956)		28%
Total	\$ 9,530,898	\$ 5,028,164	53%	\$ 4,119,949	\$ 763,327		32%
Special Revenue & Other Funds Revenue							
Water	232,087	64,442	28%	59,979	4,464	(17,802.84)	20%
Sewer	457,000	121,583	27%	144,165	(22,583)	(24,033.83)	21%
Landfill	256,459	109,030	43%	101,147	7,882	(3,713.00)	41%
Port - Dock	721,915	344,640	48%	262,966	81,674	(47,764.54)	41%
Port - Harbor	184,295	33,278	18%	31,095	2,183	(10,632.56)	12%
Asset Forfeiture Fund	2,000	29	1%	(10)	39		0%
E-911 Service	65,000	16,814	26%	17,095	(281)		26%
Senior Center (Non-Grant)	40,597	5,393	13%	6,426	(1,033)		13%

City of Dillingham
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	<u>Budget - FY23</u>	<u>09/30/22</u> YTD	<u>Percent</u>	<u>09/30/21</u> YTD	<u>INC/(DEC)</u>	
Senior Center (Grant)	131,000	642	0%	(11,570)	12,212	0%
Library (Grants)	123,302	36,608	30%	29,200	7,408	30%
Debt Service	305,000	1,773,338	581%	-	1,773,338	
Mary Carlson Estate	1,000	(695)	-69%	(816)	122	-69%
Total	\$ 2,519,655	\$ 2,505,102	99%	\$ 639,678	\$ 1,865,425	95%
Transfers				18,081		
<i>From General Fund to Other Funds</i>						
Landfill	340,323	-	0%	-	-	
Senior Center	184,242	85,559	46%	22,004	63,555	
Ambulance Reserve	45,000	2,206	5%	105	2,101	
Equipment Replacement	600,000	-		-	-	
Capital Projects	-	-		1,304	(1,304)	
Debt Service SRF Loans	47,400	-	0%	-	-	
Debt Service School Bond	765,500	-	0%	-	-	
Debt Service Firehall Bond	45,000	-	0%	13,000	(13,000)	
Debt Service Streets Bond	226,750	-	0%	68,375	(68,375)	
<i>From Dock Fund to Harbor Funds</i>						
Port - Harbor	54,858	17,388	32%	31,528	(14,140)	
Port - Harbor - Ice Machine	-	-	0%	-	-	
Port - Harbor - Bathhouse	13,308	-	0%	4,064	(4,064)	
<i>From Department to Department</i>						
Transfer from E911	52,084	10,275	20%	6,847	-	
Transfer from Mary Carlson Estate	4,000	-	0%	-	-	
Total	\$ 2,378,465	\$ 115,428	5%	\$ 147,227	\$ (35,226)	
Total Revenues & Transfers	\$ 14,429,018	\$ 7,648,694	53%	\$ 4,906,853	\$ 2,593,525	

City of Dillingham
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Data Collected on:
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EXPENDITURES:	<u>Budget - FY23</u>	<u>09/30/22</u>	<u>Percent</u>	<u>09/30/21</u>	<u>INC/(DEC)</u>
		<u>YTD</u>		<u>YTD</u>	
General Fund Expenditures					
City Council	\$ 85,350	\$ 24,512	29%	\$ 5,233	\$ 19,279
City Clerk	158,775	34,715	22%	29,401	5,314
Administration	505,373	103,467	20%	75,452	28,014
Finance	884,069	193,349	22%	177,019	16,329
Legal	60,000	20,372	34%	3,231	17,141
Insurance	313,400	1,016	0%	63,788	(62,772)
Non-Departmental	0	0		13,511	(13,511)
Planning	213,884	36,003	17%	39,246	(3,243)
Foreclosures	6,000	1,971	33%	0	1,971
IT	282,688	67,404	24%	36,899	30,504
Meeting Hall above Fire Station	0	0		221	(221)
Public Safety Administration	194,510	45,340	23%	40,753	4,586
Dispatch	520,844	102,758	20%	116,627	(13,869)
Patrol	1,010,368	208,799	21%	170,442	38,357
Corrections	750,223	73,510	10%	124,796	(51,286)
DMV	60,373	12,889	21%	11,087	1,802
Animal Control Officer	119,767	25,668	21%	23,638	2,031
Fire	344,013	104,365	30%	16,642	87,723
Fire Department Donation	0	0		0	-
EOC	0	0		8,090	(8,090)
Public Works Administration	348,747	23,496	7%	31,996	(8,500)
Building and Grounds	401,788	37,463	9%	43,811	(6,348)
Shop	505,287	89,350	18%	89,095	254
Street	484,679	36,930	8%	107,116	(70,187)
Library	169,187	40,225	24%	29,943	10,282
City School	1,300,000	650,000	50%	325,000	325,000
Transfers to Other Funds	2,254,215	87,766	4%	23,413	64,352
Total	\$ 10,973,540	\$ 2,021,365	18%	\$ 1,606,450	\$ 414,915

City of Dillingham
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	<u>Budget - FY23</u>	<u>09/30/22</u> <u>YTD</u>	<u>Percent</u>	<u>09/30/21</u> <u>YTD</u>	<u>INC/(DEC)</u>
<u>Special Revenue Funds Expenditures</u>					
Water	243,834	33,666	14%	61,492	(27,826)
Sewer	310,834	52,785	17%	62,577	(9,791)
Landfill	596,782	82,811	14%	159,925	(77,114)
Port - Dock	721,915	344,640	48%	144,862	199,777
Port - Harbor	256,953	137,555	54%	99,620	37,935
Asset Forfeiture Fund	2,000	-	0%	4,872	(4,872)
E-911 Service	52,084	10,275	20%	6,847	3,428
Senior Center (Non-Grant)	219,839	86,091	39%	32,569	53,522
Senior Center (Grant)	136,000	212	0%	32,951	(32,739)
Library (Grants)	123,302	33,634	27%	18,613	15,021
Mary Carlson Estate	6,201	118	2%	514	(397)
Ambulance Reserve Fund	50,478	800	2%	5,800	(5,000)
Debt Service SRF Loans	47,400	-	0%	-	-
Debt Service School Bond	1,065,500	-	0%	-	-
Debt Service Firehall Bond	45,000	-	0%	-	-
Debt Service Streets Bond	231,750	-	0%	-	-
Equipment Replacement	600,000	114,091	19%	5,849	108,242
Total	\$ 4,709,872	\$ 896,678	19%	\$ 636,491	\$ 260,187
	\$ 15,683,412	\$ 2,918,044	19%	\$ 2,242,941	\$ 675,103
Net Increase (Decrease) to Fund Balances	\$ (1,254,394)	\$ 4,730,651		\$ 2,663,912	\$ 1,918,423

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	<u>Budget - FY23</u>	<u>09/30/22</u> YTD	<u>Percent</u>	<u>09/30/21</u> YTD	<u>INC/(DEC)</u>
Grant & Bond Revenues					
ANTHC-Lagoon	146,778	152,721	104%	227	152,494
State Public Safety	-	-		-	-
COVID - ARPA	-	-		284,843	(284,843)
COVID - LGLR	2,786,321	532,541	19%	-	-
SRF Loan - Lagoon Aeration	670,000	-	0%	-	-
SRF Loan - Waterfront	114,125	-	0%	-	-
SRF Loan - Water	44,000	-		-	-
SRF Loan - Wastewater	60,000	-	0%	-	-
SRF Loan - Landfill	-	-		5,320	(5,320)
Southern Region EMS	-	-		360	(360)
Curyung-Ice Machine	2,000	160	8%	-	160
BBEDC Intern Program	56,682	-	0%	19,407	(19,407)
BBEDC Training Reimb	-	-		-	-
BBEDC Pass Thru	-	-		-	-
Bond Investment Income	-	4,190		129	4,061
Total	\$ 3,879,906	\$ 689,612	18%	\$ 783,070	\$ (625,999)
Grant & Bond Expenditures					
ANTHC-Lagoon	146,778	146,538	100%	-	146,538
State Public Safety	-	-		1,353	(1,353)
COVID - LGLR	2,786,321	275,124	10%	-	-
SRF Loan - Lagoon Aeration	670,000	-	0%	-	-
SRF Loan - Waterfront	114,125	-	0%	-	-
SRF Loan - Water	44,000	-		-	-
SRF Loan - Wastewater	60,000	-	0%	-	-
SRF Loan - Landfill	-	-		8,364	(8,364)
Southern Region EMS	-	-		-	-
Curyung-Ice Machine	2,000	407	20%	2,326	(1,920)
BBEDC Intern Program	56,682	23,827	42%	22,747	1,079
BBEDC Training Reimb	-	7,250		-	7,250
BBEDC Pass Thru	-	-		-	-
Total	\$ 3,879,906	\$ 453,145	12%	\$ 34,791	\$ 143,230
	\$ -	\$ 236,467		\$ 748,278	\$ (482,769)

City of Dillingham
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	<u>Budget - FY23</u>	<u>09/30/22</u> YTD	<u>Percent</u>	<u>09/30/21</u> YTD	<u>INC/(DEC)</u>
Capital Project Funds Revenues					
Investment Income	-	-		-	-
Insurance Proceeds	-	214,490		-	214,490
Total	\$ -	\$ 214,490		\$ -	\$ 214,490
Capital Project Funds Expenditures					
Major Building Maintenance	400,000	-		-	-
Landfill Groundwater Well	-	-		4,101	(4,101)
Total	\$ 400,000	\$ -	0%	\$ 4,101	\$ (4,101)
	\$ (400,000)	\$ 214,490		\$ (4,101)	\$ 218,591

	Budget	Actual
General Fund Revenue	\$ 9,530,898	\$ 5,028,164
Special Fund Revenue	\$ 2,519,655	\$ 2,505,102
Transfers In	\$ 2,378,465	\$ 115,428
Grant and Bond Revenue	\$ 3,879,906	\$ 689,612
CIP Revenue	\$ -	\$ 214,490
	\$ 18,308,924	\$ 8,552,796
General Fund Expenditures	\$ 10,973,540	\$ 2,021,365
Special Fund Expenditures	\$ 4,709,872	\$ 896,678
Grant and Bond Expenditures	\$ 3,879,906	\$ 453,145
CIP Expenditures	\$ 400,000	\$ -
	\$ 19,963,318	\$ 3,371,188
Net Increase (Decrease) to Fund Bal	\$ (1,654,394)	\$ 5,181,608

City of Dillingham
Unaudited Revenues and Expenditures As of June 30, 2022

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		<u>06/30/22</u>	
	<u>Budget - FY22</u>	<u>YTD</u>	<u>Percent</u>
<u>General Fund Revenues</u>			
General Sales Tax	\$ 2,500,000	\$ 2,901,508	116%
General Sales Tax - Remote	500,000	337,565	68%
Alcohol Sales Tax	260,000	238,682	92%
Alcohol Sales Tax - Remote	-	89	
Transient Lodging Sales Tax	85,000	105,383	124%
Gaming Sales Tax	65,000	72,072	111%
Tobacco Excise Tax	370,000	272,902	74%
Penalty & Interest - Sales Tax	20,000	16,453	82%
Total Sales Tax	<u>3,800,000</u>	<u>3,944,654</u>	104%
Real Property Tax	2,084,565	2,071,540	99%
Personal Property Tax	479,356	477,738	100%
Penalty & Interest - Property Tax	65,000	81,773	126%
Total Property Taxes	<u>2,628,921</u>	<u>2,631,051</u>	100%
Telephone Gross Receipts State Tax	65,000	-	0%
Shared Fisheries	475,000	772,264	163%
Raw Fish Tax	9,000	23,430	260%
Community Sharing	75,700	87,078	115%
Payment in Lieu of Taxes (PILT)	460,000	473,299	103%
State Jail Contract	535,367	535,367	100%
Ambulance Fees	55,000	17,024	31%
Lease & Rental Income	35,000	34,309	98%
Admin Overhead	220,625	210,660	95%
PERS on Behalf	231,326	189,982	82%
PERS Forfeiture Fund	67,033	33,060	49%
Other Revenues	202,200	135,068	67%
Total	<u>2,431,251</u>	<u>2,511,543</u>	103%
Total	\$ 8,860,172	\$ 9,087,247	103%
<u>Special Revenue & Other Funds Revenue</u>			
Water	233,224	239,191	103%
Sewer	464,124	460,888	99%
Landfill	295,429	308,845	105%
Port - Dock	735,042	573,118	78%
Port - Harbor	170,580	152,909	90%
Asset Forfeiture Fund	2,000	1,672	84%
E-911 Service	65,000	65,899	101%
Senior Center (Non-Grant)	54,746	34,475	63%
Senior Center (Grant)	131,000	161,652	123%

City of Dillingham
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	<u>Budget - FY22</u>	<u>06/30/22</u> <u>YTD</u>	<u>Percent</u>
Library (Grants)	100,379	82,948	83%
Debt Service	30,000	237,125	790%
Equipment Replacement Insurance	-	-	
Mary Carlson Estate	4,000	(9,639)	-241%
Total	\$ 2,285,524	\$ 2,309,082	101%
Transfers			18,081
<i>From General Fund to Other Funds</i>			
Water	19,731	-	0%
Landfill	481,367	209,013	43%
Senior Center	167,689	166,679	99%
Ambulance Reserve	49,500	1,702	3%
Equipment Replacement	-	61,127	
Capital Projects	140,981	5,201	4%
Debt Service SRF Loans	47,400	-	0%
Debt Service School Bond	1,066,250	793,909	74%
Debt Service Firehall Bond	46,000	46,000	100%
Debt Service Streets Bond	206,750	236,750	115%
<i>From Dock Fund to Harbor Funds</i>			
Port - Harbor	70,942	4,984	7%
Port - Harbor - Ice Machine	-	20	0%
Port - Harbor - Bathhouse	14,000	15,118	108%
<i>From Department to Department</i>			
Transfer from E911	55,468	50,071	90%
Total	\$ 2,366,078	\$ 1,590,574	67%
Total Revenues & Transfers	\$ 13,511,774	\$ 12,986,904	96%

City of Dillingham
Unaudited Revenues and Expenditures As of June 30, 2022

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	<u>06/30/22</u>		<u>Percent</u>
	<u>Budget - FY22</u>	<u>YTD</u>	
EXPENDITURES:			
General Fund Expenditures			
City Council	\$ 45,330	\$ 35,170	78%
City Clerk	175,228	132,881	76%
Administration	497,280	429,605	86%
Finance	758,498	757,914	100%
Legal	60,000	47,336	79%
Insurance	262,000	255,240	97%
Non-Departmental	118,800	69,938	59%
Planning	274,666	183,366	67%
Foreclosures	6,000	520	9%
IT	260,969	196,388	75%
Meeting Hall above Fire Station	800	694	87%
Public Safety Administration	202,644	196,388	97%
Dispatch	554,688	333,841	60%
Patrol	1,044,686	543,831	52%
Corrections	715,440	599,602	84%
DMV	55,797	38,096	68%
Animal Control Officer	113,140	111,613	99%
Fire	370,877	228,937	62%
Fire Department Donation	15,000	834	6%
EOC	52,107	14,191	27%
Public Works Administration	399,294	111,931	28%
Building and Grounds	312,217	255,794	82%
Shop	579,165	535,595	92%
Street	476,673	388,970	82%
Library	155,802	140,675	90%
City School	1,300,000	1,300,000	100%
Transfers to Other Funds	2,225,668	1,505,880	68%
Total	\$ 11,032,769	\$ 8,415,230	76%

City of Dillingham
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	<u>Budget - FY22</u>	<u>06/30/22</u> <u>YTD</u>	<u>Percent</u>
<u>Special Revenue Funds Expenditures</u>			
Water	252,955	237,109	94%
Sewer	291,200	307,741	106%
Landfill	776,796	517,858	67%
Port - Dock	735,042	573,118	78%
Port - Harbor	255,522	259,633	102%
Asset Forfeiture Fund	5,000	3,354	67%
E-911 Service	55,468	50,071	90%
Senior Center (Non-Grant)	213,981	204,943	96%
Senior Center (Grant)	139,454	136,977	98%
Library (Grants)	100,379	86,592	86%
Mary Carlson Estate	2,146	2,240	104%
Ambulance Reserve Fund	20,000	13,040	65%
Debt Service SRF Loans	47,400	-	0%
Debt Service School Bond	1,066,250	1,066,250	100%
Debt Service Firehall Bond	46,000	46,000	100%
Debt Service Streets Bond	236,750	236,750	100%
Equipment Replacement	35,000	61,127	175%
Total	\$ 4,279,343	\$ 3,802,803	89%
	\$ 15,312,112	\$ 12,218,033	80%
Net Increase (Decrease) to Fund Balances	\$ (1,800,338)	\$ 768,870	

City of Dillingham
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	<u>Budget - FY22</u>	<u>06/30/22</u> <u>YTD</u>	<u>Percent</u>
Grant & Bond Revenues			
ANTHC-Lagoon	155,777	227	0%
State Public Safety	-	1,646	
COVID - CARES	472,784	472,784	100%
COVID - ARPA	284,842	532,541	187%
COVID - LGLR	-	2,786,321	
State MMG 28308-Water Imp	-	-	
SRF Loan - Lagoon Aeration	670,000	-	0%
SRF Loan - Waterfront	88,125	-	0%
SRF Loan - Water	-	-	
SRF Loan - Wastewater	130,000	-	0%
SRF Loan - Landfill	59,621	5,320	9%
State CARES Public Safety	-	-	
State SART	-	-	
Southern Region EMS	-	360	
Curyung-Ice Machine	2,000	2,126	106%
Alaskan Leaders Fisheries PS Camera Repair	-	-	
BBEDC Intern Program	133,193	22,747	17%
BBEDC Training Reimb	-	20,021	
BBEDC Pass Thru	-	6,000	
Bond Investment Income	-	1,426	
Streets	-	-	
FireHall	-	-	
Total	\$ 1,996,342	\$ 3,851,519	193%
Grant & Bond Expenditures			
ANTHC-Lagoon	155,777	9,239	6%
State Public Safety	-	1,856	
COVID - CARES	472,784	472,780	100%
COVID - ARPA	-	532,541	
COVID - LGLR	-	232,565	
State MMG 28308-Water Imp	-	-	
SRF Loan - Lagoon Aeration	670,000	-	0%
SRF Loan - Waterfront	88,125	-	0%
SRF Loan - Water	-	-	
SRF Loan - Wastewater	130,000	-	0%
SRF Loan - Landfill	59,621	15,323	26%
State CARES Public Safety	-	-	
State SART	-	-	

City of Dillingham
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	<u>Budget - FY22</u>	<u>06/30/22</u> <u>YTD</u>	<u>Percent</u>
Southern Region EMS	-	-	
Curyung-Ice Machine	2,000	2,475	124%
Alaskan Leaders Fisheries PS Camera Repair	-	-	
BBEDC Intern Program	133,193	29,238	22%
BBEDC Training Reimb	-	20,021	
BBEDC Pass Thru	-	6,000	
Streets	-	-	
FireHall	-	85,755	
Total	\$ 1,711,500	\$ 1,407,795	82%
	\$ 284,842	\$ 2,443,724	858%

City of Dillingham
 Unaudited Revenues and Expenditures As of June 30, 2022

Section . Item 6.

	<u>Budget - FY22</u>	<u>06/30/22</u> <u>YTD</u>	<u>Percent</u>
<u>Capital Project Funds Revenues</u>			
Investment Income	-	-	
Insurance Proceeds	350,000	325,016	93%
Total	\$ 350,000	\$ 325,016	93%
<u>Capital Project Funds Expenditures</u>			
Public Safety Building	7,000	-	0%
Streets	-	-	
Water Improvements	-	-	0%
WasteWater Improvements			
Sewer Lagoon Relocation	109,664	-	0%
Other Lift Station	-	-	
Landfill New Cell	-	-	
Landfill Shop Fire	350,000	9,663	3%
Landfill Groundwater Well	24,317	-	0%
Bingman-Harbor cleanup	167,480	-	0%
Total	\$ 658,461	\$ 9,663	1%
	\$ (308,461)	\$ 315,353	-102%

	Budget	Actual
General Fund Revenue	\$ 8,860,172	\$ 9,087,247
Special Fund Revenue	\$ 2,285,524	\$ 2,309,082
Transfers In	\$ 2,366,078	\$ 1,590,574
Grant and Bond Revenue	\$ 1,996,342	\$ 3,851,519
CIP Revenue	\$ 350,000	\$ 325,016
	\$ 15,858,116	\$ 17,163,438
General Fund Expenditures	\$ 11,032,769	\$ 8,415,230
Special Fund Expenditures	\$ 4,279,343	\$ 3,802,803
Grant and Bond Expenditures	\$ 1,711,500	\$ 1,407,795
CIP Expenditures	\$ 658,461	\$ 9,663
	\$ 17,682,073	\$ 13,635,491
Net Increase (Decrease) to Fund Bal	\$ (1,823,957)	\$ 3,527,947



MEMORANDUM

DATE: October 25, 2022
TO: Robert Mawson, City Manager
FROM: Sonja Marx, Librarian
SUBJECT: Department Report

STAFF REPORT

Since the year 2006, there has been a Consortium Library Agreement amongst the City of Dillingham, the Dillingham City School District, and the UAF- Bristol Bay Campus. This was formed when the Dillingham Middle/High School no longer had a library within their building. In the agreement, the City of Dillingham provided the facility, furnishings and materials of the Dillingham Public Library for their use as a school library in addition to being a public library to the community. Over the years, each entity provided support (often financially) for this Consortium. The DCSD paid annually for a 20 hour a week school librarian, Monday through Friday, during the school year. They also sent funds of \$5,000 to the City of Dillingham for the Dillingham Public Library each year. In the very early years of the Consortium, the Campus provided IT support and often funds of \$3,000 for the library or they would purchase materials for our library collection in that amount annually.

Two years ago, the Dillingham Middle/High School began to operate a school library within their own building with books and shelves, staffing a school librarian. This year, the Campus decided to withdraw from the Consortium. We are waiting to hear what the DCSD decides regarding their participation this year. The Dillingham Public Library continues to be part of the LINKED grant with the DCSD and the City of Dillingham for 4 more years. This grant provides \$25,000 in pass through funds with a budget narrative for the library spending. The library is also a distribution site for the books the school is providing for the children year round. We also will receive help from the DCSD personnel during our annual Summer Reading Program.

Another part of this Consortium Library Agreement over the years, included two appointed seats by the school and the campus for our Library Advisory Board each school term. The LAB consists of 7 seats. With the Campus no longer part of the Consortium, they no longer have a seat on the LAB. However, the DCSD has appointed Sarah Bailey to be on the LAB as she is on staff through the LINKED grant for the library. Both Lee Ann Andrew and Amy Ruby's seats expired the end of September. They would like to remain on the LAB. We do still have a seat to fill as Erica Tweet moved from the LAB to be on the FOL board earlier this summer. We appreciate her continued involvement with the library.

Story Time numbers have greatly increased this month as many enjoy this event. We did change the time from 11 am to 10:30 am on Fridays to accommodate nap time and lunch schedules. The DCSD also brought over another set of books for children 0-18 for free. Many are taking advantage of this opportunity as the Dillingham Public Library is a pick-up point for these books under the LINKED grant.

Library Stats report September 26th – October 23rd, 2022:

**Patron Visits: 455 Computer Use: 55 *Wireless Use: 209
Story Hour: 22 Museum Use: 79
AWE Station Use: 0 Volunteer Hours Logged: 2**

Next Library Advisory Board meeting is scheduled in early November.

**The Library will be closed Thursday & Friday & Saturday, November 24th - 26th, 2022
for the Thanksgiving holiday and to have the museum/library carpets cleaned.**

***The problem with how the WiFi usage was being reported was fixed last week, so the numbers are going up. Next month's report will have an accurate count.**



MEMORANDUM

DATE: October 25, 2022
TO: Robert Mawson, City Manager
FROM: Patty Buholm, Planning Director
SUBJECT: October 2022 Monthly Report

STAFF REPORT

Planning Commission

The last Planning Commission meeting was scheduled for October 27, 2022; however, it was cancelled. The Planning Commission continues to have one (1) vacant seat, Seat F (term ends December 2022). Active recruitment has been occurring by posting flyers has been posted in public places, City social media account, and the City Website. I have had communication with Dillingham City School District to create alternate ways to communicate and recruit interested students with the Student Government chosen leaders. The goal is to complete a presentation with their active and engaged students to inform them that they may submit letters of interest to serve on the Planning Commission. I will also review the complete process of becoming a Planning Commissioner, so they are aware of how the process of assigning Planning Commissioners. The next regular Planning Commission Meeting is November 9, 2022.

Permitting

Land Use Permits:

Two (2) pending LUP. Planning is working with each of the landowners.

Harbor Lot Leases:

Alaska Appraisal and Consulting has not completed the appraisal report of the Harbor Lot Lease parcels, but I am in communication with them. Their company did expect a slight delay due to circumstances outside of their control.

Encroachment Permits:

N/A

Burial Registry/Burial Permits:

1 Burial Registry has been issued

Cemeteries:

No new information at this time

Preliminary Plat Applications:

None received

Requests for Proposal (RFP/ITB)

None

Meetings/Trainings:

- Attended weekly Department Head Meetings and have started the self-guided annual required training.
- Continued communicate with Alaska Native Tribal Health Consortium (ANTHC) for future funding infrastructure opportunities. The City Manager and I met with ANTHC representatives on 10/25/22 regarding the 2022 Community Block Grant, ANTHC's grant writer service, with intentions to update the City of Dillingham's Water/Wastewater and Landfill Master Plan.
- ANTHC has requested the Planning Department to complete the Alaska Community Housing Assessment. I have arranged to work with ANTHC's staff to complete this full assessment of all residential homes within Dillingham City Limits. This extensive project will assist with future projects, including water, wastewater, and assist with land ownership identification.
- The National Flood Insurance Program training scheduled for October 25–27, 2022 has been postponed until November 16-18, 2022.

Projects:

- Addresses throughout Dillingham are being corrected as found.
- City Property identification is an ongoing project with daily work.

General Communications:

- AECOM forwarded the 2022 Multi-Jurisdiction Hazard Mitigation Plan the State of Alaska for approval on 10/11/2022. Once approved by the State of Alaska, a copy will be forwarded to FEMA and we will be notified.
- Once this onsite training/review for Flood plains within Dillingham occurs public outreach can begin for the permitting process and Floodplain education.
- The Planning Department is continuing to evaluate Planning Code and in-house processes.
- The City Map is being updated as items are discovered. A thanks to Gary Greenburg and his associate Mark O'Neil of Alaska Map Company, and Martins Onskulis and Arne Erickson of Appraisal Company of Alaska, and our in-house finance staff Ryan and Basil for their assistance.

Standing Committee Reports



FINANCE AND BUDGET COMMITTEE
Monday, September 19, 2022 at 5:30 PM

MINUTES

CALL TO ORDER

The Finance and Budget Committee met on Monday, September 19, 2022, in the City Council Chambers, Dillingham, AK, and via Zoom video conference call. Curt Armstrong called the meeting to order at 5:31 p.m.

ROLL CALL

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

Alice Ruby	Robert Mawson	Perry Abrams
Anita Fuller	Curt Armstrong	

Committee members excused:

Aksel Buholm

APPROVAL OF MINUTES

- Minutes of May 31, 2022; Finance & Budget Committee

MOTION: Alice Ruby moved, and Anita Fuller seconded the motion to approve the minutes of May 31, 2022.

VOTING: the motion passed by unanimous consent.

APPROVAL OF AGENDA

MOTION: Robert Mawson, moved and Anita Fuller seconded the motion to approve the agenda.

VOTING: the motion passed by unanimous consent.

STAFF REPORTS

- August 2022 Revenue and Expense Report

- Overall, the budget is doing well.
- Journal entries still need to be taken care of.
- Sales tax and business license delinquency letters have gone out.
- Marijuana excise tax coming it at 33%. This is above expectations.
- All bond reimbursement received to date are for prior years. Expectation for current year reimbursement to have a positive effect on the budget.
- Expenditures are in line with expectations.

COMMITTEE BUSINESS

- FY21 Audit

- Auditors indicate timing to complete will be end of October or first of November.
- Delays and turnover have contributed to the late timing.
- The FY21 audit will have a late file finding.

4. FY22 Audit

- Audit is on schedule. All items requested by the auditors have been submitted.
- Carmen Jackson's Accounting firm has been retained to complete the CPA portion of the audit.
- Auditors will be in town the week of October 24, with a follow up visit in December.

5. Fish Tax Discussion


- Goal is to have something in place so council action can happen early next year before the fishing season.
- Discussions with food processors, fisherman, and community members are ongoing.
- Request to provide formula and information previous manager was using for fish tax.
 - Purported challenge to proposed excise tax as presented by processor could result in a larger levy than intended.
 - Excise was per pound. A percentage would need to be done as a sales tax.
- Might want to consider looking into a sales tax and compare to excise tax.
- Recommend outreach to processors to obtain input regarding amount going forward.
- Revisit at the next Budget & Finance Committee meeting to assess where we left off and establish a plan going forward.

PUBLIC/COMMITTEE COMMENT(S)

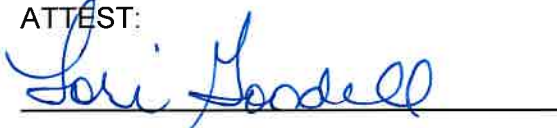
- Committee summary for Budget & Finance goals and responsibilities for next year reviewed.
- Requested committee become more involved in city enterprises.
- Finance & Budget Committee plays an important role in procedures and city activities in an advisory capacity.

ADJOURNMENT

The meeting adjourned at 6:23 p.m.


 Neil C. Armstrong, Chair

ATTEST:



Lori Goodell, City Clerk

Approved: Oct 17, 2022

Ordinances and Resolutions



Council Meeting – Regular
Meeting Date: November 3, 2022
Submitted By: Administration

Information

TITLE

Resolution 2022-32; A Resolution of the Dillingham City Council Waiving Section 3.95 of the City's Personnel Regulations to Authorize Hiring William Wilson as a Corrections Officer While His Sister is the Corrections Sergeant

RECOMMENDED ACTION

I move to adopt Resolution 2022-32.

SUMMARY OF ISSUE

Personnel Regulation 3.95 Nepotism states: No employee shall hold a position over which a member of his/her family exercises direct supervisory control. It further states: The City Council, upon recommendation of the City Manager, shall have power to grant specific waivers of this provision if they decide the appointment is in the best interest of the City.

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

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2022-32

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

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

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

WHEREAS, the Dillingham Corrections Department has been understaffed since 2021 and the Dillingham jail is currently closed due to lack of staff; and

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

WHEREAS, City Manager Robert J Mawson recommends the Council approve a waiver of the nepotism restrictions as the appointment of William Wilson is in the best interest of the City.

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

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

PASSED and ADOPTED by the Dillingham City Council on November 3, 2022.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

New Business


Mayor
Alice Ruby

City Manager
Robert J. Mawson



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

MEMORANDUM

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

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

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

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

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

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

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

Historic Preservation
Parks & Recreation

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

Dillingham Cemetery Committee
Marijuana Advisory Committee
Territorial School Advisory Committee



Committee Overview

Standing Committee Special Committee Citizen Committee Code

COMMITTEE NAME
Board of Equalization

AUTHORITY
DMC 4.15.120

DURATION
Standing Committee

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

STAFF SUPPORT
City Clerk or Designee

DUTIES/GOALS OUTLINED IN DMC

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

FY23 WORK PLAN

-

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



Committee Overview

Standing Committee Special Committee Citizen Committee Code

COMMITTEE NAME

Code Review Committee

AUTHORITY

DMC 2.06.070(A)

DURATION

Standing Committee

MEMBERSHIP STRUCTURE

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

STAFF SUPPORT

City Clerk or Designee

DUTIES/GOALS OUTLINED IN DMC

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

FY23 WORK PLAN

-

MEETING SCHEDULE

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



Committee Overview

Standing Committee Special Committee Citizen Committee Code

COMMITTEE NAME

Finance & Budget Committee

AUTHORITY

DMC 2.06.070(B)

DURATION

Standing Committee

MEMBERSHIP STRUCTURE

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

STAFF SUPPORT

City Clerk or Designee

DUTIES/GOALS OUTLINED IN DMC

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

FY23 WORK PLAN

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

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

MEETING SCHEDULE

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



Committee Overview

Standing Committee Special Committee Citizen Committee Code

COMMITTEE NAME

Friends of the Landfill

AUTHORITY

Resolution 2019-07, and Resolution 2021-02

DURATION

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

MEMBERSHIP STRUCTURE

5 – 11 residents of the Dillingham area

STAFF SUPPORT

City Clerk or Designee

DUTIES/GOALS OUTLINED IN DMC

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

FY23 WORK PLAN

-

MEETING SCHEDULE

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



Committee Overview

Standing Committee Special Committee Citizen Committee Code

COMMITTEE NAME

Library Advisory Board

AUTHORITY

DMC 2.80.040
Resolution 2013-71

DURATION

Standing Committee (by Resolution)

MEMBERSHIP STRUCTURE

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

STAFF SUPPORT

City Clerk or Designee

DUTIES/GOALS OUTLINED IN DMC

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

FY23 WORK PLAN

-

MEETING SCHEDULE

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



Committee Overview

Standing Committee Special Committee Citizen Committee Code

COMMITTEE NAME

Planning Commission

AUTHORITY

AS 29.40
DMC 2.68.160

DURATION

Standing Committee

MEMBERSHIP STRUCTURE

Seven (7) Citizens that are Residents of the City

STAFF SUPPORT

City Clerk or Designee

DUTIES/GOALS OUTLINED IN DMC

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

FY23 WORK PLAN

-

MEETING SCHEDULE

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



Committee Overview

Standing Committee Special Committee Citizen Committee Code

COMMITTEE NAME

Port Advisory Committee

AUTHORITY

Resolution 2010-66

DURATION

Active until disbanded by City Council action.

MEMBERSHIP STRUCTURE

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

STAFF SUPPORT

City Clerk or Designee

DUTIES/GOALS OUTLINED IN RESOLUTION

- Review issues pertinent to the Port

FY23 WORK PLAN

-

MEETING SCHEDULE

As needed.



Committee Overview

Standing Committee Special Committee Citizen Committee Code

COMMITTEE NAME

Public Outreach Committee

AUTHORITY

DMC 2.06.070(C)

DURATION

Standing Committee

MEMBERSHIP STRUCTURE

Mayor and Council

STAFF SUPPORT

City Clerk or Designee

DUTIES/GOALS OUTLINED IN DMC

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

FY23 WORK PLAN

-

MEETING SCHEDULE

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



Committee Overview

Standing Committee Special Committee Citizen Committee Code

COMMITTEE NAME

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

AUTHORITY

Ordinance No. 86-17

DURATION

Standing Committee

MEMBERSHIP STRUCTURE

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

STAFF SUPPORT

City Clerk or Designee

DUTIES/GOALS OUTLINED IN DMC

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

FY23 WORK PLAN

-

MEETING SCHEDULE

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



Committee Overview

Standing Committee Special Committee Citizen Committee Code

COMMITTEE NAME

School Facility Committee

AUTHORITY

DMC 2.72.070

DURATION

Standing Committee

MEMBERSHIP STRUCTURE

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

STAFF SUPPORT

City Clerk or Designee

DUTIES/GOALS OUTLINED IN DMC

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

FY23 WORK PLAN

-

MEETING SCHEDULE

The School Facility Committee shall meet Quarterly.



Committee Overview

Standing Committee Special Committee Citizen Committee Code

COMMITTEE NAME

Senior Advisory Commission

AUTHORITY

DMC 2.84.020 Powers and 2.84.030 Duties

DURATION

Standing Committee

MEMBERSHIP STRUCTURE

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

STAFF SUPPORT

City Clerk or Designee

DUTIES/GOALS OUTLINED IN DMC

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

FY23 WORK PLAN

-

MEETING SCHEDULE

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



Committee Overview

Standing Committee Special Committee Citizen Committee Code

COMMITTEE NAME

Volunteer Fire Department Board

AUTHORITY

DMC 2.48.020

DURATION

Standing Committee

MEMBERSHIP STRUCTURE

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

STAFF SUPPORT

City Clerk or Designee

DUTIES/GOALS OUTLINED IN DMC

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

FY23 WORK PLAN

-

MEETING SCHEDULE

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



Committee Overview

Standing Committee Special Committee Citizen Committee Code

COMMITTEE NAME

Historic Preservation Commission

AUTHORITY

DMC 2.70.080

DURATION

Standing Committee

MEMBERSHIP STRUCTURE

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

STAFF SUPPORT

City Clerk or Designee

DUTIES/GOALS OUTLINED IN DMC

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

FY23 WORK PLAN

-

MEETING SCHEDULE

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

Re: Dillingham Port / Harbor Advisory Committee

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

Hi Dan:

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

Thanks again

Alice

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

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

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

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

thank you

Dan Dunaway
PO Box 1490
Dillingham, Alaska 99576

907-843-3030

Reply Reply all Forward

October 11, 2022

To: Mayor Alice Ruby , City of Dillingham

From: Amy Ruby

Re: Library Advisory Board

I have been a member of the Library Advisory Board for several years. I am excited about many of the new things happening with our public library. My term is up and I would like to renew my seat on this board. Thank you for considering my request.

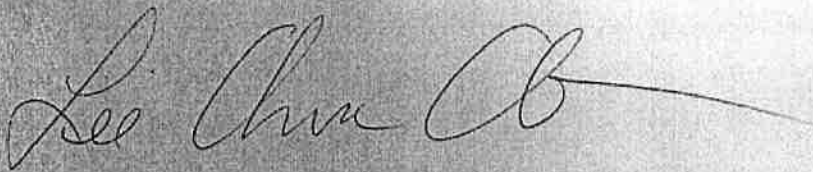
Sincerely,
Amy Ruby

October 10, 2022

Dear Mayor Ruby,

I am interested in continuing on my seat on the Library Advisory Board. I would appreciate it if you would reinstate me onto the board.

Thank you,

A handwritten signature in cursive script, appearing to read "Lee Ann Andrew", with a long horizontal flourish extending to the right.

Lee Ann Andrew


Mayor
Alice Ruby

City Manager
Robert J. Mawson



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

MEMORANDUM

Date: 28 October 2022
To: Honorable Mayor and City Council
From: Robert J Mawson, City Manager 
Subject: City-owned Real-Property Inventory Report

Attached with this memo is a report from Planning Department Director Patty Buholm which summarizes her efforts to identify real property owned or under lease by the City of Dillingham.

The vast majority of the identified properties are currently being utilized for public purposes, such as government offices and infrastructure facilities. Many of these sites containing several contiguous parcels that have been acquired over the years to accommodate larger uses, such as the Dock and Harbor operations.

Other properties are being utilized to accomplish various community purposes, such as Senior Housing, Parks and Cemeteries.

Fifteen parcels are either partially or completely under water.

Other properties are under further study to determine whether or not they have been deeded correctly or are still in the City's possession. This will be an on-going process.

This leaves Sixteen parcels that are currently vacant and could be considered for future uses or disposal, depending upon their size, proximity to other property, access, and so forth. I would recommend that the Council and staff consider a future discussion where these parcels can be explored in more detail and plans for utilizing or disposing these real-property assets can be discussed.

Mayor
Alice Ruby

City Manager
Robert Mawson



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

MEMORANDUM

Date: October 27, 2022
To: Robert Mawson, City Manager
From: Patty Buholm, Planning Department *PB*
Subject: City of Dillingham Landownership Update

In review of the City of Dillingham Landownership project that I have been completing, I have discovered the following:

- 105 Properties have been identified as City of Dillingham parcels
- Please note that not all properties have been deeded correctly as 21 and 20 easements are still not entirely deeded to the City of Dillingham as the plat was completed and recorded at the State of Alaska correctly, the deed appears to not have been completed and filed with the State of Alaska. Choggiung Land Management has been actively working to get the deed re-written and signed. All parcels and easements will have to be resurveyed prior to a deed being signed.
- 61 parcels have been identified as a portion of a critical infrastructure building or use designated for use towards a critical infrastructure: landfill, sewer lagoon, water treatment facilities, police station, schools, etc.
- 7 parcels have been utilized in conjunction with other entities for land use: Senior Center, Senior Center apartments, HUD Housing, Marrulut Eniit Assisted Living
- 3 are cemeteries
- 16 are vacant lands
- 2 parcels are now located in Nushagak Bay
- 13 are partially submerged into the bay (parcels that are currently tied to the seawall or bulkhead)

These are the current updates that I have discovered, however please know this list will fluctuate in parcels and easements documents are located

City of Dillingham, Alaska Legislative Action Plan FY2023

PFAS Contamination

Background: In 2019, the Alaska Department of Environmental Conservation (DEC) conducted a drinking water well sampling at and adjacent to the Dillingham Airport and detected per and polyfluoroalkyl substances (PFAS) above DEC action levels.

The contaminants are believed to have originated from the historic use of Aqueous Film Forming Foam (AFFF) at various locations at the Dillingham Airport. Two Department of Transportation & Public Facilities led follow-up sampling events were conducted in 2019 to investigate the entire area around the Dillingham airport for PFAS compounds. All well owners exceeding their respective Action Level (n = 7) have been contacted and provided an alternative water source.

Because PFAS are persistent in the environment and soluble in water, large plumes of groundwater contamination can form where these compounds have been released. When releases occur in areas served by private or public drinking water wells, the well water is susceptible to contamination. When PFAS contamination is found in the environment, the responsible party must evaluate the extent of the contamination in the soil and groundwater, determine whether and to what extent drinking water supplies are impacted, provide treatment or alternative water if action levels are exceeded, and begin cleanup with DEC's oversight. The responsible party is typically the entity that caused the release or the landowner where the release occurred.

Sources: AK Department of Environmental Conservation, AK Department of Transportation

Goal: **Development of a Safe and Sustainable Long-term Alternate Potable Water Source/Delivery System for the area of the City impacted by PFAS Contaminants.**

Bristol Bay Watershed

Background: Bristol Bay is located in the Southeast corner of the Bering Sea in Alaska. It has long-played a vital role in sustaining residents and visitors who depend on a subsistence way of life to ensure food security and stay connected to their cultural identities.

Bristol Bay sockeye salmon begin their lives in the pristine tributaries and lakes of the region. Here the fingerling salmon spend the first year of their five-year life cycle before migrating out to sea. The sockeye salmon spend four years in the cold and clean waters of the Bering Sea and North Pacific. Completing their life cycle, the sockeye salmon migrate back to the rivers of their origin.

In 1884, Commercial Fishing began in Bristol Bay, when the first cannery went into operation on the Nushagak River. Today, Bristol Bay is home to the largest sockeye salmon run in the world. The 2022 inshore Bristol Bay sockeye salmon run was a record with 79 million fish returning. Inshore harvest was 43.6 million sockeye. Wild sockeye salmon from Bristol Bay is enjoyed by consumers worldwide.

Sources: NOAA Fisheries, AK Fish & Game, Anchorage Museum, Bristol Bay Fishermen's Association

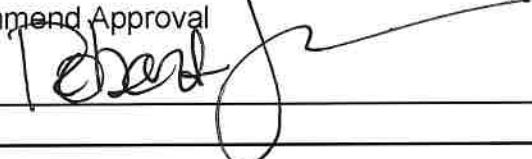
Goal: **Protect the Bristol Bay watershed's rivers, streams, and wetlands that support the world's largest sockeye salmon fishery and a subsistence-based way of life that has sustained Alaska Native communities for millennia.**

City of Dillingham Action Memorandum Agenda of: November 3, 2022

Action Memorandum No. 2022-11

Subject:

Authorize the City Manager to enter into a renewal contract with Premera Blue Cross Blue Shield of Alaska and Navia for an HRA

City Manager: Recommend Approval
Signature: 

Fiscal Note: Yes No **Funds Available:** Yes No

Other Attachments:

City of Dillingham Medical Plan Analysis for January 1, 2023 Renewal HRA Review

Summary Statement:

Authorize the City Manager to enter into a renewal contract with Premera Blue Cross Blue Shield of Alaska with an increase in Health premiums of 5% and a 0% increase in Dental premiums, and a 6.06% increase with UNUM Life. This also authorizes the City Manager to enter a renewal contract with Navia for an HRA.

Renewing the City's existing insurance plan with Premera BCBS would cost the City an additional \$36,541 (estimated) in 2023.

Action Memorandum No. 2022-11

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council
on November 3, 2022.

Mayor

ATTEST:

[SEAL]

City Clerk

Route to	Department Head	Date
X	Finance Director	
X	City Manager	
X	City Clerk	

City of Dillingham
Fiscal Note

Agenda Date: November 3, 2021

Renew health insurance with Premera BCBS for the 2023 Calendar year

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED:		FUNDING SOURCE City of Dillingham	
FROM ACCOUNT xxxx 6210 xx xx Health Insurance xxxx 6215 xx xx Dental Insurance xxxx 6211 xx xx Health Reimb Arrangement xxxx 6220 xx xx Life Insurance		Project	
TO ACCOUNT:	VERIFIED BY: Anita Fuller	Date: 10/30/2020	

EXPENDITURES

OPERATING	FY23	FY24	FY23	FY24
Health 5% Inc. from CY2022	\$ 383,689.58	\$ 383,689.58		
Dental 0% Inc. from CY2022	17,891.10	17,891.10		
HRA 0.00 Inc from CY2022	5,000.00	5,000.00		
Life 6.06% Inc from CY2022	\$7,711	\$7,711		
TOTAL OPERATING	\$ 414,291.69	\$ 414,291.69	\$ -	\$ -

CAPITAL	\$ -			
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REVENUE	-			
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FUNDING

General & Special Rev. Funds	\$ 414,291.69	\$ 414,291.69		
State/Federal Funds				
Capital Project				
Other				
TOTAL FUNDING	\$ 414,291.69	\$ 414,291.69	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary) See Action Memorandum 2022-11
 FY22 Health increase was 4%; Dental was 0%, Life was 0%; Current industry standard is 15% Increase
 FY23 Budget was for an 20% Health insurance increase, 15% Dental Increase and 5% Life Increase

PREPARED BY: Anita Fuller AF

November 2, 2022

DEPARTMENT: Finance

APPROVED BY: [Signature]

11/2/22

City of Dillingham
January 1, 2023 Renewal



	Current 2022	Renewal 2023	No Bid 2023
	Premera Preferred Choice HS	Premera Preferred Choice HS	Premera Preferred Choice HS
		Initial Renewal Quote 9.5% increase	No Bid 5% Increase in Medical & Rx Rates
	\$3,000/20%/\$6,000 Essential Rx \$10/\$25/\$45/30%	\$3,000/20%/\$6,000 Essential Rx \$10/\$25/\$45/30%	\$3,000/20%/\$6,000 Essential Rx \$10/\$25/\$45/30%
MEDICAL			
Monthly Premium	\$60,903.17	\$66,688.90	\$63,948.26
Annual Premium	\$730,838.04	\$800,266.80	\$767,379.16
Difference	\$0.00	\$69,428.76	\$36,541.12

	Current 2022	Renewal 2023	No Bid 2023
	Premera Adult Dental Optima \$1,500/\$50/0%/20%/50%	Premera Adult Dental Optima \$1,500/\$50/0%/20%/50%	Premera Adult Dental Optima \$1,500/\$50/0%/20%/50%
DENTAL			
Monthly Premium	\$2,981.85	\$2,981.85	\$2,831.83
Annual Premium	\$35,782.20	\$35,782.20	\$33,981.96
Difference		\$0.00	-\$1,800.24
Combined Medical & Dental			
Annual Change	\$766,620.24	\$836,049.00	\$801,361.12
		\$69,428.76	\$34,740.88

	Current 2022	Renewal 2023
	UNUM Life & AD&D	UNUM Life & AD&D
Life & AD&D		
Monthly Premium	\$1,211.73	\$1,285.17
Annual Premium	\$14,540.76	\$15,422.02
Difference		\$881.26

City of Dillingham

Medical Plan Analysis



January 1, 2023 Renewal

Prepared by: Diana Stewart

		Current 2022	2023 Renewal	2023 NO BID
		Premera Blue Cross Blue Shield of Alaska Preferred Choice Heritage Select \$3,000/20%/\$6,000	Premera Blue Cross Blue Shield of Alaska Preferred Choice Heritage Select \$3,000/20%/\$6,000	Premera Blue Cross Blue Shield of Alaska Preferred Choice Heritage Select \$3,000/20%/\$6,000
Benefits		In-Network	In-Network	In-Network
Deductible - In / Out of Network				
Individual		\$3,000 / \$6,000	\$3,000 / \$6,000	\$3,000 / \$6,000
Family		\$6,000 / \$12,000	\$6,000 / \$12,000	\$6,000 / \$12,000
Coinsurance - In/ Out of Network		20%/60%	20%/60%	20%/60%
Out-of-Pocket Maximum (Includes Deductible) In / Out of Network				
Individual		\$6,000 / \$45,000	\$6,000 / \$45,000	\$6,000 / \$45,000
Family		\$12,000 / \$90,000	\$12,000 / \$90,000	\$12,000 / \$90,000
Benefits		In-Network	In-Network	In-Network
Professional Services				
PCP & Specialist Office Visit		Deductible & Coinsurance	Deductible & Coinsurance	Deductible & Coinsurance
Laboratory & X-Ray (non-complex)		Deductible & Coinsurance	Deductible & Coinsurance	Deductible & Coinsurance
Therapy		Deductible & Coinsurance	Deductible & Coinsurance	Deductible & Coinsurance
Emergency Services				
Emergency Care - Copay waived if admitted		Coinsurance	Coinsurance	Coinsurance
Alternative Care				
Spinal Manipulations & Acupuncture		Deductible & Coinsurance - 12 visits each PCY	Deductible & Coinsurance - 12 visits each PCY	Deductible & Coinsurance - 12 visits each PCY
Prescription Drugs		Preferred Choice E4 Essentials	Preferred Choice E4 Essentials	Preferred Choice E4 Essentials
Deductible		N/A	N/A	N/A
Preferred Generic		\$10 Copay	\$10 Copay	\$10 Copay
Preferred Brand		\$25 Copay	\$25 Copay	\$25 Copay
Preferred Specialty		\$45 Copay	\$45 Copay	\$45 Copay
Non-Preferred All Drugs		30% Coinsurance	30% Coinsurance	30% Coinsurance
Mail-Order		90 Days Supply, 2.5x Retail Copay	90 Days Supply, 2.5x Retail Copay	90 Days Supply, 2.5x Retail Copay
Medical Rates	Counts	2022 Current	2023 Renewal	2023 No Bid
Employee Only	22	\$1,010.33	\$1,106.31	\$1,060.84
Employee + Spouse	6	\$2,081.31	\$2,279.03	\$2,185.38
Employee + Child(ren)	3	\$1,869.14	\$2,046.70	\$1,962.59
Family	7	\$2,940.09	\$3,219.40	\$3,087.10
Monthly Premium		\$60,903.17	\$66,688.90	\$63,948.26
Annual Premium		\$730,838.04	\$800,266.80	\$767,379.16
Percentage Change From Current			9.50%	5.00%
Annual Dollar Change From Current			\$69,428.76	\$36,541.12

*This comparison shows only general provisions of each plan's in-network benefits. Contract certificates should be consulted for exact plan language.

City of Dillingham

Dental Plan Analysis



Section . Item 12.

January 1, 2023 Renewal

Prepared by: Diana Stewart

January 1, 2023 Renewal		Current	2023 Renewal	2023 NO BID Renewal
		Premera Dental Optima BER \$50/20%/20%/50%/\$1,500	Premera Dental Optima BER \$50/20%/20%/50%/\$1,500	Premera Dental Optima BER \$50/20%/20%/50%/\$1,500
Dental		In-Network	In-Network	In-Network
Network Type		Any Provider	Any Provider	Any Provider
Dental Benefits				
Deductible		\$50 Individual / \$150 Family	\$50 Individual / \$150 Family	\$50 Individual / \$150 Family
Preventative		0%	0%	0%
Basic		20%	20%	20%
Major		50%	50%	50%
Annual Maximum		\$1,500	\$1,500	\$1,500
Orthodontia		Not Covered	Not Covered	Not Covered
Dental Rates	Counts			
Employee Only	22	\$46.16	\$46.16	\$46.16
Employee + Spouse	6	\$99.24	\$99.24	\$99.24
Employee + Child(ren)	3	\$101.55	\$101.55	\$101.55
Family	7	\$152.32	\$152.32	\$152.32
Monthly Premium		\$2,981.85	\$2,981.85	\$2,981.85
Annual Premium		\$35,782.20	\$35,782.20	\$35,782.20
Percentage Change From Current			0.00%	0.00%
Annual Dollar Change From Current			\$0.00	\$0.00

*This comparison shows only general provisions of each plan's in-network benefits. Contract certificates should be consulted for exact plan language.

**All rates listed above are estimates. Actual rates could increase or decrease pending actual enrollment.

City of Dillingham



Life & AD&D Anlysis
January 1, 2023 Renewal
 Prepared by: Diana Stewart

		Current UNUM Life & AD&D	2023 Renewal UNUM Life & AD&D
Life Insurance			
	Deductible	\$50 Individual / \$150 Family	\$50 Individual / \$150 Family
AD&D Insurance		50%	50%
	Annual Maximum	\$1,500	\$1,500
Dental Rates			
	Volume		
Life Premium / \$1,000	\$3,671,909	\$0.28	\$0.30
AD&D Premium / \$1,000	\$3,671,909	\$0.05	\$0.05
Monthly Premium		\$1,211.73	\$1,285.17
Annual Premium		\$14,540.76	\$15,422.02
Percentage Change From Current			6.06%
Annual Dollar Change From Current			\$881.26

*This comparison shows only general provisions of each plan's in-network benefits. Contract certificates should be consulted for exact plan language.

**All rates listed above are estimates. Actual rates could increase or decrease pending actual enrollment.