



CITY COUNCIL REGULAR MEETING

Thursday, June 02, 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.

Limited Seating Available

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/86208487553?pwd=Vldua0dybXN1d0pSSnZQVEZWQk9Pd09>

Meeting ID: 862 0848 7553; participant #, passcode: 298576

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

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- [1.](#) Minutes of May 5, 2022, Regular Council Meeting
- [2.](#) Minutes of May 12, 2022, Board of Equalization Hearing

APPROVAL OF CONSENT AGENDA

APPROVAL OF AGENDA

STAFF REPORTS

- [3.](#) Strategic Planning Report
- [4.](#) City Manager and Staff Reports
- [5.](#) Standing Committee Reports

PUBLIC HEARINGS

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

ORDINANCES AND RESOLUTIONS

- 6. Introduce Ordinance 2022-05; An Ordinance of the Dillingham City Council Adopting the Budget Appropriating Funds for the FY2023 City of Dillingham Budget (Ordinance will be available after the May 31, 2022 Finance & Budget Committee meeting)
- 7. Adopt Resolution 2022-18; A Resolution of the Dillingham City Council Authorizing Foreclosure Proceeding on Delinquent Property Taxes for the Years 2017 - 2021
- 8. Adopt Resolution 2022-19; A Resolution Of The Dillingham City Council Establishing The Rate Of Levy Of Tax, The Date Taxes Are Due, And The Delinquent Dates For Calendar Year 2022, And Accepting The Certification Of The Tax Roll

UNFINISHED BUSINESS

Citizen Committee Appointments

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

NEW BUSINESS

- 9. Approve Action Memorandum 2022-06; Authorize City Manager to execute a contract with Altman Rogers & co. to perform audit of City's FY2022

CITIZEN'S DISCUSSION (Open to the Public)

COUNCIL COMMENTS

MAYOR'S COMMENTS

ADJOURNMENT

Minutes



CITY COUNCIL REGULAR MEETING

Thursday, May 05, 2022 at 7:00 PM

MINUTES

CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, May 5, 2022, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:00 p.m.

ROLL CALL

Mayor Ruby was present.

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

Michael Bennett	Perry Abrams	Chris Napoli
Curt Armstrong	Kaleb Westfall	

Council members excused:

Aksel Buholm

APPROVAL OF MINUTES

1. Minutes of April 7, 2022, Regular Council Meeting
2. Minutes of April 21, 2022, Special Council Meeting

MOTION: Chris Napoli moved and Perry Abrams seconded the motion to approve the April 7, and April 21, 2022 council meeting minutes in block.

VOTING Yea: Council Member Napoli, 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 Chris Napoli, seconded by Perry Abrams.

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

STAFF REPORTS

3. Strategic Planning Report
 - Council projects have been set up, titles have been revised to be action oriented, projects updated to show completion of tasks.
 - Bill Dann was in Dillingham May 3, 2022 for Department training and input of internal projects.

4. City Manager and Staff Reports

- Noted citizen's positive comments on reports in the packet.
- Commented a monthly meeting for all city employees was held April 20. It was well attended, will encourage communication among departments, allow for training opportunities, and promote good relationships. The next meeting is scheduled for May 25th.
- Lobbyist report received and will be distributed to council.
- RFP for Lagoon Aeration project received no bids due to timing constraints. Granting agency will be contacted to verify if purchase for project materials is covered under the grant so that funding is captured.
- Stated he is working with KDLG for opportunities to keep the public informed of city business.
- COE dredging is several weeks behind schedule but will not have an impact on harbor operations.

5. Standing Committee Reports

Finance & Budget Committee met April 18, 2022. Agenda items included DCSD Contribution, March financials, and Seafood processor excise tax.

PUBLIC HEARINGS

There was no public hearing.

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

There were no citizen comments.

ORDINANCES AND RESOLUTIONS

6. Adopt **Resolution 2022-17**; A Resolution of the Dillingham City Council Commending Chief Dan Pasquariello for his Thirty Years of Service to the City of Dillingham

MOTION: to adopt Resolution 2022-17 made by Chris Napoli, seconded by Michael Bennett.

- Noted the positive influence Dan has had at the Police Department and in the community, as well as his patience and even tempered nature.
- Stated Dan will be missed and wished him well.
- Acknowledged current and former staff in attendance.

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

UNFINISHED BUSINESS

Citizen Committee Appointments

7. Letter of Interest, Planning Commission

Mayor Ruby recommended Jennifer Evridge be appointed to the Planning Commission.

MOTION: to concur with Mayor Ruby's recommendation made by Chris Napoli, seconded by Michael Bennett.

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

NEW BUSINESS

8. Adopt **Action Memorandum 2022-03**; Authorize the City Manager to enter into an Equipment Use Agreement with BBAHC to lease a city owned ambulance

MOTION: to adopt Action Memorandum 2022-03 made by Kaleb Westfall, seconded by Perry Abrams.

- Noted BBAHC's need for a transport vehicle.
- Stated ambulance was not utilized in rotation at Fire Department and was available.
- Arrangement helps both entities.
- Attorney and Insurance Carrier both consulted.
- Maintenance verification to be on a time basis rather than mileage.
- Consideration for a lease to own option to be explored.

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

9. Adopt **Action Memorandum 2022-04**; Authorize the City Manager to Award a Contract for RFP 2022-02, Furnish Petroleum & Propane Fuel.

MOTION: to adopt Action Memorandum 2022-04 made by Kaleb Westfall, seconded by Perry Abrams.

- Biannual contract, one year response due to volatile market.
- Housekeeping item to move forward with contract.

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

10. Adopt **Action Memorandum 2022-05**; Approve placement of donated playground equipment as recommended by the Planning Commission

MOTION: to adopt Action Memorandum 2022-05 made by Kaleb Westfall, seconded by Perry Abrams.

- Exact placement recommended by the Planning Commission.
- Placement allows room for future amenities.

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

CITIZEN'S DISCUSSION (Open to the Public)

There were no citizen comments.

COUNCIL COMMENTS

Perry Abrams:

- Status of open Public Works Director position reviewed.

Michael Bennett:

- Spoke regarding utilizing local talent for heavy equipment repairs.

Chris Napoli:

- Noted staff trainings completed; Kelsa acquiring HR Specialist certificate.
- Stated Planning Director strategy for involving young people as beneficial.
- Commented on great detail in manager report. Noting the positive atmosphere the Manager brings.

Kaleb Westfall:

- Inquired about a list of real property given to the City by Curyung.

- Noted appreciation for the collaborative efforts being made by the Mayor and Manger regarding partnerships.

MAYOR’S COMMENTS

- A moment of silence was observed to recognize those lost since the last meeting.
- A Proclamation to observe Professional Municipal Clerks Week, May 1 – 7, 2022 was presented. The proclamation also extends appreciation to Dillingham City Clerk Lori Goodell.

ADJOURNMENT

Mayor Ruby adjourned the meeting at 8:17 p.m.

Mayor Alice Ruby

[SEAL]

ATTEST:

Lori Goodell, City Clerk

Approval Date: _____



BOARD OF EQUALIZATION HEARING

Thursday, May 12, 2022 at 5:30 PM

MINUTES

CALL TO ORDER

The Board of Equalization Hearing was held on Thursday, May 12, 2022, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 5:30 p.m.

ROLL CALL

Board Members present and establishing a quorum (a quorum being three):

Alice Ruby

Perry Abrams

Chris Napoli

Curt Armstrong

APPROVAL OF AGENDA

MOTION to approve the agenda made by Chris Napoli, seconded by Perry Abrams.

City Assessor, Arne Erickson, reported the remaining personal property appeal, and real property appeals have been settled.

MOTION to amend the agenda and move all personal property and real property labeled not settled into appeals settled.

VOTING (amend agenda) Yea: Council Member Napoli, Council Member Abrams, Council Member Armstrong, Mayor Ruby

VOTING (approve agenda as amended) Yea: Council Member Napoli, Council Member Abrams, Council Member Armstrong, Mayor Ruby

ASSESSOR'S COMMENTS

Arne Erickson: Overall Dillingham properties are vibrant. New construction noted. Assessors from office have made frequent visits to address sales and refinances. A re-inventory was done in August of 2021. Estimate of sales ratio is approximately 88%. Valuation on improvements was increase for the 2022 tax year. There were only 20 real property and 7 personal property appeals. A thorough review of properties has begun. This has identified properties missed being on the tax roll. The project will continue to be worked on. Training for the Board of Equalization can be scheduled in the future.

APPEALS FOR CONSIDERATION

Clerk Note: The City Attorney has advised all settled appeals may be approved in one motion as long as there are no objections or need to single out any certain appeal.

Personal Property

Personal Property Appeals Settled

Alice Ruby referred to list of settled personal property appeals. The assessor had reached a written agreement with the appellants on Appeal Numbers: PP22-01 – PP22-07.

1. PP22-01; Heyano PP22-02; Heyano
PP22-03; Heyano PP22-04; Canon Financial Services, Inc.

PP22-05; Abrams PP22-06; Thorson
PP22-07; Wahl

MOTION that the Board grant all valuation revisions set for in the assessor's memorandum and ask for a yes vote granting revisions for the reasons given in the assessor's memorandum for PP22-01 – PP22-07 made by Chris Napoli, seconded by Perry Abrams.

VOTING Yea: Council Member Napoli, Council Member Abrams, Council Member Armstrong, Mayor Ruby

Personal Property Appeals Not Settled

All Personal Property Appeals have been settled.

Real Property

Real Property Appeals Settled

Alice Ruby referred to list of settled personal property appeals. The assessor had reached a written agreement with the appellants on Appeal Numbers:RP22-01 – RP22-20.

- | | |
|---------------------------------|------------------------------|
| 3. RP22-01; Vandeventer | RP22-02; Vandeventer |
| RP22-03; Tucker | RP22-04; Tucker |
| RP22-05; Tucker Aviation | RP22-06; Tennyson |
| RP22-07; Heyano | RP22-08; Cavanaugh |
| RP22-09; Layland | RP22-10; Nelson |
| RP22-11; Armstrong | RP22-12; Carty |
| RP22-13; McGill | RP22-14; Luckhurst |
| RP22-15; Aleknagik Natives Ltd. | RP22-16; Thorson |
| RP22-17; Thorson | RP22-18;Choggiung Investment |
| RP22-19; Luiten | RP22-20; Corbett |

MOTION that the Board grant all valuation revisions set for in the assessor's memorandum and ask for a yes vote granting revisions for the reasons given in the assessor's memorandum for RP22-01 – RP22-20 made by Chris Napoli, seconded by Perry Abrams.

VOTING Yea: Council Member Napoli, Council Member Abrams, Council Member Armstrong, Mayor Ruby

Real Property Appeals Not Settled

All Real Property Appeals have been settled.

CITIZEN COMMENTS (Prior Notice or Agenda Items)

There were no comments.

COMMITTEE COMMENTS

- Noted efficiency of assessor.
- Stated appreciation for having all appeals settled.
- Commented verification and update of property records is valued.
- Staff and assessor thanked for work done.

ADJOURNMENT

Mayor Ruby adjourned the meeting at 5:48 p.m.

Mayor Alice Ruby

[SEAL]

ATTEST:

Lori Goodell, City Clerk

Approval Date: _____

City Manager and Staff Reports

April Monthly Report.

From: Chris Hladick, City Lobbyist

Date: May 5, 2022

To: Mayor and City Council

Greetings:

The senate now has a capital budget in Senate Finance. Senate Bill 164 (version W) has \$3.2 Billion which includes federal funds and \$706.9 million from state General Funds. The operating budget and capital budget are combined. There have been some reductions from the original version already, and possibly we can expect more. I was in Juneau last week; I went down as soon as I heard there was a capital budget on the street. Basically, the Senate and House supposedly have a deal on the budget as they are trying to keep from exposing the budget to run rampant with projects, according to several staffers I talked to. They want to put money in the bank. From here there will be public testimony then a vote and it will head to conference committee to work out differences between House and Senate.

There are no projects for municipalities in this version though I have heard that Anchorage and the Port of Nome are working frantically to get something in the capital budget for their respective Port projects. Anchorage needs \$600 million and Nome \$160 million. This work is outside of an agreement between the House and Senate so is causing great frustration amongst leadership. There is money for the Alaska Department of Transportation, the state and University of Alaska deferred maintenance projects, rural power systems upgrades, Alaska Sealife Center, broadband equity, \$6 million in jail contracts, \$6 million in community block grants and lots for airport reconstruction and highway reconstruction. And remember legislators look at the downtown streets' rehabilitation project as money for Dillingham and anytime work is done on the Airport or state roads in Dillingham. But there is nothing for Dillingham Harbor Floats! It's not over yet but it is unlikely we will get funding this year.

There is a general feeling that all the federal funding available through programs is taking care of municipalities. Guidance is still being written for IJA federal funds that are going to require state match. Which means a supplemental capital budget may be needed.

I am in close communication with Representative Bryce Edgmon and staffers in Lyman Hoffman's office and will continue to monitor. In consultation with Representative Edgmon it appears that a visit to Juneau would not be a good idea at this time . The last day of legislature is May 18, 2022. That deadline may not be met given the amount of work left to do.

Harbor Float replacement update:

I am continuing to work on grant opportunities for this project.

1. MARAD: United States Maritime Administration grants. PIPD or Port Infrastructure Development Grants. We are working with Bruce Lambert on how to best approach this grant cycle. PN&D has been retained to prepare a \$11.25 million grant request which includes the floats, utilities, bulkhead repair, and site preparation for the lease lots. The grant is due May 16, 2022. So that date is rapidly approaching
2. State of Alaska ADOT Ports and Harbors grant. No changes from the last report. The NOFO comes out soon, as previously stated this is a 50/50 match and would only fund the floats or \$5 million. That means the city must come up with \$2.5 million in matching funds. The City would need to seek alternative funding for the utilities.
3. Direct Federal Appropriation: We have requested funding for the Harbor Floats via the portal in Senator Murkowski's office. It is possible to receive this funding via an ear mark which is now called congressionally directed funding (or something close). Will continue to work this issue with Murkowski's office as well.

Other projects:

Outer Breakwater at the Harbor: I am working to identify where the match requirement would come from or approximately \$8 million dollars. Federal dollars cannot be used to match federal grants. However, if Senator Murkowski could get funding into a maintenance budget there might be a chance to get the match requirement taken care of. Abby Lyons is the Murkowski staffer I am working with on this project.

Snag Point Erosion: I need to meet with Bruce Sexaur from the Corps of Engineers to see how to proceed with the process. Typically, the Corps has some discretionary money that could be used as "startup" funding to initiate the project. If the initial review is positive the Corps would move to creating a Chiefs report which would be used to get the project authorized. Then appropriation would come after authorization is approved by Congress. It's a long process to be sure and could take years.

EOC: for Lake Road Firehall. Mark Lynch put in for a grant for this project. I have not heard whether it has been funded.

Fire/EMS/Police station: The request for \$500,000 would provide for engineering/architectural services to pick this project up and develop a practical alternative for the project. Exploring EDA funding for possible opportunities.

Bills of interest:

The Senate introduced SB 243 last week and moved it to Senate Rules. The bill increases PCE from 500 kilowatt hours per month to 750 kWh per month for a ceiling for the monthly subsidy.

SB177 and HB299 allows nuclear energy to be included in clean energy goals for Railbelt utilities. There has been lots of talk about small nuclear powerplants but in all the discussions I never heard how much it was going to cost. It is my understanding that a plant would have to be constructed at the Idaho National Laboratory and tested prior to permitting for public use. Maybe the Airforce can get around this requirement but not small utilities.

HB 411 Municipal tax exemptions and deferrals on economic development properties. Passed house

SB 172: increases residential property exemption from \$50,000 to \$75,000 for municipalities.

SB 178: Absentee ballots include option for voter to receive by mail

SB 33: Seafood Product development tax incentives extended

HB 131: Recall petitions must be filed within 365 days of certification by the clerk.

HB 190: Recall of Public Officials, money fund-raised for the recall must be used for recall.

HB 244: Annexation: must be approved by 2/3rds of votes cast by voters residing in the area to be annexed.

HB 225: Exempting Seniors from the first \$150,000 in valuation of real property for 65 year old residents or 60 year old widows.

HB74: allowing AHFC (Alaska Housing and Finance Corporation) to bond for water, sewer, highway and aviation projects

HB 75: PERS to charge rate of 22% of base salaries

HB 371: Broadband equalization, sets up mechanism to equalize broadband cost across the state.

HB 137: Motor Vehicle offices can't close in communities over 850 people.

HB 260: 50/50 POMV for PFD

HB 281: appropriations budget bill

HB 350: School Bond debt reimbursement, returns to original split for bond payments from city.

HB 166: One license plate per vehicle

HB 171: PFAS

HB 393: Fishery landing tax surcharge, taxes fisheries businesses .06 cents per pound but provides for exemption if owner is in state of Alaska.

HB 309: APOC Campaign contribution reporting

HB 376: Strategic Planning required of state agencies

HB 284: Supplemental Budget

HB 285: GO Bonds for infrastructure

HB 66: Elections voting ballots

HB 141: Appropriations

HB 16: Search and Rescue surplus state property

HB 188: Seafood product development tax credit

HB 378: Municipal property tax assessments

HB 367: Planning Commission appointments

HB 225: Municipal property tax senior exemption

HB 50: Municipal regulation of trapping

HB 256: Law enforcement registry use of force, Police Standards council to give yearly report to legislature

HB 270: Prohibit Police officer shoot at moving vehicle

HB 381: Repeal ballot measure 2, ranked choice voting

HB 123: State recognition of Tribes

SB 119: Oath of office requires public officials to read the State and Federal constitutions and read the declaration of independence.

Any questions don't hesitate to give a call



MEMORANDUM

DATE: 05/26/2022
TO: Robert Mawson, City Manager
FROM: Kelsa Brandenburg, Executive Assistant/HR
SUBJECT: May Department Staff Report

STAFF REPORT

New Employees:

Summar Roehl – Accounting Technician I
Clara Chapman – Harbor Assistant
Jackie Kudrin – Dispatcher II
James Elmore – Temporary laborer
Nathaniel O’Lena – Seasonal EMT
Bill Rector – Dock Yard Assistant/Heavy Equipment Operator (temporary)
Basil Tilden – Corrections Officer

Resignations / Terminations / Layoffs:

Branden Kozachenko – Buildings & Grounds Assistant
Cody Gardiner – Public Works Assistant (last day 6/6)
Kendra Kapotak – Harbor Assistant
Patricia Rice – Accounting Tech III (temporary)

Transfers:

Summar Roehl – Accounting Technician I to Accounting Technician II

Position Vacancies:

Public Works Director
Corrections Officer
Police Officer (2 positions)
Heavy Equipment Operator
Fleet Mechanic
Buildings & Grounds Foreman
Buildings & Grounds Assistant
Dock Yard Assistant/Heavy Equipment Operator
Water/Wastewater Operator I
Accounting Tech I – Cashier
Executive Assistant/HR
Fire Department Office Assistant



MEMORANDUM

DATE: May 23, 2022
TO: Robert Mawson, City Manager
FROM: Lori Goodell, City Clerk
SUBJECT: Department Report

STAFF REPORT

Board of Equalization:

City Assessor, Arne Erickson was in town the week of May 9th to address submitted appeals for real, personal, and business property assessments. A total of twenty real property, and seven personal / business property appeals were received. The Board of Equalization Hearing was held on May 12, 2022. The City Assessor contacted all appellants prior to the BOE Hearing. All appeals were settled and approved at the BOE Hearing.

Travel and Training:

Northwest Clerks Institute Professional Development IV will be held in person at the University of Puget Sound, Tacoma WA, June 13 – 17, 2022. The scholarship I was awarded through Alaska Association of Municipal Clerks will help defray costs.

I leave for Seattle June 10. I have scheduled a few weeks leave subsequent to this training, returning to Dillingham July 2, 2022.

CITY CLERK STRATEGIC PLAN PROJECTS:

Records Management:

The State of Alaska Archivist has yet to submit an audit report based on their April 18 – 22 visit to Dillingham. As soon as I receive their report I will schedule time with each department head to review the information specific to their department and to appraise the current retention schedule for applicable application specific to needs.

Election Equipment:

As of 2022 the State of Alaska will no longer provide access to scanning tabulators for local elections. Dominion Voting provides the tabulator system used by the State, and the City has invested in memory cards, maintenance supplies, and has the black box housing for the scanning unit. I have been working with Dominion Voting to get a system in place, and training completed in time for the 2022 election cycle.

STANDING ITEM(S):

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

Commission/Board Seats Vacant.

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

No letters of interest received.



MEMORANDUM

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

STAFF REPORT

Statistics: May as of 5/28/2022

Payroll run: 2

Cash Receipts: \$3,381,798.33 (Received \$2,786,321.09 LGLR grant for FY23 expenditures)
 All Payments: \$797,252 (includes \$179,156.30 for payroll)

Important deadlines:

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

Audit

- FY21 Audit final work began 10/26/2021 and is pending review

Staffing changes

- Account Tech I – Cashier position open (temporarily filled by Summar Roehl starting 5/9/22)
- Account Tech II – Receivables position filled by Summar Roehl 05/25/2022
- Temporary help – Patty Rice last day 5/20/2022 – her help was greatly appreciated.

Grant Reporting

- Assisted with BBEDC applications.
- Revised and Completed ANTHC grant reporting

Collections

- Denied City Service notice letters mailed 05/19/2022.
- Signed 2 promissory notes for real property and utility balances.
- Foreclosure listing for 2018 Action have passed the period of redemption (5 properties at \$22,288). Litigation report requested in March.
- Foreclosure listing for 2019 Action have passed the period of redemption (10 properties at \$11,491). Litigation report requested in March.
- New foreclosure list for potential 2022 presented in council packet.

Budget

FY23 Budget presented in packet

Revenue and Expense review March 2022 –

Information provided for percentages below 68% or above 98%

	04/30/22			04/30/21		Uncollected	% Adj
	Budget - FY22	YTD	Percent	YTD	INC/(DEC)		
General Fund Revenues							
General Sales Tax	\$ 2,500,000	\$ 2,438,999	98%	\$ 2,198,409	\$ 240,590	(3,966.28)	97%
General Sales Tax - Remote	500,000	200,514	40%	143,669			
Alcohol Sales Tax	260,000	192,188	74%	189,194	2,994		74%
Alcohol Sales Tax - Remote	-	89		-	89		
Transient Lodging Sales Tax	85,000	89,180	105%	52,695	36,485	-	105%
Gaming Sales Tax	65,000	41,955	65%	47,005	(5,050)		65%
Tobacco Excise Tax	370,000	226,665	61%	248,089	(21,424)		61%
Penalty & Interest - Sales Tax	20,000	15,392	77%	14,128	1,263		77%
Total Sales Tax	3,800,000	3,204,981	84%	2,893,188	254,948		84%
Real Property Tax	2,084,565	2,078,512	100%	2,121,041	(42,529)	(104,238.29)	95%
Personal Property Tax	479,356	477,738	100%	508,046	(30,309)	(19,743.26)	96%
Penalty & Interest - Property Tax	65,000	79,130	122%	67,529	11,601		122%
Total Property Taxes	2,628,921	2,635,380	100%	2,696,616	(61,236)		96%
Telephone Gross Receipts State Tax	65,000	-	0%	65,065	(65,065)		0%
Shared Fisheries	475,000	772,264	163%	474,820	297,445		163%
Raw Fish Tax	9,000	23,430	260%	9,056	14,374		260%
Community Sharing	75,700	84,575	112%	78,307	6,269		0%
Payment in Lieu of Taxes (PILT)	460,000	473,299	103%	484,326	(11,027)		103%
State Jail Contract	535,367	406,525	76%	401,525	5,000		76%
Ambulance Fees	55,000	15,582	28%	17,871	(2,289)		28%
Lease & Rental Income	35,000	8,950	26%	11,070	(2,120)		26%
Admin Overhead	220,625	168,726	76%	149,020	19,706		76%
PERS on Behalf	231,326	166,383	72%	184,882	(18,499)		72%
PERS Forfeiture Fund	67,033	12,316	18%	81,480	(69,164)		18%
Other Revenues	202,200	113,521	56%	138,135	(24,614)	-	56%
Total	2,431,251	2,245,573	92%	2,095,557	150,016		92%
Total	\$ 8,860,172	\$ 8,085,934	91%	\$ 7,685,361	\$ 343,728		90%
Special Revenue & Other Funds Revenue							
Water	233,224	196,036	84%	186,758	9,279	(26,251.88)	73%
Sewer	464,124	385,213	83%	372,969	12,244	(35,440.03)	75%
Landfill	295,429	231,141	78%	247,126	(15,985)	(4,541.00)	77%
Port - Dock	735,042	499,198	68%	553,173	(53,975)	(25,911.54)	64%
Port - Harbor	170,580	55,046	32%	57,627	(2,581)	-	32%
Asset Forfeiture Fund	2,000	1,761	88%	34	1,727		0%
E-911 Service	65,000	47,715	73%	49,560	(1,845)		73%
Senior Center (Non-Grant)	54,746	29,449	54%	28,861	588		54%
Senior Center (Grant)	131,000	100,735	77%	111,127	(10,393)		77%

	<u>Budget - FY22</u>	<u>04/30/22</u> YTD	Percent	<u>04/30/21</u> YTD	INC/(DEC)	
Library (Grants)	100,379	72,975	73%	64,392	8,582	73%
Debt Service	30,000	237,125	790%	53,742	183,383	
Equipment Replacement Insurance	-	13,943		-	13,943	
Mary Carlson Estate	4,000	(8,415)	-210%	3,386	(11,801)	-210%
Total	\$ 2,285,524	\$ 1,861,922	81%	\$ 1,728,756	\$ 133,167	77%
Transfers				18,081		
<i>From General Fund to Other Funds</i>						
Water	19,731	-	0%	-	-	
Landfill	481,367	233,432	48%	126,356	107,076	
Senior Center	167,689	118,648	71%	114,191	4,458	
Ambulance Reserve	49,500	1,558	3%	17,871	(16,313)	
Equipment Replacement	-	42,720		8,247	34,473	
Capital Projects	140,981	5,201	4%	373,987	(368,785)	
Debt Service SRF Loans	47,400	-	0%	-	-	
Debt Service School Bond	1,066,250	691,250	65%	854,433	(163,183)	
Debt Service Firehall Bond	46,000	46,000	100%	47,000	(1,000)	
Debt Service Streets Bond	206,750	236,750	115%	236,500	250	
<i>From Dock Fund to Harbor Funds</i>						
Port - Harbor	70,942	96,930	137%	86,470	10,460	
Port - Harbor - Ice Machine	-	-	0%	-	-	
Port - Harbor - Bathhouse	14,000	11,552	83%	11,002	550	
<i>From Department to Department</i>						
Transfer from E911	55,468	40,905	74%	32,997	7,908	
Total	\$ 2,366,078	\$ 1,524,946	64%	\$ 1,909,054	\$ (384,107)	
Total Revenues & Transfers	\$ 13,511,774	\$ 11,472,803	85%	\$ 11,323,170	\$ 92,787	

	<u>Budget - FY22</u>	<u>04/30/22</u>	<u>Percent</u>	<u>04/30/21</u>	<u>INC/(DEC)</u>
		<u>YTD</u>		<u>YTD</u>	
EXPENDITURES:					
General Fund Expenditures					
City Council	\$ 45,330	\$ 20,968	46%	\$ 28,367	\$ (7,399)
City Clerk	175,228	98,821	56%	91,034	7,787
Administration	497,280	322,367	65%	258,881	63,486
Finance	758,498	575,665	76%	527,863	47,801
Legal	60,000	33,302	56%	33,684	(382)
Insurance	262,000	212,626	81%	220,133	(7,508)
Non-Departmental	118,800	67,002	56%	68,377	(1,375)
Planning	274,666	144,924	53%	156,232	(11,308)
Foreclosures	6,000	453	8%	873	(420)
IT	260,969	126,631	49%	118,758	7,874
Meeting Hall above Fire Station	800	533	67%	584	(51)
Public Safety Administration	202,644	154,507	76%	113,388	41,118
Dispatch	554,688	409,058	74%	329,974	79,084
Patrol	1,044,686	730,151	70%	546,747	183,404
Corrections	715,440	472,087	66%	478,790	(6,703)
DMV	55,797	44,900	80%	41,910	2,990
Animal Control Officer	113,140	87,564	77%	86,441	1,123
Fire	370,877	171,340	46%	139,144	32,195
Fire Department Donation	15,000	834	6%	105	729
EOC	52,107	20,498	39%	35,951	(15,454)
Public Works Administration	399,294	92,669	23%	162,204	(69,535)
Building and Grounds	312,217	216,748	69%	197,954	18,794
Shop	579,165	413,465	71%	412,474	991
Street	476,673	353,968	74%	334,836	19,132
Library	155,802	113,206	73%	97,866	15,340
City School	1,300,000	1,300,000	100%	1,300,000	-
Transfers to Other Funds	2,225,668	1,375,001	62%	1,780,584	(405,584)
Total	\$ 11,032,769	\$ 7,559,287	69%	\$ 7,563,156	\$ (3,870)

	<u>Budget - FY22</u>	<u>04/30/22</u> <u>YTD</u>	<u>Percent</u>	<u>04/30/21</u> <u>YTD</u>	<u>INC/(DEC)</u>
<u>Special Revenue Funds Expenditures</u>					
Water	252,955	185,312	73%	175,836	9,476
Sewer	291,200	267,978	92%	180,237	87,741
Landfill	776,796	464,573	60%	378,572	86,001
Port - Dock	735,042	499,198	68%	541,867	(42,669)
Port - Harbor	255,522	175,377	69%	156,873	18,504
Asset Forfeiture Fund	5,000	5,880	118%	-	5,880
E-911 Service	55,468	40,905	74%	32,997	7,908
Senior Center (Non-Grant)	213,981	147,411	69%	149,193	(1,782)
Senior Center (Grant)	139,454	116,347	83%	121,926	(5,579)
Library (Grants)	100,379	67,005	67%	68,478	(1,473)
Mary Carlson Estate	2,146	1,845	86%	2,083	(238)
Ambulance Reserve Fund	20,000	9,160	46%	261,715	(252,555)
Debt Service SRF Loans	47,400	-	0%	-	-
Debt Service School Bond	1,066,250	928,375	87%	1,061,550	(133,175)
Debt Service Firehall Bond	46,000	46,000	100%	47,000	(1,000)
Debt Service Streets Bond	236,750	236,750	100%	236,500	250
Equipment Replacement	35,000	56,663	162%	11,569	45,094
Total	\$ 4,279,343	\$ 3,248,779	76%	\$ 3,426,398	\$ (177,619)
	\$ 15,312,112	\$ 10,808,065	71%	\$ 10,989,554	\$ (181,489)
Net Increase (Decrease) to Fund Balances	\$ (1,800,338)	\$ 664,738		\$ 333,616	\$ 274,276

	<u>Budget - FY22</u>	<u>04/30/22</u> YTD	<u>Percent</u>	<u>04/30/21</u> YTD	<u>INC/(DEC)</u>
Grant & Bond Revenues					
ANTHC-Lagoon	155,777	227	0%	6,679	(6,452)
State Public Safety	-	1,646		-	1,646
COVID - CARES	472,784	472,784	100%	2,844,435	(2,371,651)
COVID - ARPA	284,842	532,541	187%	-	532,541
State MMG 28308-Water Imp	-	-		479,188	(479,188)
SRF Loan - Lagoon Aeration	670,000	-	0%	-	-
SRF Loan - Waterfront	88,125	-	0%	-	-
SRF Loan - Water	-	-		431,399	(431,399)
SRF Loan - Wastewater	130,000	-	0%	-	-
SRF Loan - Landfill	59,621	5,320	9%	28,249	(22,929)
State CARES Public Safety	-	-		12,986	(12,986)
State SART	-	-		1,600	(1,600)
Southern Region EMS	-	360		360	-
Curyung-Ice Machine	2,000	1,965	98%	3,204	(1,239)
Alaskan Leaders Fisheries PS Camera Repair	-	-		2,000	(2,000)
BBEDC Intern Program	133,193	22,747	17%	9,818	12,930
BBEDC Training Reimb	-	-		8,526	(8,526)
BBEDC Pass Thru	-	6,000		-	-
Bond Investment Income	-	391		1,477	(1,086)
Streets	-	-		-	-
FireHall	-	-		-	-
Total	\$ 1,996,342	\$ 1,043,981	52%	\$ 3,879,920	\$ (2,841,939)
Grant & Bond Expenditures					
ANTHC-Lagoon	155,777	9,000	6%	11,457	(2,458)
State Public Safety	-	1,856		4,632	(2,776)
CARES	472,784	472,780	100%	1,860,979	(1,388,198)
State MMG 28308-Water Imp	-	-		693,200	(693,200)
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	8,364	14%	69,463	(61,098)
State CARES Public Safety	-	-		12,986	(12,986)
State SART	-	-		2,400	(2,400)
Southern Region EMS	-	-		-	-
Curyung-Ice Machine	2,000	2,179	109%	3,797	(1,618)
Alaskan Leaders Fisheries PS Camera Repair	-	-		2,000	(2,000)

	<u>Budget - FY22</u>	<u>04/30/22</u> <u>YTD</u>	<u>Percent</u>	<u>04/30/21</u> <u>YTD</u>	<u>INC/(DEC)</u>
BBEDC Intern Program	133,193	22,747	17%	8,222	14,525
BBEDC Training Reimb	-	-		8,526	(8,526)
BBEDC Pass Thru	-	6,000		-	6,000
Streets	-	-		2,977,726	(2,977,726)
FireHall	-	85,755		619,409	(533,654)
Total	\$ 1,711,500	\$ 608,682	36%	\$ 6,324,797	\$ (5,716,115)
	\$ 284,842	\$ 435,300	153%	\$ (2,444,876)	\$ (8,558,054)

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

Data Collected on:
 5/21/2022

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	<u>Budget - FY22</u>	<u>04/30/22</u> <u>YTD</u>	<u>Percent</u>	<u>04/30/21</u> <u>YTD</u>	<u>INC/(DEC)</u>
Capital Project Funds Revenues					
Investment Income	-	-		-	-
Insurance Proceeds	350,000	325,016	93%	-	325,016
Total	\$ 350,000	\$ 325,016	93%	\$ -	\$ 325,016
Capital Project Funds Expenditures					
Public Safety Building	7,000	-	0%	-	-
Streets	-	-		-	-
Water Improvements	-	-	0%	373,987	(373,987)
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	5,201	21%	-	5,201
Bingman-Harbor cleanup	167,480	-	0%	82	(82)
Total	\$ 658,461	\$ 14,864	2%	\$ 374,069	\$ (368,868)
	\$ (308,461)	\$ 310,151	-101%	\$ (374,069)	\$ 693,883

	Budget	Actual
General Fund Revenue	\$ 8,860,172	\$ 8,085,934
Special Fund Revenue	\$ 2,285,524	\$ 1,861,922
Transfers In	\$ 2,366,078	\$ 1,524,946
Grant and Bond Revenue	\$ 1,996,342	\$ 1,043,981
CIP Revenue	\$ 350,000	\$ 325,016
	\$ 15,858,116	\$ 12,841,800
General Fund Expenditures	\$ 11,032,769	\$ 7,559,287
Special Fund Expenditures	\$ 4,279,343	\$ 3,248,779
Grant and Bond Expenditures	\$ 1,711,500	\$ 608,682
CIP Expenditures	\$ 658,461	\$ 14,864
	\$ 17,682,073	\$ 11,431,611
Net Increase (Decrease) to Fund Bal	\$ (1,823,957)	\$ 1,410,189

Fund Balance Evaluation

	<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>FY'22</u> <u>Revenue</u>	<u>FY'22</u> <u>Expenditures</u>	<u>Add or (-)</u> <u>FY22 Fund Bal</u>	<u>6/30/2022</u> <u>Unaudited</u>
General Fund	5,555,980	158,057	8,126,839	7,559,287	567,553	6,281,590
Streets Project	3,078,649	(2,977,878)	391	-	391	101,162
Planning Capital Project	264,537	1,579	330,217	14,864	315,353	581,469
Debt Service	-	(53,742)	1,211,125	1,211,125	-	(53,742)
Special Revenue Fund						
Water & Sewer	552,780	198,757	581,249	453,290	127,960	879,497
Landfill	(14,281)	13,706	464,573	464,573	-	(575)
Port - Dock	1,218,057	58,529	499,198	499,198	-	1,276,586
Port - Harbor	13,256	1,496	163,528	175,377	(11,849)	2,902
E-911 Service	268,809	25,783	47,715	40,905	6,810	301,403
Asset Forfeitures Fund	27,733	29	1,761	5,880	(4,119)	23,643
Reward Fund	400	-	-	-	-	400
Senior Center	11,099	(3,538)	248,832	263,759	(14,926)	(7,365)
Library (Grants)	(804)	5,861	72,975	67,005	5,970	11,026
Public Safety	-	-	2,006	1,856	150	150
Local Support	1,170	-	22,747	22,747	-	1,170
Covid Support	-	-	472,784	472,780	3	3
Capital Project Fund						
Ambulance Reserve Capital Project	544,853	(244,480)	1,558	9,160	(7,602)	292,771
Equipment Replacement Capital Project	68,327	(6,675)	42,720	56,663	(13,943)	47,709
School Project	(1,626)	-	-	-	-	(1,626)
Firehall Project	787,325	(666,785)	-	85,755	(85,755)	34,785
Dock and Harbor Capital Project	-	-	1,965	2,179	(214)	(214)
Public Safety Capital Project	-	-	-	-	-	-
Wastewater System Improvements	-	-	227	9,000	(8,773)	(8,773)
Water Improvement	-	-	-	-	-	-
SOA Loans Capital Projects	-	(5,025)	5,320	8,364	(3,044)	(8,069)
Denali Commission Project	-	-	-	-	-	-
Landfill Committed Funds	172,044	-	-	-	-	172,044
Permanent Fund						
Mary Carlson Estate	367,955	615	(8,415)	1,845	(10,260)	358,310
Undesignated - VEEP						
Total	12,916,263	(3,493,711)	12,289,316	11,425,611	863,705	10,286,256

FUND BALANCE EVALUATION

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Fund	Audited 6/30/2016	Audited 6/30/2017	Audited 6/30/2018	Audited 6/30/2019	Audited 6/30/2020	Unaudited 6/30/2021	Unaudited 6/30/2022
General Fund	4,571,704.00	3,602,827.00	4,076,400.00	4,327,297.00	5,555,980.00	5,714,037.38	6,281,589.94
Streets Project	-	-	-	3,240,294.00	3,078,649.00	100,770.98	101,161.91
Planning Capital Project	28,885.00	28,885.00	28,885.00	305,430.00	264,537.00	266,116.41	581,468.96
Debt Service	-	-	-	-	-	(53,742.00)	(53,742.00)
Special Revenue Fund							
Water & Sewer	12,660.00	45,099.00	104,132.00	344,381.00	552,780.00	751,537.49	879,497.15
Landfill	(74,870.00)	(335.00)	(335.00)	(5,136.00)	(14,281.00)	(575.23)	(575.23)
Port - Dock	730,405.00	790,694.00	687,068.00	1,113,198.00	1,218,057.00	1,276,585.71	1,276,585.71
Port - Harbor	33,950.00	24,430.00	24,431.00	17,655.00	13,256.00	14,751.81	2,902.46
E-911 Service	175,091.00	201,096.00	225,460.00	244,039.00	268,809.00	294,592.22	301,402.68
Asset Forfeitures Fund	2,994.00	11,034.00	18,364.00	15,586.00	27,733.00	27,761.72	23,642.92
Reward Fund	400.00	400.00	400.00	400.00	400.00	400.00	400.00
Senior Center	(38,010.00)	(700.00)	2,700.00	7,774.00	11,099.00	7,561.15	(7,365.19)
Library (Grants)	-	-	-	85.00	(804.00)	5,056.56	11,026.40
Public Safety	-	-	-	-	-	-	149.97
Local Support	2,293.00	2,293.00	2,293.00	2,293.00	1,170.00	1,170.00	1,170.00
Covid Support	-	-	-	-	-	-	3.34
Capital Project Fund							
Ambulance Reserve Capital Project	673,757.00	448,074.00	499,470.00	499,470.00	544,853.00	300,372.93	292,771.14
Equipment Replacement Capital Project	155,172.00	132,873.00	68,327.00	68,327.00	68,327.00	61,652.05	47,709.39
School Project	-	315.00	(1,626.00)	(1,626.00)	(1,626.00)	(1,626.00)	(1,626.00)
Firehall Project	-	-	-	805,281.00	787,325.00	120,539.83	34,784.51
Dock and Harbor Capital Project	-	-	-	-	-	-	(214.00)
Public Safety Capital Project	-	-	-	-	-	-	-
Wastewater System Improvements	-	-	-	-	-	-	(8,772.71)
Water Improvement	-	-	-	-	-	-	-
SOA Loans Capital Projects	-	-	-	-	-	(5,025.00)	(8,069.02)
Denali Commission Project	-	-	-	-	-	-	-
Landfill Committed Funds	172,044.00	172,044.00	172,044.00	172,044.00	172,044.00	172,044.00	172,044.00
Permanent Fund							
Mary Carlson Estate	393,280.00	344,550.00	344,581.00	351,659.00	367,955.00	368,569.81	358,310.04
Total	\$ 6,839,755	\$ 5,803,579	\$ 6,252,594	\$ 11,508,451	\$ 12,916,263	\$ 9,422,552	\$ 10,286,256



Date: 5/25/2022
To: Robert J Mawson, City Manager
From: Scott Runzo
Subject: Monthly Staff Report

EMS/Fire Calls: 19

On-Going items:

- *Concern is growing as volunteer base is getting smaller-marketing and training plan in the works*
- *Summer EMTs/drivers*
- *Monthly training EMS/Fire*
- *Fire and EMS training program*
- *Face Book page up and running. Getting good response from community*

Working items:

- *Fire office has been moved to the Blue Harbor building*
- *New SCBA air fill station has been ordered and scheduled to be installed 60 to 90 days*
- *Still looking for summer workers for hose testing*
- *Will start testing hydrants in June - July*
- *New 911 and emergency backup system has been ordered to be installed 60 to 90 days. Install team has been on site and cleared us for installation in July*
- *We have 3 EMTs committed for the summer season*
- *Still have ambulance driver position opening for the summer through BBEDC*
- *May 24th DOT disaster happened with good turnout from the City and fire*
- *We are now able to hand out Narcan kits and medicine disposal kits at the fire office*
- *EMS training for summer applicants will begin June 2nd*
- *Working on updating our Ambulance rates, have not been updated since 2016*



MEMORANDUM

DATE: May 24, 2022
TO: Robert Mawson, City Manager
FROM: Sonja Marx, Librarian
SUBJECT: Department Report

STAFF REPORT

The Library Advisory Board did not meet in May as was pre-scheduled; however, the Friends of the Library Board plan to have a meeting soon. This will be their first meeting in over 2 years due to the pandemic and low membership. They plan to discuss having their annual book sale; possibly in June. Many people have been donating their used books to the library this Spring. We also received our first batch of new books for ages 0-5 here at the library from the school literacy grant, LINKED. Children who haven't already received their 6 books from the school, can pick them up at the library. During the summer, ages 0-18 will receive 2 books a month; the Dillingham Public Library is the distribution site.

The end of our fiscal year is getting close. This is the last week purchase orders will be issued to vendors outside of Dillingham in order to make sure all the purchases arrive here before June 30th. We are on track to finish spending all our grant funds that were budgeted for our FY22 purchases.

I will be out of town for three weeks from May 27th – June 17th, 2022. We will begin our eight-week Summer Reading Program during the week of June 20th and end on August 12th. We look forward to having an in-person event this year, since we were not able to meet inside the library with the children for the past two summers due to the Covid pandemic. Since the library was closed to the public in 2020 & 2021; we are thankful to be open and look forward to many patrons this summer, once again.

Library Stats report April 25th – May 22nd, 2022:

Patron Visits: 307 Computer Use: 64 Wireless Use: 243 Story Hour: 13
Other Visits (including Classes): 23 Museum Use: 29 Movies Shown: 0
AWE Station Use: 8 Volunteer Hours Logged: 1

Next Library Advisory Board meeting is yet to be scheduled.

The Library will be closed Monday, May 30th, 2022 for Memorial Day.



MEMORANDUM

DATE: May 26, 2022
TO: Robert Mawson, City Manager
FROM: Patty Buholm, Planning Director
SUBJECT: May Monthly Report

STAFF REPORT

Planning Commission

The last Planning Commission meeting was held on April 20. The Planning Commission elected to have Kaleb Westfall as the Chair and Elizabeth Clark as the Deputy Chair, their term will extend until January 2023. In January 2023, the Chair and Deputy Chair will be voted again by Planning Commission Members. The Planning Commission has 1 vacant seat, Seat F (term ends December 2022). The updated flyer has been posted in public places as well as on social media. The Planning Commission would like to welcome Jennifer Evridge as a Commissioner. Jennifer will be filling Seat B, with term ending in December 2023. The next Planning Commission meeting is scheduled for Wednesday June 8, 2022.

Permitting

Land Use Permits:

I have processed five (5) Land Use Permits, all previously submitted have been processed. At this time we are still waiting for Nushagak Electric to connect the electric to the power boxes for the status of the meter bases that are stubbed out at the Harbor "food court" area.

Harbor Lot Leases:

The commercial appraisal for the Harbor property is not completed at this time, however I have been reassured by Clint Lentfer, owner of Alaska Appraisal and Consulting Group that this is still a work in progress.

Encroachment Permits: Receive and processed two (2) Short Term Encroachment Permits

Burial Registry: The burial registry has been turned over to the City Clerk to manage.

Cemeteries: No new information at this time. The process of finding a City Cemetery is still in process as well as adding information to the City website are being gathered to be added to the City Planning website. A sign at Kakanak beach is still being reviewed for graves that have sluffed from the old burial site at Kakanak beach.

Preliminary Plat Application:

One Variance application was received and denied due to the need to go through the replat process. A site visit as well as a property walk around was completed prior to the decision being made.

Requests for Proposal (RFP/ITB)

The Aerated Lagoon Facility Improvements Project (RFP 2022- 02) closed on 4/28/2022, with no bids submitted. An evaluation of the job and RFP have been reevaluated and are awaiting direction from ANTHC if a portion of the job be completed, or if supplies to complete the project can be purchased prior to the close of grant funding on 8/23/22.

Meetings/Trainings

Attended weekly Department Head Meetings.

5/03/22 – Attended Strategic Planning training with Bill Dan.

5/03/22 – Attended the CEDS Discussion.

WEEK of 5/09/22 – Assisted Arne Erickson with Appraisal Company of Alaska with the property visits and owner clarification while he was in Dillingham completing the Appeals process for land/property appeals.

5/12/22 – Attended the Board of Equalization meeting.

5/11/22 – Met with Polaris Group for how CoVid-19 affected the local Fishing industry for both commercial and subsistence fishers.

5/13/22 – Met with JJC for project review and what to expect for completing the job end of July.

5/13/22 – Met with Tav Amu, professor with the Alaska Sea Grant Program, to discuss his recently completed 2022 Statewide Clean Boating Survey and Outreach Report. The last step for his report to be complete was to have the signage that was paid for out of his grant to be displayed in the and around the Harbor about sewage disposal from boats, and how to contact the Harbor Master (the signage with contact information and proper sewer, trash, and waste fuel products was the basis of his report). Tav will donate the signs to the City of Dillingham through the Planning Commission. This step will also be completed in appreciation of the Harbor Masters pledge to participate in the Clean Harbor and to Tav's diligent and lengthy report.

5/16/22 – Attended the Nerka Roads Open house at Curyung Tribal Council building with Bristol Engineering staff presenting the project.

5/18/22 – Attended the first scheduled meeting for the downtown streets project with JJC and State of Alaska. These will continue each Wednesday until the job is completed.

5/20/22 – I attended a training with Martins and Arne from Appraisal Company of Alaska to learn how to change names in MARS, attach files from DNR, attach pictures, and how to properly enter data into the MARS software. Due to the Supplemental Tax roll, the training was cut short as no information can be added until an additional calendar year is created for the MARS program. Additional trainings will be required.

5/23/22 – Met with Gary Greenburg from Alaska Map Company to talk about the Arc GIS mapping program and discussed the needs for the contract. A contact was agreed up and approved for services and much needed updates to the mapping system.

5/24/22 – Attended the EPA sponsored Recycling Education and Outreach session via zoom.

5/24/22 – Met with Mark B of BBNC Land Management to discuss the 14 c Properties that have been given to the City of Dillingham. Mark reports that a lot of documentation has been misplaced or lost over time and the land transfers to the City of Dillingham are now in question. These properties include 21 property deeds, and 22 easements.

5/24/22 – Met with State of Alaska Department of Environmental Conservation, Division of Water to discuss their upcoming study along the beaches of Dillingham, Bacteria Testing. This study will last over the summers of 2022 and 2023 with several water samples taken from three sites (Snag Point by the Seawall, Scandinavian Beach and Kanakanak Beach) over the course of the summers.

5/25/22 – Attended the All Staff Meeting/Training.

5/25/22 – I was able to meet with three (3) long term residents of Dillingham in attempts to locate possible graves on City Property had occurred years previously. Gravesites that are not in a public cemetery are required to be identified and recorded on the property deed as required by State of Alaska law.

5/24/22 -5/25/22 – A site visit was completed to follow up with a citizen complaint of City property located on their land. This is a work in progress to identify property and move if appropriate.

5/26/22 – I was able to participate at the Job Fair sponsored by the Alaska Department of Labor and Workforce Development, Charlene Lopez. I used this opportunity to not only advertise for open employment positions at the City, but also to round up any potential volunteers for the open seat on the Planning Commission.

Projects:

Aerated Lagoon Project has not gone back out for bid at this time as waiting for direction with ANTHC if parts can be purchased without the project going through as the deadline to expend one of the two grants funding this will close on 8/23/22.

General Communications:

- Gary Greenburg with Alaska Map Company is working with the LMJ Consulting (IT Company) to dedicate an additional drive to our network to be able to install the most current mapping systems. The ARC gis software will be updated once the drive is installed. Gary will also update all the maps that he has on Dillingham in his server, this process has not been completed since 2018, and Gary has been keeping our mapping system updated with any information he had received since then without a contract just to keep the system operational. A big thanks to Gary for his volunteer work during that period of time.
- The State of Alaska has found AECOM Technical Services to work with both the Curyung Tribal Council and myself to update the Hazard Mitigation Plan. The first meeting is scheduled on Tuesday May 31, 2022. This joint venture is required to by FEMA to develop a Multi-Jurisdictional Plan.



MEMORANDUM

DATE: May 27, 2022
TO: City Manager
FROM: Jean Barrett / Port Director
SUBJECT: Department Report

STAFF REPORT

Summer has started off good in some ways and has been a challenge in others. The Dock has been busy right off the bat, we got the snow off and had it graded just in time for the first barge, it has been very much nonstop since then.

On the other hand, the harbor has been a challenge. The fact we still don't have a working crane makes it very tough to repair anything. I am currently working on the bathhouse working to get the fixtures working before the summer rush.

Dock

- We were able to clear the snow from the dock and let it melt enough to get it graded and spread calcium before the first barge.
- The mechanics from Pape Material handling came to town to give the Hyster forklifts a once over and put together a list of 'needs' for both machines. The total cost of the repairs will be close to the \$200,000 dollar mark. This is a need as these workhorses are what make us the money. At the time of this report we are still waiting for an estimated trade in value on the 800 to be able to procure another 1050.
- We finally have a third wheel at the dock and not in a bad way. We hired a former operator for the City. Bill Rector had a free summer from other responsibilities and wanted a job. Bill is a welcome addition to the crew.
- The newly revised tariff is going over fairly well. We have found a couple of things we need to touch up but no negative comments as of yet.

Harbor

- The Dredge crew was 5 days late compared to years past. It was actually just in time as there was still some ice at the base of the dock. There are still ice chunks surfacing from the depths of the abyss that get dislodged when the dredge makes a pass near them. The end date for the dredge is still mid-June.
- The ice machine is still not operational. It may be time to look for funds to purchase a new one with a delivery system attached. Maybe with some of the federal \$\$ floating around, the tribe might be willing to help.

- The crane on the bulkhead is having issues for the first time ever, its 11 years old after all. We purchased a new handheld controller. Surprisingly it only took 4 days to get it from the factory, but now the receiver has issues and smells of burnt wiring. I will have one ordered Monday morning.
- Two small issues in the bath house, nothing that will take much to get repaired prior to the influx of the masses in late June.

Here is the big news. I have turned in my resignation and will pull the plug on June 19th 2022. I have completely enjoyed my almost 18 years with the City of Dillingham. When I came to work for the City on October 1st 2005 as the building and grounds supervisor I was excited to learn and grow. I have done both, becoming the Port Director just two and a half years later was a huge step. It was the best years of any employment that I have ever had. The friendships and connections that I have made at the harbor are lifelong. The opportunity to be the Public Works Director was a bonus that I never expected. I was glad that I was able to fill that role for my home as it is a very important one.

Thanks to everyone who was in my corner for all of the good and bad times. I have enjoyed the work, but I am looking forward to riding my motor bike, putting my skiff in the water at the lake and fishing, and filling my woodshed.

This is ALL from where I sit

Jean

Standing Committee Reports



CODE REVIEW COMMITTEE MEETING
Thursday, February 10, 2022 at 5:30 PM

MINUTES

CALL TO ORDER

The Code Review Committee met on Thursday, February 10, 2022, in the Dillingham City Council Chambers, and via video conferencing, in Dillingham, AK. Council Member Chris Napoli chaired the meeting and called the meeting to order at 5:40 p.m.

ROLL CALL

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

Mayor Alice Ruby	Chris Napoli	Aksel Buholm
Lori Goodell	Mark Lynch	Robert Mawson

Committee Members Absent:

Kaleb Westfall

APPROVAL OF MINUTES

- Minutes of January 11, 2022

MOTION: Alice Ruby moved and Mark Lynch seconded the motion to approve the minutes of January 11, 2022.

VOTE: The motion passed unanimously by roll call vote.

APPROVAL OF AGENDA

MOTION: Mark Lynch moved and Lori Goodell seconded the motion to approve agenda.

VOTE: The motion passed unanimously by roll call vote.

COMMITTEE BUSINESS

- 16915 Bristol Bay Bud Company Retail Marijuana Store License Renewal

MOTION: Alice Ruby moved to recommend to council the city waive their right to protest this application, seconded by Lori Goodell.

- Noted the business operates well, and is compliant with all city requirements.

VOTE: The motion passed unanimously by roll call vote.

PUBLIC COMMENT/COMMITTEE COMMENTS

Susan Isaacs: thanked committee for positive comments, and for being proactive.

Mark Lynch: noted Bristol Bay Bud for being good to work with regarding the marijuana excise tax ordinance.

ADJOURNMENT

The meeting adjourned at 5:49 p.m.



Chris Napoli, Chair

ATTEST:



Lori Goodell, City Clerk

Approval Date: May 19, 2022

FINANCE AND BUDGET COMMITTEE

Monday, April 18, 2022 at 5:30 PM

MINUTES

CALL TO ORDER

The Finance and Budget Committee met on Monday, April 18, 2022, in the City Council Chambers, Dillingham, AK, and via Zoom video conference call. Curt Armstrong called the meeting to order at 5:30 p.m.

ROLL CALL

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

Alice Ruby	Robert Mawson	Curt Armstrong
Perry Abrams	Anita Fuller	Aksel Buholm

APPROVAL OF MINUTES

1. Minutes of February 24, 2022, Finance & Budget Committee

MOTION: Alice Ruby moved and Perry Abrams seconded the motion to approve the minutes of January 17, 2022.

VOTING: the motion passed by unanimous consent.

APPROVAL OF AGENDA

MOTION: Alice Ruby moved and Perry Abrams seconded the motion to approve the agenda.

VOTING: the motion passed by unanimous consent.

STAFF REPORTS

- FY21 audit items have been submitted.
 - Account tech III position has been reevaluated, and job description refined.
 - There is currently one open position.
 - Final updated list for 2018 and 2019 foreclosures legal actions are being verified. A title search is the next step in the process. Foreclosure list for 2018 – 2021 tax years has been compiled, it shows 57 properties, tax value \$107,000.
 - LGLR Grant agreement \$2,786,000 has been received. Four eligible projects have been identified; lagoon aeration, E-911 backup system, and two waste water improvement projects.
2. March 2022 Revenue & Expense Report
 - Revenues for projects have been received; projects expenses have not been expended yet.
 - Both bond payments are due.
 - No LGLR funds have been received at this time.

COMMITTEE BUSINESS

3. DCSD Budget Appropriation
 - DCSD FY23 Budget is 9.9 million, it reflects a 1.3 million appropriation from the City of Dillingham.
 - Draft Resolution 2022-16 currently reflects the full requested amount. 1.) Required by state statute \$525,981, 2.) as approved by voters 1/6 sales tax \$552,707, 3.) additional amount \$221,312 for full allocation.
 - City of Dillingham FY23 budget process is not complete. Consider holding additional amount until City budget is completed. Capital projects funds, city facility needs, and city wages are a few budget items the council would like to address.

- Important to continue to reference in the resolution a portion of the appropriation is for major maintenance.
- Committee recommended appropriation for Resolution 2022-16, amount required by state statute, 1/6 sales tax as approved by voters in 2001. Let DSCD know after City completes their budget additional funds may be possible.

MOTION: Anita Fuller moved and Alice Ruby seconded the motion on Resolution 2022-16 to leave item 1 and 2, remove item 3 additional amount \$221,312. Funding appropriation will be \$1,078,688 with a minimum of \$100,000 for major maintenance, strike instruction and operating costs.

- Recommended in the next cycle the sales tax amount is separated from the state mandated amount.
- City budget cycle to be addressed earlier next year so it can better align with the school district budget request.
- Concern expressed a reduced appropriation will have an immediate effect of school district personnel.

VOTING: Yea: Committee Member Buholm, Committee Member Abrams, Committee Member Ruby, Committee Member Mawson, Committee Member Fuller

VOTING: No: Committee Member Armstrong

City Manager will talk with the Superintendent to gauge the implication of the reduction in appropriation.

4. Foreclosure List

- Foreclosure list dated April 15, 2022 reviewed. Recommended the list go to council.

5. Review Ordinance 2022-04, Seafood Processing Excise Tax

- This ordinance was referred back to committee to review language and determine direction for the excise tax at the March 5, 2022 council meeting.
- Fish processor and several fishermen have expressed some concerns regarding the current ordinance, noting some of the language is confusing.
- Refine how excise tax is calculated. No specific wording has been submitted for review.
- OBI Seafoods states this excise tax will have a negative impact on their operation. Tax on processors alone will result in a competitive disadvantage. They would consider slow and or stop the flow to the Wood River plant. Taxes in other areas spread between harvester and processor. OBI supports a vibrant Dillingham, requests to be part of the conversation going forward.
- Consideration of partnerships, processors and fishermen, are important to take into account during the ordinance process. The harbor and dock are important to the community. Investing in these enterprises to improve the fishing industry is essential.
- More public input / conversation recommended.
- Ordinance could go forward with the addition of an end date so immediate needs could be addressed, while other solutions are explored.
- Options to explore, split tax between processors and fishermen, build better comparisons, define intended use of revenue.

PUBLIC/COMMITTEE COMMENT(S)

There were no comments.

ADJOURNMENT

The meeting adjourned at 7:52 p.m.

Neil C. Armstrong
Neil C. Armstrong, Chair

ATTEST:

Lori Goodell

Lori Goodell, City Clerk

Approved: May 26, 2022



Council Meeting – Regular

Meeting Date:

Introduced, June 2, 2022

Public Hearing, June 16, 2022

Adopted, June 16, 2022

Submitted By: Finance & Budget Committee

Information

TITLE

Ordinance 2022-05; An Ordinance of the Dillingham City Council Adopting the Budget Appropriating Funds for the FY2023 City of Dillingham Budget

RECOMMENDED ACTION

I move to introduce Ordinance 2022-05.

SUMMARY OF ISSUE

Dillingham Municipal Code

4.12.050 Adoption—Effective date.

A. The budget shall be adopted by favorable votes of at least a majority of all the members of the council by June 30th. If the council fails to adopt a budget and make the appropriations on or before the first day of the fiscal year, the budget, as submitted or amended, shall go into effect and be deemed to have been finally adopted by the council; and the proposed expenditures therein shall become the appropriations for the fiscal year.

NON-CODE ORDINANCE

Introduced: June 2, 2022

Public Hearing Scheduled for: June 16, 2022

Enacted: June 16, 2022

CITY OF DILLINGHAM, ALASKA
ORDINANCE NO. 2022-05

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL ADOPTING THE BUDGET AND APPROPRIATING FUNDS FOR THE FY 2023 CITY OF DILLINGHAM BUDGET

WHEREAS, the City Council has approved the Operating Budget and Capital Improvement Budget for FY23 to the City Council in accordance with Title 4 of the Dillingham Municipal Code pursuant to A.S. 20.20.500(3); and

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

WHEREAS, the City Council has set the rate of levy of property tax for the City of Dillingham for FY 2023 budget at 13 mills; and

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

WHEREAS, additional FY 2023 funds are available for appropriation by ordinance;

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

1. The FY 2023 Operating Budget and Capital Improvement Budget as recommended by the City Manager is hereby adopted for the City of Dillingham.
2. The amounts set forth in the budget by the City Council for the respective departments and/or funds shall be, and hereby are, appropriated for the fiscal year ending June 30, 2023.
3. The City Council shall have the power to transfer approved and appropriated General Fund or Special Revenue Fund monies from one to another and from one Capital Project to another by resolution.
4. The City Manager shall have the power to transfer funds from one line item object code to another within a fund and within a Capital Improvement Project.

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

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

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

Section 3. Appropriation summary. The total appropriation from the Treasury in Section 6 was a total of \$ 20,080,053

Section 4. Revenues

General Fund

Taxes

General Sales Taxes	3,000,000
Remote Sales Taxes	400,000
Alcohol Sales Taxes	260,000
Transient Lodging Sales Taxes	120,000
Gaming Sales Tax	65,000
Tobacco Tax	350,000
Marijuana Tax	75,000
Penalty & Interest – Sales Tax	20,000
Real Property Taxes	2,410,000
Personal Property Taxes	450,000
Penalty & Interest – Property Tax	70,000
Business License	17,000

Other Revenue

Telephone Gross State Tax	65,000
Raw Fish Tax	600,000
Shared Fisheries	20,000
Revenue Sharing (community support)	73,072
Payment in Lieu Taxes (PILT)	460,000
Jail Contract Revenue	645,000
Motor Vehicle Tax	25,000
Ambulance Fees	50,000
Lease and Rental Income	35,000
Administrative Overhead	130,300
PERS on Behalf	67,126
PERS Forfeiture Fund	20,000
All Other Revenues	103,400

Total General Fund Revenues	9,530,898	
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Special Revenue & Other Funds Revenues

Water	232,087	
Waste Water	457,000	
Landfill	256,459	
Port – Dock	721,915	
Port – Harbor	184,295	
Asset Forfeiture	2,000	
E-911	65,000	
Senior Center (Includes grants)	171,597	
Library Grants	98,302	
Debt Service	305,000	
Mary Carlson Estate	1,000	
Bond Revenue	0	
Total General Fund & Special Revenues		<u>2,494,655</u>

Project Revenue

ANTHC	146,778	
LGLR	2,786,321	
Curyung - Ice Machine	2,000	
BBEDC Intern	56,682	
SOA SRF Loan - Lagoon Aeration	670,000	
SOA SRF Loan - Waterfront	88,125	
SOA SRF Loan - W/S Rate Study	60,000	
SOA SRF Loan - Wastewater Plan	70,000	
Total General Fund & Special Revenues		<u>3,879,906</u>

TOTAL REVENUES **15,905,459**

Section 5. Transfers

Transfers from General Fund to Other Funds

Water	0	
Wastewater	0	
Landfill	340,323	
Harbor	0	
Senior Center	184,242	
Ambulance Replacement	45,000	
Equipment Replacement	600,000	
Capital Projects	0	
SRF Loans Payments	47,400	
Streets Bond Payment	226,750	
Firehall Bond Payment	45,000	
School Bond payment	765,500	
Total Transfers from Gen. Fund		<u>2,254,215</u>

Transfers from Dock Fund to Harbor Funds

Harbor Operations	54,858	
Ice Machine	0	
Bathhouse	13,308	
		<u>68,166</u>

Total Transfers from Dock Fund

68,166

Transfers from Department to Department

From E-911 to Dispatch 52,084

From Mary Carlson Estate to Library 4,000

Total Transfers between Departments

56,084

TOTAL TRANSFERS

2,378,465

Fund Balance Impact (see Section 7.)

General Fund Reserves 1,380,958.00

Planning Captial Project 400,000.00

Port-Harbor 4,492.00

Ambulance Reserve Captial Project 5,478.00

Mary Carlson Estate Fund Reserves 5,201.00

Total Reserves used

1,796,129

TOTAL REVENUES, TRANSFERS, AND FUNDS

20,080,053

Section 6. Appropriations.

18,283,924

General Fund Government Operations

City Council 85,350

City Clerk 158,775

Administration 505,373

Finance 884,069

Legal 60,000

Insurance 313,400

Non-Departmental 0

Planning 191,584

Foreclosures 6,000

IT 282,688

Meeting Hall 0

PS Administration 194,510

PS Dispatch 520,844

PS Patrol 1,032,668

PS Corrections 750,223

PS DMV 60,373

PS Animal Control Officer 119,767

PS Fire Department 329,013

PS Volunteer Fire Donation 15,000

PS EOC 0

PW Administration 348,747

PW Buildings & Grounds 401,788

PW Shop 505,287

PW Streets 484,679

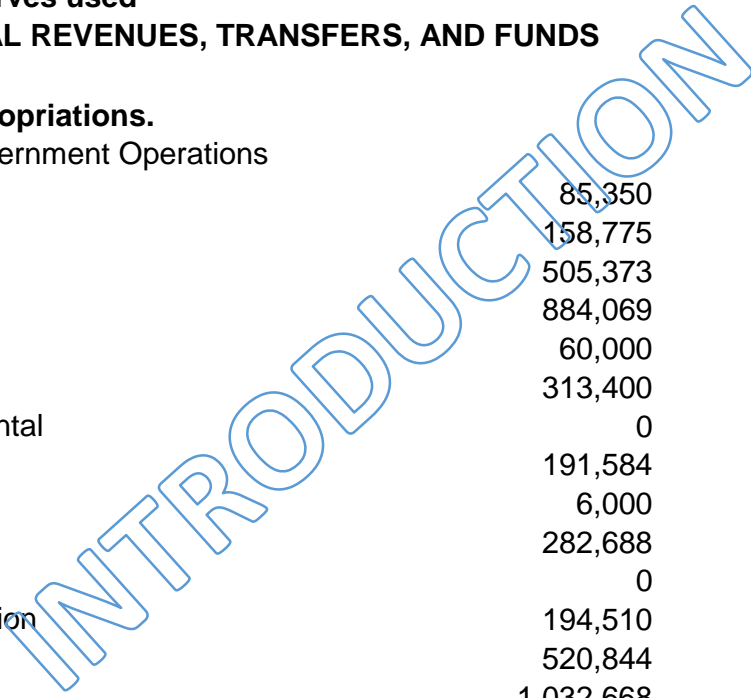
Library 163,587

City School District 1,300,000

Transfer Subsidy for Special Revenue 2,254,215

Total General Fund Appropriations

10,967,940



Special Revenue & Other Funds Appropriations

Water	243,834	
Waste Water	310,834	
Landfill	596,782	
Port-Dock	721,915	
Port-Harbor	234,653	
Port Harbor – Ice Machine	3,800	
Port Harbor – Bathhouse	18,500	
Asset Forfeiture	2,000	
E-911	52,084	
Senior Center	355,839	
Library Grants	98,302	
ANTHC	146,778	
LGLR Grant	2,786,321	
SRF Loans	888,125	
BBEDC Intern Grants	56,682	
Curyung Grant	2,000	
Mary Carlson Estate	6,201	
Ambulance Replacement Fund	50,478	
Bond Projects	0	
Debt Service	1,389,650	
Equipment Replacement/Reserve	600,000	
Capital Project (Planning) Fund	400,000	
Total Special Rev & Other Appropriations		<u>8,964,778</u>

Fund Balance Impact (see Section 7.)

Water/Sewer Fund Reserves	134,419.00	
E-911 Fund Reserves	12,916.00	
Total Reserves used		<u>147,335</u>

TOTAL APPROPRIATIONS

20,080,053

Total Revenues and Transfers

20,080,053

Total Appropriations

20,080,053

Net Increases (Decreases) to Balance

0

Section 7. Fund Balance Explanation

(1,380,958) General Fund Reserves	
(400,000) Planning Capital Project	
(4,492) Port-Harbor	
(5,478) Ambulance Reserve Captial Project	
(5,201) Mary Carlson Estate Fund Reserves	
134,419 Water/Sewer Fund Reserves	
12,916 E-911 Fund Reserves	
<u>(1,648,794)</u>	

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

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on June 16, 2022.

SEAL

Alice Ruby, Mayor

ATTEST:

INTRODUCTION

Lori Goodell, City Clerk



Council Meeting – Regular
Meeting Date: June 2, 2022
Submitted By: Finance & Budget Committee

Information

TITLE

Resolution 2022-18; A Resolution of the Dillingham City Council Authorizing Foreclosure Proceeding on Delinquent Property Taxes for the Years 2017 – 2021

RECOMMENDED ACTION

I move to Adopt Resolution 2022-18.

SUMMARY OF ISSUE

Annually the City Council shall direct that the City present a petition for judgment and a certified copy of the foreclosure list for the previous year's delinquent taxes in the Superior Court for judgment. Moving through the foreclosure steps can be a very lengthy process. During that time, property owners are encouraged to work with the City to make payment arrangements through a repayment plan if they are financially unable to pay off the debt in a lump sum. The repayment plan allows the owner to pay off their account over a reasonable period of time.

City staff will follow the Standard Operating Procedure for Foreclosure Process. Owners will be notified by mail following approval of this resolution that the city will begin proceedings in the next several months and are encouraged to pay their tax account in full and avoid unnecessary additional costs attributed to the foreclosure process.

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2022-18

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING FORECLOSURE PROCEEDINGS ON DELINQUENT PROPERTY TAXES FOR THE YEARS 2017-2021

WHEREAS, AS 29.45.320-330 allows the City of Dillingham to collect unpaid real property taxes through in rem foreclosure proceedings against all real property for which the property tax has not been paid in full; and

WHEREAS, the City's Finance Department has prepared a foreclosure list identifying properties for which the tax has not been paid in accordance with AS 29.45.330;

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

1. The City Attorney is hereby authorized to file a foreclosure action against all property identified in the foreclosure list.
2. The City Clerk is hereby directed to certify and publish the foreclosure list and provide notice of the commencement of the foreclosure action in accordance with AS 29.45.330 and DMC Chapter 4.15.

PASSED and ADOPTED by the Dillingham City Council on June 2, 2022.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

Acct #	Account Name	2017	2018	2019	2020	2021	Penalty	Interest	Grand Total	Years on Action
100850	Berglof, Andrew					1,402.70	140.27	35.41	1,578.38	2021
100374	Bocatch, Claude R.					1,788.80	178.88	45.16	2,012.84	2021
101163	Braswell, Leon & Vivian					234.26	-	28.36	262.62	2021
101163	Braswell, Leon & Vivian					309.28	-	37.45	346.73	2021
101473	Brothers, Alfred				163.63	3,424.20	342.42	94.02	4,024.27	2020-2021
101486	Church Of Christ				113.10	113.10	22.62	12.87	261.69	2020-2021
100167	Delta Western LLC					3,621.93	847.60	91.45	4,560.98	2021
101431	Estate of Bessie Wahl					4,052.10	405.21	102.32	4,559.63	2021
100964	Estate of Charles Nunn					1,138.80	113.88	28.75	1,281.43	2021
101226	Estate of Charlie Franklin			1,376.17	1,376.70	1,376.70	402.01	334.81	4,866.39	2019-2021
102133	Estate of Julia Reed			273.00	273.00	273.00	81.89	64.11	965.00	2019-2021
100965	Estate of Larry E Nunn Sr.					218.40	21.84	5.51	245.75	2021
100965	Estate of Larry E Nunn Sr.					733.20	73.32	18.51	825.03	2021
101321	Estate of Oleanna McKinnon			1,201.88	1,398.80	1,521.00	392.60	327.46	4,841.74	2019-2021
101500	Estate of Sassa Backford			1,426.10	1,426.10	1,426.10	427.83	335.55	5,041.68	2019-2021
100899	Giordano, Agnes				1,318.20	1,318.20	263.64	149.92	3,049.96	2020-2021
103131	Johnson, Bryan & Flensburg, Tara					2,401.10	240.11	60.65	2,701.86	2021
101180	Kroener, Debra			4,433.00	4,433.00	4,433.00	1,329.90	1,043.10	15,672.00	2019-2021
101294	Libby, John & Cynthia		65.00	65.00	65.00	65.00	26.00	27.34	313.34	2018-2021
101294	Libby, John & Cynthia			1,609.40	1,609.40	1,609.40	482.82	378.71	5,689.73	2019-2021
101298	Lindenau, David		384.59	453.70	453.70	453.70	165.43	140.25	2,051.37	2018-2021
103138	Maki Isok Estate	325.00		325.00	325.00	325.00	130.00	160.28	1,590.28	2019-2021
101328	Moran, Trustee Helen E					227.50	22.75	5.74	255.99	2021
101029	Moreno, Margarita					2,496.00	249.60	63.03	2,808.63	2021
101029	Moreno, Margarita					97.50	9.75	2.46	109.71	2021
101809	Mulchatna Air Taxi LLC					236.07	-	28.58	264.65	2021
102414	Myers, Angelina					2,454.40	245.44	61.98	2,761.82	2021
101479	Nicholson, Thomas & Tennyson, Rose				513.63	3,424.20	342.64	112.74	4,393.21	2020-2021
101344	Nielsen, Robert			1,266.29	1,324.70	1,324.70	389.57	306.20	4,611.46	2019-2021
101367	Perez, Anthony & Madelyn					3,744.00	374.40	94.54	4,212.94	2021
101216	Peter Andrew & Rose Fisher					500.12	40.98	20.32	561.42	2021
101381	Ruby, Sassa				1,992.90	1,992.90	398.58	226.65	4,611.03	2020-2021
103069	Sanchez, Jerilyn			116.43	1,943.50	1,943.50	388.70	235.18	4,627.31	2019-2021
101513	Security National Alaska			130.00	130.00	130.00	39.00	30.58	459.58	2019-2021
101513	Security National Alaska			600.60	600.60	600.60	180.18	141.30	2,123.28	2019-2021
103327	SN Commercial, LLC			708.50	708.50	708.50	212.55	166.71	2,504.76	2019-2021
100673	Starflite Inc.			1,086.19	6,722.30	6,736.60	1,345.89	993.61	16,884.59	2019-2021
101451	Woods, Thomas					1,235.00	123.50	31.20	1,389.70	2021

Acct #	Account Name	2017	2018	2019	2020	2021	Penalty	Interest	Grand Total	Years on Action
101462	Yukluk, Fannie A			260.00	260.00	260.00	78.00	61.19	919.19	2019-2021
101461	Yukluk, Josephine			1,578.20	1,578.20	1,578.20	473.46	371.32	5,579.38	2019-2021
		325.00	449.59	16,909.46	28,729.96	61,928.76	11,003.26	6,475.32	125,821.35	

Clarification on action that can be taken with properties in bankruptcy

100618	Omni Enterprises			292.50	285.87	292.50	87.09	68.23	1,026.19	2019-2021
103516	Ravn Air Group				7,898.80	6,857.50	1,475.63	872.08	17,104.01	2020-2021



Council Meeting – Regular
Meeting Date: June 2, 2022
Submitted By: Finance & Budget Committee

Information

TITLE

Resolution 2022-19; A Resolution Of The Dillingham City Council Establishing The Rate Of Levy Of Tax, The Date Taxes Are Due, And The Delinquent Dates For Calendar Year 2022, And Accepting The Certification Of The Tax Roll

RECOMMENDED ACTION

I move to Adopt Resolution 2022-19.

SUMMARY OF ISSUE

DMC 4.15.020, Property Subject to Taxation, Rate, Council Resolution.

The rate of levy of tax, the date of equalization of the tax, and the date when the taxes shall become delinquent shall be fixed before June 15 of each year by resolution of the council.

The Board of Equalization (BOE) met on May 12, 2022. All adjustments approved by the BOE have been included in the Certification of the Tax Roll.

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2022-19

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ESTABLISHING THE RATE OF LEVY OF TAX, THE DATE TAXES ARE DUE, AND THE DELINQUENT DATES FOR CALENDAR YEAR 2022, AND ACCEPTING THE CERTIFICATION OF THE TAX ROLL

WHEREAS, AS 29.45.240 provides for the rate of levy of tax, the date of equalization of the tax, and the date when taxes shall become delinquent, to be fixed by resolution; and

WHEREAS, the rate of levy of tax, the date of equalization of the tax, and the date when the taxes shall become delinquent shall be fixed before June 15 of each year per DMC 4.15.020, Property Subject to Taxation, Rate, Council Resolution; and

WHEREAS, the assessed valuation of real and personal property in the City of Dillingham is \$221,027,100 for calendar year 2022, according to the certified tax assessment roll (copy attached); and

WHEREAS, the City Council will appropriate the funds required for the City of Dillingham to provide services and perform the business necessary to municipal government;

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

1. Rate of Levy. The rate of levy on each dollar of taxable property as of January 1, 2022 in the City of Dillingham is hereby fixed at 13 mills.
2. Date Taxes Due and Delinquent. The first payment of property taxes is due to be paid in person or postmarked on or before the first business day in November. Should the first one-half of the total amount due not be paid on or before the payment due date, the entire amount of taxes owed shall immediately become due and payable. A penalty of ten percent (10%) of the total taxes due shall be assessed. The second payment and final payment of property taxes is due to be paid in person or postmarked on or before the first business day in December. A penalty of ten percent (10%) of the total taxes due shall be assessed if the second installment is not paid on time and a penalty has not been previously added. Interest of six percent (6%) per annum shall accrue on all delinquent property taxes beginning the first business day in December 2021 and continue until paid in full.
3. Certification of the Tax Roll. The tax roll for 2022 has been signed and certified by the City Manager that it is complete and reflects the changes approved by the Board of Equalization at their May 12, 2022 meeting.

PASSED and ADOPTED by the Dillingham City Council on June 2, 2022.

ATTEST:

Alice Ruby, Mayor
[SEAL]

Lori Goodell, City Clerk



Alice Ruby, Mayor

Council Members

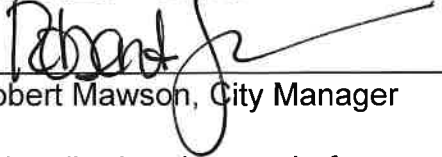
- Chris Napoli (Seat A) • Michael Bennett (Seat B) • Aksel Buholm (Seat C)
- Curt Armstrong (Seat D) • Kaleb Westfall (Seat E) • Perry Abrams (Seat F)

CERTIFICATION OF 2022 TAX ROLL

I, Robert Mawson, City Manager for the City of Dillingham, hereby certify that the 2022 tax roll is complete and reflects the changes approved by the Board of Equalization at their May 12, 2022 hearing.


	<u>2022</u>
Real Property Assessment Values*	\$291,679,800
Less Exemptions:	
Non-Taxable	(\$84,642,100)
Possessory	(\$ 746,500)
Senior Citizen/Disabled Veteran Exemption	(\$14,431,500)
HUD 85% Exemption	<u>(\$ 5,937,800)</u>
Total Exemptions	<u>(\$105,775,900)</u>
Subtotal Real Property Values	\$185,903,900
Personal Property Assessment	
Subtotal Business/Personal Property	<u>\$35,123,200</u>
Total	\$221,027,100

*Real Property Assessment Values for city, federal, and state government agencies, tribal organizations, non-profits, churches and native allotments, have historically not been included in the certified tax rolls. The City does maintain a property file for some of these exempt properties. However, it is not complete.


Robert Mawson, City Manager

Subscribed and sworn before me on this 2nd day of June, 2022.

Notary Public in and for the State of Alaska



My commission expires: Dec. 18, 2025



2022 ASSESSED PROPERTY VALUES - REVISED 06/02/2022

Locally Taxed Property	Locally Taxable Value	Mill Rate	Tax Assessed	Fees		Total Tax	Compare w/ Prior Year	Difference
				Force File	Late			
Real Property w/o Exemptions								
Real Property	\$ 291,679,800	0.013	\$ 3,791,837	N/A	N/A	\$ 3,791,837	\$ 2,526,502	\$ 1,265,335
Escaped Real Property (Prior Years)	\$ -	0.013	\$ -			\$ -	\$ -	\$ -
Subtotal Real Property	<u>\$ 291,679,800</u>	0.013	<u>\$ 3,791,837</u>			<u>\$ 3,791,837</u>	<u>\$ 2,526,502</u>	<u>\$ 1,265,335</u>
Real Property Exemptions								
Non-Taxable	\$ (84,642,100)	0.013	\$ (1,100,347)			\$ (1,100,347)	\$ -	\$ (1,100,347)
Possessory	\$ (764,500)	0.013	\$ (9,939)			\$ (9,939)	\$ -	\$ (9,939)
Senior Exemptions	\$ (14,431,500)	0.013	\$ (187,610)			\$ (187,610)	\$ (188,262)	\$ 653
Disabled Veterans Exemptions	\$ -	0.013	\$ -			\$ -	\$ -	\$ -
HUD 85% Exemptions	\$ (5,937,800)	0.013	\$ (77,191)			\$ (77,191)	\$ (79,487)	\$ 2,296
Total Real Property Exemptions	<u>\$ (105,775,900)</u>	0.013	<u>\$ (1,375,087)</u>			<u>\$ (1,375,087)</u>	<u>\$ (267,749)</u>	<u>\$ (1,107,338)</u>
Net Taxable Real Property	<u>\$ 185,903,900</u>	0.013	<u>\$ 2,416,751</u>			<u>\$ 2,416,751</u>	<u>\$ 2,258,753</u>	<u>\$ 157,998</u>
Personal Property	\$ 35,123,200	0.013	\$ 456,602	\$ 20,800	\$ 1,100	\$ 478,502	\$ 520,016	\$ (41,514)
Escaped Personal Property (Prior Years)	\$ -	0.013	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Taxable Personal Property	<u>\$ 35,123,200</u>	0.013	<u>\$ 456,602</u>	<u>\$ 20,800</u>	<u>\$ 1,100</u>	<u>\$ 478,502</u>	<u>\$ 520,016</u>	<u>\$ (41,514)</u>
Total Combined Property Value	\$ 221,027,100	0.013	\$ 2,873,352	\$ 20,800	\$ 1,100	\$ 2,895,252	\$ 2,778,769	\$ 116,483
Amounts Assessed on Real Property Exemptions								
Senior Exemption (Amount over \$150,000)	9,221,400	0.013	119,878					
Disabled Veteran Exemption (Amt over \$150k)	-	0.013	-					
HUD 85% Exemption (Amount Taxable)	475,400	0.013	6,180					
BBHA two Apt Complexes/ PILT 15% est funded	572,500	0.013	7,443					
Total Tax Assessed on Real Prop Exemptions	10,269,300	0.013	133,501					



Council Meeting – Regular
Meeting Date: June 2, 2022
Submitted By: Admin

Information

TITLE

Action Memorandum 2022-06; Authorize City Manager to execute a contract with Altman Rogers & Co. to perform audit of City's FY2022.

RECOMMENDED ACTION

I move to approve Action Memorandum 2022-06.

SUMMARY OF ISSUE

Audits of financial statements are required by state agencies, federal agencies and for banking and bonding services. DMC 4.04.050 states council shall designate a qualified who, as of the end of the fiscal year, shall make an independent audit. Altman Rogers and Co. have performed the City of Dillingham annual financial audit for numerous years. They have the knowledge and history required to complete this mandated requirement.

City of Dillingham Action Memorandum Agenda of: June 2, 2022

Action Memorandum No. 2022-06

Subject:

Authorize City Manager to execute a contract with Altman Rogers & Co. to perform audit of City's FY2022 financial statements.

City Manager: Recommend Approval

Signature: [Handwritten Signature] 5/27/22

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Summary Statement:

Altman Rogers & Co. has performed the City of Dillingham financial audit for many years. The current contract has expired and the City wishes to contract with Altman Rogers & Co. for the audit of FY2022 financial statements. Altman Rogers & Co. has the required knowledge and established relationships with City personnel to conduct an effective audit.

DMC 4.30.130 Contract and Purchase Procedures, Exemptions allows for continuing professional services contracts.

A. Restrictions and provisions of this chapter shall not apply:

6. To professional services retained on a continuing as opposed to a project basis, i.e., accounting, appraisal, legal and civil engineering services.

The contract amount is \$53,400 plus any fees federal compliance if needed.

Action Memorandum No. 2022-06

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council
on June 2, 2022.

Mayor

ATTEST:

[SEAL]

City Clerk

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

City of Dillingham
Fiscal Note

Agenda Date: June 2, 2022

Engage Altman Rogers & Co to perform financial audit for FY2022

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		Project	
1000 7010 10 14 0000 0	Audit	Contract for Audit of FY22	
TO ACCOUNT:	VERIFIED BY: Anita Fuller	Date: 5/28/2022	

EXPENDITURES

OPERATING	FY23	FY24	FY24	FY25
Audit	\$ 70,000.00			
Water	-			
Wastewater	-			
Landfill				
Landfill - Incinerator				
Dock				
Harbor				
Senior Center - Gass				
Senior Center - Propane				
TOTAL OPERATING	\$ 70,000.00	\$ -	\$ -	\$ -

CAPITAL	\$ -			
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REVENUE	-			
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FUNDING

General & Special Rev. Funds	\$ 70,000.00	\$ -		
State/Federal Funds				
Capital Project				
Other				
TOTAL FUNDING	\$ 70,000.00	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary) See Action Memorandum 2022-06
Support based on FY23 budget - Budget item moved from Non-departmental to Finance. Funding amount allows for overages. Contract is for \$53,400 plus any fees for federal compliance as needed.

PREPARED BY: Anita Fuller

May 28, 2022

DEPARTMENT: Finance

APPROVED BY: _____

May 17, 2022

Robert Mawson, City Manager
City of Dillingham
PO Box 889
Dillingham, Alaska 99576

Dear Mr. Mawson:

Enclosed is the engagement letter to provide audit services for the year ending June 30, 2022. This engagement letter is addressed to the Audit Committee or City Council; however, they may authorize anyone to sign this contract.

After this engagement letter is signed and returned please either call or email me at steve@altrogco.com with your preferences for fieldwork dates. Please feel free to contact me with any questions at (907) 274-2992.

Sincerely,

ALTMAN, ROGERS & CO.



Steve E. Wadleigh, CPA
Principal

Enclosures

May 17, 2022

Audit Committee or Chairman
City of Dillingham
P.O. Box 889
Dillingham, AK 99663

Dear Audit Committee or Chairman,

You have requested that we audit the financial statements of the governmental activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of City of Dillingham, as of June 30, 2022, and for the year then ended, and the related notes to the financial statements, which collectively comprise City of Dillingham's basic financial statements as listed in the table of contents.

In addition, we will audit the entity's compliance over major federal and state award programs for the period ended June 30, 2022. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the entity's major federal and state award programs. The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and in accordance with *Government Auditing Standards*, will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our compliance audit are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the entity complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and *Government Auditing Standards*, if any, and perform procedures to address those requirements.

Accounting principles generally accepted in the United States of America require that *the budgetary comparison schedules, and schedules of City's proportionate share of the net pension and OPEB liabilities and contributions* be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America.

These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- 1) Budgetary comparison schedules.
- 2) Schedules of City's proportionate share of the net pension and OPEB liabilities and contributions.

Supplementary information other than RSI will accompany City of Dillingham's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- 1) Combining statements.
- 2) Schedule of expenditures of federal awards.
- 3) Schedule of state financial assistance.

Schedule of Expenditures of Federal and State Awards

We will subject the schedule of expenditures of federal and state awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal and state awards is presented fairly in all material respects in relation to the financial statements as a whole.

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements:

Data Collection Form

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the *earlier* of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal and state cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

Audit of the Financial Statements

We will conduct our audits in accordance GAAS, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal and state Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal and state Awards* (Uniform Guidance), and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*. As part of an audit of financial statements in accordance with GAAS and *in accordance with Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about City of Dillingham's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of City of Dillingham's basic financial statements. Our report will be addressed to governing body of City of Dillingham. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

Audit of Major Program Compliance

Our audit of City of Dillingham's major federal and state award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; Uniform Guidance, and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits* and other procedures we consider necessary to enable us to express such an opinion on major federal and state award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits* requires that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal and state award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the entity's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits* will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the entity's compliance with the requirements of the federal and state programs as a whole.

As part of a compliance audit in accordance with GAAS and in accordance with *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.

Our procedures will consist of determining major federal and state programs and, performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs, and performing such other procedures as we considers necessary in the circumstances. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*.

Also, as required by the Uniform Guidance and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*, we will obtain an understanding of the entity's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal and state award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal and state award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Management's Responsibilities

Our audit will be conducted on the basis that *management and, when appropriate, those charged with governance* acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For identifying, in its accounts, all federal and state awards received and expended during the period and the federal and state programs under which they were received;
4. For maintaining records that adequately identify the source and application of funds for federal and state funded activities;
5. For preparing the schedule of expenditures of federal and state awards (including notes and noncash assistance received) in accordance with the Uniform Guidance and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*;
6. For designing, implementing, and maintaining effective internal control over federal and state awards that provides reasonable assurance that the entity is managing federal and state awards in compliance with federal and state statutes, regulations, and the terms and conditions of the federal and state awards;

7. For identifying and ensuring that the entity complies with federal and state laws, statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal and state award programs, and implementing systems designed to achieve compliance with applicable federal and state statutes, regulations, and the terms and conditions of federal and state award programs;
8. For disclosing accurately, currently, and completely the financial results of each federal and state award in accordance with the requirements of the award;
9. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
10. For taking prompt action when instances of noncompliance are identified;
11. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
12. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
13. For submitting the reporting package and data collection form to the appropriate parties;
14. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
15. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including the disclosures, and relevant to federal and state award programs, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit;
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence;
16. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
17. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
18. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
19. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance;
20. For the accuracy and completeness of all information provided;
21. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and

22. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the schedule of expenditures of federal and state awards referred to above, you acknowledge and understand your responsibility (a) for the preparation of the schedule of expenditures of federal and state awards in accordance with the Uniform Guidance and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*, (b) to provide us with the appropriate written representations regarding the schedule of expenditures of federal and state awards, (c) to include our report on the schedule of expenditures of federal and state awards in any document that contains the schedule of expenditures of federal and state awards and that indicates that we have reported on such schedule, and (d) to present the schedule of expenditures of federal and state awards with the audited financial statements, or if the schedule will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the schedule of expenditures of federal and state awards no later than the date of issuance by you of the schedule and our report thereon.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Nonattest Services

With respect to any nonattest services we perform, including preparation of the financial statements and federal data collection form. We will not assume management responsibilities on behalf of City of Dillingham. However, we will provide advice and recommendations to assist management of City of Dillingham in performing its responsibilities.

City of Dillingham's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the preparation of the financial statements and federal data collection form, previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities.

Other

Steve Wadleigh is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Altman, Rogers & Co.'s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

The estimated fee for our services will be \$53,400 excluding out-of-pocket costs. This includes state of Alaska compliance testing. If federal compliance is needed, the first program is \$3,000 and \$2,000 for each additional program. This estimate is based on anticipated cooperation from your personnel, your preparation of the financial statements, the assumption that unexpected circumstances will not be encountered and that significant deficiencies and/ or material weaknesses will not be discussed during the audit. Additionally, if significant deficiencies or material weaknesses are found, our fees developing and writing deficiencies are estimated to be between \$500 and \$1,000 for each. If significant additional time is necessary, we will discuss it with you and arrive at a new fee before we incur the additional costs. Preparation of the Date Collection Form for the Federal Audit Clearinghouse is included in this fee.

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

The audit documentation for this engagement is the property of Altman, Rogers & Co. and constitutes confidential information. However, we may be requested to make certain audit documentation available to federal and state agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Altman, Rogers & Co.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

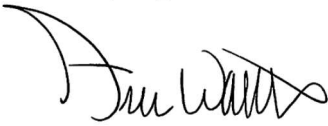
In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements compliance over major federal and state award programs including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Sincerely,

Altman, Rogers & Co.



Steve Wadleigh, CPA
Principal

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of City of Dillingham by:

Name: _____

Title: _____

Date: _____