



CITY COUNCIL REGULAR MEETING

Thursday, February 01, 2024 at 7:00 PM

AGENDA

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

MEETING INFORMATION

AGENDA

CITY COUNCIL REGULAR MEETING

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

This meeting will also be available at the following online location:
<https://us02web.zoom.us/j/83390425286?pwd=ckxuTmpBYmVrbENVUzNFUVpLNIVNdz09>

Meeting ID: 833 9042 5286; passcode: 716395
Or dial (346) 248-7799, or (669) 900-6833

Council Work Session

6:30 PM

Subject: Organizational Chart

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES

1. Minutes Regular City Council Meeting 01/11/2024

APPROVAL OF CONSENT AGENDA

APPROVAL OF AGENDA

STAFF REPORTS

2. Reports
 - a. Strategic Plan
 - b. Manager & Staff Reports
 - c. Committee Reports

PUBLIC HEARINGS**CITIZEN'S COMMENTS (Prior Notice or Agenda Items)****ORDINANCES AND RESOLUTIONS**

3. RESOLUTION NO. 2024-06 A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPOINTING KIMBERLY JOHNSON AS CITY MANAGER.

4. RESOLUTION NO. 2024-07 A RESOLUTION OF THE DILLINGHAM CITY COUNCIL WAIVING THE ONE YEAR PROHIBITION ON A COUNCIL MEMBER SERVING AS CITY MANAGER.

5. RESOLUTION NO. 2024-08 A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPOINTING KIMBERLY JOHNSON AS CITY MANAGER .

6. RESOLUTION NO. 2024-09 A Resolution of City of Dillingham, Alaska, authorizing the City Manager to apply to the State of Alaska, Department of Environmental Conservation (ADEC) for a loan from the Alaska Drinking Water Fund / Alaska Clean Water Fund for the project entitled Municipal Water-Line Extension to the State of Alaska Dillingham Airport.

7. Resolution 2024-10 A RESOLUTION TO ACCEPT A \$2.5 MILLION DONATION FROM THE CURYUNG TRIBE FOR CITY IMPROVEMENT PROJECTS

UNFINISHED BUSINESS

8. Pearson Consulting- Council to provide direction (continue contract or discontinue contract)
9. Organizational Chart (**Action Item**)

NEW BUSINESS

10. Float Repair
11. Lobbyist Request for Proposal

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

12. DMC 2.09.050 Executive sessions. The following subjects may be discussed in an executive session, from which the public is excluded:

(a) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the government unit.

(b) Client-Attorney Communication.

ADJOURNMENT

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES



CITY COUNCIL REGULAR MEETING

Thursday, January 11, 2024 at 6:30 PM

MINUTES

CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, January 11, 2024, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 6:37 P.M.

ROLL CALL

Mayor Ruby was present.

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

Michael Bennett	Steve Carriere	Curt Armstrong
Bert Luckhurst	Kaleb Westfall	Kevin McCambly

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

1. Minutes of December 14, 2023; Regular Council Meeting

Minutes of December 21, 2023; Special Council Meeting

MOTION to approve minutes made by Michael Bennett. Seconded by Kaleb Westfall.

- City Clerk corrected grammatical errors in the published packet, including misspelled names and grammatical usage.
- Councilman Bennett requested his name be reflected as Michael instead of Mike.
- Councilman McCambly expressed a need for earlier distribution of meeting packets for better preparation.
- Councilman Armstrong questioned the completeness of the vote tally for Ordinance 2023-06 on the December 21st meeting and inquired about electronic minutes.
- Mayor Ruby acknowledged the existence of electronic minutes and asked Councilman Armstrong if he sought more detail in the written minutes.
- Councilman McCambly suggested providing more elaboration on speakers' positions in the minutes, moving beyond stating they spoke to specifying their stance on particular issues.
- Mayor Ruby shared her perspective on minutes during the meeting. She mentioned having a brief conversation with the Clerk earlier and expressed her understanding that minutes are meant to record actions and not necessarily include detailed discussions. While she acknowledged not being certain about the legality or parliamentary rules, she conveyed that it was her understanding based on her past teachings. Mayor Ruby suggested that if the council desired more detail in the minutes, it should be a topic of discussion with the Clerk.
- Mayor Ruby continued by highlighting the practical challenges of including various opinions and statements in written minutes. She pointed out that doing so could result in lengthy minutes, making it difficult to manage the documentation effectively. Drawing on her experience, she

mentioned instances with other organizations that utilize verbatim minutes, resulting in lengthy records, sometimes spanning fifty pages or more, due to recording every comment made by each participant.

- During the discussion, Councilman Westfall expressed the opinion that the council should be cautious about potentially mischaracterizing someone's statement or position. He emphasized the importance of avoiding any misinterpretation, whether it is in favor of or against a particular subject.
- Councilman Westfall further elaborated by pointing out that the council had experienced issues related to mischaracterization several years ago, which were addressed. He emphasized the ongoing need to accurately capture what happened in the written minutes without delving into such detail that it misrepresents the actual statements or ideas expressed during the discussions.

VOTE Yea: Council Member Bennett, Council Member Carriere, Council Member Westfall, Council Member Luckhurst, Council Member McCambly and Council Member Armstrong.

APPROVAL OF CONSENT AGENDA

There was no consent agenda.

APPROVAL OF AGENDA

MOTION to approve agenda Kaleb Westfall, seconded by Steve Carriere.

MOTION to amend the agenda made by Kaleb Westfall to amend unfinished business to change City Manager Search to Deputy City Manager Search.

Discussion within the motion.

ROLL CALL VOTE Yea: Council Member Westfall, Council Member Carriere, Council Member Luckhurst, Council Member Bennett.

ROLL CALL VOTE No: Council member McCambly, Council Member Armstrong.

UNFINISHED BUSINESS

2. Pearson Consulting Report

- Tim Pearson supplied a verbal report to the council.

EXECUTIVE SESSION

MOTION to move into executive session made by Kaleb Westfall at 7:18 PM. Seconded by Steve Carriere

POINT OF INFORMATION made by Michael Bennett

Discussion within the motion.

QUESTION CALLED by Kaleb Westfall. Seconded by Maichael Bennett

VOTE Yea: Council Member Westfall, Council Member Carriere, Council Member Luckhurst, Council Member Bennett.

VOTE No: Council member McCambly, Council Member Armstrong.

ROLL VOTE ON MAIN MOTION Yea: Council Member Westfall, Council Member Carriere, Council Member Luckhurst, Council Member Bennett, Council member McCambly.

ROLL VOTE ON MAIN MOTION No: Council Member Armstrong.

CITIZEN'S COMMENTS

The Council suspended executive session at 9:06 PM to allow Citizens Comments.

MOTION Kaleb Westfall made a motion to suspend rules to open the agenda to allow citizens comments. Seconded by Steve Carriere.

VOTE Yea: Council Member Bennett, Council Member Carriere, Council Member Westfall, Council Member Luckhurst, Council Member McCambly and Council Member Armstrong.

Citizens addressing the council in person:

- Terry Mann
- Frank Woods
- Maria Dosal
- Cade Woods

Citizens addressing the council through Zoom:

- Amber Webb
- Tiffany Webb
- Fritz Johnson
- Brandi Olson
- Gregg Marxmiller
- Fritz Johnson

EXECUTIVE SESSION

MOTION: Kaleb Westfall moved to return to executive session. Seconded by Steve Carrier.

Discussion with the motion.

VOTE Yea: Council Member Bennett, Council Member Carriere, Council Member Westfall, Council Member Luckhurst, Council Member McCambly and Council Member Armstrong.

NEW BUSINESS

5. **a. City Manager Selection**
 - b. **2.21.030 Qualifications- Suspension of one prohibition**
 - c. **Resolution 2024-06 Appointing Kimberly Johnson as City Manager**

MOTION: Steve Carriere moved to adopt resolution 2024-06. Seconded by Michael Bennett.

Discussion within the motion.

MOTION: Curt Armstrong moved to postpone resolution 2024-06 to the February meeting. Seconded by Michael Bennett.

ROLL CALL VOTE TO POSTPONE Yea: Council Member Armstrong, Council Member McCambly, Council Member Westfall, Council Member Luckhurst.

ROLL CALL VOTE TO POSTPONE NO: Council Member Bennett, Council Member Carriere, Resolution 2024-06 postponed to February meeting.

STAFF REPORTS

5. Reports

- a) Strategic Plan Report
 - Work in progress
- b) Manager and staff reports

- Ms. Johnson gave her report to the council.

c) Standing Committee Reports (Appointments)

PUBLIC HEARINGS

ORDINANCES AND RESOLUTIONS

8. RESOLUTION NO. 2024-01 A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ADOPTING AN ALTERNATIVE ALLOCATION METHOD FOR THE FY24 SHARED FISHERIES BUSINESS TAX PROGRAM AND CERTIFYING THAT THIS ALLOCATION METHOD FAIRLY REPRESENTS THE DISTRIBUTION OF SIGNIFICANT EFFECTS OF FISHERIES BUSINESS ACTIVITY IN FMA 5: BRISTOL BAY AREA

MOTION to adopt Resolution No. 2024-01 made by Michael Bennett. Seconded by Kaleb Westfall.

VOTE Yea: Council Member Bennett, Council Member Carriere, Council Member Westfall, Council Member Luckhurst, Council Member McCambly and Council Member Armstrong.

9. Resolution 2024-02 A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ENTERING INTO A PROFESSIONAL SERVICES AGREEMENT WITH CASHVEST FOR THE PURPOSE OF LIQUIDITY AND TREASURY ANALYSES

MOTION to adopt Resolution No. 2024-02 made by made by Michael Bennett. Seconded by Kaleb Westfall.

VOTE Yea: Council Member Bennett, Council Member Carriere, Council Member Westfall, Council Member Luckhurst, Council Member McCambly and Council Member Armstrong.

10. RESOLUTION NO. 2024-03 A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING FORECLOSURE PROCEEDINGS ON DELINQUENT PROPERTY TAXES FOR THE YEARS 2017-2023

MOTION to adopt Resolution No. 2024-03 made by Kaleb Westfall. Seconded by Bert Luckhurst.

VOTE Yea: Council Member Bennett, Council Member Carriere, Council Member Westfall, Council Member Luckhurst, Council Member McCambly and Council Member Armstrong.

11. RESOLUTION NO. 2024-04 A RESOLUTION OF THE DILLINGHAM CITY COUNCIL TO SUPPORT EFFORTS TO IMPROVE COMPETITIVENESS AND RESILIENCE OF THE ALASKA SEAFOOD INDUSTRY.

MOTION to adopt Resolution No. 2024-04 made by Michael Bennett. Seconded by Kaleb Westfall.

VOTE Yea: Council Member Bennett, Council Member Carriere, Council Member Westfall, Council Member Luckhurst, Council Member McCambly and Council Member Armstrong.

12. RESOLUTION NO. 2024-05 A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING A FY2024 CAPITAL IMPROVEMENT PLAN AND THE FY2024 LEGISLATIVE PRIORITIES LIST.

MOTION to adopt Resolution No. 2024-05 made by Michael Bennett. Seconded by Kaleb Westfall.

VOTE Yea: Council Member Bennett, Council Member Carriere, Council Member Westfall, Council Member Luckhurst, Council Member McCambly and Council Member Armstrong.

CITIZEN’S DISCUSSION (Open to the Public)

None

COUNCIL COMMENTS

- Kevin McCambly asked about the grant writer position.
- Kaleb Westfall said that he would like to see the org chart in the next meeting. He would also like to see a community needs assessment.
- MOTION made by Michael Bennett to have the city manager look into city property that could be subdivided to accommodate housing. He would like this to be actionable by May. Seconded by Kevin McCambly.

VOTE Yea: Council Member Bennett, Council Member Carriere, Council Member Westfall, Council Member Luckhurst, Council Member McCambly and Council Member Armstrong.

- Bert Luckhurst thanked Mr. Severin and Mr. Pearson for attending the council meeting.
- Kevin McCambly indicated the lights are out at the harbor and that Nushagak Cooperative would be reaching out to the city.

MAYOR’S COMMENTS

- Alice Ruby asked why the library volunteer program hasn’t been approved by the council.
- Asked for a moment of silence.

ADJOURNMENT

Meeting adjourned at 12:05 PM

Mayor Alice Ruby

[SEAL]

ATTEST:

Daniel E. Decker Sr, City Clerk

Approval Date: _____

APPROVAL OF CONSENT AGENDA

APPROVAL OF AGENDA

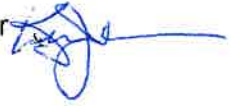
STAFF REPORTS

a. Strategic Plan Report

b. STAFF REPORTS



MEMORANDUM

TO: Mayor & City Council
FROM: Kimberly Johnson, City Manager 
DATE: January 25, 2024
RE: Report for February 1st Meeting

This month is focused on proposals that will assist the city with our infrastructure. In the packet are two resolutions for the State of Alaska Revolving Loan Fund that extends the city's municipal water line from the Boat Harbor to Airport and an application for a 4th well. The water line extension addresses the PFAS contamination.

The Council, members of the Planning Commission, Fire Chief, and members of the Port Advisory Committee attended the work session on the 100% design of the new float system at the Boat Harbor. There will be small adjustments to the design based on the comments at the work session. The comments by Fire Chief, Norman Heyano, for cabinets to hold spill and emergency response equipment, we believe will enhance the application. The NOFO (Notice of Funding Opportunity) is out on the MARAD application. Currently our Harbor Master, Danny Miller, is working with the PND Engineers on the application. We are gathering the FY'23 statistics to include in this application. As of the date of this report, we have already received letters of support from the Curyung Tribe and Bristol Bay Native Corporation. Probably by the date of the February 1 Council meeting we will have added to the support for this application.

I just left a meeting at the Tribe and through committee, they set aside 1.5 million for the new firehall that will serve the downtown corridor and 1 million for the boat harbor improvements, with an obligation of 250,000 for park improvements at the South Ramp area and 750,000 for the Phase 1 Harbor improvements. By the February Council meeting, it is their hope that the City and Tribe will once again meet as part of the MOU Committee.

The city is a finalist in the Thriving Communities program. As of this report, we need to submit by January 30th all the letters from our partners, Curyung Tribe and Bristol Bay Native Association. By the Council meeting, we will submit the required documentation. This proposal if funded, brings together technical assistance from the US Department of Transportation & Public Facilities that will address some of our most challenging transportation issues in the city.

City staff are gathering the required information to submit information under CAPSIS for the CIP list adopted by the Council. The deadline is February 16th to have the information into CAPSIS. This will help with the Council Members who are traveling for the AML Winter Session.

Since our last council meeting, it is not lost on me, that our community is suffering. This is my home and for those on the Council. We can chase the funds for our infrastructure, but if our people are not well, all the money in the world will not fix the underlying issues around wellness.

Mayor
Alice Ruby

Acting Manager
Kim Johnson



Dillingham City Co

Section . Item 2.

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

MEMORANDUM

Date: January 24, 2024
To: Kim Johnson, City Manager
From: Anita Fuller, Finance Director
Subject: Monthly Report

Acknowledgements and Recognitions:

December Statistics: As of date of report.

Cash Receipts: \$1,159,999.52

All Payments: \$1,603,969.95 (includes \$374,345.97 for 3 payrolls & 3 supplement payrolls).

Department Accomplishment and Opportunities:

Accomplishments

- Processed 140 business license applications.
- Processed final on time payments of property taxes.

Staffing changes

- Account Tech II Payroll/Payables – Position filled 01/08/2024.

Grant Reporting

- None.

Budget

- FY24 Budget revision review has been suspended to focus on FY22 and FY23 audits.
- Evaluation of wages ongoing.
- After further review it was determined that the timing of the two patrol vehicles budgeted in FY23 are to be booked in FY24. Invoicing and payment happened in July. City of Dillingham ownership of the vehicles is based on when the dealership received payment in full. FY24 budget revision will be required to reflect this timing.

Projects – Progress and Public Impacts:

Audit

- FY22 Auditors arrived 11/27/2023 for final work. All pending items have been responded to. Auditors did have some questions in January, which as of this report have been answered. Auditors are in their first draft as of date of report.
- FY23 Auditors arrived 01/08/2024 for a week to conduct testwork. Auditors are to return for final work 01/29/2023. FY23 audit is pending FY22 completion.

Projects

- Setup of personal property tax in MARS is ongoing.
- Questica training ongoing budgeting software – On hold until Audit work is completed.
- FY24 Budget revision review has been suspended to focus on FY22 and FY23 audits.

Personal Property Tax

- Penalties assessed on remaining taxes not penalized in November.
- Review of personal property tax has started with F&B Committee 09/25/2023 and is ongoing.
- Personal property tax has been sent to Code Committee for review 09/28/2023 and is ongoing.

Collections

- Foreclosure was adopted in January council meeting.
- Water/wastewater – no changes – past due notices sent.
- Denied service list updates made.
- Promissory note reviews conducted for on time payments.

Utility Rates Evaluation

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

Contract Management

- SOP has been developed and implementation of filing has begun.

Three+One

- Approved in January 2024 Council Meeting.

Upcoming Calendar Items:

- 15th of each month utility payments due; last day of month utility bills sent.
- 02/15/2024 any business conducting business without a business license can be fined.
- 02/01/2024 business/personal property tax assessments are due.
- 03/15/2024 real and personal property tax assessment notices are to be mailed out.

Revenue and Expense Report – October 2023: (will be reviewed by F&B 02/05/2024)

Information provided for percentages below 13% and above 53%. Current actuals recognize a net increase to fund balance by \$4,341,024.

- Transient Lodging – Pending FY23 audit adjustment. FY24 revenue is in normal range.

- Business License renewal notices are sent out in November. Renewal applications are arriving in December.
- Real and personal property taxes are recorded as revenue at 101% for real and 102% for personal. Actual collections in October is at 50% of real property and 65% of personal property which is historically normal. First half payments due 11/01/2023.
- Shared Fisheries annual payment received 10% below expected amount to be adjusted with mid-year budget revision.
- PILT has come in well above expected at 114% to be adjusted with the mid-year budget revision.
- Ambulance fees will recover in November 2023.
- Lease and Rental receives a large payment at end of FY.
- PERS Forfeiture fund has not been utilized at this time.
- Other Revenues is mainly impacted by investments are already at \$50,305 which is at 252% of original budget.

Special Revenues & Other Funds Revenue

- Asset Forfeiture fund revenue is based on interest. Fund balance is low and will require a budget revision as interest will continue to be reduced.
- Senior Center grant reporting is completed, payment received November.
- Debt Services revenue is as expected based on when payments are made.
- Carlson Estate investments have returned higher than expected.
- Equipment replacement and Ambulance rental revenue will require budget revisions
- Ambulance rental was not expected, budget revision required.

Transfers

- Expenditures are still low at this point due to low expenses in each area.
- Dock expenses exceed revenue, no transfers to the Harbor currently.

General Fund Expenditures

- Administration expenses are low due to new positions not implemented at this time.
- Foreclosure approved January council meeting. Expenditures will be seen in February.
- Fire Department Donation subclass has not been expensed at this point.
- Public Works Administration expenses are low due to staffing vacancies.
- Grandma's House is a new subdepartment and requires budget revisions.
- Transfers to other funds will increase in November.

Special Revenues & Other Funds Expenditures

- Asset Forfeiture has no expenditures which is expected.
- Ambulance Reserve Fund is budgeted for volunteer stipends processed in December and paid in January.
- Debt services expenditures for loans are in December 2023 and February 2024. School bond payment is in November.

- Equipment replacement is in process and will be expensed after items are barged.

Grant and Bond Revenues/Expenditures

- All pending projects.

Capital Project Revenues/Expenditures

- Some projects have begun and will possibly be expensed in 2nd quarter.

Revenue and Expense Report – November 2023: (will be reviewed by F&B 02/05/2024)

Information provided for percentages below 22% and above 62%. Current actuals recognize a net increase to fund balance by \$3,365,877.

- Remote Sales tax is delayed by 2 months before revenue is entered.
- Transient Lodging – Pending FY23 audit adjustment. FY24 revenue is in normal range.
- Business License renewal notices are sent out in November. Renewal applications are arriving in December.
- Real and personal property taxes are recorded as revenue at 101% for real and 102% for personal. Actual collections in October is at 65% of real property and 69% of personal property which is historically normal. Second half payments due 12/01/2023. Mail delays experienced.
- Property tax penalty & Interest first half assessed 11/2/2023.
- Shared Fisheries annual payment received 10% below expected amount to be adjusted with mid-year budget revision.
- PILT has come in well above expected at 114% to be adjusted with the mid-year budget revision.
- Lease and Rental receives a large payment at end of FY.
- PERS Forfeiture fund has not been utilized at this time.
- Other Revenues is mainly impacted by investments are already at \$63,500 which is at 317% of original budget. Equipment Sales from Mayor's sale at \$24,985 which is at 250% of budget.

Special Revenues & Other Funds Revenue

- Dock Invoices are caught up for the year at 90% of budget which is the bulk for the FY.
- Asset Forfeiture fund revenue is based on interest. Fund balance is low and will require a budget revision as interest will continue to be reduced.
- Senior Center grant reporting is completed, full payment received, budget revision required.
- Debt Services revenue is as expected based on when payments are made.
- Carlson Estate investments have returned higher than expected.
- Ambulance rental was not expected, budget revision required.

Transfers

- Expenditures are still low at this point for landfill, senior center, equipment replacement, capital projects and loans.
- Debt Services School Bond transfer is high pending state reimbursement.
- Harbor transfer to Ice Machine low due to machine inoperable.

General Fund Expenditures

- Administration expenses are low due to new positions not implemented at this time.
- Foreclosure approved January council meeting. Expenditures will be seen in February.
- Fire Department Donation subclass has not been expensed at this point.
- Public Works Administration expenses are low due to staffing vacancies.
- Grandma's House is a new subdepartment and requires budget revisions.
- Transfers to other funds will increase in November.

Special Revenues & Other Funds Expenditures

- Asset Forfeiture has no expenditures which is expected.
- Senior Center (non-grant) is low due to wages and benefits are reduced.
- Ambulance Reserve Fund is budgeted for volunteer stipends processed in December and paid in January.
- Debt services expenditures for loans are in December 2023 and February 2024. School bond payment is as expected.
- Equipment replacement is in process and will be expensed after items are barged.

Grant and Bond Revenues/Expenditures

- All projects are pending.

Capital Project Revenues/Expenditures

- Some projects have begun and will possibly be expensed in 2nd quarter.

City of Dillingham
 Unaudited Revenues and Expenditures As of November 30, 2023

Data Collected on:
 1/20/2024

Section . Item 2.

	<u>Budget - FY24</u>	<u>11/30/23</u> YTD	<u>Percent</u>	<u>11/30/22</u> YTD	<u>INC/(DEC)</u>	Uncollected	% Adj
General Fund Revenues							
General Sales Tax	\$ 3,300,000	\$ 1,121,689	34%	\$ 1,193,047	\$ (71,358)	(5,342.65)	34%
General Sales Tax - Remote	425,000	87,119	20%	74,255			
Alcohol Sales Tax	280,000	108,763	39%	141,389	(32,625)		39%
Transient Lodging Sales Tax	120,000	82,856	69%	70,910	11,946	-	69%
Gaming Sales Tax	65,000	15,056	23%	23,954	(8,899)		23%
Tobacco Excise Tax	350,000	129,762	37%	144,208	(14,446)		37%
Marijuana Excise Tax	90,000	40,223	45%	48,571	-		45%
Business License	17,000	2,450	14%	4,725	-		
Penalty & Interest - Sales Tax	15,000	6,669	44%	5,576	1,093	(871.50)	39%
Total Sales Tax	4,662,000	1,594,586	34%	1,706,634	(114,289)		34%
Real Property Tax	2,460,000	2,474,896	101%	2,376,551	98,346	(867,486.09)	65%
Personal Property Tax	555,000	567,181	102%	452,655	114,526	(182,889.07)	69%
Penalty & Interest - Property Tax	70,000	75,893	108%	69,641	6,251		108%
Total Property Taxes	3,085,000	3,117,970	101%	2,898,847	219,123		67%
Telephone Gross Receipts State Tax	70,000	-	0%	-	-		0%
Shared Fisheries	670,000	600,639	90%	696,572	(95,933)		90%
Raw Fish Tax	30,000	-	0%	-	-		0%
Community Sharing	75,352	-	0%	-	-		0%
Payment in Lieu of Taxes (PILT)	460,000	522,976	114%	480,895	42,081		114%
State Jail Contract	720,000	-	0%	-	-		0%
Motor Vehicle Tax	25,000	8,267	33%	4,920	3,347		
Ambulance Fees	65,000	17,487	27%	25,425	(7,938)		27%
Lease & Rental Income	35,000	4,550	13%	4,500	50		13%
Admin Overhead	162,905	70,928	44%	64,760	6,168		44%
PERS on Behalf	94,318	31,520	33%	37,680	(6,160)		33%
PERS Forfeiture Fund	5,000	-	0%	704	(704)		0%
Other Revenues	147,750	154,695	105%	76,128	78,567	-	105%
Total	2,560,325	1,411,062	55%	1,391,584	19,478		55%
Total	\$ 10,307,325	\$ 6,123,619	59%	\$ 5,997,065	\$ 124,312		49%
Special Revenue & Other Funds Revenue							
Water	231,712	96,125	41%	102,054	(5,929)	(9,304.12)	37%
Sewer	464,012	169,735	37%	188,366	(18,631)	(12,560.56)	34%
Landfill	298,259	181,625	61%	157,852	23,773	(3,220.00)	60%
Port - Dock	808,576	725,783	90%	539,991	185,792	(95,581.00)	78%
Port - Harbor	142,999	40,474	28%	35,588	4,886	(8,774.00)	22%
Asset Forfeiture Fund	2,000	246	12%	29	217		0%
E-911 Service	65,000	28,557	44%	27,926	631		44%

	<u>Budget - FY24</u>	<u>11/30/23</u> YTD	<u>Percent</u>	<u>11/30/22</u> YTD	<u>INC/(DEC)</u>	
Senior Center (Non-Grant)	45,615	11,510	25%	8,973	2,537	25%
Senior Center (Grant)	76,000	92,641	122%	26,999	65,643	122%
Library (Grants)	54,170	13,955	26%	54,060	(40,105)	26%
Debt Service	754,693	43,136	6%	-	43,136	6%
Mary Carlson Estate	4,000	8,814	220%	128	8,686	220%
Ambulance Rental	-	25,338		-	25,338	
Total	\$ 2,947,036	\$ 1,437,939	49%	\$ 1,141,967	\$ 295,973	44%
Transfers						
<i>From General Fund to Other Funds</i>						
Landfill	1,014,850	179,985	18%	-	179,985	
Senior Center	286,949	58,175	20%	85,559	(27,384)	
Ambulance Reserve	56,000	15,738	28%	2,206	13,532	
Equipment Replacement	600,000	118,637	20%	-	118,637	
Capital Projects	557,334	-	0%	-	-	
Debt Service SRF Loans	53,050	-	0%	-	-	
Debt Service Streets Bond	221,750	17,239	8%	-	17,239	
Debt Service Firehall Bond	44,000	12,000	27%	-	12,000	
Debt Service School Bond	319,307	967,625	303%	-	967,625	
<i>From Dock Fund to Harbor Funds</i>						
Port - Harbor	189,853	92,859	49%	17,388	75,471	
Port - Harbor - Ice Machine	18,200	430	2%	-	430	
Port - Harbor - Bathhouse	18,300	6,450	35%	-	6,450	
<i>From Department to Department</i>						
Transfer from E911 to Dispatch	63,916	23,614	37%	10,275	-	
Transfer from Carlson Estate to Library	4,000	1,665	42%	-	-	
Transfer from Wastewater to Water	28,471	-	0%	-	-	
Total	\$ 3,475,980	\$ 1,494,417	43%	\$ 115,428	\$ 1,363,985	
Total Revenues & Transfers	\$ 16,730,341	\$ 9,055,975	54%	\$ 7,254,460	\$ 1,784,270	

City of Dillingham
Unaudited Revenues and Expenditures As of November 30, 2023

Data Collected on:
1/20/2024

Section . Item 2.

	<u>Budget - FY24</u>	<u>11/30/23</u>	<u>Percent</u>	<u>11/30/22</u>	<u>INC/(DEC)</u>
		<u>YTD</u>		<u>YTD</u>	
EXPENDITURES:					
General Fund Expenditures					
City Council	\$ 100,600	\$ 33,169	33%	\$ 45,563	\$ (12,394)
City Clerk	151,607	43,074	28%	65,145	(22,072)
Administration	837,368	121,578	15%	187,767	(66,189)
Finance	1,098,392	435,450	40%	372,299	63,151
Legal	65,000	39,306	60%	33,098	6,208
Insurance	328,100	139,592	43%	113,191	26,401
Planning	332,485	93,511	28%	70,876	22,635
Foreclosures	9,000	53	1%	3,740	(3,687)
IT	301,300	89,311	30%	121,498	(32,187)
Public Safety Administration	299,928	80,869	27%	88,341	(7,472)
Dispatch	632,935	236,145	37%	203,403	32,742
Patrol	1,593,836	379,740	24%	354,552	25,188
Corrections	826,289	375,239	45%	156,019	219,220
DMV	72,661	31,226	43%	25,960	5,266
Animal Control Officer	131,541	56,074	43%	50,056	6,018
Fire	518,639	198,466	38%	174,117	24,350
Fire Department Donation	15,000	69	0%	993	(924)
EOC	-	-		0	-
Public Works Administration	439,456	55,940	13%	50,434	5,506
Building and Grounds	408,592	151,390	37%	66,420	84,970
Shop	636,118	156,393	25%	177,431	(21,038)
Street	551,739	207,624	38%	77,646	129,978
Library	192,485	70,097	36%	74,630	(4,533)
Grandma's House	0	15,661		0	
City School	1,700,000	850,770	50%	650,000	200,770
Transfers to Other Funds	3,153,240	1,381,816	44%	87,766	1,294,051
Total	\$ 14,396,311	\$ 5,242,563	36%	\$ 3,250,944	\$ 1,975,958

City of Dillingham
 Unaudited Revenues and Expenditures As of November 30, 2023

Data Collected on:
 1/20/2024

Section . Item 2.

	<u>Budget - FY24</u>	<u>11/30/23</u> YTD	<u>Percent</u>	<u>11/30/22</u> YTD	<u>INC/(DEC)</u>
<u>Special Revenue Funds Expenditures</u>					
Water	260,183	92,825	36%	75,982	16,843
Sewer	332,054	146,775	44%	82,114	64,661
Landfill	1,313,109	361,610	28%	202,245	159,365
Port - Dock	1,150,212	500,545	44%	555,258	(54,713)
Port - Harbor	369,352	140,213	38%	170,257	(30,044)
Asset Forfeiture Fund	2,000	-	0%	-	-
E-911 Service	63,916	23,614	37%	10,275	13,339
Senior Center (Non-Grant)	332,564	69,795	21%	154,773	(84,978)
Senior Center (Grant)	76,000	43,475	57%	1,604	41,871
Library (Grants)	54,170	16,228	30%	51,064	(34,836)
Mary Carlson Estate	6,255	2,690	43%	762	1,928
Ambulance Reserve Fund	20,000	1,480	7%	800	680
Debt Service SRF Loans	53,050	-	0%	-	-
Debt Service School Bond	1,064,000	967,625	91%	947,875	19,750
Debt Service Firehall Bond	44,000	12,000	27%	12,500	(500)
Debt Service Streets Bond	231,750	63,375	27%	65,875	(2,500)
Equipment Replacement	600,000	-	0%	159,076	(159,076)
Total	\$ 5,972,615	\$ 2,442,250	41%	\$ 2,490,460	\$ (48,211)
	\$ 20,368,926	\$ 7,684,813	38%	\$ 5,741,404	\$ 1,927,748
Net Increase (Decrease) to Fund Balances	\$ (3,638,585)	\$ 1,371,162		\$ 1,513,056	\$ (143,478)

	<u>Budget - FY24</u>	<u>11/30/23</u> YTD	<u>Percent</u>	<u>11/30/22</u> YTD	<u>INC/(DEC)</u>
Grant & Bond Revenues					
ANTHC-Lagoon	-	-		152,721	(152,721)
EPA Snagpoint Erosion Grant	1,000,000	-	0%	-	-
COVID - CARES & ARPA & LGLR	1,900,000	2,057,509	108%	1,028,789	1,028,720
SRF Loan - Lagoon Aeration	670,000	-	0%	-	-
SRF Loan - Waterfront	88,125	-	0%	-	-
SRF Loan - Water	30,000	-	0%	-	-
SRF Loan - Wastewater	100,000	-	0%	-	-
Southern Region EMS	-	-		360	(360)
SOA-DOH Grants	210,250	-	0%	-	-
Curyung-Ice Machine	-	(1,324)		407	(1,730)
BBEDC Intern Program	112,201	23,897	21%	26,120	(2,222)
BBEDC Training Reimb	-	-		-	-
BBEDC Pass Thru	-	-		-	-
BBNC Training Reimb	-	-		-	-
Bond Investment Income	-	-		16,700	(16,700)
Total	\$ 4,110,576	\$ 2,080,083	51%	\$ 1,209,772	\$ 870,311
Grant & Bond Expenditures					
ANTHC-Lagoon	-	-		146,538	(146,538)
EPA Snagpoint Erosion Grant	1,000,000	-	0%	-	-
State Public Safety	-	-		-	-
COVID - CARES & ARPA & LGLR	1,900,000	14,128	1%	235,733	(221,605)
SRF Loan - Lagoon Aeration	670,000	-	0%	-	-
SRF Loan - Waterfront	88,125	-	0%	-	-
SRF Loan - Water	30,000	-	0%	-	-
SRF Loan - Wastewater	100,000	-	0%	-	-
Southern Region EMS	-	-		360	(360)
SOA-DOH Grants	210,250	-	0%	-	-
Curyung-Ice Machine	-	-		802	(802)
BBEDC Intern Program	112,201	38,123	34%	26,120	12,004
BBEDC Training Reimb	-	10,350		9,099	1,251
BBEDC Pass Thru	-	-		-	-
BBNC Training Reimb	-	10,350		-	10,350
Total	\$ 4,110,576	\$ 72,951	2%	\$ 501,494	\$ (428,543)
	\$ -	\$ 2,007,132		\$ 708,278	\$ 441,768

City of Dillingham
 Unaudited Revenues and Expenditures As of November 30, 2023

Data Collected on:
 1/20/2024

Section . Item 2.

	<u>Budget - FY24</u>	<u>11/30/23</u> YTD	<u>Percent</u>	<u>11/30/22</u> YTD	<u>INC/(DEC)</u>
Capital Project Funds Revenues					
Investment Income	-	-		-	-
Insurance Proceeds - Firehall	-	-		57,015	-
Insurance Proceeds - Landfill Shop Fire	-	-		214,490	(214,490)
Total	\$ -	\$ -		\$ 271,505	\$ (214,490)

	<u>Budget - FY24</u>	<u>11/30/23</u> YTD	<u>Percent</u>	<u>11/30/22</u> YTD	<u>INC/(DEC)</u>
Capital Project Funds Expenditures					
Major Building Maintenance	400,000	12,417	3%	-	-
Water Improvements	-	-		-	-
WasteWater Improvements	-	-		-	-
Sewer Lagoon Aeration	557,334	-	0%	-	-
Other Lift Station	-	-		-	-
Fire Dept Water Damage Repair	-	-		-	-
Landfill New Cell	-	-		-	-
Landfill Shop Fire	-	-		-	-
Landfill Groundwater Well	-	-		-	-
Bingman-Harbor cleanup	-	-		-	-
Total	\$ 957,334	\$ 12,417	1%	\$ -	\$ -
	\$ (957,334)	\$ (12,417)		\$ 271,505	\$ (214,490)

	<u>Budget</u>	<u>Actual</u>
General Fund Revenue	\$ 10,307,325	\$ 6,123,619
Special Fund Revenue	\$ 2,947,036	\$ 1,437,939
Transfers In	\$ 3,475,980	\$ 1,494,417
Grant and Bond Revenue	\$ 4,110,576	\$ 2,080,083
CIP Revenue	\$ -	\$ -
	\$ 20,840,917	\$ 11,136,058
General Fund Expenditures	\$ 14,396,311	\$ 5,242,563
Special Fund Expenditures	\$ 5,972,615	\$ 2,442,250
Grant and Bond Expenditures	\$ 4,110,576	\$ 72,951
CIP Expenditures	\$ 957,334	\$ 12,417
	\$ 25,436,836	\$ 7,770,181
Net Increase (Decrease) to Fund Bal	\$ (4,595,919)	\$ 3,365,877

City of Dillingham
 Unaudited Revenues and Expenditures As of October 31, 2023

Data Collected on:
 1/20/2024

Section . Item 2.

	10/31/23			10/31/22			Uncollected	% Adj
	Budget - FY24	YTD	Percent	YTD	INC/(DEC)			
General Fund Revenues								
General Sales Tax	\$ 3,300,000	\$ 873,561	26%	\$ 980,189	\$ (106,628)	(1,483.18)	26%	
General Sales Tax - Remote	425,000	87,119	20%	38,986				
Alcohol Sales Tax	280,000	108,763	39%	119,021	(10,257)		39%	
Transient Lodging Sales Tax	120,000	65,288	54%	68,862	(3,574)	-	54%	
Gaming Sales Tax	65,000	12,530	19%	18,585	(6,056)		19%	
Tobacco Excise Tax	350,000	107,754	31%	130,203	(22,449)		31%	
Marijuana Excise Tax	90,000	31,023	34%	46,103	-		34%	
Business License	17,000	700	4%	1,425	-			
Penalty & Interest - Sales Tax	15,000	5,395	36%	4,143	1,252	-	36%	
Total Sales Tax	4,662,000	1,292,133	28%	1,407,518	(147,713)		28%	
Real Property Tax	2,460,000	2,474,896	101%	2,375,168	99,729	(1,254,520.84)	50%	
Personal Property Tax	555,000	567,181	102%	452,655	114,526	(206,240.00)	65%	
Penalty & Interest - Property Tax	70,000	30,149	43%	27,567	2,583		43%	
Total Property Taxes	3,085,000	3,072,227	100%	2,855,390	216,837		52%	
Telephone Gross Receipts State Tax	70,000	-	0%	-	-		0%	
Shared Fisheries	670,000	600,639	90%	696,572	(95,933)		90%	
Raw Fish Tax	30,000	-	0%	-	-		0%	
Community Sharing	75,352	-	0%	-	-		0%	
Payment in Lieu of Taxes (PILT)	460,000	522,976	114%	480,895	42,081		114%	
State Jail Contract	720,000	-	0%	-	-		0%	
Motor Vehicle Tax	25,000	5,136	21%	4,920	216			
Ambulance Fees	65,000	5,347	8%	23,988	(18,641)		8%	
Lease & Rental Income	35,000	3,640	10%	3,600	40		10%	
Admin Overhead	162,905	64,689	40%	64,760	(71)		40%	
PERS on Behalf	94,318	24,068	26%	31,224	(7,155)		26%	
PERS Forfeiture Fund	5,000	-	0%	704	(704)		0%	
Other Revenues	147,750	103,457	70%	57,557	45,901	-	70%	
Total	2,560,325	1,329,954	52%	1,364,220	(34,266)		52%	
Total	\$ 10,307,325	\$ 5,694,314	55%	\$ 5,627,127	\$ 34,858		41%	
Special Revenue & Other Funds Revenue								
Water	231,712	76,747	33%	82,719	(5,971)	(3,342.34)	32%	
Sewer	464,012	137,323	30%	153,661	(16,337)	(9,355.02)	28%	
Landfill	298,259	146,171	49%	143,594	2,577	(2,933.00)	48%	
Port - Dock	808,576	207,697	26%	539,991	(332,295)	(1,118.45)	26%	
Port - Harbor	142,999	39,528	28%	34,611	4,917	(8,774.00)	22%	
Asset Forfeiture Fund	2,000	193	10%	29	164		0%	
E-911 Service	65,000	22,905	35%	22,326	578		35%	

	<u>Budget - FY24</u>	<u>10/31/23</u> YTD	<u>Percent</u>	<u>10/31/22</u> YTD	<u>INC/(DEC)</u>	
Senior Center (Non-Grant)	45,615	9,477	21%	6,670	2,808	21%
Senior Center (Grant)	76,000	(332)	0%	26,999	(27,330)	0%
Library (Grants)	54,170	7,000	13%	42,939	(35,939)	13%
Debt Service	754,693	36,517	5%	-	36,517	5%
Mary Carlson Estate	4,000	6,987	175%	(588)	7,575	175%
Ambulance Rental	-	7,200		-	7,200	
Total	\$ 2,947,036	\$ 697,414	24%	\$ 1,052,951	\$ (355,536)	23%
Transfers						
<i>From General Fund to Other Funds</i>						
Landfill	1,014,850	168,358	17%	-	168,358	
Senior Center	286,949	41,324	14%	85,559	(44,235)	
Ambulance Reserve	56,000	4,813	9%	2,206	2,606	
Equipment Replacement	600,000	118,637	20%	-	118,637	
Capital Projects	557,334	-	0%	-	-	
Debt Service SRF Loans	53,050	-	0%	-	-	
Debt Service Streets Bond	221,750	26,858	12%	-	26,858	
Debt Service Firehall Bond	44,000	12,000	27%	-	12,000	
Debt Service School Bond	319,307	-	0%	-	-	
<i>From Dock Fund to Harbor Funds</i>						
Port - Harbor	189,853	-	0%	17,388	(17,388)	
Port - Harbor - Ice Machine	18,200	-	0%	-	-	
Port - Harbor - Bathhouse	18,300	-	0%	-	-	
<i>From Department to Department</i>						
Transfer from E911 to Dispatch	63,916	19,197	30%	10,275	-	
Transfer from Carlson Estate to Library	4,000	1,332	33%	-	-	
Transfer from Wastewater to Water	28,471	1,808	6%	-	-	
Total	\$ 3,475,980	\$ 394,327	11%	\$ 115,428	\$ 266,836	
Total Revenues & Transfers	\$ 16,730,341	\$ 6,786,055	41%	\$ 6,795,506	\$ (53,842)	

City of Dillingham
Unaudited Revenues and Expenditures As of October 31, 2023

Data Collected on:
1/20/2024

Section . Item 2.

	<u>Budget - FY24</u>	<u>10/31/23</u>	<u>Percent</u>	<u>10/31/22</u>	<u>INC/(DEC)</u>
		<u>YTD</u>		<u>YTD</u>	
EXPENDITURES:					
General Fund Expenditures					
City Council	\$ 100,600	\$ 26,091	26%	\$ 45,536	\$ (19,445)
City Clerk	151,607	32,485	21%	54,935	(22,450)
Administration	837,368	100,474	12%	151,208	(50,734)
Finance	1,098,392	350,005	32%	289,553	60,452
Legal	65,000	34,606	53%	30,393	4,213
Insurance	328,100	111,901	34%	90,930	20,970
Planning	332,485	70,483	21%	57,683	12,800
Foreclosures	9,000	53	1%	3,123	(3,070)
IT	301,300	63,949	21%	96,236	(32,287)
Public Safety Administration	299,928	64,028	21%	73,510	(9,482)
Dispatch	632,935	191,971	30%	158,073	33,898
Patrol	1,593,836	300,155	19%	296,935	3,220
Corrections	826,289	317,450	38%	115,032	202,418
DMV	72,661	25,682	35%	20,905	4,777
Animal Control Officer	131,541	46,163	35%	40,973	5,190
Fire	518,639	168,758	33%	143,255	25,503
Fire Department Donation	15,000	69	0%	193	(124)
EOC	-	-		0	-
Public Works Administration	439,456	38,439	9%	40,631	(2,192)
Building and Grounds	408,592	102,748	25%	51,039	51,709
Shop	636,118	99,867	16%	144,926	(45,059)
Street	551,739	172,856	31%	63,209	109,647
Library	192,485	57,481	30%	62,690	(5,209)
Grandma's House	0	11,263		0	
City School	1,700,000	425,695	25%	650,000	(224,305)
Transfers to Other Funds	3,153,240	381,419	12%	87,766	293,653
Total	\$ 14,396,311	\$ 3,194,087	22%	\$ 2,768,732	\$ 414,092

City of Dillingham
 Unaudited Revenues and Expenditures As of October 31, 2023

Data Collected on:
 1/20/2024

Section . Item 2.

	<u>Budget - FY24</u>	<u>10/31/23</u> YTD	<u>Percent</u>	<u>10/31/22</u> YTD	<u>INC/(DEC)</u>
<u>Special Revenue Funds Expenditures</u>					
Water	260,183	78,556	30%	62,132	16,424
Sewer	332,054	133,131	40%	70,009	63,122
Landfill	1,313,109	314,530	24%	125,363	189,166
Port - Dock	1,150,212	383,403	33%	518,625	(135,221)
Port - Harbor	369,352	120,911	33%	166,202	(45,291)
Asset Forfeiture Fund	2,000	-	0%	-	-
E-911 Service	63,916	19,197	30%	10,275	8,922
Senior Center (Non-Grant)	332,564	50,911	15%	126,446	(75,535)
Senior Center (Grant)	76,000	37,763	50%	1,604	36,159
Library (Grants)	54,170	12,137	22%	41,541	(29,404)
Mary Carlson Estate	6,255	2,090	33%	601	1,489
Ambulance Reserve Fund	20,000	1,480	7%	800	680
Debt Service SRF Loans	53,050	-	0%	-	-
Debt Service School Bond	1,064,000	-	0%	947,875	(947,875)
Debt Service Firehall Bond	44,000	12,000	27%	12,500	(500)
Debt Service Streets Bond	231,750	63,375	27%	65,875	(2,500)
Equipment Replacement	600,000	-	0%	159,076	(159,076)
Total	\$ 5,972,615	\$ 1,229,483	21%	\$ 2,308,924	\$ (1,079,441)
	\$ 20,368,926	\$ 4,423,570	22%	\$ 5,077,656	\$ (665,349)
Net Increase (Decrease) to Fund Balances	\$ (3,638,585)	\$ 2,362,484		\$ 1,717,850	\$ 611,507

	<u>Budget - FY24</u>	<u>10/31/23</u> YTD	<u>Percent</u>	<u>10/31/22</u> YTD	<u>INC/(DEC)</u>
Grant & Bond Revenues					
ANTHC-Lagoon	-	-		152,721	(152,721)
EPA Snagpoint Erosion Grant	1,000,000	-	0%	-	-
COVID - CARES & ARPA & LGLR	1,900,000	2,057,509	108%	1,028,789	1,028,720
SRF Loan - Lagoon Aeration	670,000	-	0%	-	-
SRF Loan - Waterfront	88,125	-	0%	-	-
SRF Loan - Water	30,000	-	0%	-	-
SRF Loan - Wastewater	100,000	-	0%	-	-
Southern Region EMS	-	-		360	(360)
SOA-DOH Grants	210,250	-	0%	-	-
Curyung-Ice Machine	-	(1,324)		(190)	(1,134)
BBEDC Intern Program	112,201	-	0%	17,058	(17,058)
BBEDC Training Reimb	-	-		-	-
BBEDC Pass Thru	-	-		-	-
BBNC Training Reimb	-	-		-	-
Bond Investment Income	-	-		11,687	(11,687)
Total	\$ 4,110,576	\$ 2,056,186	50%	\$ 1,195,102	\$ 861,084
Grant & Bond Expenditures					
ANTHC-Lagoon	-	-		146,538	(146,538)
EPA Snagpoint Erosion Grant	1,000,000	-	0%	-	-
State Public Safety	-	-		-	-
COVID - CARES & ARPA & LGLR	1,900,000	10,998	1%	235,733	(224,735)
SRF Loan - Lagoon Aeration	670,000	-	0%	-	-
SRF Loan - Waterfront	88,125	-	0%	-	-
SRF Loan - Water	30,000	-	0%	-	-
SRF Loan - Wastewater	100,000	-	0%	-	-
Southern Region EMS	-	-		360	(360)
SOA-DOH Grants	210,250	-	0%	-	-
Curyung-Ice Machine	-	107		604	(497)
BBEDC Intern Program	112,201	36,412	32%	26,120	10,293
BBEDC Training Reimb	-	10,350		9,099	1,251
BBEDC Pass Thru	-	-		-	-
BBNC Training Reimb	-	10,350		-	10,350
Total	\$ 4,110,576	\$ 68,217	2%	\$ 501,296	\$ (433,079)
	\$ -	\$ 1,987,969		\$ 693,806	\$ 428,005

City of Dillingham
 Unaudited Revenues and Expenditures As of October 31, 2023

Data Collected on:
 1/20/2024

Section . Item 2.

	<u>Budget - FY24</u>	<u>10/31/23</u> YTD	<u>Percent</u>	<u>10/31/22</u> YTD	<u>INC/(DEC)</u>
Capital Project Funds Revenues					
Investment Income	-	-		-	-
Insurance Proceeds - Firehall	-	-		57,015	-
Insurance Proceeds - Landfill Shop Fire	-	-		214,490	(214,490)
Total	\$ -	\$ -		\$ 271,505	\$ (214,490)

	<u>Budget - FY24</u>	<u>10/31/23</u> YTD	<u>Percent</u>	<u>10/31/22</u> YTD	<u>INC/(DEC)</u>
Capital Project Funds Expenditures					
Major Building Maintenance	400,000	9,429	2%	-	-
Water Improvements	-	-		-	-
WasteWater Improvements	-	-		-	-
Sewer Lagoon Aeration	557,334	-	0%	-	-
Other Lift Station	-	-		-	-
Fire Dept Water Damage Repair	-	-		-	-
Landfill New Cell	-	-		-	-
Landfill Shop Fire	-	-		-	-
Landfill Groundwater Well	-	-		-	-
Bingman-Harbor cleanup	-	-		-	-
Total	\$ 957,334	\$ 9,429	1%	\$ -	\$ -
	\$ (957,334)	\$ (9,429)		\$ 271,505	\$ (214,490)

	<u>Budget</u>	<u>Actual</u>
General Fund Revenue	\$ 10,307,325	\$ 5,694,314
Special Fund Revenue	\$ 2,947,036	\$ 697,414
Transfers In	\$ 3,475,980	\$ 394,327
Grant and Bond Revenue	\$ 4,110,576	\$ 2,056,186
CIP Revenue	\$ -	\$ -
	\$ 20,840,917	\$ 8,842,240
General Fund Expenditures	\$ 14,396,311	\$ 3,194,087
Special Fund Expenditures	\$ 5,972,615	\$ 1,229,483
Grant and Bond Expenditures	\$ 4,110,576	\$ 68,217
CIP Expenditures	\$ 957,334	\$ 9,429
	\$ 25,436,836	\$ 4,501,216
Net Increase (Decrease) to Fund Bal	\$ (4,595,919)	\$ 4,341,024

Mayor
Alice Ruby

City Manager
Kimberly Johnson



Dillingham City Co

Section . Item 2.

Bertram Luckhurst
Michael Bennett
Steven Carriere
Curt Armstrong
Kaleb Westfall

MEMORANDUM

Date: January 25, 2024
To: Kimberly Johnson, City Manager
From: Patty Buholm, Planning Director
Subject: January 2023 Monthly Report

Acknowledgements and Recognitions: Thanks to Myrtice Evault for her continued location of important documents for the City of Dillingham. Myrtice is continuing to organize documentation that has not previously been readily available or identified where their storage location is. Thanks to Dan Decker for his input on records retention and assisting with creating space for the Planning Department records.

Department Accomplishment and Opportunities: The Planning Department is committed to organizing all the records in a more organized, understandable file system, and available to complete research. It would be beneficial to electronically scan and save them electronically, however that is a large project for which we are not currently prepared.

Projects – Progress and Public Impacts: I have been working with several individuals to subdivide their lands. There are a total of four landowners that I am actively working with currently as their wish is to subdivide. Public Hearings will be held in March 2024 at the Planning Commission Meeting for some of the lots as there are some documentation errors that need to be corrected prior to Public Hearings.

The Planning Commission met on 1/17/24. During this meeting, the Planning Commission welcomed Sue Isaacs and Jennifer Evridge back onto the Commission as appointed by Mayor Alice Ruby in the City Council meeting on 1/11/24. During this Planning Commission meeting, officer elections were held. The Planning Commission Chair elected was Kaleb Westfall and the Planning Commission Deputy Chair being Michael Bennett. Prior to the meeting a workshop was held for the two properties: Parcel # 2-200-510, 1000 Kakanak Road (aka Bingmans) and Parcel # 2-213-160, 308 Central Ave. (aka Carlsons). This presentation was given to the Council members previously.

Agnew::Beck was also available to update the Commissioners on the progress of the City of Dillingham Comprehensive Plan update. The new projected completion date is set for April 2024.

I have been communicating with Bristol Engineers and the DEC of Cell 3 Expansion other items for Landfill compliance (location of fish waste bin). In communication with BBNC and Choggiung Limited, the city will be able to purchase the stripped overburden from the pit located closest to the landfill at a reduced rate. I will be requesting for donation of gravel and materials that is offered through BBNC for region area projects, for the expansion of cell three at the Landfill.

Upcoming Calendar Items: I will be attending the FEMA NFIP course training February 27 – March 1, 2024, in Anchorage. I will be attending the ANCSA Workshop March 13-15 in Anchorage. Public Hearings will be announced once all paperwork is completed and submitted by landowners.

Public Feedback: The most notable remark is the removal of new stop signs that have been put in place by previous downtown projects. I am actively planning the removal of two stops signs in the downtown area with two additional stop signs to be removed later.

List of Attachments: Agnew::Beck Comprehensive Plan update 1/05/24.

Memo

To: Patricia Buholm, Dillingham City Planner
 cc: Dillingham Planning Commission
 From: Agnew::Beck Consulting
 Date: January 4, 2024
 Re: **Dillingham Comprehensive Plan Update**

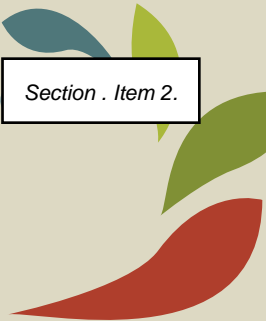
Project Timeline

As we have extended the contract period of performance, we are now aiming to complete the comprehensive plan update by this spring.

- **January:**
 - Complete contextual research and analysis.
 - Prepare for public workshop.
- **February-March:**
 - Public workshop to review goals, strategies and actions and identify overall community priorities.
 - Strategies and actions will be identified as City-led or Partner-led to help City staff, Council members and Commissioners focus on a more manageable set of priorities.
- **March-April:**
 - Assemble full draft update of the Comprehensive Plan.
 - Public Review and Approvals process.

Status of Public Input to Date

- **Public Input Form:** 71 responses
- **Interviews:**
 - 8 interviews completed with representatives of Dillingham educational institutions, seafood industry, BBNA and Tribes, landowners and/or land managers, and a mix of recent and long-time community members.
 - 2-3 interviews in process of scheduling/conducting but not completed with representatives of the Dillingham Fire Department, community healthcare and social services.
- A summary of public input to date is provided as Attachment A.



Dillingham Comprehensive Plan Update Community Input Summary to Date

updated January 3, 2024 – ATTACHMENT A

Process

Public Input Form

A public input form was distributed to the community via online survey format and hard copy format in mid-October and was open until December 1st, 2023. The form asked respondents to provide open-ended comments about which 2010 Comprehensive Plan topics should be prioritized over the next 10-20 years. The Comprehensive Plan topics include:

- | | |
|-------------------------|-------------------------------------|
| 1. Land Use and Housing | 5. Energy |
| 2. Transportation | 6. Community Wellness and Education |
| 3. Waterfront | 7. Public Facilities and Services |
| 4. Economic Development | |

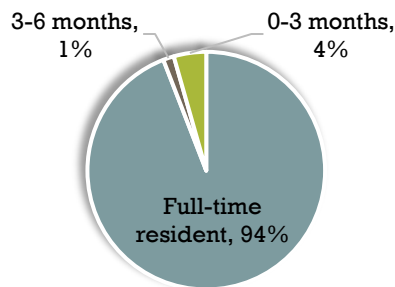
Respondents were also asked to provide the average time they spend in Dillingham each year.

Interviews

To date, eight interviews have been conducted with stakeholders from Dillingham educational institutions, the seafood industry, BBNA and Tribes, landowners and/or land managers, and a mix of recent and long-time community members. Interviewees were asked to provide information about Dillingham accomplishments, quality of life, and the biggest challenges, opportunities, and priorities they see today and over the next 10-20 years. They were also asked whether they are familiar with the 2010 Comprehensive Plan and to share ideas about creatively engaging the community during the current update process.

Response Summary

71 individuals provided feedback using the Public Feedback Form and 25 individuals provided feedback through interviews – **95 respondents total**. Nearly all who provided feedback using the Public Feedback form did so online. The vast majority of Public Input Form respondents indicated that they lived in Dillingham year-round.



Themes

Approximately 417 comments from 95 individuals were received from the Public Input Form and interviews. The main themes of all topics have been summarized below. Housing affordability and availability were the top concerns among respondents, which also impact community wellness and education, economic development, and public facilities and services.

Topics - Main	#Comments
Land Use & Housing	75
Community Wellness and Education	74
Public Facilities and Services	71
Economic Development	60
Transportation	33
Waterfront	19
Energy	17
Comp Plan Process	25
Vision	10
Accomplishments	8
Quality of Life	25
Total	417

Top Comprehensive Plan Themes

(Public Form and Interviews, 349 responses total)

Topic	Key Themes
Land Use & Housing 66 responses related to Housing	<ul style="list-style-type: none"> • Affordable housing stock was the top concern for most respondents. • Lack of housing prevents workforce development, especially in the education sector. Housing was cited as the primary reason that teacher recruitment and retention is so difficult in Dillingham. Many positions in the workforce are vacant because they cannot find a place to live. • There is a sense that housing challenges are partially to blame for outmigration and that the younger population will move to other cities where affordable housing can be found. • Respondents felt that the City could help by: <ul style="list-style-type: none"> ○ simplifying the permitting system and reducing unnecessary regulations that prevent development and affordable housing types; ○ document vacant city-owned property to determine appropriate land uses; ○ updating the floodplain information for the downtown area; ○ incentivizing housing projects through property tax reductions or city land sales at reduced prices, earmarked for housing developments; and

Topic	Key Themes
	<ul style="list-style-type: none"> ○ increase collaborative efforts with other agencies (such as BBHA, BBAHC, BBNA, and the School District), land managers, banks and contractors to create holistic solutions. ● Regarding other land use topics, respondents expressed concern about the effects of erosion, invasive species control, site control for developments to protect fish habitat, and abandoned buildings that cause blight and potential environmental harm.
<p>Community Wellness & Education 49 responses related to Wellness, 19 responses related to Education</p>	<ul style="list-style-type: none"> ● Respondents commented on the need for a multi-purpose building for adult and youth activities, fitness options, meeting space, and event space. ● There was broad recognition that many Dillingham residents suffer from mental health and addiction illnesses, but disagreement about the primary cause. Respondents suggested that prioritizing support services in health care, housing, and public safety are needed. Others suggested that more activities for younger residents would decrease instances of drug abuse. Many recommended more robust collaboration efforts between the City and support services. ● Elder care was an important topic for some respondents, noting the loss of Grandma’s House (MEAL) and long-term doctors at the hospital. Many see Elders leaving Dillingham for better assisted living options and understand that the aging population will continue to grow over the next decade. ● Lack of childcare options for families with young children was observed. ● Topics related to teacher recruitment and retention were the largest concerns related to education in Dillingham. Some listed housing as the main barrier, while others focused on the decline in school population. ● There are less than 400 students in the school district, which is the lowest enrollment in at least 20 years. The government may take back one-third of the district’s funding because of the low enrollment. School population decline is attributed to outmigration, privatization, and increased homeschooling enrollment. ● Many expressed praise for the school system, despite the lack of resources, especially in its effort to build partnerships with other agencies. ● Respondents suggested increasing education and training opportunities for trades to support/increase the local workforce.
<p>Economic Development 60 responses</p>	<ul style="list-style-type: none"> ● Respondents generally agreed that the cost of living in Dillingham is a major barrier to growing the economy, though many believed that there was little that could be done to improve it. ● 17 respondents commented on taxation as it relates to the fishing industry, small business development, and housing. There was general consensus that taxes are needed in order to fund and improve Dillingham’s infrastructure, but no consensus about precisely which taxes should be increased or created. <ul style="list-style-type: none"> ○ Many commented that the property tax is a hindrance to small businesses. They suggested relaxing taxes or creating other

Topic	Key Themes
	<p>incentives for needed services in Dillingham, like restaurants, fishing supplies and services, veterinarians, and mechanics.</p> <ul style="list-style-type: none"> ○ Some supported implementing a raw fish tax or onshore fish processing tax, while others feared it would drive processors to communities with better infrastructure and/or lower taxes. ○ Some suggested finding ways to increase taxes on non-residents. ○ Many suggested providing tax breaks to those who would develop housing in Dillingham. <ul style="list-style-type: none"> ● Many supported the fishing industry and noted it is recently impacted by world affairs and politics. Last year, they were paid \$0.50 per pound. ● Some noted that there are many open jobs in the community that are not being filled. Low wages, discrimination, mental illness and addiction, and seasonal employment from fishing could be possible deterrents to year-round jobs. ● There was general support for an expanded tourism/eco-tourism sector to diversify the economy, encourage beautification of the city, protect the environment, and improve the quality of life for residents. ● Some respondents support finding ways to keep the workforce local, such as using the local workforce to build housing and providing training opportunities for trades.
<p>Transportation 33 responses</p>	<ul style="list-style-type: none"> ● Many respondents praised recent improvements to the roads but reinforced the importance of year-round road maintenance and the development of new roads, such as paving Neqleq subdivision and Emperor Way, establishing an alternative route from downtown to Wood River Road via HUD road, and resolving Squaw Cr Road. ● 9 respondents expressed a need for a shuttle or transit service for residents (Elders, teachers, university students, seasonal employees, visitors, etc.), even if it only ran a few times per week. ● Praise was given to the City for providing more infrastructure for multimodal transportation, like bike paths and sidewalks, which are used frequently. Maintaining and extending active transportation infrastructure was requested. ● The lack of barge service was perceived as a main reason for the high costs of goods and services and a deterrent to developing new housing in Dillingham. ● One respondent requested a freight lane across the waterfront from Peter Pan to the City dock to avoid traffic in front of the AC store.
<p>Waterfront 19 responses</p>	<ul style="list-style-type: none"> ● Erosion was a top concern. Mitigation measures, like building seawalls, were suggested. ● Improving harbor facilities and management were recommended, including: <ul style="list-style-type: none"> ○ Utilizing the Bingman property as a Seafood Innovation Center or a multi-use retail space with a boardwalk. ○ Moving the food vendors away from the busy driveway.

Topic	Key Themes
	<ul style="list-style-type: none"> ○ Opening more boat launch ramps. ○ Parking enforcement. ○ Restroom maintenance. ○ Waste management, especially for disposed oils that tend to leak near the bins. ○ A running ice machine. ○ Better fire suppression hydrants. ○ Bring water and electricity to the south end of the harbor. ○ Maintain/pave the City dock surface; equipment is easily damaged. ● Some perceive conflicts with those that use the waterfront as a 'working waterfront' and those who would like to use it more for community gathering spaces and celebrations. (Many working harbors, like those in Sitka, Alaska, have found ways to create community spaces without conflicting with industry or subsistence uses.) ● Respondents would like to improve the waterfront for community spaces see the waterfront as a focal point of the community and a source of pride/identity. Utilizing the Bingman property as a Seafood Innovation Center or a multi-use retail space with a boardwalk or coastal trail was suggested.
<p>Energy 17 responses</p>	<ul style="list-style-type: none"> ● Many respondents recognized that the community is heavily reliant on diesel for fuel and support options for expanding renewable, sustainable energy infrastructure. <ul style="list-style-type: none"> ○ Some suggested incentives for small-scale alternative energy solutions, such as community-wide grants for solar and wind initiatives. ○ There may be opportunities for the City to collaborate with the UAF Bristol Bay Campus on other initiatives through existing programs. ○ Some City-owned buildings could be more energy-efficient and be modified for solar electricity where appropriate. ○ Others suggested installing EV charging stations and replacing City vehicles with electric vehicles when appropriate. ● Many respondents supported the Nushagak Electric and Telephone Cooperative's initiatives to develop hydro power and expand fiber optics for the region. Some noted that expanding fiber optics may benefit economic development by allowing more remote workers to live in Dillingham.
<p>Public Facilities & Services 71 responses</p>	<ul style="list-style-type: none"> ● Many respondents expressed dissatisfaction with the City and perceive that the community has a negative view of the City (29 responses). Respondents suggested that the City should: <ul style="list-style-type: none"> ○ Find solutions by building partnerships. Collaborate with keystone organizations, Tribal entities, educators, contractors, and neighborhoods. Support community initiatives that other agencies lead. Find a way to stimulate the volunteer core. (17 responses)

Topic	Key Themes
	<ul style="list-style-type: none"> ○ Recruit and retain employees by paying a fair wage and reviewing the City’s structure and processes. The turnover is disruptive to providing consistent services. (10 responses) ○ Emphasize public relations. Create an engagement plan to improve transparency about decisions. Involve the community in decisions, especially working families who may not be able to attend meetings. Provide more education about what the City does and how it works. (8 responses) ○ Focus on deferred maintenance, asset management, and low maintenance solutions. ○ Prioritize actions. ● Public safety comments (8): <ul style="list-style-type: none"> ○ Some respondents remarked that they do not call the police in dangerous situations because the police will either make things worse or not respond. ○ Improve or build a new police station and jail. ○ Improve police action on petty crimes (vandalism and theft) that occur on boats over winter, boat storage areas, and the harbor. ○ Promote fire mitigation programs and projects. ○ Promote the numerous training opportunities that Fire/EMS conduct to increase volunteers and provide education. ● Utility comments (7): <ul style="list-style-type: none"> ○ The sanitation services need to be improved; many components of the 20-year-old master plan are out of date. ○ Extend sewer and water where possible. Septic is always backing up at HUD. ○ Protect the sewage lagoon. ○ Expand water and sewer to the airport. ○ Improve drinking water. ● Eight respondents commented about the declining condition of the landfill. While some improvements have been made in the past few years, they perceive that it is not yet improved to the quality it was 15 years ago and that the City is mainly responsible. Respondents recommended: <ul style="list-style-type: none"> ○ Maintaining the landfill to meet ADEC Solid Waste requirements. ○ Having clear and well-maintained areas for recycling. ○ Covering waste daily and installing bear-proof fencing. ○ Prioritizing fire prevention. ○ Convert the incinerator burner to used waste oil instead of buying diesel.

Other Themes:

(Public Form and Interviews, 68 responses total)

The Comprehensive Planning Process

- Public engagement ideas:
 - *Increase opportunities for youth to be engaged. We can slow outmigration if we engage kids now. If kids feel like they're heard, they will feel like they have buy-in. Ask what they consider "fun."*
 - *Townhalls and public workshops; incentivize attendance with gift cards and door prizes.*
 - *Lunch-and-Learns at the University.*
 - *Public radio.*
 - *Choggiung Ltd. Board meeting in June.*
 - *Piggyback on other events, have staff there to discuss the plan and process.*
 - *Talk to small business owners - ones that still have business and ones whose businesses have closed. Ask about challenges.*
 - *Leave materials at the post office.*
- Content:
 - *Make it a shorter plan, easily digestible, accessible*
 - *Use definable metrics in the goals and actions. The 2010 plan doesn't do that, so it's difficult to know whether or not it has happened.*
 - *Track it yearly.*
 - *Make goals attainable. Most comp plan goals don't get accomplished because they entity doesn't have enough control of the outcomes.*
 - *Prioritize goals; make sure they connect with what really matters. The City is talking about planter boxes, but the dump and lagoon are in dire straits.*
 - *Include the inventory that was taken of the City's assets and facilities. It was well-documented and would be a really good idea to keep updated and make transparent so the public can track changes.*
 - *More emphasis on leadership roles and partnerships.*
- Process:
 - *Put the plan online, where the public can reach it. A way for the public to comment through the whole process, not just the planning process.*
 - *Track it yearly.*
 - *Have leadership meetings every couple of months to check in. The City seems to sit out of the regional meetings. Require an annual review by City Council.*

Vision for the Future:

- *Dillingham has the potential to be a great little city again, to be a place where people want to live and stay.*
- *Make a "greener" connection easier for residents of Dillingham.*
- *There is no more sense of community here. People come and go after a year or two. It is so expensive. If you're not from here, why would you stay?*

- *There are so many great and caring people in the community that want to do great things, but it is going to require the City and other agencies like BBEDC to take more initiative in finding ways to bring in the resources for the collective community instead of individuals all struggling on their own to fix individual problems.*
- *We must build the groundwork to support people who can support themselves. This starts with the basics. Housing, food and economic security etc.*
- *Dillingham is a beautiful community, and we need to help revive all these aspects and bring more for our youth and elders to be a part of. All while preserving the subsistence way of life and traditional values.*
- *Unless we as a community change, this town will continue to degrade. We need something to be proud of, something that, as a community, we can call our own. A morale booster, and a motivator. And we need it sooner than 10 years. School partnership with BBRCT program and literacy program. Youth are trained in high school to take the open positions. All four school districts in partnership. It grows a local work force through vocational education.*
- *We need to make Dillingham more appealing. The more residents we get, the more opportunities for small businesses to start back up, like restaurants. Make this town alive again.*

Accomplishments

- *Afterschool programs (more tutoring, food services, transportation, culture integration).*
- *School partnership with BBRCT program and literacy program. Youth are trained in high school to take the open positions. All four school districts in partnership. It grows a local work force through vocational education.*
- *BBEDC youth hiring. There is funding for local youth experience in the local workforce, which helps keep youth in our community. Same with the ANSEP program, which helps recruit FWS workforce.*
- *The school district has aggressively gone for education grants (State and Federal) to provide additional books (every child gets two books each month), staff for literacy, mental health and SEL programming, mental health counselors, partnerships to support students, preschool.*
- *BBNA Rebuild partnership w/DCSD – Piloted in 2014.*
- *Road improvements.*
- *Bike trail. Many community members advocated for it (it wasn't in the plan), and it has been wonderful for kids and families.*
- *High praise for community outreach during the pandemic; the City's partnership with the hospital.*

What People Love About Dillingham

- *I enjoy that Dillingham is a small town. It's easy to be involved with the community here. I appreciate the environment, subsistence resources, opportunity to enjoy the outdoors, the hospital here. Without the hospital, I wouldn't be able to live here. The school system is as good or as challenging as a family wants it to be. Facilities and basic infrastructure are good.*
- *The Yup'ik culture.*
- *Dillingham provides broader opportunities for different recreation and outdoor interests (hiking, fishing, hunting, trapping).*

- *People come together when there are hardships.*
- *Close knit support system.*
- *Having a public library, museum, and a University of Alaska campus in town is really great.*
- *The SAFE shelter.*
- *BBNA as a tribal arm for social services.*
- *Wonderful organizations working out of Dillingham.*
- *The people and the children.*
- *The people and relationships with small businesses.*
- *It's my home.*
- *Sense of community.*
- *The subsistence lifestyle.*
- *Alice Ruby.*
- *Everyone is like family. Going to the grocery store, I know everybody. It brings me joy to be close.*
- *Beauty and diversity. The Russian fleet that comes in the summer, the people from Croatia and Mexico for the canneries. Close knit families. Healthy rivalry between villages and sports. The King Run.*
- *"This is the place that has always been."*

Mayor
Alice Ruby

City Manager
Kimberly Johnson



Dillingham City Co

Section . Item 2.

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

MEMORANDUM

Date: 1-25-24
To: Kimberly Johnson, City Manager
From: Anders Johnson Public works Foreman
Subject: Monthly Report

Acknowledgements and Recognitions:

Department Accomplishment and Opportunities:

- Guys working hard to keep streets open, graded & sanded
- Getting parts ordered to keep equipment working

Projects – Progress and Public Impacts:

- Chief of police asked for either old car 97 or 94 back into service

Upcoming Calendar Items:

- Help with the Harbor ramps repair

Public Feedback:

- Public happy with how roads have been & staying sanded

List of Attachments:

-



MEMORANDUM

DATE: 01/24/24
TO: City Manager and City Clerk
FROM: 01/01/24 to 01/24/24
SUBJECT: Police Department Report

STAFF REPORT

The Dillingham Police Department:

The police department is needing to 2 new snow machines to replace the 2 old snow machines which were sold at the Mayors sale. The City of Dillingham has properties which can only be accessed by off road vehicles such as snow machines and ATVs. The snow machines will help the police department reach places which patrol vehicles are not able to go. The snow machines can also be used for search and rescue if needed.

The Police Department is in need of more patrol vehicles as soon as possible. Our current patrol vehicles are showing signs that it is time to replace them and are beginning to have more problems. We also do not have any spare police vehicles if any of the current vehicles break down.

The Police Departments current heating system is having trouble keeping the building warm. We are having to run several space heaters 24_7 to have the building kept somewhat warm in this cold weather. The Police Department building is just old and does not hold heat well.

Patrol Department:

Currently has 10 officers which includes: 9 Patrol Officer and 1 Animal Patrol Officer

-6 resident officers, Acting Chief Craig Maines, Officer Aquila Kapotak, Officer Dillyn Rodriguez, Officer David Tanner, Officer James Chillemi, and Animal Officer Cody Hertzberg.

-4 rotating officers which include, Officer Douglas Johnson, Officer Tracy O'Malley, Officer George Head and newest Officer Andrew Breda

-Officer Rodriguez will be resigning from the Police Department and last day is 01/26/24. This will bring us back down to 9 Officer

Between 12/31/23 to 01/24/24 the Police Department have received 242 calls for service which included animal calls, medical calls, Traffic calls, Disturbances, Security Checks, Welfare Checks, and Criminal Investigations.

-4 individuals placed in T-47 custody

- 6 individuals arrested for criminal investigations/warrants.
- 5 criminal investigations
- 34 Citations (Criminal/Traffic)

Dispatch Dept.:

Currently has 5 Dispatchers, which includes the Supervisor.

-Chelsea Wassily, continues part-time to provide work coverage when needed/available.

From 01/01/2024 to 01/24/2024 the Dillingham Police Dispatch has handled 777 incoming calls, 52 of those calls were 911 emergency calls. Out the 777 calls, 242 of those were calls for service which officers responded.

Corrections Dept.:

Jail is open with 5 officers at this time which includes the Corrections Sergeant.

Jacy Olsen has put in his two weeks' notice as of Jan 25th.

Caleb Kapotak is attending the Corrections Academy in Palmer

From 01/01/24 thru 01/24/24 there were:

22 inmates held in the Dillingham Jail Facility.

4 individuals under the Alaska Statutes T-47 protective custody.

Total Number of Man-Days Served: 115

Projects:

Glass has been ordered for the cell windows that need fixed. Will be repaired when the materials arrive.

Non secure bolts will be replaced with secure bolts when available. Bolts have been ordered.

Toilet for cell #6 has been repaired and is back in operation

Lighting in dayroom #1 and cell 3 will be fixed asap

Cell door #3 has been repaired.

Visitation door has been repaired and is functional at this time.

New keys for doors need to be made.

Facility Needs:

Cell #5 door and frame will be replaced soon but is currently usable.

Animal Control:

From 01/01/24 to 01/24/24 Officer Cody Hertzberg has responded to 41 Animal Control calls and has impounded 18 Dogs. Officer Hertzberg has issued 5 citations this month.

Currently 9 of the dogs are in protective custody. Part of the 9 are litter of puppies that were just seized and are just over one day old.

NEEDS:

New Truck outfitted for Animal Control / Police needs.

1 or 2 extra strictly animal control officer to help cover weekends and possible night duties as well as keeping the shelter clean and taking care of the animals. Having another person will help so Officer Hertzberg can have a day off and keep the shelter clean as well as dealing with the tremendous animal problem in Dillingham.

DMV:

For the period of January 01, 2024 to January 24, 2024
Division of Motor Vehicle

- 07 – Commercial D/L
- 20 – Driver License
- 04 – Identification Cards
- 00 – HC Permits (No Fee)
- 02 – Miscellaneous Fees
- 18 – Vehicle Registration
- 06 – Title / Lien
- 04 – Boat Registration
- 03 – Road Test

Customer Assist:

- 03 – License Services
- 12 – AK Written Test

EOR

Acting Chief Craig Maines

Mayor
Alice Ruby

City Manager
Kimberly Johnson



Dillingham City Co

Section . Item 2.

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

MEMORANDUM

Date: January 23, 2024
To: Kimberly Johnson, City Manager
From: Sonja Marx, Librarian
Subject: Monthly Report

Acknowledgements and Recognitions:

I want to thank the library staff for working together during my absence while I took time for medical and dental appointments during the end of December and the end of January in Anchorage, which included the arrival of our first grandson on January 16th. John and I missed the birth as he came 5 days earlier than expected, but we can be with the new parents now in Anchorage to help.

We also want to thank Jonas Tweet for working at the library after school and on Saturdays as one of the Library Aide/Clerks. His last day was December 30th. We wish the best for him in his senior year of high school and beyond as he goes to college.

Department Accomplishment and Opportunities:

Jenice Cox, one of our librarian assistants, took the opportunity to travel to Thailand over Christmas break. We are glad she had another overseas experience during her vacation for two weeks to expand her horizons. This semester, she doesn't have as heavy a school load, so she is able to work her full 30-hour-a-week position at the library, often six days a week, working longer for game nights on Fridays and every other Saturday.

All the library employees have been given online APEI training opportunities by the city. When accomplishing all these six APEI training courses, all staff will receive 8 hours of admin leave to use within a certain time period.

We continue to advertise for the 14-hour-a-week, part-time Library Aide/Clerk position.

Projects – Progress and Public Impacts:

We have received two bids for our internet service for FY25. We are in the process of selecting the internet provider for July 1, 2024 - June 30, 2025, and will file for Form 471 in February, if not sooner.

We had a great turnout for our Holiday Books & Cookies event on Wednesday, December 20th starting at 3 pm. The music teacher at the MS/HS, Jon Bell, provided live music for the occasion. It was a lot of fun for all as new holiday books purchased by the FOL were read while many decorated & ate cookies. Attached are some pictures from that event.

An open sign was purchased & placed in the window facing D Street West to bring attention to those going by, that the library is open. Please see attached pictures of this sign. You’ve probably already noticed it when driving by; it’s even highly visible during the day.

Upcoming Calendar Items:

The library will be closed for Presidents Day, Monday February 19th, 2024.

I will be on vacation for the first half of February, but back in time for the Library Advisory Board meeting scheduled for Wednesday, February 21st at 5:30 pm at the library.

Public Feedback:

Daily we are told how people appreciate the Dillingham Public Library in our community with all the features it provides, including internet and computer services.

List of Attachments:

Library Stats report for December 18th, 2023 – January 21st, 2024:

**Patron Visits: 485 Computer Use: 289 Wireless Use: 742
Story Hour: 15 Museum Use: 4 Game Night: 8
AWE Station Use: 0 Volunteer Hours Logged: 12**

The next Library Advisory Board meeting is scheduled for February 21st, 2024, at 5:30 pm in the library.

Game night continues every other Friday night.

The library was closed on Monday & Tuesday, January 1st and 2nd for the New Year’s holiday.

Welcome









FREE WIFI

Name: Library Patron
Password: DPL 2020
*There is a space in between "DPL" and "2020"

Contact Info

Front Desk Phone: 907-842-5000
Entryway Phone: 907-842-2022
Fax Number: 907-842-4257
Email:
Online Catalog:
http://www.dpl.org

RN











Mayor
Alice Ruby

City Manager
Kimberly Johnson



Dillingham City Co

Section . Item 2.

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

MEMORANDUM

Date: 1-17-24

To: Kimberly Johnson, City Manager

From: Pete Kapotak, Landfill Supervisor

Subject: Monthly Report

Acknowledgements and Recognitions:

- Good job to all those involved in keeping our landfill clean.
- **Department Accomplishment and Opportunities:**
- Keeping our garbage bins empty as needed, burn pile burned as it fills, metal pile cleaned and pushed back.
- Keeping our roads free from snow and cleared for customers can have access to the landfill.
- Keeping the garbage access road cleared, keeping the garbage pushed back where Dillingham Waste Management can have access to dump waste.

Projects – Progress and Public Impacts:

- Filling garbage dump area with gravel to level to continue filling with garbage.
- Looking into getting new bins, getting hook truck up and running (in process).
- Getting Cat Loader, Cat Dozer, Case Loader repaired before summer months.
- Planning on getting new fish holes dug for Salmon season.

Upcoming Calendar Items:

- Budgeting for equipment needed to continue to operate at Landfill.

c. Standing Committee Reports

PUBLIC HEARINGS

CITIZEN'S COMMENTS

ORDINANCES AND RESOLUTIONS

CITY OF DILLINGHAM, ALASKA**RESOLUTION NO. 2024-06****A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPOINTING KIMBERLY JOHNSON AS CITY MANAGER .**

WHEREAS, Kimberly Johnson has been the Acting City Manager since July 5th, 2023.

WHEREAS, On October 5th, 2023, the Dillingham City Council voted to appoint Ms. Johnson as the City Manager; and

WHEREAS, Dillingham Municipal Code (DMC) 2.21.030 provides the city manager shall be appointed solely on the basis of his or her executive and administrative qualifications, with particular reference to education, training, and experience as a professional municipal administrator. The council may set forth specific qualifications by ordinance; and

WHEREAS, no elected municipal official may be appointed manager sooner than one year after leaving elected office, except by a vote of three-fourths of the authorized membership of the governing body.; and

WHEREAS, On January 11, 2024, at the Regular City Council Meeting the City Council voted to suspend the one-year prohibition outlined in DMC 2.21.030 by at least three fourths of the authorized membership of the governing body; and

WHEREAS, Ms. Johnson's education and experience exceed the qualifications outlined in DMC 2.21.030; and

WHEREAS, Ms. Johnson's experience and qualifications qualifies her to fill the City Manager position; the appointment is for a period of three years; and

NOW, THEREFORE, BE IT RESOLVED:

That the City Council appoints Kimberly Johnson to the position of City Manager, pursuant to DMC 2.21.030, subject to the conditions of the attached Employment Contract. The appointment shall be effective January 11, 2024.

PASSED and ADOPTED by the Dillingham City Council on January 11, 2024.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Daniel E. Decker Sr, City Clerk

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2024-07

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL WAIVING THE ONE YEAR PROHIBITION ON A COUNCIL MEMBER SERVING AS CITY MANAGER.

WHEREAS, Dillingham Municipal Code (DMC) 2.21.030 provides the city manager shall be appointed solely on the basis of his or her executive and administrative qualifications, with particular reference to education, training, and experience as a professional municipal administrator. The council may set forth specific qualifications by ordinance; and

WHEREAS, no elected municipal official may be appointed manager sooner than one year after leaving elected office, except by a vote of three-fourths of the authorized membership of the governing body; and

WHEREAS, On February 1, 2024, at the Regular City Council Meeting the City Council voted to suspend the one-year prohibition outlined in DMC 2.21.030 by at least three fourths of the authorized membership of the governing body; and

NOW, THEREFORE, BE IT RESOLVED:

That the Dillingham City Council has waived the one-year prohibition outlined in DMC 2.21.030 allowing a former council member to serve as City Manager.

PASSED and ADOPTED by the Dillingham City Council on February 1, 2024.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Daniel E. Decker Sr, City Clerk

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2024-08

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPOINTING KIMBERLY JOHNSON AS CITY MANAGER .

WHEREAS, Kimberly Johnson has been the Acting City Manager since July 5th, 2023.

WHEREAS, Ms. Johnson’s education and experience exceed the qualifications outlined in DMC 2.21.030 and Ms. Johnson’s experience and qualifications qualifies her to fill the City Manager position; the appointment is for a period of three years; and

NOW, THEREFORE, BE IT RESOLVED:

That the City Council appoints Kimberly Johnson to the position of City Manager, pursuant to DMC 2.21.030, subject to the conditions of the attached Employment Contract. The appointment shall be effective February 1, 2024.

PASSED and ADOPTED by the Dillingham City Council on February 1, 2024.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Daniel E. Decker Sr, City Clerk

EMPLOYMENT AGREEMENT

THIS AGREEMENT made and entered into this 1st day of February, 2024, by and between the City of Dillingham, Box 889, Dillingham, AK 99576 ("**CITY**") and Kimberly Johnson, P.O. Box 653 Dillingham Ak, 99576 ("**MANAGER**" or "Ms. Johnson"). Effective February 1, 2024 ("Effective Date").

WITNESS: For and in consideration of the mutual covenants contained in this Agreement, the City of Dillingham agrees to retain Ms. Johnson as its City Manager under the terms and conditions set forth below:

1. Duties and Nature of Employment.

(a) **CITY** agrees to continue to employ Ms. Johnson, and Ms. Johnson agrees to be employed by the **CITY** in the position of City Manager. Ms. Johnson is an at-will employee who serves at the pleasure of the City Council. Ms. Johnson is an administrative or executive employee and is not entitled to receive overtime compensation.

(b) Ms. Johnson shall perform all duties and functions assigned to the **MANAGER** by law or ordinance, and such other duties and functions as the City Council shall from time to time prescribe.

2. Salary. The **CITY** agrees to pay **MANAGER** for her services an annual salary of \$149,500 payable in the same installments as other employees of the **CITY**.

3. Performance Evaluation. No later than November 1 of each year during the term of this Agreement, **MANAGER** shall remind the City Council of the need to begin a performance evaluation. No later than January 15, the City Council shall begin a performance evaluation. No later than February 15 the City Council shall discuss the completed performance evaluation with Ms. Johnson and discuss with Ms. Johnson whether salary should be adjusted. **MANAGER** may request one additional evaluation each year to assist her with fulfilling the **CITY's** expectations.

4. Term.

(a) **MANAGER** shall begin employment pursuant to the terms of this Agreement on the Effective Date.

(b) This Agreement shall expire February 1, 2027.

(c) This agreement may be extended for one year intervals on same terms and conditions agreed to in writing by **CITY** and **MANAGER** or with other such terms and conditions as agreed to by **CITY** and **MANAGER**, including, but not limited to,

salary increase.

5. Termination of Agreement.

(a) The City Council may terminate the **MANAGER** at any time, for any reason or for no reason, by delivering to the **MANAGER** written notice of termination. In the event of termination other than for good cause and with less than sixty (60) days advance notice, the **CITY** shall pay to **MANAGER** as severance pay an amount equal to three months' salary in lieu of any and all other damages or money that **MANAGER** might claim. However, upon expiration of the term of this Agreement or if the **MANAGER** is terminated for good cause, the **CITY** shall not pay severance pay to the **MANAGER**. For this purpose the term good cause shall mean:

(1) A willful breach, disregard, or habitual neglect of duties assigned to the **MANAGER** by law or by the City Council.

(2) Any conduct of **MANAGER** bringing public embarrassment or ridicule to the **CITY**.

(3) Any misconduct of **MANAGER** involving an act of moral turpitude or illegality.

(b) Prior to any termination for cause, **MANAGER** shall be entitled to a hearing before the Council, at which he may be represented by counsel, present and cross-examine witnesses.

(c) **MANAGER** may resign her employment as City Manager at any time, for any reason, or for no reason, by delivering to the Mayor of the **CITY** written notice of resignation at least thirty (30) days prior to the effective date of resignation. If the **MANAGER** resigns, the **MANAGER** shall not receive severance pay.

6. Benefits.

(a) **MANAGER** shall have standard medical and dental benefits as provided to other **CITY** employees, including coverage for spouse and dependents, a term life insurance policy equal to one and one-half times **MANAGER'S** annual salary and participation in the State Public Employee Retirement System, with those benefits associated with that program. **CITY** shall include **MANAGER** as a named insured on **CITY'S** public officials' liability policy.

(b) At the commencement of the term of this Agreement, **MANAGER** shall be credited with one hundred twenty hours of paid personal leave and 80 hours of paid sick leave. In addition, **MANAGER** shall accrue 4.62 hours of paid personal leave and 3.69

hours of paid sick leave each pay period during the term of this agreement. Unused leave will carry over to the succeeding twelve month period of the term of this Agreement as allowed and to the extent allowed by **CITY'S** personnel rules. Upon termination or expiration of this agreement **MANAGER** shall be entitled to payment for up to two hundred (200) hours of accrued unused personal leave.

(c) **CITY** agrees to provide for paid attendance to the Alaska Municipal Management Association Conference as budgeted funds allow.

(d) **CITY** agrees to pay annual membership dues to AMAA and other similar municipal professional associations as budgeted funds allow.

(e) During the first year of the term of this Agreement City shall provide **MANAGER** with a city-owned vehicle for **MANAGER'S** personal use and for which the City pays for gas and maintenance.

(f) **MANAGER** may participate in the City's Mission Square Retirement deferred compensation plan.

7. Confidentiality. The **MANAGER** recognizes that the City Manager will receive and have access to information of a confidential nature. The **MANAGER** agrees any confidential information obtained as a result of the City Manager position will be maintained as confidential to the extent authorized by law.

8. Conflict of Interest. **MANAGER** will be fair and impartial in all dealings and will avoid any actions which create a conflict of interest or might reasonably be interpreted as affecting the impartiality of her position as City Manager. The **MANAGER** shall not use her position for the primary purpose of obtaining personal financial gain or financial gain for a spouse, child, mother, father or business with which the **MANAGER** is associated. The **MANAGER** shall not solicit or receive money for advice or assistance given in the course of her public employment. The **MANAGER** may not represent a client before the City Council.

9. Education and Training Expenses.

Travel and expenses related to education and training of **MANAGER** will be budgeted by **CITY** on an annual basis. Actual time spent attending meetings and conferences approved by the City Council, and reasonable travel time, shall not count as leave. Forms and receipts for reimbursement and calculation of leave will be promptly filed with the Finance

Department in accordance with **CITY** policy.

10. Integration, Modification and Interpretation.

Except as otherwise provided herein, this instrument is the entire Agreement and supersedes any previous employment agreement or arrangements. It may be modified only in writing signed by each of the parties. This Agreement will be interpreted in accordance with the laws of the State of Alaska.

11. Severability. This Agreement is severable and if any portion hereof is held invalid, the remainder shall not thereby be invalidated, but shall remain in full force and effect.

12. Applicability of City Personnel Regulations. The City of Dillingham Code of Ordinances and Personnel Regulations as they may exist from time to time shall govern this Agreement, provided, however, that the provisions of this Agreement shall take precedence in any area specifically addressed by this Agreement. For example, the termination provisions provided herein shall prevail over any personnel regulations.

13. Manager's Certification. **MANAGER** hereby certifies that she has received a copy of this Employment Agreement and the City Personnel Policies. She further certifies that she understands this instrument and that it fairly represents the agreement reached between the parties.

DATED this 1st day of February 2024.

CITY OF DILLINGHAM

BY: _____
ALICE RUBY
Mayor

Kimberly Johnson

ATTEST

City Clerk

CITY OF DILLINGHAM, ALASKA**RESOLUTION NO. 2024-09**

A Resolution of City of Dillingham, Alaska, authorizing the City Manager to apply to the State of Alaska, Department of Environmental Conservation (ADEC) for a loan from the Alaska Drinking Water Fund / Alaska Clean Water Fund for the project entitled Municipal Water-Line Extension to the State of Alaska Dillingham Airport.

WHEREAS, the Municipal Water-Line Extension to the State of Alaska Dillingham Airport project would include the following work: construction of a main water line to the State of Alaska Airport to supply homes and the airport lease holders with municipal water; and

WHEREAS, the City of Dillingham, seeks to obtain the necessary financial assistance for the project; and

WHEREAS, the State of Alaska, Department of Environmental Conservation (ADEC) is able to offer funding through the Alaska Drinking Water Fund; and

WHEREAS, the project currently is included on an Alaska Drinking Water Fund project priority list for the current fiscal year; and

WHEREAS, the loan of up to \$8,210,000 from the DWSRF BIL General Supplemental Funds and the DWSRF BIL Emerging Contaminants Funds would be repaid over no more than a 35 year term, with a finance rate calculated pursuant to 18 AAC 76.255 (for a Drinking Water loan); and

WHEREAS, the PFAS contamination is result from the State of Alaska's airport operations use of Aqueous Film Forming Foam (AFFF) at various location s at the Dillingham Airport; and

WHEREAS, the City of Dillingham is requesting a waiver to the payback provisions of any loan obligations due to the PFAS contamination being the responsibility of the State of Alaska; and

WHEREAS, upon receiving the loan agreement document, the Dillingham City Council authorization will be required by resolution to borrow the money,

NOW, THEREFORE, BE IT RESOLVED, that the City of Dillingham, authorizes the City Manager to apply to the State of Alaska, Department of Environmental Conservation (ADEC) for a loan from the Alaska Drinking Water Fund / Alaska Clean Water Fund for the project entitled Municipal Water-Line Extension to the State of Alaska Dillingham Airport.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the City of Dillingham authorizes the City Manager to execute the loan agreement which will become a binding obligation in accordance with its terms when signed by both parties. The City Manager is authorized to represent the City of Dillingham in carrying out the City's / Borough's responsibilities under the loan agreement. The City Manager is authorized to delegate responsibility to appropriate City staff to carry out technical financial, and administrative activities associated with the loan agreement.

PASSED and ADOPTED by Adopted by a duly constituted quorum of the Dillingham City Council on this 1st day of February, 2024.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Daniel E. Decker Sr, City Clerk

CITY OF DILLINGHAM, ALASKA**Resolution 2024-10****A RESOLUTION TO ACCEPT A \$2.5 MILLION DONATION FROM THE CURYUNG TRIBE FOR CITY IMPROVEMENT PROJECTS**

WHEREAS, the City of Dillingham has been presented with a generous donation of \$2.5 million from the Curyung Tribe for community development and enhancement; and

WHEREAS, the Curyung Tribe has designated specific allocations for various city projects, including \$750,000 for harbor improvements, \$250,000 for a park at the harbor, and \$1.5 million for the construction of a new fire hall; and

WHEREAS, the City Council recognizes the significant contribution from the Curyung Tribe and the positive impact these funds will have on the community, promoting the well-being of its residents;

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

Section 1: Acceptance of Donation

The City Council hereby gratefully accepts the generous donation of \$2.5 million from the Curyung Tribe, with the specific allocations as follows:

- a. \$750,000 for harbor improvements
- b. \$250,000 for a park at the harbor
- c. \$1.5 million for the construction of a new fire hall

Section 2: Use of Funds

The allocated funds shall be utilized exclusively for the designated purposes outlined by the Curyung Tribe, namely harbor improvements, the establishment of a harbor park, and the construction of a new fire hall.

Section 3: Implementation

The City Manager is authorized to take all necessary actions to implement this resolution, including but not limited to, entering into agreements, contracts, and overseeing the proper execution of the designated projects.

Section 4: Gratitude

The City Council expresses its profound gratitude to the Curyung Tribe for their generosity and commitment to the betterment of the City of Dillingham.

Section 5: Effective Date

This resolution shall take effect immediately upon passage.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Daniel E. Decker Sr, City Clerk

UNFINISHED BUSINESS

P.O. BOX 190694
 ANCHORAGE, AK 99519
WWW.TIMPEARSON.NET

PHONE: (907) 952-3498
 ZOOM AVAILABLE
TIMPEARSONAK@GMAIL.COM

MEMO

DATE: January 24, 2024

TO: **Mayor Alice Ruby**
Council members: Bertram Luckhurst, Michael Bennett, Steven Carriere, Curt Armstrong, Kaleb Westfall, Kevin McCambly
 City of Dillingham
alice.ruby@dillinghamak.us

FROM: **Tim Pearson**, Pearson Consulting timpearsonak@gmail.com (907) 952-3498 c

RE: **City Manager Search – update for February 1, 2024 Council Meeting**

Three Phases of a Search	Key Dimensions	macro criteria (along with Council's criteria)
- Phase 1: Sourcing - Phase 2: Screening - Phase 3: Selecting	Character Competence Chemistry	Positive Energy High Integrity Ability to Learn and Grow

1. Current status: updating the Council

2. Key metrics as of 1/24/24 @ 5:00 pm

Total current applications: 10
 Municipal manager experience: 7
 Municipal manager and Alaska experience: 3
 For Profit experience: 2
 Not-For-Profit experience: 1

3. Qualifications: as posted in 2021 and 2023

- financial management skills
- good communicator and public relations skills
- strong leadership ability
- budget, grant, and capital project experience
- strong work ethic, action & goal-oriented, assertive
- conflict resolution and people skills
- ability to motivate others
- ability to build teams / supervisory experience
- ability to develop direct reports and others
- ability to learn, grow, and manage innovation
- familiarity with Emergency Operation Centers useful
- familiarity with Bush Alaska useful
- municipal experience in management, planning, finance, project management or other areas preferred

DISCUSSION:

- One applicant has withdrawn since the January 11th Council meeting.
- Kimberly Johnson has submitted a resume expanding on her Executive Director experience.
- Susanna Stinnett has recently completed her MPA.

Applicants know that the Council has their applications. Next steps as taken in the past:

Phase 2. Screening -- a decision on the Semi-finalists (3-4) that the Council wishes to interview by Zoom.

Phase 3. Selection -- a site visit by Finalists (2-3) to interview with Department Heads who give input to the Council; a Community reception to meet the public for their involvement and input to the Council; a tour of City facilities and community; and in-person interview with the Council. I remain available to assist as wished.

Appendix 1. Summary information about the applicants. Also attached are their resumes so that the Council has all current resumes in one document.

We have advertised a starting salary of \$140,000+ DOE & excellent benefits: PERS, health, deferred comp, housing, vehicle. At least five other municipalities in Alaska are also looking for Municipal Managers:

- City of Bethel (as of 7/03/23) --City of McGrath (as of 9/28/23)
- City of Egegik (as of 9/28/23) --Borough of Wrangell (as of 10/11/23)
- City of Kake (as of 6/26/23)

Appendix 1. City of Dillingham -- City Manager Applicant List 2024

--applications received as of January 24, 2024
version 1.0

Last Name	First Name	City	State	Last/Relevant Position	Last/Relevant Employer	Municipal Manager (# municipalities)	Work Experience yrs	Education	comments	
Applicants -- Municipal Manager experience										
municipal manager:										
1	Chronis	Fonda	Watkins Glen	NY	County Administrator	Schuyler County, NY	1	31	MPA	NY: 2.5 yrs County Administrator; 5 yrs Asst. City Administrator; 18+ yrs private sector management
2	Dyal	Paul	Lake City	FL	City Mgr / Exec Dir Utilities	City of Lake City, FL	1	24	BA	FL: 9 mo. City Mgr & Dir Utilities; 1 yr Interim City Mgr & Dir Utilities
3	Heck	Thomas	Reno	NV	Town Manager (1 yr)	Town of Manalapan, FL	1	35	MBA, MPA	FL, CA & NV: Lt. Col., USAF (Ret) -- Logistics; 860 personnel; Dep Dir Pub Works (5yr); Gen Serv Dir (2yr)
4	Johnson	Kim	Dillingham	AK	Interim City Manager	City of Dillingham, AK	1	28	MPA	AK: Interim City Manager (7 mo) // 3 Executive Director positions
5	Pilgrim	Carlo	City	ME	City Manager & Town Administrator	City of Weirton, WV	5	35	MBA	ME, AZ, VT, WV, ME: Municipal Manager, 5 yr, 5 yr, 5 yr, 16 mo, 4 mo, 2 mo
6	Stinnett	Susana	Anchorage	AK	City Manager	City of Unalakleet, AK	2	30	MPA	AK: 2 rural Alaska communities (4 yrs; and 7 mo)
7	Zimmerman	Kim	Lewistown	PA	Borough Manager	Borough of Lewiston, PA	2	34	MS	AK: Fairbanks, Operations Manager, Privatized Military Housing // PA: Borough Manager (2yr, 8 mo); Borough Manager (2yr, 4 mo); US Army Logistics Officer, Lt. Col. (Ret) (24 yrs); Dep. Cmdr. for 3,000 soldiers for 2 yrs in AK. Avid hunter.
Applicants -- For Profit experience										
experience:										
8	Gosselin	Brandon	Burlington	OK	Founder & Private/Public Partnership Liaison	The Empowering B.A.C.K. Fndn	0	7	MBA	OK: private sector and self-employed; writer and speaker
9	Moniz	Jacob	Sweetwater	TX	Sales Manager	Stanley Ford	0	9+	courses	AK: courses in Poli Sci, APU
Applicants -- Not-For-Profit experience (transferable skills)										
experience:										
10	Reilly	Adam	Lusby	MD	Air Traffic Control Specialist	RT&T	0	12	FAA and USAF Certificates	AK: Bethel and Anchorage air traffic control

file: DLG_City_of_Dillingham_City_Manager_applicants_SUMMARY_2024_January_24_report_v1.xlsx

NEW BUSINESS



Repair and Refurbishing of two 15ft x 15ft Steel Floats

Bid/IFB 24-3 Status: Open

Bid/RFP Due Date:

Thursday, February 23, 2024 10:00 a.m.

Bid/RFP Reference Number

Competitive Sealed Bid 24-3

The City of Dillingham, Alaska, is accepting competitive sealed bids for the repair and refurbishing of two 15ft x 15ft steel floats located at the Dillingham Small Boat Harbor.

Inquiries may be sent to:

Kimberley Johnson

manager@dillinghamak.us

A signed copy of the bid must be delivered to the office of the City Manager no later than **10:00 AM on Thursday, February 23, 2024** at which time sealed bids will be opened publicly in the City Hall Council Chambers.

Bid may be delivered by hand, regular mail or airline Gold Streak to:

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

Or

141 Mains Street Dillingham, AK 99576

All communications shall be clearly identified on the envelope as
CITY OF DILLINGHAM HARBOR FLOAT REPAIR 2024

Qualified Firm or Individual

To be considered under this notice, a qualified firm or individual must have demonstrated experience working on steel fabrication or marine vessels.

Scope of Work

The qualified firm or individual will work directly with the City Manager or designee for the purpose of providing the inspection and necessary repairs and refurbishment pursuant to all State of Alaska safety requirements and industry standards. Minimum thickness of hot rolled steel plate steel shall be 3/16” or greater. It is the intent of the City to award a contract to the most qualified firm or individual for completion of the work at the lowest dollar amount submitted. Works is to begin promptly after award of contract and initial inspection. Work must be completed and floats returned to the Dillingham Small Boat Harbor no later than May 20th, 2024.

Submittal Requirements and Information

Bidders must provide a copy of State of Alaska and City of Dillingham licenses in their proposal. Proof of insurance must also be provided. The City reserves the right to require policy changes as a condition of award of the contract to adequately protect the City’s interests and meet legal requirements. A description of relevant experience is required. City’s intent is to award a contract to the most qualified firm or individual for completion of the work at the lowest dollar amount.

To be considered, a bid must be delivered to the address below, on or before the deadline, and in the number of copies required.

Deadline – One (1) copy of the bid must be received no later than 10:00 AM, on Thursday February 23, 2024. Delivery instructions – Mail, Gold Streak, or hand delivery in a sealed envelope to:

Dillingham City Clerk
PO Box 889
141 Main Street
Dillingham, AK 99576

**Please mark the envelopes to identify the project:
Competitive Bid 24-3 Repair and Refurbishing of Two 15ft x 15ft Steel Floats**



Request for Proposals for Lobbying Services 2024-24

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

Inquiries and proposals should be directed to:

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

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

About Dillingham

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

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

Scope of Work

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

In this regard, the Consultant shall:

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

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

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

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

Required Proposal Content

Proposals must include:

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

Submittal Requirements and Information

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

Deadline – All proposals must be received no later than 4:00 p.m. on February 16, 2024.

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

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

Faxed proposals will not be accepted.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Evaluation and Selection Criteria

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

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

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

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

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

CITIZEN'S DISCUSSION

COUNCIL COMMENTS

MAYOR'S COMMENTS

EXECUTIVE SESSION

ADJOURNMENT