



WORKSHOP AT 5:30 PM AND CITY COUNCIL REGULAR MEETING AT 7:00 PM

Thursday, February 05, 2026 at 7:00 PM

AGENDA

Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

MEETING INFORMATION

AGENDA

CITY COUNCIL REGULAR MEETING

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

Workshop on Rate Study at 5:30 PM

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

Meeting ID: 920 483 0473; passcode: 99576

Or dial: 1(719)359-4580 or 1(253)205-0468

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- [1.](#) Minutes from 01/08/2026 Special Council Meeting

APPROVAL OF CONSENT AGENDA

APPROVAL OF AGENDA

STAFF REPORTS

2. Strategic Plan Report
- [3.](#) City Manager and Staff Reports
- [4.](#) Standing Committee Reports
11/17/2025 Finance and Budget Meeting

Citizen Committee Appointments

[Planning](#) Commission

Gregg Marxmiller

PUBLIC HEARINGS

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

ORDINANCES AND RESOLUTIONS

5. Ordinance Introduction: O 2026-01 Disposal of an interest in municipal real property by lease at 307 W Main St to AML

Set Date for Public Hearing and Adoption (at least 30 days after the date of introduction)

6. Resolution 2026-05: Increase Ambulance Fees

UNFINISHED BUSINESS

7. City Manager Selection

EXECUTIVE SESSION (for the purpose of discussing applicants to the position of City Manager)

DMC 2.09.050 Executive sessions.

A. The following subjects may be discussed in an executive session, from which the public is excluded:

2. Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;

NEW BUSINESS

8. Move the March Council Meeting one week later

(Allows at least 30 days between the introduction and the public hearing for Ordinance 2026-01 and accommodates Council Member(s) attending SWAMC the week of March 2)

9. Decide who will go for Council Travel or Training in March and/ or April and give direction to staff for travel arrangements

a. Decide who is attending SWAMC March 4-8 and give direction to staff for travel arrangements.

b. Decide who can go to other travel or training opportunities if funds are available after SWAMC.

CITIZEN'S DISCUSSION (Open to the Public)

COUNCIL COMMENTS

MAYOR'S COMMENTS

ADJOURNMENT

INFORMATIONAL ITEMS

File Attachments for Item:

1. Minutes from 01/08/2026 Special Council Meeting



WORKSHOP ON CITY MANAGER SELECTION PROCESS AT 5:30 PM, CITY COUNCIL SPECIAL MEETING AT 7 PM

Thursday, January 08, 2026 at 7:00 PM

MINUTES

Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

MEETING INFORMATION

AGENDA

Workshop on City Manager Selection Process at 5:30 p.m.,

CITY COUNCIL SPECIAL MEETING at 7:00 p.m.

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: Zoom

Meeting ID: 920 483 0473; passcode: 99576

Or dial: 1(719)359-4580 or 1(253)205-0468

A workshop on the City Manager Selection Process was held at 5:32 p.m. and attended by Steve, Jean, Alice, (staff) Jack, and Abigail in person and by Triston, Kevin and Curt by Zoom. Kaleb joined by zoom at 5:35 pm. The workshop adjourned at 6:22 pm.

CALL TO ORDER

- Meeting called to order at 7:01 PM by Mayor Alice Ruby.

ROLL CALL

- Present: Mayor Alice Ruby (Chair), Jean Barrett, Steven Carriere, Kevin McCambly (arrived 7:05 PM), and via Zoom/teleconference: Triston Chaney, Curt Armstrong, Kaleb Westfall.
- Absent at roll call: Kevin McCambly (arrived in person at 7:05 PM).

PLEDGE OF ALLEGIANCE

- Pledge of Allegiance conducted.

APPROVAL OF MINUTES

1. Minutes approved without corrections:

12/04/2025 Regular Council Minutes

12/18/2025 Board of Equalization Minutes

Minutes approved with corrections:

12/18/2025 Special Council Minutes – corrections - Councilmember Westfall requested revision to his Council Comments to reflect a request for an internal audit of appropriated and unappropriated expenditures.

- All Minutes Approved, 12/18/2025 approved with corrections.

APPROVAL OF CONSENT AGENDA -none

APPROVAL OF AGENDA

- Motion: Approve the agenda.
- Moved by Steven Carriere; seconded by Jean Barrett.
- Vote: Roll call—unanimous, motion carried

STAFF REPORTS

2. Strategic Report
3. City Manager and Staff Report
 - Acting City Manager report provided, including: snow removal highlights; AML Conference recap; Grandma's House quiet title action filed January 5, 2026; Phase 1 water line extension kickoff and schedule; notice of non-renewal of state/federal lobbyist contracts; Senior Center meal counts; public safety and animal control volunteer program focus; EPA landfill improvement project award letter with report anticipated in February.
4. Standing Committee Reports
 - Code Minutes from 11/13/2025 included for information.
 - Code Committee reported work on updating definitions (e.g., major equipment) and notice requirements; January meeting cancelled; reconvene February 12, 2026.

Citizen Committee Appointments

5. Planning Department letter of interest from Caelan Palmer
 - Planning Commission appointment: Caelan Palmer.
 - Motion: Approve the Mayor's appointment of Caelan Palmer to the Planning Commission.
 - Moved by Steven Carriere; seconded (roll call vote taken).
 - Vote: Roll call—unanimous, motion carried.

PUBLIC HEARINGS

6. Public Hearing on: An ordinance of the Dillingham City Council amending Section 4.15.125, Appeals to the Board of Equalization, regarding settled appeals
 - Public comments: None.

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

None

ORDINANCES AND RESOLUTIONS

7. Adoption: Ordinance 2025-04: An ordinance of the Dillingham City Council amending Section 4.15.125, Appeals to the Board of Equalization regarding settled appeals
 - Motion: Adopt Ordinance 2025-04.
 - Moved by Jean Barrett; seconded by Steven Carriere.
 - Vote: Roll call—unanimous, motion carried.
8. Resolution 2026-01 Authorizing the use of the \$600,000 designated legislative grant for the Fire Hall Replacement Project
 - Motion: Adopt Resolution 2026-01.
 - Moved by Steven Carriere; seconded by Jean Barrett.
 - Discussion included property title/lease history and grant requirements (no match requirement; reimbursement/ledger reporting).
 - Vote: Roll call—unanimous, motion carried.
9. Resolution 2026-02 for Commendation of Officer David Tanner
 - Motion: Adopt Resolution 2026-02.
 - Moved by Kaleb Westfall; seconded by Steven Carriere.
 - Vote: Roll call—unanimous, resolution adopted.
10. Resolution 2026-03 Commendation for Sergeant William Mehloff
 - Moved by Kaleb Westfall; seconded by Kevin McCambly.
 - Vote: Roll call—unanimous, resolution adopted.
11. Resolution 2026-04 Commendation for John Marx
 - Motion: Adopt Resolution 2026-04.
 - Moved by Jean Barrett; seconded by Steven Carriere.
 - Vote: Roll call—unanimous, resolution adopted.

UNFINISHED BUSINESS

12. Manager Selection Process
 - Initial motion to direct the attorney and mayor to draft a contract for Jack Salvo Jr. for February agenda was made and seconded, then withdrawn.

- Motion: Begin recruitment/advertising for the City Manager position per personnel policy (internal and external posting running simultaneously), and report results back to Council at the February meeting.
- Moved by Steven Carriere; seconded by Jean Barrett.
- Vote: Roll call—unanimous, motion carried.

NEW BUSINESS

13. AML Conference Reports

- AML Conference Reports: Councilmembers provided reports on conference sessions, networking, grants/lobby contacts, vendor opportunities, and municipal governance topics.

CITIZEN'S DISCUSSION (Open to the Public)

- Dan Dunaway spoke in favor of commendation for John Marx and officers and in favor of the manager selection process.
- John Marx thanked Council for recognition and described his role over the years.
- Chief Tracy O'Malley gave thanks for recognizing the officers and noted John's service.

COUNCIL COMMENTS

Council members provided comments and requests for future reporting, including finance reporting (balance sheet, cashflow forecast, Questica status) and equipment status reporting.

MAYOR'S COMMENTS

Thank you to John, volunteers who put on Thanksgiving and Christmas dinners at the senior center, wished everyone a happy Christmas and moment of silence for those who had recently passed including Shirley Stelling.

ADJOURNMENT at 8:44 PM

ATTEST:

Abigail Flynn, City Clerk

[SEAL]

Date of Approval

File Attachments for Item:

3. City Manager and Staff Reports

Mayor
Alice Ruby

Acting City Manager
Jack Savo Jr.



Dillingham City Council

Section . Item 3.

Tristan Chaney
Jean Barret
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM

Date:01/29/2025

To: Dillingham City Council

From: Jack Savo Jr., Acting City Manager

Subject: City Manager Monthly Report January 2026

Upcoming Events:

- February 11, 2026, Planning Commission 5:30PM
- February 12, 2026, Code Review Committee 5:30PM
- February 18, 2026, Finance and Budget 5:30PM
- March 05, 2026, Regular City Council Mtg 7:00PM
- February 25 – March 01, 2026 Beaver Round Up

-City will be coordinating the Parade and the Fun Run for Beaver Round Up this year.

-Administrative Budget for Travel and Training is \$20000. There is \$17405.26 remaining.

-Potential SWAMC attendance March 4-6, 2026, estimated cost to attend \$3,400

-Required online training is in progress for all City of Dillingham staff, deadline for training completion is March 15. This will help with a substantial reduction in our insurance costs.

-Landfill project workplan and narrative is an attachment to this packet, a question was asked at the last council meeting about cost and timeline as related to the Dillingham Landfill Improvements project.

-Gramma's House water damage cost assessment for fire suppression system pipe break is still being developed, we are waiting on our insurance to go through their process.

-Tribal Exemption for fee-simple property (DMC 4.15.030) is with Code Committee. We are closely tracking a couple on going court cases in Alaska pertaining to this very issue. Please see attached Alaska Municipal League Resolution 2026-08. We do not want to take up legal time and city funds to develop something that may or may not contradict State Statute or any court rulings. This is being closely monitored by staff and will remain a priority item.

-City land ownership of firehall site has been confirmed. City obtained ownership June 14, 1999. Documentation is on file at the City.

-Meeting held with the Executive Director for Bristol Bay Housing Authority to discuss ways both entities could work together in the future. MOU may be forthcoming.

-Meeting scheduled with DCSD Superintendent for February 5th

School Facilities Meeting, January 27, 2026

- Items discussed included parking lot maintenance, fuel oil cost/alternatives, garbage service cost/alternatives, HVAC and Fire Suppression system maintenance, and structural issues.
- Meeting with Superintendent and Acting City Manager scheduled for February 5th to discuss a MOU pertaining to parking lot maintenance and snow removal.
- School thanked the City for their support so far this winter with snow removal and parking lot maintenance. They had a school full of kids in town for a basketball tournament during the last winter storm. Public works was able to keep EMS access clear throughout the storm from the school to the state-maintained road. Tournament was able to proceed in a limited capacity, and everyone was safe.
- Working collaboratively with the School going forward will be a benefit to the community.

Gramma's House

- Quiet Title Claim submitted as authorized by Resolution 2025-05. Once completed this will establish that the City of Dillingham holds clear and accurate record title.
- Quiet Title Claim filed January 05, 2026, Judge took 3 weeks to sign the order.
- 60-day period starts at the time the order was signed, period should end March 28, 2026
- If there is no intervention by another entity contesting the claim we will move for a summary judgment/default judgment immediately after the 60-day period ends.

RFP 2025-02 Airport Waterline Extension Update:

- Phase 1 Contract with RESPEC approved 11/06/2025
- Phase 1 In person Contract kick off 12/02 – 12/04/2025
- Design Analysis Report completed January 2026, keeping us on track to reach 35% design late May 2026.
- The current system requires upgrades to support expansion, such as additional wells, treatment, storage capacity, and monitoring.
- Estimated ROM (Rough Order of Magnitude) construction cost is \$17.5 Million, we must remember that this is a rough estimate cost at this time, we will have a more accurate estimate when we reach the 35% design phase.
- Next steps include complete 35% schematic design, conduct geotechnical sampling (34 borings planned for March 2026), environmental permitting with ADEC, FAA, and other agencies.
- Staff will pursue additional funding after reaching 35% design phase
- Waterline Extension is registered as a high priority project in the CIP and is also in the State's CAPSIS (Capital Project Submission and Information System) since 2024.

City Clerk:

- City Clerk Job Description Section VII Certification and Training requires City Clerk to obtain Certification as a Certified Municipal Clerk (CMC) after 3 years, Master Municipal Clerk (MMC) after 6 years, as well as National Incident Management (NIMS) compliance training and certification.
- Certified Municipal Clerk Certification progress report, 34 of 60 Educational Credits and 38.88 of 50 experience points earned. Clerk is on track to become a CMC within the time frame set forth. NIMS training and certification is completed.
- Work on new City of Dillingham website continues with a projected launch date January 2026
- Please see the complete report in the upcoming pages of your packet.

Senior Center – Library:

*Special thanks to Curyung Tribe for coordinating and paying for the carpets to be cleaned at the Senior Center.

*Special thanks to Bristol Bay Fuels for providing meals for 45 of our elders during the Christmas season.

*Special thanks to Erica Tweet for driving the Senior van giving rides and delivering meals to seniors during the Christmas break.

-Librarian/Community Coordinator position was advertised. 5 applicants received with 4 interviews being held. A selection has been made and the new employee started January 27 with a 2-week training period. At the conclusion of the training period the Acting Librarian/Community Coordinator will resume duties at the library.

- 21 service days available during this time. It closed for 2 days and had 1 day late start due to weather.

- Days opened when meals were served: 19, with 239 meals served.

- Days the van ran: 18, with 105 people given rides and 272 home meals delivered. 1 late start day.

-The volunteer van driver program has ensured that at home seniors are getting their lunches as well as rides to appointments.

-Library Stats for December 22, 2025 – January 25, 2026

-420 Patron count 16 desktop computer usages

-320 Wi-Fi sessions

-34 Museum visitors

-4 Volunteer hours

-The Library was closed for the Christmas and New Years holidays.

-Library hours reduced to 25 hours a week starting September 29

-Library Advisory Board set new hours as follows

-Closed Sunday and Monday

-Open Tuesday – Thursday 12:00pm – 4:00pm

-Open Friday 10:00am – 6:00pm (story time at 10:30)

-Open Saturday 10:00am – 3:00pm

Both services are very important to our community and staff is making every effort possible to keep these two programs running smoothly to continue this community benefit.

HR report:

City Manager Search:

-At the January 8th City Council meeting a decision was made to advertise internally and externally for a period of 10 days following the City of Dillingham's normal recruitment process. HR advertised the position for a period of 10 days, advertisement closed January 22nd. HR compiled applicant packets and distributed them with council packets.

Total Employees: 59

-49 full time

-4 part-time

-4 on-call

-2 Seasonal

Open Positions: 9

-1 Dillingham City Manager

-2 police officer

-1 corrections officer

-2 heavy equipment operator

-1 fleet mechanic

-1 buildings and grounds assistant

-1 temp laborer-on call

Public Safety:

- Public Outreach continues to be the focus with Chief O'Malley and Officers attending public events
- Animal Control Officer online training is completed and he will attend the in-person euthanasia licensure training in Cordova in the month of February, exact dates have not been identified yet but I am assured that this will happen. Once completed we will be able to provide this much needed service that we have not had for some time.
- 3 dogs were taken into the shelter this month. When we have animals housed with us it requires ACO Romie to provide care for the animals 7 days per week. We are currently looking into the option of establishing a community volunteer group to help ease the burden on our Animal Control Officer.
- There will be a Rabies Clinic during Beaver Round Up on February 28th from 10am – 4pm, during this time we will use it as an open house opportunity to talk with the community about how we can all help the Animal Shelter.
- PSEA Public Safety Employees Association negotiations continue
 - Management goal is to obtain what is in the best interest of the City of Dillingham.
 - We have not heard back from the Union as of this report writing, however we will continue to work through this.
- Dispatch received a total of 114 calls during this last reporting period the breakdown is included in the Public Safety report following.
- Jail held 34 inmates during this reporting period
- Please see the complete report in the upcoming pages of your packet.

Fire Department:

- Total Fire Calls to date in 2026 = 2
- Total EMS calls to date in 2026 = 35
- City wide evaluation of AED's and First Aid Kits is done in all City buildings, a determination has been made that some new equipment will be needed.
- Nick Schollmeier, Maddison Swift, and JJ Larson are the top 3 responders recognized by the Department for this Quarter.
- Fire and EMS will complete their rectification for the ability to be instructors of CPR
- Ambulance rate study completed
- Fire /EMS Board Members
 - Fire Chief: Koolie Heyano
 - Assistant Fire Chief: Kevin Hardin
 - Medical Squad Director: JJ Larsen
 - Member at Large: Kim Larsen

Planning:

- Snag Point Erosion appropriation extension is still waiting for a determination from FEMA. We are confident that an extension will be granted. Once extension is granted, we are prepared to move forward with this project.
- Planning Commission will be meeting in January to discuss the Capitol Improvement Program and begin the process of review for submission to the City Manager in April of 2026.
- CIP 2024-2029
- Below is the list of the top projects from the latest Capital Improvement Program. The CIP is reviewed annually, and new projects may be submitted for review and inclusion.

-1 Downtown Fire Hall Replacement. Estimated	\$14,018,000
-2 Water System Improvements. Phase IV PFAS	\$10,000,000
-3 Wastewater System Upgrades. Improvements beyond the Harbor	\$8,649,519
-4 Harbor Revetments and Breakwater/Emergency Bank Stabilization	\$1,659,000
-5 New Landfill Trash or Ash Cell	\$ 6,500,000
-6 Snag Point Erosion/Sewer Lagoon Bank Stabilization	\$4,800,000
-7 Replace one well at the Landfill for Ground Water Monitoring	\$89,500
-8 Repair Landfill Shop	\$1,300,000

-A proposed Ordinance amending Chapter 5.30 of the Dillingham Municipal Code is included in the complete Planning Department report. The request is that the Council assign this proposal to the Code Committee. Having a good, detailed look at this portion of the Code is essential in moving forward with promoting housing development in our community as we are looking at developing the ~300 acre parcel at Waskey and Emperor intersection. Ownership of this parcel has been verified.

-Please see the complete report in the upcoming pages of your packet.

Public Works:

-160M Motor Grader is back online; 160H Motor Grader is online, with limited capability with transmission issue; winter equipment is mostly operational however skid steer snow blower attachment hydraulic hose failed but parts are ordered and will be brought back when hose is received.

-Winter equipment status lists provided with PW Director individual report.

-Public works crew strategy of cross training employees on equipment has proven effective and beneficial to the City and has aided in keeping the roads and facilities open throughout the winter.

-Progress has been made in implementation and population of our work and asset management software program. This is a program that will have constant implementation and updates. We hope to have this running in tandem with our existing systems NLT Spring 2026.

-Landfill Improvement Project from the EPA has been awarded and progress has started moving forward. A detailed project work plan is included as an attachment to this Council packet.

-PW Director, PW Foreman, and PW admin are going through a detailed training this week toward going live with Asset Essentials (Brightly).

-Please see the complete report in the upcoming pages of your packet.

Finance:

-Loan, Grants or Contract list has been established which also includes reporting status, this will give the staff the ability to monitor this effectively and efficiently. We want to be certain that the City is getting the best value.

-Audit is in final stages and we look forward to its completion soon.

-Budgets for EPA Landfill grant and Snag Point erosion grant have been added, with no expenditures at this time.

-Please see the complete report in the upcoming pages of your packet.

Port:

-Worked with Acting Manager to draft Ordinance 2026-01, An Ordinance of the Dillingham City Council Authorizing the Disposal of Municipal Property to Alaska Marine Lines by Lease.

-Work continues with PND to acquire all permits for PIDP Grant

-Updated project timeline included in Port Directors report

-Draft Grant Agreement expected soon

Department Accomplishments:

-Public works has done a remarkable job keeping the roads open and the community safe through the winter storms.

-All Departments have been busy with various tasks to help accomplish the City's mission, motivation is high, and communication lines are open.

-We have been working towards a more cooperative environment in our City, "How can we help"

-Individual Department reports follow this, please read through and see the last month's accomplishments.

Resolution #2026-08

A resolution requesting legislation to clarify the nonprofit property tax exemption.

WHEREAS, the Alaska Municipal League (AML) works to strengthen local governments and improve the condition of communities; and

WHEREAS, local governments and charitable nonprofits work together to meet public needs, with nonprofits often providing services that reduce the burden on government and maximize the impact of public funds; and WHEREAS, nonprofits are economic drivers of employment, leveraging resources both time and money into local government budgets and communities and

WHEREAS, Alaska Statute 29.45.030(a)(3) currently exempts from general taxation property used exclusively for nonprofit religious, charitable, cemetery, hospital, or educational purposes; and

WHEREAS, stable and predictable property tax rules for nonprofits enable both local governments and charitable organizations to plan effectively, foster collaboration, and ensure that resources are directed toward mission-driven community benefit rather than administrative or legal disputes; and

WHEREAS, municipalities have faced ambiguity in interpreting the extent to which nonprofit property qualifies for exemption, particularly in cases of partial use, incidental use, revenue generation, or leasing arrangements; and

WHEREAS, in Fairbanks the Fairbanks North Star Borough partially revoked the charitable property tax exemption of Victory Ministries' Camp Li-Wa after discovering portions of the property were being rented to the general public, leading to litigation and remand for more detailed factual findings; and

WHEREAS, in that same case the Supreme Court criticized the lack of clarity in the assessor's factual findings and jurisdictional process for appeal, highlighting the need for clearer statutory direction in tax exemption decisions; and

WHEREAS, in Kodiak, a Superior Court ruled in favor of the Kodiak Area Native Association (KANA), exempting most of its holdings (clinic, wellness center, child advocacy center, and other buildings) from property tax, a decision currently under appeal, illustrating the unsettled nature of exemption law in Alaska and its potential statewide implications; and

WHEREAS, in Nome, a related dispute involves the Norton Sound Health Corporation (a tribal nonprofit health organization) over property tax exemption status, as the City of Nome maintained that certain properties were ineligible, and the issue is now before higher courts; and

WHEREAS, these Kodiak and Nome cases have drawn widespread municipal and tribal amicus support because their outcome may set precedent affecting municipalities' ability to enforce or challenge exemptions statewide; and

WHEREAS, the lack of statutory clarity has resulted in inconsistent application across jurisdictions, legal disputes, and challenges for both local governments and nonprofit organizations seeking to comply with the law; and

WHEREAS, the Alaska Municipal League supports legislative changes that provide municipalities with clear guidance, protect the integrity of the property tax base, and respect the essential public service roles that nonprofits play in Alaska communities; and

Adopted by the majority of AML members at the Annual Business Meeting, December 12, 2025.

WHEREAS, AML proposes clarifying amendments to AS 29.45.030, including:

- Defining charitable nonprofits as 501(c)(3) organizations as a first step in the determination;
- Enabling local governments to further define charitable activity in order to determine exempt status consistent with purposes that align with advancing the public good and serving those otherwise unable to afford services;
- Requiring spatial apportionment for properties partially used for non-exempt purposes;
- Allowing mission-related income generation (e.g., grants, donations, earned revenue) to remain consistent with exempt status;
- Establishing rules for leased property based on the status of the lessee nonprofit;
- Maintaining exemption for properties under construction or reconstruction for exempt purposes, with accountability measures; and
- Clarifying that incidental or vitally necessary uses remain exempt; and

WHEREAS, such clarifications will help ensure consistency, fairness, and transparency for both municipalities and nonprofit organizations while preserving local taxing authority.

NOW, THEREFORE BE IT RESOLVED that the Alaska Municipal League recognizes the importance of a clear, statewide definition of “exclusive charitable use” to ensure fair and consistent application of exemptions, and encourages the State and local governments to work collaboratively with the nonprofit sector, through the Foraker Group, to achieve this goal; and

BE IT FURTHER RESOLVED that the Alaska Municipal League urges the Alaska State Legislature to adopt amendments to AS 29.45.030 that clarify nonprofit property tax exemption standards consistent with AML’s position; and

BE IT FURTHER RESOLVED that AML supports statutory language ensuring that exemptions are applied fairly, consistently, and in a manner that balances municipal fiscal needs with recognition of the vital role of nonprofit organizations in Alaska communities, and that hereby AML affirms the value of strong partnerships between local governments and nonprofits, and acknowledges that stable, predictable tax rules benefit both sectors and the communities they serve.

Adopted by the majority of AML members at the Annual Business Meeting, December 12, 2025.

Mayor
Alice Ruby

Acting Manager
Jack Savo Jr



Dillingham City Council
Triston Chaney
Jean Barrett
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM

Date: 01/22/2026

To: Jack Savo, Acting City Manager

From: Anita Foran, Finance Director

Subject: Finance & Budget Report 01/21/2026

Council Considerations/Recommendations:

Tribal Exemption for fee-simple property (DMC 4.15.030) has been sent to code committee.

Department Accomplishment and Opportunities:

Close of calendar year 2025 is being finalized now.

Audit Update:

FY25 Audit – Testwork and final work nearing completion. Questions are answered. Three areas are being reviewed deeper No determinations have been made at this time.

Department staffing:

Account Technician II – Receivables position has been filled.

Property Tax:

2026 personal property tax assessment returns are being received and are being reviewed by the assessors. Assessment notices are scheduled to be delivered March 15, 2026.

Collections:

2018-2022 Foreclosure (3DI-24-00061CI) one-year redemption period closed December 2025. There are 4 remaining properties on this list.

2020-2024 Foreclosure (3DI-25-00062CI) properties have until July 24, 2026, before the redemption period is closed. There are 18 remaining properties on this list.

City of Dillingham

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Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

Grants:

Quarterly reports are being conducted in January.

Budget:

FY26 Budget amendment 2 has begun. December budget to actual reports are being evaluated by staff now. Returning up to \$500,000 city matching funds to the budget is part of the revision. CIP budget changes will also be made at this time.

FY27-FY28 creation ready to begin with staff and management.

Internal Controls:

- Review of the document is ongoing.
- Payables review is ongoing

Other News:

- Working with other departments to determine all contracts that need to go out for the bidding process is ongoing.
- GCI lease has been presented to GCI and was on hold to get an assessment done of the property to better support the reason for an increase in the monthly lease rate.

Upcoming Calendar Items:

- 15th of each month utility payments due; on the last day of month utility bills are sent.
- Business licenses were due 01/01/2026. All renewals received late will be assessed a \$75.00 late fee.
- Personal Property tax returns are due 02/01/2026 to avoid late fees.

Revenue and Expense Report – October & November 2025:

- The budget amendment #1 was implemented for the November report.
- Target percentage for November activity is 42%. Explanations provided in this report are for those items below 22% and above 62%. These are unaudited items and will have adjustments as the audit work is completed.
- Fund balance is a decrease of \$123,052. This decrease is due to the first bond payment made in November. Payments of property tax are 78% for real property and 64% for personal property.
- Business license renewals were received in December and January.
- Property tax penalty and interest have returned much higher than in previous years for this time. Adjustments can be made through January. Updates will be reflected in the December report.

- Community Sharing and PILT have been received in full for the year.
- All other payments at this time are as expected based on revenue receiving history.

Special Revenues & Other Funds Revenue

- Grants are delayed as expected for reimbursement.
- Bond Reimbursement from the State is expected in December.

Transfers

- Equipment replacement of \$2,805 reflects expenses for the K-9 unit requested in FY25 but received in FY26. The \$111,000 budget is for the annual payment for the grader loan. Grader is expected to arrive in the summer of 2026.
- Debt Service payments have paid out one annual payment and will pay the remainder in December.
- Transfer for the school bond does not reflect the State's reimbursement currently.
- Transfers from Dock to Harbor are lower due to Dock revenue being less than expenditures.
- Overall revenue at 53% due to revenue from property taxes.

General Fund Expenditures

- Foreclosure expenditures will increase as the foreclosure process continues.
- K-9 Unit and the Fire Department donation have not had any expenditure.
- Shop expenditure is low due to an open staff position
- Repairs to Grandma's house are reflected in January. Purpose of the building is still in debate.
- Transfers to other funds are increased due to the bond reimbursement from the State is a month later than the expenditure, a transfer will remain in place until funds are received.
- General fund expenditures are at 41% as expected.

Special Revenues & Other Funds Expenditures

- Asset forfeiture funds have not been spent. No expenditure has been planned at this time.
- Ambulance reserve fund expenditures are low due to a refund in an expense from FY25.
- Debt services expenses are on time as expected.

- Average expenditures are at 42%.
- Equipment replacement expenditures reflect K-9 expenditures that arrived late.

Grant and Bond Revenues/Expenditures

- Budgets were added for the EPA Landfill grant and the SnagPoint erosion grant. No expenses at this time.
- Remaining grants are in the beginning stages of the projects.

Capital Project Revenues/Expenditures

- None at this time.

Balance Sheet

- Checking account balance reflects receipt of the majority of property taxes.
- Real and personal property tax receivables are very liquid. However, Real and personal property receivables include several old penalties and interest that will be reviewed for write-offs; this will reduce the \$2M.
- \$670,000 of other funds services and utilities was received in December.
- The \$250,033 in sales tax is an estimate of 2-3 months of projected collection of sales tax.

Fund Balance Evaluation:

- General Fund currently has an increase of \$53,308 for a fund balance of \$7,014,282.
- Unaudited fund balance as of 06/30/2025 is \$11,377,163. A reduction of \$123,052 reduces the fund balance to \$11,254,111 for FY26 by the end of November.
- After the FY25 audit review is completed, a review of all negative fund balances will be completed.

City of Dillingham
Unaudited Revenues and Expenditures As of October 31, 2025

Data Collected on:
1/19/2026

Section . Item 3.

	<u>Budget - FY26</u>	<u>10/31/25</u> <u>YTD</u>	<u>Percent</u>	<u>10/31/24</u> <u>YTD</u>	<u>INC/(DEC)</u>	Uncollected	% Adj
<u>General Fund Revenues</u>							
General Sales Tax	\$ 3,400,000	\$ 729,072	21%	\$ 1,314,274	\$ (585,202)	(1,427.90)	21%
General Sales Tax - Remote	450,000	204,518	45%	195,564			
Alcohol Sales Tax	280,000	89,801	32%	104,953	(15,153)		32%
Transient Lodging Sales Tax	125,000	63,587	51%	51,572	12,015	-	51%
Gaming Sales Tax	15,000	7,288	49%	3,199	4,089		49%
Tobacco Excise Tax	280,000	51,298	18%	97,608	(46,310)		18%
Marijuana Excise Tax	90,000	25,972	29%	25,574	-		29%
Business License	17,000	500	3%	650	-		3%
Penalty & Interest - Sales Tax	17,000	3,318	20%	3,804	(486)	-	20%
Total Sales Tax	4,674,000	1,175,354	25%	1,797,199	(631,047)		25%
Real Property Tax	2,600,000	2,735,937	105%	2,574,193	161,744	(1,120,541.58)	62%
Personal Property Tax	700,000	746,203	107%	1,129,928	(383,725)	(323,479.46)	60%
Penalty & Interest - Property Tax	130,000	45,569	35%	46,238	(669)		35%
Total Property Taxes	3,430,000	3,527,709	103%	3,750,360	(222,651)		61%
Telephone Gross Receipts State Tax	70,000	-	0%	-	-		0%
Shared Fisheries	150,000	-	0%	147,328	(147,328)		0%
Raw Fish Tax	20,000	-	0%	-	-		0%
Community Sharing	75,396	-	0%	-	-		0%
Payment in Lieu of Taxes (PILT)	540,000	540,299	100%	537,418	2,881		100%
State Jail Contract	670,000	-	0%	271,828	(271,828)		0%
Motor Vehicle Tax	25,000	8,408	34%	5,545	2,863		34%
Ambulance Fees	60,000	15,031	25%	6,473	8,559		25%
Lease & Rental Income	35,000	5,470	16%	3,680	1,790		16%
Admin Overhead	202,405	59,960	30%	54,584	5,376		30%
PERS on Behalf	285,399	89,224	31%	53,015	36,209		31%
PERS Forfeiture Fund	25,000	5,181	21%	33,400	(28,219)		21%
Other Revenues	306,400	111,534	36%	145,930	(34,396)	(6,597.39)	34%
Total	2,464,600	835,107	34%	1,259,201	(424,094)		34%
Total	\$ 10,568,600	\$ 5,538,171	52%	\$ 6,806,760	\$ (1,277,792)		39%
<u>Special Revenue & Other Funds Revenue</u>							
Water	232,800	85,496	37%	80,994	4,502	(9,463.08)	33%
Sewer	463,300	145,515	31%	134,064	11,451	(12,775.16)	29%
Landfill	331,100	148,581	45%	174,686	(26,105)	(3,190.00)	44%
Port - Dock	746,600	188,107	25%	548,042	(359,935)	(14,671.13)	23%
Port - Harbor	158,780	95,223	60%	32,557	62,666	(15,598.00)	50%
Asset Forfeiture Fund	500	132	26%	145	(13)		0%
E-911 Service	67,000	22,003	33%	22,687	(683)		33%
Public Safety Reward	-	-	0%	-	-		

City of Dillingham
Unaudited Revenues and Expenditures As of October 31, 2025

Data Collected on:
1/19/2026

Section . Item 3.

	<u>Budget - FY26</u>	<u>10/31/25</u> <u>YTD</u>	<u>Percent</u>	<u>10/31/24</u> <u>YTD</u>	<u>INC/(DEC)</u>	
Senior Center (Non-Grant)	39,200	13,051	33%	4,102	8,949	33%
Senior Center (Grant)	76,000	2,966	4%	19,481	(16,515)	4%
Library (Grants)	38,578	2,743	7%	13,578	(10,835)	7%
Debt Service - Bond Investments	70,000	32,939	47%	38,798	(5,860)	47%
Debt Service - SOA Revenue	745,000	-	0%	-	-	0%
Debt Services - Streets Refund	-	-		-	-	
Mary Carlson Estate	21,000	4,677	22%	7,145	(2,468)	22%
Ambulance Rental	-	-	0%	4,800	(4,800)	
Total	\$ 2,989,858	\$ 741,434	25%	\$ 1,081,080	\$ (339,646)	23%
Transfers						
<i>From General Fund to Other Funds</i>						
Water	-	-		-	-	
Landfill	544,400	170,284	31%	393,568	(223,284)	
Senior Center	186,361	93,787	50%	89,116	4,671	
Ambulance Reserve	50,000	12,025	24%	5,178	6,847	
Equipment Replacement	-	2,805	0%	74,433	(71,628)	
Capital Projects (Fund 7140)	-	-	0%	26,207	(26,207)	
Landfill Closure (Fund 7150)	25,000	8,332	33%	8,336	(4)	
Debt Service SRF Loans	51,011	37,650	74%	-	37,650	
Debt Service Streets Bond	166,000	25,061	15%	21,952	3,110	
Debt Service Firehall Bond	47,000	11,000	23%	11,500	(500)	
Debt Service School Bond	319,750	-	0%	-	-	
<i>From Dock Fund to Harbor Funds</i>						
Port - Harbor	314,630	-	0%	38,237	(38,237)	
Port - Harbor - Ice Machine	3,200	255	8%	1,577	(1,322)	
Port - Harbor - Bathhouse	11,720	-	0%	6,543	(6,543)	
<i>From Department to Department</i>						
Transfer from E911 to Dispatch	67,000	22,003	33%	22,687	-	
Transfer from Carlson Estate to Library	4,000	1,336	33%	1,336	-	
Transfer from Wastewater to Water	-	10,005	0%	-	-	
Total	\$ 1,790,072	\$ 394,544	22%	\$ 700,669	\$ (315,447)	
Total Revenues & Transfers	\$ 15,348,530	\$ 6,674,148	43%	\$ 8,588,509	\$ (1,932,885)	

City of Dillingham
Unaudited Revenues and Expenditures As of October 31, 2025

Data Collected on:
1/19/2026

Section . Item 3.

	<u>Budget - FY26</u>	<u>10/31/25</u> <u>YTD</u>	<u>Percent</u>	<u>10/31/24</u> <u>YTD</u>	<u>INC/(DEC)</u>
EXPENDITURES:					
General Fund Expenditures					
City Council	\$ 121,550	\$ 44,299	36%	\$ 4,723	\$ 39,577
City Clerk	308,100	97,961	32%	98,181	(219)
Administration	651,050	172,784	27%	138,734	34,050
Finance	1,547,940	424,962	27%	429,390	(4,428)
Legal	100,000	51,677	52%	25,256	26,421
Insurance	375,000	112,147	30%	139,826	(27,679)
Planning	336,000	63,319	19%	65,249	(1,930)
Foreclosures	20,000	2,041	10%	5,010	(2,970)
IT	372,500	81,167	22%	137,434	(56,268)
Public Safety Administration	448,850	131,249	29%	108,174	23,076
Dispatch	842,850	255,276	30%	289,728	(34,452)
Patrol	1,566,000	406,680	26%	340,849	65,830
Corrections	780,945	274,384	35%	257,214	17,169
DMV	92,150	26,787	29%	29,574	(2,787)
Animal Control Officer	73,600	36,000	49%	41,474	(5,474)
K-9 Unit	2,000	0	0%	0	-
Fire	561,800	215,430	38%	280,358	(64,928)
Fire Department Donation	10,000	0	0%	0	-
Public Works Administration	504,400	111,848	22%	146,684	(34,836)
Building and Grounds	986,800	294,350	30%	299,126	(4,776)
Shop	606,600	87,443	14%	102,214	(14,771)
Street	698,400	104,732	15%	105,185	(454)
Library	184,195	54,852	30%	75,821	(20,969)
Grandma's House	90,900	6,630	7%	11,449	
City School	1,702,000	850,401	50%	850,347	54
Transfers to Other Funds	1,364,522	352,612	26%	621,954	(269,341)
Total	\$ 14,348,152	\$ 4,259,031	30%	\$ 4,603,953	\$ (340,103)

City of Dillingham
Unaudited Revenues and Expenditures As of October 31, 2025

Data Collected on:
1/19/2026

Section . Item 3.

	<u>Budget - FY26</u>	<u>10/31/25</u> <u>YTD</u>	<u>Percent</u>	<u>10/31/24</u> <u>YTD</u>	<u>INC/(DEC)</u>
<u>Special Revenue Funds Expenditures</u>					
Water	509,800	95,501	19%	59,264	36,236
Sewer	518,500	98,642	19%	119,455	(20,812)
Landfill	886,800	320,948	36%	390,040	(69,092)
Port - Dock	1,104,596	284,188	26%	390,350	(106,162)
Port - Harbor	488,330	187,184	38%	132,247	54,936
Asset Forfeiture Fund	25,000	-	0%	-	-
E-911 Service	67,000	22,003	33%	95,738	(73,735)
Public Safety Reward	-	-	0%	-	-
Senior Center (Non-Grant)	225,561	106,838	47%	109,268	(2,430)
Senior Center (Grant)	76,000	23,733	31%	24,115	(382)
Library (Grants)	38,578	15,653	41%	13,295	2,358
Mary Carlson Estate	6,255	1,977	32%	2,389	(412)
Ambulance Reserve Fund	15,000	40	0%	-	40
Debt Service SRF Loans	51,011	37,650	74%	-	37,650
Debt Service School Bond	1,064,750	-	0%	-	-
Debt Service Firehall Bond	47,000	11,000	23%	11,500	(500)
Debt Service Streets Bond	236,000	58,000	25%	60,750	(2,750)
Equipment Replacement	-	2,805	0%	207,699	(204,894)
Total	\$ 5,360,181	\$ 1,266,162	24%	\$ 1,616,111	\$ (349,948)
	\$ 19,708,333	\$ 5,525,193	28%	\$ 6,220,063	\$ (690,052)
Net Increase (Decrease) to Fund Balances	\$ (4,359,803)	\$ 1,148,955		\$ 2,368,446	\$ (1,242,833)

City of Dillingham
Unaudited Revenues and Expenditures As of October 31, 2025

Data Collected on:
1/19/2026

Section . Item 3.

	<u>Budget - FY26</u>	<u>10/31/25</u> <u>YTD</u>	<u>Percent</u>	<u>10/31/24</u> <u>YTD</u>	<u>INC/(DEC)</u>
Grant & Bond Revenues					
SOA-Landfill Firebreak	-	-		-	-
EPA Snagpoint Erosion Grant	-	-		-	-
COVID - CARES & ARPA & LGLR	-	-		1,752,195	(1,752,195)
SRF Loan - Lagoon Aeration	-	-		-	-
SRF Loan - Landfill	200,000	-		-	-
State Jail Medical	-	10,469		-	10,469
Legislative Grant Harbor	-	-		-	-
Southern Region EMS	-	-		-	-
SOA-DOH Grants	-	-		26,299	(26,299)
Curyung-Ice Machine	-	-		-	-
Snagpoint Funding	3,209,387	-	0%	-	-
BBEDC Intern Program	73,400	2,277	3%	8,590	(6,313)
BBEDC Training Reimb	-	-		-	-
BBNC Training Reimb	-	-		-	-
Total	\$ 3,482,787	\$ 12,746	0%	\$ 1,787,084	\$ (1,774,338)
Grant & Bond Expenditures					
SOA-Landfill Firebreak	-	-		-	-
EPA Snagpoint Erosion Grant	-	-		-	-
COVID - CARES & ARPA & LGLR	-	-		1,752,195	(1,752,195)
SRF Loan - Lagoon Aeration	-	-		576,281	(576,281)
SRF Loan - Landfill	200,000	-		-	-
State Jail Medical	-	1,390		-	1,390
Legislative Grant Harbor	-	128,987		-	128,987
Southern Region EMS	-	-		-	-
SOA-DOH Grants	-	-		965	(965)
Curyung-Ice Machine	-	1,383	0%	-	1,383
Snagpoint Erosion	3,209,387	-	0%	-	-
BBEDC Intern Program	73,400	8,225	11%	15,412	(7,187)
BBEDC Training Reimb	-	-		4,375	(4,375)
BBNC Training Reimb	-	-		-	-
Total	\$ 3,482,787	\$ 139,985	4%	\$ 2,349,228	\$ (2,209,243)
	\$ -	\$ (127,239)		\$ (562,144)	\$ (3,983,580)

City of Dillingham
Unaudited Revenues and Expenditures As of October 31, 2025

Data Collected on:
1/19/2026

Section . Item 3.

	<u>Budget - FY26</u>	<u>10/31/25</u> <u>YTD</u>	<u>Percent</u>	<u>10/31/24</u> <u>YTD</u>	<u>INC/(DEC)</u>
<u>Capital Project Funds Revenues</u>					
Harbor Mayor Sale Revenue	-	-		-	-
Total	\$ -	\$ -		\$ -	\$ -
<u>Capital Project Funds Expenditures</u>					
Public Safety Building	-	-		-	-
Water Improvements	-	-		-	-
WasteWater Improvements	-	-		-	-
Snagpoint Erosion	-	-		-	-
Sewer Lagoon Aeration	-	-		101,006	(101,006)
Other Lift Station	-	-		-	-
Fire Dept Water Damage Repair	-	-		26,207	-
Landfill Closure (7150)	-	-	0	-	-
Landfill Shop Fire	-	-		-	-
Landfill Groundwater Well	-	-		-	-
Harbor cleanup	-	-		-	-
Total	\$ -	\$ -	0%	\$ 127,214	\$ (101,006)
	\$ -	\$ -		\$ (127,214)	\$ 101,006

	Budget	Actual
General Fund Revenue	\$ 10,568,600	\$ 5,538,171
Special Fund Revenue	\$ 2,989,858	\$ 741,434
Transfers In	\$ 1,790,072	\$ 394,544
Grant and Bond Revenue	\$ 3,482,787	\$ 12,746
CIP Revenue	\$ -	\$ -
	\$ 18,831,317	\$ 6,686,894
General Fund Expenditures	\$ 14,348,152	\$ 4,259,031
Special Fund Expenditures	\$ 5,360,181	\$ 1,266,162
Grant and Bond Expenditures	\$ 3,482,787	\$ 139,985
CIP Expenditures	\$ -	\$ -
	\$ 23,191,120	\$ 5,665,178
Net Increase (Decrease) to Fund Bal	\$ (4,359,803)	\$ 1,021,716

City of Dillingham
Unaudited Revenues and Expenditures As of

November 30, 2025

Data Collected on:
1/19/2026

Section . Item 3.

		<u>11/30/25</u>		<u>11/30/24</u>			
	<u>Budget - FY26</u>	<u>YTD</u>	<u>Percent</u>	<u>YTD</u>	<u>INC/(DEC)</u>		
<u>General Fund Revenues</u>						Uncollected	% Adj
General Sales Tax	\$ 3,500,000	\$ 932,833	27%	\$ 1,545,611	\$ (612,777)	(1,837.08)	27%
General Sales Tax - Remote	650,000	250,342	39%	238,029			39%
Alcohol Sales Tax	280,000	111,985	40%	107,086	4,899		40%
Transient Lodging Sales Tax	125,000	69,686	56%	70,372	(686)	-	56%
Gaming Sales Tax	15,000	10,735	72%	3,199	7,536		72%
Tobacco Excise Tax	280,000	83,488	30%	118,352	(34,865)		30%
Marijuana Excise Tax	90,000	30,535	34%	36,453	-		34%
Business License	17,000	2,550	15%	1,600	-		15%
Penalty & Interest - Sales Tax	17,000	5,264	31%	4,290	974	-	31%
Total Sales Tax	4,974,000	1,497,418	30%	2,124,992	(634,919)		30%
Real Property Tax	2,600,000	2,703,896	104%	2,567,664	136,232	(688,272.46)	78%
Personal Property Tax	700,000	733,366	105%	1,128,795	(395,429)	(286,001.21)	64%
Penalty & Interest - Property Tax	130,000	143,417	110%	116,194	27,223		110%
Total Property Taxes	3,430,000	3,580,679	104%	3,812,653	(231,974)		76%
Telephone Gross Receipts State Tax	70,000	-	0%	-	-		0%
Shared Fisheries	150,000	-	0%	147,328	(147,328)		0%
Raw Fish Tax	20,000	-	0%	-	-		0%
Community Sharing	83,543	83,543	100%	-	83,543		0%
Payment in Lieu of Taxes (PILT)	540,000	540,299	100%	537,418	2,881		100%
State Jail Contract	584,764	-	0%	271,828	(271,828)		0%
Motor Vehicle Tax	25,000	11,075	44%	7,633	3,442		44%
Ambulance Fees	60,000	16,423	27%	9,958	6,465		27%
Lease & Rental Income	35,000	6,400	18%	4,600	1,800		18%
Admin Overhead	200,105	66,671	33%	65,298	1,372		33%
PERS on Behalf	275,799	109,275	40%	75,785	33,490		40%
PERS Forfeiture Fund	25,000	5,181	21%	33,400	(28,219)		21%
Other Revenues	299,200	125,874	42%	173,363	(47,489)	(7,579.39)	40%
Total	2,368,411	964,740	41%	1,326,612	(361,871)		40%
Total	\$ 10,772,411	\$ 6,042,837	56%	\$ 7,264,257	\$ (1,228,764)		47%
<u>Special Revenue & Other Funds Revenue</u>							
Water	232,800	104,075	45%	99,356	4,719	(12,190.92)	39%
Sewer	463,300	203,293	44%	167,681	35,612	(16,457.74)	40%
Landfill	331,100	165,903	50%	191,178	(25,275)	(3,900.00)	49%
Port - Dock	755,740	234,963	31%	587,869	(352,906)	(2,110.94)	31%
Port - Harbor	187,130	96,243	51%	33,500	62,743	(15,598.00)	43%
Asset Forfeiture Fund	500	176	35%	191	(14)		0%
E-911 Service	67,000	27,316	41%	26,950	367		41%

City of Dillingham
Unaudited Revenues and Expenditures As of

November 30, 2025

Data Collected on:
1/19/2026

Section . Item 3.

		<u>11/30/25</u>		<u>11/30/24</u>		
	<u>Budget - FY26</u>	<u>YTD</u>	<u>Percent</u>	<u>YTD</u>	<u>INC/(DEC)</u>	
Public Safety Reward	-	-	0%	-	-	
Senior Center (Non-Grant)	52,100	15,137	29%	7,161	7,976	29%
Senior Center (Grant)	50,486	10,708	21%	19,481	(8,773)	21%
Library (Grants)	66,727	12,131	18%	13,578	(1,447)	18%
Debt Service - Bond Investments	80,000	41,084	51%	48,023	(6,939)	51%
Debt Service - SOA Revenue	514,000	-	0%	-	-	0%
Debt Services - Streets Refund	-	-		-	-	
Mary Carlson Estate	21,000	5,094	24%	8,744	(3,650)	24%
Ambulance Rental	-	-	0%	4,800	(4,800)	
Total	\$ 2,821,883	\$ 916,124	32%	\$ 1,208,511	\$ (292,388)	31%
Transfers						
<i>From General Fund to Other Funds</i>						
Water	-	-		-	-	
Landfill	594,000	196,211	33%	250,959	(54,748)	
Senior Center	227,855	115,632	51%	143,121	(27,489)	
Ambulance Reserve	50,000	13,139	26%	10,041	3,098	
Equipment Replacement	111,000	2,805	0%	225,699	(222,894)	
Capital Projects (Fund 7140)	-	-	0%	93,023	(93,023)	
Landfill Closure (Fund 7150)	25,000	10,415	42%	16,672	(6,257)	
Debt Service SRF Loans	51,011	37,650	74%	38,100	(450)	
Debt Service Streets Bond	156,000	16,916	11%	12,727	4,189	
Debt Service Firehall Bond	47,000	11,000	23%	11,500	(500)	
Debt Service School Bond	550,750	1,014,125	184%	296,375	717,750	
<i>From Dock Fund to Harbor Funds</i>						
Port - Harbor	301,580	-	0%	57,417	(57,417)	
Port - Harbor - Ice Machine	-	255	0%	1,684	(1,429)	
Port - Harbor - Bathhouse	8,920	-	0%	7,120	(7,120)	
<i>From Department to Department</i>						
Transfer from E911 to Dispatch	67,000	27,316	41%	33,901	-	
Transfer from Carlson Estate to Library	4,000	1,669	42%	1,669	-	
Transfer from Wastewater to Water	-	6,591	0%	-	-	
Total	\$ 2,194,116	\$ 1,453,724	66%	\$ 1,200,008	\$ 253,710	
Total Revenues & Transfers	\$ 15,788,410	\$ 8,412,685	53%	\$ 9,672,776	\$ (1,267,442)	

City of Dillingham
Unaudited Revenues and Expenditures As of

November 30, 2025

Data Collected on:
1/19/2026

Section . Item 3.

		<u>11/30/25</u>		<u>11/30/24</u>	
	<u>Budget - FY26</u>	<u>YTD</u>	<u>Percent</u>	<u>YTD</u>	<u>INC/(DEC)</u>
EXPENDITURES:					
General Fund Expenditures					
City Council	\$ 121,550	\$ 48,179	40%	\$ 9,227	\$ 38,952
City Clerk	318,600	116,453	37%	118,052	(1,599)
Administration	472,550	207,501	44%	165,331	42,171
Finance	1,547,940	546,853	35%	534,488	12,365
Legal	100,000	57,782	58%	40,278	17,504
Insurance	375,000	142,068	38%	172,683	(30,615)
Planning	297,000	78,571	26%	85,287	(6,715)
Foreclosures	20,000	2,593	13%	5,540	(2,948)
IT	372,500	107,118	29%	162,326	(55,209)
Public Safety Administration	448,850	162,463	36%	137,010	25,454
Dispatch	842,850	318,130	38%	339,015	(20,885)
Patrol	1,571,700	499,190	32%	416,873	82,316
Corrections	820,045	338,196	41%	298,845	39,350
DMV	92,150	33,879	37%	34,138	(258)
Animal Control Officer	88,350	40,609	46%	49,977	(9,368)
K-9 Unit	2,000	0	0%	0	-
Fire	604,500	248,740	41%	308,574	(59,834)
Fire Department Donation	10,000	0	0%	1,077	(1,077)
Public Works Administration	473,700	136,546	29%	171,980	(35,434)
Building and Grounds	976,800	353,370	36%	394,621	(41,250)
Shop	610,600	104,558	17%	137,441	(32,883)
Street	626,100	136,614	22%	143,739	(7,124)
Library	186,875	70,509	38%	92,559	(22,050)
Grandma's House	90,900	10,714	12%	18,249	
City School	1,702,000	850,401	50%	850,347	54
Transfers to Other Funds	1,787,616	1,407,478	79%	1,081,545	325,933
Total	\$ 14,560,176	\$ 6,018,515	41%	\$ 5,769,200	\$ 256,849

City of Dillingham
Unaudited Revenues and Expenditures As of

November 30, 2025

Data Collected on:
1/19/2026

Section . Item 3.

	<u>Budget - FY26</u>	<u>11/30/25</u> <u>YTD</u>	<u>Percent</u>	<u>11/30/24</u> <u>YTD</u>	<u>INC/(DEC)</u>
<u>Special Revenue Funds Expenditures</u>					
Water	483,400	110,666	23%	71,472	39,194
Sewer	484,400	119,992	25%	130,891	(10,899)
Landfill	936,400	364,197	39%	461,686	(97,488)
Port - Dock	1,085,546	309,889	29%	460,065	(150,177)
Port - Harbor	498,330	201,200	40%	152,058	49,142
Asset Forfeiture Fund	25,000	-	0%	-	-
E-911 Service	67,000	27,316	41%	106,953	(79,636)
Public Safety Reward	-	-	0%	-	-
Senior Center (Non-Grant)	279,955	130,770	47%	150,512	(19,742)
Senior Center (Grant)	50,486	23,733	47%	29,294	(5,561)
Library (Grants)	66,727	15,653	23%	18,082	(2,429)
Mary Carlson Estate	6,255	2,485	40%	3,054	(568)
Ambulance Reserve Fund	15,000	(1,000)	-7%	600	(1,600)
Debt Service SRF Loans	51,011	37,650	74%	38,100	(450)
Debt Service School Bond	1,064,750	1,014,125	95%	986,375	27,750
Debt Service Firehall Bond	47,000	11,000	23%	11,500	(500)
Debt Service Streets Bond	236,000	58,000	25%	60,750	(2,750)
Equipment Replacement	111,000	2,805	0%	226,205	(223,400)
Total	\$ 5,508,260	\$ 2,428,481	44%	\$ 2,907,598	\$ (479,117)
	\$ 20,068,436	\$ 8,446,996	42%	\$ 8,676,798	\$ (222,268)
Net Increase (Decrease) to Fund Balances	\$ (4,280,026)	\$ (34,311)		\$ 995,978	\$ (1,045,174)

City of Dillingham
Unaudited Revenues and Expenditures As of

November 30, 2025

Data Collected on:
1/19/2026

Section . Item 3.

	<u>Budget - FY26</u>	<u>11/30/25</u> <u>YTD</u>	<u>Percent</u>	<u>11/30/24</u> <u>YTD</u>	<u>INC/(DEC)</u>
Grant & Bond Revenues					
SOA-Landfill Firebreak	-	-		-	-
EPA Landfill Grant	3,882,500	-	0%	-	-
COVID - CARES & ARPA & LGLR	-	-		1,752,195	(1,752,195)
SRF Loan - Lagoon Aeration	-	-		-	-
SRF Loan - Landfill	200,000	-	0%	-	-
State Jail Medical	-	10,469		-	10,469
Legislative Grant Harbor	757,500	54,320	7%	-	54,320
Southern Region EMS	-	-		-	-
SOA-DOH Grants	-	-		54,694	(54,694)
Curyung-Ice Machine	6,000	(767)	-13%	-	(767)
Snagpoint Funding	3,209,387	-	0%	-	-
BBEDC Intern Program	73,400	8,225	11%	15,412	(7,187)
BBEDC Training Reimb	-	-		-	-
BBNC Training Reimb	-	-		-	-
Total	\$ 8,128,787	\$ 72,248	1%	\$ 1,822,300	\$ (1,750,053)
Grant & Bond Expenditures					
SOA-Landfill Firebreak	-	-		-	-
EPA Landfill Grant	3,882,500	-	0%	-	-
COVID - CARES & ARPA & LGLR	-	-		1,752,195	(1,752,195)
SRF Loan - Lagoon Aeration	-	-		576,281	(576,281)
SRF Loan - Landfill	200,000	-	0%	-	-
State Jail Medical	-	1,390		-	1,390
Legislative Grant Harbor	757,500	128,987	17%	-	128,987
Southern Region EMS	-	-		-	-
SOA-DOH Grants	-	-		965	(965)
Curyung-Ice Machine	6,000	1,493	0%	-	1,493
Snagpoint Erosion	3,209,387	-	0%	-	-
BBEDC Intern Program	73,400	8,225	11%	15,412	(7,187)
BBEDC Training Reimb	-	20,894		4,375	16,519
BBNC Training Reimb	-	-		-	-
Total	\$ 8,128,787	\$ 160,989	2%	\$ 2,349,228	\$ (2,188,239)
	\$ -	\$ (88,741)		\$ (526,927)	\$ (3,938,291)

City of Dillingham
Unaudited Revenues and Expenditures As of

November 30, 2025

Data Collected on:
1/19/2026

Section . Item 3.

Capital Project Funds Revenues

Harbor Mayor Sale Revenue

Total

<u>Budget - FY26</u>	<u>11/30/25</u> <u>YTD</u>	<u>Percent</u>	<u>11/30/24</u> <u>YTD</u>	<u>INC/(DEC)</u>
-	-		-	-
\$ -	\$ -		\$ -	\$ -

Capital Project Funds Expenditures

Public Safety Building

Water Improvements

WasteWater Improvements

Snagpoint Erosion

Sewer Lagoon Aeration

Other Lift Station

Fire Dept Water Damage Repair

Landfill Closure (7150)

Landfill Shop Fire

Landfill Groundwater Well

Harbor cleanup

Total

-	-		-	-
-	-		-	-
-	-		-	-
-	-		-	-
-	-		101,006	(101,006)
-	-		-	-
-	-		26,207	-
-	-		-	-
-	-		-	-
-	-		-	-
-	-		-	-
\$ -	\$ -	0%	\$ 127,214	\$ (101,006)
\$ -	\$ -		\$ (127,214)	\$ 101,006

Budget

Actual

General Fund Revenue

Special Fund Revenue

Transfers In

Grant and Bond Revenue

CIP Revenue

\$ 10,772,411	\$ 6,042,837
\$ 2,821,883	\$ 916,124
\$ 2,194,116	\$ 1,453,724
\$ 8,128,787	\$ 72,248
\$ -	\$ -
\$ 23,917,197	\$ 8,484,933

General Fund Expenditures

Special Fund Expenditures

Grant and Bond Expenditures

CIP Expenditures

\$ 14,560,176	\$ 6,018,515
\$ 5,508,260	\$ 2,428,481
\$ 8,128,787	\$ 160,989
\$ -	\$ -
\$ 28,197,223	\$ 8,607,984

Net Increase (Decrease) to Fund Bal

\$ (4,280,026)	\$ (123,052)
-----------------------	---------------------

Balance Sheet
City of Dillingham
11/30/2025

<u>Assets</u>	<u>General Fund</u>	<u>Capital Project Fund</u>	<u>Other Funds</u>	<u>Total</u>
Current:				
Cash - Wells Fargo				
Checking/Operating Account	1,729,931	-	-	1,729,931
Investments:				
Piper Jaffrey	2,914,925	-	-	2,914,925
TVI Investments	808,229	-	-	808,229
Wells Fargo Bank	304,025	-	-	304,025
AMLIP	247,915	-	-	247,915
Wells Fargo Bonds	-	2,367,999	-	2,367,999
Total Investments	4,275,094	2,367,999	-	6,643,093
Restricted Cash and Investments -				
Piper Jaffrey (Mary Carlson Estate)	-	-	440,042	440,042
Receivables:				
Sales Tax	250,033	-	-	250,033
Real and Personal Property Taxes	2,041,280	-	-	2,041,280
Services & Utilities	573,283	-	681,102	1,254,385
Total Receivables	2,864,596	-	681,102	3,545,698
Prepays & Deposits	246,542	-	-	246,542
Due from other funds	3,785,243	-	3,384,326	7,169,569
Total Current Assets	<u>12,901,406</u>	<u>2,367,999</u>	<u>4,505,470</u>	<u>19,774,875</u>
<u>Liabilities and Fund Balances</u>				
Liabilities:				
Accounts payable	478,704	-	57,231	535,935
Accrued payroll and payroll liabilities	25,506	-	-	25,506
Unearned Revenue	789,754	-	-	789,754
Due to other funds:	3,384,326	1,438,534	2,346,709	7,169,569
Total liabilities	4,678,290	1,438,534	2,403,940	8,520,764
Fund Balances:				
Restricted - M. Carlson Estate	-	-	376,245	376,245
Committed	-	929,465	-	929,465
Unassigned	8,223,116	-	1,725,285	9,948,401
Total fund balances	8,223,116	929,465	2,101,530	11,254,111
Total liabilities and fund balances	<u>12,901,406</u>	<u>2,367,999</u>	<u>4,505,470</u>	<u>19,774,875</u>

Fund Balance Evaluation

Section . Item 3.

	<u>Fund Bal.</u> <u>6/30/2025</u> <u>Unaudited</u>	<u>FY'26</u> <u>Revenue</u>	<u>FY'26</u> <u>Expenditures</u>	<u>Add or (-)</u> <u>FY26 Fund Bal</u>	<u>Fund Bal</u> <u>11/30/2025</u> <u>Unaudited</u>
General Fund	6,960,974.00	6,071,823	6,018,515	53,308	7,014,282
Planning Capital Project	1,030,472.00	-	-	-	1,030,472
Debt Service	67,107.00	1,120,775	1,120,775	-	67,107
Special Revenue Fund					
Water & Sewer	1,416,076.00	313,959	230,658	83,301	1,499,377
Landfill	(6,179.00)	362,114	364,197	(2,083)	(8,262)
Port - Dock	649,234.00	234,963	309,889	(74,926)	574,308
Port - Harbor	(90,143.00)	96,498	201,200	(104,702)	(194,845)
E-911 Service	267,909.00	27,316	27,316	-	267,909
Asset Forfeitures Fund	27,824.00	176	-	176	28,000
Reward Fund	400.00	-	-	-	400
Senior Center	2,151.00	141,478	154,502	(13,025)	(10,874)
Library (Grants)	(79.00)	12,131	15,653	(3,521)	(3,600)
Public Safety	-	-	-	-	-
Local Support	(11,868.00)	8,225	29,119	(20,894)	(32,762)
Covid, ARPA & LGLR Support	-	-	-	-	-
Capital Project Fund					
Ambulance Reserve Capital Project	437,515.00	13,139	(1,000)	14,139	451,654
Equipment Replacement Capital Project	73,749.00	2,805	2,805	-	73,749
School Project	(1,626.00)	-	-	-	(1,626)
Streets Project	52,714.00	-	-	-	52,714
Firehall Project	-	-	-	-	-
Dock and Harbor Capital Project	-	53,553	130,480	(76,926)	(76,926)
Public Safety Capital Project	-	-	-	-	-
Wastewater System Improvements	(101,006.00)	-	-	-	(101,006)
Water Improvement	-	-	-	-	-
SOA Loans Capital Projects	-	-	-	-	-
Jail Health care reimbursement	(9,079.00)	10,469	1,390	9,079	-
SOA DOH Grants	25,334.00	-	-	-	25,334
Denali Commission Project	-	-	-	-	-
Landfill Committed Funds	197,044.00	10,415	-	10,415	207,459
Permanent Fund					
Mary Carlson Estate	388,640.00	5,094	2,485	2,608	391,248
Snagpoint	-	-	-	-	-
Total	11,377,163	8,484,933	8,607,984	(123,052)	11,254,111

Mayor
Alice Ruby

Acting City Manager
Jack Savo Jr.



Dillingham City Co

Section . Item 3.

Curt Armstrong
Jean Barrett
Steven Carriere
Triston Chaney
Kevin McCambly
Kaleb Westfall

MEMORANDUM

Date: 1/18/2025
To: Jack Savo Jr., Acting City Manager
From: Tracy O'Malley, Chief of Police
Subject: Monthly Report: January 2026

Patrol:

Several of our officers were able to attend the City Christmas party on 12/18. All officers completed a state sponsored training this month. We have several training courses coming up next month for patrol officers.

Dispatch:

We had a total of 114 calls for service from December 13, 2025 to January 13, 2025.

.88 % Fire (1)

20.21% EMS Calls (23)

2.63% Burn permits (3)

4.38% Agency Assist (5)

3.51% Suspicious vehicle (4)

15.79% Welfare Checks (18)

21.5% Disturbances (25)

1.75% Premises check (2)

7.02% Traffic Stops (8)

6.14% Assault DV/Non DV (7)

DMV:

03 – Commercial D/L

34 – Driver License

17 – Identification Cards

04 – HC Permits (No Fee)

02 – Miscellaneous Fees

14 – Vehicle Registration

13– Title / Lien

00 – Boat Registration

00 – Road Test

01 – License Services

22 – AK Written Test

Corrections:

Thirty-four inmates were held in the jail during the last month.

Animal Control:

Three dogs were taken into the pound this month. ACO Romie is looking at the availability of on-site training in Anchorage for February for euthanasia licensure.

We will be having a rabies clinic during Beaver Round Up. It will take place on 2/28 from 10am-4pm.

The City is seeking volunteers for the pound.

Mayor

Alice Ruby
Triston Chaney
Jean Barrett
Kaleb Westfall
Steven Carriere
Curt Armstrong
Kevin McCambly



MEMORANDUM

Date: January 26, 2025

To: Jack Savo, Acting City Manager

From: Scott Runzo, Fire Department Coordinator

Subject: Fire/EMS Report

Acknowledgements and Recognitions

- We would like to thank Nick Schollmeier, Maddison Swift, and JJ Larson for their unwavering dedication to the department and for being the top 3 responders for this quarter.

Fire/EMS Board Members

- **Fire Chief:** Koolie Heyano
- **Assistant Fire Chief:** Kevin Hardin
- **Medical Squad Director:** JJ Larson
- **Member at-large:** Kim Larson

Department Accomplishments:

Total Fire calls for 2026 – 2

Total EMS calls for 2026 – 35

- The first Annual Department Holiday party was a success and has led to more events being planned to involve the community as well.
- Fire and EMS are working to get the ice rink into working order. This involves volunteers working in below freezing temps to spread water and maintain the rink.
- Fire is working on the next phase for the proposed fire hall. This involves reinstating the 600k back into the budget for infrastructure development as well as member recommendations for the new building
- Fire and EMS has completed some of the required reporting for our 2026 state certifications and are currently working on the remaining certifications.

- Patient care plans have been in place to help mitigate the abuse of the 911 system. This plan has helped to reduce the number nonemergent calls.
- Recertification training for member EMS licensing is planned for the end of February.

Projects – Progress, Public Engagement & Preparations

- Working on a service agreement with Pro-Com out of Anchorage for a PM contract for all city-wide radio systems.
- EMS has completed a rate of study increase proposal and will be submitted to the council after the first of the year.
 - The resolution is in process and will be available for review by city staff at the end of the week
- Training from members of the Fairbanks fire department is confirmed for the last week of March and First week of April.
- Volunteer stipend program has been reviewed with accounting and the proposal will be out within the next few weeks.
- City wide evaluation of AEDs and first aid supplies was completed for all city buildings with the determination of new equipment needed.
- EMS prevention has several events planned for the spring of 2026 with the first event being the sports games/events in town.
- Due to budget restrictions EMS is working on an alternative solution for summer staffing for EMS – this is still on-going
- Fire and EMS will complete their recertification for the ability to be instructors of CPR.

Public Feedback:

-
- We have received many acts of thanks and appreciation from citizens thanking the volunteers for serving the community.

Mayor
Alice Ruby

Acting City Manager
Jack Savo, Jr.



Dillingham City Co

Section . Item 3.

Triston Chaney
Jean Barrett
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM

Date: January 26, 2026
To: Jack Savo, Jr., Acting City Manager
From: Phil Baumgartner, Public Works Director
Subject: Monthly report

Our Public Works crew has done an admirable job keeping our buildings, streets and sidewalks clear of snow and sanded these last few weeks. By cross training across the department, the crew was able to band together to keep our roads open and safe for both vehicle and pedestrian residents. The High school/Middle school held a tournament amid a snowstorm throughout which Public Works kept roads and school parking lots open so the games could continue.

Our Assistant, Foreman and Director are scheduled this week for in depth review and training toward going live with Asset Essentials ("Brightly"). Asset registry building continues, as well as training on cataloging has been undertaken by the Public Works Office Assistant. Through this course progress has been made updating the list and status of both equipment and vehicles.

The 160M grader online after receiving both preventative maintenance and repairs. Our winter equipment is largely operational, in good repair with preventative and repair maintenance being scheduled. The skid steer snow blower attachment blew a hose in this last storm. A new hose has been ordered.

Respec completed and submitted the DRAFT Airport Water System Extension Design Analysis Report. Chris Maines, Planner, Jack Savo, Jr.; Acting City Manager, Anita Foran; Finance Director and I; Phil Baumgartner – Public Works Director are to review and meet to evaluate options.

Our Building & Grounds crew identified a water leak at Grandma's House on conducting their daily rounds. A section of the fire suppression (sprinkler) system froze and damaged the ceiling in the foyer area. We have an inspector scheduled to conduct a site inspection and make recommendations.

The Water/Wastewater crew has been conducting training toward a provisional treatment and water distribution license. Alaska Water Resources Association, under our membership, sent an inspector out to conduct our 2025 Sanitary Survey, free of charge. Results of which are expected soon.

In the interest of being better able to coordinate and maneuver public policies, state statutes, contacts for various projects and garnering attention to current legislative assistance and funding needs, I am enrolled in a UAF course on the legislative process. Through which, I traveled to Juneau and met with many state Senators, Representatives and Commissioners. To whom our time sensitive workload on our Snag Point Erosion project and the need for streamlined funding to include water service to customers as part of the Airport Waterline Extension was conveyed.

We are reviewing processes and updating quotes for affecting purchases specified under the Landfill Improvement appropriation. A scope & fee proposal for upgrade recommendations has been requested from CRW; engineering firm whose done our recent Solid Waste Management Plan, conducted a site visit and our term engineering firm.

A new building & grounds assistant started today, January 26th. Three positions remain open: two Equipment Operators and one Fleet Mechanic positions. Applications continue to be reviewed as they are received. Though there has been a learning curve on the online personnel annual review application, it appears we've made progress on timely use and completion of reviews.

Accomplishments:

New Building & Grounds Assistant onboarded, equipment and water/wastewater specific training underway/completed, Landfill improvement purchase procedure review, Airport waterline extension 35% draft report received, employee benefits training session,

Document retention and disposal are ongoing. Vehicle and equipment retention/replacement scheduling continues.

Upcoming Activities/Events:

Asset Management training, Snag Point Erosion RFP, year-to-date budget review, research of water/wastewater metering systems, Landfill improvement planning & purchasing, coordination and procurement, coordination with RESPEC on waterline extension

Respectfully,

Phil Baumgartner

Phil Baumgartner
Public Works Director

General Status Review

Winter & Landfill equipment

- Motor Grader Cat 160 H replacement ordered, repairs made operational limited use with new sharks' blades, transmission issues
- Motor grader Cat 160M parts installed, Moe board ware point, sharq blades installed
 - other minor issues will be scheduled for completion when parts are received
- Backhoe operational
- 450 plow /sander just serviced operational
- 350 plow/sander snowplow operational sander drive clutch ordered for replacement
- Harbor Volvo 110 wheeled loader, operational with snow bucket only, attachment pin lock assembly needs to be ordered ASAP for use of other attachment
- Bobcat tracked skid steer operational with all attachments,
- Small Trackless vehicle operational needs snow blower attachment installed ASAP
- White end dump operational, small leak on lifting ram will need over haul seal kit

Land fill

- Case wheeled loader operational recent service and repairs
 - other repairs needed but is operational
- Cat wheeled loader need scheduled for repairs parts here
- Backhoe at city PW shop needs Battery
- Case wheeled skid steer new door window replacement completed, needs move to land fill
- Cat trash sheep's steel wheeled dozer inoperable condition unknown
- Excavator Cat 345 parts here needs scheduled for repairs
- Small JD dozer operational, shifting issued when cold, needs windows
- Dozer Cat D5 needs scheduled for inspection and repairs track adjuster assembly unknown issue

Mayor
Alice Ruby

Acting City Manager
Jack Savo Jr.



Dillingham City Co

Section . Item 3.

Curt Armstrong
Jean Barrett
Steven Carriere
Triston Chaney
Kevin McCambly
Kaleb Westfall

MEMORANDUM

Date: 1/22/2026

To: Jack Savo Jr., Acting City Manager

From: Daniel Miller, Port Director

Subject: Monthly Report: January 2026

Upcoming Events:

- 2/12: Monthly meeting with MARAD and PND
- 2/16: Safety Committee Meeting

Projects – Progress and Public Impacts:

- Planning next Port Advisory Committee meeting for late February or mid-March
- Work on proposal and ordinance for Dock warehouse lease
- Work with PND Engineering to acquire all necessary permits for PIDP Grant
 - Likely able to move forward with “no impact” determination for Harbor project which, if made, should streamline the NEPA, NMFS, and USFW permitting
 - Received updated project timeline(attached)
 - Working on Title XI requirements
 - Current estimated project closeout: Spring 2028
- Work with Nushagak Coop. and Public Works to restore harbor lights and extend primary power
- Work with PW Director and Planning Director to improve security and efficiency at Dock facilities
- Develop plan for more efficient/effective enforcement
- Working with PW Director and CRW to restore Dock lighting
- Exploring options for Harbor breakwater
- Develop a plan for improved Kanakanak Beach Access maintenance

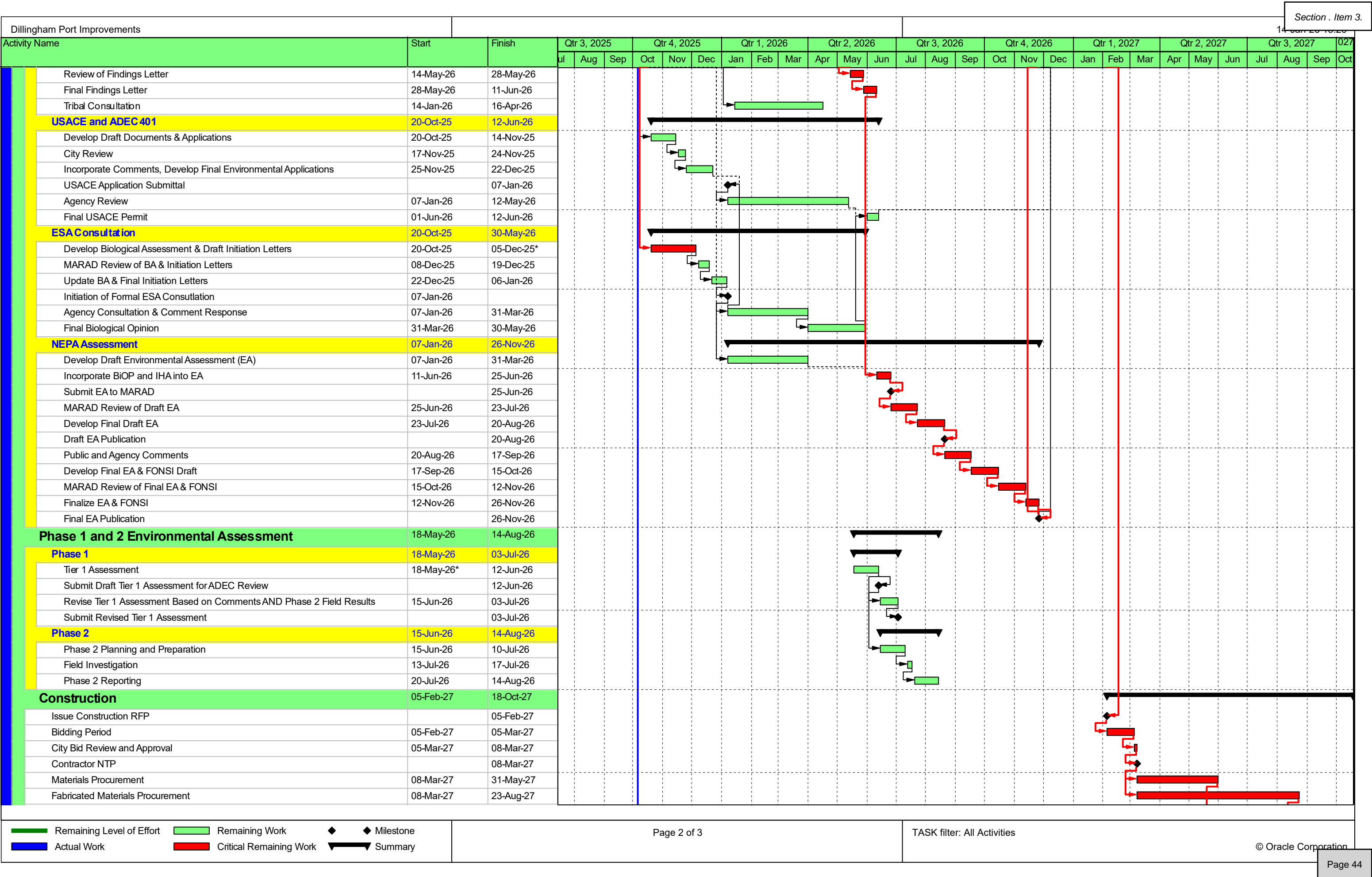
Completed Projects:

- 1/8: Monthly Meeting w/ MARAD and PND
 - Expecting draft grant agreement soon
- 1/22: Met with PND and Planning Director to discuss lease lots and utility upgrades/extension as part of PIDP Project.

Public Feedback:

- Repair cold storage for ice machine
- Restore harbor lights
- Repair/Replace Harbor docks

Activity Name	Start	Finish	Qtr 3, 2025			Qtr 4, 2025			Qtr 1, 2026			Qtr 2, 2026			Qtr 3, 2026			Qtr 4, 2026			Qtr 1, 2027			Qtr 2, 2027			Qtr 3, 2027			02/2028
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Dillingham Port Improvements	13-Jun-25 A	18-Oct-27																												
Project Initiation	13-Jun-25 A	15-Jul-25 A																												
Contract Negotiations	13-Jun-25 A	15-Jul-25 A																												
NTP	15-Jul-25 A																													
Design	06-Oct-25	05-Feb-27																												
Site Visit	06-Oct-25	19-Nov-25																												
Document Development, Coordination and Preparation	06-Oct-25*	17-Oct-25																												
Site Visit	20-Oct-25	22-Oct-25																												
Report Development	23-Oct-25	19-Nov-25																												
Submit Site Visit Report		19-Nov-25																												
Basis of Design (BOD)	06-Oct-25	31-Oct-25																												
Develop Preliminary Draft BOD	06-Oct-25	31-Oct-25																												
Submit Preliminary Draft BOD for Review		31-Oct-25																												
Concept Design	03-Nov-25	28-Jan-26																												
Concept Evaluation and Analysis	03-Nov-25	31-Dec-25																												
Develop Concept Designs and Supporting Memorandum	01-Jan-26	28-Jan-26																												
Submit Concept Design		28-Jan-26																												
35% Design	29-Jan-26	03-Jun-26																												
Advance Plans, Specifications and Estimates to 35%	29-Jan-26	20-May-26																												
Submit 35% Design Documents		20-May-26																												
City Review	21-May-26	03-Jun-26																												
35% Design Review		03-Jun-26																												
65% Design	04-Jun-26	07-Oct-26																												
Advance Plans, Specifications and Estimates to 65%	04-Jun-26	23-Sep-26																												
Submit 65% Design Documents		23-Sep-26																												
City Review	24-Sep-26	07-Oct-26																												
65% Design Review		07-Oct-26																												
90% Design	26-Nov-26	08-Jan-27																												
Advance Plans, Specifications and Estimates to 90%	26-Nov-26	24-Dec-26																												
Submit 90% Design Documents		24-Dec-26																												
City Review	24-Dec-26	08-Jan-27																												
90% Design Review		08-Jan-27																												
100% Design	08-Jan-27	05-Feb-27																												
Advance Plans, Specifications and Estimates to 100%	08-Jan-27	05-Feb-27																												
Submit 100% Design Documents		05-Feb-27																												
Environmental Permits and Approvals for Construction	06-Oct-25	26-Nov-26																												
Develop Project Description for Permit Applications	06-Oct-25	17-Oct-25																												
Permits Recieved		26-Nov-26																												
NHPA Compliance	20-Oct-25	11-Jun-26																												
Cultural Resources Review Desktop Study	20-Oct-25	05-Dec-25																												
Review of Desktop Study	08-Dec-25	08-Dec-25																												
Section 106 & Tribal Consultation Letters Draft	08-Dec-25	22-Dec-25																												
MARAD Review of Consultation Letters	22-Dec-25	07-Jan-26																												
Section 106 & Tribal Consultation Letters Submittal	07-Jan-26	14-Jan-26																												
SHPO Consultation	14-Jan-26	16-Apr-26																												
Draft Findings Letter	16-Apr-26	14-May-26																												



[illegible]

Mayor
Alice Ruby

Acting Manager
Jack Savo Jr.



Dillingham City Co

Section . Item 3.

Triston Chaney
Jean Barrett
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Christopher Maines, Planning Director
Through: Jack Savo Jr., Acting City Manager
Date: January 23, 2026
Re: February 2026 Report

PLANNING COMMISSION: The Planning Commission is set to hold a workshop to discuss the 2036 comprehensive plan, and primarily discuss the future land use map. The draft plan, reflects genuine community priorities (housing first, followed by wellness, facilities, economy). Acknowledges real accomplishments and builds on them Takes an honest, data-driven approach to challenges. Emphasizes partnerships and collaboration. Honors cultural values and Tribal leadership. Provides concrete strategies and implementation framework Balances immediate needs with long-term resilience Protects what makes Dillingham unique (fisheries, subsistence, community connection). This is a strong, community-driven plan. I look forward to the upcoming community meetings and invite the Council attend them to hear from the community.

Snaq Point Erosion Appropriation:

I have been working with Acting City Manager Jack Savo Jr. on this project. FEMA is in the process of reviewing our extension request. We have maintained bi-weekly conferences with our State of Alaska Representative. We will keep the Council posted on any updates.

Dillingham Airport Waterline Extension:

RESPEC representatives visited Dillingham from December 2nd through the 4th. Based on the work and findings we have received the alternatives analysis. The project is to extend the City of Dillingham's water system to serve properties with PFAS-contaminated groundwater near the airport, affecting residential and airport facilities. The existing water system serves ~230 connections with three wells providing approximately 250,000 gpd capacity. Peak summer demand reaches 375,000 gpd, exceeding reliable capacity. The system requires upgrades to support expansion, including additional wells, treatment capacity, storage, and improved monitoring systems.

Recommended Solution:

- **Infrastructure:** Option 1 - Install a 500,000-gallon storage tank and booster pump station near the existing distribution network with a circulation loop to/from the airport
- **Route:** Option 3 - 12-inch water main along Kanakanak Road around the west end of the runway to Airport Road, with a lateral spur to Airport Spur Road (avoids runway crossing and best positions system for future expansion)

Project Cost: Estimated ROM construction cost of **\$17.5M** for the recommended alternative (includes storage tank, booster station, and piping).

Next Steps: Complete 35% schematic design, conduct geotechnical sampling (34 borings planned for March 2026), coordinate environmental permitting with ADEC, FAA, and other agencies, and pursue additional funding through DWSRF Emerging Contaminants Loan program.

City of Dillingham Land Disposal and Future Housing:

I have included an ordinance with this report. I will be asking the Council to assign this to the Code Committee for review. I recommend that we begin working with our codes in tandem with the creation of the upcoming subdivisions owned by the City of Dillingham. This proposed ordinance amending Chapter 5.30 of the Dillingham Municipal Code deserves immediate consideration as a critical tool for addressing our community's housing shortage. With land acquisition representing the primary barrier to residential development in Dillingham, where few new subdivisions exist and extensive native allotments and ANCSA lands limit available parcels, the city must maximize the housing potential of municipal property. This ordinance provides essential flexibility to dispose of city-owned land at below-market rates specifically for housing projects, while incorporating accountability measures to ensure development actually occurs. Given our constrained land availability and growing housing needs, adopting these provisions could unlock significant residential development opportunities that would otherwise remain economically unfeasible.

AN ORDINANCE OF THE CITY OF DILLINGHAM, ALASKA, AMENDING CHAPTER 5.3 OF THE DILLINGHAM MUNICIPAL CODE RELATING TO DISPOSAL OF MUNICIPAL PROPERTY TO PROMOTE HOUSING DEVELOPMENT

Section . Item 3.

WHEREAS, the City of Dillingham faces a critical housing shortage that impacts economic development, workforce recruitment, and the overall quality of life for residents; and

WHEREAS, land acquisition costs represent the single largest barrier to residential development in Dillingham, Alaska; and

WHEREAS, the availability of developable land in Dillingham is severely constrained due to extensive native allotments and Alaska Native Claims Settlement Act (ANCSA) lands covering substantial portions of the area, with few new subdivisions available; and

WHEREAS, the City of Dillingham possesses certain municipal properties suitable for residential development that could help address the housing shortage; and

WHEREAS, the City Council finds that strategic disposal of municipal property for housing development serves a compelling public purpose and will benefit the community; and

WHEREAS, the City Council desires to establish clear procedures and requirements for the disposal of municipal property specifically for housing development purposes while ensuring accountability and successful project completion.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DILLINGHAM DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Amendment of Section 5.30.020 - Terms and Conditions of Sale

Section 5.30.020(A) of the Dillingham Municipal Code is hereby amended to add the following subsection:

8. Development Requirements for Housing Projects.

For disposals of municipal property intended for housing development, the city council shall establish specific requirements in the disposal documents, including but not limited to:

a. **Number of Housing Units.** The minimum number of residential housing units to be constructed on the property, which may vary based on property size, zoning, and development capacity;

b. **Development Timeline.** A binding timeline establishing clear milestones including:

- Submission of final development plans and building permits
- Commencement of construction
- Substantial completion of infrastructure
- Completion of housing units

- Certificate of occupancy for completed units

c. Design Standards and Requirements. Standards addressing:

- Architectural compatibility with surrounding neighborhoods
- Energy efficiency requirements
- Building materials suitable for local climate conditions
- Minimum square footage requirements
- Accessibility standards
- Snow load and foundation requirements appropriate for Dillingham conditions

d. Infrastructure Requirements. Developer obligations for:

- Road construction and paving to city standards
- Water and sewer line extensions
- Storm drainage facilities
- Street lighting
- Sidewalks or pedestrian pathways where appropriate
- Coordination with existing municipal infrastructure systems

Section 2. Amendment of Section 5.30.020 - Below-Market Pricing for Housing Development

Section 5.30.020 of the Dillingham Municipal Code is hereby amended to add the following subsection:

C. Adjusted Pricing for Housing Development Disposals.

For disposals of municipal property whose primary purpose is promoting housing development, the city council may, after considering the public benefit, authorize the sale of property at a price below the appraised fair market value. The city council shall consider the following factors in determining any price adjustment:

1. Number and Type of Housing Units. The quantity and variety of housing units to be developed, with consideration given to:

- Total number of residential units
- Mix of unit types (single-family, duplex, multi-family)
- Unit sizes and bedroom counts
- Projects providing diverse housing options for different family sizes and demographics

2. Infrastructure Investment. The infrastructure costs to be borne by the developer including:

- Extension of utilities beyond the immediate property boundaries
- Road construction or improvements benefiting the broader community
- Drainage improvements
- Any off-site improvements required to support the development
- Connection fees and utility capacity costs

3. Affordable Housing Component. Projects that include affordable housing units meeting the following criteria:

- Units designated for households at or below 80% of Area Median Income (AMI)
- Duration of affordability restrictions (minimum 15 years recommended)
- Number and percentage of total units designated as affordable
- Deed restrictions or covenants ensuring long-term affordability
- Priority consideration for projects with 20% or more affordable units

4. Economic Benefit to the Community. The expected economic impact, including:

- Job creation during construction and operation
- Property tax revenue generation
- Commercial development potential
- Workforce housing for local businesses and industries
- Population stabilization and growth
- Enhanced community services viability

5. Development Risk and Market Conditions. Recognition of financial risks including:

- Remote location construction cost premiums
- Limited contractor availability
- Material transportation costs
- Short construction season
- Market absorption rates
- Financing challenges in rural Alaska communities

The city council may reduce the purchase price by up to seventy-five percent (75%) of the appraised value for projects demonstrating exceptional public benefit through the factors listed

above. Any reduction exceeding fifty percent (50%) shall require specific findings by the council documenting the public benefit justification.

Section 3. Amendment of Section 5.30.040 - Methods of Disposal

Section 5.30.040 of the Dillingham Municipal Code is hereby amended to add the following subsection:

E. Request for Proposals (RFP) Process for Housing Development.

When the city council determines that the primary purpose of a disposal is housing development, the city may solicit proposals from qualified developers through a competitive Request for Proposals (RFP) process as an alternative to public auction or sealed bid procedures. The RFP process shall include the following elements:

1. RFP Publication and Distribution. The city shall publish the RFP and make it available to interested parties for a minimum of forty-five (45) days. Publication shall include:

- Local newspaper advertisement
- Posting on the city's official website
- Notice to the Alaska Housing Finance Corporation
- Notice to regional development organizations
- Distribution to known housing developers and contractors operating in rural Alaska

2. Minimum Requirements. The RFP shall specify mandatory minimum requirements including:

- Minimum number of housing units to be constructed
- Unit type requirements or preferences
- Percentage of affordable housing units, if any
- Construction quality standards
- Energy efficiency standards

3. Development Timeline Requirements. Clear timeline expectations including:

- Maximum time for plan submission and permitting
- Required construction commencement date
- Phase completion schedules for multi-phase projects
- Final completion deadline
- Penalty provisions for delays not attributable to force majeure

4. Design Standards. Specifications addressing:

- Architectural design expectations
- Building materials and methods appropriate for Dillingham's climate
- Lot layouts and density requirements
- Open space or common area provisions
- Parking requirements
- Landscaping expectations

5. Infrastructure Requirements. Detailed requirements for:

- Utility installation and connections
- Road construction specifications
- Drainage and stormwater management
- Street lighting and signage
- Snow storage areas
- Compliance with all applicable city codes and standards

6. Proposal Content Requirements. Mandatory elements of responsive proposals including:

- Developer qualifications and experience
- Project concept and unit mix
- Site plans and preliminary architectural renderings
- Development timeline with specific milestones
- Project budget and pro forma
- Evidence of financial capacity or commitment letters
- Proposed purchase price
- Identification of all team members (contractors, architects, engineers)
- References from previous projects

7. Evaluation Criteria. The RFP shall establish weighted evaluation criteria, which may include:

- Developer qualifications and experience (15-20%)
- Project design quality and appropriateness (15-20%)
- Number and type of housing units proposed (20-25%)
- Inclusion of affordable housing (10-15%)

- Development timeline and feasibility (15-20%)
- Financial capacity and project financing (15-20%)
- Proposed purchase price (5-15%)
- Community benefit and economic impact (10-15%)

8. Selection Process.

- An evaluation committee appointed by the city manager shall review and score all responsive proposals
- The committee may conduct interviews with top-ranked proposers
- The committee shall make a recommendation to the city council
- The city council shall make the final selection decision through resolution
- The city council may reject all proposals if none adequately serve the public interest

9. Negotiation Authority. Following selection, the city manager is authorized to negotiate final terms and conditions with the selected developer, provided that any material changes from the accepted proposal must be approved by the city council.

Section 4. Amendment of Section 5.30.070 - Post-Award Requirements

Section 5.30.070 of the Dillingham Municipal Code is hereby amended to add the following subsection:

B. Additional Requirements for Housing Development Disposals.

For all disposals of municipal property for housing development purposes, whether through auction, sealed bid, or RFP process, the successful bidder or selected developer must submit the following within sixty (60) days of the city council's approval of the disposal:

1. Detailed Development Plans, including:

- Final site plan prepared by a licensed engineer or surveyor
- Preliminary architectural plans for all housing units
- Civil engineering plans for infrastructure improvements
- Utility connection plans coordinated with city departments
- Grading and drainage plans
- Erosion and sediment control plans
- Environmental assessment or mitigation plans if required

2. Comprehensive Project Timeline, containing:

- Gantt chart or similar scheduling document showing all major activities
- Specific dates for key milestones including:
 - Completion of final engineering
 - Building permit applications
 - Infrastructure construction start and completion
 - Building construction start for each phase
 - Substantial completion of each phase
 - Final completion and certificate of occupancy
- Identification of critical path items
- Contingency plans for weather delays or other foreseeable obstacles

3. Evidence of Financing Capability, such as:

- Commitment letters from financial institutions
- Proof of equity investment or down payment
- Personal financial statements (for individual developers)
- Corporate financial statements (for entity developers)
- Evidence of insurance coverage or ability to obtain coverage
- For projects over \$2 million, a third-party financial feasibility analysis

4. Performance Security, in one of the following forms:

- Performance bond issued by a surety company licensed to do business in Alaska
- Irrevocable letter of credit from a financial institution
- Cash escrow deposit
- Other security acceptable to the city attorney

The amount of performance security shall equal at minimum twenty-five percent (25%) of the total estimated development cost, including land acquisition, infrastructure, and construction costs. The city council may require higher security amounts for larger or higher-risk projects.

5. Insurance Requirements, including:

- Commercial general liability insurance with minimum limits of \$2,000,000 per occurrence
- Builder's risk insurance during construction
- Workers' compensation insurance as required by Alaska law

- Professional liability insurance for architects and engineers
- Proof that the City of Dillingham is named as additional insured

6. Contractor and Professional Team Information, including:

- Executed contracts or letters of intent with general contractors
- Licensing verification for all contractors (Alaska Business License, appropriate contractor licenses)
- Qualifications of architects, engineers, and other professionals
- Safety records and past performance documentation

Failure to Submit Required Documentation. If the successful bidder or selected developer fails to submit all required documentation within the sixty (60) day period, or within such extension as may be granted by the city manager for good cause, the city council may:

- Declare the bidder/developer in default
- Retain any earnest money or deposits
- Offer the property to the next qualified bidder/proposer
- Re-advertise the property for disposal

Section 5. Amendment of Section 5.30.080 - Specific Disposal Provisions

Section 5.30.080 of the Dillingham Municipal Code is hereby amended to add the following subsection:

E. Disposal for Housing Development - Special Provisions.

The city council may dispose of municipal real property specifically to promote housing development under the following conditions and requirements:

1. Housing Development Finding. The city council must make a specific finding that:

- The disposal will result in the development of residential housing units within a reasonable and specified timeframe
- The housing development serves a compelling public purpose
- The benefits to the community outweigh the value of retaining the property in municipal ownership
- The proposed development is consistent with the city's comprehensive plan and zoning regulations
- The developer has demonstrated capability to complete the project

2. Minimum Unit Requirements. The disposal agreement shall specify:

- The minimum number of housing units to be constructed
- Any requirements for unit types or mix (single-family, multi-family, etc.)
- Minimum habitable square footage standards for units
- Any requirements for affordable housing units with specific income restrictions
- Occupancy restrictions, if any (e.g., primary residences only, no short-term rentals)

3. Binding Development Timeline with Milestones. The agreement shall include a detailed timeline with specific, enforceable milestones such as:

Phase 1 - Planning and Permitting (Months 0-6)

- Submission of final development plans
- Completion of all required surveys and studies
- Application for and receipt of all necessary permits
- Execution of utility service agreements

Phase 2 - Infrastructure Development (Months 6-12)

- Commencement of site work
- Installation of utilities
- Construction of roads and drainage
- Completion of all infrastructure to city standards

Phase 3 - Vertical Construction (Months 12-24)

- Commencement of building construction
- Substantial completion of structures
- Inspection and approval of all work

Phase 4 - Final Completion (Months 24-30)

- Final grading and landscaping
- Utility connections and service activation
- Certificate of occupancy for all units
- Transfer of infrastructure to city ownership (if applicable)

The city council may establish different timelines based on project size, complexity, and market conditions, but the total time from disposal to final completion shall not exceed five (5) years without specific council authorization.

4. Reversionary Clause - Mandatory Inclusion. Every disposal for housing development

City of Dillingham

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shall include a reversionary clause providing that:

- Title to the property shall revert to the City of Dillingham if the developer fails to meet specified development milestones
- The city may enforce the reversion through a recorded deed restriction or covenant
- Upon reversion, the developer shall be entitled to reimbursement only for documented infrastructure improvements that benefit the city, at a value determined by independent appraisal, less any damages or costs incurred by the city
- Any structures or improvements not meeting building code standards shall be removed by the developer at developer's expense prior to reversion
- The reversionary right shall remain in effect until all development milestones are completed and accepted by the city

5. Extension Provisions. The development agreement shall specify that:

- Extensions of milestone deadlines may be granted by the city council for good cause shown
- "Good cause" includes force majeure events such as:
 - Natural disasters or extreme weather beyond normal seasonal expectations
 - Unforeseeable changes in federal, state, or local regulations
 - Documented nationwide or regional shortage of critical building materials
 - Documented unavailability of contractors or skilled labor despite good faith efforts
 - Delays in utility connections caused by utility providers
- Requests for extensions must be submitted in writing at least thirty (30) days before a milestone deadline
- Extensions shall be granted for reasonable periods related to the cause of delay
- Extensions due to developer's financial difficulties or poor planning shall not constitute good cause

6. Priority for Affordable Housing. When evaluating competing proposals or applications for housing development disposals, the city council shall give priority consideration to projects that:

- Include at least twenty percent (20%) of units as affordable housing for households at or below 80% AMI
- Provide longer-term affordability commitments (20+ years preferred)
- Include workforce housing for essential community occupations (teachers, healthcare workers, public safety personnel)

- Demonstrate partnerships with Alaska Housing Finance Corporation or other housing assistance programs

7. Development Agreement Required. All housing development disposals shall be memorialized in a comprehensive development agreement approved by the city council that includes:

- All terms and conditions of the disposal
- Development requirements and timelines
- Performance security provisions
- Reversionary clauses
- Inspection and enforcement provisions
- Default and remedy provisions
- Insurance and indemnification requirements
- Dispute resolution procedures

8. Progress Reporting. The developer shall provide quarterly written progress reports to the city manager documenting:

- Work completed during the period
- Milestones achieved
- Any challenges or delays encountered
- Projected schedule for upcoming work
- Current photographs of the development

9. City Inspection Rights. The city reserves the right to inspect the property and all work in progress at reasonable times to verify compliance with the development agreement. The developer shall provide access and cooperate with city inspectors.

10. Assignment Restrictions. The developer may not assign or transfer its rights under the development agreement without prior written consent of the city council, which consent may be granted if the proposed assignee demonstrates equivalent or superior financial capacity and development experience.

Section 6. Amendment of Section 5.30.090 - Reversionary Clauses

Section 5.30.090 of the Dillingham Municipal Code is hereby amended to add the following subsection:

B. Reversionary Clauses for Housing Development Disposals.

For all disposals of municipal property for housing development purposes, the deed and development agreement shall include a reversionary clause containing the following

City of Dillingham

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provisions:

1. Specific Milestone Triggers. The reversionary clause shall specify each development milestone and the corresponding deadline. Failure to achieve any milestone by its deadline, absent an approved extension, shall constitute grounds for reversion.

2. Notice and Cure Period. Before exercising its right of reversion, the city shall:

- Provide written notice to the developer specifying the milestone(s) not achieved
- Allow a cure period of ninety (90) days for the developer to remedy the default
- If the default cannot reasonably be cured within ninety (90) days, allow a reasonable cure period if the developer commences cure within the initial ninety (90) days and diligently pursues completion

3. City Council Determination. After expiration of the cure period, the city manager shall report to the city council regarding the status of the development. The city council may:

- Determine that reversion is appropriate and direct the city attorney to initiate reversion proceedings
- Grant an additional extension for good cause shown
- Modify the development agreement to address changed circumstances
- Negotiate a settlement with the developer

4. Good Cause Extensions. The city council may grant extensions of milestone deadlines upon finding of good cause, which includes but is not limited to:

- **Force Majeure Events:** Acts of God, natural disasters, pandemics, civil unrest, or other events beyond the developer's reasonable control
- **Regulatory Delays:** Delays in obtaining permits or approvals from federal, state, or local agencies despite developer's diligent efforts
- **Documented Material Shortages:** Nationwide or regional shortages of essential building materials that prevent construction progress
- **Market Disruption:** Extraordinary economic conditions that make project financing temporarily unavailable despite developer's good faith efforts
- **Utility Provider Delays:** Delays in utility connections or capacity caused by utility providers beyond developer's control

Good cause shall not include:

- Developer's financial difficulties due to poor planning or inadequate capitalization
- Developer's failure to secure contractors or labor due to inadequate effort
- Developer's decision to pursue other projects
- General market conditions that were foreseeable at the time of property acquisition

5. Extension Request Procedures.

- Extension requests must be submitted in writing at least thirty (30) days prior to a milestone deadline
- Requests must include detailed documentation of the circumstances justifying the extension
- Requests must include a revised timeline showing when the milestone will be achieved
- The city manager may grant extensions of up to ninety (90) days; longer extensions require city council approval
- The city council shall act on extension requests within sixty (60) days of submission

6. Compensation Upon Reversion. In the event of reversion:

- The developer shall receive compensation only for infrastructure improvements that:
 - Were completed to city standards and accepted by the city
 - Provide benefit to the city for future use or development
 - Are documented with receipts and invoices
- Compensation shall be based on independent appraisal of the value of the improvements to the city
- No compensation shall be provided for planning costs, permit fees, incomplete work, or non-conforming improvements
- The city may offset compensation with:
 - Costs incurred by the city in re-marketing the property
 - Property taxes, assessments, or fees owed to the city
 - Costs of removing non-conforming structures or correcting code violations
 - Damages to the property or surrounding area caused by developer

7. Removal of Non-Conforming Improvements. If the developer has constructed improvements that do not meet building codes or development agreement standards:

- The developer shall remove such improvements and restore the property to a safe condition
- Removal shall be completed within ninety (90) days of notice
- If the developer fails to remove improvements, the city may remove them and charge the developer for costs incurred
- The city may draw upon performance security to cover removal costs

8. No Penalty for Early Completion. If the developer completes all development milestones ahead of schedule, the city shall promptly release all performance security and remove the

reversionary clause from the property title upon final inspection and acceptance.

9. Partial Reversion for Phased Development. For multi-phase developments:

- The property may be subdivided by phase with separate reversionary provisions for each phase
- Successful completion of one phase does not cure default on another phase
- The city may exercise reversion rights on defaulted phases while allowing completed phases to stand
- Performance security may be released proportionally as phases are completed

10. Recording and Notice. The reversionary clause shall be:

- Recorded with the deed in the appropriate recording district
- Referenced in the development agreement
- Included in any financing documents to ensure lenders have notice
- Binding upon successors and assigns

Section 7. New Section - Performance Security

The Dillingham Municipal Code Chapter 5.30 is hereby amended to add a new section:

5.30.095 Performance Security for Housing Development

A. Required Security. For all disposals of municipal property for housing development, the developer shall provide performance security to guarantee completion of the development in accordance with the development agreement.

B. Amount. The performance security shall equal no less than:

- Twenty-five percent (25%) of total estimated project costs for projects under \$1,000,000
- Thirty percent (30%) of total estimated project costs for projects between \$1,000,000 and \$3,000,000
- Thirty-five percent (40%) of total estimated project costs for projects over \$3,000,000

The city council may require higher security amounts based on project risk factors.

C. Acceptable Forms. Performance security may be provided as:

- Performance bond from a surety company rated A- or better by A.M. Best and licensed in Alaska
- Irrevocable letter of credit from a financial institution insured by FDIC or NCUA
- Cash deposit or cash escrow with a financial institution approved by the city

- A combination of the above forms totaling the required amount

D. Maintenance. The developer shall maintain the performance security in full force and effect until:

- All development milestones are completed
- Final inspection is passed
- Certificates of occupancy are issued for all units
- All infrastructure is completed and accepted by the city
- All applicable warranty periods have expired

E. Draw Provisions. The city may draw upon the performance security to:

- Complete development work if the developer defaults
- Remedy code violations or safety hazards
- Remove non-conforming structures
- Cover unpaid city fees, taxes, or assessments
- Compensate for documented damages to city property or infrastructure

F. Release. Security shall be released:

- Proportionally as phases are completed for multi-phase developments
- In full upon final completion and acceptance of all work
- Within thirty (30) days of the city's determination that all obligations are satisfied

Section 8. New Section - Monitoring and Compliance

The Dillingham Municipal Code Chapter 5.30 is hereby amended to add a new section:

5.30.096 Monitoring and Compliance for Housing Developments

A. City Manager Authority. The city manager or designee shall monitor all housing development projects to ensure compliance with development agreements and timelines.

B. Inspection Schedule. The city shall conduct inspections:

- Within thirty (30) days of each milestone deadline
- At any time upon reasonable notice to verify progress
- Upon complaint or concern about non-compliance
- Prior to release of performance security

- As otherwise deemed necessary

C. Developer Cooperation. The developer shall:

- Provide access to the property for inspections
- Respond to city information requests within fifteen (15) business days
- Attend progress meetings as requested by the city
- Provide quarterly progress reports including photographs and documentation

D. Non-Compliance Procedures. If the city determines the developer is not in compliance:

- Written notice shall be provided specifying deficiencies
- A cure period shall be established (typically 30-90 days depending on the deficiency)
- A follow-up inspection shall be conducted after the cure period
- Continued non-compliance may result in:
 - Additional cure periods with penalties
 - Draw on performance security
 - Initiation of reversion proceedings
 - Legal action to enforce the development agreement

E. Penalty Provisions. Development agreements may include:

- Liquidated damages for missed milestones
- Additional performance security requirements for repeated delays
- Increased city oversight and inspection frequency at developer expense
- Other remedies deemed appropriate by the city council

F. Annual Reporting. The city manager shall provide an annual report to the city council on the status of all active housing development projects, including:

- Projects in compliance with timelines
- Projects experiencing delays and reasons
- Extension requests granted
- Enforcement actions taken
- Completed projects and outcomes

Section 9. New Section - Affordable Housing Definitions and Standards

City of Dillingham

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5.30.097 Affordable Housing Standards

A. Definitions. For purposes of housing development disposals under this chapter:

"Affordable Housing" means housing for which the occupant household is paying no more than thirty percent (30%) of its gross income for housing costs, including utilities.

"Area Median Income (AMI)" means the median family income for the Bristol Bay Borough or Dillingham Census Area as determined annually by the U.S. Department of Housing and Urban Development (HUD), adjusted for family size.

"Affordable Housing Unit" means a dwelling unit that is:

- Sold or rented at a price affordable to households at or below eighty percent (80%) of AMI
- Subject to deed restrictions or covenants ensuring affordability for a minimum period
- Comparable in quality, design, and amenities to market-rate units in the same development

B. Income Qualification. Households shall qualify for affordable housing units if their gross annual income does not exceed:

- Eighty percent (80%) of AMI for rental units
- One hundred percent (100%) of AMI for owner-occupied units

Income shall be verified through:

- Federal tax returns for the previous year
- Employment verification and pay stubs
- Social Security or pension statements
- Other documentation acceptable to the city or its designee

C. Deed Restrictions for Affordable Units. Affordable housing units sold to qualified purchasers shall be subject to deed restrictions providing:

- Resale price limitations based on income qualification formulas
- Owner-occupancy requirements
- Right of first refusal for the city or qualified buyers if owner desires to sell
- Minimum affordability period of fifteen (15) years (twenty (20) years preferred)
- Recapture provisions if units are sold before the end of the affordability period
- Prohibition on short-term rental or vacation use

D. Rental Affordable Housing Requirements. Affordable rental units shall be subject to:

- Rent restrictions based on household income and bedroom count
- Tenant income verification at initial lease and annually
- Lease terms and tenant protections meeting applicable landlord-tenant laws
- Professional property management standards
- Compliance monitoring by the city or designated housing authority

E. Affordability Period. The minimum period of affordability for units included in housing development disposals shall be:

- Fifteen (15) years for rental units
- Fifteen (15) years for owner-occupied units
- Twenty (20) years or more for projects receiving substantial public subsidy (greater than 30% reduction in land price)

F. Incentives for Affordable Housing. Projects including affordable housing units may receive:

- Land price reductions of up to seventy-five percent (75%) based on the percentage and number of affordable units
- Priority in proposal evaluation and selection
- Expedited permit review
- Fee waivers or reductions for city permit and impact fees
- Favorable payment terms for land purchase
- Technical assistance from city staff

G. City Monitoring. The city shall monitor compliance with affordable housing requirements through:

- Annual reporting from developers/owners
- Periodic inspection of units and review of rent rolls or sales records
- Verification of tenant/owner income qualification
- Enforcement of deed restrictions and covenants

Section 10. Severability

If any provision of this ordinance or any application thereof to any person or circumstance is held invalid by a court of competent jurisdiction, the remainder of this ordinance and the application of such provision to other persons or circumstances shall not be affected thereby and shall remain in full force and effect. To this end, the provisions of this ordinance are declared to be severable.

Section 11. Codification

The City Clerk is directed to codify the amendments set forth in this ordinance by incorporating them into the Dillingham Municipal Code. The codified version shall include appropriate section numbering and formatting consistent with the existing code structure.

Section 12. Effective Date

This ordinance shall become effective immediately upon passage by the City Council and publication as required by law. The City Clerk shall publish this ordinance in a newspaper of general circulation within the City of Dillingham within ten (10) days of passage.

Section 13. Implementation

The City Manager is hereby authorized and directed to:

- Develop necessary forms, applications, and procedures to implement this ordinance
- Create RFP templates and evaluation criteria matrices for housing development disposals
- Establish inspection protocols and compliance monitoring procedures
- Prepare standard development agreement templates incorporating the requirements of this ordinance
- Coordinate with the City Attorney to ensure all legal documents are properly drafted
- Report to the City Council within ninety (90) days on implementation progress and any recommended refinements

Mayor
Alice Ruby

Acting Manager
Jack Savo Jr.



Dillingham City Co

Section . Item 3.

Triston Chaney
Jean Barrett
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM

Date: January 23 for the period beginning December 30th, 2025
To: Jack Savo Jr., Acting City Manager
From: Abigail Flynn, City Clerk
Subject: Monthly Report for January

Recognition:

- A big thank you to Public Works Staff for keeping the roads plowed during the January 15th snowstorm.
- Thank you to the Fire Department Volunteers for grooming and maintaining the Ice Rink. I asked to borrow the skate shack key on a Saturday and we had a fun open skate time with about five families with children. I encourage other community members to volunteer to open the skate shack and give our community kids some ice practice time. I opened the skate shack during library open hours so there would be a place for kids to go warm up.

City Clerk Department Accomplishment and Opportunities Since the Last Report:

- *Continuing ed update: To date I estimate that I have completed 34 Education Credits out of the required 60 credits required for my Certified Municipal Clerk Certification and I estimate that I have 38.88 hours of CMC experience points earned out of the required 50 hours. I will not be eligible, by IIMC Rules, to apply for my certification until I have completed their required minimum of two years of membership. I became a member in April 2025 so will not be eligible to turn in my certificates for consideration until April or May 2027 at the earliest. I have written my essays for credit from the December training event I attended and have requested permission from the Acting City Manager and Finance Department to apply for more training May 15-22. I ask that the council not schedule meetings (especially BOE meetings) while I am away in training. I find it very difficult to leave Dillingham to complete training as there is no Deputy Clerk for me to leave behind to keep things running while I am away. If the budget allows next year and I can't afford both, I would like to have a Deputy Clerk instead of a Records Manager.*
- *Foreclosure Update:*

- *The title search we were waiting for has been delivered and updates have been provided to the legal team. They should be able to move forward with the court system now.*

These are the names and properties that remain on the list after the cutoff date for certificates of redemption.

Church Of Christ	Braswell B LTR L
Estate of Charlie Franklin	Mission B1 L1
Estate of Julia Reed	USS 2732 -Portion 1 B29 L2
Straley, Andrew	Nerka VII B6 L3

- *Librarian/ Community Coordinator hiring. Interviews were held for the position of Librarian/Community Services Coordinator. Five applications were received and four interviews were held. The decision was made to offer the position to one of the applicants. The new employee will begin on January 27 with a two-week training period. An employee at the library is leaving the community and leaving an opening there and that open position has been offered to the current acting employee who will be vacating her role for the new hire.*
- *Public Records requests: Last month there was a records request that took more time to fulfil. The final report was delayed due to the City offices being closed for snow but was mailed to the requestor via certified mail on 1/16/2026.*
- *Cyber Security. At the Conference in December one of the speakers urged all Clerks to move away from .us websites and email hosted by GoDaddy and move to .gov which is free and for government entities. A letter to the council from the expert in the field is attached. LMJ has been consulted and this is something that could be done by maintaining .us for one year while making the transition to .gov.*
- *Records and Website Update: An audit of permanent public documents is ongoing. Documents continue to be moved from the website to Laserfiche in anticipation of the move from the old website to the new one sometime this month.*
- *Elections task update: Four Boxes of old ballots from 2013 to 2024 have been boxed up and prepared for destruction. Our municipal code differs from the State of Alaska recommendation for record retention of old ballots and I don't know the reason. The City of Dillingham adopted Alaska's Schedule 300.1 for records retention using Resolution 2018.02. The State Schedule 300.1, 8.1 says the ballots shall be kept until the election is certified plus one month and then they can be destroyed. DMC 3.10.130 says ballots must be retained for one year after the election but this was written before the State Records Retention Schedule was adopted. Another version of Schedule 300 will eventually be*

recommended by the State and presented to the council for potential adoption. Would the Council be open to changing this part of code to "retention schedule for election materials will follow the currently adopted retention schedule approved by the council"? In practice, none of these records have been regularly purged since prior to 2013 but this should happen at least every year.

- *Beaver Round Up- The City is hosting the parade and fun run this year.*
- *At Alice's recommendation, Anita and I have been participating in an AML working group on property taxes. Through this group we have been researching a tribal exemption for fee simple property and found that we are not the only municipality looking into this. Nome and Kodiak both have supreme court cases underway that will set precedent for what Alaskan municipalities do in the future. We have been advised to wait for the Superior Court's decisions.*
- *Anita and I and someone from B&G attended the Energy Efficiency Grant workshop this week. We only have until July 31st to spend all of the \$50,000.*
- *Please see the Public Notice of Upcoming Meetings at the end of the packet.*

Requests for the Council:

Council Travel

Would the council please give direction on upcoming council travel?

Please designate who is going and to what events. Another receipt for a parking reimbursement was turned in for \$120 (\$9,732.69 estimated to remain in the budget if the stipend for Triston is paid.)

- *SWAMC is March 4-8 for those on the board, with travel days March 3rd & 9th, the conference itself is March 5th-7th. **Estimated cost for one person to attend:***

Fees for			
conference/seminar/training:	<u>\$330.00</u>	Hotel:	<u>\$1,883.84</u>
Air/ground transportation:	<u>\$430.19</u>	Rental Car:	<u>\$854.00</u>
Per Deim (\$116 per day-partial days):	<u>\$718.00</u>	Taxi:	<u> </u>
Other		Telephone	<u> </u>
: <u>Parking</u>	<u>\$150.00</u>	:	<u>\$0.00</u>
			Total Estimated
			Expense <u>\$3,362.03</u>

- *Alaska Infrastructure Development Symposium is April 7-9
Estimated cost is likely similar to above. Conference fee is \$150.*

Code Request:

Consider updating election code for retention schedule.

Wait until the Supreme Court cases are decided before moving forward on the Tribal Exemption Ordinance.

Request ordinance for decisions by consensus

The following is provided so the council can see how the municipal code for retention of election materials does not match up with the retention schedule adopted by the council.

3.10.130 Preservation of election materials. The clerk shall preserve all precinct election certificates, petitions, and registers, all voted ballots filed for one year after the election. All declarations of candidacy shall be preserved until the term for which the declarations were filed expires. These election materials may be destroyed after their retention period has lapsed unless an application for a recount has been filed and not completed, or unless their destruction is stayed by an order of the court. Certificates of the canvass committee are to be preserved as permanent records. (Ord. 86- ____, § ____, 1986.)

Local Government Model General Administrative Records Retention Schedule

8. Elections

Item No.	Records Series Title and Description	Retention and Disposition	Remarks
8.1	Voting Ballots (Completed, Challenged, Rejected, Absentee and Special Needs) May include applications.	C+1 Month then destroy	C = Until election is certified. If election is contested, retain longer per AS 15.15.470.
8.2	Certificates of Election Copies of election certificates presented to candidates upon verification of election.	4 years then destroy	
8.3	Certificates of Election Returns (Regular and Special) Consists of individual machine numbers; polling place designation; date of election; total votes registered by machine, candidate or referenda; and, signatures of elections inspectors, judges, administrators, clerks, volunteers.	Retain Permanently	Certain certificates that are duplicated elsewhere or do not have archival value may be disposed after administrative need is met.
8.4	Election Registers and Tally Books Consists of the following registers: precinct, final voting, questioned voter, special needs voting and absentee voter. Also includes special needs voting applications.	4 years then destroy	Retain longer if election is contested per AS 15.15.470.
8.5	Election Contest/Runoff Information Contested election and runoff data.	C+1 year then destroy	C = Until election is certified.
8.6	DOJ Preclearance Records This series includes request and pre-clearance for election.	Retain Permanently	DOJ = Department of Justice.
8.7	Declarations of Candidacy Declarations executed under oath including name, mailing address, office declared, residency length, etc.	4 years then destroy	AS 15.25.030

January 5, 2026

City of Dillingham
141 Main Street
Dillingham, AK 99576



Dear Mayor Ruby, City Council Members, and Administrator Savo,

My name is Chris Astrella, and City Clerk Flynn asked me to write this letter to help persuade you to consider moving Dillingham away from a .us website and email domain. Last month, at the Alaska Association of Municipal Clerks Conference, I presented a session on cybersecurity and what we can all do to safeguard our digital footprints. Part of that is for government organizations to move away from .com and .org websites, and especially .us websites and email domains. Before I delve into why this is important, I'd like to provide a brief history of, well, me!

I worked in local government in Wisconsin for 17 years before relocating to Las Vegas. After moving here, I worked in government tech (municipal websites and digital tools) for 3 ½ years while teaching undergraduate public administration courses part-time. This past August, I launched my own consulting and speaking business, and I am a recognized subject matter expert on municipal operations and incorporating technology effectively while also considering its human impacts.

Your website and email domains currently end in .us, which is not the officially regulated domain of the United States. These domains have been contracted out to GoDaddy to administer and do not possess the same security as .gov websites (the official website domain of governments in the United States). They do not include multi-factor authentication or technical contact, unlike .gov domains. As a result, the city, your employees, and residents will receive more spam emails, phishing attempts, and opportunities for hacks than if you were to move to a .gov domain. Companies such as Bank of America, Target, and Amazon have been targets of attacks, and many of the fake websites created by cyber criminals can be traced back to a .us domain name.

A .gov website is the appropriate avenue to address the security of your website and email, and best of all, it is free for your website. Only verified government organizations can obtain a .gov domain, whereas anyone can get a .us domain through GoDaddy. Your website host (Municode) should be able to coordinate with you; however, the place to start is www.get.gov. The website provides an in-depth overview of everything required to transition to a .gov domain, including how long the process will take, additional benefits, and instructions on how to get started. While it will take a couple of months to get your new domain up and running, it will ultimately pay off by enhancing security, public perception, confidence, and trust. By moving to a .gov domain, you are telling the public that this is the official website of the city of Dillingham, and you are securing your digital footprint for future elected officials, employees, and residents.

If I can be of any more assistance, please let me know! I would be happy to help in any way I can to make sure Dillingham is at the forefront of digital tools, websites, and their security. I wish you all a Happy 2026!

Sincerely,

Chris Astrella, MPA, WCPC
President/CEO
Government Guru
www.govguru702.com

Senior Center

Accomplishments and Opportunities for December 22, 2025 - January 25, 2026

Accomplishments

- Days opened when meals were served: 19, with 239 congregate meals served.
- Days the van ran: 18, with 105 people given rides and 272 home meals delivered.
- The Senior Center was rented or used for various events over Christmas and New Years such as holiday meals, retirement and birthday parties, memorial services, etc. (receiving five rental agreements during this period).
- Thanks to the city council for the admin days off for Christmas Eve and New Year's Eve.
- The Senior Center was closed for two days with a late start on another day; all because of snowstorms. For this period, the senior center was closed for a total of 6 days due to the holidays and bad weather.

Staffing Update

- Both Nelda and Sonja enjoyed having their birthday holidays off in January.
- Sonja cooked, served and delivered meals, and drove the senior van the week Nelda was gone. Washing dishes, cleaning up the kitchen, shopping for food, prepping for the next meal, and cleaning the rest of the building for rentals, makes one really appreciate all that the cook does! Thanks, Nelda, for preparing the meals for the seniors daily.
- An individual was selected and hired for the Librarian/Community Services Coordinator position. She will be trained by Sonja for two weeks; Sonja's last day as the Acting Librarian/Community Services Coordinator will be February 6th. (Personally, I want to thank the city for giving me the opportunity to serve the seniors in this capacity for the last 7 months. I have built and deepened many relationships with the elders during this time and have cherished their friendship, as I too, am a senior citizen, having just turned 63 myself! There is so much involved in managing the senior center; hats off to all those former directors over the years who faithfully kept it going for the community. When first moving to Dillingham in 1992 at age 29, I saw how important this facility, the Dillingham Public Library, and the services they both provide, are for this community. Both institutions have been pillars to the area for the locals, visitors, and the villages.

News

- Thank you to the Swift family who provided a Christmas Day dinner at the Senior Center for elders and others in need on that special day.
- The Curyung Tribal Administrator provided us the opportunity to have the Senior Center carpets cleaned over the first weekend in January. Thank you so much - they look great!

- The retirement party with pizza and cake hosted by the Dillingham Police Department for Dispatch Supervisor, John Marx, was held at 4 pm in the Senior Center on January 16th. Congratulations to him for his many years of service to the community!
- The Senior Center will be hosting Bingocize, sponsored by the Injury Prevention Program at BBAHC. This is a combination of the game BINGO, exercise, and health education geared towards older adults as a strategy to help reduce the rates of elder falls in Dillingham. Bingocize will begin with a kickoff/informational meeting on February 12th with sessions starting Tuesday, February 17th until April 13th every Tuesday and Thursday from 10 to 11 am at the senior center.

Grant Reporting

- NSIP Claim Forms for meal reimbursements are in progress along with the bi-annual reporting for the NTS grant (Nutrition, Transportation, & Support Services).

Needs Met

- Bristol Bay Fuels provided meals to serve 45 of our elders at the senior center during the Christmas season. Thanks to them for this generous donation to us over the holidays!
- Our faithful van volunteer, Erica Tweet, delivered meals for five days during the mornings over her Christmas break. The remaining 12 days of meal deliveries were done by Sonja along with the 18 days of afternoon rides for seniors. Over 50 hours were logged by Sonja during this time, often driving in minus degree temperatures delivering an average of 15 meals a day and providing all the rides in the afternoons for the 105 people served. There were a few days of riding in the van with no heat for the driver and the seniors. A BIG thank you to another city employee who delivered meals the morning the senior van was in the shop getting repaired....and now the van is on the road again!

Library

Accomplishments and Opportunities for Dec. 22nd, 2025 – Jan. 25th, 2026

<i>Library Stats for December 22, 2025 – January 25, 2026</i>	
<i>423 Patron count</i>	<i>16 Desktop computer usage</i>
<i>320 WiFi session count</i>	<i>34 Museum visitors</i>
	<i>4 Volunteer hours</i>
<i>5 AWE station usage</i>	<i>12 Storytime attendees</i>
<i>454 items were checked out from December, 2025 to January 25th, 2026</i>	
<i>The Library was closed four days for the Christmas & New Years holidays and 3 snow days.</i>	

Staffing Changes

- The library was understaffed for a week as the Librarian Assistant took a break during the holidays to visit family, and Sonja was in Anchorage for appointments.
- A Librarian/Community Services Coordinator has been hired as mentioned above in the Senior Center report. We welcome her to this position from both departments.
- At this time, as I am writing my last report to the city council, I want to thank the city and the community for giving me the opportunity to be the Librarian for the Dillingham Public Library for the past 16 years. Both the Dillingham Public Library and the Sam Fox Museum have had many exciting opportunities during those years. With grant funding, the museum acquired climate-controlled cases to preserve the artifacts. Many volunteers and staff have worked tirelessly for years making the museum a showcase for visitors and locals to enjoy as they take tours. During 2025, staff and volunteers relocated books that had been stored in the museum from the Old Territorial School Building, removed clutter that had collected during the Covid closure, and cleaned & repaired the office area that was damaged by water years ago. Thanks to all those who made the museum and library a place that the city can be proud of in sharing their heritage of this community with others.
- The library has also been upgraded over the years with high-speed internet and free WiFi that was secured each year through the federal E-rate program and the Alaska OWL grant from the state. OWL also provided computers and monitors for patrons, videoconferencing equipment & capabilities, along with other equipment allowing us to move from a server onto the Cloud for our library services. Funding was also secured from the State through a Capital Improvements Project that was begun in 2009 and later awarded, for a new roof, siding, a handicap ramp, windows, a boiler, and insulating the building to make it much more energy efficient.
- We worked our way through Covid in 2020 as the building was closed to the public, yet we continued to check out materials and serve the patrons from a distance. Many grants were applied for and secured over the years to purchase materials such as books and audio visuals, increase staffing over the summer, and help maintain the annual Summer Reading Program. Through our Consortium Library Agreement over the years, we've had a connection with the DCSD and the Bristol Bay Campus as their school library. It has also been my pleasure over these years as I worked part-time to be guided and supported by many members of both the LAB and the FOL, as well as various city managers. Most of all, I want to thank the faithful staff and volunteers throughout the years who have made the Dillingham Public Library what it is today, a necessary and much needed part of this community.
- Under the guidance of the city clerk last spring, the long overdue task of weeding library books was undertaken by staff and volunteers, clearing off shelves and making room for new books to be added to the collection. The FOL and LAB assisted in assuring the discarded books were available to the community during the summer at their annual Book and Plant Sale Fundraiser.

- There are upcoming grants for the library to apply for this spring such as the IMLG and the PLA grants, BBEDC internships, and many more to assist in helping fund the library for FY27 as they begin the budget preparation for next year.

Library Advisory Board News

- Seeking to fill more LAB seats, as the new hire is currently on the board.
- The LAB will meet this winter.

FOL updates

- The Friends of the Library continue to purchase up to \$300 of books each month in memory of Jenice Cox who worked for four years at the library. The library was given a beautifully framed memorial for Jenice by the members of the Thirty-Fourth Alaska State Legislature in honor of her. A copy of that picture is attached to this report.
- The FOL have a seat to fill on their board.

Accomplishments

- USAC form 470 has been prepared for E-rate requesting bids for internet services.
- Buildings and Grounds have done an awesome job of shoveling snow this season to make the building accessible and safe for all. Thank you for your hard work!
- Staff moved into the newly painted and cleaned library office. It's beautiful!
- Volunteers and staff have continued to clear out the closet and the files in storage.

Needs

- More volunteers are always welcome, especially now with the resignation of Rhianna Santos, our Librarian Assistant. Saturday, January 24th was her last day. Yani has done a remarkable job here at the library over the past year and a half. Our best to her as she moves on in her young life; she has a great future ahead of her!

Respectfully submitted,



Sonja Marx

Acting Librarian/ Community Services Coordinator

ALASKA LEGISLATURE

IN MEMORIAM

JENICE TAYLOR COX

The members of the Thirty-Fourth Alaska State Legislature join family and friends in celebrating the life of Jenice Taylor Cox.

Jenice was born on October 25, 2001, in Anchorage and grew up in Dillingham with her grandparents, Harold and Liz Cox. She embraced life with a sense of adventure and a deep love for exploring new horizons. From a young age, Jenice displayed a passion for music and performing, taking the stage at the Beaver Round Up talent shows and the Little Miss Beaver Round Up Pageant. This love for music continued into adulthood, as she frequently attended concerts with friends and family.

Jenice was a pillar of strength to her family and always placed their needs above her own and offered steady, unwavering love and support. She was the rock which her family leaned on. Her generosity of spirit extended beyond her family into the Dillingham community, where she became a familiar and friendly presence working at the Dillingham Library. Jenice would help everyone who came through the door with warmth and kindness.

Jenice's path took her through various roles, from a flagger at JJC to discovering her calling as an emergency medical technician (EMT) for the City of Dillingham, and ultimately as a health unit coordinator for the Bristol Bay Area Health Corporation. Her professional journey reflected a steadfast commitment to the health and well-being of others. Recently, Jenice set her sights on furthering her education in health care with plans to attend the Arizona College of Nursing in October 2025 alongside her close friend Kaylee Lopez. Their shared dream was to return to Dillingham and work for the Bristol Bay Area Health Corporation, putting their skills to work for the betterment of the community they both loved.

On April 12, 2025, Jenice passed away, at the age of twenty-three. Jenice had an infectious laugh that could light up any room, her ability to bring joy to others was unparalleled. Her family and friends will treasure memories of her adventurous spirit and her love. Jenice will be deeply missed for her kindness, her unwavering support, and the light she brought into the lives of so many.

The members of the Thirty-Fourth Alaska State Legislature extend their deepest condolences to the family and friends of Jenice Taylor Cox. Her memory will live on in the hearts of those she loved, and her legacy of kindness and service will continue to inspire the community she so deeply loved.



Bryce Edmon
 BRYCE EDMON
 SPEAKER OF THE HOUSE
 SPONSOR

Gary Stevens
 GARY STEVENS
 PRESIDENT OF THE SENATE

Sen. Tim Hoffman
 SEN. TIM HOFFMAN
 CO-SPONSOR

Date: May 14, 2025

File Attachments for Item:

4. Standing Committee Reports

11/17/2025 Finance and Budget Meeting



FINANCE AND BUDGET COMMITTEE

Monday, November 17, 2025 at 5:30 PM

MINUTES

Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

MEETING INFORMATION

FINANCE & BUDGET COMMITTEE MEETING CITY HALL COUNCIL CHAMBERS

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/83223633340?pwd=cZBpd2czN2JjOU45NUhiazNzQW9EQT09>

M 92;

passcode: 602042

or dial (346) 248-7799; or (669) 900-6833

CALL TO ORDER

Chair Armstrong called the meeting to order at 5:30 PM.

ROLL CALL

- Committee Members Present:

Curt Armstrong, Chair

Jean Barrett, Council Member

Alice Ruby, Mayor

Jack Savo Jr., Acting City Manager

Steve Carriere, Council Member

Anita Foran, Finance Director

- A quorum was present.

Kaleb Westfall, Council Member (absent)

APPROVAL OF MINUTES

1. Minutes from:

- Motion: Approve minutes from 10/20/2025 and ~~02/29/2024~~.
- 02.29/2024 minutes not available/ approval deferred. (Clerk's note-an error made at the meeting was corrected here. The 02.29.2024 minutes had not been included in the packet and therefore could not be considered for approval as they were not available for review.)
- Moved by: Mayor Alice Ruby
- Seconded by: Council Member Carriere
- Discussion: None

- Action: Motion approved unanimously.

APPROVAL OF AGENDA

- Motion: Approve the agenda.
- Moved by: Anita
- Seconded by: (Not identified in transcript but it was seconded by either Jack or Steve.)
- Discussion: None; fund balance evaluation added under Staff Report.

STAFF REPORTS

2. Finance and Budget Staff Report

- Revenue & Expense Report (Quarter Ending 9/30/2025):
 - Target benchmark: 25% for Q1.
 - General Fund revenues at 52%.
 - Property Tax: 100% recognized at the start of the year; 25% of real property and 40% of personal property collected.
 - Business Licenses: 2% due to renewals occurring in January.
 - State revenues: PERS forfeiture funds first used in October; PILT fully received.
 - Harbor revenues: 59%, consistent with seasonal patterns.
 - Senior Center: Revenues lower than budget due to grant shortfalls and staffing changes.
 - Landfill transfers: Low because gravel, fuel, and major equipment purchases are still pending.
- Expenditures:
 - General expenditures at 21%.
 - K9 Unit, Fire Department Donations, and Asset Forfeiture showing no activity.
 - Grandma's House: At 3% pending direction on facility use.
- Audit Update:
 - Next on-site auditor visit scheduled for December 1.
- Collections staff position remains vacant.
- Foreclosures:

- Eight properties advancing to advertisement.
 - Notice methods include certified mail, Bristol Bay Times, website postings, Facebook, KDLG, and sandwich-board posting at landfill.
 - Concerns discussed regarding newspaper reach and public awareness.
 - Grants:
 - Fourth-quarter reports complete.
 - Grant master list being finalized for next Council meeting.
 - Budget Amendment #2 (FY26):
 - In progress; includes capital match for Snag Point project.
 - Internal Controls:
 - Review in progress but delayed due to audit workload.
 - Credit Card Machine at Landfill:
 - In testing phase; staff training required.
 - Merchant fee of \$1.50 per transaction, charged to customers.
 - Fund Balance Evaluation:
 - FY25 unaudited ending fund balance: approx. \$11M.
 - Current FY26 projection: approx. \$13.2M (early-year tax recognition).
 - If FY26 budget executed at 100%, projected fund balance approx. \$6.6M.
 - Committee discussed historic fund balance trends, deferred maintenance, and long-term sustainability.
3. Financial Report
a. 09/2025

OLD BUSINESS

4. Fish Tax
Historical Documents
Committee reviewed historical documents and restarted discussion on options for a fish processing tax.

Key points:

- Prior efforts attempted to mirror Bristol Bay Borough's tax through an excise tax, which must not resemble a sales tax to avoid legal challenge.
- Processors previously objected to excise rates that exceeded borough-equivalent rates.
- Committee members discussed:
- Bringing processors to the table early to avoid surprises.
- Ensuring taxes remain comparable to surrounding communities.
- Potential reconsideration of annexation as a long-term strategy for revenue.
- Possible presentations from former Bristol Bay Borough officials involved in their tax adoption (e.g., Mary Swain, Dan O'Hara).
- Need for simple, consistent structure for tax calculation.

No motion; discussion only.

NEW BUSINESS

5. Ask if committee members would like to change the January and Feb meeting dates due to holidays (MLK Jr is Jan 19 and Feb 16th is also a holiday.)
 - Regular meeting dates fall on holidays (MLK Day – Jan 19; President's Day – Feb 16).
 - Committee discussed alternatives: Tuesday or Wednesday meetings.
 - Consensus: Move meetings to January 20 and February 17, pending confirmation of no conflicts.
 - Additional discussion noted conflicts with Nushagak Cooperative meetings; Wednesday may be preferable.
 - Final dates to be confirmed at next meeting.

PUBLIC/COMMITTEE COMMENT(S)

Committee members discussed:

- Importance of economic sustainability.
- Concerns about declining local commerce, freight incentives from processors, and impacts on sales tax revenues.
- Need to balance new revenue sources with business retention

ADJOURNMENT at 6:50 PM**ATTEST:**

Abigail Flynn, City Clerk

[SEAL]

Date Approved:

File Attachments for Item:

Planning Commission

Gregg Marxmiller

January 28 2026

City of Dillingham

Dear Mayor Ruby and Council Members,

Please accept this as my letter of interest in continuing as a Planning Commissioner. I have enjoyed serving the City of Dillingham and its residents in that role. If it benefits the Commission and the work it intends to do and If it is in the interest of the Council, I would be willing to serve.

Thank you,

A handwritten signature in blue ink, appearing to read 'Gregg Marxmiller', with a stylized flourish at the end.

Gregg Marxmiller

File Attachments for Item:

5. Ordinance Introduction: O 2026-01 Disposal of an interest in municipal real property by lease at 307 W Main St to AML

Set Date for Public Hearing and Adoption (at least 30 days after the date of introduction)

NON-CODE ORDINANCE

Introduced: February 5, 2026

Public Hearing:

Adopted: _____

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2026-01**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE DISPOSAL OF MUNICIPAL PROPERTY TO ALASKA MARINE LINES BY LEASE**

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL

Section 1. Authority.

This ordinance is adopted pursuant to authority granted by **DMC 5.30.100, Leases, easements and rights-of-way.**

Section 2. Classification.

This is a non-Code ordinance.

Section 3. Authorization of Lease.

The City Council hereby authorizes the disposal of an interest by lease substantially upon the terms and conditions contained in the lease agreement **for a period of five years with an option of five individual one year extensions at a rate of \$6,600 per month for the time period of May 1 to October 31 and a rate of \$3,300 per month during the time period of Nov 1 to April 30 for a total annual value of \$59,400.**

Section 4. Legal Description.

The property to be leased is known locally as the **“Port Warehouse” located at 307 W. Main Street, Dillingham, Alaska 99576**, and more particularly described as: **Delta Western Lease Lot Re-subdivision of USS 2541, Lot 2 (Plat 2014-9, Bristol Bay Recording District), approximately 1.11 acres**, including the approximately **6,000 SF** warehouse/office building located thereon.

Section 5. Findings.

The City Council hereby finds:

A. That the property to be leased is no longer needed for municipal purposes; and
 B. That the disposal is for a public purpose, in that the leasing of this property will promote greater economic development of the community and support local trade and industry; and

C. Increase revenue for the City of Dillingham; and

D. Decrease expenditure for the City of Dillingham; and

E. Allow the Port to build reserves for future use.

Section 6. Method and Purpose of Disposal.

The property will be disposed of by negotiated lease for the purpose of economic development.

Section 7. Value of City's Interest.

A. The City Council hereby describes the appraised value of the City's interest for this disposal (lease) as the fair market rental value of the right to use the property upon the terms and conditions to be set forth in the lease agreement.

B. The fair market rental value is based on a **Fair Market Rental Analysis** prepared by **Alaska Appraisal & Consulting Group, LLC**, dated **January 14, 2026**, for the "Port Warehouse," 307 W. Main St., Dillingham, Alaska.

C. The analysis concludes a market rental range of **\$0.90/SF/month to \$1.20/SF/month** and a most probable market rental rate of **\$1.10/SF/month** for the approximately **6,000 SF** building, equating to **\$6,600 per month (\$79,200 annually)** under a triple-net arrangement with the tenant paying taxes, insurance, and all utilities/variable costs. The City will negotiate a reduced rate during winter months for its use of storing seasonal equipment in warehouse.

Section 8. Reversion / Termination Condition for Economic Development Use.

A. The lease is authorized for the economic development purpose stated in Sections 5 and 6. **If the property is no longer used for the local trade or industry justifying this disposal**, then the City's authorization is conditioned as follows:

1. The lease shall provide that the City may terminate the lease upon a determination that the qualifying use has ceased; and
2. Upon termination, the lessee shall surrender the premises and the City may re-enter and retake possession of the property; and
3. Any improvements or fixtures shall be addressed as provided in the lease (including removal, surrender, or other disposition), consistent with the lease's termination terms.

Section 9. Time, Place and Manner in Which Disposal Shall Occur.

Notice of Ordinance No. 2026-01 will be posted more than thirty days in advance of approval of this ordinance. The actual disposal shall occur following approval of this ordinance.

Section 10. Effective Date.

This ordinance is effective upon passage.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council
on _____, 2026.

Alice Ruby, Mayor

ATTEST: [SEAL]

Abigail Flynn, City Clerk

MEMORANDUM TO COUNCIL

To: Dillingham City Council
From: Daniel Miller, Port Director
Through: Jack Savo Jr., City Manager
Date: January 19, 2026
Re: Ordinance for Lease of Dock Warehouse to AML

SUMMARY:

The Port of Dillingham has been operating as a landlord port for the last five years after four decades of conducting all operations internally. The Port is now faced with the task of making some decisions related to the future of Port operations. Staff have concluded that it would be in the best interest of the City of Dillingham to lease the Dock warehouse and office space to Alaska Marine Lines (AML).

PREVIOUS COUNCIL ACTION:

NA

BACKGROUND:

Alaska Marine Lines (AML) has been conducting most operations at the Dock for the last five years and the system works well for both them and The City. The City earns revenue while only maintaining the Port Director and one seasonal employee on the payroll. Currently, AML is operating out of the small office building on the east side of the Dock. They have expressed interest in leasing the current City Dock office as it better suits the needs of their operation.

Prior to AML conducting operations at the Dock, the City was the sole entity conducting operations. All freight services within the Dock facilities were operated and managed by the City of Dillingham. This required several pieces of expensive heavy equipment, as well as office space and payroll for three or four full-time, seasonal employees that often work overtime.

DISCUSSION:

Operating as a landlord port, there is no added benefit to the City in having the extra office space that is currently in use. A smaller office space, like the building that AML is currently working out of, would be ideal for our current operation. With that, it would be logical to move the Dock office to the smaller building and, for the time being, lease the warehouse building to AML.

The City recently had an appraisal conducted by Alaska Appraisal and Consulting Group to determine the value of the Dock warehouse located at 307 W Main St. The space is comprised of a 600 sq ft insulated office space, 100 sq ft arctic entry way, and approximately 5,300 sq ft. of uninsulated commercial warehouse space for a total of 6,000 sq ft. The recommended monthly lease amount is \$5,400 - \$7,200 based on a \$0.90 - \$1.20/sq ft. It is important to note that the City will want to offer a discounted price during the winter months to store its own seasonal equipment in the warehouse space.

STAFF RECCOMENDATION:

Make the current dock office available for lease to AML and move the City Dock office to the smaller building on the east side of the Dock. Using the information in the appraisal, staff recommends that the City enter into a lease agreement with AML at \$1.10/square foot. The lease agreement should be for an initial duration of five years with an option of five individual one-year extensions. Breakdown of the lease value is below:

May 01- Oct 31

6000 square feet

\$6,600 month

\$39,600 for time period

Nov 01-Apr 30

3000 square feet

\$3,300 month

\$19,800 time period

Total Annual lease value \$59,400

City will have use of up to 3000 square feet of cold storage space Nov 01-Apr30

ALTERNATIVES:

There are two alternatives to this recommendation, neither of which are currently recommended:

1. Continuing operations as they have been in recent years with Alaska Marine Lines (AML) conducting current level of dock operations while working out of the small office on the east side of the Dock and the City continues to operate, as is, out of the existing Dock office.
2. Transition back to the former practice where the City conducts all operations at the Port. This would require making essential repairs and/or purchases of equipment, upgrading office space and facilities, and hiring/training the necessary personnel to perform all required duties. This alternative comes with a significant financial commitment, which is detailed below.

FINANCIAL IMPLICATIONS:

If we take the route of switching offices and leasing the warehouse, we can expect to see an increase in revenue of approximately \$59,400/year from the lease along with a decrease in utility expenditure of approximately \$2,000. However, the initial move to the smaller office will require some man hours from Public Works as well as IT and some miscellaneous office expenditures to get it set up as needed. After the initial move and setup, the City could expect a net increase of approximately \$61,400/ year to the dock fund balance.

If we continue operations as they have been, we will not see any significant change in revenue or expenditure apart from the expected increase in revenue from the recent tariff updates.

If the City were to resume all Dock operations it would have an immediate up-front cost of \$586,500. We would see a net increase in revenue of \$112,500 per year, with this revenue it would take 5 years to get a return on investment.

Breakdown of up-front cost includes \$450,000 or more to repair/purchase all necessary equipment, \$10,000 to make upgrades to the current office space, and \$126,500 to hire and train 3 new employees.

LEGAL:

No legal support needed at this time.

MANAGER'S COMMENTS:

Ordinance 2026-01 will provide additional revenue for the City and give us some time to consider the direction that we want to take with the Port. If the City Council decides later that the City would want to resume full management and operations at the dock; a plan to do so can be developed during the initial 5-year period of the lease.

PROPOSED MOTION:

Move to introduce Ordinance 2026-01

ATTACHMENTS:

Appraisal report



“Port Warehouse”

307 W. Main St. - Dillingham, Alaska 99576



January 14, 2026

City of Dillingham

Jack Savo – City Manager & Abigail Flynn – City Clerk

P.O. Box 889 Dillingham, Alaska 99576

Re: Fair Market Rental Analysis of:

“Port Warehouse” - 307 W. Main St., Dillingham, Alaska 99576

Delta Western Lease Lot Resubdivision of USS 2541, Lot 2

(Plat 2014-9, Bristol Bay RD) approx.- 1.11 acres

Mr. Savo & Ms. Flynn,

At your request, we have prepared an analysis to summarize the **current fair market lease rates** of the property referenced above, known locally as the “Port Warehouse”. The building is owned by the City of Dillingham, and used by Alaska Marine Lines, who wishes to lease the property. The subject consists of a 6,000 SF stick frame, metal covered warehouse in downtown Dillingham, Alaska. We have considered and analyzed **market rental lease data** for similar average condition **mixed-use warehouse / office** facilities in western Alaska – concentrating our analysis on Dillingham. We have

considered all competing properties in more rural / remote villages within the Bristol Bay area with support of similar size / style / type lease space statewide. The data gathered and analyzed represents numerous comparable rentals of similar size, similar use facilities, all having similar floorplans / layouts / uses and challenges of remote / rural locations providing good indicators of market lease rates in rural / remote Alaska. We have produced the *most probable market rental rate* for the subject property, which establishes a *current market rental rate for the mixed-use warehouse / office building*. The subject consists of commercial mixed-use warehouse / office space, and we have analyzed and considered many mixed-use warehouse spaces in collecting data and concluding the market value of the subject space.

Our analysis and conclusions will be presented in the following report, with a brief discussion of the subject property characteristics, photographs, sketches, and diagrams. We inspected the subject property **November 25, 2025**, with additional data from our client, the City of Dillingham, all data deemed and assumed accurate.

The Port Warehouse Building located at 307 W. Main St. is within the central part of downtown Dillingham, on Main Street with direct waterfrontage on the Wood River. This dual access is rare and makes the utility of use of the site more valuable than most other sites that do not have dual access. The site totals approx. 48,395 SF/ 1.11-acres and is irregular shaped, with approximately 80' waterfrontage. The building consists of a rectangular-shaped, **single-story, uninsulated commercial warehouse / office building** totaling approx. **6,000 SF (60' x 100', with a small 10' x 10' arctic entry)**. The single span, stick frame warehouse includes an insulated 600 SF office area that has a reception / office area, and ½ bathroom. The subject is an average quality and condition commercial warehouse / office building in Dillingham. We will briefly discuss the site and improvements and then discuss / analyze the market lease / rental rates for the subject building.

Intended Use / Intended Users

The intended user of the report is the City of Dillingham, and any additional intended users identified by the client. The intended use is to establish a fair market rental rate for the warehouse property located at 307 W. Main Ave, including the use of the site. No other intended users or uses are allowed. The client is the owner / current lessor the City of Dillingham, therefore, they are familiar with the building and overall facility attributes; therefore, we will summarize the improvement and site descriptions, concentrating our analysis on the market rental rate analysis as requested. **We assume the site is environmentally clean**, and that there are no contamination issues on site, and that there are no long-term leases encumbering the subject – building has been used by Alaska Marine Lines, although no current lease in place.

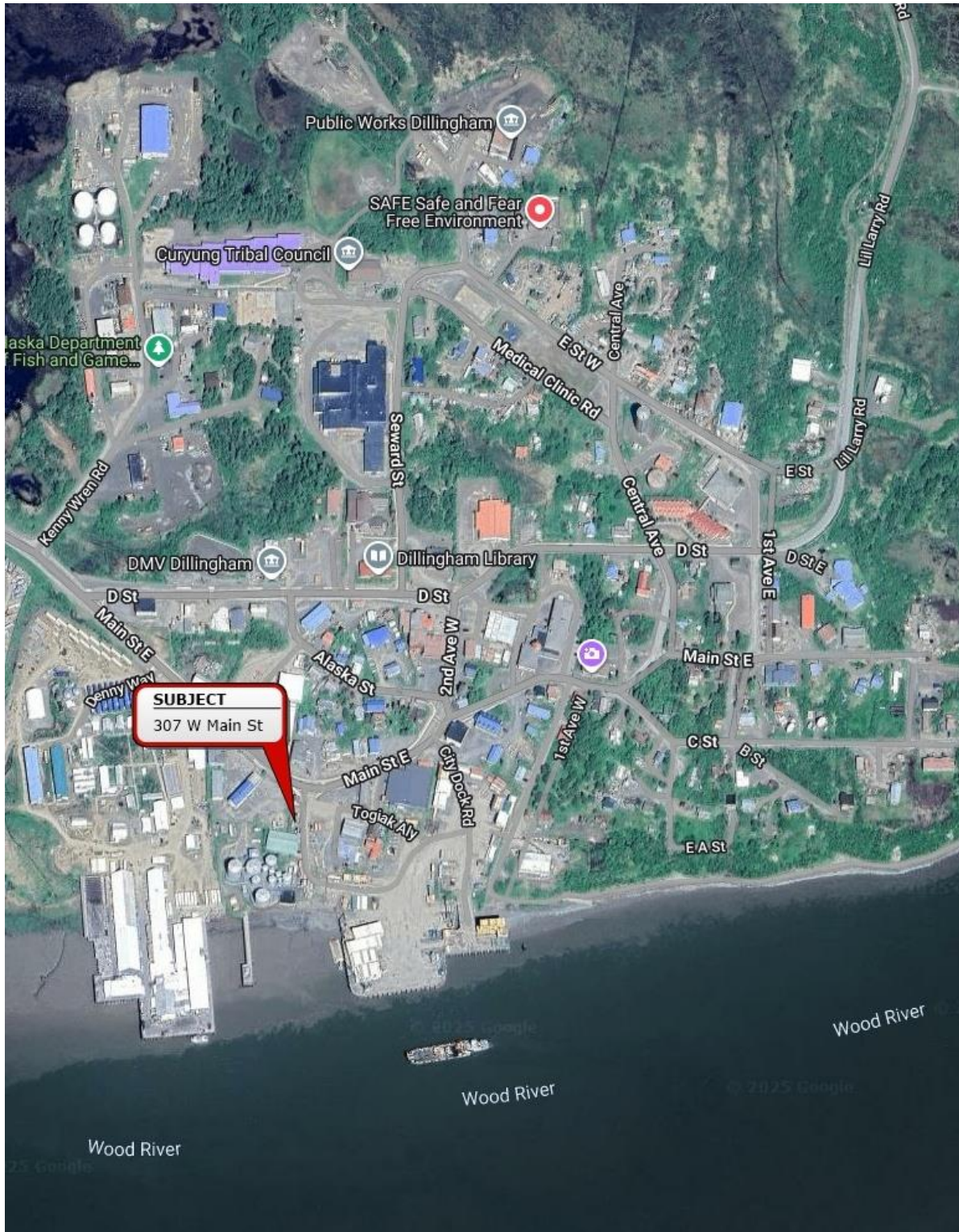
Community Characteristics

Dillingham, Alaska, is a remote coastal city in the Bristol Bay region, serving as the economic and administrative hub for the surrounding census area. As of 2025, its

population stands at approximately 2,121, reflecting a continued decline of about 1.12% annually and a 5.31% drop since the 2020 census figure of 2,240. The demographics feature a median age of 31.3 years, with a diverse racial makeup dominated by Native American residents. The local economy revolves heavily around commercial salmon fishing, which yields millions of fish annually from Bristol Bay's prolific waters, supplemented by seafood processing, sport fishing, eco-tourism in nearby Wood-Tikchik State Park, and government employment tied to wildlife refuges. Median household income hovers around \$100,000, with per capita income at \$65,640 and a poverty rate of 9.86%, underscoring a resilient but volatile resource-based livelihood.

Current trends indicate persistent challenges for Dillingham's workforce and population dynamics, mirroring broader Alaska patterns of rural outmigration and an aging demographic shift. The labor force totals about 1,052 individuals, boasting a high employment rate of 95.1% and a low unemployment rate of 4.9%, though seasonal fluctuations in fishing dominate job availability, prompting diversification efforts into tourism and processing. Educational attainment supports this, with 49% holding high school diplomas and 16% possessing bachelor's degrees, yet statewide workforce shortages—exacerbated by a shrinking working-age population through 2050—pose recruitment hurdles, leading to higher wages and reliance on retirees for skilled roles. Population projections suggest stabilization around 2,153 by mid-decade if growth edges up to 0.4%.

Downtown Dillingham Map

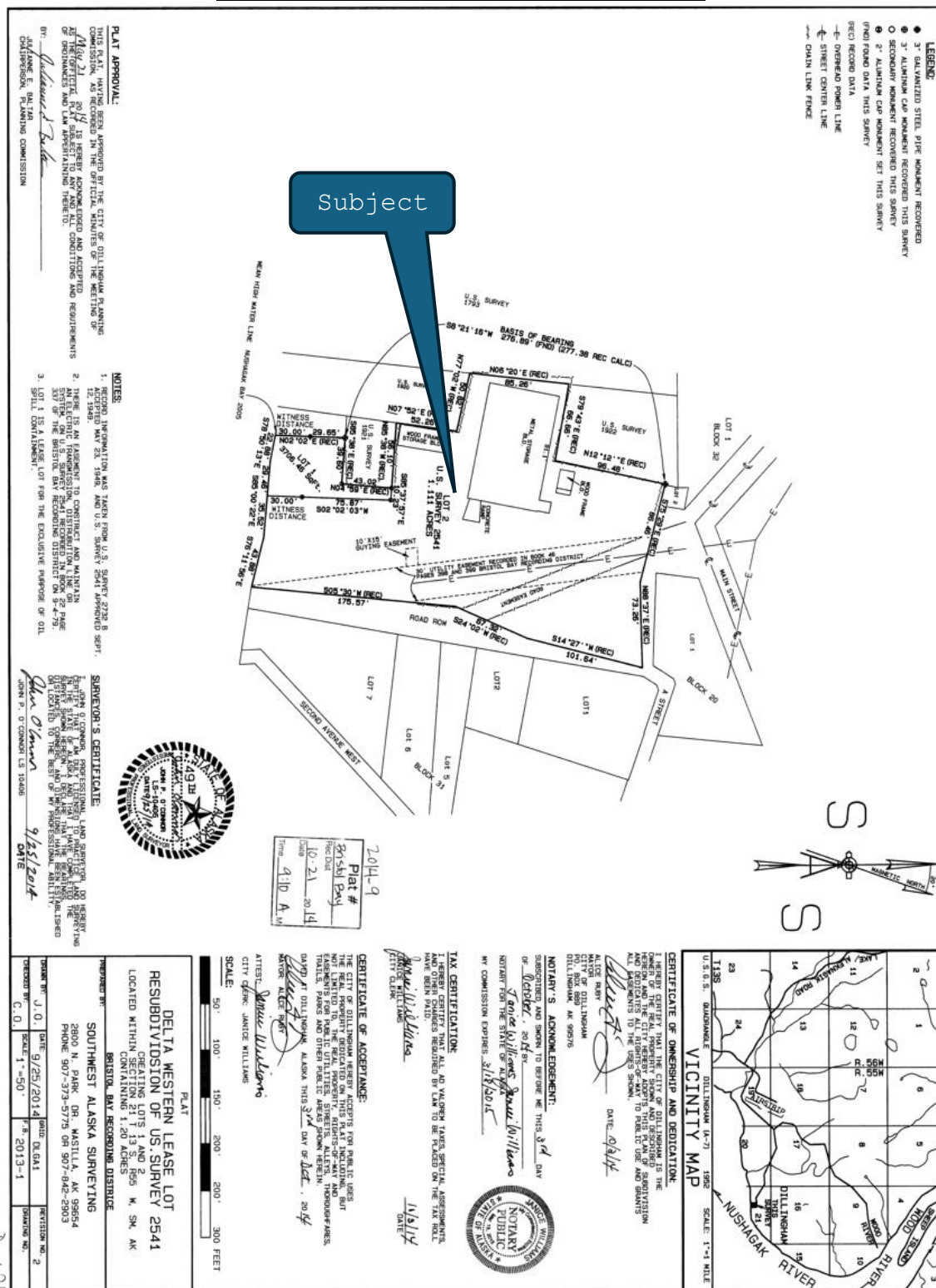


Aerial Downtown Dillingham

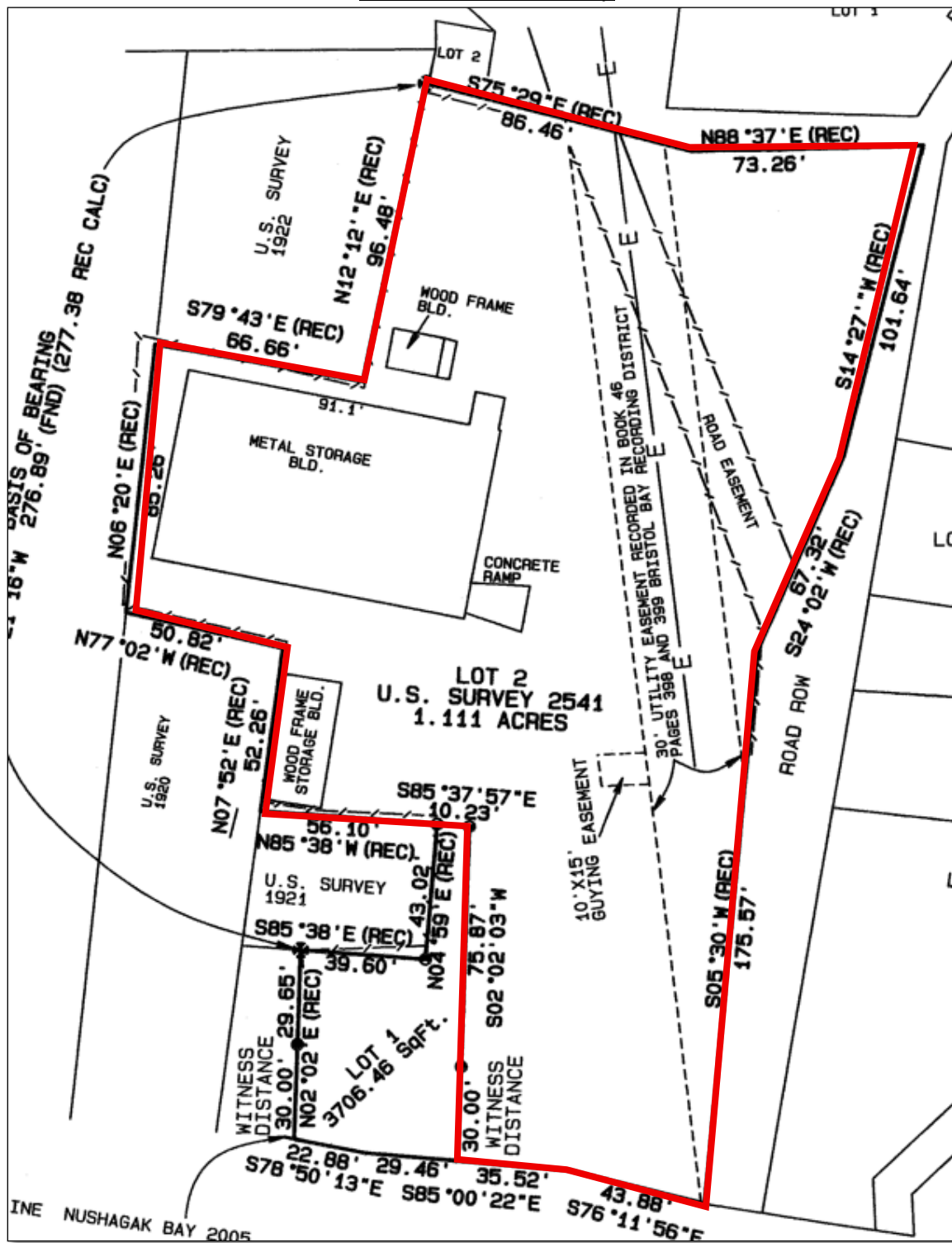
****Highlighted Area is Approximate ONLY****



Plat 2014-9 Bristol Bay Recording District



Plat 2014-9 Close-up



SUBJECT PHOTOGRAPHS

Photographs taken by Reed Whitmore November 25, 2025

Exterior –Northside W/ Arctic Entry



Exterior – Northside – Fuel Tank/ Electrical



Warehouse Front/ East Side



Overhead Door not Flush with Gravel Entry



Interior Arctic Entry / Office



Interior Arctic Entry / Exterior Door



SUBJECT PHOTOGRAPHS

Photographs taken by Reed Whitmore November 25, 2025

Office



Office



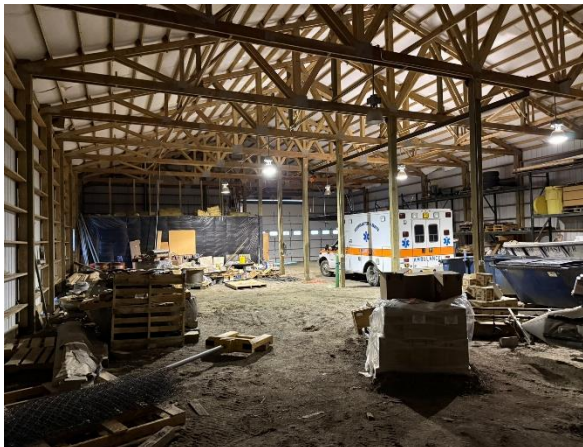
½ Bathroom



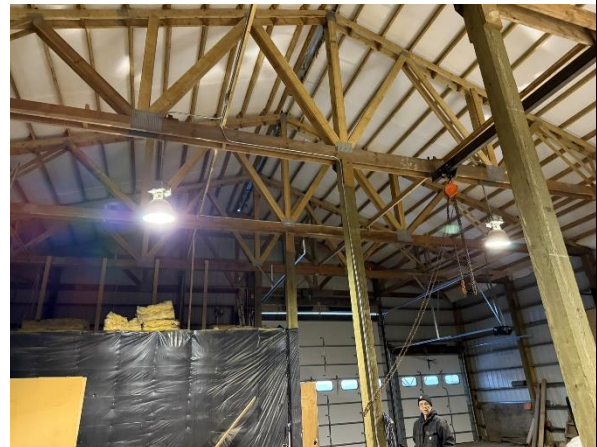
Warehouse



Warehouse



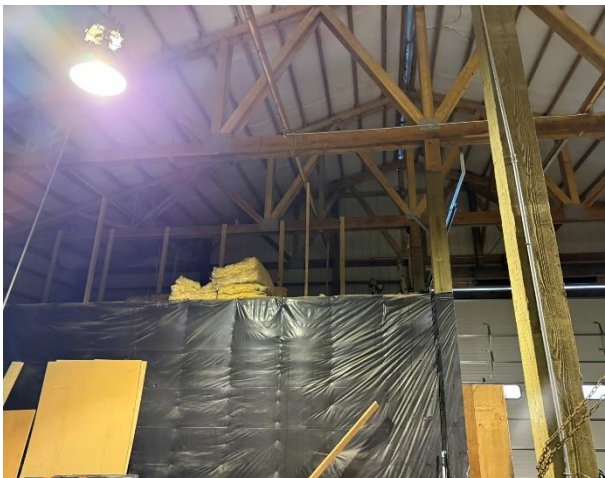
Warehouse



SUBJECT PHOTOGRAPHS

Photographs taken by Reed Whitmore November 25, 2025

Warehouse / Insulated Office- Black



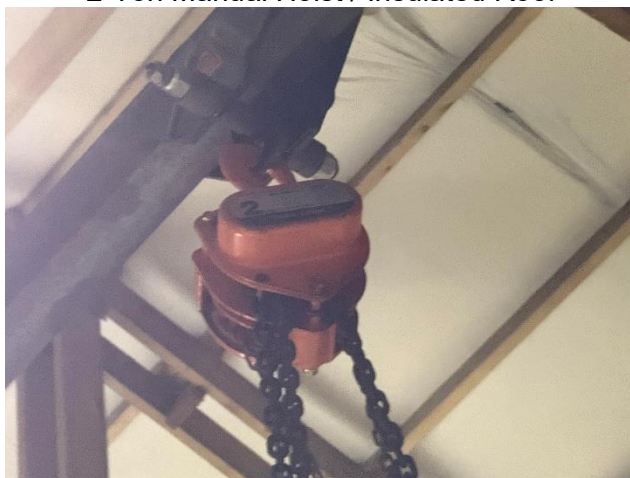
Storage Above Office



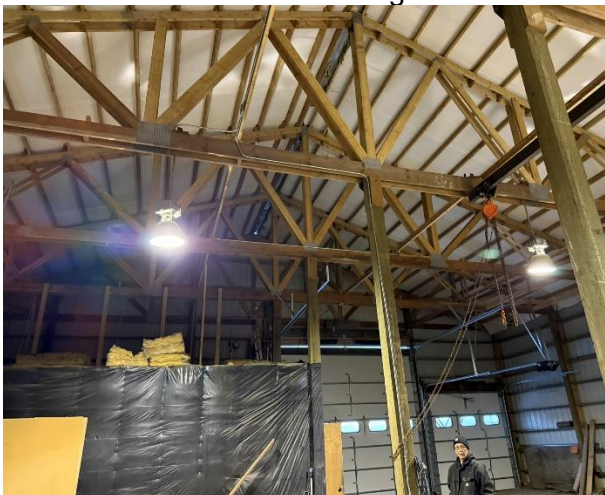
Hoist on Track



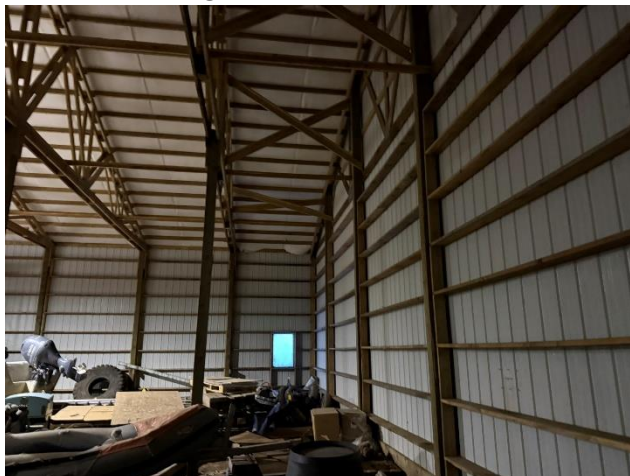
2-Ton Manual Hoist / Insulated Roof



Insulated ceiling



Un-insulated Walls



307 Main Street, Dillingham – Warehouse Property

Site Characteristics

This mixed-use commercial office / warehouse sits on 1.11-acre site located in the core downtown Dillingham area, with Main Street frontage & access and direct water / river frontage on the Wood River – very favorable attributes. The site is located in downtown Dillingham across the street from the main grocery store, a block from City Hall, with other commercial and residential buildings in the immediate area. Good overall access attributes, with direct access off W. Main Street, the main arterial – considered a good location for a mixed-use warehouse. The site is large enough to support the building and outdoor storage areas, with additional outdoor connex storage and parking areas in the front / side of the building and open gravel areas and a road easement on the plat that appears to be secondary to what is used from the view of the Dillingham GIS aerial – overall average curb appeal, with direct frontage and access to the Wood River.

The site is generally level, generally sloping down to the Wood River. The site has city water and sewer, with public electricity and fuel oil used for heating the small office area – all typical utilities for the local Dillingham market. Overall, the site appears to have adequate size and utility for the purpose and provides good proximity and access near the downtown district, schools, airport, businesses, and houses in the community, having good access to the river / ocean, with beach parking on the lot and legal access through the neighboring lot to the east that has a better (commonly used) riverbank- also owned by the City. (For details / visual, see the Dillingham Map on Page 4.)

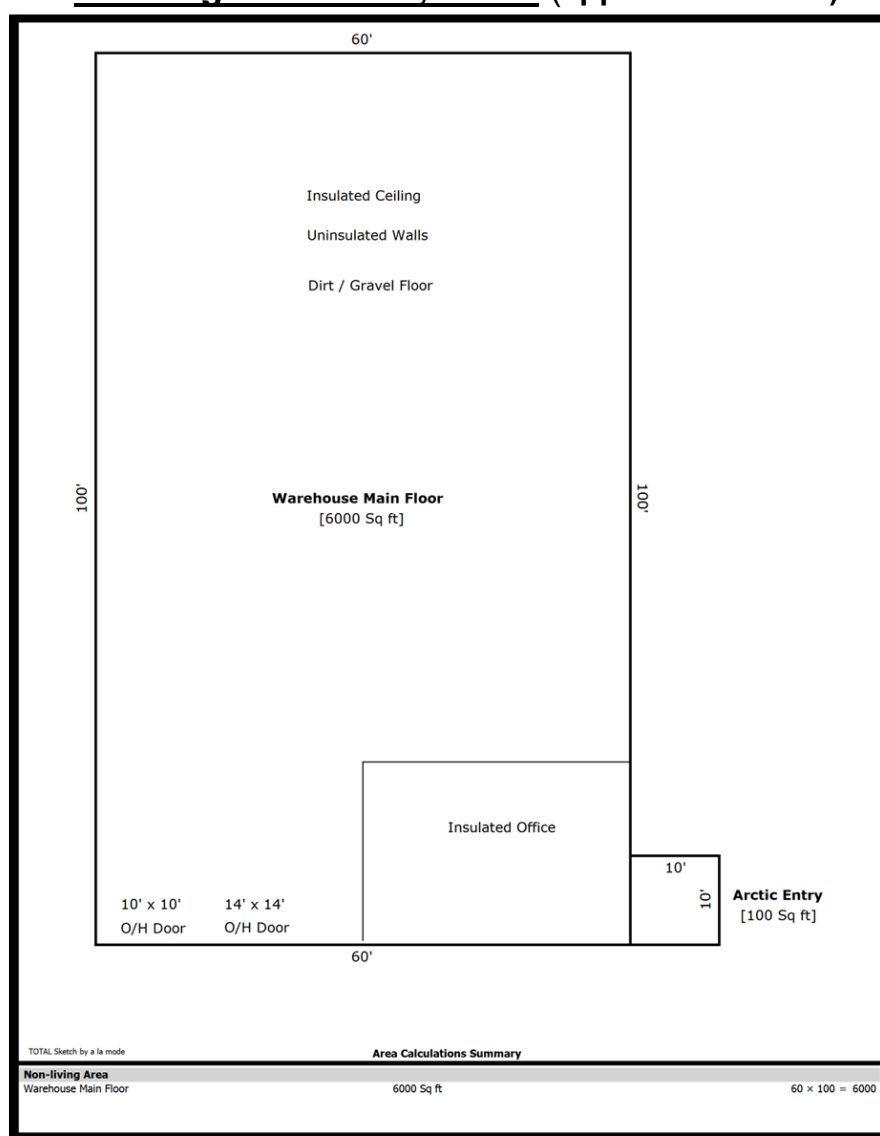
Improvement Description & Characteristics

The subject is located in the town center area, with good access off W. Main Street. No documented construction history was found yet a long-term city maintenance employee recalls the building being constructed in the late 1970's. The building consists of a rectangular-shaped mixed-use warehouse building totaling approx. 6,000 SF (60' x 100') on concrete footers, but the warehouse area has only gravel floors – no slab area. The building was constructed as a mixed-use warehouse with an interior 20' x 30' insulated office area (600 SF). The warehouse area has a dirt / gravel floor, stick and frame construction, with uninsulated walls and a pillow insulated ceiling with no heat source and fluorescent lights. There is a manual, 2-ton hoist with a rail system in line with the main overhead door. The building has metal siding and a metal roof with primary access through the arctic entry to the office on the north side with east access provided by two overhead exterior doors, (1) 14' x 14' and the other 10' x 10'. Very basic overall design and interior layout.

The 600 SF (20' x 30') office is open with a ½ bathroom that includes a utility sink. The office is finished with sheetrock walls, wood casement windows, a drop ceiling with fluorescent lights, laminate flooring and a built-in reception counter. The office entrance is through the 10' x 10' uninsulated arctic entry with a concrete slab floor, which we assume is under the entire office area. The heating system consists of an oil stove /

space heater (Toyo style) - fed by an external exposed oil tank – assumed to be in operable condition. The subject is an average quality and condition commercial warehouse for the community of Dillingham, with an above-average location and overall average functional utility for unheated warehouse space with heated office space. The warehouse is on the middle, western portion of the irregular lot with on-site parking located primarily east of the building. The site is primarily gravel with area for outdoor storage of equipment, boats, or connexs. The property layout is conducive to the exchange in transporting goods via water and the road system, with the warehouse as a receiving and distribution center. In the following section, we will analyze comparable market rates for similar style and type properties in the local market, to derive a “Market Value” rental rate for the subject property identified in this analysis.

Building Sketch – 6,000SF (approx. 60' x 100')



Current Rent Analysis and Discussion

The subject is not currently leased. Discussion with City of Dillingham representatives indicate the current tenant / user wishes to lease the building and site in the future, and it is our intention to provide the client with the most probable market value lease rate for a potential lease.

Market Rental Analysis and Discussion

At your request, we are providing a **market rental analysis** of the subject property located at 307 W. Main St., owned by the **City of Dillingham** to determine a fair market rental rate for the purposes of leasing out the space and property. This report is intended to meet all City of Dillingham Facility Lease requirements. We have summarized our findings, data, and conclusions, with the primary focus being to provide a **most probable fair market rental rate** for the type of space in the Dillingham, Alaska market – based on a NNN lease (triple net lease), with the tenant paying all utilities (taxes, insurance, electric, fuel, water, sewer, etc.) We have completed a number of appraisals in rural cities/villages of similar mixed-use warehouse / office properties, and we have researched our appraisal files, MLS data, and had discussions with the City of Dillingham – client / owner and realtors owning / managing similar properties in the similar marketing areas, including rental / lease data from current leases and compared values for similar warehouse buildings in more rural / remote areas, all providing good market rental lease data for analysis.

We will discuss our findings and conclusions below, with supporting documentation located in the appraisers' file. The data below summarizes our rental analysis and conclusion based on the data discovered in analyzing western Alaska rural / remote leases of similar type mixed use warehouse / office space, considered adequate to provide a reliable market rental range for the subject building. Locally we have discovered some warehouse / office space near the subject in Dillingham, and mixed-use hangar / office buildings in the Naknek / King Salmon area – (competing market) with similar potential utility of use, providing good data for analysis. The comparable properties analyzed reflect a range of quality, condition, and location similar remote warehouse / office space, providing good data for analysis. We will summarize the data analyzed, discuss respective attributes / comparability, and conclude the most reasonable and supportable price per SF rental rate for the subject space.

“Market Rent” is defined in The Dictionary of Real Estate Appraisal as “The rental income that a property would most probably command in the open market; indicated by the potential rents paid and asked for comparable space as of the date of the appraisal.” **All of the leases analyzed have been adjusted to reflect a similar triple net lease (NNN)**, where the tenant pays all variable expenses (taxes, insurance, heat, electric, telephone, water & sewer) and possessory taxes while owner/ landlord is responsible for major building expenses. This is a typical arrangement in the market for similar single tenant

buildings. We have appraised and have good rental data on similar rural properties – therefore our market lease estimates are reliable. All leases analyzed were adjusted to triple net leases, similar to the subject.

Dillingham Mixed-Use Warehouse / Office Space - Analysis of Lease Data

Market rent for the Subject is governed by the existing and asking rental rates of the Subject, as well as those of similar utility properties in the Subject's area and similar marketing areas. The subject does not have a rental history and has been used by the City of Dillingham and Alaska Marine Lines. The City has been in alliance with Alaska Marine Lines, and this shipping company has had use the facility to store and distribute goods. There have been discussions with Alaska Marine Lines renting this facility - a potential intended outcome of this analysis is to establish a market rental rate for a future long-term lease. Market rental data has been found within the community and neighboring coastal communities with similar economies – providing data for analysis and conclusion of a market rental rate.

Dillingham Mixed Use Warehouse / Office Space - Conclusion of Market Rent

We have analyzed a total of 5 leases of similar style / type / size/ quality / condition / utility of use mixed-use warehouse / office areas in competing rural communities statewide ranging in size from 1,300 SF to 6,000 SF – bracketing the subject's size and use attributes, in an effort to analyze and consider the most similar, most applicable comparable rentals. These leases have allowed us to estimate the most probable market value rental rate for the subject's warehouse / office space – totaling **6,000 SF**. We have also considered the additional land / site area which has the ability to be used for storage / support, as well as the road / river / ocean access. All of the reported rental rates have been adjusted to reflect triple net leases, with the tenant paying all variable expenses, taxes and insurance. **We have adjusted all leases to reflect triple net leases** based on actual & historical costs from actual variable costs experienced by similar mixed-use warehouse / office space in competing markets – providing good data for support of leases similar to the subject.

In western Alaska, and other remote coastal areas of Alaska, the **overall adjusted range of mixed-use warehouse / office space market rental rates analyzed is \$0.70/SF/mo. to \$1.60/SF/mo.**, with an overall unadjusted **average of \$1.10/SF/mo.**, depending on the location, quality, site attributes, and utility of the buildings, with the higher end having mixed use areas for offices / retail and living quarters and the low end providing more basic warehouse / storage areas for basic dry / cold storage. These rental rates are also supported by hangar / storage rental comparables we have reviewed / analyzed, with most in the \$1.00/SF +/- range. The subject has some basic attributes with un-insulated walls, gravel floors and older age / average condition, somewhat offset by the interior office area and large site with a good location and direct access to the port / Wood River and specific location within the downtown Dillingham area. The subject has a good

location, road and river access that create upward rental rate pressure, with average quality and condition small office space, basic non-heated warehouse area (5,400 SF) putting downward pressure on value. In summary, the offsetting attributes warrant a **concluded market rental rate** near the **mid-range** at **\$1.10/SF** for the 6,000 SF building.

Final Reconciliation & Conclusion of Market Rent – 307 W. Main Street

Considering the good location in downtown Dillingham with good road and direct water access (Wood River/ Bristol Bay), specific site attributes including central location with large site including downtown utilities, somewhat offset by the average quality and condition and basic dry storage nature of the unheated / uninsulated warehouse with dirt floors, but considering the office area, the subject falls slightly above the mid-range of the market rental rates of similar type properties.

In conclusion, the most applicable rental rate range concluded for 307 W. Main St.– 6,000 SF Mixed Use Warehouse / Office Building, considering the buildings characteristics is **\$0.90/SF/ mo. to \$1.20/SF /mo.**, with the **most probable rental rate above the mid-range at \$1.10/SF/ mo.**, with the tenant paying taxes, insurance and all utilities (variable costs).

Range:	\$0.90 / SF/ month x 6,000 SF	= \$5,400 / month
	\$1.20 / SF/ month x 6,000 SF	= \$7,200 / month

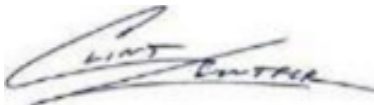
Most Probable Market Rental Rate:

\$1.10 / SF/ month x 6,000 SF = \$6,600 / month
\$79,200 – Annually

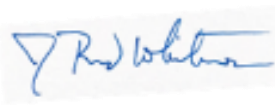
Appraiser Certification

We certify that, to the best of our knowledge and belief:

1. We have no present or prospective interest in the property that is the subject of this report. We have no personal interest or bias with respect to the parties involved with this assignment. We have no bias with respect to the property that is the subject of this report.
2. Our engagement in completing this assignment is not contingent upon the development or reporting of a predetermined result. Our compensation for completion of this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
3. The reported analysis, opinions and conclusions are limited only by the reported assumptions and limiting conditions, and are our personal, impartial, and unbiased, professional analysis, opinions, and conclusions.
4. J. Reed Whitmore completed a full site inspection of property that is the subject of this report on November 25, 2025. Additional discussions with the owner / manager provided detailed further supporting information and photographs that allowed us to accurately ascertain the quality, condition, and extent of the improvements on site, with an effective date of the appraisal report / inspection being November 25, 2025.
5. The statements of fact contained in this report are true and correct.
6. Unless otherwise stated, this report is presented in a summary style appraisal type format. This report sets forth all of the limiting conditions (imposed by the terms of the assignment or by the author) affecting the analysis, opinions, and conclusions contained in this report. Only the intended users may rely on the findings within this appraisal report.
7. This Report conforms with and is subject to the requirements of the Code of Professional Ethics and the Standards of Professional Appraisal Practice of the Appraisal Institute.
8. Our analysis, opinions and conclusions were developed, and this report has been prepared in conformity with the Uniform Standards of Professional Appraisal Practice.
9. The appraisers have the appropriate knowledge and experience required to complete the assignment competently.
10. The use of this Report is subject to the requirements of the Appraisal Institute relating to review by its authorized representatives.
11. No assistance other than the undersigned, or those whose services are specifically acknowledged herein, prepared the analysis, conclusions, and opinions concerning the real estate that are set forth in this Appraisal Report.
12. Clint H. A. Lentfer is currently certified by the State of Alaska as General Real Estate Appraiser (Certificate No. AA-506). J. Reed Whitmore is currently certified by the State of Alaska as General Real Estate Appraiser (Certificate No. 214040).
13. The Appraisal Institute conducts a program of continuing education, and members who meet the minimum standards of this program are awarded periodic education certification. As of the date of this Report, Clint H.A. Lentfer and Reed Whitmore have completed the requirements under the continuing education program of the Appraisal Institute.



Clint H. A. Lentfer, MBA, SRA, APRG506



J. Reed Whitmore, # 214040

Addendum

Riverfront Area



QUALIFICATIONS OF APPRAISER

CLINT H.A. LENTFER, MBA, SRA

EDUCATION:

University of Wyoming

University of Alaska Anchorage

- BA Business Management (1995)
- MBA Business Administration (2000)
- SRA Designation – Appraisal Institute (2019)

EXPERIENCE:

1997 to 2010: Certified General Real Estate Appraiser / Consultant, Appraisal Company of Alaska

2010 to Present: Partner / Owner, Alaska Appraisal & Consulting Group, LLC

QUALIFICATIONS:

29 years' experience in real estate appraisal work for local and national mortgage lending institutions. Residential properties include single-family residences, multi-family income properties, remote properties including Lodges, cabins, vacant land - statewide. Commercial properties including remote fishing, hunting and adventure lodges, apartment buildings, warehouses, large and small retail and office complexes, and commercially zoned vacant land. Qualified expert witness in State of Alaska Supreme Court. Board of Directors & Treasurer Alaska Chapter Appraisal Institute. Appointed Board Member of Certified Real Estate Appraisers - State of Alaska. Commercial Contract tax assessment work for Various State of Alaska Municipalities.

ACCREDITATIONS, COURSES AND LICENSES:

- State of Alaska - Certified General Real Estate Appraiser Certificate, AA-506
- FHA/HUD Approved Appraiser
- Course 311 - Residential Modeling Concepts
- Course 101 - Fundamentals of Real Property Appraisal
- Course 151 - Standards of Practice and Professional Ethics
- Course 112 - Income Approach to Valuation II
- Appraisal Institute Course – Highest & Best Use and Market Analysis
- Appraisal Institute Course – Advanced Sales Comparison
- Appraisal Institute Course – Narrative Report Writing & Valuation Analysis
- Appraisal Institute Course – Advanced Applications
- Appraisal Institute Course – Advanced Income Capitalization
- Appraisal Institute Course – Advanced Residential Applications, Case Studies & Report Writing
- The Technical Inspection of Real Estate, The Beckman Company
- Land Valuation Assignments, Adjustment & Procedures
- Effective Banker – Appraiser Communication
- Subdivision Valuation – Seminar
- Appraisal of Local Retail Properties – Seminar
- Appraisal Institute – SRA Designation 2019
- State of Alaska – Board Approved Supervisory Appraiser

QUALIFICATIONS OF APPRAISER

J. Reed Whitmore M.A.T, M.Ed

Alaska Appraisal & Consulting Group www.akacg.com

Education	Bachelor of Science	Trinity College, Chemistry	1987
	Master of Arts- Teaching	University of Alaska -Anchorage	1994
	Master of Educational Leadership	University of Alaska -Anchorage	2001
Experience	Certified General Real Estate Appraiser		January 2024
	Alaska Appraisal & Consulting Group		2021 - Present
	Secondary School Principal & Teacher Anchorage School District		1994- 2021

Qualifications

Five years of experience in real estate appraisal focused on commercial and rural /remote properties in Central, Southcentral and Western Alaska. Residential properties include urban, suburban, rural, and remote homes, recreational cabins, and remote vacant land. Commercial properties include warehouses, aircraft hangars, remote fishing lodges, motels, small office buildings, hunting and fishing lodges, commercial vacant land.

Accreditations, Courses and Licenses

- State of Alaska - Certified General Real Estate Appraiser Certificate, #214040
- General Appraiser Market Analysis Highest and Best Use
- General Appraiser Income Approach/Part 1 & Part 2
- Expert Witness for Commercial Appraiser
- Supervisory Appraiser/Trainee Appraiser Course
- 2020-2021 15-Hour Equivalent USPAP
- General Appraiser Market Analysis Highest and Best Use
- General Appraiser Sales Comparison Approach
- General Appraiser Site Valuation and Cost Approach
- General Appraiser General Writing & Case Studies
- Commercial Appraisal Review
- Statistics, Modeling & Finance
- 2020-2021 7-hour National USPAP Update
- Fair Housing, Bias, and Discrimination
- Valuation of Residential Green Buildings
- Appraiser Law in the Real World
- Basic Appraisal Procedures
- Basic Appraisal Principles
- Business Practices and Ethics
- Business Ethic of Appraisers
- 2022-2023 7 hours USPAP

License #: APRG506
Effective: 5/15/2025
Expires: 06/30/2027

State of Alaska
Department of Commerce, Community, and Economic Development
Division of Corporations, Business, and Professional Licensing

Board of Certified Real Estate Appraisers

Licensee: **CLINT HERMAN LENTFER**

License Type: **Certified General Real Estate Appraiser**

Status: **Active**

Note: Board approved supervisor as of 9/15/2021.

Commissioner: Julie Sande

License #: 214040
Effective: 5/25/2025
Expires: 06/30/2027

State of Alaska
Department of Commerce, Community, and Economic Development
Division of Corporations, Business, and Professional Licensing

Board of Certified Real Estate Appraisers

Licensee: **JAY REED WHITMORE**

License Type: **Certified General Real Estate Appraiser**

Status: **Active**

Commissioner: Julie Sande

File Attachments for Item:

6. Resolution 2026-05: Increase Ambulance Fees

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2026-05**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING AN INCREASE IN THE AMBULANCE BILLING RATES**

WHEREAS, the City last adjusted Ambulance Billing Rates effective February 2017; and

WHEREAS, the City currently charges for Basic Life Support, Advanced Life Support and Mileage; and

WHEREAS, the City of Dillingham is considered Super Rural by Medicaid standards which means the Medicaid reimbursement rate is higher than urban areas; and

WHEREAS, the Fire Department Executive Committee is recommending the proposed rate increases based on what is allowable by Medicaid/Medicare; and

WHEREAS, Resolution No. 2015-57, adopted October 1, 2015, established the criteria for the use of the Ambulance Fund:

1. The Ambulance Fund will cap at \$700,000;
2. Ten percent will be reserved for hiring a third-party vendor to bill for services rendered;
3. The Ambulance Fund, up to the \$700,000 cap, will be used for stipends for the volunteers, equipment acquisition and Fire Department building improvements; and
4. The amount in the Ambulance fund, above the \$700,000 cap, will be used for supporting the Fire Department operations.

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council hereby authorizes the increase of the Ambulance Billing Rates effective upon passage, as follows:

Description	Current	Proposed
Basic Life Support - Non-Emergency (BLS-NE)	\$412	\$923.00
Basic Life Support - Emergency (BLS-E)	\$464	\$1,035.24
Advanced Life Support - Non-Emergency (ALS-NE)	\$569	\$1,230.08
Advanced Life Support - Emergency (ALS-E)	\$824	\$1,392.81
Special Care Transport (SCT)	\$974	\$1,668.99
Mileage per mile with patient on board	\$13	\$20.17

2025 Alaska Rates

BLS-NE		BLS-E		ALS-NE		ALS-E		SCT		Mileage	
Res	NR	Res	NR	Res	NR	Res	NR	Res	NR	Res	NR
A0428		A0429		A0427		A0433		A0434		A0425	
		750		900		1100				18	
		750		950		1250				15	
750		750		750		750				15	
450		625		925		1025		925		15	
412		464		569		824		974		13	
1200		1200		1400		1400				22	
1100		1100		1100		1100		1100		15	
500		600		700		800		1000		11	
750	1000	750	1000	950	1500	1250	1750			15	
600	692	600	692	725	833	725	833			15.15	
		500		700		800				16.00	
550		675		800		975				14	
396.68		661.13		793.36		1057.81				14.55	
800		800		1000		1200				20	
800		800		1000		1200				20	
678	792	678	792	859	1045	915	1045	1255	1455	15.15	
400		500		600		800				15	
		1375		1705		1925				25	
1500		1700		2000		2500				15	
		675		725		725				15	
		1000		1000		1000				12	
700		750		800		850		900		13.5	
600		600		850		1000				15	
1200		1200		1400		1400				16	
1000		1000		1000		1000				15	
600	900	700	1000	800	1200	1000	1500	3000		15	
200	400	450	675	550	900	550	900			12	
		1065		1435		1435				21	

PASSED AND ADOPTED by a duly constituted quorum of the Dillingham City Council on this ____ day of February, 2026.

ATTEST:

Abigail Flynn, City Clerk

Alice Ruby, Mayor

[SEAL]

I Mayor
Alice Ruby

Acting Manager
Jack Savo Jr.



Dillingham City Council

Section . Item 6.

Triston Chaney
Jean Barrett
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Scott Runzo, Fire Department Coordinator
Through: Jack Savo Jr, Acting City Manager
Date: December 30, 2025
Re: Resolution 2026-05

SUMMARY: Dillingham's EMS rates are well below Alaska's regional averages, limiting funding for essential emergency services.

PREVIOUS ACTION: Resolution 2017-05 Increase in the Ambulance Billing Rates passed on February 2, 2017.

BACKGROUND: Emergency Medical Services (EMS) are critical to public health and safety. Dillingham's current EMS rates are significantly below the Alaska regional average, which limits the ability to maintain high-quality emergency care.

DISCUSSION: This adjustment aligns with regional standards and ensures sustainable, high-quality EMS services for the community. Current averages plus a 5% COLA increase over 5 years equals new rates. All rates to be reviewed on a 5 year term to reflect most current regional standards.

ALTERNATIVES: None

FINANCIAL IMPLICATIONS: There is no decrease to the fund balance for fiscal year 2026 as a result of accepting this action. It will reduce the amount of tax money needed to cover fire department expenditures.

LEGAL: Currently there are no legal responsibilities to this resolution for the city of Dillingham.

STAFF RECOMMENDATION: Updating rates to align with regional benchmarks would increase annual revenue from about \$253,050 to \$465,771, a 54% gain, strengthening staffing, training, equipment, and facility improvements. A five-year review cycle is recommended to keep rates current.

PROPOSED MOTION: I move to adopt RESOLUTION NO. 2026-05, A Resolution of the Dillingham City Council Authorizing the Increase in the Ambulance Billing Rates.

PROPOSED ALTERNATE MOTION: There is no alternate motion recommended.

CITY MANAGER COMMENTS: Acting City Manager recommends approval of Resolution 2026-05.

Section . Item 6.

ATTACHMENTS:

Alaska Rates 2026

Proposal to Increase EMS Rates in Dillingham

Proposal to Increase EMS Rates in Dillingham

Background:

Emergency Medical Services (EMS) are critical to public health and safety. Dillingham's current EMS rates are significantly below the Alaska regional average, which limits the ability to maintain high-quality emergency care.

Current Dillingham Rates:	Alaska Regional Averages:
<ul style="list-style-type: none"> • BLS-non-emergent <ul style="list-style-type: none"> ○ Base Rate: \$412 ○ Per Mile Rate: \$13 • BLS-Emergent <ul style="list-style-type: none"> ○ Base Rate: \$464 ○ Per Mile Rate: \$13 • ALS-non-emergent <ul style="list-style-type: none"> ○ Base Rate: \$569 ○ Per Mile Rate: \$13 • ALS-Emergent <ul style="list-style-type: none"> ○ Base Rate: \$824 ○ Per Mile Rate: \$13 • Other - SPECIAL <ul style="list-style-type: none"> ○ Base Rate: \$974 ○ Per Mile Rate: \$13 	<ul style="list-style-type: none"> • BLS-non-emergent <ul style="list-style-type: none"> ○ Base Rate: \$723.20 ○ Per Mile Rate: \$15.80 • BLS-Emergent <ul style="list-style-type: none"> ○ Base Rate: \$811.40 ○ Per Mile Rate: \$15.80 • ALS-non-emergent <ul style="list-style-type: none"> ○ Base Rate: \$963.80 ○ Per Mile Rate: \$15.80 • ALS-Emergent <ul style="list-style-type: none"> ○ Base Rate: \$1091.30 ○ Per Mile Rate: \$15.80 • Other - SPECIAL <ul style="list-style-type: none"> ○ Base Rate: \$1307.70 ○ Per Mile Rate: \$15.80

Disparity Analysis:

- **Base Rate Gap:** Dillingham is about **\$330 below** the state average.
- **Per Mile Rate Gap:** Dillingham is **\$2.80 below** the state average.

Community Impact of Low EMS Rates:

1. Reduced Service Quality
2. Staffing Challenges
3. Limited Training & Certification
4. Increased Risk in Remote Areas
5. Strain on Local Budgets

Cost-Benefit Analysis:

Assuming:

- **300 EMS calls per year**
- **Average of 15 miles per call**

Current Annual Revenue:

- \$648.50 (average base) + \$195 (average mileage) = \$843.50 per call
- **Total: \$ 253,050/year**

Recommendation:

Increase Dillingham's EMS rates to:

- **BLS-Non-Emergent**
 - Base Rate: \$923
 - Per Mile Rate: \$20.17
- **BLS-Emergent**
 - Base Rate: \$ 1,035.24
 - Per Mile Rate: \$20.17
- **ALS-Non-Emergent**
 - Base Rate: \$ 1,230.08
 - Per Mile Rate: \$20.17
- **ALS-Emergent**
 - Base Rate: \$1,392.81
 - Per Mile Rate: \$20.17
- **Other - SPECIAL**
 - Base Rate: \$1,668.99
 - Per Mile Rate: \$20.17

Proposed Annual Revenue:

- \$ 1,250.02 (average base) + \$302.55 (average mileage) = \$1,552.57 per call
- **Total: \$ 465,771/year***

Revenue Increase:

- **\$ 212,721/year**
- **54% increase in revenue***

This additional funding can be reinvested into:

- New fire station

- Updates to Lake Road Station
- Upgrading equipment and vehicles
- Enhancing staff training and retention
- Improving response times and service coverage

This adjustment aligns with regional standards and ensures sustainable, high-quality EMS services for the community. Current averages plus a 5% COLA increase over 5 years equals new rates. All rates to be reviewed on a 5 year term to reflect most current regional standards.

Dillingham's EMS rates are well below Alaska's regional averages, limiting funding for essential emergency services. Updating rates to align with regional benchmarks would increase annual revenue from about \$253,050 to \$465,771, a 54% gain, strengthening staffing, training, equipment, and facility improvements. A five-year review cycle is recommended to keep rates current.

***Based on average of 300 calls per year with 100% payout**

	BLS-NE		BLS-E		ALS1-E		ALS2		SCT		Mileage		Non-TX	
	Res	NR	Res	NR	Res	NR	Res	NR	Res	NR	Res	NR	Res	NR
	A0428		A0429		A0427		A0433		A0434		A0425		A0998	
			750		900		1100				18		300	500
			750		950		1250				15		750/950	
	750		750		750		750				15			
	450		625		925		1025		925		15		225	
	412		464		569		824		974		13		206	
	1200		1200		1400		1400				22		150	
	1100		1100		1100		1100		1100		15		150	
	500		600		700		800		1000		11		500	
	750	1000	750	1000	950	1500	1250	1750			15			
	600	692	600	692	725	833	725	833			15.15		265	321
			500		700		800				16.00		250	500
	550		675		800		975				14			
	396.68		661.13		793.36		1057.81				14.55			
	800		800		1000		1200				20			
	800		800		1000		1200				20			
	678	792	678	792	859	1045	915	1045	1255	1455	15.15		265	321
	400		500		600		800				15			
			1375		1705		1925				25			
	1500		1700		2000		2500				15		1500	
			675		725		725				15			
			1000		1000		1000				12			
	700		750		800		850		900		13.5			
	600		600		850		1000				15			
	1200		1200		1400		1400				16			
	1000		1000		1000		1000				15		1000	
	600	900	700	1000	800	1200	1000	1500	3000		15			
	200	400	450	675	550	900	550	900			12			
			1065		1435		1435				21		350	
Average R/NR	723.2	756.8	811.4	831.8	963.8	1095.6	1091.3	1205.6	1307.7	1455.0	15.8	#DIV/0!	430.1	410.5

Alaska Overall Average	729.6	814.5	983.8	1108.6	1326.1	15.8	425.2
	BLS-NE	BLS-E	ALS1-E	ALS2	SCT	Mileage	Non-TX

File Attachments for Item:

9. Decide who will go for Council Travel or Training in March and/ or April and give direction to staff for travel arrangements

a. Decide who is attending SWAMC March 4-8 and give direction to staff for travel arrangements.

b. Decide who can go to other travel or training opportunities if funds are available after SWAMC.



| CONTACT

Currents of Change Waves of Opportunity

SOUTHWEST ALASKA MUNICIPAL CONFERENCE
Annual Economic Summit & Membership Meeting
March 4 - 6, 2026
Hotel Captain Cook | Anchorage, Alaska



**ATTENDEE
REGISTRATION**



**SPONSORSHIP
OPPORTUNITIES**



**EXHIBITOR
REGISTRATION**



**AUCTION
DONATIONS**

Working Agenda

WEDNESDAY, MARCH 4
**HAZARD MITIGATION & EMERGENCY
RESOURCES**

THURSDAY, MARCH 5
ECONOMIC TRANSITIONS

FRIDAY, MARCH 6
FISH FRIDAY & PUBLIC OFFICE FORUM

Moderator / Facilitator: Wanetta Ayers

Intended Outcomes: Community and tribal leaders and staff learn about / are updated on hazard mitigation, resilience, and emergency response resources to address evolving hazards such as shore erosion, slope failures, meteorological events, and more. Community

Call or Order and Welcoming Remarks

KEYNOTE: Rural Economies in Transition
(8:45)

introduction by:
Mark Haggerty , Senior Fellow – Center for American Progress

FRIDAY, MARCH 6

SPONSOR SPOTLIGHT: (8:15)

The State of Alaska's Fisheries & SEAFOC
INDUSTRY (8:30)

hazards are workshopped or “speed dated” with agencies in a fishbowl format.

PANEL: Hazard Mitigation Planning – Resource Agencies

PANEL: Emergency Response – Resource Agencies

WORKSHOPPING: Community Examples – a focused look at three or four community challenges

Speed Dating with Agencies – 15-minute table sessions with small groups to discuss questions, challenges, and possible approaches to resolving those challenges.

Community Conversation – Moderated Roundtable

- Mark Haggerty , Senior Fellow – Center for American Progress – confirmed
- Patrick Baker, Aleut Tribe of St. Paul – invited
- Gary Hennigh or Mayor, City of King Cove – confirmed
- Darren Muller, Spruce Island Development Corporation – invited

Aerospace (10:30)

Intended Outcome: Understand the intended development of the Pacific Test Range and how communities can prepare for and engage in aerospace development, dual use infrastructure, and service opportunities. Workforce development opportunities.

Moderator: TBD

PANEL:

Defense & Homeland Security (12:45)

Intended Outcome: how the revised National Security Strategy and DOD plans may impact communities, how can Southwest Alaska communities enhance coordination, infrastructure alignment, workforce readiness, environmental stewardship, and unified advocacy — turning strategic interest into community benefit.

Moderator: TBD –

Panel

Arctic Development (2:15)

Intended Outcome: how SW communities and tribes should engage in Arctic policy making, understand potential community opportunities, and how to advance the region's role as an Arctic gateway.

PANEL

Tourism & Outdoor Recreation (3:30–5:00)

Intended Outcome: illustrate how the SWAMC region can add value to tourism development

Intended outcome: help management agencies and trade associations on the state of the fisheries and seafood industry.

Kenote: The State of Alaska's Seafood Industry,

Sponsored by Alaska Seafood Marketing Institute

Moderator: TBD

Panel Discussion: Regulation and Management of Southwest Alaska Fisheries (8:45)

Panel Discussion: Harvesting, Processing and Marketing Alaska's Seafood (9:20)

Building Direct Marketing Capacity (10:00)

Intended Outcome: understand how small boat harvesters are moving into direct marketing, how communities can support development of direct marketers, and what other agencies and resources are available to support the sector.

Moderator: TBD

PANEL:

SPONSOR SPOTLIGHT: TBD (11:30)

Break (11:45)

ANNUAL MEMBERSHIP MEETING: (12:00)

Moderator: all board members present on stage

Annual Business Meeting, Board Elections, Resolutions, Staff Reports, Economic Geography Study – Melissa Errend – North Economics, Other Reports

SPECIAL PRESENTATION & GUESTS

Legislative Update and Dialogue (1:15)

Senator Gary Stevens – confirmed
Representative Louise Stutes – confirmed

through regional identity, new approaches to public lands, and cooperative marketing.

Mark Haggery, Senior Fellow, Center for American Progress

Moderator: Carlin Enlow

PANEL

5:30 PRESIDENT'S RECEPTION & SILENT AUCTION

Two Drink Tickets

Appetizers

All Candidates for statewide offices invited

Senator Lyman Hoffman – invited
Representative Bryce Edgmon – invited

Break (2:30)

**Alaska Congressional Delegation –
WASHINGTON DC UPDATE – REPORT (2:45)**

Senator Lisa Murkowski -invited

Candidate Forums

Gubernatorial candidates – all invited to attend (**3:15**)

Top four candidates only on stage based on APOC filing, polls, board in February

Congressional candidates – invited (4:00)

Senate candidates – invited (4:30)

TBD Adjournment

SATURDAY, MARCH 7

POST-CONFERENCE BOARD MEETING

Section . Item 9.

The SWAMC Economic Summit & Membership Meeting is made possible through the generosity of our sponsors:

Skippers:

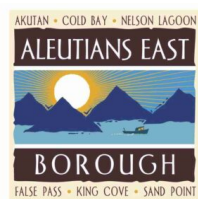
First Mates:

Deck Bosses:



Deck Bosses:

Deck Hands:



File Attachments for Item:

INFORMATIONAL ITEMS

Informational

**FY2024 Consolidated Appropriations Act Projects
EPA-CEP-01**

PROJECT WORKPLAN AND NARRATIVE

Project Title:

Dillingham Landfill Improvements

Grantee Information:

- City Of Dillingham
- 141 Main Street Dillingham, AK 99576
- Office Phone 907-842-5211 and Fax Number 907-842-2260
- Christopher Maines planner@dillinghamak.us;
- (UEI) LMLLTG129D45

Short Project Description:

The Dillingham Landfill Improvements Project is a comprehensive infrastructure upgrade initiative designed to modernize the region's primary waste management facility. The project encompasses the repair of critical processing equipment, including the facility's incinerator and the installation of a new waste oil burner system. Essential heavy equipment acquisitions include a D7 Waste Handler, 352 Excavator, Wheeled Loader, and Skid steer loader with attachments to enhance operational efficiency. Waste processing capabilities will be improved through the addition of a Shear Type Shredder, Shredder/Baler for scrap metal, and Glass Crusher. The project also includes the construction of a weather port/equipment hangar for equipment protection, development of a dry storage facility, and the replacement of ground monitoring wells to maintain environmental compliance. These improvements will significantly enhance the facility's waste management capabilities while ensuring environmental protection and regulatory compliance.

Place of Performance (where the project will occur):

City of Dillingham Landfill in Dillingham, Alaska.

Period of Performance (timeframe during which the project will occur):

Start: October 1, 2025. End: December 31, 2028

Section 1. Project Summary and Overall Approach

A. PROJECT SUMMARY

The Dillingham Landfill Improvements Project seeks to modernize and enhance the operational capacity of the region's primary waste management facility through targeted infrastructure upgrades and equipment acquisitions. This comprehensive project includes the repair of the existing incinerator, installation of a waste oil burner, and procurement of essential waste processing equipment including a shredder/baler for scrap metal and a glass crusher. Heavy equipment acquisitions, including a D7 Waste Handler, 352 Excavator, Wheeled Loader, and Skid steer loader, will improve daily operations and waste handling efficiency. The project also encompasses critical infrastructure improvements such as the construction of a weather port/equipment hangar, development of a dry storage facility, and replacement of ground monitoring wells. These improvements will extend the facility's operational lifespan, ensure environmental compliance, and provide the community with sustainable waste management services for years to come. Total project cost is targeted to enhance operational efficiency while maintaining regulatory compliance and environmental protection standards.

B. TIMELINE AND MILESTONES

Task #	Task or Milestone Description	Completion Date
1	Purchase Heavy Equipment for Landfill	6/30/26
2	Repair Incinerator	12/31/26
3	Install Waste Oil Burner	12/31/26
4	Purchase Bins Waste Transport	6/30/26
5	Purchase Shredder/Baler for Scrap Metal	6/30/26
6	Design Dry Storage Building	7/31/26
7	Design Equipment Hangar	7/31/26
8	Replace Groundwater Monitoring Wells	12/31/26
9	Install Methane Monitoring Wells	12/31/26
10	Build Dry Storage Building	6/30/27
11	Build Equipment Hangar	6/30/27

C. BUILD AMERICA, BUY AMERICA

a. The recipient is subject to the Buy America Sourcing requirements under the Build America, Buy America provisions of the Infrastructure Investment and Jobs Act (IIJA) (P.L. 117-58, §§70911-70917) when using Federal funds for the purchase of goods, products, and materials on any form of construction, alteration, maintenance, or repair of infrastructure in the United States regardless of the appropriation for the types of infrastructure projects specified in the chart entitled "Environmental Protection Agency's Identification of Federal Financial Assistance Infrastructure Programs." These sourcing requirements require that all iron, steel, manufactured products, and construction materials used in Federally funded infrastructure projects must be produced in the United States. The recipient must implement these requirements in its procurements, and this article must flow down to all subawards and contracts at any tier. For legal definitions and sourcing requirements, the recipient must consult EPA's Build America, Buy America website.

b. When supported by rationale provided in IIJA §70914, the recipient may submit a waiver to EPA. Guidance on the submission instructions of an EPA waiver request will be available on the EPA Build America, Buy America website. A list of approved EPA waivers is available on the EPA Build America, Buy America website.

D. JOINT PERFORMANCE EVALUATION PROCESS

Within 30 days of the end of each fiscal quarter (*or semi-annually, if approved by your Project Officer*), the grantee will submit a performance report detailing the accomplishments toward the completion of workplan commitments, discussing the work performed for all workplan components, and identifying any challenges that could affect or delay project completion. This evaluation process will help to ensure that the grant is being administered properly and that work conducted under the grant is in accordance with approved workplan.

E. EPA ROLES AND RESPONSIBILITIES

This assistance agreement is funded as a grant. EPA will have no substantial involvement in the accomplishment of workplan commitments. EPA will monitor progress and provide technical assistance as needed to ensure project completion.

Section 2. Community Engagement, Benefits, and Partnerships

A. COMMUNITY ENGAGEMENT

The City of Dillingham has a Friends of the Landfill Committee made up of private citizens. This group is heavily involved in the future of the Dillingham landfill and volunteers in recycling projects and community clean up events. Through this committee and our municipalities public outreach we will provide awareness and education of the ongoing changes to the landfill and our improvements. Primarily in the safe disposal of waste oil from private and commercial enterprises and for the proper sorting of various waste items to streamline the operations of our landfill and ensure we remain in compliance with the EPA and Alaska DEC.

B. BENEFITS TO THE COMMUNITY

The primary benefit to the community of Dillingham will be the increased options for disposing of hazardous waste oil and non-biodegradable metals and plastics. The current landfill has become overburdened with materials that need to be properly destroyed or stored for removal. Additionally, the aged equipment at the landfill has led to lengthy periods of equipment downtime and has led to a reduction of processing capacity when waste is received, especially during peak operations in the summer season when fishing operations are in service.

C. COMMUNITY PARTNERSHIPS

We currently have a partnership with the Friends of the Landfill committee, a committee made up of 12 local residents. The City of Dillingham also has a partnership with the Curyung Tribal Council, a federally recognized Alaskan Native Tribe in matters of E-Waste and fishing web recycling.

Section 3. Environmental Results and Project Sustainability

A. EXPECTED OUTCOMES:

Short-Term Outcomes:

The immediate results of this project will include improved operational efficiency through modernized equipment and infrastructure. The landfill will see immediate benefits from the new D7 Waste Handler, 352 Excavator, and Wheeled Loader, enabling better waste compaction and material handling. The repaired incinerator and new waste oil burner will provide immediate improvement in waste processing capabilities. Staff will gain enhanced skills through training on new equipment and safety protocols. The replacement of ground monitoring wells will ensure immediate compliance with environmental regulations.

Medium-Term Outcomes:

Within the first two years of implementation, the project will achieve significant waste volume reduction through the efficient operation of the new shredder/baler and glass crusher. The weather port/equipment hangar will extend equipment lifespan by providing protection from harsh weather conditions. The dry storage facility will improve waste management practices and reduce environmental risks. Operational costs will decrease due to more efficient equipment and better maintenance practices. Environmental monitoring data will show improved groundwater protection and reduced contamination risks.

Long-Term Outcomes:

Over the next five years and beyond, the community will benefit from a significantly extended landfill lifespan due to improved waste compaction and volume reduction. The modernized facility will establish sustainable waste management practices that can adapt to growing community needs. Environmental compliance will be consistently maintained through proper monitoring and management systems. The improved infrastructure will support long-term economic development through reliable waste management services. The community will see lasting benefits from reduced environmental risks and enhanced public health protection.

B. PERFORMANCE MEASURES:

Project Management and Oversight:

The City of Dillingham's Public Works Department will maintain primary oversight of the project implementation. The Public Works Director will serve as the Project Manager. Weekly progress meetings will track project milestones, address challenges, and ensure adherence to the implementation schedule. Quarterly reports will document progress on equipment installation, infrastructure improvements, and environmental compliance measures. The Project Manager will coordinate with contractors, maintain detailed records of expenditures, and ensure compliance with grant requirements.

Staff and Resources:

The Project Manager will oversee daily operations and coordinate all improvement activities. A dedicated Equipment Operations Supervisor will manage the integration of new equipment and conduct operator training programs. Environmental compliance will be monitored by a qualified Environmental Specialist who will oversee ground monitoring well installation and testing protocols. The maintenance team will undergo comprehensive training on new equipment operation and maintenance procedures. Additional support staff will be assigned based on project phase requirement.

C. PROJECT SUSTAINABILITY:

Long-term sustainability will be ensured through comprehensive maintenance programs for new equipment, thorough staff training on new systems and procedures, development of operational protocols, implementation of environmental monitoring programs, and creation of equipment replacement schedules.

DETAILED BUDGET TABLE

Description	Quantity	Rate	TOTAL
TOTAL TRAVEL			
Equipment			
D7 Waste Handler	1		860,000
Shear Type Shredder	1		500,000
Wheeled Loader	1		560,000
Glass Crusher	1		250,000
352 Excavator	1		750,000
Ash and Waste Bins	20		500,000
Mobile Air Compressor	1		25,000
Skid steer loader and Attachments	1		100,500
Dry Storage Facility	1		257,500
Weather Port/Equipment Hangar	1		300,000
TOTAL EQUIPMENT			4,103,000
Contractual			
Incinerator Repair			187,000
Engineering and Design			200,000
Groundwater Monitoring Wells			180,000
Methane Monitoring Wells			50,000
TOTAL CONTRACTUAL			617,000
TOTAL PROJECT COST			4,720,000.00

Budget Narrative

Equipment (\$4,103,000)

The equipment category costs were determined through detailed market research, consultation with equipment vendors, and comparison of recent similar purchases by other Alaskan municipalities. Cost estimates include shipping to Dillingham, initial setup, and basic operator training. Multiple vendors were contacted to ensure competitive pricing, and estimates reflect current market conditions including recent supply chain impacts. Equipment specifications were developed based on operational requirements, site conditions, and consultation with facility operators. All cost estimates include necessary attachments, basic spare parts packages, and manufacturer warranties. Equipment also includes critical facility infrastructure improvements. A Dry Storage Facility (\$257,500) will protect sensitive materials and equipment from weather exposure and extend their operational life. The Weather Port/Equipment Hangar (\$300,000) will provide essential protection for the new equipment fleet, reducing maintenance costs and extending equipment lifespan.

Contractual (\$617,000)

Contractual services costs were developed based on standard industry rates and recent similar projects in Alaska. Detailed breakdowns for each service include:

Incinerator Repair (\$187,000):

- Technical assessment and planning: 80 hours at \$185/hour = \$14,800
- Specialized repair work: 420 hours at \$250/hour = \$105,000
- Parts and materials: \$45,200
- Testing and certification: 120 hours at \$185/hour = \$22,000

Engineering and Design (\$200,000):

- Site assessment and preliminary design: 280 hours at \$175/hour = \$49,000
- Detailed engineering drawings: 460 hours at \$175/hour = \$80,500
- Technical specifications development: 240 hours at \$175/hour = \$42,000
- Project oversight and documentation: 162 hours at \$175/hour = \$28,500

Groundwater Monitoring Wells (\$180,000):

- Well installation labor: 320 hours at \$225/hour = \$72,000
- Materials and equipment: \$68,000
- Testing and certification: 178 hours at \$225/hour = \$40,000

Methane Monitoring Wells (\$50,000):

- Installation labor: 120 hours at \$225/hour = \$27,000
- Materials and equipment: \$14,000
- Testing and certification: 40 hours at \$225/hour = \$9,000

Procurement Process

All equipment purchases and contractual services will be procured through a competitive bidding process in accordance with Federal procurement standards (2 CFR 200.317-326) and City of Dillingham procurement policies. The process will include:

1. Development of detailed specifications and scope of work for each procurement
2. Public advertisement of bid opportunities
3. Evaluation of bids based on technical requirements and cost
4. Compliance with Build America, Buy America provisions
5. Documentation of procurement process and selection decisions
6. Award to lowest responsive and responsible bidder

The City will maintain detailed records of all procurement activities and ensure full compliance with Federal grant regulations. No sole-source procurement is anticipated for this project.

Total Project Cost: \$4,720,000

This comprehensive budget reflects the full scope of improvements needed to modernize the Dillingham Landfill facility and ensure its long-term operational sustainability. Each component has been carefully considered to maximize operational efficiency, environmental compliance, and community benefit. The investment in quality equipment and infrastructure will reduce long-term maintenance costs and provide reliable waste management services for the community.



PLANNING COMMISSION

Wednesday, November 12, 2025 at 5:30 PM

MINUTES

Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

MEETING INFORMATION

AGENDA

PLANNING COMMISSION MEETING

CITY HALL COUNCIL CHAMBERS / 5:30 p.m.
141 Main Street, Dillingham, AK 99576 (907) 842-5212

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

CALL TO ORDER 5:30 PM

ROLL CALL

Present:

Cade Woods, Chair

Jennifer

Susan

Kaleb

Misa

Absent:

Greg (joined later at 6:14 PM via Zoom)

Michael

A quorum was established.

APPROVAL OF MINUTES

September 10, 2025 Minutes

Motion to approve the September 10, 2025 minutes: Kaleb

Second: Misa

Vote: No objections; motion passed unanimously.

APPROVAL OF AGENDA

Motion to Amend the Agenda

Amendment was to move:

Unfinished Business – Road and Street Policy, and

New Business – Parking Lot Standards

into Communications – Planner's Report for discussion only (no formal action).

Motion: Kaleb

Second: Misa

Roll-call Vote:

Susan – Yes

Jennifer – Yes

Kaleb– Yes

Misa – Yes

Chair Cade Woods – Yes

Motion passed unanimously.

Motion to Approve Amended Agenda

Motion to approve the agenda as amended: Kaleb

Second: Misa

Roll-call Vote: All present voted yes.

Agenda approved as amended.

COMMUNICATIONS

Communications to the planning commission

Planner's Report

Planner presented the written report and highlighted the following items:

Planning Department Workload & Possible Fees

Significant staff time spent on public inquiries about deeds, land history, property info, and records-type requests.

Discussion about tracking volume and types of requests and possibly developing a fee structure in coordination with Finance.

Land Use Permits & Special Events (Nerka Halloween Maze)

Nerka Loop Halloween Maze caused congestion and unsafe traffic/parking conditions.

Special event permits already require referral to Public Safety.

Discussion on better enforcement, public outreach, and possible temporary road closures or traffic control for future events.

Enforcement of Existing Codes

City has setback requirements, zoning, and other standards, but enforcement is largely complaint-driven.

Planner noted difficulty when issues involve neighbors and the lack of a clear enforcement mechanism.

Housing – AHFC Professional Housing Grant

Application submitted for approximately \$700,000 for rural professional housing.

Grant structure: 100% forgivable if used for professional housing for 10 years; excessive revenue could trigger repayment.

If awarded, City Council must decide whether to accept.

Planner to present a housing development workshop on December 4 at 5:30 PM.

Harbor Lights & Power Extension

Project to repair/replace harbor lights and extend primary power toward the South Ramp/bathhouse area.

Agreement terms accepted with Nushagak Electric; awaiting firm construction schedule.

Work may be delayed to spring if winter construction is not feasible.

Harbor South Side Redevelopment

65% design indicates lease-lot changes and replatting on the south side of the harbor.

Planning Commission will later be asked to consider subdividing lease lots (e.g., into ¼-acre lots).

Picnic Table Donation (BBHC & Tribe)

Donation of approximately 6–8 picnic table/bench sets being coordinated with BBHC and the Tribe.

No final locations selected; considerations include:

Avoiding snow-dump areas.

Possible sites: Lake Road, harbor area, hockey rink, Nerka Loop bus stop, other public gathering areas.

Discussion of past donation-acceptance procedures (MOA/MOU, tiers of donations, liability, and maintenance responsibilities).

Parks & Recreation Functions

Historical suggestion that Parks & Recreation and Historic Preservation duties might be assigned to the Planning Commission.

No final decision yet; awaiting further direction from Mayor and Council.

Trails & Beluga Bluff Trail

Planner is exploring trail funding options for Beluga Bluff Trail.

Associated access road currently unnamed; will eventually need a formal street name.

Road and Street Policy (Formerly Unfinished Business – now under Planner's Report)

Planner summarized long-standing issues:

Minimum Road Standards were adopted in 2014, but existing roads have never been formally accepted for maintenance.

City maintains many roads without a clear, codified list of accepted streets.

Tribal transportation plan currently drives some road improvements without full City participation in priorities or standards.

Commission discussion:

General support for Option A (grandfathering all roads currently maintained by the City) or Option E (hybrid approach) as a starting point.

Need to coordinate with the Tribal transportation plan and understand their prioritization and scoring.

Planner will obtain a current copy of the Tribal transportation plan and related scoring criteria for Commission review.

Intention is to bring back a formal resolution for Commission consideration and recommendation to Council.

Parking Lot Standards (Formerly New Business – now under Planner's Report)

Discussion focused on:

Clarifying status of certain travel ways through private parking lots (e.g., AC parking lot access is a private road with public utilities beneath).

The need for clear parking lot standards within the downtown business district.

Relationship between parking lot standards, road policy, and comprehensive plan implementation.

Planner intends to return with draft parking lot standards in resolution form for future action.

Agnew::Beck/Comprehensive Plan Update

Citizen's comments on items not on the agenda- none

PUBLIC HEARINGS- none

UNFINISHED BUSINESS

Road and Street Policy

NEW BUSINESS

Parking Lot Standards

COMMISSIONER COMMENTS

Commissioners expressed interest in:

Seeing the Tribal transportation scoring system and goals (footpaths, multi-use, industrial priorities, etc.).

Advocating with DOT for wider shoulders/ATV/bike accommodation in the planned Lake Road rebuild (projected around 2029).

Reviewing Fire Hall design plans (35% or updated) when available.

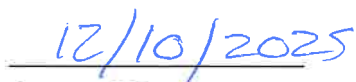
Developing a tiered donation-acceptance process distinguishing small items (e.g., plaques), moderate items (benches, playgrounds), and major assets (roads, land).

Possible future role of the Planning Commission in Parks & Recreation and trails planning.

ADJOURNMENT by the chair

Attest


Abigail Flynn, City Clerk


Approval Date



SCHOOL FACILITY COMMITTEE

Thursday, September 4, 2025 at 3:00 PM

MINUTES

Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

MEETING INFORMATION

School Facility Committee

CITY HALL COUNCIL CHAMBERS

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

Zoom call-in instructions used for all public meetings:

Zoom call-in 1-719-359-4580, Meeting ID: 920 - 483 – 0473, Passcode: 99576

Phone access is more stable than video access. If the Zoom meeting freezes or drops, video access will be limited.

CALL TO ORDER

The meeting was called to order by Chair Alice Ruby at 3:02 PM.

ROLL CALL

Present: Alice Ruby (Mayor, Chair); Andrew Berkoski (Facilities Director); Chris Aguirre (Interim Superintendent); Jack Savo Jr. (Acting City Manager); Steve Carriere (City Council Member); Phil Baumgartner (Public Works Director); Travis Roenfanz (Community Member, Plant Manager – Silver Bay); Kevin McCambly (School Representative, arrived shortly after the meeting began).

Staff Present: Abigail Irene Flynn, Acting City Clerk.

Excused: None mentioned. (Clerks Note: Heather Savo was absent but not mentioned)

APPROVAL OF MINUTES

There were no prior minutes for approval, as the committee had not met for approximately three years.

APPROVAL OF AGENDA

The agenda was approved without objection.

STAFF REPORTS

There were no staff reports.

NEW BUSINESS

1. Orientation

Chair Ruby provided historical background on the School Facility Committee, noting its creation in the early 2000s following a failed school bond election. She emphasized the committee's purpose as a forum for collaboration between the City and the School District, transparency with the public, and shared responsibility for maintaining school facilities without raising taxes.

2. School Facility Report

a. HVAC

- Facilities Director Berkoski reported that comprehensive inspections of the school facilities were conducted in July 2025. Overall building conditions were described as generally sound, with minor repairs identified and underway.
- One major HVAC air handling unit at the elementary school failed in March 2025, affecting 12 classrooms and 13 spaces. The unit, installed in the late 1980s, failed due to a proprietary shaft break and cannot be repaired. A replacement bid of approximately \$242,000–\$243,000 was received, with an additional estimated \$17,000 for a glycol system, for a total estimated cost of approximately \$260,000. The estimated installation timeline is four months.
- Temporary mitigation measures, including fans and open windows, are currently in use. Options discussed included temporary HEPA air purifiers (\$5,000–\$14,000), insurance review, cooperative purchasing options, and obtaining additional estimates. The committee agreed that HVAC will remain a standing agenda item and that further due diligence is needed prior to replacement.

b. Parking Lot (potholes and snow removal)

- Significant pothole issues were discussed. Ownership of the parking area includes State, City, and Choggiung Ltd. property, functioning as a public right-of-way. The School District lacks equipment and has been unable to secure private contractors. Public Works and School Facilities will develop cost estimates for grading, pothole repair, and snow removal, with an emphasis on documenting City in-kind services.

c. Garbage Service

- The School District reported significant increases in garbage service costs and concerns about service continuity. The City acknowledged similar challenges. No formal action was taken, and the issue will continue to be monitored.

3. Schedule/ Discuss Annual Inspection

- The committee agreed that Public Works and School Facilities staff will conduct a joint annual inspection. Special attention will be given to the school chimney and other long-term maintenance items. A shared facilities priority list will be developed to support budgeting and legislative advocacy.

4. School Priorities/ Funding Expectations
 - Superintendent Aguirre discussed ongoing uncertainty related to state education funding and federal impact aid. The importance of long-term planning for major building systems, including HVAC, was emphasized.
5. Legislative Priorities (capital and policy)
 - The committee discussed the need for coordinated City and School advocacy efforts and the identification of capital and policy-related legislative priorities at future meetings.
6. Schedule Next Meeting (usually the third Wednesday in January)
 - The next meeting is anticipated for mid-winter (November or December 2025), or sooner at the call of the Chair.

PUBLIC/COMMITTEE COMMENT(S)

Committee members emphasized the importance of continued collaboration between the City and School District, noting limited likelihood of state capital funding and the need for local, coordinated planning.

ADJOURNMENT

The meeting was adjourned at approximately 5:06 PM.

ATTEST:



Abigail Flynn, City Clerk

[SEAL]



Date of Approval



CHOGGIUNG, LTD.

P.O. Box 330 104 MAIN STREET DILLINGHAM, ALASKA 99576
Phone (907) 842-5218 Fax (907) 842-5462 www.choggiung.com



January 16, 2026

TO: University of Alaska
Land Management
2025 Yukon Drive, Suite 207
Fairbanks, AK 99775

FROM: City of Dillingham & Choggiung Limited Jointly

RE: Intent to Sell University of Alaska Bristol Bay Campus Applied Sciences Building

Dear President Pitney and Members of the Board of Regents,

We write on behalf of the Bristol Bay Region as regional hub community partners, in coordination with the City of Dillingham and Choggiung Limited, to formally oppose the proposed sale of the University of Alaska Fairbanks Bristol Bay Campus Applied Sciences building.

We respectfully request that the University:

- Halt the proposed sale of the Bristol Bay Campus building
- Convene a local, in-person meeting in Dillingham with the University President and members of the Board of Regents to allow for meaningful community engagement.
- Establish a local working group of regional partners to advise and assist in developing and implementing strategies for enhancing participation at the Bristol Bay Campus.

First and foremost, we object to the rushed nature of the announcement and movement toward a sale. Without asking for community support and time to solve utilization rates, or financial commitments, clear plans to accommodate programs in the main campus, and timelines for those to be met, it is highly unlikely an understanding between the University and Community could be had.

In our view, the Applied Science building is not excess or underutilized space. It is a core piece of regional infrastructure that directly supports programs essential to the Bristol Bay

economy and workforce. The Sea Grant Program, Bristol Bay Regional Career and Technical Education programs, and nursing and healthcare training operations rely on this facility to function effectively. These programs require significant classroom, laboratory, storage, and staging space to support courses aligned with regional industry needs—particularly fisheries and healthcare, the two pillars of our local economy.

The building's configuration allows the University to house instructors, visiting professionals, and subject-matter experts on site. This significantly reduces costs associated with temporary housing elsewhere in the community and enables the delivery of classes, certifications, and workforce trainings that would otherwise be cost-prohibitive or logistically impossible. Apartment rental income further offsets operating costs, making the facility unusually efficient compared to many other University assets. That income could be increased if a reasonable plan for use was applied. From community meetings and other meetings we have learned that the income potential is not maximized due to poor tenant behavior causing apartment damage delaying renting to others once a tenant moves out. It would make sense for the University to seek a qualified local third party to support the rental of the apartments and required maintenance through a management agreement. This would maximize income potential, lower rental risks and associated expenses, and improve the building's financial support/independence. That type of service is available in the community.

For the amount of usable space it provides, this building appears to be one of the most operationally efficient assets the University owns. The community benefit derived from it is outsized when compared to any financial savings that could realistically be achieved through its sale. In our estimation – it would amount to merely tens of thousands of savings annually in contrast with multimillion dollar real estate budgets Statewide against the innumerable educational benefit our communities receive. **The sale represents a grain of sand in an ocean of costs – it will not improve the financial picture for the University or State as a whole; it will make it worse.**

The math that is being used to justify the University's intent to sell ignores the operational efficiency of the building. It is LEED Certified. The University does not account for individual building costs to operate. Rather it uses an allocation method that ignores actual energy usage, and actual maintenance activity on this individual building. The University is currently accounting for Facility costs in a single bucket for all Bristol Bay Campus facilities. The other buildings are not LEED Certified and the actual amount of time technicians spend on each facility is unaccounted for. Rather the university allocates an aggregated cost to the building based on that building's square footage. How can a

decision be made that claims a financial benefit from a sale when the actual costs a building incurs are not known?

We are also concerned with the information presented by the University on the building's condition and the characterization of 'deferred maintenance'. The information presented was misleading. The heating system has an estimated remaining operational life of approximately 20 years, and the parking lot is fully serviceable in its current condition. These components should not be categorized as "deferred maintenance" And used as justification of a 'dire' financial picture when neither is likely necessary, near term, or urgent. Since acquiring the building in 2010, the University has operated it successfully as-is, without these issues rising to a level that justified disposal until now.

Along with the financial analysis that was presented to the community at a recent public meeting, offsetting rents were not considered. In any regular business, a standard practice is to look at the subject property on its own, with all costs that it actually incurs, and all of the income it generates. In this case, the University fails to recognize income attributable to this specific asset, it is ignored. The decision to announce an intent to sell is based on incomplete information and ignorance.

At the Public meeting held on December 18, 2025 in Dillingham, it was reported that the building was acquired for about \$770,000 in 2010 and subsequently an additional \$2,500,000 was invested through federal grants to achieve a LEED Certification for the building. A total of \$3,270,000 has been invested in the facility so far. It is the first and only building in Bristol Bay with such a designation. However, the Vice Chancellor for Rural Campus' stated that the indicated value via a recent appraisal was about \$870,000. A sale at that price, when compared with the amount invested, would amount to a loss of \$2,400,000 not adjusted for inflation. If we tried to complete the same purchase and improvements today – it would likely be closer to \$5 million. This doesn't include the value of the lost programs and/or the cost to lease/rent space in the community for programs once re-established.

The Vice Chancellor's comments included an idea that the money generated from a sale of the real estate 'could' be plowed back into the main campus to accommodate the programs this building already provides space for. This idea was shared without evidence and homework completed to prove that it could be done or would be done. No floor layouts that would accommodate all of the programs and necessary equipment was provided, no estimates for renovations matching the indicated sale amount, or a schedule for completion were presented at the meeting. In other words, there were no 'good faith' statements made with the presentation of this idea.

Further, the Vice Chancellor made statements that a sale of this facility would enable an expansion of programs at the Bristol Bay Campus. Again, no mention of what new programs would be enabled, where or how they would be housed, or the costs or investments that the campus would make in new programming. On its face, a good faith argument of additional programming could not be made juxtaposed with this intent to sell. Can programs be expanded in a smaller space while absorbing the Sea Grant and Nursing programs?

Additionally, transferring this property to another State agency does not eliminate financial burden—it merely shifts it. Passing the building to the Alaska Housing Finance Corporation, which expressed interest in the purchase of this building, would require additional State funds for renovation, maintenance, and ongoing operations. At a time when Alaska faces serious fiscal constraints, this approach increases total public cost rather than reducing it.

During the meeting held on January 14, there were representatives of regional organization present who expressed concern about the lack of contact with their organization prior to the decision to dispose of the building. BBNA, BBAHC, the City of Dillingham and the Dillingham City Schools indicated the critical value of the programs that are housed in the space, the critical need for the space and their willingness to work with the University to address the decline in participation.

Again we respectfully request that the University:

- Halt the proposed sale of the Bristol Bay Campus building
- Encourage and allow for meaningful community engagement
- Convene a local, in-person meeting in Dillingham with the University President and members of the Board of Regents
- Establish a local working group of regional partners to advise and assist in developing and implementing strategies for enhancing participation at the Bristol Bay Campus.
- Prior to a sale determination, give the Community time and effort to increase utilization rates, and share what those rates need to be so as to not be on the chopping block
- Prior to making a sale determination, use Good Faith Efforts to show commitment to statements being made about re-investing the money in the Bristol Bay Campus to rehouse programs, show the community that commitment with a timeline of completion

- Prior to a sale determination, partner with local entities with the capability to manage the apartment rentals leading better financial outcomes
- And if the University must sell, sell to a local owner where money generated from the operation of this building could be circulated locally

Decisions of this magnitude to a community of our size should be informed by direct dialogue with the communities they affect. This building sustains workforce development, economic resilience, and educational access in one of Alaska's most productive regions regarding renewable resources. It should not be treated as a disposable asset.

Thank you for your consideration. We look forward to continued discussion and collaboration in support of Bristol Bay's students, workforce, and economy.

Sincerely,

Cameron Poindexter

Cameron Poindexter
President & CEO
Choggiung Limited



CHOGGIUNG, LTD.

P.O. Box 330 104 MAIN STREET DILLINGHAM, ALASKA 99576
Phone (907) 842-5218 Fax (907) 842-5462 www.choggiung.com

Alice A. Ruby

Alice Ruby
Mayor
City of Dillingham



Cc: Pat Pitney, President UA System

UA Regents

UAF Vice Chancellor of Rural Campus

Alyssa McDonald, UAF Bristol Bay Campus Interim Director

Representative Bryce Edgemon

Senator Lyman Hoffman









1-16-26 Chog - COD Letter UAF Building (sign)

Final Audit Report

2026-01-17

Created:	2026-01-17
By:	Abigail Flynn (abigail.flynn@dillinghamak.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAxGHNObGRHESruhsMd2AlpLPcOWYpTqI

"1-16-26 Chog - COD Letter UAF Building (sign)" History

-  Document created by Abigail Flynn (abigail.flynn@dillinghamak.us)
2026-01-17 - 0:33:46 AM GMT
-  Document emailed to Alice Ruby (alice.ruby@dillinghamak.us) for signature
2026-01-17 - 0:33:51 AM GMT
-  Document emailed to Cameron Poindexter (cameron@choggiung.com) for signature
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-  Email viewed by Alice Ruby (alice.ruby@dillinghamak.us)
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-  Email viewed by Cameron Poindexter (cameron@choggiung.com)
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-  Document e-signed by Cameron Poindexter (cameron@choggiung.com)
Signature Date: 2026-01-17 - 0:34:45 AM GMT - Time Source: server
-  Document e-signed by Alice Ruby (alice.ruby@dillinghamak.us)
Signature Date: 2026-01-17 - 0:35:32 AM GMT - Time Source: server
-  Agreement completed.
2026-01-17 - 0:35:32 AM GMT



DILLINGHAM CITY SCHOOL DISTRICT

P.O. Box 170

Dillingham, Alaska 99576

1/23/26

To Whom It May Concern,

The Dillingham City School District is submitting this public comment to propose an alternative to the sale of the University of Alaska Fairbanks Applied Science Building on the Bristol Bay Campus in Dillingham. This sale would reduce local access to education and workforce training, create additional barriers for students in our region to participate in Career and Technical Education, and have negative economic, financial, and social consequences for the Dillingham community. Rather than downsizing the campus, we suggest working with us to develop clear pathways for students to take advantage of courses offered at the Bristol Bay Campus. We see this potential partnership as part of a comprehensive approach to rebuilding enrollment while also meeting the needs of our highest-performing students.

As the Superintendent of the Dillingham City School District, I believe our district is well-positioned to help bring more students to the Bristol Bay Campus. We see our proximity to the campus, our need to expand our course offerings for our highest-performing students, and our connections with community partners as elements that make us an ideal partner.

In addition, strong dual enrollment and early college pipelines have been part of a comprehensive approach to help similar community colleges rebuild their enrollment and programs. Partnering with the Dillingham City School District to create pathways to your degree programs allows students to earn college credit, credentials, or certificates while still in high school. Ultimately, this benefits our students, families, school districts, and the university.

The Bristol Bay Regional Career and Technical Education program relies on access to the Applied Sciences Building to host its annual CTE intensives. Dillingham hosts multiple BBRCTE intensives throughout the school year, bringing students from across the region to participate in hands-on learning experiences. These intensives regularly use space in the Applied Sciences Building, and loss of access to this facility would directly limit our ability to offer them. The BBRCTE consortium has worked hard to ensure students have access to these opportunities, and our partnership with the Bristol Bay Campus is essential to the program's success. We also see these intensives as a way to introduce students from across Bristol Bay to the full range of programs and resources available on campus and to help them understand how the Bristol Bay Campus can be a strong starting point for their future careers.

Across the country, many two-year colleges facing enrollment declines have successfully reversed this trend without selling off core facilities. They have done this by aligning programs directly with local workforce needs, re-engaging adults and students through targeted marketing and incentives, expanding student support services, and streamlining the enrollment process. These strategies align well with the realities of rural Alaska

and the needs of our community, and have proven effective in helping rebuild enrollment in public colleges and universities.

The programs housed in this building are central to our local economy. Dillingham is home to the largest health care provider in the Bristol Bay region, and the lab for the two-year nursing program is currently located in the Applied Science Building. Relocating this lab to the main campus building would require difficult decisions about which components to retain and which to lose, resulting in a clear reduction in the lab's capacity.

Our region is known worldwide for its sockeye salmon fishery. The Marine Advisory program, housed in the Applied Science Building, requires substantial lab space to meet its needs. Moving this program into the main campus building would require significant rework, limiting its ability to fully address key instructional areas.

The decision to sell the Natural Resource Building places both the University of Alaska Fairbanks and the Bristol Bay region at an important crossroads. One path leads to lost opportunities and a slowdown in regional growth. The other leads to a partners with the community to drive economic growth in the Bristol Bay region for years to come.

I respectfully ask that the University of Alaska Fairbanks delay any action on selling this building and instead work with our community to implement the solutions outlined above. We value education in Dillingham just as UAF values education. We want students of all ages to see this campus as a resource and a pathway forward. I believe we share common ground in these beliefs and that by working together, we can find a solution that benefits both the Dillingham community and the UAF system.

Thank you for your time and consideration. I urge you to stop the sale of this building and come to the table with us to do this work together.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Aguirre". The signature is fluid and cursive, with the first name "Chris" and last name "Aguirre" clearly distinguishable.

Chris Aguirre
Superintendent
Dillingham City School District

Public Notice of Upcoming Meetings

Committee	Dates of meetings	Place	Time
Port Advisory (Spring and Fall)	March 19th	City Hall	6:00 PM
Regular Council Meetings (every first Thursday of the month)	02/05/2026, 3/05/2026, 04/02/2026	City Hall	7:00 PM
Planning Commission (every second Wednesday)	02/11/2026 (this date might change), 3/11/2026	City Hall	5:30 PM
Code Review Committee (Every Second Thursday except in October and July)	02/12/2026, 3/12/2026	City Hall	5:30 PM
Finance and Budget (every 3rd Monday)	02/18/2026 rescheduled to Wednesday due to holiday on Monday), 3/16/2026	City Hall	5:30 PM
School Facility (3rd Wednesday in September, January and March, 2nd Wednesday in June)	possibly March 17	City Hall	5:30 PM
MOU - Quarterly	TBD	City Hall	10:00 AM
Special Council Meeting		City Hall	5:30 PM
Library Advisory Board	March	Library	5:30 PM
Friends of the Landfill , Every last Thursday of the month	02/26/2026, 3/26/2026	City Hall	10:00 AM
Public Outreach Committee	TBD		
Workshop on Ambulance Rate Study	2/5/2026	City Hall	5:30 PM
Board of Equalization	Organizational meeting end of April on _____, & two more May 4 & 5	City Hall	5:30 PM
Joint Meeting of School Board and City Council	?	City Hall	?

The landfill is now open on some holidays

Holidays: Feb 16, 27

The Clerk can't host any meetings May 15-22

* Dates and times subject to change based on the availability of the committee members. Please call 907-842 5212 to confirm meeting details closer to the dates or see the City Webpage.

