



CITY COUNCIL REGULAR MEETING

Thursday, April 03, 2025 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

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

1. APPROVAL OF MINUTES

[Minutes](#) from 03/06/2025 Regular Council Meeting

APPROVAL OF CONSENT AGENDA

APPROVAL OF AGENDA

STAFF REPORTS

- [1.](#) Strategic Plan Report
- [2.](#) City Manager and Staff Reports
- [3.](#) Standing Committee Reports
 - a. Letter of Interest for the Planning Commission from Misa Webber
 - b. Appointment of Michael Bennett and City Planner the Walkability Team.

Citizen Committee Appointments

PUBLIC HEARINGS

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

ORDINANCES AND RESOLUTIONS

- [4.](#) **RESOLUTION NO. 2025-03:** A RESOLUTION OF THE CITY COUNCIL OF DILLINGHAM, ALASKA, AWARDING A CONTRACT TO CRW ENGINEERING GROUP, INC. FOR ENGINEERING SERVICES FOR THE DESIGN OF A SEPTIC SYSTEM AND WATER SERVICE FOR THE PUBLIC

WORKS SHOP AND QUONSET HUT IN ACCORDANCE WITH DILLINGHAM MUNICIPAL CODE 4.30.120(6)

5. RESOLUTION NO. 2025-13: A RESOLUTION OF THE DILLINGHAM CITY COUNCIL TO DECLARE A COMMUNITY CLEANUP EVENT MAY 7TH-10TH, 2025

UNFINISHED BUSINESS

6. EMS 2025 S.M.A.R.T. Goals Update

NEW BUSINESS

- 7. Swearing in of the new K-9 Officer
- 8. Dates for necessary meetings and workshops

CITIZEN'S DISCUSSION (Open to the Public)

COUNCIL COMMENTS

MAYOR'S COMMENTS

ADJOURNMENT

INFORMATIONAL ITEMS



CITY COUNCIL MEETING

Monday, March 06, 2025 at 7:00PM

MINUTES

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

MEETING INFORMATION

Amended AGENDA (the agenda items from the previous meetings were added and PFAS report was added to the informational section. Some agenda items were removed from the original agenda in the interest of time.)

CITY COUNCIL MEETING

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

CALL TO ORDER BY THE MAYOR AT 7:01 p.m.

ROLL WAS CALLED BY THE CLERK

Councilmembers who were present:

Councilman Bennett
Councilman Carriere via ZOOM
Councilman Armstrong via ZOOM
Councilman Westfall via ZOOM
Councilman McCambly
Councilman Luckhurst

Mayor Ruby was present via ZOOM

Also present: Acting City Manager, Daniel Decker Sr. via ZOOM

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

1. December 7th, 2024, City Council Special Meeting Minutes-Approved without changes.
2. December 18th, 2024, City Council Regular Meeting Minutes- Approved without changes.
3. January 9th, 2025, City Council Regular Meeting Minutes- Approved without changes.
4. January 21st, 2025, City Council Special Meeting Minutes- Approved without changes.

Unanimous Approval

APPROVAL OF AGENDA

MOTION TO APPROVE BY Councilman Carriere; 2nd by Councilman Luckhurst

ROLL CALL VOTE: YEA: Councilman Carriere, Councilman Armstrong, Councilman Westfall, Councilman McCambly, Councilman Luckhurst, Councilman Bennett

UNANIMOUS APPROVAL, MOTION CARRIED

STAFF REPORTS

City Manager

Councilman Bennett asked when the SRF would go out to bid. Dan explained that the city would have to sign the contract first and then it would go for bidding. The documents were expected to be received next week.

PUBLIC HEARINGS - None

CITIZEN'S DISCUSSION (Prior Notice or Agenda Items) None

SPECIAL BUSINESS: ORDINANCES AND RESOLUTIONS

Resolution 2025-01 Appoint the designated alternate to the BBEDC Board of Directors

MOTION TO APPROVE BY Councilman Carriere; 2nd by Councilman Luckhurst

There was discussion by the council about the appointment.

ROLL CALL VOTE: Councilman Westfall, Councilman McCambly, Councilman Luckhurst, Councilman Bennett, Councilman Carriere, Councilman Armstrong (Abstained)

MOTION CARRIED

Resolution 2025-02 A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY TO ENTER INTO A FIVE-YEAR CONTRACT WITH ALASKA CAMA FOR PROFESSIONAL SOFTWARE SERVICES IN ACCORDANCE WITH DILLINGHAM MUNICIPAL CODE 4.30.120(6)

MOTION TO APPROVE BY Councilman Carriere; 2nd by Councilman McCambly

There was discussion by the council and explanations given by the Acting City Manager and Finance Director.

ROLL CALL VOTE YEA: Councilman Luckhurst, Councilman Carriere, Councilman Luckhurst, Councilman Westfall

ROLL CALL VOTE NAY: Councilman McCambly, Councilman Bennett

MOTION CARRIED

Resolution 2025-3 A RESOLUTION OF THE CITY COUNCIL OF DILLINGHAM, ALASKA, AWARDING A CONTRACT TO CRW ENGINEERING GROUP, INC. FOR ENGINEERING SERVICES FOR THE DESIGN OF A SEPTIC SYSTEM AND WATER SERVICE FOR THE PUBLIC WORKS SHOP AND QUONSET HUT IN ACCORDANCE WITH DILLINGHAM MUNICIPAL CODE 4.30.120(6)

MOTION TO APPROVE BY Councilman Carriere; 2nd by Councilman Armstrong

There was discussion by the council members and explanations provided by the Acting City Manager.

MOTION TO POSTPONE UNTIL APRIL 3rd REGULAR COUNCIL MEETING by Councilman McCambly; 2nd by Councilman Armstrong

ROLL CALL VOTE YEA: Councilman Luckhurst, Councilman Bennett, Councilman Armstrong, Councilman Westfall, Councilman McCambly

ROLL CALL VOTE Nay: Councilman Carriere

MOTION CARRIED

Resolution 2025-06: A RESOLUTION OF DILLINGHAM CITY COUNCIL ACCEPTING THE JAIL CONTRACT FROM THE STATE OF ALASKA FOR OPERATING A REGIONAL AND COMMUNITY JAIL

MOTION TO APPROVE BY Councilman Carriere; 2nd by Councilman Luckhurst

There was discussion by the council. Questions about the resolution were answered by the Acting City Manager.

ROLL CALL VOTE YEA Councilman Bennett, Councilman Carriere, Councilman Armstrong, Councilman McCambly, Councilman Luckhurst

ROLL CALL VOTE NAY Councilman Westfall

MOTION CARRIED

Resolution 2025-07 A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTORIZING THE PURCHASE OF NEW SCOTT SELF-CONTAINED BREATHING APPARATUS (SCBA) PACKS FOR THE DEPARTMENT IN THE AMOUNT OF \$85,474.40

MOTION TO APPROVE BY Councilman Westfall; 2nd by Councilman Luckhurst

There was discussion by the council. Questions were answered by the Finance Director and the Fire Department Coordinator.

ROLL CALL VOTE UNANIMOUS. MOTION CARRIED

Resolution 2025-09 A RESOLUTION OF THE DILLINGHAM CITY COUNCIL RECOGNIZING INDIVIDUAL AND ORGANIZATIONS FOR THEIR POSITIVE COMMUNITY CONTRIBUTION TO RECYCLING EFFORTS

MOTION TO APPROVE BY Councilman Bennett; 2nd by Councilman Luckhurst

ROLL CALL VOTE UNANIMOUS, MOTION CARRIED

UNFINISHED BUSINESS

MOTION TO ENTER INTO EXECUTIVE SESSION BY Councilman Carriere; 2nd by Councilman Luckhurst

ROLL CALL VOTE UNANIMOUS, MOTION CARRIED

- 1. City Manager Recruitment
- 2. Executive Session 1
Discuss results of the background checks and reference checks for the two remaining City Manager applicants, Dan Decker and Sidney Miller pursuant to DMC 2.09.050 A.2.

2.09.050 Executive sessions.

The following subjects may be discussed in an executive session, from which the public is excluded: Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion.

THE COUNCIL ENTERED EXECUTIVE SESSION at 8:16 p.m.

COUNCIL RETURNED TO PUBLIC SESSION AT 8:42 p.m.

MOTION TO OFFER DANIEL DECKER SR. A THREE-YEAR CONTRACT AT CURRENT SALARY

Made by Councilman Carriere; 2nd by Council Luckhurst

There was discussion by the council.

Councilman Bennett made a motion to amend the motion to postpone consideration until the May Meeting. Kevin Seconded. There was a roll call vote on the motion to postpone.

ROLL CALL VOTE YEA: Councilman McCambly, Councilman Bennett, Councilman Westfall

ROLL CALL VOTE NAY: Councilman Luckhurst, Councilman Carriere, Councilman Armstrong

Vote was tied, with the Mayor breaking the tie with a vote of NO.

MOTION FAILED

Councilman Carriere Called the Question. Bert Seconded.

The Clerk held a roll call vote.

ROLL CALL VOTE NAY: Councilman McCambly, Councilman Bennett, Councilman Westfall

ROLL CALL VOTE YEA: Councilman Luckhurst, Councilman Carriere, Councilman Armstrong

Vote was tied, with the Mayor breaking the tie with a vote of yes.

MOTION CARRIED

The original motion for awarding a three-year contract to Daniel Decker Sr. at his current salary was voted on by roll call vote.

ROLL CALL VOTE NAY: Councilman McCambly, Councilman Bennett, Councilman Westfall

ROLL CALL VOTE YEA: Councilman Luckhurst, Councilman Carriere, Councilman Armstrong
Vote was tied, with the Mayor breaking the tie with a vote of yes.

MOTION CARRIED

NEW BUSINESS

MOTION TO HOLD A SPECIAL MEETING ON MARCH 27TH by Councilman Carriere, 2nd by Councilman Luckhurst

ROLL CALL VOTE: Unanimous approval, MOTION CARRIED

CITIZENS DISCUSSION

Misa Webber offered suggestions on cleaning up trash along the seawall and the installation of bear-proof trash receptacles for six months out of year.

COUNCIL COMMENTS

Councilman McCambly thanked Misa Webber for addressing the council in person this evening, and to recognize the companies, organizations and individuals who demonstrate a commitment to environmental sustainability and overall well being of the community.

MAYORS COMMENTS

Mayor Ruby requested a moment of silence to recognize those we have lost since our last meeting.

ADJOURNMENT at 9:14 p.m.



City of Dillingham, Alaska

Strategic Priorities Progress Report

April 2025

Prepared by: Daniel E. Decker Sr., City Manager

Introduction

The City of Dillingham is steadily advancing its **3-Year Priority Workplan**, focusing on **housing development, staff capacity building, and regional collaboration** on critical issues. This report provides an update on our progress and outlines the next steps in achieving our strategic goals.

Priority 1: Housing & Land Development Action Plan

Objective:

Develop and implement a **housing land development action plan** to address housing shortages and encourage economic growth.

Progress & Updates:

✓ Review of City Code for Land Disposal & Development Incentives:

- The **City Manager, City Clerk, and Planning Department** have **started reviewing** land disposal regulations and other municipal codes related to housing development.
- **Findings will be compiled** for a preliminary report to be presented to the **City Council in mid-2025**.

✓ Identification of Buildable Land & Other Land Issues:

- The **Planning Department** is assessing **available land for housing and commercial development**.
- The City is also working through **other land-related matters** to ensure **proper long-term planning**.



Next Steps:

- ◆ Present **preliminary findings** to the **City Council** later this year.
 - ◆ The **Code Committee** has not yet convened but will meet to **review proposed revisions** once the preliminary research is complete.
 - ◆ Continue working with **service providers, landowners, and developers** to explore **housing development opportunities**.
-

Priority 2: Strengthening Staff Capacity & Expertise

Objective:

Fill staffing gaps, improve operational efficiency, and ensure employees have access to **training and certification opportunities**.

Progress & Updates:

✓ Hiring & Staffing Updates:

- **IT Specialist:** A new IT specialist has been hired, significantly improving the City's **technology infrastructure and security**.
- **Deputy City Manager:** The **job posting phase is currently in progress**, and recruitment efforts are ongoing.

✓ Training & Certification Initiatives:

- **HR training and professional development** programs are ongoing.
- **Public Safety personnel** continue training in various specialized areas.
- **Cross-training within departments** is being emphasized to ensure operational resilience.

Next Steps:

- ◆ **Complete the hiring process** for the Deputy City Manager position.
 - ◆ **Expand staff training opportunities** across departments to enhance professional development.
 - ◆ Implement **staff retention strategies** to maintain operational stability.
-



Regional Action Plan on Opioid Epidemic

Objective:

Work with regional partners to develop a **collaborative action plan** to address the opioid epidemic in **Bristol Bay**.

Upcoming Initiatives:

✓ City Manager to Attend Regional Round Table Discussions:

- I will be **participating in discussions** focused on **developing a regional strategy** to combat opioid abuse in Bristol Bay.
- The City will collaborate with **health organizations, law enforcement, and community leaders** to explore **preventative and response measures**.

Next Steps:

- ◆ Identify potential **grant funding opportunities** to support **opioid prevention and treatment programs**.
- ◆ Work with regional partners to **implement a coordinated approach** to addressing the crisis.
- ◆ Incorporate **findings from the roundtable discussions** into **City policy and future public safety initiatives**.

PFAS Mitigation & Water Line Project

Objective:

Advance the **PFAS mitigation project** through **engineering, funding, and implementation planning**.

Progress & Updates:

✓ Signed the SRF Contract & Developing RFP for Engineering:

- The **State Revolving Fund (SRF) contract** has been signed, securing funding for the project.
- The City is **developing the RFP for engineering services**, which will be **Phase 1 of the water line project**.



Next Steps:

- ◆ Finalize and **release the RFP for engineering services.**
 - ◆ Outline **project milestones** for infrastructure development.
 - ◆ Engage **stakeholders and regulatory agencies** to ensure compliance with **PFAS mitigation best practices.**
-

Conclusion

The City of Dillingham is making **steady progress** toward its **strategic priorities**. While there is still work to be done, we are actively addressing housing challenges, improving staffing capacity, and **engaging in regional initiatives** that benefit the community.

We will continue refining our approach, securing funding, and collaborating with **key stakeholders** to ensure we meet our long-term objectives. Further updates will be provided as we **reach new milestones**.

Respectfully Submitted,

Daniel E. Decker Sr.

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



**City of Dillingham, Alaska
Daniel E. Decker Sr., City Manager
Monthly Report to the City Council – March 2025**

Date: April 3, 2025

To: Mayor Alice Ruby and Members of the City Council

ADMINISTRATION AND OPERATIONS: CONTINUING STRONG MOMENTUM

March has been a productive and forward-moving month for the City of Dillingham. Our departments have been actively working on infrastructure projects, public safety improvements, financial planning, and community services. We continue to focus on **strategic growth, operational efficiency, and maintaining high-quality services for our residents.**

I am pleased to report that I have **signed the SRF contract**, marking a major milestone in the **PFAS remediation project**. We are now actively developing the **Request for Proposal (RFP) for engineering services** for the **Phase 1 Water Line Project**. This will be a critical first step toward ensuring clean water access and long-term solutions for the affected areas.

With the **FY24 Audit completed**, we are now working through the **FY25 Budget Revisions and FY26 Budget Development**, while also strengthening our **long-term capital improvement planning**. The coming months will bring key opportunities to advance projects that will shape the future of Dillingham.

PUBLIC SAFETY: STRENGTHENING COMMUNITY PROTECTION

Patrol & Corrections:

- **Actively recruiting patrol officers** to expand law enforcement capacity.
- **Corrections housed 23 inmates** during March.

Dispatch:

- **130 calls for service handled, including:**
 - 45.5% Disturbances (35)
 - 37.7% EMS Calls (29)
 - 26.0% Welfare Checks (20)
 - 16.9% Security Checks (13)



- 13% Traffic Stops (10)

DMV Services:

- **59 driver's licenses** and **35 identification cards** issued.
- **28 vehicle registrations** and **22 title/lien transactions** processed.
- **Continued strong customer service** assisting with written and road tests.

PLANNING AND DEVELOPMENT: BUILDING FOR THE FUTURE

Planning Commission & Capital Projects

- **Re-established Capital Improvement Planning (CIP)** for a structured, **long-term citywide approach**.
- **Landfill Improvements Project** is progressing through **NEPA review**, with a start date of **May 1, 2025**.
- **GIS Mapping Overhaul** is actively underway, with full updates expected by the end of summer.
- **Relocating Planning Department** to the **Senior Center in FY26** for better accessibility.
- **Grant applications submitted** for brush-clearing equipment to enhance road safety.
- **Exploring new funding sources** for infrastructure expansion and development.

PFAS REMEDIATION – WATER LINE PROJECT PHASE 1

- **Signed SRF Contract** for funding.
- **Developing the RFP for engineering services** to design the new water line extension.
- **This marks the first step toward long-term PFAS remediation solutions.**

PUBLIC WORKS: MAINTAINING & IMPROVING INFRASTRUCTURE

Key Accomplishments & Ongoing Work

- **Two Water/Wastewater Operator positions filled.**
- **Foreman transferred to Harbor Master** to improve harbor operations.
- **Completed repairs on a leaking waterline, flushed hydrants.**
- **Landfill upgrades progressing, with engineering and design reviews underway.**



- Serviced key equipment, including the grader and landfill loaders.

Upcoming Focus Areas:

- Brightly system training for asset management.
 - Spring barge preparations and summer maintenance planning.
 - Attending infrastructure symposium and road construction training.
-

HARBOR & PORT OPERATIONS: PREPARING FOR A BUSY SEASON

Upcoming Events & Key Projects

- Harbor Opening Date: May 12, 2025.
 - Working toward becoming a Certified Alaska Clean Harbor.
 - Developing maintenance plan for Kakanak Beach Access to improve public use.
 - Ongoing infrastructure repairs: Docks, cleats, and the bulkhead crane.
 - Public requests under review: Ice machine repair, dock power expansion, and harbor growth plans.
-

FINANCE & BUDGET: ENSURING STRONG FINANCIAL STEWARDSHIP

Fiscal Planning & Key Updates

- FY24 Audit completed and approved.
- FY25 Budget revisions underway, with Council review scheduled for May.
- FY26 Budget development in progress.
- Property Tax Collections exceeded expectations at 103%!
- PERS Forfeiture Fund performing higher than projected.

Revenue & Collections Efforts

- Finalizing 2018-2022 foreclosure process; 2020-2024 foreclosures await Council approval.
 - Steady progress in past due utility collections.
 - Shared Fisheries revenue received: \$147,328, requiring adjustments.
-



ANIMAL CONTROL: PROVIDING ESSENTIAL SERVICES

January – March 2025 Animal Services Summary

- **10 dogs returned to owners.**
- **3 dogs transported to Anchorage for rehoming.**
- **10 rabies vaccinations, 4 parvo/distemper shots administered.**
- **Alaska Rural Veterinary Outreach coming in May** for spay/neuter clinic.
- **Trail Breaker Vet** will visit later in the year for a community pet care clinic.

LIBRARY & COMMUNITY SERVICES: ENGAGING OUR RESIDENTS

Library Updates

- **1,606 patrons visited the library between January and March.**
- **166 museum visitors** explored Dillingham's history.
- **Dr. Seuss Birthday Celebration was a huge success!**
- **Grant applications in progress** for expanding community programs.

Senior Center Updates

- **Completed CPR training with Fire Department staff.**
- **Meal programs and transportation services remain strong.**

UPCOMING MEETINGS & IMPORTANT DATES

APRIL 2025

- **April 3:** Regular City Council Meeting
- **April 5:** Free Smoke Detector Installations
- **April 7, 14, 17:** Finance & Budget Meetings
- **April 11:** Fuel Contract Bid Opening
- **April 16:** Planning Commission Meeting
- **April 22-24:** Alaska Infrastructure Development Symposium

MAY 2025

- **May 1:** Regular City Council Meeting (Workshop may be included)
- **May 9-11:** ARVO Spay, Neuter & Vaccination Clinic
- **May 12:** Harbor Officially Opens for the Season!



- **May 14:** Board of Equalization Meeting
 - **May 26:** Memorial Day – City Offices Closed
-

CONCLUSION: MOVING DILLINGHAM FORWARD

March has been a **month of action, planning, and meaningful progress**. We are **continuing to build on our successes** and **laying the groundwork for long-term improvements across the City**. With the **PFAS Water Line Project now officially underway**, infrastructure planning progressing, and financial oversight ensuring stability, **Dillingham is on a strong path forward**.

I extend my **deep appreciation** to all City staff, community partners, and Council members for their **dedication and commitment** to serving the people of Dillingham. **Together, we are building a stronger and brighter future for our community!**

Respectfully Submitted,
Daniel E. Decker Sr.
Daniel E. Decker Sr.
City Manager
City of Dillingham, Alaska

Mayor
Alice Ruby

Acting Manager
Daniel Decker



Dillingham City Co

Section . Item 2.

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

MEMORANDUM

Date: March 27, 2025

To: Daniel Decker, City Manager

From: Anita Foran, Finance Director

Subject: March Monthly Report

Council Considerations/Recommendations:

- Nothing new at this time.

Department Accomplishment and Opportunities:

Questica:

Have started the setup of Capital Budget, ready to work with the FY25 Budget Revision and will initiate the FY26 Budget for April.

Audit Update:

FY24 Audit – Financial Statement final draft has been received, reviewed and approved and was ready for the special meeting 03/27/2025 to meet the required deadline.

Department staffing:

Receivables Tech II – Position became open and has been filled starting 01/27/2025. Training is ongoing.

Cashier Tech I – Position has been filled 02/10/2025. Training is ongoing.

Taxes Tech III – Position is opened, and applications have been received and interviews have started.

Property Tax:

Real property tax past due letters were mailed 01/05/2025 to provide a past due notice and foreclosure notice.

Personal property tax assessment returns have been mailed out 11/15/2024 with a deadline of February 1, 2025.

Personal property tax assessment notices were mailed by the March 15, 2025 deadline. Appeals are to be received by April 15, 2025. The assessors have till May 15, 2025 to respond and prepare documentation for the BOE.

Collections:

A foreclosure 2018-2022 has been finalized.

A foreclosure 2020-2024 was drafted presented to F&B. That list has been modified and is ready for council approval.

Past due utility collections have started.

Grants:

Grant reports will be completed in April:

Budget:

FY25 Budget revisions have begun. April meetings will be held so an ordinance can be presented to the May council meeting.

FY26 Budget will follow the completion of FY25 Budget revisions.

Internal Controls:

- On hold for after budget revisions and staff training.

Other News:

- None at this time.

Upcoming Calendar Items:

- 15th of each month utility payments due; last day of month utility bills sent.

IT Support

- Cataloging / tracking assets
- Current user modification x7
- New user creation x3
- Updating AccuFund / AccuFund users
- Re-connecting DPD VPN's to secured sights (APSIN)
- APC battery backup ordered (City Hall server)
- MARS reboot / reconnect
- Install / providing PC to workstation / user x4
- Finance printer hardware malfunction / solution
- Three printers replaced – MICR compatible
- Assessing / finalizing asset decommissioning x25
- Multiple untracked help tickets sent via Personal cell / Work cell / Direct email / verbally.

Revenue and Expense Report – December 2024:

- Target percentage is 50%. Explanations are for those items above 70% or below 30%.
- Fund balance is a decrease of \$41,116.
- Gaming sales tax reports remain at 7%.

- Sales Tax penalty & interest is at 29%, Next review of returns will be after the business licenses are mailed out.
- Real and personal property taxes are higher than expected at 103%. Penalty & Interest is high at 111% an investigation of a recent AccuFund software issue is being reviewed. The actual amount collected in December is 91 % for real property and 85% for personal property.
- Shared Fisheries revenue was received at \$147,328 and will require a budget revision for a reduction of \$452,672.
- The PILT is \$17,418 higher than expected and will require a budget revision.
- Other state revenues arrive later in the year.
- Ambulance fees are low. The Fire Department is reviewing fees and anticipates an increase over the summer. OMV fees are generally several months behind but are currently lower than expected at 17%.
- Lease and rental incomes are as expected at 16%.
- PERS Forfeiture fund has already exceeded expectations and will require a budget revision.

Special Revenues & Other Funds Revenue

- Harbor revenue is expected to continue to be low until April with the sale of Harbor stickers.
- Senior Center non-grant is reduced due to two office spaces not being rented. Will require budget revision. Senior Center Grant is reduced due to the timing of reports.
- SOA Bond Investments have had a higher return than expected at 71 % and will require a budget revision.
- SOA School Bond Reimbursement is expected to be received by the end of January 2025.

Transfers

- Ambulance reserve is reduced due to reduction in ambulance fees received to date.
- Equipment replacement is at 103% due to an increase in the cost of shipping for new vehicles. Full expenditure is based on budget expectations and timing of the barge.
- SRF Loan Annual payment for Water has been paid.
- The School Bond bi-annual payment is for both interest and principal and is the higher payment for the year.
- Dock revenue is not high enough to allow for a fund transfer to the Harbor. This will reduce the Harbor transfers received.
- Water revenue exceeds expenses and does not require a transfer.

General Fund Expenditures

- City Council expenses are at 17% due to lobbying contracts going into effect January 2025.
- Administration expenses are reduced due to the open Deputy CM position.
- Planning expenses are at 21 % largely due to only using 6% of the contract/professional budget.
- K-9 Unit was started and will require a budget revision.
- Fire Department Donation funds have only been spent at 11 %.

- The shop budget is reduced due to open positions in the beginning of the fiscal year and the subsequent reduced cost of equipment repairs.

Special Revenues & Other Funds Expenditures

- Water and Sewer expenditures are reduced by the October report due to open positions. The first position is filled in November but paid in December.
- No asset forfeiture funds have been spent.
- Had a final payout for the E911 duplication system of \$73,0551.60 in July that was not expected. This will require a budget revision.
- Ambulance Reserve Funds are reduced due to volunteer stipends paid out every 6 months.
- Bi-annual water loan is paid, and the school bond payment included the principal payment.
- Firehall and street bond payments are only interest payments at this time.
- Equipment replacement was higher due to shipping costs.

Grant and Bond Revenues/Expenditures

- The Lagoon Aeration project is completed, and payment of invoices are finalized which includes LGLR and SRF Loan.
- SOA Department of Health grants are in process. Expenses are for sanitation improvements.
- BBEDC Internships have finished programs for the summer and training has been completed for the fire department.
- Remaining grants are pending projects being started.

Capital Project Revenues/Expenditures

- Snagpoint erosion project has not started.
- Plans are being drafted for the new fire department building.
- Sewer Lagoon, city expenses were higher based on the council adopted change order and will require a budget revision.

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

Data Collected on:
2/20/2025

Section . Item 2.

	<u>12/31/24</u>			<u>12/31/23</u>			Uncollected	% Adj
	<u>Budget - FY25</u>	<u>YTD</u>	<u>Percent</u>	<u>YTD</u>	<u>INC/(DEC)</u>			
General Fund Revenues								
General Sales Tax	\$ 3,200,000	\$ 1,782,655	56%	\$ 1,397,337	\$ 385,318	(1,623.22)	56%	
General Sales Tax - Remote	425,000	238,029	56%	121,282				
Alcohol Sales Tax	280,000	127,274	45%	128,222	(948)		45%	
Transient Lodging Sales Tax	150,000	78,965	53%	95,873	(16,908)	(31.80)	53%	
Gaming Sales Tax	45,000	3,199	7%	16,760	(13,561)		7%	
Tobacco Excise Tax	300,000	132,534	44%	151,307	(18,773)		44%	
Marijuana Excise Tax	90,000	46,888	52%	46,515	-		52%	
Business License	17,000	8,800	52%	11,875	-		52%	
Penalty & Interest - Sales Tax	17,000	4,924	29%	9,483	(4,560)	-	29%	
Total Sales Tax	4,524,000	2,423,267	54%	1,978,653	330,568		54%	
Real Property Tax	2,460,000	2,535,196	103%	2,474,896	60,300	(285,558.80)	91%	
Personal Property Tax	1,098,000	1,128,724	103%	566,856	561,869	(192,893.98)	85%	
Penalty & Interest - Property Tax	130,000	144,750	111%	119,471	25,279		111%	
Total Property Taxes	3,688,000	3,808,670	103%	3,161,223	647,447		90%	
Telephone Gross Receipts State Tax	70,000	-	0%	-	-		0%	
Shared Fisheries	600,000	147,328	25%	600,639	(453,311)		25%	
Raw Fish Tax	20,000	-	0%	-	-		0%	
Community Sharing	75,396	-	0%	-	-		0%	
Payment in Lieu of Taxes (PILT)	520,000	537,418	103%	522,976	14,442		103%	
State Jail Contract	720,000	271,828	38%	19,759	252,069		38%	
Motor Vehicle Tax	25,000	10,026	40%	11,105	(1,079)		40%	
Ambulance Fees	60,000	11,259	19%	27,235	(15,976)		19%	
Lease & Rental Income	35,000	5,520	16%	5,460	60		16%	
Admin Overhead	157,405	73,265	47%	96,521	(23,256)		47%	
PERS on Behalf	168,162	92,672	55%	44,077	48,595		55%	
PERS Forfeiture Fund	25,000	33,400	134%	19,395	14,005		134%	
Other Revenues	298,800	192,216	64%	159,688	32,529	(1,200.00)	64%	
Total	2,774,763	1,374,933	50%	1,506,855	(131,923)		50%	
Total	\$ 10,986,763	\$ 7,606,869	69%	\$ 6,646,731	\$ 846,093		65%	
Special Revenue & Other Funds Revenue								
Water	229,211	117,798	51%	114,331	3,467	(7,322.00)	48%	
Sewer	462,111	200,214	43%	207,723	(7,509)	(9,884.70)	41%	
Landfill	346,032	209,091	60%	200,390	8,701	(2,831.00)	60%	
Port - Dock	750,402	465,632	62%	727,683	(262,051)	(13,896.80)	60%	
Port - Harbor	157,912	34,929	22%	42,681	(7,752)	(5,794.00)	18%	
Asset Forfeiture Fund	500	241	48%	250	(9)		0%	
E-911 Service	67,000	32,513	49%	34,083	(1,570)		49%	

	<u>Budget - FY25</u>	<u>12/31/24</u> YTD	Percent	<u>12/31/23</u> YTD	INC/(DEC)	
Senior Center (Non-Grant)	49,059	13,957	28%	14,791	(834)	28%
Senior Center (Grant)	80,450	19,799	25%	47,999	(28,200)	25%
Library (Grants)	38,578	18,749	49%	13,955	4,794	49%
Debt Service - Bond Investments	80,000	56,663	71%	55,496	1,167	71%
Debt Service - SOA Revenue	742,060	-	0%	967,625	(967,625)	0%
Debt Services - Streets Refund	-	-		246,324	(246,324)	
Mary Carlson Estate	21,000	10,353	49%	8,814	1,539	49%
Ambulance Rental	14,400	4,800	33%	35,311	(30,511)	
Total	\$ 3,038,715	\$ 1,184,739	39%	\$ 2,717,458	\$ (1,532,719)	38%
Transfers						
<i>From General Fund to Other Funds</i>						
Landfill	662,724	335,870	51%	214,802	121,068	
Senior Center	281,383	161,370	57%	59,385	101,986	
Ambulance Reserve	50,000	9,007	18%	24,511	(15,505)	
Equipment Replacement	220,000	225,699	103%	118,637	107,062	
Capital Projects (Fund 7140)	368,694	127,214	35%	12,417	114,796	
Landfill Closure (Fund 7150)	25,000	12,502	50%	-	12,502	
Debt Service SRF Loans	51,461	38,100	74%	38,550	(450)	
Debt Service Streets Bond	151,500	4,087	3%	-	4,087	
Debt Service Firehall Bond	43,000	11,500	27%	12,000	(500)	
Debt Service School Bond	318,440	296,375	93%	-	296,375	
<i>From Dock Fund to Harbor Funds</i>						
Port - Harbor	258,263	56,047	22%	106,262	(50,215)	
Port - Harbor - Ice Machine	-	-		573	(573)	
Port - Harbor - Bathhouse	13,470	-	0%	7,107	(7,107)	
<i>From Department to Department</i>						
Transfer from E911 to Dispatch	67,000	39,779	59%	28,696	-	
Transfer from Carlson Estate to Library	4,000	2,002	50%	1,998	-	
Transfer from Wastewater to Water	102,068	-	0%	-	-	
Total	\$ 2,617,003	\$ 1,319,551	50%	\$ 624,937	\$ 683,527	
Total Revenues & Transfers	\$ 16,642,481	\$ 10,111,159	61%	\$ 9,989,127	\$ (3,100)	

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

Data Collected on:
 2/20/2025

Section . Item 2.

	<u>Budget - FY25</u>	<u>12/31/24</u> YTD	<u>Percent</u>	<u>12/31/23</u> YTD	<u>INC/(DEC)</u>
EXPENDITURES:					
General Fund Expenditures					
City Council	\$ 146,350	\$ 25,331	17%	\$ 53,531	\$ (28,200)
City Clerk	326,797	144,733	44%	59,157	85,576
Administration	771,879	190,048	25%	150,216	39,832
Finance	1,496,839	630,802	42%	542,746	88,057
Legal	125,000	52,716	42%	53,004	(288)
Insurance	328,100	205,540	63%	148,489	57,051
Planning	527,182	110,453	21%	116,468	(6,015)
Foreclosures	9,000	6,070	67%	53	6,017
IT	342,300	173,705	51%	111,516	62,189
Public Safety Administration	370,887	161,593	44%	98,621	62,972
Dispatch	745,231	397,796	53%	288,266	109,530
Patrol	1,597,624	588,190	37%	475,918	112,272
Corrections	773,407	350,379	45%	307,806	42,574
DMV	86,804	40,771	47%	35,168	5,603
Animal Control Officer	187,282	61,082	33%	66,753	(5,671)
K-9 Unit	0	4,500	0%	0	4,500
Fire	776,570	347,900	45%	226,676	121,224
Fire Department Donation	10,000	1,077	11%	525	551
Public Works Administration	499,835	202,988	41%	71,981	131,007
Building and Grounds	1,229,345	449,734	37%	174,557	275,177
Shop	743,197	187,176	25%	244,819	(57,643)
Street	738,528	229,939	31%	256,371	(26,432)
Library	255,972	112,385	44%	89,122	23,263
Grandma's House	73,961	23,926	32%	19,001	
City School	1,702,000	850,434	50%	850,770	(336)
Transfers to Other Funds	2,147,202	1,039,399	48%	1,447,927	(408,527)
Total	\$ 16,011,292	\$ 6,588,667	41%	\$ 5,889,462	\$ 694,280

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

Data Collected on:
2/20/2025

Section . Item 2.

	<u>Budget - FY25</u>	<u>12/31/24</u> <u>YTD</u>	<u>Percent</u>	<u>12/31/23</u> <u>YTD</u>	<u>INC/(DEC)</u>
<u>Special Revenue Funds Expenditures</u>					
Water	331,279	88,741	27%	105,482	(16,741)
Sewer	539,468	83,026	15%	159,715	(76,688)
Landfill	1,008,756	536,621	53%	415,210	121,411
Port - Dock	840,229	465,632	55%	650,915	(185,283)
Port - Harbor	428,545	163,901	38%	156,927	6,974
Asset Forfeiture Fund	500	-	0%	-	-
E-911 Service	67,000	112,831	168%	28,696	84,135
Senior Center (Non-Grant)	330,469	175,327	53%	73,493	101,834
Senior Center (Grant)	80,423	34,923	43%	62,813	(27,890)
Library (Grants)	38,578	19,938	52%	18,597	1,341
Mary Carlson Estate	6,255	3,598	58%	3,181	417
Ambulance Reserve Fund	20,000	600	3%	1,480	(880)
Debt Service SRF Loans	51,461	38,100	74%	38,550	(450)
Debt Service School Bond	1,060,500	986,375	93%	967,625	18,750
Debt Service Firehall Bond	43,000	11,500	27%	12,000	(500)
Debt Service Streets Bond	231,500	60,750	26%	63,375	(2,625)
Equipment Replacement	220,000	225,699	103%	118,637	107,062
Total	\$ 5,297,963	\$ 3,007,562	57%	\$ 2,876,694	\$ 130,868
	\$ 21,309,255	\$ 9,596,229	45%	\$ 8,766,156	\$ 825,148
Net Increase (Decrease) to Fund Balances	\$ (4,666,774)	\$ 514,931		\$ 1,222,971	\$ (828,247)

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

Data Collected on:
 2/20/2025

Section . Item 2.

	<u>Budget - FY25</u>	<u>12/31/24</u> YTD	<u>Percent</u>	<u>12/31/23</u> YTD	<u>INC/(DEC)</u>
Grant & Bond Revenues					
SOA-Landfill Firebreak	-	-		-	-
EPA Snagpoint Erosion Grant	-	-		-	-
COVID - CARES & ARPA & LGLR	1,776,543	1,752,195	99%	280,966	1,471,228
SRF Loan - Lagoon Aeration	615,813	93,719	15%	-	93,719
SRF Loan - Landfill	-	-		-	-
SOA-DOH Grants	201,000	54,694	27%	-	54,694
Curyung-Ice Machine	20,833	-	0%	(1,324)	1,324
Snagpoint Funding	3,209,387	-	0%	-	-
BBEDC Intern Program	72,923	15,412	21%	23,897	(8,485)
BBEDC Training Reimb	-	4,375		30,000	(25,625)
BBNC Training Reimb	-	-		-	-
Total	\$ 5,896,499	\$ 1,920,394	33%	\$ 333,540	\$ 1,586,854
Grant & Bond Expenditures					
SOA-Landfill Firebreak	-	-		100,000	-
EPA Snagpoint Erosion Grant	-	-		-	-
COVID - CARES & ARPA & LGLR	1,776,543	1,752,195	99%	180,310	1,571,884
SRF Loan - Lagoon Aeration	615,813	576,281	94%	54,187	522,094
SRF Loan - Landfill	-	-		-	-
SOA-DOH Grants	201,000	965	0%	121	844
Curyung-Ice Machine	20,833	-	0%	-	-
Snagpoint Erosion	3,209,387	-	0%	-	-
BBEDC Intern Program	72,923	15,412	21%	34,441	(19,028)
BBEDC Training Reimb	-	4,375		40,350	(35,975)
BBNC Training Reimb	-	-		10,350	(10,350)
Total	\$ 5,896,499	\$ 2,349,228	40%	\$ 419,759	\$ 2,029,469
	\$ -	\$ (428,833)		\$ (86,219)	\$ 3,616,323

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

Data Collected on:
 2/20/2025

Section . Item 2.

	<u>Budget - FY25</u>	<u>12/31/24</u> <u>YTD</u>	<u>Percent</u>	<u>12/31/23</u> <u>YTD</u>	<u>INC/(DEC)</u>
Capital Project Funds Revenues					
Harbor Mayor Sale Revenue	-	-		1,200	(1,200)
Total	\$ -	\$ -		\$ 1,200	\$ (1,200)
Capital Project Funds Expenditures					
Public Safety Building	-	-		-	-
Water Improvements	-	-		-	-
WasteWater Improvements	-	-		-	-
Snagpoint Erosion	356,694	-	0%	-	-
Sewer Lagoon Aeration	12,000	101,006	842%	-	101,006
Other Lift Station	-	-		-	-
Fire Dept Water Damage Repair	-	26,207		-	-
Landfill Closure (7150)	-	-		-	-
Landfill Shop Fire	-	-		-	-
Landfill Groundwater Well	-	-		-	-
Harbor cleanup	-	-		-	-
Total	\$ 368,694	\$ 127,214	35%	\$ -	\$ 101,006
	\$ (368,694)	\$ (127,214)		\$ 1,200	\$ (102,206)

	Budget	Actual
General Fund Revenue	\$ 10,986,763	\$ 7,606,869
Special Fund Revenue	\$ 3,038,715	\$ 1,184,739
Transfers In	\$ 2,617,003	\$ 1,319,551
Grant and Bond Revenue	\$ 5,896,499	\$ 1,920,394
CIP Revenue	\$ -	\$ -
	\$ 22,538,980	\$ 12,031,554
General Fund Expenditures	\$ 16,011,292	\$ 6,588,667
Special Fund Expenditures	\$ 5,297,963	\$ 3,007,562
Grant and Bond Expenditures	\$ 5,896,499	\$ 2,349,228
CIP Expenditures	\$ 368,694	\$ 127,214
	\$ 27,574,448	\$ 12,072,670
Net Increase (Decrease) to Fund Bal	\$ (5,035,468)	\$ (41,116)

TO: City Manager, Dan Decker

FROM: Chief of Police, Tracy O'Malley

RE: Monthly Report

DATE: February 25, 2025

PATROL:

- Our new K-9 began working with the department in February

CORRECTIONS:

- One correctional officer was hired. There are now five correctional officers.
- Total Number of inmates 23

DISPATCH:

- Dispatch received 88 calls for service
- 1.3 % Collisions
- 37.7% EMS Calls
- 4.5 % Suspicious Circumstances
- 26.0% Welfare checks
- 5.2 % Burn Permits
- 45.5 % Disturbances
- 2.6% DUI
- 13 % Traffic Stops
- 5.2% Animal calls
- 16.9% Security Checks
- 5.2% Serve court paperwork
- 1.3% Fire calls

DMV:

2 Commercial D/L
49- Driver License
25- Identification Cards

02 – HC Permits (No Fee)

00– Miscellaneous Fees

24 – Vehicle Registration

13– Title / Lien

01– Boat Registration

00 – Road Test

02–Customer Assist:

02– License Services

13 – AK Written Test

TO: City Manager, Dan Decker

FROM: Chief of Police, Tracy O'Malley

RE: Monthly Report

DATE: March 25, 2025

PATROL:

- We are continuing to recruit patrol officers

CORRECTIONS:

- Total Number of inmates 23

DISPATCH:

Dispatch received 130 calls for service

1.3% Collision (1)

37.7% EMS Calls (29)

5.2% Animal Calls (4)

16.9% Security Checks (13)

2.6% DUI (2)

4.5% Suspicious Circumstances (2)

26.0% Welfare Checks (20)

5.2% Burn Permits (4)

45.5% Disturbances (35)

13% Traffic Stops (10)

5.2% Serve Court papers (4)

1.3% Fire Calls (1)

DMV:

- ❖ 04 – Commercial D/L
- ❖ 59 – Driver License
- ❖ 35 – Identification Cards
- ❖ 03 – HC Permits (No Fee)
- ❖ 03 – Miscellaneous Fees
- ❖ 28 – Vehicle Registration
- ❖ 22 – Title / Lien
- ❖ 00 – Boat Registration
- ❖ 06 – Road Test

Customer Assist:

- ❖ 01 – License Services
- ❖ 10 – AK Written Test

Mayor
Alice Ruby

Manager
Daniel Decker



Dillingham City Co

Section . Item 2.

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

MEMORANDUM

Date: 3/26/2025
To: Daniel Decker, City Manager
From: Jamal Damian Romie____, Animal Control Officer
Subject: January to March Report – Animal Control

From January to March, 2025 Animal Control Officer Jamal Romie had a total of calls for animal related issues, A breakdown of the animal calls is as follows:

- 10 Dogs returned to their Owners
- 01 dogs surrendered
- 01 cats adopted out
- 03 dogs sent to anchorage area
- 10 Rabies shots given
- 04 Parvo / Distemper shots given
- 02 dogs got ran over and needed to go to the landfill

Animal Control Officer

Jamal Romie

Plans for this year
Alaska Rural Veterinary Outreach, Inc. coming in May for spay and neuter clinic with trail breaker vet coming later this year for a clinic for dogs and cats

Mayor
Alice Ruby

City Manager
Dan Decker



Dillingham City Co

Section . Item 2.

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

MEMORANDUM

Date: March 25, 2025
To: Dan Decker, City Manager
From: Christopher Maines, Planning Director
Subject: April 2025 Monthly Report

Planning Commission Activities:

We had a Planning Commission workshop in February. No action was taken. The purpose of the meeting was to give an overview of the Capital Improvements Project list, and to re-establish the Capital Improvement Program as outlined in DMC. The goal is get back to creating six year plans the City of Dillingham had previously been operating under until the mid-2000's. The Capital Improvement Program will be reviewed by the Planning Commission annually each year to coincide with the Finance and Budget Committee meetings, before being presented to the City Council in May-June. This will allow our municipality to take a proactive approach with long term planning and properly identifying needs for consistent and sustainable growth that will complement the Dillingham Comprehensive Plan. We have a total of 31 projects included in the preliminary Capital Improvement Program for review. I would be willing to give a full presentation on the process at the request of the City Council.

- We still have several plats awaiting a final plat to complete the process. Sayak Subdivision, S&W Subdivision, and the replat for Harbor Lease Lots 3 and 4. Once our office receives the updated plats we will move forward.

Planning Department Activities:

- The Landfill Improvements Project is going through the NEPA review process right now. We had planned on a project start date of April 1, 2025. Given the current climate at the federal level this date is being pushed to May 1, 2025. I have maintained communication with the EPA and was assured by staff that everything is still greenlit for this year.

- The Housing Inventory for both the State of Alaska and for the US Census Bureau have been completed for 2024.
- The planning department will be working with Alaska Map Co. through 2025 to overhaul the GIS. I am currently working on the updates I have compiled and other comments I have gathered over the last 9 months. The plan is to have things completed by the end of the summer season. I will also be working with Jennifer Schmidt, PhD of UAA to include an additional layer for fire and emergency services.
- The Planning Department will be relocating to the Dillingham Senior Center for FY2026. The location we provide access to the elderly and those with physical disabilities to easily obtain Dillingham City services.
- I will be attending the Alaska Infrastructure Symposium in Anchorage. I look forward to seeing what resources and opportunities there are throughout the State and will aim to bring back valuable information.
- Alaska DOT&PF HSO Announced Funding Opportunities to Enhance Road Safety. I will be applying for this grant to secure brush clearing equipment for Public Works. The aim is to clear the grass, brush, and trees from street shoulders, sidewalks, and bike paths to ensure better visibility to drivers and pedestrians. The deadline is April 30, 2025.
- I would like to request the Dillingham City Council for an opportunity to conduct a workshop on municipal land development, private and commercial housing, as well as business and economic development within the Dillingham City Area. The key topics would include what barriers we face and what we as a municipal can do to foster growth.

Ongoing Projects: Dillingham City Council Priorities:

- Reviewing the existing building codes. I will be working with stakeholders to address issues that have been identified, which create obstacles in housing development.
- Reviewing Dillingham Municipal Code to create new language or remove language that will promote land, housing, and economic development.
- Finding new funding sources for infrastructure improvements to existing city buildings or the creation of new city buildings.
- Working on preliminary plans for downtown area expansion and access routes to Wood River Road and Snag Point Subdivision.

Mayor
Alice Ruby

City Manager
Daniel Decker



Dillingham City Co

Section . Item 2.

Bertram Luckhurst
Michael Bennett
Steven Carriere
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Kaleb Westfall
Kevin McCambly

MEMORANDUM

Date: March 26, 2024
To: City Manager
From: Public Works Director
Subject: Monthly report

Public Works has seen marked progress on outstanding areas. We've filled positions, received building evaluations, closed long open tasks, finished Brightly structuring & started implementation

Underway:

- Staffing: two W/WW Operator positions filled, PW Foreman transferred to Harbor Master, interviewing for PW Foreman, facility assessments, project management evaluation

Accomplishments

- Daily checks, Crawl space repairs, Wastewater systems serviced, compiling supply orders (i.e. barge), repaired leaking waterline, flushed hydrants
- LF upgrade progressing – under Architect & Engineer review, research equipment, Engineer's assessments
- Training – Water treatment, Brightly, APEI, Grader (wait list), Confined space, Landfill
- In depth PM on grader, LF loaders, serviced/decommissioned patrol vehicle, equipment specific training

Upcoming:

- Brightly training, prep for spring barge, summer maintenance planning, infrastructure symposium & road construction training, clean & organize facilities, tire changeover

Mayor
Alice Ruby

City Manager
Daniel Decker



Dillingham City Co

Section . Item 2.

Bertram Luckhurst
Michael Bennett
Steven Carriere
Curt Armstrong
Kaleb Westfall

MEMORANDUM

Date: March 25, 2025
To: Daniel Decker, City Manager
From: Scott Runzo, Fire Department Coordinator
Subject: Fire/EMS Report

Acknowledgements and Recognitions:

- We would like to thank John Taylor and Kevin Hardin for working on the wildland fire preparedness trailer

Department Accomplishment on-going/upcoming activities:

Members on the board:

- Fire Chief – Koolie Heyano
 - Assistant Fire Chief -Kevin Hardin
 - Fire at large – John Taylor
 - Medical squad director -Clint Reigh
 - Assistant medical director -Brandi Olson
 - Medical at large -Malcolm Wright
-
- Our focus has been wildland fire preparedness for the upcoming fire season. Special training and equipment procurement has happened.
 - Fire has set up a truck and wildland ready response trailer/truck that will be dispatched to any fire during the season.
 - EMS and prevention have and will be doing PSA for wildland fire prevention. Both fire and EMS did PSA on the public radio.
 - Prevention has procured 2000 smoke detectors and will be receiving 2000 gas detectors soon.
 - Scott attended a weeklong fire and wildland training last month.
 - After several delays in getting this year's ambulance certificate we now have it. There is a new medical director at the hospital, and it was complicated getting this done.
 - Fire attended the home fair this year and handed out smoke detectors and prevention material.

Mayor
Alice Ruby

City Manager
Dan Decker



Dillingham City Co

Section . Item 2.

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

MEMORANDUM

Date: 3/25/2025
To: Dan Decker, Acting City Manager
From: Daniel Miller, Port Director
Subject: Monthly Report: March 2025

Upcoming Events:

- April 12: Dock Supervisor position to start work for summer season
- April 22: AML Infrastructure Symposium
- May 12: Harbor opening for the season

Projects – Progress and Public Impacts:

- Working to become a certified member of Alaska Clean Harbors
- Replace compressor for cold storage in icehouse
- Awaiting IAMPE updates and recommendations Port Terminal Tariff
- Develop a plan for improved Kananak Beach Access maintenance
- Evaluate and make repairs necessary for maximum occupancy within harbor
- Working with PND Engineering to acquire all necessary permits for PIDP Grant
- Awaiting correspondence with MARAD/NEPA to move forward with Harbor float replacement project
- Working with Public Works to repair broken cleats and horns
- Planning and preparation for next season
- Hire Harbor Master for 2025 Season

Completed Projects:

- Received tide books for 2025 season
- Ordered harbor permits for 2025 season
- Conducted first Port Committee meeting in 3 years

Public Feedback:

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

- Prevention and Fire taught a CPR class for the senior center and dispatch.
- The fire office has begun to do fire inspections on city buildings. This is a good way to track the needs of our buildings and for insurance compliance.

Projects – Progress, public actions and preparations:

- April 5th will be a citywide smoke detector installation. At this point almost 20 homes have requested this service. The volunteers will be installing them.
- The goal is to have detectors working in every house in Dillingham.
- March 27th to the 30th trainers from Fairbanks fire will be hosting training for our department.
- Fire and EMS staff will be speaking to the Juniors and Seniors to encourage Fire Science and EMS as a career.
- The department has been providing medical coverage at the local sporting event.
- Two positions for summer EMTs have been submitted to BBEDC.
- Job positions for summer EMTs have been completed.
- Fire and EMS will be meeting with UAF to discuss and fire program at the university.

Public Feedback and calls:

- We have had 5 fire calls, and the response was very quick. It seems we will need to do a PSA on how not to burn down your steam bath. The public has noticed this.
- EMS calls have been covered well. We have had some serious slips on ice and fractures. It seems we will need to do a PSA on the dangers of ice.

List of Attachments:

- None

Mayor
Alice Ruby

Manager
Daniel Decker



Dillingham City Co

Section . Item 2.

Curt Armstrong
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Kaleb Westfall
Steve Carriere

MEMORANDUM

Date: March 24, 2025
To: Daniel Decker, City Manager
From: Sherina Tilden, Executive Assistant/HR Assistant
Subject: February and March Monthly Report – Administration/HR

Acknowledgements and Recognitions:

- Appreciation for the efforts and professionalism of all team members.

Department Accomplishment and Opportunities:

- Participated in interviews for Dispatch, Corrections, and Public Works.
- One corrections officer started Feb. 5th, one Account Tech I – Cashier started Feb 10th, one water/wastewater operator started March 24th.
- Resignation – one from finance
- Sent out recall letters to employees to return to work for the summer.
- Launched Express Evaluations
- Applications received for Deputy City Manager (3), Water/Wastewater (2), Accounting Technician III (3).
- Attended Bristol Bay Career Fair, received one application, lots of interest in Deputy City Manager position.
- Assisted with replacing new Labor and Law posters to all our departments.

Prioritization – Progress Update:

4: Develop/Improve the onboarding process for new staff

- Launched Express evaluations, doing further research in improving onboarding processes.
- Working with department heads to schedule interviews as applications are received
- Advertising and recruiting for open positions
- Updating and assisting in the management of website and City Facebook page and website.
- Working with Acting City Manager, City attorney's and Department Heads updating internal and personnel policies.
- Staying informed through newsletters and alerts, continuous education, and promoting culture of compliance.
- Current list of open positions attached

Upcoming Calendar Items:

- Holiday March 31st – Swards Day

Mayor
Alice Ruby

Acting Manager
Daniel Decker



Dillingham City Co

Section . Item 2.

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

MEMORANDUM

Date: March 25th, 2025
To: Daniel Decker, City Manager
From: Abigail Flynn, Acting City Clerk
Subject: Monthly Report

Acknowledgements and Recognitions:

A big thank you to Fire and EMS staff for CPR training for the Library and Senior Center and a fire and safety inspection at the Library.

City Clerk Department Accomplishment and Opportunities Since the Last Report:

Accomplishments

- *APEI training: The Clerk Department has completed 80% of assigned continuing education courses. The Library Staff have completed 75% of assigned continuing education courses and completed CPR training. The Senior Center Staff completed CPR training and will be completing the required continuing education in the near future.*
- *94 more boxes of old records were burned according to our retention schedule and policy for destruction of records.*
- *Laserfiche contract signed. Our Records Specialist has completed the 30 hour Laserfiche training course. Training in progress for Acting Clerk. The goal is to have secure storage of digital records with built in retention schedules and eventually public access via the website for commonly requested types of public records.*
- *More council documents have been scanned and uploaded to the website.*
- *The new website design stage is complete and the development stage began.*
- *Booked travel for the upcoming Alaska Infrastructure Development Symposium.*
- *Foreclosure list follow-up calls completed for those with working numbers.*
- *Titles Searches complete.*
- *Received letter of appointment to the Wood-Tikchik State Park Management council*
- *Attended Wildland Fire Protection Plan Work Session on behalf of the City.*

Prioritization updates:

- *Priority 1:4 Title searches completed, and meetings held to move this along, arrangements made to attend the Alaska Infrastructure Development Symposium*
- *Priority 2:1 Communication for City Manager Recruitment with Prothman completed*
- *Priority 2:3 Staff Training ongoing*
- *Priority 5:3 Completed training on rate study and passed on information to other staff.*

- Priorities 3-4: Participated in meetings for Snag Point Erosion Control, Water Extension for PFAS remediation, and NEPA.

Upcoming Meetings and Important Dates:

APRIL

Next Regular City Council meeting: April 3rd

April 5th- Free Smoke Detector Installations

Back-to-Back Finance and Budget Meetings: (Potentially) April 7th 5:30 pm, April 14th 5:30 pm, April 17th 5:30 pm

Bid Opening for Fuel Contract: April 11th 4:00 pm in Council Chambers

Last day to turn in completed Property Assessment Appeal Forms to appeal the assessed value of property: April 14th

Planning Commission Meeting: April 16 5:30 pm

Alaska Infrastructure Development Symposium: April 22-24

MAY

Regular City Council Meeting: May 1st (may include a workshop)

ARVO spay, neuter & vaccination clinic for pets May 9-11th

Planning Commission Meeting: TBD

Board of Equalization Meeting: May 14th 5:30 pm

Free Brush Dump and Community Cleanup Day: in May, date TBD

May Finance and Budget Meeting: TBD

Additional May Finance and Budget Meetings: TBD

May Special Council Meeting: TBD

Memorial Day- City Offices Closed- May 26th

The template for meeting agendas, packets and minutes has been updated to include the Vision Statement for the City of Dillingham instead of the statement that was there before. On consultation with our legal team and the State of Alaska and other municipalities, that other statement was found to be not a requirement to include on all meeting notices, so it has been replaced.

Library

Accomplishment and Opportunities for February and March 2025:

Accomplishments

<i>Library Stats for January 27th-March 23rd 2025</i>			
1,606	<i>Patron count</i>	113	<i>Desktop computer usage</i>
1,118	<i>Wi-Fi Session Count</i>	166	<i>Museum visitors</i>
11	<i>AWE station usage</i>	10	<i>Volunteer hours</i>
		20	<i>Story Time attendees</i>

- **LAB** still has a vacant seat to fill. The Board met in January for a work session and in March for a meeting. They also met Saturday, Feb. 1st to go through the stored books in the museum. A disbursement of books is planned for June such as a sale and/or give-away. Also, training by the librarian is planned for showing patrons how to access the services the library provides such as the card catalog and on-line digital services for e-books, etc.
- **FOL** met to plan the Dr. Seuss Birthday celebration during Beaver Round Up. Many attended and enjoyed the event from 10 –11 am on Saturday, March 1st. They are meeting again to plan their upcoming annual Adult Spelling Bee event in April. Continuing the IMLS grant application process for the library.
- **The Curyung Tribe submitted an IMLS grant application** on our behalf in February requesting \$10,000 in grant funds for salaries. Cancelled the Gingerbread House Contest.
- **Both the PLA grant for \$7,000 and the BBEDC youth internship application** are in the process; due in April.
- **Microcom has been selected** as our internet provider for FY26 for us to apply for e-rate funding. The filing due date is in March.
- **The library was closed** Monday, February 17th for President's Day and February 28th for Beaver Round Up. The library will be closed Monday, March 31st for Seward's Day. The library was also closed for a few hours Thursday afternoon, March 13th to join the Senior Center staff for CPR training provided by the Fire Department for all the library staff. Three out of four library staff have completed all 8 APEI training courses. The library also went through a Fire and Safety inspection with the Fire Department staff recently.
- **Three after school visits from the Elementary** occurred February 24th –26th in the Sam Fox Museum. Deanna Baier gave tours for an hour each day. Over 72 people visited the museum that week.

Senior Center

Accomplishment and Opportunities February-March, 2025:

A thank you letter has been submitted for Dr. Guarino in Appreciation for the painting of the Old Territorial School Building that the elders will be signing.

Days open when meals were served:

- 28 with Lunch 23 days
- 635 meals served during that time.

Van:

- People given rides: 76
- in use on 12 days
- Meals delivered:66 delivered.

Staffing Update

- All Staff have renewed their CPR certification.

Grant Reporting

- February Reports are submitted.
- March will be submitted in 2 days

Dr. Guarino,
The Senior Center and Elders would like to send out a huge heartfelt thank you for the painting of the Old Territorial School Building. It is truly a masterpiece of a beautiful lifelong memory for Dillingham. Their smile and stories sure beam with happiness seeing your painting hung here at the Senior Center.



Quyana,
From Senior Center & Elders

B.W.

Quyana Thank You
For memories
Aneia Tugaitik

LegisBranse

Beautiful well done?
Lana L Olson
Annie Jones and/or

Phillip Andrew

Sandra Olsen

Mark Kawlak

John K

Beautiful
R+R Murphy

So appreciated!
Annie
Tugaitik

Beautiful
Thank you
for your
memory
Annie
Tugaitik
2025



Dianne Blumer
 6058 Azalea Dr.
 Anchorage, Alaska 99516
 907-575-2279

City of Dillingham Legislative Report 3/23/25

The recent developments in the State Legislature paint a clear picture of the challenges lawmakers face as they work through their allotted 121-day session. With Friday marking the 60th day, the legislature is now at the halfway point, with the possibility of extending the session by another 10 days if both chambers agree by a two-thirds vote. Additionally, the Executive Branch has the authority to summon lawmakers back for a special session if critical issues remain unresolved.

As lawmakers grapple with pressing matters, discussions this week focused on the sobering realities of budget shortfalls. The Spring Forecast has prompted a reassessment of the budget, revealed significant contract expenditures and highlighted the urgency of addressing deferred maintenance across various departments. With these factors in mind, the latest balanced budget scenario crafted by Legislative Finance indicates that Alaskans could possibly expect a dividend of \$580. See chart below;

House Budget at Various PFD Amounts

	FY2025	FY2026 75/25 PFD	FY2026 \$1000 PFD	FY2026 Surplus PFD
Total UGF Revenue	6,229.0	6,128.6	6,128.6	6,128.6
Budget				
Operating	5,089.7	5,020.6	5,020.6	5,020.6
Capital	330.7	300.0	300.0	300.0
Transfers	4.3	6.6	6.6	6.6
Pre-PFD Spending				
Additional Spending Items				
K-12 Bill	0.0	275.4	275.4	275.4
Labor Contracts	0.0	40.0	40.0	40.0
Other Additions*	0.0	79.7	79.7	79.7
Supplementals	76.4	0.0	0.0	0.0
Total	5,501.0	5,722.3	5,722.3	5,722.3
PFD	914.3	949.7	677.5	406.3
<i>PFD per Person</i>		<i>1,420.0</i>	<i>1,000.0</i>	<i>580.0</i>
Grand Total Spend	6,415.3	6,672.1	6,399.8	6,128.6
Surplus/(Deficit)	(186.3)	(543.5)	(271.2)	0.0

*Based on LFD Presentation to SFIN 3/19

With 61 days left in the session, the road ahead looks challenging. Lawmakers must navigate these complex financial landscapes to ensure fiscal responsibility while addressing the needs of



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their constituents. Whether they will require the extension options available to them remains to be seen, but the pressing budgetary concerns signal that decisive action is necessary in the weeks to come.

The House Finance Committee had intended to unveil its Committee Substitute (CS) for the Operating Budget on Thursday; however, the release was postponed and ultimately removed from the calendar after an extensive delay. During the (H)FIN committee hearing, Co-chair Josephson assured both committee members and the public that he aims to present the CS for review next week. Speculation suggests that the amount of the Permanent Fund Dividend (PFD) included in this committee substitute may be a significant factor behind the delay.

This week, U.S. Senator Lisa Murkowski and Senator Dan Sullivan addressed the Alaska State Legislature, responding to a series of queries from both chambers regarding recent moves by the Trump administration and the implications of proposed job and Medicaid cuts. Audio recordings of Senator Murkowski's and Senator Sullivan's addresses are available for public listening, allowing constituents to stay informed on their representatives' stances. You can listen to Senator Murkowski's address [here](#) and Senator Sullivan's [here](#).

In addition to the federal discussions, both Finance Committees in the House and Senate convened to review presentations about the state's considerable backlog of deferred maintenance needs. An update from the Department of Education (DEED) focused on School Deferred Maintenance, Major Maintenance, and New Construction—issues that have long been at the forefront of legislative concerns. As they review the state's many deferred maintenance projects, lawmakers will need to prioritize which issues, if any, can be addressed in the upcoming fiscal cycle.

Further legislative activity included the Senate Labor & Commerce Committee's initial hearing on a significant insurance bill, SB 132, the OMNIBUS INSURANCE BILL. SB 132 seeks to implement comprehensive changes to Alaska's insurance laws, impacting insurance companies, policyholders, and insurance professionals. You can review SB 132 [here](#).

As the Alaska Legislature crosses its halfway point, the coming weeks will be pivotal in addressing key fiscal and policy concerns. With budget deliberations escalating, and various solutions, including reduced PFDs and potential new revenue measures, on the table, lawmakers are under increasing pressure to find a pragmatic balance that serves the interests



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Upcoming Schedule

Description	Date, Time & Location
BARNES 124 -HOUSE COMMUNITY & REGIONAL AFFAIRS *+ HB 13 MUNICIPAL PROPERTY TAX EXEMPTIONS TELECONFERENCED -- Testimony -- *+ HB 133 PAYMENT OF CONTRACTS TELECONFERENCED -- Testimony -- + SB 50 MUNICIPAL COMPREHENSIVE PLANS: HOUSING TELECONFERENCED -- Testimony -- + Bills Previously Heard/Scheduled TELECONFERENCED	Tue 3/25/25 8:00 AM
BARNES 124 -HOUSE COMMUNITY & REGIONAL AFFAIRS *+ HCR 3 AI LEGISLATIVE TASK FORCE TELECONFERENCED -- Testimony -- += HB 13 MUNICIPAL PROPERTY TAX EXEMPTIONS TELECONFERENCED -- Public Testimony -- += HB 133 PAYMENT OF CONTRACTS TELECONFERENCED -- Public Testimony -- + Bills Previously Heard/Scheduled TELECONFERENCED	Thu 3/27/25 8:00 AM

Bill	Title	Prime Sponsor	Status & Upcoming Hearings	Position
HB 1	Specie As Legal Tender	MCCABE	(H) REFERRED TO STATE AFFAIRS (1/22)	

HB 1, titled Species As Legal Tender, aims to establish gold and silver specie as legal tender in Alaska. The bill prohibits boroughs and cities from levying sales and use taxes on the sale or exchange of specie. It defines specie as gold or silver valued primarily based on its metal content, in the form of coins or bullion stamped with its weight and purity. The bill also authorizes the Legislative Budget and Audit Committee to study the possibility of establishing additional forms of legal tender.

HB 13	Municipal Property Tax Exemptions	GRAY	(H) -- Public Testimony -- (3/27) 03/25/25 8:00 AM in BARNES 124 03/27/25 8:00 AM in BARNES 124	
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HB 13, Municipal Property Tax Exemptions, is a bill that aims to provide optional municipal property tax exemptions for certain long-term rental units, mobile home parks, and real property rented to low-income families. The bill allows municipalities to exempt or partially exempt from taxation structures converted from short-term to long-term rental units, mobile home parks for up to 10 years after construction or renovation, and real property rented to low-income families at a



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rent not exceeding 30% of the median family income. This legislation seeks to incentivize affordable housing and support low-income families in Alaska.

HB 18	Vehicles/boats: Transfer On Death Title	RAUSCHER	(H) Heard & Held (2/13)	
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HB 18 aims to simplify the process of transferring ownership of vehicles and boats in Alaska upon the death of the owner. The bill allows the owner to obtain a "transfer on death title" for their vehicle or boat, which automatically transfers ownership to a designated beneficiary upon the owner's death. This process eliminates the need for probate and reduces the administrative burden on the estate. The bill outlines the requirements for obtaining a transfer on death title, including the submission of an application and payment of a fee. It also provides for the revocation or change of a transfer on death title and establishes the rights and responsibilities of the designated beneficiary.

HB 26	Statewide Public & Community Transit Plan	MINA	(H) TRANSPORTATION at 01:00 PM BARNES 124 (3/27) 03/27/25 1:00 PM in BARNES 124	
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HB 26 aims to enhance the duties of the Department of Transportation and Public Facilities in Alaska. The bill requires the department to develop a comprehensive, long-range intermodal transportation plan, including public, tribal, and community transit programs. It also mandates the department to study alternative means of transportation, considering economic, social, and environmental effects. The bill adds a new responsibility to the department, requiring it to develop a statewide public and community transit plan in cooperation with public and community transit operators, local governments, communities, and tribal entities. This plan will help improve transportation systems in urban, rural, and remote areas. Furthermore, the bill emphasizes the importance of coordination and cooperation with federal, state, and local government agencies, as well as private organizations and persons.

HB 31	Vessels: Registration/derelict Fund	STUTES	(H) REFERRED TO RULES (3/14)	
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HB 31 aims to amend the registration requirements for commercial vessels in Alaska and make changes to the derelict vessel prevention program fund. The bill would exempt certain boats from registration, including those with valid certificates of number from other states and foreign boats operated in Alaska for less than 90 days. The bill would also repeal the derelict vessel prevention program fund and transfer its balance to the general fund. The changes aim to simplify vessel registration and address the issue of derelict vessels in Alaska's waters.

HB 78	Retirement Systems; Defined Benefit Opt.	HOUSE FINANCE	(H) Heard & Held (2/27)	
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HB 78 is a bill that allows certain employees to opt-in to the defined benefit retirement plan. The bill impacts municipalities as it affects the retirement plans of their employees. The legislation applies to teachers and public employees who first became members of the defined contribution retirement plan after June 30, 2006, and before July 1, 2025.



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HB 80	Residential Building Code	HOUSE LABOR & COM- MERCE	(H) Heard & Held (2/12)	
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HB 80 establishes the Alaska State Residential Building Code and the Alaska State Residential Building Safety Council. The bill requires residential contractors to obtain an endorsement to work on privately-owned residential structures of one to four units and comply with the state residential building code, excluding owner-built homes and recreational cabins. The Alaska Housing Finance Corporation is responsible for adopting and administering the state residential building code, which is based on the 2018 International Residential Code. The bill also allows municipalities to adopt a nationally recognized residential building code in place of the state code. The Alaska State Residential Building Safety Council is established to provide independent analysis and recommendations to the Alaska Housing Finance Corporation during the code adoption and update process. The bill takes effect on January 1, 2026.

SB 50	Municipal Comprehensive Plans: Housing	DUNBAR	(H) -- Testimony <Invitation Only> -- (3/25) 03/25/25 8:00 AM in BARNES 124	
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SB 50 amends Alaska Statute 29.40.030(a) to require first and second-class boroughs to include a housing plan in their comprehensive plans. The bill aims to guide physical, social, and economic development in these boroughs, addressing housing needs and providing recommendations for implementation of the comprehensive plan.

SB 55	Trs Contr Rate; Pers/trs Soc Secur Or Sbs	STEDMAN	(S) -- Public Testimony <Time Limit May Be Set> -- (3/24) 03/24/25 1:30 PM in BELTZ 105 (TSBldg)	
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SB 55, introduced by Senator Stedman, aims to modify employer contributions in the Teachers' Retirement System (TRS) and supplemental employee benefits. The bill increases the employer contribution rate from 12.56% to 14.56% of base salaries and increases the employer contribution to individual accounts from 7% to 9% of member compensation. Additionally, it allows employers not participating in the federal social security system to become participating employers in the employee benefits program. The bill takes effect on July 1, 2025. These changes aim to provide relief to employers while maintaining benefits for TRS members.

SB 79	Payment Of Wages; Payroll Card Account	SENATE LABOR & COM- MERCE	(H) -- Public Testimony -- (3/24) 03/24/25 3:15 PM in BARNES 124	
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SB 79 is a bill that relates to wage payments in Alaska. The bill amends existing law to allow employers to pay employees' wages by crediting a payroll card account, but only if the employee



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has voluntarily authorized the credit or has not authorized deposit of their wages. The bill requires employers to notify employees of their wage payment options, payroll card terms and conditions, and fees associated with the payroll card.

The bill aims to provide employees with greater flexibility and protection in receiving their wages, while also allowing employers to use payroll card accounts as a convenient and cost-effective way to pay employees.

<u>SB 81</u>	Public Employer Pension Contributions	STEDMAN	(S) -- Testimony <Invitation Only> -- (3/3)	
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Alaska's SB 81 adjusts employer contribution rates in the Teachers' Retirement System and Public Employees' Retirement System to ensure sufficient funding for past service liability and employer contributions.

<u>SB 135</u>	Refund Of Fish Business Tax To Munis	RULES	(S) REFERRED TO RESOURCES (3/18)	
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Letter of Interest for Volunteering for the COD Planning Commission

Misa Webber
22 West A Street; PO Box 768
Dillingham, AK 99576

Christopher Maines
COD Planning Department
Dillingham, AK 99576

Dear Chris and whom else it may concern,

I am writing to express my interest in participating on the City of Dillingham's Planning Commission. I dearly care for this community and think I am a great source for ideas and action towards positive community initiatives.

Personal goals of mine (and many others) would be to work towards public bear proof trash cans around high traffic areas in Dillingham, such as at the Sea Wall, along the bike path on the flat before Windmill Hill, and multiple along the Bike Path. A current committee member suggested calisthenics equipment at different stations on the Bike Path, as well as park benches along these high traffic footpaths.

I also envision the Parks & Rec Committee awakening from its hibernation. I have spoken to a number of community members who have verbally committed their interest to volunteer on this committee. The Great Dream of young (and old) Dillinghammers is to organize the BB's to work towards building a Rec Center. Many would also love to see summer softball and little league reorganize, which would require some love and attention to the softball field. A Parks and Rec committee could be a wonderful group of volunteers who will dedicate their time and energy to healthy community activities.

With the right group of movers and shakers, I think we could make a positive impact for this era of Dillinghammers and the next generation.

**CITY OF DILLINGHAM, ALASKA
RESOLUTION NO. 2025-03**

A RESOLUTION OF THE CITY COUNCIL OF DILLINGHAM, ALASKA, AWARDING A CONTRACT TO CRW ENGINEERING GROUP, INC. FOR ENGINEERING SERVICES FOR THE DESIGN OF A SEPTIC SYSTEM AND WATER SERVICE FOR THE PUBLIC WORKS SHOP AND QUONSET HUT IN ACCORDANCE WITH DILLINGHAM MUNICIPAL CODE 4.30.120(6)

WHEREAS, the City of Dillingham has identified the need for engineering services to design a new septic system and water service for the Public Works Shop and adjacent Quonset hut, replacing the existing failed system and connecting to a nearby city water main;

WHEREAS, under **Dillingham Municipal Code (DMC) 4.30.120(6)**, contracts may be awarded without competitive bidding when the contractor is already under contract with the City for similar work and an extension or modification of the contract is deemed in the best interest of the City;

WHEREAS, CRW Engineering Group, Inc. (CRW) is currently contracted with the City of Dillingham for general engineering services and has the expertise, familiarity, and technical capability to efficiently complete this project in a cost-effective and timely manner;

WHEREAS, CRW has submitted a proposal outlining the scope of work, which includes field surveying, geotechnical services, design services, permitting, and bidding assistance for the septic system and water service project at a proposed cost of **\$90,750**;

WHEREAS, the City Council finds that awarding this contract to CRW Engineering Group, Inc. aligns with the City's operational priorities and is in the best interest of the City, ensuring continuity, compliance with regulatory requirements, and the successful completion of the project;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Dillingham, Alaska, hereby awards the contract for engineering services for the design of a septic system and water service for the Public Works Shop and Quonset hut to **CRW Engineering Group, Inc.** in accordance with **DMC 4.30.120(6)** and authorizes the Acting City Manager to execute the contract and any necessary documents to facilitate the completion of the project.

PASSED and APPROVED by the Dillingham City Council on this 3rd day of March, 2025.

Alice Ruby, Mayor

[SEAL]

ATTEST:

Abigail Flynn, Acting City Clerk

City of Dillingham
Fiscal Note

Agenda Date: February 6, 2025

CRW Engineering Public Works Septic System

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$90,750		FUNDING SOURCE City of Dillingham	
FROM ACCOUNT 1000 8520 30 31 1130 0 B&G Maintenance		Project Public Works Septic System Design	
TO ACCOUNT:	VERIFIED BY: Anita Foran	Date:	2/3/2025

EXPENDITURES

OPERATING	FY25	FY26	FY22	FY23
1000 8520 30 31 1130 0	\$90,750			
TOTAL OPERATING	\$ 90,750.00	\$ -	\$ -	\$ -

CAPITAL	\$ -			
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REVENUE	-			
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FUNDING

General Fund	\$90,750			
ADEC SRF Loan (30%)				
Capital Project				
Other				
TOTAL FUNDING	\$ 90,750.00	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary) Resolution 2025-03
Will be resolved by using funds from 1000 7790 30 31 0000 0 and will be reviewed in the upcoming budget rev.

PREPARED BY: Anita Fuller *AF* December 6, 2024

DEPARTMENT: Finance

APPROVED BY: *Daniel Decker* 02/03/2025
Daniel Decker (Feb 3, 2025 14:01 AKST)



October 16, 2024

City of Dillingham
P.O. Box 889
Dillingham, Alaska 99576

Attn: Phil Baumgartner – Public Works Director

Re: Septic System & Water Service Design
Proposed Scope & Fee

Dear Mr. Baumgartner,

The City of Dillingham has requested engineering services for design of a septic system and water service to serve the Public Works Shop and adjacent Quonset hut in Dillingham. The proposed septic system will replace an existing, failed system that serves the two buildings. Water service is currently provided by an on-site well; however, the City would like to connect to a nearby City water main located approximately 100 linear feet (l.f.) south of the Public Works Shop.

SCOPE OF SERVICES

CRW Engineering Group, Inc. (CRW) proposes to provide civil engineering design services for the water service and septic system. CRW's scope of work generally includes the following:

- Field Surveying & Geotechnical Services
- Onsite Water and Wastewater Design
- Permitting
- Assistance During Bidding

Task 1 - Field Surveying & Geotechnical Services:

Task 1.1 - Surveying

CRW will collect topographic survey data at the proposed site to the extents necessary to develop base mapping to support design of the improvements. CRW will send two surveyors to Dillingham for the data acquisition. The proposed area to be surveyed is located adjacent to the Public Works shop/Quonset hut and is approximately 200,000 square feet (s.f.). Topographic data will be collected on a ~40'x40' grid and will include all major topographical features. CRW will utilize the 811 utilities locate system as well as coordinate with the City Public Works Department to request locates of existing utilities in the project area.

CRW will attempt to recover the subject parcel's property corners (Lot 4 of U.S.S. 2732) to establish the setback requirements for the septic system design. In addition, CRW will establish two survey control monuments and one vertical benchmark on a finished floor to support future construction efforts.

October 16, 2024
 Dillingham Septic System & Water Service
 Proposed Scope & Fee

To supplement ground survey data, the field survey will include the use of an unmanned aerial vehicle (UAV) for aerial photogrammetry. Use of the UAV will be dependent on site conditions at the time of the field survey. The UAV will not be used if there is inclement weather, snow on the ground, or at temperatures below 30°F. Based on preliminary analysis of the airspace requirements in the area, it is assumed that no permitting or 90-day advanced use authorization and notification is required to fly the UAV for the proposed survey.

Deliverables for Task 1.1:

- CAD Basemap Drawings (to be included in Design Documents (Task 2).

Task 1.2 – Geotechnical Services

CRW estimates 2 test pits will be advanced to depths of 10 feet to 15 feet below grade surface or as restricted by the excavation equipment. It is assumed that the test pits will be completed as part of the field survey. We understand the owner will provide the equipment and operator to conduct the excavation for each test pit. Upon completion of the field work, CRW will oversee laboratory testing (by others) and prepare geotechnical findings and recommendations to be included on the septic system plans.

Deliverables for Task 1.2:

- Geotechnical Recommendations (to be included in Design Documents for Task 2).

Task 2 - Design Services:

The proposed wastewater improvements include design of a septic tank and soil absorption system to serve the Public Works Shop and Quonset hut. The proposed water improvements include new services that connect the two buildings to a nearby City water main. The water and wastewater improvements will be designed to meet all relevant design standards and sized for the anticipated building usage.

Design submittals include the following deliverables: 75% Design Documents and Final Design Documents (Bid Documents). Tasks include preparation of civil drawings, specifications, Engineer's Estimate and engineering support documents. The plans will contain at least the following sheets: Cover Sheet, Existing Conditions, Demolition Plan, Site Plan, Septic System Plan, Utility Plan/Profile, and sections and details.

This task includes one review meeting (by teleconference) with City of Dillingham stakeholders to discuss the 75% Design submittal review comments.

The Final Design deliverable will advance the documents to completion to include addressing 75% Design review comments generated by the Owner. An engineer's construction cost estimate will be provided with the 75% and final project deliverables.

Deliverables for Task 2:

- 75 percent Project Manual which includes drawings and specifications (electronic file in .pdf format transmitted via e-mail). Drawings to be electronically provided at half size.
- 75 percent engineer's construction cost estimate (electronic files .pdf format) AACE Class 2 estimate.

October 16, 2024
 Dillingham Septic System & Water Service
 Proposed Scope & Fee

- Review meeting agenda and notes (electronic copy in .pdf format transmitted via e-mail).
- Final Project Manual (electronic file in .pdf format transmitted via e-mail). Drawings to be electronically provided at half and full size.
- Final engineer's construction cost estimate (electronic copy in .pdf format transmitted via e-mail).

Task 3 - Permitting Services:

The project will require a formal plan review and approval process through the State of Alaska Department of Environmental Conservation (ADEC) for the wastewater drain field and water system. The expected agency permitting efforts for this project include:

- Prepare and submit application packages consisting of engineering documents, calculations, and checklists for plan review and Approval to Construct permit from ADEC for the wastewater system.
- Coordination with ADEC to discuss and resolve outstanding comments.
- Submit required information to ADEC for interim and final Approval to Operate permit for the wastewater system.

Preliminary analysis of the site indicates that there are wetlands in the area. It is assumed that a drainfield site can be developed without impacting wetlands. It is further assumed that no wetlands permitting through the U.S. Army Corps of Engineers' (USACE) will be required for this project. If an USACE Permit is needed, a contract modification for additional services would be needed.

Task 4 - Bidding Assistance:

Bidding assistance services will include reviewing and responding to bidder questions, and preparing contract addendums as needed.

Additional Services:

CRW will provide other services in response to written request for services from the City of Dillingham Project Manager. CRW is not authorized to complete work on any additional service task without authorization from the City. If the Owner determines that additional task items will be required, CRW will provide a scope and fee proposal to the City to complete the requested work.

These services may include but are not limited to:

Construction Support Services (Future)

CRW will provide construction services as a future contract amendment at the request of Dillingham. Construction support services may include, but not be limited to: review and respond to material submittals, conduct periodic site visits, attend construction meetings, review and respond to contractor questions/request for more information, and conduct final inspections. CRW will also prepare record drawings of the water system and wastewater system after construction is complete upon request.

SCHEDULE

CRW is prepared to begin immediately and complete the work of this proposal per the below schedule:

- Field Surveying and Geotechnical Investigation: Begin upon receipt of Notice to Proceed
- 75% Design Submittal: 60 days after receipt of NTP
- Final Design (Bid Documents): 30 days after receipt of 75% Design review comments

October 16, 2024
Dillingham Septic System & Water Service
Proposed Scope & Fee

FEE

CRW proposes to complete these services on a time and expense basis in the amount of \$90,750. The fee breakdown by task and hours is included in Attachment A.

ASSUMPTIONS

- All work will be completed on a time and materials basis in accordance with CRW 's 2019 General Engineering Services contract using 2024 rates.
- It is assumed that the airspace will allow CRW to operate a UAV for orthophoto purposes.
- City of Dillingham to provide excavator/backhoe and operator to dig test pits for the geotechnical field work.
- Geotechnical field work will be conducted at same time as survey field work.
- With the approaching winter, CRW assumes that that survey will be completed on ground that is free of ice and snow.
- Weather delays will be additional and billed at 8-hours per crewmember per day plus expenses.
- Construction support services will be provided by contract amendment if desired by the City of Dillingham.

We look forward to assisting the City of Dillingham with this effort. If you have any questions or comments regarding this proposal, please don't hesitate to contact me.

Sincerely,
CRW Engineering Group, Inc.



Pete Bellezza, P.E.
Principal/Civil Engineer

Phone: (907) 646-5640
Email: pete.bellezza@crweng.com

CITY OF DILLINGHAM, ALASKA

Water Service & Septic System Design
Fee Proposal

Task & Subtask Description	Name, Rate & Projected Hours CRW Engineering Group, LLC					Cost \$		
	Engineer X \$230	Engineer V \$180	Geotechnical Engineer \$190	Technician VI \$170	Administrative IV \$140	Total Labor	Expenses	Total Subtask
Task 1 - Field Surveying & Geotechnical Services								
Field Surveying	2	2				\$820	\$27,440	\$28,260
Surveying Office Tasks	2	2				\$820	\$10,110	\$10,930
Geotechnical Analysis	2	2	8			\$2,340	\$1,000	\$3,340
Total Task 1:	6	6	8	0	0	\$3,980	\$38,550	\$42,530
Task 2 - 75% Design and Final Design								
75% Plans and Specifications	24	48	2	40	2	\$21,620		\$21,620
Construction Cost Estimate	4	16				\$3,800		\$3,800
Design Review Meeting (Teleconference)	4	4				\$1,640		\$1,640
Final Plans and Specifications	12	24		24	2	\$11,440		\$11,440
Construction Cost Estimate		4				\$720		\$720
Design Review Meeting (Teleconference)	2	2				\$820		\$820
Total Task 2:	46	98	2	64	4	\$40,040		\$40,040
Task 3 - Permitting Services								
ADEC Permitting	4	12			2	\$3,360	\$1,500	\$4,860
Total Task 3:	4	12	0	0	2	\$3,360	\$1,500	\$4,860
Task 4 - Bidding Assistance								
Pre-Bid Meeting/Coordination	2	2			1	\$960		\$960
Respond to Bidder Questions/Prepare Addendum	2	6				\$1,540		\$1,540
Bid Opening/Coordination	2	2				\$820		\$820
Total Task 4:	6	10	0	0	1	\$3,320		\$3,320
TOTAL BASIC SERVICES:	62	126	10	64	7	\$50,700	\$ 40,050	\$ 90,750

Notes and Assumptions:

- 1) All work will be completed on a time and materials basis in accordance with CRW 's 2019 General Engineering Services contract using 2024 rates.
- 2) It is assumed that the airspace will allow CRW to operate a UAV for orthophoto purposes.
- 3) City of Dillingham to provide excavator/backhoe and operator to dig test pits for the geotechnical field work.
- 4) Geotechnical field work will be conducted at same time as survey field work.
- 5) No bid support or construction support is included.

Mayor
Alice Ruby

City Manager
Daniel Decker



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

MEMORANDUM

Date: November 5, 2024
To: Dan Decker; Acting City Manager
From: Phil Baumgartner; Public Works Director
Subject: **Public Works Septic and Water Design Proposal**

Public Work's deos not have functioning septic nor potable water systems. Which is reported to have been the case for some time with no plans to be remedied.

A proposal for Sewer System improvements for several services in the vicinity of Public Works was acquired in February of 2024 at an estimated cost of \$8,060,000.

There are no efforts to accept and move on that proposal. It would be appropriate to provide this critical infrastructure at the Public Works facilities and at the lower proposed price of \$90,750.

I recommend we accept CRW's proposal for Septic System & Water Service Design for Public Works Shop and Quonset Hut (attached).

Phil Baumgartner

Phil Baumgartner

Public Works Director






CRW FN

Final Audit Report

2025-02-03

Created:	2025-02-03
By:	Anita Fuller (anita.fuller@dillinghamak.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAFqKQnUuek4XofoRnDDCB7hC6ZFOfLySO

"CRW FN" History

-  Document created by Anita Fuller (anita.fuller@dillinghamak.us)
2025-02-03 - 11:00:27 PM GMT
-  Document emailed to Daniel Decker (manager@dillinghamak.us) for signature
2025-02-03 - 11:00:33 PM GMT
-  Email viewed by Daniel Decker (manager@dillinghamak.us)
2025-02-03 - 11:01:45 PM GMT
-  Document e-signed by Daniel Decker (manager@dillinghamak.us)
Signature Date: 2025-02-03 - 11:01:58 PM GMT - Time Source: server
-  Agreement completed.
2025-02-03 - 11:01:58 PM GMT

City of Dillingham
Fiscal Note

Agenda Date: April 3, 2025

CRW Engineering Public Works Septic System

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$90,750		FUNDING SOURCE City of Dillingham	
FROM ACCOUNT 1000 8520 30 31 1130 0 B&G Maintenance		Project Public Works Septic System Design	
TO ACCOUNT:	VERIFIED BY: Anita Foran	Date: 2/3/2025	

EXPENDITURES

OPERATING	FY25	FY26	FY22	FY23
1000 8520 30 31 1130 0	\$90,750			
TOTAL OPERATING	\$ 90,750.00	\$ -	\$ -	\$ -

CAPITAL	\$ -			
---------	------	--	--	--

REVENUE	-			
---------	---	--	--	--

FUNDING

General Fund	\$90,750			
ADEC SRF Loan (30%)				
Capital Project				
Other				
TOTAL FUNDING	\$ 90,750.00	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary)

Resolution 2025-03

Will be resolved with funds from 1000 7790 30 31 0000 0 and will be reviewed in the upcoming budget rev.

PREPARED BY: Anita Fuller

March 27, 2025

DEPARTMENT: Finance

APPROVED BY: _____

CITY OF DILLINGHAM, ALASKA

RESOLUTION 2024-51

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO EXTENDING THE CONTRACT WITH CRW ENGINEERING FOR ONE ADDITIONAL YEAR.

WHEREAS, the City of City of Dillingham entered into a contract with CRW Engineering for engineering and project management services, effective 11th day of June, 2019, and the contract expired on 10th day of June, 2024; and

WHEREAS, CRW Engineering has been providing high-quality engineering services for ongoing projects within the City, including City Hall heating, City Hall Structural evaluation, Public Safety Heating, Jail Sanitation, Public Works Septic, Dock Lighting, Landfill Permit and Lock Systems upgrade, and their work has been critical to the timely and successful completion of these projects; and

WHEREAS, the City has determined that the continuation of CRW Engineering's services for an additional year will allow for the completion of these ongoing projects without disruption; and

WHEREAS, it is in the best interest of the City to avoid the time, expense, and disruption associated with issuing a new bid for engineering services until the current projects are completed and the City's needs for such services are fully assessed; and

WHEREAS, extending the contract with CRW Engineering for an additional year will ensure consistency, continuity, and the successful completion of the ongoing engineering projects;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF City of Dillingham, as follows:

1. **Extension of Contract:** The City Council hereby authorizes the extension of the contract with CRW Engineering for one additional year, effective December 18th, under the same terms and conditions as the original agreement, unless otherwise amended.
2. **Completion of Ongoing Projects:** The extension is granted to allow CRW Engineering to complete the current projects, which include but are not limited to City Hall heating, City Hall Structural evaluation, Public Safety Heating, Jail Sanitation, Public Works Septic, Dock Lighting, Landfill Permit and Lock Systems upgrade, as well as to provide support as necessary to ensure their successful and timely completion.
3. **Review and Future Actions:** The City shall review the status of all ongoing projects during the extension period and determine the appropriate course of action for future contracting or bidding processes, if necessary, following the successful completion of these projects.
4. **Authorization:** The City Manager or their designee is hereby authorized to execute all documents necessary to effectuate this resolution and extend the contract with CRW Engineering.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on December 18th, 2024.



Alice Ruby, Mayor

ATTEST:

[SEAL]



Abigail Flynn, Acting City Clerk

CONTRACT
General Engineering Services

This Agreement is entered into this 11th day of June, 2019, by and between CRW Engineering Group, LLC (CRW), herein referred to as "Engineer" and the City of Dillingham, herein referred to as "City". For good and valuable consideration, the receipt whereof is hereby acknowledged, Engineer and City agree as follows:

WHEREAS, City is in need of;

A firm possessing the skills and ability required to render professional engineering and owner's representative services to the City of Dillingham;

WHEREAS, Engineer, through necessary education, personnel and experience, possesses the requisite license to perform such duties;

WHEREAS, City is therefore desirous of engaging the services of Engineer as an independent contractor using independent professional judgment to accomplish assigned tasks;

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. Employment of Engineer

The work to be performed by Engineer pursuant to this Agreement is all tasks assigned by the City Manager or through a designee. A more specific identification of Engineer's services to be provided in accordance with the provisions of this Agreement is listed in Appendix A, incorporated herein by reference and such other duties as requested by the City.

2. Term of Agreement

The term of this Agreement shall be one year from the date of execution and approval of the Dillingham City Council. The City shall have an option to renew this Agreement yearly, for four one-year extensions. Exercise of this option by City shall be contingent upon a favorable review of the contracted services three months before the then scheduled date of termination of this Agreement and shall be further conditioned on the continuity of Engineer's Designated Representative. Any contract renewal must be approved by both Engineer and City.

3. Fee

The City shall pay Engineer in accordance with the fee schedule attached hereto as Appendix B.

4. Payments

City agrees to make payments to Engineer as services are performed and costs are incurred, provided Engineer submits two (2) copies of a proper invoice for each payment, in such form and accompanied by such evidence in support thereof as may be reasonably required by City.

Billing and expense invoices can be submitted monthly. Invoices shall be accompanied by a monthly activity report detailing work and accomplishments.

All invoices are otherwise due and payable within thirty (30) days of receipt by the City.

5. Services Supplied by City

City shall provide Engineer with a vehicle for Engineer's use on each occasion Engineer is performing work on this Project in Dillingham during the term of this Agreement.

6. Independent Contractor Status

In performing under this Agreement, Engineer acts as an independent contractor and shall have responsibility for and control over the details and means for performing the work required hereunder.

7. Indemnification

To the maximum extent permitted by law, Engineer shall defend, indemnify and save harmless City or any agent, employee, or other representative thereof, from and against losses, damages, liabilities, expenses, claims, and demands of whatever nature, including for death, personal injury, property damage or economic loss, to the extent arising out of any negligent act or negligent omission or willful misconduct of Engineer, its agents or employees while performing under the terms of this Agreement.

8. Assignment

Engineer shall not assign this Agreement or any of the monies due or to become due hereunder without the prior written consent of City.

9. Subcontracting

Engineer may not subcontract its performance under this Agreement without prior written consent of City. Any subcontractor must agree to be bound by the terms of this Agreement applicable to the services to be performed by the subcontractor.

10. Designation of Representatives

The parties agree, for the purposes of this Agreement, that City shall be represented by and may act only through the City Manager, the Planning Director, the Public Works Director or such other person as they may designate in writing. Engineer shall be represented by and may act only through Pete Bellezza, P.E., or such other person he may designate in writing.

11. Termination

Either party may terminate this Agreement, with or without cause, after first giving thirty (30) days written notice. Termination of this agreement by either party may be for any reason, or no reason. Engineer shall not be entitled to any anticipated profit on services not performed.

12. Insurance

Engineer shall, at all times, at its own expense, keep in force the following described insurance for protection against the claims of employees or other persons, insuring both the Engineer and the City against liability that may accrue against them or either of them in connection with the performance of Engineer under this Agreement:

- City of Dillingham Business License
- State of Alaska Business and Contractors or Professional License [Per AS 43.70 any individual, partnership, or company which engages in business activity in Alaska must have a business license. "Business" means a for profit or nonprofit entity engaging or offering to engage in a trade, a service, a profession, or an activity with the goal of receiving a financial benefit in exchange for the provision of services, or goods, or other property.]
- Certification of Insurance and Workers Compensation as required under AS23.30 naming all employees [Not required for sole proprietors with no employees.]
- Proof of commercial insurance, covering bodily injury, death, and property damage with a single limit not less than one million (\$1,000,000) dollars. [Not required for purchases of supplies, materials, and equipment unless over \$20,000.]
- Proof of Professional errors and omissions insurance of not less than one million (\$1,000,000) dollars per occurrence.
- Vehicle liability insurance including applicable uninsured/underinsured coverage with limits of liability not less than five hundred thousand (\$500,000) dollars per occurrence combined single limit bodily injury and property damage. [Not required for purchase agreements for supplies, materials or equipment.]

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

13. Insurance Certificate

All insurance shall be placed with an insurance carrier or carriers satisfactory to the City and shall not be subject to cancellation or any material change except after 30 days written notice to the City and shall provide that no failure of Engineer to comply with any condition or provision of this Agreement or other conduct of Engineer or those for whose conduct it is responsible, shall void or otherwise affect the protection under the policy afforded to the City. A Certificate of Insurance reflecting full compliance with these requirements shall, at all times during the term of this Agreement, be kept on deposit at the general offices of the City. If Engineer fails to comply with these

insurance requirements, the City may terminate this Agreement on 10 days written notice.

14. Claims Recovery

Claims by City resulting from Engineer's failure to comply with the terms of and specifications of this Agreement and/or default hereunder may be recovered by City by withholding the amount of such claims from compensation otherwise due Engineer for work performed or to be performed. City shall notify Engineer of any such failure, default or damage therefrom as soon as practicable after discovery of such event by written notice. Nothing provided herein shall be deemed as constituting an exclusive remedy on behalf of City, nor a waiver of any other rights hereunder at law or in equity.

15. Compliance with Applicable Laws

Engineer shall, in the performance of this Agreement, comply with all applicable federal, state and local laws, ordinances, orders, rules and regulations applicable to its performance hereunder, including, without limitation, all such legal provisions pertaining to social security, income tax withholding, medical aid, industrial insurance, worker's compensation, and other employee benefit laws. Engineer also agrees to comply with all contract provisions pertaining to grant or other funding assistance which City may choose to utilize to perform work under this Agreement. Services performed under this Agreement shall be in accordance with sound, generally accepted engineering and design practices and shall comply with all applicable codes and standards.

16. Records and Audit

Engineer agrees to maintain sufficient and accurate records and books of account, including detailed time records, showing all direct labor hours expended and all reimbursable costs incurred for at least three years after receipt of final payment and closure of all pending matters related to this Agreement. Said books shall be subject to inspection and audit by City.

17. Notices

Any official notice that either party hereto desires to give the other shall be delivered through the United States mail by certified mail, return receipt requested, with postage thereon fully prepaid and addressed as follows:

To City of Dillingham:
Cynthia Rogers
Acting City Manager
City of Dillingham
P.O. Box 889
Dillingham, AK 99576

To Engineer:
Pete Bellezza, P.E.
Principal/Civil Engineer
CRW Engineering Group, LLC
3940 Arctic Blvd, Ste. 300
Anchorage, AK 99503

18. Venue and Applicable Law

The venue of any legal action between the parties arising as a result of this Agreement shall exclusively be laid in the Third Judicial District of the Superior Court of the State of Alaska, at Dillingham, Alaska, and this Agreement shall be interpreted in accordance with the laws of the State of Alaska.

19. Attorney's Fees

In the event either party institutes any suit or action to enforce its rights hereunder, the prevailing party shall be entitled to recover from the other party its reasonable attorney's fees and costs in such suit or action and on any appeal therefrom.

20. Waiver

No failure on the party of either City or Engineer to enforce any covenant or provision herein contained, nor any waiver of any right hereunder unless in writing and signed by the parties sought to be bound, shall discharge or invalidate such covenants or provisions or affect the right of the City or Engineer to enforce the same or any other provision in the event of any subsequent breach or default.

21. Binding Effect

The terms, conditions and covenants contained in this Agreement shall apply to, inure to the benefit of, and bind the parties and their respective successors.

22. Entire Agreement

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and all prior negotiations and understandings are superseded and replaced by this Agreement and shall be of no further force and effect. No modification of this Agreement shall be of any force or effect unless reduced to writing, signed by both parties and expressly made a part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement on the respective date indicated below.


CITY

Dated: June 11, 2019

By: 
Cynthia Rogers, Acting City Manager
City of Dillingham

ENGINEER

Dated: 6/12/2019

By: 
Pete Bellezza, P.E., Principal/Civil Engineer
CRW Engineering Group, LLC

APPENDIX A**SCOPE OF SERVICES**

Engineer may be called upon to provide the following services and tasks upon request of the City Manager or his/her designee, and as authorized by the City Council and supported by a Task Order. The work may include, but is not inclusive or limited to the following tasks in support of the City of Dillingham in their development of projects:

- Pre-qualify and recommend selection of A/E and construction contractors and assist with the negotiation of the final contract;
- Monitor architectural and engineering contracts to ensure that projects are satisfactorily at, or under, the local government's budget for the project;
- Monitor the A/E and construction firms from pre-design through completion of construction;
- Provide construction inspections when requested;
- Provide value engineering of the A/E firm's estimates and cost estimates to check against the A/E firm's estimates;
- Inspect projects, streets, and building for acceptance by the City when requested;
- Provide technical advice to City staff as directed by City Manager and City Council on matters relating to public facilities, such as landfill, water and wastewater, harbor, dock and environmental permitting;
- Provide the City with assistance in locating and obtaining capital funding for capital projects;
- Provide assistance in developing grant/loan application for capital projects;
- Assist the City with permitting application;
- Update the City's management plans for solid waste, water and wastewater as needed;
- Additional Services as required



CRW ENGINEERING GROUP, LLC
Fee Schedule – 2019

EMPLOYEE CATEGORY

Senior Principal	\$200.00
Principal.....	\$190.00
Senior Engineer/Land Surveyor	\$180.00
Project Engineer/Land Surveyor	\$170.00
Registered Staff Engineer/Land Surveyor.....	\$150.00
Staff Engineer/Land Surveyor II (EIT/LSIT).....	\$135.00
Staff Engineer/Land Surveyor I.....	\$125.00
Senior Designer	\$140.00
Technician III	\$125.00
Technician II.....	\$110.00
Technician I	\$ 90.00
Clerical/Administrative Support.....	\$ 85.00

SUPPLIES AND SERVICES

Direct Expenses and Supplies.....	Invoice + 10%
Subconsultants	Invoice + 10%
Meals (Per Diem).....	\$60.00/day
In-house Expenses	
Xerox (8-1/2 x 11)	\$0.10/copy
Xerox (11 x 17).....	\$0.20/copy
Color Copies (8-1/2 x 11).....	\$1.00/copy
Mileage (Federal Rate).....	\$0.545/mile
Bond Plots.....	\$1.00/square foot
Mylar Plots	\$2.00/square foot

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2025-13**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL TO DECLARE A COMMUNITY CLEANUP EVENT MAY 7TH-10TH, 2025**

WHEREAS, the City of Dillingham recognizes the importance of maintaining a clean and healthy environment for its residents; and

WHEREAS, the Community Cleanup is an annual event traditionally scheduled in the month of May to engage local volunteers, businesses, and civic leaders in a coordinated effort to remove litter and beautify public spaces; and

WHEREAS, the 2025 Community Cleanup is scheduled for May 7th -10th, 2025, running from Tuesday through Saturday to accommodate the landfill closure on Sundays; and

WHEREAS, City workers will collect ALPAR (Alaskans for Litter Prevention and Recycling) yellow bags from along major roadways, including Kanakanak Road and Lake Aleknagik Road, and collected trash from roadways and public areas will be accepted at the landfill only in ALPAR bags; and

WHEREAS, the Community Cleanup has successfully removed thousands of pounds of litter from public spaces, roadways, and shorelines, contributing to the beautification and environmental responsibility of Dillingham; and

WHEREAS, free brush dumping will be available at the landfill May 7th -10th, 2025 to reduce the wildland fire danger to the community; and

WHEREAS, ALPAR bags and gloves will be available for community members at City Hall 8:00 am to 5:00 pm on weekdays, The Tribal Building from 8:00 am to 4:30 pm on weekdays, and the Public Library during open hours; and

WHEREAS, the City Manager recommends approval of participation in the Community Cleanup event;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Dillingham authorizes the City Manager to collaborate with Nushagak Cooperative to facilitate and promote the 2025 Community Cleanup event; and

BE IT FURTHER RESOLVED that the City of Dillingham encourages all residents, businesses, and organizations to participate in this effort to enhance the community's environment and quality of life.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on April 3rd, 2025.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Abigail Flynn, Acting City Clerk

City of Dillingham
Fiscal Note

Agenda Date: April 3, 2025

CY2025 Clean Up Day

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED:		FUNDING SOURCE	
		City of Dillingham	
FROM ACCOUNT		Project	
1000 9015 10 13 0000 0	Admin In-Kind		
TO ACCOUNT:	VERIFIED BY: Anita Foran	Date:	3/27/2025

EXPENDITURES

OPERATING	FY26	FY27	FY28	FY29
Admin In-Kind	\$ 1,500.00			
TOTAL OPERATING	\$ 1,500.00	\$ -	\$ -	\$ -

CAPITAL	\$ -			
---------	------	--	--	--

REVENUE	-			
---------	---	--	--	--

FUNDING

General Fund	\$ 1,500.00			
TOTAL FUNDING	\$ 1,500.00	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary)

Support for Resolution 2025-13

General Funding will be expensed, revenue will be recorded to the landfill in-kind revenue.

PREPARED BY: Anita Foran

March 27, 2025

DEPARTMENT: Finance

APPROVED BY: _____

Dillingham Fire and Rescue 2025 S.M.A.R.T. GOALS

The goal of this proposal is to evaluate the current issues of the high use of opioids and other synthetic (designer) drugs in Dillingham. The Fire and EMS department has had a front row seat in seeing the changes that the influx of drugs into the region has made in the community. The outcome of the goals made in 2025 will be driven by the resolute staff within the Fire and EMS office as well as partnering with other organizations in the region and around the state.

WHAT ARE WE SEEING:

In Dillingham, we have a wide variety of people and narcotics that Fire and EMS treat for drug overdoses, both accidental and intentional. Below is lists of the type of drugs, the ranges of individuals in age, living conditions, and profession. There is also a list of the things that Fire and EMS have been trained to look for on a scene as not all calls are initially drug related but can turn into something that personnel has to be aware of for our safety and to properly treat patients.

- The most common drugs that we come across with patients in Dillingham are:
 - Heroin
 - Fentanyl – Real hospital grade
 - Meth
 - Marijuana
 - Designer/Synthetic
- The most common profile of individuals that the Fire/EMS personnel find using drugs are:
 - School aged kids
 - 4th grade to 12th grade
 - Young adults
 - 18 years old – 25 years old
 - Some in mid-late 30's
 - Older Adults
 - 50 years old and up
 - Homeless individuals
 - Individuals that come to the region for short-term work
 - Individuals that come from surrounding communities for shopping and medical appointments
 - Other
 - Teachers
 - Contract workers
 - Office workers
 - Hunters
 - Fishermen
- The Fire and EMS staff have been trained to look for any signs of drug use on the scene that we are called to including but not limited to:
 - Syringes – both used and unused
 - Small plastic bags
 - Burned tinfoil
 - Burned and bent spoons
 - Straws or pen parts that have been modified for drug use
 - Containers holding drugs or residue from drugs used

PARTNERSHIPS:

Throughout the region and state, the Fire and EMS office has been able to create and strengthen partnerships so that we can provide better patient care, have access to up-to-date training materials and supplies, host community gatherings, and work together as a whole for the betterment of our community.

- BBAHC
 - ER Staff
 - Medical Doctors
 - Nurses
 - Behavioral Health
 - Opioid Prevention
- Dillingham Police Department
 - Scene safety
 - Patient assists
 - Narcotics disposal on scene
- Alaska State Troopers
 - Scene safety
 - Patient assists
 - Narcotics disposal on scene
- Curyung
 - Community events
 - Narcan
 - Cleaning supplies
 - Safety equipment
- BBEDC
 - Summer staff funding – if available
 - Training funding
- State of Alaska Department of Health
 - Training resources
 - Harm Reduction Kits
 - Teaching materials
- Southern Region EMS
 - Licensing
 - Training
 - Symposiums
 - Annual 5-day EMS training event where many different issues from around Alaska and other parts of the US are brought to the forefront and discussed. It is also a fantastic opportunity for EMS to meet with other departments and see how we can help each other with the challenges we all face.
- Beaver Round-Up
 - Parade
 - Open House
 - Kids Fire Safety
- Dillingham City School District
 - Staff training on prevention
 - How to use Narcan
 - What to look for with coworkers/students/community members in the school
 - Training resources that teachers can use or handout
 - Student training
 - Dangers of drug use
 - How to use Narcan
 - What to look for in friends/family/places staying
 - Teaching in classrooms with students
 - Narcan storage
- Funding and/or food for events
 - L & M
 - Northline Seafoods
 - OBI
 - Silver Bay Seafoods
 - Nushagak Cooperative
 - Alaska Commercial Company
 - Bigfoot LGM

In the last year, the Fire and EMS personnel have participated in many activities to help support the community making our faces known to higher risk individuals so that they are comfortable around us in both public and private as we respond to their needs.

- Community Events
 - Beaver Round-Up
 - Wellness Conferences
 - Healing Conferences
 - Yearly Health Fair
 - Vaccine Clinics
 - Opioid resources made available
 - Harbor Day
 - Fill the Boot
 - BBQ
 - Car wash
 - Polar Plunge
- Meeting with school administration, staff, and students
- Working with BBNA Reentry Taskforce
 - Resources for people reentering our communities after incarceration

RESOURCES:

Below is a list of resources that the Fire and EMS personnel have for patient and community support. This ranges from supplies and training to personal safety when on a call. These resources are vital for not only supporting our community members, but each also helps to offset one or more hurdles our community faces.

- Project Hope
 - Supplies Narcan Kits and Training Materials
- BBAHC
 - Crisis Intervention
 - Supplies disposable equipment
 - Supplies medications for opioid use
- I Know Mine (www.iknowmine.org)
 - Harm reduction kits
 - Pamphlets with information on both legal and illegal drugs
 - Condoms, Dental Dams, Screening Kits
 - Safer sex leads to less high-risk pregnancies
- State of Alaska
 - State guides and resources on opioids
 - Crisis intervention
- Dillingham City School District
 - Staff is available to call on department personnel to check students and staff if drug use is suspected
 - Provide a larger gathering place for community events to be held
 - Allowing staff into the schools to talk to students about community issues
- Dillingham Police Department
 - Scene safety
 - Patient assists
 - Narcotics disposal on scene
 - NEW Narcotics K-9 coming soon

NEEDS:

As the city identifies community needs, we have been able to adjust to fit those needs as best we can. Although we do partner with various other organizations around the region, state and lower forty-eight, there is always more that can be done to help individuals in need. Below is a list of items that the community could benefit from. This also addresses the changing needs that we have identified from our own experience working in the community.

- Rehab Programs
- Money for additional supplies and equipment
- Safe space for people to be sober
 - Community center
 - Warming shelters
 - Housing / Temporary Shelter
 - Better access to mental health services
 - More people in recovery speaking about their struggles and getting help
- Community member support for our homeless population
 - Blankets clothes/winter
 - Meals for those identified and getting help
 - Support Services – individual dependent
 - Helping with resources on addiction

PLAN FOR 2025:

The plan for 2025 is to become more socially active with the community by hosting and participating in different community events including:

- Morning Mug-Ups
 - Hosted by S.A.F.E. and held in the entrance of the school
 - Students and other community members join together to talk about issues and resources
- Being more active on social media
 - Weekly safety updates on the DVFD and City Facebook pages
- Monthly KDLG safety infomercials
 - These will be twice a month on Fridays and will cover both Fire and EMS related topics
- A long-term goal is getting into the schools at the level the schools are comfortable with. This takes a lot of approval and persistence, but we are working towards this.

The department also sees excellent value in planning open houses at the Fire Stations and expanded training for all community members – CPR/First Aid/Harm Reduction/Prevention. We also are collaborating with the school district to get a State approved teaching curriculum added for the next school year and have offered to help with teaching various parts of the curriculum. The department has also started working with the SAFE to participate and further develop a Community Outreach Team with at least one person from each organization in the region. Together, with the ideas we have implemented in the past, and the new strategies, we are looking forward to seeing a reduction in opioid-related calls and deaths.

THE DILLINGHAM
FRIENDS OF THE LIBRARY
PRESENT

the third annual

ADULT SPELLING BEE

APRIL 12, 2025 | 7 PM | THE WILLOW TREE



CASH PRIZES

1ST PLACE: \$150

2ND PLACE: \$100

\$20 ENTRY FEE PER PERSON | INDIVIDUALS OR TEAM OF 2

**ENTER PRIOR TO EVENT BY CONTACTING AN FOL BOARD
MEMBER:**

SUSIE JENKINS-BRITO, NICOLE ITO, VIRGINIA BOBBITT, ERICA
TWEET, SHANNON CLOUSE OR DEVEN LISAC

PARTICIPANTS MAY ALSO ENTER AT THE DOOR

QUESTIONS: CONTACT 843-0653 | DILLINGHAMFOL@GMAIL.COM

COMPLETE LIST OF RULES CAN BE FOUND ON THE DILLINGHAM FRIENDS
OF THE LIBRARY FACEBOOK PAGE

Dillingham Sportsman's Club
c/o PO Box 1490
Dillingham Alaska 99576
February 20, 2025

Dear Mayor Alice Ruby, Members of City Council, City Manager Dan Decker, and Director of Public Works Phil Baumgardner,

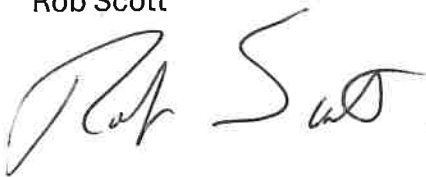
The members of the Dillingham Sportsman's Club want to thank you for moving the Landfill Gates and providing better access to the Joe Scandura rifle and pistol range. Moving the gates has provided much easier access and greater opportunity to use the range with less burden on the City and the Club members. It is our observation that more people are using this safe place to shoot on days it was formerly closed. With lengthening hours of daylight a few shooters are able to access the range for a few hours after work. From all appearances, the shooters are respecting the opportunities as well as keeping debris to a moderate level. Club members will be keeping an eye on the area to maintain order.

We are continuing efforts to improve both the shotgun and rifle ranges. We hope to eventually get some of the rifle range firing points covered, possibly gravel more of the range floor and other improvements. We would like to have been shotgun station floors and improved target launching house, as well as make repairs to the club house there.

We will coordinate with the City as repair and improvement projects develop.

On behalf of the members of the Dillingham Sportsman's Club, I thank you again for your support of the shooting community and for providing a safe place to enjoy the shooting sports.

Rob Scott

A handwritten signature in black ink, appearing to read 'Rob Scott', written in a cursive style.

President



State of Alaska FREE Home Weatherization!

Dillingham 2025



In Alaska's harsh climates, home weatherization can improve energy savings and comfort.

Alaska Community Development Corporation (Alaska CDC) will find your home's energy-efficiency problems and fix them for you (as funding is available). Our assessor will inspect your home, determine eligible improvements (per state/federal Program guidelines), order and ship materials, and hire expert weatherization installers to do the work.

Alaska CDC is a non-profit serving Alaskans since 1979

Apply before May 1, 2025!

To qualify for a Weatherization grant:

Household Members	Gross Income Can't Exceed
1	\$37,620
2	\$51,080
3	\$64,540
4	\$78,000
5	\$91,460
6	\$104,920
7	\$118,380
8	\$131,840

- **Alaska CDC must verify who owns your home and who lives there. (See the application for requirements.)**
- **At least one household member must live in the home year-round, especially in winter.**
- **Your household's combined 2024 income can't exceed the income limit. (See the application for income proofs.)**
- **For tenants, the landlord must give permission to assess the home and authorize any work. Sometimes, the landlord *might* be asked to help pay for improvements.**
- **The home hasn't been weatherized with a State-funded grant since 2009.**
- **Other restrictions apply.**

We review combined household GROSS income. (See the application for income exclusions.)



This program is funded by Alaska Housing Finance Corporation and the U.S. Dept. of Energy

**Alaska CDC 800 478-8080 alaskacdc.org
1517 S. Industrial Way, #8, Palmer, AK 99645**



ALASKA RURAL VETERINARY OUTREACH

DILLINGHAM 2025 Clinic May 9-11/2025

SPAY / NEUTER SURGERIES, EXAMS AND VACCINES for dogs and cats



LOCATION: Animal Control Office on the Harbor

SERVICES:

Dog Spay

Dog Neuter

Cat Spay

Cat Neuter

Wellness Exam

Rabies Vaccines

Parvo-Distemper Vaccines

Dewormer

Nail Trim w/ Exam

Humane Euthanasia

VISIT OUR WEBSITE: www.akrvo.org for scheduling and charges!

