



## **CITY COUNCIL REGULAR MEETING**

Thursday, March 04, 2021 at 7:00 PM

### **AGENDA**

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

#### **VIRTUAL MEETING INFORMATION**

Attend by joining Zoom [www.zoom.us /](https://www.zoom.us/j/87186644397)

<https://us02web.zoom.us/j/87186644397?pwd=dHhoOUY1amREM0krbEVhTUZ1WEVDZz09>

Meeting ID 871 8664 4397, participant #, passcode 641341

Or dial one the numbers listed below:

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

#### **CALL TO ORDER**

#### **ROLL CALL**

#### **APPROVAL OF MINUTES**

1. Approve Minutes of February 4, 2021; Regular Council Meeting

#### **APPROVAL OF CONSENT AGENDA**

#### **APPROVAL OF AGENDA**

#### **STAFF AND COMMITTEE REPORTS**

2. Finance Department Staff Report
3. Committee Reports

#### **PUBLIC HEARINGS**

4. Ordinance 2021-01; An Emergency Ordinance of the Dillingham City Council Extending Ordinance 2020-22(S), Authorizing the City Manager to Utilize the Emergency Operations Center to Promulgate and Enforce Regulation to Stop the Spread of COVID-19

#### **CITIZEN'S DISCUSSION** (Prior Notice or Agenda Items)

#### **ORDINANCES AND RESOLUTIONS**

5. Adopt Ordinance 2021-01; An Emergency Ordinance of the Dillingham City Council Extending Ordinance 2020-22(S), Authorizing the City Manager to Utilize the Emergency Operations Center to Promulgate and Enforce Regulations to Stop the Spread of COVID-19
6. Introduce Ordinance 2021-02; An Ordinance of the Dillingham City Council Extending the Expiration Date of Ordinance 2020-22(S)

#### **UNFINISHED BUSINESS**

[7.](#) City Manager Recruitment Report

Citizen Committee Appointments

- Library Advisory Board, two seats.
- School Facility Committee, one seat.
- Port Advisory Committee, one seat.
- Senior Advisory Commission, two seats.
- Friends of the Landfill, two seats.
- Planning Commission, two seats.

[8.](#) Planning Commission

Progress Report

- Dave Carlson House Property
- Territorial School

**NEW BUSINESS**

- [9.](#) Approve Action Memorandum 2021-03, Adopt Library Collection Development Policy

**CITIZEN'S DISCUSSION** (Open to the Public)

**COUNCIL COMMENTS**

**MAYOR'S COMMENTS**

**ADJOURNMENT**

[10.](#) Informational Items



## CITY COUNCIL REGULAR MEETING

Thursday, February 4, 2021 at 7:00 PM

### MINUTES

#### CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, February 4, 2021, via video and audio conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:01 p.m.

#### ROLL CALL

Mayor Ruby was present.

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

Andy Anderson	Curt Armstrong	Bill Rodawalt
Chris Napoli	Aksel Buholm	Gregg Marxmiller – arrived at 7:03 p.m.

#### APPROVAL OF MINUTES

1. Approve January 7, 2021. Regular Council Meeting Minutes
2. Approve January 21, 2021. Special Council Meeting Minutes

MOTION: Aksel Buholm moved and Chris Napoli seconded the motion to approve the minutes of January 7, and January 21, 2021 in block.

VOTING Yea: Council Member Buholm, Council Member Anderson, Council Member Rodawalt, Council Member Napoli, Council Member Armstrong

#### APPROVAL OF CONSENT AGENDA

3. Adopt **Resolution 2021-04**; A Resolution of the Dillingham City Council Amending the Bank Signature Card and Investment Accounts Signature Authority Forms Due to a Change in City Staff

MOTION to approve the consent agenda made by Bill Rodawalt, Seconded by Andy Anderson.

VOTING Yea: Council Member Buholm, Council Member Anderson, Council Member Rodawalt, Council Member Napoli, Council Member Armstrong, Council Member Marxmiller

#### APPROVAL OF AGENDA

MOTION to approve the agenda made by Chris Napoli, Seconded by Aksel Buholm.

VOTING Yea: Council Member Buholm, Council Member Anderson, Council Member Rodawalt, Council Member Napoli, Council Member Armstrong, Council Member Marxmiller

#### STAFF AND COMMITTEE REPORTS

4. Staff Reports

In addition to the written reports the following items were commented on:

- Interim Manager Brelsford and his wife arrived in Dillingham February 1<sup>st</sup>. They are in quarantine and have taken several COVID-19 tests.

- The Council and Mayor Preliminary Priority Ranking has been amended to include staffing as the #3 priority.
- The Public Health Nurse reported the Feb. 3<sup>rd</sup> vaccine clinic was successful. The use of the council chambers allowed for double the volume compared to Public Health location.
- CARES funded projects: ●Equipment for the Emergency Communication System continues to arrive. It is anticipated project completion by the end of summer. ●There are no fund for the Camera System. If this project is a council priority it will need to be addressed through the regular budgeting process.
- A workshop will be scheduled to review the capital projects list and report on the status of current capital projects.
- Finance is fully staffed, and will make audit completion their number one priority.
- The recent local positive COVID cases has resulted in closure of DCSD, the Senior Center and the Library. This incident is being managed/monitored by the EOC, BBAHC, Public Health and DCSD. It is imperative that all people adhere to the approved preventative measures, wear a mask, maintain distance, wash hands, and sanitize.

## PUBLIC HEARINGS

There was no public hearing.

## CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)

Tiera Schroeder: Spoke regarding the need for continued attention to the homeless situation in Dillingham.

## ORDINANCES AND RESOLUTIONS

5. Adopt **Resolution 2021-03**; A Resolution of the Dillingham City Council Authorizing the City of Dillingham to Accept a Loan from the Alaska Department of Environmental Conservation Alaska Clean Water Fund for Wastewater System Upgrades - Aeration

MOTION: to adopt Resolution 2021-03 made by Chris Napoli, Seconded by Andy Anderson.

The project cost was based on the original engineers estimate. The updated engineers estimate is approximate 70k more. Council will need to appropriate if there is difference, after the project is awarded.

VOTING Yea: Council Member Buholm, Council Member Anderson, Council Member Rodawalt, Council Member Napoli, Council Member Armstrong, Council Member Marxmiller

6. Adopt Resolution 2021-05; A Resolution of the Dillingham City Council Approving the Amendment of the 2018-2023 Capital Improvement Plan and the FY2022 Legislative Priorities List

MOTION: to adopt Resolution 2021-05 made by Chris Napoli, Seconded by Bill Rodawalt.

This list has been amended, projects completed, or with substantial progress have been removed. Due to COVID the City Council suspended regular board/commission meetings last March. The Planning Commission was contacted via email, but did not meet to review these changes. The CIP process is being updated and the CIP process will follow that next year.

Motion to adopt Resolution 2021-05 passes five in favor, one opposed.

VOTING Yea: Council Member Anderson, Council Member Rodawalt, Council Member Napoli, Council Member Armstrong, Council Member Marxmiller

VOTING No: Council Member Buholm

**UNFINISHED BUSINESS**Citizen Committee Appointments

Library Advisory Board – 2 seat  
 School Facility Committee – 1 seat  
 Port Advisory Committee – 1 seat  
 Senior Advisory Commission – 2 seats  
 Friends of the Landfill – 2 seats

## 7. Letter of Interest, Port Advisory Committee

Mayor Ruby recommended Kaleb Westfall to the Port Advisory Committee.

MOTION: to concur with Mayor Ruby's recommendation made by Andy Anderson, Seconded by Gregg Marxmiller.

VOTING Yea: Council Member Buholm, Council Member Anderson, Council Member Rodawalt, Council Member Napoli, Council Member Armstrong, Council Member Marxmiller

Progress Report

Dave Carlson House Property  
 Territorial School

There was no progress report.

**NEW BUSINESS**

The Code Review Committee met January 28<sup>th</sup> and reviewed liquor license renewals for Olsen's Liquor Store and Windmill Grille. The state has a requirement of an establishment being open for a minimum of 240 hours. This is a state not a city role. The City reviews status of accounts with the city, and public safety issues. Both applicants are in good standing. The Code Review Committee recommends the city waives their right to protest these license renewals.

## 8. Olsen's Liquor Store, Liquor License Renewal

The Code Review Committee recommends

MOTION: to waive the City's right protest made by Aksel Buholm, Seconded by Bill Rodawalt.

VOTING Yea: Council Member Buholm, Council Member Anderson, Council Member Rodawalt, Council Member Napoli, Council Member Armstrong, Council Member Marxmiller

## 9. Windmill Grille, Liquor License Renewal

MOTION: to waive the City's right protest made by Chris Napoli, Seconded by Bill Rodawalt.

It was noted other establishments have been open for business the past year. Windmill Grille did not obtain a business license in 2020. It was suggested an establishment should not hold a license if it is not being used.

VOTING Yea: Council Member Anderson, Council Member Rodawalt, Council Member Napoli, Council Member Armstrong, Council Member Marxmiller

VOTING No: Council Member Buholm

## 10. Develop Plan for In-Person Meetings

- Need to remain flexible.
- Add temperature screening to prescreen process.
- Work with local health providers to determine risk factors.
- Consider need for air handling; i.e. filtration system.

- It was noted public participation has increased the last year.

#### **CITIZEN'S DISCUSSION** (Open to the Public, limited to three minutes)

Diane Folsom: spoke in favor of making testing part of the quarantine process. Requested COVID items be agenda items.

Kevin: noted concern for snow removal, stating more training is needed, or contract the work out. Commented Public Works has a lack of leadership.

#### **COUNCIL COMMENTS**

Bill Rodawalt:

- Suggested an advisory board be put together for the homeless issue.

Chris Napoli:

- Acknowledged Public Safety for keeping all safe during daunting times.
- Noted Dave McClure's passing.

Andy Anderson:

- Noted City Clerk trainings.
- Thanked Cynthia Rogers for stepping in and doing a great job as Acting Manager.
- Appreciated the synopsis of projects.

Gregg Marxmiller:

- Noted City Clerk for trainings, and thanked Planner for short time as Acting Manager.
- Commented several meetings have been held to address the homeless issue.
- Relayed the following citizen concerns: needed maintenance in the jail cells; sidewalks not being cleared/maintained.
- Stated the importance of following best practices to care about the community; to ensure COVID does not get out of hand.

Aksel Buholm:

- Inquired regarding Carlson House limitations.
- Welcomed Gregg Brelsford.
- Noted city employees trainings completed.

#### **MAYOR'S COMMENTS**

- Congratulated staff for trainings.
- A moment of silence was observed for those lost since the last meeting. Honoring Dave McClure who contributed not only to Dillingham but to the region as well.

#### **ADJOURNMENT**

Mayor Ruby adjourned the meeting at 8:54 p.m.

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Mayor Alice Ruby

[SEAL]

ATTEST:

\_\_\_\_\_  
Lori Goodell, City Clerk

Approval Date: \_\_\_\_\_

**Mayor**  
Alice Ruby

**Interim City Manager**  
Gregg B. Brelsford



**Dillingham C**

Section . Item 2.

Chris Napoli  
Bill Rodawalt  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** February 26, 2021  
**To:** Mayor and City Council  
**From:** Gregg B. Brelsford, Interim City Manager  
**Subject:** Monthly Report for March 4, 2021 City Council Meeting

### 1. Mayor and Council Community Covid-19 Update Workshop – February 25, 2021 - Zoom

This zoom public meeting went very well last night. The Mayor announced that a total of about 53 people attended by zoom or phone-in, saying this was the largest-ever group to attend a City event on-line. There were 5 representatives from the state, including the Dillingham Public Health Nurse, 2 from BBAHC, 1 from the Dillingham City School District and one each from the Curyung and Ekuk tribal councils. Further, KDLG broadcast this event so there were probably many more people who heard it on the radio.

The speaker presentations, the audience questions, and the answers provided to questions, all went very productively and smoothly. Everyone seemed to see this information event as very positive and worthwhile. Thank you not only to the Mayor for her energetic assistance in preparing this valuable City event, but to Lori, Richard and Kelsa for their very helpful assistance as well.

### 2. City Emergency Order 1.1 and the 2021 Commercial Fishing Season

The State of Alaska's emergency declaration expired on February 14. This does not affect the City's emergency declaration which stands on its own and is not dependent upon the State declaration (as some local governments are). Further CDC has issued new quarantine guidance related to fully vaccinated persons. For this group, the nature and time of quarantine is reduced from what it was previously. A number of people in the community have asked whether the City will also reduce its requirement. Indeed, there was a wide range of opinions offered at the public meeting last night.

I am looking carefully at the opinions from last night and elsewhere, the CDC changes, relevant scientific information, the City's current EO. I am joined in this by the EOC Manager and the Mayor, I currently plan to form a preliminary opinion in the next two weeks.

### 3. Non-Discrimination and Harassment Training

Led by Kelsa, the City conducted on-line non-discrimination and harassment training for all current City employees in February 2021. It was offered by the City's insurance company. The value of this training (i) to keep this issue on everyone's radar screen because sending a clear message to staff

that this is prohibited is the right thing to do, (ii) to lower the City's insurance rates based taking this course, and (iii) it positions the City strongly if it must defend against any legal action of this type – the City is more vulnerable if the other side can accurately say that the City never trained its staff on this topic.

My target was to have everyone in every department take this training by the end of February. As of this writing two departments have not completed this in terms of all of their staff. I expect this to be corrected by the first week in March.

#### **4. Lawsuit: Dillingham Waste Management, LLC v City of Dillingham**

The City's efforts to engage Waste Management in informal discussion have so far failed because Waste Management will not substantively reply to the City outreach. The City has filed its answer to the complaint and counterclaim.

#### **5. Beaver Round Up 2021**

The Interim Manager and the EOC Coordinator met with the Coordinator of Nushagak Classic Western Alaska (NUSHWAC) regarding the 2021 Beaver Round Up. The issue was whether to continue the Round Up this year as it was normally done in the past, including numerous activities in the community involving small and large groups of people. After numerous discussions, including my consultation with the Mayor, NUSHWAC and the City agreed to forego the normal 5-day event with outdoor group activities this year. Instead, Round Up will do a variety of on-line activities in March and April with some additional activities possible on an occasional basis.

#### **6. City Meetings with Fish Processors Are Starting Up**

On February 16 and 19, 2021, the Mayor, Richard, and I met with representatives of Ocean Beauty/Icicle, and the on-site manager of Peter Pan Seafoods, respectively. They each assured the City that they will use the same model of Covid-protection this year that they used last year, including closed-campuses.

#### **7. Interim Manager Meetings with Council and Council Committees**

On February 8, 17, and 22, 2021, the Interim Manager made his Covid-19 reports to the Mayor and Council.

On February 22, the Interim Manager met with the Finance Director, Mayor and Finance and Budget Committee.

#### **8. Audit**

Throughout February, the Interim Manager and Finance Director worked closely to move the audit closer to completion. The current target is to provide the City's work product to the auditors by March 1. On that schedule, the auditors are expected to provide the audit to the Council for review at its May 6, 2021.

## 9. Officer-Involved Shooting in Dillingham on February 18, 2021

This incident involved an intoxicated individual who got stuck in the snow at “Vortex” up above Kanakanak Hospital. DPD officers responded to a call for help. The driver started shooting randomly in his car and then at the officers. All DPD officers and Dillingham State Troopers eventually came to the scene. The Troopers’ “SWAT” team came from Anchorage as well.

When the driver started firing at the officers, some of them fired back. Eventually, the SWAT team subdued the driver, He as medevacked to ANMC with a bullet wound that is now believed to be self-inflicted. No law enforcement personal were injured. The City has filed an insurance notice with its carrier, APEI.

## 10. City Lease of State Land at the Airport

On February 17, I looked at the City’s Fire department building on state-leased land at the airport with Norman and then Norman showed me the new building on Aleknagik Road. He educated me to the effect that the City will move its firetruck and other vehicle and equipment from the Airport building to the Aleknagik building. At the Aleknagik building, I talked with the construction supervisor who assured me that the Aleknagik building will be ready to “house” the Airport building vehicles and equipment by March 31.

Unless the Council directs me otherwise, based on these discussions, and Norman’s recommendation, I will tell the State that the City will relinquish back to the State, the Airport building lease and the building that sits on it as of midnight on March 31.

## 11. State Grant to Municipalities for Supplemental Covid-19 Testing

The State is offering funding to municipalities to supplement Covid-19 testing and other related matters. The City will apply for this grant. Richard is leading the City’s work on preparing a City-application in coordination with BBAHC, Gina, BBNA, Dillingham City School District, and the Curyung Tribal Council. The deadline to apply is next week.

## 12. Representing the City in regional, statewide and other zoom meetings

I’m now plugged into a number of extra-cities zoom meetings with processors, health providers, the state EOC and health officials, regarding Covid-19 planning. Among other things, this include the State EOC Incident Commander and city managers from around the state all comparing notes on Covid-issues and plans in our communities.

On February 12, the Interim City Manager had the honor of joining the Mayor in attending the Curyung Tribal Council meeting for introduction purposes. We all agreed on a general direction for working closely together going forward.

Thank you.



## MEMORANDUM

**DATE:** February 23, 2021  
**TO:** Gregg Brelsford, Interim City Manager  
**FROM:** Kelsa Brandenburg, Executive Assistant/HR  
**SUBJECT:** February Department Staff Report

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### STAFF REPORT

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**New Employees:**

Brandon George – Corrections Officer

**Resignations / Terminations / Layoffs:**

Daniel Gonzalez-Fawcett – Police Officer

Susan Newman – Police Officer

Kelsa Brandenburg – Executive Assistant/HR

Tim Stafford – Senior Center Cook

**Transfers:**

**Position Vacancies:**

City Manager

Fire Department Coordinator

Heavy Equipment Operator

Police Officer

Assistant Librarian

Senior Center Cook

Executive Assistant/HR

# *City of Dillingham*

## House District 37 / Senate District S

~ 2/26/2021 ~

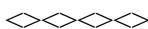
( Day 39 )

***32<sup>nd</sup> Alaska State Legislature ~ 1<sup>st</sup> Session***

## **FEBRUARY 2021 – LEGISLATIVE REPORT**

*Cliff Stone / City Lobbyist*

***~ House Member has COVID – Most business cancelled ~***

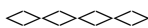


I learned of a House member testing positive for COVID-19 yesterday. The representative's name has now been released. His name is Mike Cronk, a Republican representing Tok, Alaska. This revelation has led to most House business to come to a grinding stop as a precautionary step. The Senate president asserted that the Senate is conducting business, although I noted that most Senate hearings had been cancelled for today (Friday-Feb. 26<sup>th</sup>.)

The day before, Governor Dunleavy tested positive for COVID-19 and is suffering mild symptoms. It was revealed that late last week, both of these gentlemen had attended the same event in Palmer. Both are now in quarantine.

The other big news this month was the fact that the House finally elected a permanent speaker for this session. Rep. Louis Stutes, a Republican from Kodiak was selected to lead the House by a 21-19 vote on Feb. 11<sup>th</sup>, the 24<sup>th</sup> day of this session. Prior to this action, Rep. Stutes had joined a coalition bloc of 16 Democrats and 3 independents leaving a 20-20 split in the House. As reported in the news, several were nominated for Speaker, but each time the vote was 20-20. (Those members were: Bart LeBon, Laddie Shaw, and Neal Foster) Finally on Feb. 6<sup>th</sup> Rep. Josiah Patkotak of Utqiagvik was selected as the temporary speaker. Rep. Kelly Merrick of Eagle River ultimately broke the tie vote when she sided with Stutes. Louise Stutes will be a good, fair speaker. She's formerly a Kodiak businesswoman. I've probably known her for over 40 years.

I also wanted to note the passing of Katie Hurley. She served one term in the House, but perhaps more importantly she was the Chief Clerk to the Constitutional Convention, an assistant to then Territorial Governor Ernest Gruening, and Secretary to both the Territorial Senate and the State Senate. I had the distinct pleasure to have met Ms. Hurley several years ago when she was in her 70's. Even then she was energetic and had a certain charisma about her. She was a lady through and through.



## **BILLS OF INTEREST**

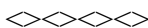
The following bills are highlighted as items of interest for your community. I will follow these more closely as the session proceeds. The House has introduced 116 bills to date and various resolutions. The latest count for the Senate is 94 bills and a variety of resolutions. See "Budget Bills" highlighted later in this report. As in the past, if you see a bill that you want tracked, I will be happy to do so and report accordingly.

**HB 1** – Audit of CARES Act Funds  
**HB 4** – COVID-19 related  
**HB 37** – Income Tax, PF, and ERA  
**HB 55** – PERS related/Peace officers and Firefighters  
**HB 56** – Power Cost Equalization (PCE)

**HB 73 / SB 53** – PF Advisory Vote  
**HB 75 / SB 55** – Employer Contributions to PERS  
**HB 76** – Extending the COVID-19 Disaster Emergency

**SR 2** – COVID-19 Emergency Declaration  
**SB 6** – PERS/TRS Retirement Incentives  
**SB 37** – PERS/TRS Retirement Plans  
**SB 56** – Extending the COVID-19 Disaster Emergency

Be sure to check out the latest Legislative Updates from the Alaska Municipal League (AML). I try not to repeat any information that is presented there. It is an excellent source of the bills and topic matters that are important to towns and villages all across Alaska. If you haven't registered for Legislative Updates for AML Members meetings, you may be able to [use this link for Zoom](#); or dial in by calling +1 253 215 8782 - Meeting ID: 881 8150 7680 Passcode: 449972.



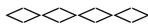
## **BUDGET BILLS 2021**

For a handy reference, below are the budget-type bills that have been introduced so far this year. They will be considered through out this first session. Currently the first six of these bills are being considered in the respective Finance Committees. Other bills have been assigned to various other committees. The finance subcommittee's work is in full swing. *Please note that HB 93 and its companion SB 74 as drafted by the governor, does not contain any monies for your breakwater or harbor projects. The only avenue to have these projects inserted into the bills for consideration is up to your representatives – Senator Hoffman and Rep. Edgmon.*

- **HB 68 / SB 48 – Supplemental Appropriations (FY21)**
- **HB 69 / SB 49 – FY22 Operating Budget**
- **HB 70 / SB 50 – FY22 Capital Budget with reappropriations and making supplemental appropriations**
- **HB 71 / SB 51 – FY22 Mental Health Budget**
- **HB 84 / SB 68 – FY22 Supplemental, Reappropriations, and Appropriations from the CBR**
- **HB 72 / SB 52 – Appropriation from the ERA for payment of the PFD**
- **HB 37 – Income Tax, PF Earnings Reserves**
- **HB 57 – CBR Sweep Provisions**
- **HB 67 – K-12 Appropriation for Academic Recovery from COVID-19**
- **HB 93 / SB 74 – G.O. Bonds: State Infrastructure Projects**
- **HJR 1 – Constitutional Amendment: Permanent Fund, POMV, and Earnings**
- **HJR 6 / SJR 5 – Constitutional Amendment: Budget Reserve Appropriation Limit**
- **HJR 7 / SJR 6 – Constitutional Amendment: Permanent Fund and PFD's**
- **HJR 8 / SJR 7 – Constitutional Amendment: State Tax Voter Approval**
- **HJR 10 – Constitutional Amendment: Permanent Fund and ERA**

### *Create Your Own Budget for the State of Alaska*

Commonwealth North has created an **online tool** that allows Alaskans to modify most aspects of Alaska's budget, so revenues match up with expenses. As many of you know, Alaska is at a budget crossroads, and difficult decisions must be made to preserve essential services and ensure Alaska remains a vibrant and successful place to live, work and play. While the tool isn't perfect, I think users will gain a deeper insight into our state budget and get an idea how budget cuts, taxes and investments in state services impact our bottom line. In case the link above doesn't work: <https://www.akbudget.com/>



## **COVID-19**

Earlier this month the governor issued a statement regarding the COVID-19 Disaster Declaration. He asserted that his administration was fully prepared to manage the rollout and distribution of the vaccine in lieu of the absence of a declaration. House Speaker Stutes has indicated that the extension for the disaster declaration is a high priority for that body.

On Feb. 14<sup>th</sup> he released the COVID-19 Transition Plan. This can be found at:

<https://gov.alaska.gov/newsroom/2021/02/14/dunleavy-administration-releases-covid-19-transition-plan/>  
Within this plan are four new Health Advisories. As most of you know, Alaska's numbers for deaths and hospitalizations are some of the lowest in the nation. Alaska is ranked number one of all 50 states for the percentage of people given at least one dose and also number one for the second dose.

The following state resources can be helpful for getting the vaccine. Use Alaska's PrepMod website to book online or use the Vaccine Providers List to call the providers in your community directly.

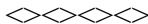
For scheduling or information about COVID-19 vaccine in Alaska: [www.covidvax.alaska.gov](http://www.covidvax.alaska.gov)

If you need assistance to book your appointment, call Vaccine Scheduling Call Center at 907-646-3322.

A handy reference tool that everyone can access is the state's "Vaccine Updates" signup at the following: <https://public.govdelivery.com/accounts/AKDHSS/signup/16046>

As I posted in my December report, if you or anybody in the community suspects they've been a target of fraudulent information or requests regarding COVID-19 vaccines, they should **notify the Medicare Information Office at [hss.medicare@alaska.gov](mailto:hss.medicare@alaska.gov) via email or call 1-800-478-6065 immediately!**

**REMEMBER – COVID VACCINES are FREE.**



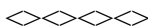
## **GOVERNOR'S CORNER** <http://gov.alaska.gov>

***Handy phone numbers for Governor's offices: Anchorage: 907-269-7450 and Juneau: 907-465-3500***

As I reported in January, the governor had appointed Ed Sniffen as the new Attorney General (AG) for the state. About 10 days later, Sniffen removed himself from consideration and stated his intent to leave state service. Governor Dunleavy then named Deputy AG Treg Taylor as Alaska's new AG.

The governor also accepted the resignation of Amanda Price as the commissioner of the Alaska Department of Public Safety (DPS). He went on to appoint long time former DPS employee Kelly Howell to temporarily serve on special assignment as the head of DPS until a new commissioner is found.

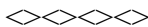
First Lady Rose Dunleavy has opened the nomination period for the 2021 First Lady's Volunteer Awards. This period closes on April 30<sup>th</sup>. Contact the governor's office to submit a nomination, as the weblink for submissions appears to be broken.



## IMPORTANT DATES

### **March 31<sup>st</sup> – 2021 PFD Filing Deadline**

*Note: U.S. Senators Murkowski and Sullivan have not yet scheduled their yearly remarks before the Legislature. If this event is scheduled, I will let you know as soon as possible.*



## TESTIFYING

If you are planning to testify on any particular bill or subject matter, check the committee calendar the day of or the day before the scheduled hearing as sometimes a bill is rescheduled or cancelled at the last minute. You should also be able to ascertain if they are even accepting public testimony on any particular day. If you can't attend a hearing at your local LIO you can participate by using the following numbers.

The **toll-free number** can only be used if you have had prior approval to call in from the appropriate committee chair. That number will be distributed upon your request and subsequent approval.

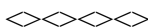
**In Juneau the number is: (907) 463-5009.**

Go to: <http://www.akleg.gov/basis/start.asp> for a complete description of a bill that is up in committee. Fiscal notes and other documents that the legislative office has posted in regards to that particular bill should also be available. Type in the appropriate bill/resolution number in the space provided.

*Remember – Bills that have already been heard or previous scheduled in committee can come back before that body without prior notification.*

**Live on the Web** [ [www.360north.org](http://www.360north.org) ]

Most committee hearings can be seen and heard on Gavel Alaska/360 North on the web or look for Cable Channel-18 in Juneau. You can also access schedules, various programs, and online archives from the website above. *Note: With COVID-19 restrictions, Gavel Alaska may not be broadcasting as normal. You might have to go to the following website:* [www.alaskalegislature.TV](http://www.alaskalegislature.TV)



## WEBSITES OF INTEREST

**! COVID-19 ~ Information ! / <https://covid19.alaska.gov>**

In Alaska, a COVID-19 Help Line has been set up at **211** or dial: 1-800-478-2221

**During the COVID-19 public health emergency, the Capitol is closed to the public. To reach your legislator, please find Senate contact information here and House of Representatives contact information here. For the latest COVID-19 information, please visit the Alaska Department of Health & Social Services.**

Schools can get more help at: [aksmartstart2020@alaska.gov](mailto:aksmartstart2020@alaska.gov)

\* U.S. REAL ID Compliant license – deadline extended to October 1, 2021.  
- <http://doa.alaska.gov/dmv/>

**Online Public Notices for Alaska** <https://aws.state.ak.us/OnlinePublicNotices/default.aspx>

**2021 Alaska Legislature Publications List** <http://akleg.gov/publications.php>

**2021 1<sup>st</sup> Session Staff Contacts** <http://akleg.gov/docs/pdf/Legislator-Staff-List.pdf>

**2021 Legislators by District** <http://akleg.gov/docs/pdf/Legislators-by-District.pdf>

**2021 House/Senate Committees**      <http://akleg.gov/docs/pdf/commlist.pdf>  
**2021 Senate Finance Subcommittee**   <http://akleg.gov/docs/pdf/SFINSubcmte21.pdf>  
**2021 Legislature Photo Sheet**        <http://akleg.gov/docs/pdf/Legislator-Photo-Sheet.pdf>

**Representative Bryce Edgmon: 907-465-4451   //   Senator Lyman Hoffman: 907-465-4453**

**Congressional Delegation websites**  
<http://murkowski.senate.gov/public>      [www.sullivan.senate.gov](http://www.sullivan.senate.gov)      <http://donyoung.house.gov>

<b>DC Phone Nr</b>	<b>DC Phone Nr</b>	<b>DC Phone Nr</b>
Murkowski: 202-224-6665	Sullivan: 202-224-3004	Young: 202-225-5765

<b>Anchorage Phone Nr</b>	<b>Anchorage Phone Nr</b>	<b>Anchorage Phone Nr</b>
Murkowski: 907-271-3735	Sullivan: 907-271-5915	Young: 907-271-5978

◇◇◇◇◇

~ End Report ~

*Enjoy your family and friends while staying safe and strong!    ~ Cliff*



## MEMORANDUM

**DATE:** February 23, 2021  
**TO:** Gregg Brelsford, Interim City Manager  
**FROM:** Lori Goodell, City Clerk  
**SUBJECT:** Department Staff Report

### STAFF REPORT

#### **Recommended Code Update:**

Public Safety has forwarded a request to update DMC 8.16, Enhanced 911 System. This change is necessary to better serve Dillingham and Aleknagik citizens when routing 911 calls. Attached is a memo from the Chief of Police summarizing the purpose for the change as well as the proposed modification to code. If referred to committee, the Code Review Committee could evaluate the recommended changes in March and submit an ordinance to City Council in April.

#### **BOE:**

The City Assessor has notified me he will be available for the BOE the week of April 21 – 28. I will need to know what date works best for the BOE Committee to schedule this hearing.

#### **Training:**

Northwest Clerks Institute will be holding their annual Professional Development training virtually this year. The program will be held in June and takes place over three consecutive days / over two weeks for a total of 24 hours. I plan on signing up for the next session scheduled in my training cycle.

The following course has been completed:

Washington State University:

Supporting Our Elected Officials in Times of Calm & Crisis

Course in progress:

University of Wisconsin:

Introduction to Parliamentary Procedure: Dynamics of Leadership

#### **Ordinances:**

There are two ordinances in the packet for the March 4<sup>th</sup> meeting.

*Ordinance 2021-01*; an emergency ordinance. This will extend the effective date of Ordinance 2020-22(S) for one day. This was necessary to avoid having a lapse in the ability to manage COVID response.

*Ordinance 2021-02*; to extend Ordinance 2020-22(S) through the fishing season.

#### **STANDING ITEM(S):**

**Liquor & Marijuana License Renewals/Transfers/New Licenses.** (Indicate any licenses due to expire.) There are currently no licenses for review.

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**Commission/Board Seats Vacant.**

- Library Advisory Board, two seats.
- School Facility Committee, one seat.
- Port Advisory Committee, one seat.
- Senior Advisory Commission, two seats.
- Friends of the Landfill, two seats.
- Planning Commission, two seats.

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**Helpful Tips:**

Robert's Rules of Order limits the length (10 minutes) and number of times (2 times) that each member can comment on an issue. In addition, it limits discussion to the specific motion that is on the floor.



## PUBLIC SAFETY MEMORANDUM

**Date:** 2-22-21  
**To:** City Clerk Lori Goodell  
**From:** Chief Dan Pasquariello  
**Subject:** Aleknagik 911 – changes to DMC 8.16

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When persons in the city of Aleknagik call 911 the telephone rings in the Dillingham Police dispatch center. Dillingham is not responsible for emergency services (police, fire, EMS) in Aleknagik.

Aleknagik is an independent municipality. Police services are provided by AST. They have their own fire/EMS services, although they frequently lapse because they expect Dillingham to handle those calls. Dillingham is dangerously short of our own fire and EMS personnel and cannot handle Aleknagik calls without endangering Dillingham citizens.

When Aleknagik persons call 911 dispatch gets in the middle of the call. We either have the person call AST themselves, or we pass second hand information to AST. We have no control over the response, yet are held accountable for any lack of response.

Changing the Aleknagik routing of 911 calls was in the works under former city manager Tod Larson at the end of his tenure, but was stalled by other COD issues.

I have spoken with interim-city manager Brelsford about this issue and we have decided to go ahead with the routing change. The following has been accomplished/verified:

- Contacted Aleknagik Mayor Kay Andrews. She was agreeable to route Aleknagik 911 calls to AST.
- Contacted AST Dillingham post and advised them of proposed change to Aleknagik 911 routing.

- Contacted NTC. They said they could change the routing. Needed a letter from COD and COA to do it.
- GCI 911 call routing can be changed with just an email.

In order to work this change we will need to have DMC 8.16 modified (via code committee/city council), with some verbiage deleted from the ordinance. The verbiage to be deleted is highlighted in **red/bold**.

## Chapter 8.16 ENHANCED 911 SYSTEM

Sections:

### **8.16.010 Enhanced 911 emergency reporting system.**

### **8.16.020 Definitions.**

#### **8.16.010 Enhanced 911 emergency reporting system.**

A. Any local exchange telephone company or wireless telephone company providing service within the city, **the area between Dillingham and Aleknagik, and Aleknagik** shall cooperate with the city of Dillingham in the establishment and operation of an enhanced 911 system to serve the entire city, **the area between Dillingham and Aleknagik, and Aleknagik.**

B. The city council designates the entire city, **the area between Dillingham and Aleknagik, and Aleknagik** as the enhanced 911 service area for the city of Dillingham.

#### **8.16.020 Definitions.**

In this chapter, unless the context indicates otherwise, the pertinent terms are defined as follows:

“911 service area” or “enhanced 911 service area” means the area within the city, **between Dillingham and Aleknagik, and Aleknagik** that has been designated to receive an enhanced 911 system under Section [8.16.010](#).

“City” means the city of Dillingham, **which will include the area between Dillingham and Aleknagik, and Aleknagik.**

“Enhanced 911 equipment” means any equipment dedicated to the operation of, or use in, the establishment, operation or maintenance of an enhanced 911 system, including customer premises

equipment, automatic number identification or automatic location identification controllers and display units, printers, cathode ray tubes, recorders, software and other essential communication equipment.

“Enhanced 911 system” or “system” means a telephone system consisting of network, database, and enhanced 911 equipment that uses the single three-digit number, 911, for reporting a police, fire, medical, or other emergency situation, and which enables the users of a public telephone system to reach a public safety answering point to report emergencies by dialing 911. An “enhanced 911 system” includes the personnel required to acquire, install, operate and maintain the system.

“Local exchange access line” means a telephone line that connects a local exchange service customer to the local exchange telephone company switching office and has the capability of reaching local public safety agencies, but does not include a line used by a carrier to provide interexchange services.

“Local exchange service” means the transmission of two-way interactive switched voice communications furnished by a local exchange telephone company including access to enhanced 911 systems.

“Local exchange telephone company” means a telephone utility certificated under AS [42.05](#) to provide local exchange service.

“Public safety answering point” means a twenty-four-hour local communication facility that receives 911 service calls and directly dispatches emergency response services or that relays calls to the appropriate public or private safety agency.

“Wireless telephone” means a telephone that is not a wireline telephone and includes cellular and mobile telephones; each wireless telephone number is considered to be a separate wireless telephone; service for wireless telephone customers who receive monthly or periodic bills sent to an address within a designated enhanced 911 service area.

# Certificate of Completion

This is to certify that

*Lori Goodell*

City of Dillingham

Has successfully completed

*Supporting Our Elected Officials in Times of Calm & Crisis*

Conducted by

**Washington State University, January 27-28, 2021**

(4 CMC/MMC Hours)

*Joann Tilton*

Joann Tilton, Northwest Clerks Institute Director

1/29/2021

Date





## MEMORANDUM

**DATE:** 24 February 2021  
**TO:** City Manager  
**FROM:** Richard Thompson, EOC Manager  
**SUBJECT:** Department Report

### STAFF REPORT

February 2021 has been an active month. The most visual example of this would be the City of Dillingham COVID-19 Dashboard that was created this month and is posted on the city website. The data utilized is taken from the daily reporting of the State of Alaska, DHSS, Alaska COVID-19 Information Hub. While it is fairly rudimentary at present it should improve as I have the opportunity to study and retrieve long lost data parsing skills.

February also saw the largest cluster of COVID-19 positive case in Dillingham since the beginning of the pandemic. This cluster of cases was predominately travel related. The scope of the cluster provides compelling evidence of the value of travel quarantine in our community and region, and other health measures, in limiting potential infection.

Contacts regarding the upcoming summer season with processors and other user groups was begun in February. Multiple contact lists for various user groups were folded into one master list with contact information being vetted through various sources including State of Alaska, Department of Commerce records, City of Dillingham records, and direct contact.

The ending of the State of Alaska's COVID-19 Emergency Declaration caused some minor chaos throughout the following several weeks. The recycling of the Health Orders (themselves recycled Health Mandates) into Health Advisories were at least a point from which to begin conversations into whether immediate changes to Ordinance or procedure were either necessary or advisable. For the most part, few changes in operations of the EOC, and no changes in Ordinance, Emergency Orders, or procedure were immediately made. Some significant issues, such as the ending of mandatory COVID testing prior to, or upon, entry into Alaska remain unaddressed by the state at this time.

Inbound travel to Dillingham during the month of February appears to be about average for the past couple of months with 218 forms processed between 3 February and 23 February 2021. Multiple people are occasionally listed on the same form and an estimation of 10-15% more travelers than forms submitted is generally used for tracking purposes. This month, however, the forms and people traveling were tracked during the above period resulting in 250 people counted on 218 submitted travel forms – or roughly 14.7% more travelers than travel forms submitted. It should be noted that these figures only account for travelers arriving through the Alaska Airlines terminal. There is no method for tracking numbers of travelers arriving in Dillingham via other airlines from locations inside the Dillingham Census Area.



## MEMORANDUM

**DATE:** February 26, 2021  
**TO:** City Manager  
**FROM:** Anita Fuller, Finance Director  
**SUBJECT:** Finance Department Staff Report

### STAFF REPORT

#### Statistics February:

Payroll run: 2

Cash Receipts: \$81,949.24

All Payments: \$ 540,267.47 (includes \$ 189,788.59 for 2 payrolls)

CARES Funding Received: \$3,404,480.51

CARES Funding Spent: \$2,949,617.01

CARES Funding Encumbered: \$454,863.50

#### Important deadlines:

January 1: Business license renewal (additional \$75 fee after deadline)

February 1 Personal/Business Property Assessments

March 15: Property Tax Assessment Notice mailer due

15<sup>th</sup> of each month utility payments due; last day of month utility bills created and sent

Due to the global Pandemic the Finance office is closed to foot traffic. Staff were available to take payments by phone, mail and the drop box at the front door to support social distancing.

As a result of the CARES grant program, 1099-G reporting was required. Reporting was completed on 01/30/2021. Support from AML, Computer Works NFP Solutions, Carmen Jackson, LLC, ACS, and Altman Rogers & Co as well as city staff Kaylani Farler and Cameron Malstrom made a monumental task possible.

1096 reporting for 1099-G completed 02/15/2021. ACA reporting has been ongoing to meet the 03/01/2021 deadline.

Staff is actively working with the property tax assessors to prepare the assessments for the 2021 real and personal property taxes.

## CARES FUNDING DETAIL

Community Grant funds (\$681,196.10) distributed to businesses and individual in two rounds of grant support.

Municipality funds spent (\$1,470,096.33)

- New employees hired for jobs related to COVID demands
- Personal Protective Equipment and Cleaning supplies
- Modification to work areas to promote public safety
- Telecommunication for meetings and employees to work from home
- Equipment upgrades to council chambers
- Publications for public information
- Attorney Fees
- Lodging for EMS support
- Upgraded EMS equipment for local ambulances
- Denali Universal Services for additional security support
- Wages budgeted but allowed by CARES grant to be reported (\$710,667.65)

Education spent (\$510,672.08) funds provided to the Dillingham Public School

Capstone Building (\$12,000) funds spent to provide shelter for Cornerstone Testing

Emergency Communication (\$730,516.00 budgeted) replacement emergency communication system to support first responder infrastructure.

## Action Memorandum 2021-01 Progress

January 15, 2021 Letters were sent to the five businesses that owed 2020 property taxes. As of 02/18/2021 the following actions have been taken.

	Tax Owed	Amount	Action Taken
#1	2020 Real Property	69.03	Paid in full
#2	2020 Real & Personal Property	\$1,272.67	Negotiating Prom Note
#3	2019 & 2020 Real & Personal Property	\$10,110.33	Negotiating Prom Note
#4	2019 & 2020 Real Property	\$20,878.41	None
#5	2020 Real Property	\$13,437.76	Paid in Full

## Audit work progress

FY2020 audit began the week of October 26, 2020. Due to COVID auditors worked remotely. Audit work continued in November. Staff shortages, open positions, quarantine requirements, and other finance department demands such as IRS tax reporting resulted in audit work being put on hold. The FY20 audit is considered delayed and is a concern to the auditors. If all work is submitted by March 1, 2021 the audit will be ready for council approval on May 6, 2021. Considerable work was accomplished in February. Remaining audit items are:

- CARES grant payroll test work
- Capital project planning fund 7140

- Public Safety CARES funding question
- Southern Region EMS grant question
- Balance sheet questions remaining = 5
- JE required for apartment rented for contractors
- Budget Revision Support

### **Proposed Budget timeline**

- By March 24, 2021 complete FY21 Budget Revision review
- April 1, 2021 Introduce FY21 Budget Revision
- By April 28, 2021 complete FY22 Budget review
- May 6, 2021 Adopt FY21 Budget Revision
- May 6, 2021 Introduce FY22 Budget
- June 3, 2021 Adopt FY22 Budget
- June 3, 2021 present resolution to set the mill rate

### **December 2020 Revenue and Expense Narrative (50% target)**

- Sales taxes in most areas are down especially in Alcohol and Gaming Tax. Tobacco tax is much higher than expected.
- Real property tax will be adjusted in the budget revision to reflect the property tax that was finalized after the budget was adopted.
- Ambulance fees are low due to a delay in invoicing.
- Admin overhead is lower due to decreased expenses in most areas.
- Landfill revenues are much higher and can be attributed to improved collection policies put in place over the past year.
- Harbor revenue is down and can be attributed to reduced harbor usage due to COVID-19.
- Senior Center revenue is down due to COVID closure, grant revenue is delayed.
- Capital Projects transfers are high due to expenditures to the Water Improvement projects. As of this report investigation to ensure proper coding is ongoing.
- Harbor Transfers are up due to the reduction in revenue.
- General Fund expenditures are at all-time low. CARES funding allowed the City to report budgeted wages to the grant in areas of Public Safety and Administration in response to demands of COVID-19.
- Non-Department expenses are up due to computer software and support and will need budget revision attention.

City of Dillingham  
Unaudited Revenues and Expenditures As of December 31, 2020  
Report does not reflect normal JE postings

Data Collected on:  
2/26/2021  
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			12/31/20	Percent	12/31/19		
Budget - FY21			YTD		YTD	INC/(DEC)	
General Fund Revenues							Uncollected YTD % Adj
General Sales Tax	\$ 3,200,000	1000 4010 10	\$ 1,294,961	42%	\$ 1,392,964	\$ (98,003)	(4,447.57) 40%
General Sales Tax - Remote	\$ -		\$ 63,326		\$ -		
Alcohol Sales Tax	300,000	1000 4020 10	69,240	23%	144,529	(75,289)	23%
Transient Lodging Sales Tax	95,000	1000 4030 10	41,715	44%	36,925	4,790	- 44%
Gaming Sales Tax	80,000	1000 4060 10	11,904	15%	27,641	(15,736)	15%
Tobacco Excise Tax	340,000	1000 4070 10	212,896	63%	152,144	60,752	63%
Penalty & Interest - Sales Tax	15,000	1000 4011 10	9,083	61%	9,582	(499)	61%
Total Sales Tax	4,030,000		1,703,125	42%	1,763,785	(123,986)	42%
Real Property Tax	2,383,000	1000 4040 10	2,130,955	89%	2,109,730	21,225	(167,574.75) 82%
Personal Property Tax	519,000	1000 4050 10	508,419	98%	516,484	(8,065)	(40,116.30) 90%
Penalty & Interest - Property Tax	55,000	1000 4051 10	60,473	110%	53,544	6,929	110%
Total Property Taxes	2,957,000		2,699,847	91%	2,679,757	20,090	84%
Telephone Gross Receipts State Tax	65,000	1000 4430	65,065	100%	-	65,065	100%
Raw Fish Tax	620,000	1000 4420	474,820	77%	772,264	(297,445)	77%
Shared Fisheries	28,000	1000 4425	-	0%	-	-	0%
Community Sharing	-	1000 4410	75,000	0%	108,732	(33,732)	0%
Payment in Lieu of Taxes (PILT)	450,000	1000 4450	484,326	108%	478,044	6,282	108%
State Jail Contract	587,000	1000 4650 20 24	272,684	46%	138,810	133,874	46%
Ambulance Fees	60,000	1000 4730 20	15,884	26%	15,543	341	26%
Lease & Rental Income	35,000	1000 4210 10	7,500	21%	7,590	(90)	21%
Admin Overhead	219,676	1000 4970	54,558	25%	114,128	(59,570)	25%
PERS on Behalf	174,058	1000 4980	132,160	76%	79,123	53,037	76%
PERS Forfeiture Fund	95,000	1000 4981	51,064	54%	44,831	6,232	54%
Other Revenues	212,300	Worksheet	81,099	38%	106,808	(25,709)	- 38%
Total	2,546,034		1,714,159	67%	1,865,874	(151,715)	67%
Total	\$ 9,533,034		\$ 6,117,130	64%	\$ 6,309,416	\$ (255,611)	62%
Special Revenue & Other Funds Revenue							
Water	228,744	2100 30 61	112,362	49%	121,197	(8,835)	(12,825.39) 44%
Sewer	414,244	2100 30 62	226,065	55%	216,230	9,835	(17,314.27) 50%
Landfill	243,675	2200 30 81	184,796	76%	134,331	50,465	(3,277.00) 74%
Port - Dock	959,186	2300 70 70	534,861	56%	676,135	(141,273)	(19,514.75) 54%
Port - Harbor	166,162	Worksheet	42,743	26%	95,986	(53,243)	- 26%
Asset Forfeiture Fund	-	2500 20 22	3		11,759	(11,756)	0%
E-911 Service	75,000	2550 20 21	36,752	49%	34,091	2,660	49%
Senior Center (Non-Grant)	47,526	Worksheet	13,848	29%	21,312	(7,464)	29%
Senior Center (Grant)	131,000	340X, 341X	36,600	28%	32,225	4,375	28%
Library (Grants)	83,302	14w	39,854	48%	40,981	(1,127)	48%
Debt Service	50,000	8100	53,742	0%	7,442	46,300	
Mary Carlson Estate	7,000	6100	2,977	43%	3,800	(823)	43%
Total	\$ 2,405,839		\$ 1,284,602	53%	\$ 1,395,489	\$ (110,887)	51%
Transfers							

City of Dillingham  
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	<u>Budget - FY21</u>		<u>12/31/20</u>	<u>Percent</u>	<u>12/31/19</u>	<u>INC/(DEC)</u>		
			<u>YTD</u>		<u>YTD</u>		Uncollected YTD	% Adj
<i>From General Fund to Other Funds</i>								
Water	-	2100 4990	-		-	-		
Landfill	482,609	2200 4990	-	0%	224,011	(224,011)		
Senior Center	130,894	2610 4990	28,186	22%	79,511	(51,325)		
Ambulance Reserve	60,000	7110 4990	-	0%	14,617	(14,617)		
Capital Projects	71,000	7140 4990	220,864	311%	29,344	191,520		
Debt Service SRF Loans	68,000		-	0%				
Debt Service School Bond	1,061,550	8100 4990 50 52	53,742	5%	578,878	(525,136)		
Debt Service Firehall Bond	47,000	8100 4990 20 27	13,500	29%	13,798	(298)		
Debt Service Streets Bond	186,500	8100 4990 30 33	70,750	38%	72,594	(1,844)		
<i>From Dock Fund to Harbor Funds</i>								
Port - Harbor	59,226	2400 4990 70 71	55,368	93%	14,672	40,696		
Port - Harbor - Ice Machine	-	2400 4990 70 72	-	0%		-		
Port - Harbor - Bathhouse	13,000	2400 4990 70 73	4,940	38%	5,250	(310)		
<i>From Department to Department</i>								
Transfer from E911	51,000	1000 4991 20 21	-	0%	-	-		0%
<b>Total</b>	<b>\$ 2,230,779</b>		<b>\$ 447,350</b>	<b>20%</b>	<b>\$ 1,032,674</b>	<b>\$ (585,325)</b>		20%
<b>Total Revenues &amp; Transfers</b>	<b>\$ 14,169,652</b>		<b>\$ 7,849,082</b>	<b>55%</b>	<b>\$ 8,737,579</b>	<b>\$ (951,823)</b>		<b>54%</b>

City of Dillingham  
Unaudited Revenues and Expenditures As of December 31, 2020  
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EXPENDITURES:

	Budget - FY21			12/31/20 YTD	Percent	12/31/19 YTD	INC/(DEC)
<b>General Fund Expenditures</b>							
City Council	\$ 37,700	1000 10 11		\$ 17,401	46%	\$ 17,207	\$ 194
City Clerk	128,598	1000 10 12		53,396	42%	\$ 64,940	(11,544)
Administration	300,759	1000 10 13		134,798	45%	\$ 140,890	(6,091)
Finance	693,070	1000 10 14		278,755	40%	\$ 338,020	(59,266)
Legal	60,000	1000 10 15		8,740	15%	\$ 21,388	(12,648)
Insurance	261,057	1000 10 16		4,464	2%	\$ 103,433	(98,970)
Non-Departmental	101,100	1000 10 17		64,441	64%	\$ 73,928	(9,486)
Planning	248,934	1000 10 18		100,642	40%	\$ 51,453	49,189
Foreclosures	6,000	1000 10 19		1,953	33%	\$ 4,559	(2,606)
IT	189,303	1000 10 29		35,991	19%	\$ 81,689	(45,698)
Meeting Hall above Fire Station	800	1000 10 43		362	45%	\$ 1,146	(783)
Public Safety Administration	167,580	1000 20 20		43,511	26%	\$ 79,347	(35,836)
Dispatch	555,038	1000 20 21		174,309	31%	\$ 267,026	(92,717)
Patrol	945,270	1000 20 22		266,090	28%	\$ 379,256	(113,166)
Corrections	647,058	1000 20 24		259,262	40%	\$ 312,154	(52,892)
DMV	48,152	1000 20 25		25,304	53%	\$ 23,044	2,260
Animal Control Officer	107,201	1000 20 26		51,930	48%	\$ 50,946	984
Fire	352,918	1000 20 27		76,850	22%	\$ 130,441	(53,591)
Public Works Administration	219,326	1000 30 30		87,519	40%	\$ 102,613	(15,093)
Building and Grounds	305,780	1000 30 31		107,861	35%	\$ 138,130	(30,269)
Shop	526,440	1000 30 32		221,839	42%	\$ 177,154	44,685
Street	482,017	1000 30 33		238,020	49%	\$ 201,244	36,777
Library	115,893	1000 40 41		60,129	52%	\$ 59,803	325
City School	1,300,000	1000 50 51		975,000	75%	\$ 975,000	-
Transfers to Other Funds	2,107,553	1000 90 92		\$ 333,299	16%	\$ 1,250,693	(917,394)
Total	\$ 9,907,547			\$ 3,621,865	37%	\$ 5,045,502	\$ (1,423,637)
<b>Special Revenue Funds Expenditures</b>							
Water	256,964	2100 30 61		94,304	37%	120,054	(25,750)
Sewer	290,557	2100 30 62		91,950	32%	111,982	(20,033)
Landfill	726,284	2200 30 81		213,117	29%	367,659	(154,542)
Port - Dock	756,494	2300 70 70		418,268	55%	482,805	(64,537)
Port - Harbor	235,888	Worksheet		111,853	47%	132,552	(20,699)
Asset Forfeiture Fund	-	2500 20 22		-		-	-
E-911 Service	57,000	2550 20 21		-	0%	-	-
Senior Center (Non-Grant)	178,313	Worksheet		81,544	46%	-	81,544
Senior Center (Grant)	131,107	340X, 341X		73,906	56%	-	73,906
Library (Grants)	83,302	395X, 397X, 410X		42,624	51%	-	42,624
Debt Service SRF Loans		8100		-		-	-
Debt Service School Bond	1,061,550			908,175	86%	892,375	15,800
Debt Service Firehall Bond	13,500			13,500	100%	-	13,500
Debt Service Streets Bond	236,500			70,750	30%	13,798	56,952

**City of Dillingham**  
**Unaudited Revenues and Expenditures As of December 31, 2020**  
**Report does not reflect normal JE postings**

**Data Collected on:**  
 2/26/2021

Section . Item 2.

	<u>Budget - FY21</u>		<u>12/31/20</u>		<u>12/31/19</u>
			<u>YTD</u>	<u>Percent</u>	<u>YTD</u> <u>INC/(DEC)</u>
Ambulance Reserve Fund	285,000	7110 20 27	261,715	92%	14,617      247,099
Mary Carlson Estate	2,146	6100	278	13%	914      (636)
<b>Total</b>	<b>\$ 4,314,605</b>		<b>\$ 2,381,985</b>	<b>55%</b>	<b>\$ 2,136,757    \$ 245,228</b>
	<b>\$ 14,222,152</b>		<b>\$ 6,003,851</b>	<b>42%</b>	<b>\$ 7,182,259    \$ (1,178,409)</b>
<b>Net Increase (Decrease) to Fund Balances</b>	<b>\$ (52,500)</b>		<b>\$ 1,845,231</b>		<b>\$ 1,555,320    \$ 226,586</b>

City of Dillingham  
Unaudited Revenues and Expenditures As of December 31, 2020  
Report does not reflect normal JE postings

	Budget - FY21		12/31/20 YTD	Percent	12/31/19 YTD	INC/(DEC)
Grant & Bond Revenues						
Grants						
ANTHC-Lagoon	-	3009	6,679		6,679	
CARES	96,281	3822	1,993,843	2071%	-	
State MMG 28308-Water Imp	-	4424	-		10,215	(10,215)
SRF Loan - Water	-	4450	392,175		-	
SRF Loan - Landfill	-	4450	2,922		-	
State CARES Public Safety	-	4601	12,986			
State SART	-	4603	800		-	800
Southern Region EMS	-	4721	360		360	-
Curyung-Ice Machine	-	5901	1,675		-	1,675
VEEP	-	5903	32,102		-	32,102
Alaskan Leaders Fisheries PS Camera Repair	-	5910	2,000			
BBEDC Intern Program	-	5914	9,818		23,788	(13,970)
BBEDC Training Reimb	-	5915	-		472	(472)
Denali Commission-Sewer Relocate	-	5945	-		43,090	(43,090)
Bond Investment Income	-	7140 4700	1,242		72,594	(71,352)
Streets	2,386,959	7131 30 33	-	0%	-	-
FireHall	600,000	7132 20 27	-	0%	-	-
Total	\$	3,083,240	\$ 2,456,601		\$ 157,199	\$ (104,522)

Grant & Bond Expenditures						
Grants						
ANTHC-Lagoon	-	3009	6,452		-	
CARES	96,281	3822	2,327,059	2417%	-	
State MMG 28308-Water Imp	-	4424	693,200		265,687	427,513
SRF Loan - Water	-	4450	431,399		-	
SRF Loan - Landfill	-	4450	15,970		-	
State CARES Public Safety	-	4601	12,986			
State SART	-	4603	800		2,400	(1,600)
Southern Region EMS	-	4721	-		-	-
Curyung-Ice Machine	-	5901	3,204		-	3,204
VEEP	-	5903	50,000		-	50,000
Alaskan Leaders Fisheries PS Camera Repair	-	5910	-			
BBEDC Intern Program	-	5914	8,222		22,765	(14,543)
BBEDC Training Reimb	-	5915	8,526		998	7,528
Denali Commission-Sewer Relocate	-	5945	-		158,338	(158,338)
Streets	2,386,959	7131 30 33	2,672,973	112%	0	
FireHall	600,000	7132 20 27	480,735	80%	458	480,277
Total	\$	3,083,240	\$ 6,711,525		\$ 505,645	\$ 739,041
	\$	6,166,480	\$ 9,168,126	149%	\$ 662,844	\$ 634,519

City of Dillingham  
Unaudited Revenues and Expenditures As of December 31, 2020  
Report does not reflect normal JE postings

Data Collected on:  
2/26/2021  
Section . Item 2.

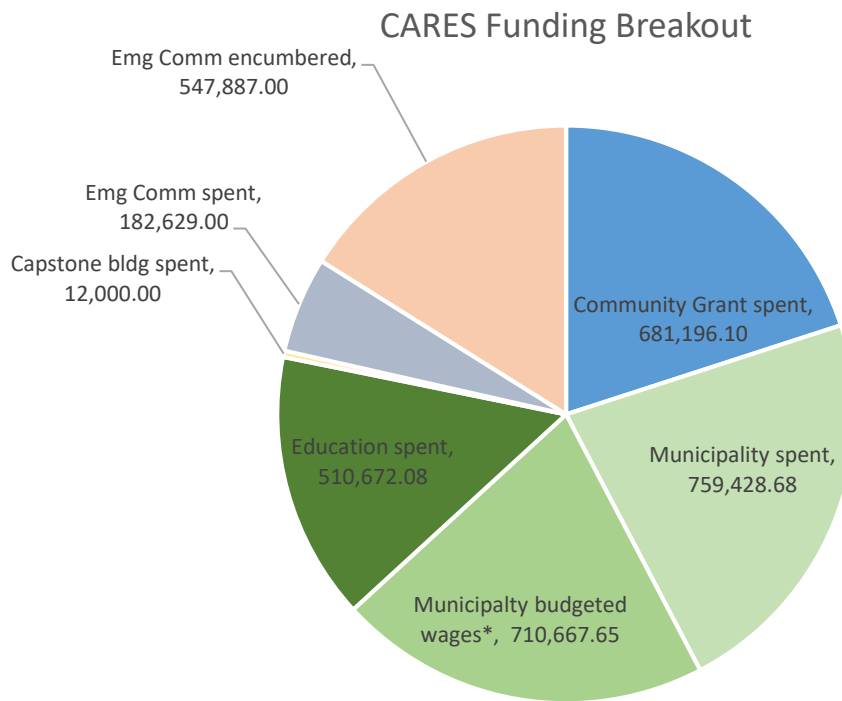
	<u>Budget - FY21</u>		<u>12/31/20</u> <u>YTD</u>	<u>Percent</u>	<u>12/31/19</u> <u>YTD</u>	<u>INC/(DEC)</u>
<u>Capital Project Funds Revenues</u>						
	-		-			
Total	\$ -		\$ -		\$ -	\$ -
<u>Capital Project Funds Expenditures</u>						
Public Safety Building	5,000	7140 20 20 3016	-	0%	-	-
Streets	-	7140 30 33 3021	-		7,613	(7,613)
Planning	-	7140 10 18 3200	-		-	-
Water Improvements	-	7140 30 61 3022	373,987	0%	3,811	370,176
Sewer Lagoon Outfall	-	7140 30 62 4510	-		-	-
Lagoon Aereation	50,000	7140 30 62 4511	-	0%	567	(567)
Other Lift Station	-	7140 30 62 4415	-		-	-
Landfill New Cell	-	7140 30 81 3110	-		172,145	(172,145)
Landfill Groundwater Well	16,000	7140 30 81 3120	-	0%	-	-
Bingman-Harbor cleanup	-	7140 70 70 2114	-		129,703	(129,703)
Total	\$ 71,000		\$ 373,987	527%	\$ 313,838	\$ 60,148
	\$ 71,000		\$ 373,987	527%	\$ 313,838	\$ 60,148

## CARES Funding as of 02/17/2021

Section . Item 2.

Community Grant spent	681,196.10	681,196.10
Municipality spent	759,428.68	
Municipal budgeted wages*	710,667.65	1,470,096.33
Education spent	510,672.08	
Capstone bldg spent	12,000.00	
Emg Comm spent	182,629.00	
Emg Comm encumbered	547,887.00	730,516.00
	<u>3,404,480.51</u>	

Spent 2,856,593.51  
Encumbered 547,887.00



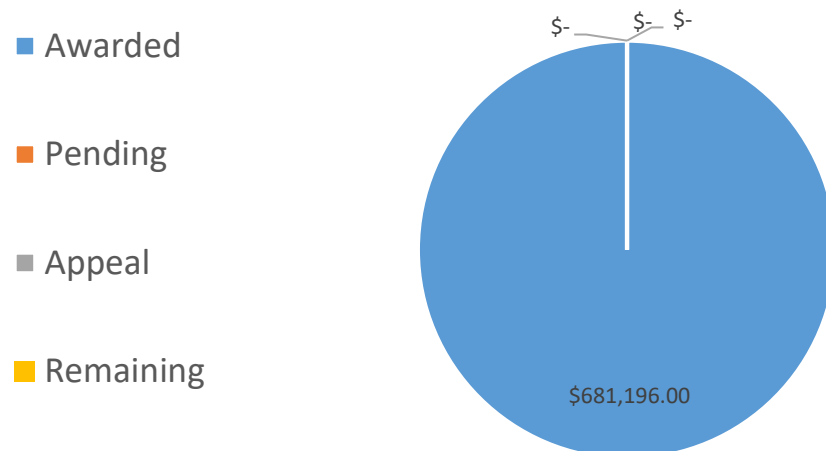
## Applications meeting criteria

## Funds depleted

Community Grant Program	Applicants	Awarded	Awarded	Award Pending	Number	Amount
Individual	580	\$ 329,420.00	467	\$ -	67	\$ 38,080.25
Business	81	\$ 331,776.00	71	\$ -	6	\$ 24,500.00
Nonprofit	4	\$ 20,000.00	4	\$ -	1	\$ 5,000.00
Total	665	\$ 681,196.00	542	\$ -	74	\$ 67,580.25

\$ 748,776.25

## CARES Community Grant Distribution Update 11/27/2020





## MEMORANDUM

**DATE:** February 23, 2021  
**TO:** Gregg Brelsford, Interim City Manager  
**FROM:** Sonja Marx, Librarian  
**SUBJECT:** Department Report

### STAFF REPORT

Our low risk level beginning in January was short-lived, but thankfully, many classes made it over to the library before the school went back to remote learning. With the Dillingham City School District closing its doors to on-site learning on February 3<sup>rd</sup>, the Dillingham Public Library also went into the high risk category. However, the library continued curbside services for patrons who would call, text, or email their requests; picking up their materials during the library's opening hours. This has been quite a successful alternative for our community; allowing us to continue serving our patrons in the midst of this pandemic. And of course, WiFi access has always been available, and continues to be, from outside 24/7, along with our ILL services. Our Friends of the Library's grand plans for "Love Your Library in February" and "Blind Date with a Book" were also impacted due to the unforeseen closure this month.

During this time, all of the staff (excluding me) were in quarantine over a period of three weeks due to travel and the school's closure. Thankfully we did not have to close down our entire library services; however, I did put in more hours than usual in order to remain open. At the time of writing this report, we are back to in-person library services; however, two more of our school and library staff continue to be in quarantine. We have received an application for the Assistant Librarian position this week. I am also in the process of applying for the Seasonal Librarian Assistant position and the Youth Internship position for this summer offered by the Bristol Bay Economic Development Corporation.

#### **Library Stat report January 26<sup>th</sup> - February 22<sup>nd</sup>, 2021:**

**Patron Visits: 231 Computer Use: 17 Wireless Use: 126 Story Hour: 0**  
**Other Visits (including Classes): 35 Museum Use: 0 Movies Shown: 0**  
**AWE Station Use: 1 Volunteer Hours Logged: 7**

**Library Advisory Board meeting is scheduled for Wednesday, March 10<sup>th</sup>, 2021 at 5:30 pm.**

**The Library will be closed Friday, March 12<sup>th</sup>, 2021 for Beaver Round Up  
 and Monday, March 29<sup>th</sup>, 2021 for Seward's Day.**



## MEMORANDUM

**DATE:** February 23, 2021  
**TO:** Gregg Brelsford, Interim City Manager  
**FROM:** Cynthia Rogers, Director, Planning & Grants Management  
**SUBJECT:** Department Report

### STAFF REPORT

#### Planning Commission

The next Planning Commission meeting has been tentatively set for March 10, at 5:30 pm.

#### Permits

- Burial Permits – One permit has been processed.
- Land Use Permits – One permit is pending.
- Encroachment Permits – One permit is pending.

#### Capital Projects

Please see the attached *FY19 Capital Improvement Project Priorities Progress Update*.

#### DOT&PF Dillingham Downtown Streets Rehabilitation

**Project No.: Z571800000/0001335**, DOT has issued a suspension of work until spring of 2021.

#### City Water Improvements Project

Final water improvements under the DOT project footprint will be done spring of 2021. A draft of the as-builts has been received and is awaiting final approval by the contractor. A final invoice from the engineers is due soon.

#### City Street Rehabilitation Project

We have received the as-builts and close out documents from the contractor, and anticipate a final invoice from our engineering group for construction support shortly.

#### Lake Road Fire Hall Addition Project

The interior finishes of the addition are receiving final touches. Most of the lighting is completed. The HVAC sub is installing the boiler and air supply. Exterior siding will be installed shortly. Details on the overhead door and water connection to the building have been determined. We continue to review submittals, RFIs, and hold weekly project team meetings. My thanks to Dagen Nelson and Norman Heyano for their assistance on this project.

#### RUBA Financial Management Course

I have completed the DCRA RUBA 32-Hour Financial Management Course, which provides the City five points towards our Best Practices Score (BPS). The BPS may allow the City to access capital improvement funding.

#### City of Dillingham

Page 1 of 6

*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.*



**FY19 Capital Improvement Project Priorities  
Progress Update February 2021**

**\*Special Project – Bingman Clean-Up \$300,000 (estimate)**

To address the clean-up of hazardous substances, a Phase II Environmental Site Assessment will be sought. EPA Brownfields Assessment Grant awards will be announced in spring 2021. Other funding avenues are being explored. The City anticipates completion of project phases within 5 years, to include assessment, clean-up, planning, development, and/or reuse of the site.

Construction: \$300,000 (estimate)

- Funding established by Council as the insurance settlement from fire.

Project Timeline:

- TBD – Pending Funding Identification

**\*Special Project – Emergency Communications System \$730,000 (estimate)**

An overall public safety emergency communications system package to support mission critical communications for the City of Dillingham. The system will consist of portable radios, companion equipment, and all software and hardware required to operate the portable radios. This includes furnishing, installing, programming, and testing radios, batteries, antennas, and software and hardware and will include support and maintenance services for year two through six. Discussion of equipment programming and implementation schedule is ongoing.

Project Timeline:

- TBD – Pending Equipment Delivery & Installation Scheduling (Completion NLT June 30, 2021)

**\*Special Project – Landfill Shop Replacement TBD (estimate)**

A fire destroyed the heated landfill shop building and several vehicles/equipment. The fire was discovered on January 4. With the fire investigation concluded, initial steps are being taken to plan for debris removal, assessment of the foundation condition, and design planning. An engineer's estimate and ITB can then be developed and solicitation released. APEI, the City's insurer, has indicated reimbursement will be at 125% of stated value (building and equipment), with a \$5,000 deductible. The total insurance settlement is not yet known.

Project Timeline:

- TBD – Pending the above

**#1 – Wastewater System Upgrades, Aeration****\$922,331 (estimate)**

Currently working on development of the solicitation.

Design: \$89,891 (estimate)

- Bristol Engineering has been contracted to complete the design for this project.
- ANTHC funding has been used for the design expenses.

Construction: \$832,440 (2021 estimate)

- City to develop RFP.
- ADEC SRF Loan Questionnaire submitted August 31, 2018; AK Clean Water Fund, Point Source Project Priority, Q3 prioritized #3.
- ADEC SRF Loan Application for \$650,000 submitted on 1/29/2020.
- SFY20 Q2 Project Priority List indicates a potential subsidy of \$335,000.
- Loan Agreement received from ADEC SRF in the amount of \$650,000, with \$335,000 subsidy through loan forgiveness, 20 year term, 1.5%.
- Loan Agreement returned to ADEC SRF on 2/24/2021.
- Funding alternative is USDA Water and Waste Disposal Loan and Grant Program.

Project Timeline:

- January 22, 65% Design
- March 22, 95% Design & ADEC review & permission to construct
- April 10, DEC approval to construct received
- May 3, 100% Design
- TBD, RFP Release, RFP scoring, evaluation, and recommendation for contract
- TBD, Construction begins; Project close out

**#2 – Public Safety Server Room Fire Protection****\$67,000 (estimate)**

Scheduling for system certification visit still pending availability of the subcontractor.

Construction: \$67,000 (estimate)

- RFP awarded to Wolverine Supply, Inc.
- E-911 Grant funding will be used for this project.

Project Timeline:

- December, 2018 Installation of Clean Agent System
- August, 2019 Air Sealing of Server Room
- TBD, GNW Fire Services air sealing and system certification; project close out

**#3 – Landfill Groundwater Monitoring Wells****\$420,099 (estimate)**

Substantial completion was achieved on February 26, 2020. Final pay request processed. Project will be closed out after receipt of final engineer's payment request. Bristol has provided DEC a response for 2-year quarterly sampling requirements and criteria that must be met for returning to semi-annual sampling.

Design: \$23,202 (estimate)

- Bristol Engineering has been contracted to complete the design for this project.

- City funding will be used for the design costs.
- Cost overrun of \$5,404.00 due to project delay (originally \$17,798)

**Construction:** \$161,928 (estimate)

- ADEC SRF Loan Questionnaire submitted August 31, 2018; AK Clean Water Fund, Non-Point Source Project Priority, Q3 prioritized #2.
- ADEC SRF Loan Application submitted March 12, 2019 for \$331,575.
- ADEC SRF Loan Re-Application submitted October 10, 2019 for \$366,897.03 (to reflect cost overrun).
- ADEC SRF Loan agreement in the amount of \$367,000 was signed on December 18, 2019, with a subsidy amount of \$137,610, and repayment amount of \$229,390 (1.5%, 20 year term).
- Funding alternative is USDA Water and Waste Disposal Loan and Grant Program.
- RFP was developed by Bristol Engineering; Denali Drilling was only bidder for the project.
- Cost overrun of \$29,918.03 due to project delay (originally \$132,010).

**Additional Project Costs:** \$234,969 (estimate)

- Bristol Engineering has been contracted for these services at \$199,565.
  - Administration, \$298.
  - Construction Oversight, Sampling and Reporting, \$199,267.
- Cost Overruns due to project delay and longer spring construction duration:
  - Bristol Engineering (expected overage), \$35,404.

**Project Timeline:**

- October, 2018, Project Manual/Permit Set
- November, 2018, ADEC review and approval to construct
- January, RFP Release
- February, RFP scoring, evaluation, and recommendation for contract
- March, Contract awarded
- April, On-site evaluation determined construction should be delayed until fall
- January 2020, Construction NTP issued
- February 26, 2020, Substantial Completion
- January, 2021, Project close out

**#4 – Water System Improvements, Downtown Streets Support** **\$3.68M (estimate)**

Phase I is nearly complete, except for the water improvements under the DOT project footprint. Draft as-builts are being reviewed by the contractor. Expecting final pay request from the engineer soon.

**Design:** \$224,715 (estimate)

- CRW Engineering Group LLC has been contracted to complete the design for this project. Additionally, CRW is expected to handle ROW, easement, ADEC permitting, temporary construction permits, and construction administration for the City.
- City funding will be used for 30% of the design costs; MMG 28308 will be used for 70% of the design costs.

**Construction, Phase I (DOT Project Footprint & Downtown Core):** \$2,334,861.35 (estimate)

- CRW to develop RFP.
- ADEC SRF Loan Questionnaire submitted November 30, 2018; AK Clean Water Fund, Point Source Project Priority, Q3 prioritized #17.

- MMG 28308 will provide 70% up to approximately \$1.4M total cost, with 30% matching.
- ADEC SRF Loan Application for \$600,000 submitted 4/10/19, was approved on 8/27/19.
- Funding alternative is USDA Water and Waste Disposal Loan and Grant Program.
- Expected URSA billing (DOT Project Footprint) is estimated at \$364,515. This number may change based on project actuals.
- Apparent Low Bidder (Downtown Core): JJC Enterprises, \$1,622,734.
- Change Order 1: \$347,612.35

Construction, Phase II: \$1,350,939 (estimate)

- ADEC SRF Loan Questionnaire expected to be submitted on or before February 28, 2021.

Construction, Phase III: \$1,158,600 (estimate)

- ADEC SRF Loan Questionnaire expected to be submitted on or before February 28, 2021.

Project Timeline (Phase I):

- January 9, 75% Design (All Phases)
- February 11, 100% Design for Phase I (DOT Footprint)
- February 27, 100% Design (All Phases)
- August, RFP Release; RFP scoring, evaluation, and recommendation for contract
- September 2019, Contract awarded; Construction begins May 18
- February 2021, Phase I Project close out (excludes URSA work under DOT footprint)

**#5 – Lake Road Fire Hall Addition**

**\$773,200 (estimate)**

LCG Lantech has been contracted for construction support and Dagen Nelson has rejoined us for inspection as the Special Projects Coordinator, with support from EMC Engineering for materials testing. Wolverine Supply, Inc. is now under contract and broke ground in early October 2020. Currently, HVAC work is underway and plans are being finalized for the OH door and water connection inside the building. The project team is meeting weekly and the fourth pay request is being reviewed. Substantial completion is expected late February/early March.

Design:

- LCG Lantech Inc. and RSA Engineering, Inc. have provided 100% design and specifications for this project.

Construction: \$744,000.00 (estimate)

- City of Dillingham, GO Bond
- Funding alternative is USDA Community Facilities Loan and Grant Program.
- RFP to be developed by Bristol Engineering.

Additional Project Costs: \$29,200 (estimate)

- LCG Lantech, Inc. will be contracted for these services.
- City personnel may handle some tasks, others will be assigned to LCG Lantech via Task Orders, on an as needed basis.
- Permitting, Bid Assistance, and Construction Administration, \$12,000, T&M, NTE fee.
- Project Inspection, Contract Administration, \$17,200, T&M, NTE fee.

Project Timeline:

- June, RFP Release

**City of Dillingham**

**Page 5 of 6**

*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.*

- July-August, RFP scoring, evaluation, and recommendation for contract, contract awarded
- October 2020, Construction begins
- May 2021, Project close out

**#6 – Harbor Float Replacement****\$5.2M (estimate)**

This project is pending funding identification. Specific funding opportunities are being evaluated this month.

Design:

- PND Engineers, Inc. has provided 75% design for this project.
- Additional design funding needed to move design to 100%.

Construction: \$5.2M (estimate)

- The City is currently exploring funding options through federal appropriations.
- Funding alternatives are AKDOT&PF Harbor Facility Grant Program and USDA Public Works and Economic Development Facilities Program (Grants).
- City to develop RFP.

Project Timeline:

- TBD pending funding

**#7 – D Street & Seward Street Rehabilitation Project****\$3.28M (estimate)**

The project is expected to close out in this month. The final as-builts have been received from the contractor. Expecting a final pay request from the contractor and engineer soon.

Design: \$154,329 (estimate)

- PND Engineering, Inc. has been contracted to complete the design for this project.

Construction: \$2.86M (estimate)

- City of Dillingham, GO Bond
- Funding alternative is USDA Community Facilities Loan and Grant Program.
- RFP to be developed by PND.
- Apparent Low Bidder: JJC Enterprises, \$2,494,737; contracted for \$2,194,737
- Total value of CO to date, \$666,113

Additional Project Costs: \$222,528 (estimate)

- Construction support and inspection/materials testing, \$222,528

Project Timeline:

- April 30, 95% design, specifications and cost estimate
- June, RFP Release, bid deadline August 15
- August, RFP scoring, evaluation, and recommendation for contract
- September, Permitting finalized; Contract awarded
- May 2020, Construction NTP issued
- September 2020, Substantial completion
- February 2021, Project close out

# CERTIFICATE OF COMPLETION

TO ACKNOWLEDGE SUCCESSFUL  
COMPLETION OF THE 32-HOUR  
UTILITY CLERK'S MANAGEMENT FOR  
RURAL UTILITIES CLASS

*Cynthia Rogers*

STATE OF ALASKA,  
DIVISION OF COMMUNITY AND  
REGIONAL AFFAIRS  
RURAL UTILITY BUSINESS ADVISOR  
PROGRAM



*Feb 08, 2021*

DATE ISSUED

*Feb 08, 2026*

DATE EXPIRES

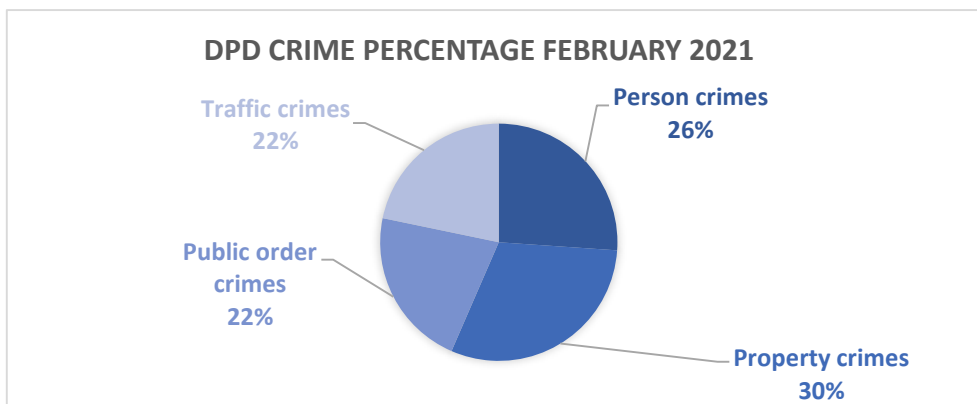


## MEMORANDUM

**DATE:** 2-22-21  
**TO:** Interim-City Manager Gregg Brelsford  
**FROM:** Chief Daniel Pasquariello  
**SUBJECT:** Public Safety Department Report **MARCH 2021**

### STAFF REPORT

*Reporting dates 1/27/21 to 2/23/21*



### PATROL

***On Thursday 2-18-21 at 11:36 am Dillingham Police received a report of a pickup truck stuck in the snow by the vortec site. It was reported that the driver was intoxicated and had a handgun to his head. Chief Dan Pasquariello and Officer Daniel Gonzalez-Fawcett responded and attempted to make contact with the driver by PA system and cell phone. The contacted driver refused to speak with us and began firing a handgun out the side windows of his vehicle.***

***We contacted the Dillingham AST post and three state troopers responded to assist. Once again we attempted to contact the driver by PA system. He began firing his gun out the back window of his vehicle at officers/troopers. Police/troopers exchanged gun fire with the driver.***

***A perimeter was established and three additional DPD officers, an AWT trooper, an agent from the USF&W service, as well as two AST troopers from the King Salmon post responded to the scene.***

***The AST southcentral SERT (swat) team arrived in Dillingham several hours later and the driver was taken into custody and transported to Kanakanak hospital without further incident.***

***The case is being handled by the AST Alaska Bureau of Investigation.***

We were proud that the patrol division was fully staffed, but like a curse, patrol officers are beginning to resign.

Officer Daniel Gonzalez-Fawett, who came on board three months ago, has resigned and is returning to his home in Metlakatla.

Officer Suzi Newman has resigned and taken a less stressful, higher paying, daytime job as a forensic interviewer at BBAHC's Child Advocacy Center (CAC).

As mentioned in an earlier council report we received a grant from the Alaska DPS to pay travel/lodging/rental car/per-diem for a DPD officer to travel to Anchorage one week a month. The officer works with the AST Anchorage Airport Interdiction Team (AAIT) a task force made up of law enforcement officers from many state, municipal, and federal agencies. Officer Trevor Farnsworth was given this assignment and has traveled to Anchorage twice. Interdiction of Dillingham bound travelers has already occurred. Officer Farnsworth is motivated in his assignment and is using his learned skills to work drug cases here in Dillingham.

We are now short two officers and are once again at a 75% staffing level. An officer traveling to the Anchorage airport once a month reduces our staffing level further. Covering 24/7 means that we now usually can only field one officer per shift. To help spread our coverage further we now have a cardboard cut-out of Officer Newman (*with a bucket/foms*) to collect travel forms from arriving passengers at the Alaska Airlines terminal. Persons are using the bucket and placing their travel forms into it.



*Cardboard Suzi and travel form bucket at Alaska Airlines terminal.*

We assisted BBAHC with their mass vaccination clinic at the high school gym. We also assisted with the school district's mass covid-19 testing event at the gym.

## **DISPATCH**

The computer in dispatch, which is custom built with multiple hard drives, is the main computer in the building. All of our police reports initiate from it. Our computer completely crashed and it was a major problem. Fortunately we are frugal hoarders at DPD and so we still had our former, obsolete operating system, dispatch computer stashed away. Using our old computer allowed us to limp along with our operations while ACS (*our Anchorage based tech support*) built a new custom computer for us. Dispatch got new computer for the dispatch center. ACS also repaired our crashed computer so that we can use as a spare. *Maybe now we can get rid of our obsolete computer?*

## **CORRECTIONS**

We have a new corrections officer, Brandon George. He is currently being trained by corrections Sgt. Ryan Johnson and will hopefully be able to work on his own in late March.

Thanks to some motivational assistance from interim-CM Brelsford we are finally getting long requested and overdue repairs made to the jail by Public Works.

## **ANIMAL CONTROL**

ACO Boyd assisted BBAHC with their mass vaccination clinic at the high school gym. Additionally he continues to check air travelers for travel forms at the airport.

ACO Boyd picked of a shih tzu dog found wandering around on the road. The dog was matted and filthy. He advertised the dog on social media but no owner came to the shelter to claim it. The ACO washed the dog and arranged for local dog groomer Pam Murphy to clip the dog's hair. The dog was easily adopted out to a local, responsible couple. This is a happy story for us because DPD's emotional support dogs VINNY, and his brother BUBBA, are both shih tzus.



*Bubba, Vinny, and stray Shih Tzu.*

**DMV**

DMV Agent Pullon continues to provide ID, licensing, and registration services to the community during the pandemic. He is also instrumental in taking care of the administrative and logistical needs of the department.



## PUBLIC SAFETY MEMORANDUM

**Date:** 2-11-21  
**To:** City Manager Gregg Brelsford  
**From:** Chief Dan Pasquariello  
**Subject:** **School shutdown positive COVID family**

The Dillingham City School District was shut down due to students testing positive for Covid-19. A mass testing event was held at the school to test all students and staff that may have been exposed to the corona virus from the positive students.

On 2/10/2021 I was tasked with investigating the incident to determine if the family that tested positive had violated the DMC ordinance pertaining to Covid -19.

Alaska Public Health Service will not disclose the identity of anyone testing positive for the Covid-19 virus per HIPPA.

Bristol Bay Area Health Corporation will not disclose the identity of anyone testing positive for the Covid-19 virus per HIPPA.

Dillingham City School District was unable to disclose the identity of the students due to FERPA.

Unable to learn the names of the positive family members from official organizations due to federal law I had to identify them through investigation, by talking to other citizens and reviewing social media posts.

On 2/11/2021 I telephoned the isolating parent and they told me their story. The parent sounded ill, and was upset because they were being vilified by the community, and did not believe they had done anything wrong.

*Our Vision. By 2015 to have an infrastructure that supports a sustainable, diversified and growing economy.  
 \* We will take a leadership role and partner with others to achieve economic development and other common goals. \* We will develop a high quality City workforce to serve the community. \* We will promote excellence in education.*

Below is the timeline of their story.

### **Friday 1/29/2021**

The Dillingham parent drove to Aleknagik to provide an automobile ride to Dillingham for cousin who lives in Aleknagik. They performed errands together and then took the cousin back home to Aleknagik.

The parent stated that on that day they were unaware that the cousin had recently returned from a trip Anchorage.

### **Wednesday 2/03/2021**

One of the parent's pre-school aged children had an infection and they went to Kakanak hospital. At the hospital the parent/child were tested for Covid-19. The parent tested positive, the child tested negative.

The rest of the family went to the hospital to be tested. The spouse and two children tested positive, two other children tested negative. The Aleknagik cousin also tested positive.

The positive members of the family isolated, and are still isolating in their residence. The negative members of the family went to stay at a grandparent residence.

### **Thursday 2/04/2021**

Since their children had been attending school the parent notified the school district at the beginning of the business day that some of their children had tested positive. *The school district had shut down because they apparently had been notified by the hospital the night before.*

In the afternoon a neighbor of the grandparent called police saying the grandparent (*and children*) were positive for Covid-19 and were not quarantining. Police contacted the grandparent who stated that none of the family at the residence was positive for the corona virus.

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*Our Vision. By 2015 to have an infrastructure that supports a sustainable, diversified and growing economy. \* We will take a leadership role and partner with others to achieve economic development and other common goals. \* We will develop a high quality City workforce to serve the community. \* We will promote excellence in education.*

## **Conclusion:**

**(1)** The parent drove her cousin into Dillingham from Aleknagik (*unaware of the cousin's recent Anchorage travel*).

DMC Emergency Order 1.1:

- (a) Does not require Aleknagik residents to observe a mandatory quarantine when they arrive from outside the census area.
- (b) Does not prohibit Alekanagik residents from traveling into Dillingham by automobile.

**(2)** The negative test children moved to the grandparent's house.

DMC Emergency Order 1.1:

- (a) Does not require persons with a negative test to quarantine/isolate if they are not residing in the residence of persons quarantining/isolating.

The parent/family did not violate any provision of the DMC Emergency Order.

The family is requesting that the City of Dillingham publicly announce that they did not violate any ordinances so that they can stop being ostracized by the community.

Dillingham Police Activity 2021	Jan	Feb	March	April	May	June	July	August	Sept	October	Nov	Dec	2021 total	Division
Total Calls Dispatched	217	196												Dispatch
Disapatched to DPD	168	149												
Dispatched to Animal Control	26	21												
Dispatched to Fire/EMS	10	19												
Dispatched to AST	13	10												
Calls handled by DPD patrol	168	149												Patrol
Arrests by DPD (felony)	*	1												
Arrests by DPD (misdemeanor)	10	9												
T-47s by DPD	9	12												
Citations issued by DPD	13	5												
Incident reports by DPD	21	23												
Inmates held at jail	21	28												Corrections
Title 47s held at jail	9	12												
Animal impounds	8	6												Animal Control
Animals surrendered to shelter	*	*												
Animals returned to owners	7	5												
Animals adopted out	*	1												
Animals sent to other rescue groups	7	*												
Rabies/parvo shots	18	17												
Euthanasias	1	*												
Citations issued	*	*												
Driver's license/IDs issued	51	66												DMV
Titles/registrations	28	41												
Boat registrations	*	5												
CDLs	2	2												
Road tests	*	*												
Written tests	4	*												



## MEMORANDUM

**DATE:** 2-23-2021  
**TO:** City Manager  
**FROM:** Jean Barrett / Port Director  
**SUBJECT:** Department Report

### STAFF REPORT

February is all but wrapped up, we are a little more than a month away from opening the dock up, we will have a ton of snow to move before the first barge of the season at the end of April, I know I am in shock also!

Short month since my last report, and February is always the slowest month, I will do my best to keep your attention.

#### Dock

- Letters have been sent out to both Dean Heyano and Ben Glosser basically asking them if they were coming back to work this summe. I am not anticipating any surprises and expect them both back on April 5<sup>th</sup>. I need to start advertising once again for the third person at the dock. We have gone without for the past 2 years and it is a mad scramble for 2 workers to keep up with. I have been able to help out some but last year in the harbor was extremely busy and I couldn't make time to get down there.
- I have been researching lifting gear as ours is getting old and needs to be swapped out, specifically the spreader gear and boat straps
- I hope the fence issue with the Sea Inn is settled and we can get the fence up where it is supposed to be. This is one of the things that the Coast guard inspection noted we have to get done.
- Still talking to Pape' Equipment about upgrading the Hyster 800, hopefully they get to come out this spring to do some maintenance issues on the forklifts and can give me an idea of a trade in value for the purchase of a new Hyster 1050. If we can make it happen maybe by summers end we can send the 800 out and get a new 1050 in spring 2022.

#### Harbor

- Still social distancing at the harbor, somedays it's just me, thank goodness for Spotify and headphones, I have been able to take care of a few things on the list.
- I am finally done with the key and core list for the city. I spent time trying to make it as easy as possible and to keep the number of keys that each person has to carry to a minimum. I have sent the list back to Best and am awaiting a final answer to whether my thinking will work. They have to load this into their computer, combine and calculate to see if my vision will work.

- Harbor stickers are ordered, they are bright green this year, should be able to see them from 20 boats away.
- I am researching flush valves for the bathhouse as we have two that don't work in the men's bathroom. They are the same as what they need at the Police department, two birds, one stone.
- Over this past weekend I helped the buildings and grounds department work on the boiler at the downtown fire hall:
  - the boiler was not keeping the building warm and not coming up to the set temps, I spent 4 hours on Friday attempting to make more heat.
  - My fix lasted thru Saturday but the bays didn't come up to normal temp.
  - Sunday it was down in the 40's inside the bays. With the outside temps due to drop to -11 that night something needed to be done.
  - Fortunately I was able to get ahold of Mark Herman who had been called in before. He was able to get it cleaned and brushed, replaced the nozzle and filters and the boiler has new life. It is operating as it should, the temp in the bay is up to around 60, which is good for a 50 some year old drafty building.
  - All of the boilers for any city building should be maintained with a brushing and filter in the fall of the year to help them run more efficient and trouble free. Working on them in September when its 40 degrees outside is better than the middle of the winter when the temps are zero or below.
  - Nothing more to report on the fuel spill outside the harbor office. The tarp blew off and the Bristol fuels crew came over and cleaned the snow out and replaced the tarp to keep as much moisture out of there as possible before sampling the soil this summer and possibly more excavation.

Like I said a fairly quiet month

Jean



## MEMORANDUM

**DATE:** February 23, 2021  
**TO:** Gregg Brelsford, City Manager  
**FROM:** Luke Moody, Director  
**SUBJECT:** Public Works Department Report

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### STAFF REPORT

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### Snow Removal

Lots of snow! All Public Works employees have been contributing to snow removal throughout the city. We caught a moment of no snow that allowed us to get caught up with intersections and hauling off excess snow. Operators have been clearing roads and parking lots, Buildings and Grounds have been clearing manually, Water and Waste Water have been clearing their infrastructure as well as bike paths, and the mechanics have been busy keeping everything operational. Administratively, we have been busy finding the parts needed and getting them expedited to Dillingham.

### Safety

All employees within the Public Works Department receive a safety class at the beginning of their work week. A further emphasis on safety has been that everyone has the authority to stop movement or operations if they see a concern. On special projects, a tailgate meeting is done outlining our project plans, identifying risk, and identifying methods to reduce identified risk. The following are the topics throughout the last month:

1. Winter Storm Preparation
2. Perimeter Safety
3. Stress in the Workplace
4. First Aid for head injuries

Another continual topic has been Covid and impact on Public Work operations. The Water and Waste Water personnel have been segregated from the department to ensure the health and safety. We have done this in the past with the idea that this particular personnel is irreplaceable and ultimately to ensure safe drinking water for the community as basic life support. This is in full effect now as a precautionary measure.

## **Employee of the Month**

Mark Schwantes

Mark came on board as we had a vacant operator position. Mark is a temporary full time employee that has surpassed all expectations. His problem solving skills were evident from the beginning and he has caught on quick with the operations he was not familiar with. Mark made himself available on weekends to help with snow removal and toughed out undesirable conditions. Mark stepped up in a big way this past month and he will be missed when he moves on. We hope Mark finds his way back to Public Works in the future.

## **Administrative**

- Recently hired administrative assistant has been instrumental in tracking movements and accountability
- Completed Discrimination training, thank you HR
- Covering down on Landfill as needed
- Effectively tracking all requisitions and payables
- Implemented more detailed accounting measures

## **Building and Grounds**

- Both positions are full
- Buildings and Grounds Foreman has done an excellent job in preparing for the cold season and building team morale
- Transfer cans to the Landfill from the Senior Center, as needed
- Preventive maintenance on boilers throughout city, all working
- Corrective actions of the OSHA safety checklist continue to move forward
- Completing work orders as they are received
- Snow removal
- Installing can crusher in incinerator building
- Freight pick up for City operations
- Built diesel pump cover
- Sanding/salting and keeping emergency exits open
- Specific OSHA Training course

## **Landfill**

- All positions are full
- Incinerator is not being utilized, sole reason Bobcat loader was lost in fire
- Cross training of Landfill operations with other city employees has taken place
- Favorable annual inspection
- 100% compliant with ADEC
- Rented truck locally because truck was lost in fire
- Ground water monitoring continues as scheduled and compliant
- Methane test complete
- Monitoring well samples taken on February 18<sup>th</sup> by Bristol Engineering

- FOL Meeting on February 26<sup>th</sup>
  - Continuing efforts to set a higher standard of appearance, efficiency, and expectations.
  - Intend on changing Landfill hours after proper approval and public notice.
- The proposed change would be from the current hours of Friday-Tuesday 12 p.m.- 6 p.m. public hours to Tuesday – Saturday 10 a.m. - 4:45 p.m. public hours. Briefly, some reasons for the proposed change are the following:
1. Accessibility: More total available time for public access.
  2. City Employees: Gives employees Sundays off. Allows 15 minutes at the end of the day to check the property for people, check burn pit, turn on electric fences, secure revenue, and lock gates.
  3. Comparable: Alignment with schedules commonly used other communities: The following provides a summary of landfill schedules for similarly sized and located communities in the state:
    - Bethel: Monday through Saturday; 8:00 AM to 4:30 PM
    - Bristol Bay Borough – Naknek: Tuesday through Saturday; 10:00 AM to 6:00 PM
    - Unalaska: Tuesday through Saturday; 9:00 AM to 6:00 PM
    - Nome: Monday, Wednesday, Friday; 9:00 AM to 3:00 PM
    - Ketchikan: Monday through Saturday; 8:00 AM to 4:00 PM
    - Valdez: Monday through Saturday; 9:00 to 5:00 PM
    - Kotzebue: By appointment; receptacles in community
  4. Compliments efforts to make the Landfill a more conventional operation.
  5. Recent Landfill improvements: Significant operational and physical improvements have been made at the Landfill in the last year. This has anecdotally resulted in positive community response. The office was relocated for better customer contact; the transfer station was cleaned up, brushed inside and around the perimeter, and gravel was added to increase the usable space. The roadsides have begun to be cleared of encroaching vegetation, the formerly active cell has received the first layer of material toward capping and closing out. The new cell has been put into use with fencing to successfully keep bears out which will improve compliance with our permit and ADF&G requirements, as well as result in fewer bears in the community in the future. The aluminum can crusher has been relocated to the incinerator building; the area around the old cell has been largely cleaned of trash that had blown out and pulled out by bears. The fish location and system were changed to provide a better experience for the public and to reduce the staff time required to manage this element; effort has been made to better and more uniformly align collections with what was approved by the council. These improvements in sum have resulted in improved public support for Landfill operations and a schedule change would further refine operations.

## Water/Waste Water

### Water Treatment Weekly Averages:

Average Daily Water Production-	115,265 Gallons
Average Daily Water Transferred-	101,623 Gallons
Average CL2 mg/l	.18

### Wastewater Weekly Averages:

Average Daily Influent-	100,115 Gallons
Average Daily Effluent-	100,890 Gallons
Average PH Level for Effluent-	6.49
Average Temperature for Effluent-	.4 Degrees Celsius
Dissolved Oxygen for Effluent-	8.98

### **Daily Duties Completed:**

- Check all seven lift stations and log pump hours/monitor faults.
- Inspect lift station for any potential blockage requiring removal.
- Inspect lagoon/Fill out daily lagoon log.
- Maintain lagoon blowers/log hours of operation/rotate blowers.
- Log daily Influent and Effluent numbers for permit.
- Log daily PH levels for permit.
- Log Daily water production and transferal numbers.
- Monitor CL2 Tank levels.
- Mix and Transfer CL2 to the LMI Pump Tanks.
- Log Well pump hours.
- Both positions are full.
- Assisting with snow removal.

## Streets

- One position full, one position open waiting for qualified candidate, on call operators list in effect.
- Streets and Shop Foreman has provided great leadership and accountability during recent weather.
- Exercising further caution with children out of school.
- Very busy with snow removal and sanding roads.
- Operators are assisting mechanics in operator level maintenance and chains.

## City Garage

- Both positions full.
- Temporary mechanic has made some progress on problematic police car.
- Completing work orders as received.
- Continually servicing equipment at predetermined intervals, to include fluids change, technical inspection (TI), and cleaning before return to customer.
- Keeping snow removal equipment operational.
- Utilizing Asset Essentials Software.
- Assisting with snow removal when necessary.

**MEMORANDUM**

**DATE:** February 25, 2021  
**TO:** City Manager  
**FROM:** Ida R. Noonkesser, Director  
**SUBJECT:** Department Report

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**STAFF REPORT**

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During the month of January, the Senior Center served 542 home delivered meals to 43 individuals, gave 358 assisted rides to 27 individuals.

As some of you know, I was a close contact with someone who tested positive for COVID-19 and ended up quarantined for a period of time to ensure that we did not have any chance to spread the illness to our elders. I did not become positive and am fine and am now back to work.

During the time I was in quarantine, our local school stepped up to serve lunch for our elders. Their fast and helpful response is really appreciated. John Heyano, our Senior Center driver, worked with the school and continued to provide lunches at home to our elders, so no service was lost during the time.

At present, we are short staffed, due to a resignation, and are still working with the school. We very much appreciate their help during this time!

We are continuing to sanitize the building very carefully every day, to keep any risk of allowing COVID-19 as low as possible.

**CODE REVIEW COMMITTEE MEETING****OCTOBER 8, 2020****1. CALL TO ORDER**

The Code Review Committee met on Thursday, October 8, 2020 via video and teleconference. Council Member Chris Napoli chaired the meeting and called the meeting to order at 5:34 p.m.

**2. ROLL CALL**

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

Chris Napoli	Lori Goodell	Gregg Marxmiller
Mayor Alice Ruby	Tod Larson	

Bill Rodawalt – arrived at 5:38 p.m.

**3. APPROVAL OF MINUTES**

- a. Minutes of September 17, 2020

**MOTION:** Alice Ruby moved and Gregg Marxmiller seconded the motion to approve the minutes of September 17, 2020.

**VOTE:** The motion passed with unanimously consent.

**4. APPROVAL OF AGENDA**

**MOTION:** Gregg Marxmiller moved and Alice Ruby seconded the motion to approve the agenda.

**VOTE:** The motion passed with unanimously consent.

**5. UNFINISHED BUSINESS**

There was no unfinished business.

**6. NEW BUSINESS**

- a. 17948 J&R Green Farm, Limited Marijuana Cultivation Facility License Renewal

**MOTION:** Based on the staff report Alice Ruby moved and Gregg Marxmiller seconded the motion to recommend Council waive their right to protest this application.

**VOTE:** The motion passed with unanimously consent.

- b. Plastic Bag Ban Effective Date

- New plastic bag use helps keep cross contamination low during the pandemic.
- Hardship to low income families could be a factor with the need for extra disinfecting with reusable bags.
- When contacted the Local grocery stores confirmed no hardship would be experienced if the effective date were extended.

**MOTION:** Gregg Marxmiller moved and Bill Rodawalt seconded the motion extend the effective date to December 31, 2021.

**VOTE:** The motion passed with unanimously consent.

## CODE REVIEW COMMITTEE MEETING

OCTOBER 8, 2020

**7. PUBLIC COMMENT/COMMITTEE COMMENTS**Lori Goodell:

- Thanked the committee for their attendance and preparation.

Alice Ruby:

- Thanked Lori and the Election Judges for work during the election.
- Expressed congratulations to the candidates.

Gregg Marxmiller:

- Thanked staff for keeping things running smoothly.

**8. ADJOURNMENT**

The meeting adjourned at 5:56 p.m.

  
Chris Napoli, Chair

ATTEST:



Lori Goodell, City Clerk

Approval Date: January 28, 2021

**1. CALL TO ORDER**

The Finance and Budget Committee met on Wednesday, October 21, 2020, via video and conference call, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 5:30 p.m.

**2. ROLL CALL**

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

Curt Armstrong	Tod Larson
Alice Ruby	Anita Fuller

Andy Anderson – excused

**3. APPROVAL OF MINUTES**

- a. Minutes of July 28, 2020

MOTION: Tod Larson moved and Curt Armstrong seconded the motion to approve the minutes of July 28, 2020.

VOTE: The motion passed by unanimous consent.

**4. APPROVAL OF AGENDA**

MOTION: Curt Armstrong moved and Tod Larson seconded the motion to approve the agenda.

VOTE: The motion passed by unanimous consent.

**5. STAFF REPORTS**

- a. Financial Report

- The September 30, 2020 unaudited financial report was reviewed.
- Expenses and revenues are within normal parameters.
- Quarterly journal entries will be processed before the November council meeting.
- First installment tax payments are due Nov. 1<sup>st</sup>.
- Of the existing 12 promissory notes, three are close to default.

**6. NEW BUSINESS**

- a. CARES Act Grant Program, Round 2

- Round one stats were relayed. Many citizens have expressed thanks for this grant program.
- There remains \$394,896 in the fund council dedicated for this purpose.
- The grant program narrative for round two will include verbiage for application and funding timeframes.

MOTION: Anita Fuller moved and Curt Armstrong seconded the motion move forward with Round 2 using funds amounts as previously approved by council and ratified at the 11/5/2020 Regular Council Meeting.

VOTE: The motion passed by unanimous consent.

- b. Financial Impact, Grant Administrator

- Reduction in state funding creates increased obligation for municipalities.
- This position focus is not finance related.

- There is an anticipated need for an additional position to manage grants if the grant numbers increase.
- Review grant duties assigned to other departments for consolidation.
- More research requested with anticipated mid-year budget cycle timeframe.

**7. PUBLIC/COMMITTEE COMMENT(S)**

Susan Isaacs:

- Noted the good grant writing presentation.
- Stated this is a much needed position noting payback can be long-term.
- Expressed appreciation for committee efforts.

Anita Fuller:

- Informed the committee auditor work begins next week.
- The department is moving forward with business license renewals and the property tax season.

Alice Ruby:

- Commented there is positive feedback from those that have applied for the grant.
- Thanked staff. Noting appreciation for the Finance staff.
- Stated many have been affected financially by COVID. Getting funds out is a priority.

**8. ADJOURNMENT**

The meeting adjourned at 6:39 p.m.

  
\_\_\_\_\_  
Andy Anderson, Chair

ATTEST:..

  
\_\_\_\_\_  
Lori Goodell, City Clerk

Approved: Feb. 22, 2021

**1. CALL TO ORDER**

The Finance and Budget Committee met on Tuesday, November 10, 2020, via Zoom video conference call. Andy Anderson called the meeting to order at 5:33 p.m.

**2. ROLL CALL**

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

Andy Anderson

Tod Larson

Anita Fuller

Alice Ruby

Curt Armstrong

Bill Rodawalt – absent

**3. UNFINISHED BUSINESS****a. CARES Act Grant Program, Round 2**

- Pending applications and grant parameters were reviewed.
- Public stated concern and requested reconsideration for denial of application based on business and individual submittals from same household.
- Denials and appeals from round 1 and round 2 examined.
- The grant program timing and funds remaining for distribution assessed.
- Scope of program was to distribute funds to as many qualified entities as possible.
- There will not be time for a round 3; funds are expected to be expended by end of round 2.

Committee determined due to remaining fund level, time constraints, and consistency of applicant review it is best to stay with original intent. Program will continue to limit dispersal to one type of application per household.

**4. PUBLIC/COMMITTEE COMMENT(S)**

Tod: Funds are going to good use. Program will have 100% expenditure. Noted appreciation for hard work on program by the Finance Department.

Andy: Commented on the great job done putting together the program and getting the funds distributed.


Anita: Informed committee/council regarding the hardship many are experiencing with the economic changes due to the pandemic. Stated many have expressed thanks for the program.

**5. ADJOURNMENT**

The meeting adjourned at 6:23 p.m.

  
\_\_\_\_\_  
Andy Anderson, Chair

ATTEST:

  
\_\_\_\_\_  
Lori Goodell, City Clerk

Approved: Feb. 22, 2021

**CALL TO ORDER**

The Finance and Budget Committee met on Tuesday, December 22, 2020, via Zoom video conference call. Andy Anderson called the meeting to order at 5:32 p.m.

**ROLL CALL**

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

Andy Anderson  
Alice Ruby

Tod Larson  
Curt Armstrong

Anita Fuller  
Bill Rodawalt

**PUBLIC COMMENT(S)**

There were no comments.

**NEW BUSINESS**

1. Discussion of Council Property Tax Motion
  - From the December 3, 2020 regular council meeting; MOTION to direct staff to prepare necessary documents to waive penalty and interest on 2020 real / personal property taxes for those affected by COVID.
  - Current timeline for property tax billing as specified in code was reviewed.
  - Intent of motion was to assist commercial business owners that have had a negative impact due to COVID-19 closures, reduction of hours, and other measures imposed to mitigate virus spread.
  - CARES Grant funds are expended, state continues to reduce and/or stop many revenue streams.
  - Business practice for promissory note is to limit timeframe to two years. This could be extended, with P&I waived for declared time period of pandemic. Graduated payment plan to be explored. Roll all debt into note, including pre COVID to facilitate repayment plan. Payments must be kept current to continue benefit of P&I waiver.
  - Potential financial impact report to be included as back up to action memorandum.

MOTION: for staff to prepare action memorandum to present to council in January that outlines how assisting businesses that have been impacted by COVID pandemic will be handled, made by Alice Ruby, seconded by Bill Rodawalt.

VOTE: Unanimous roll call vote.

2. City Manager Report Out

- Three areas of concern: school bond debt reimbursement, reduction in CAP, and PCE.
- Sales tax continues to hold steady, raw fish tax should remain healthy, other revenue streams seem fine.

**COMMITTEE COMMENTS**

Andy Anderson:

- Commented Tod made his job much easier and thanked Tod for his report.
- Noted Tod will be missed.

Tod Larson:

- Thanked everyone, noting it has been a great experience, and a pleasure to work with those that care so much about their community.

Anita Fuller:

- Thanked the committee for the opportunity to discuss the tax motion. Noting the finance departments desire to be open to help the community.
- Thanked Tod for his work.

Curt Armstrong:

- Dittoed the thanks to Tod.
- Kudos to Anita and finance department for being easy to work with.

Bill Rodawalt:

- Thanked Tod and all city employees.
- Wished all Happy Holidays.

Alice Ruby:

- Thanked Tod, Anita, and Lori, and city staff.
- Wished all Happy Holidays, Merry Christmas, and Happy New Years.

**ADJOURNMENT**

The meeting adjourned at 6:34 p.m.

  
\_\_\_\_\_  
Andy Anderson, Chair

ATTEST:

  
\_\_\_\_\_  
Lori Goodell, City ClerkApproved: Feb. 22, 2021

NON CODE EMERGENCY ORDINANCE

Introduced: March 4, 2021  
 Public Hearing: March 4, 2021  
 Adopted:

CITY OF DILLINGHAM, ALASKA

**ORDINANCE NO. 2021-01**

**AN EMERGENCY ORDINANCE OF THE DILLINGHAM CITY COUNCIL EXTENDING ORDINANCE 2020-22(S), AUTHORIZING THE CITY MANAGER TO UTILIZE THE EMERGENCY OPERATIONS CENTER TO PROMULGATE AND ENFORCE REGULATIONS TO STOP THE SPREAD OF COVID-19**

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WHEREAS, Ordinance 2020-22(S) expires on March 31, 2021; and

WHEREAS, the City Council wishes to have no disruption and continuity in following all safe practices necessary to manage the Coronavirus; now

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

**Section 1. Finding of Emergency.** The City Council acknowledges Coronavirus cases persist in significant numbers across the United States and specifically in the State of Alaska and continue to constitute an emergency as declared in Resolution 2020-11.

**Section 2. Authority.** This ordinance is enacted pursuant to the general police powers of the City of Dillingham, the City's Disaster and Civil Defense authority under Dillingham Municipal Code, Chapter 2.64 and the City's authority to regulate use of public facilities such as streets and highways and the Dillingham Port.

**Section 3. Classification.** This is a non-code emergency ordinance.

**Section 4. Effective Date.** This emergency ordinance extends Emergency Ordinances 2020-22(S) in its entirety and extends the effective date through 11:59 p.m., April 1, 2021 unless adjusted by action of the City Council.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on March 4, 2021.

\_\_\_\_\_  
 Alice Ruby, Mayor

ATTEST:

[SEAL]

\_\_\_\_\_  
 Lori Goodell, City Clerk

CITY OF DILLINGHAM, ALASKA

**ORDINANCE NO. 2021-02**

**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL EXTENDING THE EXPIRATION DATE OF ORDINANCE 2020-22(S)**

WHEREAS, On November 5, 2020, the City Council passed Ordinance No. 2020-22(S), An Ordinance of the Dillingham City Council Authorizing the City Manager to Utilize the Emergency Operations Center to Promulgate and Enforce Regulations to Stop the Spread of COVID-19 in Accordance with the Recommendations in the City of Dillingham COVID-19 Mitigation Plan; and

WHEREAS, Ordinance 2020-22(S) as extended by Emergency Ordinance 2021-01 expires at 11:59 p.m. on April 1, 2021; and

WHEREAS, daily new infections in the State of Alaska continue to be in excess of 100, which designates the current statewide alert level at high; and

WHEREAS, It is anticipated that as many as ten thousand people from outside Dillingham will enter city boundaries via the airport or by water after May 1 and remain in the Dillingham area through the conclusion of the commercial and sport fishing seasons. These individuals will come from within Alaska, from other states on the west coast of the United States and from other countries where large numbers of confirmed cases of the COVID-19 virus are present; and

WHEREAS, The State of Alaska has a Public Health Center located in Dillingham with a staff of two, and supports health in the Bristol Bay Region, and

WHEREAS, The health care facility in Dillingham is the Kanakanak Clinic with a current capacity of 12 beds, 1 critical care unit and no working ventilators, and;

WHEREAS, The State of Alaska recently advised that communities with limited health care infrastructure should consider limitations on nonessential travel and that communities should consider protective measures to mitigate potential spread of the virus; and

WHEREAS, recent local increases in positive COVID-19 cases confirm a continuing need to maintain the EOC and Emergency Order process, and

WHEREAS, it is in the best interest of the City of Dillingham to continue to have emergency legislation in place to mitigate the impact of the COVID-19 pandemic.

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

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

**Section 2. Declaration of Emergency.** The council declares that the coronavirus threat and impact remain a public health emergency.

**Section 3. Authority.** This ordinance is enacted pursuant to the general police powers of the City of Dillingham, and the City's authority to regulate use of public facilities such as streets and highways and the Dillingham Port.

**Section 4. Effective Date.** This ordinance extends Ordinance No. 2020-22(S) in its entirety, to September 3, 2021 at 11:59 p.m. unless adjusted by action of the City Council.

PASSED and ADOPTED by the Dillingham City Council on April 1, 2021.

\_\_\_\_\_  
Alice Ruby, Mayor

[SEAL]

ATTEST:

\_\_\_\_\_  
Lori Goodell, City Clerk

P.O. BOX 190694  
ANCHORAGE, AK 99519  
[WWW.TIMPEARSON.NET](http://WWW.TIMPEARSON.NET)

PHONE: (907) 952-3498  
SKYPE: TIMPEARSONAK  
[TIMPEARSONAK@GMAIL.COM](mailto:TIMPEARSONAK@GMAIL.COM)

## MEMO

DATE: February 24, 2021

TO: **Mayor Alice Ruby and Council members: Chris Napoli, Bill Rodawalt, Aksel Buholm, Curt Armstrong, Andy Anderson, Gregg Marxmiller**  
City of Dillingham  
[mayor@dillinghamak.us](mailto:mayor@dillinghamak.us)

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

RE: **City Manager Search – update as of February 24, 2021**

---

### 1. update:

I am looking throughout Alaska as well as nationally for people who have Alaska experience or transferable skills.

### 2. key metrics as of 2/24/21 @ 3:00 PM

**Finalists: 0**

**Current Applications: 4**

**Municipal manager experience: 2**

--Foley, Lee M.  
--Meszaros, Scott W.

**For-profit experience: 1**

--Zartarian, Robert

**Non-profit experience: 1**

--Brubaker, Daniel A. (Andy)

**Withdrew -- Municipal Manager experience: 1**

--Gleason, James P. – to be closer to family in Florida

**Withdrew -- Municipal senior staff experience: 1**

--Zamarron, Moe – accepted position as City Manager for the City of Unalakleet

## DISCUSSION:

### re: search

I continue networking with individuals about the opportunity. I am looking throughout Southwest Alaska, Alaska, and the U.S.

re: current applications as of 2/24/21 – 4

**For those who have Municipal Manager experience:** I notified them that that an Interim City Manager was hired.  
I let them know that the search is underway and that their resumes are being kept on hand.  
These are:

**Municipal manager experience: 2**

--Foley, Lee M.  
--Meszaros, Scott W.

**For those who have no Municipal experience, but perhaps transferable skills:** I notified them that that an Interim City Manager was hired.  
I let them know that the search is underway and that their resumes are being kept on hand.  
This is:

**For-profit experience: 1**

--Zartarian, Robert

**Not-for-profit experience: 1**

--Brubaker, Daniel A. (Andy)

**My desire:**

--to keep to keep Council members and applicants informed of the search status

other notes:

We are advertising a starting salary of \$130,000+ DOE & excellent benefits including: PERS, 100% healthcare, deferred compensation.

At least four other municipalities in Alaska are also looking for Municipal Managers:

--Bristol Bay Borough  
--City of Port Heiden  
--City of Seward  
--Haines Borough

file:

City\_of\_Dillingham\_Memo\_UPDATE\_for\_February\_24\_Pearson\_Consulting\_2021\_0224\_2\_pages.docx

## City of Dillingham

## City Manager Applicant List 2021

--current applications received as of February 24, 2021

version 1.0

Last Name	First Name	MI	City	State	Zip	Last/Relevant Position	Last/Relevant Employer	City Manager (# municipalities)	Resume	150 word Statement	comments
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## Applicants -- municipal manager experience

1	Foley	Lee	M.	Philippines			City Manager	City of Bethel, AK	1	x	136	AK cities: Bethel
3	Meszaros	Scott	W.	Seward	AK	99664	City Manager	City of Seward, AK	2	x	33	AK cities: Seward // other: Meeker, CO

## Applicants -- for profit experience

1	Zartarian	Robert		Cooper Landing	AK	99572	Project Manager ESS	Pogo Mine, AK	0	x	106	General Manager, Alpine Inn Motel, Cooper Landing
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## Applicants -- nonprofit senior experience (transferable skills)

1	Brubaker	Daniel	A.	Rarvenel	SC	29470	Executive Director	Red Cross of Albany, GA	0	x	136	responded to: 4 hurricanes, 3 tornadoes, 1 flood / 19 counties of SW GA
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file: DLG\_City\_of\_Dillingham\_City\_Manager\_applicants\_SUMMARY\_2021\_February\_24\_report.xlsx

678.699.9610 | brubakerandy@gmail.com

**PROFILE**

Organized, mission-focused **Servant Leader** with over 20 years of success leading organizations and teams to exceed their strategic goals. Highly motivated to leverage expertise in leadership development, strategic planning and relationship building that augments a vision for transformation.

**EXPERIENCE****MASON PREP FOUNDATION (CHARLESTON, SC W/368 STUDENTS)****Part-time Executive Director***August 2020 – Present*

- Advising an 11-member Foundation Board on the execution of annual, planned, and restricted giving programs in support of the Mason Preparatory School (\$125,000 Goal)
  - Surpassed the 19-20 December 31 Annual Fund giving total by 46% and all forms of giving by 59%
  - Increased the 19-20 December 31 Annual Fund donors from 55 to 177
- Managing 0.5 FTE advancement services coordinator
- Supported the accounting firm Glasser and Company on the development of the annual audit (\$400,000 in net assets) and I-990
- Supporting the Head of School's strategic planning process and Diversity, Equity, and Inclusiveness initiative by interviewing and bringing final recommendations of consultants to lead projects for the campus

**THE HERITAGE SCHOOL (NEWNAN, GA W/460 STUDENTS)****Director of Development***August 2019 – June 2020*

- Collaborated with the Head of School and other division team leaders to develop protocols and procedures for new operational requirements to assure healthy philanthropic growth and financial soundness
- Developed protocols and procedures for new administrative and operational requirements for the *Think Beyond*, a \$7.5MM Capital Campaign including oversight of campaign and development budget (\$150,000)
- Developed and trained team of leaders to work across campus divisions for Georgia GOAL (\$200,000), Faculty Giving, Founders Day, Hawkton (\$125,000), and The Heritage Fund (\$350,000)
  - Achieved 100% Faculty/Staff Giving in Heritage Fund support
  - Increased 2020 GA GOAL giving by 49% and donors by 45% over 2019 (without matching gifts)
  - Increased 2020 Hawkton revenue by 21% over previous event

**AMERICAN RED CROSS (ALBANY, GA W/ POP. 450,000 & 7,166 MI<sup>2</sup>)****Executive Director***2016 – 2019*

- Managed 200+ volunteers who respond to emergencies and disasters in a 19-county region of Southwest Georgia in support of multiple tornado relief operations and multiple hurricane evacuations and relief operations
- Supervised 2 FTE: Business Coordinator and Disaster Program Manager
- Supported a regional development team, utilizing donor identification and cultivation strategies to contribute to an annual fundraising goal of \$14MM
- Leveraged community relations to diversify board leadership from 0% members of color to 20%, as well as diversifying all levels of volunteer leadership
- Initiated strategies to enhance donor and stakeholder involvement, especially with those bridging volunteer partners and engagement

**ANDREW COLLEGE (CUTHBERT, GA W/ 314 STUDENTS)****Vice President for Advancement***2014 – 2016*

- Managed 5 FTE and then an additional 7 FTE for a period of nine months during a transition period
- Collaborated with the college president and other president's cabinet members to develop and promote the school's institutional advancement strategy
- Raised an average of \$2MM in restricted and unrestricted funds raised annually
  - Secured two \$1MM unrestricted grants through the solicitation and reporting process
  - Identified and solicited \$1MM restricted gift that resulted in the launch of an Associate of Nursing degree program

- Provided strategic leadership to three departments resulting in four years of continued growth in unrestricted annual giving, increased foundational giving by \$99,939 from FY14 to FY15, and increased restricted and unrestricted giving by \$166,542 from FY13 to FY14
- Supported the accounting firm Maulden and Jenkins on the development of the annual audit (\$24MM in net assets) and I-990
- Advised the RFP process to procure and award a new food service contractor (SAGE) valued at \$800,000
- Developed new policies and implementation plan due to revised Wages and Fair Labor Standards Act regulations with HR in concert with outside counsel (Baker Donelson)

**ANDREW COLLEGE CONT.****Director of Development***2012 – 2014*

- Grew staff of 1 FTE to 3 FTE
- Collaborated with the college president and other president's cabinet members, leading an efficient and successful search for a new Chief Financial Officer
- Secured two \$1MM unrestricted grants through the solicitation and reporting process
- Leveraged expertise in fundraising principles, operations, and strategies to exceed annual giving goals of \$1.7MM by over 25% for FY13
- Orchestrated a \$16MM comprehensive capital fund drive, exceeding goal by \$845,000
- Designed and initiated a three year \$7.5MM comprehensive capital fund drive in FY14
- Directed the development of a \$12MM Bond RFP for a \$7MM resident hall and \$5MM in current bonds
- Supported the accounting firm Maulden and Jenkins on the development of the annual audit (\$22MM in net assets) and I-990
- Oversaw campus public relations, community outreach and partnerships, and served as the campus contact for media interaction

**LAGRANGE COLLEGE (LAGRANGE, GA W/1,100 STUDENTS)****Coordinator of the LaGrange College Fund***2010 – 2011*

- Managed 2 FTE, 20 part-time employees, and an intern
- Collaborated with a development team to raise \$2.6MM in annual giving
- Provided strategic leadership and vision for advancement in expanding the intercollegiate and community donor base for annual giving under \$5,000
  - Increased Faculty/Staff Giving participation from 45% to 82%
  - Increased Senior Class Giving from 31% to 57%
  - Increased phonathon participation by 9% and giving by 14%

**LAGRANGE COLLEGE CONT.****Director of Alumni and Family Relations***2008 – 2010*

- Managed 1 FTE
- Collaborated closely with the development team during a \$65MM Defining Moments capital fund drive to engage donors in multi-year commitments
- Advised the Alumni Association Executive Committee in the development and implementation of multi-year strategies for engaging 8,000+ alumni, resulting in an 11% increased giving rate, increased alumni loyalty fund class scholarships by 28 new scholarships, and improved alumni relations
- Directed a 20-member family council representing all families of LaGrange College in collaboration with admissions, student life, and the career center
- Orchestrated activities including, but not limited to Homecoming, regional alumni gatherings, Family Weekend, and Freshman Orientation Parent Welcome
- Provided guidance to alumni clubs such as Alliance of Black Alumni, Atlanta Alumnae, and the LaGrange College Alumni Garden Club
- Contributed to the development of a campus mentoring center in conjunction with the Offices of Student Life & Academic Life in order to generate a network aiding in student transformation

**NORTH WEST GEORGIA COUNCIL, BOY SCOUTS OF AMERICA (ROME, GA)**

**District Executive**

2007

- Oversaw all aspects of Scouting for 1,900 youth and 800 adult volunteers who ran weekly programs in 61 units in a Whitfield and Murray Counties (pop. 142,000 & 638 mi<sup>2</sup>)
- Recruited, organized, trained, and managed 2 volunteer leadership boards who provided volunteer leadership at the unit, district, and local headquarter levels of our organization
- Organized district fundraising activities with a 11% increase and a with 7% increase in product sales over 2006
- Planned, budgeted, and managed 30 different annual activities and training events for a variety of age groups ranging from 6-years old to adult

**PANASONIC AUTOMOTIVE, FIVE STAR FOODSERVICE (PEACHTREE CITY, GA)**

**Foodservice Director**

2006 – 2007

- Managed a team of 7 FTE preparing and serving 2,500 employees' breakfast and lunch during the work week
- Oversaw a profit/loss budget of \$750,000

**FLINT RIVER COUNCIL, BOY SCOUTS OF AMERICA (ROME, GA)**

**District Executive**

2005 - 2006

- Oversaw all aspects of Scouting for 2,100 youth and 900 adult volunteers who ran weekly programs in 57 units within Fayette County (pop. 107,000 & 191 mi<sup>2</sup>)
- Planned, budgeted, and managed 30 different annual activities and training events for a variety of age groups ranging from 6-years old to adult
- Conducted year-round recruiting within Fayette County Schools and local Chartering Organizations

**ALAPAHA AREA COUNCIL, BOY SCOUTS OF AMERICA (VALDOSTA, GA)**

**District Executive**

2002 – 2005

- Oversaw all aspects of Scouting for 1,300 youth and 700 adult volunteers who ran weekly programs in 50 units within a seven-county district surrounding Lowndes County (pop. 158,000 & 2,945 mi<sup>2</sup>)
- Organized district fundraising activities with growth over two years that contributed to 25-30% of the total operating budget
- Planned, budgeted, and managed 25 different annual activities and training events
- Supervised 2 interns from Valdosta State University
- Started, trained, and maintained new Scouting units
- Obtained first National Camp School Accreditation for the Alapaha Area Council Day Camp and maintained that standard in consecutive years

**ARAMARK, COLLEGE OF CHARLESTON (CHARLESTON, SC)**

**Catering Manager**

2000 – 2002

- Managed non-college related events ranging (2-2,500 people) including 23 weddings, the Spoleto Festival opening Gala, and political fundraising dinners with \$4MM in annual sales
- Managed 1 FTE and 25 part-time catering employees
- Supervised on and off campus College of Charleston catering events and all sporting concessions for athletics
- Provided food service event planning and management to all Alumni Affairs events such as Alumni Weekend, Homecoming, Class Reunions, and Annual University Faculty Party

**KEY PROFESSIONAL STRENGTHS & AWARDS**

- 
- |                                |                      |  |
|--------------------------------|----------------------|--|
| • Strategic Project Management | • Team Leadership    | • Excellent Interpersonal Skills       |
| • Profit and Loss Strategies   | • Budget Forecasting | • Federal and State Grant Writing      |
| • Community Outreach           | • Eagle Scout        | • Cross-Cultural Collaboration         |
| • Public and Media Relations   | • HR Policy Creation | • Employee Supervision and Development |

## EDUCATION

### University of West Georgia

January 2006 – May 2011

M.P.A. in Public Administration

Thesis: *A Comparison of Six Year Graduation Rates of Children in Foster Care to Underrepresented Populations in the State of Georgia*

### Western Carolina University

July 1996 – August 2000

B.S. in Pre-Professional Biology

Thesis: *Chemotaxonomy of the Trichomonas boshianium*

## TEACHING EXPERIENCE

### Andrew College

Three Semesters (2015 & 2016)

Adjunct Professor, U.S. Government (POS 111)

## CONTINUING EDUCATION

### Center for Creative Leadership

2013

Leadership Development Program

### Vanderbilt University's Peabody College of Education and Human Development

2011

Summer Institute for Higher Education Management

### Council for Advancement and Support of Education

2010

Summer Institute in Education Fundraising

### Georgia Department of Community Affairs

2010

Georgia Academy for Economic Development

### United Nations Institute for Training and Research

2008

Cities for Sustainable Growth Land Use and Regional Planning

### Wilderness Education Association

1999

Steward Course (Two Week Outdoor Leadership Course)

## COOL FACTS

### Foster Parent and Foster-to-Adopt Parent (2009 – 2011)

Georgia Department of Family and Children Services

### Professional Raft Guide (1996 – 2000)

Upper Arkansas River, Colorado

Nantahala River, North Carolina

### Camp Counselor (1994 & 1995)

Woodruff Scout Reservation

### Gardner Extraordinaire

Citrus, blueberries, blackberries, and sundries of seasonal vegetables

### Mint Chocolate Chip Ice Cream Connoisseur

**ADDITIONAL EXPERIENCE**

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- American Red Cross of SW Georgia (19-Counties w/a pop. of 450,000 people & 7,166 mi<sup>2</sup>)
  - Elected Official Liaison and/or EOC Liaison
    - Hurricanes
      - Mathew, 2016 (DR-4284-GA)
        - \$2 Billion in Economic Damage Across Georgia
        - 400,00+ Loss Power in Georgia
      - Irma, 2017 (DR-4335-GA)
        - \$55 Million in Economic Damage Across Georgia
        - 1.5MM Loss Power in Georgia
      - Maria, 2017 (DR-4339-GA)
        - Prepositioned Sheltering
      - Michael, 2018 (DR-4400-GA)
        - \$2.5 Billion in just Agriculture Damage Across Georgia
        - 400,000+ Loss Power in Georgia
        - Personally, Without Power for 18 Days
    - Tornadic Events
      - Jan 2, 2017 - Albany, GA (DR-4294)
        - EF-O (Straight Line Winds)
        - Personally, Without Power for 6 Days
      - Jan 22, 2017 - Albany, GA (DR-4297)
        - EF-3 Resulting in 5 Local Deaths (16 Total Across GA)
        - \$1.3 Billion in Economic Damage Across Georgia
        - Personally, Without Power for 13 Days
      - March 4, 2019 - Cairo, GA (DR-?)
        - EF-2
    - Floods
      - 2019 Arkansas River (DR-4441-AR)
        - \$3 Billion in Economic Damage in Arkansas
  - Hogansville Downtown Development Authority (pop. 3,060)
    - Former Board Chair (2008 – 2009)
      - Stepped down to run for Mayor
    - Better Hometown Manager Search Committee Chair
    - 2009 USDA Rural Business Enterprise Grant Recipient
    - Facilitated the City of Hogansville's first Better Hometown Accreditation
    - 2009 Georgia Downtown Development Authority Board Training
  - Georgia Tech Regional Strategic Planning Commission for Troup County (pop. 67,000)
    - Workforce Development Committee Member (2009 – 2011)
  - The Heritage School (Student pop. 460 students)
    - FEMA COVID-19 Public Assistance Liaison
  - Andrew College (Student pop. 314 students)
    - Completed multi-year Federal Title III Strengthening Institutions Grant
    - Dean of Students Search Committee Chair
    - Campus Chaplain Search Committee Chair

678.699.9610 | brubakerandy@gmail.com

- FTEs Hired: Director of Communication, Advancement Services Coordinators, Financial Aid Coordinator, Administrative Assistants, Director of Enrollment, and Admission Officers
- Worked with the Board of Trustees to Develop New Governance Policies for the Southern Association of Colleges and Schools Commission on Colleges 10-yr Reaccreditation
- Member of Campus Emergency and Disaster Response Team
- LaGrange College
  - Administrative Council Member
  - Vice President for Advancement Search Committee Member
  - Mentoring Program Development Team Member
  - Mentoring Center Director Search Committee Member

## **CIVIC PARTICIPATION**

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- LaGrange-Troup County Chamber of Commerce
  - 2009 Leadership Troup Participant
  - 2009 and 2010 Leadership Troup Facilitator
  - Board Member (2010 – 2011)
- National Eagle Scout Association
  - Lifetime Member
- Newnan-Coweta County Chamber of Commerce
  - 2019 Prospective Candidate Forum Moderator
  - Voice of Business Committee Member (2019 – 2020)
- Troup-Harris Regional Library Board
  - Board Member (2010 – 2011)

## **ADDITIONAL TRAINING**

---

- Boy Scouts of America
  - National Camp School
    - Day Camp Management
  - Advanced Outdoor Leadership Skills (Facilitated Six Courses over a 3-yr Period)
- CPR/First Aid/AED (Expired)
- FEMA
  - IS-2200 Basic Emergency Response Operations Center Functions
- Swiftwater International
  - Swiftwater Rescue Technician, SRT-1 (Expired)

## **SELECT MEDIA INTERVIEWS**

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- <https://www.walb.com/2018/12/15/dozens-receive-donated-smoke-alarms/>
- <https://www.walb.com/2018/10/25/red-cross-sees-progress-hurricane-michael-recovery/>
- [https://www.albanyherald.com/news/local/american-red-cross-briefs-officials-on-disaster-relief/article\\_dc625266-ba22-5d9a-bb4d-3ce4d3b358fb.html](https://www.albanyherald.com/news/local/american-red-cross-briefs-officials-on-disaster-relief/article_dc625266-ba22-5d9a-bb4d-3ce4d3b358fb.html)
- <https://www.walb.com/2018/10/25/red-cross-sees-progress-hurricane-michael-recovery/>

## MANAGEMENT ACCOMPLISHMENT

---

Urgency was key as the Arkansas River waters rose in Ft. Smith, AR. I led a team of six Red Cross Executive Directors from around the country to work with elected officials at every level of government. Organizing the team geographically by disaster experience along the 320-mile river, I provided them with a plan of action to assure the resources of the Red Cross were maximized and directed to those in need. Team members worked independently within their assigned areas identifying needs while I engaged the Red Cross's center of operations to secure and direct the requested resources.

Their real-time intel resulted in our opening shelters, assigning feeding routes, supporting residential damage assessments, identifying a need for interpreters, giving briefings and media interviews, advising relief supply distribution locations, and coordinating with partners to reduce duplicated efforts.

## Quick Facts

- June 1, 2019
  - River crested at 40.79ft (18.79ft above flood stage) w/a flow of 570,000cfs in Ft. Smith, AR
    - Broke all-time flooding record of 38.1ft from 1945 in Ft. Smith, AR
- June 6, 2019
  - River crested at 50.68ft (9ft above flood stage) in Pendleton, AR
- 17 Counties were declared Federal Disaster Areas
- The Arkansas River flooding was estimated to cost the State of Arkansas roughly \$23 million a day in lost gross domestic product alone

Daniel A. Brubaker  
4297 Misty Hollow Lane  
Ravenel, SC 29470  
(678) 699-9610  
brubakerandy@gmail.com

February 4, 2021

City of Dillingham  
Attn: The Honorable Alice Ruby, Mayor of Dillingham  
Council Members: Chris Napoli, Bill Rodawalt, Aksel Buholm,  
Curt Armstrong, Andy Anderson, and Gregg Marxmiller  
141 Main St.  
Dillingham, AK 99576

Dear Mayor Ruby and City Council,

The posting for a new City Manager is one I am highly interested in learning to see if there is a mutual fit. A review of the job description aligns with my personal and professional activities, and it seems as though I've been preparing for a role such as this one for the past 20+ years. While my background is a bit unorthodox, I know I can meet your goals to strengthen Dillingham's vision to support a sustainable, diversified, and growing economy.

Looking at the job description, I know I can bring about a positive culture for those individuals who are on the front lines working to shape the community. I'm a firm believer in servant leadership and see myself standing at the bottom of an inverted pyramid supporting those above me. I've led a team who brought relief following a natural disaster across a state to managing a staff who were each doing the work typically done by two or three people. As we move forward in this new year, I recognize COVID-19 has changed the landscape.

Last August, I was delighted to accept a position in Newnan, Georgia at The Heritage School as their new Director of Development. I'd accepted the role and launched the silent phase of a \$7.5MM capital campaign to build a new middle school and performing arts center. With the intention of being at The Heritage School for the foreseeable future, I placed a contract on a small farm. During the middle of the closing inspection, my Head of School called to inform me that my position would not be renewed for the coming school year due to enrollment uncertainties surrounding COVID-19.

Some of my greatest attributes are a drive for excellence and the ability to work with a diverse cross-section of the community. In Albany, Georgia, I built relationships with the African American community who felt disenfranchised by national nonprofits. By the time I left the American Red Cross of Southwest Georgia, I'd diversified the local Red Cross volunteer leadership at every level to assure there was representation of the community served. I also spent a considerable amount of time working with government and elected officials of all stripes and political affiliation. There have been days that included driving around lower Little Rock, AR with U.S. Senator Tom Cotton looking at flood damage to briefing U.S. Congressman Sanford Bishop on relief operations following Hurricane Michael.

Daniel A. Brubaker  
4297 Misty Hollow Lane  
Ravenel, SC 29470  
(678) 699-9610  
brubakerandy@gmail.com

I am attuned to the needs of those vertical and horizontal in an organizational chart and how they impact others. During my career, I have served at the pleasure of four college presidents and a head of school as a staff advisor for boards of trustees, leadership councils, and various volunteer leadership groups. Working with a CFO, I have supported the development of operating budgets, annual financial reports, and advised on facility projects. One college president asked me to drive the implementation and compliance of Wages and Fair Labor Standards Act regulations with HR in concert with counsel. This was after he asked me to lead the development of a \$12.5MM bond to restructure existing debt and finance building a new dorm.

I believe the City Manager must be the nonpartisan voice in the community. It has the clout and ability to bring together a diverse cross-section of the community to work together for the greater good of all. As an example, I've had the opportunity to successfully solicit and/or work with teams on a handful of government funding programs. These have ranged from a U.S. Department of Education Title III Strengthening Institutions Grant, a USDA Community Development Block Grant, and FEMA's Public Assistance.

Lastly, I'm also attracted to this position for its remoteness and access to nature. As a child, I could be found playing in the woods or on a lake fishing (It was not uncommon to wake up before 5 a.m. to fish before going to school.) In high school, I spent two summers living in a canvas wall tent working as a camp counselor for 10 weeks and would later become a raft guide. Eventually, I chose my undergraduate alma mater due to its remote location in the Southern Appalachian Mountains so that I could pursue outdoor activities year-round. Whether it was canoeing the Nantahala River while it was snowing, or sitting next to a fire as the sun set enjoying a cup of coffee after backpacking for 10 miles to fish a trout stream, I cherish the solitude one finds in nature.

Based on the job description, I am confident I can provide the leadership, vision, and creativeness to strengthen your mission. I am intrigued by this position, ready to learn more and eager to explore whether there is a strong mutual fit. Serving the City of Dillingham would be an incredible opportunity to share my servant leadership skills and serve as its community steward.

Sincerely,

Daniel A. Brubaker

---

## Dillingham City Manager Search

---

**Daniel Brubaker** <brubakerandy@gmail.com>  
To: Tim Pearson <timpearsonak@gmail.com>

Fri, Feb 5, 2021 at 7:05 AM

Tim,

The search for a new City Manager for the City of Dillingham is of great interest to me. Attached are several documents for consideration in this search:

1. Resume
2. Cover Letter
3. Management Accomplishment
4. Additional Background to accompany my resume
5. Signed Waiver

If you need additional information, please give me a call at 678-699-9610 or shoot me an email at [brubakerandy@gmail.com](mailto:brubakerandy@gmail.com).

Sincerely,

Andy B.

--

Andy Brubaker

[brubakerandy@gmail.com](mailto:brubakerandy@gmail.com)  
(678) 699-9610

---

### 5 attachments



**Brubaker Dillingham Waiver .jpg**  
719K



**D Brubaker Added Resume Materials.docx**  
30K



**D Brubaker Management Accomplishment (Dillingham).docx**  
23K



**D. Brubaker Cover Letter (Dillingham).docx**  
22K

**D Brubaker Resume (Dillingham).docx**



## **COMMANDER LEE M. FOLEY, COMMANDER, U.S. NAVY (RET)**

**(907) 331-4287**

**[malamuteman2@gmail.com](mailto:malamuteman2@gmail.com)**

### **PROFESSIONAL EXPERIENCE**

#### **PRESIDENT**

**May 2001 – Present**

**Save The Wolves Foundation, Inc., Bethel, Alaska**

A non-profit, 501(C)3 organization advocating and supporting the reintroduction and preservation of wolves in the wild.

- Merge efforts with other advocacy groups in seeking protection for all wolf species
- Utilize social media venues to lobby for wolves to remain on the Endangered Species Act
- Market wolf-inspired items to heighten awareness for protection of wolves
- Develop and implement concepts to highlight attempts to eradicate wolves

#### **CITY MANAGER**

**July 2008 – May 2014**

**City Council, Bethel, Alaska**

Directed and managed highly advanced programs responsible for the operation and maintenance of City processes and procedures.

- Established vision of capital initiatives and improvements uniting diverse business units to achieve and maintain optimum fiscal and operational health
- Led and directed efforts that achieved five consecutive unqualified annual financial audits, the last resulting in the City being designated as a low-risk audit municipality
- Successfully managed multiple upgrades and improvements with projects ranging from \$2 Million to \$24 Million Dollars
- Directed day-to-day operations of the sixth largest city in Alaska through nine (9) municipal departments with a workforce of 126 full-time employees
- Consistently presented annual balanced budgets with surpluses for Council approval

#### **PORT DIRECTOR**

**June 2007 - July 2008**

**City Manager, Bethel, Alaska**

Served as Chief Administrator of the only medium-draft port in southwestern Alaska

- Allocated and regulated use of port facilities including the Seawall, Petroleum Dock, Cargo Dock, and Small Boat Harbor
- In collaboration with the Assistant Port Director, rewrote the Terminal Tariff that included rates, rules, and regulations for all terminal services
- Implemented steps that returned the Seawall Maintenance Fund to solvency

**SENIOR HOMELAND SECURITY SPECIALIST      November 2004 – May 2007**  
**Innovative Emergency Management, Inc., Salt Lake City, Utah**

Worked in team environment to broaden emergency management understanding and applications with State and Local Governments

- As Team Lead for the National Plan Review, conducted reviews for States nation-wide
- Researched, developed, and wrote grant requests applicable for Improvised Explosive Device (IED) and Underwater Hull Explosive Device (UHED) Detection and Prevention Systems. Played central role in the Port of Los Angeles (POLA) ultimately being awarded a \$12 Million Dollar Grant for improvement of port security
- Assisted in identifying weapons of mass destruction (WMD) and deterring terrorist-related incidents for the Department of Homeland Security's Office of Grants and Training
- As Task Lead for Multi-Jurisdictional Prevention and Response Plan Guidance Development and Technical Assistance Deliveries for FEMA, oversaw deliveries which were made on or before established deadlines and under budget by \$100 Thousand Dollars
- Created terrorist and natural-hazards scenarios to support development of Infrastructure Mitigation Plans for various States.

### **EDUCATION**

Graduate, San Diego, California Police Academy	May 1975
Associate Degree, Business Administration and Finance National University, San Diego, California	May 1977
Bachelor Degree, Public Administration (Magna Cum Laude) National University, San Diego, California	May 1981
Master of Arts, International Relations Salve Regina University, Newport, Rhode Island	May 1989
Master of Arts, National Security and Strategic Studies U.S. Naval War College, Newport, Rhode Island	May 1989

### **OTHER**

**Author: MUSTANG – FROM MESSDECKS TO WARDROOM**  
 Published by Heritage Books, Inc., Berwyn, Maryland

**Author: EARLY COMMAND – WAY TO GO**  
 Published by Surface Warfare Magazine, U.S. Navy

**Author: DESTROYER TENDERS – A COMPARISON**  
 Published by the United States Naval Institute Press

**SIGNIFICANT ACCOMPLISHMENTS IN MUNICIPAL MANAGEMENT**

As Bethel City Manager I initiated steps and processes that dramatically improved the financial picture of the City. Debts that had languished for years were paid off and the City's Credit Rating was elevated to 5-Star Status. The history of failed, or qualified, financial audits was reversed, culminating in successive unqualified audits that led to the City's designation as a low-risk audit entity. Annual unbalanced budgets immediately became consistently balanced budgets with modest surpluses.

Supervisory and leadership skills learned and honed in the Navy led to the successful command of a naval warship. I used these same abilities as a City Manager to build a cohesive team of nine departments acting in unison to accomplish the goals of the Bethel City Council.

As the Bethel City Manager, I oversaw and managed myriad projects successfully, none more so than the \$24M construction of the Bethel Health and Aquatic Center.

Thank you.

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## City of Bethel Investigation Reveals Improper Contracts and Perks

by [Ben Matheson](#) on June 24, 2014



Redacted page in the investigation report.

The Bethel City Council has released a redacted version of its investigation into city contracts, nepotism, and personnel issues. The investigation led to the firing of Bethel's city manager in May. The investigation reveals improperly awarded contracts, special agreements, and violations of the city's previous nepotism rule. It chronicles mismanagement by former city manager, Lee Foley. Bethel Mayor Joe Klejka says the case was clean cut.

"We just have to have a city manager who follows the Bethel Municipal Code," said Klejka.

The Council hired attorney Michael Gatti in February to conduct the investigation for \$40,000. The result was a 46-page report and the council fired Foley in May. KYUK and six other news organizations made a public records request for the document that same month. The report was released Monday.

The investigation outlines problems with contracts, including special agreements with the former finance director, Bobby Sutton who was being flown up from Kentucky to do budget work.

Foley apparently made an agreement with Sutton, without seeking competitive bids, kept an account for his personal expenses, and provided him with numerous other perks. KYUK was not able to reach Sutton Tuesday.

The investigation also describes several improper agreements with a local business, Faulkner Walsh Constructors. The demolition of the old police station was not opened to competitive bidding, but instead done by Faulkner Walsh to pay off debts owed to the city.

“There was code that told him exactly how to do it so there would be documentation, so taxpayers would get their best purchases with the money we’re using for the city,” said Klejka. “That was consistently not followed. Special deals were given to whoever was most convenient for him to pass it out to. In fact it’s not even always clear why he chose what he did choose, because the documentation just isn’t there.”

Attorneys also found informal agreements with Faulkner Walsh to level the teen center for \$19,000, which ended up costing double that and another for vehicle removal.

In addition, attorneys say Foley backdated a lease for the company at the airport sandpit where he had been trespassing several months at the rate of 450 dollars a month. Owner Harry Faulkner declined to speak with KYUK.

Besides Foley’s mismanagement of agreements and contracts, investigators faulted the city for some problems, such as a bad billing system and incomplete record keeping for leases.

In an analysis of nepotism, the report highlights former City Manager Lee Foley’s son Bo, who works in the I-T department. He is apparently the only union employee for whom the city pays full masters degree tuition. He also flew first class on city travel due to his height of about 6 feet 8 inches. The report found several situations that could be in violation of the previous nepotism ordinance, but many details are blacked out. It clears Council Member Heather Pike for her long-term relationship with a city employee.

In a memo listing 29 past and present related employees included in the investigation, Lee Foley made an argument that hiring family members was quite common at the city. None had a waiver from the manager.

KYUK could not reach Foley by phone Tuesday.

It also reveals inconsistency in credit card usage by city employees for personal business.

“We believe the majority of the credit card purchases were probably reimbursed, the big things would be...basically if they don’t pay it back immediately, within the same month, you’re giving them an interest free loan,” said Klejka.

The report includes four pages of bullet pointed recommendations, including several redacted lines. Klejka says a person to deal with all of the many personnel concerns is at the top of the city’s list.

“Probably something we didn’t expect. We found out that we really needed to tighten up our human resources department. Several years ago we eliminated that position, that’s clearly been a mistake,

that's left a lot of holes in the city, a lot things that needed to be shored up a lot. So that's what we really discovered," said Klejka.

The city is currently recruiting for that position. The council recently made its nepotism rules more explicit and tightened up its policies for credit card usage, tuition reimbursement, leave cash out, and city leases. Several sections of the report are blacked out, including what appears to be the portion about allegation of harassment. The investigation has been sent to the District Attorney's office for review. The [full report is available here](#).

Tagged as: [City of Bethel](#), [investigation](#)

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## Contact Us

Monday-Friday 8am-5pm

907.543.3131

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## CITY OF BETHEL INVESTIGATION

On June 24, 2014, KYUK's Ben Matheson published an article entitled "City of Bethel Investigation Reveals Improper Contracts and Perks." Because the article is slanted and plays loosely with facts, I would like to make the following statement for the record.

The case was not as clean cut as Mayor Klejka stated in the article although he was correct in stating that that the City has to have a City Manager that follows the rules. What he failed to say was that the Council and previous managers operated in a similar manner, but those actions were ignored.

As City Manager, I did in fact enter into a working agreement with former City Finance Director Bobby Sutton without seeking bids. At the time Mr. Sutton was preparing to relocate to Kentucky, the City was gearing up in preparing for the annual financial audit. While basic accounting is the same for all accountants, a complete understanding of the City, the auditing team, and what it would take to achieve an unqualified audit for Bethel was knowledge only Mr. Sutton had. A contracted accountant may, and I emphasize may, have gotten the City through the audit, but I feel confident that the audit would not have been unqualified and the City would not have been designated as a future low-risk financial audit entity without Mr. Sutton. Bobby was also tasked with working with the City Manager and department heads to develop a balanced budget to present to Council. Since the current Finance Director was unable to report for duty until January 20, 2014, Mr. Sutton's involvement in the budget process was critical. The end result was a balanced budget with modest surplus being presented to Council for consideration. It should be noted that in the several years prior to my hiring as City Manager, the City had a negative credit rating, balanced budgets had not been submitted to the Council, and the City had consistently qualified (negative results) financial audits. A solid and

consistent team effort by department heads, Mr. Sutton, and myself reversed these negatives. When I *chose* to be terminated rather than resign on May 12, 2014, Bethel enjoyed a five star credit rating and the financial picture of the City was positively solid. To claim, or suggest, that my agreement with Mr. Sutton did not evolve from a competitive process would be correct. To claim, or suggest, that the agreement was detrimental to the City is an outright falsehood. The facts unequivocally show that the City benefited greatly from achieving an unqualified audit and receiving a low-risk audit designation. The City also benefited by achieving a balanced budget with surplus despite facing a potential shortfall of \$1,000,000.00 in sales tax revenue.

With respect to improper agreements with Faulkner Walsh Constructors, the City benefited financially by employing this company to demolish the old police station. At least 3 local entities responded to verbal inquiries as to interest in the job, but all declined. The Council was urging the Administration to move forward expeditiously and not waste time in getting this job done (a review of Council meeting minutes will bear this out as well as checking with the Acting Public Works Director), so I viewed it as a win-win situation. We got the building demolished and removed and Faulkner-Walsh Constructors worked off a debt owed to the City. This method, although unorthodox and not in accordance with the BMC, enabled the taxpayers to get the best bang for their buck. None of their tax dollars were used, or paid out, and in fact, \$30,000.00 in debts owed to the City were recovered through work that had to be done. The Mayor's statement that the Code was consistently not followed and that I routinely made special deals that were convenient to me is an out and out lie and borders on slanderous. Any actions I took while serving as City Manager, correctly or incorrectly, benefited the City and the taxpayers. To state otherwise is not true.

There was an agreement with Faulkner Walsh to level the Teen Center for \$19,000.00, but it didn't end up costing double as Mr. Matheson's article states. Other items were factored in and the current Parks & Rec Director has meticulous records. I would suggest interviewing her to obtain the facts instead of writing fiction. Nevertheless, this work was not accomplished strictly in accordance with the BMC.

I did, in fact, backdate the lease for the airport sandpit. When Council brought it to my attention that "some entity" was using City land without authority, I investigated and determined that the land was being occupied by equipment belonging to Faulkner Walsh. FWC was previously occupying that space and the lease payments were being made by Unit Company. The area was being used as a laydown area for Unit Company and for the subcontractor (FWC) while building the new National Guard Armory. Following completion of subcontract work on the National Guard Armory, FWC's equipment continued to occupy the space, but Unit Company stopped paying the lease. Subsequently, I took steps to ensure that occupation of the land was paid for so that the City, and thus the taxpayers, were not being cheated. Since it was brought to my attention after the fact, the only way to fix it was to backdate the lease and collect monies owed to the City.

Our billing system could have been better and it was something the Finance Department was constantly tweaking to make it more efficient and user friendly. Record keeping of leases was addressed and corrected before my termination.

To suggest that I, in any way or manner whatsoever, interfered in by son's employment, training, or travel, with the City is patently untrue. Many employees over the years obtained Bachelor Degrees and did graduate work that was paid for by the City as an incentive to retain quality folks. Nepotism in various forms in violation of the Code have taken place over the last 10-12 years and included City Managers and

sitting Council members. A partial listing was provided to Mr. Michael Gatti during the course of the investigation, but that listing has not been released to the public. To imply that I was the lone violator of this portion of the Code is ludicrous. As to first class travel for my son, he has every receipt for every trip he took on City business. If you interview him and view the receipts, it'll be readily apparent that he only traveled first class once and that was because the airline screwed up his schedule and upgraded his seating to make amends.

On several occasions, including travel to the last AML Winter Conference in Anchorage, several Council members traveled first class. I know this to be true because I was on the plane with them. If first class travel for employees is prohibited, why can Council members travel first class on the City's dime. You may want to solicit travel records of Council members from the City Clerk to see why this happened more frequently than one would expect.

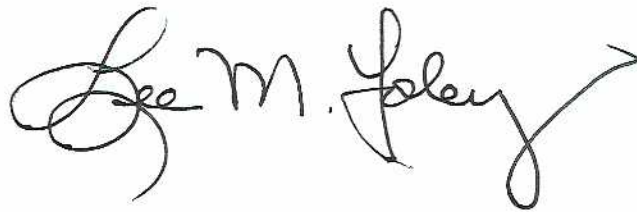
I have the utmost respect for Councilmember Heather Pike and, in fact, voted for her each time she ran for Council. I believe she does a superb job for the City and truly represents the voters. However, I obtained a legal opinion at my own expense, that was ultimately concurred in by a local attorney, that determined a direct blood relationship between Councilmember Pike and the City employee did exist through the recent birth of their biological child. Whether or not they are married is immaterial. In the law's view, their biological child relates them by blood. The Council can put whatever spin they want on this topic, but it is quite easy to verify the blood relationship. When the Council revised the nepotism rule in the Code recently, they essentially made retroactive something that they were adamant in saying they would never do.

I never received a phone call from Mr. Matheson. I did receive and email to which I responded from the Philippines, explaining the time

and date differences and offering to respond to questions via email. These efforts were never responded to by Mr. Matheson.

It was Councilmember Pike's push that finally resulted in the City reverting back to a professional Human Resources Manager rather than an HR Assistant. The HR Manager's position had been abolished by a previous Council and never reinstated despite efforts by my Administration to do so. This is a vital position and I applaud Councilmember Pike's efforts to make this a reality.

Because of various media requests for copies of the report, the investigation was sent to the DA's office for review. In this way it could be released to the public in redacted form.

A handwritten signature in black ink, reading "Lee M. Foley" with a stylized arrow pointing to the right at the end of the signature.



Tim Pearson <timpearsonak@gmail.com>

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## DLG -- Dillingham -- Foley, Lee -- application -- 2021

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**Tim Pearson** <timpearsonak@gmail.com>  
To: Tim Pearson <timpearsonak@gmail.com>

Wed, Feb 3, 2021 at 3:49 PM

----- Forwarded message -----

From: **Lee Foley** <malamuteman2@gmail.com>  
Date: Sat, Jan 16, 2021 at 9:41 PM  
Subject: Dillingham  
To: Tim Pearson <timpearsonak@gmail.com>

Hi, Tim,

Per my earlier email, attached is my resume and significant accomplishments statement submitted in consideration for the CM position in Dillingham.

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Thanks again.

Best Regards,  
Lee

##

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### 3 attachments



**Resume 2021.pdf**  
372K



**Significant Accomplishments.pdf**  
152K



**ADN Article and Rebuttal.pdf**  
2077K

# SCOTT W. MESZAROS

MPA, CMC, ICMA-CM

103 Bear Drive  
P.O. Box 2215  
Seward, Alaska 99664  
Cell: (719) 510-8471  
e-mail: [scottimesz@msn.com](mailto:scottimesz@msn.com)

**OBJECTIVE** To obtain the position commensurate as City Manager for Dillingham, Alaska

## **WORK CITY MANAGER**

### **EXPERIENCE Seward, Alaska (Kenai Peninsula Borough)**

**May 1, 2019 to  
October 26, 2020**

- Chief Administrative Officer serving a seven-member Council, responsible for the day-to-day operations, organizational development and success of the Home Rule City
- Managing all operations of a City with 12 departments; 98 FTE's (140 total) and \$38M budget
- City Departments include; full service Fire, Police, Port and Harbor, Public Works; Streets, Sewer and Water, Electric Utility, IT, Finance, Administration, Community Development, Library/Museum, Motor Vehicles, Alaska Sea Life Center, Providence Hospital and Health Clinic
- Worked to reconstruct management team following extreme Council/Administration turnovers
- Robust seasonal impacts; 90 cruise ships, approximately 1.3 Million visitors
- Initiated focus on much-needed improvements related to housing and economic development, emergency management, community growth, and municipal capital infrastructure
- Employee Classification and compensation study (GovHr), Utility Rate Studies initiated
- Effective negotiator with experience in labor relations and collective bargaining; IBEW/APEA

#### Noteworthy Accomplishments:

- Successfully created and implemented Seward Housing Development Incentive Program
- Worked with US Senator Dan Sullivan for Coast Guard Fast Response Cutter (\$33.4M Federal)
- Founding Member of AML Online Sales Tax Project
- Robust Financial operations management with 7 Enterprise Funds
- South harbor launch ramp replacement 2019, northeast launch ramp/paving project in 2021
- Completion of Seward Marine Industrial Center (SMIC) expansion project; new breakwater, installation of 10 ton cargo crane, fencing, heated wash down pad, construction of fishing pier, repairs to North Dock, upgraded electrical transformers. Corresponding demand created extensive leasing operations which have significantly improved revenue generation and business attraction
  - Worked with Alaska Railroad on dock facilities and growing economic climate for transportation and freight handling. Worked with DOT and FAA to finalize Seward Airport construction project
  - Partnership with JAG Alaska led to increased marine repair activity and increased employment opportunities for local trade industries. Expansion of the 330-ton lift dock and pit is encouraging growth in maritime transportation, ship repair, commercial fishing, land development and related business sectors. Annually 27 million pounds of commercial fish crosses Seward docks- value \$42M
  - Seward's downtown corridor and housing construction has experienced revitalization and redevelopment on a scale not seen in numerous years during my tenure even during the height of the COVID-19 Pandemic

**April 2012 to  
May 2, 2019**

## **TOWN MANAGER**

### ***Meeker, Colorado (Rio Blanco County)***

- Chief Administrative Officer accountable to a seven-member Council, responsible for the day-to-day operations and long range success of the Statutory City
- Experience in Industry Sectors; Oil and Gas, Coal, Outdoor Recreation and Natural Resources
- Updated; Strategic Planning, Budget and Capital Improvement processes with community input
- Revamped; Financial Operations and Investments, HR and Staffing, Training and Performance

#### Noteworthy Accomplishments:

- Coordinated Major Resubdivision opening up 1800 acres for Commercial/Industrial use
- Secured numerous Federal and State grants for various infrastructure and economic development projects, reduced debt obligations and healthily enhanced reserve funds
- Instrumental partner in establishing a County-wide 1GB Fiber-optic system project
- Obtained Main Street “Candidate” status, completed National Historic District designation
- Established an Urban Renewal Authority (URA); appointed as its first Executive Director
- Contracted and worked with “Better City, LLC” economic development group- 5 years
- Major water system upgrades and utility extensions doubling the water capacity for growth and development sustainability. Construction Projects; New 90,000 Square foot full service Hospital with Assisted Living Facility, Airport redevelopment and enhanced runway. New builds; Fire Hall, County Jail and Courthouse, Library, Elementary School. High School Expansion project

**April 2005 to  
May 1, 2012**

## **TOWN CLERK**

### ***Monument, Colorado (El Paso County)***

- Performed a variety of professional, administrative, and managerial duties to assist the Town Manager and ran the Administration Division
- Council agendas and packets, operations of boards and commissions
- Managed; liquor licensing, business licensing, and special events. Heavily involved in the financial planning and New Town Hall design-build construction project
- Designated Election Official managed all municipal elections and initiatives/referendum
- Rapid growth and private development occurred, between 2000 and 2012 the municipality averaged population growth of **28% per year**, over 1 Million square feet of retail development

**August 2003 to  
March 2005**

## **COUNCIL MEMBER**

### ***Monument, Colorado***

- Town operations and decisions including legislation, policy-making, and budget approval
- Provided managerial direction and recommendations to the Town Manager and Mayor
- Comprehensive Plan subcommittee member

**April 2004 to  
March 2006**

## **ADJUNCT PROFESSOR**

### ***National American University***

Colorado Springs and Denver, Colorado Campuses (evening programs)

- **Courses instructed:** (Hospital Administration/Medical Assistant Curriculum); Planning, Managerial Accounting I/II, Proposal Writing/Grant Administration, Report Research and Technical Writing, Financial Administration of Health Services, Health Care Administration I/II, Introduction to Medical Assisting, ICD-9/Medical Coding, Anatomy & Physiology I/II, Pharmacology, Medical Terminology

May 2000 to  
April 2003

## **GRANT ADMINISTRATOR**

*Douglas County Sheriff's Office*, Castle Rock, CO

- Initial person hired into position. Reigned in existing grants and developed Grant Department
- Grant solicitation, writing, coordination, program planning, implementation and evaluation
- Served as Project Director and Project Manager for numerous statewide pilot activities
- Developed and administered annual department budget- \$15M in 2003
- Established assignments and deadlines to ensure project successes, timely completion of goals and objectives, ensured full capture of awarded funding
- Served on numerous regional steering committees and planning groups
- Obtained direct Congressional appropriation (CRCFL Project)

December 1994 to  
May 2000

## **OT CLINIC MANAGER**

**UNITED STATES NAVY**

*Occupational Therapy Department, OT/PT Technician*

*National Naval Medical Center (NNMC), Bethesda, MD*

- Managed all departmental administrative functions and prepared department budget
- Provided detailed levels of planning, patient records, scheduling, and cost estimating
- Coordinated work assignments, division had the highest patient satisfaction levels at NNMC
- Direct patient care, department supply officer, deployments aboard USNS COMFORT
- Bulldog- OCS Program support, US Marines Quantico, VA

## **EDUCATION**

### **MASTER OF PUBLIC ADMINISTRATION (MPA)**

Troy State University- Troy, Alabama

Public Management emphasis

Graduated summa cum laude 2000- Class Valedictorian

### **BACHELOR OF SCIENCE (BS)**

Colorado State University-Pueblo

Biology (Sports Medicine/Management emphasis)

Graduated 1994

Head Student Athletic Trainer

LEAD Scholarship- CSU leadership development program

## **TRAINING**

**CM Credential Manager- ICMA Certification**

**Colorado Institute for Municipal Clerks-** University of Colorado at Boulder (CMCA)

**Stronger Economies Together (SET) -** USDA Rural Development Initiative, one-year program

**Citizen Participation** –Institute for Participatory Management & Planning (Hans Bleiker)

**Main Street Program-** Training and participation as a Candidate Community (Meeker, CO)

**Colorado Municipal League-** Attended Numerous Annual Conferences

**Alaska Municipal League-** Annual Spring and Fall Conferences and Juneau Legislative Conference

## **MEMBERSHIPS**

International City/County Management Association (**ICMA**)

Alaska Municipal Managers Association (**AMMA**)

International Institute of Municipal Clerks Association (**IIMC**)

January 4, 2021

**RE: SCOTT W. MESZAROS SIGNIFICANT ACCOMPLISHMENT IN  
MUNCICIPAL MANAGEMENT**

I have worked in Municipal Government beginning in Aquatics lifeguarding, teaching swimming lessons, and worked my way into becoming an EMT and supervisor at the recreational level until I completed College and went into the U.S. Navy. I went in for a Graduate program that the Navy could not fulfill my contract on. I continued my contract for the six years and encountered one of the most influential people in my life, CDR Peggy Westerbeck-Silva. She believed in me, she urged me to complete a different graduate study program, and to lift myself up by leading by example and providing excellence in whatever capacity I should find myself (at that time), or at anything to come.

I have an eclectic government experience background, but what I see as the most significant accomplishment I have achieved is in trying to replicate what was done for me, and lift others up, while providing excellence in work, and service. I believe that I have done this in every capacity that I have been involved since that experience that took me to another level. I build strong teams, and empower those around me to be the best that they can be. I value this is my most significant accomplishment. I have a passion for municipal governance and serving those to which I am privilege to do so.

My resume has a snapshot of projects, accomplishments and other things that I have been involved in or an instrumental part of. I take pride in making organizations, people, and communities better by giving honest, dedicated, excellent service.

Scott W. Meszaros

**SCOTT WILLIAM MESZAROS**  
P.O. Box 2215 | Seward, AK 99664-2215  
Cell: 719-510-8471 | Email: [scottiemesz@msn.com](mailto:scottiemesz@msn.com)

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City of Dillingham Manager Search  
c/o Pearson Consulting  
P.O. Box 190694  
Anchorage, AK 99519  
Email: [timpearsonak@gmail.com](mailto:timpearsonak@gmail.com)

January 4, 2021

**RE: DILLINGHAM CITY MANAGER POSITION**

Dear Mr. Tim Pearson, Mayor and City Council Members,

Please accept this cover letter, current resume and references, in response to the recruitment announcement for your City Manager position.

As a City Manager I have acquired all of the qualification experiences directly related to those you detail in your advertisement. I have EOC and FEMA training and certifications as you desire as well.

I thrive at leading and supporting and developing a diverse staff of passionate and talented Department Heads and employees in further developing an outstanding organization with a continuous focus of providing excellent customer service.

I am a strategic thinker who easily sees the big picture and long-term vision. I take pride in representing my municipality and constituents with humility and integrity, and effectively advocate for high quality, sustainable services. I am a forward-thinking leader with an open mind and eye towards addressing high priority community needs, while also following through on smaller tasks and issues.

It is an honor to be considered for this leadership role in your community, I certainly desire to learn more about this opportunity and each of you.

Sincerely,



Scott W. Meszaros, MPA  
CMC, ICMA-CM

# SCOTT W. MESZAROS

MPA, CMC, ICMA-CM

103 Bear Drive  
P.O. Box 2215  
Seward, Alaska 99664  
Cell: (719) 510-8471  
e-mail: [scottimesz@msn.com](mailto:scottimesz@msn.com)

**OBJECTIVE** To obtain the position commensurate as City Manager for Dillingham, Alaska

## **WORK CITY MANAGER**

### **EXPERIENCE Seward, Alaska (Kenai Peninsula Borough)**

**May 1, 2019 to  
October 26, 2020**

- Chief Administrative Officer serving a seven-member Council, responsible for the day-to-day operations, organizational development and success of the Home Rule City
- Managing all operations of a City with 12 departments; 98 FTE's (140 total) and \$38M budget
- City Departments include; full service Fire, Police, Port and Harbor, Public Works; Streets, Sewer and Water, Electric Utility, IT, Finance, Administration, Community Development, Library/Museum, Motor Vehicles, Alaska Sea Life Center, Providence Hospital and Health Clinic
- Worked to reconstruct management team following extreme Council/Administration turnovers
- Robust seasonal impacts; 90 cruise ships, approximately 1.3 Million visitors
- Initiated focus on much-needed improvements related to housing and economic development, emergency management, community growth, and municipal capital infrastructure
- Employee Classification and compensation study (GovHr), Utility Rate Studies initiated
- Effective negotiator with experience in labor relations and collective bargaining; IBEW/APEA

#### Noteworthy Accomplishments:

- Successfully created and implemented Seward Housing Development Incentive Program
- Worked with US Senator Dan Sullivan for Coast Guard Fast Response Cutter (\$33.4M Federal)
- Founding Member of AML Online Sales Tax Project
- Robust Financial operations management with 7 Enterprise Funds
- South harbor launch ramp replacement 2019, northeast launch ramp/paving project in 2021
- Completion of Seward Marine Industrial Center (SMIC) expansion project; new breakwater, installation of 10 ton cargo crane, fencing, heated wash down pad, construction of fishing pier, repairs to North Dock, upgraded electrical transformers. Corresponding demand created extensive leasing operations which have significantly improved revenue generation and business attraction
  - Worked with Alaska Railroad on dock facilities and growing economic climate for transportation and freight handling. Worked with DOT and FAA to finalize Seward Airport construction project
  - Partnership with JAG Alaska led to increased marine repair activity and increased employment opportunities for local trade industries. Expansion of the 330-ton lift dock and pit is encouraging growth in maritime transportation, ship repair, commercial fishing, land development and related business sectors. Annually 27 million pounds of commercial fish crosses Seward docks- value \$42M
  - Seward's downtown corridor and housing construction has experienced revitalization and redevelopment on a scale not seen in numerous years during my tenure even during the height of the COVID-19 Pandemic

**April 2012 to  
May 2, 2019**

## **TOWN MANAGER**

### ***Meeker, Colorado (Rio Blanco County)***

- Chief Administrative Officer accountable to a seven-member Council, responsible for the day-to-day operations and long range success of the Statutory City
- Experience in Industry Sectors; Oil and Gas, Coal, Outdoor Recreation and Natural Resources
- Updated; Strategic Planning, Budget and Capital Improvement processes with community input
- Revamped; Financial Operations and Investments, HR and Staffing, Training and Performance

#### Noteworthy Accomplishments:

- Coordinated Major Resubdivision opening up 1800 acres for Commercial/Industrial use
- Secured numerous Federal and State grants for various infrastructure and economic development projects, reduced debt obligations and healthily enhanced reserve funds
- Instrumental partner in establishing a County-wide 1GB Fiber-optic system project
- Obtained Main Street “Candidate” status, completed National Historic District designation
- Established an Urban Renewal Authority (URA); appointed as its first Executive Director
- Contracted and worked with “Better City, LLC” economic development group- 5 years
- Major water system upgrades and utility extensions doubling the water capacity for growth and development sustainability. Construction Projects; New 90,000 Square foot full service Hospital with Assisted Living Facility, Airport redevelopment and enhanced runway. New builds; Fire Hall, County Jail and Courthouse, Library, Elementary School. High School Expansion project

**April 2005 to  
May 1, 2012**

## **TOWN CLERK**

### ***Monument, Colorado (El Paso County)***

- Performed a variety of professional, administrative, and managerial duties to assist the Town Manager and ran the Administration Division
- Council agendas and packets, operations of boards and commissions
- Managed; liquor licensing, business licensing, and special events. Heavily involved in the financial planning and New Town Hall design-build construction project
- Designated Election Official managed all municipal elections and initiatives/referendum
- Rapid growth and private development occurred, between 2000 and 2012 the municipality averaged population growth of **28% per year**, over 1 Million square feet of retail development

**August 2003 to  
March 2005**

## **COUNCIL MEMBER**

### ***Monument, Colorado***

- Town operations and decisions including legislation, policy-making, and budget approval
- Provided managerial direction and recommendations to the Town Manager and Mayor
- Comprehensive Plan subcommittee member

**April 2004 to  
March 2006**

## **ADJUNCT PROFESSOR**

### ***National American University***

Colorado Springs and Denver, Colorado Campuses (evening programs)

- **Courses instructed:** (Hospital Administration/Medical Assistant Curriculum); Planning, Managerial Accounting I/II, Proposal Writing/Grant Administration, Report Research and Technical Writing, Financial Administration of Health Services, Health Care Administration I/II, Introduction to Medical Assisting, ICD-9/Medical Coding, Anatomy & Physiology I/II, Pharmacology, Medical Terminology

May 2000 to  
April 2003

## **GRANT ADMINISTRATOR**

*Douglas County Sheriff's Office*, Castle Rock, CO

- Initial person hired into position. Reigned in existing grants and developed Grant Department
- Grant solicitation, writing, coordination, program planning, implementation and evaluation
- Served as Project Director and Project Manager for numerous statewide pilot activities
- Developed and administered annual department budget- \$15M in 2003
- Established assignments and deadlines to ensure project successes, timely completion of goals and objectives, ensured full capture of awarded funding
- Served on numerous regional steering committees and planning groups
- Obtained direct Congressional appropriation (CRCFL Project)

December 1994 to  
May 2000

## **OT CLINIC MANAGER**

**UNITED STATES NAVY**

*Occupational Therapy Department, OT/PT Technician*

*National Naval Medical Center (NNMC), Bethesda, MD*

- Managed all departmental administrative functions and prepared department budget
- Provided detailed levels of planning, patient records, scheduling, and cost estimating
- Coordinated work assignments, division had the highest patient satisfaction levels at NNMC
- Direct patient care, department supply officer, deployments aboard USNS COMFORT
- Bulldog- OCS Program support, US Marines Quantico, VA

## **EDUCATION**

### **MASTER OF PUBLIC ADMINISTRATION (MPA)**

Troy State University- Troy, Alabama

Public Management emphasis

Graduated summa cum laude 2000- Class Valedictorian

### **BACHELOR OF SCIENCE (BS)**

Colorado State University-Pueblo

Biology (Sports Medicine/Management emphasis)

Graduated 1994

Head Student Athletic Trainer

LEAD Scholarship- CSU leadership development program

## **TRAINING**

**CM Credential Manager-** ICMA Certification

**Colorado Institute for Municipal Clerks-** University of Colorado at Boulder (CMCA)

**Stronger Economies Together (SET) -** USDA Rural Development Initiative, one-year program

**Citizen Participation** –Institute for Participatory Management & Planning (Hans Bleiker)

**Main Street Program-** Training and participation as a Candidate Community (Meeker, CO)

**Colorado Municipal League-** Attended Numerous Annual Conferences

**Alaska Municipal League-** Annual Spring and Fall Conferences and Juneau Legislative Conference

## **MEMBERSHIPS**

International City/County Management Association (**ICMA**)

Alaska Municipal Managers Association (**AMMA**)

International Institute of Municipal Clerks Association (**IIMC**)



Tim Pearson <timpearsonak@gmail.com>

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## Dillingham City Manager Submission for Scott Meszaros

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**Scott Meszaros** <scottimesz@msn.com>  
To: Tim Pearson <timpearsonak@gmail.com>

Mon, Jan 4, 2021 at 12:15 PM

Good Morning Tim,

I am submitting my materials for consideration in the Dillingham position.  
Certainly I am very interested in this new opportunity.

Please let me know if there is anything you need further.

Thank you,


Scott W. Meszaros


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### 4 attachments

 **Scott Meszaros Dilllingham Cover Letter.doc**  
30K

 **SCOTT W MESZAROS RESUME.doc**  
68K

 **Letter accomplishment Scott Meszaros.doc**  
24K

 **Reference Sheet.doc**  
30K

# Robert Zartarian

PO BOX 876

Cooper Landing, Alaska

(802) 355-5558

[robertzartarian@gmail.com](mailto:robertzartarian@gmail.com)

## PROFILE

My collective experience from living on three continents has given me a unique background to draw from when relating to different people and different circumstances. I have lived in large cities and the remote Alaskan bush, as such I am comfortable in a wide range of environments. My greatest strength would be my ability to see what can go wrong before it does and plan accordingly.

## EXPERIENCE

### **Project Manager - ESS - Pogo Mine, AK - 2020**

Managing the surface support services for a 500 person work camp with an annual budget of six million dollars. Direct staff supervision over 45 associates. Departments included culinary, housekeeping, maintenance, and janitorial. Under my direction our account was brought in under budget while improving client services.

### **General Manager - Alpine Inn Motel - Cooper Landing, AK - 2018-2020**

A seasonal motel located in the heart of Cooper Landing, along the Kenai River. The general manager position is responsible for all business operations along with maintaining the infrastructure of the buildings and grounds. In two seasons I lowered operating costs by greater than 20% and increased sales by greater than 15%.

### **Owner/Operator - Zartarian Custom Contracting - 1995-2020**

ZCC covers all aspects of both Residential and Commercial building and remodeling; specializing in custom tile and Master Bath installations.

**Owner/Operator - Go Tango Argentino - Buenos Aires, Argentina - 2009-2012**

Private and group classes, performing onstage and for private events, DJing, planning, and catering for Argentine Tango events. Based in Buenos Aires, Argentina while also traveling and working in North America and Europe.

**Private Chef - French Embassy - Reykjavík, Iceland - 2008-2009**

Planning and preparing the daily meals for the Ambassador while also planning and preparing all formal meals held by the Embassy.

**Executive Chef - Black Lantern Inn - Montgomery, VT - 2007-2008**

A small inn and restaurant providing a fine dining experience in the mountains of Vermont, serving 12-120 people nightly.

**Head Coach - John Bapst Memorial High School - Bangor, ME - 2000-2003**

Head Varsity Wrestling Coach, Head Varsity Football Coach, and part-time substitute teacher.

**Head of Maintenance/Personal Trainer - Gold's Gym - Bangor, ME - 2000-2002**

Maintaining the building's infrastructure, repairing gym equipment, instructing members on proper exercise techniques, and designing fitness programs to meet their goals.

**Executive Sushi Chef - The Matterhorn Restaurant - Stowe, VT - 1999-2000**

SKI magazine's #1 Après-Ski Restaurant in North America 1995. An eclectic venue with a wood fired oven for pizza and wings, a kitchen for the tapas menu and a Sushi Bar. We would serve 50-500 people nightly.

**Restaurant Manager/Chef - Geraldo's Restaurant - Fairbanks, AK - 1996-1997**

A small Italian restaurant serving dinner to 50-125 people nightly.

**Assistant General Manager - The Resort at Circle Hot Springs, AK - 1994**

The resort consisted of a 4 story hotel, 8 cabins, 10 motor inn style rooms, a geothermally heated pool, an airstrip, a full service restaurant, and a bar.

## **EDUCATION & CERTIFICATIONS**

### **Governor Dummer Academy - Byfield, MA**

Cum Laude 1989  
President of the Senior Class  
Student Center Director

### **University of New Hampshire - Durham, NH**

Honors Program  
Restaurant/Hotel Administration  
Resident Hall Assistant 3 semesters

### **Kenai River Guide Academy 2019 - Kenai, AK**

Tied for the highest score in the class with one other student

### **TAP - Training for Alcohol Professionals**

Expires April 2021

## **SKILLS**

Professional Photographer  
Skilled Outdoorsman  
Singer/Songwriter/Acoustic Guitar  
Martial Arts Instructor  
Former EMT (Emergency Medical Technician)  
Raised Huskies and worked with sled dogs in Alaska

## **HONORS & OFFICES**

Francis Parkman Scholarship winner 1988  
United States Coast Guard Academy appointment Class of 1993  
B.U.R.N. New England Division Vice President 2013  
- An International volunteer organization working directly with State  
Officials and Law Enforcement to bring missing children home safe.



Tim Pearson &lt;timpearsonak@gmail.com&gt;

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## City Manager Vacancy

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**Robert Zartarian** <robertzartarian@gmail.com>  
To: timpearsonak@gmail.com

Wed, Feb 10, 2021 at 10:53 PM

Hello Tim,

I would like to submit my resume for consideration regarding the Dillingham City Manager position..


My most significant accomplishment in management was turning around the Support Services provided by ESS at the Pogo Gold Mine. The project was running over budget and all departments were in disarray due to a lack of knowledgeable onsite leadership. By connecting with the staff to create a team atmosphere the services improved and the client's view of our services went from poor to pleasant. By focussing on our finances, streamlining work hours and efficiently utilizing monetary expenditures, the \$6 million account was brought in under budget. Unfortunately the corporation and my views of acceptable business ethics clashed and I was asked to leave the position.

Though I have not been in the municipal sector the principles of good management are the same. Care about what you are doing, who you are doing it with, and all the while understanding your budget.

Thank you for any consideration.

Sincerely,  
Robert Zartarian

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 **Resume\_2021.pdf**  
39K



## MEMORANDUM

**DATE:** February 25, 2021  
**TO:** William Corbett, Planning Commissioner  
**FROM:** Cynthia Rogers, Director, Planning & Grants Management  
**SUBJECT:** Seat D Vacancy Declaration

Dear William:

I am sending this memo to provide notice that I have reviewed attendance records at Planning Commission meetings and found that your attendance has included three or more consecutive unexcused absences at regular meetings. I have therefore notified the Mayor as required and will be posting seat D on the website today as open for letters of interest. I appreciate your service on the Planning Commission. Please feel free to contact me if you feel there has been an error in this evaluation. I am also including below the associated code regarding this matter.

### **2.68.050 Vacancies—Attendance records.**

- A. A vacancy shall be declared, and filled as provided in Section [2.68.020](#) when a member:
1. Fails to qualify and take his/her office within thirty days after his/her confirmation by the council;
  2. Departs from the city with the intent to remain away for a period of ninety or more days or is physically absent from the area he/she was appointed to represent for a period of ninety or more days;
  3. Submits his/her resignation and the resignation is accepted by the mayor;
  4. Is physically or mentally unable to attend commission meetings for a period of more than ninety days;
  5. Misses three or more consecutive regular meetings, unless excused by the commission; or
  6. Is convicted of a felony or of an offense involving a violation of his/her oath of office.
- B. The clerk of the planning commission shall keep attendance records and notify the mayor when vacancies occur. (Ord. 26 § 3 (part), 1973; Ord. 86-8 § 1, 1986; Ord. 92-20 § 1 (part), 1992.)

Jason Lamson Letter of Interest for City Planning Commission seat B.

Good Afternoon

I am writing to officially register my interest in retaining seat B on the Dillingham Planning Commission.

Thank you,

Jason Lamson

907-843-9739

**City of Dillingham Action Memorandum** Agenda of: March 4, 2021

**Action Memorandum No.** 2021-03

**Subject:**

Adopt Library Collection Development Policy  
Resolution 2013-71, Create Library Advisory Board

 City Manager: Recommend Approval

Signature:  2/24/21

**Fiscal Note:** ☐ Yes ☒ No

**Funds Available:** ☐ Yes ☐ No

**Other Attachments:**

Collection Development Policy

**Summary Statement:**

The Library Advisory Board has updated the Collection Development Policy and has submitted the policy for Council consideration and approval.

Dillingham Municipal Code 2.80.030 The city council shall have the overall authority and responsibility for the city library.

Action Memorandum No. 2021-03

Summary Statement continued:

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PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council  
on March 4, 2021

\_\_\_\_\_  
Mayor

ATTEST:

[SEAL]

\_\_\_\_\_  
City Clerk

Route to	Department Head	Date
	Finance Director	
X	City Clerk	

## Collection Development Policy

### Purpose of Collection Development Policy

This policy will guide the staff in making consistent and informed decisions about the collection and inform the public about the principles upon which the library's collection is developed and maintained. Because of the volume of publishing, as well as the limitations of budget and space, the library must have a collection/selection policy with which to meet community interests and needs.

### Responsibility

The Librarian has the final responsibility for the maintenance and development of the collection of the Dillingham Public Library, operating within the framework of policies recommended by the Library Advisory Board. Selection of library materials, whether purchased or donated, is based upon the informational, educational, and recreational needs of the community. All materials are reviewed to determine whether they fall within the Selection Criteria guidelines listed below.

### Acquisitions

Purchased materials will be acquired through the City of Dillingham purchasing procedures, following the guidelines of this Collection Development Policy. Donations/gifts can be accepted but fall under the same selection criteria as purchased materials.

### Selection Criteria

All materials are judged on the basis of the work as a whole, not on a part taken out of context. Each will be considered in terms of the audience for whom it is intended. Materials are selected in accordance with one or more of the following guidelines (not in order of priority):

Artistic, literary, historic, cultural, recreational, informational, scientific merit, and/or are of educational value to our local population

Availability of shelf space

Price, in relation to total budget

Qualifications and/or significance of author

Availability of material

Awareness of significant new trends in literature, technology, and formats such as the Alaska Digital Library

Clarity and accuracy of information and/or presentation

Community requests and/or anticipated popular demand

Direct requests from consortium members such as Battle of the Books and curriculum enrichment

Format and durability

Practical usefulness

Relationship to existing materials in collection such as books in a series

Relative importance compared with other materials available on the subject

Book lists and awards such as the American Library Association recommendations, Newberry, Caldecott, etc.

### **Collection Goals**

To promote literacy, growth, language exposure and to encourage a lifelong love of reading, the library will maintain a diverse collection of fiction and non-fiction materials to create the broadest array of topics and opinions as possible in the following areas:

- Books including popular, classics, current, and high interest at a variety of reading levels.
- Alaska and Local History Collection where materials regarding Southwest Alaska, the Bristol Bay area, and Dillingham are a special priority.
- Magazine/Newspaper Collections chosen to cover a diverse variety of current interests.
- Reference Collection containing accurate information covering general reference topics.
- Media Collection of both entertainment and informational media, including audio books and music as well as audio visuals such as Blu-ray and DVDs.

### **Inter-Library Loan**

In situations where the library is unable to fulfill a patron's request, the library will make every effort to assist the patron in obtaining the material through the Inter-Library Loan process.

### **Collection Evaluation and Adjustment**

In order to assure that the library is fulfilling its responsibility to provide materials to meet community interests and needs, statistical tools such as circulation reports, shelf allotments, and volume counts may be used to determine how the collection is being used and how it should change. Periodic weeding of the collection may be necessary. – See Weeding Policy.

## CITY OF DILLINGHAM, ALASKA

**RESOLUTION NO. 2013-71****A RESOLUTION OF THE DILLINGHAM CITY COUNCIL CREATING A CITY OF DILLINGHAM LIBRARY ADVISORY BOARD**

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WHEREAS, the Library Board had offered some changes to Dillingham Municipal Code Chapter 2.080, Public Library; and

WHEREAS, the City Council recommended vetting those suggested changes through the Code Review Committee; and

WHEREAS, the City has been working to standardize the format of the various boards and committees, following the adoption of DMC Chapter 2.90, Advisory Boards and Commissions, enacted June 24, 2010, that established future advisory boards and committees of the council would be authorized by resolution; and

WHEREAS, at the October 10, 2013, Regular Council Meeting, Ordinance No. 2013-18 was introduced as approved by the City Council, and scheduled for a public hearing and adoption at the November 7, 2013 Council meeting;

WHEREAS, Ordinance No. 2013-18 would replace the Library Board with a Library Advisory Board structured after Chapter 2.90;

WHEREAS, the existing members of the Library Board would be seated on the newly formed Library Advisory Board through the remainder of their terms;

NOW, THEREFORE, BE IT RESOLVED, that the Dillingham City Council establishes a Library Advisory Board with the following structure and responsibilities:

1. The Board shall be made up of seven members nominated by the Mayor and confirmed by the Council. At least two of the members will represent the University of Alaska Fairbanks Bristol Bay Campus and Dillingham Middle/High School.
2. A member shall be a resident of the greater Dillingham area and be a registered voter with the State of Alaska.
3. The presiding officer shall be recommended by the Library Advisory Board, nominated by the Mayor and confirmed by the City Council.
4. Members of the Board, with the exception of the two representatives, shall serve for three years with seats staggered that expire in September or until their successors are appointed and qualified; provided that the terms of no more than three members shall expire in any one calendar year. The University of Alaska Fairbanks Bristol Bay Campus and Dillingham Middle/High School representatives will be appointed annually in September.
5. The Board shall be advisory to the City Manager and Librarian recommending operational policies for the library program, and submitting same to the City Council for approval.

6. The Board shall prepare rules for the operation of the library, including, but not limited to, general promotion and community outreach, the hours of operation, length of time books or other items may be borrowed and fines. All rules must be approved by the City Council.
7. The Board may not obligate the City of Dillingham, but may serve as advisory to the City Manager on application for, receipt of and/or management of any funds for or by the City of Dillingham for the Public Library.
8. The Presiding Officer shall ensure that written minutes of every meeting are kept and provide copies of the minutes to the City Clerk. All meetings shall be conducted in accordance with Robert's Rules of Order and DMC Chapter 2.90.050, Procedures.
9. The Library Advisory Board shall remain in existence unless otherwise notified by the City Council.

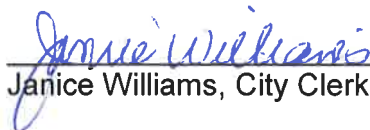
PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on

Nov. 7, 2013

SEAL:

  
Alice Ruby, Mayor

ATTEST:

  
Janice Williams, City Clerk

## City of Dillingham Information Memorandum No. R2013-71

**Subject:** An Ordinance of the Dillingham Municipal Code amending Chapter 2.80 to create a Library Advisory Board by resolution and remove reference to Library Board in the Dillingham Municipal Code

Agenda of: **November 7, 2013**

Council Action:

Manager: Recommend approval.

City Manager:

*Rose Loera*  
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Library / Sonja Marx	<i>SRM</i>	
X	City Clerk / Janice Williams	<i>JW</i>	

**Fiscal Note:** Yes \_\_\_\_\_ No X Funds Available: Yes \_\_\_\_\_ No \_\_\_\_\_

**Other Attachment(s):** None

### Summary Statement.

The Library Board had recommended some changes to the library code, which were then added to the Code Committee's to do list. As a result of examining the recommendations, the Code Review Committee discussed the differences between the Library Board and the Friends of the Library, and advised recreating the Library Board as an advisory board to bring it more in line with the committee process.

The Library Advisory Board follows the parameters adopted in Ordinance No. 2010-08, June 2010, establishing future advisory boards and commissions.

The Code Review Committee is recommending to the Council that this resolution be adopted.



By Email Only:

[sen.david.wilson@akleg.gov](mailto:sen.david.wilson@akleg.gov)  
[jody.simpson@akleg.gov](mailto:jody.simpson@akleg.gov)

February 5, 2021

Senator David Wilson, Chair,  
Senate Health and Social Services Committee  
State of Alaska  
State Capitol Room 121  
Juneau AK, 99801

RE: City of Dillingham Support for SB56

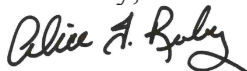
Dear Senator Wilson:

The City of Dillingham, Alaska supports SB56, proposed legislation to extend the Governor's current emergency declaration. The current declaration is presently set to expire on February 14, 2021 at 11:59pm. SB56 would generally extend the declaration to September 2021. I understand that the Alaska Municipal League has provided testimony detailing many of the harmful consequences to Alaska municipalities if the declaration expires and will not repeat those here.

Alaska, and the City of Dillingham, need a State of Alaska disaster declaration allowing the State to continue to respond to the current Covid-19 public health emergency. This allows the State to be responsive to the crisis in working closely with local governments. Indeed, it also allows for close cooperation between all levels of government while action remains independent.

Further, the declaration provides the infrastructure necessary to respond. It doesn't require response, only allows for it. The declaration doesn't restrict – it removes restrictions that allow the State to act effectively.

Thank you for your consideration and support.

Sincerely,  


Alice Ruby  
Mayor

NON CODE ORDINANCE

Introduced: October 15, 2020  
Public Hearing: November 5, 2020  
Adopted: November 5, 2020

CITY OF DILLINGHAM, ALASKA

**ORDINANCE NO. 2020-22(S)**

**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO UTILIZE THE EMERGENCY OPERATIONS CENTER TO PROMULGATE AND ENFORCE REGULATIONS TO STOP THE SPREAD OF COVID-19 IN ACCORDANCE WITH THE RECOMMENDATIONS IN THE CITY OF DILLINGHAM COVID-19 MITIGATION PLAN**

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WHEREAS, on March 11, 2020, Governor Mike Dunleavy declared a Public Health Disaster Emergency in the State of Alaska; and

WHEREAS, on March 13, 2020, President Donald Trump declared a National Emergency; and

WHEREAS, on March 19, 2020, the Dillingham City Council approved the closure of certain public facilities through April 5, 2020 and adopted Resolution 2020-11 Declaring a Public Health Disaster Emergency per AS 26.23.140 and Dillingham Municipal Code Section 2.64.0020(B) to exist in Dillingham; and

WHEREAS, positive COVID-19 cases continue to rise in the State of Alaska and nationwide, including a record high of 526 new coronavirus infections on October 25, 2020; and

WHEREAS, transmission of COVID-19 remains a public health emergency affecting the City of Dillingham; and

WHEREAS, it is the goal of the City to promote the local economy as pandemic indicators allow; and

WHEREAS, the City has retained Pearson Consulting to draft a COVID-19 Mitigation Plan, taking into consideration State and CDC guidance and regulations, as well as the unique local and regional needs to effectively prepare and respond to the COVID-19 pandemic; and

WHEREAS, the principal recommendation of the plan is that the City utilize the Emergency Operations Center as the proven structure for timely and effective emergency response and that it would be the most effective structure for responding to the COVID-19 pandemic; and

WHEREAS, the City of Dillingham Emergency Operations Plan ("EOP"), adopted by Resolution No. 2018-10, recognizes that for emergency management organization in serious emergencies the City may be required to operate in a manner different from normal, day-to-day routines; and

WHEREAS, the EOP provides guidance for preparedness, protection, response and recovery from emergencies that occur in or near the community of Dillingham, said Plan has been activated, and the City Manager is designated as Incident Commander ("IC") to operate under a Unified Command ("UC") structure; and

WHEREAS, the IC is currently convening the UC on a regular basis, allowing for coordination of resources and responses, and the collective input of existing local government, agencies and resources and selected volunteer and private resources within the City to develop and implement the City's response and management of this disaster; and

WHEREAS, management successfully navigated the City through the early phases of the pandemic by utilizing a modified EOP and UC structure, and a "Coronavirus Task Force" of qualified subject matter experts to form a Coronavirus Operations Plan; and

WHEREAS, Dillingham Municipal Code Chapter 2.64 currently provides the City Manager to have certain emergency powers during a disaster, including an epidemic or similar public calamity; and

WHEREAS, the Council finds that in order to provide for timely response to situational development, it is in the best interest of the City of Dillingham to authorize the City Manager, as Incident Commander, to promulgate and enforce regulations and for timely response to reduce the impact and spread of COVID-19;

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

**Section 1. Classification.** This is a non-Code ordinance.

**Section 2. Declaration of Emergency.** The council declares that the coronavirus threat and impact are a public health emergency.

**Section 3. Authorization of Emergency Authority.**

- A. In addition to any other powers confirmed on the City Manager by law, in order to prepare and position city resources in order to reduce the impact and spread of the coronavirus, the City Manager, after consultation with the EOC and local and regional medical professionals, is authorized to issue and enforce regulations intended to prevent the spread of COVID-19. Such regulations include, but are not limited to, required use of facemasks, limiting travel into Dillingham, traveler quarantine requirements and reasonable restrictions, such as occupancy limits, for businesses and public spaces.
- B. The City Manager, through consultation with the EOC and public health experts, shall implement metrics for determining when to increase or decrease required mitigation measures. The metrics should be clearly communicated to the public.
- C. At all times when orders made and promulgated pursuant to this declaration of emergency shall be in effect, they shall supersede all existing ordinances, orders, rules, and regulations insofar as the latter may be inconsistent therewith.

- D. Orders made and promulgated pursuant to this declaration of emergency shall be posted in at least three public places as soon as possible, but no later than three days after enactment. Orders will be posted on the City website.
- E. The City Manager shall report to the City Council at the next meeting, whether it be regularly scheduled or a special session, on actions taken, under authority conferred in section A above, that were found necessary and prudent to address this emergency, including those which were promulgated by Emergency Order or Mandate. The City Council may by motion ratify or vacate any or all actions, or provide direction to the City Manager for rescinding or amendment. Orders are valid upon compliance with the notice requirements in subsection D and are enforceable prior to presentation to the City Council.

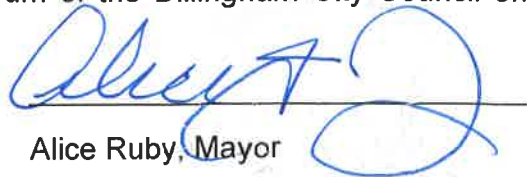
**Section 4. Essential Travel District.** The Essential Travel District, created by Emergency Ordinance 2020-06(A), and amended by 2020-07 and 2020-19, consists of the entire City of Dillingham including Kanakanak Beach, and shall remain in effect for as long as this ordinance remains in effect.

**Section 5. Enforcement.** Violation of any order made and promulgated by the city manager pursuant to this ordinance shall be a Minor Offense. In accordance with AS 29.25.070(a), citations for violation of this ordinance may be disposed of as provided in AS 12.25.195 through 12.25.230, without a court appearance, upon payment of a three hundred dollars (\$300) fine, plus the state surcharge required by AS 12.55.039 and 29.25.074. Fines must be paid to the court. The Alaska Court System's Rule of Minor Offense Procedures applies. This fine may not be judicially reduced.

**Section 6. Code Provisions Superseded.** This Ordinance supersedes Emergency Ordinances 2020-19, 2020-20, 2020-21 and any inconsistent ordinances, rules, or regulations of the City of Dillingham including but not limited to, Section 18.20.040 Procedures for changing land use districts.

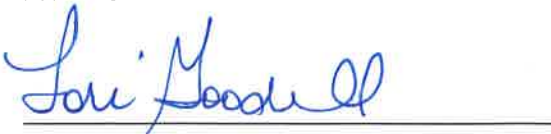
**Section 7. Effective Date.** This ordinance is effective upon passage and expires on March 31, 2021 unless otherwise rescinded or extended by the Dillingham City Council.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on November 5, 2020.

  
Alice Ruby, Mayor

ATTEST:

[SEAL]

  
Lori Goodell, City Clerk



EMERGENCY ORDER NO. 1.1 REVISING THE CITY'S QUARANTINE REQUIREMENT. CDC PROVIDED NEW GUIDELINES THAT ALLOW FOR SHORTENED COVID-19 QUARANTINES. IN ACCORDANCE WITH ORDINANCE 2020-22(s) THE EMERGENCY OPERATIONS CENTER AND COVID TASKFORCE HAVE REVIEWED AND ENDORSE THE NEW CDC GUIDELINES.

Emergency Order No. 1.1 – Effective 11:59 p.m., December 18, 2020.

1. **Mandatory Quarantine.** This order reduces the length of the mandatory self-quarantine to ten days on individuals arriving in Dillingham by air travel or by boat when no symptoms have appeared. Persons entering Dillingham will quarantine upon arrival, proceed directly to their quarantine site, and must self-quarantine at their own expense.
  - a. Continue to Monitor: Quarantine can end after 10 days, without testing, if no symptoms have been reported during daily symptom monitoring. People should continue to monitor for symptoms for 14 days; if symptoms arise, self-isolate and get tested promptly. All protective measures must be continued for the full 14 days when outside the quarantine location.
  - b. Quarantine Location: That location identified to the City in writing, by the person quarantining, that is safe, offers sanitary facilities, and can provide necessary space for quarantine purposes.
  - c. Social Distancing will be maintained within quarantine locations to the maximum extent possible, including but not limited to the use of face masks, as recommended by the CDC.
  - d. While in quarantine no person shall leave their quarantine location for any reason other than:
    - i. To receive non-elective medical care.
    - ii. Persons engaged in the conduct of Essential Services / Critical Infrastructure as outlined in the State of Alaska Health Order 8, Section 4 dated November 16, 2020, may proceed to their worksite. Such persons

are required to self-quarantine during non-work hours throughout the quarantine period, and must conduct their work in a manner to avoid potential spread of the virus to others in the workforce and the surrounding community.

- iii. To be tested for COVID-19.
  - iv. To engage in subsistence activities provided the same can be accomplished in a manner that avoids the potential spread of the virus to others in the community.
  - v. To travel in your personal vehicle or vessel, individually or with members of your household, so long as you go directly from the quarantine location to the vehicle or vessel and directly back to the quarantine location without contacting others.
  - vi. To get outside for fresh air, walk, and exercise as long as all mandated protective measures are followed.
  - vii. To leave Dillingham.
- e. Persons who leave the quarantine location pursuant to Section 1.d. shall follow all protective measures in Section 2.
- f. Entry to quarantine location is limited to the following:
- i. Persons in quarantine.
  - ii. Persons providing required goods or services for critical personal needs, and critical infrastructure needs.
  - iii. Persons providing medical care to a person in that location.
  - iv. All persons residing at the quarantine site, if the quarantine location is their usual place of residence while in Dillingham. Those persons shall be subject to the same quarantine requirements with the quarantine period beginning from the date of arrival of the person quarantining at that residence.
- g. Quarantine requirements established by this emergency order shall survive any subsequent changes to or suspensions of State of Alaska Health Orders.

**2. Protective Measures.** Protection identified by the CDC, and AK DHSS as instrumental in slowing / stopping the spread of COVID-19 to be implemented:

- a. **Cloth Face Coverings.** All persons must wear masks or cloth coverings over their noses and mouths when they are indoors in public settings or communal spaces

outside the home where physical distancing is not possible and in all places of business. This order is subject to the following conditions and exceptions:

- i. Face coverings should not be placed on children under age 2, or young children who are unable to wear one without assistance.
- ii. Face coverings should not be worn by anyone who has a valid medical reason that causes trouble breathing, is unconscious, incapacitated, or is otherwise unable to remove the mask without assistance.
- iii. A person may decline to wear a face covering because of a valid medical condition or disability. The person must avoid all public locations. The person shall make other arrangements to have someone buy groceries, pick-up their mail, and do other errands.
- iv. Brief removal of face covering, such as necessary to eat, drink, or scratch an itch does not constitute a violation of this order.
- v. A business owner or operator of a building open to the public may refuse admission or service to any individual who fails to wear face coverings as required by this ordinance.
- vi. A cloth face covering may be factory-made, sewn by hand, or can be improvised from household items such as scarfs, T-shirts, sweatshirts or towels.

b. Cleanliness Standards.

- i. All businesses in Dillingham shall develop and implement a plan incorporating CDC standards for applicable hygiene, cleaning and disinfecting procedures as circumstances necessitate; including but not limited to: Clean and disinfect frequently touched surfaces regularly. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- ii. All Critical Infrastructure businesses must provide the City of Dillingham a copy of the Community/Workforce Protective Plan (CWPP) required by and submitted to the State of Alaska and any amendments thereafter.

3. **Travel Notification Form.** The Essential Travel District, consists of the entire City of Dillingham including Kakanak Beach.

- a. Except as provided in this section, no person may enter the Essential Travel District to travel to the City of Dillingham without completing and submitting a Travel Form to the City of Dillingham prior to or upon arrival.
- b. Persons, including personnel of certificated air carriers, may enter the Essential Travel District to travel to the City of Dillingham without completing and submitting a Travel Form if:
  - i. The person enters the Essential Travel District at the Dillingham Airport and for the duration of the person's stay in the Essential Travel District remains inside airport terminal buildings or on the airport runway, or transits from one certificated air carrier's location inside the boundaries of the airport to another located inside the boundaries of the airport;
  - ii. The person has a charter flight reservation that departs from a location other than the Dillingham Airport, the charter is scheduled to depart within three hours after the person's arrival into Dillingham, the person proceeds directly from the point of entry to the place from where the charter departs, and the person departs Dillingham on the charter; or
  - iii. The person enters the Essential Travel District to travel to the City of Dillingham from the Dillingham Census Area.
- c. The Travel Notification Form shall contain:
  - i. information sufficient for the City to verify that the person understands applicable quarantine and hygiene requirements;
  - ii. information sufficient for the City to verify the person's quarantine plan, if required;
  - iii. information sufficient for the City to locate and contact the person during the duration of any quarantine period; and
  - iv. other information the city manager deems reasonably necessary to inhibit transmission of COVID-19.
- d. Travel Notification Forms as available on the City of Dillingham website, and the information contained therein, shall be used by the city only to enforce this ordinance, other COVID-19 related emergency ordinances and mandates, and to inhibit the transmission of COVID-19, such as through contact tracing. The city may provide Travel Notification Forms, or disclose the information therein, to public health and public safety officials. Complete Travel Notification Forms shall otherwise be considered confidential information, as defined by DMC 2.01.010 and, on that basis, shall not be subject to inspection under DMC 2.01.050.

**4. Testing.** Testing shall be obtained in the following circumstances. *If testing is refused, a mandatory quarantine of 14 days shall be observed.*

- a. People who have had close contact (as defined by the CDC and AK DHSS) with someone confirmed with COVID-19.
- b. People who have been asked or referred to get testing by healthcare providers.

**5. Mandatory Isolation.**

- a. Any person who tests positive for COVID-19 shall immediately self-isolate and monitor for signs of sickness. Persons shall isolate at one the following:
  - i. in a home with a specific 'sick room', or
  - ii. in a designated isolation site managed by their employer, or
  - iii. at a designated isolation site managed and supervised by the City of Dillingham or an authorized representative of the City of Dillingham if available.
  - iv. a separate bathroom facility shall be used for isolation when possible. If one is not available, strict cleanliness procedures must be maintained.
- b. In adherence to CDC procedures, the period of isolation shall be a minimum of;
  - i. for persons with COVID-19 illness, isolation can be discontinued 10 days after symptom onset and resolution of fever for at least 24 hours, without the use of fever-reducing medications, and with improvement of other symptoms.
  - ii. for persons who never develop symptoms, isolation and other precautions can be discontinued 10 days after the date of their first positive RT-PCR test for SARS-CoV-2 RNA.

**6. Restricted Use of City Facilities for Health and Safety of All Users.**

- a. No person may use any city facilities, including, but not limited to, all city port facilities governed by DMC 2.42, unless the person:
  - i. Does not present with any symptoms of COVID-19; and
  - ii. Has completed any required quarantine and/or testing mandated by City of Dillingham Emergency Ordinances, or
  - iii. Is using city facilities to leave Dillingham to complete their required quarantine outside the City.

7. **Implementation Process.** Periodically this Emergency Order will be updated as the pandemic situation changes across the nation and the State of Alaska. The City Manager will convene and consult with IMT members in the EOC, including local medical authority, every two weeks to review response activities and assess the situation. He will also consult with; the City Attorney, and other local and state experts as necessary. The City Manager will continue to host the biweekly COVID update to City Council to brief members about the City's ongoing pandemic response. He also plans to reconvene the COVID Task Force composed of community and census area leaders to foster effective communications and engagement in the region.

Participation in the process depends on the time and urgency of the situation. This process must be as flexible and adaptable as possible to respond effectively and efficiently to protect the citizens of the community while facilitating safe commerce. We do not and will not arbitrarily make rules. We also will seek expert health & medical consultation.

8. **Effective Date.** This order shall go into effect at 11:59 p.m. on December 18, 2020 and remain in effect until amended or superseded.



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Tod Larson  
City Manager