

CITY COUNCIL REGULAR MEETING

Thursday, October 07, 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.

MEETING INFORMATION

CITY COUNCIL REGULAR MEETING CITY HALL COUNCIL CHAMBERS

Limited Seating Available - Masks Required 141 Main Street, Dillingham, AK 99576 (907) 842-5212

This meeting will also be available at the following online location: https://us02web.zoom.us/j/83590954058?pwd=WEhFMExYWW4xMVNWVnJSWnh1QXZwQT09 Meeting ID: 835 9095 4058; participant #, passcode: 724510 Or dial (346) 248-7799, or (669) 900-6833

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- 1. Minutes of September 2, 2021, Regular Council Meeting
- 2. Minutes of September 20, 2021, Special Council Meeting
- 3. Minutes of September 22, 2021, Special Council Meeting

APPROVAL OF CONSENT AGENDA

APPROVAL OF AGENDA

REPORTS

- 4. Staff Reports
- 5. Committee Reports

PUBLIC HEARINGS

CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)

ORDINANCES AND RESOLUTIONS

- 6. Introduce Ordinance 2021-08; An Ordinance of the Dillingham City Council Amending the Budget by Adopting Budget Amendment No. 1 and Appropriating Funds for the FY2022 City of Dillingham Budget
- 7. Adopt Resolution 2021-22; A Resolution of the Dillingham City Council Declaring Removed Harbor Boat Ramp Planks as Surplus Materials

- Adopt Resolution 2021-23; A Resolution of the Dillingham City Council Supporting NUSHWAC's BBEDC's Arctic Tern Application for Participation at the 2nd Annual Pumpkin Patch
- 9. Adopt Resolution 2021-24; A Resolution of the Dillingham City Council Supporting Grant Writing Assistance Under BBEDC's Grant Writing Assistance Program
- 10. Adopt Resolution 2021-25; A Resolution of the Dillingham City Council Authorizing the City of Dillingham to Apply for Loans from the Alaska Department of Environmental Conservation Alaska Clean Water Fund and Alaska Drinking Water Fund for Infrastructure Planning Projects
- 11. Adopt Resolution 2021-26; A Resolution of the Dillingham City Council Encouraging Inter Governmental Cooperation in Regards to ARPA

UNFINISHED BUSINESS

12. City Manager Recruitment Update

Citizen Committee Appointments

- 13. Commission/Board Seats Vacant.
 - School Facility Committee, one seat.
 - Senior Advisory Commission, four seats.
 - Friends of the Landfill, three seats.
 - Planning Commission, one seat. One letter of interest.
 - Library Advisory Board, three seats. Three letters of interest.
 - Port Advisory Committee, one seat.

Letters of Interest, Planning Commission and Library Advisory Board

Progress Report

Carlson House Property Territorial School

NEW BUSINESS

- 14. Approve Action Memorandum 2021-10; Authorize the City Manager to sign a two-year contract with NEOGOV to use their on-line on-boarding platform.
- 15. Approve Action Memorandum 2021-11; Authorizing the City Manager to Award a contract for RFP 2021-03, IT Services
- 16. Schedule Joint Meetings

CITIZEN'S DISCUSSION (Open to the Public)

COUNCIL COMMENTS

MAYOR'S COMMENTS

ADJOURNMENT

<u>17.</u> Informational Items



CITY COUNCIL REGULAR MEETING

Thursday, September 02, 2021 at 7:00 PM

MINUTES

CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, August 12, 2021, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:00 p.m. The meeting was preceded by a workshop on the Assessment of City Services.

ROLL CALL

Mayor Ruby was present.

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

Andy Anderson	Curt Armstrong	1
Bill Rodawalt	Gregg Marxmiller	,

Chris Napoli Aksel Buholm

APPROVAL OF MINUTES

1. Minutes of August 12, 2021, Regular Council Meeting

MOTION: Chris Napoli moved and Bill Rodawalt seconded the motion to approve the August 12, 2021, regular council minutes.

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

APPROVAL OF CONSENT AGENDA

There was no consent agenda.

APPROVAL OF AGENDA

MOTION to approve the agenda made by Chris Napoli, Seconded by Gregg Marxmiller.

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

STAFF REPORTS

- 2. Department Reports; in addition to the written reports the following was noted:
 - Bi weekly fisheries COVID calls being attended.
 - RFP for grant writer being finalized.
 - Next steps for assessments being worked on.
 - Interview process for Public Safety Department in progress.
 - ARPA funding meetings being attended. Matrix for expenditures being developed.
 - Library grant opportunities noted.
 - DMV thanked for adding additional hours during the fishing season.

3. Committee Reports

Finance & Budget Committee, the following items were discussed at the August 23, 2021 meeting:

- FY21 audit update.
- Department vacancies.
- Vehicle and asset list.
- Expense and revenue report.
- ARPA funding.
- Cash flow and investment reports being developed.
- Grant writer RFP.

PUBLIC HEARINGS

4. Ordinance 2021-07; An Ordinance of the Dillingham City Council Amending Chapter 15.04 Floodplain Regulation to be in Compliance with the National Flood Insurance Program

There were no comments.

CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)

Elizabeth Clark: spoke in opposition to mask mandates.

Kaleb Westfall: spoke regarding funding needs for infrastructure projects.

ORDINANCES AND RESOLUTIONS

5. Adopt **Resolution 2021-18**; A Resolution of the Dillingham City Council Extending the Expiration Date of Ordinance 2020-22(S).

MOTION: to adopt Resolution 2021-18 made by Chris Napoli, seconded by Andy Anderson.

- This extends the ordinance that created the emergency order process.
- The Council maintains control of the process and can hold a special meeting at any time if needed.

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

6. Adopt **Resolution 2021-20**; A Resolution of the Dillingham City Council Appointing an Alternate Community Representative to the BBEDC Board of Directors

MOTION: to adopt Resolution 2021-20 made by Chris Napoli, seconded by Aksel Buholm.

- Mayor Ruby and Council Member Napoli disclosed they are employed at BBEDC but receive no compensation in reference to this resolution.
- There is no compensation associated with this appointment.

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

 Adopt Resolution 2021-21; A Resolution of the Dillingham City Council Authorizing the City Manager to Move Funds within the Landfill Budget to Allow for the Purchase of a Skid Steer from Yukon Equipment

MOTION: to adopt Resolution 2021-21 made by Andy Anderson, seconded by Gregg Marxmiller.

• Council previously appropriated funds in FY2021. Do to difficulty in finding this equipment one could not be located in FY2021. This will allow for a FY2022 purchase.

September 02, 2021

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

8. Adopt **Ordinance 2021-07**: An Ordinance of the Dillingham City Council Amending Chapter 15.04 Floodplain Regulation to be in Compliance with the National Flood Insurance Program

MOTION: to adopt Ordinance 2021-07 made by Chris Napoli, seconded by Aksel Buholm.

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

UNFINISHED BUSINESS

Citizen Committee Appointments

School Facility Committee – 1 seat Planning Commission – 1 seat Friends of the Landfill – 2 seats Senior Advisory Commission – 5 seats

9. Letters of Interest - Senior Advisory Commission and Friends of the Landfill

Mayor Ruby recommended Jared Miller to the Friends of the Landfill Committee, and June Ingram to the Senior Advisory Commission.

MOTION: to concur with the Mayor's recommendations made by Chris Napoli, seconded by Bill Rodawalt.

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

<u>Progress Report</u> Dave Carlson House Property Territorial School

There was no progress report.

NEW BUSINESS

10. Adopt Action Memorandum 2021-07; Authorize the City Manager to Award a Contract for RFP 2021-02, Janitorial Services.

MOTION: to adopt Action Memorandum 2021-07 made by Andy Anderson, seconded by Chris Napoli.

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

11. Adopt **Action Memorandum 2021-08**: Authorize the City Manager to Award a Contract for RFP 2021-01, Furnish Aggregate for FY22.

MOTION: to adopt Action Memorandum 2021-08 made by Chris Napoli, seconded by Bill Rodawalt.

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

12. Adopt Action Memorandum 2021-09; Authorize the City Manager to sign two-year contact with governmentjobs.com

MOTION: to adopt Action Memorandum 2021-09 made by Chris Napoli, seconded by Bill Rodawalt.

September 02, 2021

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

CITIZEN'S DISCUSSION (Open to the Public)

<u>*H. Lee*</u>: spoke regarding running for U.S. Senate, and the Pebble Mine.

<u>Kaleb Westfall</u>: spoke regarding the need to be actively engaged in acquiring funding and revenue sources.

Elizabeth Clark: spoke in opposition of face masks.

COUNCIL COMMENTS

Andy Anderson:

• Noted the time and effort of city staff regarding the assessment of city services.

Aksel Buholm:

- Request Council discuss balancing the budget; i.e. fish tax, and real property valuations.
- Thanked Council for latitude regarding attendance needs.
- Thanked staff for work.

Chris Napoli:

- Stated the need for public education and involvement in solving the financial needs of the city. As well as long term planning.
- Noted the time and effort of city staff regarding the assessment of city services. Looks forward to next year's assessment to ascertain progress made.
- Mentioned a need for the Council and Planning Commission to meet jointly. A collaboration is essential to the CIP process.

Gregg Marxmiller:

- Thanked city staff for time and effort spent on the assessment of city services. Appreciates the information provided.
- Stated concern for the number of local COVID cases. Noting the need for education and information to assess how best to address the community's needs. Voiced frustration regarding misinformation and accusations in the community regarding potential illegal response from the city. The Alaska Constitution Article 1 Section 1 was referred to regarding all people's rights, protections and obligations. Common ground and understanding are needed.

Bill Rodawalt:

- Thanked city staff for time done on the assessment of city services.
- Reiterated concern regarding the pandemic. Noted the increased case numbers in Alaska and the dwindling number of hospital beds. Urged all to consider getting vaccinated. Stated concern for the ability of the health care system to respond to the needs of the public.

MAYOR'S COMMENTS

- Thanked staff for the assessment of services. Commented on the quality of work done by staff. Noted departments are working understaffed, yet continue to perform.
- Commented regarding the need for volunteers in the community. There are many groups that need participation from the community; i.e. Senior Advisory Commission, and EMT's.
- Voiced concern regarding hesitation of some to get tested for COVID for fear of being seen. Encourage all to get vaccinated.
- Noted Dillingham is a great place to live.
- A moment of silence was observed for all those lost since the last meeting.

EXECUTIVE SESSION

13. Personnel Matters

MOTION: Chris Napoli moved and Aksel Buholm seconded the motion to enter into executive session to discuss matters that are confidential in nature, and personnel issues. [8:01 p.m.]

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

MOTION: Andy Anderson moved and Gregg Marxmiller seconded the motion to exit executive session. [9:15 p.m.]

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

MOTION: Chris Napoli moved and Aksel Buholm seconded the motion to hire Scott Runzo as the Fire Department Coordinator offering him a level 9, step 6, at \$32.05 an hour.

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

ADJOURNMENT

Mayor Ruby adjourned the meeting at 9:17 p.m.

	Mayor Alice Ruby	
ATTEST:		[SEAL]
Lori Goodell, City Clerk		
Approval Date:		



CITY COUNCIL SPECIAL MEETING

Monday, September 20, 2021 at 5:30 PM

MINUTES

CALL TO ORDER

A special meeting of the Dillingham City Council was held on Monday, September 20, 2021, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 5:30 p.m.

ROLL CALL

Mayor Ruby was present.

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

Andy Anderson	Curt Armstrong	Chris Napoli
Aksel Buholm	Gregg Marxmiller	

Bill Rodawalt – absent

APPROVAL OF AGENDA

MOTION to approve the agenda made by Andy Anderson, Seconded by Chris Napoli.

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

CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)

There were no comments.

SPECIAL BUSINESS

There was no special business.

COUNCIL COMMENTS

There were no comments.

MAYOR'S COMMENTS

There were no comments.

Council Member Rodawalt arrived [5:33 p.m.]

EXECUTIVE SESSION

1. Personnel Matter - City Manager Interview

MOTION: Chris Napoli moved and Aksel Buholm seconded the motion to enter into executive session to discuss subjects that tend to prejudice the reputation and character of any person. [5:33 p.m.]

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

MOTION: Andy Anderson moved and Aksel Buholm seconded the motion to exit executive session. [7:55 p.m.]

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

ADJOURNMENT

Mayor Ruby adjourned the meeting at 7:59 p.m.

Mayor Alice Ruby

[SEAL]

ATTEST:

Lori Goodell, City Clerk

Approval Date:	



CITY COUNCIL SPECIAL MEETING

Monday, September 22, 2021 at 4:30 PM

MINUTES

CALL TO ORDER

A special meeting of the Dillingham City Council was held on Monday, September 22, 2021, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 4:34 p.m.

ROLL CALL

Mayor Ruby was present.

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

Andy AndersonCurt ArmstrongChris NapoliAksel BuholmGregg Marxmiller

Bill Rodawalt - Excused

APPROVAL OF AGENDA

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

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

CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)

There were no comments.

SPECIAL BUSINESS

There was no special business.

COUNCIL COMMENTS

There were no comments.

MAYOR'S COMMENTS

There were no comments.

EXECUTIVE SESSION

1. Personnel Matter - City Manager Interview

MOTION: Aksel Buholm moved and Andy Anderson seconded the motion to enter into executive session to discuss subjects Personnel Matters. [4:36 p.m.]

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

Council Member Rodawalt arrived [5:08 p.m.]

MOTION: Andy Anderson moved and Aksel Buholm seconded the motion to exit executive session. [7:51 p.m.]

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

MOTION: to schedule face-to-face interviews with both candidates and invite their spouses made by Andy Anderson, seconded by Aksel Buholm.

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

- Incentive to schedule ASAP as current Interim Manager will be leaving mid-November.
- Schedule interviews with Council and Department Head; and have public forums.
- Mr. Pearson will continue to receive applications until the position is filled.

ADJOURNMENT

Mayor Ruby adjourned the meeting at 7:54 p.m.

Mayor Alice Ruby

[SEAL]

ATTEST:

Lori Goodell, City Clerk

Approval Date: _____

Department Reports

September 28, 2021

Manager's Report

Regular Council Meeting for October

Chris Hladick, Interim City Manager

- 1. Fishery Industry Calls: I participate in a biweekly call with the Fishing Industry and the State of Alaska HSS to find out what the latest issues are with Covid and the Industry.
- Local Covid Calls: The Mayor has initiated a Covid call with BBAHC, the Tribe, the schools, Public Health, and Capstone. We discuss updated information and latest Covid data. To date we are doing everything possible to respond to Covid
- Weekly ARDOR meeting: I participate every Wednesday in an ARDOR meeting and the State of Alaska Department of Commerce. We discuss the latest in ARPA funding and get reports on the CEDS the State of Alaska is updating.
- Scott Runzo has been hired as the Fire Department Coordinator and I look forward to working with Scott and Koolie on getting the Fire and EMS squad back to semi-normal as soon as we can.
- 5. We were too late with our request this summer via Senator Murkowski to get in line for an earmark for the boat harbor. I am doing the research on what ARPA funding may be available to identify possible funding sources.
- 6. Kelsa and I have worked with Mike Davis and Fritz Johnson on setting up the debate for the Mayor, city council and school board election races. The debates will be completed by the time the council meeting takes place. I know that Fritz and Mike will do a great job. KDLG will be broadcasting the debates and we will record for future viewing.
- 7. Staff have dealt with various business owners and homeowners to facilitate changes on the streets project, however, the project is an ADOT project not the cities responsibility; we have not paid for any of the changes nor have offered to pay for any of the changes. We pointed the access issues out to ADOT earlier this summer who said they had multiple public meetings in Dillingham over the past several years where people were to be made aware of the changes. I think most people had reasonable expectations that the curb would be replaced as it existed, or with rolled and not square curb. However, the ADOT change square curb is probably going to be a problem for snow removal. Had I been here several years ago I may have caught this and other design flaws that would have been changed. We have to live with it now....
- 8. Squaw Creek Road. We do have some dedicated easement for the road but not all of the road. Happy to have this included as a Planning Commission item for their next meeting.
- Shall we move forward with a joint City Council, Planning Commission meeting I have asked the Planner to prepare a summary of what part of the 2010 Comp Plan has been either addressed or completed by the City.



MEMORANDUM

DATE: 09/27/2021

TO: Chris Hladick, Interim City Manager

FROM: Kelsa Brandenburg, Executive Assistant/HR

SUBJECT: September Department Staff Report

STAFF REPORT

New Employees:

Scott Runzo – Fire Department Coordinator Nikki Noonkesser – Fire Department Office Assistant Ken Ramsey – Fleet Mechanic Jonas Tweet – Library Clerk/Aide

Resignations / Terminations / Layoffs:

Kaylee Brockman – Harbor Assistant, layoff Kendra Kapotak – Harbor Assistant, layoff Avanelle Wood – Accounting Technician III, Taxes/Collection Chelsey Wassily – Dispatch Supervisor Chelsea Decker – Public Works Office Assistant/Landfill Attendant Ellie Hink – BBEDC Youth Intern, Library

Transfers:

Position Vacancies:

City Manager Public Works Director Dock Assistant/Equipment Operator Corrections Officer Police Officer Dispatcher Executive Assistant/HR Landfill Operator Buildings & Grounds Assistant Public Works Office Assistant/Landfill Attendant

City of Dillingham

Page 1 of 1

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.



MEMORANDUM

DATE: September 27, 2021

TO: Chris Hladick, Interim City Manager

FROM: Lori Goodell, City Clerk

SUBJECT: Staff Report

STAFF REPORT

Regular City Election:

The 2021 Municipal Election will be held October 5, 2021. Ballots have been received and Election Judges are in place. The following seats are up for election:

Declaration	of Candidacy 2021				
Seat/Term Name(s)					
City Council Seat E (3)	Kaleb Westfall				
City Council Seat F (3)	Gregg Marxmiller				
	Perry Abrams				
Mayor (3)	Tracy Hightower				
	Alice Ruby				
	Steven Carriere				
School Board Seat D (3)	Helen Smeaton				
School Board Seat E (3)	Bernina Venua				
	Jon Clouse				

As always there is a place to write in a candidate for each open seat. For write in votes to be valid, write in candidates must complete a letter of intent prior to the election.

Absentee voting has been ongoing as of September 20, 2021.

December Council Meeting:

In looking at the upcoming meeting cycle, and the regular Council Meeting in December I observed it falls on the Thursday after Thanksgiving. This is problematic as it does not allow for adequate timing to get items prepped, and a packet out with the long holiday the previous week. I recommend moving the regular December Council Meeting to December 9, 2021.

City of Dillingham

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Page 1 of 2

STANDING ITEM(S):

Liquor & Marijuana License Renewals/Transfers/New Licenses. There are no current license renewals.

Commission/Board Seats Vacant.

- School Facility Committee, one seat.
- Senior Advisory Commission, four seats.
- Friends of the Landfill, three seats.
- Planning Commission, one seat. One letter of interest.
- Library Advisory Board, three seats. Three letters of interest.
- Port Advisory Committee, one seat.

City of Dillingham

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Page 2 of 2



MEMORANDUM

DATE: September 27, 2021

TO: City Manager

FROM: Anita Fuller, Finance Director

SUBJECT: Staff Report

STAFF REPORT

- FY21 audit update
- Department staffing
- Asset lists
- Revenue and Expense report 06/30/2021

Audit Status:

The next week of audit review is scheduled for October 27. FY 21 is on track for timely reporting.

Department staffing:

Account Tech III – Taxes/Collections: Patricia Rice transferred 09/01/2021 (promoted from cashier position)

Account Tech I – Cashier: Currently open

Asset List

Ongoing - will work with Crystal Miner of Carmen Jackson, LLC this week while she is in town.

Budget Revisions

Revenue

Real Property Tax: errors discovered	12,848
Personal Property Tax: errors discovered	3,516
Public Works-Landfill: AARP Grant	+5,000
Transfers: GF to Landfill (includes +30,000 from original budget) Dock to Harbor	
Expenditures	
City Clerk: APEI Bond Fee for City Clerk	+367
Administration: Double accounting for grant writer -\$45,000, NeoGov for employee onboarding +\$4,371	

City of Dillingham

Page 1 of 2

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APEI Bond for City Manager +\$681
Finance: APEI Bond for Finance Director +681
IT: Annual G-Suite email Licensing \$5,040 Change support contract; include 6 on site shared visits \$24,324+29,364
Public Safety-Patrol: Travel for 2 additional 2 week on/off officers+14,400
Fire Department: Zoll Data System previously paid by CARES funding+2,600
Public Works Admin: Dude solution software+5,506
Public Works-Streets: Increase for chipper purchased \$1,034 Reduce sand budget by \$15,000 (AM 2021-08) Increase gravel budget by \$33,700 (AM 2021-08)+19,734
Public Works-Landfill: AARP Grant – Fish waste supplies \$5,000 Additional gravel for pit run \$12,000 Skid Steer purchase \$62,500 (Resolution 2021-15) Landfill truck \$5,000 DEC Routine Compliance fee \$750+85,250
Asset Forfeiture: beds for 2wk on/off officers+5,000
Ambulance Replacement: No stipend paid since 11/2020+10,000

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Page 2 of 2

City of Dillingham Unaudited Revenues and Expenditures As of August 31, 2021

Data Collected on:

9/30/2021

Section . Item 4.

	er rageer		<u>08/31/21</u>		<u>08/31/20</u>		0,00,202			
	Budg	<u>get - FY21</u>	<u>YTD</u>	Percent	<u>YTD</u>	<u>INC</u>	<u> </u>			
General Fund Revenues								Uncollected	%	Adj
General Sales Tax	\$	2,500,000	\$ 698,183	29%	\$ 207,211	\$	490,972	(1,996.	04)	28%
General Sales Tax - Remote		500,000	25,284		658					
Alcohol Sales Tax		260,000	68,018	26%	-		68,018			26%
Transient Lodging Sales Tax		85,000	35,569	42%	6,051		29,518	-		42%
Gaming Sales Tax		65,000	9,096	14%	3,857		5,240			14%
Tobacco Excise Tax		370,000	75,438	20%	24,738		50,700			20%
Penalty & Interest - Sales Tax		20,000	 8,036	40%	(9)		8,046			40%
Total Sales Tax		3,800,000	 919,626	24%	242,506		652,494			24%
Real Property Tax		2,097,413	2,084,566	99%	2,136,337		(51,772)	(1,697,652.	06)	18%
Personal Property Tax		482,872	479,357	99%	510,715		(31,358)	(348,853.	32)	27%
Penalty & Interest - Property Tax		65,000	 27,683	43%	25,804		1,879			43%
Total Property Taxes		2,645,285	 2,591,605	98%	2,672,856		(81,251)			21%
Telephone Gross Receipts State Tax		65,000	69,128	106%	-		69,128			106%
Raw Fish Tax		475,000	-	0%	-		-			0%
Shared Fisheries		9,000	-	0%	-		-			0%
Community Sharing		75,700	84,575	112%	-		84,575			0%
Payment in Lieu of Taxes (PILT)		460,000	473,299	103%	484,326		(11,027)			103%
State Jail Contract		535,367	-	0%	-		-			0%
Ambulance Fees		55,000	1,053	2%	6,418		(5,366)			2%
Lease & Rental Income		35,000	1,780	5%	1,760		20			5%
Admin Overhead		220,625	24,190	11%	-		24,190			11%
PERS on Behalf		231,326	37,949	16%	52,846		(14,897)			16%
PERS Forfeiture Fund		67,033	2,617	4%	18,083		(15,466)			4%
Other Revenues		202,200	 22,489	11%	4,153		18,336	-		11%
Total		2,431,251	 717,079	29%	567,586		149,493			29%
Total	\$	8,876,536	\$ 4,228,310	48%	\$ 3,482,948	\$	720,736			25%
Special Revenue & Other Funds Revenue	<u>•</u>									
Water		233,224	41,036	18%	37,683		3,353	(12,346.		12%
Sewer		464,124	75,090	16%	75,984		(893)	(16,668.	,	13%
Landfill		270,429	76,328	28%	101,634		(25,306)	(5,897.	,	26%
Port - Dock		735,042	108,486	15%	226,159		(117,673)	(44,685.	,	9%
Port - Harbor		170,580	26,194	15%	26,206		(12)	(280.	00)	15%
Asset Forfeiture Fund		2,000	(10)		-		(10)			0%
E-911 Service		65,000	15,403	24%	4,178		11,225			24%
Senior Center (Non-Grant)		54,746	4,775	9%	3,427		1,348			9%
Senior Center (Grant)		131,000	-	0%	(13,108)		13,108			0%
Library (Grants)		100,379	24,213	24%	9,974		14,239			24%
Debt Service		30,000	-	0%	-		-			
Mary Carlson Estate		4,000	 (859)	-21%	1,894 474,031		(2,753)			-21%
Total	\$	2,260,524	\$ 370,658	16%	\$		(103,374)			13%

Page 19

Unaudited Revenues and Expenditures As of August 31, 2021

9/30/2021

Section . Item 4.

			<u>08/31/21</u>		<u>08/31/20</u>		
	Bu	dget - FY21	<u>YTD</u>	Percent	YTD	IN	IC/(DEC)
Transfers							
From General Fund to Other Funds							
Water		19,731	-	0%	-		-
Landfill		421,117	-	0%	-		-
Senior Center		167,689	22,004	13%	-		22,004
Ambulance Reserve		49,500	105	0%	-		105
Equipment Replacement		35,000	-	0%	-		-
Capital Projects		140,981	1,304	1%	-		1,304
Debt Service SRF Loans		47,400	-	0%	-		-
Debt Service School Bond		1,066,250	-	0%	-		-
Debt Service Firehall Bond		46,000	-	0%	-		-
Debt Service Streets Bond		206,750	-	0%	-		-
From Dock Fund to Harbor Funds							-
Port - Harbor		47,736	31,528	66%	-		31,528
Port - Harbor - Ice Machine		-	-	0%	-		-
Port - Harbor - Bathhouse		14,000	4,064	29%	-		4,064
From Department to Department							-
Transfer from E911		55,468	6,847	12%	-		6,847
Total	\$	2,317,622	\$ 65,852	3%	\$ -	\$	65,852
Total Revenues & Transfers	\$	13,454,682	\$ 4,664,820	35%	\$ 3,956,980	\$	683,214

Unaudited Revenues and Expenditures As of August 31, 2021

9/30/2021

Section . Item 4.

				<u>08/31/21</u>		<u>08/31/20</u>			
	Bu	Budget - FY21		<u>YTD</u>	Percent		<u>YTD</u>	IN	<u>C/(DEC)</u>
EXPENDITURES:									
General Fund Expenditures									
City Council	\$	45,330	\$	5,062	11%	\$	7,311	\$	(2,249)
City Clerk		174,861		16,484	9%		13,383		3,102
Administration		537,228		40,501	8%		23,058		17,443
Finance		757,817		122,208	16%		67,612		54,596
Legal		60,000		0	0%		2,475		(2,475)
Insurance		262,000		0	0%		43,134		(43,134)
Non-Departmental		118,800		8,108	7%		14,442		(6,334)
Planning		274,666		25,963	9%		23,741		2,221
Foreclosures		6,000		0	0%		59		(59)
IT		217,385		17,299	8%		15,387		1,912
Meeting Hall above Fire Station		800		73	9%		74		(1)
Public Safety Administration		202,644		23,793	12%		18,929		4,864
Dispatch		554,688		68,473	12%		40,162		28,312
Patrol		1,030,286		122,706	12%		78,272		44,434
Corrections		715,440		73,430	10%		82,020		(8,590)
DMV		55,797		6,900	12%		7,445		(545)
Animal Control Officer		113,140		14,565	13%		14,637		(72)
Fire		368,277		9,022	2%		30,525		(21,503)
Fire Department Checking		15,000		0	0%		53		(53)
EOC		52,107		1,072	2%		0		1,072
Public Works Administration		393,788		20,386	5%		29,362		(8,976)
Building and Grounds		312,217		25,638	8%		29,009		(3,372)
Shop		579,165		52,341	9%		51,348		994
Street		456,939		38,523	8%		41,121		(2,599)
Library		155,802		21,017	13%		17,389		3,628
City School		1,300,000		325,000	25%		325,000		-
Transfers to Other Funds		2,200,418		23,413	1%		0		23,413
Total	\$	10,960,595	\$	1,061,978	10%	\$	975,947	\$	86,030

Unaudited Revenues and Expenditures As of August 31, 2021

Data Collected on:

9/30/2021

Section . Item 4.

		<u>08/31/21</u>		<u>08/31/20</u>	
	Budget - FY21	<u>YTD</u>	Percent	<u>YTD</u>	INC/(DEC)
Special Revenue Funds Expenditures					
Water	252,955	23,360	9%	25,020	(1,660)
Sewer	291,200	23,263	8%	27,334	(4,070)
Landfill	691,546	58,011	8%	64,543	(6,532)
Port - Dock	735,042	106,806	15%	77,221	29,585
Port - Harbor	255,522	61,207	24%	76,789	(15,581)
Asset Forfeiture Fund	-	-		-	-
E-911 Service	55,468	6,847	12%	-	6,847
Senior Center (Non-Grant)	213,981	24,309	11%	23,433	876
Senior Center (Grant)	139,454	14,149	10%	25,734	(11,585)
Library (Grants)	100,379	13,197	13%	16,859	(3,662)
Mary Carlson Estate	2,146	59	3%	336	(277)
Ambulance Reserve Fund	10,000	-	0%	65,761	(65,761)
Debt Service SRF Loans	47,400	-	0%	-	-
Debt Service School Bond	1,066,250	-	0%	-	-
Debt Service Firehall Bond	46,000	-	0%	-	-
Debt Service Streets Bond	236,750	-	0%	-	-
Equipment Replacement	35,000	5,849	17%	-	5,849
Total	\$ 4,179,093	\$ 337,057	8%	\$ 403,028	\$ (65,971)
	\$ 15,139,688	\$ 1,399,035	9%	\$ 1,378,976	\$ 20,059
Net Increase (Decrease) to Fund Balance	es \$ (1,685,006)	\$ 3,265,785		\$ 2,578,004	\$ 663,155

Unaudited Revenues and Expenditures As of August 31, 2021

Data Collected on:

9/30/2021

Section . Item 4.

	•	<u>08/31/21</u>		<u>08/31/20</u>	
	Budget - FY21	YTD	Percent	<u>YTD</u>	INC/(DEC)
Grant & Bond Revenues					
ANTHC-Lagoon	155,777	227	0%	6,679	(6,452)
State Public Safety	-	(3,056)		-	(3,056)
CARES	-	472,784		1,143,250	(670,467)
State MMG 28308-Water Imp	-	-		(365,820)	365,820
SRF Loan - Lagoon Aeration	670,000	-	0%	-	-
SRF Loan - Waterfront	88,125	-	0%	-	-
SRF Loan - Water	-	240		(11,821)	12,061
SRF Loan - Wastewater	130,000		0%		
SRF Loan - Landfill	59,621	5,320	9%	(29,631)	34,951
State CARES Public Safety	-	-		12,986	(12,986)
State SART	-	-		800	(800)
Southern Region EMS	-	360		360	-
Curyung-Ice Machine	2,000	-	0%	-	-
Alaskan Leaders Fisheries PS Camera Re	pair -	-		2,000	(2,000)
BBEDC Intern Program	133,193	(7,753)	-6%	-	(7,753)
Bond Investment Income	-	42		755	(712)
Streets	-	-		-	-
FireHall		-		-	-
Total	\$ 1,238,716	\$ 468,164		\$ 758,209 \$	5 (291,394)
Grant & Bond Expenditures					
ANTHC-Lagoon	155,777	-	0%	6,108	(6,108)
State Public Safety	-	749		-	749
CARES	-	-		355,561	(355,561)
State MMG 28308-Water Imp	-	-		693,274	(693,274)
SRF Loan - Lagoon Aeration	670,000		0%		
SRF Loan - Waterfront	88,125		0%		
SRF Loan - Water	-	-		-	-
SRF Loan - Wastewater	130,000		0%		
SRF Loan - Landfill	59,621	8,364	14%	(2,411)	10,776
State CARES Public Safety	-	-		12,986	(12,986)
State SART	-	-		800	(800)
Southern Region EMS	-	-		-	-
Curyung-Ice Machine	2,000	770	39%	840	(70)
Alaskan Leaders Fisheries PS Camera Re	•	-		-	-
BBEDC Intern Program	133,193	20,617	15%	6,767	13,850
Streets	-	-		675,018	(675,018)
FireHall	-	-		615	(615)
Total	\$ 1,238,716	\$ 30,501		\$ 1,781,659 \$	
	\$-	\$ 437,663		\$ (1,023,449) \$	5 (2,042,552)

Data Collected on:

Section . Item 4.

Unaudited Revenues and Expenditures As of	August 31, 2021 <u>08/31/21</u>		9/30/2021 08/31/20					
	<u>Budg</u>	<u>et - FY21</u>		YTD	Percent	-	YTD	INC/(DEC)
Capital Project Funds Revenues								
Investment Income		-		-			-	-
Insurance Proceeds		350,000						
Total	\$	350,000	\$	-		\$	-	\$ -
Capital Project Funds Expenditures								
Public Safety Building		7,000		-	0%		-	-
Streets		-		-			-	-
Water Improvements		-		-	0%		221,727	(221,727)
WasteWater Improvements								-
Sewer Lagoon Relocation		109,664		-			-	-
Other Lift Station		-		-			-	-
Landfill New Cell		-		-			-	-
Landfill Shop Fire		350,000						
Landfill Groundwater Well Bingman-Harbor cleanup		24,317 167,480		-			-	-
Total	\$	658,461	\$		0%	\$	221,727	\$ (221,727)
Total	\$	(308,461)	\$		0%	\$		\$ 221,727
	<u> </u>	(000,101)	<u> </u>		0,0	<u> </u>	(,,	<u> </u>
	Budget		Act	ual				
General Fund Revenue	\$	8,876,536	\$	4,228,310				
Special Fund Revenue	\$	2,260,524	\$	370,658				
Transfers In	\$	2,317,622	\$	65,852				
Grant and Bond Revenue	\$	1,238,716	\$	468,164				
CIP Revenue	\$	350,000	\$	-				
	\$	15,043,398	\$	5,132,984				
General Fund Expenditures	\$	10,960,595	\$	1,061,978				
Special Fund Expenditures	\$	4,179,093	\$	337,057				
Grant and Bond Expenditures	\$	1,238,716	\$	30,501				
CIP Expenditures	\$	658,461	\$	-				
	\$	17,036,865	\$	1,429,536				
Net Increase (Decrease) to Fund Bal	\$	(1,993,467)	\$	3,703,448				

	<u>Fund Bal.</u> 6/30/2020 <u>Audited</u>	<u>Fund Change</u> <u>6/30/2021</u> <u>Unaudited</u>	FY'22 Revenue	<u>FY'22</u> Expenditures	<u>Add or (-)</u> FY22 Fund Bal	Section . Item 4.
General Fund	5,555,980	(341,731)	4,235,157	1,061,978	3,173,180	8,387,429
Streets Project	3,078,649	(2,977,878)	42	-	42	100,813
Planning Capital Project	264,537	1,579	1,304	-	1,304	267,421
Debt Service	-	-	-	-	-	-
Special Revenue Fund						
Water & Sewer	552,780	196,197	116,126	46,623	69,504	818,481
Landfill	(14,281)	13,231	76,328	58,011	18,317	17,268
Port - Dock	1,218,057	55,296	108,486	106,806	1,680	1,275,033
Port - Harbor	13,256	(1,062)	61,785	61,207	578	12,772
E-911 Service	268,809	17,848	15,403	6,847	8,556	295,213
Asset Forfeitures Fund	27,733	29	(10)	-	(10)	27,752
Reward Fund	400	-	-	-	-	400
Senior Center	11,099	(12,833)	26,779	38,458	(11,679)	(13,413)
Library (Grants)	(804)	4,987	24,213	13,197	11,016	15,199
Public Safety	-	210	(2,696)	749	(3,446)	(3,236)
Local Support	1,170	1,595	(7,753)	20,617	(28,370)	(25,605)
Covid Support	-	-	472,784	-	472,784	472,784
Capital Project Fund	=	(0.1.1.100)	105			
Ambulance Reserve Capital Project	544,853	(244,480)	105	-	105	300,478
Equipment Replacement Capital Project	68,327	(3,354)	-	5,849	(5,849)	59,124
School Project	(1,626)	-	-	-	-	(1,626)
Firehall Project	787,325	(666,785)	-	-	-	120,540
Dock and Harbor Capital Project	-	-	-	770	(770)	(770)
Public Safety Capital Project	-	-	-	-	-	-
Wastewater System Improvements	-	-	227	-	227	227
Water Improvement	-	-	-	-	-	-
SOA Loans Capital Projects	-	9	5,560	8,364	(2,804)	(2,795)
Denali Commission Project Landfill Committed Funds	-	-			-	-
	172,044	-	-	-	-	172,044
Permanent Fund		-	(050)	50	(040)	267 500
Mary Carlson Estate	367,955	524	(859)	59	(918)	367,562
Undesignated - VEEP					-	-
Total	12,916,263	(3,956,617)	5,132,984	1,429,536	3,703,448	12,663,094



MEMORANDUM

DATE: September 28, 2021

TO: Chris Hladick, Interim City Manager

FROM: Sonja Marx, Librarian

SUBJECT: Department Report

STAFF REPORT

Thanks to all the staff at the Dillingham Public Library who did a great job serving our patrons in my absence. I returned September 20th to the library to find it in good order. In spite of more Covid cases in the surrounding areas, the library was able to remain open to the public. As seen in the stats below, patrons used the library and its resources, including the computers, internet and WiFi, regularly. Notice the difference in WiFi usage this summer compared to that in 2020 in the attached chart. It's amazing!

The BBEDC youth internship ended September 24th. Ellie Hink filled this position at the Dillingham Public Library for the past three summers. She was able to experience a normal summer (2019), a closed summer due to the pandemic (2020), and a slower yet open to the public summer (2021). Our hopes are that next summer we will be back to normal with visitors and fishermen and our annual inperson Summer Reading Program. We are already gearing up for it through staff training & webinars.

The Library Advisory Board conducted their meeting via zoom on September 21st with a full, seven member board. The UAF Bristol Bay Campus appointed Sandra Long as their representative. Sandra has been on the board before, so it's good to have her back. The Dillingham City School District also appointed Ginger White to the LAB. New officers were elected, as the board members have changed.

The 14-hour-a-week Library Aide/Clerk position was advertised throughout the summer. Last week, we interviewed and hired Jonas Tweet, who started Monday, September 27th. He is in training now, working at the library after school and on Saturdays. We welcome him to our library team!

Library Stat report August 23rd – September 25th, 2021:

Patron Visits: 367 Computer Use: 117 Wireless Use: 367 Story Hour: 12 Other Visits (including Classes): 3 Museum Use: 14 Movies Shown: 0 AWE Station Use: 5 Volunteer Hours Logged: 1

Next Library Advisory Board meeting is scheduled for November 9, 2021 at 5:30 pm. Library will be closed October 11, 2021 for Indigenous People's Day.

City of Dillingham

Page 1 of 1

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.



Sonja, Your August With WhoFi

1 message

Nate from WhoFi <insights@whofi.com> To: librarian@dillinghamak.us Sun, Sep 5, 2021 at 4:00 AM



Dillingham Public Library - August Highlights

	August-2021	July-2021	August-2020
Total Session Count	159	550	1303
Total Visits	122	428	-
Unique Visitors	35	155	273

Login Now

to view additional insights

How Libraries Can Keep Loaner Devices Safe With The New Emergency Connectivity Fund Program

In an effort to bridge the digital divide, part of the American Rescue Plan Act (ARPA) of 2021 includes \$7.17 billion for the Emergency Connectivity Fund (ECF) program. This program provides funding for public and tribal libraries and K-12 schools to purc..read more

Upgrading your wireless hardware but don't want to disrupt your current standardized insights? The WhoFi analytics solution works with almost any wireless network equipment. The insights available through WhoFi go beyond the function of wireless equipment. Learn more about how our solution works across different wireless hardware here.



MEMORANDUM

DATE: September 28, 2021

TO: Chris Hladick, Interim City Manager

FROM: Cynthia Rogers, Director, Planning & Grants Management

SUBJECT: Department Report

STAFF REPORT

Planning Commission

Regular meeting schedule is second Wednesday of the month at 5:30 pm.

ITBs/RFPs

RFP 2020-01, Furnish Aggregate FY22, closed on August 26. Contract completed.

RFP 2021-02, Janitorial Services, closed July 29. Contract completed.

RFP 2021-03, IT Services, closed on August 19. Addendum No. 1 and No. 2 issued to schedule optional Pre-Bid meeting held on July 26 and to extend the bid deadline. Three responsive bidders. Recommendation pending budget revision.

Dillingham Multi-Jurisdictional Hazard Mitigation Plan Update

The First HMP Workshop took place on September 1st at 5:30 PM through Zoom. The Planning Commission received an overview of the HMP update process during a meeting on September 8th at 5:30 pm through teleconference. The draft HMP is pending release. Due to consultant availability, the HMP update schedule is expected to change and will be released once it is finalized.

DEC SRF Transition

Beth Verrelli, Project Engineer for the Division of Water, State Revolving Fund program, is retiring the end of this month. I have been working with Beth to determine project close out activities needed on SRF funded projects, including the Water System Improvements, Phase I, Landfill Groundwater Monitoring Wells, and preparing for bidding on the Wastewater Improvements, Aeration project. The City can expect a new project engineer to be assigned to our community soon. We wish Beth all the best in her retirement and thank her for the endless hours devoted to assisting us with infrastructure projects to improve the quality of life in Dillingham and meet our regulatory obligations.

DOT&PF Dillingham Downtown Streets Project

The project is nearing a point of completion for the season, with the weather closing in. It is expected that the contractor will begin paving at any point, pending subcontractor availability and favorable weather conditions. The City has brought a drainage issue at the downtown fire hall to the project engineer's attention and continues to stay engaged on project progress.

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Page 1 of 6

FY19 Capital Improvement Project Priorities Progress Update September 2021

S A

<u>*Special Project – Bingman Clean-Up</u>

To address the clean-up of hazardous substances, a Phase II Environmental Site Assessment will be sought. EPA Brownfields Assessment Grant awards have been sought; other funding avenues are being explored. I attended a Regional Brownfield Meeting of Region 10, hosted by CCLR (Center For Creative Land Recycling) on September 22, to receive a MARC Grant Update. FY22 guidelines have been released. Applications are due December 1, 2021. An EPA webinar on October 13 will discuss guidelines for site-specific assessment grants. I have initiated CCLR review of a draft FY22 proposal. EPA estimates \$47M available for assessment grants this cycle. Anticipated completion of project phases within 5 years, including: assessment, clean-up, planning, development/reuse.

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

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. The system programming and implementation was completed in May. Installation is complete but system needs further testing, evaluation, and (likely) expansion to meet coverage needs.

Project Timeline:

August, 2021 – Motorola visit to assess coverage needs

*Special Project – Landfill Shop Replacement

A fire destroyed the landfill shop building on January 4. An assessment of the foundation indicated it is sound, however an assessment of the steel structure indicates areas of warping and instability, therefore it cannot be reused. Determination regarding design planning is needed. An ITB can then be developed and solicitation released. Estimate is to replace the structure only, 2022 construction costs.

Project Timeline:

TBD – Pending the above

City of Dillingham

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\$730,000 (estimate)

\$892,316 (estimate)

\$300,000 (estimate)

Page 2 of 6



\$922,331 (estimate)

#1 – Wastewater System Upgrades, Aeration

The City received an extension of the DEC Approval to Construct the Lagoon Improvements project to April 10, 2025, on April 15, 2021. 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; ANTHC Grant

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

<u>#2 – Public Safety Server Room Fire Protection</u>

\$67,000 (estimate)

\$432,095 (estimate)

Scheduling for system certification visit still pending availability of the subcontractor and air sealing of the room.

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

<u>#3 – Landfill Groundwater Monitoring Wells</u>

Construction phase is completed. Continuing to follow results of quarterly monitoring through final report expected January 2022. The City is working towards approval to transition from the 2-year quarterly sampling requirement to the previous 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.

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Page 30

Page 3 of 6

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: \$246,965 (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), \$47,400.

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 (construction) close out
- February, 2022, Quarterly sampling requirement met _

#4 – Water System Improvements, Downtown Streets Support

Phase I is nearly complete, except for the water improvements under the DOT project footprint. As-builts have been received.

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.

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Page 4 of 6

\$3.68M (estimate)

- 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 & Adjustments: \$340,943.85

Additional Project Costs: \$224,205 (estimate)

- CRW Engineering Group, LLC, Construction Support/Inspection/Materials Testing, \$224,205.
- Current billings of approximately \$125,000.

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

- ADEC SRF Loan Questionnaire submitted on February 26, 2021.
- This project ranked #2 in the ADEC SRF DW Projects. The City is eligible to apply for a loan in the amount of \$1,576,000, with \$500,000 estimated principal forgiveness. The loan would include construction, construction support, inspection, and materials testing.

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

- ADEC SRF Loan Questionnaire submitted on February 26, 2021.
- This project ranked #3 in the ADEC SRF DW Projects. The City is eligible to apply for a loan in the amount of \$1,384,000. The loan would include construction, construction support, inspection, and materials testing.

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)

<u>#5 – Lake Road Fire Hall Addition</u>

\$803,620 (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. broke ground in early October 2020. Currently, a substantial completion review list has been generated and the contractor is working on addressing these items. Additional costs in the amount of \$30,420.46, for change orders to add a coiling door, CO detector, and air supply hose, have been approved. Coiling door has been installed and electrical completed. The substantial completion inspection has tentatively been set for October 7.

<u>Design:</u>

- 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.

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Page 5 of 6

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

<u>#6 – Harbor Float Replacement</u>

This project is pending funding identification.

<u>Design:</u>

- PND Engineers, Inc. has provided 100% design for this project.

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).

Project Timeline:

TBD pending funding

<u>#7 – D Street & Seward Street Rehabilitation Project</u>

The final as-builts have been received from the contractor. The project is closed out as of March 9.

<u>Design:</u> \$154,329

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

Construction: \$2,909,203.96

- 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, \$714,466.96

Additional Project Costs: \$231,203

- PND Engineering, Inc., Construction Support, \$88,568
- EMC Engineering, LLC, Inspection/Materials Testing, \$142,635

Project Timeline:

March 2021, Project close out

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\$3,294,735.96 rch 9.

\$5.2M (estimate)

Page 6 of 6



MEMORANDUM

DATE: 9-28-21

TO: Interim-City Manager Chris Hladick

FROM: Chief Daniel Pasquariello

SUBJECT: Public Safety Department Report October 2021

STAFF REPORT

PATROL

- Craig Maines was promoted to patrol sergeant. Sgt. Maines has worked at DPD for 13 years, first as a corrections officer, then as a police officer. He is a life-long resident of Dillingham is knowledgeable in all areas of DPD.
- We have hired two more rotational (2 week on/2 week off) police officers. We now have a total of 4 rotational positions. All of the hired officers are experienced, certified police officers from other states. Hiring lateral officers saves the city academy costs, and other associated training costs. These rotational positions are 50% of our sworn officers. The other 50% are resident officers.
- This is a staffing model used by numerous small bush police departments in Alaska. We adopted this model because we were not attracting applicants to work and live here in Dillingham. This is a model also adopted by bush hospitals *(including BBAHC)* in order to fill staffing vacancies among doctors and nurses.
- Officer Daniel Gonzalez-Fawcett was the first of our rotational hires. He is an experienced, Alaska certified police officer and resides in Southeast Alaska. He worked for us for several months last year and returned to DPD as a rotational officer this summer.
- Officer Judd Hack is our second rotational hire. He is an experienced, certified police officer from South Carolina. He will begin working in Dillingham the first week of October.
- Our two newest rotational hires, both experienced, certified officers from Missouri will begin working in Dillingham the third week of October.

City of Dillingham

Page 1 of 3

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 One of our police officers caught the Covid-19 virus, recovered, and is once again back at work.

DISPATCH

- Our dispatch supervisor Chelsea Wassily resigned this month, taking a job with the State of Alaska. Short-staffing, long-hours, constant training due to turnover, and extreme stress were some of the reasons given for her resignation. She was a valuable member of DPD, and gave over 9 years of dedicated service to the City of Dillingham. We will miss her, and wish her well in her new job.
- We now have 4 dispatchers (80% staffing level), one of whom is still in training. None of our current dispatchers have indicated that they wish to move up into the supervisor position. We are going to advertise for the dispatch supervisor position since one cannot be found internally.
- As this report go to press, 2 of our dispatchers have caught the Covid-19 virus, and they
 are currently isolating.

CORRECTIONS

- We have two corrections officers, and a corrections sergeant, for a total of 3 COs (60% staffing level). We continuously advertise for a corrections officer but have received no qualified applicants.
- One of our COs caught the Covid-19 virus, recovered, and is once again back to work. This left only 2 COs, during his recovery. In order for them to get days off the one police officer on-duty performed double-duty as a corrections officer, 4 day shifts per week.
- We have once again closed our lobby at night and no longer allow homeless persons to sleep there. This is due to the drastic increase of Covid-19 cases in Dillingham and the census area.

ANIMAL CONTROL

- ACO Boyd continues to work hard as the animal control officer.
- ACO Boyd will be on vacation the month of October. In his absence the patrol division will perform double-duty handling animal calls, as time permits.

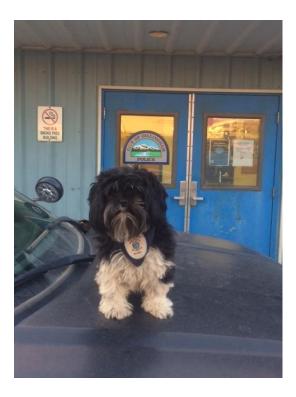
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Page 2 of 3

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<u>DMV</u>

• Agent Pullon continues to work hard as the DMV agent, department quartermaster, and department travel agent.



Vincent "Captain Vinny" Vincenzo, DPD's card-carrying emotional support animal, continues to provide comfort and enjoyment to employees, inmates, and visitors to police station.

City of Dillingham

Page 3 of 3

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DATE:9-29-21TO:City ManagerFROM:Jean Barrett Port / Public Works DirectorSUBJECT:Department Report

STAFF REPORT

September is a month that is a little bit of finishing up summer and a whole lot of preparing for winter. We have been working on the water systems, the landfill, cleaning the shop area and prepping the graders, loader and trackless for the inevitable onset of snow. The organized chaos that was the city dock and harbor has slowed to a snail's pace.

LANDFILL

The landfill is getting in better shape each week, the end result will hopefully be a crew that has the correct tools at their disposal to do the job they're there for.

- We are working on the water system for the incinerator so we can cool the ash that it produces. This will entail us taping into the water line that used to feed the burned out shop. Then routing it into a small building that will be moved onto the landfill to be used as the pump house for the landfill. We hope to have this up and running by mid-October.
- The landfill shop destroyed by fire last winter has been cleaned out and finally inspected by a surveyor. The results were not in our favor, the skeletal structure had been heavily compromised during the fire. A large amount of warping and some cracking had occurred. This new knowledge indicates we will inevitably have to replace the structure.
- We have finally turned in the pickup that had been rented for the landfill, we spent \$16,113.14 to be exact on the rental price for the vehicle. I have inquired with D&J about buying the vehicle from them with no response we moved the green Astro van out to the landfill to be used in the interim, we are on the lookout for another used or rentable truck to use or purchase, I will make sure the money is put into the budget for FY23 to buy a new truck for the landfill.
- We have been able to make some adjustments within the landfill budget and purchase a Case skid steer to replace the Bobcat lost in the fire of 2021. We were fortunate to

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Page 1 of 4

stumble on this machine, it is a used one with only 300 hours on it, practically new as skid steers go, and it will be here on the last barge of the season.

<u>SHOP</u>

The mechanics working at the shop has doubled in size with the hiring of Kenny Ramsey last week. Kenny brings some much needed work experience and credentials as he has worked as a certified Caterpillar mechanic for the last 5 years in Tennessee.

- The two mechanics along with the equipment operators have been working on the winter equipment.
 - o Mounting blades and wings on the graders,
 - o Changing over the sweeper on the trackless in favor of the snow blower,
 - Mounting the plow on the F350 flatbed and prepping the sander to be mounted.
- With the help of connections that Kenny had in Tennessee we have tracked down a refurbished governor for the landfill 960 loader. We are trying to work miracles and do it for pennies on the dollar. With any luck we will have a usable loader for the landfill this winter.
- Along with prepping for winter there is a lot of oil changes, filter replacement and tires to swap out prior to old man winter visiting.

STREETS

The streets crew along with the foreman are invaluable at the Public Works department, they help out where and when needed. Current projects the street Department are involved in are as follow's;

- > Helping out the mechanics to get the equipment winterized.
- > Digging in the waterline at the landfill for the pump house.
- > Brush clearing and limb trimming on city roads and bike paths.
- Grading roads when needed.
- Draining water from waste oil tanks.
- > Yard cleanup / prepping for winter.

BUILDINGS AND GROUNDS

The B&G department took a hit with a case of Covid-19 in our one B&G employee's family, that meant almost 3 weeks of quarantine. Being shorthandedness in that department already, it put a real crimp in accomplishing needed tasks.

- For the most part boilers are prepped and ready for winter. We have had to call in re-enforcements to troubleshoot a couple of our "trouble" boilers
- We are still waiting for doors we have on order for several of our buildings, including the shop, Police Department and the harbor office.

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Page 2 of 4

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WATER/WASTEWATER

The WWW department has been busy taking care of fall / winter prep around town

- Water shutoffs at several seasonal business
- We had 3 requests for water service all in downtown and one waste water service. One of the hookups was very easy as the business was adjacent to an abandoned property that had both water and wastewater lines running to it and the customer was able to dig down to access the lines and hook right into them.
- One of the other two water requests had water already running on to their property and all the digging and hookup is up to them. We are waiting for them to make the hook up so we can turn the water on at the curb stop.
- The remaining request looked at first to be the easiest but has turned out to be trickiest. Due to underground obstacles, a high power line, a fiber optic cable and drain lines all in the small area, we are going to have to get creative to make this one work. Stay tuned next month for hopefully the conclusion of this request.
- A Truck was found!!! I was able to find a truck for the Water / Wastewater department and get it on the final barge of the season, our price was \$28,545.00 plus shipping, a good price. This is easily a ten year truck before we look to replace it. This truck will be here on the last barge of the season in October.

PORT DEPARTMENT

Things at the Port have, as you would have guessed slowed to a crawl. We had a good season with (knock on wood) minimal downtime. The harbor is almost void of boats and final close up for the season is pending.

- Another record season has come and gone on the fishing grounds of the Nushagak. We were able to serve the two onshore processors and move, what I am sure is, a record amount of fish shipped. I was unable to get final numbers of freight and fish in and out of our tiny port at the time of this report and will have them for the next month's report.
- I still am working with Pape' to come to Dillingham to give us a tune up on the Hyster forklifts, and also to give us punch list of things that will need to be done prior to next season on the dock.
- > The harbor is all but deserted, we plan on pulling all the floats this week.
- There is infrastructure money out there to be had. Hopefully we can make a concerted effort to make sure there will be a check with our name on it that will pay for our harbor wish list.
- I have over the past two summer been removing the concrete sections from the "old" North ramp, it was not in use and it was a hazard due to the mud sluffing away from the bottom. My plan is to add some of the sections to the top of the South ramp to eliminate the washboards and soft soil after a heavy rain or a busy tide and also to put some down on the access road to Kanakanak beach to help with the erosion of the road every time there is a Easterly wind, we have had to rebuild the bottom of the road many times over the past several years.

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Page 3 of 4

All of this will still leave us with 15 to 20 sections of concrete ramp. I have had discussions with the trooper at the Wood Tikchik state park about the launch ramp on the Northshore of Aleknagik lake and the fact that in the fall when the water drops due to lack of rain and no more snow runoff people have to drop their boat trailers off the end of the existing ramp to float their skiffs. My proposal is to donate some of the concrete slabs to the State park (10 to 12 of them) to extend their ramps far enough into the lake to make launching possible without damaging a trailer, I have polled most of the Port of Dillingham advisory committee on this subject to see what reactions came back, all 5 polled were in favor of the in-kind contribution to the State. The decision is now on the plate of the City council.

Jean

City of Dillingham

Page 4 of 4

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Committee Reports



CODE REVIEW COMMITTEE MEETING

Thursday, July 29, 2021 at 5:30 PM

MINUTES

CODE REVIEW COMMITTEE MEETING CITY HALL COUNCIL CHAMBERS

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

CALL TO ORDER

The Code Review Committee met on Thursday, July 29, 2021, in the City Council Chambers, Dillingham, AK. Council Member Chris Napoli chaired the meeting and called the meeting to order at 5:35 p.m.

ROLL CALL

Committee Members present: Mayor Alice Ruby Chris Napoli Lori Goodell Chris Hladick

Gregg Marxmiller

Aksel Buholm – Excused

APPROVAL OF MINUTES

- 1. Approve Minutes of June 10, 2021 Code Review Committee Meeting
- MOTION: Alice Ruby moved and Gregg Marxmiller seconded the motion to approve the minutes of June 10, 2021.
- VOTE: The motion passed unanimously by voice vote.

APPROVAL OF AGENDA

- MOTION: Gregg Marxmiller moved and Chris Hladick seconded the motion to approve the agenda.
- VOTE: The motion passed by unanimous consent.

UNFINISHED BUSINESS

- 2. Trapping Regulation Update
 - Alaska Trappers Association provided sample signs, and offered to assist with signage.
 - Signs could be placed along bike path, at the boat harbor, and on bulletin boards.
 - Education and outreach will be needed.
 - Safety concerns expressed regarding trapping in area that children and pets use.
 - Keep on agenda; waiting for attorney opinion regarding authority of City.

NEW BUSINESS

- 3. Sea Inn Liquor License Renewal Application
 - Prom note signed in April, includes real property and sales tax. Payments are current.

- Utility payment 15 days late. Not yet past due.
- Noted hardship COVID imposed and vendor efforts to get accounts current.
- Remarked on public safety pattern of disturbances not extreme, within expected limits. Establishment responsibilities noted, including response to educating employees about assault.
- Effort of City staff to work with vendor mentioned.
- MOTION: Alice Ruby moved and Chris Hladick seconded the motion to recommend to City Council to waive the right to protest the license renewal.
- VOTE: The motion passed unanimously by voice vote.

PUBLIC COMMENT/COMMITTEE COMMENTS

- Reviewed To Do List:
 - Sales tax exemption 4.20.050 T, refers to tax cap no associated with a lease equipment should it? Is tax cap still needed? Wayfair decision has leveled tax situation.
 - Should taxation on marijuana be taken up again?
 - o Due to COVID casual and isolated sales detail on data still lacking.
 - o DMC 15.04 update completed; remove from list.
 - Does exempt list need to be reevaluated?
 - Vendor permits one solution for tracking businesses without burden to isolated sales.
 - FOL item completed, remove from list.
 - Trapping in city limits, waiting for attorney opinion.

ADJOURNMENT

The meeting adjourned at 6:29 p.m.

Chris Nappli,

ATTEST:

Lori Goodell, City Cler

Approval Date: Supt 16, 2021



FINANCE AND BUDGET COMMITTEE

Monday, August 23, 2021 at 5:30 PM

MINUTES

CALL TO ORDER

The Finance and Budget Committee met on Wednesday, August 23, 2021, in the City Council Chambers, Dillingham, AK, and via Zoom video conference call. Andy Anderson called the meeting to order at 5:35 p.m.

ROLL CALL

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

Alice Ruby	Chris Hladick	Bill Rodawalt
Andy Anderson	Anita Fuller	Curt Armstrong

APPROVAL OF MINUTES

1. June 21, 2021, Finance & Budget Committee Meeting Minutes

MOTION: Alice Ruby moved and Anita Fuller seconded the motion to approve the minutes of June 21, 2021.

VOTING: the motion to approve the minutes passed by unanimous roll call vote.

APPROVAL OF AGENDA

Agenda approved by unanimous consent.

STAFF REPORTS

- FY21 audit update. Auditors out week of July 26, 2021. Test work and controls done, audit estimated to be approximately 50% complete. Scheduled to return in October to finish audit work.
- Department staffing. Finance currently has all positions filled. Departments with staffing concerns Fire and Public Safety. Public Works has several positions open. Can consider contracting some of the work needing to be done.
- Assessment of City Services workshop is scheduled for Saturday 8/28.
- Asset list, vehicles and equipment. List is in progress, updates made to insurance and audit. List will be integrated into Dude Solutions to assist with timely updates.
- 2. June 30, 2021 Revenue and Expense Report (unaudited)
 - Evaluation of fund balances with comparison 2016 to present done.
 - ARPA funds will be disperse in two allotments. Funds to be received a year apart. Lost revenues to be captured for reimbursement.
 - Revenues and expenses are averaging in the 90% range.
 - Cash flow and investment report will be added to this report in the future, anticipate in 2022.

August 23, 2021

NEW BUSINESS

- 3. ARPA
 - Application for funds has been accepted. Next step is to create a spending plan. \$529,000 scheduled to be received in the next month. Funds cannot be spent until the spending plan is submitted.
 - Lost revenue and Water / Sewer projects are approved expenses for reimbursement. Recommended projects will be identified. Other funding sources will be investigated for projects.
- 4. Audit Update
 - Covered under staff reports.
- 5. Grant Writer
 - Broad categories could be put into the RFP, i.e. capital projects, program funding to supplement funding.
 - Don't want to fall into needing grants to run programs.
 - Operating and training grants are available, use to enhance operations.
 - Staffing, experience, and time commitments are all consideration for selection. •

PUBLIC/COMMITTEE COMMENT(S)

- Looking forward to the Saturday workshop on assessment of city assessments. •
- Thank you to staff, noting quality of reports.

ADJOURNMENT

The meeting adjourned at 6:43 p.m.

Andy Anderson, Chair

ATTEST:

Lori Goodell, City Clerk Approved: Sept 27,2021

Meeting Minutes Library Advisory Board May 5, 2021

I. Call to Order at 5:35PM

II. Roll Call

Present: Lee Ann Andrew, Rebekah Fonkert, Amy Ruby, Shelly Lutes. Also present: Sonja Marx

III. Approval of Agenda

Shelly moved to approve agenda, Rebekah seconded, all approved

IV. Approval of Minutes October 27, 2020

Amy moved to approve with new changes from Sonja's notes, Rebekah seconded, all approved

March 10, 2021 Shelly moved to approve, Rebekah seconded, all approved

- V. Librarian Report sent staff reports via email for additional information.
 - A. Sarah Fuller was hired as the assistant librarian, however shortly after being hired she found out she was accepted to college so the library will be advertising again in July.
 - B. The Friends of the Library Love your Library celebration for the month of February was extended due to the library closure. The drawing for 4 bags of goodies for 4 age groups has not been held. Sonja will contact them for an update.
 - C. With the limited hours not a lot is happening in the library. Patrons are still coming
 - D. BBEDC sent the MOA for the youth internship and the seasonal library position. Hoping for Ellie Hink to apply for youth internship however Nicole will not be applying for the seasonal position. If anyone has a lead, the pay is \$20 per hour for 20 hours per week for 16 weeks May to August.

- E. Sonja has asked for August off so she is hoping the staffing will be enough to cover while she is gone, especially since there will not be a school librarian in the fall.
- F. When going through the budget process Sonja was advised to extend her and the assistant librarian hours from 20 to 30 hours per week. She is confident that this staffing will allow for the library to be open M-F 10-4 with 4 hours on Saturday. She will also fit in one evening until 7:00 to meet a requirement for a grant. The grant requires 5 hours outside the normal business hours ending at 6:00.
- G. It was discussed to poll the patrons to see which day works best to extend the hours. Sonja will contact Kelsa with the city to get a poll posted to ask the following questions:

Which day works best to extend the hours of the library? Μ W Th F S Would you be willing to be trained to volunteer for the library on a limited basis to help extend the hours of operation? How would you rate the library's collection? 2 4 1 3 5 If you have a suggestion, please utilized the suggestion box located in the library.

- H. Kelsa has arranged a meeting in the library for Sonja, Chris Hladick, and Gregg Brelsford. This is an opportunity to show how the library has grown over the years since Chris' departure.
- VI. Unfinished Business:
 - A. Review and approve the 5 year plan (FY22- FY26) There was no discussion on the 5 year plan. Shelly moved and Rebekah seconded, all approved.
- VII. New Business
 - A. New Officers Shelly moved and Amy seconded to table election until the fall when Dillingham City Schools and the University of Alaska could appoint their new representatives. Rebekah has talked to the interim director about the need for a replacement and Shelly will talk to

Ayse about letting the school know possibly replacing the representative with the new librarian.

- B. 5 year plan implementation It was decided to form a small committee consisting of Lee Ann, Sonja and one FOL member to work during the summer to get the volunteer program going. Lee Ann will keep the board apprised of ongoing actions.
 Either the staff will implement or the board will work on implementing some outreach ideas one at a time beginning this summer or in September.
- C. Next meeting date will be September 21, 2021.
- VIII. Adjournment/Next Meeting Shelly moved to adjourn, Rebekah seconded, all approved

Next meeting will be September 21, 2021

Adjourned at 6:31.

CITY OF DILLINGHAM LIBRARY FIVE-YEAR PLAN¹

As Recommended by the Dillingham Library Advisory Board

CATEGORY	FY22	FY23	FY24	FY25	FY26
Technology & Internet	Replace 2-3 computers	Replace 2-3 computers	Replace 2-3 computers	Upgrade server	Increase internet speed and bandwidth
Equipment Needs	Comfy Reading Chair in Children's Section	New Copier	Replace/Upgrade Checkout System and/or Equipment	New Circulation Desk	Reading Nook with Comfy chairs in lower library area
Building Needs	New window blinds	New flooring Section 1	New flooring Section 2	New flooring Section 3	Assess/Revitalize steps/ramp
	The following areas wi	ll be evaluated followin	g the library's Weeding	g and Collection Develo	opment Policies.
Circulation Review & Weeding	Children's and YA Books	Alaska & Local History Collection	Adult Fiction/ Non-Fiction Books	Reference & Media Collections	Magazines & Newspapers
		es 1 part-time librarian rs/week, 1 temporary s			
Staffing & Volunteers	Develop a volunteer recruitment and training program	Expand Library operating hours Creation of a Library Elective w/ high school	Expand volunteer staffing	Add an additional part-time librarian or librarian assistant	Part-time grant writer
	The Library Advisory Board meets bi-monthly to review and revise library policies, procedures, bylaws, the budget, to appoint members to available seats, and to address specific topics and issues as they arise. Note: Dillingham City School District and Bristol Bay College seats are appointed annually.				
LIBRARY BOARD Bylaws, Policy and Procedure Review	Review Patron and Checkout Policies	Internet Usage & Safety Policies Position Descriptions	Policy Review	Policy Review	Review Weeding & Collections Policies 5-Year Plan
	Officer Elections		Officer Elections		Officer Elections
		will occur in collaboration will occur in collaboration with the Diference of the Difference of the Differe			College, Dillingham
Community Outreach ³	Begin Implementation of Community Outreach ideas. Reader's Spotlight Corner	Organize/advertis e streaming visits to the Smithsonian & Space Museum Build Library Social Media Presence	Update Library Facebook and City Website pages Annual Community Read- A-Thon		

CATEGORY	FY22	FY23	FY24	FY25	FY26
	Children's Programs include the Summer Reading Program, Story Hour, Beaver Round-Up, Battle of the Books, and other special events and holidays.				
Children's Programs ³	Develop an after-school library program for DCSD students (STEM)	Develop a student work program with DMHS to train librarians (student receives credit)		Develop a library skills and etiquette program to be taught to DCSD students	
	Lead Librarian is respo	nsible for annual review	v and application of av	ailable grants.	
Grants ¹	Calendar of regular/annual grants to apply for		5 new grants		Part-time grant writer

Notes:

¹ Funding sources for all items recommended in this five-year plan with be through grants. City of Dillingham general funds will be expended only when available.

² Library activities will only be posted on the Dillingham Trading Post and Community Facebook page with prior permission from the City Manager.

³ These events are planned with the understanding that the library will follow current City Ordinances related to public health and safety.

Required Signatures:

Library Board Member(s):	, approved on
	, approved on
City Manager:	, approved on
Dillingham City Council:	, approved on

Introduced: October 7, 2021 Public Hearing Scheduled for: November 4, 2021 Enacted: November 4, 2021

CITY OF DILLINGHAM, ALASKA ORDINANCE NO. 2021-08

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING THE BUDGET BY ADOPTING BUDGET AMENDMENT NO. 1 AND APPROPRIATING FUNDS FOR THE FY 2022 CITY OF DILLINGHAM BUDGET

WHEREAS, the City Council has approved the Operating Budget and Capital Improvement Budget for FY22 to the City Council in accordance with Title 4 of the Dillingham Municipal Code pursuant to A.S. 20.20.500(3); and

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

WHEREAS, the City Council has set the rate of levy of property tax for the City of Dillingham for FY 2022 budget at 13 mills; and

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

WHEREAS, additional FY 2022 funds are available for appropriation by ordinance;

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

- 1. The FY 2022 Operating Budget and Capital Improvement Budget Amendment No. 1 as recommended by the City Manager is hereby adopted for the City of Dillingham.
- 2. The amounts set forth in the budget by the City Council for the respective departments and/or funds shall be, and hereby are, appropriated for the fiscal year ending June 30, 2022.
- 3. The City Council shall have the power to transfer approved and appropriated General Fund or Special Revenue Fund monies from one to another and from one Capital Project to another by resolution.
- 4. The City Manager shall have the power to transfer funds from one line item object code to another within a fund and within a Capital Improvement Project.

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

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

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

Section 3. Appropriation summary. The total appropriation from the Treasury in Section 6 was a total of \$17,681,392.

Section 4. Revenues		
General Fund		
Taxes		
General Sales Taxes	2,500,000	
Remote Sales Taxes	500,000	
Alcohol Sales Taxes	260,000	
Transient Lodging Sales Taxes	85,000	
Gaming Sales Tax	65,000	
Tobacco Tax	370,000	
Penalty & Interest – Sales Tax	20,000	
Real Property Taxes	2,084,565	-\$12,848 RP Tax
Personal Property Taxes	479,356	-\$3,516 PP Tax
Penalty & Interest – Property Tax	65,000	
Other Revenue		
Telephone Gross State Tax	65,000	
Raw Fish Tax	475,000	
Shared Fisheries	9,000	
Revenue Sharing (community support)	75,700	
Payment in Lieu Taxes (PILT)	460,000	
Jail Contract Revenue	535,367	
Ambulance Fees	55,000	
Lease and Rental Income	35,000	
Administrative Overhead	220,625	
PERS on Behalf	231,326	
PERS Forfeiture Fund	67,033	
All Other Revenues	202,200	
Total General Fund Revenues		8,860,172
Special Revenue & Other Funds Revenues		
Water	233,224	
Waste Water	464,124	
Landfill	295,429	+25,000 AARP Grant
Port – Dock	735,042	Ins Proceeds
Port – Harbor	170,580	
Asset Forfeiture	2,000	
E-911	65,000	

Library Grants100,379Debt Service30,000Mary Carlson Estate4,000	
Mary Carlson Estate 4,000	
Pand Davanua 0	
Bond Revenue 0	
Total General Fund & Special Revenues2,285,524	
Project Revenue	
ANTHC 155,777	
COVID Relief Funding 757,626	
Curyung - Ice Machine 2,000	
BBEDC Intern 133,193	
SOA SRF Loan - Lagoon Aeration 670,000	
SOA SRF Loan - Waterfront 88,125	
SOA SRF Loan - W/S Rate Study 60,000	
SOA SRF Loan - Wastewater Plan 70,000	
SOA SRF Loan - Landfill 59,621	
Insruance Proceeds - Landfill Shop 350,000	
Total General Fund & Special Revenues 2,346,342	
TOTAL REVENUES <u>13,492,0</u>	<u>38</u>
Section 5. Transfers	
Transfers from General Fund to Other Funds	
Water 19,731	
Wastewater 0	
Landfill 481,367 +95,2	50
Harbor 0	
Senior Center 167,689	
Ambulance Replacement 49,500	
Equipment Replacement 0	
Capital Projects 140,981	
SRF Loans Payments 47,400	
Streets Bond Payment 206,750	
Firehall Bond Payment 46,000	
School Bond payment 1,066,250	
Total Transfers from Gen. Fund2,225,668	
Transfers from Dock Fund to Harbor Funds	
Harbor Operations 70,942 +23,2	06
Ice Machine 0	
Bathhouse 14,000	
Total Transfers from Dock Fund84,942	

Transfers from Department to Department	55 400	
From E-911 to Dispatch	55,468	FF 400
Total Transfers between Departments	_	55,468
TOTAL TRANSFERS	Dé	<u>2,366,078</u>
TOTAL REVENUES AND TRANSFE	-K3	15,858,116
Section 6. Appropriations.		
General Fund Government Operations		
City Council	45,330	
City Clerk	175,228	+367 APEI bond fee
Administration	496,599	-\$39,948 see staff rpt
Finance	758,498	+681 APEI bond finance
Legal	60,000	
Insurance	262,000	
Non-Departmental	118,800	
Planning	274,666	
Foreclosures	6,000	
IT	260,969	+43,584 support
Meeting Hall	800	
PS Administration	202,644	
PS Dispatch	554,688	
PS Patrol	1,044,686	+14,400 addtl travel
PS Corrections	715,440	
PS DMV	55,797	
PS Animal Control Officer	113,140	
PS Fire Department	370,877	+2,600 Zoll Data Sys
PS Volunteer Fire Donation	15,000	
PS EOC	52,107	
PW Administration	399,294	
PW Buildings & Grounds	312,217	
PW Shop	579,165	
PW Streets	476,673	+19,734 chipper & gravel
Library	155,802	
City School District	1,300,000	
Transfer Subsidy for Special Revenue	2,225,668	
Total General Fund Appropriations		11,032,088
Special Revenue & Other Funds Appropriations		
Water	252,955	
Waste Water	291,200	
Landfill	776,796	+85,250 Equipment,
Port-Dock	735,042	pit run, AARP
Port-Harbor	237,822	
Port Harbor – Ice Machine	5,200	
Port Harbor – Bathhouse	14,500	
Asset Forfeiture	5,000	+5,000 beds
E-911	55,468	

Senior Center	353,435		
Library Grants	100,379		
BBEDC Intern Grants	472,784	+472,784 Emg	g Comm
BBEDC Intern Grants	133,193		
Mary Carlson Estate	2,146		
Ambulance Replacement Fund	20,000	+10,000 vol. s	tipend
Bond Projects	0		
Debt Service	1,396,400		
Equipment Replacement/Reserve	35,000		
Capital Project (Planning) Fund	1,761,984		
Total Special Rev & Other Appropriat	ions	6,649,304	
TOTAL APPROPRIATIONS	-	17,68	81,392
Total Revenues and Transfers		15,858,116	
Total Appropriations		17,681,392	
Net Increases (Decreases) to Fu	Ind Balance	(1,823,276) +170,191 l	ess
	-	Deficit	

Section 7. Fund Balance Explanation

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

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

SEAL

Alice Ruby, Mayor

ATTEST:

Lori Goodell, City Clerk

Section . Item 6.

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2021-22

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL DECLARING REMOVED HARBOR BOAT RAMP PLANKS AS SURPLUS MATERIALS

WHEREAS, the north ramp installed in the 1970's in the Dillingham boat harbor was determined by the Port Director to be unused; and

WHEREAS, the concrete slabs comprising the north boat ramp were removed for safety concerns due to erosion at the base of the ramp; and

WHEREAS, many Dillingham residents utilize the boat ramp at the Lake Aleknagik State Recreation Site (LASRS) for subsistence and recreational purposes, and

WHEREAS, low water conditions at Lake Aleknagik have created a maintenance need to extend the public boat launch, and

WHEREAS, the State of Alaska, Division of Parks and Outdoor Recreation (DPOR) note low water periods cause erosion and safety concerns, and

WHEREAS, DPOR has expressed interest in acquiring the surplus concrete boat ramp planks to augment the ramp at LASRS for improved safety conditions, and

WHEREAS, DMC 4.36.030 C states the City Manager may sell, trade, or exchange obsolete supplies, materials and equipment following adoption of a council resolution declaring items obsolete and/or surplus.

NOW, THEREFORE, BE IT RESOLVED the Dillingham City Council declares the planks removed from the north boat ramp as surplus and authorizes the City Manager to negotiate the most advantageous solution for the citizens of Dillingham.

PASSED and ADOPTED by the Dillingham City Council on October 7, 2021.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

Section . Item 7.





Department of Natural Resources

Division of Parks and Outdoor Recreation Chugach/Southwest Area Parks 18620 Seward Hwy. Anchorage, Alaska 99516 Main: 907.345.5014

June 30, 2021

City of Dillingham 141 Main Street Dillingham, AK 99576

To Whom it May Concern:

The State of Alaska, Division of Parks and Outdoor Recreation (DPOR) operates the Lake Aleknagik State Recreation Site (LASRS), a public recreational facility and boat launch on the south shore of Lake Aleknagik. This facility is considered the gateway to Wood-Tikchik State Park and provides the public with an invaluable access point for hunting and fishing access, as well as access for general water-based recreational activities.

Southwest Alaska has experienced several recent low water events, including in 2020, when the lowest water on record was observed in the Wood-Tikchik lakes system. These low water periods have created a maintenance need to extend the public boat launch at the LASRS. When waters recede to such low levels, users frequently must back boat trailers beyond the existing boat launch planks to effectively offload vessels. As such, park staff shoulders significant maintenance efforts to improve safety at the launch facility, but hazards persist when the water is low. Such upkeep is a time-consuming and unending process due to erosion and continuous public use.

It has come to my attention the City of Dillingham recently removed multiple concrete planks from the City boat launch facility in Dillingham and these planks may be available to reuse and install at the LASRS for limited to no cost to the State of Alaska. The State of Alaska, DPOR is interested in acquiring any concrete planks the City would part with to provide improved public access at the state boat launch at the LASRS in Aleknagik.

I look forward to hearing from you regarding this opportunity to improve public boating access for the people of southwest Alaska.

Sincerely,

Alison Eskelin Park Ranger Wood-Tikchik State Park PO BOX 1822 Dillingham, AK 99576 907-842-2641

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2021-23

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL SUPPORTING NUSHWAC'S BBDDC'S ARCTIC TERN APPLICATION FOR PARTICIPATION AT THE 2ND ANNUAL PUMPKIN PATCH

WHEREAS, the City of Dillingham supports employment and educational activities for youth in the community; and

WHEREAS, the City of Dillingham supports participation in the 2nd Annual Pumpkin Patch by youth from the community; and

WHEREAS, a grant from BBEDC under the Arctic Tern program will allow the Curyung Tribal Council to provide the activities described above;

NOW THEREFORE BE IT RESOLVED that this resolution supports the application for and receipt of a BBEDC Arctic Tern Grant and further supports NUSHWAC'S involvement of youth as volunteers, and participation in the annual event.

PASSED and ADOPTED by the Dillingham City Council on October 7, 2021.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

Section . Item 8.

Credit: USFW

Bristol Bay Economic Development Corporation

<u>Arctic Tern Program</u> Application

Instructions: Applicant shall use this page as a cover sheet for their application. The remainder of the application may be the following form or may be submitted as a simple narrative in whatever format is desired, provided it contains the information required.

Date 9-29-2021

Name & Address of Entity Requesting Grant:

City of Dillingham P.O. Box 130

Dillingham, AK 99576

Specific Contact Person:

Name:	Charlene Lopez	
Title:	Manager	
Address:	P.O. Box 1185	
	Dillingham, AK 99576	

Phone Number: <u>907-843-0888</u> Fax Number: ______ E-mail Address: nushwac@hotmail.com

Project Title: Community Pumpkin Patch

Total Amount Being Requested: \$6000.00

Brief Description of Project To provide youth and families in Dillingham with a pumpkin due to

COVID. This will provide 450 youth and families a pumpkin for their household for Halloween.

Signature by an authorized official of the Recipient Organization below acknowledges the intent to operate according to the program purpose and guidelines and assures that all information contained in this application is true and correct.

Signature

9-29-2021 Date

Please note: Applicants in default in any BBEDC programs are no longer eligible to participate in additional BBEDC programs or services until fully compliant.

Bristol Bay Economic Development Corporation, P.O. Box 1464, Dillingham, Alaska, 99576 Ph: (907) 842-4370, (800) 478-4370, Fax: (907) 842-4336, Fax: (888) 325-4336 The following can be used to simply fill in the blanks after each question or the items can be addressed in a simple written narrative provided that all information is included. The preceding cover sheet should be included in any case.

Refer to Program Description and Guidelines for further information.

- 1. Project Title: Community Pumpkin Patch
- 2. Describe the number of youths that are expected to be employed or involved. Please see attached form
- 3. Describe the work or activities that the youth are expected to accomplish. Please see attached form

4. Describe the timeline for the entire grant. If the grant includes multiple projects, include timelines for each project. For example, if one project involves employing youth and a second project includes travel, include a timeline for each of the projects. Please see attached form

5. Describe anything that the youth are expected to submit (reports, presentations or other). Please see attached form

 Describe how the youth will be supervised and/or chaperoned. Include the name(s) of the supervisor(s) and/or chaperone(s). Please see attached form

7. Provide a budget that is reasonably detailed.

- 8. Attach a resolution from the applicant that includes the following statements:
 - a. The Recipient Organization acknowledges legal responsibility for assuring that all local, state and federal laws will be adhered to in any actions under this grant project.

Bristol Bay Economic Development Corporation, P.O. Box 1464, Dillingham, Alaska, 99576 Ph: (907) 842-4370, (800) 478-4370, Fax: (907) 842-43. Fax: (888) 325-4336

Page 60

- b. In accepting this grant, the Recipient agrees to indemnify, release, and hold BBEDC, its directors, officers, employees, contractors and agents, harmless from and against any disputes which might arise from activities and transactions performed or contemplated. This indemnity and release shall include costs and attorney's fees incurred by BBEDC in defending itself from any filed or threatened legal action related to this Grant or Agreement
- 9. Attach a resolution from other (city or tribal) government organization if appropriate that supports the application.

The following can be used to simply fill in the blanks after each question or the items can be addressed in a simple written narrative provided that all information is included. The preceding cover sheet should be included in any case. Refer to Program Description and Guidelines for further information.

1. Project Title: Community Pumpkin Patch

2. Describe the number of youths that are expected to be employed or involved.

We will employ 15 youth in grades 5-11th. The youth that are employed will be paid a stipend of \$70 for the day. At least 450 youth in grades K-12 will be included in this project.

3. Describe the work or activities that the youth are expected to accomplish.

The Dillingham Community Pumpkin Patch is a community event to help the youth and their families in Dillingham due to COVID, this will provide 450 youth and families a pumpkin for their household for Halloween.

The kids will carve or decorate their pumpkins with their families and share photos for our social media page to share with the community.

We will supply print out instructions on Safe Carving techniques and Artwork that can be used once they have their pumpkin home with their families. Due to COVID we are not able to show them how at the event.

We will only allow 3 families in the pumpkin patch at a time and must be masked due to COVID.

4. Describe the timeline for the entire grant. If the grant includes multiple projects, include timelines for each project. For example, if one project involves employing youth and a second project includes travel, include a timeline for each of the projects.

October 20, 2021.

This is a one day event and no travel is required.

5. Describe anything that the youth are expected to submit (reports, presentations or other).

Youth will be expected to sign in once they enter the pumpkin patch on our registration sign in form. Youth will be asked to submit photos to share with BBEDC, The City of Dillingham, Curyung and the Community through social media due to

COVID. We will also submit a report to BBEDC of the final project and event once completed.

6. Describe how the youth will be supervised and/or chaperoned. Include the name(s) of the supervisor(s) and/or chaperone(s).

We have a 15 member team that consists of trained and highly professional individuals to help with this event.

7. Provide a budget that is reasonably detailed Number of youth to attend- 450 Entrance fee per youth- \$9.89 each Stipend for 15 youth- \$1050.00 Admin Fees- \$500.00 Total Budget- \$6000.00

We will be providing our youth with educational handouts on safe carving techniques that they can use at home with their families.

We will employ 15 youth the day of the event in different positions. We are working with the school's yearbook crew to have a few youth perform the photos for families. This will be an educational event for the youth that are interested in photography.

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2021-24

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL SUPPORTING GRANT WRITING ASSISTANCE UNDER BBEDC'S GRANT WRITING ASSISTANCE PROGRAM

WHEREAS, the Bristol Bay Economic Development Corporation (BBEDC) has a Grant Writing Assistance Program; and

WHEREAS, the City of Dillingham is a duly organized governing entity, eligible to participate in the Bristol Bay Economic Development Corporation (BBEDC) Grant Writing Assistance Program; and

WHEREAS, the City of Dillingham would like to receive Grant Writing Assistance for the purpose of Grant Funding Search, Grant Proposal Development, and Grant Proposal Follow-up;

NOW THEREFORE BE IT RESOLVED the Dillingham City Council supports the submittal of an award of grant writing assistance from BBEDC.

PASSED and ADOPTED by the Dillingham City Council on October 7, 2021.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2021-25

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY OF DILLINGHAM TO APPLY FOR LOANS FROM THE ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION ALASKA CLEAN WATER FUND AND ALASKA DRINKING WATER FUND FOR INFRASTRUCTURE PLANNING PROJECTS

WHEREAS, the City of Dillingham (the City) seeks to obtain the necessary financial assistance to conduct infrastructure planning projects; and

WHEREAS, the State of Alaska Department of Environmental Conservation (ADEC) has offered funding through the Alaska Clean Water and Alaska Drinking Water State Revolving Fund; and

WHEREAS, the City wishes to apply for three loans from the Alaska Drinking Water fund to: 1) Design an upgrade to the waterfront wastewater system, 2) Design an upgrade to the waterfront water system, 3) Conduct a water rate study; and

WHEREAS, the City wishes to apply for two loans from the Alaska Clean Water fund to: 1) Conduct a wastewater rate study, 2) Update the wastewater master plan; and

WHEREAS, three of the five loans include an expected full or partial subsidy in the form of principal forgiveness.

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council approves and authorizes the City to apply to ADEC for loans totaling the amount of \$100,000 from the Alaska Clean Water Fund and \$118,125 from the Alaska Drinking Water Fund to conduct infrastructure planning projects;

BE IT FURTHER RESOLVED that an additional resolution will be issued to authorize the final acceptance of all loan offers from the Alaska Clean Water and Alaska Drinking Water State Revolving Fund.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on October 7, 2021.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

Cit	y of Dillingham Information Memorandum	Agenda of:	October 7, 2021
Re: Sul	2021-25 oject: Resolution of the Dillingham City Council Auth Alaska Clean Water and Drinking Water Fur	norizing the Ci	
-	Manager: Recommend Approval		
	cal Note: Yes 🖌 No Funds	Available:	Yes No
DE Pla Th Sta Cla su	mmary Statement: C SRF (State Revolving Fund), Alaska Clear ans for FY22 e City received notification that the projects w ate Fiscal Year (SFY) 2022 Project Priority Lis ean Water Fund and the Alaska Drinking Wat omitted for any of the projects proposed by D h an asterisk have been requested by the Int w.	ve proposed h sts for financir er Fund. Loai illingham at th	ave been included on the ng through the Alaska n applications may be is time. Those marked
#8 #9	V Point Source Projects - DLG Waterfront Wastewater System Upgra - DLG Waterfront Wastewater System Upgra V Sustainable Infrastructure Planning	ade (Construct	

#3 - DLG Wastewater Rate Study - \$30,000, with \$30,000 estimated principal forgiveness.*

#4 - DLG Wastewater Master Plan - \$70,000, with \$45,000 estimated principal forgiveness.*

2021-25

Resolution No. _____

Summary Statement continued:

DW Projects

#2 - DLG Water System Improvements, Phase II - \$1,576,000, with \$500,000 estimated principal forgiveness.

#3 - DLG Water System Improvements, Phase III - \$1,384,000.

#12 - DLG Waterfront Water System Upgrades (Design) - \$44,125.*

#13 - DLG Waterfront Water System Upgrades (Construction) - \$560,000.

DW Sustainable Infrastructure Planning

#5 - DLG Water Rate Study - \$30,000, with \$30,000 estimated principal forgiveness.*

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

Mayor

ATTEST:

[SEAL]

City Clerk

Route to	Department Head	Date
	Finance Director	
	Finance Director	
X	City Clerk	

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2021-26

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ENCOURAGING INTER GOVERNMENTAL COOPERATION IN REGARDS TO ARPA

WHEREAS, the COVID-19 pandemic has had a large impact on the Nation, State and local economy; and

WHEREAS, the Federal Government has funds available thru the American Rescue Plan Act (ARPA); and

WHEREAS, the City Council has accepted ARPA funding for the City of Dillingham; and

WHEREAS, the City wishes to maximize funds for the City of Dillingham residents, businesses, and organizations directly affected by the COVID-19 pandemic, and

WHEREAS, other local Governmental Agencies have also received ARPA funds; and

WHEREAS, a combined effort involving multiple agencies may realize increased funding opportunities for major capital projects and other local needs.

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council encourages working strategically with other local Governmental Agencies to get the most out of ARPA funding.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on October 7, 2021.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk



Re: Stepping down from DLG committee service

1 message

Alice Ruby <alice.ruby@dillinghamak.us>

Fri, Sep 24, 2021 at 3:15 PM To: Gabe Dunham <gabedunham@gmail.com>, Dillingham City Harbor <harbor@dillinghamak.us>, Lori Goodell <lori.goodell@dillinghamak.us>

Cc: paul liedberg <paliedberg@yahoo.com>, City Manager <manager@dillinghamak.us>

And there is yet another reason that I really hate that you and your family are leaving. :)

Gabe, you've been a great asset on both committees and a great asset as a citizen. You will definitely be missed. I'm going to include Jean in this email so he is aware of the vacancy on the Port Committee and I'll include Lori so that she can add the notice of vacancies to our committee recruitment notices.

Thanks Gabe and always feel free to let us know when you have some great ideas to share. We'll look forward to seeing you during the fishing season.

On Fri, Sep 24, 2021 at 1:40 PM Gabe Dunham <gabedunham@gmail.com> wrote: Dear Mayor Ruby,

Paul Liedburg CC'd.

I'm writing to provide formal notice that, given my recent move away from Dillingham, I am stepping down from my positions on the Dillingham Friends of the Landfill and Dillingham Port and Harbor committees. It was a great pleasure to work with you and the other members of both of these committees, and I hope to emulate some of the great examples of civic duty that I observed in Dillingham over the past seven years.

Sincerely,

Gabe Dunham

Gabe Dunham **Box 1148** Dillingham, AK 99576 ph (907) 830-4487

Alice Ruby, Mayor City of Dillingham



Lori Goodell <cityclerk@dillinghamak.us>

Fwd: [External] Fwd: library board meeting information

1 message

Sonja Marx <librarian@dillinghamak.us> To: Lori Goodell <cityclerk@dillinghamak.us> Mon, Sep 27, 2021 at 4:40 PM

The DCSD appointed Ginger White. She attended our meeting via zoom last Tuesday night.

Thanks, Sonja Marx Librarian

Dillingham Public Library PO Box 870 306 D Street West Dillingham, AK 99576

T 907-842-5610 F 907-842-4237 librarian@dillinghamak.us www.dillinghamak.us

This message and any attachments are intended only for the addressee(s) and may contain privileged or confidential information. If you have received this message in error, please delete the message and any attachments and destroy any copies. Thank you.

------ Forwarded message ------From: **Theresa Laville** <tlaville@dlgsd.org> Date: Mon, Sep 20, 2021 at 9:04 PM Subject: Re: [External] Fwd: library board meeting information To: Sonja Marx <librarian@dillinghamak.us> Cc: Ginger White <gwhite@dlgsd.org>

Good Evening Sonja,

I have forwarded all the emails you sent my way to the librarian.

I have cc'd her on this email.

Thanks.

Theresa Laville

On Mon, Sep 20, 2021 at 2:38 PM Sonja Marx librarian@dillinghamak.us> wrote: Could you please forward this to the new DCSD LAB member if we have one?

Thanks so much, Sonja Marx Librarian

Dillingham Public Library PO Box 870 306 D Street West Dillingham, AK 99576

T 907-842-5610 F 907-842-4237



Re: Planning commission

1 message

Alice Ruby <alice.ruby@dillinghamak.us>

To: Bert Luckhurst <bertluckhurst@yahoo.com>, Lori Goodell <lori.goodell@dillinghamak.us>

Wed, Sep 22, 2021 at 12:57 PM

HI Bert:

Thanks so much for the letter of interest. I'm going to forward it to our City Clerk, Lori Goodell, so that it can be included in the next council packet. The Council considers appointments to committees at each regularly scheduled meeting. I'm so pleased that you are interested in serving. It's a great experience and the community will benefit from your participation.

Take Care.

On Wed, Sep 22, 2021 at 11:31 AM Bert Luckhurst <bertluckhurst@yahoo.com> wrote:

To whom It may concern,

>

> My name is Bert Luckhurst and I am a born and raised life long Dillingham resident. I am writing you to express my interest in sitting on the planning commission and working with the commission to help to improve our city.
 > I have worked in various fields in our community including for the city of Dillingham as a Equipment mechanic and operator, I've also volunteered on the fire department and hope that those experiences along with many other things I've picked up along the way through the years will help in some way.

>

> Thank you

> Bert Luckhurst

>

> Sent from my iPhone

Alice Ruby, Mayor City of Dillingham



Lori Goodell <cityclerk@dillinghamak.us>

Library Board

1 message

Alice Ruby <alice@bbedc.com> To: Rebekah Fonkert <dillinghamdaisy@gmail.com> Cc: Alice Ruby <alice.ruby@dillinghamak.us>, Lori Goodell <cityclerk@dillinghamak.us> Wed, Sep 22, 2021 at 8:01 AM

HI Rebekah:

Thanks for your previous service. I'm so pleased that you are interested in continuing to serve. I'll forward this letter of interest to our Clerk, Lori Goodell, so that she can include it in the next council packet.

Thanks Again

Alice

From: Rebekah Fonkert <dillinghamdaisy@gmail.com> Sent: Tuesday, September 21, 2021 5:37 PM To: Alice Ruby <alice@bbedc.com> Subject: Library Board

Hello Mayor Ruby- I am on the DLG Library Board and was on the Bristol Bay Campus seat. I would like to switch to the at-large seat if at all possible as I no longer work at the Campus.. I was told to email you that I would like to make this switch. Thanks so much and let me know if there is anything else I need to do.

Take Care-

Rebekah Fonkert

Wanda Wahl

3:34 PM (21 minutes ago)

to Sandra, Sonja, Jason, me

Hi Sonja,

Thanks for the reminder. Please put Sandra Long <u>sclong@alaska.edu</u> down as the campus representative. We would prefer a zoom meeting if possible. Thanks :-)

CC: Sandra Long

Wanda Wahl Interim Director Bristol Bay Campus, University of Alaska Fairbanks PO Box 1070, Dillingham, AK 99576 Work Phone 907-842-8349 Mobile 907-843-1551

City of Dillingham Action Memorandum	Agenda of:	October 07, 2021
Action Memorandum No.		
Subject:		
Authorize the City Manager to sign a two-year on-line on-boarding platform.	r contract with	NEOGOV to use their
City Manager: Recommend Approval Signature:		
Fiscal Note: Yes No Fund	s Available:	✓ Yes No

Other Attachments:

Summary Statement:

One of the services that NEOGOV provides is HR software that automates the hiring process. NEOGOV works with state and local governments throughout the United States, the City of Dillingham is currently advertising for open positions with their job posting website governmentjobs.com.

Since March 2020 the City of Dillingham has had 67 new hires, including temporary, part time and regular full time and part time employees. The COVID pandemic has made the logistics of in-person orientation/on-boarding difficult and can cause a delay in receiving paperwork and in starting the work day.

Utilizing NEOGOV's recruit module we will standardize and accelerate the hiring process. New hires will receive, via email, their new hire hiring paperwork and forms (W4, I9, personnel action form, offer letter, insurance enrollment, union enrollment, etc.), before their fist day off work. This will streamline the orientation/on-boarding process, that can take one and a half to two hours or more. This will facilitate a more productive first day of work for a new employee, that would focus on learning and doing their new job instead of hours of paperwork; they would hit the ground running.

The City has an opportunity to invest \$8,113.00 over the next two years. The first year is 1/2 off and will include training and set up.

2021-10

Action Memorandum No.

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council on October 7, 2021

Mayor

ATTEST:

[SEAL]

City Clerk

Route to	Department Head	Date
	Finance Director	
Х	City Clerk	

Agenda Date: October 7, 2021

Onboarding for City of Dillingham employees, training, setup and subscription

\$

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE CON	MPLET	ED BY FINAN	NCE)	FISCAL	IMPACT	✓ YES NO
AMOUNT REQUESTED:		\$8,113		FUNDIN	IG SOURCE	
					City of Dillir	igham
FROM ACCOUNT				Project		
1000 7060 10 13 0000 0		Contractual/Pr	ofessional			
				Oı	boarding of CO	D Employees
TO ACCOUNT:		VERIFIED B	Y: Ar	nita Fuller	Date:	9/29/2021
EXPENDITURES						
OPERATING		FY22	FY	23	FY24	FY25
1000 7060 10 13 0000 0	\$	4,371.00	\$	3,742.00		

		T	 _	
CAFIIAL 5 -	CAPITAL	\$ -		

3,742.00

\$

\$

4,371.00

REVENUE	-		

FUNDING	

TOTAL OPERATING

Special Revenue Fund					
Budget amendment	4,005.32	5,	485.38		
(Not Budgeted)					
(Not Budgeted)					
TOTAL FUNDING	\$ 4,005.32	\$5,	485.38	\$ -	\$ -

POSITIONS

Full-Time		
Part-Time		

Analysis: (Attach a separate page if necessary)

See Budget Amendment Ordinance 2021-08 and Action Memorandum 2021-10

\$

Approval would require an amendment to the FY22 Budget

PREPARED BY: Anita Fuller

DEPARTMENT: Finance

APPROVED BY:

September 29, 2021

City of Dillingham Action Memorandum Action Memorandum No.	Agenda of:	October 7, 2021
Subject: Authorize the City Manager to Award a Contra	ict for RFP 20)21-03, IT Services.
City Manager: Recommend Approval	2	
Fiscal Note: Ves No Fund	s Available:	Ves No
Other Attachments: -RFP 2021-03 Scoring Summary Sheet -RFP 2021-03 Selection Committee Recommenda	ition Memo	

Summary Statement:

This action memorandum authorizes administration to sign a contract with LMJ Consulting to provide IT Services for an initial period of November 1, 2021 to June 30, 2022, with the possibility of five (5) more, one (1) year extensions. If contract negotiations are not successful with LMJ Consulting, the action memorandum authorizes administration to sign a contract with Ampersand to provide IT Services for the same periods listed above. The bid due date was August 19, at 4:00 PM. The City received a total of three responsive bids, with the selection committee making these recommendations for award of contract based on total score.

A solicitation for IT Services was released and publicized in accordance with the DMC procurement requirements. Notices were posted in three public places. Additionally, the RFP was advertised on the City website and in Anchorage Daily News on July 14 and July 21.

(Such publication shall be made twice, with at least one week, but not more than two weeks, intervening between publications, and there shall be sufficient time between the date of last publication and the bid opening for preparation of bids, which time shall not be less than two weeks.)

The Scoring Summary indicates ranking of each proposal and the Recommendation Memo summarizes the relative strengths of each, with the final recommendation of the committee for consideration. 2021-11 Action Memorandum No.

Summary Statement continued:

The LMJ contract would require a budget increase of \$38,500. This increase will provide on-site visits to facilitate a proactive IT program. Additionally, the following will be realized: 1. Shared travel and housing costs with another local organization that utilizes this contractors services.

2. Regular on-site visits to address new and ongoing IT conditions. This solves issues before they become large problems, rather than being reactive long distance.

3. On-site visits will reduce the amount of city staff time required to resolve computer and IT issues being experienced. Freeing up staff time increases efficiencies by allowing employees to focus on assigned tasks.

4. The City of Dillingham does not have a dedicated IT Technician. It is vital to the city to have a proactive IT program to stay up to date with current IT updates, and technologies as they become available. This will be easier realized with the on-site component.

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council on October 7, 2021

Mayor

ATTEST:

[SEAL]

City Clerk

Route to	Department Head	Date
х	Finance Director	
х	Planning Director	
X	City Clerk	

City of Dillingham Fiscal Note

Agenda Date: October 7, 2021

Hiring of LMJConsulting for IT Support

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLET	ED BY FINANCE)	FISCAL IMPACT	
AMOUNT REQUESTED: 5	\$58,200	FUNDING SOURC	E
		City o	f Dillingham
FROM ACCOUNT		Project	
1000 7940 10 29 0000 0	Computer Support		
		IT	Support
TO ACCOUNT:	VERIFIED BY: A	nita Fuller I	Date: 9/30/2021

EXPENDITURES

OPERATING	FY22		FY23	FY24	FY25
1000 7940 10 29 0000 0	\$	58,200.00			
TOTAL OPERATING	\$	58,200.00	\$-	\$-	\$-

CAPITAL	\$ -		

REVENUE	-		

FUNDING

General Fund	\$ 19,656.00				
Budget amendment	38,544.00				
(Not Budgeted)					
(Not Budgeted)					
TOTAL FUNDING	\$ 58,200.00	\$-	\$-	\$-	

POSITIONS

Full-Time			
Part-Time			
Analysis: (Attach a separate page	See Action N	Memorandum 2021-11	

Approval would require an amendment to the FY22 Budget

PREPARED BY:	Anita Fuller	

DEPARTMENT: Finance

APPROVED BY:

September 29, 2021

Mayor Alice Ruby

Manager Chris Hladick



Section . Item 15. **Dillingham City C**

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

MEMORANDUM

Date: August 27, 2021

To: Chris Hladick, Interim City Manager

From: Cynthia Rogers, Planning Director

RFP 2021-03, IT Services, Recommendation Subject:

A solicitation for IT Services was released in July 2021, and advertised on July 14 and July 21 in the Anchorage Daily News, in accordance with procurement requirements found in the Dillingham Municipal Code. It was also publicized on the City website and notices posted in three public places.

A selection committee was formed, comprised of three City personnel. Three responsive bidders were identified by the committee, which rated each proposal based on required proposal content, including: Letter of Transmittal; References; Scope of Work; and Cost of Services.

The results of the selection process can be found on the scoring summary sheet, which indicates the highest scoring proposal was submitted by LMJ Consulting, followed closely by the proposal submitted by Ampersand. ACS also submitted a strong proposal, but it was not scored as highly as the others.

The committee found the following strengths for each proposal as follows:

LMJ. Current provider to BBAHC brings Dillingham experience and frequent travel to the area with potential for cost savings. Favorable average response time. Proposal indicates a more personal approach to users and realistic expectations for operating in a rural environment.

Ampersand. References reflect long-served clients within the state. Experience with small municipalities and understanding of constraints. Proposal reflected specific. targeted goals to deliver services, as opposed to "as needed."

ACS. Proposal was professional, well-organized, and complete. Existing IT service provider would not incur any one-time set up costs, and has familiarity with our operations.

The selection committee recommends contracting with LMJ Consulting, and if contract negotiations are not successful, recommends contracting with Ampersand. The RFP specifies that the initial contract will be from November 1, 2021 through June 30, 2022, with the opportunity for five (5) more, one (1) year extensions.

City of Dillingham

Page 1 of 1 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.



CITY OF DILLINGHAM PROPOSAL REVIEW SCORING SUMMARY SHEET

PROPOSAL NUMBER: 2021-03

PROPOSAL NAME: IT Services

	SCORES BY RATER			Total	Rank
	#1	#2	#3		
ACS	78	82	83	243	3
LMJ Consulting	83	89	89	261	1
Ampersand	88	87	85	260	2



NOTICE OF INTENT TO AWARD

ISSUE DATE:	September 30, 2021
RFP NUMBER AND TITLE:	RFP 2021-03, IT Services
RFP DEADLINE:	August 19, 2021, 4:00 PM

BIDDERS OF RECORD INCLUDE:

- Alaska Communications
- LMJ Consulting
- Ampersand Sonus Software Solutions

Based on the criteria established in the Request for Proposal (RFP), the City of Dillingham hereby provides notice of its intent to award the contract to:

LMJ Consulting

Any bidder who believes the contract has been improperly awarded may file a protest with the City Clerk, Lori Goodell, within 5 days from the date of this notice and appear in person before the City Council according to the provisions of the Dillingham Municipal Code Section 4.30.100 E. The next regularly scheduled City Council meeting will be held on October 7, 2021. The entire Dillingham Municipal Code can be found on the City's website.

Prior to issuance of a Notice to Proceed, the successful bidder must provide licensing and insurance documents as outlined in RFP 2021-03, to the City of Dillingham prior to C.O.B. on October 15, 2021.

The successful proposer is instructed not to begin work, purchase materials, or enter into subcontracts relating to the project until both the recipient and the City have signed the contract and a Notice to Proceed has been issued. AS 36.30.365.

Sincerely,

_

Chris Hladick Interim City Manager

> 141 Main Street • P.O. Box 889 • Dillingham, Alaska 99576 City Hall & Finance Dept. (907) 842-5211 • Fire Dept. 842-2288 • Library/Museum 842-5610 Police Dept. 842-5354 • Harbor Office 842-1069 • Public Works 842-4598 • Senior Center 842-1231 www.ci.dillingham.ak.us

Mayor Alice Ruby

Manager Chris Hladick



Dillingham City C Section . Item 16.

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

MEMORANDUM

Date: October 1, 2021

To: Dillingham City Council and Mayor

From: Lori Goodell, City Clerk

Subject: Joint Meeting Schedule

Recently, there has been discussion of setting up joint meetings. October does not offer much by the way of timing. Therefore, coordination in November for several of them has begun.

Below is a list of potential dates for consideration:

- MOU Committee: November 10
- Planning Commission / City Council: November 10 is the next regular Commission meeting.
- School Board / City Council: November 8, and November 23

Other committees to consider dates for:

- Port Advisory Committee
- Senior Advisory Commission

Informational packet items

P.O. Box 240147 Anchorage, Alaska 99503 www.akredistrict.org 907.563.0300



Section . Item 17. Melanie Bahnke Nicole Borromeo Bethany Marcum Budd Simpson

ALASKA REDISTRICTING BOARD

Alaska Redistricting Board Adopts Proposed Redistricting Plans

For Immediate Release: September 9, 2021

ANCHORAGE – Today the Alaska Redistricting Board adopted two proposed redistricting plans in accordance with Alaska Constitution Article VI Section 10, which requires adoption of at least one proposed plan within thirty days after the official reporting of the decennial census of the United States. The census data was received on August 12, 2021.

"We have fulfilled our constitutional obligation and I'm pleased to begin the process of hearing from the public over the next 60 days as we develop our final plan," said Board Member Nicole Borromeo.

The Board will be meeting on Friday, September 17, 2021 to review maps created by third parties and consider adopting additional proposed plans.

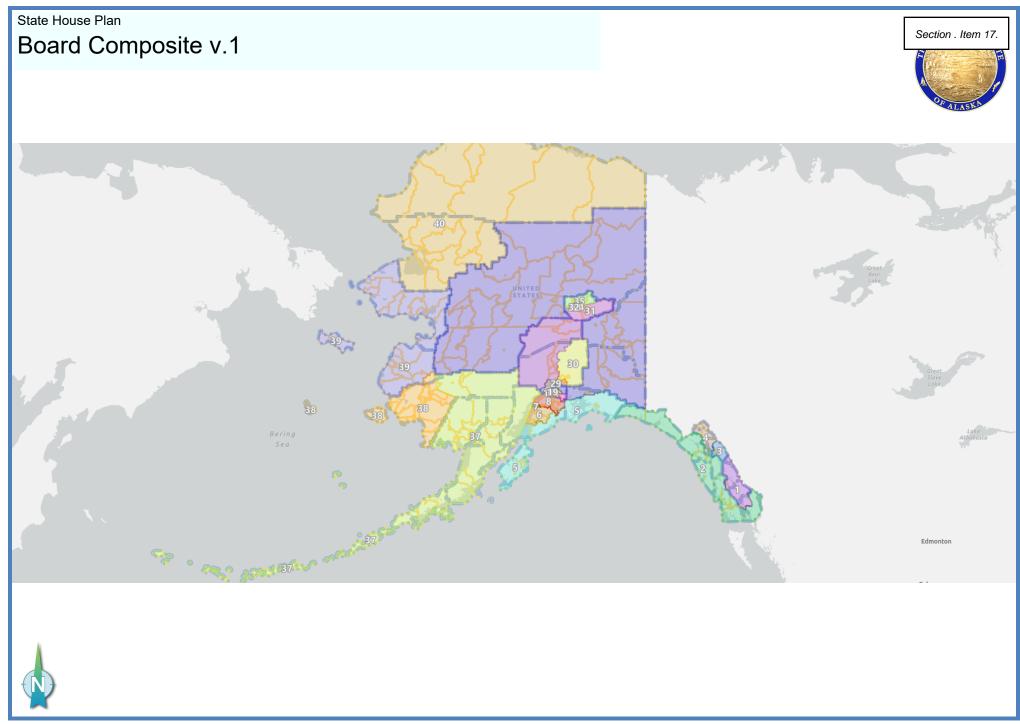
"I was pleased the Board came together this week and found consensus on many areas of the state. We adopted two proposed plans today to begin the process of hearing from Alaskans about how they would like their legislative districts to be crafted," said John Binkley, Chairman of the Alaska Redistricting Board.

The Alaska Redistricting Board will then hold public hearings statewide on all adopted proposed plans prior to proclamation of a redistricting plan no later than November 10, 2021.

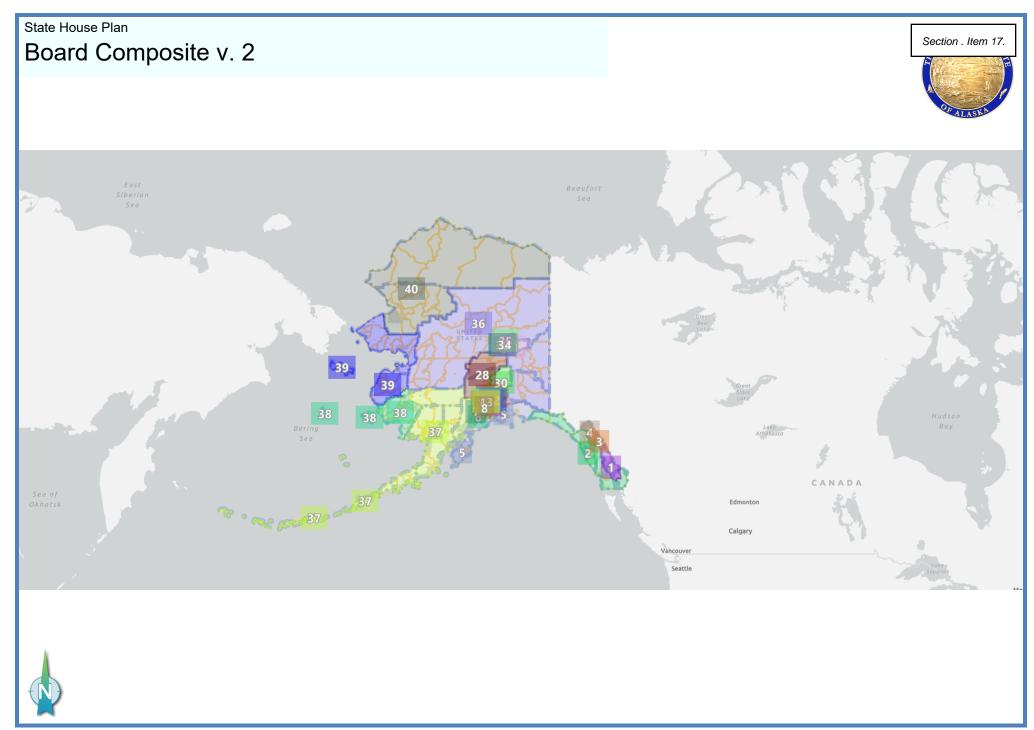
To access regional PDF files for both board composite plans, please follow this link: <u>www.akredistrict.org/maps</u>

For additional information please contact TJ Presley at (907) 229-1385.

###



AutoBound Edge MAP - Based on: 2020 Census Geography



AutoBound Edge MAP - Based on: 2020 Census Geography