

Mayor
Alice Ruby

City Manager
Robert Mawson



Dillingham City Co

Section . Item 5.

Kim Johnson
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Vacant

MEMORANDUM

Date: July 5, 2023
To: Honorable Mayor and City Council
From: Lori Goodell, Acting City Manager
Subject: Council Report

Projects and Funding:

Dillingham Port Improvements: A PIDP grant through MARAD for 11.25 million was applied for in April. If awarded this will be for phase one, float replacement, east waterfront utility upgrades, north bulkhead extension, Bingman property environmental assessment, and east waterfront site improvements. The City of Dillingham was awarded 5,000,000 from the State of Alaska (pending final budget approval) for float replacement.

Snag Point Erosion Mitigation Project: The City of Dillingham received an earmark \$5 million FY23 Congressional Delegation Spending allocation. This award will be for planning purposes, engineering, permitting, and surveying etc. Funding opportunities for construction are being pursued.

Sewer Lagoon Aeration: RFP for this project closed on June 13, 2023. An assessment of bids is underway. Evaluation of bids will be conducted, with this item coming to council at the next regular meeting.

Landfill: A \$100,000 grant through the SOA Department of Natural Resources has been received for fire break around the metal pile This will remove and manage vegetation, and apply gravel within 50 feet of the landfill property boundary

Jail: The FY23 Jail contract was completed. The DOC will need to be contacted regarding timing for the FY24 contract.

Processor Excise Tax: This potential revenue source has been sent to the Finance & Budget Committee for review of Ordinance 2022-04 introduced March 5, 2022. Meetings with local processors have been requested.

Staffing:

Staffing continues to be an issue of concern. The City needs to fill key leadership positions, some have been vacant for some time. Recruitment is ongoing for Public

Works Director, and Chief of Police. Several positions have been added for consideration in the FY2024 budget; Grant Writer, Deputy Manager, Corrections Officer, Dispatch, and Patrol Officer. Additional changes to solve staffing shortages include splitting positions, part time and on call hours to fill gaps, i.e., filing and records management.

Budget:

FY23 budget revision in this packet for adoption.

FY24 budget in this packet for adoption.

Equipment Assessment and Needs:

- RFP: fleet maintenance, equipment maintenance. There are two RFP's being developed. The need for timely and consistent management of maintenance and repairs of city equipment remains a high priority. Consideration for repairs vs. replacement will be ongoing.
- A list of assets is being compiled in Finance. This is needed not only for equipment purposes but also for facilities, budgeting and insurance needs.

City Property:

The list of properties continues to be under review and is subject to change. What is compiled to date will be included in the August council meeting. The status of land owned by the city is unique to each parcel. Some parcels have a very complex history. Any city land would need to be assessed and surveyed prior to consideration of disposal.

With the BBEDC grant writing assistance award the City is working with Agnew Beck on assessing the housing needs in Dillingham. I continue to urge the Council to actively engage in the housing strategy development to better understand what the complete needs of the community are, what the city's role will be, and identify all the stakeholders. Further a plan is prudent so it is clear how disposal of land correlates with the City's comprehensive plan, long term goals of the Council, and how that will best assist the housing needs for the community.

Approved Mayor sale items are being assessed for staging and sale by Purchasing and Disbursement Manager Jon Sorenson. This will reduce the clutter at public works and other areas where larger items have accumulated.

Foreclosure: The court did a final ruling on 3DI 18 157 CI in November of 2022. This action closed on four properties. One property has since been redeemed, the other three will need the city to decide on what the next steps are. The next foreclosure list has been approved by council and should be filed with the court.

Departments:

- Administration
 - Executive Assistant / HR position vacant.
 - Management continues to assist with Port, Public Works, City Clerk, and HR.
 - Policy updates: Personnel Regulations to incorporate union updates. Workplace Drug & Alcohol policy update including supervisor checklist.
 - Ongoing trainings, focus on safety.

- The City currently has four apartments dedicated to staffing needs; E Rotational Patrol Officers, support for Finance, and city manager apartment.
- City Clerk
 - This position is currently vacant. Recruitment ongoing.
 - Organization and management for October election will need to be addressed.
 - Next quarterly filing for APOC due end of July.
 - Minutes from last several meetings need to be written.
 - City purpose regarding foreclosure 3DI 18 157CI; status on three properties remains to be determined.
- Finance
 - Creative solutions to staffing shortages; part time and on call positions, duties of several positions have been redistributed. Job descriptions have been reevaluated and updated to reflect current operations of the department.
 - Audit, due to staff shortages in house and otherwise the FY22 audit is scheduled to be completed in November of this year. The FY23 audit has been scheduled to begin in January of 2023. This should put the audit cycle back on track.
 - Training: Payroll staff has training plan in place. OJT continues for Account Tech II and III positions.
 - FY23 budget amendment and FY24 budget cycle completed.
 - Property assessment conversion to MARS with data verification near completion. This is a 'living document' and modifications are ongoing. DNR does not notify the City of deeds that have changed. This makes the process problematic at times.
 - Collection efforts are performed as staff time allows. Finance is working toward consistency. Sales tax audits need to be scheduled.
 - 2023 Foreclosure list ready to file with the court.
- Fire Department
 - Focus on public outreach and education
 - Downtown firehall replacement submitted on CAPSIS. Seeking potential funding opportunities.
- Library
 - Due to dissolution of the library consortium seat assignments for the Library Advisory Board have been updated by resolution.
 - Friends of the Library currently reactivated since COVID.
 - Additional methods of security at the facility being pursued.
- Planning
 - Housing assessment completed in partnership with ANTHC.
 - Land use processes and compliance increased. Communication to citizens regarding municipal code requirements bolstered.
 - Floodplain regulations reviewed. Assessment of compliance to regulations, and advisement to property owners of floodplain requirements begun.
 - Comprehensive Plan update process started in conjunction with the Planning Commission and Agnew::Beck.
 - Housing needs and strategies meetings have begun. Stakeholders met May 15th. Follow up meetings are in the works.
- Port
 - Harbormaster hired for the 2023 season.

- All bathhouse amenities available this year.
- Crane on harbor north bulkhead repaired and working. Crane certification pending.
- Authorized float repair in progress.
- Dredging completed; south end float installed.
- Additional signage received for parking. Work for access road to upper parking scheduled this week.
- Land use plan including lease lots being updated.
- Looking into an assessment for the ice machine, specifically the compressor to see if it is still viable.
- Seasonal dock employees returned for work.
- Dock forklifts still in need of annual maintenance and repairs. Partnership with AML assists with equipment needs.
- Dock crane is working. Crane certification pending.
- Two freight barges received to date. Next barge is scheduled to arrive June 13, 2023.
- Public Safety
 - FY2024 Budget proposes three additional positions: corrections, dispatch, and patrol. These positions are needed to allow rotation of days off for 24/7 coverage.
 - Actively recruiting for Chief of Police. Several letters of interest have been received. A plan for scheduling interviews and what that process will entail is being worked out.
 - Contracts with the SOA; Jail, DMV, TSA will need to be renewed for FY2024.
 - PSEA collective bargaining completed.
 - Recommend Interim Chief to provide leadership and additional support during recruitment for permanent Chief of Police.
 - Work on the Public Safety assessment began week of June 5th. Assessment to be completed mid-August.
 - Evidence Room Audit should be a priority. This will include training and assignment of an evidence room custodian. This assignment requires specialized knowledge. Acquired quote indicates this project will take 3-5 weeks and costs approximately \$15,000 per week.
- Public Works
 - Road conditions have been impacted by the wet spring. Major repairs have been done to Dragnet Road, and continuing efforts are being made to keep Squaw Creek Road passable. The Public Works crew continue to address issues as conditions allow.
 - Servicing roads continues to be a priority. Experience and training will help make this function more efficient.
 - Numerous staffing vacancies mean the public works crew all pitch in across the board.
 - Fleet and equipment servicing is being addressed through local vendors. An RFP is being developed for future needs.
 - Several meetings with P.W. Foreman and the Landfill Supervisor have been held to discuss how to remedy the items associated with notice of violation received after last year's fire at the metal pile continue. Starlink has been installed at the landfill providing access to the internet. This will help with timely

- reporting going forward. Fill has been delivered for addressing coverage cell. A firebreak will be constructed around the metal pile.
- The excavator has been repaired and is being utilized at the landfill.
 - Wood pile burn box is active and reducing the matter in the area.
 - Work to get the water source available for the incinerator has started. This will be completed in the next few months.
 - One of the landfill monitoring wells has been damaged since the last sampling. It is unclear at this time if the well can be repaired or if a new well will be needed. Bristol Engineering Services Company LLC is currently doing the well testing. The well need to be marked and protected to prevent future damage.
 - Work to improve the City's best practices score continues. The Planner is actively engaged in this process. Better scores mean increased consideration for state funding opportunities.
- Senior Center
 - After three years in the shop, Senior Center van repairs were completed in May.
 - Ida Noonkesser, Senior Center Director, is retiring the end of June 2023.
 - The facility has experienced numerous wastewater backups the last few months. This has been remedied by the water/wasterwater department and is not functioning properly.

Note:

Open Meetings Act:

Article 06. OPEN MEETINGS OF GOVERNMENTAL BODIES

Sec. 44.62.312. State policy regarding meetings.

(a) It is the policy of the state that

- (1) the governmental units mentioned in AS 44.62.310 (a) exist to aid in the conduct of the people's business;
- (2) it is the intent of the law that actions of those units be taken openly and that their deliberations be conducted openly;
- (3) the people of this state do not yield their sovereignty to the agencies that serve them;
- (4) the people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know;
- (5) the people's right to remain informed shall be protected so that they may retain control over the instruments they have created;
- (6) the use of teleconferencing under this chapter is for the convenience of the parties, the public, and the governmental units conducting the meetings.